



111 E. COMMERCIAL STREET
WILLITS, CALIFORNIA 95490
(707) 459-4601 TEL
(707) 459-1562 FAX

WILLITS CITY COUNCIL AGENDA

JULY 27, 2011 ♦ 6:00 P.M. ♦ COUNCIL CHAMBERS

1. **OPENING MATTERS** – a) Call to Order; b) Pledge to Flag; c) Roll Call
2. **PUBLIC MATTERS**
 - a. Noticed Public Hearing: Discussion and Possible Adoption of Resolution Approving Changes in Certain City Fees and Charges, Effective August 1, 2011
3. **PUBLIC COMMUNICATIONS**

Council welcomes participation in its meetings. Comments shall be limited to five minutes per person so that everyone may be given an opportunity to be heard. To expedite matters and avoid repetition, whenever any group of persons wishes to address the Council on the same subject matter, the Mayor may request that a spokesperson be chosen by the group. This item is limited to matters under the jurisdiction of the City Council which are not on the posted agenda. Public criticism of the City Council, Commission, Boards and Agencies will not be prohibited. No action shall be taken.
4. **CONSENT CALENDAR**

Matters listed under the Consent Calendar are considered to be routine by the City Council and will be enacted by a single motion and roll call vote by the City Council. Items may be removed from the Consent Calendar upon request of a Councilmember and acted upon separately by the City Council.

The following items are recommended for approval:

- a. City Council Minutes:
 - June 22, 2011
 - July 14, 2011 (Special Meeting)
 - b. Disbursements Journals:
 - Warrant Nos. 18009-18027, Totaling \$47,841.52
 - Warrant Nos. 18028-18110, Totaling \$156,853.46
 - Warrant Nos. 18111-18123, Totaling \$54,149.31
 - Warrant Nos. 18124-18228, Totaling \$1,419,102.24
 - c. Building Inspection Activity Report – June 2011
 - d. Application for Alcoholic Beverage License: Rio's Fish and Chips, Located At 1661 South Main Street, Suite D, in Willits
 - e. Response to the 2010-2011 Mendocino County Grand Jury Report, "Doing the Best We Can, With What We Got" – A Report on the Willits Police Department
 - f. Response to the 2010-2011 Mendocino County Grand Jury Report, "Masters of Fixing Disasters" – A Report on Parlin Fork and Chamberlain Creek Conservation Camps
 - g. Resolution Establishing the Appropriations Limit for Fiscal Year 2011/2012 Pursuant to Article XIII B of the Constitution of the State of California
 - h. Non-Exclusive Public Recreational Facility Use Agreement with Willits Youth Soccer League
5. **RIGHT TO APPEAL**

Persons who are dissatisfied with the decisions of the City Council may have the right to a review of that decision by a court. The City has adopted Section 1094.6 of the Code of Civil Procedure which generally limits to 90 days the time within which the decisions of the City boards and agencies may be judicially challenged.

6. COMMISSIONS, AGENCIES AND AUTHORITIES

The City of Willits City Council meets concurrently as the City of Willits Community Development Agency and Planning Commission.

7. OLD BUSINESS

8. CITY MANAGER REPORTS AND RECOMMENDATIONS

- a. Discussion and Possible Action to Authorize Contract Change Order No. 33 with Overaa & Co. for the Purchase and Transportation of Earthfill at the Willits Wastewater Treatment Plant (WWTP), Stages 2 & 3 Project
- b. Other Reports – Verbal/No Action

9. DEPARTMENT RECOMMENDATIONS

- a. Police Chief
- b. City Planner
- c. City Attorney
- d. Public Works Director
- e. City Engineer
- f. Finance Director/City Treasurer
- g. City Clerk/Human Resources Director
- (1) Discussion and Possible Action to Adopt a Resolution Accepting the California Secretary of State Local Government Records Retention Guidelines as the City's Official Records Retention Policy

10. CITY COUNCIL AND COMMITTEE REPORTS

- a. Mendocino Council of Governments (MCOG)
- b. Local Agency Formation Commission (LAFCO)
- c. Mendocino Transit Authority (MTA)
- d. Revit-ED Committee
- e. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA)
- f. Economic Development and Financing Corporation (EDFC)
- g. League of California Cities
- h. Water Resources Committee
- i. Sewer System Committee
- j. Finance Committee
- k. Caltrans Ad Hoc Committee
- l. Other Committee Reports

11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

12. ENACTMENT OF ORDINANCES

13. GOOD & WELFARE

14. CLOSED SESSION NOTICE

- a. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: Brooktrails Township Community Services District, a Public Agency vs. City of Willits, a General Law City; and DOES 1 through 100, Inclusive; Case No. SCUJ CVG-1056037
- b. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: People of the State of California and the City of Willits v. Remco Hydraulics, Inc., et al. (United States District Court – Northern District of California, Case No. C-96-6283 SI 12/22/2000)

15. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Willits City Hall, located at 111 East Commercial Street, Willits, California, not less than 72 hours prior to the meeting set forth on this agenda.

*Dated this 22nd day of July, 2011.
Adrienne Moore, City Clerk*

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The meeting room is wheelchair accessible and disabled parking is available. If you are a person with a disability and need disability-related modifications or accommodations to participate in this meeting, please contact Adrienne Moore, City Clerk, at (707) 459-4601 or cityclerk@willitscity.com. Requests for such modifications or accommodations must be made at least two full business days prior to the meeting.

ADDITIONAL MEETING INFORMATION FOR INTERESTED PARTIES

Materials related to an item on this Agenda submitted to the Willits City Council, Planning Commission, or Community Development Agency after distribution of the agenda packet are available for public inspection at City Clerk's office at 111 E. Commercial Street, Willits, during normal business hours.



Item No. 2a

Meeting Date: July 27, 2011

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Joanne Cavallari, Finance Director/City Treasurer

Agenda Title: NOTICED PUBLIC HEARING TO CONDUCT REVIEW OF RATES AND CHARGES FOR VARIOUS CITY SERVICES AND ADOPT A RESOLUTION APPROVING CHANGES IN CERTAIN CITY FEES AND CHARGES, EFFECTIVE AUGUST 1, 2011

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 30 min.

Summary of Request: The City Council adopted the Fee Schedule for Fiscal Year 2011/2012 on May 25th. At the June 8th Council meeting, the fee schedule was amended to change the fees for the Cultural Arts building. Subsequently, it was discovered that two items were omitted from the fee schedule for the Cultural Arts building. The attached schedule adds these items.

In addition, City staff is recommending establishing fees for copies of records in electronic format. We expect requests for electronic records to increase in the future, as we are moving toward reduction of paper records.

Staff is also recommending a late fee for direct-billed sewer charges. Most of the City's sewer charges are collected by the County with the annual property tax bill. However, certain parcels exempt from property tax, or out of the City's tax rate area, are billed for sewer charges directly. Several of these direct-billed accounts are seriously and habitually past due. There is approximately \$4,000 in outstanding sewer charges for Fiscal Year 2010/2011 that has not been collected. We hope that establishment of a late fee equal to what is charged in the Water Fund will result in more timely payments.

Recommended Action: 1) Conduct a public hearing and take testimony regarding fees and charges; and 2) Adopt resolution approving changes in certain City fees and charges, effective August 1, 2011.

Alternative(s): Following a public hearing and discussion, adopt a resolution approving changes in certain fees and charges alternative to those recommended by City staff.

Fiscal Impact: All recommended changes are in accordance with staff's analysis of the need to keep pace with costs of providing necessary services and capital improvements, in accordance with state law.

Personnel Impact: N/A

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

RESOLUTION NO. 2011-_____

RESOLUTION OF THE OF THE CITY COUNCIL OF THE CITY OF WILLITS APPROVING CHANGES IN CERTAIN CITY FEES AND CHARGES EFFECTIVE AUGUST 1, 2011

WHEREAS, the City Council for the City of Willits ("City") hereby finds as follows:

1. Notice of the time and place of this meeting to consider the adoption of this resolution to increase City fees was given as required by Government Code Section 6062(a).

2. This Public Hearing is being held to meet the public hearing requirements of Government Code Section 66018(a).

3. The amount of the fee and service charges set forth in the attached Exhibit A do not exceed the estimated amount required to provide the service for which the fee or service charge is being levied.

4. Unless the recommended increased fee or service charge is approved, the City will not have sufficient funds to provide the service for which the fee or service charge is being levied.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willits that based upon the information provided to the City Council at the public hearing held on the adoption of this Resolution and upon the above findings of fact, the City Council hereby approves and adopts the attached Fee Schedule, a copy of which is hereby incorporated by reference and attached hereto as Exhibit "A" to be effective August 1, 2011.

The above and foregoing Resolution was introduced by Councilmember _____ seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Willits, held on the 27th day of July, 2011, by the following vote:

AYES:
NOES:
ABSENT:

BRUCE BURTON, Mayor
City Council of the City of Willits

ATTEST:

ADRIENNE MOORE
City Clerk

CITY ADMINISTRATION		FY 10/11	FY 11/12
Miscellaneous Office Fees - all departments			
	Copy Fee/paper/Letter or Legal size	0.25	0.25
	Electronic Records		
	Copies of electronic records on CD - per disk over the counter	-	4.00
	Copies of electronic records on CD - per disk by mail	-	5.00
	DVD - Copy of Council Meeting	-	15.00
WILLITS CULTURAL ARTS BUILDING FEES			
Great Room - Non-Educational Use:			
	4 hours or less/per day	50.00	100.00
	4 hours or less with alcohol/per day	-	200.00
SEWER FUND			
	Miscellaneous Fees		
	Returned Check Charge/plus bank fee	-	25.00
	Late fee on direct billed Sewer charge/per month/after 30 days	-	10%



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**WILLITS CITY COUNCIL
MINUTES
WEDNESDAY, JUNE 22, 2011**

Mayor Burton called a regular meeting of the City Council to order at 6:03 p.m., in Council Chambers. The meeting was preceded by the pledge to the flag.

Roll Call: Councilmembers Ron Orenstein, Holly Madrigal, Victor Hanson, and Mayor Bruce Burton were present. Councilmember Larry Stranske was absent.

Also present were staff members: Paul Cayler, City Manager; Jim Lance, City Attorney; Alan Falleri, Community Development Director; Gerry Gonzalez, Police Chief; Tom Mannatt, City Engineer; Joanne Cavallari, Finance Director/City Treasurer; J.C. England, Water/Sewer Supervisor; and Adrienne Moore, City Clerk/Human Resources Director.

2A. PRESENTATION OF PROCLAMATION DESIGNATING WESTERN WEAR DAYS, JUNE 25TH THRU JULY 4TH, 2011

Mayor Burton read the proclamation for the record, presenting same to Dale Briggs, past President, Willits Frontier Days Association Board of Directors.

Public Comment: 2011 Sweetheart Contestants Josie Hunter, Riata King, Julya Morganti-Cassetta, and Danielle Seymour.

No action taken – presentation only.

2C. DISCUSSION AND POSSIBLE ACTION TO ADOPT A RESOLUTION RESCINDING RESOLUTION NO. 2011-09 CHANGING THE NAME OF EAST AND WEST COMMERCIAL STREETS TO “SEABISCUIT PARKWAY” AND REFER THE MATTER TO THE REVIT-ED COMMITTEE FOR A 90-DAY REVIEW

Motion by Hanson/Second by Madrigal and carried (4, with Stranske absent) to adopt Resolution (No. 2011-16) rescinding Resolution No. 2011-09 changing the name of East and West Commercial Streets to “Seabiscuit Parkway” and refer the matter to the Revit-ED Committee for a 90-day review.

2B. DISCUSSION AND POSSIBLE ACTION TO ADOPT PROPOSED CITY OF WILLITS BUDGET FOR FISCAL YEAR 2011/2012

Finance Director/City Treasurer Cavallari reviewed the proposed budget.

Councilmember Orenstein commented on the budget, although modest, is healthy compared to other jurisdictions. Mayor Burton asked about the backfill that was discussed and approved at the last Council meeting; how transfers are reflected in the summary; an explanation of how depreciation of assets and cash flow (“working capital”) are reflected; and the establishment of a new enterprise fund (septage receiving).

Motion by Madrigal/Second by Hanson and carried (4, with Stranske absent) to adopt the Fiscal Year 2011/2012 Budget as presented, contingent upon it being amended based on the outcome of collective bargaining.

3. PUBLIC COMMUNICATIONS

Keith Rutledge, Renewable Energy Development Institute (REDI), provided information about a couple of new programs for the moderate income population, as well as a kick-off meeting on July 20th at Mendocino College for Energy Upgrade California. Jim Merrill, Willits Community Services and Food Bank expressed appreciation for the Council's continued support for community based organizations. Donna Kerr, Willits Branch Librarian, also expressed appreciation for the Council's continued support of the library, also noting that the Library will be open on Saturdays.

4. CONSENT CALENDAR

- a. Approval of the City Council Minutes of June 8, 2011 – **Approved**
- b. Approval of Disbursements Journal(s):
 - Warrant Nos. 17893-17911, Totaling \$63,987.58 – **Approved**
 - Warrant Nos. 17912-18008, Totaling \$1,306,372.18 – **Approved**
- c. Approve Contract for Professional Services with R.J. Ricciardi, Inc., for Preparation of June 30, 2011 Audited Financial Statements, June 30, 2011 Redevelopment Agency (RDA) Audited Financial Statements, City of Willits and RDA State Controller's Reports, and 2011 Public Facilities Corporation Tax Return – **Approved**

Motion by Madrigal/Second by Hanson and carried (4, with Stranske absent) to approve Consent Calendar items (a-c).

Removed for separate consideration:

- d. Adopt Resolution (No. 2011-17) Authorizing the City Manager to Execute an Agreement with the Willits Chamber of Commerce Regarding Distribution of Transient Occupancy Tax (TOT)

Councilmember Orenstein noted a necessary correction to the dates regarding the payment schedule in the proposed agreement.

Foregoing moved by Orenstein/seconded by Madrigal and carried (4, with Stranske absent).

5. RIGHT TO APPEAL

None presented.

8A. OTHER CITY MANAGER REPORTS

City Manager Cayler reported on the following:

- Airport Commission meeting scheduled for June 27th has been cancelled;
- Flush program has been suspended, Morris Reservoir is no longer spilling; and
- Striping program was completed;
- Sherwood Road conditions (i.e., cracking) need to be surveyed, which will result in one-way traffic control, with Mayor Burton requesting that the County be included in the process;
- SmartMeter upgrades are scheduled to commence July 2011;
- DMV will not be enforcing vehicle license fees due in July and August until the State budget has been resolved;
- Public forum to discuss issues regarding West Commercial Street developments has been planned;
- Preparations are going well for the upcoming Frontier Days; and
- Dog Park advocates will address the City Council at the July 27th meeting.

9. DEPARTMENT RECOMMENDATIONS

- a. Police Chief Gonzalez reported on DMV fees; complaints regarding Shakespeare Company's recent hip-hop event; transients; and spike strips.

- b. City Planner Falleri reported on his attendance at the annual Business Alliance for Local Living Economies (BALLE) conference in Bellingham, WA, commenting on California's myriad of securities restrictions.
- c. City Attorney Lance reported that the LCC Attorney's group is launching a series of webinars. He also reported an upcoming change in the law relative to the bidding process for public works contracts.
- d. City Manager Cayler, Interim Public Works Director, did not present any further reports.
- e. City Engineer Mannatt presented the following:
 - (1) Discussion and Possible Action to Approve Plans and Specifications for the Redwood Avenue Storm Drain Project (Project No. 2011-03) and to Provide Authorization to Publicly Solicit Bids for Construction of the Project

Motion by Hanson/Second by Orenstein and carried (4, with Stranske absent) to approve the Redwood Avenue Storm Drain Project plans and specifications, and authorize the City Manager to direct staff to proceed with public solicitation of bids for the construction of the project.

Mr. Mannatt also provided a brief overview of design plans to address Central Street issues.

- f. Finance Director/City Treasurer Cavallari did not present any further report.
- g. City Clerk/Human Resources Director Moore reported that the hot weather is resulting in good patronage at the City pool, which opened this week; the 2nd annual open enrollment and health fair for employees went well; attendance at the Refuse to Be a Victim seminar recently sponsored by the WPD and the Chamber of Commerce; the status of collective bargaining, noting that a special Council meeting may be necessary before the July 27th Council meeting; and participation in a webinar regarding organizational efficiencies. Further, it was the consensus of the Council to cancel the July 13th regular Council meeting due to a lack of a quorum.

10. CITY COUNCIL AND COMMITTEE REPORTS

- a. Mendocino Council of Governments (MCOG) did not meet.
- b. Local Agency Formation Commission (LAFCO) did not meet; however, Councilmember Madrigal noted that she will be attending the CALAFCO conference, at which rural issues will be discussed.
- c. Mendocino Transit Authority (MTA) did not meet.
- d. Revit-ED Committee did not meet.
- e. Mendocino Solid Waste Management Authority-Joint Powers Authority (MSWMA-JPA) did not meet.
- f. Economic Development and Financing Corporation (EDFC) – Councilmember Orenstein reported that PG&E made a presentation to EDFC about their SmartMeter program. He also shared some statistics on how EDFC has helped businesses within the County.
- g. League of California Cities did not meet.
- h. Water Resources Committee did not meet.
- i. Sewer System Committee – the City Manager reported that the Committee met to discuss change orders associated with the project due to weather-related delays and the need for additional earthwork quantities, which could cost as much as \$300,000.
- j. Finance Committee did not meet.
- k. Caltrans Ad Hoc Committee did not meet; however, the City Manager reported that the Committee toured both Mill Creek and Broaddus bridges
- l. Other Committee Reports – no other reports were presented.

11. COUNCIL MEMBER REPORTS AND RECOMMENDATIONS

- a. Discussion and Possible Action to Adopt Resolution to Recognize and Support the Establishment of a Mendocino County Food Policy Council

Public Comment: Jim Merrill, Willits Community Services, and Patty Bruder, Executive Director, North Coast Opportunities (NCO), provided an overview of this new program, also describing how it will support the local economy.

Motion by Madrigal/Second by Hanson and carried (3/1, with Stranske absent and Burton dissenting) to adopt Resolution (No. 2011-18) to recognize and support the establishment of a Mendocino County Food Policy Council.

12. ENACTMENT OF ORDINANCES

None presented.

13. GOOD & WELFARE

Councilmember Madrigal is looking forward to going to the truck pull. Mayor Burton and fellow Councilmembers wished Councilmember Madrigal a happy birthday. Councilmember Orenstein noted he will be a judge for the Sweetheart contestants.

ADJOURNED TO CLOSED SESSION AT 8:06 P.M.

14. CLOSED SESSION NOTICE

- a. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: Brooktrails Township Community Services District, a Public Agency vs. City of Willits, a General Law City; and DOES 1 through 100, Inclusive; Case No. SCUK CVG-1056037
- b. Conference with Legal Counsel Pursuant to Government Code §54956.9 – Existing Litigation: People of the State of California and the City of Willits v. Remco Hydraulics, Inc., et al. (United States District Court – Northern District of California, Case No. C-96-6283 SI 12/22/2000)
- c. Conference with Labor Negotiators Pursuant to Government Code §54957.6 – Agency Negotiators: Paul Cayler and Adrienne Moore; Employee Organization(s): All

Council reconvened to open session at 9:43 p.m., reporting that the Council unanimously approved a tentative agreement with the Willits Police Officers Association (WPOA) for a one-year term. Upon the WPOA membership's approval of same, the matter will be scheduled for Council action to adopt a resolution approving the Memorandum of Understanding between the two entities.

Moved by Orenstein/seconded by Hanson and carried (4, with Stranske absent) to adjourn the meeting at 9:43 p.m.

BRUCE BURTON, Mayor

ATTEST:

ADRIENNE MOORE, City Clerk



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**WILLITS CITY COUNCIL
MINUTES
THURSDAY, JULY 14, 2011**

Mayor Burton called a special meeting of the City Council to order at 4:32 p.m., in Council Chambers.

Roll Call: Councilmembers Larry Stranske, Ron Orenstein, Holly Madrigal (arriving at 4:42 p.m.), Victor Hanson, and Mayor Bruce Burton were present.

Also present were staff members: Paul Cayler, City Manager; Jim Lance, City Attorney; Joanne Cavallari, Finance Director/City Treasurer; and Adrienne Moore, City Clerk/Human Resources Director.

ADJOURNED TO CLOSED SESSION AT 4:33 P.M.

2. CLOSED SESSION NOTICE

- a. Conference with Labor Negotiators Pursuant to Government Code §54957.6 – Agency Negotiators: Paul Cayler and Adrienne Moore; Employee Organization(s): All

Council reconvened to open session at 4:57 p.m., with the following action to report from Closed Session:

Motion by Madrigal/Second by Hanson and carried unanimously to approve a tentative agreement with the International Brotherhood of Electrical Workers Local Union 1245 (IBEW) for a one-year term.

5. DISCUSSION AND POSSIBLE TO ADOPT A RESOLUTION APPROVING AND AUTHORIZING ADJUSTMENT TO SALARIES AND BENEFITS FOR UNREPRESENTED EMPLOYEES FOR FISCAL YEAR 2011/2012

It was noted that the City will maintain “status quo” for unrepresented employees, which includes continued deferral of a 3% salary increase during the current fiscal year.

Motion by Stranske/Second by Hanson and carried unanimously to adopt Resolution No. 2011-19 approving and authorizing adjustment to salaries and benefits for Unrepresented Employees for Fiscal Year 2011/2012.

3. DISCUSSION AND POSSIBLE TO ADOPT A RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WILLITS AND THE WILLITS POLICE OFFICERS ASSOCIATION (WPOA) FOR THE TERM OF JULY 1, 2011 – JUNE 30, 2012

It was noted that the City Council previously approved a tentative agreement with the WPOA on June 22, 2011, as was reported out from that closed session.

Motion by Stranske/Second by Hanson and carried unanimously to adopt Resolution No. 2011-20 approving the Memorandum of Understanding between the City of Willits and the Willits Police Officers Association (WPOA) for the term of July 1, 2011 – June 30, 2012.

4. DISCUSSION AND POSSIBLE TO ADOPT A RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WILLITS AND THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL UNION 1245 (IBEW) FOR THE TERM OF JULY 1, 2011 – JUNE 30, 2012

It was noted that changes to the MOU with IBEW include the addition of an annual boot allowance in the amount of \$200, and an increase from two to three hours for “call-out” pay.

Motion by Stranske/Second by Madrigal and carried unanimously to adopt Resolution No. 2011-21 approving the Memorandum of Understanding between the City of Willits and the International Brotherhood of Electrical Workers Local Union 1245 (IBEW) for the term of July 1, 2011 – June 30, 2012.

6. DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT WITH JOSH SMITH TO INSTALL CURB AND GUTTER AT WEST COMMERCIAL AND SOUTH LENORE

Motion by Madrigal/Second by Orenstein and carried (4/1, with Stranske dissenting) to approve the agreement with Josh Smith to install new curb and gutter on East Commercial Street, per Exhibit “A”, in an amount not to exceed \$11,790.

7. DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT WITH UKIAH CONSTRUCTION FOR INSTALLATION OF VALLEY GUTTER ON WOOD STREET

Motion by Hanson/Second by Orenstein and carried unanimously to approve the agreement with Ukiah Construction to install valley gutter on Wood Street, in an amount not to exceed \$19,368, using Fund 202 (Half Cent Sales Tax).

Moved by Hanson/seconded by Madrigal and carried unanimously to adjourn the meeting at 5:06 p.m.

BRUCE BURTON, Mayor

ATTEST:

ADRIENNE MOORE, City Clerk

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
		GENERAL CHECK FORM							
18009	06/15/11	JEAVONS/SHAWNA	.08804 CONCESSIONS FOR POOL	396.03	511633	COSTCO		P N H	100.1030.2101.045
18010	06/20/11	GONZALEZ/GERARDO	395 125 PLAN FLEX ONE	891.58	511631	110620		P N H	690.246
18011	06/20/11	MENDOCINO RAILWAY	.08805 ENCROACHMENT PERMIT	7,250.00	511635	RR AVE BRIDGE		P N H	208.2080.2101.038
18012	06/21/11	CA DEPARTMENT OF PUB	4367 DIST CERT RENEWAL	190.00	511628	OP#09862		P N H	503.5030.2001.002
18013	06/21/11	BEST WESTERN WILLITS	.08803 LODGING CASE#11-521	97.90	511627	106A		P N H	100.1020.6001.000
18014	06/24/11	MENDO-LAKE CREDIT UN	104 DIRECT DEPOSIT	1,750.00	511634	110619		P N H	690.237
18015	06/24/11	AFLAC	4036 125 PLAN POLICY PREMI	899.90	511626	846257		P N H	690.246
18016	06/24/11	HARTFORD LIFE INSURA	709 DEFERRED COMPENSATI	2,210.00	511632	110619		P N H	690.236
18017	06/24/11	MENDOCINO CHILD SUPP	1057 CHILD SUPPORT	295.00	511644	58979		P N H	690.233
18018	06/24/11	FRANCHISE TAX BOARD	695 PAYROLL DEDUCTION	40.02	511629	604107991		P N H	690.233
18019	06/24/11	PERS	256 EMPLOYER CONTRIBUT	20,588.76	511637	110604		P N H	690.229
18019	06/24/11	PERS	256 EMPLOYEE CONTRIBUTI	8,192.98	511637	110604		P N H	690.230
				28,781.74	*CHECK TOTAL				
18020	06/23/11	NCRA	.08806 RIGHT OF WAY	541.00	511636	PERMIT FEE		P N H	208.2080.2101.038
18021	06/24/11	UNITED HEALTHCARE IN	4629 MEDICAL INSURANCE HAR	278.41	511639	094742728-1		P N H	100.135
18022	06/24/11	UNITED HEALTHCARE IN	4630 MEDICARE RX M HARDEN	40.10	511645	9817524171		P N H	100.135
18023	06/24/11	UNITED HEALTHCARE IN	4630 MEDICARE RX J HARDEN	40.10	511641	9817522851		P N H	100.135
18024	06/24/11	THRIFTY SUPPLY COMPA	403 PLUMBING SUPPLIES	189.82	511638	2108382-01		P N H	100.1050.2101.045
18025	06/27/11	GONZALEZ/GERARDO	395 125 PLAN FLEX ONE	137.78	511630	110627		P N H	690.246
18026	06/27/11	WESTAMERICA BANK	4161 PRINCIPAL	2,939.43	511642	52600871		P N H	100.1098.3001.000
18026	06/27/11	WESTAMERICA BANK	4161 INTEREST	852.71	511642	52600871		P N H	100.1098.3002.000
				3,792.14	*CHECK TOTAL				
18027	06/28/11	WILLITS FRONTIER DAY	.08807 PARADE ENTRY FOR COUNC	20.00	511643	110628		P N H	100.1001.2199.000
		GENERAL CHECK FORM		TOTAL	47,841.52				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
REPORT TOTALS:				47,841.52				

RECORDS PRINTED - 000021

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
18028	06/30/11	ACE INDUSTRIAL	3953 FLASHLIGHTS	324.86	511595	1085598		P M W	501.5013.2041.000
18029	06/30/11	AFFORDABLE PLUMBING	4155 SCGL GRANT	880.00	511602	06142011		P M W	206.2060.2101.037
18029	06/30/11	AFFORDABLE PLUMBING	4155 REG GROVE RESTROOM MA	250.00	511609	4430		P M W	100.1050.2045.000
				1,130.00	*CHECK TOTAL				
18030	06/30/11	AFLAC	1018 125 PLAN - FLEX ONE	50.00	511537	769148ER		P N W	690.246
18031	06/30/11	AMERA-CHEM, INC	4375 2011 DRUG ID BIBLE	46.95	511614	50255		P N W	100.1020.2050.000
18032	06/30/11	ANDERSON/STEVE	4427 LICENSE RENEWAL	110.00	511622	110629		P N W	503.5030.2001.002
18032	06/30/11	ANDERSON/STEVE	4427 TRAINING FEE	175.00	511622	110629		P N W	503.5030.2001.002
18032	06/30/11	ANDERSON/STEVE	4427 MILEAGE	178.50	511622	110629		P N W	503.5030.2001.002
				463.50	*CHECK TOTAL				
18033	06/30/11	ANDREW WRIGHT	4525 GREYWATER WORKSHOP	3,780.00	511608	4		P M W	206.2060.2101.037
18034	06/30/11	ARBITRATION AND	4479 MEDIATION SERVICES	1,800.00	511621	9679		P M W	501.5017.6001.000
18035	06/30/11	AT&T	4615 WATER	166.47	511600	96073902035551		P N W	503.5030.2015.000
18036	06/30/11	ATT MOBILITY	4253 ENGINEERING	37.83	511601	838580415X0620		P N W	100.1042.2015.000
18036	06/30/11	ATT MOBILITY	4253 PUBLIC WORKS	47.28	511601	838580415X0620		P N W	100.1040.2015.000
18036	06/30/11	ATT MOBILITY	4253 REDEVELOP/PLANNING	53.27	511601	838580415X0620		P N W	206.2060.2015.000
18036	06/30/11	ATT MOBILITY	4253 CODE ENFORCEMENT	16.56	511601	838580415X0620		P N W	100.1011.2015.000
18036	06/30/11	ATT MOBILITY	4253 WATER	10.95	511601	838580415X0620		P N W	503.5030.2015.000
18036	06/30/11	ATT MOBILITY	4253 SEWER	90.86	511601	838580415X0620		P N W	501.5013.2015.000
18036	06/30/11	ATT MOBILITY	4253 BUILDING	29.43	511601	838580415X0620		P N W	100.1015.2015.000
18036	06/30/11	ATT MOBILITY	4253 POLICE	102.52	511601	838580415X0620		P N W	100.1020.2015.000
				388.70	*CHECK TOTAL				
18037	06/30/11	AUTO MART	750 VEHICLE MAINT #240	362.65	511610	12224		P M W	100.1022.2044.000
18037	06/30/11	AUTO MART	750 VEHICLE MAINT #244	53.33	511611	12258		P M W	100.1022.2044.000
18037	06/30/11	AUTO MART	750 VEHICLE MAINT #234	1,267.95	511612	12261		P M W	100.1022.2044.000
				1,683.93	*CHECK TOTAL				
18038	06/30/11	BALLE	4510 BALLE NETWORK WORKSHO	190.00	511606	464		P N W	206.2060.2081.030
18039	06/30/11	BANK OF AMERICA	10 FRANKS RETIREMENT	61.94	511540	4510		P N W	600.628
18039	06/30/11	BANK OF AMERICA	10 STAPLES	14.44	511540	4510		P N W	100.1005.2199.000
18039	06/30/11	BANK OF AMERICA	10 PDF CONVERTER/SHELF	225.04	511540	4510		P N W	100.1003.2055.000
18039	06/30/11	BANK OF AMERICA	10 LIFEGUARD SUPPLIES	268.80	511540	4510		P N W	100.1030.2101.045
18039	06/30/11	BANK OF AMERICA	10 MAP ACT NAVIGATOR	57.52	511540	4510		P N W	100.1042.2055.000
18039	06/30/11	BANK OF AMERICA	10 PLANNER REFILL	46.66	511540	4510		P N W	206.2060.2055.000
18039	06/30/11	BANK OF AMERICA	10 AIRPORT FUEL TESTS	20.00	511540	4510		P N W	500.5001.2081.030
18039	06/30/11	BANK OF AMERICA	10 DOMAIN NAME RENEWAL	15.00	511540	4510		P N W	100.1003.2041.000
18039	06/30/11	BANK OF AMERICA	10 WATER PLANT INTERNET	59.99	511540	4510		P N W	503.5030.2015.000
				769.39	*CHECK TOTAL				

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
		GENERAL CHECK FORM							
18040	06/30/11	BANK OF AMERICA	4395 EMPLOYEE APPRECIATION	18.25	511565	7145		P N W	100.1002.2055.000
18040	06/30/11	BANK OF AMERICA	4395 BUDGET WORKSHOP LUNCH	61.09	511565	7145		P N W	100.1003.2055.000
				79.34	*CHECK TOTAL				
18041	06/30/11	BOWERS/JOSH	4239 WEBSITE MAINTENANCE	350.00	511541	MAY 2011		P M W	100.1002.2081.030
18042	06/30/11	BROOKTRAILS TOWNSHIP	491 AIRPORT WATER & SEWER	92.80	511539	CIT0001		P N W	500.5001.2111.000
18043	06/30/11	CAINE/DENVEL	4447 CONTRACT OPERATOR	1,121.50	511597	DCJUNE2011		P M W	503.5033.2081.030
18044	06/30/11	CALIFORNIA SURVEYING	410 PRINTER SUPPLIES	449.52	511543	602006		P N W	100.1042.2055.000
18045	06/30/11	CAYLER/PAUL	4259 CELL PHONE REIMBURSEM	100.00	511542	6242011		P N W	100.1002.2015.000
18045	06/30/11	CAYLER/PAUL	4259 HEALTH CLUB REIMBURSEM	40.00	511542	6242011		P N W	100.1002.2033.000
				140.00	*CHECK TOTAL				
18046	06/30/11	CCJWSA	4628 AGENCY DIRECTORY 2011	25.00	511607	110628		P N W	100.1020.2050.000
18047	06/30/11	CLEANWATER COMPONENT	4627 GREYWATER SYSTEM PART	711.67	511605	115		P N W	206.2060.2101.037
18048	06/30/11	COAST RANGE DIGITAL	4048 VIDEO COUNCIL MEETING	315.00	511554	11 127		P M W	100.1001.2081.030
18049	06/30/11	COUNTY OF MENDOCINO	197 COURT/STATE FEES PARKI	12.50	511617	110613		P N W	100.1020.2081.030
18050	06/30/11	DAGGETT/DAN	.08783 WATER DEPOSIT REFUND	55.70	511544	10204722010		P N W	503.111
18051	06/30/11	DEPARTMENT OF TRANSP	581 SIGNALS AND LIGHTING	579.08	511567	99000047		P N W	200.2003.2101.045
18052	06/30/11	DRIPWORKS INC	4082 IRRIGATION/SPRINKLER	339.30	511545	345131/345263		P N W	100.1050.2101.045
18053	06/30/11	DURAN/ARCELIA	.08784 CLEANING DEPOSIT REFU	212.50	511546	06212011		P N W	600.602
18054	06/30/11	ELENNISS/JERRY T	4200 T-HANDLES	815.63	511623	8728		P M W	503.5031.2041.000
18055	06/30/11	FISHER WIRELESS	4105 PORTABLE RADIOS PRO 6,	277.08	511615	2780		P N W	651.6510.2199.000
18056	06/30/11	FISHER/ASHLEY	.08785 WATER DEPOSIT REFUND	23.10	511548	10400370002		P N W	503.111
18057	06/30/11	FLOWERS BY ANNETTE	53 FRANK RETIREMENT	44.00	511547	18385/1		P M W	600.628
18058	06/30/11	HARRIS/MADELINE	.08786 LIVESCAN REIMBURSEMENT	12.00	511549	298109		P N W	100.1005.2061.013
18059	06/30/11	HARTFORD RETIREE PRE	4422 MED INSURANCE OBERDOR	882.82	511550	50016		P N W	100.135
18060	06/30/11	HINCKER/RICHARD	.08787 WATER DEPOSIT REFUND	36.60	511551	10105610005		P N W	503.111
18061	06/30/11	I B E W	255 EMPLOYEE CONTRIBUTION	405.38	511552	JUNE 2011		P N W	690.235

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
18062	06/30/11	INTERSTATE BATTERIES	206 EQUIP MAINT/SUPPLIES	265.24	511553	310008901		P N W	213.2133.2041.000
18062	06/30/11	INTERSTATE BATTERIES	206 EQUIP MAINT/SUPPLIES	101.08	511553	310008901		P N W	501.5011.2041.000
				366.32	*CHECK TOTAL				
18063	06/30/11	JDS	4324 PARKING CITATION ADMI	100.00	511618	2215		P N W	100.1020.2081.030
18064	06/30/11	KILLION/FRED	4607 PW CLEANING SERVICE	130.00	511568	PW&ENG 10/1112		P M W	100.1040.2081.030
18064	06/30/11	KILLION/FRED	4607 ENG CLEANING SERVICE	130.00	511568	PW&ENG 10/1112		P M W	100.1042.2081.030
18064	06/30/11	KILLION/FRED	4607 CITY HALL JANITORIAL	800.00	511568	PW&ENG 10/1112		P M W	100.1016.2061.020
18064	06/30/11	KILLION/FRED	4607 S.A.L CLEAN UP	75.00	511568	PW&ENG 10/1112		P M W	600.602
18064	06/30/11	KILLION/FRED	4607 SOBOR GRAD CLEAN UP	137.50	511568	PW&ENG 10/1112		P M W	600.602
18064	06/30/11	KILLION/FRED	4607 CHARTER SCHOOL CLEAN U	87.50	511568	PW&ENG 10/1112		P M W	600.602
				1,360.00	*CHECK TOTAL				
18065	06/30/11	KIRKPATRICK/MACKENZI	.08788 LIVESCAN REIMBURSEMENT	44.00	511555	298142		P N W	100.1005.2061.013
18066	06/30/11	KZYX&Z	3956 ADVERTISEMENT CONTR	1,836.00	511589	110623		P N W	600.601
18067	06/30/11	LACO ASSOCIATES	4624 VAN LANE STORM DRAIN	40.00	511557	29734/29735		P N W	203.2030.4003.000
18067	06/30/11	LACO ASSOCIATES	4624 VAN LANE STORM DRAI	1,025.00	511557	29734/29735		P N W	203.2030.4003.000
				1,065.00	*CHECK TOTAL				
18068	06/30/11	LAWRENCE/KATHY	.08801 POOL SUPPLIES	123.77	511603	BIG 5		P N W	100.1030.2101.045
18069	06/30/11	LES SCHWAB TIRES INC	4015 REIMBURSE TIRE DAMAGE	499.66	511556	221293		P N W	100.1020.6001.000
18070	06/30/11	MENDOCINO CONSTRUCTI	4500 VAN LANE STORM DRAIN	540.00	511562	2157		P N W	203.2030.4003.000
18070	06/30/11	MENDOCINO CONSTRUCTI	4500 NORTH ST ADA RAMPS	24,739.00	511624	2155		P N W	206.2060.2101.038
				25,279.00	*CHECK TOTAL				
18071	06/30/11	MENDOCINO COUNTY	.08790 CLEANING DEPOSIT REFU	425.00	511559	6222011		P N W	600.602
18072	06/30/11	MENDOCINO JANITORIAL	4255 JANITORIAL SERVICES	1,400.00	511590	782508		P M W	100.1016.2061.020
18073	06/30/11	METOYER/STEVE	.08791 WATER DEPOSIT REFUND	42.00	511560	10303640001		P N W	503.111
18074	06/30/11	MITCHELL/SHANOA	.08789 WATER DEPOSIT REFUND	20.80	511558	10204242503		P N W	503.111
18075	06/30/11	MURPHY DC/PAULA	.08792 WATER DEPOSIT REFUND	13.40	511561	10103170001		P N W	503.111
18076	06/30/11	OCE IMAGISTICS	158 EQUIP LEASE/RENT/AGREE	49.52	511569	13030		P M W	100.1040.2095.000
18076	06/30/11	OCE IMAGISTICS	158 EQUIP LEASE/RENT/AGREE	49.52	511569	13030		P M W	100.1042.2095.000
				99.04	*CHECK TOTAL				
18077	06/30/11	P G & E COMPANY	114 CITY HALL	1,196.55	511564	PGE 682011		P N W	100.1016.2110.000
18077	06/30/11	P G & E COMPANY	114 PD RADIO	8.87	511564	PGE 682011		P N W	100.1020.2110.000
18077	06/30/11	P G & E COMPANY	114 PUBLIC WORKS	368.67	511564	PGE 682011		P N W	100.1040.2110.000
18077	06/30/11	P G & E COMPANY	114 ENGINEERING	140.53	511564	PGE 682011		P N W	100.1042.2110.000
18077	06/30/11	P G & E COMPANY	114 PARKS	1,053.40	511564	PGE 682011		P N W	100.1050.2110.000
18077	06/30/11	P G & E COMPANY	114 STREET LIGHTS	4,782.64	511564	PGE 682011		P N W	201.2010.2110.000

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
18077	06/30/11	P G & E COMPANY	114 AIRPORT	436.49	511564	PGE 682011		P N W	500.5001.2110.000
18077	06/30/11	P G & E COMPANY	114 SEWER PLANT COLLECTION	41.79	511564	PGE 682011		P N W	501.5011.2110.000
18077	06/30/11	P G & E COMPANY	114 SEWER	10,626.20	511564	PGE 682011		P N W	501.5013.2110.000
18077	06/30/11	P G & E COMPANY	114 WATER	1,335.90	511564	PGE 682011		P N W	503.5033.2110.000
18077	06/30/11	P G & E COMPANY	114 PARKS	8.87	511564	PGE 682011		P N W	100.1050.2110.000
18077	06/30/11	P G & E COMPANY	114 WATER	17.45	511564	PGE 682011		P N W	503.5033.2110.000
				20,017.36	*CHECK TOTAL				
18078	06/30/11	PEAT/LESTER	4281 WATER OPERATOR III	340.00	511592	LPJUNE2011		P M W	503.5033.2081.030
18079	06/30/11	PETERSON	208 SEWER PLANT SUPPLIES	62.78	511593	PC060097334		P N W	501.5013.2041.000
18080	06/30/11	PETTY CASH	30 MEAL CONTAINERS/FIELDWR	7.16	511625	110630		P N W	100.1020.2199.000
18080	06/30/11	PETTY CASH	30 PER DIEM-MPA 11-0197	24.00	511625	110630		P N W	100.1022.2101.031
18080	06/30/11	PETTY CASH	30 LUNCH PER DIEM/HOMELAN	12.00	511625	110630		P N W	100.1022.2105.000
18080	06/30/11	PETTY CASH	30 PER DIEM-ATF COURSE/SC	24.00	511625	110630		P N W	100.1022.2105.000
18080	06/30/11	PETTY CASH	30 PER DIEM-ATF COURSE/GA	24.00	511625	110630		P N W	100.1023.2105.000
18080	06/30/11	PETTY CASH	30 LUNCH PER DIEM/CCUG CO	12.00	511625	110630		P N W	100.1023.2105.000
				103.16	*CHECK TOTAL				
18081	06/30/11	PETTY CASH	123 POSTAGE	14.06	511620	110629		P N W	100.1002.2055.000
18081	06/30/11	PETTY CASH	123 OFFICE SUPPLIES	35.79	511620	110629		P N W	100.1002.2055.000
18081	06/30/11	PETTY CASH	123 DEIONIZED WATER	13.08	511620	110629		P N W	501.5013.2101.034
18081	06/30/11	PETTY CASH	123 SEWER PLANT POSTAGE	6.65	511620	110629		P N W	501.5010.2055.000
18081	06/30/11	PETTY CASH	123 CREDIT	2.40CR	511620	110629		P N W	100.1003.2055.000
				67.18	*CHECK TOTAL				
18082	06/30/11	PITNEY BOWES	125 FOLDING MACHINE LEASE	965.94	511563	2844322-JN11		P N W	100.1002.2095.000
18082	06/30/11	PITNEY BOWES	125 POSTAGE METER LEASE P	147.42	511563	2844322-JN11		P N W	100.1020.2095.000
18082	06/30/11	PITNEY BOWES	125 POSTAGE METER LEASE C	554.97	511563	2844322-JN11		P N W	100.1002.2095.000
18082	06/30/11	PITNEY BOWES	125 POSTAGE METER LEASE PW	64.05	511563	2844322-JN11		P N W	100.1040.2095.000
18082	06/30/11	PITNEY BOWES	125 POSTAGE METER LEASE PW	64.05	511563	2844322-JN11		P N W	100.1042.2095.000
				1,796.43	*CHECK TOTAL				
18083	06/30/11	RACHAEL CAMPBELL	4237 SEWER SYSTEM PLAN	810.00	511566	03-09-WSS-II		P M W	501.5011.2081.030
18084	06/30/11	RELIANCE ENTERPRISES	4490 A/C REPAIR RADIO/911	300.02	511616	17730		P N W	651.6510.2199.000
18085	06/30/11	RESERVE ACCOUNT	4129 POSTAGE	2,000.00	511572	20415030		P N W	100.1002.2055.000
18086	06/30/11	ROLAND/QUINTON	4625 PETALUMA&LAS VEGAS 20	705.90	511570	110623		P N W	206.2060.2105.000
18086	06/30/11	ROLAND/QUINTON	4625 PROGRAM PROMOTION SUPP	68.23	511570	110623		P N W	206.2060.2055.000
				774.13	*CHECK TOTAL				
18087	06/30/11	ROOM TO BLOOM	.08793 CLEANING DEPOSIT REFU	300.00	511571	110623		P N W	600.602
18088	06/30/11	SHN CONSULTING	1673 ENG & PROJECT MGMT	64,297.46	511574	74720		P N W	430.4330.2061.012

