AGENDA
REGULAR MEETING OF THE LAKEPORT CITY COUNCIL
(ALSO MEETS AS THE CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT, THE LAKEPORT INDUSTRIAL DEVELOPMENT AUTHORITY, THE MUNICIPAL FINANCING AGENCY OF LAKEPORT and THE SUCCESOR AGENCY TO THE LAKEPORT REDEVELOPMENT AGENCY)

Tuesday, March 21, 2017
City Council Chambers, 225 Park Street, Lakeport, California 95453

Any person may speak for three (3) minutes on any agenda item; however, total public input per item is not to exceed 15 minutes, extended at the discretion of the City Council. This rule does not apply to public hearings. Non-timed items may be taken up at any unspecified time.

I. CALL TO ORDER & ROLL CALL: 6:00 p.m.
II. PLEDGE OF ALLEGIANCE:

III. ACCEPTANCE OF AGENDA:

Urgency Items:
To add item, Council is required to make a majority decision that an urgency exists (as defined in the Brown Act) and a 2/3rds determination that the need to take action arose subsequent to the Agenda being posted.

IV. CONSENT AGENDA:
The following Consent Agenda items are expected to be routine and noncontroversial. They will be acted upon by the Council at one time without any discussion. Any Council Member may request that any item be removed from the Consent Agenda for discussion under the regular Agenda. Removed items will be considered following the Consent Calendar portion of this agenda.

A. Ordinances:
Waive reading except by title, of any ordinances under consideration at this meeting for either introduction or passage per Government Code Section 36934.

B. Minutes:
Approve minutes of the regular City Council meeting of March 7, 2017.

C. Application 2017-011:
Approve Application No. 2017-011 with staff recommendations for the Lake County’s Finest Farmer’s Market to be held on Tuesday mornings in Library Park from May through September.

D. Extension of Anti-Gouging Provisions:
Adopt the Resolution of the City Council of the City of Lakeport Extending the Prohibition on Price Gouging for an Additional Thirty Days in the City of Lakeport.

E. Records Retention:
Adopt the proposed resolution adopting a records retention schedule, and authorizing destruction of certain City records and rescinding Resolution No. 2550 (2015).

F. Out of State Travel Request:
Authorize the out of state travel as requested by the Chief of Police to resolve a pending felony criminal investigation.

G. Emergency Housing Funds:
Adopt the proposed Resolution to transfer $33,000 from the Low – Mod Housing Fund to the City’s emergency housing assistance fund and to increase the budgeted expenditures in the emergency housing assistance fund by $34,000 to provide emergency housing assistance to displaced Lakeport residents of the 2017 Flood Event.

V. PUBLIC PRESENTATIONS/REQUESTS:
A. Citizen Input:
Any person may speak for 3 minutes about any subject within the authority of the City Council, provided that the subject is not already on tonight’s agenda. Persons wishing to address the City Council are required to complete a Citizen’s Input form and submit it to the City Clerk prior to the meeting being called to order. While not required, please state your name and address for the record. NOTE: Per Government Code §54954.3(a), the City Council cannot take action or express a consensus of approval or disapproval on any public comments regarding matters which do not appear on the printed agenda.

VI. COUNCIL BUSINESS:
A. City Clerk
   1. Measure Z Independent Citizens’ Advisory Committee
      Adopt a resolution of the City Council of the City of Lakeport establishing an ad hoc advisory committee for the selection of the Measure Z Independent Citizens’ Advisory Committee to be comprised of two (2) City Council Members

B. Community Development Director
   1. Extended Stay Resolution
      Adopt a proposed Resolution providing relief to displaced residents of the 2017 Flood Event from certain requirements of the Lakeport Municipal Code.
C. Public Works Director

1. Giselman Street Waterline Replacement Project: Authorize staff to advertise for competitive bids for the Giselman Street Waterline Replacement Project.

2. Bid award: Authorize the City Manager to sign the construction contract award for the Downtown Tree Installation Project to Neary Landscape Inc. and a budget amendment in the General Fund of $20,000.

3. Notice of Completion: Adopt a resolution accepting construction of the Lakeport Downtown Improvement Project, Phase II by Granite Construction Company and authorize the filing of the Notice of Completion.

D. City Manager

1. Local Emergency Proclamation: Approve the continuation of the proclamation declaring a Local State of Emergency due to flooding and extreme weather.

VII. COUNCIL COMMUNICATIONS:

A. Miscellaneous Reports, if any:

VIII. ADJOURNMENT: Adjourn

Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk’s Office at 225 Park Street, Lakeport, California, during normal business hours. Such documents are also available on the City of Lakeport’s website, www.cityoflakeport.com, subject to staff’s ability to post the documents before the meeting.

The City of Lakeport, in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access, attend and/or participate in the City meeting due to disability, to please contact the City Clerk’s Office, (707) 263-5615, 72 hours prior to the scheduled meeting to ensure reasonable accommodations are provided.

_______________________________________
Hilary Britton, Deputy City Clerk
MINUTES
REGULAR MEETING OF THE LAKEPORT CITY COUNCIL
(ALSO MEETS AS THE CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT, THE LAKEPORT INDUSTRIAL DEVELOPMENT AUTHORITY, THE MUNICIPAL FINANCING AGENCY OF LAKEPORT and THE SUCCESOR AGENCY TO THE LAKEPORT REDEVELOPMENT AGENCY)
Tuesday, March 7, 2017

Any person may speak for three (3) minutes on any agenda item; however, total public input per item is not to exceed 15 minutes, extended at the discretion of the City Council. This rule does not apply to public hearings. Non-timed items may be taken up at any unspecified time.

I. CALL TO ORDER & ROLL CALL: Mayor Mattina called the meeting to order at 6:00 p.m. Council Member Barnes, Council Member Parlet, Council Member Spurr, and Council Member Turner were present.

II. PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by George Spurr.

III. ACCEPTANCE OF AGENDA: Mireya Turner requested to pull item 6A. A motion was made by Council Member Parlet, seconded by Council Member Turner, and unanimously carried by voice vote, to accept the agenda as amended.

Urgency Items: No urgency items were introduced.

IV. CONSENT AGENDA:
The following Consent Agenda items are expected to be routine and noncontroversial. They will be acted upon by the Council at one time without any discussion. Any Council Member may request that any item be removed from the Consent Agenda for discussion under the regular Agenda. Removed items will be considered following the Consent Calendar portion of this agenda.

A. Ordinances: Waive reading except by title, of any ordinances under consideration at this meeting for either introduction or passage per Government Code Section 36934.

B. Minutes: Approve minutes of the regular City Council meeting of February 21, 2017.


D. Application 2017-010: Approve Application No. 2017-010 with staff recommendations for the 2017 Camp & Shine event to be held on Park Street on June 17, 2017.

Vote on Consent Agenda: A motion was made by Council Member Turner, seconded by Council Member Spurr, and unanimously carried by voice vote, to approve the Consent Agenda, items A-D.

V. PUBLIC PRESENTATIONS/REQUESTS:
A. Citizen Input: Steve Brookes asked about closed session from 2/7/17; reported an RV in the Kmart parking lot; asked about the installation of a lamp post in memory of Janel Chapman and requested an update on the Courthouse Project. He commended staff on emergency response to the floods.

Suzanne Lyons gave an update on an invasive species meeting.

Nicole Wagner thanked the city for its emergency response to the floods and asked about road repairs.

B. Presentation: Philip Moy of Lake County Water Resources Department updated the City Council on the lake level and the County’s Urgency Boating Ordinance.

Suzanne Lyons commented on the buoy displaced due to flooding.

VI. COUNCIL BUSINESS:
A. Public Works Director
   1. Giselman Street Waterline Replacement Project: This item was pulled from the agenda.

B. Community Development Director
   1. Hotel Feasibility Analysis: The staff report was presented by Community Development Director Ingram.

Suzanne Lyons asked a question regarding height restrictions along the lake.
A motion was made by Council Member Barnes, seconded by Council Member Parlet, and unanimously carried by voice vote, to approve the Professional Services Agreement between the City of Lakeport and HVS, Division of TS Worldwide, LLC. for the development and implementation of the Hotel Market and Development Feasibility Analysis, and authorize the City Manager to sign the agreement on behalf of the City of Lakeport.

C. City Attorney

1. Renew Emergency Resolution: The staff report was presented by City Attorney Ruderman. Public Works Director Grider, Chief Rasmussen, Community Development Director Ingram, and City Manager Silveira gave updates on storm damage and recovery efforts.

   Supervisor Tina Scott commented about undocumented citizens living in fear and recommended that the City Council have an open discussion about where it stands on the issue of undocumented residents.

   A motion was made by Council Member Parlet, seconded by Council Member Barnes, and unanimously carried by voice vote, to approve the continuation of the proclamation declaring a Local State of Emergency due to flooding and extreme weather.

2. Report: Anti-Price Gouging Laws

   The staff report was presented by City Attorney Ruderman.

   Council directed the City Attorney to bring back an item where the anti-price gouging provisions could be extended.

VII. COUNCIL COMMUNICATIONS:

A. Miscellaneous Reports, if any:

   City Manager Silveira advised that there would be a Special Council Meeting on March 20, 2017, and there will probably be a cancellation of the regular Council meeting scheduled for March 21, 2017.

   City Attorney Ruderman had nothing to report.

   Administrative Services Director Buendia had nothing to report.

   Community Development Director Ingram reported that while the Planning Department has been tasked with many emergency related tasks, they are still addressing day to day responsibilities, such as those brought up in Citizen Input.

   Police Chief Rasmussen reported that there was a serious homicide attempt over the weekend and commended the work of Sgt. Eastham which saved a life.

   Finance Director Walker reported CLMSD Bonds for the Reassessment District were offered at 2.8% interest rate which will save the property owners in the Reassessment District over $1 million dollars over the life of the bond.

   Public Works Director Grider reported that the utility department is doing well and very aggressive in trying to address infiltration into the sewer system.

   Council Member Turner thanked Management and all City staff on emergency response. Service Centers will be available for people affected by the floods. There will be one Saturday, 9-5 in Clearlake Oaks, and Sunday, 9-5 at the 7th Day Adventist Church in Lakeport.

   Council Member Spurr had nothing to report.

   Council Member Parlet had nothing to report.

   Council Member Barnes had nothing to report.

   Mayor Mattina thanked staff. She also thanked citizens for helping neighbors and applauded the community.

VIII. ADJOURNMENT:

   Mayor Mattina adjourned the meeting at 7:29 p.m.
Stacey Mattina, Mayor

Attest:

Kelly Buendia, City Clerk
# Application for Use of Public Areas

**City of Lakeport**

225 Park Street  
Lakeport, CA 95453  
Phone: (707) 263-5615, Ext. 12  
Fax: (707) 263-8584

## Application for Use of Public Areas

**Please note:** City Council meetings are held the **FIRST** and **THIRD TUESDAY** of the month. Application forms require City Council approval and must be completed and submitted to the City Clerk at least ten working days before the Council meeting at which they will be considered.

This section to be completed by City:

<table>
<thead>
<tr>
<th>Application Received (Date):</th>
<th>Application No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ $15.00 Application Fee Paid</td>
<td>For Council Meeting of (Date):</td>
</tr>
</tbody>
</table>

This section to be completed by Applicant (please answer all questions):

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Organization Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cornelia Sieber-Davis</td>
<td>Lake County Farmers' Finest</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same</td>
<td>5833 Eickhoff Rd/Lakeport 95453</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone:</th>
<th>Work Phone:</th>
<th>Mobile Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>707-263-6076</td>
<td>707-245-4841</td>
<td>707-245-4841</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
<th>Phone for Other Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:sieber61@msn.com">sieber61@msn.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Contact:</th>
<th>Organization is:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☑ Nonprofit Organization</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>Description of Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday Morning Market @ Library Park</td>
<td>weekly certified farmers' market May through September</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific Location of Event (Map Must be Attached):</th>
</tr>
</thead>
<tbody>
<tr>
<td>along 3rd + Park street sidewalks and grass</td>
</tr>
</tbody>
</table>

| Does this use involve public right of way, streets, or sidewalk? | Yes ☐ No ☑ |

If requesting closure of streets, sidewalks, etc., please describe notification procedure for affected businesses and/or residences:

**We would like to use the parking spaces on 3rd + Park st along the edge of park.**

<table>
<thead>
<tr>
<th>Date(s) of Event:</th>
<th>Total Number of Days:</th>
<th>Set Up Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>May through September</td>
<td>20</td>
<td>9am</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time of Event:</th>
<th>Tear Down Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30 am - 2 pm</td>
<td>3 pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specify anticipated number of people (both participants and the public):</th>
<th>Will any vendors be present? Yes ☑ No ☐</th>
<th>Will any food booths be present? Yes ☑ No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-16 vendors (50-100 customers)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirements:</th>
<th>Specific City Staff Needs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Electricity (cannot be guaranteed by City) for music</td>
<td>☐ Police</td>
</tr>
<tr>
<td>☐ Barricades</td>
<td>☐ Public Works</td>
</tr>
<tr>
<td>☑ Street/Sidewalk Closures</td>
<td>☐ Parks</td>
</tr>
<tr>
<td>☐ No irrigation in park prior to event</td>
<td>☐ Other (please specify):</td>
</tr>
<tr>
<td>☐ Other (please specify):</td>
<td>The City reserves the right to bill applicant for related City costs.</td>
</tr>
</tbody>
</table>

**Insurance Information:**

<table>
<thead>
<tr>
<th>Specify Insurance Company:</th>
<th>Expiration Date:</th>
<th>Limits of Coverage:</th>
</tr>
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<tbody>
<tr>
<td></td>
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**INSURANCE CERTIFICATE REQUIRED**

Note: The insurance certificate provided to the City by your organization's insurance company must name the City of Lakeport as an additional insured for the event specified in this application and must include a copy of any endorsements. The minimum coverage amount required is $1,000,000. The certificate and endorsements must also be in a form acceptable to risk management and available for review 15 working days prior to the scheduled event.
USE OF ALCOHOL: Is a permit for alcoholic beverages requested? □ Yes □ No
If you have checked yes, you must obtain a signed permit from the Lakeport Police Department and attach it to this application. This will allow for consumption of alcoholic beverages in connection with the event but will NOT allow for the SALE of alcoholic beverages. If alcoholic beverages are going to be sold or included with the price of any ticket or admission to the event, then the applicant is required to obtain a one-day license from the California Department of Alcoholic Beverage Control. This one-day permit would be required in addition to a permit by the Lakeport Police Department.

HOLD HARMLESS AGREEMENT
In consideration of allowing the event(s) specified in this application, and to the fullest extent permitted by law, I/we agree to indemnify and hold harmless the City of Lakeport, its officers, agents, employees, and volunteers against and from any and all liability claims, lawsuits, damages, losses, expenses, and costs brought for, or on account of, injuries to or death of any person or persons, including myself and this organization, or damage to or destruction of property, arising out of, or other occurrence during or in connection with the foregoing event(s).

