

CITY COUNCIL / LRA BOARD

Mayor/Chair

Richard D. O'Brien

Council/Authority Members

District 1 - Luis Uribe

District 2 - Rachel Hernandez

District 3 - Leanne Jones Cruz

District 4 - Darlene Barber-Martinez



CITY OF RIVERBANK

**Regular City Council and
Local Redevelopment Authority
Board Meetings**

Council Chambers, 6707 Third Street,
Suite B
Riverbank, CA 95367



TUESDAY, DECEMBER 12, 2023 – 6:00 P.M.

(THE AGENDA PACKET IS ONLINE AT [HTTP://WWW.RIVERBANK.ORG/AGENDACENTER](http://www.riverbank.org/agendacenter))

1. CALL TO ORDER

2. FLAG SALUTE

3. INVOCATION

4. ROLL CALL

5. AGENDA CHANGES

6. CONFLICT OF INTEREST

Any Council/Authority Member or Staff who has a direct Conflict of Interest on any scheduled agenda item to be considered is to declare their conflict at this time.

7. PRESENTATIONS (Informational only)

Item 7.1 **Recognition of Donna Kenney, Planning and Building Manager, on Her Retirement from the City of Riverbank-** It is recommended that the City Council conduct a presentation of gifts in acknowledgment of the years of service provided by Donna Kenney, Planning and Building Manager, and congratulating her on her retirement.

Item 7.2 **Introduction of Michael Patton, Director of Parks and Recreation-** City Manager to introduce Michael Patton, the City's new Director of Parks and Recreation.

Item 7.3 **Administration of the Oath of Office to Newly Appointed Planning Commissioners, Natasha Basso, Joan Stewart, Michael Halterman and Alternate Ben Reuben-** It is recommended that the Oath of Office be administered and the Certificates of Appointments be issued to newly appointed Planning Commissioners Natasha Basso, Joan Stewart, and Michael Halterman who will each serve a 4-year term ending in December 2027, and Alternate Planning Commissioner Ben Reuben, who will serve a 2-year term ending December 2025.

8. PUBLIC COMMENTS (No action can be taken)

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the City Council/LRA Board. Individual comments will be limited to a **maximum of 3 minutes (or as stated by the presiding Officer)** and time cannot be yielded to another person. Under State Law, matters presented during the public comment period cannot be discussed or acted upon.

Refer to the last page of this agenda for the Public Comment Procedures via ZOOM.

9. CONSENT CALENDAR

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council/LRA Board unless requested by an individual Council/Authority Member or member of the public for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by motion of the City Council/LRA Board.

Item 9.1 **Waive Readings.** All Readings of ordinances and resolutions, except by title, are waived.

Item 9.2 **Approval** of the City Council and Local Redevelopment Authority Board Minutes for November 14, 2023.

Item 9.3 **Resolution** approving a Cost-Sharing Agreement for the San Joaquin Valley Storm Water Quality Partnership (SJVSWQP) and Authorizing the City Manager to Execute the Agreement

Item 9.4 **Resolution** to Approve Cost Share Agreement with Stanislaus Tuolumne River Groundwater Basin Association (STRGBA) for Preparation of a Groundwater Sustainability Plan (GSP) and Groundwater Annual Reports.

Item 9.5 **Resolution** Approving the Scope of Work and Cost Proposal for Senior Level General Planning Services with John Anderson Land Use Planning and Authorizing a Budget Amendment of \$75,000 to the Planning Department Professional Services Account.

Item 9.6 **Second Reading an Ordinance** Approving the Rezone 01-2023 of 8.55 Acres to Planned Development located at 6612 and 6472 Central Avenue (APN's 062-020-018 and 062-020-031) for the River's Edge Subdivision and McRoy Wilbur Communities, Inc

10. PUBLIC HEARING

The Public Notice for Item 10.1 was published on 10/29/2023 in the Riverbank News.

Item 10.1 **First Reading by Title Only and Introduction of an Ordinance, amending Title VII: Traffic Code, Chapter 71: Stopping, Standing and Parking, Section 71.07 Prohibited and Limited Parking, Subsection (A), of the Riverbank Municipal Code, by repealing this Section in its entirety and substituting it with New Section 71.07 Prohibited and Limited Parking, Subsection (A) of the Riverbank Municipal Code.** It is recommended that the City Council introduce for first reading Ordinance 2023-XXX amending Title VII: Traffic Code, Chapter 71: Stopping, Standing and Parking, Section 71.07 Prohibited and Limited Parking, Subsection (A), by repealing this Section in its entirety and substituting it with new Section

71.07 Prohibited and Limited Parking, Subsection (A), to the Riverbank Municipal Code of Ordinances.

11. NEW BUSINESS

Item 11.1 **Adopt a Resolution to approve the Records Retention Schedule for the City of Riverbank-** It is recommended that the City Council review and discuss the adoption of a Resolution, authorizing the replacement and implementation of a Retention Schedule for Citywide Records and approving continuous disposal of obsolete records for the City of Riverbank.

12. COMMENTS/REPORTS

A brief report on notable attendance of a meeting or conference or other notable topics of City business shall be made. The Brown Act does not allow for discussion or action of items by the City Council/LRA Board during this time.

Item 12.1 Staff

Item 12.2 Council/Authority Member

Item 12.3 Mayor/Chair

13. CLOSED SESSION

The public will have a limit of **3 minutes** to comment on Closed Session item(s) as set forth on the agenda prior to the City Council/LRA Board recessing to Closed Session

Item 13.1 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
(Pursuant to Government Code §54956.9)
Name of Case: City of Riverbank v. Schneider Electric Buildings America, Inc.

Item 13.2 **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
(Pursuant to Government Code § 54956.8)
Property: 6436 Oakdale Road, Riverbank (APN 075-026-040)
Agency Negotiator: City Manager Marisela H. Garcia
Property Negotiator: High, Price & Leffler Associates
Under Negotiation: Price, terms of payment, or both.

Item 13.3 **CONFERENCE WITH LEGAL COUNSEL– ANTICIPATED LITIGATION**
Significant Exposure to Litigation
(Pursuant to Government Code § 54956.9(d))
Number of Potential Cases:1

Item 13.4 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
(Pursuant to Government Code §54956.9)
Name of Case: City of Riverbank v. Tricia A. Gardella, individually and as Trustee, and Resource Exploration and Drilling, LLC.

14. REPORT FROM CLOSED SESSION

Item 14.1 Report from Closed Session **Item 13.1**
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Government Code §54956.9)
Name of Case: City of Riverbank v. Schneider Electric Buildings America, Inc.

Item 14.2 Report from Closed Session **Item 13.2**
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code § 54956.8)
Property: 6436 Oakdale Road, Riverbank (APN 075-026-040)
Agency Negotiator: City Manager Marisela H. Garcia
Property Negotiator: High, Price & Leffler Associates
Under Negotiation: Price, terms of payment, or both.

Item 14.3 Report from Closed Session **Item 13.3**
CONFERENCE WITH LEGAL COUNSEL– ANTICIPATED LITIGATION
Significant Exposure to Litigation
(Pursuant to Government Code § 54956.9(d))
Number of Potential Cases: 1

Item 14.4 Report from Closed Session **Item 13.4**
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Government Code §54956.9)
Name of Case: City of Riverbank v. Tricia A. Gardella, individually and as Trustee, and Resource Exploration and Drilling, LLC.

15. ADJOURNMENT

The Next Regular City Council Meeting will be on: **Tuesday, January 9th, 2024**

CANCELED MEETING- December 26th, 2023 Happy Holidays!

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted at the meeting location, on the North City Hall public exterior bulletin board, South City Hall public exterior Bulletin, Riverbank Community Center exterior bulletin, and the City's website 72 hours prior to the meeting in accordance to the California Ralph M. Brown Act.

Posted this 7th Day of December, 2023

/s/ *Gabriela Hernandez, City Clerk*



ADA COMPLIANCE STATEMENT

In compliance with the Americans with Disabilities Act, and the Governor's Executive Order N-29-20, the City will make every effort to make reasonable modifications or accommodations from individuals with disabilities. Contact the Administration Dept. at (209) 863-7122 or the City Clerk at cityclerk@riverbank.org at least (48) hours prior to the meeting to enable the City to make reasonable arrangements for accessibility.

NOTICE REGARDING NON-ENGLISH SPEAKERS

Pursuant to California Constitution Article III, Section IV, establishing English as the official language for the State of California, and in accordance with California Code of Civil Procedures Section 185, which requires proceedings before any State Court to be in English, notice is hereby given that all proceedings before the City of Riverbank City Council/LRA Board shall be in English and anyone wishing to address the Council is required to have a translator present who will take an oath to make an accurate translation from any language not English into the English language.



TELECONFERENCE/VIRTUAL PLATFORM PUBLIC PARTICIPATION COMMENT PROCEDURES FOR CITY COUNCIL MEETING HELD IN CONFORMANCE WITH THE BROWN ACT

PUBLIC “LIVE” VIEWING

- Government Channels: Charter– 2 and AT&T U-VERSE – 99
- YouTube Live – City of Riverbank
- Via ZOOM Platform (See instructions below)

SUBMITTING PUBLIC COMMENTS FOR THE RECORD

Written comments must be received before 4:00 p.m. on the date of the meeting in order for them to be distributed to the Council prior to consideration of the matter. Written comments will not be read aloud at the meeting, but will be reported as received for the record. If you do not receive an acknowledgement of receipt within an hour of submission or by 5:00 pm, please call the City Clerk's Office at (209) 863-7198 or the Administration Dept. at (209) 863-7122.

ACCEPTABLE METHODS OF SUBMITTING COMMENTS BEFORE THE 4:00 PM DEADLINE

- **Via Mail Service:** Mail comments to City of Riverbank, Attn. City Clerk, 6707 Third Street, Suite A, Riverbank, CA 95367. (Call 209-863-7198 / 209-863-7122 to ensure they were received.)
- **Via Email:** Mail to cityclerk@riverbank.org *(Note: This technology is not a guaranteed method.)*
 - Indicate Agenda Item # in the **subject line**. (Call 209-863-7198 /209-863-7122 to ensure receipt)
- **Oral Comments In-Person:** The Mayor will ask the public if anyone wishes to comment, at that time you may approach the podium.
- **Oral Comments Via Zoom:** The Mayor will announce when public comments may be made for a limit of 3 minutes on the agenda item being considered, at which time you will:
(please make sure the volume on your video device or any nearby device is turned down.)
 - **Using a computer** – click on the “raise hand” feature in the webinar controls. This will alert staff that you wish to speak, and you will be unmuted.
 - **Using a Phone** – press ***9** to “raise the hand”. This will alert staff that you wish to speak, and you will be unmuted.

Teleconference Phone Number (This system is a backup for ZOOM technical difficulties only when providing oral comments.) If there are technical difficulties or disconnection with ZOOM while making oral comments, please immediately call the **teleconference phone number (209) 863-7151** so that Council may receive your comments. Council will be waiting for your call. Thank you

JOIN THE MEETING VIA ZOOM PLATFORM

Join by this link: <https://us02web.zoom.us/j/81538334088>

Join by accessing website: <https://zoom.us/join>, enter Webinar ID: **815 3833 4088**

Join by telephone: **1 669 444 9171 OR 1 669 900 9128**, plus Webinar ID: **815 3833 4088**

Learn about using ZOOM - Visit <https://zoom.us/j/94943925973?status=success> for a free account or to download the app.

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 7.1

SECTION 7: PRESENTATIONS

Meeting Date: December 12, 2023

Subject: Recognition of Donna Kenney, Planning and Building Manager,
on Her Retirement from the City of Riverbank

From: Marisela H. Garcia, City Manager

RECOMMENDATION

It is recommended that the City Council conduct a presentation of gifts in acknowledgment of the years of service provided by Donna Kenney, Planning and Building Manager, and congratulating her on her retirement.

SUMMARY

Donna Kenney has been employed with the City of Riverbank since June 1, 2015. Donna came to the City with a wealth of knowledge in urban planning and we were very pleased to have her join the Riverbank Team.

Over the past 8 ½ years of service that Donna has provided to the City, she has elevated the professionalism of the staff in the Planning, Building, and Neighborhood Improvement Divisions. She coordinated the preparation of the Crossroads West Specific Plan and EIR and has been the lead staff member in all planning related projects, including projects such as the Aemetis Sustainable Aviation Fuel project at the Riverbank Industrial Complex and the Aeriz Cannabis project at the former cannery site.

The City of Riverbank City Council and City Staff congratulate Mrs. Donna Kenney on her retirement and wish her the best in all her travels.



RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 7.2

SECTION 7: PRESENTATIONS

Meeting Date: December 12, 2023

Subject: Introduction of Michael Patton, Director of Parks and Recreation

From: Marisela H. Garcia, City Manager

RECOMMENDATION

City Manager to introduce Michael Patton, the City's new Director of Parks and Recreation.

SUMMARY

After the successful recruitment by Mosaic Public Partners for the position of Director of Parks and Recreation, Mr. Michael Patton was offered, and accepted, the position. Mr. Patton's background in Recreation will be instrumental in allowing the City to move forward with several key projects including the proposed trail at Jacob Myers Park. Mr. Patton began his employment with the City on December 4, 2023.

FINANCIAL IMPACT

There is no financial impact associated with this report.

ATTACHMENTS

None.

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 7.3

SECTION 7: PRESENTATIONS

Meeting Date: December 12, 2023

Subject: Administration of the Oath of Office to Newly Appointed Planning Commissioners, Natasha Basso, Joan Stewart, Michael Halterman, and Alternate Ben Reuben

From: Marisela H. Garcia, City Manager

Submitted by: Gabriela Hernandez, City Clerk/LRA Secretary

RECOMMENDATION

It is recommended that the Oath of Office be administered and the Certificates of Appointments be issued to newly appointed Planning Commissioners Natasha Basso, Joan Stewart, and Michael Halterman who will each serve a 4-year term ending in December 2027, and Alternate Planning Commissioner Ben Reuben, who will serve a 2-year term ending December 2025.

SUMMARY

In accordance with Riverbank Municipal Code a Resolution to appoint Planning Commissioners and Alternate Planning Commissioners must be approved before the appointment of such candidates. At the City Council Meeting of November 14th, 2023 City Council approved Resolution 2023-111 to reappoint Natasha Basso and Joan Stewart as Planning Commissioners and Appoint Ben Reuben as an Alternate Planning Commissioner. It was also approved to move Michel Halterman from Alternate to Primary Planning Commissioner. As such, and as recommended by Mayor Richard O'Brien and The Riverbank City Council, the newly appointed Planning Commissioners and Alternate will be taking their Oath and will be presented with their Certificate of Appointments.

FINANCIAL IMPACT

There is no financial impact to this item.

ATTACHMENTS

1. Oath and Certificate of Appointments

*Certificate of Appointment
and Oath of Office*

STATE OF CALIFORNIA,
COUNTY OF STANISLAUS
CITY OF RIVERBANK } ss.

I, **Gabriela Hernandez**, City Clerk of the City of Riverbank, State of California, do hereby certify that at the regular City Council meeting held in the City of Riverbank on the 14TH day of November,

Natasha Basso

was officially appointed by City Council Resolution 2023-111 to the Primary Office seat of **PLANNING COMMISSIONER** to fulfill a four-year term, beginning January 2024 and expiring December, 2027.

*In Witness Whereof I have hereunto set my hand and
affixed the Official Seal of the City of Riverbank on
this 12th day of December, 2023.*

Gabriela Hernandez
City Clerk / Elections Official

STATE OF CALIFORNIA,
COUNTY OF STANISLAUS
CITY OF RIVERBANK } ss.

I, **Natasha Basso**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Natasha Basso
Planning Commissioner

Subscribed and sworn before me, this 12th day of December 2023.

Richard D. O'Brien, Mayor

*Certificate of Appointment
and Oath of Office*

STATE OF CALIFORNIA,
COUNTY OF STANISLAUS
CITY OF RIVERBANK

} ss.

I, **Gabriela Hernandez**, City Clerk of the City of Riverbank, State of California, do hereby certify that at the regular City Council meeting held in the City of Riverbank on the 14TH day of November,

Joan Stewart

was officially appointed by City Council Resolution 2023-111 to the Primary Office seat of **PLANNING COMMISSIONER** to fulfill a four-year term, beginning January 2024 and expiring December, 2027.

*In Witness Whereof I have hereunto set my hand and
affixed the Official Seal of the City of Riverbank on
this 12th day of December, 2023.*

Gabriela Hernandez
City Clerk / Elections Official

STATE OF CALIFORNIA,
COUNTY OF STANISLAUS
CITY OF RIVERBANK

} ss.

I, **Joan Stewart**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Joan Stewart
Planning Commissioner

Subscribed and sworn before me, this 12th day of December 2023.

Richard D. O'Brien, Mayor

*Certificate of Appointment
and Oath of Office*

STATE OF CALIFORNIA,
COUNTY OF STANISLAUS
CITY OF RIVERBANK

} ss.

I, **Gabriela Hernandez**, City Clerk of the City of Riverbank, State of California, do hereby certify that at the regular City Council meeting held in the City of Riverbank on the 14TH day of November,

Michael Halterman

was officially transferred by City Council Resolution 2023-111 to the Primary Office seat of **PLANNING COMMISSIONER** to fulfill a four-year term, beginning January 2024 and expiring December, 2027.

*In Witness Whereof I have hereunto set my hand and
affixed the Official Seal of the City of Riverbank on
this 12th day of December, 2023.*

Gabriela Hernandez
City Clerk / Elections Official

STATE OF CALIFORNIA,
COUNTY OF STANISLAUS
CITY OF RIVERBANK

} ss.

I, **Michael Halterman**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Michael Halterman
Planning Commissioner

Subscribed and sworn before me, this 12th day of December 2023.

Richard D. O'Brien, Mayor

*Certificate of Appointment
and Oath of Office*

STATE OF CALIFORNIA,
COUNTY OF STANISLAUS
CITY OF RIVERBANK

} ss.

I, **Gabriela Hernandez**, City Clerk of the City of Riverbank, State of California, do hereby certify that at the regular City Council meeting held in the City of Riverbank on the 14TH day of November,

Ben Reuben

was officially appointed by City Council Resolution 2023-111 to the Alternate Office seat of **PLANNING COMMISSIONER** to fulfill a two-year term, beginning January 2024 and expiring December, 2025.

*In Witness Whereof I have hereunto set my hand and
affixed the Official Seal of the City of Riverbank on
this 12th day of December, 2023.*

Gabriela Hernandez
City Clerk / Elections Official

STATE OF CALIFORNIA,
COUNTY OF STANISLAUS
CITY OF RIVERBANK

} ss.

I, **Ben Reuben**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Ben Reuben
Alternate Planning Commissioner

Subscribed and sworn before me, this 12th day of December 2023.

Richard D. O'Brien, Mayor

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 9.1

SECTION 9: CONSENT CALENDAR

Meeting Date:	December 12, 2023
Subject:	Waiver of Readings
From:	Marisela H. Garcia, City Manager
Submitted by:	Gabriela Hernandez, City Clerk/LRA Secretary

RECOMMENDATION

It is recommended that the City Council / LRA Board approve the waiver of readings of any proposed ordinances and resolutions for consideration, except by title.

SUMMARY

In lieu of reading the entire text of a proposed ordinance or resolution that is introduced for consideration for adoption and approval, by majority vote, the City Council/LRA Board may waive the reading of the text and introduce the ordinance or resolution by title only for the record.

The full text of the proposed ordinances and resolutions, and any related documents that are part of the agenda packet, are available for review by the public on the City's website and in the City Clerk's office at City Hall (North) upon distribution to a majority of the City Council/LRA Board; typically 72 hours prior to the scheduled date and time of the meeting.

FINANCIAL IMPACT

There is no financial impact to this item.

ATTACHMENTS

There are no attachments to this report.

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 9.2

SECTION 9: CONSENT CALENDAR

Meeting Date:	December 12, 2023
Subject:	Approval of the November 14, 2023 City Council and Local Redevelopment Authority Board Minutes.
From:	Marisela H. Garcia, City Manager
Submitted by:	Gabriela Hernandez, City Clerk/LRA Secretary

RECOMMENDATION

It is recommended that the City Council/ Local Redevelopment Authority Board approve the City Council/LRA Meeting Minutes of November 14, 2023 as presented.

SUMMARY

The Draft Minutes of the City Council and the Local Redevelopment Authority Board meeting have been prepared for review and approval.

FINANCIAL IMPACT

There is no financial impact to this item.

ATTACHMENTS

1. The November 14, 2023 City Council and Local Redevelopment Authority Board Minutes.

CITY COUNCIL / LRA BOARD

Mayor/Chair
Richard D. O'Brien
Council/Authority Members:
District 1 -Luis Uribe
District 2- Rachel Hernandez
District 3- Leanne Jones Cruz
District 4 -Darlene Barber-Martinez



CITY OF RIVERBANK

**Regular City Council and
Local Redevelopment Authority
Board Meetings**
Council Chambers, 6707 Third St
Suite B
Riverbank, CA 95367



MINUTES

TUESDAY, NOVEMBER 14, 2023 – 6:00 P.M.

(THE AGENDA PACKET IS ONLINE AT [HTTP://WWW.RIVERBANK.ORG/AGENDACENTER](http://www.riverbank.org/agendacenter))

- 1. CALL TO ORDER** - Mayor / Chair O'Brien called the meeting to order at 6:00P.M.
- 2. FLAG SALUTE** –Mayor / Chair O'Brien led the pledge of allegiance.
- 3. INVOCATION** – Reverend Randy Richardson provided the invocation.
- 4. ROLL CALL** – City Clerk Hernandez conducted Roll Call.

Members of the City Council / Local Redevelopment Authority Board present:

Council Member / Authority Member District 1 Luis Uribe
Council Member / Authority Member District 3 Leanne Jones Cruz
Council Member / Authority Member District 4 Darlene Barber-Martinez
Vice Mayor / Vice Chair District 2 Rachel Hernandez
Mayor / Chair Richard D. O'Brien

5. AGENDA CHANGES

No Agenda Changes.

6. CONFLICT OF INTEREST: Any Council/Authority Member or Staff who has a direct Conflict of Interest on any scheduled agenda item to be considered is to declare their conflict at this time.

None Declared.

7. PRESENTATIONS (Informational only)

Item 7.1 **Proclamation - Native American Heritage Month**-It is recommended that the City Council read a Proclamation for Native American Heritage Month.

Mayor O'Brien read and proclaimed November as Native American Heritage Month in the City of Riverbank.

Item 7.2 **Presentation- Soroptimist Club-** It is recommended that the City Council receive a presentation from members of the Soroptimist Club Riverbank Chapter.

Christine Facella, President, and Members of the Riverbank Soroptimist Club gave a presentation on goals and awards the club offers.

Item 7.3 **Presentation – Riverbank Regional Recycled Water Project Status Update-** It is recommended that the City Council receive a presentation from Neal Colwell, Principal Engineer for Kjeldsen, Sinnock, and Neudeck Inc. (KSN)

Neal Colwell, Principal Engineer for KSN, gave a PowerPoint presentation and status update on the Regional Recycled Water Project.

8. PUBLIC COMMENTS (No action can be taken)

*At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the City Council/LRA Board. Individual comments will be limited to a **maximum of 3 minutes (or as stated by the presiding Officer)** and time cannot be yielded to another person. Under State Law, matters presented during the public comment period cannot be discussed or acted upon.*

Mayor O'Brien Opened Public Comment at 6:42P.M.

Jami Aggers, Modesto Resident outside the City of Riverbank, but within the project area of the proposed River Walk Project, you have heard from me many times over the past few years. I would just like to share with you, as I have been walking the neighborhood in recent months and in talking to folks about not only the River Walk proposed project but our proposed ballot initiative, and while you don't have to represent me because I do not live within your boundaries you should be concerned about the comments that we are hearing from your residents. Some of the common threads that people are sharing with us number one, they are unaware and are shocked to learn about the proposed River Walk development, and they are generally very thankful that we are pursuing the ballot measure. They want to learn more about it, how they can talk to their friends, neighbors, relatives. They want copies of our brochures. So, while you don't have to represent me or my cohorts that working on this project, you should hopefully be concerned about the people who live within your boundaries, and I just want make sure, you knew the kinds of comments that we are regularly receiving. And again, when this project comes before you, please consider voting no.

Olivia Arambula, with Timeless Real Estate commenting on behalf of the Chamber of Commerce, because I am now the Ambassador for the Chamber of Commerce. Would like to share some events that are coming up and invite everyone, community and council. Our meetings are every other Tuesday, the second and fourth Tuesday of the month we meet at the industrial complex here in Riverbank, and their meetings are from 10am till 11am. We also have a mixer, it's a multi chamber mixer, that is November fifteenth,

tomorrow evening, from 5pm to 7pm, located at the Second Harvest of the Greater Valley, Central Valley and it's in Manteca.

Randy Richardson, Riverbank Resident would like to invite everyone to a Thanksgiving Dinner that will be on Wednesday, November 20th, there are two seating times 5 o'clock or 6:30. Last year we fed over 200 people. It was great getting to sit around the table just meeting all the walks of life in the Riverbank Community. We will be handing out jackets and socks. We are planning on having around 300 people this year. You are all welcome.

Jacob Faulder, representative with Senator Marie Alvarado Gil's Office gave a legislative update. Currently out of session, wont resume till January. Two bills were officially signed into law by the governor, and 2 were vetoed. SB 470, which dealt with drought relief that unfortunately was vetoed and SB 716 was also vetoed, that relates to binding arbitration and common-sense worker protections. SB 606 which deals with transportation efficiency in the Eastern Sierra region that was signed into law, and SB 780 which deals with Commercial feed and supports farmers and ranchers was also signed into law.

There being no further public comments, Mayor O'Brien closed the Public Comment period 6:52 P.M.

9. CONSENT CALENDAR

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council/LRA Board unless requested by an individual Council/Authority Member or member of the public for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by motion of the City Council/LRA Board.

- Item 9.1** **Waive Readings.** All Readings of ordinances and resolutions, except by title, are waived.
- Item 9.2** **Approval** of the City Council and Local Redevelopment Authority Board Minutes for October 24, 2023.
- Item 9.3** **Acceptance** of the Claus Road Curb & Sidewalk Project and Authorization to File a Notice of Completion.
- Item 9.4** **Acceptance** of 3rd Street Parking Lot Project and Authorization to File a Notice of Completion.
- Item 9.5** **Resolution 2023-110** Declaring Certain Property Surplus as Listed in Exhibit A and Authorizing Its Disposition.
- Item 9.6** **Resolution 2023-111** approving the Appointments of Natasha Basso, Joan Stewart, and Alternate Ben Reuben to the Planning Commission effective January 2024 and moving Michael Halterman from an Alternate to a Primary.
- Item 9.7** **Resolution 2023** to appropriate \$7,500 from the General Fund to the Elections Fund for the Verification of Petition Signatures to the Stanislaus County Office of the Clerk-Recorder.

Councilmember Jones Cruz, asked to pull item 9.7 from the consent calendar for further discussion.

There being no public comments, Mayor O'Brien brought the item back to City Council.

ACTION: By motion moved and seconded (Uribe /Jones Cruz 5/0) to approve the **consent calendar** with the exception of Item 9.7.

Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Hernandez, Jones Cruz, Barber-Martinez, and Mayor O'Brien
NAYS: None / ABSENT: None / ABSTAINED: None

Item 9.7 **Resolution 2023-112** to appropriate \$7,500 from the General Fund to the Elections Fund for the Verification of Petition Signatures to the Stanislaus County Office of the Clerk-Recorder.

Councilmember Jones Cruz asked if it could be clarified what the \$7,500 is for, in case someone didn't get a chance to read the report.

City Clerk Hernandez clarified that all initiatives whether initiated by a resident proponent or city, per government code, if they meet the threshold of required signatures in the prima facie verification, then the city will need to seek assistance from the County Clerk Records Office for verification of the signatures. To verify that in fact they are a registered voter and a Riverbank resident. The \$7,500 would be to pay the County Clerk Records office, as they are the ones equipped to do the signature verification.

Councilmember Uribe, asked if the burden of this cost would fall on the city?

City Clerk Hernandez clarified, yes, the burden of the cost falls on the city. It is not just for this particular initiative, but all that are filed and meet the required threshold of signatures.

There being no public comments, Mayor O'Brien brought the item back to City Council.

ACTION: By motion moved and seconded (Jones Cruz /Uribe 5/0) to approve Item 9.7. of the Consent Calendar.

Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Hernandez, Jones Cruz, Barber-Martinez, and Mayor O'Brien
NAYS: None / ABSENT: None / ABSTAINED: None

10. PUBLIC HEARINGS

The Public Notice for Item 10.1 was published on 10/25/2023 in the Riverbank News.

The Public Notice for Item 10.2 was published on 11/01/2023 in the Riverbank News.

Item 10.1 **Resolutions to Consider Approval of (1) General Plan Amendment 01-2023, and (2) Vesting Tentative Map 02-2023, and the First Reading by Title Only and Introduction of an Ordinance Approving the Rezone 01-2023 of 8.55 Acres to Planned Development located at 6612 and 6472 Central Avenue (APN's 062-020-018 and 062-020-031) for the River's**

Edge Subdivision and McRoy Wilbur Communities, Inc- Adopt two resolutions and an ordinance to approve the request of McRoy Wilbur Communities, Inc for a General Plan Amendment, Rezone, and Vesting Tentative Map to create 38 (36 new) single family residential lots in the proposed River's Edge subdivision. The location is 6612 and 6472 Central Avenue (APNs 062-020-018 and 062-020-031).

Planning and Building Manager Kenney gave a comprehensive staff report and Power Point presentation on the consideration of Approval for the General Plan Amendment and the Vesting Tentative Map and the First Reading by Title Only and Introduction of an Ordinance Approving the Rezone 01-2023 of 8.55 Acres to Planned Development located at 6612 and 6472 Central Avenue (APN's 062-020-018 and 062-020-031) for the River's Edge Subdivision and McRoy Wilbur Communities, Inc.

City Council discussed item with City Staff.

Mayor O'Brien opened the Public Hearing at 7:03 P.M.

Syd Halterman with Benchmark Engineering, we're the land survey and civil engineer retained by McRoy global communities to develop this project. Thank you, Donna, for the presentation. I think she covered most of the salient points I want to reiterate that this is a project that is joining up by the completion of Sierra Street from the Diamond Bar West, and Heritage projects. Which Sierra, as you know, is going all the way through to Claus Road. Now it will connect it through to the Diamond Bar East, which is nearing completion, construction of the infrastructure. So, it'll join that together. So, it's bringing the community together that way. the developer has developed several projects in this city before. On the east side of town Countryside is some recent ones that they've done. We're really hoping to get going soon on this one. And if you have any questions on the specifics of the design, and that we're here, my colleague Rick is here as well. We could answer any questions that you have on how it would be developed. Thank you

Mayor O'Brien Closed the Public Hearing at 7:05 P.M.

There being no public comments, Mayor O'Brien brought the item back to City Council.

ACTION: By motion moved and seconded (Jones Cruz / Barber-Martinez 5/0) to approve **Resolution 2023-113** General Plan Amendment and **Resolution 2023-114** Vesting Tentative Map and the First Reading of **Ordinance 2023-xxx** approving the Rezone 01-2023 of 8.55 Acres to Planned Development located at 6612 and 6472 Central Avenue (APN's 062-020-018 and 062-020-031) for the River's Edge Subdivision and McRoy Wilbur Communities, Inc.

*Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Hernandez, Jones Cruz, Barber-Martinez, and Mayor O'Brien
NAYS: None / ABSENT: None / ABSTAINED: None*

Item 10.2 **Resolution Accepting the Fiscal Year 2022-23 Annual AB 1600 Report of System Development Fee Activity-** It is recommended that the City Council adopt a Resolution accepting the Fiscal Year 2022-23 Annual AB 1600 Report of System Development Fee Activity.

Assistant City Manager Alcantor gave a comprehensive staff report and Power Point presentation on the Annual AB 1600 Report of System Development Fee Activity for Fiscal Year 2022-2023.

City Council discussed item with staff.