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WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S	ACCOUNT
GENERAL CHECK FORM									
18089	06/30/11	SLEEPER/LAURA	.08802 POOL SUPPLIES	216.23	511604	COSTCO		P N W	100.1030.2101.045
18090	06/30/11	SPIRAC (USA) INC.	4626 SEWER PLANT SUPPLIES	792.00	511591	P1425		P N W	501.5013.2041.000
18091	06/30/11	STATE OF CALIFORNIA	843 DUI ANALYSIS MAY 2011	245.00	511613	855260		P N W	100.1020.2061.014
18092	06/30/11	STOLL/MIMI	.08800 SEMINAR STIPEND	250.00	511588	110623		P N W	600.601
18093	06/30/11	STOREY/JOHNNIE	.08794 WATER DEPOSIT REFUND	65.00	511573	10204270015		P N W	503.111
18094	06/30/11	TGIF REPAIRS INC	4208 CORRECTING RIBBON	13.87	511576	2768		P N W	100.1011.2055.000
18095	06/30/11	TILL/THERESA	.08795 WATER DEPOSIT REFUND	62.70	511575	10200220008		P N W	503.111
18096	06/30/11	TOSHIBA	4263 COPIER USAGE	299.16	511599	5000154978000		P N W	100.1002.2095.000
18097	06/30/11	UKIAH VALLEY MEDICAL	332 EMPLOYMENT SCREENING	367.98	511538	20643524-3419		P M W	100.1005.2061.013
18098	06/30/11	UNITED PARCEL SERVIC	165 PW POSTAGE/SHIPPING	40.00	511577	5382F9241		P N W	100.1040.2055.000
18098	06/30/11	UNITED PARCEL SERVIC	165 ENG POSTAGE/SHIPPING	40.00	511577	5382F9241		P N W	100.1042.2055.000
18098	06/30/11	UNITED PARCEL SERVIC	165 RR AVE BRIGE	8.29	511577	5382F9241		P N W	208.2080.2101.038
18098	06/30/11	UNITED PARCEL SERVIC	165 SURVEYING SUPPLY RETURN	5.91	511577	5382F9241		P N W	100.1042.2055.000
				94.20	*CHECK TOTAL				
18099	06/30/11	UTILITY SUPPLY OF AM	3997 PEN CARTRIDGE	248.29	511578	422204		P N W	503.5033.2041.000
18100	06/30/11	VWR INTERNATIONAL LL	4573 SEWER PLANT SUPPLIES	139.98	511594	46038601		P N W	501.5013.2101.034
18101	06/30/11	W P O A	262 EMPLOYEE CONTRIBUTION	871.42	511586	110623		P N W	690.234
18102	06/30/11	WAKEFIELD/SELAH	.08797 WATER DEPOSIT REFUND	52.10	511582	10402280004		P N W	503.111
18103	06/30/11	WARD/SEAN	.08798 WATER DEPOSIT REFUND	18.50	511583	10203260006		P N W	503.111
18104	06/30/11	WESTAMERICA BANK	4161 PRINCIPAL	3,303.65	511619	52601054		P N W	501.5011.3001.000
18104	06/30/11	WESTAMERICA BANK	4161 INTEREST	1,007.14	511619	52601054		P N W	501.5011.3002.000
				4,310.79	*CHECK TOTAL				
18105	06/30/11	WILLIAMS SCOTSMAN IN	4116 MOBILE OFFICE RENT SP	281.08	511598	95752909		P N W	501.5010.2096.000
18106	06/30/11	WILLITS KIDS CLUB	3981 PAYROLL DEDUCTION	40.00	511585	110623		P N W	690.248
18107	06/30/11	WILLITS RENTAL CENTE	4100 NEW EQUIP/EQUIP MAINT	263.85	511581	360831/360834		P N W	100.1040.2041.000
18107	06/30/11	WILLITS RENTAL CENTE	4100 EQUIP MAINT/SUPPLIES	48.88	511587	1100488		P N W	100.1050.2041.000
				312.73	*CHECK TOTAL				
18108	06/30/11	WILLITS SOBOR GRAD	.08796 CLEANING DEPOSIT REFU	150.00	511580	110623		P N W	600.602

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WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
		GENERAL CHECK FORM						
18109	06/30/11	WINE COUNTRY BALANCE	249 CHLORINE	655.00	511596	5608		P M W 501.5013.2061.020
18110	06/30/11	ZANDERS/BRENDA	.08799 WATER DEPOSIT REFUND	50.60	511584	10404755010		P N W 503.111
		GENERAL CHECK FORM						
			TOTAL	156,853.46				

Disbursements Journal

WARRANT DATE VENDOR

DESCRIPTION

AMOUNT

CLAIM

INVOICE

PO#

F 9 S ACCOUNT

REPORT TOTALS:

156,853.46

RECORDS PRINTED - 000144

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ACCOUNTS PAYABLE SYSTEM
07/20/2011 15:28:50

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WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
18111	07/08/11	MENDO-LAKE CREDIT UN	104 DIRECT DEPOSIT	450.00	511780	110708		P N H 690.237
18112	07/08/11	AFLAC	4036 125 PLAN POLICY PRE	1,007.01	511781	032521		P N H 690.246
18113	07/08/11	HARTFORD LIFE INSURA	709 DEFERRED COMPENSATI	2,210.00	511782	110703		P N H 690.236
18114	07/08/11	MENDOCINO CHILD SUPP	1057 CHILD SUPPORT	295.00	511783	110703		P N H 690.233
18115	07/08/11	STATE OF CALIFORNIA	4245 VEHICLE REG	177.00	511784	110703		P N H 690.233
18116	07/08/11	PRINCIPAL MUTUAL LIF	629 LIFE INSURANCE PREMIU	873.30	511785	110708		P N H 690.231
18117	07/08/11	R E M I F	135 DENTAL INSURANCE PR	5,419.00	511786	110708		P N H 690.231
18117	07/08/11	R E M I F	135 VISION INSURANCE PREM	810.00	511786	110708		P N H 690.231
18117	07/08/11	R E M I F	135 EAP INSURANCE PREMIUM	222.07	511786	110708		P N H 690.231
				6,451.07	*CHECK TOTAL			
18118	07/08/11	PERS	256 EMPLOYER CONTRIBUT	21,653.41	511787	071103		P N H 690.229
18118	07/08/11	PERS	256 EMPLOYEE CONTRIBUTI	7,575.78	511787	071103		P N H 690.230
				29,229.19	*CHECK TOTAL			
18119	07/08/11	CALPELRA EXECUTIVE O	4470 ANNUAL CONF REG (MOOR	885.00	511775	110708		P N H 100.1002.2105.000
18119	07/08/11	CALPELRA EXECUTIVE O	4470 ANNUAL CONF REG (CAYL	885.00	511775	110708		P N H 100.1002.2105.000
18119	07/08/11	CALPELRA EXECUTIVE O	4470 ANN CONF REG (GONZALE	885.00	511775	110708		P N H 100.1002.2105.000
				2,655.00	*CHECK TOTAL			
18120	07/08/11	ABLE GENERAL ENGINEE	4611 VAN LANE STORM DRAIN	882.01	511778	100142		P M H 203.2030.4003.000
18120	07/08/11	ABLE GENERAL ENGINEE	4611 VAN LANE STORM DRAI	7,037.25	511779	100143		P M H 202.2020.2101.038
				7,919.26	*CHECK TOTAL			
18121	07/08/11	WELLS FARGO FINANCIA	4249 PRINCIPAL	1,296.67	511777	7844277624		P N H 501.5013.3001.000
18121	07/08/11	WELLS FARGO FINANCIA	4249 INTEREST	172.19	511777	7844277624		P N H 501.5013.3002.000
18121	07/08/11	WELLS FARGO FINANCIA	4249 TAX	128.52	511777	7844277624		P N H 501.5013.3010.000
				1,597.38	*CHECK TOTAL			
18122	07/08/11	WALKER/DEBRA NELL	.08826 WATER SAFETY INST TRA	350.00	511776	110708		P N H 100.1030.2101.045
18123	07/13/11	GONZALEZ/GERARDO	395 125 PLAN FLEX ONE	935.10	511788	110713		P N H 690.246
GENERAL CHECK FORM			TOTAL	54,149.31				

ACCOUNTS PAYABLE SYSTEM
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WARRANT DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
REPORT TOTALS:			54,149.31				

RECORDS PRINTED - 000021

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WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
18124	07/15/11	ACS	1432 NEW VISION TSA	3,255.13	511646	681356		P N W 100.1003.2041.000
18125	07/15/11	ALPHA ANALYTICAL LAB	7 MONITORING WELLS	1,072.00	511648	1060772		P N W 501.5013.2061.015
18125	07/15/11	ALPHA ANALYTICAL LAB	7 MONTHLY MONITORING EF	363.00	511649	1060982		P N W 501.5013.2061.015
18125	07/15/11	ALPHA ANALYTICAL LAB	7 SEWER PLANT TESTS	238.00	511650	1060983		P N W 501.5013.2061.015
18125	07/15/11	ALPHA ANALYTICAL LAB	7 WATER DEPT TESTS	165.00	511651	1061258		P N W 503.5033.2061.015
18125	07/15/11	ALPHA ANALYTICAL LAB	7 WATER DEPT TESTS	150.00	511652	1061505		P N W 503.5033.2061.015
18125	07/15/11	ALPHA ANALYTICAL LAB	7 LEAD AND COPPER TESTIN	45.00	511653	1061701		P N W 503.5033.2061.015
18125	07/15/11	ALPHA ANALYTICAL LAB	7 WATER TESTS	90.00	511654	1061462		P N W 503.5033.2061.015
18125	07/15/11	ALPHA ANALYTICAL LAB	7 WATER TESTS	50.00	511655	1061688		P N W 503.5033.2061.015
18125	07/15/11	ALPHA ANALYTICAL LAB	7 WATER TESTS	140.00	511656	1061699		P N W 503.5033.2061.015
18125	07/15/11	ALPHA ANALYTICAL LAB	7 WATER TESTS	165.00	511657	1060741		P N W 503.5033.2061.015
18125	07/15/11	ALPHA ANALYTICAL LAB	7 WATER TESTS	45.00	511658	1060952		P N W 503.5033.2061.015
18125	07/15/11	ALPHA ANALYTICAL LAB	7 WATER TESTS	90.00	511659	1060987		P N W 503.5033.2061.015
				2,613.00	*CHECK TOTAL			
18126	07/15/11	ANGELL/JAMES	.08808 WATER OVERPAYMENT	27.57	511647	10401043001		P N W 503.0503.6600.000
18127	07/15/11	ARAMARK	4443 DEPT EXPENSE/UNIFORM	309.55	511660	14325822		P N W 201.2011.2101.045
18128	07/15/11	AT&T	4123 POLICE	793.26	511661	110715		P N W 100.1020.2015.000
18128	07/15/11	AT&T	4123 PUBLIC WORKS	118.49	511661	110715		P N W 100.1040.2015.000
18128	07/15/11	AT&T	4123 ENGINEERING	118.48	511661	110715		P N W 100.1042.2015.000
18128	07/15/11	AT&T	4123 POOL	15.08	511661	110715		P N W 100.1030.2015.000
18128	07/15/11	AT&T	4123 SEWER PLANT	93.48	511661	110715		P N W 501.5013.2015.000
18128	07/15/11	AT&T	4123 WATER PLANT	66.13	511661	110715		P N W 503.5030.2015.000
18128	07/15/11	AT&T	4123 AIRPORT	15.52	511661	110715		P N W 500.5001.2110.000
18128	07/15/11	AT&T	4123 WCAC	29.43	511661	110715		P N W 600.601
18128	07/15/11	AT&T	4123 4601-2-3 40%	367.81	511661	110715		P N W 100.1002.2015.000
18128	07/15/11	AT&T	4123 24%	220.69	511661	110715		P N W 206.2060.2015.000
18128	07/15/11	AT&T	4123 12%	110.35	511661	110715		P N W 210.2100.2015.000
18128	07/15/11	AT&T	4123 12%	110.35	511661	110715		P N W 100.1015.2015.000
18128	07/15/11	AT&T	4123 12%	110.35	511661	110715		P N W 100.1010.2015.000
18128	07/15/11	AT&T	4123 PLANNING 9341 1/3	10.39	511661	110715		P N W 206.2060.2015.000
18128	07/15/11	AT&T	4123 1/3	10.39	511661	110715		P N W 100.1010.2015.000
18128	07/15/11	AT&T	4123 1/3	10.38	511661	110715		P N W 210.2100.2015.000
				2,200.58	*CHECK TOTAL			
18129	07/15/11	BALLE	4510 ANNUAL LOCAL NETWORK	500.00	511662	457		P N W 206.2060.2050.000
18130	07/15/11	BELDEN/LOLA	.08810 WATER DEPOSIT REFUND	7.80	511666	10201170001		P N W 503.111
18131	07/15/11	BOWERS/JOSH	4239 WEBSITE MAINTENANCE	350.00	511663	110715		P M W 100.1002.2081.030
18132	07/15/11	BROOKTRAILS TOWNSHIP	491 AIRPORT WATER/SEWER	94.08	511664	CIT0001		P N W 500.5001.2110.000
18133	07/15/11	BYERS/JESSICA	.08809 WATER DEPOSIT REFUND	75.00	511665	10105270002		P N W 503.111

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
18134	07/15/11	C. OVERAA & CO.	4515 USDA-WWTP CONST	1,133,157.00	511675	BILLING10-JUNE		P N W 430.4330.4003.000
18135	07/15/11	CALIFORNIA ASSOCIATI	4471 ANNUAL MEMBERSHIP DUE	225.00	511670	110701		P N W 100.1002.2050.000
18136	07/15/11	CALIFORNIA BUILDING	4318 2ND QTR BLDG STANDARD	57.00	511667	110712		P N W 600.605
18137	07/15/11	CALIFORNIA POLICE CH	4454 ANNUAL MEMBERSHIP DUE	300.00	511673	428		P N W 100.1020.2050.000
18138	07/15/11	CALIFORNIA SURVEYING	410 SERVICE OF ENG EQUI	1,004.44	511679	603632		P N W 100.1042.2041.000
18139	07/15/11	CAVALLARI/JOANNE	4469 MAT FOR ICE MACHINE	50.00	511676	110707		P N W 100.1016.2025.000
18140	07/15/11	CLEARLY MENDOCINO WA	4221 WATER JUNE 2011	44.00	511671	110630		P M W 100.1020.2199.000
18141	07/15/11	COAST HARDWARE	31 POOL SUPPLIES	23.13	511774	2150		P N W 100.1030.2101.045
18141	07/15/11	COAST HARDWARE	31 HARDWARE	18.02	511774	2150		P N W 100.1016.2025.000
18141	07/15/11	COAST HARDWARE	31 FRANKS RETIREMENT	11.17	511774	2150		P N W 600.628
18141	07/15/11	COAST HARDWARE	31 HARDWARE	44.78	511774	2150		P N W 503.5033.2041.000
18141	07/15/11	COAST HARDWARE	31 HARDWARE	76.05	511774	2150		P N W 501.5011.2041.000
18141	07/15/11	COAST HARDWARE	31 HARDWARE	1.73	511774	2150		P N W 100.1030.2101.045
18141	07/15/11	COAST HARDWARE	31 MISC SUPPLIES	126.56	511774	2150		P N W 100.1050.2101.045
18141	07/15/11	COAST HARDWARE	31 HARDWARE	25.96	511774	2150		P N W 100.1022.2101.031
				327.40	*CHECK TOTAL			
18142	07/15/11	COMCAST	4575 CITY HALL INTERNET	100.29	511669	110704		P N W 100.1003.2041.000
18143	07/15/11	COMPUTER WORKS OF UK	4230 CH IT SERVICES	222.02	511674	2479		P M W 100.1003.2041.000
18143	07/15/11	COMPUTER WORKS OF UK	4230 PW IT SERVICES	508.16	511674	2479		P M W 100.1040.2081.030
18143	07/15/11	COMPUTER WORKS OF UK	4230 ENG IT SERVICES	762.22	511674	2479		P M W 100.1042.2081.030
18143	07/15/11	COMPUTER WORKS OF UK	4230 SEWER IT SERVICES	18.06	511674	2479		P M W 501.5013.2081.030
				1,510.46	*CHECK TOTAL			
18144	07/15/11	CONROY/CHARLES	.08811 WATER DEPOSIT REFUND	12.80	511677	10300836001		P N W 503.111
18145	07/15/11	COUNTY OF MENDOCINO	197 2011/12 LAFCO	9,167.69	511706	L-566		P N W 100.1002.2081.030
18146	07/15/11	COUNTY OF MENDOCINO	198 DISTRICT SEWER REPORT	100.00	511772	110412		P N W 501.5010.2055.000
18147	07/15/11	COUNTY OF MENDOCINO	272 ANNUAL PERMIT RENEWAL	94.42	511672	417654209123		P N W 500.5001.2001.003
18148	07/15/11	CURRY'S DISCOUNT INC	4198 OFFICE SUPPLIES	565.42	511678	110630		P N W 100.1002.2055.000
18148	07/15/11	CURRY'S DISCOUNT INC	4198 RETURN	6.76CR	511678	110630		P N W 100.1011.2055.000
18148	07/15/11	CURRY'S DISCOUNT INC	4198 SUPPLIES/SUPPORT	97.88	511678	110630		P N W 100.1040.2055.000
18148	07/15/11	CURRY'S DISCOUNT INC	4198 OTHER DEPT EXPENSES	33.11	511678	110630		P N W 100.1041.2101.045
18148	07/15/11	CURRY'S DISCOUNT INC	4198 MISC SUPPLY/OFFICE	11.53	511678	110630		P N W 501.5010.2055.000
18148	07/15/11	CURRY'S DISCOUNT INC	4198 SUPPLIES/SUPPORT	124.96	511678	110630		P N W 100.1042.2055.000
18148	07/15/11	CURRY'S DISCOUNT INC	4198 SUPPLIES/SUPPORT	58.77	511678	110630		P N W 503.5033.2055.000
18148	07/15/11	CURRY'S DISCOUNT INC	4198 PAPER/MISC OFFICE SUP	453.78	511678	110630		P N W 100.1020.2055.000
				1,338.69	*CHECK TOTAL			

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
18149	07/15/11	DALE/TOBEY	4546 LUNCH PER DIEM	36.00	511680	110708		P N W 100.1020.2105.000
18150	07/15/11	DE LAGE LANDEN PUBLI	4183 EQUIPMENT & SUPPLIES	83.82	511684	9958309		P N W 100.1040.2095.000
18150	07/15/11	DE LAGE LANDEN PUBLI	4183 EQUIPMENT & SUPPLIES	83.82	511684	9958309		P N W 100.1042.2095.000
				167.64	*CHECK TOTAL			
18151	07/15/11	DEEP VALLEY SECURITY	40 POLICE ALARM SYS JUL2	200.00	511682	205763		P N W 100.1020.2081.030
18151	07/15/11	DEEP VALLEY SECURITY	40 OTHER CONTRACTS/DVS	16.48	511683	206009		P N W 100.1040.2081.030
18151	07/15/11	DEEP VALLEY SECURITY	40 OTHER CONTRACTS/DVS	22.00	511683	206009		P N W 100.1041.2081.030
18151	07/15/11	DEEP VALLEY SECURITY	40 OTHER CONTRACTS/DVS	49.42	511683	206009		P N W 100.1042.2081.030
				287.90	*CHECK TOTAL			
18152	07/15/11	DISCOVERY OFFICE SYS	4244 COPIER SERVICE AGREEM	760.60	511681	55E1068050		P N W 100.1020.2041.000
18153	07/15/11	DOTY/LINDA	.08812 WATER DEPOSIT REFUND	62.40	511685	10403360001		P N W 503.111
18154	07/15/11	DRIPWORKS INC	4082 IRRIGATION/SPRINKLER	198.23	511686	349937		P N W 100.1050.2101.045
18155	07/15/11	EDWARDS/TAMMY	.08814 WATER DEPOSIT REFUND	75.00	511688	10105986002		P N W 503.111
18156	07/15/11	EEL RIVER FUELS	28 FUEL	5,491.63	511689	110630		P N W 100.125
18157	07/15/11	EULIE/DENISE	.08813 WATER DEPOSIT REFUND	23.50	511687	10102730002		P N W 503.111
18158	07/15/11	FISHER WIRELESS	4105 PD RADIO MAIN JULY	1,266.30	511691	639		P N W 100.1020.2041.000
18158	07/15/11	FISHER WIRELESS	4105 PD RADIO MAINT AUG	1,266.30	511692	659		P N W 100.1020.2041.000
18158	07/15/11	FISHER WIRELESS	4105 SIREN REPLACEMENT #24	894.97	511693	210158		P N W 100.1020.2041.000
				3,427.57	*CHECK TOTAL			
18159	07/15/11	FORD MOTOR CREDIT DE	316 POLICE CAR	14,682.00	511694	1051185		P N W 100.1022.3001.000
18159	07/15/11	FORD MOTOR CREDIT DE	316 POLICE CAR	822.55	511694	1051185		P N W 100.1022.3002.000
18159	07/15/11	FORD MOTOR CREDIT DE	316 BUYOUT	1.00	511694	1051185		P N W 100.1022.3001.000
				15,505.55	*CHECK TOTAL			
18160	07/15/11	FORD/JOHN	369 LAND LEASE	2,250.00	511690	150711		P M W 501.5013.2096.000
18161	07/15/11	GAMBLE/BRANDI	4480 LUNCH PER DIEM	12.00	511695	110708		P N W 100.1020.2105.000
18161	07/15/11	GAMBLE/BRANDI	4480 LUNCH PER DIEM	48.00	511695	110708		P N W 100.1020.2105.000
				60.00	*CHECK TOTAL			
18162	07/15/11	GRAINGER/W.W.	173 SUPPLIES/MAINT	116.50	511696	833150337		P N W 100.1050.2101.045
18163	07/15/11	GRIFFANTI/STEPHANIE	.08815 WATER DEPOSIT REFUND	4.30	511697	10105510007		P N W 503.111
18164	07/15/11	HARRIS & ASSOCIATES,	4605 RR AVE BRIDGE	17,885.00	511698	13942		P N W 208.2080.2101.038
18165	07/15/11	HEIKEN/ERIK	.08816 WATER DEPOSIT REFUND	26.90	511700	10303056003		P N W 503.111