Signature of Applicant
Responsible Official of Applicant Organization
Dated: 2. 2. 2017

---

**STAFF RESPONSE**
This section to be completed by City and Other Affected Agencies:

<table>
<thead>
<tr>
<th>Staff Name:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ No Fiscal Impact</td>
<td>□ Police</td>
</tr>
<tr>
<td>□ Fiscal Impact (Describe/Include Estimated Costs)</td>
<td>□ Public Works</td>
</tr>
<tr>
<td></td>
<td>□ Parks</td>
</tr>
<tr>
<td></td>
<td>□ Other (please specify):</td>
</tr>
</tbody>
</table>

The following will be Required:

| □ Business License | □ Health Department Permit |
| □ ABC License | □ Other (Specify): |

Staff Comments:

---

This section to be completed by City Clerk following Council meeting:

| Considered at Council Meeting (Date): | □ Application Approved |
| | □ Application Denied |
| | □ Application Approved With Conditions (See Below) |

Conditions of Approval:

□ Attachments (specify):
CERTIFICATE OF LIABILITY INSURANCE

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

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

PRODUCER
Pro Insur, Inc. dba
Campbell Risk Management
8935 Whitley Drive, Suite 204
Indianapolis, IN 46240
Larry Spiker ext 203
317-848-9075

CONTACT
Larry Spiker ext 203
317-848-9075
317-648-9093
lp@campbellrisk.com

INSURER(S) AFFORDING COVERAGE
Capitol Indemnity Corporation

INSURED
Lake County Farmers Finest
PO Box 72
Finley, CA 95435

COVERAGES

<table>
<thead>
<tr>
<th>INSURER</th>
<th>TYPE OF INSURANCE</th>
<th>ADDL SUBSCRIBERS</th>
<th>LIMITS</th>
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<tbody>
<tr>
<td>A</td>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>CLAIMS-MADE X OCCUR</td>
<td>EACH OCCURRENCE $1,000,000</td>
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<td></td>
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<td>PREMISES (Ex occurrence) $100,000</td>
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<td>MED EXP (Any one person) $5,000</td>
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<td>PERSONAL &amp; ADV INJURY $1,000,000</td>
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<td></td>
<td>GENERAL AGGREGATE $2,000,000</td>
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<td></td>
<td></td>
<td></td>
<td>PRODUCTS - COMM PROP AGG $2,000,000</td>
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</tbody>
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AUTOMOBILE LIABILITY

<table>
<thead>
<tr>
<th>ANY AUTO</th>
<th>OWNED AUTOS ONLY</th>
<th>SCHEDULED AUTOS</th>
<th>NONOWNED AUTOS ONLY</th>
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UMBERLLA LIABILITY

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<tr>
<th>OCCUR</th>
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<tbody>
<tr>
<td>CLAIMS-MADE</td>
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</tbody>
</table>

EXCESS LIABILITY

| OCCUR |
| CLAIMS-MADE |

WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY

<table>
<thead>
<tr>
<th>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/OWNER EXCLUDED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101. Additional Remarks Schedules may be attached if more space is required)

Those usual to the insured’s operations. Blanket additional insured applies per coverage form CGL 421.

CERTIFICATE HOLDER

Evidence of Insurance

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD.
From: Jason D. Ferguson
To: Hilary Britton
Subject: Re: Application 2017-011 - Farmer's Market (Lake Co. Finest)
Date: Monday, February 27, 2017 3:37:37 PM
Attachments: image002.png

No police concerns
Jason Ferguson
Lieutenant
Lakeport Police Department
2025 S. Main St.
Lakeport, Ca. 95453
Office (707) 263-9654

A true hero is not defined simply by the uniform he or she is wearing but rather the person who's wearing it!

-----Original Message-----
From: Hilary Britton [mailto:hbritton@cityoflakeport.com]
Sent: Monday, February 27, 2017 10:54 AM
To: Amanda Frazell (Dean.Eichelmann@lakecountyca.gov), Cheryl Bennett (cheryl.bennett@lakecountyca.gov), 'Cynthia Ader', 'Daniel Chance', 'Doug Grider', 'Executive Management', 'Gary Basor', 'Jason Ferguson', 'Jim Kennedy', 'Linda Sobieraj', Lori Price (lorip@co.lake.ca.us), Mark Wall (mwaconsulting@comcast.net), 'Matt Hartzog', 'Mike Sobieraj', Pheakdey Preciado (pheakdey.preciado@lakecountyca.gov), 'Rebekah Dolby', 'Ron Ladd', Tina Rubin (Tina.Rubin@lakecountyca.gov)
Subject: Application 2017-011 - Farmer's Market (Lake Co. Finest)

Hi all,

Please find attached application 2017-011 for a weekly farmer's market to be held in Library Park from May through September, for your review.

We would like to submit this application for Council approval at 03/21/2017 meeting, so please have your comments back to me by 03/15/2017.

As always, thank you for your input.

Hilary Britton
Deputy City Clerk
City of Lakeport
225 Park Street
Lakeport, CA 95453
(707) 263-5615 x12
hbritton@cityoflakeport.com
**USE OF ALCOHOL:** Is a permit for alcoholic beverages requested?  [ ] Yes  [x] No

If you have checked yes, you must obtain a signed permit from the Lakeport Police Department and attach it to this application. This will allow for the consumption of alcoholic beverages in connection with the event but will NOT allow for the SALE of alcoholic beverages. If alcoholic beverages are going to be sold or included with the price of any ticket or admission to the event, then the applicant is required to obtain a one-day license from the California Department of Alcoholic Beverage Control. This one-day permit would be required in addition to a permit by the Lakeport Police Department.

**HOLD HARMLESS AGREEMENT**

In consideration of allowing the event(s) specified in this application, and to the fullest extent permitted by law, I/we agree to indemnify and hold harmless the City of Lakeport, its officers, agents, employees, and volunteers against and from any and all liability claims, lawsuits, damages, losses, expenses, and costs brought for, or on account of, injuries to or death of any person or persons, including myself and this organization, or damage to or destruction of property, arising out of, or other occurrence during or in connection with the foregoing event(s).

Signature of Applicant  
Responsible Official of Applicant Organization  
Dated: 2-2-2017

---

**STAFF RESPONSE**

This section to be completed by City and Other Affected Agencies:

<table>
<thead>
<tr>
<th>Staff Name:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] No Fiscal Impact</td>
<td>[ ] Fiscal Impact (Describe/Include Estimated Costs)</td>
</tr>
</tbody>
</table>

The following will be Required:

[ ] Business License  
[ ] ABC License  
[ ] Health Department Permit  
[ ] Other (Specify): 

Staff Comments:

All food vendors must have a temporary health permit to sell or give away food at this event and must submit their application 7 days prior to the event. The event sponsor must submit their sponsor temporary health permit application 14 days prior to the event.

2/27/17

---

This section to be completed by City Clerk following Council meeting:

Considered at Council Meeting (Date):  
[ ] Application Approved  
[ ] Application Denied  
[ ] Application Approved With Conditions (See Below)

Conditions of Approval:

[ ] Attachments (specify):
Memo to File:

I spoke with Cornelia at Lake County’s Finest regarding a possible conflict with the 4th of July Arts & Crafts Fair. She advised the Market would be cancelled that day so there will be no conflict with the LMSA event.

Hilary Britton
Deputy City Clerk
City of Lakeport
225 Park Street
Lakeport, CA 95453
(707) 263-5615 x12
hbritton@cityoflakeport.com
STAFF REPORT

RE: Extension of Anti-Price Gouging Laws During a State of Emergency for Thirty Days

MEETING DATE: 3/21/2017

SUBMITTED BY: David J. Ruderman, City Attorney

PURPOSE OF REPORT: [ ] Information only [ ] Discussion [x] Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to approve the extension of state law prohibiting price gouging during a state of emergency for an additional 30-day period. Absent extension, the current prohibition on price gouging related to housing and other goods and services based on state law will expire on March 22, 2017.

BACKGROUND/DISCUSSION:

The City’s declaration of a local state of emergency, which the City Council ratified on February 21, 2017, automatically triggered the prohibition on price gouging under Penal Code section 396. The anti-price gouging law is therefore currently in effect within the City of Lakeport (set to expire on March 22, 2017). Penal Code section 396(e) allows the prohibition on price gouging to be extended for additional 30-day periods, as needed, by a local legislative body, if deemed necessary to protect the lives, property, or welfare of the citizens.

Under Penal Code section 396, it is generally unlawful to charge a price that exceeds, by more than 10%, the price of the item before the declaration of an emergency. This law applies not only to food, emergency supplies, emergency cleanup services, storage services, and hotel accommodations, it also applies to rental housing.

Any person that violates Penal Code section 396 is guilty of a misdemeanor and subject to a fine not to exceed $10,000 and/or imprisonment for up to one year. A violator is also subject to a civil enforcement action as an unlawful business practice and an act of unfair competition which includes penalties of up to $5,000 per violation, injunctive relief, and mandatory restitution. Both the Attorney General and the County District Attorney may enforce Penal Code Section 396.

The City Attorney provided information on Penal Code section 396 at the March 7, 2017 City Council meeting, at which time the Council directed staff to prepare a resolution to extend the applicability of the anti-price gouging provisions in light of the continuing emergency and displacement of Lakeport residents.
OPTIONS:

Adopt proposed resolution to extend by 30 days the anti-price gouging provisions of Penal Code section 396, or

Do not adopt the proposed resolution, or

Provide other direction.

FISCAL IMPACT:

☒ None ☐ $  Budgeted Item? ☐ Yes ☑ No

Budget Adjustment Needed? ☐ Yes ☑ No  If yes, amount of appropriation increase:  $

Affected fund(s): ☐ General Fund ☐ Water OM Fund ☐ Sewer OM Fund ☐ Other:

Comments:

SUGGESTED MOTIONS:

Move to adopt the Resolution of the City Council of the City of Lakeport Extending the Prohibition on Price Gouging for an Additional Thirty Days in the City of Lakeport.

☒ Attachments: 1. Proposed Resolution Extending the Prohibition on Price Gouging
RESOLUTION NO. ____ (2017)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT EXTENDING THE PROHIBITION ON PRICE GOUGING FOR AN ADDITIONAL THIRTY DAYS IN THE CITY OF LAKEPORT

WHEREAS, Chapter 2.28 of the Lakeport Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City of Lakeport is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven (7) days;

WHEREAS, conditions of extreme peril to the safety of persons and property arouse within the City of Lakeport as a result of rain storms, wind, and flooding that commenced on or about February 4, 2017, at which time the City Council of the City of Lakeport was not in session; and

WHEREAS, the Director of Emergency Services of the City of Lakeport did proclaim the existence of a local emergency within the City on the 14th day of February, 2017;

WHEREAS, the City Council found that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of existence of a local emergency;

WHEREAS, Resolution 2612 (2017), adopted on February 21, 2017 by the Lakeport City Council, ratified the proclamation of the local emergency in accordance with the Emergency Services Act Section 8630(b);

WHEREAS, the City’s declaration of a local state of emergency, which the City Council ratified on February 21, 2017, automatically triggered the prohibition on price gouging under Penal Code section 396;

WHEREAS, many residents of the City of Lakeport residents were subject to mandatory evacuations due to the rain storms, wind, and flooding that commenced on or about February 4, 2017;

WHEREAS, approximately 175 residents from the Will-O Point Resort Mobilehome Park remain under mandatory evacuation order and are unable to return to their residences due to the local emergency;

WHEREAS, residents of the Esplanade neighborhood, where the mandatory evacuation order was lifted on March 13, remain hampered by road closures due to high water and debris;

WHEREAS, approximately 10 residents of the Lucky Four Mobilehome Park, though no longer under mandatory evacuation, have been unable to return to their residences;
WHEREAS, California Penal Code section 396 allows the prohibition on price gouging to be extended for additional 30-day periods, as needed, by a local legislative body if deemed necessary to protect the lives, property, or welfare of the citizens; and

WHEREAS, the City Council does hereby find that extending the prohibition on price gouging is necessary to protect the lives, property, or welfare of the citizens due to the above-enumerated circumstance.

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED that the City Council of the City of Lakeport hereby extends the prohibition on price gouging under Penal Code section 396 to protect the lives, property, or welfare of the citizens of the City of Lakeport for an additional thirty (30) days from the date of this resolution’s adoption.

This resolution shall be effective upon its adoption.

THIS RESOLUTION was passed by the City Council of the City of Lakeport at a regular meeting thereof on the 21st day of March, 2017, by the following vote:

AYES:
NOES:
ABSTAINING:
ABSENT:

_________________________________
STACEY MATTINA, Mayor

ATTEST:

_______________________________
KELLY BUENDIA, City Clerk
WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt a resolution modifying its current Records Retention Schedule.

BACKGROUND/DISCUSSION:

The Administrative Services Director/City Clerk has been working on upgrading the City’s Records Management Program, including its records retention policies. A consultant, Gladwell Governmental Services, Inc., was brought in as an expert in local government records to assist with the Records Management Program.

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

The City adopted a retention schedule created by Gladwell Governmental Services for the records retention policy in 2015. Ms. Gladwell is recommending the City modify the retention period for several records series in order to be in alignment with best practices of other cities, and in full compliance with law. These changes are incorporated as Exhibit A of the proposed resolution, and highlighted in strike-through format as Attachment 2 to this staff report.

The adoption of this revised retention schedule will result in efficiency gains and cost savings.

OPTIONS:

Adopt revised retention schedule or provide direction to staff.

FISCAL IMPACT:

None $ Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: $

Affected fund(s): General Fund Water OM Fund Sewer OM Fund Other:

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

SUGGESTED MOTIONS:

Move to adopt the proposed resolution adopting a records retention schedule, and authorizing destruction of certain City records and rescinding Resolution No. 2550 (2015).
Attachments:
1. Proposed Resolution
2. Exhibit A to Proposed Resolution: Revised Retention Schedule in Strike-Through Format
RESOLUTION NO. (2017)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT
ADOPTING A RECORDS RETENTION SCHEDULE, AND
AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS AND RESCINDING
RESOLUTION NO. 2550 (2015)

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

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

WHEREAS, the City of Lakeport has adopted guidelines for retention period for various government records, which the City previously adopted pursuant to Resolution No. 2550 (2015);

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

Section 1. Resolution 2550 (2015) is hereby rescinded.

Section 2. The records of the City of Lakeport, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney, without further action by the City Council of the City of Lakeport.