Mayor O'Brien Opened the Public Hearing 7:11 P.M.

Mayor O'Brien Closed the Public Hearing at 7:11 P.M.

There being no public comments, Mayor' O'Brien brought the item back to City Council.

ACTION: *By motion moved and seconded (Uribe / Jones Cruz 5/0) to approve **Resolution 2023-115** accepting the Fiscal year 2022-2023 annual AB 1600 Report of System Development Fee Activity.*

Motion carried by unanimous City Council and LRA Board roll call vote:

AYES: Uribe, Hernández, Jones Cruz, Barber-Martínez, O'Brien

NAYS: None / ABSENT: None / ABSTAINED: None

11. NEW BUSINESS

Item 11.1 **Resolution to Reimburse SCM Hearthstone LLC for Additional Work at The Heritage Subdivision-** It is recommended that the City Council consider and approve the Resolution to reimburse SCM Hearthstone LLC for the construction of additional staff-requested improvements in The Heritage subdivision.

Planning and Building Manager Kenney gave a comprehensive staff report and PowerPoint presentation to consider reimbursing SCM Hearthstone LLC for additional work at the Heritage Subdivision.

City Council discussed item with staff

There being no public comments, Mayor' O'Brien brought the item back to City Council.

ACTION: *By motion moved and seconded (Jones Cruz / Barber-Martinez 5/0) to approve **Resolution 2023-116** to reimburse SCM Hearthstone LLC for additional work at The Heritage Subdivision.*

Motion carried by unanimous City Council and LRA Board roll call vote:

AYES: Uribe, Hernández, Jones Cruz, Barber-Martínez, O'Brien

NAYS: None / ABSENT: None / ABSTAINED: None

Item 11.2 **Resolution to Credit the LGI Homes LLC System Development Fees for Water, Storm Water, Waste Water and Parks for the Diamond Bar East Subdivision-** It is recommended that the City Council consider and approve the Resolution (Attachment 1) providing credit to LGI Homes LLC (“LGI Homes”) for System Development Fees for the water, storm water, waste water, and park fees assessed on the construction of dwelling units in the Diamond Bar East subdivision.

Building and Planning Manager Kenney gave a comprehensive staff report and PowerPoint presentation to consider crediting LGI Homes LLC for the System Development fees for water, Storm water, waste water and Parks for Diamond Bar East Subdivision.

City Council discussed item with staff

There being no public comments, Mayor’ O’Brien brought the item back to City Council.

ACTION: *By motion moved and seconded (Uribe / Jones Cruz 5/0) to approve **Resolution 2023-117** to Credit the LGI Homes LLC System Development Fees for Water, Storm Water, Waste Water and Parks for the Diamond Bar East Subdivision.*

*Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Hernández, Jones Cruz, Barber-Martínez, O’Brien
NAYS: None / ABSENT: None / ABSTAINED: None*

Item 11.3 **A Resolution to Approve an Employment Agreement Between the City of Riverbank and Michael Patton as Director of Parks and Recreation and Authorize the City Manager to Execute the Agreement-** It is recommended that the City Council consider adopting a Resolution which will approve an Employment Agreement with Michael Patton as the new Director of Parks and Recreation.

City Manager Garcia gave a comprehensive staff report and PowerPoint presentation on the Employment Agreement for Michael Patton as Director of Parks and Recreation.

City Council discussed item with staff

There being no public comments, Mayor’ O’Brien brought the item back to City Council.

ACTION: *By motion moved and seconded (Uribe / Barber-Martinez 5/0) to approve **Resolution 2023-118** to approve the employment agreement between the City of Riverbank and Michael Patton Director of Parks and Recreation and authorize the City Manger to Execute the agreement.*

*Motion carried by unanimous City Council and LRA Board roll call vote:
AYES: Uribe, Hernandez, Jones Cruz, Barber-Martinez, O’Brien*

12. COMMENTS/REPORTS

A brief report on notable attendance of a meeting or conference or other notable topics of City business shall be made. The Brown Act does not allow for discussion or action of items by the City Council/LRA Board during this time.

Item 12.1 Staff

City Manager Garcia reported on the following:

- City offices will be closed for the Thanksgiving holiday starting Wednesday, November 20th, through Friday, November 24th.*
- Our City's Annual Christmas parade is going to be on Saturday, December 9th. The celebration will start with a craft fair at our Community Center, which will go from 10 to 2, and then the afternoon evening craft fair and food vendors will be in our downtown area. Starting at 3:00pm, the parade itself begins at 5:00pm, and we will have the Christmas tree lighting and pictures with Santa afterwards in the Del Rio Plaza.*
- I'm really excited to share, for those who were not able to join us last week for the Sierra House day use facility. It is officially open. Yesterday we did have 4 residents who came to use the facilities. We're extremely happy that the word is getting out. We're glad to be able to see it in use now, and especially as the weather turns colder. A nice hot shower, I'm sure, certainly helps. the day us facility is located at 3346 Sierra Street, and, as I mentioned, it, provides shower services and clean clothing to our unhoused residents, and we also have our onsite case manager, Seth Anderson from Cambridge Academies, who's providing additional services to the residents to fulfil whatever needs they have, whether it be medical or looking to get documentation, whether it's ids or birth certificates, anything that they might need assistance with. We're providing he is there on a daily basis to accept any donations. We do ask that you log on to our website. We do have a Sierra House website and our Facebook page, where we've shared an Amazon link. Wish list so that we can get all of the supplies that we need to run the house.*
- As part of our efforts to continue to provide services to our unhoused residents. The city does participate as board members of the Stanislaus community system of care and the Stanislaus Homeless Alliance. And so, I want to take this time to congratulate Councilmember Barber Martinez who was just appointed as Co. Chair of the Stanislas Homeless Alliance, which we also call the SHA, So, congratulations on that appointment. And of course, a thank you to the City Council for your commitment in assisting our unhoused residents.*
- The Riverbank Chamber of Commerce in partnership with the City, Opportunity Stanislas and the Stanislas Latino Chamber of Commerce will be offering a social media marketing seminar for our small businesses here on Thursday, January 11th. The details for the registration will be shared on our website, our social media and via an email for all of those businesses who have business licenses with the city and who provided their email address to us.*
- Some upcoming agenda items, I do want to start to share those with you so that you know what we're working on. Some of the items that we're currently reviewing is an update to our massage ordinance to reflect updates made at the state level*

related to certification and permitting, updates to our abandoned vehicle code and then updates to the City Council salaries based on new legislation that will come into effect, starting as of January.

Assistant City Manager Alcantor Commented on the following:

- Wanted to remind the Council and resident, our sewer rate plan that we have in place will have an annual increase on January. It will be effective in your March bill, that you get out in March first. And the increase is approximately \$11 a month, for regular residential, a single residential.*

Item 12.2 Council/Authority Member

Councilmember Jones Cruz reported on the following:

- I got a chance to attend the opening for the Sierra Day House facility and I'm sure, along with the rest of the council members and the mayor and city staff, I felt really proud that we were able to have that open and kind of a long time coming. And it's just was a really cool thing to see, even in the drizzly rain. The turnout, for that was pretty amazing.*
- And with that said, and we kind of head into the Thanksgiving holiday here, and it always makes me stop and wonder, and ponder on things I'm thankful for, and one of the things I'm extremely thankful for. Is to live in this amazing city, and I'm just proud to be part of it, and glad I'm here started my life here, and here's why I am so proud to be here. Thanks.*

Councilmember Uribe reported on the following:

- Thank you, Leanne for mentioning the day use facility. I had opportunity to visit it yesterday. After the first full day of being officially open got to donate my first blazer there. I'm getting a lot of good positive feedback from the community Seth, and there's and wants to thank t everybody that's already donated. They are still seeking some more donations, some hygiene items and stuff like that. So, thank you. Looking forward to just continuing to stay updated from Seth and continue to donate as much as I can get the word out for him.*
- This Friday, will be spending some time with Randy and Love Riverbank Committee. Love Riverbank is going to be kicking off the very first meeting, and I know they did an amazing job last year, looking forward to next year.*

Councilmember Barber-Martinez reported on the following:

- Looking forward to the grand opening of our Sierra House. I think that we are moving the city in the right direction, helping our neighbors, who need us at the most vulnerable time, especially now with it getting cold outside. Hoping there is a way we can know how many our residents came through the programs that we have? So, that we may get some feedback, maybe quarterly.*
- Another successful, Día de Los Muertos event from the Parks and Rec Department and all our community.*
- Today, I attended the Stanislaus Regional Water Authority, ribbon cutting ceremony, for a brand-new facility that is providing water, mostly to Ceres and Turlock. I took a tour, just to see it and I learned a lot.*

- *Central Valley Community Resources is hosting a car show and toy drive on December 3rd from 9am to 2pm at Riverbank SaveMart, and we do have sign ups for Riverbank Residents. Sign-ups are through Casa del Rio our Family Resource Center.*
- *Happy Thanksgiving to Everyone, see you at the next council meeting.*

Vice Mayor Hernandez reported on the following:

- *Would like to mention Sierra House, and how it's going to take us for its continued success. So, please add it to your Christmas Shopping List.*
- *I will be joining the Latino Community Round Table Board, and they serve the entire county, their meetings are around lunchtime once a month on Wednesdays.*

Item 12.3 Mayor/Chair

Mayor O'Brien reported on the following:

- *We need to take a look at Strategic Planning, and the reason for that is we have a lot of issues that are coming up. One is the State is imposing water conservation on the city of 43% next year, and then ultimately 49%. That means half your water usage has to go away. And we have to determine how we are going to do that. And how we are going to account for it and who's going to pay the stat lines?*
- *We also need to take a look at Wastewater Treatment Plant where we go from here, and what's acceptable what is not acceptable. But, one of the things is that no matter what, the plant needs to be upgraded. And if we go to the tertiary system, then we can dispose of a lot easier.*
- *We also need to take a look at the conveyance of the LRA, was still slowly grinding. But I don't think 24 is the answer this year, this next year on the conveyance.*
- *Our Nexus Fee Study was prepared in 2015, but we had an update on 2020 for traffic and parks is currently being worked on. Everything else should be able to accommodate all the new development that was proposed for Crossroads West. So, we don't need a new Nexus fee update, not at this time. We've been doing annual updates based on the CPI at this point in time. Should there be future development or should the city complete its water and sewer and storm master plans, and if there are project that are not within the current study, then we would do an update at that time.*

13. CLOSED SESSION

The public will have a limit of **3 minutes** to comment on Closed Session item(s) as set forth on the agenda prior to the City Council/LRA Board recessing to Closed Session.

Item 13.1 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Pursuant to Government Code §54956.9)

Name of Case: City of Riverbank v. Schneider Electric Buildings America, Inc.

Item 13.2 **CONFERENCE WITH LABOR NEGOTIATORS**

(Pursuant to Government Code §54957.6)

Agency representative: City Manager Marisela Garcia

Employee Organizations: Riverbank Mid-Management Employee Association and Riverbank Miscellaneous Employees

There being no Public Comments, Mayor O'Brien moved to Closed Session at 7:47P.M.

Reconvened from Closed Session at 8:28P.M.

14. REPORT FROM CLOSED SESSION

Item 14.1 Report from Closed Session **Item 13.1**
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Government Code §54956.9)
Name of Case: City of Riverbank v. Schneider Electric Buildings America, Inc.

ACTION: *Direction was provided to staff.*

Item 14.2 Report from Closed Session **Item 13.2**
CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Government Code §54957.6)
Agency representative: City Manager Marisela Garcia
Employee Organizations: Riverbank Mid-Management Employee Association and Riverbank Miscellaneous Employees

ACTION: *Directions was provided to staff.*

14. ADJOURNMENT OF THE REGULAR MEETING

There being no further business, Mayor / Chair O'Brien adjourned the regular meeting at 8:29 P.M. to the next regular scheduled City Council / LRA Meeting of December 12, 2023 at 6:00 P.M.

ATTEST: (Adopted 12/12/2023)

APPROVED:

Gabriela Hernandez
City Clerk / LRA Recorder

Richard D. O'Brien
Mayor/ Chair

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 9.3

SECTION 9: CONSENT CALENDAR

Meeting Date:	December 12, 2023
Subject:	Resolution approving a Cost-Sharing Agreement for the San Joaquin Valley Storm Water Quality Partnership (SJVSWQP) and Authorizing the City Manager to Execute the Agreement
From:	Marisela H. Garcia, City Manager
Submitted by:	Kathleen Cleek, Development Services Administration Manager

RECOMMENDATION

It is recommended that the City Council adopt a Resolution approving a Cost-Sharing Agreement for the San Joaquin Valley Storm Water Quality Partnership (SJVSWQP) and authorize the City Manager to execute the agreement.

SUMMARY

The State Water Resources Control Board (SWRCB) Municipal Storm Water Program manages National Pollutant Discharge Elimination System (NPDES) permits for Phase I (servicing municipalities over 100,000 people) and Phase II (servicing municipalities less than 100,000 people) Programs. Agencies under the State Stormwater Program have the option to contribute to a regional storm water program to collaborate on public outreach activities in order to meet the permit requirements and reduce their individual program costs and increase levels of service through cost sharing.

The San Joaquin Valley Storm Water Quality Partnership (SJVSWQP) began in 2006 as a partnership with four San Joaquin Valley cities, and the County of San Joaquin. The partnership plans and implements various mandates to ensure compliance with stormwater regulations.

Since 2006 the partnership has grown and now covers additional cities and counties. As of 2023, the partnership has grown from six to twenty-one agencies and includes participation of various stormwater consulting firms that have expertise in regulations and compliance. The partnership has been highly successful over the years and this has helped agencies to manage their stormwater programs more effectively and efficiently.

Some examples of accomplishments of this partnership include:

- Standardizing Outreach & Education Materials (on-going)
- Group Subscriptions & Membership to California Association Stormwater Quality Association (CASQA) – Group vs. Individual
- Radio Ads (Annual)
- Multi-Agency Post-Construction/Low Impact Development Standards Manual (2015)
- Advertising & Printing of Materials (as needed)
- Consultant Services (as needed to comply with requirements)
- Regional Stormwater Trainings (Annual)
- Partnership Website (www.sjvswqp.org)
- Special Programs & Events
- Pyrethroids Management Plan & Program Implementation (2021-22)

The Cost Sharing Agreement was developed for the growing partnership. This Agreement will allow the partnership to continue to expand the cost sharing efforts as the partnership grows and new requirements are mandated by the State. The Cost-Sharing Agreement will establish updated membership dues for the partnership, program administration costs, cost sharing minimum and maximum annual contributions, and shared costs for typical items such as: Consulting Services, Group Subscriptions, Special Programs or Events, Printing, Advertising and sets the methodology for the cost sharing, which is based by population. The attached agreement is the Final Draft and has been reviewed by all participating agencies.

FISCAL IMPACT

The City's share cost for the partnership membership dues, partnership cost sharing and special stormwater program implementation and budgeted and funded every year in the Stormwater Fund 101-413.

ATTACHMENTS

1. Resolution 2023-XXXX
2. Cost Sharing Agreement

CITY OF RIVERBANK

RESOLUTION 2023-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK
APPROVING AND AUTHORIZING THE EXECUTION OF A COST SHARING
AGREEMENT BY THE CITY MANAGER WITH THE SAN JOAQUIN VALLEY STORM
WATER QUALITY PARTNERSHIP (SJVSWQP) FOR PARTICIPATION IN STORM
WATER MANAGEMENT ACTIVITIES**

**THE CITY OF RIVERBANK CITY COUNCIL (HEREAFTER REFERRED TO AS
THE “CITY COUNCIL”) DOES HEREBY RESOLVE THAT:**

WHEREAS, the State Water Resources Control Board (SWRCB) Municipal Storm Water Program manages National Pollutant Discharge Elimination System (NPDES) permits for Phase I (servicing municipalities over 100,000 people) & Phase II Permit (servicing municipalities less than 100,000 people) Programs. Agencies under the State Stormwater Program have the option to contribute to a regional storm water program to collaborate on public outreach activities in order to meet the permit requirements and reduce their individual program costs and increase levels of service through cost sharing, and

WHEREAS, the SJVSWQP began in 2006 as a partnership with San Joaquin Valley agencies to collaborate on the implementation of various mandates to ensure compliance with stormwater regulations. Since then, the partnership has grown and now covers additional agencies and counties. As of 2023, the partnership has grown to over 21 agencies and continues to become more valuable and resourceful; and

WHEREAS, the SJVSWQP has been successful over the years and continues to assist agencies to manage their stormwater programs more effectively and efficiently; and

WHEREAS, the Cost-Sharing Agreement will establish updated membership dues for the partnership, program administration costs, cost sharing minimum and maximum annual contributions and shared costs for typical items such as Consulting Services, Group Subscriptions, Special Programs or Events, Printing, Advertising and sets the methodology for the cost sharing, which is based by population; and

WHEREAS, the City of Riverbank along with other agencies in the partnership wish to continue the partnership to accomplish the following through the Cost Share Agreement:

- Standardizing Outreach & Education Materials
- Group Subscriptions & Membership to California Association Stormwater Quality Association (CASQA)

- Radio Ads
- Multi-Agency Construction Standards Manuals (as needed to comply with regulations)
- Regional Partnership (i.e., Pyrethroids Management Program)
- Advertising & Printing of Materials (as needed)
- Consultant Services (as needed to comply with requirements)
- Regional Stormwater Trainings
- Partnership Website (www.sjvswqp.org)
- Special Programs & Events as necessary

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Riverbank that the City Council authorizes the approval and execution by the City Manager of a Cost-Sharing Agreement for the San Joaquin Valley Storm Water Quality Partnership.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 12thnd day of December, 2023; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following vote of ____:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

Gabriela Hernandez
 City Clerk

APPROVED:

Richard D. O'Brien
 Mayor

**AN AGREEMENT
FOR COST SHARING FOR THE
SAN JOAQUIN VALLEY STORMWATER QUALITY PARTNERSHIP**

THIS AGREEMENT is entered into and effective this _____ day of _____ 20____ ("Effective Date"), by and between the undersigned public agencies, (all hereafter known individually as a "Partner" and collectively as "Partners").

A list of the Partners and their designated Agency Representative's contact information is provided in Attachment A, ("List of Partners and Contact Information").

RECITALS

WHEREAS, the State Water Resources Control Board (SWRCB) Municipal Storm Water Program manages National Pollutant Discharge Elimination System (NPDES) permits for the Phase I Permit Program (serving municipalities over 100,000 people) and the Phase II Permit Program (for municipalities less than 100,000); and,

WHEREAS, permittees under the SWRCB Municipal Storm Water Program have the option to contribute to a regional storm water program to collaborate on public outreach and education activities in order to meet their permit requirements and reduce their individual program costs and increase levels of service through cost sharing; and,

WHEREAS, in 2004, an agreement for Cost Sharing for the NPDES Permit Program Phase II was made and entered by and between San Joaquin County and the cities of Lathrop, Lodi, Manteca, Tracy and Ripon; and,

WHEREAS, in 2014, a Letter of Agreement for Regional Outreach and Education Collaborative Efforts was established among the Cities, Counties and Agencies that were collectively known as the San Joaquin Valley Stormwater Quality Partnership (SJVSWQP), which continues today by and between the Partners listed in Attachment A; and

WHEREAS, the Partners desire to enter in this cost sharing agreement ("Agreement") to continue the SJVSWQP's collaboration for public education and outreach activities, including establishing procedures for cost sharing, preparing an annual budget, collections of membership fees and program administration.

NOW THEREFORE, in consideration of the mutual promises, covenants and conditions herein set forth, the Partners agree as follows:

ARTICLE I: TERM OF AGREEMENT

This Agreement shall be effective as of the Effective Date and shall remain in effect until terminated in accordance with Article III, Section B of this Agreement.

ARTICLE II: COST SHARING

- A Tiered Pricing Determination. The permit type and population of the Partners as established by the California Department of Finance E-1 Population Estimates for Cities Counties and the State shall be annually used to establish pricing tiers and pro-rata cost sharing based on population. The annual tiered pricing determination and cost sharing allocation shall be determined using a form as shown in Attachment B ("Sample Shared Cost Allocation Determination").
- B Program Administration Costs. All costs for program administration and the SJVSWQP website maintenance shall be shared and incorporated in the annual budget and membership fees to be determined by the City of Tracy, designated as the Lead Agency for the SJVSWQP in accordance with Article IV, Sections B and D of this agreement ("Lead Agency"). In return for these services, the Lead Agency shall receive a reduction of its membership fees and additional compensation if needed for providing these services to be determined on a pro-rata basis.
- C Minimum and Maximum Annual Contributions. Each Partner's minimum annual contribution shall be determined based on population and permit type as set forth in Attachment C, ("Schedule for Tiered Pricing"), which also establishes the maximum cost contribution for each Partner authorized under this Agreement.
- D Shared Cost Items. All shared cost items for work associated with compliance with NPDES permits shall be agreed to by the Partners' prior to expenditures. It is acknowledged that not all Partners will have to share costs for all activities because some activities will not benefit all Partners equally or proportionally. All Shared Costs exceeding the minimum annual contributions shall be shared based on the proportional population of the participating Partners as determined by Article II Section A, unless otherwise agreed by the parties.
- E Typical items related to implementation of the Partners' respective storm water management program that may be eligible for cost sharing may include, but are not limited to:
 - a) Consultant Services
 - b) Group Subscriptions
 - c) Special Programs or Events
 - d) Advertising
 - e) Printing
- F Each shared cost item shall be presented by the Lead Agency in a written proposal to all Partners with details including the following:
 - a) A not to exceed or per item cost estimate
 - b) The cost share method (typically will be population based)

- c) A signature page for acceptance
- G Each Partner shall review and have the proposal signed by their authorized signatory. Each Partner reserves the right to accept or reject each proposal.
- H Invoicing. The Lead Agency will bill the participating Partners for the shared cost and provide the following information:
 - a) Original invoice for the shared costs
 - b) Copies of all relevant invoices from vendors or consultants
 - c) Copy of all contracts, proposals, agreements or other documents setting forth the conditions or specifications for the item of work, or product delivered.
- I All bills will be paid within 90 days of receipt unless a notice of dispute is filed with the billing party.
- J Disputed bills will be resolved between the Lead Agency and the disputing Agency representative or as designated by their authorized signatory.

ARTICLE III: AMENDMENT AND TERMINATION

- A Amendment. This Agreement may be amended from time to time as determined by majority vote and written agreement executed by all Partners.
- B Termination. This Agreement shall be in effect for as long as there is a desire to continue a regional outreach and collaborative effort through the SJVSWQP and its Partners. Any Partner may terminate their participation by giving sixty (60) days written notice to all other remaining Partners. Each Partner shall be responsible for its share of cost through the 60th day after issuance of the notice to the remaining Partners.
- C Additional Members. New agencies shall be allowed to join the SJVSWQP at any time without requiring an Amendment to this Agreement by majority vote and upon payment of membership fees and shared costs to be determined by the Lead Agency on a pro-rata basis. Exhibit A shall be updated and distributed to all Partners each time there is a change in membership.

ARTICLE IV: SJVSWQP GOVERNANCE

- A. Agency Representative. Each of the Partners shall appoint a representative to be their primary agency contact for the SJVSWQP. A list of the Partners and their Agency Representative's contact information shall be maintained similar to the form provided in Attachment A ("List of Partners and Contact Information").
- B. Lead Agency. The City of Tracy shall serve as the designated Lead Agency for the program administration of the SJVSWQP, including website maintenance, preparation of the annual budget and membership fees,

invoicing for shared costs and membership fees, and other essential program administration services.

- C. SJVSWQP Coordination Meetings. SJVSWQP coordination meetings shall be periodically held on an as-needed basis as decided by majority vote among the Partners. A schedule for the place and time of the coordination meetings shall be prepared each year, with each of the Partners taking turns to serve as the meeting Coordinator, responsible for preparing the meeting agenda, minutes and hosting the meetings on a mutually agreed rotating basis.
- D. Strategic Planning Meeting. As the Lead Agency, the City of Tracy shall host an annual Strategic Planning Meeting each year in December to meet with the Partners and develop a list of goals, activities and tasks for the next calendar year. Based on the outcome of this meeting, the annual budget and calculation of membership fees to support the website maintenance and program administration shall be prepared and distributed for review and approval by the Partners at the next SJVSWQP coordination meeting.
- E. Quorum. A quorum shall consist of a simple majority of the Partners. Alternatively, the Coordinator may adjourn a meeting of the Committee to a specified time, date and place if there is less than a quorum of members present for a meeting.
- F. Voting Rights. Each of the Partners shall be entitled to one vote; provided, however that if a matter being decided by the SJVSWQP will have a disproportionate effect on the financial obligations of their agency, each Partner shall be entitled to request that they be allowed to first consult with their respective governing Council or Board.

ARTICLE V: GENERAL PROVISIONS

- A Indemnification. It is understood and agreed that, each Partner shall be responsible for their own actions and responsibilities under this agreement.
- B Notice. Any notice or instrument required to be given or delivered under this Agreement may be made by: (a) depositing the same in any United States Post Office, postage prepaid, and shall be deemed to have been received at the expiration of 72 hours after its deposit in the United States Post Office; (b) transmission by electronic mail; or (c) personal delivery, as follows: (see Attachment A, List Of Partners and Contact Information).
- C Counterparts. This Agreement may be executed by the Partners in separate counterparts, each of which when so executed and delivered shall be an original. All such counterparts shall together constitute but one and the same instrument.
- D Legal Authority. The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

- E This Agreement shall be governed by the laws of the State of California. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court located in Stockton, California. The Partners consent to jurisdiction over their persons and over the subject matter of any such litigation in such courts, and consent to service of process issued by such courts.
- F Severability. If one or more clauses, sentences, paragraphs or provisions of this Agreement are held to be unlawful, invalid or unenforceable, it is hereby agreed by the Partners that the remainder of the Agreement shall not be affected thereby. Such clauses, sentences, paragraphs or provisions shall be deemed reformed so as to be lawful, valid and enforced to the maximum extent possible.
- G Headings. The paragraph headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the Partners to this Agreement.
- H Construction and Interpretation. This Agreement has been arrived at through negotiation and each Partner has had a full and fair opportunity to revise the terms of this Agreement. As a result, the normal rule of construction that any ambiguities are to be resolved against the drafting Partner shall not apply in the construction or interpretation of this Agreement.
- I Waivers. Waiver of any breach or default hereunder shall not constitute a continuing waiver or a waiver of any subsequent breach either of the same or of another provision of this Agreement and forbearance to enforce one or more of the remedies provided in this Agreement shall not be deemed to be a waiver of that remedy.
- J Third Partner Beneficiaries. This Agreement shall not create any right or interest in any non-Partner or in any member of the public as a third Partner beneficiary.
- K Entire Agreement. This Agreement constitutes the entire agreement between the Partners and supersedes all prior agreements and understandings, written or oral. This Agreement may only be amended by written instrument executed by all Partners.

IN WITNESS WHEREOF, the Partners have executed this Agreement on the day and year first above-written.

CITY OF RIVERBANK

Marisela H. Garcia
City Manager

APPROVED AS TO FORM

City Attorney

ATTACHMENT A

LIST OF PARTNERS AND CONTACT INFORMATION

Partner	Representative's Name	Email	Phone	Mailing Address
City of Ceres	Karen Morgan	Karen.Morgan@ci.ceres.ca.us	(209) 538-5697	2220 Hackett Rd. Ceres, CA 95307
City of Escalon	Diana Trejo	dtrejo@cityofescalon.org	(209) 697-7422	2060 McHenry Ave. Escalon, CA 95320
City of Lathrop	Greg Gibson	ggibson@ci.lathrop.ca.us	(209) 941-7442	390 Towne Centre Drive, Lathrop, CA 95330
City of Lodi	Tosha Wiman	twiman@lodi.gov	(209) 269-4926	2001 W. Turner Rd. Lodi, CA 95242
City of Manteca	Heather Grove	hgrove@manteca.gov	(209) 456-8473	1001 W. Center St. Manteca, CA 95337
City of Newman	Kathryn Reyes	kreyes@cityofnewman.org	(209) 862-4448	938 Fresno Street Newman, CA 95360
City of Patterson	Sonia Delgado	sdelgado@ci.patterson.ca.us	(209) 895-8060	1 Plaza Patterson, CA 95363
City of Ripon	Joanne Beukelman	jbeukelman@cityofripon.org	(209) 599-2108	259 N. Wilma Ave. Ripon, CA 95366

City of Riverbank	Peter Lolonis	plolonis@riverbank.org	(209) 863-7148	6707 3 rd Street Riverbank, CA 95367
City of Stockton	Dagmara Saini	Dagmara.saini@stocktonca.gov	(209) 937-8155	425 N. El Dorado St. Stockton, CA 95202
City of Tracy	Stephanie Hiestand	Stephanie.Hiestand@cityoftracy.org	(209) 831-6320	3900 Holly Dr. Tracy, CA 95376
City of Turlock	Lupe Madrigal	LMadrigal@turlock.ca.us	(209) 668-5590	156 S. Broadway, Ste. 270 Turlock, CA 95380
San Joaquin County	Kelly Villalpando	krvillalpando@sjgov.org	(209) 468-3073	1810 E. Hazelton Ave. Stockton, CA 95201
Stanislaus County	Amber Minami	minamia@stancounty.com	(209) 525-7538	1716 Morgan Rd. Modesto, CA 95358
Mountain House Community Services District	Hamid Parsa	hparso@sjgov.com	(209) 831-5620	251 E. Main Street Mountain House, CA 95391

ATTACHMENT B

SAMPLE COST SHARING ALLOCATION DETERMINATION

**Based on CA Dept of Finance E-1 Population of Cities, Counties and the
State as of January 31, 2022**

(ATTACHED)

ATTACHMENT C

SCHEDULE FOR TIERED COST SHARING

Tier	Permit Type	Minimum Annual Fee	Maximum Annual Fee
1	Phase 1 MS4 (pop.>100,000)	\$150	\$5,000
2	Phase 2 MS4 medium (pop. ≥ 50,000)	\$140	\$4,000
3	Phase 2 MS4 small (pop. <50,000)	\$130	\$2,000
4	Non-Traditional, Individual	\$100	\$1,000

ATTACHMENT D
SAMPLE ANNUAL BUDGET FORM
(ATTACHED)

ATTACHMENT E

**SAMPLE CALCULATION OF MEMBERSHIP FEES
(ATTACHED)**

Attachment B - Cost Sharing Allocation Determination

Agency Name	Permit Type	Population	% of total	Tier
City of Ceres	Phase 2	48,386	4.39%	3
City of Escalon	Phase 2	7,362	0.67%	3
City of Lathrop	Phase 2	31,331	2.85%	3
City of Lodi	Phase 2	66,570	6.05%	2
City of Manteca	Phase 2	86,859	7.89%	2
City of Newman	Phase 2	12,244	1.11%	3
City of Patterson	Phase 2	24,370	2.21%	3
City of Ripon	Phase 2	15,979	1.45%	3
City of Riverbank	Phase 2	24,583	2.23%	3
City of Stockton	Phase 1	322,489	29.29%	1
City of Tracy	Phase 2	94,538	8.59%	2
City of Turlock	Phase 2	71,531	6.50%	2
San Joaquin County	Phase 1	159,170	14.46%	1
Stanislaus County	Phase 2	111,034	10.09%	1
Mountain House CSD	Phase 2	24,499	2.23%	3
TOTAL		1,100,945	100.00%	

Attachment D - Sample Annual Budget Form

Expenditures	Rate	Amount	Units	Cost
Equipment/Supplies				\$0
Program Admin (Tracy staff time)				\$2,880
Professional Services				\$0
Website Maintenance				\$750
Website License				\$800
Subscriptions				\$0
Expenditures Sub Total				\$4,430
Revenues Sub Total	Column1	Column2	Column3	Amount
Membership Fees				\$1,610
Revenues Sub Total				\$1,610
Balance (carry over from previous year)				\$0
Net Program				\$2,820

*2024 website maintenance fee \$750

Attachment E - Sample Calculation of Membership Fees

Agency Name	Tier	Minimum Fee	%Cost Sha	Cost Share	Total Fee
City of Ceres	3	\$130	0.036	\$58	\$187.66
City of Escalon	3	\$130	0.006	\$9	\$138.77
City of Lathrop	3	\$130	0.024	\$37	\$167.34
City of Lodi	2	\$140	0.050	\$79	\$219.33
City of Manteca	2	\$140	0.066	\$104	\$243.51
City of Newman	3	\$130	0.009	\$15	\$144.59
City of Patterson	3	\$130	0.018	\$29	\$159.04
City of Ripon	3	\$130	0.012	\$19	\$149.04
City of Riverbank	3	\$130	0.019	\$29	\$159.30
City of Stockton	1	\$150	0.243	\$384	\$534.30
City of Tracy	2	\$140	0.071	\$113	\$252.66
City of Turlock	2	\$140	0.054	\$85	\$225.24
San Joaquin County	1	\$150	0.120	\$190	\$339.68
Stanislaus County	1	\$150	0.084	\$132	\$282.32
Mountain House CSD	3	\$130	0.018	\$29	\$159.19
TOTAL		\$2,850		\$1,580	\$4,430.00

Program Admin Cost \$4,430 see Attachment D
 deduct Min Fees -\$2,850 Column C
 Total Shared Cost = \$1,580

Notes:

- 1) City of Tracy fees may be waived as a credit to offset their cost for Program Admin staff time
- 2) Stanislaus County pop. > 100,000 so should be Tier 1

RIVERBANK CITY COUNCIL/ LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 9.4

SECTION 9: CONSENT CALENDAR

Meeting Date: December 12, 2023

Subject: Resolution to Approve a Cost Share Agreement with the Stanislaus Tuolumne River Groundwater Basin Association (STRGBA) for Preparation of a Groundwater Sustainability Plan (GSP) and Groundwater Annual Reports.