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
18166	07/15/11	HOUSE DOCTOR PAINT S	281 TOOLS & MISC PARTS	13.01	511699	4539		P N W 200.2003.2101.045
18167	07/15/11	JANSON/AMBER ROSE	.08817 WATER DEPOSIT REFUND	39.60	511701	10203570005		P N W 503.111
18168	07/15/11	KARR/ANDIE	.08818 WATER DEPOSIT REFUND	77.30	511703	10402809408		P N W 503.111
18169	07/15/11	KILLION/FRED	4607 CH JANITORIAL	800.00	511702	97		P M W 100.1016.2061.020
18169	07/15/11	KILLION/FRED	4607 CLEAN FLOOR AFTER PART	75.00	511702	97		P M W 600.602
				875.00	*CHECK TOTAL			
18170	07/15/11	LACO ASSOCIATES	4624 VAN LANE STORM DRAIN	968.00	511707	29630		P N W 203.2030.4003.000
18171	07/15/11	LANCE/JAMES H.	4054 LEGAL SERVICES	3,300.00	511704	2826		P M W 100.1004.2081.030
18171	07/15/11	LANCE/JAMES H.	4054 LEGAL BROOKTRAILS	2,820.00	511705	2827		P M W 501.5017.6001.000
				6,120.00	*CHECK TOTAL			
18172	07/15/11	LES SCHWAB TIRES INC	4015 TIRES UNIT# 224	440.87	511709	221190		P N W 100.1022.2044.000
18173	07/15/11	LITTLE LAKE AUTO PAR	46 VEHICLE MAINT/SUPPLIE	169.94	511708	110714		P N W 201.2011.2041.000
18173	07/15/11	LITTLE LAKE AUTO PAR	46 EQUIP MAINT/SUPPLIES	51.58	511708	110714		P N W 100.1050.2041.000
18173	07/15/11	LITTLE LAKE AUTO PAR	46 VEHICLE MAINT/SUPPLIES	21.62	511708	110714		P N W 503.5031.2041.000
18173	07/15/11	LITTLE LAKE AUTO PAR	46 MISC SUPPLIES	165.24	511708	110714		P N W 100.1041.2101.045
18173	07/15/11	LITTLE LAKE AUTO PAR	46 VEHICLE MAINT/SUPPLIES	54.53	511708	110714		P N W 501.5011.2041.000
18173	07/15/11	LITTLE LAKE AUTO PAR	46 EQUIP MAINT/SUPPLIES	74.32	511708	110714		P N W 501.5013.2041.000
				537.23	*CHECK TOTAL			
18174	07/15/11	MATTHEW BENDER & CO.	205 LEGAL UPDATES	335.98	511718	18110738		P N W 100.1006.2050.000
18175	07/15/11	MEAD & HUNT INC	4031 PROFESSIONAL SERVIC	7,875.00	511714	222772		P N W 500.5001.2045.000
18176	07/15/11	MENDO MILL & LUMBER	284 HARDWARE	312.31	511717	221100		P N W 600.601
18177	07/15/11	MENDO MILL & LUMBER	101 HARDWARE	117.21	511773	221090		P N W 100.1016.2025.000
18177	07/15/11	MENDO MILL & LUMBER	101 HARDWARE	32.06	511773	221090		P N W 100.1022.2101.032
18177	07/15/11	MENDO MILL & LUMBER	101 HARDWARE	14.18	511773	221090		P N W 100.1030.2101.045
18177	07/15/11	MENDO MILL & LUMBER	101 HARDWARE RETURN	12.52CR	511773	221090		P N W 100.1042.2055.000
18177	07/15/11	MENDO MILL & LUMBER	101 HARDWARE	678.42	511773	221090		P N W 100.1050.2101.045
18177	07/15/11	MENDO MILL & LUMBER	101 HARDWARE	98.24	511773	221090		P N W 201.2011.2101.045
18177	07/15/11	MENDO MILL & LUMBER	101 HARDWARE SCGL GRANT	205.01	511773	221090		P N W 206.2060.2101.037
18177	07/15/11	MENDO MILL & LUMBER	101 HARDWARE	150.04	511773	221090		P N W 501.5013.2041.000
18177	07/15/11	MENDO MILL & LUMBER	101 HARDWARE	29.22	511773	221090		P N W 503.5031.2041.000
				1,311.86	*CHECK TOTAL			
18178	07/15/11	MENDOCINO CONSTRUCTI	4500 RR AVE BRIDGE	19,656.07	511711	2		P N W 208.2080.2101.038
18179	07/15/11	MENDOCINO COUNTY	.08819 CLEANING DEPOSIT REFUN	25.00	511712	110711		P N W 600.602
18180	07/15/11	MENDOCINO COUNTY FAR	52 WATER PLANT CHEMICA	6,576.19	511713	363798		P N W 503.5033.2101.034

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
18181	07/15/11	MILLER/LAUREL	4513 GROCERY WCAC	81.51	511716	110715		P N W 600.601
18182	07/15/11	MUNICIPAL CODE CORPO	4530 CODE OF ORDINANCE UPD	908.07	511710	207940		P N W 100.1001.2081.030
18183	07/15/11	MURRAY/SHANA	.08820 WATER DEPOSIT REFUND	34.60	511715	10105650004		P N W 503.111
18184	07/15/11	NEW TREND ELECTRONIC	1443 INVESTIGATIONS	54.36	511722	10115692		P N W 100.1022.2101.031
18185	07/15/11	NORTH COAST RAILROAD	4632 RR AVE BRIDGE	541.00	511721	2011-95		P N W 208.2080.2101.038
18186	07/15/11	NTU TECHNOLOGIES	211 SEWER PLANT SUPPLIE	6,670.00	511719	7339		P N W 501.5013.2041.000
18187	07/15/11	PEAT/LESTER	4281 WATER OPERATOR III	680.00	511723	110714		P M W 503.5033.2081.030
18188	07/15/11	PERPETUAL ENERGY SYS	4254 WATER PLANT SOLAR	17,237.60	511725	WIL-1106		P N W 503.5033.2110.000
18189	07/15/11	PLATT	4506 ELECTRICAL TESTER	241.94	511726	9831632		P N W 503.5031.2041.000
18190	07/15/11	PRINTING PLUS	127 WATER REPORT	330.49	511727	13129		P M W 503.5030.2050.000
18190	07/15/11	PRINTING PLUS	127 POSTERS/POSTCARDS	249.19	511728	13096/13105		P M W 600.601
				579.68	*CHECK TOTAL			
18191	07/15/11	PROFESSIONAL EVENT S	4201 SECURITY	150.00	511720	2011-0182		P M W 600.601
18192	07/15/11	PROFLAME	96 FUEL	377.65	511724	907093		P N W 501.5013.2110.000
18193	07/15/11	R E M I F	135 11/12 LIABILITY PRE	78,945.00	511734	110701		P N W 100.1002.2031.000
18193	07/15/11	R E M I F	135 11/12 PROPERTY PRE	17,706.00	511734	110701		P N W 100.1002.2031.000
18193	07/15/11	R E M I F	135 11/12 AUTO PHYSICAL	1,885.00	511734	110701		P N W 100.1002.2031.000
				98,536.00	*CHECK TOTAL			
18194	07/15/11	R. EMMETT JONES	4354 MGMT ADVISORY SERVICE	300.00	511729	110708		P M W 100.1003.2081.030
18195	07/15/11	RENTAL GUYS CHICO	4495 NEW EQUIP/EQUIP MAI	1,668.21	511732	W1239/447232		P N W 100.1050.2041.000
18195	07/15/11	RENTAL GUYS CHICO	4495 NEW EQUIP/EQUIP MAINT	76.45	511732	W1239/447232		P N W 100.1050.2041.000
				1,744.66	*CHECK TOTAL			
18196	07/15/11	RESERVE ACCOUNT	4129 PD POSTAGE	350.00	511730	110711		P N W 100.1020.2055.000
18197	07/15/11	RONCO/JEREMY	4380 MILEAGE	157.08	511733	110701		P N W 100.1042.2105.000
18198	07/15/11	ROUND TREE GLASS	138 REPAIR UNIT 234	196.85	511731	51308		P N W 100.1022.2044.000
18199	07/15/11	SCOFIELD/MIKE	4481 LUNCH PER DIEM	60.00	511744	110708		P N W 100.1022.2105.000
18200	07/15/11	SHAW ENVIRONMENTAL I	4257 LANDFILL GROUNDWATER	465.22	511741	625289R800501		P N W 213.2133.2081.030
18200	07/15/11	SHAW ENVIRONMENTAL I	4257 LANDFILL STORMWATER	696.00	511741	625289R800501		P N W 213.2133.2081.030
				1,161.22	*CHECK TOTAL			

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
18201	07/15/11	SIERRA CHEMICAL CO.	4330 SP CHLORINE	1,579.25	511740	218459		P N W 501.5013.2101.034
18201	07/15/11	SIERRA CHEMICAL CO.	4330 CONTAINER DEPOSIT R	1,000.00	511740	218459		P N W 501.5013.2101.034
				579.25	*CHECK TOTAL			
18202	07/15/11	SOLID WASTE OF WILLI	330 WCAC BIN SERVICE	98.97	511742	86		P N W 600.601
18202	07/15/11	SOLID WASTE OF WILLI	330 SP BIN SERVICE	199.99	511743	87		P N W 501.5013.2199.000
				298.96	*CHECK TOTAL			
18203	07/15/11	SPARETIME SUPPLY INC	124 HALE CREEK	93.31	511737	14000		P N W 204.2040.2101.038
18203	07/15/11	SPARETIME SUPPLY INC	124 SP DEPT EXPENSE	717.75	511737	14000		P N W 100.1050.2101.045
				811.06	*CHECK TOTAL			
18204	07/15/11	STATE CONTROLLER'S O	4398 ANNUAL STREET REPOR	1,500.00	511739	17508		P N W 201.2010.2101.045
18205	07/15/11	STATE DEPT OF CONSER	275 SMIP TAX APRIL-JUNE 2	125.85	511735	110713		P N W 600.607
18206	07/15/11	STATE OF CALIFORNIA	534 CDF WORK CREW	1,107.60	511745	102737		P N W 201.2011.2101.045
18207	07/15/11	STATE OF CALIFORNIA	4631 FILING FEE	25.00	511736	3437615110630		P N W 100.1002.2001.002
18208	07/15/11	SUPERIOR COURT OF CA	4633 SURPLUS OFFICE EQUI	3,990.00	511738	1		P N W 651.6510.2199.000
18209	07/15/11	THRIFTY SUPPLY COMPA	403 HANDLE REPAIR KIT	44.84	511749	2108550-01		P N W 100.1050.2101.045
18210	07/15/11	TOSHIBA BUSINESS SOL	4242 COPIER USAGE	238.40	511748	8403137		P N W 100.1002.2095.000
18211	07/15/11	TRACKER PRODUCTS LLC	4462 EVIDENCE TRACKER SO	2,400.00	511747	14002		P N W 100.1020.2081.030
18212	07/15/11	TRAFFIC SOLUTIONS, I	4511 STRIPING 2011	19,203.90	511746	1428025074		P N W 200.2003.2081.030
18213	07/15/11	U.S. IDENTIFICATION	4463 ID MANUAL UPDATE	90.13	511756	6689		P N W 100.1020.2050.000
18214	07/15/11	U.V.A.H. INC	1435 WCAC JANITORIAL SVCS	135.00	511754	IN10164		P N W 600.601
18215	07/15/11	UKIAH PAPER SUPPLY I	164 JANITORIAL SUPPLIES	448.38	511755	110620		P N W 100.1016.2025.000
18216	07/15/11	UTILITY SUPPLY OF AM	3997 SEWER PLANT SUPPLIES	167.64	511750	432509		P N W 501.5013.2041.000
18216	07/15/11	UTILITY SUPPLY OF AM	3997 SEWER PLANT SUPPLIES	115.60	511751	429739		P N W 501.5013.2101.034
18216	07/15/11	UTILITY SUPPLY OF AM	3997 SEWER PLANT SUPPLIES	120.01	511752	434704		P N W 501.5013.2101.034
18216	07/15/11	UTILITY SUPPLY OF AM	3997 WATER PLANT SUPPLIES	544.44	511753	426070		P N W 503.5033.2041.000
				947.69	*CHECK TOTAL			
18217	07/15/11	WEBB/EMILY	.08824 DEPOSIT REFUND	55.70	511766	10200250006		P N W 503.111
18218	07/15/11	WELYKHOLOWA/SYLVA	.08821 20 POOL NOODLES AEROB	129.08	511762	BIG 5		P N W 100.1030.2101.045
18219	07/15/11	WEST	4122 LEGAL SERVICES	369.35	511757	823087329		P N W 100.1004.2050.000

Disbursements Journal

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
GENERAL CHECK FORM								
18220	07/15/11	WESTGATE PETROLEUM I	4045 SEWER DEPARTMENT FUEL	639.06	511761	589539		P N W 501.5013.2044.000
18221	07/15/11	WILLITS KIDS CLUB	3981 PAYROLL DEDUCTION	40.00	511763	110708		P N W 690.248
18222	07/15/11	WILLITS NEWS	179 EMPLOYMENT ADVERTISEM	346.60	511758	345770		P N W 100.1005.2091.000
18223	07/15/11	WILLITS PROPERTY MGM	.08823 WATER OVERPAYMENT	43.10	511765	10400080002		P N W 503.0503.6600.000
18224	07/15/11	WILSON/MARY	.08822 WATER DEPOSIT REFUND	10.80	511764	10400240002		P N W 503.111
18225	07/15/11	WINZLER & KELLY CONS	590 RR AVE BRIDGE	1,323.00	511767	59292		P N W 208.2080.2101.038
18226	07/15/11	WIPF CONSTRUCTION	1032 CENTRAL STREET	812.50	511759	30153		P M W 202.2020.4003.000
18226	07/15/11	WIPF CONSTRUCTION	1032 4TH OF JULY TRAFIC	1,700.00	511760	30167		P M W 200.2003.2081.030
				2,512.50	*CHECK TOTAL			
18227	07/15/11	YOKUM'S BODY SHOP/JI	640 REPAIR CIVILIAN VEHIC	603.64	511768	4600		P M W 100.1022.2044.000
18227	07/15/11	YOKUM'S BODY SHOP/JI	640 REPAIR UNIT 229	911.00	511769	4795		P M W 100.1022.2044.000
18227	07/15/11	YOKUM'S BODY SHOP/JI	640 REPAIR UNIT 241	1,529.48	511770	4910		P M W 100.1022.2044.000
				3,044.12	*CHECK TOTAL			
18228	07/15/11	ZUMAR INDUSTRIES INC	236 SIGN BLANKS	58.30	511771	131322		P N W 200.2003.2101.045
18228	07/15/11	ZUMAR INDUSTRIES INC	236 SIGN BLANKS	58.31	511771	131322		P N W 100.1030.2101.045
				116.61	*CHECK TOTAL			
GENERAL CHECK FORM			TOTAL	1,419,102.24				

ACCOUNTS PAYABLE SYSTEM
07/15/2011 17:01:08

Disbursements Journal

CITY OF WILLITS
GL540R-V07.12 PAGE 8

WARRANT DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F 9 S ACCOUNT
REPORT TOTALS:			1,419,102.24				

RECORDS PRINTED - 000187



Item No. **4d**

Meeting Date: **July 27, 2011**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Adrienne Moore, City Clerk

Agenda Title: RECEIVE APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE: RIO'S FISH AND CHIPS, LOCATED AT 1661 SOUTH MAIN STREET, SUITE D, IN WILLITS

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: N/A

Summary of Request: An application for a new Alcohol Beverage License has been received from the Alcoholic Beverage Control (ABC) for Rio's Fish and Chips, Located at 1661 South Main Street, Suite D, in Willits.

City staff has reviewed this application and notes the following:

1. The Community Development Director reports that Rio's Fish and Chips is zoned C2 (Heavy Commercial) in which "Eating Places" are allowed as permitted uses (no special planning/zoning permits are required). Eating Places are defined as, "Establishments primarily engaged in retail sale of prepared food and drink, including the incidental sale of alcoholic beverages".
2. The Police Chief reports that this restaurant will operate in the same manner as the previous establishment; therefore, has no opposition to the application as presented.
3. The owner of Rio's Fish and Chips, is in the process of obtaining a business license through the City.

Recommended Action: Receive with no comment the ABC application applied for by Rio's Fish and Chips.

Alternative(s): None recommended by staff.

Fiscal Impact: None.

Personnel Impact: None.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE(S)

ABC 211 (6/99)

TO: Department of Alcoholic Beverage Control
50 D ST
ROOM 130
SANTA ROSA, CA 95404
(707) 576-2165

File Number: 511828
Receipt Number: 2060420
Geographical Code: 2304
Copies Mailed Date: June 16, 2011
Issued Date:

RECEIVED
JUN 17 2011
CITY OF WILLITS

DISTRICT SERVING LOCATION: SANTA ROSA

First Owner: PANIAGUA HERNANDEZ, RENE MANUEL
Name of Business: RIO'S FISH AND CHIPS
Location of Business: 1661 S MAIN ST
STE D
WILLITS, CA 95490-4321

County: MENDOCINO

Is Premise inside city limits? Yes Census Tract 0107.00

Mailing Address:
(If different from
premises address)

Type of license(s): 41

Transferor's license/name: Dropping Partner: Yes___ No___

Table with 7 columns: License Type, Transaction Type, Fee Type, Master, Dup, Date, Fee. Rows include 41 - On-Sale Beer And Wine ANNUAL FEE, 41 - On-Sale Beer And Wine ORIGINAL FEES, and a Total row.

Have you ever been convicted of a felony? No
Have you ever violated any provisions of the Alcoholic Beverage Control Act, or regulations of the Department pertaining to the Act? No
Explain any "Yes" answer to the above questions on an attachment which shall be deemed part of this application.

Applicant agrees (a) that any manager employed in an on-sale licensed premises will have all the qualifications of a licensee, and (b) that he will not violate or cause or permit to be violated any of the provisions of the Alcoholic Beverage Control Act.

STATE OF CALIFORNIA County of MENDOCINO Date: June 16, 2011
Under penalty of perjury, each person whose signature appears below, certifies and says: (1) He is an applicant, or one of the applicants, or an executive officer of the applicant corporation, named in the foregoing application, duly authorized to make this application on its behalf; (2) that he has read the foregoing and knows the contents thereof and that each of the above statements therein made are true; (3) that no person other than the applicant or applicants has any direct or indirect interest in the applicant or applicant's business to be conducted under the license(s) for which this application is made; (4) that the transfer application or proposed transfer is not made to satisfy the payment of a loan or to fulfill an agreement entered into more than ninety (90) days preceding the day on which the transfer application is filed with the Department or to gain or establish a preference to or for any creditor or transferor or to defraud or injure any creditor of transferor; (5) that the transfer application may be withdrawn by either the applicant or the licensee with no resulting liability to the Department.

Applicant Name(s) Applicant Signature(s)
PANIAGUA HERNANDEZ, RENE MANUEL



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager

Agenda Title: APPROVAL OF THE WILLITS CITY COUNCIL RESPONSE TO THE 2010-2011 MENDOCINO COUNTY GRAND JURY REPORT ENTITLED "DOING THE BEST WE CAN, WITH WHAT WE GOT" – A REPORT ON THE WILLITS POLICE DEPARTMENT

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: N/A

Summary of Request: On May 24, 2011, the Mendocino County Grand Jury published a report entitled "Doing the Best We Can, With What We Got" – A Report on the Willits Police Department. Per the California Penal Code, the City must respond to the Grand Jury's findings and recommendations within 90 days. In terms of the Grand Jury's findings, the City Council must respond that the Council either agrees with the findings, or wholly or partially disagrees with the findings. In terms of the Grand Jury recommendations, there are four options for Council response: 1) Recommendation has been implemented; 2) Recommendation has not yet been implemented, but will be in the future (with a timeframe stated); 3) Recommendation requires further analysis with a explanation (timeframe cannot exceed 6 months); and 4) Recommendation will not be implemented because it is not warranted (explanation must be provided).

Please find attached a copy of the aforementioned Grand Jury Report, as well as the draft combined responses.

Recommended Action: Approve the Willits City Council Response to the 2010-2011 Mendocino County Grand Jury Report entitled "Doing The Best We Can, With What We Got" – A Report on the Willits Police Department, and authorize the City Manager to sign the response on behalf of the City Council.

Alternative(s): Modify the attached forms and explanations.

Fiscal Impact: The Grand Jury recommends that the City hire an additional Police Officer. There are not funds in the City Budget for such a recommendation due to the economic recession, regardless of its merit.

Personnel Impact: The Grand Jury is recommending hiring an additional Police Officer.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

DOING THE BEST WE CAN, WITH WHAT WE GOT

A Report on the Willits Police Department

March 31, 2011

Summary

The City of Willits Police facility is located in a County owned building. The roof has leaked since the building was first occupied in 1988. Annual repairs by General Services have not corrected the problem. The sign, indicating the location of the facility, is still missing.

The City of Willits budget cuts resulted in the Willits Police Department (WPD) being short-staffed, increasing overtime costs. One vacant officer position remains unfilled.

An officer must be on the premises at all times when detainees are in holding cells. To save time and cost, detainees are taken directly to Mendocino County Jail to be booked. The cost of transporting detainees from WPD to Mendocino County Jail is an additional financial burden on the WPD.

Methods

The Grand Jury (GJ) conducted a site visit of the WPD on August 19, 2010 and inspected the facilities, including the holding cells. WPD officers and staff were interviewed.

The following documents were collected and reviewed: Annual Budget Report, Complaint Investigation Procedure, Employee Feature Tracking Summary, Background Instructions for Applicants, Pre-investigative Questionnaire, California Personal History Statement for Peace Officer and for Public Safety Dispatcher and Applicant Screening Examination, Polygraph Pre-test Questionnaire, Request for Pre-employment Credit Report, Code of Ethics, and a copy of the COPS grant application.

Background

The California Penal Code §919(b) states: "...the Grand Jury shall inquire into the condition and management of the public prisons within the county". The 2010-11 GJ complied with the State mandate by inspecting the WPD facility.

Findings

1. At the time of the GJ visit, the WPD staff consisted of one Chief of Police, four Sergeants, and seven Officers. There is one Reserve Officer, one Community Service Officer, four full time and one part-time Dispatchers who also maintain records. One officer is qualified to be on the SWAT (Special Weapon and Tactic)

team when needed; one Officer position is vacant.

2. WPD dispatchers are receiving more cellular 911 calls each year due to the accessibility of cell phones.
3. WPD currently does not contribute an officer to the Task Force.
4. The WPD does not have a K-9 Unit, due to budget constraints. The K-9 unit was discontinued in 1996.
5. At the time of the GJ visit, no officers had been hired in the last sixteen months.
6. Two officers are bi-lingual. *RosettaStone* software is available to help officers become bilingual.
7. Officers work 12 hour shifts, four days per week, resulting in overtime.
8. The Chief of Police is required to do routine patrol when multiple incidents occur simultaneously, even though off duty.
9. Current applicants for officer positions must be experienced, since officers in field training are not allowed to work without supervision. Patrol cars are currently staffed by one officer.
10. Individuals detained under Penal Code §5150 (danger to themselves or others) are taken to the local hospital. The officer remains with the detainee at the hospital until a mental health worker arrives and determines the status of the detainee.
11. Gang activity exists in Willits; gangs are multi-racial.
12. Persons who commit minor offenses may be cited and released. Others, who commit more serious offenses, are taken into custody and transported to Mendocino County Jail.
13. An officer is required to remain in the building when a prisoner is held in one of the four holding cells.
14. To save time and cost, prisoners are taken directly to Mendocino County Jail for booking.
15. Transporting prisoners to the Mendocino County Jail is costly, often requiring overtime, affecting WPD staffing.
16. Since the closure of the Willits branch of the Mendocino County Superior Court, Officers must travel to Ukiah or Fort Bragg to testify, leaving WPD short staffed.
17. Officer testimony can create overtime cost. There is a minimum of three hours pay when an off duty officer is called to testify.
18. At the time of the GJ visit no complaints have been filed against WPD.
19. The shooting range for the City of Willits' is located the watershed property and is used for gun training. Lead-free frangible ammunition is used for training. Lead ammunition is only fired into the bullet-trap. Lead-free bullets are used for pop-up target training or off-trap training.
20. The sign, directing the public to the WPD facility, is missing and currently stored at the Willits Department of Public Works.
21. General Services maintains WPD's emergency generator.
22. The WPD uses County IT and shares information with the Sheriff's Office using the *Report Management System* program.