Section 3. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 4. This resolution shall become effective immediately upon its passage and adoption.
The foregoing Resolution was passed and adopted at a regular meeting of the City Council on the 21st day of March, 2017, by the following vote:

AYES: 
NOES: 
ABSTAINING: 
ABSENT: 

___________________________________
STACEY MATTINA, Mayor

ATTEST:

_______________________________
KELLY BUENDIA, City Clerk
### RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

<table>
<thead>
<tr>
<th>Office of Record</th>
<th>Retention No.</th>
<th>Records Description</th>
<th>Retention / Disposition</th>
<th>Comments / Reference</th>
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<tbody>
<tr>
<td>(OFR)</td>
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<td>Active (in office)</td>
<td>Inactive (Records Center)</td>
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**Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.**

Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).
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<table>
<thead>
<tr>
<th>Lead Dept.</th>
<th>CW-007</th>
<th>Agreements &amp; Contracts: ADMINISTRATIVE FILES (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)</th>
<th>Completion</th>
<th>10 years</th>
<th>Completion + 10 years</th>
<th>Yes: Before Completion</th>
<th>Mag, Mfr, OD, Ppr</th>
<th>S/I</th>
<th>Yes: Upon Completion</th>
</tr>
</thead>
</table>

*Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090*

<table>
<thead>
<tr>
<th>Lead Dept.</th>
<th>CW-008</th>
<th>Agreements &amp; Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)</th>
<th>Completion</th>
<th>10 years or After Funding Agency Audit, if required, whichever is longer</th>
<th>Completion + 10 years or After Funding Agency Audit, if required, whichever is longer</th>
<th>Yes: Before Completion</th>
<th>Mag, Mfr, OD, Ppr</th>
<th>S/I</th>
<th>Yes: Upon Completion</th>
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</thead>
</table>

*Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133 GC §34090*
## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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<th>Comments / Reference</th>
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<tbody>
<tr>
<td>Lead Dept.</td>
<td>CW-009</td>
<td>Agreements &amp; Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Finance</td>
<td>CW-010</td>
<td>Audits / Audit Reports / CAFR - Comprehensive Annual Financial Reports</td>
<td>Copies - When No Longer Required</td>
<td>Copies - When No Longer Required</td>
</tr>
<tr>
<td>Staffing Dept.</td>
<td>CW-011</td>
<td>Bids: See Agreements &amp; Contracts</td>
<td></td>
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</tr>
<tr>
<td>Staffing Dept.</td>
<td>CW-012</td>
<td>Boards and Committees: AUDIO RECORDINGS of Meetings / Audio Tapes</td>
<td>When No Longer Required - Minimum 2 years</td>
<td>When No Longer Required - Minimum 2 years</td>
</tr>
<tr>
<td>Staffing Dept.</td>
<td>CW-013</td>
<td>Boards, Commissions, &amp; Committees: City Council Subcommittees (Composed solely of less than a quorum of the City Council)</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Staffing Dept.</td>
<td>CW-014</td>
<td>Boards, Commissions, &amp; Committees: External Organizations (e.g. County Board of Supervisors)</td>
<td>When No Longer Required</td>
<td>When No Longer Required</td>
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</tbody>
</table>

Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.

Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

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<th>Media Options</th>
<th>Image: I=Import M=Mfr S=Scan</th>
<th>Destroy Paper after Imaged &amp; QC’d?</th>
<th>Comments / Reference</th>
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#### Staffing Dept.

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<td>CW-015</td>
<td>AGENDAS, AGENDA PACKETS</td>
<td>When No Longer Required - Minimum 2 years</td>
<td>When No Longer Required - Minimum 2 years</td>
<td>Mag, Ppr</td>
<td></td>
<td>Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)</td>
</tr>
<tr>
<td>CW-016</td>
<td>Boards, Commissions, &amp; Committees: Residents Advisory Bodies Formed by CITY COUNCIL</td>
<td>P</td>
<td>P</td>
<td>Yes</td>
<td>Mag, Mfr, OD, Ppr</td>
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<tr>
<td>CW-017</td>
<td>Boards, Commissions, &amp; Committees: Residents Advisory Bodies Formed by CITY COUNCIL</td>
<td>MINUTES, RESOLUTIONS &amp; BYLAWS</td>
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<td>Copies - When No Longer Required</td>
<td>Copies - When No Longer Required</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>S/I</td>
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<tr>
<td>Finance</td>
<td>CW-018</td>
<td>Budgets - Finals</td>
<td>Copies - When No Longer Required</td>
<td>Yes: Current Fiscal Year</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>S/I</td>
</tr>
<tr>
<td>Lead Dept. &amp; Finance</td>
<td>CW-019</td>
<td>Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail</td>
<td>2 years</td>
<td>Yes</td>
<td>Mag, Ppr</td>
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<tr>
<td>Lead Dept.</td>
<td>CW-020</td>
<td>City Attorney Opinions</td>
<td>When No Longer Required - Minimum 2 years</td>
<td>When No Longer Required - Minimum 2 years</td>
<td>Yes</td>
<td>Mag, Mfr, OD, Ppr</td>
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<td>Office of Record</td>
<td>Retention No.</td>
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<td>Total Retention</td>
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<td>Media Options</td>
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<tr>
<td>AS / City Clerk AND Finance / Risk Manage.</td>
<td>CW-021</td>
<td>Claims</td>
<td>Copies - When No Longer Required (Upon Settlement)</td>
<td>Copies - When No Longer Required (Upon Settlement)</td>
<td>Yes: Before Settlement</td>
<td>Mag, Mfr, OD, Ppr</td>
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<tr>
<td>Lead Dept.</td>
<td>CW-022</td>
<td>Committees Internal - Attended by employees: All Records (e.g. Records Management Committee, In-House Task Forces, etc.)</td>
<td>2 years</td>
<td></td>
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<td>Mag, Ppr</td>
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<tr>
<td>Lead (Responding) Dept.</td>
<td>CW-023</td>
<td>Complaints / Concerns from Citizens Computer Tracking Software or Correspondence</td>
<td>When No Longer Required - Minimum 2 years</td>
<td>When No Longer Required - Minimum 2 years</td>
<td>Mag, Ppr</td>
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<td>CW-024</td>
<td>Contracts: See Agreements</td>
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<td></td>
<td>CW-025</td>
<td>Copies or duplicates of any record</td>
<td>Copies - When No Longer Required</td>
<td></td>
<td>Mag Ppr</td>
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</tr>
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<td>CW-029</td>
<td>Drafts &amp; Notes: Drafts that are revised (retain final version)</td>
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<td>Mag, Ppr</td>
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<td>When No Longer Required</td>
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<td>Destroy Paper after Imaged &amp; QC'd?</td>
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<tr>
<td>Lead Dept.</td>
<td>CW-030</td>
<td>Facility Use Applications / Facility Use Permits</td>
<td>2 years</td>
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<td>2 years</td>
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<tr>
<td>Lead Dept.</td>
<td>CW-031</td>
<td>GIS Database / Data / Layers (both City-wide and Specialized)</td>
<td>When No Longer Required</td>
<td>Yes Mag</td>
</tr>
<tr>
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<td></td>
<td>When No Longer Required</td>
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<tr>
<td>Lead Dept.</td>
<td>CW-032</td>
<td>Grants (UNSUCCESSFUL Applications, Correspondence)</td>
<td>2 years</td>
<td>Mag, Ppr</td>
</tr>
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<td></td>
<td>2 years</td>
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</tr>
</tbody>
</table>

Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.

Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).
<table>
<thead>
<tr>
<th>Office of Record</th>
<th>Retention No.</th>
<th>Records Description</th>
<th>Retention / Disposition</th>
<th>Comments / Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>(OFR)</td>
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<td>(in office)</td>
<td>Active</td>
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<td>(Records Center)</td>
<td>Inactive</td>
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<td>Total Retention</td>
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<td>Vital?</td>
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<td>Media Options</td>
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<td>Image:</td>
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<td></td>
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<td></td>
<td>I=Import</td>
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<td></td>
<td>M=Mfr</td>
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<td>S=Scan</td>
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<td>Destroy Paper after</td>
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<td></td>
<td>Imaged &amp; QC’d?</td>
<td></td>
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</table>

| Lead Dept.      | CW-033       | Grants / CDBG / Reimbursable Claims / FEMA Claims (SUCCESSFUL Reports, other records required to pass the funding agency’s audit, if required) | 2 years | 2 years After Funding Agency Audit, if required - Minimum 5 years | Mag, Ppr | Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090 |
|                 |              | Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records Excludes State Prop 1B (2006 Transportation Projects), which the State requires for 35 years |                     |                     |                     | |
| Personnel / AS / Human Resources | CW-034 | Grievances and Informal Complaints (Employees) Copies - When No Longer Required | Copies - When No Longer Required | Yes; Before Disposition | Mag, Ppr | Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090 |
### Records Retention Schedule: City-Wide Standards

<table>
<thead>
<tr>
<th>Office of Record</th>
<th>Retention No.</th>
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<tr>
<td>Lead Dept.</td>
<td>CW-035</td>
<td>Insurance Certificates - Miscellaneous (from outside companies, that cannot be matched with a contract or agreement)</td>
<td>11 years</td>
<td>11 years</td>
</tr>
<tr>
<td>City Attorney</td>
<td>CW-036</td>
<td>Lawsuits, Litigation, Pending Litigation</td>
<td>Copies - When No Longer Required (Upon Settlement)</td>
<td>Copies - When No Longer Required (Upon Settlement)</td>
</tr>
<tr>
<td>Lead Dept.</td>
<td>CW-037</td>
<td>Leave Slips</td>
<td>5 years</td>
<td>5 years</td>
</tr>
<tr>
<td>Lead Dept.</td>
<td>CW-038</td>
<td>Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where &amp; when it was used)</td>
<td>While Chemical In Use</td>
<td>30 years</td>
</tr>
</tbody>
</table>

*Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.*

*Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.*

*Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*
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<tr>
<td>AS / City Clerk</td>
<td>CW-039</td>
<td>Minutes - City Council</td>
<td>Copies - When No Longer Required</td>
<td>Copies - When No Longer Required</td>
<td>Yes (all)</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>S</td>
<td>No</td>
<td>Originals maintained by City Clerk Permanently; GC §34090.7</td>
<td></td>
</tr>
<tr>
<td>AS / City Clerk</td>
<td>CW-040</td>
<td>Municipal Code (these are copies)</td>
<td>Copies - When No Longer Required</td>
<td>Copies - When No Longer Required</td>
<td>Yes: Current Original</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>I</td>
<td>No</td>
<td>Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §340909</td>
<td></td>
</tr>
<tr>
<td>Lead Dept.</td>
<td>CW-041</td>
<td>Newspaper Clippings</td>
<td>When No Longer Required</td>
<td>When No Longer Required</td>
<td>Ppr</td>
<td></td>
<td></td>
<td></td>
<td>Non-records - may be obtained from the newspaper company; GC §34090</td>
<td></td>
</tr>
<tr>
<td>Staffing Dept.</td>
<td>CW-042</td>
<td>Notices: Public Hearing Notices and Proofs of Publications</td>
<td>2 years</td>
<td>2 years</td>
<td>Mag, Ppr</td>
<td></td>
<td></td>
<td></td>
<td>Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090</td>
<td></td>
</tr>
<tr>
<td>AS / City Clerk</td>
<td>CW-043</td>
<td>Ordinances - City Council</td>
<td>Copies - When No Longer Required</td>
<td>Copies - When No Longer Required</td>
<td>Yes (all)</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>S</td>
<td>No</td>
<td>Originals maintained by City Clerk Permanently; GC §34090</td>
<td></td>
</tr>
<tr>
<td>Lead Dept.</td>
<td>CW-044</td>
<td>Overtime Sheets / Overtime Cards</td>
<td>5 years</td>
<td>5 years</td>
<td>Mag, Ppr</td>
<td></td>
<td></td>
<td></td>
<td>Originals are signed by the employee, and not forwarded to Finance; GC §34090</td>
<td></td>
</tr>
<tr>
<td>AS / Human Resources</td>
<td>CW-045</td>
<td>Personnel Files</td>
<td>Send to Human Resources Upon Separation or Transfer</td>
<td>Send to Human Resources Upon Separation or Transfer</td>
<td>Before Separation</td>
<td>Mag, Ppr</td>
<td></td>
<td></td>
<td>Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7</td>
<td></td>
</tr>
</tbody>
</table>

Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.

Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).
### RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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</table>

**Office of Record**

- **Lead Dept.**
  - CW-046 Personnel Files (Supervisor’s Notes)
    - After Incorporation into Performance Evaluation: 2 years
    - Before Annual Evaluation: 2 years
    - Mag, Ppr
  - CW-047 Personnel Work Schedules: 2 years
  - CW-048 Prop. 218 Fees & Charges: Ballots and/or protest letters, Mailing List: 2 years
  - CW-049 Prop. 218 Fees & Charges: Undeliverable Mail: 3 months
  - CW-050 Public Relations / Press Releases: 2 years
  - CW-051 Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.: 2 years
  - CW-052 Real Estate Appraisal Reports: Purchased Property, Funded Loans: 2 years
  - CW-053 Records Destruction Lists / Certificate of Records Destruction: Copies - When No Longer Required

**Retention / Disposition**

- **Before Annual Evaluation**
  - Mag, Ppr
  - GC §34090

- **Before Purchase**
  - Mag, Mfr, OD, Ppr
  - GC §34090, 6254(h)

- **When No Longer Required - Minimum 3 years**
  - Yes: Before Purchase
  - S
  - Yes: After Inactive
  - Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)

- **When No Longer Required - Minimum 5 years**
  - Yes: Before Purchase
  - S
  - Yes: After Inactive
  - Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090

**Comments / Reference**

- Preliminary Drafts: Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.

**Vital?**

- Mag, Ppr

**Media Options**

- L=Import M=Mfr S=Scan

**Destroy Paper after Imaged & QC’d?**

- Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090

**GC §34090.7**
### RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

<table>
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<tr>
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<td>(OFR)</td>
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<tr>
<td></td>
<td></td>
<td><strong>Active</strong> (in office)</td>
<td><strong>Inactive</strong> (Records Center)</td>
<td><strong>Total Retention</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Non-Records</strong></td>
<td></td>
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</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Lead Dept.</th>
<th>CW-054</th>
<th>Reference Materials: Policies, Procedres, Brochures, Flyers, Manuals, Newsletters, etc: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)</th>
<th>When No Longer Required</th>
<th>When No Longer Required</th>
<th>Mag, Ppr</th>
<th></th>
<th>Non-Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Dept.</td>
<td>CW-055</td>
<td>Reference Materials: Policies, Procedres, Brochures, Flyers, Manuals, Newsletters, etc: Produced by YOUR Department</td>
<td>When No Longer Required - Minimum 2 years</td>
<td>When No Longer Required - Minimum 2 years</td>
<td>Mag, Ppr</td>
<td></td>
<td>Statewide guidelines propose superseded + 2 or 5 years; GC §34090</td>
</tr>
<tr>
<td>Lead Dept.</td>
<td>CW-056</td>
<td>Reference Materials: Policies, Procedres, Brochures, Flyers, Manuals, Newsletters, etc: Produced by OTHER Departments</td>
<td>When Superseded</td>
<td>When Superseded</td>
<td>Mag, Ppr</td>
<td></td>
<td>Copies; GC §34090.7</td>
</tr>
<tr>
<td>CW-057</td>
<td></td>
<td>Reference or Working Files: See Correspondence</td>
<td></td>
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</tr>
<tr>
<td>Lead Dept.</td>
<td>CW-058</td>
<td>Reports and Studies (Historically significant - e.g., Zoning Studies)</td>
<td>10 years</td>
<td>P</td>
<td>P</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>S/I</td>
</tr>
<tr>
<td>Lead Dept.</td>
<td>CW-059</td>
<td>Reports and Studies (Other than Historically significant reports - e.g. Annual Reports)</td>
<td>10 years</td>
<td>10 years</td>
<td>Mag, Ppr</td>
<td></td>
<td>Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090</td>
</tr>
<tr>
<td>AS / City Clerk</td>
<td>CW-060</td>
<td>Resolutions - City Council</td>
<td>Copies - When No Longer Required</td>
<td>Copies - When No Longer Required</td>
<td>Yes (all)</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>S</td>
</tr>
<tr>
<td>Office of Record</td>
<td>Retention No.</td>
<td>Records Description</td>
<td>Retention / Disposition</td>
<td>Comments / Reference</td>
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<td></td>
<td></td>
<td>Active (in office)</td>
<td>Inactive (Records Center)</td>
<td>Total Retention</td>
<td>Vital?</td>
<td>Media Options</td>
<td>Image: I=Import M=Mfr S=Scan</td>
</tr>
<tr>
<td><strong>Lead Dept.</strong></td>
<td>CW-061</td>
<td>Special Projects / Subject Files / Issue Files</td>
<td>When No Longer Required - Minimum 2 years</td>
<td>When No Longer Required - Minimum 2 years</td>
<td>Mag, Ppr</td>
<td>Department Preference; GC §34090 et seq.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CW-062</td>
<td>Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules</td>
<td>When No Longer Required - Minimum 2 years</td>
<td>Mag, Ppr</td>
<td>Department Preference; GC §34090 et seq.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>CW-063</td>
<td>Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)</td>
<td>2 years</td>
<td>Mag, Ppr</td>
<td>GC §34090</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>CW-064</td>
<td>Tapes / DVD Recordings: See Boards &amp; Commissions</td>
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</tbody>
</table>