From: Marisela H. Garcia, City Manager

Submitted by: Cody Bridgewater, Public Works Director/LRA Director

RECOMMENDATION

It is recommended that the City Council consider approving the Stanislaus Tuolumne River Groundwater Basin Association Groundwater Sustainability Agency (GSA) cost sharing agreement for the update of the Groundwater Sustainability Plan (GSP) and development of the Groundwater Annual Reports.

SUMMARY

On November 8, 2023, the City of Modesto, on behalf of the STRGBA GSA, awarded a contract to Todd Groundwater to update the Modesto Sub-basin GSP and prepare Groundwater Annual Reports for years 2023 through 2028. The cost of the contract is in the amount of \$1,994,601.00, to be split equally among the parties of the STRGBA GSA.

BACKGROUND

In September of 2014 Governor Edmund G. Brown signed into law the Sustainable Groundwater Management Act of 2014 which requires, amongst other items, the formation of Groundwater Sustainability Agencies (GSA) and the preparation of a Groundwater Sustainability Plan (GSP) with a focus on long-term sustainability.

On January 24, 2017, by Resolution No. 2017-30 the Modesto City Council elected to enter into Memorandum of Understanding (MOU) with the member agencies to form a GSA for the Sub-basin. The MOU provides a mechanism for the agencies to fund the work of the STRGBA GSA.

In June 2023, the Stanislaus and Tuolumne Rivers Groundwater Basin Association (STRGBA) issued a Request for Qualification to update the Groundwater Sustainability

Plan and the development of the next six Groundwater Annual Reports for Water Years 2023 through 2028. The STRGBA member agencies are all local agencies, pursuant to the Groundwater Management Act (SGMA) definition. The STRGBA member agencies include the cities of Riverbank, Oakdale, Modesto, and Waterford; Stanislaus County; Oakdale Irrigation District; and Modesto Irrigation District. Since its inception in 1994, STRGBA has provided a forum for local agencies to work cooperatively to provide for coordinated planning in the pursuit effective and sustainable management of the Modesto Sub-basin.

Through the STRGBA selection process, Todd Groundwater was selected to update the Groundwater Sustainability Plan (GSP) and develop the next six Groundwater Annual Reports (WY 2023-28).

On November 8, 2023, the City of Modesto on behalf of the STRGBA GSA, awarded a contract to Todd Groundwater to update the Modesto Sub-basin GSP and prepare Groundwater Annual Reports for years 2023 through 2028. The cost of the contract, which is in the amount of \$1,994,601.00, is to be split equally among the parties of the STRGBA GSA.

STRATEGIC PLAN

The recommended action supports the City of Riverbank Strategic Plan Initiatives: Maintain and Improve the City's Infrastructure and Service Delivery System

FINANCIAL IMPACT

Total cost share of the GSP update and annual reports over the length of the contract for the City of Riverbank is \$249,325.00, to be paid over a 6-year period according to the table in Attachment 1, and to be allocated from the Water Operating Fund 114.

ATTACHMENT

1. Cost Share Breakdown
2. Resolution 2023-
3. Cost Share Agreement

ATTACHMENT 1

STRGBA Cost Share for the update of the GSP and development of six Groundwater Annual Reports for Water Years 2023-2028.

Annual Cost Breakdown per TGW Task Schedule Estimates

Annual Budget	Annual Report Annual Cost	GSP Annual Cost	Contingency Amount	Total Annual Cost	Annual Payment Per Member Agency (12.5% of annual cost)
2023	\$157,925	0	\$30,221	\$188,146	\$23,518
2024	\$161,084	0	\$30,221	\$191,305	\$23,913
2025	\$141,708	431,355	\$30,221	\$603,284	\$75,411
2026	\$144,542	431,355	\$30,221	\$606,118	\$75,765
2027	\$170,943	0	\$30,221	\$201,164	\$25,146
2028	\$174,362	0	\$30,221	\$204,583	\$25,573
Total Over Six Payments w/ 10% Contingency Per Member				\$1,994,601	\$249,325
Joint Total Over Six Payments for STRGBA GSA					\$1,994,601

CITY OF RIVERBANK

RESOLUTION 2023-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK,
CALIFORNIA, APPROVING THE STRGBA GSA PROJECT COST SHARING AND
REIMBURSEMENT AGREEMENT FOR THE UPDATE OF A GROUNDWATER
SUSTAINABILITY PLAN**

**THE CITY OF RIVERBANK CITY COUNCIL (HEREAFTER REFERRED TO AS
THE “CITY COUNCIL”) DOES HEREBY RESOLVE THAT:**

WHEREAS, the Parties formed the Stanislaus and Tuolumne rivers Groundwater Basin Association Groundwater Sustainability Agency (“STRGBA GSA”) in 2017 pursuant to the Memorandum of Understanding forming the Stanislaus and Tuolumne Rivers Groundwater Basin Association Groundwater Sustainability Agency (GSA MOU”) entered into and duly adopted by each party to this Agreement; and

WHEREAS, the recitals to the GSA MOU identify the GSA's obligations to, inter alia, develop and update a Groundwater Sustainability Plan, as defined in GSA MOU Section 3.9 (“GSP”), for the Modesto Sub-basin, as defined in GSA MOU Section 3.12 (“Modesto Sub-basin”) ; and

WHEREAS, the Parties have received a proposal from and intend to engage a consultant, Todd Groundwater, to update the Modesto Sub-basin GSP and develop the next six Groundwater Annual Reports for adoption by the Parties pursuant to the Sustainable Groundwater Management Act of 2014; and

WHEREAS, the Total Consultant (all Fees and Services) cost per the Consultant's proposal is provided in Attachment 1 in the amount of One Million Nine Hundred Ninety Four Thousand Six Hundred One Dollars and Zero Cents (\$1,994,601.00), such Total Consultant cost is composed of Consultant's Base Fee and Contingency Services, each is defined in Attachment 2; and

WHEREAS, this agreement identifies each Parties Funding Percentage, as defined in the GSA OU Section 3.4 and described in GSA MOU Section 7.1 with respect to the Total Consultant cost to complete the GSP for its due adoption by the Parties no later than December 31, 2023.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank agrees on the Cost Sharing Agreement and the City's portion of cost according to the Cost Share listed in Attachment 1.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 12th day of December, 2023; motioned by Councilmember , seconded by Councilmember , and upon roll call was carried by the following City Council vote of :

AYES:

NAYS:

ABSENT:

ABSTAINED:

ATTEST:

APPROVED:

Gabriella Hernandez
City Clerk

Richard D. O'Brien
Mayor

Attachment: STRGBA GSA Equitable Project Cost Sharing and Reimbursement Agreement for Updating the Groundwater Sustainability Plan and Development of the Groundwater Annual Reports

**STRGBA GSA
EQUITABLE PROJECT COST SHARING AND REIMBURSEMENT AGREEMENT
FOR
UPDATING THE GROUNDWATER SUSTAINABILITY PLAN AND DEVELOPMENT
OF THE GROUNDWATER ANNUAL REPORTS**

This EQUITABLE PROJECT COST SHARING AND REIMBURSEMENT AGREEMENT (“Agreement”) is entered into by and between the CITY OF OAKDALE, a California municipal corporation, the CITY OF RIVERBANK, a California municipal corporation, the CITY OF MODESTO, a California municipal corporation, the CITY OF WATERFORD, a California municipal corporation, STANISLAUS COUNTY, a political subdivision of the State of California, the OAKDALE IRRIGATION DISTRICT, a California special district, and the MODESTO IRRIGATION DISTRICT, a California special district. Each of the parties to this Agreement shall individually be referred to as the “Party,” or collectively, as the “Parties.” This Agreement is entered into this _____ day of _____, 2023.

RECITALS:

WHEREAS, the Parties formed the STANISLAUS AND TUOLUMNE RIVERS GROUNDWATER BASIN ASSOCIATION GROUNDWATER SUSTAINABILITY AGENCY (“STRGBA GSA”) in 2017 pursuant to the MEMORANDUM OF UNDERSTANDING Forming the STANISLAUS AND TUOLUMNE RIVERS GROUNDWATER BASIN ASSOCIATION GROUNDWATER SUSTAINABILITY AGENCY (“GSA MOU”) entered into and duly adopted by each Party to this Agreement, and

WHEREAS, the recitals to the GSA MOU identify the GSA’s obligations to, inter alia, develop a Groundwater Sustainability Plan, as defined in GSA MOU Section 3.9 (“GSP”), for the Modesto Sub-basin, as defined in GSA MOU Section 3.12 (“Modesto Sub-basin”), and

WHEREAS, the Parties have received a proposal from and intend to engage a consultant, TODD GROUNDWATER (“Consultant”), to update the Modesto Sub-basin GSP and prepare Groundwater Annual Reports (“GWARs”) for its adoption by the Parties pursuant to the Sustainable Groundwater Management Act of 2014, and

WHEREAS, the TOTAL Consultant (all Fees and Services) cost per Consultant’s proposal is provided at Exhibit 1 in the amount of ONE MILLION NINE HUNDRED NINETY-FOUR THOUSAND SIX HUNDRED AND ONE DOLLARS, such TOTAL Consultant cost is composed of Consultant’s Base Fee and Contingency Services, as each is defined in Exhibit 1, and

WHEREAS, this Agreement identifies each Party’s Funding Percentage, as defined in GSA MOU Section 3.4 and described in GSA MOU Section 7.1, with respect to the TOTAL Consultant cost to develop the GWARs and update the GSP for their due adoption by the Parties no later than April 1st each year and January 31, 2027 respectively.

NOW, THEREFORE, the Parties, on the terms and conditions herein set forth, hereby agree as follows:

TERMS:

1. The CITY OF MODESTO shall enter into an agreement with the Consultant on behalf of the STRGBA GSA. THE CITY OF MODESTO will manage the funding and payment in accordance with this Agreement and as directed by the Parties through the STRGBA GSA.

2. Subject to the direction and prior approval of the Parties through the STRGBA GSA, the CITY OF MODESTO shall execute an agreement with the Consultant for the update of the Modesto Sub-basin GSP and development of the GWARs for the amounts stated in Exhibit 1, TOTAL Consultant cost (Base Fee plus Contingency Services).

3. Subject to prior approval by the Parties through the STRGBA GSA, the CITY OF MODESTO will pay the TOTAL Balance, as described in Exhibit 1 as ONE MILLION NINE HUNDRED NINETY-FOUR THOUSAND SIX HUNDRED AND ONE DOLLARS, pursuant to the terms below.

4. The Parties shall each pay a share of the TOTAL Balance to the CITY OF MODESTO as reimbursement for the CITY OF MODESTO's payment of the Total Balance as more specifically delineated in Exhibit 1 hereto ("Funding Share"). As specified in Exhibit 1, STANISLAUS COUNTY, agrees and promises that, for all cost-share obligations under this Agreement, including cost-share for Base Fee and Contingency Services, it shall also be responsible for all cost-share amounts allocable to Tuolumne County.

5. In the event that any additional agency becomes a Party to this Agreement, GSA MOU Section 4.5 shall govern the addition and the new party's payment of its proportionate share of the TOTAL Consultant cost and the proportionate decrease and refund of the other Parties' Funding Share.

7. Each Party shall make payment of its Funding Share pursuant to Exhibit 1 by: (1) six installment payments totaling the amount of the Funding Share, made consecutively at the end of each calendar year, with the first payment due and payable on December 31, 2023; or, (2) full payment of the Funding Share by December 31, 2023.

8. In the event the Consultant notifies the Parties that payment in excess of the TOTAL Consultant cost is needed, the Parties, through the STRGBA GSA, shall determine whether to approve such additional payment and, if so, direct the CITY OF MODESTO to contract with the Consultant accordingly.

9. In the event that the actual costs to complete the update of the Modesto Sub-basin

GSP and development of the GVARs by the Consultant are less than the TOTAL Consultant cost and do not require use of the entirety of the Parties' Funding Shares, the Funding Shares shall be recalculated based upon the new Balance and any funds paid in excess of the new Funding Shares shall be refunded to the respective Parties by the CITY OF MODESTO accordingly.

10. The CITY OF MODESTO shall direct the Consultant to provide regular updates on its work to the STRGBA GSA and as directed by the Parties. Upon the request of the Parties, the CITY OF MODESTO shall direct the Consultant to provide any interim drafts or models completed for the update of the Modesto Sub-basin GSP and development of the GVARs to the Parties. Each Party that has paid its respective Funding Share in full shall be entitled to copies of all final deliverables created by the Consultant.

11. This Agreement is governed by the GSA MOU and it shall control as to items that are not otherwise specifically addressed herein by this Agreement.

12. This Agreement may be modified only with the written agreement of the Parties.

IN WITNESS WHEREOF, the CITY OF OAKDALE, a California municipal corporation, the CITY OF RIVERBANK, a California municipal corporation, the CITY OF MODESTO, a California municipal corporation, the CITY OF WATERFORD, a California municipal corporation, STANISLAUS COUNTY, a political subdivision of the State of California, the OAKDALE IRRIGATION DISTRICT, a California special district, and the MODESTO IRRIGATION DISTRICT, a California special district have authorized the execution of this Cost Sharing Agreement for update of the Groundwater Sustainability Plan and development of the Groundwater Annual Reports.

CITY OF RIVERBANK, a California
Municipal Corporation:

By: _____
Marisela H. Garcia, City Manager

Date: _____

ATTEST:

By: _____
Gabriela Hernandez, City Clerk

APPROVED AS TO FORM:

By: _____
Tom Hallinan, City Attorney

EXHIBIT 1

COST-SHARE SCHEDULE FOR CONSULTANT FEE

2023

Agency	% Share	Total	Annual Payment
City of Modesto	12.5	\$188,146	\$23,518
City of Oakdale	12.5	\$188,146	\$23,518
City of Riverbank	12.5	\$188,146	\$23,518
City of Waterford	12.5	\$188,146	\$23,518
Stanislaus County	12.5	\$188,146	\$23,518
Stanislaus County Per Agreement with Tuolumne County	12.5	\$188,146	\$23,518
Modesto Irrigation District	12.5	\$188,146	\$23,518
Oakdale Irrigation District	12.5	\$188,146	\$23,518
Annual Total For 2023	100		\$188,146
Remaining Contract Balance/Budget			\$1,806,455

2024

Agency	% Share	Total	Annual Payment
City of Modesto	12.5	\$191,305	\$23,913
City of Oakdale	12.5	\$191,305	\$23,913
City of Riverbank	12.5	\$191,305	\$23,913
City of Waterford	12.5	\$191,305	\$23,913
Stanislaus County	12.5	\$191,305	\$23,913
Stanislaus County Per Agreement with Tuolumne County	12.5	\$191,305	\$23,913
Modesto Irrigation District	12.5	\$191,305	\$23,913
Oakdale Irrigation District	12.5	\$191,305	\$23,913
Annual Total For 2024	100		\$191,305
Remaining Contract Balance/Budget			\$1,615,150

2025

Agency	% Share	Total	Annual Payment
City of Modesto	12.5	\$603,284	\$75,411
City of Oakdale	12.5	\$603,284	\$75,411
City of Riverbank	12.5	\$603,284	\$75,411
City of Waterford	12.5	\$603,284	\$75,411
Stanislaus County	12.5	\$603,284	\$75,411
Stanislaus County Per Agreement with Tuolumne County	12.5	\$603,284	\$75,411
Modesto Irrigation District	12.5	\$603,284	\$75,411
Oakdale Irrigation District	12.5	\$603,284	\$75,411
Annual Total For 2025	100		\$603,284
Remaining Contract Balance/Budget			\$1,011,866

2026

Agency	% Share	Total	Annual Payment
City of Modesto	12.5	\$606,118	\$75,765
City of Oakdale	12.5	\$606,118	\$75,765
City of Riverbank	12.5	\$606,118	\$75,765
City of Waterford	12.5	\$606,118	\$75,765
Stanislaus County	12.5	\$606,118	\$75,765
Stanislaus County Per Agreement with Tuolumne County	12.5	\$606,118	\$75,765
Modesto Irrigation District	12.5	\$606,118	\$75,765
Oakdale Irrigation District	12.5	\$606,118	\$75,765
Annual Total For 2026	100		\$606,118
Remaining Contract Balance/Budget			\$405,748

2027

Agency	% Share	Total	Annual Payment
City of Modesto	12.5	\$201,164	\$25,146
City of Oakdale	12.5	\$201,164	\$25,146
City of Riverbank	12.5	\$201,164	\$25,146
City of Waterford	12.5	\$201,164	\$25,146
Stanislaus County	12.5	\$201,164	\$25,146
Stanislaus County Per Agreement with Tuolumne County	12.5	\$201,164	\$25,146
Modesto Irrigation District	12.5	\$201,164	\$25,146
Oakdale Irrigation District	12.5	\$201,164	\$25,146
Annual Total For 2027	100		\$201,164
Remaining Contract Balance/Budget			\$204,584

2028

Agency	% Share	Total	Annual Payment
City of Modesto	12.5	\$204,583	\$25,573
City of Oakdale	12.5	\$204,583	\$25,573
City of Riverbank	12.5	\$204,583	\$25,573
City of Waterford	12.5	\$204,583	\$25,573
Stanislaus County	12.5	\$204,583	\$25,573
Stanislaus County Per Agreement with Tuolumne County	12.5	\$204,583	\$25,573
Modesto Irrigation District	12.5	\$204,583	\$25,573
Oakdale Irrigation District	12.5	\$204,583	\$25,573
Annual Total For 2028	100		\$204,583
Remaining Contract Balance/Budget			\$0

Annual Cost Breakdown per TGW Task Schedule Estimates

Annual Budget	Annual Report Annual Cost	GSP Annual Cost	Contingency Amount	Total Annual Cost	Annual Payment Per Member Agency (12.5% of annual cost)
2023	\$157,925	0	\$30,221	\$188,146	\$23,518
2024	\$161,084	0	\$30,221	\$191,305	\$23,913
2025	\$141,708	431,355	\$30,221	\$603,284	\$75,411
2026	\$144,542	431,355	\$30,221	\$606,118	\$75,765
2027	\$170,943	0	\$30,221	\$201,164	\$25,146
2028	\$174,362	0	\$30,221	\$204,583	\$25,573
Total Over Six Payments w/ 10% Contingency Per Member				\$1,994,601	\$249,325
Joint Total Over Six Payments for STRGBA GSA					\$1,994,601

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 9.5

SECTION 9: CONSENT CALENDAR

Meeting Date: December 12, 2023

Subject: Resolution Approving the Scope of Work and Cost Proposal for Senior Level General Planning Services with John Anderson Land Use Planning and Authorizing a Budget Amendment of \$75,000 to the Planning Department Professional Services Account

From: Marisela H. Garcia, City Manager

RECOMMENDATION

It is recommended that the City Council consider a Resolution to approve the Scope of Work and Cost Proposal for Senior Level General Planning Services with John Anderson Land Use Planning and authorizing a budget amendment of \$75,000 to the Planning Department Professional Services account.

SUMMARY

On December 15, 2023 our Planning and Building Manager, Donna Kenney, will officially retire from the City of Riverbank. The City is currently undergoing a recruitment process for the replacement of Mrs. Kenney and will require interim assistance in order to ensure a continuity of services for all current Planning and Building projects. John Anderson Land Use Planning currently provides the City with general planning assistance and is able to provide additional Senior-level assistance during this interim period.

This work is anticipated to be billed at \$15,000 per month with a not to exceed amount of \$75,000.

STRATEGIC PLAN

This item is directly related to the City's Mission to "provide high quality, professional services...for our diverse residents..."

FINANCIAL IMPACT

A retainer of \$15,000 will be billed to the City on a monthly basis and will be reconciled based on actual costs with a not-to-exceed amount of \$75,000 until April 2024 when the City anticipates having our new Director on board. Funds will be paid from the General Fund and will be offset by salary savings and reimbursable costs from development.

ATTACHMENTS

1. Resolution 2023-
2. Scope of Work and Cost Proposal from John Anderson Land Use Planning

CITY OF RIVERBANK

RESOLUTION 2023-

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIVERBANK, CALIFORNIA
APPROVING THE SCOPE OF WORK AND COST PROPOSAL FOR SENIOR LEVEL
GENERAL PLANNING SERVICES WITH JOHN ANDERSON LAND USE PLANNING
AND AUTHORIZING A BUDGET AMENDMENT OF \$75,000 TO THE PLANNING
DEPARTMENT PROFESSIONAL SERVICES ACCOUNT FOR SAID SERVICES**

THE CITY OF RIVERBANK CITY COUNCIL (HEREAFTER REFERRED TO AS THE “CITY COUNCIL”) DOES HEREBY RESOLVE THAT:

WHEREAS, on December 15, 2023 our Building and Planning Manager, Mrs. Donna Kenney, will retire from the City; and

WHEREAS, the City has hired Mosaic Public Partners to undergo the recruitment process for Mrs. Kenney’s replacement; and

WHEREAS, in order to ensure a continuity of services to be provided to for our existing planning and building projects the City requires interim assistance; and

WHEREAS, John Anderson Land Use Planning has provided General Planning Assistance to the City prior to and during Mrs. Kenney’s tenure with the City and has the expertise to provide high quality services; and

WHEREAS, John Anderson Land Use Planning has submitted a Scope of Work and Cost Proposal, incorporated as Exhibit A, for senior level general planning services for a monthly retainer of \$15,000 with a not to exceed clause of \$75,000; and

WHEREAS, salary savings and reimbursable costs from developers will be able to offset these services.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank does hereby approve the Scope of Work and Cost Proposal for senior level planning services and authorizes a budget amendment of \$75,000 to the Planning Department Professional Services Account for said services.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 12th day of December, 2023; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following City Council vote of _____:

AYES:

NAYS:

ABSENT:

ABSTAINED:

ATTEST:

APPROVED:

Gabriela Hernandez
City Clerk

Richard D. O'Brien
Mayor

Attachment(s): *Exhibit A – Scope of Work and Cost Proposal*

**SCOPE OF WORK AND COST PROPOSAL
FOR THE CITY OF RIVERBANK
GENERAL PLANNING SERVICES
2023/2024**

TASK 1 PRIMARY PLANNING AND GENERAL SERVICES

JBA staff will provide professional planning services for the City of Riverbank for a minimum of ninety-six (96) hours per month to average twelve (12) days of planning service at Riverbank City hall per month. These days will be determined by the City Manager but are understood to include a minimum of three days per week, Monday through Wednesdays. JBA staff will be accessible and will return all messages within 24hours. JBA staff will report directly to the City Manager and attend City Staff meetings as requested. It is our understanding that attendance at the Planning Commission and City Council Meetings may be required. The primary contact person will be Miguel Galvez or his assignee. John B. Anderson and/or David Niskanen will be the secondary contact. It will be JBA staff's responsibility to be well versed in all of the current functions of City business so as not to confuse the public and our future planning applicants.

JBA staff will submit a monthly Planning Department Report to the City Manager to be used as a management tool to direct the work effort of JBA staff and to allow JBA's work effort to be assigned to top priorities as determined by the City Manager.

The monthly retainer costs to the City of Riverbank for this service will be \$15,000 billed per month which will be billed at the beginning of each month, with a not to exceed amount of \$75,000.00 which provides planning services through the month of April. J.B. Anderson Land Use Planning shall prepare a monthly statement of our work to reconcile all work hours performed on City tasks. This monthly retainer cost is based on a reduced Senior Planner rate of \$156.00 per hour. We will make every attempt to reduce this monthly expense by using Assistant and Associate Planners where appropriate.

It is important to note that the Rate Schedule included in Exhibit B DOES Not apply to this task and JBAP will do all that we can to supplement planning services with lower-level planners to save the City on General Planning related services. Exhibit B billing rates applies to Tasks 2, 3, and 4, as defined below. As noted above, the monthly retainer costs included as part of Task 1 are based on a Senior Planner rate of \$156.00 per hour.

Extra work outside of the normal 96 hours per month, such as the preparation of CEQA Compliance Documents will be defined in a Scope of Work and agreed to in

advance of any work being performed or billed.

At the City Manager's option, work defined under this task may be transferred to tasks described below in Tasks 3 and 4. The monthly Planning Report will assist the City in defining any work shifts needed.

TASK 2 SECONDARY PLANNING AND GENERAL SERVICES

In addition to providing professional planning services for the City of Riverbank, this task shall include types of higher-level work that JBA Staff will perform at the discretion of the City Manager. Such tasks include, but are not limited to peer reviews, project management, guidance on various State mandates, research and analysis of options, and preparation of environmental documents. JBA's current hourly Fee Rates for Public Clients is attached as Exhibit B. These rates shall serve as the basis for budget negotiations.

TASK 3 SPECIAL PROJECTS FOR THE CITY OF RIVERBANK

JBA Staff shall prepare a detailed proposal and budget for any and all special projects as directed by the City Manager. JBA staff will negotiate with the City the hourly rates used in the budget for these projects depending on the complexity of the work to be performed. JBA's current hourly Fee Rates for Public Clients is attached as Exhibit B. These rates shall serve as the basis for budget negotiations.

APPLICANT DRIVEN SPECIAL PROJECTS OF LARGE SCALE

TASK 4

In the event an applicant proposes a large complex project, JBA will staff the project with professional planners to represent the City of Riverbank. The hourly rate used in the budget for these large projects shall be the Fee Rate for Public Clients attached as Exhibit B. JBA staff will prepare a separate Scope of Work and Budget to be shared with and approved by the City Manager and Project Proponent.

ASSUMPTIONS

- 1) City will provide office space, supplies and materials for the planning purposes including internet service. We assume all planning forms and documents are available electronically in a manner that can easily be accessed.
- 2) City to provide personnel for assistance for the publishing of public notices, filing documents, record keeping, public agency notifications, neighbor notifications, PC minutes, PC Resolutions, PC meeting set-up and take down and other duties as assigned. Having technical assistance is a critical consideration in the rates given to the City of Riverbank above.
- 3) City staff shall be responsible for attending all Planning Commission and City Council Meetings, unless otherwise directed by the City Manager.
- 4) JBA Staff will prepare all staff reports and technical documents, as necessary, to the City for the publishing of agendas and posting of such. City staff will be responsible for the mailing and posting of all materials on the City website as agreed.
- 5) City staff shall be responsible for all record keeping and file management. In this regard, all files for active projects shall be kept in the City offices for public record keeping.
- 6) Exhibit B and JBAP billing rates are adjusted annually by CPI. Consequently, it is projected our hourly rates will increase by 3.7 % starting January 1st, 2024.



**FEE RATE SCHEDULE (Public Clients)
November 2023**

STAFF MEMBER	TITLE	HOURLY RATE
John B. Anderson	President	\$230.00/Hour
Mark Niskanen	Principal Planner	\$210.00/Hour
Miguel Galvez	Senior Planner	\$175.00/Hour
Brad Wall	Senior Planner	\$175.00/Hour
David Niskanen	Senior Planner	\$165.00/Hour
Michael Arroyo	Assistant Planner	\$110.00/Hour
Jailah Smith	Assistant Planner	\$92.00/Hour
Nicole Jardine	Administrative Assistant	\$65.00/Hour

Note Terms of Payment: Client shall pay Consultant in full for all charges and expenses set forth in each invoice within ten (10) days of the date of the invoice. If the Client fails to pay all amounts owed within this ten (10) day period, the Client shall pay a late charge on the unpaid balance at the rate of twenty percent (20%) per annum. Rates are subject to change upon a thirty (30) day notice.

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 9.6

SECTION 9: CONSENT CALENDAR

Meeting Date:	December 12, 2023
Subject:	Second Reading an Ordinance Approving the Rezone 01-2023 of 8.55 Acres to Planned Development located at 6612 and 6472 Central Avenue (APN's 062-020-018 and 062-020-031) for the River's Edge Subdivision and McRoy Wilbur Communities, Inc.
From:	Marisela H. Garcia, City Manager
Submitted by:	Donna M. Kenney, Planning and Building Manager

RECOMMENDATION

It is recommended that the City Council consider adopting the Rezone Ordinance for the River's Edge Project.

SUMMARY

The project location is 6612 and 6472 Central Avenue (APNs 062-020-018 and 062-020-031). The entire project consists of a General Plan Amendment ("GPA" Resolution), a Rezone ("RZ" Ordinance), and a Vesting Tentative Map ("VTM" Resolution), for the River's Edge subdivision project on approximately 8.55 acres. The Planning Commission, after taking public comment at their regular meeting of October 17, 2023, voted 5-0 to recommend approval of the Rezone Ordinance to the City Council. At their regular meeting of November 14, 2023, the City Council approved the GPA and VTM resolutions and voted 5-0 to approve the first reading of the ordinance and pass it to a second reading.

BACKGROUND

The two (2) existing parcels are currently each occupied by one single-family dwelling unit respectively. The project site is surrounded by existing residential dwellings to the

north, south, and west and vacant land to be developed to the east. VTM 02-2023 proposes subdividing 8.55 acres into 36 buildable lots, with four (4) additional out lots, lots A – D. Lot A will serve as a landscape lot and Lot B will function as a storm water basin to be dedicated to the City of Riverbank, while Lots C and D will contain the existing single-family dwellings. Pursuant to State subdivision law, additional maps can (and will be) filed to completely separate Lots C and D from the project site.

GENERAL PLAN CONSISTENCY

The proposed project is consistent with the following General Plan policies: Policy DESIGN 1.6, Policy DESIGN 3.2, and Policy DESIGN 5.1.

ATTACHMENTS

1. Ordinance 2023-XXX

CITY OF RIVERBANK

ORDINANCE 2023-XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIVERBANK APPROVING THE REZONE OF 8.55 ACRES TO PLANNED DEVELOPMENT, LOCATED AT 6612 AND 6472 CENTRAL AVENUE (APNS 062-020-018 AND 062-020-031), A PROJECT KNOWN AS RIVER'S EDGE

WHEREAS, a General Plan Amendment, Rezone, and Vesting Tentative Map application has been received from McRoy Wilbur Communities, Inc with a request to rezone approximately 8.55 acres from Single Family Residential Residential (R-1) to Planned Development (PD); and

WHEREAS, the City of Riverbank Planning Commission conducted a Public Hearing on Tuesday, October 17, 2023 to consider the proposed Ordinance and with a vote of 5-0 recommended approval by the City Council; and

WHEREAS, the City Council for City of Riverbank has made the following findings to adopt the Rezone:

1. Each individual unit of the development if built in stages, as well as the total development, can exist as an independent unit capable of creating a good environment in the locality and being in any stage as desirable and stable as the total development.
2. The uses proposed will not be a detriment to the present and proposed surrounding land uses, but will enhance the desirability of the area and have a beneficial effect.
3. Any deviation from the standard ordinance requirements is warranted by the unusual design and additional amenities incorporated in the development plan which offers certain redeeming features to compensate for any deviations that may be permitted.
4. The principles incorporated in the proposed plans identify unique characteristics which could not otherwise be achieved under other zoning districts.
5. Where a PD rezone is initiated by the City, the previous findings are not required.