23. The WPD current budget includes additional funding of \$100,000 from the State COPS (Citizens Options for Police Services) Grant. The goals of the grant are:

- bring Willits Justice Center temporary holding facility into compliance with State laws, rules and regulations,
- to relieve field operation officer of the booking, processing, and transporting of arrestees,
- learn the evidence functions of the Willits Police Department,
- ensure a safe and humane environment for arrestees, as well as for officers and the general public,
- continue parking enforcement and administration program.

24. Asset forfeiture (AF) funds may be used to support anti-gang and training programs, equipment, and officer overtime expenses.

25. Law Enforcement Administrators Association (LEAA) funds are a portion of AF distribution used for the sole purpose of funding programs to combat drug use, anti-gang programs, and for educator/parent/community organizations, and local businesses to involve their interest in the programs.

26. The WPD disbursed \$33,200 of LEAA funds between March 2010 and August 2010 to local middle and high schools for youth, sports, and after school programs with primary emphasis on drug and gang prevention. Also, receiving funds were Youth Based Emergency Services Summer Camp (YES Camp), Alcohol and Other Drug Programs (AODP) and Gang Resistance is Paramount (GRIP).

27. WPD is located in a County owned building. The roof has leaked every year since 1988 when the building was first occupied. Repeated repairs by General Services have not been successful. Leaks are known to cause structural damage and mold.

Recommendations

The Grand Jury recommends that:

1. City of Willits provide funding for the vacant officer position. (Findings 1, 5, 8-9)
2. Willits City Council approve the hiring of a retired officer for a part time position to augment the current police force. (Findings 1, 5, 8-9)
3. City of Willits Public Works Department re-install the sign identifying the location of the WPD, (Finding 20)
4. General Services consult an outside engineer to determine if the leaking roof has caused structural damage, including mold; and to recommend a solution. (Findings 21, 27)

Discussion

In light of the drastically reduced budget, the WPD continues to operate efficiently, regarding public safety as their foremost priority.

Required Responses

City of Willits, City Council (All Findings; All Recommendations)

City of Willits, Chief of Police (All Findings; All Recommendations)

City of Willits Public Works Department (Finding 20; Recommendation 3)

Mendocino County General Services Director (Findings 21, 27; Recommendation 4)

Requested Responses

CAL-OSHA (Finding 27)

**Grand Jury Report
RESPONSE FORM**

RE: Report Titled: *Doing the Best We Can With What We Got*

Report Dated: March 31, 2011

Response Form Submitted By:

Combined Response: Willits City Council / Willits City Manager/Public Works Director
City of Willits
111 E Commercial St.
Willits, CA 95490

Response MUST be submitted, per Penal Code §933.05, no later than: July 24, 2011

I have reviewed the report and submit my responses to the FINDINGS portion of the report as follows:

- I (we) agree with the Findings numbered:
2,3,4,5,6,7,8,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27
- I (we) disagree wholly or partially with the Findings numbered below, and have ***attached, as required***, a statement specifying any portion of the Finding that are disputed with an explanation of the reasons therefore.
1, 9

I have reviewed the report and submit my responses to the RECOMMENDATIONS portion of the report as follows:

- The following Recommendation(s) have been implemented and ***attached, as required***, is a summary describing the implemented actions:
2
- The following Recommendation(s) have not yet been implemented, but will be implemented in the future, ***attached, as required*** is a time frame for implementation
3

GRAND JURY REPORT
RESPONSE FORM
PAGE TWO

- The following Recommendation(s) require further analysis, and **attached as required**, is an explanation and the scope and parameters of the planned analysis, and a time frame for the matter to be prepared, discussed and approved by the officer and/or director of the agency or department being investigated or reviewed: (This time frame shall not exceed six (6) months from the date of publication of the Grand Jury Report)

1

- The following Recommendations will NOT be implemented because they are not warranted and/or are not deemed reasonable, **attached, as required** is an explanation therefore:

4

I have completed the above responses, and have attached, as required the following number of pages to this response form:

Number of Pages attached: 2

I understand that responses to Grand Jury Reports are public records. They will be posted on the Grand Jury website: www.co.mendocino.ca.us/grandjury. The clerk of the responding agency is required to maintain a copy of the response.

I understand that I must submit this signed response form and any attachments as follows:

First Step: E-mail (word documents or scanned pdf file format) to:

- The Grand Jury Foreperson at: grandjury@co.mendocino.ca.us
- The Presiding Judge c/o: sally.nevarez@mendocino.courts.ca.gov
- The County's Executive Office: angeloc@co.mendocino.ca.us

Second Step: Mail all originals to:

Mendocino County Grand Jury
P.O. Box 939
Ukiah, CA 95482

Mendocino County Grand Jury Report

“DOING THE BEST WE CAN, WITH WHAT WE GOT”

Willits City Council and Public Works Department Combined Response

Narrative Summary of Required Responses to Grand Jury Findings:

#1 We partially disagree with Finding #1, as it relates to staffing. The staffing at the time of the Grand Jury visit consisted of one Chief of Police, four Sergeants, seven Police Officers, one Reserve Officer, one Community Services Officer, one part-time Officer (960-hour annuitant), four full-time Dispatchers, and three part-time Dispatchers. We currently do not have an actual vacancy as the position mentioned as vacant was not filled during the previous budget year after an officer on probation was released from employment. Due to budgetary reasons, this position was not filled during the 2010-2011 fiscal year and no funding was allocated for this position. During the Grand Jury’s visit, we did have one of the seven allocated Police Officer positions out on a non-duty related medical issue. That individual did return to work but subsequently went out on a duty related injury.

#9 We partially agree with Finding #9. While no actual funded position vacancy existed at the time of the Grand Jury visit, an experienced Officer would be preferred to an inexperienced Officer should an opening come up as more field training time would be required with an inexperienced Officer. A Police Officer in field training cannot work on the street as a solo beat Officer while in the training program.

Narrative Summary of Required Responses to Grand Jury Recommendations:

#2 At the time of the Grand Jury’s visit, Recommendation #2 had already been implemented. The Willits Police Department currently has one 960-hour annuitant (retired) Officer, who currently assists with prisoner transportation, investigations, general patrol when needed, and has served as the School Resource Officer during the school year after the previous SRO became unable to complete the position. This Officer will return in this capacity but is constrained by Public Employee Retirement System (PERS) rules governing the amount of hours a retired annuitant can work for a public agency. The City of Willits would be open to exploring the addition of more retiree employees, provided that budgetary concerns can be addressed.

#3 Recommendation #3 has not yet been implemented, but will be implemented in the future. With reference to Finding #20, the Willits Police Department sign that fell down during a previous wind storm will not be reinstalled. The Police Department is currently working with Crawford Signs in Ukiah to erect a monument sign at the entrance of the City Hall/Police Department parking lot and place an additional glass door decal sign to the entrance of the Police Department. Upon further examination, it was decided not to reinstall the old sign as it would most likely fall again.

#1 Recommendation #1 requires further analysis. Currently, the City of Willits has brought a balanced budget forward where existing Police positions from last year's budget were brought back with no lay-offs or employee concessions factored in. The Police Department has applied for a Federal COPS (Community Oriented Policing Services) Police Officer grant which, if funded, would provide a full-time position with no local match required for the first three years of the grant. While more police officer positions would be preferred by the Police Department and the City, the City was able to staff the Police Department at the previous year's level without having to institute layoffs or furloughs like other agencies in Mendocino County. Additionally, employees were not asked for further concessions during the collective bargaining process this year. The City recognizes those concessions made by employees City-wide have helped close the budget deficit. A multi-year approach to deficit reduction was used in order to safeguard City services and staffing.

#4 Recommendation #4 will NOT be implemented because it is not warranted and/or are not deemed reasonable. While the City of Willits shares the Grand Jury's concerns regarding the leaking roof at the Justice Center building, we continue to monitor the situation and communicate with County government and the General Services Department about the trip and fall concerns caused by buckets placed to catch rain water. Additionally, concerns about damage to the building's exterior and interior have also been conveyed. A copy of an environmental report commissioned by the Police Department has been transmitted to the County where needed maintenance is recommended by the inspector was documented. However, the City of Willits does not have the authority to require the County of Mendocino General Services Department to consult with an outside engineer. As such, this recommendation is not deemed reasonable. The continued leaking roof does pose a trip and fall risk to employees and there is potential for other problems if the roof leak is not solved. The City has been assured that this problem will be resolved.

Printed Name: Paul Cayler

Title: Willits City Manager

Signed: _____

Date: _____



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager

Agenda Title: APPROVAL OF THE WILLITS CITY COUNCIL RESPONSE TO THE 2010-2011 MENDOCINO COUNTY GRAND JURY REPORT ENTITLED "MASTERS OF FIXING DISASTERS" – A REPORT ON THE PARLIN FORK AND CHAMBERLAIN CREEK CONSERVATION CAMPS

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: N/A

Summary of Request: On April 30, 2011, the Mendocino County Grand Jury published a report entitled, "Masters of Fixing Disasters". Per the California Penal Code, the City must respond to the Grand Jury's findings and recommendations within 90 days. In terms of the Grand Jury's findings, the City Council must respond that the Council either agrees with the findings or wholly or partially disagrees with the findings. In terms of the Grand Jury recommendations, there are four options for Council response: 1) Recommendation has been implemented; 2) Recommendation has not yet been implemented, but will be in the future (with a timeframe stated); 3) Recommendation requires further analysis with a explanation (timeframe cannot exceed 6 months); or 4) Recommendation will not be implemented because it is not warranted (explanation must be provided).

Please find attached a copy of the aforementioned Grand Jury Report as well as the draft response, in the form of a letter from the City Manager.

Recommended Action: Approve the Willits City Council response to the 2010-2011 Mendocino County Grand Jury Report entitled "Masters of Fixing Disasters" – A Report on the Parlin Fork and Chamberlain Creek Conservation Camps, and authorize the City Manager to sign the response on behalf of the City Council.

Alternative(s): Modify the attached forms and explanations.

Fiscal Impact: The Grand Jury recommends that the City use inmate fire crews from the Parlin Fork and Chamberlain Creek Conservation Camp as often as possible. The City does use said crews at this time. There is no additional fiscal impact anticipated.

Personnel Impact: The Grand Jury is not recommending any new positions.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

MASTERS OF FIXING DISASTERS

A Report on Parlin Fork and Chamberlain Creek Conservation Camps

April 30, 2011

Summary

The California Department of Corrections and Rehabilitation (CDCR) operate Parlin Fork and Chamberlain Creek Conservation Camps, in conjunction with CAL FIRE. Both camps are located in the Jackson State Demonstration Forest on Highway 20, between Fort Bragg and Willits. The camps are for low-risk male felons. Fire prevention and fire suppression are the two primary goals.

Inmates receive fire training at the California Correctional Center (CCC) located in Susanville. When not fighting fires, inmate crews clear brush in the forest, perform various labors for government and certain non-profit organizations. Inmate crews contribute to the community by performing charitable deeds. They also donate hobby crafts to charitable organizations for fund raising; inmates are required to use their own time, tools, and materials.

There are educational opportunities for the inmates, correspondence courses for both G.E.D. and college. Inmates are taught various skills which can be valuable to them upon their release.

Parlin Fork (PFCC) and Chamberlain Creek (CCCC) are tobacco free honor camps with no fencing. *Out of Bounds* signs are clearly posted.

Methods

California Penal Code §919(b) states that, "...the Grand Jury shall inquire into the conditions and management of public prisons within the county." The 2010-2011 Mendocino County Grand Jury (GJ) visited Parlin Fork Conservation Camp on October 29, 2010 and Chamberlain Creek Conservation Camp on December 9, 2010.

The GJ interviewed CAL FIRE personnel and CDCR Officers, reviewed documents, and inspected both facilities.

Background

Parlin Fork is the oldest conservation camp in Northern California, established on August 8, 1949, and is the second oldest in the State. Chamberlain Creek was opened on June 8, 1959. Inmate crews are over-seen by CAL FIRE when not in camp.

The Mendocino County Sheriff's Office and the Ukiah Police Department SWAT teams train at Chamberlain Creek gun range.

Findings - Both Camps

1. PFCC and CCCC are staffed by CAL FIRE and California Department of Corrections and Rehabilitation (CDCR) and are located on Highway 20 in the Jackson State Demonstration Forest. One Administrative Assistant is shared by both camps and CAL FIRE.
2. Each camp maintains five fire crews comprised of 13-17 inmates for emergency deployment year around. Each crew is overseen by one Fire Captain. One crew remains in camp at all times.
3. CDCR is responsible for the supervision, care, and discipline of inmates. CAL FIRE maintains the camp, supervises the work of inmate fire crews, and is responsible for custody of inmates under the daily CAL FIRE project activity.
4. During emergencies, such as fires or floods, CDCR staff accompanies the inmate crews to assist in the care and the security of the inmates, and provide support to the CAL FIRE staff
5. Inmates committed to CDCR are selected and trained at the California Correctional Center (CCC) located in Susanville and then assigned to conservation camps. Camp inmates are low security risks. Those who commit crimes that are violent, sexual, arson and/or escape attempts are ineligible.
6. Inmates not on fire crews serve as cooks, porters, landscapers, launders, clerks, maintenance, and support activity workers.
7. Inmates are paid for their work; the majority of inmates are laborers, who receive \$1.45 per day. The skilled inmates that can earn up to \$2.45 per day include: mechanics, clerks, cooks, plumbers, welders, carpenters, and electricians. CAL FIRE pays inmates \$1.00 per hour, portal to portal, when fighting fires.
8. Most inmates are serving time for drug and/or alcohol related offenses.
9. Fire crews respond to fires, flood, accidents, and other disasters. Crews clear brush, maintain hiking trails, provide fire wood for camp grounds and non-profit organizations, such as the Senior Center in Willits.
10. Inmates make civic contributions, such as, cooking Thanksgiving Dinner at the Willits Senior Center, and also donate hobby craft to non-profits for their fund raising sales. Hobby crafts are made by inmates using their own time, tools and funds for materials.
11. Crews perform work for government entities and non-profits. Some of the work includes campground trails, painting, parking lot repair, and brush clearing.
12. Crew work is billed at \$224 per day to offset fuel cost and equipment use, and includes an administrative fee of \$24. No profit is derived from these activities; however, the income reduces government cost for camp maintenance.

13. Both camps bake their own bread and pastries, and cook all foods from scratch. The State food budget per inmate per day is \$2.55: the same amount as in the early 1980's.
14. Both camps have a garden area where vegetables and fruit are grown, saving on their food budget.
15. When inmates are fighting fires, CAL FIRE furnishes their meals.
16. Educational opportunities are available by correspondence, including G.E.D., college and certification courses. Some inmates, who have worked with the Licensed Water Plant Operator, have obtained their State Certification; upon release, they were hired by private/civic water companies.
17. Mendocino County Transit Authority (MTA) provides transportation for released inmates
18. Books, magazines, television, an exercise room, and recreational facilities, such as a baseball diamond are available. The County Bookmobile visits every two weeks and is highly valued by the inmates.
19. Volunteers from non-denominational churches provide services. Narcotics Anonymous and Alcoholics Anonymous meetings are conducted by local volunteer organizations or the inmates.
20. The remoteness of the camps makes visiting difficult. Visitors must be pre-approved by CCC prison staff; visitation is on Saturdays and Sundays. Weekend family visits can be up to three days in a fully furnished cottage on the grounds at each camp.
21. There are no fences at the camps, but *Out of Bounds* signs are clearly posted. Camps are tobacco free.
22. Conservation camps abide by all government regulations, including reporting and safety.
23. Staffing for CDCR at each camp consists of: one Correctional Lieutenant (Camp Commander), one Correctional Sergeant, eight Correctional Officers, and one part-time Administrative Assistant shared between both camps.

Findings - Parlin Fork

24. Inmate capacity is 110 low-risk minimum custody male felons, who are housed in barrack style buildings.
25. Staffing for CAL FIRE consists of: one Assistant Chief (Division Chief), 10 Fire Crew Captains, one Heavy Equipment Mechanic, and one Chief Plant Operator.
26. The camp has its own water treatment plant and the waste water is pumped up the hill to a holding pond and leach field. The PFCC treats its own water, drawn from the Noyo River.
27. The day before the GJ visit, the waste water pump had failed and there was no water available for cooking or for toilet use. Infiltration from the recent storm may have contributed to the failure.

28. The camp operates a saw mill and provides rough cut lumber to government agencies. New *state of the art* saw mill equipment was acquired from excess inventory of the State. There is also a cabinet shop where cabinets and shelving are crafted. Recently, PFCC made cabinets for a library.
29. The PFCC repairs and maintains equipment for both camps and for CAL FIRE facilities.
30. The kitchen was observed to be clean, sanitary, and inmates prepare all meals.

Findings - Chamberlain Creek

31. CAL FIRE staff consists of 15 employees: one Chief, 10 Captains, one Water/Waste Water Licensed Plant Operator, and three Heavy Equipment Operators.
32. The maximum capacity of the camp is 112, low-risk minimum custody male felons. On the day of the GJ visit, there were 106 inmates.
33. Inmates design, build, and finish cabinets, doors, and signage. The products are sent to the CDCR Headquarters, other government facilities, and public agencies.
34. Recent projects include Lake Sonoma Dam clean-up, Laytonville School District building maintenance, Cow Mountain brush clearance and fire breaks.
35. Inmates perform a valuable service in conservation by harvesting Redwood tree seeds from cones; collecting seeds is arduous and tedious work. Viable seed cones are only produced when weather and water conditions are appropriate. The seeds are part of a conservation seed bank designed to preserve Redwood trees.
36. Crews remove fallen and dangerous trees in Jackson State Demonstration Forest. Removed logs are transported to Parlin Fork, where they are milled.
37. Inmates contribute to the annual Ukiah Christmas Effort at Ukiah Fairground, where food and toys are distributed for approximately 750 families. The CCCC kitchen crew cooks and serves community Thanksgiving dinner at the Harrah's Senior Center in Willits every year. Inmate crews prepare the site for the Willits Frontier Days event, and help with clean-up.
38. The CCCC water is provided by a well and surface water is drawn from Chamberlain Creek.

Recommendations

The Grand Jury recommends that:

1. the Board of Supervisors continue to fund the Bookmobile to service the camps on the current schedule, (Finding 18)
2. the crews be utilized as often as possible, by any City, County department, agency, school district, special district, or tax-supported entity within the County, (Findings 9-12, 28, 33-34, 37)

3. CAL FIRE and California Conservation Corps continue to operate the camps in the same efficient manner, and perform services within the community. (All Findings)

Discussion

Parlin Fork and Chamberlain Creek are well managed and utilize their resources to maximum capacity. Staff encourages inmates to develop job skills and continue their education.

Conservation camps freely give mutual aid to other agencies, including local fire districts, as well as assistance to other safety agencies. In the 2008 lightning fires, 11 counties, the National Guard, and several states, including Nevada, Utah, and Colorado came to the aid of Mendocino County.

The Mendocino County Library's Bookmobile is a valuable resource for inmates in both camps. According to the press, the bookmobile is an item under discussion for future budget reductions.

Products produced by inmates are sold to public agencies for only the cost of the material; thereby, saving public dollars.

The success of the camps can be attributed to the good relationship between CDCR and CAL FIRE, as demonstrated by the cooperative effort of their respective commanders and staff at each camp.

Required Responses

Board of Supervisors (Finding 18; Recommendation 1)

Mendocino County Library (Finding 18; Recommendation 1)

Ukiah, Willits, Fort Bragg, and Point Arena City Councils (Findings 9-12, 28, 34, 37; Recommendation 2)

Mendocino County Superintendent of Public Education (Findings 9-12, 28, 34, 37; Recommendation 2)

Requested Responses

CAL FIRE (All Findings; Recommendation 3)

Parlin Fork Conservation Camp Commander (Findings 1-30; Recommendation 3)

Chamberlain Creek Conservation Camp Commander (Findings 1-22, 31-38; Recommendation 3)

July 28, 2011

Ms. Kathy Wylie, Foreperson
Mendocino County Grand Jury
P.O. Box 939
Ukiah, CA 95482-0939

RE: Willits City Council Response to Grand Jury Report entitled "Masters of Fixing Disasters: A Report on Parlin Fork and Chamberlain Creek Conservation Camps"

Dear Ms. Wylie:

I am in receipt of your email of June 3, 2011, wherein you transmitted to me a report of the Mendocino County Grand Jury entitled "Masters of Fixing Disasters: A Report on Parlin Fork and Chamberlain Creek Conservation Camps" (dated April 30, 2011). As there were no response forms attached to your email, please find this letter the required response to the report's findings and recommendations from the Willits City Council, which they approved at their meeting on July 27, 2011.

The Willits City Council agrees with the report's Findings Nos. 9, 10, 11, 12, and 37.

The Willits City Council partially disagrees with the report's Findings Nos. 28, 33, and 34, due to the following reasons:

- **Finding No. 28:** The City of Willits is not able to agree or disagree with this finding, because the City has no knowledge of Parlin Fork's saw mill operations.
- **Finding No. 33:** The City of Willits is not able to agree or disagree with this finding, because the City has no knowledge of Chamberlain Creek's cabinet shop operations.
- **Finding No. 34:** The City of Willits is not able to agree or disagree with this finding, because the City has no knowledge of Chamberlain Creek's recent projects at Lake Sonoma, Laytonville School District, or Cow Mountain.

The Willits City Council supports the report's **Recommendation No. 2**, which states that Chamberlain Creek and Parlin Fork Conservation Camp crews be utilized as often as possible. The City of Willits has implemented this recommendation and uses conservation camp crews on a regular basis.

Please feel free to contact me should you have any questions.

Sincerely,

Paul Cayler
City Manager



Item No. **4g**
Meeting Date: **July 27, 2011**

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Joanne Cavallari, Finance Director/City Treasurer

Agenda Title: ADOPTION OF RESOLUTION ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2011/2012 PURSUANT TO ARTICLE XIII B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: N/A

Summary of Request: The establishment of an annual appropriations limit is mandated pursuant to Article XIII B of the California Constitution and Section 7910 of the California Government Code. In accordance with required procedures, this action has been duly noticed.

Recommended Action: Adopt a resolution establishing the appropriations limit for Fiscal Year 2011/2012, pursuant to Article XIII B of the Constitution of the State of California.

Alternative(s): None recommended.

Fiscal Impact: None, since the budgeted appropriations are well below the City's appropriations limit.