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# RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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<table>
<thead>
<tr>
<th>Lead Dept.</th>
<th>CW-065</th>
<th>Time Sheets / Time Cards / Overtime Sheets / Overtime Cards / Leave Slips</th>
<th>5 years</th>
<th>5 years</th>
<th>Mag, Ppr</th>
<th></th>
<th>Originals are signed by the employee, and not forwarded to Finance; Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 -10 years; IRS Reg §31.6001-1(e)(2), R&amp;T §19530; LC §1174(d); 29 CFR 516.5 &amp; 516.6(c); GC §34090</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Dept.</td>
<td>CW-066</td>
<td>Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics &amp; Safety training &amp; Tailgates)</td>
<td>2 years</td>
<td>5 years</td>
<td>7 years</td>
<td>S</td>
<td>Yes: When Inactive</td>
</tr>
</tbody>
</table>

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Adopted: 08/18/2015
**ATTACHMENT 2**

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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</tr>
<tr>
<td><strong>Lead Dept.</strong></td>
<td>CW-067</td>
<td>Volunteer / Unpaid Intern Applications &amp; Agreements - Successful</td>
<td>Inactive / Separation + 3 years</td>
<td>Inactive / Separation + 3 years</td>
<td>Inactive / Separation + 3 years</td>
<td>Ppr</td>
<td></td>
<td></td>
<td></td>
<td>Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 &amp; 1627.3(b)(1)(i)&amp;(ii), GC</td>
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</tr>
<tr>
<td><strong>Lead Dept.</strong></td>
<td>CW-068</td>
<td>Volunteer / Unpaid Intern Applications &amp; Agreements - Unsuccessful or Pending Applicants</td>
<td>3 years</td>
<td>3 years</td>
<td>3 years</td>
<td>Ppr</td>
<td></td>
<td></td>
<td></td>
<td>Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 &amp; 1627.3(b)(1)(i)&amp;(ii), GC</td>
</tr>
</tbody>
</table>

Retentions apply to the department that is NOT the Office of Record (OFR), or the “Lead Department”. If you are the OFR, refer to your department retention schedule.

Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).
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<tr>
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<th>Retention No.</th>
<th>Records Description</th>
<th>Retention / Disposition</th>
<th>Comments / Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>(OFR)</td>
<td></td>
<td>Active (in office)</td>
<td>Inactive (Records Center)</td>
<td>Total Retention</td>
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<tr>
<td></td>
<td></td>
<td>2 years</td>
<td>2 years</td>
<td>Mag, Mfr, OD, Ppr</td>
</tr>
</tbody>
</table>

If the record is not listed here, refer to the Retention for City-Wide Standards.

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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).

- Lead Dept.  
  - CC-001 Affidavits of Publications / Legal Advertising / Affidavits of Posting  
    - Lead Dept.  
      - CC-001 Affidavits of Publications / Legal Advertising / Affidavits of Posting  
        - 2 years  
          - Yes: Until After Meeting  
            - Mag, Mfr, OD, Ppr  
              - S  
                - No  
                  - Department Preference; GC §34090 et seq.

- Admin. Services / City Clerk  
  - CC-002 Agendas (Face Sheets) - City Council, Redevelopment, Successor Agency, Oversight Board, Public Financing Authority, Housing Authority, Municipal Finance Authority, Industrial Development Authority  
    - 2 years  
      - Yes: Until After Meeting  
        - Mag, Mfr, OD, Ppr  
          - S  
            - No  
              - Department Preference; GC §34090 et seq.

- Admin. Services / City Clerk  
  - CC-003 Agenda Packets / Staff Reports - City Council, Redevelopment, Successor Agency, Oversight Board, Public Financing Authority, Housing Authority, Municipal Finance Authority, Industrial Development Authority  
    - 10 years  
      - Yes: Until After Meeting  
        - Mag, Mfr, OD, Ppr  
          - S  
            - No  
              - Department Preference; GC §34090 et seq.
<table>
<thead>
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<tbody>
<tr>
<td>(OFR)</td>
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<td></td>
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</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-004</td>
<td>Agreements - ALL - Approved If Imaged, Infrastructure, CIPs, DDAs, OPAs, MOUs, MOAs</td>
<td>Completion</td>
<td>P</td>
</tr>
</tbody>
</table>

If the record is not listed here, refer to the Retention for City-Wide Standards

Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).
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<tbody>
<tr>
<td>Admin. Services / City Clerk</td>
<td>OFR</td>
<td>Active (in office) Record Retention No.</td>
<td>Inactive (Records Center)</td>
<td>Total Retention</td>
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<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-005</td>
<td>Agreements - <strong>ALL</strong> - Approved Non-Infrastructure that are <strong>NOT</strong> Imaged</td>
<td></td>
<td>Completion</td>
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<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-006</td>
<td>Applications for Boards, Commissions or Committees - <strong>Successful</strong></td>
<td>Term of Office + 2 years</td>
<td>Term of Office + 2 years</td>
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<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-007</td>
<td>Applications for Boards, Commissions or Committees - <strong>Unsuccessful</strong></td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-008</td>
<td>Committee Rosters / Boards, Commissions and Committees (Maddy Act)</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-009</td>
<td>Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <strong>ALL</strong></td>
<td>2 years</td>
<td>5 years</td>
</tr>
<tr>
<td>Office of Record</td>
<td>Retention No.</td>
<td>Records Description</td>
<td>Retention / Disposition</td>
<td>Media Options</td>
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<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-010</td>
<td>Ethics Training Certificates</td>
<td>5 years</td>
<td>5 years</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-011</td>
<td>FPPC Form 801 (Gift to Agency Report)</td>
<td>7 4-years</td>
<td>7 4-years</td>
</tr>
<tr>
<td>Admin. Services / City Manager</td>
<td>CC-012</td>
<td>FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)</td>
<td>7 years</td>
<td>7 years</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-013</td>
<td>FPPC Form 803 (Behested Payment Report)</td>
<td>7 years</td>
<td>7 years</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-014</td>
<td>FPPC Form 804 (Agenda Report of New Positions)</td>
<td>P 7-years</td>
<td>P 7-years</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-015</td>
<td>FPPC Form 805 (Agency Report of Consultants)</td>
<td>P 7-years</td>
<td>P 7-years</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-016</td>
<td>FPPC Form 806 (Agency Report of Public Official Appointments)</td>
<td>7 years</td>
<td>7 years</td>
</tr>
</tbody>
</table>

If the record is not listed here, refer to the Retention for City-Wide Standards.

Retention begins when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).
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<tr>
<td>(OFR)</td>
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</tbody>
</table>

### ELECTIONS - CONSOLIDATED

<table>
<thead>
<tr>
<th>Admin. Services / City Clerk</th>
<th>CC-017 Campaign Filings (FPPC 400 Series Forms &amp; Form 501): SUCCESSFUL CANDIDATES (Elected Officials)</th>
<th>2 years</th>
<th>P</th>
<th>P</th>
<th>Mag, Mfr, OD, Ppr</th>
<th>Yes: After 2 years</th>
<th>Paper must be retained for at least 2 years; GC §81009(b)(g)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-018 Campaign Filings (FPPC 400 Series Forms &amp; Form 501): UNSUCCESSFUL CANDIDATES</td>
<td>5 years</td>
<td>5 years</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>Yes: After 2 years</td>
<td>Paper must be retained for at least 2 years; GC §81009(b)(g)</td>
<td></td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-019 Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)</td>
<td>4 years</td>
<td>4 years</td>
<td>Mag, Ppr</td>
<td></td>
<td>Paper must be retained for at least 2 years; GC §81009(b)(g)</td>
<td></td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-020 Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)</td>
<td>7 years</td>
<td>7 years</td>
<td>Mag, Ppr</td>
<td></td>
<td>Paper must be retained for at least 2 years; GC §81009(c)(g)</td>
<td></td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-021 Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications for vacancies on the Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)</td>
<td>2 years</td>
<td>2 years</td>
<td>Mag, Ppr</td>
<td></td>
<td>GC §34090</td>
<td></td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-022 Elections - HISTORY Files (Sample Ballot, Results)</td>
<td>P</td>
<td>P</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>No</td>
<td>Department preference; GC §34090</td>
<td></td>
</tr>
</tbody>
</table>
### Records Retention Schedule: Admin. Services / City Clerk

<table>
<thead>
<tr>
<th>Office of Record</th>
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<th>Records Description</th>
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<tr>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Active (in office)</td>
<td>Inactive (Records Center)</td>
<td>Total Retention</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-023</td>
<td>Elections - Petitions (Initiative, Recall or Referendum)</td>
<td>Results or Final Examination if No Election + 8 mo.</td>
<td>Results or Final Examination if No Election + 8 mo.</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-024</td>
<td>Historical Records &amp; Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-025</td>
<td>Minutes - City Council, Redevelopment, Successor Agency, Oversight Board, etc.</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-026</td>
<td>Municipal Code Administration, Distribution, etc.</td>
<td>When No Longer Required</td>
<td>Mag, Ppr</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-027</td>
<td>Municipal Code and History File (always retain 1 supplement)</td>
<td>2 years</td>
<td>P</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-028</td>
<td>Ordinances (City Council)</td>
<td>P</td>
<td>P</td>
</tr>
</tbody>
</table>

If the record is not listed here, refer to the Retention for City-Wide Standards

Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

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<td>Active (in office)</td>
<td>Inactive (Records Center)</td>
<td>Total Retention</td>
<td>Vital</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-029</td>
<td>Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions</td>
<td>1 year</td>
<td>1 year</td>
</tr>
<tr>
<td>Lead Dept.</td>
<td>CC-030</td>
<td>Proof of Publication / Public Hearing Notices / Certificate of Posting / Legal Advertising (Usually kept with Project Files)</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-031</td>
<td>Real Property - Records that Affect the Title to Real Property (Deeds, Easements, Liens, Rights of Way, etc.)</td>
<td>2 years</td>
<td>P</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-032</td>
<td>Recordings / Tapes of City Council Meetings - Audio Recordings</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-033</td>
<td>Recordings / Tapes of City Council Meetings - Video Recordings / DVD-R</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-034</td>
<td>Records Destruction Lists / Certificates of Records Destruction</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-035</td>
<td>Records Retention Schedules / Amendments to Records Retention Schedules</td>
<td>10 years</td>
<td>P</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-036</td>
<td>Request for Public Records</td>
<td>2 years</td>
<td>2 years</td>
</tr>
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<td>Total Retention</td>
<td>Vital?</td>
</tr>
<tr>
<td>Admin. Services / City Clerk</td>
<td>CC-037</td>
<td>Resolutions City Council, Redevelopment, Successor Agency, etc.</td>
<td>P</td>
<td>Yes (all)</td>
</tr>
</tbody>
</table>

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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).
## RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

### Office of Record

<table>
<thead>
<tr>
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<th>Records Description</th>
<th>Active (in office)</th>
<th>Inactive (Records Center)</th>
<th>Total Retention</th>
<th>Vital?</th>
<th>Media Options</th>
<th>Image:</th>
<th>Destroy Paper after imaged &amp; QC’d?</th>
<th>Comments / Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>(OFR)</td>
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### HUMAN RESOURCES

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>HR-027</td>
<td>1095-C (Employer-Provided Health Insurance Offer and Coverage)</td>
<td>2 years</td>
<td>3 years</td>
<td>5 years</td>
<td>Mag, Ppr</td>
<td>Department Preference; IRS: 4 years after tax is due or paid; 6 CFR 31.6001-1(e)(2); GC §§34090</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>HR-001</td>
<td>Benefit Plan Documents (CalPERS, Optical, Dental, etc.)</td>
<td>Duration of Contract + 6 years</td>
<td>Duration of Contract + 6 years</td>
<td>Yes: For Duration of Contract</td>
<td>Mag, Ppr</td>
<td>EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 3409</td>
<td></td>
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</tr>
<tr>
<td>HR-002</td>
<td>CalPERS Benefit Administration (Includes contract amendment, actuarial reports, service credit reports, annual employee listing, etc.)</td>
<td>6 years</td>
<td>6 years</td>
<td>Mag, Ppr</td>
<td>Department Preference; 6 years for retirement benefits; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 3409</td>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>HR-003</td>
<td>CalPERS Reports - Annual Employer Statements</td>
<td>2 years</td>
<td>3 years</td>
<td>5 years</td>
<td>Mag, Ppr</td>
<td>Department Preference; Retained to match other auditing periods; GC §34090</td>
<td></td>
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</tr>
<tr>
<td>HR-004</td>
<td>Classification / Reorganization Studies (for employee classifications and department structures)</td>
<td>When No Longer Required - Minimum 3 years</td>
<td>When No Longer Required - Minimum 3 years</td>
<td>Mag, Ppr</td>
<td>Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 3409</td>
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<td>Vital?</td>
<td>Media Options</td>
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<td>Image: I=Import M=Mfr S=Scan</td>
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<td>Destroy Paper after Imaged &amp; QC’ed?</td>
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</tbody>
</table>

**Office of Record:**
- **Admin. Services / Human Resources**
- **HR-005** Classification Specifications
- **Retention No.**
- **Retention / Disposition**
- **Comments / Reference**

**Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**

**Admin. Services / Human Resources**
- **HR-005** Classification Specifications
- **When No Longer Required - Minimum 3 years**
- **When No Longer Required - Minimum 3 years**
- **Mag, Mfr, OD, Ppr**
- **S / I**
- **Yes: After 1 year**

**Admin. Services / Human Resources**
- **HR-006** Compensation Surveys & Studies
- **When No Longer Required - Minimum 3 years**
- **When No Longer Required - Minimum 3 years**
- **Mag, Ppr**

**Admin. Services / Human Resources**
- **HR-007** Department of Fair Employment & Housing (DFEH or EEOC) Claims
- **Final Disposition + 3 years**
- **Final Disposition + 3 years**
- **Mag, Ppr**

**Admin. Services / Human Resources**
- **HR-008** DMV Pull Notices
- **When Superseded or Separated**
- **When Superseded or Separated**
- **Mag Ppr**

**Administrative Services / Human Resources**
- **HR-005** Classification Specifications
- **Retention No.**
- **Retention / Disposition**
- **Comments / Reference**

**Office of Record:**
- **Admin. Services / Human Resources**
- **HR-005** Classification Specifications
- **Retention No.**
- **Retention / Disposition**
- **Comments / Reference**

**Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**

**Admin. Services / Human Resources**
- **HR-006** Compensation Surveys & Studies
- **When No Longer Required - Minimum 3 years**
- **When No Longer Required - Minimum 3 years**
- **Mag, Ppr**