**NOW, THEREFORE, THE CITY OF RIVERBANK CITY COUNCIL DOES
ORDAIN AS FOLLOWS:**

Section 1: The City Council of the City of Riverbank approves Rezoning the Project site to Planned Development (APNS 062-020-018 and 062-020-031).

Section 2: Constitutionality, severability. If any section, subsection, sentence, clause, phrase, or word of this resolution is for any reason held by a court of competent jurisdiction to be unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of the resolution. The Planning Commission of the City of Riverbank hereby declares that it would have passed this resolution and each section, subsection, sentence, clause, phrase, and word thereof, irrespective of the fact that any one or more section(s), subsection(s), sentence(s), clause(s), phrase(s), or word(s) be declared invalid.

Section 3: This Ordinance shall become effective thirty (30) days from and after its final passage and adoption, provided it is published in a newspaper of general circulation at least fifteen (15) days prior to its effective date or a summary of the Ordinance is published in a newspaper of general circulation at least five (5) days prior to adoption and again at least fifteen (15) days prior to its effective date.

The foregoing was introduced at a regular meeting of the City Council of the City of Riverbank held on the 14th day of November 2023; motioned by Councilmember _____, seconded by Council Member _____, and upon roll call was carried by the following vote ____:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

Gabriela Hernandez
City Clerk

APPROVED:

Richard D. O'Brien
Mayor

APPROVED AS TO FORM:

Tom Hallinan
City Attorney

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 10.1

SECTION 10: PUBLIC HEARING

Meeting Date: December 12, 2023

Subject: First Reading by Title Only and Introduction of an Ordinance, Amending Title VII: Traffic Code, Chapter 71: Stopping, Standing and Parking, Section 71.07 Prohibited and Limited Parking, Subsection (A), of the Riverbank Municipal Code, by Repealing this Section in its Entirety and Substituting it with New Section 71.07 Prohibited and Limited Parking, Subsection (A) of the Riverbank Municipal Code.

From: Marisela H. Garcia, City Manager

Submitted by: Donna M. Kenney, Planning and Building Manager

RECOMMENDATION

It is recommended that the City Council introduce for first reading Ordinance 2023-XXX amending Title VII: Traffic Code, Chapter 71: Stopping, Standing and Parking, Section 71.07 Prohibited and Limited Parking, Subsection (A), by repealing this Section in its entirety and substituting it with new Section 71.07 Prohibited and Limited Parking, Subsection (A), to the Riverbank Municipal Code of Ordinances.

EXECUTIVE SUMMARY

At times a vehicle is reported parked on the street in excess of the permitted 72-hour time limit. After being cited, the owner is required to relocate or move the vehicle from the location where it was cited. However, ambiguous language found in the Riverbank Municipal Code creates an issue when a Neighborhood Improvement Officer returns for reinspection and the cited vehicle does not appear to have been moved or has only moved a few inches. As such, a clearly defined and established minimum distance whereby a cited vehicle must be relocated would reduce redundancy and confusion between Neighborhood Improvement Officers and the general public.

BACKGROUND AND ANALYSIS

Situations arise where vehicles are left parked on public streets and are often unattended for days. These vehicles can experience vandalism, gather grime, collect cob webs, and generally result in visual blight in neighborhoods. They are an eye-sore to the public and

can often draw vandals to the area. A long-range, unintended consequence which is concerning to the public is the perceived downward, negative pressure the unattended vehicles have on property values.

Having a designated and significant distance that cited vehicles would be required to be relocated by the 72-hour deadline would assist in the enforcement of the ordinance by removing any claim that any movement of the vehicle, no matter how slight, constitutes a reset of the 72-hour clock. Staff, after consulting with Neighborhood Improvement and Police Services, recommends seventy-five (75) linear feet as the minimum distance by which the vehicle must be moved. This distance would require the vehicle to move a minimum of two houses away. In addition, the new language clarifies who has the authority to enforce this ordinance.

GENERAL PLAN CONSISTENCY

Policy CIRC-1.15: The City will ensure that the pedestrian network is safe, accessible, attractive and efficient, running largely along public spaces (including streets and open spaces), fronted by houses, and avoids uses that generate major breaks in surveillance on routes to and from public transport and other routes used at night. *Vehicles left unattended on streets for extended periods of time pose a risk to pedestrians, who must circumnavigate around them. These vehicles take up valuable space in front of homes, blocking the safest and most convenient access for families to enter their properties. They pose an additional safety hazard by blocking the view of activities on the street where other vehicles might come and go, changing the pedestrian's view.*

Implementation Measure CIRC-7: The City will develop and implement a Parking Master Plan to coordinate and manage parking in the City. The Master Plan will include strategies and implementation measures for addressing the City's parking supply and parking requirements and design standards. The plan will include strategies to optimize the parking supply, especially in the downtown area, through shared parking; development of shared parking facilities; use of on-street parking to meet demand of nearby properties; ensuring parking standards reflect actual parking demand; ensuring parking standards are reduced for properties in walkable and bicycle friendly areas of the City; use innovative design standards, such as tandem parking, stacked parking, and valet parking; and other strategies. The City will develop and include maximum, as well as, minimum parking requirements for new growth areas. *None of the above implementation measures would be possible with unattended vehicles prohibiting shared parking, leaving the demand of nearby properties unfulfilled, and skewing parking demand estimates.*

ENVIRONMENTAL DETERMINATION

The ordinance amendment to the City of Riverbank Municipal Code is exempt from environmental review because it is not considered a project within the meaning of Section 15378 of the State CEQA Guidelines.

FISCAL IMPACT

Reduced code enforcement costs including, but not limited to staff hours for the reinspection of cited vehicles which only move a few inches and get additional citizen complaints.

STRATEGIC GOALS

The City of Riverbank's Strategic Plan and Planning Sessions allow the City Council and staff to reaffirm the City's Mission Statement, Vision, Core Values and Strategic Areas of Focus while providing direction and guidance in allocating resources, establishing policy and serves as an instrumental tool to help meet the needs for the growing and dynamic community. In addition, objectives are drafted and completed as City staff works toward their long-range goals.

The approval of the proposed amendment to the Riverbank Municipal Code to establish a specific distance for a cited vehicle to be relocated by is not a strategic goal of the City; however, the proposed amendment is consistent with the goal of the City of Riverbank's General Plan "to be recognized as a premier community where individuals, families and businesses thrive in a safe and beautiful environment."

PUBLIC NOTICE

The City Council hearing notice was published in the Riverbank News and posted at City Hall North, City Hall South, the Post Office, the Community Center and the City's website on November 29, 2023.

ATTACHMENTS

1. Draft Ordinance 2023-XXX
2. Draft Ordinance 2023-XXX Redline

CITY OF RIVERBANK

ORDINANCE 2023-XXX

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIVERBANK,
CALIFORNIA, AMENDING TITLE VII: TRAFFIC CODE, CHAPTER 71: STOPPING,
STANDING, AND PARKING, SECTION 71.07 PROHIBITED AND LIMITED PARKING,
BY REPEALING THIS SECTION IN ITS ENTIRETY AND SUBSTITUTING IT WITH
NEW SECTION 71.07 PROHIBITED AND LIMITED PARKING, TO THE RIVERBANK
MUNICIPAL CODE OF ORDINANCES**

WHEREAS, the City has been working on improving code enforcement efforts involving unattended vehicles left parked in excess of the permitted 72-hour time limit; and

WHEREAS, having a designated 75-foot distance that cited vehicles would be required to be relocated by the 72-hour deadline would assist in enforcement efforts by removing any claim that any movement of the vehicle constitutes a reset of the 72-hour clock; and

WHEREAS, the proposed Zoning Code amendment complies with the General Plan in that the City will ensure the pedestrian network is safe, accessible, attractive, and efficient, running largely along public spaces, fronted by houses, and avoids uses that generate major breaks in surveillance on routes to and from public transport and other routes used at night; and

WHEREAS, the proposed amendments to the Riverbank Municipal Code would amend Sections of Title VII: Traffic Code, Chapter 71: Stopping, Standing, and Parking; and

WHEREAS, the amendment is exempt from analysis under the California Environmental Quality Act (CEQA) under the "Common Sense Exemption" that CEQA applies only to projects that have the potential for causing significant environmental effects, as specified in Section 15061(b)(3) of the State CEQA Guidelines.

NOW, THEREFORE THE CITY OF RIVERBANK CITY COUNCIL DOES ORDAIN AS FOLLOWS:

SECTION 1: Title VII: Traffic Code, Chapter 71: Stopping, Standing and Parking, Section 71.07: Prohibited and Limited Parking, shall be amended as follows:

CHAPTER 71: STOPPING, STANDING AND PARKING

Section

- 71.01 Application; compliance required
- 71.02 Director of Public Works as Street Commissioner
- 71.03 Parallel parking
- 71.04 Angle parking
- 71.05 Stopping, standing and parking prohibited
- 71.06 Intersections and crosswalks
- 71.07 Prohibited and limited parking
- 71.08 Curb marking
- 71.09 Loading zones
- 71.10 Standing in alleys
- 71.11 Truck or trailer parking
- 71.12 Unlawful parking by peddlers and vendors
- 71.13 Temporary parking signs
- 71.14 Parking on private property
- 71.15 Parking on city-owned parking area
- 71.16 Parking of recreation vehicles
- 71.17 Washing vehicles in streets
- 71.18 Repairs and maintenance of vehicles in streets
- 71.19 Repair of vehicles and boats in residential districts

§ 71.01 APPLICATION; COMPLIANCE REQUIRED.

(A) The provisions of this chapter prohibiting the stopping, standing or parking of a vehicle shall apply at the times or at those times herein specified, except when it is necessary to stop a vehicle to avoid conflict with other traffic or in compliance with the directions of a police officer.

(B) The provisions of this chapter imposing a time limit on standing or parking shall not relieve any person from the city to observe other and more restrictive provisions hereof or of law prohibiting or limiting the standing or parking of vehicle in specified places or at specified times.

('67 Code, § 9-2-4) (Ord. 41, passed 5-21-37)

§ 71.02 DIRECTOR OF PUBLIC WORKS AS STREET COMMISSIONER.

The Director of Public Works of the city is hereby designated the Street Commissioner for the purposes of this chapter.

('67 Code, § 9-2-20) (Ord. 79-4, passed 5-29-79)

§ 71.03 PARALLEL PARKING.

No person shall stand or park a vehicle in a roadway other than parallel with the edge of the roadway headed in the direction of traffic and with the right-hand wheels of the vehicle within 18 inches of the curb line or edge of the curb indicated by such marks or signs.

(` 67 Code, § 9-2-1) (Ord. 41, passed 5-21-37)

§ 71.04 ANGLE PARKING.

(A) No person shall stand or park a vehicle upon those streets which have been marked or signed by order of the Council for angle parking. A vehicle shall be parked at the angle to the curb indicated by such marks or signs.

(` 67 Code, § 9-2-2)

(B) The Council shall determine those streets upon which angle parking shall be permitted (other than state highways where such parking is prohibited by the State Vehicle Code) and the Street Commissioner shall indicate such places by placing white lines upon the surface of the roadway indicating the angle at which parking is permitted.

(` 67 Code, § 9-2-3) (Ord. 41, passed 5-21-37)

§ 71.05 STOPPING, STANDING AND PARKING PROHIBITED.

No person shall stop, stand, or park a vehicle in any of the following places:

(A) Within any tunnel or upon any bridge, viaduct or approach thereto.

(B) Within any parkway.

(` 67 Code, § 9-2-5) (Ord. 41, passed 5-21-37)

§ 71.06 INTERSECTIONS AND CROSSWALKS.

The Street Commissioner shall appropriately sign or mark the following places and when signs or markings are in place, no person shall stop, stand, or park a vehicle in any of those places:

(A) At any place within 30 feet of an intersection other than as hereinbefore mentioned.

(B) Within 15 feet of the approach to the nearest line of a crosswalk.

(` 67 Code, § 9-2-6) (Ord. 41, passed 5-21-37)

§ 71.07 PROHIBITED AND LIMITED PARKING.

(A) No person shall stop, park or leave standing, any vehicle on any street or highway in the city for 72 or more consecutive hours. Such vehicle, cited or not, must be relocated at minimum of seventy-five (75) linear feet to avoid violation of California Vehicle Code Section 22651 (k) or this section. Any vehicle parked or left standing in excess of 72 consecutive hours in violation of this section may be cited or removed therefrom by a Neighborhood Improvement Officer or any regularly employed and salaried or contract officer of the Riverbank Police Services Division of the city. Such officer may move, remove and store the vehicle.

(B) If the vehicle is moved to another location where it is not readily visible from its formerly parked location or if it is stored, the officer causing such movement or storage of the vehicle shall immediately, by the most expeditious means, notify the owner of its location. If for any reason the owner of the vehicle cannot be so notified the person causing the vehicle to be moved or stored shall immediately, by the most expeditious means, send a letter by certified mail to the last known registered owner and legal owner of the vehicle.

(`67 Code, § 9-2-12) (Ord. 70-19, passed 1-25-71)

(C) No person shall stop, stand, or park any vehicle upon any street in the city when signs authorized by the City Council are in place giving notice that parking thereon is prohibited.

(D) When signs authorized by the City Council are in place giving notice thereof, no person shall stop, stand, or park any vehicle upon any street within the city between the hours designated by the sign on any day except Sunday for a period of time longer than so designated by said sign. Each period of over-parking for more than the period stated on the time limit sign shall constitute a separate offense.

(Ord. 85-14, passed 11-12-85)

(E) No person shall park a vehicle between the hours of 4:00 a.m. and 6:00 a.m. on Monday, Wednesday, and Friday upon any paved street or part of a paved street inside the area bounded by and including Second, Third and Fourth Streets south of Atchison to Sierra, and Santa Fe Street between Second and Fourth Streets.

(`67 Code, § 9-2-13) (Ord. 90-13, passed 7-9-90)

(F) No vehicle shall be parked for a longer period of time than one hour on any street or portion of street on which parking signs are erected informing the public that parking is limited thereon to a period of one hour. No vehicle shall be parked for a longer period of time than two hours on any street or portion of street on which parking signs are erected informing the public that parking is limited thereon to a period of two hours.

(`67 Code, § 9-2-8) (Ord. 245, passed 7-27-59)

§ 71.08 CURB MARKING.

(A) *Red, yellow, and green markings.*

(1) The Street Commissioner is hereby authorized, subject to the provisions and limitations of this title to place, and when required herein shall place, the following curb markings to indicate parking or standing regulations and the curb marking shall have the meaning as herein set forth.

(a) Red shall mean no stopping, standing or parking at any time; except that a bus stop in a red zone marked or signed as a bus zone.

(b) Yellow shall mean no stopping, standing or parking at any time between 7:00 a.m. and 6:00 p.m. of any day except Sunday for any purpose other than the loading or unloading of materials, provided that the loading or unloading of materials shall not consume more than 30 minutes.

(Ord. 41, passed 5-21-37)

(c) Green shall mean no stopping, standing or parking for more than ten minutes at any time between 7:00 a.m. and 7:00 p.m. on any day except Sunday.

(Ord. 102, passed 9-11-51)

(2) When the Street Commissioner, as authorized under this title, has caused curb markings to be placed, no person shall stop, stand, or park a vehicle adjacent to any such legible curb marking in violation of any of the provisions of this section.

(Ord. 41, passed 5-21-37) (`67 Code, § 9-2-7)

(B) *Blue curb parking.*

(1) *Use of blue curb spaces.* Persons using “blue curb” parking spaces shall comply with the following:

(a) No person shall park or stand any vehicle in a disabled persons parking zone (blue curb) unless the vehicle bears a special license or displays a special placard issued under the provisions of Cal. Veh. Code § 9105 or § 22511.5.

(b) Parking zones for the physically handicapped are subject to any temporary parking prohibitions established by the city.

(2) *On-street parking.* The City Council, by resolution, shall designate special “blue curb” parking spaces for the purpose of providing on-street parking and off-street parking in publicly owned or controlled parking facilities for exclusive use by physically handicapped persons.

(3) *Off-street/privately financed facilities.* The city hereby declares that there are privately owned and operated parking facilities which may reserve parking stalls for exclusive use by physically handicapped persons.

(4) *Identification.*

(a) *On-street blue curb spaces.* Blue curb spaces shall be indicated by blue paint on the curb edge of the paved portion of the street. For further identification, the international symbol of access may be painted on the blue curb in white followed by the word “ONLY”.

(b) *Off-street/publicly owned facilities.* Designation of blue curbs parking stalls in publicly financed off-street parking facilities shall be made by posting immediately adjacent to, and visible from same, a sign consisting of the international symbol of access.

(c) *Off-street/privately financed facilities.* Designation of “blue curb” parking stalls in privately financed off-street parking facilities shall be made by posting immediately adjacent to, and visible from same a sign consisting of the international symbol of access.

(Ord. 77-25, passed 10-25-77) (`67 Code, § 9-2-19)

§ 71.09 LOADING ZONES.

(A) The Street Commissioner shall when authorized by resolution of the Council mark loading zones.

(B) Permission herein granted to stop or stand a vehicle for purposes of loading or unloading of materials shall apply only to commercial vehicles and shall not extend beyond the time necessary therefor, and in no event for more than 30 minutes.

(C) The loading or unloading of materials shall apply only to commercial deliveries, also the delivery or pickup of express and parcel post packages and United States mail.

(D) Within the total time limits above specified the provisions of this section shall be enforced so as to accommodate necessary and reasonable loading or unloading but without permitting abuse of the privileges hereby granted.

(`67 Code, § 9-2-9)

(E) When authorized signs or marks are in place giving notice thereof no person shall stop, stand, or park a vehicle for any purpose other than loading or unloading materials for such time as is permitted herein, in any of the following places: In any yellow loading zone.

(`67 Code, § 9-2-11) (Ord. 41, passed 5-21-37)

§ 71.10 STANDING IN ALLEYS.

No person shall stop, stand, or park a vehicle for any purpose other than the loading or unloading of persons or material in any alley.

(`67 Code, § 9-2-10) (Ord. 41, passed 5-21-37)

§ 71.12 UNLAWFUL PARKING BY PEDDLERS AND VENDORS.

(A) Except as otherwise provided in this section, no person shall stand or park any vehicle, wagon or push-cart from which goods, wares, merchandise, fruits, vegetables or food stuffs are sold, displayed, solicited or offered for sale or bartered or exchanged, or any lunch wagon or eating cart or vehicle, on any portion of any street within this city, except that such vehicle, wagon, push-carts may stand or park at the request of a bona fide purchaser for a period of time not to exceed ten minutes at any one place. The provisions of this division shall not apply to persons delivering such articles upon order of or by agreement with a customer from a store or other fixed place of business or distribution.

(B) No person shall park or stand on any city park or street, any lunch wagon, eating cart or vehicle or push-cart, from which food and beverages are sold or offered for sale without first obtaining a written permit to do so from the City Manager which shall designate the specific location in which such cart shall stand. Applicants may appeal the City Manager's decision to the City Council.

(C) No person shall park or stand any vehicle, or wagon used or intended to be used in the transportation of property for hire on any street while awaiting patronage for such vehicle or wagon without first obtaining a written permit to do so from the Council which shall designate the specific location where such vehicle shall stand.

(Ord. 74-20, passed 9-9-74)

(D) The City Council may, by resolution, restrict the parking of any vehicle, bus, boat, camper, trailer, motorhome or motorcycle upon any street or any portion of any street in the city advertising or displaying it for sale, upon a finding that the parking of any such vehicle, bus, boat, camper, trailer, motorhome or motorcycle would be hazardous to the health and safety of the public. Notice of intent to adopt such a resolution shall be given by publishing once in a newspaper of general circulation at least five days prior to adoption.

(Ord. 92-13, passed 10-12-92)

(E) Whenever any permit is granted under the provisions of this section and a particular location to park or stand is specified therein, no person shall park or stand any

vehicle, wagon or pushcart on any location other than as designated in such permit. In the event that the holder of any such permit is convicted in any court of competent jurisdiction for violating any of the provisions of this Section, such permit shall be forthwith revoked by the Council upon the filing of the record of such conviction with the Council and no permit shall thereafter be issued to such person until six months have elapsed from the date of such revocation.

(Ord. 41, passed 5-21-37) ('67 Code, § 9-2-15) (Am. Ord. 2003-016, passed 12-8-03)

§ 71.13 TEMPORARY PARKING SIGNS.

(A) Whenever the Sheriff's Commanding Officer determines that an emergency traffic congestion is likely to result from the holding of public or private assemblages, gatherings or functions or for other reasons, the Sheriff's Commanding Officer shall have power and authority to order temporary signs to be erected or posted indicating that the operation, parking or standing of vehicles is prohibited on such streets and alleys as the Sheriff's Commanding Officer shall direct during the time such temporary signs are in place. Such signs shall remain in place only during the existence of such emergency and the Sheriff's Commanding Officer shall cause such signs to be removed promptly thereafter.

(B) When signs authorized by the provisions of this section are in place giving notice thereof, no person shall operate, park or stand any vehicle contrary to the direction and provisions of such signs.

('67 Code, § 9-2-17) (Ord. 41, passed 5-21-37)

§ 71.14 PARKING ON PRIVATE PROPERTY.

No person shall park a vehicle on private property without the direct or implied consent of the owner or person in lawful possession of such property.

('67 Code, § 9-2-21) (Ord. 82-6, passed 9-13-82)

§ 71.15 PARKING ON CITY-OWNED PARKING AREA.

No person shall stop, stand, or park any vehicles other than one owned by the city for any purpose in the city-owned parking area immediately behind the City Hall and the Riverbank Police Services Division located at 6701 Third Street, Riverbank, without the express written permission of the City Manager.

('67 Code, § 9-2-23) (Ord. 85-02, passed 6-24-85)

§ 71.16 PARKING OF RECREATION VEHICLES.

(A) The City Council finds and determines that the unrestricted parking of recreation vehicles on public streets in the city leads to their unlawful occupation as dwelling units, congests traffic and constitute a hazard to the public safety in that recreation vehicles restrict visibility.

(B) It is unlawful to park recreation vehicles on any public street in the city for more than 72 hours, within any period of seven consecutive days, except that non residents of the city may park, upon the issuance of a permit to do so, for a period not to exceed seven consecutive days, while the owner or operator of the recreation vehicle is a guest of any residence adjoining that portion of the street upon which the recreation

vehicle is parked. In either circumstance the recreation vehicle is to remain unoccupied. Permits under this section may be issued by any regularly salaried member of the Riverbank Police Services Division. A visitor permit will only be issued twice a calendar year for the same owner or recreational vehicle. In extenuating circumstances, such as health reasons requiring the visitor's stay to be extended several days, the party must receive approval by the Chief of Police Services. There is a \$25 administrative fee for the issuance of said permit.

(C) Recreation vehicles, for the purpose of this section, shall include any motor home, which exceeds 20 feet in overall length, travel trailers, fifth wheel trailers, trailers with boats and house boats.

(D) It shall also be unlawful to park any recreation vehicle in a diagonal parking space so that the recreation vehicle protrudes more than 20 feet into the street as measured perpendicularly from the curb.

(`67 Code, § 9-2-22) (Ord. 85-02, passed 6-24-85; Am. Ord. 2003-017, passed 12-8-03; Am. Ord. 2005-003, passed 2-14-05)

§ 71.17 WASHING VEHICLES IN STREETS.

No person shall dust, wipe, wash or otherwise clean, use or employ any method of dusting, wiping, washing or otherwise cleaning any vehicle or portion thereof while on any street unless such vehicle is owned by or is under the direct control or supervision of the person doing any of the acts herein enumerated.

(`67 Code, § 9-2-16) (Ord. 41, passed 5-21-37)

§ 71.18 REPAIRS AND MAINTENANCE OF VEHICLES IN STREETS.

(A) No person shall add oil to or change the oil of a motor vehicle while such motor vehicle is parked or standing on any street.

(B) No person shall repair any motor vehicle while such motor vehicle is parked or standing on any street, excepting as follows:

(1) Repairs and maintenance work may be done if the required work can be completed within two hours from the time the work commences, and

(2) Such repairs are not likely to result in oil or gas being spilled on the street.
(`67 Code, § 9-2-18) (Ord. 76-7, passed 6-14-76)

§ 71.19 REPAIR OF VEHICLES AND BOATS IN RESIDENTIAL DISTRICTS.

(A) *Findings and determinations; definitions.*

(1) The City Council has determined that the repairing and/or dismantling of vehicles and boats in public view in residential districts has a negative impact on the livability and appearance of the city, on the availability of driveways for parking, on property values and can pose safety and health hazards to children and adults. The Council hereby makes the finding that the public health, safety and welfare require the prohibition of repairing or dismantling of vehicles or boats in public view in residential districts, except under certain circumstances.

(2) For the purpose of this section, the following words shall have the meaning set forth herein:

BOAT. Includes every description of watercraft used or capable of being used as a means of transportation on water.

IMMEDIATE FAMILY. Consists of parents, grandparents, spouse and children related by blood, marriage or adoption.

MAJOR REPAIR. Includes pulling and dismantling engines, repair or replacement of transmissions, axles, water pumps, alternators, brakes, shocks and similar work as well as vehicle body, panel repair and any hull or cabin repair to a boat.

OPERATIONAL VEHICLE. A motor vehicle that is currently capable of being propelled by its own engine.

OWNER OF VEHICLE OR BOAT. The last registered owner and legal owner of record.

PROPERTY, REAL PROPERTY, PRIVATE PROPERTY. Shall not include sidewalks or unpaved areas.

REGISTRATION. A current valid state registration for a vehicle conforming to Cal. Veh. Code §§ 4000 or 9840 *et seq.*, for boats.

RESIDENT. The owner or lessee of real property.

RESIDENTIAL DISTRICTS. Those areas of the city zoned for residential use, whether for single or multiple family dwellings.

ROUTINE MAINTENANCE. Shall be limited to changing oil, tires, air filters, spark plugs and similar work commonly referred to as a tune-up. Except as listed, the removal or replacement of mechanical or body parts of a vehicle or boat constitute major repair.

VEHICLE. A device by which any person or property may be propelled, moved or drawn upon a highway or street, except a device moved exclusively by human power or used exclusively upon stationary rails or tracks.

(B) *Routine maintenance; exception.* Except as otherwise provided in this chapter, no person shall be authorized to perform routine maintenance in public view in a residential district on a vehicle or boat, unless as follows:

- (1) Such person is the lawful resident of the property where the routine maintenance is being performed; and
- (2) Such vehicle or boat is registered to the lawful resident of the property or a member of the immediate family; or
- (3) Such person is licensed by the city to perform routine maintenance at the residence of another; and
- (4) Proof of registration or proof of immediate family relation is provided upon request.

(C) *Major repairs; exception.* Except as otherwise provided in this section, no person shall be authorized to perform major repairs in public view in a residential district unless:

- (1) Such person is the lawful resident of the property where the major repair is being performed; and
- (2) In a fully-enclosed garage or building, or behind a six-foot fence or gate capable of screening the boat or vehicle and parts thereof from public view.
- (3) The door of such garage or building or the fence gate is closed when repairs are not in progress.

(D) *Major repairs; carport.* It is unlawful to perform major repairs in a residential district on any vehicle or boat within a carport which is exposed to public view.

(E) *Major repairs; limits.* It shall be unlawful for more than two boats or vehicles to be under major repair or stored at any one time, in a residential district, except if located within a fully enclosed garage or building.

(F) *Spray painting prohibited.* It shall be unlawful to spray paint a vehicle or boat, panels or parts thereof in a residential district.

(G) *Current registration requirements.* All vehicles or boats in public view in a residential district, shall display current registration and shall be operational. Proof of operational status and current registration shall be provided upon request.

(H) *Compensation for major repair and routine maintenance.* No monies or anything of monetary value may be charged, exchanged, given or received for major repairs or routine maintenance performed in any residential district except for those persons licensed by the city to perform routine maintenance at the residence of another.

(I) *Nighttime routine maintenance and major repair work.* Routine maintenance or major repairs in residential districts shall take place between the hours of 8:00 a.m. and 9:00 p.m. Monday through Saturday and between the hours of 9:00 a.m. and 9:00 p.m. Sundays and holidays.

(J) *Testing of vehicle or boat engines.* Testing of a vehicle or boat engine in residential districts shall take place between the hours of 8:00 a.m. and 9:00 p.m. Monday through Saturday and between the hours of 9:00 a.m. and 9:00 p.m. Sundays and holidays.

(K) *Routine maintenance time limit.* Routine maintenance in a residential district shall be completed within a 72 consecutive hour period after the maintenance has begun, and shall not exceed this time period.

(L) *Clean-up.* Upon completion of any work authorized by this section, all debris, oil, grease, gasoline, rags, equipment, parts or materials shall be disposed of in a lawful manner where it is not visible from the street or other public or private property. Hazardous materials shall be disposed of in a lawful manner and in accordance with state, county and city regulations.

(M) *Property maintenance; responsibility.*

(1) *Owner.* Every owner of real property shall maintain such property in a lawful manner consistent with the provisions of this section. In the case of leased or rented single-family dwelling or apartment or multiple family dwelling, the property owner shall ensure that every occupant properly maintains the property. Such owner remains liable for violations thereof regardless of any contract or agreement with any third party regarding such property.

(2) *Occupant or lessee.* Every occupant, lessee or holder of any interest in property, other than as owner thereof, is required to maintain such property in the same manner as is required of the owner thereof, and the duty imposed by this section on the owner thereof shall in no instance relieve those persons herein referred to from similar duty.

('67 Code, § 9-2-24) (Ord. 92-10, passed 9-14-92)

SECTION 2: This Ordinance shall become effective thirty (30) days from and after its final passage (00/00/00), provided it is published pursuant to GC § 36933 in a newspaper of general circulation within fifteen (15) days after its adoption.

The foregoing ordinance was given its first reading and introduced by title only at a regular meeting of the City Council of the City of Riverbank on December 12, 2023. Said ordinance was given a second reading by title only and adopted.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Riverbank at a regular meeting on the ____ day of _____, 2023; motioned by Councilmember _____, seconded by Councilmember _____; moved said ordinance by a City Council ____ vote of ____:

AYES:

NAYS:

ABSENT:

ABSTAINED:

ATTEST:

APPROVED:

Gabriela Hernandez
City Clerk

Richard D. O'Brien
Mayor

CHAPTER 71: STOPPING, STANDING AND PARKING

Section

- 71.01 Application; compliance required
- 71.02 Director of Public Works as Street Commissioner
- 71.03 Parallel parking
- 71.04 Angle parking
- 71.05 Stopping, standing and parking prohibited
- 71.06 Intersections and crosswalks
- 71.07 Prohibited and limited parking
- 71.08 Curb marking
- 71.09 Loading zones
- 71.10 Standing in alleys
- 71.11 Truck or trailer parking
- 71.12 Unlawful parking by peddlers and vendors
- 71.13 Temporary parking signs
- 71.14 Parking on private property
- 71.15 Parking on city-owned parking area
- 71.16 Parking of recreation vehicles
- 71.17 Washing vehicles in streets
- 71.18 Repairs and maintenance of vehicles in streets
- 71.19 Repair of vehicles and boats in residential districts

§ 71.01 APPLICATION; COMPLIANCE REQUIRED.

(A) The provisions of this chapter prohibiting the stopping, standing or parking of a vehicle shall apply at the times or at those times herein specified, except when it is necessary to stop a vehicle to avoid conflict with other traffic or in compliance with the directions of a police officer.