Personnel Impact: Minimal.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

RESOLUTION NO. 2011-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLITS ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2011/2012 PURSUANT TO ARTICLE XIII B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA

WHEREAS, pursuant to Article XIII B of the California Constitution and Section 7910 of the California Government Code, the City of Willits is required to establish its appropriations limit for Fiscal Year 2011/2012; and

WHEREAS, fourteen days before adopting this resolution, the documentation used in determinations of the appropriations limit has been available to the public; and

WHEREAS, the City of Willits has complied with the provisions of Article XIII B determining the appropriations limit for the Fiscal Year 2011/2012; and

WHEREAS, the appropriations limit is calculated pursuant to Proposition 111. The City Council is aware that adoption of this limit is an interim measure and the limit may change at a future date once all the data required to compute is available; and

WHEREAS, the specific information that is not available is the percentage change in non-residential construction and this information is to be supplied by the County of Mendocino Tax Assessors Office at some future date.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willits that the appropriations limit for Fiscal Year 2011/2012 for the City of Willits is set forth in Exhibit "A" attached hereto and made a part hereof by this reference.

The above and foregoing Resolution was introduced by Councilmember _____ seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Willits, held on the 27th day of July, 2011, by the following vote:

AYES:
NOES:
ABSENT:

BRUCE BURTON, Mayor
City Council of the City of Willits

ATTEST:

ADRIENNE MOORE, City Clerk

**GANN REVENUE LIMITATION
ARTICLE XIII B, CALIFORNIA CONSTITUTION**

EXHIBIT A

2011-2012

<u>Part 1 - Revenue</u>	<u>2010-2011</u>
Limit: Base/Prior Year	4,642,533
% Change in California Per Capita Income Converted to a ratio	(1) (3) 2.51 1.0251
Growth in Non-Residential Assessed Valuation	(2)
% Population Change - City Converted to a ratio	(1) 0.18 1.0018
% Population Change - County Converted to a ratio	(1) (3) 0.52 1.0052
Calculation of Factor for 2010-2011: 1.0251 x 1.0052 = 1.03043052	1.03043052
New Limit 4,642,533 x 1.03043052	4,783,808
(1) State of California, Department of Finance Estimates, May 2011	
(2) Information not available from County Assessor	
(3) Factors chosen for computation	
 <u>Part 2 - Appropriations Subject to Limit</u>	
Appropriations Subject to Limit	2,564,501
2010-2011 Revenue Limit	4,783,808
Amount of Unbudgeted, Authorized Appropriations	2,219,306

May 2011

Enclosure I

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost-of-living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the 2011-2012 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2011-2012	2.51

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2011-2012 appropriation limit.

2011-2012:

Per Capita Cost of Living Change = 2.51 percent
 Population Change = 0.77 percent

Per Capita Cost of Living converted to a ratio: $\frac{2.51 + 100}{100} = 1.0251$

Population converted to a ratio: $\frac{0.77 + 100}{100} = 1.0077$

Calculation of factor for FY 2011-2012: $1.0251 \times 1.0077 = 1.0330$

Enclosure II
Annual Percent Change in Population Minus Exclusions
January 1, 2010 to January 1, 2011 and Total Population, January 1, 2011

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2010-2011	1-1-10	1-1-11	1-1-2011
Mendocino				
Fort Bragg	0.55	7,268	7,308	7,308
Point Arena	0.22	449	450	450
Ukiah	0.25	16,069	16,109	16,109
Willits	0.18	4,889	4,898	4,898
Unincorporated	0.52	58,916	59,221	59,432
County Total	0.45	87,591	87,986	88,197

(*) Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members
From: Paul Cayler, City Manager
Joanne Cavallari, Finance Director/City Treasurer

Agenda Title: APPROVAL OF A NON-EXCLUSIVE PUBLIC RECREATIONAL FACILITY USE AGREEMENT WITH WILLITS YOUTH SOCCER LEAGUE

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: N/A

Summary of Request: For many years, the Willits Youth Soccer League has utilized the City's recreational facilities for soccer practice, games, and related activities. Now that the new fields and concession stands are completed, staff recommends that the City negotiate an agreement with the League to govern the use of the facilities. We believe that this agreement will protect the City's interest in the new facility, as well as the older facility across the street. We have invited comments from the Willits Youth Soccer League President, Saprina Rodriguez, who has agreed to the terms as presented.

This agreement is basically the same as the one that was approved in March 2011 with the Willits Little League for the use of the baseball fields. The soccer league uses different fields at the same facilities.

Recommended Action: Approve a non-exclusive public recreational facility use agreement with Willits Youth Soccer League.

Alternative(s): None recommended.

Fiscal Impact: Staff is recommending that use fees be waived for Willits Youth Soccer League's use of the facilities.

Personnel Impact: Minimal.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

**NON-EXCLUSIVE PUBLIC RECREATIONAL
FACILITY USE AGREEMENT**

This Non-Exclusive Public Recreational Facility Use Agreement for use of the soccer fields and facilities described herein is made and entered into the 27th day of July, 2011, by and between the City of Willits, a Municipal Corporation of the State of California ("CITY") and the Willits Youth Soccer League, a non-profit corporation ("LEAGUE").

RECITALS

A. CITY is the owner of the parcels of improved real property described herein consisting of the soccer fields, concession stands, public restrooms, parking lots and related fixtures and improvements situated on East Commercial Street, Willits collectively referred to herein as the "FACILITIES" and generally known as "Gordon Logan Field" (APN 007-020-02), and "Lofling Field," (APN 007-031-02 and 007-031-04).

B. With the CITY'S approval LEAGUE has used the Lofling Field for Willits Youth Soccer League sponsored and supervised soccer games and related activities for many years. CITY has recently improved the FACILITIES with the construction of the Gordon Logan Field.

C. CITY and LEAGUE desire to set forth the rights and responsibilities of each with regard to the use and maintenance of the FACILITIES;

NOW, THEREFORE, CITY AND LEAGUE AGREE AS FOLLOWS:

AGREEMENT

1. Priority Use. CITY shall permit LEAGUE to have priority use of the FACILITIES during LEAGUE'S season which normally runs from July 1st through November 30th. LEAGUE shall annually provide CITY with a schedule, subject to CITY approval, for its proposed use of each of the soccer fields and related facilities on or before March 15 of each year. CITY shall retain the right to full use of the FACILITIES and to allow other approved recreational uses when they are not being used by LEAGUE at the days and times of the schedule approved by CITY.
2. Improvements. LEAGUE shall not erect, alter, cause or allow to be erected or altered any structures or improvements on or in the FACILITIES without first submitting a written plan and receiving prior written approvals and all required permits from the CITY. All improvements, structures, alterations or fixtures heretofore or hereafter placed on or in the FACILITIES by LEAGUE shall then and there become the property of the CITY, unless the CITY specifically agrees otherwise in writing, prior to the placing of said items upon the FACILITIES.
3. Waste. LEAGUE shall comply with each and every law and regulation of the federal government, the State, County and CITY and shall not cause or permit waste, injury to or destruction of the FACILITIES, property, or improvements thereon.
4. Concession Stands. The LEAGUE is given the exclusive right to operate the concession stands during LEAGUE events. CITY shall not be responsible for or held liable in any way for loss or damage to LEAGUE personal property or equipment stored therein. CITY shall not be responsible for or held liable in any way for the safekeeping, use, theft of, or loss of League's concession food or related supplies while stored therein. LEAGUE may not sublet or subcontract the concession stands operation at any time.
5. Cleanliness. LEAGUE shall secure, maintain and keep the FACILITIES, including, but not limited to, the restrooms and concession stands, clean and in good repair at all times while in use and shall leave the FACILITIES in a clean, maintained condition at the end of each scheduled use, free of vectors and/or vermin. No offensive refuse matter, nor any substance creating an unnecessary, unreasonable fire hazard or public health or safety hazard, shall be maintained, permitted or remain on the FACILITIES at

any time. LEAGUE shall prevent any such matter or material from being or accumulating upon said FACILITIES and shall immediately clean the area of all debris, waste and recyclable material caused by its concession activities and FACILITIES usage. Further, except as otherwise provided herein, LEAGUE shall provide all supplies, including toilet paper, paper towels, and cleaning supplies, required for the restrooms and concession stands. CITY reserves the right to inspect the FACILITIES, including the restrooms and concession stands, at any time, to ensure compliance with this provision.

6. Recycling. LEAGUE shall recycle all paper, glass and aluminum products used, provided or collected by LEAGUE on the FACILITIES, as directed by CITY, and shall require use of any recycling facilities provided by CITY on the FACILITIES. LEAGUE shall report the disposition of all recycled materials used, provided, or collected at or on the FACILITIES, as required by CITY.
7. Merchandise. Beverages shall be dispensed in paper cups, plastic bottles or cans. Glass containers are prohibited. All merchandise, including but not limited to, food, beverages, confection, refreshments, etc., sold or kept for sale by LEAGUE shall conform to all federal, State, County and CITY laws, ordinances and regulations in every respect. The handling of all edible merchandise shall be subject to State, County and CITY sanitation requirements. The sale of beer, wine, or other intoxicating liquor is strictly prohibited on the FACILITIES, and shall not be permitted, nor allowed to be consumed on the FACILITIES.
8. Equipment, Furnishings and Expendables. Any additional portable equipment and furnishings required by LEAGUE for the concession stands shall be purchased, installed and maintained by LEAGUE at its sole expense, including all portable equipment similar to and including popcorn and refrigerator units and exclusive of structural additions such as electrical wiring, plumbing, exhaust fans, counter tops, windows, built-in units and other fixtures and improvements which are more permanent in nature as provided in Paragraph 2 (Improvements) of this Agreement. Said portable items so furnished by LEAGUE shall remain the LEAGUE's personal property and furnishings, provided that said items can be removed without damage to CITY's property. LEAGUE understands and agrees that this is a non-exclusive agreement. CITY shall not be responsible for or held liable in any way for loss or damage to LEAGUE equipment stored on FACILITIES. LEAGUE shall be allowed a period of thirty (30) days after the expiration of this Agreement or upon notice of termination to remove all LEAGUE equipment, furnishings and fixtures as hereinafter provided. CITY may dispose of any furnishings and/or equipment not removed by LEAGUE within the time provided herein, in any manner deemed appropriate by CITY, in its sole discretion.
9. Maintenance of Structures, Facilities and Equipment. LEAGUE shall promptly maintain, repair and/or replace any CITY fixtures or equipment on the FACILITIES, including restroom fixtures and equipment that have been damaged. CITY shall provide all maintenance, repairs and services required because of normal wear and tear for the ball field structures and facilities constructed and/or installed by CITY. CITY may direct LEAGUE to perform repairs and maintenance to LEAGUE-owned equipment, which repairs and maintenance are deemed by CITY to be necessary to preserve the public health and safety, and for the reasonable operation of the FACILITIES. No equipment provided and/or owned by CITY shall be removed or replaced by LEAGUE without the prior written consent of the CITY. Any and all repairs and maintenance performed by LEAGUE shall be performed by licensed contractors and in accordance with all Federal, State and local laws and regulations. If LEAGUE fails to repair, maintain or replace damaged equipment and/or facilities, within ten (10) days' written notice by CITY, CITY may perform repairs and/or maintenance, and/or replace damaged equipment and/or facilities, and the costs incurred by CITY shall be paid by LEAGUE.
10. Maintenance and Preparation of Fields. LEAGUE shall prepare all fields for play in conjunction with all events for which the concession stands are operated by LEAGUE. LEAGUE shall be responsible for dragging the fields, striping of the fields, placing the bases, installing the mounds and other activities associated with preparing the fields for play. CITY will be responsible for routine landscape maintenance of the fields, including mowing and irrigation. LEAGUE shall be responsible for any repairs to the fields and/or turf which are caused by improper usage, negligence and/or vandalism, as set forth in Paragraph 11 of this Agreement.

11. Damage Deposit. To ensure that all damage to CITY equipment and facilities resulting from LEAGUE's use thereof is corrected and/or paid by LEAGUE as provided herein, LEAGUE shall post a damage deposit with the CITY, in the amount of One Thousand Dollars (\$1,000.00). The damage deposit shall be paid in four equal payments of Two Hundred and Fifty Dollars, (\$250.00) with the first payment due on April 1, 2011, the second payment due on May 1, 2011, the third payment due on June 1, 2011 and the last payment due on July 1, 2011. CITY may use such deposit to offset any costs of repair, replacement or maintenance incurred pursuant to this Agreement, and may periodically require LEAGUE to supplement such deposit so that it is posted in full at all times. LEAGUE's liability for damages shall not be limited by the amount of the deposit, and LEAGUE shall be responsible for the entire cost of repairs, maintenance, and replacement of damaged equipment and facilities resulting from or associated with LEAGUE use or LEAGUE authorized use, in excess of the deposit. LEAGUE's failure to maintain the balance of the deposit as required by CITY, and/or failure to pay for all damages and maintenance as required herein, shall be grounds for immediate termination of this Agreement.
12. Permits and Licenses. LEAGUE shall obtain, in advance, all required permits and licenses in connection with the operation of the concession stands, and any improvements or modifications of the FACILITIES.
13. Security. LEAGUE shall be responsible for its own security program during LEAGUE use or LEAGUE authorized use, of the FACILITIES. Inspection of the concession stands and restrooms may be made at any time by any governmental authority, including the CITY. LEAGUE shall secure the concession stands and restrooms at all times before and after LEAGUE use, or LEAGUE-authorized use, of the FACILITIES, and shall be responsible for all liability, vandalism and damage which may occur as a result of unauthorized use of the concession stands and restrooms during or after LEAGUE use, or authorized use, of the FACILITIES.
14. Ball Fields Park Fees. In consideration of the contributions made by LEAGUE towards the development and construction of the FACILITIES, CITY agrees to waive all applicable Park Use Fees for the FACILITIES during the term of this Agreement.
15. Noise/Lighting: Security of Restrooms. All lighting of fields and concession stands shall be turned off, and the restrooms shall be secured no later than 10:00 p.m. each night. No motorized maintenance equipment may be operated on the FACILITIES prior to 7:00 a.m. and after 10:00 p.m. LEAGUE's failure to comply with this provision shall be grounds for immediate termination of this Agreement.
16. City Use. CITY shall have the right to use the FACILITIES, including improvements installed by the LEAGUE, for supervised recreational programs sponsored by CITY. However, absolute preference will be given to the LEAGUE for its regularly scheduled activities during the approved dates, including rain dates, and including other scheduling changes which may occur due to circumstances beyond the control of the LEAGUE, provided that the CITY receives two weeks' advance notice, and provided there are no scheduling conflicts with CITY sponsored activities. CITY shall be responsible for the care and maintenance of the FACILITIES when used by the CITY and shall clean all debris and repair all damage resulting from its use.
17. Agreement Not Assignable. LEAGUE shall not assign or transfer the rights granted by way of this Agreement, or any interest therein, and shall not sublet the FACILITIES or any part thereof, or any right or privilege appurtenant thereto, or suffer any other person (the agent and servants of permittee excepted) to occupy or use the FACILITIES, or any portion thereof, without the prior written consent of the CITY.
18. Use and Equipment. LEAGUE shall not commit or suffer to be committed any waste upon the said FACILITIES or any nuisance or other act or thing which may disturb the quiet enjoyment of any property owner or tenant in the vicinity wherein said FACILITIES are situated.
19. Personal Property Taxes. LEAGUE shall pay prior to delinquency all taxes assessed against and levied upon the trade fixtures, furnishings and equipment and all other personal property to be assessed and billed separately from the property of the CITY.

20. Indemnification. LEAGUE shall indemnify and hold harmless CITY and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including, but not limited to, attorney fees and cost of defending such claims or actions, arising out of or in connection with the operations of the LEAGUE at, or the use by or by authority of the LEAGUE of the FACILITIES, caused in whole or in part by any negligent act or omission of anyone directly or indirectly employed or volunteering for the LEAGUE, for whose acts any of them may be liable, except where such claims, damages, losses and expenses have been determined by a court of competent jurisdiction to have been caused by the active-negligence, sole negligence or willful misconduct of the CITY.

21. Insurance.

a. LEAGUE at its own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:

- i. Workers' Compensation Coverage. In the event that LEAGUE at any time during the term of this agreement is required by state law to obtain workers compensation insurance coverage for its employees, then, in such event, LEAGUE shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for its employees in accordance with the laws of the State of California. The Employer's Liability Insurance shall be maintained in an amount not less than one million dollars (\$1,000,000) per accident for bodily injury or disease. In addition, LEAGUE shall require each subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractor's employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the City at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against City, its officers, agents, employees and volunteers for losses arising out of or in connection with this Non-Exclusive Use Agreement.
- ii. General Liability Coverage. LEAGUE shall maintain commercial general liability insurance in an amount not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately for losses arising out of or in connection with this Non-Exclusive Use Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
- iii. Automobile Liability Coverage. LEAGUE shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the LEAGUE arising out of or in connection with this Non-Exclusive Use Agreement, including coverage for owned, hired and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.

b. Endorsements. Each general liability, automobile liability, and Workers' Compensation insurance policy shall be with insurers possessing a Best's rating of no less than A: VII and shall be endorsed with the following specific language:

- i. The City, its elected or appointed officers, officials, employees, agents and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the LEAGUE, including materials, parts or equipment furnished in connection with such work or operations.
- ii. This policy shall be considered primary insurance as respects the City, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the City, including any self-insured retention the City may have shall be considered excess insurance only and shall not contribute with it.

- iii. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
 - iv. The insurer waives all rights of subrogation against the City, its elected or appointed officers, officials, employees or agents.
 - v. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents or volunteers.
 - vi. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days written notice has been received by the City.
- c. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the City's option, LEAGUE shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
- d. Certificates of Insurance. LEAGUE shall provide certificates of insurance with original endorsements to City as evidence of the insurance coverage required herein. The endorsement shall be on forms provided by the City or on other forms which conform to all City requirements. Certificates of such insurance shall be filed with the City on or before commencement of this Non-Exclusive Use Agreement. Current certification of insurance shall be kept on file with the City at all times during the term of this Non-Exclusive Use Agreement.
22. Advertising. LEAGUE may, with the advance approval of CITY place upon the FACILITIES approved signage related to LEAGUE's operations and needs.
23. Term. The term of this Agreement shall be for Five Years, commencing July 1, 2011. CITY or LEAGUE may terminate this Agreement at any time by giving a thirty (30) days' notice of termination, except during the soccer season (February through July), CITY may only terminate the Agreement for cause. For purposes of this Agreement, "cause" shall mean any violation or breach of a term or condition of this Agreement, which is not corrected by LEAGUE after ten (10) days' written notice of such violation or breach by CITY, or otherwise as provided herein.
24. Termination for Non-Performance. Should LEAGUE fail to faithfully perform any of the terms and conditions of this Agreement, including, but not limited to, failure to maintain and repair the FACILITIES, non-payment of damages, and unauthorized use of the FACILITIES, CITY may terminate this Agreement by giving written notice of termination to LEAGUE as provided herein. Such termination shall not relieve LEAGUE from its obligations to defend, indemnify and hold harmless the CITY from any liability incurred hereunder, or to reimburse the City for damages sustained by CITY as a result of any breach or non-performance of this Agreement by LEAGUE.
25. Effect of Waiver. No consent of waiver, expressed or implied, by a party to or of any breach or default by the other party in the performance by such other party omits obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the act of failure to act of the other party in default, irrespective of how long such failure continues, shall not constitute a waiver of such party of its rights hereunder. The giving of consent by a party in any one instance shall not limit or waive the necessity to obtain such party's consent in any future instance. No waiver of any breach or default shall be construed as continuing a waiver of any provisions or as a waiver of any other or subsequent breach of any provision of this Agreement.

26. Notices. All notices herein required shall be in writing and delivered in person or sent by certified mail, postage prepaid, addressed as follows:

City Manager
CITY OF WILLITS
111 E. Commercial Street
Willits, CA 95490

League President
WILLITS YOUTH SOCCER LEAGUE
P.O. Box 1131
Willits, CA 95490

Such notices shall be deemed to be received within forty-eight (48) hours from the time of mailing, if mailed as provided for in this Paragraph.

27. Attorneys' Fees. Should litigation be necessary to enforce any term or provision of this Agreement, or to collect any portion of the amount payable under this Agreement, then all reasonable enforcement, litigation and collection expenses, witness fees, expert fees, court costs, and attorneys' fees shall be paid to the prevailing party by the non-prevailing party as the court deems just. Any action brought by any party hereto for damages or breach hereof, shall be commenced and maintained exclusively in the Mendocino County Superior Court.

28. Non-Discrimination. In connection with the use of the FACILITIES, LEAGUE and its employees or agents or any firm, person or concessionaire using the FACILITIES, shall not discriminate against any person because of age, disability, sex, race, creed, color or national origin. Any employee or applicant for employment shall be treated without regard to the person's age, disability, sex, race, creed, color, or national origin.

29. Entirety. The foregoing Agreement constitutes the entire Agreement of the parties concerning the subject matter hereof and supersedes all prior and contemporaneous agreements between the parties. No representations or promises shall be binding on the parties hereto except those representations and promises contained herein. This Agreement may be amended only by an instrument in writing which expressly refers to this Agreement and specifically states that it is intended to amend it.

30. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

31. Severability. The parties hereby declare that they would have approved this Agreement, and each section, subsection, sentence, clause, phrase, or portions thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases or portions thereof be declared invalid or unconstitutional. If for any reason any portion of this Agreement shall be declared invalid or unconstitutional, then all other provisions hereof shall remain valid and enforceable.

The terms and conditions of this Non-Exclusive Public Facility Recreational Use Agreement are hereby agreed to this _____ day of _____, 2011.

CITY OF WILLITS

WILLITS YOUTH SOCCER LEAGUE

Bruce Burton, Mayor

Saprina Rodriguez, League President

APPROVED AS TO FORM:

H. James Lance, City Attorney



AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Paul Cayler, City Manager

AGENDA TITLE: DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE CONTRACT CHANGE ORDER NO. 33 WITH OVERAA & CO. FOR THE PURCHASE AND TRANSPORTATION OF EARTHFILL AT THE WILLITS WASTEWATER TREATMENT PLANT (WWTP), STAGES 2 & 3 PROJECT

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 15 min.

Summary of Request: There is an earthfill material shortage at the Willits WWTP Stages 2 & 3 Project. The earthfill material is needed for the construction of the South Aeration Basin and Clarifier. It is infeasible to estimate exact quantities; therefore this change order is based on a worst case estimate equal to \$364,273, or 10,000 cubic yards. Final compensation will be based on actual quantities delivered (weight tags). The estimated unit cost includes material purchase and transport. The material is proposed to be imported from Harris Quarry. Where possible lower quality material will be used in order to save money. Higher cost drain rock and Class 2 base will be limited to beneath clarifier unit and critical strength areas. The earthfill shortage is the result of a late construction start last year that limited earthmoving stream crossing activities, variable behavior of on-site borrow soil, and aerial topographic survey accuracy. Other material sources were investigated as a potential for this change order. On-site borrow soils were deemed infeasible due to access across Mill Creek and the related water quality permitting issues. A nearby Caltrans surplus stockpile (Schmitbauer site) was also investigated, however the Caltrans material quality is found to be highly variable, and thus requiring more effort and material testing costs. The earthfill shortage change order was reviewed by the City Council Sewer Committee on Wednesday, June 15, 2011. Please find attached a Fill Cost Estimate, copy of the proposed Contract Change Order No. 33, and a Change Order Summary. At this time, no major change orders are anticipated for project completion, except the rebuilding of Sewer Plant Road. Sewer Plant Road rebuilding will be returned for City Council consideration at a later date.