**Admin. Services / Human Resources**
- **HR-007** Department of Fair Employment & Housing (DFEH or EEOC) Claims
- **Final Disposition + 3 years**
- **Final Disposition + 3 years**
- **Mag, Ppr**

**Admin. Services / Human Resources**
- **HR-008** DMV Pull Notices
- **When Superseded or Separated**
- **When Superseded or Separated**
- **Mag Ppr**

**Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113**

**Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090**

**All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c), 7287.0; GC §§12946, 34090**

**Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090**
<table>
<thead>
<tr>
<th>Office of Record</th>
<th>Retention No.</th>
<th>Records Description</th>
<th>Retention / Disposition</th>
<th>Comments / Reference</th>
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</thead>
<tbody>
<tr>
<td>(OFR)</td>
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<td>Active (in office)</td>
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<td>Media Options</td>
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<tr>
<td>Admin. Services / Human Resources</td>
<td>HR-009</td>
<td>Drug &amp; Alcohol Test Results (All - Positives and Negatives)</td>
<td>2 years</td>
<td>3 years</td>
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<tr>
<td>Admin. Services / Human Resources</td>
<td>HR-010</td>
<td>EEO-4 Reports and records required to generate EEO-4 report (Self-Identification Form, etc.)</td>
<td>3 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Admin. Services / Human Resources</td>
<td>HR-011</td>
<td>I-9s</td>
<td>Separation + 3 years</td>
<td>Separation + 3 years</td>
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<tr>
<td>Admin. Services / Human Resources</td>
<td>HR-012</td>
<td>Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)</td>
<td>5 years</td>
<td>5 years</td>
</tr>
</tbody>
</table>
## RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

### Office of Record | Retention No. | Records Description | Retention / Disposition | Comments / Reference |
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<tr>
<td><strong>Admin. Services / Human Resources</strong></td>
<td>HR-013</td>
<td>Personnel Background Packet - POLICE &amp; OTHER EMPLOYEES - SUCCESSFUL Employees (Hired)</td>
<td>Separation + 3 years</td>
<td>Separation + 3 years</td>
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<tr>
<td><strong>Admin. Services / Human Resources</strong></td>
<td>HR-014</td>
<td>Personnel Background Packet - POLICE &amp; OTHER EMPLOYEES Unsuccessful (not hired)</td>
<td>3 years</td>
<td>3 years</td>
</tr>
<tr>
<td><strong>Admin. Services / Human Resources</strong></td>
<td>HR-015</td>
<td>Personnel Files - Employees Includes Oaths of Office, and Disaster Service Workers Oaths</td>
<td>Separation + 7 years</td>
<td>Separation + 7 years</td>
</tr>
</tbody>
</table>

*If the record is not listed here, refer to the Retention for City-Wide Standards*

*Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

*Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*
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<tr>
<td><strong>Admin. Services / Human Resources</strong></td>
<td><strong>HR-016</strong></td>
<td>Personnel Files - Medical File (all employees) Pre-employment Clearances, ADA Accommodations, Respiratory Fit Tests, Hearing Tests, Incidents / Accidents where no medical services were provided, etc.</td>
<td>Separation + 7 years</td>
<td>Separation + 30 years</td>
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<tr>
<td><strong>Admin. Services / Human Resources</strong></td>
<td><strong>HR-017</strong></td>
<td>Recruitment and Testing File (Includes Advertisements, Applications for Unsuccessful Candidates, Job Brochures, Test Data, Testing Analysis &amp; statistical Metric, Interview Notes, Job Analysis, Rating Sheets, Scantrons, Rater's Profile &amp; Confidentiality Agreement, Flowchart, Eligible Lists, etc.)</td>
<td>3 years</td>
<td>3 years</td>
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<tr>
<td><strong>Admin. Services / Human Resources</strong></td>
<td><strong>HR-018</strong></td>
<td>Studies &amp; Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)</td>
<td>When No Longer Required - Minimum 3 years</td>
<td>When No Longer Required - Minimum 3 years</td>
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<tr>
<td><strong>Admin. Services / Human Resources</strong></td>
<td><strong>HR-019</strong></td>
<td>Workers Compensation Claim Runs</td>
<td>5 years</td>
<td>5 years</td>
</tr>
</tbody>
</table>

If the record is not listed here, refer to the Retention for City-Wide Standards

Retention begins when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).
### Records Retention Schedule: Admin. Services / Human Resources

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<td></td>
</tr>
<tr>
<td><strong>Admin. Services / Human Resources</strong></td>
<td><strong>HR-020</strong></td>
<td>Workers Compensation Claims</td>
<td>Separation + 10 years</td>
<td>Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090</td>
</tr>
</tbody>
</table>

**Active (in office)**

- **Inactive (Records Center)**

- **Total Retention**

- **Vital?**

- **Media Options**
  - Image: I=Import
  - M=Mfr
  - S=Scan

- **Destroy Paper after Imaged & QC’d?**

**If the record is not listed here, refer to the Retention for City-Wide Standards**

**Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.**

**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**
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<th>Vital?</th>
<th>Media Options</th>
<th>Image Options</th>
<th>Destroy Paper after Imaged &amp; QC’d?</th>
<th>Comments / Reference</th>
</tr>
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<tr>
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<td>Total</td>
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</tr>
</tbody>
</table>

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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).

**RISK MANAGEMENT**

<table>
<thead>
<tr>
<th>Admin. Services / Human Resources / Risk Manage.</th>
<th>HR-021</th>
<th>Accident, Incident, Injury Reports That do NOT Result in a Claim</th>
<th>2 years</th>
<th>2 years</th>
<th>Mag, Ppr</th>
<th></th>
<th>DEPARTMENT PREFERENCE; GC §34090</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin. Services / Human Resources / Risk Manage.</td>
<td>HR-022</td>
<td>Actuaries</td>
<td>10 years</td>
<td>10 years</td>
<td>Ppr</td>
<td></td>
<td>DEPARTMENT PREFERENCE; GC §34090</td>
</tr>
<tr>
<td>Admin. Services / Human Resources / Risk Manage.</td>
<td>HR-023</td>
<td>Claims (Liability Claims)</td>
<td>Final Resolution + 5 years</td>
<td>Final Resolution + 5 years</td>
<td>Yes: Until Final Resolution</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>S</td>
</tr>
<tr>
<td>Admin. Services / Human Resources / Risk Manage.</td>
<td>HR-024</td>
<td>Insurance Policy Applications / Policies (City-owned Policies)</td>
<td>P</td>
<td>P</td>
<td>Yes: Until Separation</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>S</td>
</tr>
<tr>
<td>Admin. Services / Human Resources / Risk Manage.</td>
<td>HR-025</td>
<td>Loss Runs</td>
<td>When No Longer Required</td>
<td>When No Longer Required</td>
<td>Mag Ppr</td>
<td></td>
<td>DEPARTMENT PREFERENCE (THE CLAIMS MANAGEMENT SYSTEM IS THE ORIGINAL); GC §34090</td>
</tr>
</tbody>
</table>
### RECORDS RETENTION SCHEDULE: ADMIN. SERVICES / HUMAN RESOURCES

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<th>Comments / Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin. Services / Human Resources / Risk Manage.</td>
<td>HR-026</td>
<td>OSHA Inspections &amp; Citations, Log 200 and Log 300, 301, 301A</td>
<td>5 years</td>
<td>Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §34090.7; LC §6429c</td>
</tr>
</tbody>
</table>
## RECORDS RETENTION SCHEDULE: COMM. DEV. / BUILDING & CODE ENFORCEMENT

--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | ---
(OFR) |  |  |  |  |  |  |  |  |  |  

If the record is not listed here, refer to the Retention for City-Wide Standards

Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).

### BUILDING & SAFETY

| Comm. Develop. / Building | BL-001 | Building Permit Database | Indefinite | Indefinite | Yes (all) | Mag |  |  |  | Department Preference - Data is interrelated; GC §34090, H&S §19850
| Comm. Develop. / Building | BL-002 | Building Permits / Address Files | P | P | Yes (all) | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Statewide guidelines propose permanent; GC §34090, H&S §19850
| Comm. Develop. / Building | BL-003 | Building Plans - Expired or Withdrawn | P | P |  | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
| Comm. Develop. / Building | BL-004 | Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES | P | P | Yes | Mag, Mfr, OD, Ppr | S | Yes: After QC & OD | Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090
**Office of Record** | **Retention No.** | **Records Description**                                                                                                                                                                                                 | **Retention / Disposition** | **Comments / Reference**                                                                                                                                                                                                 |
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If the record is not listed here, refer to the Retention for City-Wide Standards

Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).

---

**Comm. Develop. / Building**

BL-005  
Building Plans and Construction Documents - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS  
(includes commercial structural plans, Hazardous Materials Questionnaire, etc.)

**Retention / Disposition**

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<tbody>
<tr>
<td>P</td>
<td>P</td>
<td>P</td>
<td>Yes (all)</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>S</td>
<td>Yes: After QC &amp; OD</td>
</tr>
</tbody>
</table>

Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; Statewide guidelines propose 2 years for blueprints & specifications; CBC 104.7 & 107.5, H&S§19850, GC §34090

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**Comm. Develop. / Building**

BL-006  
Certificates of Occupancy

**Retention / Disposition**

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<tr>
<td>P</td>
<td>P</td>
<td>P</td>
<td>Yes (all)</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>S</td>
<td>Yes: After QC &amp; OD</td>
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</tbody>
</table>

Department Preference; GC §34090

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**Comm. Develop. / Building**

BL-007  
Construction Notices / Inspection Notices  
(correction notices, compliance orders, stop work notices, etc.)

**Retention / Disposition**

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<tbody>
<tr>
<td>When No Longer Required</td>
<td>When No Longer Required</td>
<td>P</td>
<td>Yes (all)</td>
<td>Mag, Ppr</td>
<td>Preliminary Drafts; GC §34090</td>
<td></td>
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</tbody>
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**Comm. Develop. / Building**

BL-008  
Private Land Developer Trust Accounts / Deposits

**Retention / Disposition**

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<tbody>
<tr>
<td>Close + 5 years</td>
<td>Close + 5 years</td>
<td>P</td>
<td>Yes (all)</td>
<td>Mag, Ppr</td>
<td>Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.</td>
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**Comm. Develop. / Building**

BL-009  
Reports: Building Activity

**Retention / Disposition**

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<tr>
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<td>When No Longer Required</td>
<td>P</td>
<td>Yes (all)</td>
<td>Mag, Ppr</td>
<td>Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.</td>
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</tbody>
</table>

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**Comm. Develop. / Building**

BL-010  
Requests & Permissions to Receive Copies of Plans (to and from Architects)  
2 years

**Retention / Disposition**

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<td>2 years</td>
<td>2 years</td>
<td>P</td>
<td>Mag, Ppr</td>
<td>GC §34090 et seq.</td>
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**Comm. Develop. / Building**

BL-011  
Uniform Building Codes / California Building Codes

**Retention / Disposition**

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<tr>
<td>When Superseded</td>
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<td>P</td>
<td>Mag, Ppr</td>
<td>GC §50022.6</td>
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<td>Comments / Reference</td>
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<td>M=Mfr</td>
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<td>S=Scan</td>
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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).

<p>| Comm. Develop. / Code Enforce. | CE-001 | Citations / Notice of Violations | 2 years | 2 years | Mag, Mfr, OD, Ppr | S/I | Yes: When Inactive | GC §34090 |
| Comm. Develop. / Code Enforce. | CE-002 | Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters) | When No Longer Required - Minimum 2 years | Yes: Until Resolution | Mag, Ppr | Department preference; Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4, GC §34090 |
| Comm. Develop. / Code Enforce. | CE-003 | Liens | P | P | Yes: Until Resolution | Mag, Ppr | GC §34090(a) |</p>
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</tr>
<tr>
<td>Finance / Admin.</td>
<td>FN-001</td>
<td>Assessment Districts / Community Facilities Districts, etc. - Financial Records / Assessor Rolls</td>
<td>2 years 3 years 5 years</td>
<td>Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090</td>
</tr>
<tr>
<td>Finance / Admin.</td>
<td>FN-002</td>
<td>Audit Reports / CAFR - Comprehensive Annual Financial Reports and related Audit Opinions</td>
<td>2 years P P</td>
<td>Department Preference (copies); GC §34090.7</td>
</tr>
<tr>
<td>Finance / Admin.</td>
<td>FN-003</td>
<td>Audit Work Papers</td>
<td>2 years 3 years 5 years</td>
<td>Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090</td>
</tr>
<tr>
<td>Finance / Admin.</td>
<td>FN-004</td>
<td>Budgets - Adjustments</td>
<td>5 years 5 years</td>
<td>Department preference (Approved by the City Council); GC §34090 et seq.</td>
</tr>
<tr>
<td>Finance / Admin.</td>
<td>FN-005</td>
<td>Budgets - Adopted / Final</td>
<td>2 years P P</td>
<td>Department Preference; Must be filed with County Auditor; GC §34090.7, 40802, 53901</td>
</tr>
<tr>
<td>Finance / Admin.</td>
<td>FN-006</td>
<td>Budgets - Preliminary, Backup Documents</td>
<td>When No Longer Required</td>
<td>Preliminary drafts; GC §34090</td>
</tr>
<tr>
<td>Finance / Admin.</td>
<td>FN-007</td>
<td>Single Audits / Transportation Audits / PERSAudit, etc.</td>
<td>5 years P P</td>
<td>Department Preference (meets municipal government auditing standards); GC §34090</td>
</tr>
<tr>
<td>Office of Record</td>
<td>Retention No.</td>
<td>Records Description</td>
<td>Retention / Disposition</td>
<td>Comments / Reference</td>
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<td><strong>FINANCE / GENERAL ACCOUNTING</strong></td>
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<td><strong>Finance / General Accounting</strong></td>
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<td><strong>FINANCE / GENERAL ACCOUNTING</strong></td>
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<tr>
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<td>FN-008</td>
<td>1099’s / 1096’s Issued / W-9s</td>
<td>5 years</td>
<td>Department Preference; IRS: 4 years after tax is due or paid (longer for auditing &amp; contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&amp;T §19530, GC §34090</td>
</tr>
<tr>
<td></td>
<td>FN-009</td>
<td>Accounts Payable / Invoices and Backup (Excluding Grants) (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)</td>
<td>2 years / 3 years / 5 years</td>
<td>Yes: Until Paid</td>
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<tr>
<td></td>
<td>FN-010</td>
<td>Actuarial Valuation Reports</td>
<td>10 years</td>
<td>Magazine, Paper</td>
</tr>
<tr>
<td></td>
<td>FN-011</td>
<td>Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice</td>
<td>2 years / 3 years / 5 years</td>
<td>Magazine, Paper</td>
</tr>
</tbody>
</table>
# RECORDS RETENTION SCHEDULE: FINANCE

<table>
<thead>
<tr>
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<tr>
<td>Finance / General Accounting</td>
<td>FN-012</td>
<td>Bond Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.</td>
<td>Fully Defeased + 10 years</td>
<td>Fully Defeased + 10 years</td>
<td>Yes: Until Maturity</td>
<td>Mag, Ppr</td>
<td></td>
<td></td>
<td></td>
<td>Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336a(1), et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.</td>
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<tr>
<td>Finance / General Accounting</td>
<td>FN-013</td>
<td>Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports</td>
<td>2 years</td>
<td>3 years</td>
<td>5 years</td>
<td>Mag, Ppr</td>
<td></td>
<td></td>
<td></td>
<td>Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1</td>
</tr>
<tr>
<td>Finance / General Accounting</td>
<td>FN-014</td>
<td>Checks / Warrant Register Report (issued)</td>
<td>2 years</td>
<td>3 years</td>
<td>5 years</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>S</td>
<td>Yes: After QC &amp; OD</td>
<td></td>
<td>Department Preference; GC §34090</td>
</tr>
<tr>
<td>Finance / General Accounting</td>
<td>FN-015</td>
<td>Checks / Warrants (Cashed)</td>
<td>2 years</td>
<td>3 years</td>
<td>5 years</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>S</td>
<td>Yes: After QC &amp; OD</td>
<td></td>
<td>Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337</td>
</tr>
<tr>
<td>Finance / General Accounting</td>
<td>FN-016</td>
<td>Escheat (Unclaimed money / uncashed checks)</td>
<td>5 years</td>
<td>5 years</td>
<td></td>
<td>Mag, Ppr</td>
<td></td>
<td></td>
<td></td>
<td>Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090</td>
</tr>
<tr>
<td>Finance / General Accounting</td>
<td>FN-017</td>
<td>Financial Services Database</td>
<td>Indefinite</td>
<td>Indefinite</td>
<td></td>
<td>Yes</td>
<td>Mag</td>
<td></td>
<td></td>
<td>Data Fields / Records are interrelated; GC §34090</td>
</tr>
</tbody>
</table>

If the record is not listed here, refer to the Retention for City-Wide Standards

Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years). Since destruction is normally performed by file folder.

Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).
### ATTACHMENT 2

#### RECORDS RETENTION SCHEDULE: FINANCE

<table>
<thead>
<tr>
<th>Office of Record</th>
<th>Retention No.</th>
<th>Records Description</th>
<th>Retention / Disposition</th>
<th>Comments / Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>(OFR)</td>
<td></td>
<td><strong>Active</strong> <em>(in office)</em></td>
<td><strong>Inactive</strong> <em>(Records Center)</em></td>
<td><strong>Total Retention</strong> <strong>Vital?</strong> <strong>Media Options</strong> <strong>Image:</strong> <strong>Destroy Paper after Imaged &amp; QC'd?</strong></td>
</tr>
<tr>
<td>Finance / General Accounting</td>
<td>FN-018</td>
<td>Investment Reports / Treasurer's Reports</td>
<td>5 years</td>
<td>5 years <strong>Mag, Ppr</strong></td>
</tr>
<tr>
<td>Finance / General Accounting</td>
<td>FN-019</td>
<td>Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))</td>
<td>5 years</td>
<td>5 years <strong>Yes: Until Paid</strong> <strong>Mag, Ppr</strong></td>
</tr>
<tr>
<td>Finance / General Accounting</td>
<td>FN-020</td>
<td>Journal Entries / Journal Vouchers</td>
<td>2 years 3 years</td>
<td>5 years <strong>Mag, Mfr, OD, Ppr</strong> <strong>S / I</strong> <strong>No</strong></td>
</tr>
<tr>
<td>Finance / General Accounting</td>
<td>FN-021</td>
<td>Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue &amp; Expenditure Reports, etc. <em>(MONTHLY OR PERIODIC)</em></td>
<td>When No Longer Required</td>
<td>When No Longer Required <strong>Mag, Ppr</strong></td>
</tr>
</tbody>
</table>

If the record is not listed here, refer to the Retention for City-Wide Standards

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<table>
<thead>
<tr>
<th>Office of Record</th>
<th>Retention No.</th>
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</thead>
<tbody>
<tr>
<td>(OFR)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Finance / General Accounting</td>
<td>FN-023</td>
<td>Vehicle Titles (&quot;Pink Slips&quot;)</td>
<td>Sale or Disposal</td>
<td>Mag, Ppr</td>
</tr>
</tbody>
</table>

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### RECORDS RETENTION SCHEDULE: FINANCE

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<thead>
<tr>
<th>Office of Record</th>
<th>Retention No.</th>
<th>Records Description</th>
<th>Retention / Disposition</th>
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<tbody>
<tr>
<td>(OFR)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance / Payroll</td>
<td>FN-024</td>
<td>CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports</td>
<td>2 years 3 years 5 years</td>
<td>Mag, Ppr</td>
</tr>
<tr>
<td>Finance / Payroll</td>
<td>FN-025</td>
<td>DE-6, DE-7, DE-9, DE-43, W-3, &amp; DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA &amp; Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.</td>
<td>2 years 3 years 5 years</td>
<td>Mag, Ppr Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR §31.6001-1(e)(2), R&amp;T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090</td>
</tr>
<tr>
<td>Finance / Payroll</td>
<td>FN-026</td>
<td>Deferred Compensation (City Statements)</td>
<td>2 years 3 years 5 years</td>
<td>Mag, Ppr Department Preference; produced by Deferred Comp. Provider; consistent with proposed statewide guidelines; published articles for bank statements show 4-7 years; GC §304090, 26 CFR 31.6001.1</td>
</tr>
<tr>
<td>Finance / Payroll</td>
<td>FN-027</td>
<td>Payroll Reports - Annual Detail</td>
<td>P</td>
<td>P</td>
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<tr>
<td>Finance / Payroll</td>
<td>FN-028</td>
<td>Payroll Reports - Periodic (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.)</td>
<td>2 years 3 years 5 years</td>
<td>Mag, Ppr Department preference; GC §34090</td>
</tr>
</tbody>
</table>

If the record is not listed here, refer to the Retention for City-Wide Standards

Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).
## RECORDS RETENTION SCHEDULE: FINANCE

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Finance / Payroll</td>
<td>FN-029</td>
<td>W-2's</td>
<td>2 years P</td>
<td>P</td>
<td>P</td>
<td>Mag, Ppr</td>
<td>Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&amp;T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090</td>
<td></td>
</tr>
<tr>
<td>Finance / Payroll</td>
<td>FN-039</td>
<td>W-4's</td>
<td>No Longer in Effect + 4 years</td>
<td>No Longer in Effect + 4 years</td>
<td>Mag, Ppr</td>
<td>IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1; GC §34090</td>
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</table>
# Records Retention Schedule: Finance

## PURCHASING

<table>
<thead>
<tr>
<th>Office of Record</th>
<th>Retention No.</th>
<th>Records Description</th>
<th>Active (in office)</th>
<th>Inactive (Records Center)</th>
<th>Total Retention</th>
<th>Vital?</th>
<th>Media Options</th>
<th>Image:</th>
<th>Destroy Paper after Imaged &amp; QC’d?</th>
<th>Comments / Reference</th>
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<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>Finance / Purchasing</td>
<td>FN-030</td>
<td>Purchase Orders &amp; Backup</td>
<td>2 years</td>
<td>3 years</td>
<td>5 years</td>
<td>Mag, Ppr</td>
<td></td>
<td></td>
<td></td>
<td>Department preference; Meets auditing standards; GC §34090 et seq.</td>
</tr>
<tr>
<td>Finance / Purchasing</td>
<td>FN-031</td>
<td>Vendor List / Bidder List</td>
<td>When No Longer Required</td>
<td>When No Longer Required</td>
<td>Mag, Ppr</td>
<td>Preliminary drafts; GC §34090 et seq.</td>
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## UTILITY BILLING / REVENUE SERVICES

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<th>Office of Record</th>
<th>Retention No.</th>
<th>Records Description</th>
<th>Active (in office)</th>
<th>Inactive (Records Center)</th>
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<th>Vital?</th>
<th>Media Options</th>
<th>Image:</th>
<th>Destroy Paper after Imaged &amp; QC’d?</th>
<th>Comments / Reference</th>
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<tbody>
<tr>
<td>Finance / Revenue Services</td>
<td>FN-032</td>
<td>Accounts Receivable / Utility Billing - ALL Revenue - Transient Occupancy Tax (TOT) Application &amp; Returns, Damage to Public Property, Invoices to Outside Entities, etc.</td>
<td>2 years</td>
<td>3 years</td>
<td>5 years</td>
<td>Mag, Ppr</td>
<td></td>
<td></td>
<td></td>
<td>Department preference; Meets auditing standards; GC §34090 et seq.</td>
</tr>
<tr>
<td>Finance / Revenue Services</td>
<td>FN-033</td>
<td>Bankruptcies - NOT pursued</td>
<td>When No Longer Required</td>
<td>When No Longer Required</td>
<td>Mag, Ppr</td>
<td>Preliminary drafts not retained in the ordinary course of business; GC §34090</td>
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</tr>
<tr>
<td>Finance / Revenue Services</td>
<td>FN-034</td>
<td>Bankruptcies - Where a claim is filed</td>
<td>2 years</td>
<td>3 years</td>
<td>5 years</td>
<td>Mag, Ppr</td>
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<td>Department Preference (negative information remains on credit ratings for 7 years); GC §34090</td>
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<tr>
<td>Finance / Revenue Services</td>
<td>FN-035</td>
<td>Collections / Collection Agency Statements</td>
<td>7 years</td>
<td>7 years</td>
<td>Mag, Ppr</td>
<td>Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.</td>
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<tr>
<td>Finance / Revenue Services</td>
<td>FN-036</td>
<td>Small Claims Court Judgments</td>
<td>Judgment + 5 years</td>
<td>Judgment + 5 years</td>
<td>Mag, Ppr</td>
<td>Department preference; Meets auditing standards; GC §34090 et seq.</td>
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</table>

If the record is not listed here, refer to the Retention for City-Wide Standards.
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).
## RECORDS RETENTION SCHEDULE: FINANCE

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<td>Inactive (Records Center)</td>
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<td>Total Retention</td>
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<td>Vital?</td>
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<td></td>
<td>Destroy Paper after Imaged &amp; QC’ed?</td>
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</tr>
</tbody>
</table>

**Finance / Revenue Services**

- **FN-037**: Utility Billing Database / Cashiering Database

  - Retention: Indefinite
  - Media Options: Indefinite, Yes, Mag

  Data Fields / Records are interrelated; GC §34090
# RECORDS RETENTION SCHEDULE: POLICE

## DISPATCH

<table>
<thead>
<tr>
<th>Office of Record</th>
<th>Retention No.</th>
<th>Records Description</th>
<th>Retention / Disposition</th>
<th>Comments / Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Audio Recordings or Tapes - (CAD/RMS) Recordings of</td>
<td>Active (in office) 180</td>
<td>Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6</td>
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<td>Telephone &amp; Radio Communications Dispatch Tapes (CAD)</td>
<td>Inactive (Records Center) 180 days</td>
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<td>PD-001</td>
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<td>Total Retention 180 days</td>
<td>Mag</td>
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<tr>
<td>Police / Dispatch</td>
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<td>Vehicle Repossession Notifications (Call for Service)</td>
<td>When No Longer Required</td>
<td>Mag, Ppr</td>
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<tr>
<td></td>
<td>PD-002</td>
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<td>When No Longer Required</td>
<td>Preliminary Drafts; GC §34090 et seq.</td>
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## DETECTIVES / INVESTIGATIONS

<table>
<thead>
<tr>
<th>Office of Record</th>
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<th>Records Description</th>
<th>Retention / Disposition</th>
<th>Comments / Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police / Investigat.</td>
<td>PD-003</td>
<td>Detectives Investigation Files and Arrest Files - Crimes Other Than Homicide</td>
<td>When No Longer Required</td>
<td>Final reports and records are transferred to the case file stored in Records; GC §34090 et seq.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>When No Longer Required</td>
<td>Mag, Ppr</td>
</tr>
<tr>
<td>Police / Investigat.</td>
<td>PD-004</td>
<td>Detectives Investigation Files and Arrest Files - Homicide</td>
<td>P</td>
<td>Final reports and records are transferred to the case file stored in Records; GC §34090 et seq.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>Mag, Mfr, OD, Ppr S/M/I Yes: After QC &amp; OD</td>
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<tr>
<td>Police / Investigat.</td>
<td>PD-005</td>
<td>Informant Files</td>
<td>5 years</td>
<td>Informant information; Does not contain criminal intelligence information concerning individuals; Department preference GC §34090</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5 years</td>
<td>Mag, Ppr</td>
</tr>
</tbody>
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</tr>
<tr>
<td>Police / Investigat.</td>
<td>PD-006</td>
<td>Intelligence Files (Criminal Intelligence Files)</td>
<td>No Longer than 5 years</td>
<td>Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090</td>
</tr>
<tr>
<td>Police / Investigat.</td>
<td>PD-007</td>
<td>Investigation Files</td>
<td>When No Longer Required - Minimum 2 years</td>
<td>Department preference (Not Intelligence files); GC §34090</td>
</tr>
<tr>
<td>Police / Investigat.</td>
<td>PD-008</td>
<td>Pawn Slips</td>
<td>2 years</td>
<td>Department Preference to provide information to other agencies; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090</td>
</tr>
</tbody>
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**Office of Record:**
- PD-006: Intelligence Files (Criminal Intelligence Files)
- PD-007: Investigation Files
- PD-008: Pawn Slips
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<tr>
<td><strong>Police / Investigat.</strong></td>
<td><strong>PD-009</strong></td>
<td>Registrants: Arson - Adults</td>
<td>5 years</td>
<td>P</td>
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<tr>
<td><strong>Police / Investigat.</strong></td>
<td><strong>PD-010</strong></td>
<td>Registrants: Arson - Juveniles released from California Youth Authority</td>
<td>Age 25 or Sealing Date + 5 years</td>
<td>Mag, Mfr, OD, Ppr</td>
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<tr>
<td><strong>Police / Investigat.</strong></td>
<td><strong>PD-011</strong></td>
<td>Registrants: Sex Offenders - Adults</td>
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<tr>
<td><strong>Police / Investigat.</strong></td>
<td><strong>PD-012</strong></td>
<td>Registrants: Sex Offenders - Juveniles</td>
<td>P or Sealing Date + 5 years (or Court Order)</td>
<td>Mag, Mfr, OD, Ppr</td>
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<tr>
<td><strong>Police / Investigat.</strong></td>
<td><strong>PD-013</strong></td>
<td>Veterans Advisory Commission AGENDA PACKETS &amp; AGENDAS</td>
<td>When No Longer Required - Minimum 2 years</td>
<td>Mag, Ppr</td>
</tr>
<tr>
<td><strong>City Clerk</strong></td>
<td><strong>PD-014</strong></td>
<td>Veterans Advisory Commission MINUTES</td>
<td>Copies - When No Longer Required</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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<tr>
<td><strong>PATROL</strong></td>
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<tr>
<td>Police / Patrol</td>
<td>PD-015</td>
<td>Canine (Police Dogs) Program Files / Training Files: Animal Files</td>
<td>Separation + 3 years</td>
<td>3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.</td>
</tr>
<tr>
<td>Police / Patrol</td>
<td>PD-016</td>
<td>Canine (Police Dogs) Program Files: Action Reports, Monthly Reports</td>
<td>5 years</td>
<td>Department preference; GC §34090 et seq.</td>
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<tr>
<td>Police / Patrol</td>
<td>PD-017</td>
<td>PAS Device Calibration Logs</td>
<td>5 years</td>
<td>Department preference; GC §34090 et seq.</td>
</tr>
<tr>
<td>Police / Patrol</td>
<td>PD-018</td>
<td>Patrol Ride-A-Long Waiver Form</td>
<td>2 years</td>
<td>GC §34090 et seq.</td>
</tr>
<tr>
<td>Police / Patrol</td>
<td>PD-019</td>
<td>Pursuit Critiques</td>
<td>2 years</td>
<td>GC § 34090 et seq.</td>
</tr>
<tr>
<td>Police / Patrol</td>
<td>PD-020</td>
<td>Special Events / Ops Plan</td>
<td>When No Longer Required - Minimum 2 years</td>
<td>Department preference; GC §34090 et seq.</td>
</tr>
<tr>
<td>Police / Patrol</td>
<td>PD-021</td>
<td>Traffic Control: Radar Calibration Records</td>
<td>Life of the Equipment + 2 years</td>
<td>Department preference; GC §34090 et seq.</td>
</tr>
<tr>
<td>Police / Patrol</td>
<td>PD-022</td>
<td>Use of Force Review (Involving Employees)</td>
<td>Incident + 5 years</td>
<td>Department preference; GC §§12946, 34090</td>
</tr>
</tbody>
</table>