(B) The provisions of this chapter imposing a time limit on standing or parking shall not relieve any person from the city to observe other and more restrictive provisions hereof or of law prohibiting or limiting the standing or parking of vehicle in specified places or at specified times.

('67 Code, § 9-2-4) (Ord. 41, passed 5-21-37)

§ 71.02 DIRECTOR OF PUBLIC WORKS AS STREET COMMISSIONER.

The Director of Public Works of the city is hereby designated the Street Commissioner for the purposes of this chapter.

('67 Code, § 9-2-20) (Ord. 79-4, passed 5-29-79)

§ 71.03 PARALLEL PARKING.

No person shall stand or park a vehicle in a roadway other than parallel with the edge of the roadway headed in the direction of traffic and with the right hand wheels of the vehicle within 18 inches of the curb line or edge of the curb indicated by such marks or signs.

(` 67 Code, § 9-2-1) (Ord. 41, passed 5-21-37)

§ 71.04 ANGLE PARKING.

(A) No person shall stand or park a vehicle upon those streets which have been marked or signed by order of the Council for angle parking. A vehicle shall be parked at the angle to the curb indicated by such marks or signs.

(` 67 Code, § 9-2-2)

(B) The Council shall determine those streets upon which angle parking shall be permitted (other than state highways where such parking is prohibited by the State Vehicle Code) and the Street Commissioner shall indicate such places by placing white lines upon the surface of the roadway indicating the angle at which parking is permitted.

(` 67 Code, § 9-2-3) (Ord. 41, passed 5-21-37)

§ 71.05 STOPPING, STANDING AND PARKING PROHIBITED.

No person shall stop, stand, or park a vehicle in any of the following places:

(A) Within any tunnel or upon any bridge, viaduct or approach thereto.

(B) Within any parkway.

(` 67 Code, § 9-2-5) (Ord. 41, passed 5-21-37)

§ 71.06 INTERSECTIONS AND CROSSWALKS.

The Street Commissioner shall appropriately sign or mark the following places and when signs or markings are in place, no person shall stop, stand, or park a vehicle in any of those places:

(A) At any place within 30 feet of an intersection other than as hereinbefore mentioned.

(B) Within 15 feet of the approach to the nearest line of a crosswalk.

(` 67 Code, § 9-2-6) (Ord. 41, passed 5-21-37)

§ 71.07 PROHIBITED AND LIMITED PARKING.

(A) No person shall stop, park or leave standing, any vehicle on any street or highway in the city for 72 or more consecutive hours. Such vehicle, cited or not, must be relocated a minimum of 75 linear feet to avoid violation of California Vehicle Code Section 22651 (k) or this section. Any vehicle parked or left standing in excess of 72 consecutive hours in violation of this section may be cited or removed therefrom by a Neighborhood Improvement Officer or any regularly employed and salaried or contract officer of the Riverbank Police Services Division of the city. ~~Removal shall be to the nearest available location in the vicinity where parking is permitted and if moving it off the roadway at such a parking location is impractical s~~ Such officer may move, remove and store the vehicle.

(B) If the vehicle is moved to another location where it is not readily visible from its formerly parked location or if it is stored, the officer causing such movement or storage of the vehicle shall immediately, by the most expeditious means, notify the owner of its location. If for any reason the owner of the vehicle cannot be so notified the person causing the vehicle to be moved or stored shall immediately, by the most expeditious means, send a letter by certified mail to the last known registered owner and legal owner of the vehicle.

(`67 Code, § 9-2-12) (Ord. 70-19, passed 1-25-71)

(C) No person shall stop, stand, or park any vehicle upon any street in the city when signs authorized by the City Council are in place giving notice that parking thereon is prohibited.

(D) When signs authorized by the City Council are in place giving notice thereof, no person shall stop, stand, or park any vehicle upon any street within the city between the hours designated by the sign on any day except Sunday for a period of time longer than so designated by said sign. Each period of over-parking for more than the period stated on the time limit sign shall constitute a separate offense.

(Ord. 85-14, passed 11-12-85)

(E) No person shall park a vehicle between the hours of 4:00 a.m. and 6:00 a.m. on Monday, Wednesday, and Friday upon any paved street or part of a paved street inside the area bounded by and including Second, Third and Fourth Streets south of Atchison to Sierra, and Santa Fe Street between Second and Fourth Streets.

(`67 Code, § 9-2-13) (Ord. 90-13, passed 7-9-90)

(F) No vehicle shall be parked for a longer period of time than one hour on any street or portion of street on which parking signs are erected informing the public that parking is limited thereon to a period of one hour. No vehicle shall be parked for a longer period of time than two hours on any street or portion of street on which parking signs are erected informing the public that parking is limited thereon to a period of two hours.

(`67 Code, § 9-2-8) (Ord. 245, passed 7-27-59)

§ 71.08 CURB MARKING.

(A) *Red, yellow, and green markings.*

(1) The Street Commissioner is hereby authorized, subject to the provisions and limitations of this title to place, and when required herein shall place, the following curb markings to indicate parking or standing regulations and the curb marking shall have the meaning as herein set forth.

(a) Red shall mean no stopping, standing or parking at any time; except that a bus stop in a red zone marked or signed as a bus zone.

(b) Yellow shall mean no stopping, standing or parking at any time between 7:00 a.m. and 6:00 p.m. of any day except Sunday for any purpose other than the loading or unloading of materials, provided that the loading or unloading of materials shall not consume more than 30 minutes.

(Ord. 41, passed 5-21-37)

(c) Green shall mean no stopping, standing or parking for more than ten minutes at any time between 7:00 a.m. and 7:00 p.m. on any day except Sunday.

(Ord. 102, passed 9-11-51)

(2) When the Street Commissioner, as authorized under this title, has caused curb markings to be placed, no person shall stop, stand, or park a vehicle adjacent to any such legible curb marking in violation of any of the provisions of this section.

(Ord. 41, passed 5-21-37) ('67 Code, § 9-2-7)

(B) *Blue curb parking.*

(1) *Use of blue curb spaces.* Persons using "blue curb" parking spaces shall comply with the following:

(a) No person shall park or stand any vehicle in a disabled persons parking zone (blue curb) unless the vehicle bears a special license or displays a special placard issued under the provisions of Cal. Veh. Code § 9105 or § 22511.5.

(b) Parking zones for the physically handicapped are subject to any temporary parking prohibitions established by the city.

(2) *On-street parking.* The City Council, by resolution, shall designate special "blue curb" parking spaces for the purpose of providing on-street parking and off-street parking in publicly owned or controlled parking facilities for exclusive use by physically handicapped persons.

(3) *Off-street/privately financed facilities.* The city hereby declares that there are privately owned and operated parking facilities which may reserve parking stalls for exclusive use by physically handicapped persons.

(4) *Identification.*

(a) *On-street blue curb spaces.* Blue curb spaces shall be indicated by blue paint on the curb edge of the paved portion of the street. For further identification, the international symbol of access may be painted on the blue curb in white followed by the word "ONLY".

(b) *Off-street/publicly owned facilities.* Designation of blue curbs parking stalls in publicly financed off-street parking facilities shall be made by posting immediately adjacent to, and visible from same, a sign consisting of the international symbol of access.

(c) *Off-street/privately financed facilities.* Designation of "blue curb" parking stalls in privately financed off-street parking facilities shall be made by posting immediately adjacent to, and visible from same a sign consisting of the international symbol of access.

(Ord. 77-25, passed 10-25-77) ('67 Code, § 9-2-19)

§ 71.09 LOADING ZONES.

(A) The Street Commissioner shall when authorized by resolution of the Council mark loading zones.

(B) Permission herein granted to stop or stand a vehicle for purposes of loading or unloading of materials shall apply only to commercial vehicles and shall not extend beyond the time necessary therefor, and in no event for more than 30 minutes.

(C) The loading or unloading of materials shall apply only to commercial deliveries, also the delivery or pickup of express and parcel post packages and United States mail.

(D) Within the total time limits above specified the provisions of this section shall be enforced so as to accommodate necessary and reasonable loading or unloading but without permitting abuse of the privileges hereby granted.

('67 Code, § 9-2-9)

(E) When authorized signs or marks are in place giving notice thereof no person shall stop, stand, or park a vehicle for any purpose other than loading or unloading materials for such time as is permitted herein, in any of the following places: In any yellow loading zone.

(`67 Code, § 9-2-11) (Ord. 41, passed 5-21-37)

§ 71.10 STANDING IN ALLEYS.

No person shall stop, stand, or park a vehicle for any purpose other than the loading or unloading of persons or material in any alley.

(`67 Code, § 9-2-10) (Ord. 41, passed 5-21-37)

§ 71.12 UNLAWFUL PARKING BY PEDDLERS AND VENDORS.

(A) Except as otherwise provided in this section, no person shall stand or park any vehicle, wagon or push-cart from which goods, wares, merchandise, fruits, vegetables or food stuffs are sold, displayed, solicited or offered for sale or bartered or exchanged, or any lunch wagon or eating cart or vehicle, on any portion of any street within this city, except that such vehicle, wagon, push-carts may stand or park at the request of a bona fide purchaser for a period of time not to exceed ten minutes at any one place. The provisions of this division shall not apply to persons delivering such articles upon order of or by agreement with a customer from a store or other fixed place of business or distribution.

(B) No person shall park or stand on any city park or street, any lunch wagon, eating cart or vehicle or push-cart, from which food and beverages are sold or offered for sale without first obtaining a written permit to do so from the City Manager which shall designate the specific location in which such cart shall stand. Applicants may appeal the City Manager's decision to the City Council.

(C) No person shall park or stand any vehicle, or wagon used or intended to be used in the transportation of property for hire on any street while awaiting patronage for such vehicle or wagon without first obtaining a written permit to do so from the Council which shall designate the specific location where such vehicle shall stand.

(Ord. 74-20, passed 9-9-74)

(D) The City Council may, by resolution, restrict the parking of any vehicle, bus, boat, camper, trailer, motorhome or motorcycle upon any street or any portion of any street in the city advertising or displaying it for sale, upon a finding that the parking of any such vehicle, bus, boat, camper, trailer, motorhome or motorcycle would be hazardous to the health and safety of the public. Notice of intent to adopt such a resolution shall be given by publishing once in a newspaper of general circulation at least five days prior to adoption.

(Ord. 92-13, passed 10-12-92)

(E) Whenever any permit is granted under the provisions of this section and a particular location to park or stand is specified therein, no person shall park or stand any vehicle, wagon or pushcart on any location other than as designated in such permit. In the event that the holder of any such permit is convicted in any court of competent jurisdiction for violating any of the provisions of this Section, such permit shall be forthwith revoked by the Council upon the filing of the record of such conviction with the Council and no permit shall thereafter be issued to such person until six months have elapsed from the date of such revocation.

(Ord. 41, passed 5-21-37) ('67 Code, § 9-2-15) (Am. Ord. 2003-016, passed 12-8-03)

§ 71.13 TEMPORARY PARKING SIGNS.

(A) Whenever the Sheriff's Commanding Officer determines that an emergency traffic congestion is likely to result from the holding of public or private assemblages, gatherings or functions or for other reasons, the Sheriff's Commanding Officer shall have power and authority to order temporary signs to be erected or posted indicating that the operation, parking or standing of vehicles is prohibited on such streets and alleys as the Sheriff's Commanding Officer shall direct during the time such temporary signs are in place. Such signs shall remain in place only during the existence of such emergency and the Sheriff's Commanding Officer shall cause such signs to be removed promptly thereafter.

(B) When signs authorized by the provisions of this section are in place giving notice thereof, no person shall operate, park or stand any vehicle contrary to the direction and provisions of such signs.

('67 Code, § 9-2-17) (Ord. 41, passed 5-21-37)

§ 71.14 PARKING ON PRIVATE PROPERTY.

No person shall park a vehicle on private property without the direct or implied consent of the owner or person in lawful possession of such property.

('67 Code, § 9-2-21) (Ord. 82-6, passed 9-13-82)

§ 71.15 PARKING ON CITY-OWNED PARKING AREA.

No person shall stop, stand, or park any vehicles other than one owned by the city for any purpose in the city-owned parking area immediately behind the City Hall and the Riverbank Police Services Division located at 6701 Third Street, Riverbank, without the express written permission of the City Manager.

('67 Code, § 9-2-23) (Ord. 85-02, passed 6-24-85)

§ 71.16 PARKING OF RECREATION VEHICLES.

(A) The City Council finds and determines that the unrestricted parking of recreation vehicles on public streets in the city leads to their unlawful occupation as dwelling units, congests traffic and constitute a hazard to the public safety in that recreation vehicles restrict visibility.

(B) It is unlawful to park recreation vehicles on any public street in the city for more than 72 hours, within any period of seven consecutive days, except that non residents of the city may park, upon the issuance of a permit to do so, for a period not to exceed seven consecutive days, while the owner or operator of the recreation vehicle is a guest of any residence adjoining that portion of the street upon which the recreation vehicle is parked. In either circumstance the recreation vehicle is to remain unoccupied. Permits under this section may be issued by any regularly salaried member of the Riverbank Police Services Division. A visitor permit will only be issued twice a calendar year for the same owner or recreational vehicle. In extenuating circumstances, such as health reasons requiring the visitor's stay to be extended several days, the party must

receive approval by the Chief of Police Services. There is a \$25 administrative fee for the issuance of said permit.

(C) Recreation vehicles, for the purpose of this section, shall include any motor home, which exceeds 20 feet in overall length, travel trailers, fifth wheel trailers, trailers with boats and house boats.

(D) It shall also be unlawful to park any recreation vehicle in a diagonal parking space so that the recreation vehicle protrudes more than 20 feet into the street as measured perpendicularly from the curb.

('67 Code, § 9-2-22) (Ord. 85-02, passed 6-24-85; Am. Ord. 2003-017, passed 12-8-03; Am. Ord. 2005-003, passed 2-14-05)

§ 71.17 WASHING VEHICLES IN STREETS.

No person shall dust, wipe, wash or otherwise clean, use or employ any method of dusting, wiping, washing or otherwise cleaning any vehicle or portion thereof while on any street unless such vehicle is owned by or is under the direct control or supervision of the person doing any of the acts herein enumerated.

('67 Code, § 9-2-16) (Ord. 41, passed 5-21-37)

§ 71.18 REPAIRS AND MAINTENANCE OF VEHICLES IN STREETS.

(A) No person shall add oil to or change the oil of a motor vehicle while such motor vehicle is parked or standing on any street.

(B) No person shall repair any motor vehicle while such motor vehicle is parked or standing on any street, excepting as follows:

(1) Repairs and maintenance work may be done if the required work can be completed within two hours from the time the work commences, and

(2) Such repairs are not likely to result in oil or gas being spilled on the street.

('67 Code, § 9-2-18) (Ord. 76-7, passed 6-14-76)

§ 71.19 REPAIR OF VEHICLES AND BOATS IN RESIDENTIAL DISTRICTS.

(A) *Findings and determinations; definitions.*

(1) The City Council has determined that the repairing and/or dismantling of vehicles and boats in public view in residential districts has a negative impact on the livability and appearance of the city, on the availability of driveways for parking, on property values and can pose safety and health hazards to children and adults. The Council hereby makes the finding that the public health, safety and welfare require the prohibition of repairing or dismantling of vehicles or boats in public view in residential districts, except under certain circumstances.

(2) For the purpose of this section, the following words shall have the meaning set forth herein:

BOAT. Includes every description of watercraft used or capable of being used as a means of transportation on water.

IMMEDIATE FAMILY. Consists of parents, grandparents, spouse and children related by blood, marriage or adoption.

MAJOR REPAIR. Includes pulling and dismantling engines, repair or replacement of transmissions, axles, water pumps, alternators, brakes, shocks and similar work as well as vehicle body, panel repair and any hull or cabin repair to a boat.

OPERATIONAL VEHICLE. A motor vehicle that is currently capable of being propelled by its own engine.

OWNER OF VEHICLE OR BOAT. The last registered owner and legal owner of record.

PROPERTY, REAL PROPERTY, PRIVATE PROPERTY. Shall not include sidewalks or unpaved areas.

REGISTRATION. A current valid state registration for a vehicle conforming to Cal. Veh. Code §§ 4000 or 9840 *et seq.*, for boats.

RESIDENT. The owner or lessee of real property.

RESIDENTIAL DISTRICTS. Those areas of the city zoned for residential use, whether for single or multiple family dwellings.

ROUTINE MAINTENANCE. Shall be limited to changing oil, tires, air filters, spark plugs and similar work commonly referred to as a tune-up. Except as listed, the removal or replacement of mechanical or body parts of a vehicle or boat constitute major repair.

VEHICLE. A device by which any person or property may be propelled, moved or drawn upon a highway or street, except a device moved exclusively by human power or used exclusively upon stationary rails or tracks.

(B) *Routine maintenance; exception.* Except as otherwise provided in this chapter, no person shall be authorized to perform routine maintenance in public view in a residential district on a vehicle or boat, unless as follows:

- (1) Such person is the lawful resident of the property where the routine maintenance is being performed; and
- (2) Such vehicle or boat is registered to the lawful resident of the property or a member of the immediate family; or
- (3) Such person is licensed by the city to perform routine maintenance at the residence of another; and
- (4) Proof of registration or proof of immediate family relation is provided upon request.

(C) *Major repairs; exception.* Except as otherwise provided in this section, no person shall be authorized to perform major repairs in public view in a residential district unless:

- (1) Such person is the lawful resident of the property where the major repair is being performed; and
- (2) In a fully-enclosed garage or building, or behind a six-foot fence or gate capable of screening the boat or vehicle and parts thereof from public view.
- (3) The door of such garage or building or the fence gate is closed when repairs are not in progress.

(D) *Major repairs; carport.* It is unlawful to perform major repairs in a residential district on any vehicle or boat within a carport which is exposed to public view.

(E) *Major repairs; limits.* It shall be unlawful for more than two boats or vehicles to be under major repair or stored at any one time, in a residential district, except if located within a fully enclosed garage or building.

(F) *Spray painting prohibited.* It shall be unlawful to spray paint a vehicle or boat, panels or parts thereof in a residential district.

(G) *Current registration requirements.* All vehicles or boats in public view in a residential district, shall display current registration and shall be operational. Proof of operational status and current registration shall be provided upon request.

(H) *Compensation for major repair and routine maintenance.* No monies or anything of monetary value may be charged, exchanged, given or received for major repairs or routine maintenance performed in any residential district except for those persons licensed by the city to perform routine maintenance at the residence of another.

(I) *Nighttime routine maintenance and major repair work.* Routine maintenance or major repairs in residential districts shall take place between the hours of 8:00 a.m. and 9:00 p.m. Monday through Saturday and between the hours of 9:00 a.m. and 9:00 p.m. Sundays and holidays.

(J) *Testing of vehicle or boat engines.* Testing of a vehicle or boat engine in residential districts shall take place between the hours of 8:00 a.m. and 9:00 p.m. Monday through Saturday and between the hours of 9:00 a.m. and 9:00 p.m. Sundays and holidays.

(K) *Routine maintenance time limit.* Routine maintenance in a residential district shall be completed within a 72 consecutive hour period after the maintenance has begun, and shall not exceed this time period.

(L) *Clean-up.* Upon completion of any work authorized by this section, all debris, oil, grease, gasoline, rags, equipment, parts or materials shall be disposed of in a lawful manner where it is not visible from the street or other public or private property. Hazardous materials shall be disposed of in a lawful manner and in accordance with state, county and city regulations.

(M) *Property maintenance; responsibility.*

(1) *Owner.* Every owner of real property shall maintain such property in a lawful manner consistent with the provisions of this section. In the case of leased or rented single-family dwelling or apartment or multiple family dwelling, the property owner shall ensure that every occupant properly maintains the property. Such owner remains liable for violations thereof regardless of any contract or agreement with any third party regarding such property.

(2) *Occupant or lessee.* Every occupant, lessee or holder of any interest in property, other than as owner thereof, is required to maintain such property in the same manner as is required of the owner thereof, and the duty imposed by this section on the owner thereof shall in no instance relieve those persons herein referred to from similar duty.

(`67 Code, § 9-2-24) (Ord. 92-10, passed 9-14-92)

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY

AGENDA ITEM NO. 11.1

SECTION 11: NEW BUSINESS

Meeting Date:	December 12, 2023
Subject:	Adopt a Resolution to Approve the Records Retention Schedule for the City of Riverbank.
From:	Marisela H. Garcia, City Manager
Submitted by:	Gabriela Hernandez, City Clerk Diane Gladwell, Gladwell Governmental Services, Inc.

RECOMMENDATION

It is recommended that the City Council review and discuss the adoption of a Resolution authorizing the replacement and implementation of a Retention Schedule for Citywide Records and approving continuous disposal of obsolete records for the City of Riverbank.

SUMMARY

The City is upgrading its records management program, including its records retention policies. The adoption of this retention schedule will result in efficiency gains and cost savings. The City has previously referred to the State of California for their Record Retention specified time periods in which public records are required to be retained.

BACKGROUND

In February 2001, the City Council adopted Resolution No. 2001-18 which authorized the replacement and implementation of a Retention Schedule Guideline for citywide records. The adopted guidelines were based on the adoption of SB 742 in 1999 which required the Secretary of State to create local government records retention guidelines.

Riverbank selected Gladwell Governmental Services, Inc., an expert in local government records, to update its records management program. An update 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.

The update of the current records management systems is driven by many factors, including:

- Very limited space in City facilities,
- Many departments are filing and storing copies of the same records,
- Riverbank 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, Riverbank will realize significant savings in labor costs, storage costs, free up filing cabinet and office space, and realize operational efficiencies.

Highlights of City Council retention policies include Agenda Packets, recordings of City Council meetings, minutes, resolutions, and ordinances are all retained Permanently.

It is standard business practice for California cities to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with the consent in writing of the Department Head, City Clerk and City Attorney, which is provided in Section 2 of the resolution. This will reduce costs and improve efficiency for the City.

It is also standard business practice for California cities to authorize updates to the schedule without further action of the City Council, which is provided in Section 3.

FINANCIAL IMPACT

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

ATTACHMENTS

- 1.) CC Resolution 2023-
Exhibit A: Records Retention Schedules 2023
- 2.) Resolution No. 2001-18

CITY OF RIVERBANK

RESOLUTION 2023-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
RIVERBANK, CALIFORNIA, ADOPTING A RECORDS RETENTION
SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS**

**THE CITY OF RIVERBANK CITY COUNCIL (HEREAFTER REFERRED TO AS
THE “CITY COUNCIL”) DOES HEREBY RESOLVE THAT:**

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 Riverbank; 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 City of Riverbank previously adopted Resolution No. 2001-18, approving Records Retention Schedules.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RIVERBANK
DOES RESOLVE AS FOLLOWS:**

Section 1. Resolution No. 2001-18 is hereby repealed.

Section 2. The records of the City of Riverbank, as set forth in the Records Retention Schedule 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 Department Head, City Clerk and City Attorney, without further action by the City Council of the City of Riverbank.

Section 3: Updates are hereby authorized to be made to the Records Retention Schedule, without any further action by the City Council, with the consent of the Department Head, City Clerk, City Attorney and City Manager.

Section 4. 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 5. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 6. This resolution shall become effective immediately upon its passage and adoption.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank does hereby:

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the ____ day of _____, ____; motioned by Councilmember _____, seconded by Councilmember _____, and upon roll call was carried by the following City Council vote of _____:

AYES:

NAYS:

ABSENT:

ABSTAINED:

ATTEST:

APPROVED:

Gabriela Hernandez
City Clerk

Richard D. O'Brien
Mayor

Attachment(s): Exhibit A: City of Riverbank Retention Schedule

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 City-wide 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 City-wide 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:

Destruction of an original record that has exceeded its retention period must be authorized according to City Policies & Procedures prior to destroying it.

- If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an original record.

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

- 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.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**"

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, that do NOT have substantive content: 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 = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, 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 / Trustworthy Electronic Record: “Yes” indicates the electronic record may serve as the OFFICIAL record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF** the document has been imaged (electronically generated, scanned or imported and placed on Unalterable Media or Immutable Cloud Media, DVD-R, CD-R, or WORM cation, or microfilmed) which is stored in a safe & separate location, and both the images and indexing Quality Checked (“QC’d”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

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)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)

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)
PRC: Public Resources Code
USC: United States Code (US)

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. Cal. Atty. Gen.: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY-WIDE (Used by All Departments)								
Lead Dept.	CW-001	Accident / Incident Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-002	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
City Clerk	CC-004	Agreements & Contracts NOT APPROVED BY COUNCIL (INFRASTRUCTURE, OR IF IMAGED, JPAs, MOUs) <i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work), and all Insurance Certificates</i> City Clerk retains originals if they were approved by the City Council Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; All infrastructure 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-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-005	Agreements & Contracts NOT APPROVED BY COUNCIL (NON-INFRASTRUCTURE, Professional Services Agreements, Tenant / Lease Agreements - NOT IMAGED) <i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work), and all Insurance Certificates</i> City Clerk retains originals if they were approved by the City Council Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
Lead Dept.	CW-003	Agreements & Contracts ADMINISTRATION (WITHOUT Grant Funding) (Project Administration, Insurance Certificates, Certified Payrolls, Project Schedules, RFP - Request for Proposal, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; 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; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: 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-004	Agreements & Contracts: ADMINISTRATION (WITH Grant Funding) (Project Administration, Insurance Certificates, Certified Payrolls, Project Schedules, RFP - Request for Proposal, etc.)	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090
Lead Dept.	CW-005	Agreements & Contracts: UNSUCCESSFUL BIDS, PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Includes unopened bids; GC §34090
n/a	CW-006	Boards, Commissions, & Committees: External Organizations - Agendas, Minutes, Resolutions, or other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.	CW-007	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the City Council AGENDAS & STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Staffing Dept.	CW-008	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the City Council AUDIO or VIDEO RECORDINGS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.6
Staffing Dept.	CW-009	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the City Council MINUTES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Staffing Dept.	CW-010	Committees: Employee Committees , Employee Staff Meetings / Department Staff Meetings AGENDAS and MINUTES	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Only Citizen Advisory Boards appointed by the City Council must retain minutes permanently (Council Subcommittees present their recommendations to the full Council); GC §34090 et seq.
Staffing Dept.	CW-011	Committees: Subcommittees of the City Council (Ad-Hoc or Standing Committees) AGENDAS and MINUTES	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Council Subcommittees present their recommendations to the full Council; GC §34090 et seq.
Lead (Responding) Dept.	CW-012	Complaints / Concerns from Citizens (Excludes Police Officers)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 §34090
Lead Dept.	CW-013	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-014	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Applies ONLY IF the Content relates in a substantive way to the conduct of the public's business; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: 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-015	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda NOT retained in the ordinary course of business Content NOT Substantive , or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, staff videoconference chats, notes and recordings, supply inventories, staff videoconferences, chats, notes, recordings, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained based upon their CONTENT . Records, e-mails, electronic records, or social media postings where the Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing them out and placing in a file folder, or saving them electronically in a folder outside the e-mail system; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §7927.500; Ops. Cal. Atty. Gen. 317 (1981); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	CW-016	Drafts & Notes: Drafts that are revised (retain final version)	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)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: 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-017	GIS Database / Data / Layers (both City-wide and Specialized)	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-018	Grant Applications funded by the City's General Fund	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finance maintains payable information in Accounts Payable; GC §34090
Lead Dept.	CW-019	Grants (UNSUCCESSFUL) Applications, Correspondence)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-020	Grants / CDBG Administration (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements (SUCCESSFUL) Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Lead Dept.	CW-021	Newspaper Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090
Personnel	CW-022	Personnel Files (Department Copies)	Do Not Retain in Departments	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals are retained by Personnel; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: 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-023	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-024	Photographs	When No Longer Required		Mag, Ppr			Preliminary Drafts (retention is placed on the final record in which the photograph is published in, if any); destroy unnecessary photographs. GC §§34090, 7927.500
Lead Dept. (Who Uses the Vehicle)	CW-025	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Ppr			GC §34090; 13 CCR 1234(c)
Lead Dept.	CW-026	Public Relations / Press Releases	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-027	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; GC §§34090, 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-028	Real Estate Appraisal Reports: Purchased Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
n/a	CW-029	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr			Non-Records

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: 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	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc: Produced by YOUR Department	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	CW-031	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc: Produced by OTHER Departments	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Lead Dept.	CW-032	Reports and Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-033	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Information is outdated after 10 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-034	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-035	Subpoenas (appearance or duces tecum)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-036	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: 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-037	Training Presented by City Staff - COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment, & Safety Training & Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 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 CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>								
HOLDS: <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								
City Clerk	CC-003	Agenda Packets - City Council, Public Financing Authority, Redevelopment Agency (RDA), Successor Agency, Riverbank Designated Local Authority (RDLA), Appeals Board Includes Appeals, Budgets, Annual Financial Reports (CAFR, ACFR) Agreements & Contracts IF COUNCIL-APPROVED (INFRASTRUCTURE, OR IF IMAGED, JPAs, MOUs)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-004	<i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)</i> Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; All infrastructure 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 (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>								
HOLDS: <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-005	Agreements & Contracts IF COUNCIL-APPROVED (NON-INFRASTRUCTURE, Professional Services Agreements, Tenant / Lease Agreements - NOT IMAGED) <i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)</i> Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
City Clerk	CC-006	Annexations / City Boundary Changes	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
City Clerk	CC-007	Board & Commission / Committee Applications (All, whether appointed or not)	2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
City Clerk	CC-008	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
City Clerk	CC-009	Bonds: CIP, Grading, Private Development Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permits	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Security; GC §34090
City Clerk	CC-010	City Articles of Incorporation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-011	Claim for Damages Forms Filed with the City (Risk Management is the OFR)	2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>								
HOLDS: <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-012	Filing System / Subject Files / Function Filing System - HISTORICALLY SIGNIFICANT, LAND, PLANNING, CAPITAL IMPROVEMENT INFRASTRUCTURE PROJECTS	P		Mag, Ppr		Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-013	Filing System / Subject Files / Function Filing System - NOT HISTORICALLY SIGNIFICANT	Minimum 2 years		Mag, Ppr		Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-014	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)
City Clerk	CC-015	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; GC §81009(e)
City Clerk	CC-016	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-017	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	GC §81009(e)
City Clerk	CC-018	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
CITY CLERK ELECTIONS (CONSOLIDATED)								
City Clerk	CC-019	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-020	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-021	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(f)&(g)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>								
HOLDS: <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	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(c)&(g)
City Clerk	CC-023	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-024	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-025	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications to fill a Vacancy on the City Council, Planning Commission, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-026	Elections - HISTORICAL Files (Copies of Sample Ballot, Resolution Declaring Results, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-027	Elections - Petitions (Initiative, Recall or Referendum) - IF SUFFICIENT	Results + 8 months		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(b)(3), 17400