Recommended Action: Approve Contract Change Order No. 33 with Overaa & Co. for the purchase and transportation of earthfill at the Willits Wastewater Treatment Plant, Stages 2 & 3 Project, and authorize the City Engineer and City Manager to execute the necessary documents.

Alternative(s): None recommended.

Fiscal Impact: The worst case estimate for Contract Change Order No. 33 is \$364,273. With all change orders, the ratio of total change orders to original contract amount is now 7.28%.

Personnel Impact: None.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

404027-Willits WWTP

Fill Cost Estimate

Material	Quantity CY	Multiplier CY to Ton	Quantity Tons	Unit Price Per ton	Extended Total Cost
6" minus:	2,000	1.62	3240	\$ 16.17	\$ 52,390.80
3" minus:	4,000	1.62	6480	\$ 22.17	\$ 143,661.60
¾" drainrock:	2,000	1.62	3240	\$ 27.22	\$ 88,192.80
Class 2 base:	2,000	1.62	3240	\$ 24.70	\$ 80,028.00
Total	10,000				\$ 364,273.20

** drainrock volume will not go down, others would be where any savings reflect



Consulting Engineers & Geologists, Inc.

Offices in: Eureka, Redding, Willits, CA and Coos Bay, OR

Owner: City of Willits

Project: Willits WWTP Stage 2 & 3

Engineer's Project No.: 404027

Original Contract Date: August 25, 2010

Contractor: C. Overaa & Co.

			Original Contract Amount	\$11,096,000.00	
Change Orders					Total Contract to Date
1	Convert Contract Duration to Calendar Days	\$ -	Approved	\$ 11,096,000.00	
2	Construct 1.1 Add'l Mitigation Acres	\$ 60,276.64	Approved	\$ 11,156,276.64	0.54%
3	RSP Installation (based on estimated quantities)	\$ 173,402.40	Approved	\$ 11,329,679.04	2.11%
4	ECF to Top of EWL Berms	\$ 2,785.00	Approved	\$ 11,332,464.04	2.13%
5	Accept UP for Add'l ECF (based on est quantities)	\$ 12,610.00	Approved	\$ 11,345,074.04	2.24%
6	UG Irrig Lat E Side Outlet Creek Levee Breach	\$ 1,248.00	Approved	\$ 11,346,322.04	2.26%
7	Overtime to Beat Rains	\$ 5,223.70	Approved	\$ 11,351,545.74	2.30%
8	Irrigation Piping and Add'l SWPPP measures	\$ 5,522.97	Approved	\$ 11,357,068.71	2.35%
9	Extend Contract Period for 3 Rain Days	\$ -	Approved	\$ 11,357,068.71	2.35%
10	Additional Cost to Broadcast Seed and Harrow (COR5)	\$ 3,427.46	Approved	\$ 11,360,496.17	2.38%
11	Install Pipe Manifold at Deeper Depth	\$ 7,735.00	Approved	\$ 11,368,231.17	2.45%
12	Wetland Permit Conflicts and Lack of Direction	\$ 6,500.00	Approved	\$ 11,374,731.17	2.51%
13	Over-Excavate Subgrade and Replace (COR10)	\$ 25,511.00	Approved	\$ 11,400,242.17	2.74%
14	Balancing CO to CO 5	\$ (179.00)	Approved	\$ 11,400,063.17	2.74%
15	Roof credit	\$ (4,000.00)	Approved	\$ 11,396,063.17	2.70%
16	EDIC 2 credit	\$ (397.00)	Approved	\$ 11,395,666.17	2.70%
17	Add'l willows north of the outfall (CD #11)	\$ 2,651.28	Approved	\$ 11,398,317.45	2.72%
18	Split Face Block	\$ 10,002.07	Approved	\$ 11,408,319.52	2.81%
19	Eighteen Add'l Willows N of Outfall Pipe	\$ 289.17	Approved	\$ 11,408,608.69	2.82%
20	Change to Best Cores	\$ 257.04	Approved	\$ 11,408,865.73	2.82%
21	Reconstruct subgrade with import materials	\$ 9,050.00	Approved	\$ 11,417,915.73	2.90%
22	Add French Drain at Headwalls	\$ 3,634.90	Approved	\$ 11,421,550.63	2.93%
23	Changes to Coatings Systems - EDIC 13	\$ 9,416.16	Approved	\$ 11,430,966.79	3.02%
24	Perm Eros Control Damage	\$ 8,366.17	Approved	\$ 11,439,332.96	3.09%
25	Liner Venting	\$ 4,518.37	Approved	\$ 11,443,851.33	3.13%
26	Reroute Secondary Effluent	\$ 53,704.00	Approved	\$ 11,497,555.33	3.62%
27	Electrical Changes at Conveyor Belt - COR 27	\$ (171.00)	Approved	\$ 11,497,384.33	3.62%
28	Gratings and Frames - COR 28	\$ 28,109.32	Approved	\$ 11,525,493.65	3.87%
	Added Valve on Sub 72 - COR 29 - VOID	\$ -	Cancelled	\$ 11,525,493.65	3.87%
29	Irrig Piping Bypass Connection - COR 30	\$ 9,033.39	Approved	\$ 11,534,527.04	3.95%
30	Add'l Electrical Outlet - COR 31	\$ 1,053.86	Approved	\$ 11,535,580.90	3.96%
31	Add Control Panel for Dual Air Compr System	\$ 1,569.93	Sent to USDA	\$ 11,537,150.83	3.98%
32	Added Length of Conveyor 2.5' COR 035	\$ 2,807.00	Draft	\$ 11,539,957.83	4.00%
33	Additional Fill Material - UP Basis	\$ 364,273.20	Draft	\$ 11,904,231.03	7.28%

Form RD 1924-7
(Rev. 2-97)

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT AND
FARM SERVICE AGENCY

ORDER NO.	33
DATE	July 27, 2011
STATE	California
COUNTY	Mendocino

CONTRACT CHANGE ORDER

CONTRACT FOR: Willits WWTP Stages 2 & 3 - Enhancement Wetlands and Secondary Treatment

USDA No. 04-023-946000454

OWNER: City of Willits

To: C. Overaa & Co.

(Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

DESCRIPTION OF CHANGES (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
Furnish and deliver soil and aggregate materials to complete the required fills to subgrade for the project. The material will be compensated based on the unit price times the actual quantities delivered. Costs for labor and equipment to construct fills from the purchased materials are included in the original contract price. This change order establishes unit prices for the various materials anticipated to be used, times a conservative estimate of the volumes required. (continued on Page 2)	\$0.00	\$ 364,273.20
TOTALS	\$0.00	\$ 364,273.20
NET CHANGE IN CONTRACT PRICE	\$0.00	\$ 364,273.20

JUSTIFICATION:

As the major project earthwork approaches its end, it is estimated that there will not be enough fill material available on site to construct portions of the solids handling area and the entire south aeration basin berm to their final subgrade elevations. The possibility for either a shortage or an overage was recognized at bid time. Therefore means were structured into the contract to compensate the General Contractor in case of an overage or a shortage of material. Unit prices for the additional cost to furnish and deliver additional fill, or to haul material from other borrow sites on the project site, or to dispose of excess material, were included, however they were not accepted at bid time. These costs do however offer useful information for planning. (continued on Page 2)

The amount of the Contract will be (Decreased) (Increased) by the Sum of:

Three-Hundred-Sixty-Four-Thousand Two-Hundred-Seventy-Three and 20/100 Dollars **(\$ 364,273.20).**

The Contract Total Including this and previous Change Orders Will Be:

Eleven-Million Nine-Hundred-Four-Thousand Two-Hundred-Thirty-One and 03/100 Dollars **(\$ 11,904,231.03).**

The Contract Period Provided for Completion Will Be (Increased) (Decreased) (Unchanged) : **0** Days.

This document will become a supplement to the contract and all provisions will apply hereto.

Requested _____ Tom Mannatt
City Engineer
(Owner) (Date)

Recommended _____ Diana Steele
PE, Project Mgr
(Owner's Architect/Engineer) (Date)

Accepted _____ Christopher Manning
President
(Contractor) (Date)

Approved by Agency _____ Mike Starinsky, State Engineer
USDA
(Name and Title) (Date)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-01042. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

- ORIGINAL-BORROWER'S CASE FOLDER
- COPY-CONTRACTOR
- COPY-BORROWER

Form RD 1924-7 (Rev. 2-97)

POSITION 6

CONTRACT CHANGE ORDER (continued)

DESCRIPTION OF CHANGE: (continued from page 1)

The following Unit Prices are approved and incorporated to the Contract by this Change Order.

Item 3.2 H, for 6" minus material, furnished and delivered, a per ton unit price of \$16.17 per ton.

Item 3.2 I, for 3" minus material, furnished and delivered, a per ton unit price of \$22.17 per ton.

Item 3.2 J, for ¾" drain rock material, furnished and delivered, a per ton unit price of \$27.22 per ton.

Item 3.2 K, for 6" minus material, furnished and delivered, a per ton unit price of \$24.70 per ton.

The aforementioned Unit Prices and shall be considered full compensation to furnish and deliver additional suitable fill material, to construct designed areas of fill. Contractor shall furnish, deliver to the site of the work, and dump suitable imported fill material as recommended in the Willits WWTP Geotechnical Reports included as Appendices to the Bid Documents and in Section 31 05 13 Soils for Earthwork. Costs to spread, moisture condition, compact, and grade the materials shall be considered to be included in the Base Bid Amount in the lump sum price for excavating and constructing fill embankments to the finished grades. Quantities of imported fill will be verified by weigh tickets provided at the time of delivery. A final balancing Change Order will be issued to reflect the final quantities required.

The estimated cost of this Change Order is \$364,273.20, based on the quantities assumed and outlined in the section below. The total cost associated with this Change Order shall not be exceeded without prior authorization.

JUSTIFICATION: (continued from page 1)

It is infeasible to estimate an accurate final amount because earthen materials are continually moved during the course of construction. Material is moved to dig and refill trenches, to fill an area and then dig neatline excavations for structures, and so on. However based on studying original quantity take offs, visual inspections, and experience with the behavior of the native materials on site, it is possible to develop a conservative estimate. The project team has used a volume of 10,000 cubic yards for planning and cost estimating purposes.

Various options for dealing with a shortage have been reviewed. Developing an additional borrow site at the project site, at this time, proved infeasible due to permit concerns and cost. Material that Caltrans has stockpiled from various work sites was offered, and could be available for the cost of hauling and with a proper encroachment permit. While the materials were found to have reasonable characteristics such that they could be used to construct fills, the materials are highly variable throughout the extent of the stockpiles. Some material may not be suitable, requiring additional efforts of the Contractor to sort through, and to thoroughly mix to the other various materials to a homogeneous blend. It would also require considerable effort on the part of SHN testing personnel to perform various additional quality control testing that would not be required for manufactured materials. Considering the option of purchasing all the required fill materials, it has been possible to further review the appropriate use of various materials based on their placement in fills. Working with SHN's geotechnical engineer, he indicates that materials of less stringent gradations than Class 2 base (such as 3" minus and 6" minus which are less costly) can be used lower in the fills as the critical strength comes from the strata nearer the surface, such as the 3" of asphalt over 12" of base making up the "structural road section."

For the purposes of establishing an estimated cost for this Change Order the following quantities are anticipated.

Material	Quantity CY	Multiplier CY to Ton	Quantity Tons	Unit Price Per ton	Extended Total Cost
6" minus:	2,000	1.62	3,240	\$ 16.17	\$ 52,390.80
3" minus:	4,000	1.62	6,480	\$ 22.17	143,661.60
¾" drainrock:	2,000	1.62	3,240	\$ 27.22	88,192.80
Class 2 base:	2,000	1.62	3,240	\$ 24.70	80,028.00
Total	10,000				\$ 364,273.20

The objective is to minimize the total cost of this Change Order to the extent possible. Other sources of material which would reduce the total shortage are expected to be available. Sources include miscellaneous areas that are not yet to finished grade, grindings, base, and subbase for areas of road to be repaired, and trenching spoils that can be used for fill will all reduce the need for material.



Item No. 9g(1)

Meeting Date: July 27, 2011

AGENDA SUMMARY REPORT

To: Honorable Mayor and Council Members

From: Adrienne Moore, City Clerk/Human Resources Director

Agenda Title: DISCUSSION AND POSSIBLE ACTION TO ADOPT A RESOLUTION ACCEPTING THE CALIFORNIA SECRETARY OF STATE LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES AS THE CITY'S OFFICIAL RECORDS RETENTION POLICY

Type: Presentation Consent Regular Agenda Public Hearing Urgent Time: 10 min.

Summary of Request: The City's existing records retention policy (Resolution No. 99-31) for determining how long to store various City records is outdated and requires storing numerous documents longer than needed and provides vague guidance for retention of various types of documents. The State Legislature approved the Local Government Records Retention Guidelines (prepared by the City Clerks' Association of California in 1999) as Senate Bill 742. In conformance with Senate Bill 742, the Secretary of State adopted updated Local Government Records Management Guidelines in 2006, which include the aforementioned retention guidelines.

The City Clerk recommends adoption of these guidelines to update the City's current policy. The updated policy will provide much more thorough guidelines to aid current and future City staff with the maintenance and integrity of City records.

Recommended Action: Adopt a resolution adopting the California Secretary of State Local Government Records Management and Retention Guidelines for use in the City of Willits.

Alternative(s): None recommended.

Fiscal Impact: None.

Personnel Impact: No increased personnel impact is anticipated.

Reviewed by: City Manager City Attorney Finance Director Human Resources Risk

Council Action: Approved Denied Other: _____

Records: Agreement Resolution # _____ Ordinance # _____ Other _____

RESOLUTION NO. 2011-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLITS ADOPTING LOCAL GOVERNMENT RECORDS MANAGEMENT AND RETENTION GUIDELINES

WHEREAS, Section 34090 of the Government Code of the State of California provides that, upon approval of the City Council by resolution, a City may establish a procedure for the destruction of any City record, document, instrument book, or paper without making a copy thereof, after the same is no longer required; and

WHEREAS, in September 1999, the City Council of the City of Willits adopted Resolution No. 99-31, establishing a records retention policy authorizing the destruction of certain City records pursuant to California Government Code Section 34090; and

WHEREAS, in February 2006, the Secretary of State established Local Government Records Management Guidelines, which includes Local Government Records Retention Guidelines, as prepared by the City Clerks' Association of California (August 1999); and

WHEREAS, Senate Bill 742 sets forth that the Guidelines will be published by the State Archivist and maintained by a member of their staff as required in accordance with state and federal law; and

WHEREAS, it is recommended by the City Clerk that the City Council adopt the attached Local Government Records Management and Retention Guidelines for use in the City of Willits.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willits hereby adopts the Local Government Records Management and Retention Guidelines, as set forth in Exhibit "A" attached hereto and made a part hereof, superseding Resolution No. 99-31; and

BE IT FURTHER RESOLVED that as said Guidelines are modified and amended from time to time by the Office of the State Archivist in accordance with state and federal law, said amendments are incorporated herein as same are modified and amended and that a copy of said Guidelines in their latest form be kept on file in the office of the City Clerk; and

BE IT FURTHER RESOLVED that no records may be destroyed pursuant to said schedules without the prior written approval of the Department Head, the City Clerk, and the City Attorney; and

BE IT FURTHER RESOLVED that the City of Willits retains its right to retain documents in excess of the minimum legal requirements when it is found that it is in the best interests of the City to do so because of operational, financial, or historical needs of the City.

The above and foregoing Resolution was introduced by Councilmember _____ seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Willits, held on the 27th day of July, 2011, by the following vote:

AYES:
NOES:
ABSENT:

BRUCE BURTON, Mayor
City Council of the City of Willits

ATTEST:

ADRIENNE MOORE, City Clerk



SECRETARY OF STATE

LOCAL GOVERNMENT

RECORDS MANAGEMENT GUIDELINES

SECRETARY OF STATE DEBRA BOWEN

ARCHIVES DIVISION
RECORDS MANAGEMENT

(916) 653-3834

FEBRUARY 2006

**LOCAL GOVERNMENT
RECORDS MANAGEMENT GUIDELINES**

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LOCAL GOVERNMENT RECORDS MANAGEMENT

GUIDELINES

California Government Records Management Program

2-1000

Background

2-1010

In 1968 the Legislature passed the California Public Records Act (PRA) ([Government Code, Section 6250 et seq.](#)) which is modeled after the federal Freedom of Information Act and details what government information is, and is not, available to the public. In general, all records are open to the public except 28 specific exemption categories listed in PRA, Section 6254. The PRA applies to all records, in whatever form, maintained by either state or local public agencies.

In 1978 the Information Practices Act (IPA) ([California Civil Code, Section 1798 et seq.](#)) became effective to protect personal privacy rights for individuals. The IPA is modeled after the Federal Privacy Act of 1974 and supercedes portions of the PRA. It does not apply to local public agencies except under voluntary contractual agreements.

The State Records Management Act ([Government Code, Section 14740-14774](#)) requires the Director of the Department of General Services (DGS) to establish and administer the state's records management program. The program applies "... to the creation, utilization, maintenance, retention, preservation, and disposal of state records." DGS administers the program through the State Administrative Manual (SAM), Chapter 1600 and the California Acquisition Manual (CAM).

SAM and CAM require every state agency to establish Records Retention Schedules which, when approved, become the legal authority for the agency to dispose of official public records. Retention schedules are the key element in effective records management programs for both government and private industry. State agencies must revise and update their schedules every five years or whenever a change occurs that impacts the keeping or disposing of agency records. The Records Management Act, SAM and CAM do not apply to local public agencies.

Since, with the exception of the PRA, legislation and directives establishing the state Records Management Program **do not** apply to local government, county and/or city government agencies do not have a standardized program of accountability for their treatment of public records. Nor does local government have standard retention periods for various record categories other than certain record types identified in government codes that mandate specific local programs. To alleviate this situation the 1999 legislature added [Section 12236](#) to the Government Code, which states in Section 12236 (a) "The Secretary of State shall establish the Local Government Records

LOCAL GOVERNMENT – RECORDS MANAGEMENT GUIDELINES

Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state.”

These guidelines are an initial attempt to provide some standards and structure to the local government records management effort. Other attempts at standardization include the California City Clerks Association’s 1998 list of common local government records and recommended retention periods. The goal of the State Archives in compliance with GC 12236 is to consolidate information resources and provide local government with a single source for archival and records management support and guidance.

Authority

2-1020

- California Public Records Act (Government Code, Section 6250 et seq.)
- Government Code, Section 12236

Definitions

2-1030

- **Active Records** – As a measure of activity for records that are referred to at least once a month per cubic foot of records. Also – As a retention period for a Perpetual Record that remains “active” until some event occurs to change its status, at which time it has fulfilled its function. (See also **Perpetual Record**)
- **Administrative Records** – Records commonly found in all offices and typically retained only for short time periods – less than five years. Examples include subject, chronological, budget, and policy files.
- **Archival Records** - Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.
- **Discovery** – The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists – even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.
- **Local Government** – Government Code, Section 6252 states: “‘Local Agency’ includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, [Section 54952](#).”

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- **Non-Records** - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also **Discovery**)
- **Permanent Records** – Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.
- **Perpetual Records** – Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.
- **Program Records** - Records that relate to the primary function of the agency in response to its daily mission. Examples include lien files, recorders files, election files, probate records, medical records, etc.
- **Public Records** - Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
- **Records** - All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics.
- **Records Retention Schedule** - A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".
- **Retention Period** – The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

Records Management

2-2000

Principles

2-2010

According to Government Code, Section 14740, California's Records Management Program is designed to "...apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of state records". Effective Records Management ensures that records are kept **only** as long as they have some administrative, fiscal, or legal value.

When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance. If that is the case the records should be preserved by an appropriate historical agency. Staff members should realize that an effective records management program is not only cost effective, it will also make their jobs easier. They should also know that records retained beyond their value "just in case" only extend the agency's legal liability in the event of adverse litigation.

These principles apply to all levels of government.

Inventory

2-2020

The first step in records management is a records inventory. Agencies need to know what records they have, where the records are kept, the volume, and how the records are used. This information is essential for developing a Records Retention Schedule to document the agencies normal course of doing business.

The Records Inventory Worksheet, state form STD 70, is available to assist agencies in gathering information needed in a records management program. Regardless of the form used, the following information should be obtained during any inventory of agency records:

- Record Series - A record series is a group of similar records arranged under a single filing system or kept together as a unit. They deal with a particular subject (budget, personnel, etc.), result from the same activity (arrest reports, property assessments, etc.), or have a special form (blueprints, maps, etc.). The title of each record series should be as accurate as possible, since future references to the records will be by the record series name. Avoid vague titles such as "Corporate Papers", "Official Documents", or "Vital Correspondence".
- Media – Determine the media for each record series such as paper, microfilm, etc. Also note if the same record exists in several medium.

LOCAL GOVERNMENT – RECORDS MANAGEMENT GUIDELINES

- Years covered – Determine the period of years covered by each record series. (Example: 1994-98).
- Activity Level - The amount of activity involving a record determines where the record should be stored. Active records need to be readily available and are generally stored in the office because they are accessed frequently. Inactive records that are still needed but only accessed occasionally should be warehoused in low cost storage.
- Volume – Note the volume of each record series by the cubic feet of space they occupy. This number is a spot count and should represent only those records on hand at the time of inventory. A typical file drawer or archive box contains approximately one cubic foot of actual records. Folders, separators, tab cards, etc. are not considered part of a record.

Appraisal and Scheduling

2-2030

After the inventory, sound records management requires a realistic appraisal of records in relation to their period of usefulness and their value to the agency that owns them.

The appraisal will:

- Establish reasonable retention periods.
- Identify records that can be destroyed immediately.
- Identify records that should be transferred to low cost storage.
- Identify vital and/or confidential records.
- Identify records with historic and/or research value.
- Determine the method of disposition.

Once records are inventoried, determine the immediate and future usefulness of the records. In general, records should be retained only as long as they serve the immediate administrative, legal and/or fiscal purposes for which they were created. When records no longer serve these purposes, they should be disposed of or preserved for archival purposes, whichever is appropriate.

Records with administrative value are created to help accomplish the functions for which an agency is responsible and have administrative value only as long as they assist the agency in performing current or future work. Their administrative use is exhausted when the transactions to which they relate are complete and from that point on they lose value rapidly.

Records with legal value contain evidence of legally enforceable rights or obligations of the agency. Examples are records that provide the basis for action, such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles and contracts; and records of action in particular cases, such as claim papers and legal dockets.