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</tbody>
</table>

### PROPERTY & EVIDENCE / LABORATORY

<table>
<thead>
<tr>
<th>Police / Property &amp; Evidence</th>
<th>PD-023</th>
<th>Crime Report Photos</th>
<th>Follows the Retention Period of the Evidence</th>
<th>Follows the Retention of the Evidence</th>
<th>Mag, Mfr, OD, Ppr</th>
<th>S / I</th>
<th>Yes: After 1 year</th>
<th>Department Preference; GC §34090</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police / Property &amp; Evidence</td>
<td>PD-024</td>
<td>Forfeiture Notification</td>
<td>2 years</td>
<td>2 years</td>
<td>Mag, Ppr</td>
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<td></td>
<td>GC §34090</td>
</tr>
<tr>
<td>Police / Property &amp; Evidence</td>
<td>PD-025</td>
<td>Gun and Narcotics Destruction Log (Documents related to)</td>
<td>10 years</td>
<td>10 years</td>
<td>Mag, Ppr</td>
<td></td>
<td></td>
<td>Department Preference; GC §34090</td>
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<tr>
<td>Police / Property &amp; Evidence</td>
<td>PD-026</td>
<td>Latent Print File</td>
<td>Follows the Retention Period of the Evidence</td>
<td>Follows the Retention of the Evidence</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>S / I</td>
<td>Yes: After 1 year</td>
<td>Department Preference; GC §34090</td>
</tr>
<tr>
<td>Police / Property &amp; Evidence</td>
<td>PD-027</td>
<td>Lost &amp; Found Property (Documents related to)</td>
<td>2 years</td>
<td>2 years</td>
<td>Mag, Ppr</td>
<td></td>
<td></td>
<td>GC §34090</td>
</tr>
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<td>(OFR)</td>
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<td><strong>Retention Options</strong></td>
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</tr>
<tr>
<td>Police / Records</td>
<td>PD-028</td>
<td>Backgrounds (Excludes Employees) - Local Criminal History Review</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Department preference (the Statute of Limitation for collections is 5 years from the date of the last violation); CVC 40222(b); GC §34090</strong></td>
<td></td>
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</tr>
<tr>
<td>Police / Records</td>
<td>PD-029</td>
<td>Citations - Moving Violations, Marijuana, Parking</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Police / Records</td>
<td>PD-030</td>
<td>Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Police / Records</td>
<td>PD-031</td>
<td>Field Investigation Cards (FI's) - After Entry into to RMS</td>
<td>When No Longer Required</td>
<td>When No Longer Required</td>
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<tr>
<td>Police / Records</td>
<td>PD-032</td>
<td>Field Investigation Cards (FI's) - NOT entered into to RMS</td>
<td>2 years</td>
<td>2 years</td>
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<tr>
<td>Police / Records</td>
<td>PD-033</td>
<td>NCIC Validation</td>
<td>2 years</td>
<td>2 years</td>
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<tr>
<td>Police / Records</td>
<td>PD-034</td>
<td>Personnel Background Packet - POLICE EMPLOYEES or CADETS Unsuccessful (NOT hired)</td>
<td>5 years</td>
<td>5 years</td>
</tr>
<tr>
<td>Police / Records</td>
<td>PD-035</td>
<td>Pitchess Motion Files</td>
<td>Final Disposition + 5 years</td>
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</tr>
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<tr>
<td><strong>Police / Records</strong></td>
<td>PD-036</td>
<td>POLICE REPORTS / INCIDENT REPORTS: Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms</td>
<td>Yes</td>
<td>Mag, Mfr, OD, Ppr</td>
</tr>
<tr>
<td></td>
<td>PD-037</td>
<td>POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Adult Marijuana - H&amp;S §11357(b)(c)(d)(e) or H&amp;S §11360(b) (with procedure in H&amp;S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms</td>
<td>Yes: Before Disposition</td>
<td>Mag, Mfr, OD, Ppr</td>
</tr>
<tr>
<td></td>
<td>PD-038</td>
<td>POLICE REPORTS / INCIDENT REPORTS: ALL, Except Those Specifically Mentioned in the Schedule e.g., 5150, Detention Reports, etc.</td>
<td>Yes</td>
<td>Mag, Mfr, OD, Ppr</td>
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<tr>
<td>Police / Records</td>
<td>PD-039</td>
<td>POLICE REPORTS / INCIDENT REPORTS: Capital Crimes / Homicides / Major Crimes / Serious Felonies / Sex Crimes / Child Abuse / Felony DNA (Crimes Subject to the Death Penalty), Sex Crimes, Substantiated Child Abuse or Severe Neglect (Adults Only) (PC §288, 290, WIC 707(b)), PC 803(h)</td>
<td>P</td>
<td>P</td>
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<tr>
<td>Police / Records</td>
<td>PD-040</td>
<td>POLICE REPORTS / INCIDENT REPORTS: Factly Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms</td>
<td>Date of Arrest + 3 years</td>
<td>Date of Arrest + 3 years</td>
</tr>
<tr>
<td>Police / Records</td>
<td>PD-065</td>
<td>POLICE REPORTS / INCIDENT REPORTS: Juvenile Child Abuse or Severe Neglect</td>
<td>Date of Incident + 10 years, If No Subsequent Reports</td>
<td>Date of Incident + 10 years, If No Subsequent Reports</td>
</tr>
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**Police / Records**

**PD-041**

**POLICE REPORTS / INCIDENT REPORTS:**

**Misdemeanor or Infraction - Juvenile Marijuana** - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms.

- Conviction or Arrest (if No Conviction) + 2 years

- Conviction or Arrest (if No Conviction) + 2 years

- Yes: Before Disposition

- Yes: After QC & OD

- Mag, Mfr, OD, Ppr

- S/M/I

(Courts and other Agencies "Shall" destroy); H&S §11361.5; GC §34090

**PD-042**

**POLICE REPORTS / INCIDENT REPORTS:**

**Misdemeanor or Infraction Marijuana** §11357(e) - **Juvenile on School Grounds during School Hours** (with procedure in H&S §11361.5).

- Offender is 18 Years Old

- Offender is 18 Years Old

- Yes

- Mag, Ppr

(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)

**PD-043**

**POLICE REPORTS / INCIDENT REPORTS:**

**Missing Persons (Returned)**

- Until CLETS Entry No Longer Exists - Minimum 2 years

- Until CLETS Entry No Longer Exists - Minimum 2 years

- Yes: Before Disposition

- Yes: After QC & OD

- Mag, Mfr, OD, Ppr

- S/M/I

Department Preference; GC §34090

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Adopted: 08/18/2015
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<td>Paper after imaging &amp; QC'd?</td>
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### POLICE REPORTS / INCIDENT REPORTS:

- **Sealed Juvenile and Ward Cases** - Except Child Abuse or Severe Neglect, (Substantiated), those with outstanding stolen property, including firearms, or lost firearms
  - Sealing Date + 5 years (Or Court Order)
  - Yes: Before Disposition
  - Mag, Mfr, OD, Ppr
  - S/M/I
  - Yes: After QC & OD
  - Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)

- **Public Information Requests**
  - 2 years
  - 2 years
  - Mag, Ppr
  - GC §34090

- **Registrants: Narcotic**
  - 5 years
  - 5 years
  - Mag, Ppr
  - Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)

### RMS Database

- Indefinite
  - Indefinite
  - Yes
  - Mag
  - Data Fields / Records are interrelated; GC §34090

### Subpoenas (Police Civil Personal Appearance)

- 2 years
  - 2 years
  - Mag, Ppr
  - GC §34090

### TEMPORARY HOLDING FACILITY

- **Booking Folders (Property, Medical, etc.)**
  - 2 years
  - 2 years
  - Mag, Ppr
  - Department preference; GC §34090 et seq.

- **Booking Log**
  - 2 years
  - 2 years
  - Mag, Ppr
  - Department preference; GC §34090 et seq.
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<td></td>
<td></td>
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<tr>
<td><strong>Police / Temp. Holding Facility</strong></td>
<td>PD-051</td>
<td>Cell Checks / Cell Log / Sergeant's Log</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td><strong>Police / Training / Profess. Standards</strong></td>
<td>PD-052</td>
<td>CCW (Carry Concealed Weapon) Permits - <strong>Approved</strong></td>
<td>Expiration + 2 years</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Police / Training / Profess. Standards</strong></td>
<td>PD-053</td>
<td>CCW (Carry Concealed Weapon) Permits - <strong>Denied</strong></td>
<td>2 years</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Police / Training / Profess. Standards</strong></td>
<td>PD-054</td>
<td>Department Policies &amp; Procedures / Operation Directives / General Orders / Lexipol (Department Policies and Procedures)</td>
<td>When No Longer Required - Minimum 5 years</td>
<td>When No Longer Required - Minimum 5 years</td>
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<tr>
<td><strong>Police / Operations</strong></td>
<td>PD-066</td>
<td>Officer Recordings: Body-Worn Cameras – LOGS of Access or Deletion of Data</td>
<td>P</td>
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<tr>
<td><strong>Police / Operations</strong></td>
<td>PD-067</td>
<td>Officer Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints</td>
<td>Follows retention for Evidence, Minimum 2 years</td>
<td>Follows the Retention of the Evidence, Minimum 2 years</td>
</tr>
<tr>
<td><strong>Police / Operations</strong></td>
<td>PD-068</td>
<td>Officer Recordings: Body-Worn Cameras - that are NOT evidence</td>
<td>60 days</td>
<td>60 days</td>
</tr>
</tbody>
</table>
**RECORDS RETENTION SCHEDULE: POLICE**

<table>
<thead>
<tr>
<th>Office of Record</th>
<th>Retention No.</th>
<th>Records Description</th>
<th>Retention / Disposition</th>
<th>Comments / Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>(OFR)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Police / Records</strong></td>
<td>PD-069</td>
<td>Officer Recordings: <strong>Mobile Audio Video (MAV) Recordings (Mobile in-Car Video)</strong> that are not evidence</td>
<td><strong>Active</strong> (in office): 2 years</td>
<td><strong>Inactive</strong> (Records Center): 2 years</td>
</tr>
<tr>
<td><strong>Police / Training / Profess. Standards</strong></td>
<td>PD-055</td>
<td>Officer Recordings: <strong>Body-Cameras</strong> that are not evidence</td>
<td><strong>Active</strong> (in office): 90 days</td>
<td><strong>Inactive</strong> (Records Center): 90 days</td>
</tr>
<tr>
<td><strong>Police / Training / Profess. Standards</strong></td>
<td>PD-056</td>
<td>Personnel Discipline File - Internal Affairs Investigations / Complaints: <strong>CITIZEN-GENERATED COMPLAINTS</strong> (May include criminal acts, moral turpitude, complaints generated from a citizen)</td>
<td><strong>Active</strong> (in office): Final Disposition + 5 years</td>
<td><strong>Inactive</strong> (Records Center): Final Disposition + 5 years</td>
</tr>
</tbody>
</table>

*If the record is not listed here, refer to the Retention for City-Wide Standards*

*Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*
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<tbody>
<tr>
<td>(OFR)</td>
<td></td>
<td></td>
<td>Active (in office)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Inactive (Records Center)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total Retention</td>
<td></td>
</tr>
</tbody>
</table>

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

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<th>Comments / Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police / Training / Profess. Standards</td>
<td>PD-057</td>
<td>Personnel Discipline File - Internal Affairs Investigations / Complaints: INTERNAL COMPLAINTS</td>
<td>Final Disposition + 5 years</td>
<td>Mag, Ppr</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Final Disposition + 5 years</td>
<td></td>
</tr>
</tbody>
</table>

Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 7287.0(c)(2), GC §§12946, 34090

<table>
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<tr>
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<th>Records Description</th>
<th>Retention / Disposition</th>
<th>Comments / Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police / Training / Profess. Standards</td>
<td>PD-058</td>
<td>Personnel Files - Police Department Employees or Cadets</td>
<td>Send to Human Resources Upon Separation</td>
<td>Yes: Until Separation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Includes Evaluations, Commendations, etc.</td>
<td>Send to Human Resources Upon Separation</td>
<td>Mag, Mfr, OD, Ppr</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes: After Separation + 1 year</td>
<td>S</td>
</tr>
</tbody>
</table>

Department preference; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
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<thead>
<tr>
<th>Office of Record</th>
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<td>Total Retention</td>
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<tr>
<td>Police / Training / Profess. Standards</td>
<td>PD-059</td>
<td>Personnel Files - <strong>Training File</strong> Includes Training Certificates, etc.</td>
<td>Send to Human Resources Upon Separation</td>
<td>Send to Human Resources Upon Separation</td>
</tr>
<tr>
<td>Police / Training / Profess. Standards</td>
<td>PD-060</td>
<td>Reports and Studies regarding Police operations (not historical - staffing, overtime, etc.)</td>
<td>When No Longer Required - Minimum 2 years</td>
<td></td>
</tr>
<tr>
<td>Police / Training / Profess. Standards</td>
<td>PD-061</td>
<td><strong>Training - COURSE RECORDS</strong> (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)</td>
<td>5 years</td>
<td></td>
</tr>
<tr>
<td>Office of Record</td>
<td>Retention No.</td>
<td>Records Description</td>
<td>Retention / Disposition</td>
<td>Comments / Reference</td>
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<tr>
<td>(OFR)</td>
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</tr>
<tr>
<td>Police / Training / Profess. Standards</td>
<td>PD-062</td>
<td>Volunteer <strong>Background Packet</strong></td>
<td>Inactive / Separation + 3 years</td>
<td>Inactive / Separation + 3 years</td>
</tr>
<tr>
<td></td>
<td>PD-063</td>
<td>Volunteer <strong>Personnel Files</strong> (CERT, Etc.)</td>
<td>Inactive / Separation + 3 years</td>
<td>Inactive / Separation + 3 years</td>
</tr>
<tr>
<td></td>
<td>PD-064</td>
<td>Weapons Database / Department Weapons (Department-issued Weapons)</td>
<td>Indefinite</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

If the record is not listed here, refer to the Retention for City-Wide Standards. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).
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<tr>
<td></td>
<td></td>
<td>Active (in office)</td>
<td>5 years Current + 2 years</td>
<td>Mag, Ppr</td>
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<tr>
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<td></td>
<td>Inactive (Records Center)</td>
<td>5 years Current + 2 years</td>
<td>Mag, Ppr</td>
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<tr>
<td></td>
<td></td>
<td>Total Retention</td>
<td>Vital?</td>
<td>Media Options</td>
</tr>
<tr>
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</tr>
<tr>
<td>Public Works / Parks &amp; Building Maint.</td>
<td>P&amp;B-001</td>
<td>AQMD Permits (Generators, etc.)</td>
<td>5 years Current + 2 years</td>
<td>Mag, Ppr</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Public Works / Parks &amp; Building Maint.</td>
<td>P&amp;B-002</td>
<td>Generator Operation Logs (for fixed / stationary generators)</td>
<td>3 years</td>
<td>Mag, Ppr</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Public Works / Parks &amp; Building Maint.</td>
<td>P&amp;B-003</td>
<td>Hazardous Waste Manifests / Certificates of Disposal</td>
<td>5 years</td>
<td>P</td>
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<td>Yes: After QC &amp; OD</td>
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<tr>
<td>Public Works / Parks &amp; Building Maint.</td>
<td>P&amp;B-004</td>
<td>Operations &amp; Maintenance Manuals (O&amp;M Manuals)</td>
<td>Life of Facility or Equipment</td>
<td>Mag, Ppr</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Public Works / Parks &amp; Building Maint.</td>
<td>P&amp;B-005</td>
<td>Playground Inspections</td>
<td>2 years</td>
<td>Mag, Ppr</td>
</tr>
<tr>
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<td></td>
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</tr>
<tr>
<td>Lead Dept.</td>
<td>P&amp;B-006</td>
<td>Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks</td>
<td>2 years</td>
<td>Ppr</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Public Works / Parks &amp; Building Maint.</td>
<td>P&amp;B-007</td>
<td>Underground Service Alerts (USA’s) - Our Locate and Marks Only</td>
<td>3 years</td>
<td>Mag, Ppr</td>
</tr>
</tbody>
</table>

If the record is not listed here, refer to the Retention for City-Wide Standards. Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).
## Records Retention Schedule: Public Works / Parks & Building Maint.