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>								
HOLDS: <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-028	Elections - Petitions (Initiative, Recall or Referendum) - IF INSUFFICIENT	Final Examination + 1 year after petition examination		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(b)(3), 17400
City Clerk	CC-029	Prop. 218 (Property-based fees - Protest Letters / Ballots, Tabulation	2 years		Mag, Ppr			GC §53753(e)(2)
(End of Elections Section)								
City Clerk	CC-031	Historical Records, Photographs, & Historical Projects (e.g. City Anniversaries, Incorporation, City Seal, Awards of significant historical interest, Grand Openings, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	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 Attorney	CC-032	Lawsuits / Litigation	Final Resolution + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,
City Clerk	CC-033	Minutes: City Council, Public Financing Authority, Redevelopment Agency (RDA), Successor Agency, Riverbank Designated Local Authority (RDLA), Appeals Board	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-035	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-036	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions	1 year		Mag, Ppr			Law requires 1 year for petitions; GC §50115
City Clerk	CC-037	Public Records Requests / Subpoenas Duces Tecum (includes software database)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>								
HOLDS: <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-038	Recorded Documents / Real Property: Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
City Clerk	CC-039	Recordings: Audio or Video of City Council, Public Financing Authority, Redevelopment Agency (RDA), Successor Agency, Riverbank Designated Local Authority (RDLA), Appeals Board	Minimum 4 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.6
City Clerk	CC-040	Records Destruction Authorization Forms & Certifications (All Departments)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-041	Resolutions: City Council, Public Financing Authority, Redevelopment Agency (RDA), Successor Agency, Riverbank Designated Local Authority (RDLA), Appeals Board	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>								
HOLDS: <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								
City Manager	CM-001	Economic Development / Business Recruitment and Retention	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
City Manager	CM-002	Legislative Advocacies, Support or Opposition to proposed Federal or State Legislation	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Manager	CM-003	Project Files / Subject Files (Subject will change over time)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Finance	CM-004	Travel Records / Expense Reports	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: 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 / Lead Div.	FIN-001	_Financial Services Database (Caselle)	Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Admin.	FIN-002	Audit Reports / Annual Consolidated Financial Report (ACFR) and related Audit Opinions	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies - City Clerk is OFR); GC §§34090.7
Finance / Admin.	FIN-003	Audit Work Papers	Drafts - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts / Content Not Substantive; GC §34090
Finance / Admin.	FIN-004	Budgets - Adopted / Final	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies - City Clerk is OFR); Must be filed with County Auditor; GC §§34090.7, 53901
Finance / Admin.	FIN-005	Budgets - Preliminary, Backup Documents	Drafts - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts / Content Not Substantive; GC §34090
Finance / Admin.	FIN-006	Single Audits / Transportation Audits / PERS Audit, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
FINANCE / BUSINESS LICENSE								
Finance / Business License	FIN-007	Business License Applications / Initial Applications WITHIN City Limits (Has Zoning Approvals)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License	FIN-008	Business License Applications, Registrations and Renewals, Applications / Initial Applications OUTSIDE City Limits	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License	FIN-009	Reports (Support for Business License): Balance Sheets, Proof & Merge Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		Mag, Ppr			Preliminary drafts / copies; Financial system can re-create reports accurately; GC §34090 et seq.
FINANCE / GENERAL ACCOUNTING								

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Lead Div.	FIN-010	_Financial Services Database (Caselle)	Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / General Accounting	FIN-011	1099's, 1096's, DE542 (California Report of Independent Contractors)	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; 29 USC 436
Finance / General Accounting	FIN-012	Accounts Payable / Invoices and Backup (Includes Invoices, Purchase Orders, Travel Expense Reimbursements, Warrant Request, etc.)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / General Accounting	FIN-013	Accounts Receivable / Revenue / Our Invoices to Outside Entities: Insurance Companies, Franchise Fees, DUI Billing, Transient Occupancy Tax (TOT), Auctions of Surplus Property, Credit Card Payment Receipts, Tenant Billing, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-014	Accounts Receivable: LRA Rent / Property Management / Lease Accounts Receivable	End of Tenancy + 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-015	Bank Statements and Trustee Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports, Wire Transfers	5 years		Mag, Ppr			Department Preference; (meets municipal government auditing standards); GC §34090 26 CFR 31.6001-1

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	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>								
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Finance / General Accounting	FIN-016	Bond Official Statements / Certificates of Participations (COPs) See Bank Statements for statement retention.	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); 26 CFR 1.6001-1(e); GC §43900 et seq.
Finance / General Accounting	FIN-017	Checks / Warrant Register Report (issued)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-018	Checks / Warrants (Cashed or Returned / NSF)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-019	Escheat (Unclaimed money / uncashed checks)	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	FIN-020	Fixed Assets - Annual Listing (Source Documents)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-021	Investments / Arbitrage / Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§34090, 43900
Finance / General Accounting	FIN-022	Journal Entries / Journal Vouchers / Budget Adjustments	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Meets auditing standards; GC §34090, CCP § 337

RECORDS RETENTION SCHEDULE: FINANCE

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<i>HOLDS: 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	FIN-023	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, etc. (MONTHLY OR PERIODIC) Does NOT include year-end General Ledger.	When No Longer Required		Mag, Ppr			Preliminary drafts / copies; Financial system can re-create reports accurately; GC §34090 et seq.
Finance / General Accounting	FIN-024	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, etc.	5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-025	Revenue: Accounts Receivable: Daily Envelopes / Cash Receipts / Petty Cash / Revenue Daily Receipt Books, etc.	5 years	Yes: Until Paid	Mag, Ppr			Department Preference; (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-026	Treasurer's Reports / Quarterly Budget Reports (to Council - Copies)	5 years		Mag, Ppr			Department preference (Copies); GC §§34090.7
Finance / General Accounting	FIN-027	W-9s	Vendor Inactive + 5 years		Mag, Ppr			Meets IRS auditing standards; GC §34090
FINANCE / PAYROLL (Also See Human Resources)								
Finance / Payroll	FIN-028	CalPERS Reports, Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements, Audits	5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Most recent records are stored on CalPERS website; Department Preference; GC §34090
Finance / Payroll	FIN-029	DE-6, DE-7, DE-9, DE-34, DE-43, W-3 & DE-166, 941 Forms, PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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: FINANCE

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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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Finance / Payroll	FIN-030	Garnishments	Satisfied + 5 years, or Separation of Employee		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090; 26 CFR 31.6001.1
Finance / Payroll	FIN-031	Payroll Reports - Periodic Bi-weekly Payroll Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; PERS Circular letter 200-051-17; GC §34090
Finance / Payroll	FIN-032	Payroll Reports (includes Leave Registers, time Transaction Reports, etc.	5 years		Mag, Ppr			Department preference; Meets municipal government auditing standards; GC §34090
Finance / Payroll	FIN-033	Time Cards / Time Sheets	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; 29 CFR 516.5 & 516.6(c); GC §34090
Finance / Payroll	FIN-034	W-2's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; GC §34090
Finance / Payroll	FIN-035	W-4's	No Longer in Effect + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1
FINANCE / UTILITY BILLING								

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: 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	FIN-036	Customer Service / Utility Billing Database (Caselle)	Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC §+I13:I28
Finance / Utility Billing	FIN-037	Adjustments / Abnormal Read Reports	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (The Database is the original; reports are considered drafts or copies, and can be re-printed from the database); GC §34090
Finance / Utility Billing	FIN-038	Bankruptcies - NOT pursued	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Utility Billing	FIN-039	Bankruptcies - Where a claim is filed	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Utility Billing	FIN-040	Billing Registers, Payment Registers, Adjustment Registers	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (The Database is the original; reports are considered drafts or copies, and can be re-printed from the database); GC §34090
Finance / Utility Billing	FIN-041	Collections / Collection Agency Case Files & Statements / Delinquent Accounts	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.
Finance / Utility Billing	FIN-042	Hydrant Meters - Rentals / Temporary (Pools, Construction)	End of Rental + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Utility Billing	FIN-043	Prop. 218 (Property-based fees) - Mailing List, Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
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Finance / Utility Billing	FIN-044	Residential Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database; GC §34090; H&S §116908
Finance / Utility Billing	FIN-045	Residential Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090; H&S §116908
Finance / Utility Billing	FIN-046	Residential Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database; GC §34090; H&S §116910
Finance / Utility Billing	FIN-047	Residential Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded; Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090
Finance / Utility Billing	FIN-048	Residential Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090
Finance / Utility Billing	FIN-049	Residential Water Billing: Adjustments to Customer accounts	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database; GC §34090; H&S §116908
Finance / Utility Billing	FIN-050	Returned Checks / NSF Checks	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Utility Billing	FIN-051	Service Address Files (Application, Calculations for Adjustments, Turn-ons / Turn-offs, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090

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HOLDS: <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								
Lead Dept.	HR-001	Human Resources / ERP Database (Caselle)	Indefinite - Minimum 5 years	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090
Human Resources	HR-002	Benefit Plan Documents (CalPERS, Dental, Vision, etc.)	Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; 11 CCR 560; 28 CCR 1300.85.1; GC §34090
Human Resources	HR-003	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-004	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 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, 12960, 34090
Human Resources	HR-005	COBRA Billing	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; GC §34090

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Human Resources	HR-006	Compensation Surveys & Studies	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 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, 12960, 34090
Human Resources	HR-007	Contracts for Investigators	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Human Resources	HR-008	COVID-19 Attestations by Employees, COVID-19 Notifications to Employees	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6409.6(k), GC §34090
Human Resources	HR-009	EEOC Forms / EEO-4 Forms / EDD Reports (Employment Development Department Reports)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	29 CFR 1602.30; 29 CFR 1602.31, 29 CFR 1602.32; GC §34090 et seq.
Human Resources	HR-010	Employee Investigations	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; statute of limitations for 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)(1), GC §§12946, 12960, 34090;
Human Resources	HR-011	Employment Verifications	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records, content is not substantive; GC §34090 et seq.
Human Resources	HR-012	Facility Inspections (ex. microbial, air quality)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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Human Resources	HR-013	Grievances	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; 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)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)
Human Resources	HR-014	Harassment Prevention Training Certificates for City Council, Board and Commission Members, and Employees	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §§ 3105, 12946, 34090;; 53235.2(b); 53237.2(b)
Human Resources	HR-015	I-9s	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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)(1); GC §§12946, 12960, 34090
Human Resources	HR-016	Job Descriptions / Job Classification / Job Specifications	Minimum Superseded + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Human Resources	HR-017	Negotiations, Notes, MOU drafts, etc.	Minimum 5 years		Mag, Ppr			Department preference (preliminary drafts)' GC §34090 et seq.

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HOLDS: <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-018	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a), 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Human Resources	HR-019	Personnel Files - Employee File (Official Personnel File) Includes Application, Backgrounds, Discipline, Evaluations, Policy Acknowledgements, PAF / Personnel Action Forms, W-4's, etc.) Includes Council Members	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5
Human Resources	HR-020	Personnel Files - Medical File Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, etc.	Separation + 30 years OR Deceased + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Human Resources	HR-021	Recruitment and Testing File Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Background Checks, etc.	Hiring Decision + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090

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HOLDS: <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-022	W-4's	No Longer in Effect + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1
Human Resources	HR-023	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 30 years OR Deceased + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
HUMAN RESOURCES / RISK MANAGEMENT								
Human Resources / Risk Management	HR-024	Claim for Damages / Claims Against the City	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,
Human Resources / Risk Management	HR-025	OSHA Citations and Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
Human Resources / Risk Management	HR-026	Insurance Policies - Workers Compensation	Expiration + 30 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers longest possible statute of limitations; CCP §337 et seq.; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i); GC §§ 911.2, 34090
Human Resources / Risk Management	HR-027	Insurance Policies - General Liability, Property, Fire, Theft, etc.	Expiration + 4 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers statute of limitations for contracts; CCP §337 et seq.; GC §34090

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups / Computer Backups (ALL)	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Technology	IT-002	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line - SB 272)	When Superseded	Yes	Mag.			Posting is required by GC §6270.5; GC §34090 et seq.
Information Technology	IT-003	UNALTERABLE MEDIA / IMMUTABLE MEDIA (Cloud Immutable Backup, WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, CCR 22620 et seq.

RECORDS RETENTION SCHEDULE: BUILDING, & PLANNING (includes Code Enforcement)

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BUILDING								
Lead Dept.	B&PL-001	_Permit Database (iWork, Muni Permits)	Indefinite (Building Permits P)	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Building	B&PL-002	Activity Reports	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business (Reports can be re-run from the database); GC §34090
Building	B&PL-003	Address Files / Building Permits	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090, H&S §19850
Building	B&PL-004	Building Plans - Cancelled or Withdrawn	Upon Cancellation or withdrawal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Building	B&PL-005	Building Plans - Expired - RESIDENTIAL	Upon Expiration + 180 days		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CBC 104.7 & 107.5, H&S§19850, GC §34090
Building	B&PL-006	Building Plans - Expired - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CBC §104.7; H&S§19850, GC §34090
Building	B&PL-007	Building Plans - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE: BUILDING, & PLANNING (includes Code Enforcement)

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Building	B&PL-008	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES	180 days	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State law requires plans need not 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
Building	B&PL-009	Building Plans - Finalled - TENANT IMPROVEMENTS	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
Building	B&PL-010	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
Building	B&PL-011	Certificate of Occupancy (Cofo)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Building	B&PL-012	Copyright Release Forms / Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Building	B&PL-013	Correction Notices - Building	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Building	B&PL-014	Energy Calculations	Minimum When Permit is Finalled	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Building	B&PL-015	Geotechnical and Soils Reports / Structural Reports. Structural Calculations, Truss Calculations, (all)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: BUILDING, & PLANNING (includes Code Enforcement)

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Building	B&PL-016	Liens & Releases	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Building	B&PL-017	Address Assignments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Building	B&PL-018	Plan Check Comments, School District Receipts, Utility Receipts	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (Preliminary Drafts or Non-records); GC §34090
Building	B&PL-019	Stop Work Notices	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
CODE ENFORCEMENT								
Lead Dept.	B&PL-020	_Code Enforcement / Citizen Complaint Database (iWork, Muni Permits)	Indefinite - Minimum 2 years	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Building & Safety / Code Enforcement	B&PL-021	Code Enforcement / Abatement Case Files (Includes Citations, Notice of Violations, Photos, and Code Enforcement Complaint Letters)	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Building & Safety / Code Enforcement	B&PL-022	Liens & Releases	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090(a)
Building & Safety / Code Enforcement	B&PL-023	Notice of Violations / Code Enforcement Citations	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
PLANNING								

RECORDS RETENTION SCHEDULE: BUILDING, & PLANNING (includes Code Enforcement)

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Planning	B&PL-024	Planning Projects - Discretionary & Ministerial - Approved Permanent Entitlements & Permits (Includes Conditions of Approval, Environmental Determinations, Staff Reports, Plans, Soils Reports, etc.) Examples: Cannabis Permits Conditional Use Permits (CUPs) Development Agreement General Plan / General Plan Amendments Lot Line Adjustment Master Plan Rezones Specific Plan Tentative Subdivision Maps / Parcels Maps Use Permits Variance Zoning Clearance Zoning Ordinance / Updates	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §§34090, 34090.7
Planning	B&PL-025	Advanced Planning / Long Range Planning / Project Implementation (Final Documents only)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	B&PL-026	Aerial Photographs (Historical)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	B&PL-027	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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Planning	B&PL-028	Census, Demographics	When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR)
Planning	B&PL-029	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - Where Planning is the Lead Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090
Planning	B&PL-030	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Notice of Exemption (NOE), etc.) / CEQA Inside City boundaries - Where Planning is the Lead	P		Mag, Mfr, OD, Ppr	S / I	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
Planning	B&PL-031	General Plan, Elements and Amendments / Master Plans, Specific Plans, Land Use Plans and Amendments; General Plan Interpretations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	B&PL-032	Historical Designations / Historical Landmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	B&PL-033	Materials Boards	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Planning	B&PL-034	Planning Commission - AGENDAS & STAFF REPORTS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

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Planning	B&PL-035	Planning Commission - MINUTES & RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Planning	B&PL-036	Planning Index of Applications, Addresses, Entitlement Type (Historical - prior to computers)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	B&PL-037	Tree Removal or Trimming Permits	Expiration + 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC§§34090
Planning OR Building	B&PL-038	Temporary Administrative Permits / Temporary Use Permits (Approved & Unapproved) e.g., Banner Permits, Tent Sales on Private Property	Expiration + 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC§§34090
Planning	B&PL-039	Zoning Clearance Forms / Zoning Verification Letters	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	B&PL-040	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	B&PL-041	Zoning Ordinance Amendments / Zone Changes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES (Engineering)

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DEVELOPMENT SERVICES / ENGINEERING (CIP, Land Development)								
Development Services / Engineering	PW-001	Assessment Districts / Landscaping & Lighting Districts / Community Facilities Districts / Street Lighting Districts / Special Districts	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Development Services / Engineering	PW-002	Benchmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Development Services / Engineering	PW-003	Bonds: CIP / Land Development / Private Development Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permits, Monitoring Bonds	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Security; GC §34090
Development Services / Engineering	PW-004	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs, Safety. SWPPP / WPCP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Development Services / Engineering	PW-005	Capital Improvement Projects (CIP): Permanent File Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.	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; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES (Engineering)

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Development Services / Engineering	PW-006	Design & Construction Standards - Authored by the City for Construction of City Infrastructure (CIP or Land Development)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Development Services / Engineering	PW-007	Drawings, Maps, and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090
Development Services / Engineering	PW-008	Encroachment Permits / Excavation Permits: Permanent (Structures in the City's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Development Services / Engineering	PW-009	Encroachment Permits / Excavation Permits: Temporary (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Transportation Permits, Utility Cuts (Installation & Patching), etc.) Includes Insurance Certificates	Expiration + 2 years	Yes: Until Completion	Mag, Ppr	S / I	Yes: After QC & OD	GC § 34090
Development Services / Engineering	PW-010	Engineering Studies / Surveys (Public Right-of-Way) - Geotechnical and Soil Reports / Hydrology Reports / Preliminary Studies / Project Assessments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Development Services / Engineering	PW-011	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - Where Engineering is the Lead Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090

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Development Services / Engineering	PW-012	Land Development / Private Development / Commercial Development: Administrative Records Construction Inspections, Photos, Progress Meetings, Project Schedules, etc.	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Development Services / Engineering	PW-013	Land Development / Private Development / Commercial Development: Permanent Records Abandonments, Certificate of Acceptance / Approval (copy), Dedications, Deeds (copies) Drainage, Driveway, Easements (copies), Geotechnical and Soil Reports / Hydrology Reports, Private Lab Verifications, Testing Lab Final Reports, Rights of Way (copies), Studies, Reports, etc.	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; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Development Services / Engineering	PW-014	Prop. 218 (Property-based fees) Protest Letters / Ballots, Tabulation	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)
City Clerk	PW-015	Recorded Documents / Real Property: Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send all originals / finals to City Clerk; GC §34090(a)
Development Services / Engineering	PW-016	Solid Waste Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Report / Measure D annual report / Form 303 report (HHW report) / CalREcycle Used Oil report / CalREcycle Bottles & Cans report, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension; 14 CCR § 18995.2; H&S §39730.7; GC §34090
Development Services / Engineering	PW-017	Solid Waste Services / Hauler Quarterly Reports	10 years		Mag, Ppr			Department Preference; GC §34090

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Development Services / Engineering	PW-018	Solid Waste Tonnage Reports	10 years		Mag, Ppr			Department Preference; GC §34090
Development Services / Engineering	PW-019	Standard Construction Details Authored by the City	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Development Services / Engineering	PW-020	Subdivision Maps / Parcel Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Development Services / Engineering	PW-021	Traffic Calming Requests (Speed Humps, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police, Sheriff, or State of California	PW-022	Traffic Collision Reports / SWTRS	Non-Records - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	copies / Non-records; GC §34090.7
Development Services / Engineering	PW-023	Traffic Counts / Traffic Studies	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Development Services / Engineering	PW-024	Traffic Speed Surveys (certified by City Council Resolution)	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Presented to the City Council in the Council Agenda Packet; GC §34090.7
Development Services / Engineering	PW-025	Traffic Stop Sign Warrants	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Development Services / Engineering	PW-026	Transportation Plans / Master Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

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PARKS & RECREATION								
Parks & Recreation	P&R-001	Recreation Activity Registration Database (RecDesk)	Minimum 2 years		Mag,			Department preference; GC §34090
Parks & Recreation	P&R-002	Accident / Incident Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Parks & Recreation	P&R-003	Activity / Special Programs / Event Files Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Parks & Recreation	P&R-004	Activity Guide / Class Guide / Program Guide (Final)	Minimum 2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Parks & Recreation	P&R-005	Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Parks & Recreation	P&R-006	Art in Public Places (Records Pertaining to Art Acquired by the City)	Life of the Author + 20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	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
Parks & Recreation	P&R-007	Citations / Park Citations	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Parks & Recreation	P&R-008	Evaluations / Surveys (Programmatic Evaluations of Recreation programs)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Content Not Substantive / Preliminary drafts / Transitory records; GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Parks & Recreation	P&R-009	Herbicide or Pesticide Application Forms	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623
Parks & Recreation	P&R-010	Liability Waivers (if separate from another record)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Parks & Recreation	P&R-011	Lifeguard Certifications	Separation or Transfer + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113
Parks & Recreation	P&R-012	Park Facility Use Requests / Field Rentals / Facility Use Applications and Permits (includes insurance certificates & ABC Permits, if required)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090 et. seq.
Parks & Recreation	P&R-013	Permits: Block Party Permits, Film Permits, Special Event Permits, etc.	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Parks & Recreation	P&R-014	Playground Equipment Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090 et seq.
Parks & Recreation	P&R-015	Pool Chemical Logs, Additions	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	40 CFR 70.6; GC §34090
Parks & Recreation	P&R-016	Rosters / Sign-in / Sign-Out Sheets for classes and programs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Parks & Recreation	P&R-017	Schedules / Hours (classes and staff)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Parks & Recreation	P&R-018	Scholarships (Reduced Fee or Grants to Others)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7
Parks & Recreation	P&R-019	Tree Maintenance Records / Arborists Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090 et seq.
Parks & Recreation	P&R-020	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Standard municipal government practice (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, 12960, 34090
Parks & Recreation	P&R-021	Volunteer / Unpaid Intern Applications & Agreements (includes emergency contact information) - Successful Applicants	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Standard municipal government practice (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, 12960, 34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Streets Fleet Maint, Wastewater, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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PUBLIC WORKS / STREETS & FLEET MAINTENANCE								
Public Works / Streets & Fleet Maintenance	PW-001	APCD Permits - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / Streets & Fleet Maintenance	PW-002	Fleet - Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090; 13 CCR 1234(c)
Public Works / Streets & Fleet Maintenance	PW-003	Fleet - Tire Disposal / Waste Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	14 CCR 18459.3; GC §34090
Public Works / Streets & Fleet Maintenance	PW-004	Fleet - Used Oil Disposal Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Streets & Fleet Maintenance	PW-005	Fleet - Vehicle & Equipment History Files Maintenance, Brakes, Smog Certificates, etc.	Disposal of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; CCP §337 et. seq., 3 CCR 1234(f); GC §34090
Public Works / Streets & Fleet Maintenance	PW-006	Fleet - Vehicle Titles / Pink Slips	Upon Sale or Disposal of Vehicle		Ppr			Title is transferred to new owner or auction house
Public Works / Streets & Fleet Maintenance	PW-007	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	APCD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Streets & Fleet Maintenance	PW-008	Herbicide or Pesticide Application Forms	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623
Public Works / Streets & Fleet Maintenance	PW-009	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS **(Streets Fleet Maint, Wastewater, Water)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Streets & Fleet Maintenance	PW-010	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
Public Works / Streets & Fleet Maintenance	PW-011	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / 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
Public Works / Streets & Fleet Maintenance	PW-012	Street Light Maintenance	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Streets & Fleet Maintenance	PW-013	Streets - Sidewalk Maintenance, Grinding, Asphalt Ramping (Logs and Forms)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Streets & Fleet Maintenance	PW-014	Tree Maintenance, Trimming, Arborists Reports, Letters to Residents	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Streets & Fleet Maintenance	PW-015	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(d) & 4216.3(d), GC §34090
Division Providing Service / Work	PW-016	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS **(Streets Fleet Maint, Wastewater, Water)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Division Providing Service / Work	PW-017	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-018	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
WASTEWATER COLLECTIONS								
Water / Wastewater Collections	PW-019	CCTV Videos of Sewer Lines	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	PW-020	Confined Space Entries / Hot Work Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Water / Wastewater Collections	PW-021	FOG (Fats, Oil & Grease) Inspections / Pretreatment Annual & Quarterly Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Water / Wastewater Collections	PW-022	Industrial Waste Permits	Expiration + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Water / Wastewater Collections	PW-023	Industrial Waste Pretreatment Files	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Water / Laboratory	PW-024	Lab Reports & Chains of Custody: Wastewater	Minimum 5 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §34090
Water / Wastewater Collections	PW-025	Sanitary Spills and Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS **(Streets Fleet Maint, Wastewater, Water)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water / Wastewater Collections	PW-026	Sewer Odor Complaints / Gas Detection Results / Investigations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Water / Wastewater Collections	PW-027	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; GC §34090
Lead Dept.	PW-028	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 3 years; GC §§4216.2(f) & 4216.3(d); GC §34090
Division Providing Service / Work	PW-029	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-030	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-031	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
WASTEWATER TREATMENT PLANT (WWTP)								
Water / WWTP	PW-032	_SCADA Database (Wastewater)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Lead Dept.	PW-033	APCD Permits (Air Quality Management Districts) - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Streets Fleet Maint, Wastewater, Water)

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Water / WWTP	PW-034	Biosolids / Sewage Sludge Handling Logs and Weigh Tickets	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §34090
Water / WWTP	PW-035	Capital Improvement Projects (CIP) - Wastewater Treatment Plant Only Administration File Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs, Safety. SWPPP / WPCP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Water / WWTP	PW-036	Capital Improvement Projects (CIP) - Wastewater Treatment Plant Only: Permanent File As-Built / Record Drawing, Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Lead Dept.	PW-037	Confined Space Entries / Hot Work Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Lead Dept.	PW-038	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	APCD Rule 1470; Form 400-E-13a instructions; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS **(Streets Fleet Maint, Wastewater, Water)**

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Lead Dept.	PW-039	Operations & Maintenance Manuals / O & M Manuals	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (some equipment is from the 1950's, and the O&M Manual isn't helpful); GC §34090
Water / WWTP	PW-040	Permits - Wastewater Regulatory / Operating Permits: Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Lead Dept.	PW-041	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
Water / WWTP	PW-042	Reports - Wastewater Reports to Regulatory Agencies: Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Lead Dept.	PW-043	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Water / WWTP	PW-044	Sanitary Survey of Sewer System	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Water / WWTP	PW-045	Wastewater Treatment Plant Operators Certificates (posting required)	When Superseded		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Water / WWTP	PW-046	Wastewater Treatment Plant Safety Training Certificates (posting required)	Minimum 5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 21960, 34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS **(Streets Fleet Maint, Wastewater, Water)**

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WATER RESOURCES & WATER CONSERVATION								
Water Resources & Conservation	PW-047	Conservation Programs / Rebate Programs / Check Requests / Toilets, Washers, Turf, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(meets auditing standards); GC §34090
Water Resources & Conservation	PW-048	Conservation Reports / Consumption Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Water Resources & Conservation	PW-049	Water Rights	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Water Resources & Conservation	PW-050	Water Supply Assessments, Studies, Reports / Stream Studies and Flow / Water Planning Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Water Resources & Conservation	PW-051	Water System Variances	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
WATER DISTRIBUTION & OPERATIONS								
Water / Water Distribution	PW-052	_SCADA Database (Water)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Water / Water Distribution	PW-053	Consumer Confidence Report - Annual Water Quality Report	P		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department preference; Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Water / Water Distribution	PW-054	Fire Hydrant Pressure / Water Pressure Measurements, Fire Flow Pressure Test, Flush and Valve Exercise Records	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	PW-055	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	APCD Rule 1470; Form 400-E-13a instructions; GC §34090
Water / Water Distribution	PW-056	Lab Reports & Chains of Custody: Potable Water Bacteriological and Organics	Minimum 5 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Streets Fleet Maint, Wastewater, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water / Water Distribution	PW-057	Lab Reports & Chains of Custody: Potable Water Chemical (Includes Chlorine Residuals)	Minimum 10 years		Mag, 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
Water / Water Distribution	PW-058	Lab Reports & Chains of Custody: Potable Water Lead & Copper	Minimum 12 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Lead Dept.	PW-059	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	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
Lead Dept.	PW-060	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Required for 3 years; GC §§4216.2(f) & 4216.3(d); GC §34090
Division Providing Service / Work	PW-061	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-062	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Preliminary drafts (the database is the original); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Streets Fleet Maint, Wastewater, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Division Providing Service / Work	PW-063	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

City of Riverbank

Resolution No. 2001-18

A Resolution of the City Council of the City of Riverbank Authorizing the Replacement and Implementation of Retention Schedule Guidelines for Citywide Records and Approving the Continuous Disposal of Obsolete Records.

Whereas, The State of California and the Federal Government have specified time periods in which public records are required to be retained; and

Whereas, It is necessary for the efficient operation of the Office of the City Clerk to follow a procedure for the retention of certain vital City documents and records; and

Whereas, Section 34090, 34090.5, and 81009, of the Government Code and various sections of the Elections Code of the State of California set for the procedures and conditions for the destruction of certain City records; and

Whereas, The Guidelines were approved by the State Legislators and Senate Bill 742 in the 1998-99 session; and

Whereas, The Guidelines have been endorse by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California; and

Whereas, The systematic removal of obsolete, non-current and useless records expedites the filing and finding of papers needed for current operations; and

Whereas, It is further understood that from time to time, the City Clerk or designee, may need to amend the Retention Guidelines pursuant to the State Archivist that maintains these Guidelines; and

Whereas, The Retention Schedule Guidelines, for the City of Riverbank designates the City Clerk, designee, or Records Supervisor as the Records Management Coordinate to administer the Records Management Program and make final disposition of City records pursuant to the Retention Schedule Guidelines.

Now, Therefore, Be It Resolved that the City Council of the City of Riverbank hereby approves and adopts the Retention Schedule Guidelines as Exhibit "A", and Exhibit "B" Records Management Program for the City of Riverbank and incorporates as part of this document.

Passed and adopted by the City Council of the City of Riverbank on this 26th day of February, 2001, by the following vote:

Ayes: Councilmember Lineberger, Gutierrez, White, and Mayor O'Brien.

Noes: None.

Absent: Councilmember Perez.

Attest:


Lori Grigsby
City Clerk

Approved:


William O'Brien
Mayor

Approved as to form:


Tom Hallinan
City Attorney

BILL NUMBER: SB 742 CHAPTERED
BILL TEXT

CHAPTER 360
FILED WITH SECRETARY OF STATE SEPTEMBER 7, 1999
APPROVED BY GOVERNOR SEPTEMBER 7, 1999
PASSED THE SENATE AUGUST 19, 1999
PASSED THE ASSEMBLY JULY 15, 1999
AMENDED IN ASSEMBLY JULY 12, 1999
AMENDED IN SENATE APRIL 28, 1999

INTRODUCED BY Senator Brulte

FEBRUARY 24, 1999

An act to add Section 12236 to the Government Code, relating to the Secretary of State, and making an appropriation therefor.

LEGISLATIVE COUNSEL'S DIGEST

SB 742, Brulte. Secretary of State: Local Government Records Program.

Existing law authorizes the governing body of a county or city, with the consent of the Secretary of State, to transfer to the Secretary of State for inclusion in the State Archives official items that it deems have historic interest or value and that are in the custody of any officer or county or city.

This bill would require the Secretary of State to establish the Local Government Records Program, to be administered by the State Archives, for the purpose of establishing guidelines for local government records retention and providing archival support to local agencies in this state. The bill would require the Secretary of State to establish, publish, update, and maintain on a permanent basis guidelines for local government records retention. The bill would provide that the program is primarily responsible for the performance of specified functions.

This bill would appropriate \$40,000 to the Secretary of State's office to carry out this program.

Appropriation: yes.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 12236 is added to the Government Code, to read:

12236. (a) The Secretary of State shall establish the Local Government Records Program to be administered by the State Archives to establish guidelines for local government records retention and to provide archival support to local agencies in this state.

(b) The Secretary of State shall establish, publish, update, and maintain on a permanent basis guidelines for local government records retention. The Secretary of State may consult with appropriate professional organizations representing city, county, and special district records administrators regarding the establishment of these guidelines.

(c) The program shall be primarily responsible for the performance of the following functions:

(1) Publish the guidelines developed pursuant to subdivision (b) in paper form initially and on the Internet web site for the Secretary of State.

(2) Monitor and review changes in state laws and administrative regulations that pertain to local government records retention.

(3) Monitor practices and procedures in records administration that have bearing on local government records retention and management.

(4) Update published guidelines on a current and timely basis as changes occur.

(5) Make supporting information about state laws and administrative regulations that pertain to local government records retention available to local government agencies.

(6) Function as the liaison for the State Archives with appropriate professional organizations.

(7) Maintain communication with individual local government agencies.

(8) Consult and provide information and advice to local government agencies on archival practices.