LOCAL GOVERNMENT – RECORDS MANAGEMENT GUIDELINES

Fiscal records pertain to the financial transactions of the agency, such as budgets, ledgers, allotments, payrolls and vouchers. After some records have served a basic administrative function, they may still have sufficient fiscal value to justify additional retention to protect the agency against court action and/or audits.

Some records will also have enduring value because they reflect significant historical events or document the history and development of an agency. Others contain accumulated data that can be useful for both scientific and genealogical research. At the local level historical societies and/or public libraries may be able to assess this potential value for the agency.

The final step in appraising records is determining their retention period. Keeping records, either in offices or storage areas, is very expensive and the actual or potential value of the records must be weighed against the cost. Most managers tend to keep records too long “just in case” and unwittingly extend the agency liability for as long as the records exist. Except for perpetual records, most administrative records should only be kept two or three years and certainly not more than five. Program records (unique and representative of the function of the office) are typically large files and kept for longer periods of time. Attachment A contains recommended retention periods for common administrative records maintained by several state agencies.

Questions to ask are how serious would it be if a particular record 5 or 10 years from now were unavailable? What are the chances of it being needed? Are the consequences serious enough to justify keeping a large volume of records for long periods of time at considerable cost? Is the information available anywhere else? What would it cost to reconstruct the record if necessary? Answering these questions will lead to a more realistic approach to the problem of determining how long records should be kept.

Establishing retention periods may also involve negotiation with the people who use the records. They should be encouraged to look realistically at their need for the records. Don't accept the answer that 'the records are used all the time and therefore must be kept permanently'. “Permanent” retention is very expensive, rarely necessary, and usually must be justified by a specific written requirement such as a statute, legal opinion, government code, etc. The State assumes “permanent” to mean 500 years! Will your records really have any value 500 years from now?

Once retention periods have been established for all records, a Records Retention Schedule can be developed. The schedule formalizes the retention and disposition of the agency's records and establishes the agency's “normal course of doing business”.

Retention Schedules**2-2040**

A properly prepared and approved Records Retention Schedule is an agency's legal authority to do whatever needs to be done with records and documents entrusted to the agency's care. It certifies the life, care, and disposition of all agency records. If subpoenaed records have been destroyed, agency schedules (AND EVIDENCE OF COMPLIANCE WITH THOSE SCHEDULES) will defend the agency's actions. However, to prove there was no adverse intent when records were destroyed, schedules must be specific and consistently used. Adverse intent (to keep records out of court) is both a civil and criminal offense.

The state uses two forms to create Records Retention Schedules: the Records Retention Schedule Approval Request, [STD Form 72 \(pdf\)](#); and the Records Retention Schedule, [STD Form 73 \(pdf\)](#). The Form 72 contains signature elements from the agency involved, the Records Manager, the approval authority, and an archival review. The Form 73 is the schedule itself and contains an agency description or mission statement plus the listing of all agency records. Both of these forms are for state agencies but could easily be adapted/modified for use by local government.

Use of these or similar forms help an agency ensure their schedule contains all the elements necessary to withstand legal scrutiny. The signatures of the program manager (record custodian) and agency Records Manager attest to the completeness and accuracy of the information on the schedule. The approval authority should be the government body having administrative authority over the agency. For local government this authority could be the County Board of Supervisors, County Administration, Mayor's Office, City Administrator or similar government functions. Archival review at the local level could be from a county or city historical society, historical museum, library, or similar organization.

In state government schedules are considered current for five years unless amended sooner due to a significant change in an agency's record keeping practices. A change of mission, added functions, new programs, etc. would all trigger an amendment to an existing schedule. Regardless of any amendments, a new schedule must be prepared and approved after five years to ensure the schedule accurately and completely reflects the agency's records holdings and disposition. Renewing schedules more frequently is always an option, and is required in some states. Local government agencies should adopt whatever cycle is most practical within their jurisdiction.

Physical location, complexity, and activity levels of records are some of the factors to consider when determining how many schedules are needed to support an agency's records management program. Small agencies housed in one facility with narrowly focused missions may only need one schedule for the entire agency. Larger, more complex agencies may need many schedules to efficiently and effectively document the varied records maintained by the agency. For example, County Health Services in a large populous county would probably require separate schedules for Children's Services, Mental Health, Health Promotion, Elder Care Services, etc. On the other

hand, a small county Health Services Agency might use a single schedule and list record series in groups under each different agency function.

Disposition of Records

2-2050

Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in accordance with their Records Retention Schedule. A properly completed schedule provides an agency with the legal authority to dispose of records entrusted to its care. Disposition may include sending appropriate records to an archival facility, recycling unneeded records, and/or destroying unneeded confidential records. Remember, in the event of litigation the court will want to know what the agency does in the normal course of doing business. Your Records Retention Schedule spells out the normal course of business for how your agency handles and disposes of its records.

In general, most agencies keep records well beyond the record's administrative, fiscal, or legal value "just in case" the records may be desired for future purposes. That is one of the worst reasons to retain records because excess records over-burden staff, slow response times to public requests, and extend the agency's legal liability. A court can not demand an agency produce documents that have been destroyed in accordance with accepted and documented (your retention schedule) industry practices.

Summary

2-2060

Records Management's primary concern is the efficient, effective and economical management of information. The guiding principle of Records Management is to insure that information is available when and where it is needed, in an organized and efficient manner, and in a well-maintained environment. Records Management is more than retention schedules and the disposition of records; records management also encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations. Records Management seeks to control and manage records through the entirety of their life cycle, from their creation to their final disposition.

In today's litigious society Records Management is more important than ever but unfortunately is still overlooked and under-funded at all levels of government. In court an astute attorney can discredit an agency in the eyes of a judge or jury by attacking the way the agency handles its records. The fact that the records may refute or support a particular position is obscured by the attack on how the agency accounts for and handles those records. The agency's legal position in the litigation may be influenced by how well or how poorly they comply with accepted records management practices.

A sound records management program doesn't cost – it pays. It pays by improving customer service, increasing staff efficiency, allocating scarce resources, and providing

a legal foundation for how an agency conducts its daily mission. It helps identify and justify opportunities for new technology. Microfilm, optical disk, optical character recognition, workflow, e-mail, bar code, and other related technologies cannot be adequately evaluated and cost justified without a good records management program. Other benefits of effective records management include:

- Space Savings
- Reduced expenditures for new filing equipment
- Increased efficiency in information retrieval
- Compliance with legal, administrative, and fiscal retention requirements
- Identification and protection of vital records
- Control over creation of new records
- Identification of records with research value
- Identification of records with historical value

Acknowledgement

2-2070

The California State Archives would like to acknowledge the League of California Cities and the City Clerks Association of California for their major contribution to these guidelines. Attachment C represents several years of effort by the League and the Association to provide standard retention periods for record series common to most city jurisdictions. Attachment D – County Records Retention Guidelines has been permanently removed.

Please forward comments and/or corrections to these retention periods to the California State Archives.

For assistance in developing a Records Management Program or to comment on this web site please contact:

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Secretary of State
Archives Division
1020 O Street
Sacramento, CA 95814
(916) 653-3834, Fax (916) 653-7134
lmetzger@sos.ca.gov*

Administrative Records - Typical Retention Periods

Type of Record	Years	Remarks
<u>Correspondence</u>		
Chron Files	2	
General/Public	3	
Controlled	2	
Reports	3	
Subject Files	3	
Reproduction/Printing Requests	2	
<u>Financial</u>		
		>4/7 = 4 yrs for state funds/7 for federal funds<
Expense Reports	4/7	Or until audited, whichever is first
Budgets	4/7	Or until audited, whichever is first
Billing/Accounting Reports	4/7	Or until audited, whichever is first
Budget Change Proposals	4/7	Or until audited, whichever is first
Budget Change Concepts	4/7	Or until audited, whichever is first
Audits	4/7	
Invoices	4/7	Or until audited, whichever is first
Fees/Receipts	4/7	Or until audited, whichever is first
Checks/Ledgers/Registers	4/7	Or until audited, whichever is first
Cal Stars Reports	Active+1	Active until new budget approved*
Cost Recovery - Federal	Active+7	Active until claim paid then 7 or until audited, whichever is first*
Cost Recovery - State	Active+4	Active until claim paid then 4 or until audited, whichever is first*
Grants	Active+2	Active until end of grant year*
<u>Equipment/Supplies/Space</u>		
Inventory	Active	Active until revised*
Purchase Request/Order	Active+4/7	Active until items received(4/7 if subject to audit)*
Service Orders/Authorizations	Active	Active until service performed*
Vendor Information	Active	Active until revised*
Building Maintenance/Leases	Active	Active until lease terminates*
Inspection Reports/Moves/Space	Active	Active until revised/rescinded/superseded*
Equipment Maintenance	Active+2	Active until maintenance complete*
Hardware/Software Documentation	Active	Active until revised/rescinded/superseded*
Vehicle Files	2	
<u>Personnel</u>		
Duty Statements	Active	Active until revised*

Employee Records	Active+1	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, Confidential Destruction. (CD)*
Attendance	Active+1	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD.*
Travel	Active+1	Active until travel complete. PRA 6254, IPA 1798.40, CD.*
Training	3	PRA 6254, IPA 1798.40, CD.
Applications	2	PRA 6254, IPA 1798.40, GC 12946, CD.
Interview Documents	2	PRA 6254, IPA 1798.40, CD.
Affirmative Action	Active	Active until revised*
Merit Awards	3	PRA 6254, IPA 1798.40, CD.
Superior Accomplishments	3	PRA 6254, IPA 1798.40, CD.
Labor Relations	2	
Production/Assignment Logs	2	
Overtime Logs	2	PRA 6254, IPA 1798.40, CD.
Action Requests/Grievances	2	PRA 6254, IPA 1798.40, CD.
Toxic Exposure Reports	Active	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD. Transfer Rpt with employee.*
<u>Policy/Procedure/Organization</u>		
Policies (All)	Active	Active until revised*
Procedures (All)	Active	Active until revised*
Compliance Requirements	Active	Active until revised*
Organization Charts	Active	Active until revised*
Mission Statements	Active	Active until revised*
Associations	Active	Active while membership is current*
Meetings/Minutes/Agendas	2	
Activity Reports	2	
Studies/Statistics	3	
Feasibility Studies	5	
Request for Proposals	3	
Delegation Orders	Active	Active until revised/superseded/Revoked*
Conferences/Committees	3	
Contracts	Active+4/7	Active until contract terminates/+4/7 if subject to audit*
Emergency Preparedness	Active	Active until revised*
Public Hearings	5	
Health/Safety	3	
Plans and Goals	Active	Active until revised/rescinded/superseded/Complete*
<u>Records Management</u>		
Records Retention Schedule	Active	Active until revised*
Records Transfer List (STD 71)	Active	Active until disposal of records*
Records Destruction Authorization	4	

Forms File	Active+1	Active until revised/rescinded/superseded*
Legislation/Regulations/Legal		
Bill Analysis	3	PRA 6254
Research Information	3	PRA 6254
Proposed Legislation/Regulations	4	PRA 6254
Legal Opinions	Active+1	Active until issues resolved*
Law Suits/Small Claims	Active+1	Active until litigation complete*
Enrolled Bill Report	4	PRA 6254
PRA/IPA Files	2	
Public Relations		
Clippings	2	
Press Releases	2	
Speeches	2	

* “Active” retention is for Perpetual Records that remain “active” until some event occurs. After the event occurs the records are disposed of or may require retention for an additional short period of time.

The “Remarks” section of a retention schedule also identifies records not subject to public disclosure because of code or statute, as well as any other unusual or significant characteristics about a record series. PRA refers to the California Public Records Act and IPA refers to the Information Practices Act. CD stands for Confidential Destruction.

Most administrative records are small in volume and the records retained for less than five years.

Program Records:

There are no typical retention periods for program records because they are unique to the individual office. They represent the reason the office exists and their retention is usually specified in some statute or regulation that established the office or program. A few program records may be identified for permanent retention however most will be retained for a specific number of years, or as perpetual records with an “Active” period, just like administrative records.

Most program records are large in volume and may be required much longer than administrative records. As with administrative records, program records should be retained only as long as they have some administrative, fiscal, or legal value. After that they should be disposed of in accordance with an approved Records Retention Schedule.

Records Management and Archives Resources

Many resources exist to assist you in your records management program. This list is not all-inclusive but will provide you with several contacts where you can ask questions and receive professional answers to many records management issues. All of these resources provide information free of charge and some also offer membership in the organization, which entitles you to additional benefits.

AIIM - Association for Information and Image Management, International.

AIIM is a global industry association connecting users and suppliers of enterprise content management (ECM) technologies - tools and methods that help capture, manage, store, preserve and deliver content in support of business processes. AIIM is a neutral and unbiased source of information. They produce educational events and conferences, provide up-to-the-minute industry information, and are ANSI/ISO-accredited for standards development. Local chapters provide networking and educational opportunities throughout the country.

World Headquarters
1100 Wayne Avenue, Suite 1100
Silver Spring, MD 20910
1-800-477-2446
<http://www.aiim.org/>

ARMA International – Association of Records Managers and Administrators.

The mission of ARMA International is to provide education, research, and networking opportunities to information professionals, to enable them to use their skills and experience to leverage the value of records, information, and knowledge as corporate assets and as contributors to organizational success. ARMA has a network of local chapters that provide educational opportunities for members and non-members alike.

ARMA International
4200 Somerset Dr., #215
Prairie Village, KS 66208
1-800-422-2762
<http://www.arma.org/>

NAGARA – National Association of Government Archives and Records Administrators.

NAGARA is an association dedicated to the improvement of federal, state, and local government records and information management. Their goal is to promote the availability of our documentary legacy by improving the quality of records and information management at all levels of government

NAGARA

48 Howard Street

Albany, NY 12207

1-518-463-8644

<http://www.nagara.org/>

NARA – National Archives and Records Administration

Major source for national archives and records management issues and policies.

Develops standard Record Retention Schedules for federal agencies.

National Archives and Records Administration

700 Pennsylvania Avenue, NW

Washington, D.C. 20408

1-800-234-8861

<http://www.archives.gov/index.html>

COSHRC

Council of State Historical Records Coordinators

Provides internet links to all State Archives and Records Management Offices.

<http://www.coshrc.org/arc/states.htm>

InterPARES

International Research on Permanent Authentic Records in Electronic Systems

Source for international research papers seeking to recommend standards in the electronic records industry.

<http://inter pares.org/>

CA Secretary of State

Provides records management guidelines for local government agencies through the California State Archives web site.

California State Archives

1020 O Street

Sacramento, CA 95814

(916) 653-3834

lmetzer@sos.ca.gov

CA Department of General Services – California Records and Information Management (CalRIM)

CalRIM establishes guidelines for state agencies to manage their records programs,

including the management of electronic records and using technology such as imaging.

CalRIM provides training, Master Service Agreements to streamline the contracting process for records and imaging technologies and consultation, and other services to

help customers establish and maintain effective records programs. CalRIM also reviews and maintains all state agency records retention schedules.

Department of General Services
Procurement Division
California Records and Information Management Program
1500 5th Street, Suite 101
Sacramento, California 95814
(916) 324-4809
<http://www.osp.dgs.ca.gov/calrim/default.htm>

LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

**August 1999
City Clerks' Association of California
California State Archives 2002 Version**

LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

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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.

RECORDS RETENTION CLASSIFICATIONS – CITY GOVERNMENT**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
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 Ground Transportation
 Harbor

*Anticipate will be addressed by County Officials

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LEGEND

Records Retention

AC = Active
AU = Audit
CU = Current Year
E = Election
P = Permanent
T = Termination

AD = Adoption
CL = Closed/Completion
DOB = Date of Birth
L = Life
S = Supersede

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

ADMINISTRATION

Record Series	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)
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

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
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
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

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
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
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/mailing 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
Unsuccessful	CL + 2	GC34090	Applications not entitled

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
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 Recognition
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;
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

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
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)
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

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
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
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

ADMINISTRATION (CONTINUED)

Record Series	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) 40806	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	
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	

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
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,*	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)
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

DEVELOPMENT

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Bonds Development	CL + 10	CCP 337.5	Housing; Industrial 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/pr involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence
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

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
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
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
BUILDING			
Blueprints, Specifications	CL + 2	GC34090d	Submitted by contractors with application for permit and builds for Certificate of Occupancy
Certificates	L	GC34090a	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	GC34090a; 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds
Inspection	CL + 2	GC34090d	Correspondence, fees, appeal requests, reports
Permits	P	GC34909a; H&S 19850; 4003;4004	Plans, building, signs, grading, encroachment permits
Signs (Temporary)	S + 2	GC34090d	Home occupations, off-premise signs
CODE ENFORCEMENT			
Abandoned Vehicles	CL + 2	GC34090d	
Case Files	CL + 2	GC34090d	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Liens & Releases, Supporting Recorded	CL + 2 P	GC34090	Utilities, abatement, licenses

DEVELOPMENT(CONTINUED)

Record Series	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 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

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Redevelopment Budgets	P	GC 34090, 40802, 53901	Includes annual audit
Bond Issues	P	GC43900 et seq.	
MUNICIPAL FACILITY			
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	
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

FINANCE

Record Series	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 Reconciliation	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation
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
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

FINANCE (CONTINUED)

Record Series	Retention	Citation	Descriptor
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 (<i>PERS Public Employee Retirement System</i>) *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
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

FINANCE (CONTINUED)

Record Series	Retention	Citation	Descriptor
Bonds			
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

PUBLIC SAFETY

Record Series	Retention	Citation	Descriptor
EMERGENCY MANAGEMENT			
Mutual Aid, Strategic Plans	S + 2	GC34090	
FIRE SAFETY 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
Field, Non-fire and Logs	CU + 2	GC34090	
Fire, Non-arson and Logs	CU + 2	GC34090	

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure
Weed Abatement	CL + 2	GC34090	Reports, assessments, resolutions, documentation
HAZARDOUS MATERIALS			
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 & Operation.	P CU + 2	GC34090a GC34090	Documents re: storage Location, installation, removal, remediation
LAW ENFORCEMENT ADMINISTRATION			
Accounting/Cash Reconciliation	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 Inventory	T + 2 S + 2	GC34090 GC34090	Retained until termination of equipment use; Manuals, instructions, procedures 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 Survey Response Files	CU + 2 CU + 2	GC34090 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

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Asset Forfeiture	CL + 2	GC34090	
Investigations/ Proceedings Case File			
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)
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

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Record Series	Retention	Citation	Descriptor
Jail	CU + 6	GC34090	Daily report of staffing, bookings/releases, transfers, transportation
Daily Logs			
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	CU + 2	GC34090	
Bicycle			
Bingo, Mace	CU + 2	GC34090	
Business	T + 1	GC34090	
License Review Board			
Administrative Files			
Duplicate (Pink),	CU + 2	GC34090	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency
Secondhand			
Dealer,			
Pawn Brokers			
Logs	S		
Auto Theft			
Case	CU + 1		
Assignment			
Daily	CU + 2	GC34090	
Activity			
Officer	CU + 2	GC34090	Daily activity of incidents not reported by use of official report
Report	CU + 2	GC34090	Report numbers, type, names, dates retained for research value
Summary			
Investigative	CL + 10	GC34090	Retained by division until cases are suspended and closed
(Pre-Arrest)			
Juvenile	CU + 2	GC34090	Logs document juvenile processing per CYA
Detention			
Property	CU + 2	GC34090	Logs items coming into and going out of property room
Control			
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	T	GC34090	Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed
(Negatives)			
Inmates	CU + 20		By Prisoner number
(Negatives)			

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Registration Files, Arson, Sex and Narcotics	Life of registrant within jurisdic- tion		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 (Man- datory destruc- tion from date of convic-tion or date of arrest with no convic- tion)	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)	Man-datory Destruc- tion (Upon notice from Depart- ment 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 Felonv 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.
Misdemeanor/ Infractions	CL + 2	GC34090	No arrests, identifiable property or missing persons (See: Note 1)
Supplemental Felonv 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

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Property Original	Until case is adjudicated/disposition determined		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
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

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Sealed Adult Found Factually Innocent	Manda-tory Destruc-tion Upon and Pursu- ant 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	Manda-tory Destruc-tion upon and pursu- ant 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/Se curity 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. Excep-tion: 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
Served	CU		Includes Warrant Service Information Card, alpha index card
Unserved (Local)	Until served, recalled or purged		
PATROL			
Cards Dispatch	CU + 2	GC34090	
Field Interview	CL + 2	GC34090	
Citations 11357(e), Juvenile	CL + 2	11361.5 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	

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
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 Radio Logs (Communication)	CU + 2	GC34090	Documents problems, malfunctions, resolution to provide equipment performance history
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 Accident	CL + 2	GC34090	Non-Jury
Traffic Collision Fatalities	P		
Vehicle Assignment Reports	S		Record of assignments
Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance, etc.
Repossession/P rivate 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 Inventory/Sign- out Cards- Photo Lab	T		
Operations Files - Photo Lab	T		Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Grievance Files	CL + 2	GC34090	Grievance filed by employees, supporting documentation
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.
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.

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
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.

PUBLIC WORKS

Record Series	Retention	Citation	Descriptor
PARKS			
Agendas, Board	CU + 2	GC34090	
Grants (<i>refer to Admin.</i>)			
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
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
Reports			
Studies	CL + 2	GC34090	
Tonnage	CU + 2	GC34090	

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
STREETS/ALLEYS			
Abandonment/ Vacations	P	GC34090	
Closures	P	GC34090	
Easements, Dedications, Rights-of- Way	P	GC34090	
Field Books	P	GC34090	
Grants (see <i>Admin.</i>)			
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
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	

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Speed Limits	S + 2	GC34090	
Programs			
Federal Aid Urban	CL +	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	
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

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Policies/ Procedures	S + 2	GC34090	Rules and Regulations
Reports/ Studies	CL + 2	GC34090	
Grants (see <i>Admin.</i>)			
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
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	
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 WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
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
Variations, 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
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

TRANSPORTATION

Record Series	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		Owners 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
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

TRANSPORTATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Reports			
Accident and Incident (Aircraft)	CL + 8		Accidents, injuries, property damages, general conditions re pilot and aircraft
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		

LOCAL GOVERNMENT
RECORDS RETENTION
GUIDELINES

County Records
June 2002
California State Archives

The document entitled “Local Government Records Retention Guidelines, County Records” at one time appeared on this website as Attachment D to Local Government Records Management Guidelines. Upon learning that Gladwell Governmental Services, Inc. asserts a copyright to the document’s content, the Secretary of State has permanently removed the document from this website. If you received from our office, or utilized, downloaded or reproduced from this website any portion of Attachment D, we ask that you contact the business that asserts a copyright to this material, Gladwell Governmental Services, Inc. Gladwell Governmental Services, Inc. can be contacted through its attorney, Kevin D. Hughes, Esq., Tisdale & Nicholson, LLP, 2029 Century Park East, Suite 900, Los Angeles, CA, 90067; telephone (310) 286-1260; fax (310) 286-2351; e-mail: KHughes@T-NLaw.com.