(9) Consult and provide information and advice to local government agencies on history and heritage.

SEC. 2. The sum of forty thousand dollars (\$40,000) is hereby appropriated from the General Fund to the Secretary of State's office in order to carry out effectively the program established pursuant to this act. The moneys shall be used to establish and support one permanent archivist position.

FEATURES

LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

As custodians of record for municipalities throughout California, city clerks initiated and sponsored SB 742 (Brulte) to change state law relating to records management and retention. This effort was needed to manage the information generated daily by California cities, so that data can be retrieved easily and in a timely manner to support the decisions of policymakers and managers, and respond to public requests.

SB 742 was signed into law Sept. 7, 1999 and the guidelines are here for your use. The guidelines reflect a beginning effort to incorporate records series used throughout local government agencies in California. It is anticipated that other special districts and county government records administrators will add to them. It is recommended that the Secretary of State's Web site be visited periodically to stay abreast of changes as they occur.

The materials provided through these links are prepared in **Adobe Acrobat**. If you do not have the Adobe Acrobat reader software, you can download it free from [Adobe](#).

- **Local Government Records Retention Guidelines** ([Acrobat](#), 282KB)

[CORPORATE PARTNERS](#)[MEMBER SERVICES](#)[PUBLICATIONS](#)[EDUCATION & TRAINING](#)[LEAGUE STAFF](#)[CITIES ON LINE](#)[LEGISLATIVE SERVICES](#)

City of Riverbank

Records Retention Guidelines

Exhibit "A"

Lori Grigsby, City Clerk
February 2001

LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

August 1999

City Clerks' Association of California
Prepublication Edition - First Printing

LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

August 1999

City Clerks' Association of California

Prepublication Edition - First Printing

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Local Government Records Retention Guidelines

Sections

Section Title	Page
Sections	A-1
Preface to the Prepublication Edition	B-1
Disclaimer.....	C-1
Classifications	D-1
Index	E-1
Legend	F-1
Citations	G-1
Administration.....	1-1
Development	2-1
Finance	3-1
Public Safety	4-1
Public Works	5-1
Transportation	6-1

Preface to the Prepublication Edition

March 15, 2000

Steve Gilheany
Archive Builders
SteveGilheany@ArchiveBuilders.com

Dear Steve:

Thank you for your offer of assistance to the City Clerks Association of California with respect to the Local Government Records Retention Guidelines developed by a Committee of our organization and endorsed by the Secretary of State. As you know the Guidelines were approved by the state legislature as Senate Bill 742 in the 1998-99 Session.

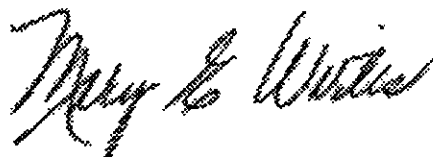
The Guidelines will be published by the State Archivist and maintained by a member of their staff as required by SB 742. However, they are not prepared to publish it as a paper document or online until late Spring or early Summer, 2000. It will significantly assist our membership if the Guidelines can be converted to a PDF format Prepublication Edition and made available through the City Clerks Association of California (CCAC) and the League of California Cities (LCC) web sites as soon as possible. Once the PDF format Guidelines are on the Internet at these sites, the Guidelines can be downloaded with a single mouse click and then printed in their entirety with just one more mouse click. The Guidelines are already in use by a number of cities throughout California.

When received, I will attach them to an email to the CCAC's webmaster and LCC's webmaster and include your directions as to how to download and print the Guidelines for free, as well as a method to order a printed version at cost. When the State does come online, we will discontinue publication on our web site and point to the state's page since they will be updating and maintaining the Guidelines.

This is your authorization to proceed with the conversion and to maintain the Prepublication Edition of the Guidelines at <http://www.ArchiveBuilders.com>, available for free downloading and printing or for ordering a printed copy at cost when the instructions appear at the site, for six (6) months subject to availability through the State of California. After six (6) month the Prepublication Edition can only be made available for archival purposes, and then only with a reference to the most current version of the Guidelines. In this way, we can assure that our membership receives and has access to the most recent version.

Thank you again for your generous offer of assistance.

Sincerely,



Mary E. Wirtes, CMC/AAE
Chair, CCAC Committee on Records Guidelines
President, CCAC Southern Division

Disclaimer

Local Government Retention Schedule Guidelines

The guidelines as enclosed have been endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California. They represent extensive research as to the *minimum legal requirements* for the retention of local government records and do not reflect the administrative, operational, financial or historical needs of the jurisdiction. It is strongly recommended that cities consult with legal counsel when formulating their retention schedules so as to best meet their particular needs.

The committee's research was as complete as possible and reviewed by many legal officers but may not include every record series pertinent to local government. The guidelines are just that and are fluid, very much subject to additions and updates which will be coordinated through the office of the State Archivist under the Secretary of State.

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown. For example, Cu + 2 refers to the Current year plus two, or 1998 plus years 1997 and 1996.

CALIFORNIA STATE RECORDS RETENTION CLASSIFICATIONS
LOCAL GOVERNMENT AGENCIES
August 1999

ADMINISTRATION

Audit
Community Services
Elections
General Subject
Grants
Human Resources
Information Services
Legal/Legislative
Municipal Clerk
Policies & Procedures
Public Information
Public Financing Authority
Risk Management

DEVELOPMENT

Administration
Building
Code Enforcement
Engineering
Environmental Quality
Housing
Municipal Facilities
Planning
Property
Redevelopment

FINANCE

Accounting
Administrative Services
Fixed Assets
License
Payroll
Purchasing
Reports
Treasurer

PUBLIC SAFETY

Animal Control*
Emergency Management
Fire Safety
 Administration
 Personnel
 Property
 Reports
Hazardous Materials
Health & Welfare
Law Enforcement
 Administration
 Investigations
 Patrol
 Services

PUBLIC WORKS

Parks
Sanitation/Solid Waste/
 Wastewater
Streets/Alleys
Utilities
Water

TRANSPORTATION

Administration
Airport
Ground Transportation
Harbor

***Anticipate will be addressed by County Officials**

CALIFORNIA RECORDS RETENTION GUIDELINES

INDEX

Abandoned Vehicles	Development	4
Abandonment	Development	8
Abandonments/Vacations	Public Works	3
Accident Reports - City Assets	Administration	10
Accounting/Cash Reconciliations	Public Safety	5
Accounts Payable	Finance	1
Accounts Receivable	Finance	1
Acquisition/Disposition	Development	8
Adjustments	Finance	2
Administration – General Subject	Administration	4
Administration – Public Financing Authority	Administration	10
Administrative/Internal	Public Safety	5
Affidavit Index	Administration	1
Agenda Reports (Master, Subject Files)	Administration	8
Agendas	Administration	8
Agendas, Board	Public Works	1
Agreements	Transportation	1
Air Quality	Development	5
Airport Certification	Transportation	2
Airport Noise Monitoring and Complaint	Transportation	2
Alarm Records	Public Safety	5
Annexation Case Files	Development	8
Annual Financial Report	Administration	1
Apparatus/Vehicle	Public Safety	2
Appeals, Civil	Administration	8
Applications - Aircraft Storage	Transportation	1
Applications - Parking	Transportation	1
Applications - Slip Rentals	Transportation	1
Applications - Special Events	Transportation	1
Applications	Finance	1
Applications, Absentee Ballots	Administration	1
Applications, Boards, Commissions, Committees	Administration	8
Appraisals	Development	8
Acquisition/Disposition	Development	8
Arrest/Conviction	Public Safety	9
Articles of Incorporation	Administration	8
Asbestos	Development	5
Assessment Districts	Administration	9
Assessment Districts	Finance	1
Asset Forfeiture - Investigations/Proceedings Case File	Public Safety	5
Asset Forfeiture - Notifications	Public Safety	6
Assisted, Challenged Voters List	Administration	1
Audits	Finance	3
Auto for Hire	Transportation	3
Ballots	Administration	1
Ballots – Prop. 218	Administration	1
Bank Reconciliations	Finance	1
Bank Statements	Finance	3
Benchmark Data	Development	1
Benefit Plan Claims	Administration	5
Benefit Plan Enrollment, Denied	Administration	5
Bids & Proposals (Unsuccessful)	Development	1

INDEX

Bids, RFQ's, RFP's	3
Billing Records	1
Billing/Customer Records	6
Biographies	4
Blueprints, Specifications	4
Bond, Personnel Fidelity	5
Bonds - Administration	4
Bonds - Security	1
Bonds - Development	1
Bonds - Account Statements	4
Bonds - Bonds and Coupons	4
Bonds	1
Bonds	6
Bonds, Insurance	10
Books, Fire Code	2
Brochures, publications, newsletter, bulletins	10
Budget adjustments, journal entries	1
Budget Operating (copies)	1
Budget Operating (copies)	1
Budget	1
Budget, Accounting	1
Budget, Adopted	2
Budget, Proposed	2
Business License	2
Calendar	2
Calendar, City	10
California Environmental Quality Act (CEQA)	6
Canvass	2
Capital Improvement Projects	5
Capital Improvements, Construction	7
Cards - Dispatch	13
Cards - Field Interview	13
Case Books, Investigative	6
Case Files - Homicide Investigator's File	6
Case Files - Narcotics (No arrest, Narcotics Cases)	6
Case Files - Officer Involved Shootings	6
Case Files	4
Case Files, Planning and Zoning	7
Case Log	8
Case Records - (High Profile)	8
Case Records - (Routine)	8
Certificates (Building)	4
Certificates (Planning)	7
Certificates of Election	2
Charter - Amendments/Measures	2
Checks	1
Chemicals/Film Inventories	14
Citations - 11357(e), Juvenile	13
Citations - 11357b H&S, 11357c H&S,	13
11360b H&S Violations	
Citations - California Vehicle Code Infractions (Duplicates)	13
Citations - Cite and Release	13
Citations - Parking/Traffic, Duplicates	13
Citations - Transmittals	13
Claim Files	5
Claims, Damage	10
Finance	3
Finance	1
Public Works	6
Administration	4
Development	4
Administration	5
Finance	4
Development	1
Development	1
Finance	4
Finance	4
Administration	1
Development	6
Administration	10
Public Safety	2
Administration	10
Finance	1
Administration	1
Finance	1
Administration	1
Finance	1
Finance	2
Finance	2
Finance	2
Administration	2
Administration	10
Development	6
Administration	2
Development	5
Development	7
Public Safety	13
Public Safety	13
Public Safety	6
Public Safety	6
Public Safety	6
Public Safety	6
Development	4
Development	7
Administration	8
Administration	8
Administration	8
Development	4
Development	7
Administration	2
Administration	2
Finance	1
Public Safety	14
Public Safety	13
Public Safety	13
Public Safety	13
Public Safety	13
Public Safety	5
Administration	10

INDEX

Classifications and Appointments	Administration	4
Closures	Public Works	3
Code Books	Development	1
Collections/Landfill	Public Works	2
Community Development Block Grant and Urban Development	Administration	4
Community Services – Library	Administration	1
Community Services – Plaques	Administration	1
Community Services – Sports Organization	Administration	1
Congestion Management	Development	6
Connection Records	Public Works	6
Construction (Approved)	Development	4
Construction Tracking, Daily	Development	5
Contractor	Development	1
Contracts and Agreements – Excl. Capital Improvement	Administration	8
Contracts and Agreements – Incl. Capital Improvement	Administration	8
Correspondence	Administration	4
Correspondence	Development	1
Court - Daily Schedule	Public Safety	6
Court - Sign-In Logs	Public Safety	6
Court - Tracking System Records	Public Safety	6
Crime - Felony Crimes With Or Without Arrests	Public Safety	9
Crime - Misdemeanor/Infractions	Public Safety	10
Crime - Supplemental, Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	Public Safety	10
Deeds & Promissory Notes	Development	8
Deferred Compensation	Finance	3
Department Manual	Public Safety	5
Deposits, Receipts	Finance	1
Destruction - Guns	Public Safety	10
Destruction - Narcotics	Public Safety	10
Development (includes CDBG)	Development	2
Development Agreements	Development	1
Development Conditions	Development	1
Development Standards	Development	1
Disposition of Arrest/Court Action	Public Safety	10
Drawings, Project Plan	Development	1
Drawings, Traffic Control Plan	Development	5
Easements, Dedications, Rights-of-Way	Public Works	3
Employee Handbook	Administration	5
Employee Programs	Administration	5
Employee Rights	Administration	5
Employee Time Sheets	Finance	2
Environmental Review	Development	6
Equipment - Communication	Public Safety	5
Equipment - Inventory	Public Safety	5
Equipment - Inventory/Sign-out Cards- Photo Lab	Public Safety	14
Equipment - Operations Files - Photo Lab	Public Safety	14
Equipment - Radio Logs (Communication)	Public Safety	13
Evidence, Disposition Forms	Public Safety	6
Exposure - Personnel	Public Safety	2
Facilities (Sanitation/Solid Waste/Wastewater)	Public Works	2
Facilities (Utilities)	Public Works	6
Facility Rentals/Use	Development	7
Fair Political Practices - Administration, Statements	Administration	2
Fair Political Practices - Campaign disclosure, elected	Administration	2

INDEX

Index, Attorney Case	Administration	8
Informant Files	Public Safety	7
Inspection	Development	4
Inspection, Runway	Transportation	2
Inspection, Safety Self	Transportation	2
Inspections, Fire Prevention	Public Safety	2
Insurance, ACCEL JT Powers Agreement	Administration	11
Insurance, Certificates	Administration	11
Insurance, Liability/Property	Administration	11
Insurance, Workers Compensation	Administration	11
Internet, World Wide Web	Administration	7
Interpretations	Development	7
Intersection Records	Public Works	3
Inventory	Finance	2
Inventory, Equipment Parts & Supplies	Transportation	1
Inventory, Equipment & Supplies	Public Safety	2 & 5
Inventory, Equipment - Parks	Public Works	1
Inventory, Equipment - Water	Public Works	7
Inventory, Information Systems	Administration	7
Inventory, Records	Administration	9
Inventory, Traffic Control Device	Public Works	3
Inventory, Vehicle Ownership and Title	Transportation	1
Investigations - Background	Public Safety	15
Investigations - Background Hired	Public Safety	15
Investigations - Notifications	Public Safety	6
Investigations, Evidence Arson - Administration	Public Safety	2
Investigations, Evidence Arson - Reports	Public Safety	3
Investment Transactions	Finance	3
Invoices	Finance	1
Jail - Daily Logs	Public Safety	7
Jail - Inmate Record	Public Safety	7
Jail - Inspection Files	Public Safety	7
Jail - Surveys	Public Safety	7
Journals - Utility Billing	Finance	1
Journals, Fire Station	Public Safety	2
Labor Distribution	Finance	3
Land Uses, non-conforming	Development	2
Landscape - Parks	Public Works	1
Landscaping - Streets/Alleys	Public Works	3
Ledger, General - Voucher	Finance	1
Legal Advertising	Administration	9
Licenses - Bicycle	Public Safety	7
Licenses - Bingo, Mace	Public Safety	7
Licenses - Business License Review Board	Public Safety	7
Administrative Files		
Licenses - Duplicate (Pink), Secondhand Dealer,	Public Safety	8
Pawn Brokers		
Licenses, Permits	Transportation	1
Liens & Releases - Recorded	Development	4
Liens & Releases - Supporting	Development	4
Lighting	Public Works	3
Lobbyist Registration	Administration	3
Locations	Public Works	7
Logs	Development	5
Logs - Administration	Development	2

INDEX

Logs - Auto Theft	Public Safety	8
Logs - Case Assignment	Public Safety	8
Logs - Code Enforcement	Development	5
Logs - Daily, Activity	Public Safety	8
Logs - Daily, Officer	Public Safety	8
Logs - Daily, Report Summary	Public Safety	8
Logs - Investigative (Pre-Arrest)	Public Safety	8
Logs - Juvenile Detention	Public Safety	8
Logs - Property Control	Public Safety	8
Logs - Rap Sheet	Public Safety	8
Logs - Subpoena	Public Safety	8
Logs, Attorney Service Request	Administration	9
Logs, Fire Equipment/Gear	Public Safety	2
Lot Split Cases	Development	8
Maintenance and Operations	Transportation	1
Maintenance and Operations - Municipal Facilities	Development	7
Maintenance and Operations - Parks	Public Works	1
Maintenance and Operations - Sanitation/Solid Waste/Wastewater	Public Works	2
Maintenance and Operations - Service	Public Works	7
Maintenance and Operations - Streets/Alleys	Public Works	3
Maintenance and Operations - Well & Pumping	Public Works	7
Maintenance, FAA	Transportation	2
Management Reports	Administration	10
Maps & Plats	Development	2
Maps - Parks	Public Works	1
Maps - Streets/Alleys	Public Works	4
Maps - Water	Public Works	7
Maps, City Boundary	Development	8
Maps, Plans, Drawings, Exhibits, Photos	Development	8
Maps, Precincts/Voter Information	Administration	3
Maps, Septic Tank	Public Works	2
Master Plans - Streets/Alleys	Public Works	3
Master Plans - Water	Public Works	7
Master Plans, Annual	Development	2
Media Relations	Administration	10
Medical Leave	Administration	5
Medical - Personnel	Public Safety	2
Meter Operations	Public Works	7
Meter Reading	Finance	3
Minutes	Administration	9
Minutes, Board	Public Works	1
Motor Vehicle Pulls (DMV)	Administration	6
Municipal Code	Administration	9
Mutual Aid, Strategic Plans	Public Safety	1
Negotiation	Administration	6
Network Information Systems (LAN/WAN)	Administration	7
Nomination Papers	Administration	3
Non-Criminal Occurrences	Public Safety	10
Non-Safety Employees	Administration	6
Notices, Meeting	Administration	9
Notifications and Publications	Administration	3
Oaths of Office	Administration	3
Opinions	Administration	9
Ordinances	Administration	9
Parades & Special Events File	Public Safety	15

INDEX

Parking - Lots	Public Works	4
Parking - Regulations	Public Works	4
Patrol Requests (Correspondence)	Public Safety	13
Pawn Slips/Tickets	Public Safety	8
Permits - Alcoholic Beverage Control License	Public Safety	15
Permits - Concealed Weapons	Public Safety	15
Permits - National Pollutant Discharge Elimination System (NPDES)	Public Works	7
Permits - Others	Public Works	7
Permits	Development	4
Permits	Public Works	4
Permits, Construction	Development	2
Permits, Encroachment	Public Works	4
Permits, Hazardous Materials Storage	Public Safety	4
Permits, Improvement	Public Works	4
Permits, Other	Development	2
Permits, Oversize Load	Public Works	4
Permits, Parking	Public Works	4
Permits, Paving	Public Works	4
Permits, Uniform Fire Code	Public Safety	2
Permits, Use (Temporary)	Public Works	4
PERS Employee Deduction Reports	Finance	2
PERS, Social Security, SSI	Administration	6
Personnel Records (copies)	Administration	6
Pest Control	Development	6
Petitions - Elections	Administration	3
Petitions - Legal/Legislative	Administration	9
Photographs - Daily Report (Negatives)	Public Safety	8
Photographs - Inmates (Negatives)	Public Safety	8
Photographs - Negative Log	Public Safety	15
Photographs - Negatives, Misc.	Public Safety	15
Photographs - Personnel	Public Safety	15
Photographs	Development	2
Photographs - Parks	Public Works	1
Photographs - Streets/Alleys	Public Works	4
Photographs, Negatives, Film	Administration	11
Plans, Capital Improvement, Projects	Public Works	4
Plans, Proposed	Public Works	1
Policies & Procedures, Departmental	Administration	4
Policies and Procedures - Naming and numbering	Public Works	4
Policies and Procedures - Speed Limits	Public Works	4
Policies and Procedures - Parks	Public Works	1
Policies and Procedures - Water	Public Works	7
Policy, Council/Proclamations	Administration	10
Precinct Records	Administration	3
Press Releases	Public Safety	15
Press, Video Programs (Community Relations)	Public Safety	15
Program Files and Directories	Administration	8
Programs - Federal Aid Urban	Public Works	5
Programs - Traffic Safety	Public Works	5
Programs	Development	6
Programs, Household Hazardous Waste	Public Safety	4
Projects, Not Completed or Denied	Development	3
Promotional Marketing - External, Internal	Administration	4
Property Files	Public Safety	15
Property Original	Public Safety	10

INDEX

Property, Pawn Broker/Secondhand	Public Safety	15
Public Records Request	Administration	9
Radar Calibration Records	Public Safety	13
Railroad Right-of-way	Public Works	1
Range Inventory	Public Safety	10
Rates - Sanitation/Solid Waste/Wastewater	Public Works	2
Rates - Water	Public Works	7
Reclamation	Public Works	8
Records Management Disposition Certification	Administration	10
Records Management	Administration	10
Records Retention	Administration	9
Recruitment	Administration	6
Recycling Programs	Public Works	2
Redevelopment	Development	6
Register	Finance	2
Registers, Transient Vessel Reservation	Transportation	3
Registration Files, Arson, Sex and Narcotics	Public Safety	9
Regulations	Development	5
Regulations	Public Works	2
Relocation Files	Development	8
Report, Accident (Copies)	Transportation	2
Reports - Accident and Incident (Aircraft)	Transportation	2
Reports - Accident	Public Safety	13
Reports - Accident	Public Works	1
Reports - Activity	Public Safety	5
Reports - Airport Operational (Administrative)	Transportation	3
Reports - Airport Operational (Regulatory)	Transportation	2
Reports - Audit	Administration	1
Reports - Bridges & Overpasses	Public Works	5
Reports - Chemical Emissions	Public Safety	5
Reports - Conservation	Public Works	7
Reports - Consumption	Public Works	7
Reports - Corrosion Control	Public Works	8
Reports - Dealer of Gun Sales, Duplicate	Public Safety	15
Reports - Departmental	Administration	4
Reports - Discharge Monitoring	Public Works	8
Reports - Drinking Water Corrections	Public Works	8
Reports - Federal and State Tax	Finance	3
Reports - Human Resources	Administration	6
Reports - Hydrograph	Public Works	8
Reports - Inspection	Public Works	5
Reports - Lead Service Line	Public Works	8
Reports - NOTAM (Notice to Airmen)	Finance	3
Reports - NOTAM (Notice to Airmen)	Transportation	3
Reports - Others	Public Works	1
Reports - Public Education	Public Works	8
Reports - Quality Parameters	Public Works	8
Reports - Sanitary Surveys	Public Works	8
Reports - Source Water	Public Works	8
Reports - Staff	Administration	4
Reports - State Certification	Public Works	8
Reports - Studies (Sanitation/Solid Waste/Wastewater)	Public Works	3
Reports - Studies	Public Works	1
Reports - Studies	Public Works	5
Reports - Survey Response Files	Public Safety	5
Reports - Tonnage	Public Works	3

INDEX

Reports - Traffic Collision Fatalities	Public Safety	14
Reports - Traffic Count	Public Works	5
Reports - Variances, Water System	Public Works	9
Reports - Vehicle Accident	Public Works	5
Reports - Well Level	Public Works	8
Reports	Development	3
Reports	Public Safety	11
Reports, Federal and State - Code Enforcement	Development	5
Reports/Studies	Public Works	4
Requisitions - Purchase Orders	Finance	3
Requisitions - Stores	Finance	3
Research Project Files	Public Safety	11
Resolutions	Administration	9
Resolutions, Board	Public Works	1
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	Public Safety	15
Reviews, Internal/External Periodic	Administration	1
Risk Management Reports	Administration	11
Roster of Voters	Administration	3
Rosters (Divisional)	Public Safety	16
Routes, School Bus & Truck	Public Works	5
Safety Employees	Administration	6
Salary Records	Finance	2
Schedules - Daily	Public Safety	16
Schedules - Municipal Clerk	Administration	9
Schedules - Watch Assignment/Timekeeping Records	Public Safety	16
Schedules, Class & Events	Public Works	1
Sealed - Adult Found Factually Innocent	Public Safety	12
Sealed - Juvenile	Public Safety	12
Seismic Retrofit Program	Development	3
Signage	Public Works	5
Signs (Temporary)	Development	4
Slip Rental Index	Transportation	3
Slip Rental Permits	Transportation	3
Slip Rental Waiting List	Transportation	3
Soil	Development	6
Soil Reports	Development	6
Sources	Public Works	9
Speaker Requests	Public Safety	16
Special Districts	Development	5
Special Projects	Administration	4
State Controller	Finance	3
Statistical (Crime Analysis)	Public Safety	11
Statistical (UCR), Uniform Crime Reports	Public Safety	11
Street Names and House Numbers	Development	3
Street/Alley (Abandonment/ Vacation)	Development	5
Studies, Special Projects & Areas	Development	3
Subpoenas (Duplicate)	Public Safety	12
Support Services	Administration	4
Surplus Property - Auction	Finance	2
Surplus Property - Disposal	Finance	2
Surveyor Field Notes	Public Works	8
Surveys	Development	3
Surveys and Studies	Administration	7
Surveys, Water System Sanitary	Public Works	9

INDEX

Tapes - Audio, Telephone and Radio Communications	Public Safety	12
Tapes - Audio, Video	Administration	9
Tapes - Surveillance/Security Video (Jail)	Public Safety	12
Tapes Information Systems	Administration	7
Taxes Receivable	Finance	1
Tests - Bacteriological Analysis	Public Works	9
Tests - Chemical Analysis	Public Works	9
Tests - Quality	Public Works	9
Tests, Densitometer Results (Photo Lab)	Public Safety	16
Traffic Signals	Development	5
Traffic Signals	Public Works	5
Training - Bulletins	Public Safety	16
Training - Event Files	Public Safety	16
Training - Lesson Plans, Range	Public Safety	16
Training Materials	Public Safety	4
Training - Personnel	Public Safety	2
Training - Personnel (by name)	Public Safety	16
Training - Schedules, Range	Public Safety	16
Training Records - Non-Safety	Administration	7
Training Records - Personnel (by name)	Administration	7
Training Records - Safety	Administration	7
Travel Records	Administration	4
Underground	Public Works	6
Underground Storage Tank -	Public Safety	4
Maintenance and Operations		
Underground Storage Tank - Compliance	Public Safety	4
Uniform Vouchers (by name)	Public Safety	14
Unsuccessful Grants	Administration	5
Use of Force Supervisory Review Files	Public Safety	12
Utility Rebates	Finance	3
Valve Main Records	Public Works	9
Vehicle Assignment	Transportation	2
Vehicle Ownership & Title	Finance	2
Vehicle - Assignment Reports	Public Safety	14
Vehicle - Down Reports	Public Safety	14
Vehicle Mileage Reimbursement Rates	Administration	7
Vehicle - Repossession/Private Impounds	Public Safety	14
Vehicle - Service Schedules	Public Safety	14
Vendor Register	Finance	3
Vests, Bulletproof Letters	Public Safety	14
Violations, Drinking Water	Public Works	9
Violations, Building, Property & Zoning	Development	5
Volunteer Card Files	Public Safety	16
Voter Affidavits	Administration	3
Voter Registration Signature Copy	Administration	3
Warrant Register	Finance	1
Warrants - Felony	Public Safety	12
Warrants - Misdemeanor Criminal	Public Safety	12
Warrants - Parking	Public Safety	14
Warrants - Served	Public Safety	13
Warrants - Traffic	Public Safety	14
Warrants - Unserved (Local)	Public Safety	13
Weapons, Database	Public Safety	14
Weed Abatement	Public Safety	3
Weigh Scales	Public Works	5
Workers Compensation	Administration	11

LEGEND

Records Retention

AC = Active
AD = Adoption
AU = Audit
CL = Closed/Completion
CU = Current Year
D.O.B. = Date of Birth
E = Election
L = Life
P = Permanent
S = Supersede
T = Termination

CITATIONS

B&P – Business and Professions

H&S – Health & Safety

CAC – California Administrative Code

**HUD – Housing and Urban
Development**

CCP – Code of Civil Procedure

**OSHA – Occupational Safety &
Health Act**

CCR – Code of California Regulations

PC – Penal Code

**CEQA – California Environmental
Quality Act**

**POST – Police Officers Standards
Training**

CFR – Code of Federal Regulations

UFC – Uniform Fire Code

EC – Election Code

USC – United States Code

**FMLA – Family & Medical Leave Act,
1993**

WIC – Welfare & Institutions Code

GC – Government Code

CALIFORNIA RECORDS RETENTION GUIDELINES

Administration

Final, August 1999
California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
AUDIT			
Annual Financial Report	CL + 2	GC34090	Independent auditor analysis
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation
Budget	P	GC34090	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC34090	Departmental Reference
Hearing or Review	AU + 2	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC34090; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report
COMMUNITY SERVICES			
Libraries	CU + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Plaques	P		Historic value
Sports Organization	S + 2		
ELECTIONS			
Affidavit Index	CL + 5	EC 17001	
Applications, Absentee Ballots and Envelopes	E + .5	EC 17505; EC 17302	From date of election
Assisted, Challenged Voters List	E + .5	EC 17304	From date of election
Ballots	E + .5	EC 17302	From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302(c)) retention by court order
Ballots Prop. 218 (Assessment Districts)	P	California Constitution Art. XIII	Property related fees (Assessment Ballot proceeding)

CALIFORNIA RECORDS RETENTION GUIDELINES

Administration

Final, August 1999
California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
Calendar	E + 2	GC 34090	
Canvass	P	GC 22932; EC 17130; EC 2653	Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results
Certificates of Election	T + 4	GC 81009(a) (d)	Certificates of election; Original reports and statements
Charter Amendments/ Measures	P	GC34458- 60; GC34090	Chapter designations by Secretary of State following adoption of voters
Fair Political Practices			
Administration/ Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions
Campaign disclosure, Elected	P	GC81009(b) (g)	FPPC Filings
Campaign disclosure, Not Elected	E + 5	GC81009(b)	FPPC Filings
Campaign disclosure - Unsuccessful (all other committees)	E + 7	GC81009	FPPC Filings
Candidate Statements	E + 4		Sample ballot retained permanently.
History	P	GC 34090	History of elections, sample ballots, certificates of destruction, other resolutions re: elections
Statement of economic interest - Elected Officials	T + 7	GC 81009(e)	FPPC Filings

CALIFORNIA RECORDS RETENTION GUIDELINES

Administration

Final, August 1999
California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
Statement of economic interest - Not Elected	E + 5	GC 81009(b)	FPPC Filings
Lobbyist Registration	P	EC 81009(b)	Statements
Maps, Precincts/Voter Information	E + 2	GC 34090; EC 17501; EC 17301	
Nomination Papers Successful Unsuccessful	E + 4 E + 2	EC 17100 GC 81009(b)	
Notifications and Publications	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
Oaths of Office	T + 6	GC34090; 29 USC 1113	Elected Officials
Petitions	.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall, Charter Amendments
Precinct Records	E + .5	EC 17503	From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service
Roster (Of Voters)	E + 5	EC 17300	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments
Voter Affidavits	CL + 5	EC 17000	
Voter Registration Signature Copy	CU + 5	EC 17000	Fire, special or school district

CALIFORNIA RECORDS RETENTION GUIDELINES

Administration

Final, August 1999

California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
GENERAL SUBJECT			
Administration	P	GC 34090	
Biographies	CU + 2	GC34090	
Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables 2 years.
Correspondence/ Originating Department	CU + 2	GC34090(d)	If not attached to agreement or project file
Goals & Objectives	CU + 2	GC34090	Departmental goals & objectives
Policies & Procedures, Departmental	S + 5	GC34090(d)	Retain while current
Promotional Marketing			
External	CU + 7		
Internal	2		
Reports			
Departmental	CU + 2	GC34090	Special/or final summary, review or evaluation
Staff	CU + 2	GC34090	Non-agenda related, includes supporting documentation
Special Projects	CU + 2	GC34090	
Support Services	CU + 2	GC34090	Reproduction; printing; postal/mailling services, other internal resources
Travel Records	CU + 2	GC34090	
GRANTS			
Community Development Block Grant and Urban Development	T + 4	GC34090; 24 CFR 570.502 24 CFR85.42*	Applications, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure

CALIFORNIA RECORDS RETENTION GUIDELINES

Administration

Final, August 1999
California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
Unsuccessful	CL + 2	GC34090	Applications not entitled
HUMAN RESOURCES			
Benefit Plan Claims	P	GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174*	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113
Benefit Plan Enrollment, Denied	CL + 4	GC34090; OMB A-128	
Bond, Personnel Fidelity	T + 2	GC34090	Employee Fidelity Bonds
Employee Handbook	S + 2	GC 34090	General employee information including benefit plans
Employee Programs	CL + 2	GC 34090; GC 12946	Includes EAP and Recognitions
Employee Rights General Employees Safety (Police)	T + 2 T + 5	GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Hourly Employees	T + 6	GC12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant		Immigration Reform/Control Act 1986 Pub. L 99-603	I-9's
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR ; 1910.20*	May include Family leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9;

CALIFORNIA RECORDS RETENTION GUIDELINES

Administration

Final, August 1999

California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
Motor Vehicle Pulls (DMV)	CL + 7	GC12946, *	*CA 91009; 8 USC 1324 (a)
Negotiation	P	29 USC Sections 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements
Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC 12946, 34090*	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations- pre-employee medicals; fingerprints; identification cards (ID=s) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
Recruitment	CL + 3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss
Safety Employees	T + 5	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; *	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)

CALIFORNIA RECORDS RETENTION GUIDELINES

Administration

Final, August 1999
California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records Non-Safety	CU + 7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships;
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers= internal and external training
Safety	CU + 2	GC34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S + 2	GC 34090	Annual mileage reimbursement rates
INFORMATION SERVICES			
Internet, World Wide Web	S + 2	GC34090	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC34090	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2 CU + (2 mos.) CU + 1 CU + .5	GC34090; GC34090.7	Annual backup Daily backup Monthly backup Weekly backup
Tapes Information Systems	CU + 2	GC34090	System Generation

CALIFORNIA RECORDS RETENTION GUIDELINES

Administration

Final, August 1999
California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
LEGAL/ LEGISLATIVE			
Agendas	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject Files)	CU + 2	GC34090 (d)	Documentation received, created and/or submitted to Council
Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC 34090	
Applications, Boards, Commissions, Committees	CL + 2	GC34090	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected
Articles of Incorporation	P	GC34090; CCP 337.2	
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases
Case Records - (High Profile)	P	GC6254	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records	CO + 7	42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
Contracts and Agreements Excl. Capital Improvement	T + 5	CCP 337.2, 343; B&P7042.5;*	Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066
Incl. Capital Improvement	P	2.08.110;*	Construction *GC37090a; 4004; H&S 19850
Index, Attorney Case	L	GC6254	Including notations on activities related to case

CALIFORNIA RECORDS RETENTION GUIDELINES

Administration

Final, August 1999

California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Minutes	P	GC34090(d); GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 34090.7, 54960.1(c)(1)	Special meetings
Opinions	S + 2	GC34090; GC6254	Confidential
Ordinances	P	GC34090(d)4 0806	Charter amendments; municipal code
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801	Legislative actions
Tapes, Audio/Video	CU + 3 mos.	GC 34090.7	When used for minute preparation and may have historical value.
MUNICIPAL CLERK			
Assessment Districts	P	GC 34090	Original documentation
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Municipal Code	P	GC 34090	Supplements included
Public Records Request	CL + 2	GC 34090	
Records Management	CL + 2	GC34090	Document includes retrieval, transfers - inactive
Records Management Disposition Certification	P	GC34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	CCP 343	

CALIFORNIA RECORDS RETENTION GUIDELINES

Administration

Final, August 1999
California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
POLICIES/ PROCEDURES			
General Administrative	S + 2	GC34090; 40801	All city policies and procedures
Policy, Council/ Proclamations	S + 2	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number
PUBLIC FINANCING AUTHORITY			
Administration	P	GC 34090	
Financial Records	P	GC 34090, 40802, 53901	
Management Reports	2	GC 34090	
PUBLIC INFORMATION			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
Calendar, City	CU + 2	GC 34090	
Media Relations	CU + 2	GC 34090	Includes cable, newspaper, radio, message boards, presentations.
RISK MANAGEMENT			
Accident Reports - City Assets	CL + 7	29 CFR 1904.2; 29;* * CFR 1904.6	Reports and related records * CFR 1904.6
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring city property and other assets
Claims, Damage	CL + 5	GC34090; GC25105.5	Paid/Denied
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)

CALIFORNIA RECORDS RETENTION GUIDELINES

Administration

Final, August 1999

California City Clerk's Association

Record Series Title	Retention	Citation	Descriptor
Insurance, ACCEL JT Powers Agreement	P	GC34090	(Authority California Cities Excess Liability Insurance) B Accreditation/ MOU=s/agreement/agendas
Insurance, Certificates	P	GC34090	Insurance certificates filed separately from contracts, Includes insurance filed by licensees
Insurance, Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	GC6410; 29 CFR 1910.20	Indemnity; PERS - working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC34090	
Risk Management Reports	CL + 5	OMB 1220-0029; 29 CFR1904.4; GC 34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator

CALIFORNIA RECORDS RETENTION GUIDELINES

Development

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
ADMINISTRATION			
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Bonds	CL + 10	CCP 337.5	Housing; Industrial Development
Development Security	CL + 2	GC34090	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	CU + 2	GC34090d	Current listing
Correspondence	CU + 2	GC34090d	Working documentation
Development Conditions	L	GC34090	Mitigation measures; filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090;4 8 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/or involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence

CALIFORNIA RECORDS RETENTION GUIDELINES

Development

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A-110, Attach. C; *	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks
Incident Files	2	GC34090d	Emergency Call Outs
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility
Maps & Plats	P	GC34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Permits, Construction	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 2	GC34090d	Aerial photographs

CALIFORNIA RECORDS RETENTION GUIDELINES

Development

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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Projects, Not Completed or Denied	CL + 2	GC34090d	Building, engineering, planning
Reports	CU + 2	GC34090	Activity, periodic
Seismic Retrofit Program	P	GC34090a	Includes Certificates of Compliance
Street Names and House Numbers	P	GC34090a	Street dedications, closings, address assignment/changes
Studies, Special Projects & Areas	CL + 2	GC34090d	Engineering, joint powers, noise, transportation
Surveys	P	GC34090a	Recording data and maps

CALIFORNIA RECORDS RETENTION GUIDELINES

Development

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Logs	CU + 2	GC34090d	Lien Recovery, citations, complaints
Regulations	S + 2	GC34090d	Includes rules
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CL + 2	GC34090d	Supporting code enforcement activity
ENGINEERING			
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	CC337.15	Assesses value of real property
Drawings, Traffic Control Plan	P	GC34090a	Signs, signing & striping, road construction
Flood Control	CL + 2	GC34090d	Storm Drains
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents
ENVIRONMENTAL QUALITY			
Air Quality (AQMD)	CU + 7	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC34090a	Documents abatement projects, public buildings

CALIFORNIA RECORDS RETENTION GUIDELINES

Development

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
California Environmental Quality Act (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU + 2	GC34090d	Ride sharing, trip reduction
Environmental Review	CL + 2	GC34090d	Correspondence, consultants, issues, conservation
Pest Control	CU + 2	GC34090d	Pesticide applications, inspections & sampling, documents
Soil	CL + 2	GC34090d	Analysis, construction recommendations
Soil Reports	P	GC34090d	Final Reports
HOUSING			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Programs	CL + 3	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance
Redevelopment Budgets	P	GC 34090, 40802, 53901	Includes annual audit
Bond Issues	P	GC43900 et seq.	

CALIFORNIA RECORDS RETENTION GUIDELINES

Development

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
MUNICIPAL FACILITIES			
Capital Improvements, Construction	P	2.083110; GC34090a; 4004; H&S 19850; GC34090a	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
PLANNING			
Case files, Planning and Zoning	P	GC34909a; H&S 19850; 4003;4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body
Certificates	L	GC34090	Retain during life of structure
Flood Records	CU + 2	GC34090	
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments			
Approved	CL + 2	GC34090	
Denied	CU + 3	GC65103; *	* GC50110
Interpretations	CU + 2	GC34090	

CALIFORNIA RECORDS RETENTION GUIDELINES

Development

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
PROPERTY			
Abandonment	P	GC34090a	Buildings, Condemnation, Demolition
Acquisition/ Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
Annexation Case Files	P	GC34090a	Reports, agreements, public notices
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
Deeds & Promissory Notes	P	GC34090a *	* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments
Lot Split Cases	P	GC34090	
Relocation Files	CL + 2	GC34090	e.g., Redevelopment

CALIFORNIA RECORDS RETENTION GUIDELINES

Finance

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
ACCOUNTING			
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC 34090	
Applications	CL + 2	GC34090	Utility connections, disconnects, registers, service
Assessment Districts	P	GC 34090	Collection information; Original documentation files with municipal clerk
Bank Reconciliations	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliations
Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget	AU + 2	GC 34090	
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers
Checks	AU + 5	GC34090; CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents
Journals			
Utility Billing	CU + 2	GC34090	Billing including monthly activity
Ledger, General	P	GC34090; *	* CCP 337
Voucher	AU + 4	GC34090; CCP 337	Account postings with supporting documents
Taxes, Receivable	AU + 3	CCP338	
Warrant Register	AU + 2	GC 34090.7	
ADMINISTRATIVE SERVICES			
Budget Operating (copies)	S	GC34090	Departmental Reference

CALIFORNIA RECORDS RETENTION GUIDELINES

Finance

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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Budget, Proposed	CU + 2	GC34090	Presented to Council
Adopted	P	GC 34090	
FIXED ASSETS			
Inventory	AU + 4	GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC34090	Listing of property
Disposal	AU + 4	GC34090; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
LICENSE			
Business	T + 4	GC34090; CCP 337	Paid & reports
PAYROLL			
Adjustments	AU + 4	GC 34090 29 CFR 516.5 – 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2*	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
PERS Employee Deduction Reports	T + 4	GC34090; CAC 22- 1085-2	Record of deductions (PERS Public Employee Retirement System) *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d)
Register	P	GC34090; GC37207	Labor costs by employee & program
Salary Records	T + 3	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments

CALIFORNIA RECORDS RETENTION GUIDELINES

Finance

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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PURCHASING			
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 4 AU + 5 CU + 2	GC34090; CCP 337; *	Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC 34090
Requisitions			
Purchase Orders	AU + 4	GC34090; CCP 337	Original documents
Stores	CU + 2	GC34090	Completed forms for ordering
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
REPORTS			
Audits	P	GC 34090	
Deferred Compensation	T + 5	GC34090; 26 CFR 16001-1*	Records of employee contributions and city payments *29 CFR 1627.3(2)
Federal and State Tax	AU + 4	GC34090; 29USC 436 *	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2); R&T 19530; 29 CFR 516.5-516.6
Financial, Annual	AU + 7	GC 34090.7	
Investment Transactions	P	GC34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC34090	Costs by employee & program
Meter Reading	CU + 2	GC34090	
State Controller	P	GC34090	Controller may destroy after 5 years
Utility Rebates	CU + 2	GC34090	
TREASURER			
Bank Statements	AU + 2	FC 3368, 30210; GC 43900 et seq.	Financing authority
Bonds			

CALIFORNIA RECORDS RETENTION GUIDELINES

Finance

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Account Statements	CL + 10	GC34090; CCP 337.5	Monthly statement of transactions.
Administration	CL + 10	GC34090; CCP 337.5	Supporting documents
Bonds and Coupons	CL + 2	GC34090; 53921	Paid/canceled

CALIFORNIA RECORDS RETENTION GUIDELINES
Public Safety: Emergency Management
Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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Mutual Aid, Strategic Plans	S + 2	GC34090	
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CALIFORNIA RECORDS RETENTION GUIDELINES

Public Safety: Fire Safety

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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ADMINISTRATION			
Books, Fire Code	S + 3	GC34090.7 CCP 340.5	Include OPS manuals
General Orders, Policies/Procedures	S + 2		
Inspections, Fire Prevention	CL + 3	UFC 103.34	Alarm/sprinkler systems, prevention efforts
Investigations, Evidence Arson	P	PC 799	Support prosecution resulting in homicide
Investigations, Evidence Arson	CL + 6	PC 800	Great bodily harm, inhabited structure or property
Journals, Fire Station	CU + 2	GC34090	Activities, personnel, engine company
Permits, Uniform Fire Code	CL + 2	GC34090	
PERSONNEL			
Exposure	T + 30	29 CFR 1910.1020	Sampling results, collection methodology, background
Exposure	T + 1	29 CFR 1910.1020	Laboratory reports and worksheets
Medical	T + 30	29 CFR 1910.1020	
Medical	T + 2	29 CFR 1910.1020; *	Employees less than one year *GC34090
Training	T + 2	GC34090	Certifications/designations
PROPERTY			
Apparatus/Vehicle	CU + 2	GC34090 CCP 340.5 *	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)
Inventory, Equipment & Supplies	CU + 2	GC34090	
Logs, Fire Equipment/Gear	CU + 2	GC34090	
REPORTS			
Incident	CL + 3	GC34090 CCP338 *	Dispatch and daily logs *CCP 340.5

CALIFORNIA RECORDS RETENTION GUIDELINES
Public Safety: Fire Safety
Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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Field, Non-fire and Logs	CU + 2	GC34090	
Fire, Non-arson and Logs	CU + 2	GC34090	
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure
Weed Abatement	CL + 2	GC34090	Reports, assessments, resolutions, documentation

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Safety: Hazardous Materials

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	CU + 2	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials.
Programs, Household Hazardous Waste	S + 2	GC34090	
Training Materials	S + 2	Cal Code *	Standards and Administration *Reg. 3204(d), et seq.
Underground Storage Tank Compliance Maintenance & Oper.	P CU + 2	GC34090a GC34090	Documents re: storage Location, installation, removal, remediation

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Safety: Law Enforcement

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
ADMINISTRATION			
Accounting/Cash Reconciliations	CU + 2	GC34090	
Alarm Records	CU + 2	GC34090	
Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens
Department Manual	S		Changes to manual are recorded in the General Orders (permanent)
Equipment Communication	T + 2	GC34090	Retained until termination of equipment use; Manuals, instructions, procedures
Inventory	S + 2	GC34090	Listing of equipment assigned to division, to whom it is assigned
Reports Activity	CU + 2	GC34090	Weekly/monthly/quarterly/annual activity/statistical reports by division. Retain only one form for retention period
Chemical Emissions	CU + 2	GC34090	
Survey Response Files	CU + 2	GC34090	Surveys, responses, correspondence with other agencies requesting statistical data
INVESTIGATIONS			
Administrative/Internal	CL + 5	PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings
Asset Forfeiture Investigations/ Proceedings Case File	CL + 2	GC34090	

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Safety: Law Enforcement

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Notifications	CU + 2	GC34090	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.
Case Books, Investigative	CL + 2	GC34090	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file
Case Files Homicide Investigator's File	P	PC 799	
Narcotics (No arrest, Narcotics Cases)	CL + 2	GC34090	Retained by division until no longer useful for investigative purposes
Officer Involved Shootings	CL + 25	GC34090	
Court Daily Schedule	CU + 1	GC34090. 7	Printouts of daily court scheduling
Sign-In Logs	CU + 2	GC34090	Logs officers' names, time in/out for court appearances
Tracking System Records	CU + 2	GC34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition
Evidence, Disposition Forms			Attach to duplicate Property Report, file w/DR in Records Division
Fingerprint Applicants Files	T + 2	GC34090	Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants
Inked/Palm Cards	AC + 20		Persons booked into detention facility; (Copies distributed to county, state, federal agencies)

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Safety: Law Enforcement

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Records Latents		Approp. PC Section	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized
Suspect, Adult/Juvenile	CL	Law Enforcement Management Guide by POST	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved
Guns, Dealers Record of Sale	CU + 6	PC 12070	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)
Informant Files	T + 10		Legal notifications, identification information, payment information, activities information
Jail Daily Logs	CU + 6	GC34090	Daily report of staffing, bookings/releases, transfers, transportation
Inmate Record			Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)
Inspection Files	CL + 6		Inspections by various agencies
Surveys	CL + 2	GC34090	Prepared quarterly, forwarded to State Board of Corrections
Licenses Bicycle	CU + 2	GC34090	
Bingo, Mace	CU + 2	GC34090	
Business License Review Board Administrative Files	T + 1	GC34090	

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Safety: Law Enforcement

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Duplicate (Pink), Secondhand Dealer, Pawn Brokers	CU + 2	GC34090	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency
Logs	S		
Auto Theft			
Case Assignment	CU + 1		
Daily	CU + 2	GC34090	
Activity			
Officer	CU + 2	GC34090	Daily activity of incidents not reported by use of official report
Report Summary	CU + 2	GC34090	Report numbers, type, names, dates retained for research value
Investigative (Pre-Arrest)	CL + 10	GC34090	Retained by division until cases are suspended and closed
Juvenile Detention	CU + 2	GC34090	Logs document juvenile processing per CYA
Property Control	CU + 2	GC34090	Logs items coming into and going out of property room
Rap Sheet	CL + 2	GC34090	Requests for criminal history
Subpoena	CU + 2	GC34090	Subpoenas received/served daily
Pawn Slips/Tickets	CU + 3	B & P 21628	
Photographs			Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association.
Daily Report (Negatives)	T	GC34090	Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed
Inmates (Negatives)	CU + 20		By Prisoner number

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Safety: Law Enforcement

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Registration Files, Arson, Sex and Narcotics	Life of registrant within jurisdiction		Fingerprint Card, photo, information also forwarded to DOJ
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	2 (Mandatory destruction from date of conviction or date of arrest with no conviction)	H&S 11361.5	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Mandatory Destruction (Upon notice from Department of Justice)	H&S 11361.5 (c)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550
Crime Felony Crimes With Or Without Arrests	See descriptor	PC 800 PC 801	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Safety: Law Enforcement

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Misdemeanor/ Infractions	CL + 2	GC34090	No arrests, identifiable property or missing persons (See: Note 1)
Supplemental, Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	PC 799	No statutory limitation for prosecution. Includes Murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death
Destruction Guns	P		
Narcotics	P		
Disposition of Arrest/Court Action			Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)
False Alarm (Duplicate)	CU + 2	GC34090	
Non-Criminal Occurrences	CU + 2	GC34090	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges
Property Original	Until case is adjudi- cated/ disposi- tion deter- mined		Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST)
Range Inventory	S + 2	GC34090	Quarterly reports of inventories of weapons and ammunition held by Department Range

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Safety: Law Enforcement

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Reports	CU + 2	GC34090	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports
Statistical (Crime Analysis)	CU + 2	GC34090	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage
Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.	CU + 2	GC34090	Originals sent to FBI, DOJ
Research Project Files	CL + 2	GC34090	May include request forms, background materials, staff reports, final project reports and supporting data

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Safety: Law Enforcement

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Sealed Adult Found Factually Innocent	Mandatory Destruction Upon and Pursuant to Court Order	PC 851.8	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.
Juvenile	Mandatory Destruction upon and pursuant to court order	WIC 826 (a) & (b) WIC 781 (a)	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court
Subpoenas (Duplicate)	CU + 2	GC34090	
Tapes Audio, Telephone and Radio Communications	CU + 180 days	GC34090. 6	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Surveillance/Security Video (Jail)	CU + 13 mos.	GC34090. 6	
Use of Force Supervisory Review Files	CU + 2	GC34090	Includes review forms, arrest report copies, logs
Warrants Felony	Recall after 10 years. Exception: Murder/ Escape		Recommended by the California Law Enforcement Warrant Officer's Association
Misdemeanor Criminal	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Safety: Law Enforcement

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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Served	CU		Includes Warrant Service Information Card, alpha index card
Unserved (Local)	Until served, recalled or purged		
PATROL			
Cards	CU + 2	GC34090	
Dispatch			
Field Interview	CL + 2	GC34090	
Citations	CL + 2	11361.5	
11357(e), Juvenile		H&S	
11357b H&S, 11357c H&S, 11360b H&S Violations	CL + 2	11361.5 H&S*	*CA Admin Code, Chapter 1, Title II, Sec. 708
Cite and Release	CL + 2	GC34090	
California Vehicle Code Infractions (Duplicates)	CU + 90 days	GC34090	Original is forwarded to court.
Parking/Traffic, Duplicates	CU + 2	GC34090.7	Originals are forwarded to court after agency processing; includes citations electronically created
Transmittals	CU + 2	GC34090	Listing of citations forwarded to court, filed for reference
Equipment	CU + 2	GC34090	Documents problems, malfunctions, resolution to provide equipment performance history
Radio Logs (Communication)			
General Orders	P		
Patrol Requests (Correspondence)	CU + 2	GC34090	From citizens for patrol presence
Radar Calibration Records	T + 2	GC34090	Documentation of Radar instruments retained during use/ownership
Reports	CL + 2	GC34090	Non-Jury
Accident			

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Safety: Law Enforcement

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Traffic Collision Fatalities	P		
Uniform Vouchers (by name)	CU + 2	GC34090	Authorize purchase
Vehicle Assignment Reports	S		Record of assignments
Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance, etc.
Repossession/Private Impounds	CU + 2	GC34090	
Service Schedules	S	GC34090	
Vests, Bulletproof Letters	CU + 2	GC34090	Authorization to purchase
Warrants Parking	Recall after 1 year		Recommended by the California Law Enforcement Warrant Officer's Association
Traffic	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Weapons, Database	P		Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports
SERVICES			
Chemicals/Film Inventories	S		
Equipment	T		
Inventory/Sign-out Cards- Photo Lab			
Operations Files - Photo Lab	T		Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment
Grievance Files	CL + 2	GC34090	Grievance filed by employees, supporting documentation

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Safety: Law Enforcement

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Investigations, Background	CL + 2	GC34090	Non hired
Background Hired	P		Include original reports re: PC 832.5 investigations
Parades & Special Events File	CL + 2	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
Permits Alcoholic Beverage Control License	L + 2	GC34090	Approval process
Concealed Weapons	CL + 2	GC34090	
Photographs Personnel	S + 2	GC34090	
Negative Log	CU + 2	GC34090	
Negatives, Misc.	CU + 2	GC34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)
Press Releases	CU + 2	GC34090	
Press, Video Programs (Community Relations)	CU + 2	GC34090	Collection of videos of programs and events; outside press coverage of department
Property Files	CU + 2	GC34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)
Property, Pawn Broker/Secondhand	CU + 2	GC34090	Sales, slips. Dealer required to file duplicate with agency
Reports Dealer of Gun Sales, Duplicate	CU + 6 mos.	GC34090. 7	Original maintained by DOJ. Dealer required to file duplicate with agency
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See descriptor)		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired.

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Safety: Law Enforcement

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Rosters (Divisional)	S + 2	GC34090	Personnel assigned to division.
Schedules Daily	CU + 2	GC34090	Schedules of Officers on duty
Watch Assignment/ Timekeeping Records	CU + 2	GC34090	
Speaker Requests	CU + 2	GC34090	Community and business requests for public appearances, speakers
Tests, Densitometer Results (Photo Lab)	T + 2	GC34090	Daily tests of development chemicals/processes for quality control.
Training Bulletins	P		
Event Files	CU + 2	GC34090	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents
Lesson Plans, Range	CL + 15		Scope, content, time period of courses
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers' internal and external training
Schedules, Range	CU + 2	GC34090	Daily, weekly, monthly schedules of training events at range
Volunteer Card Files	T + 2	GC34090	Volunteers' identification, contact information

Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing:

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;
2. They do not relate to unserved warrants;
3. They do not involve identifiable items which have not been recovered;
4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800;
6. The cases are not presently involved in either a civil or criminal litigation.

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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PARKS			
Agendas, Board	CU + 2	GC34090	
Grants (refer to Admin.)			
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports
Maintenance/Operations	C + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC34090	Irrigation, plot plans
Minutes, Board	P	GC34090	
Photographs	S + 2	GC34090	
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records
Reports			
Accident	CL + 2	GC34090	Patrons, employees
Others	CL + 2	GC34090	
Studies	CL + 2	GC34090	Future sites, expansions
Resolutions, Board	P	GC34090	
Schedules, Class & Events	CU + 2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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SANITATION/ SOLID WASTE/ WASTEWATER			
Collections/Landfill	CU + 2	GC34090	Daily records, usage
Facilities	CU + 2	GC34090	Correspondence, maps, patron list
History, Sanitation	P	GC34090	Where City-owned
Incineration Plants, Sludge	CU + 2	40 CFR 61.54	Sludge, sampling, charging rate to measure mercury content
Incinerator Operations, Treatment Plant	CU + 2	40 CFR 60.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps, Septic Tank	P	GC34090	Location maps
Rates	CU + 2	GC34090	
Recycling Programs	S + 2	GC34090	
Regulations	S + 2	GC34090	Includes legislation

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Works

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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Reports			
Studies	CL + 2	GC34090	
Tonnage	CU + 2	GC34090	
STREETS/ALLEYS			
Abandonments/ Vacations	P	GC34090	
Closures	P	GC34090	
Easements, Dedications, Rights-of- Way	P	GC34090	
Field Books	P	GC34090	
Grants (see Admin.)			
Intersection Records	CU + 2	GC34090	Includes correspondence, volume counts, accident history
Inventory, Traffic Control Device	S + 2	GC34090	Signs, lights
Landscaping	CU + 2	GC34090	Plants, tree maintenance, work orders
Lighting	CU + 2	GC34090	Maintenance, work orders
Maintenance/ Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P	GC34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers
Master Plans	CU + 2	GC34090	Copies

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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Parking			
Lots	CU + 2	GC34090	
Regulations	S + 2	GC34090	
Reports/Studies	CL + 2	GC34090	
Permits			
Encroachment	P	GC34090	
Improvement	CL + 2	GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations
Oversize Load	CL + 2	GC34090	
Parking	CL + 2	GC34090	Residential
Paving	CL + 2	GC34090	
Use (Temporary)	CU + 2	GC34090	Includes Special Events
Photographs	S + 2	GC34090	Includes aerials
Plans, Capital Improvement, Projects	P	GC34090	Streets, curbs, gutters, sidewalks, storm drains
Policies and Procedures	S + 2	GC34090	Includes rules, regulations, standards
Naming and numbering	P	GC34090	
Speed Limits	S + 2	GC34090	

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Works

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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Programs			
Federal Aid Urban	CL + 3	23 CFR 633 (a) & (c)	
Traffic Safety	S + 2	GC34090	Drivers Education, Pedestrian Safety, Bicycle Lanes
Reports			
Bridges & Overpasses	L	GC34090	Life of structure
Inspection	CU + 2	GC34090	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure
Studies	CL + 2	GC34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices
Traffic Count	CL + 2	GC34090	Evaluation of traffic volume
Vehicle Accident	CL + 2	GC34090	
Routes, School Bus & Truck	S + 2	GC34090	Truck routes, access ramps, rest areas
Signage	L + 2	GC34090	Log books, index register cards, inventory lists, records of traffic signs
Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.
Weigh Scales	S + 2	GC34090	

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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UTILITIES			
Facilities	T + 2	GC34090	If city owned
Gas & Electric Rates	S + 2	GC34090	
Underground	P	GC34090	GC4003, GC4004; H&S 19850
WATER			
Billing/Customer Records	CU + 2	GC34090	Billings, correspondence, complaints
Connection Records	P	GC34090	Maps, water line connections
Flood Control			
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks
Flood Zones	P	GC34090	Includes flood maps
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs
Policies/Procedures	S + 2	GC34090	Rules and Regulations
Reports/Studies	CL + 2	GC34090	
Grants (see Admin.)			
Inventory, Equipment	CU + 2	GC34090	
Locations	P	GC34090	Mains, valves, hydrants, wells
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	CU + 2	GC34090	Times operational, power used and quantity
Maps	P	GC34090	Line location; easements
Master Plans	CU + 2	GC34090	Copies
Meter Operations	CU + 2	GC34090	Reader reports, orders, tests Maintenance Reports
Permits			
National Pollutant Discharge Elimination System (NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
Others	CU + 2	GC34090	May depend on terms of state or federal agency
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Rates	S + 2	GC34090	
Reclamation	CU + 5	40 CFR 122.41	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.
Reports			
Conservation	CU + 2	GC34090	
Consumption	CU + 2	GC34090	

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Works

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation
Discharge Monitoring	CU + 5	40 CFR 122.41	Average amount of pollution discharged into waters of municipality.
Drinking Water Corrections	CU + 10	40 CFR 141.33	
Hydrograph	P	GC34090	Daily flow of streams
Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation
Public Education	CU + 12	40 CFR 141.91	Compliance documentation
Quality Parameters	CU + 12	40 CFR 141.91	Compliance documentation
Sanitary Surveys	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead & copper
State Certification	CU + 12	40 CFR 141.91	Compliance documentation
Variances, Water System	CU + 5	40 CFR 141.33	
Well Level	CU + 2	GC34090	
Sources	CU + 2	GC34090	May include wells, rivers, lakes, districts
Surveyor Field Notes	P	GC34090	Notes preparatory to maps of water installations

CALIFORNIA RECORDS RETENTION GUIDELINES

Public Works

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Surveys, Water System Sanitary	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Tests			
Bacteriological Analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
Chemical Analysis	CU + 10	40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content
Quality	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
Valve Main Records	P	GC34090	
Violations, Drinking Water	CU + 3	40 CFR 141.33	Retention applies to each violation

CALIFORNIA RECORDS RETENTION GUIDELINES

Transportation

Final, August 1999

California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
ADMINISTRATION			
Agreements	T + 4	CCP 337	Including concessionaire, slip rental, facility storage
Applications Aircraft Storage Parking Slip Rentals	T + 2	GC34090	Payment invoices, inventory listings, billing correspondence and other related documents
Special Events	CU + 2	GC34090	Permits, correspondence, related documents re use of rights of way
Fueling*****	AU + 3	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste
Inventory, Equipment Parts & Supplies	L + 2		Includes vehicles, aircraft, vessels and related documents re repairs
Inventory, Vehicle Ownership and Title	L + 2		Owner's manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
Licenses, Permits	CU + 2		Forms, related documentation re: licenses and permits required by federal and state agencies
Maintenance/ Operations	L + 2	GC34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs

CALIFORNIA RECORDS RETENTION GUIDELINES

Transportation

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
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Report, Accident (Copies)	CU + 2	GC34090	Memos and working documents
Vehicle Assignment	CU + 2	GC34090	Log books, request forms, lists
AIRPORT			
Airport Certification	P	14 CFR 139.207b & 171.13-171.213	Federal Aviation Administration (FAA) required manuals
Airport Noise Monitoring and Complaint	CU + 10		Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints
Inspection, Runway	CU + 10		Maintenance including Inspection reports, work orders and related records
Inspection, Safety Self	CU + 2	CFR 139.327	Safety inspection and related document include reviews and analysis of all aspects of airport operation
Maintenance, FAA	P	14 CFR 171.13 - 171.213	Forms and reports required by FAA including Forms FAA-198, -418, -6030-1, -6790-4
Reports			
Accident and Incident (Aircraft)	CL + 8		Accidents, injuries, property damages, general conditions re pilot and aircraft

CALIFORNIA RECORDS RETENTION GUIDELINES

Transportation

Final, August 1999
California City Clerks' Association

Record Series Title	Retention	Citation	Descriptor
Airport Operational (Regulatory)	P		Annual and special reports to federal and state regulatory agencies.
Airport Operational (Administrative)	CU + 2		Logs, statistical summaries; administrative records
NOTAM (Notice to Airmen)	CU + 3		Reports re: conditions affecting airport maintenance/operations
GROUND TRANSPORTATION			
Auto for Hire	T + 4	GC34090	License, permits for Taxicabs, shuttles, etc
HARBOR			
Registers, Transient Vessel Reservation	AU + 3		Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored
Slip Rental Index	CU + 5		Annual and periodic reports of slip renters
Slip Rental Permits	CL + 2		Applications, statement of rental conditions, vessel inspection check sheets, copy of DMV registration, boat owner information, and other documents re: dock slip spaces
Slip Rental Waiting List	CU + 2		