<table>
<thead>
<tr>
<th>Office of Record</th>
<th>Retention No.</th>
<th>Records Description</th>
<th>Retention / Disposition</th>
<th>Comments / Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>(OFR)</td>
<td></td>
<td>Active (in office)</td>
<td>Passive (in office)</td>
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</tr>
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<td></td>
<td></td>
<td>Total Retention</td>
<td>Vital?</td>
<td>Media Options</td>
</tr>
<tr>
<td>Public Works / Parks &amp; Building Maint.</td>
<td>P&amp;BM-008</td>
<td>Used Oil Disposal</td>
<td>3 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Public Works / Parks &amp; Building Maint.</td>
<td>P&amp;BM-009</td>
<td>Vehicle &amp; Equipment Database</td>
<td>Indefinite</td>
<td>Indefinite</td>
</tr>
<tr>
<td>Public Works / Parks &amp; Building Maint.</td>
<td>P&amp;BM-010</td>
<td>Vehicle &amp; Equipment History Files Maintenance, Smog Certificates, Registrations</td>
<td>Disposal of Vehicle or Equipment + 2 years</td>
<td>Disposal of Vehicle or Equipment + 2 years</td>
</tr>
<tr>
<td>Division Providing Service / Work</td>
<td>P&amp;BM-011</td>
<td>Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)</td>
<td>Indefinite</td>
<td>Indefinite</td>
</tr>
<tr>
<td>Division Providing Service / Work</td>
<td>P&amp;BM-012</td>
<td>Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)</td>
<td>When No Longer Required</td>
<td>When No Longer Required</td>
</tr>
</tbody>
</table>
### RECORDS RETENTION SCHEDULE: PUBLIC WORKS / PARKS & BUILDING MAINT.

<table>
<thead>
<tr>
<th>Office of Record</th>
<th>Retention No.</th>
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<td></td>
<td>Inactive (Records Center)</td>
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<td>Total Retention</td>
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<td>Vital?</td>
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<td></td>
<td>Media Options</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Image: I=Import M=Mfr S=Scan</td>
<td>Destroy Paper after Imaged &amp; QC’d?</td>
</tr>
</tbody>
</table>

**If the record is not listed here, refer to the Retention for City-Wide Standards**

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Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).

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<thead>
<tr>
<th>Division Providing Service / Work</th>
<th>Retention No.</th>
<th>Records Description</th>
<th>Retention / Disposition</th>
<th>Comments / Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>P&amp;BM-013</td>
<td></td>
<td>Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)</td>
<td>5 years</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td>5 years</td>
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<td></td>
<td></td>
<td></td>
<td>Mag Ppr</td>
<td></td>
</tr>
</tbody>
</table>

City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
## RECORDS RETENTION SCHEDULE: PUBLIC WORKS / SEWER

<table>
<thead>
<tr>
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<td></td>
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<td><strong>Inactive (Records Center)</strong></td>
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</tr>
<tr>
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</tr>
<tr>
<td>Public Works / Sewer</td>
<td>SEW-001</td>
<td>CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings</td>
<td>5 years</td>
<td>5 years</td>
</tr>
<tr>
<td>Public Works / Sewer</td>
<td>SEW-002</td>
<td>Community Outreach / Notification of Projects</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Public Works / Sewer</td>
<td>SEW-003</td>
<td>Complaints</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Public Works / Sewer</td>
<td>SEW-004</td>
<td>Confined Space Entries</td>
<td>2-3 years</td>
<td>2-3 years</td>
</tr>
<tr>
<td>Public Works / Sewer</td>
<td>SEW-005</td>
<td>Correspondence - Regulatory Agencies</td>
<td>Minimum 10 years</td>
<td>Minimum 10 years</td>
</tr>
<tr>
<td>Lead Dept.</td>
<td>SEW-006</td>
<td>Emergency Call Out Logs / Storm Call Out Logs /</td>
<td>5 years</td>
<td>5 years</td>
</tr>
<tr>
<td>Public Works / Sewer</td>
<td>SEW-007</td>
<td>Equipment History Files (See Fleet for Vehicles)</td>
<td>Disposal of Equipment + 2 years</td>
<td>Disposal of Equipment + 2 years</td>
</tr>
<tr>
<td>Public Works / Sewer</td>
<td>SEW-019</td>
<td>FOG (Fats, Oil &amp; Grease) / Source Control</td>
<td>3 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Public Works / Sewer</td>
<td>SEW-020</td>
<td>Generator Operation Logs (for Portable /Emergency Generators)</td>
<td>5 years</td>
<td>5 years</td>
</tr>
<tr>
<td>Public Works / Sewer</td>
<td>SEW-008</td>
<td>Generator Operation Logs (for Fixed / Stationary Generators) / Inspections</td>
<td>3-2 years</td>
<td>3-2 years</td>
</tr>
</tbody>
</table>

If the record is not listed here, refer to the Retention for City-Wide Standards.

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<td><strong>Active</strong> (in office)</td>
<td><strong>Inactive</strong> (Records Center)</td>
<td><strong>Total Retention</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minimum 2 years</td>
<td>Minimum 2 years</td>
<td>Mag, Ppr</td>
</tr>
<tr>
<td>Public Works / Sewer</td>
<td>SEW-009</td>
<td>Lift Station - Inspections, Maintenance, Repairs, Service Requests, Alarm Recording, Logs, Charts, Flow Monitoring, Voltage Readings, Permits</td>
<td>Minimum 2 years</td>
<td>Mag, Ppr</td>
</tr>
<tr>
<td>Public Works / Sewer</td>
<td>SEW-010</td>
<td>Maintenance, Cleaning, Repairs, Stoppage Calls, Spills, Line Replacement</td>
<td>Minimum 3 years</td>
<td>Mag, Ppr</td>
</tr>
<tr>
<td>Lead Dept.</td>
<td>SEW-011</td>
<td>Operations &amp; Maintenance Manuals (O&amp;M Manuals)</td>
<td>Life of Facility or Equipment</td>
<td>Life of Facility or Equipment</td>
</tr>
<tr>
<td>Public Works / Sewer</td>
<td>SEW-012</td>
<td>Sanitary Spills and Overflows (SSOs)</td>
<td>Minimum 5 years</td>
<td>Mag, Mfr, OD, Ppr</td>
</tr>
<tr>
<td>Public Works / Sewer &amp; Water</td>
<td>SEW-013</td>
<td>SCADA Database / Historian</td>
<td>Confined</td>
<td>Indefinite</td>
</tr>
<tr>
<td>Public Works / Sewer</td>
<td>SEW-014</td>
<td>Sewer System Management Plans (SSMP) and Audits</td>
<td>P</td>
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</tr>
<tr>
<td>Lead Dept.</td>
<td>SEW-015</td>
<td>Underground Service Alerts (USA’s)</td>
<td>3 years</td>
<td>Mag, Ppr</td>
</tr>
<tr>
<td>Division Providing Service / Work</td>
<td>SEW-016</td>
<td>Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)</td>
<td>Confined</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

*If the record is not listed here, refer to the Retention for City-Wide Standards*

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<table>
<thead>
<tr>
<th>Division Providing Service / Work</th>
<th>SEW-017</th>
<th>Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)</th>
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<th>Preliminary drafts (the database is the original); GC §34090</th>
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<td>Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)</td>
<td>5 years</td>
<td>5 years</td>
<td>Mag Ppr</td>
<td>City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090</td>
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</table>

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Adopted: 08/18/2015
### RECORDS RETENTION SCHEDULE: PUBLIC WORKS / WATER

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<tr>
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<td>Destroy Paper after Imaged &amp; QC’d?</td>
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**If the record is not listed here, refer to the Retention for City-Wide Standards**

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- Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).

**Public Works / Water**

<table>
<thead>
<tr>
<th>WTR-001</th>
<th>Backflow Test Results / BackflowAssembly Test Reports</th>
<th>5 years</th>
<th>5 years</th>
<th>Mag, Ppr</th>
<th>Department preference; 17CCR 7605(f); GC §34090 8CCR 5157(d)(14) &amp; (e)(6); 29CFR 1919.146(e)(6); GC §34090 Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)</th>
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<tbody>
<tr>
<td>WTR-002</td>
<td>Confined Space Entries</td>
<td>2-3 years</td>
<td>2-3 years</td>
<td>Mag, Ppr</td>
<td>8 CCR 5157(d)(14) &amp; (e)(6); 29 CFR 1919.146(e)(6); GC §34090 Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)</td>
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<tr>
<td>WTR-003</td>
<td>Conservation Programs / Rebate Programs / Check Requests</td>
<td>5 years</td>
<td>5 years</td>
<td>Mag, Ppr</td>
<td>Department Preference (meets auditing standards); GC §34090 8 CCR 5157(d)(14) &amp; (e)(6); 29 CFR 1919.146(e)(6); GC §34090 Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)</td>
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<tr>
<td>WTR-004</td>
<td>Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (Correspondence)</td>
<td>5 years</td>
<td>5 years</td>
<td>Mag, Ppr</td>
<td>Department Preference (meets auditing standards); GC §34090 8 CCR 5157(d)(14) &amp; (e)(6); 29 CFR 1919.146(e)(6); GC §34090 Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)</td>
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<tr>
<td>WTR-005</td>
<td>Environmental Agencies / Regulatory Agencies (EPA, DHS, etc.)</td>
<td>Minimum 10 years</td>
<td>Minimum 10 years</td>
<td>Mag, Ppr</td>
<td>Department Preference; GC §34090 8 CCR 5157(d)(14) &amp; (e)(6); 29 CFR 1919.146(e)(6); GC §34090 Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)</td>
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<tr>
<td>WTR-006</td>
<td>Fire Hydrant Flow Tests (Development or Maintenance) - Paper</td>
<td>Minimum 10 years</td>
<td>Minimum 10 years</td>
<td>Mag, Ppr</td>
<td>Department Preference; GC §34090 8 CCR 5157(d)(14) &amp; (e)(6); 29 CFR 1919.146(e)(6); GC §34090 Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)</td>
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<tr>
<td>WTR-007</td>
<td>Lab Reports &amp; Chains of Custody: Bacteriological and Organics</td>
<td>5 years</td>
<td>5 years</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>Yes - After QC &amp; OD 40 CFR 141.33(a) and (b)(1); 22 CCR §64470</td>
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<tr>
<td>WTR-008</td>
<td>Lab Reports &amp; Chains of Custody: Chemical (Includes Chlorine Residuals)</td>
<td>10 years</td>
<td>10 years</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>Yes - After QC &amp; OD State law requires 10 years, Federal 10 years; 40 CFR 141.33(a)</td>
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<tr>
<td>WTR-009</td>
<td>Lab Reports &amp; Chains of Custody: Lead &amp; Copper</td>
<td>18 years</td>
<td>18 years</td>
<td>Mag, Mfr, OD, Ppr</td>
<td>Yes - After QC &amp; OD Required for 12 years or 2 compliance cycles; 40 CFR 141.91</td>
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<td>7 years</td>
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<td>Indefinite</td>
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<td>Indefinite Yes Mag</td>
<td>Data is interrelated; system qualifies as a &quot;trusted system&quot;; GC §§34090, 12168.7</td>
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<td>40 CFR 141.33(c)</td>
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<td>5 years</td>
<td></td>
<td>5 years Mag Ppr</td>
<td>Department Preference (the warrantee period for work done is 5 years); GC §34090</td>
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<td>P Yes Mag, Mfr, OD, Ppr</td>
<td>Department Preference (copies) GC §34090.7</td>
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<td>When Superseded - Minimum 2 years</td>
<td>Mag, Ppr</td>
<td>Confidential; GC §34090</td>
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<td>5 years</td>
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<td>5 years Mag, Ppr</td>
<td>Department Preference (copies) GC §34090.7</td>
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## Records Retention Schedule: Public Works / Water

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<td>S / I</td>
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<td>Public Works / Water</td>
<td>WTR-020</td>
<td>Water Production Reads / Reports (to State DPH &amp; DWR)</td>
<td>5 years</td>
<td>5 years</td>
<td>Mag, Ppr</td>
<td>S / I</td>
<td>Yes - After QC &amp; OD</td>
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<tr>
<td>Public Works / Water</td>
<td>WTR-021</td>
<td>Water Quality Reports / Consumer Confidence Reports</td>
<td>12 years</td>
<td>P</td>
<td>P</td>
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<td>Yes: After QC &amp; OD</td>
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<td>Public Works / Water</td>
<td>WTR-022</td>
<td>Water Resources Planning Historical Reports / Water Assessments</td>
<td>P</td>
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<td>Mag, Mfr, OD, Ppr</td>
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<td>Yes: After QC &amp; OD</td>
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<td>City Clerk</td>
<td>WTR-023</td>
<td>Water Supply Agreements Copies - When No Longer Required</td>
<td>copies - when no longer required</td>
<td>copies - when no longer required</td>
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<td>Mag, Mfr, OD, Ppr</td>
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<td>Public Works / Water</td>
<td>WTR-024</td>
<td>Water Transactions - Annual Summary</td>
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<td>Public Works / Water</td>
<td>WTR-025</td>
<td>Well Records (includes Destroyed or Abandoned Wells)</td>
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<td>Mag, Mfr, OD, Ppr</td>
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<td>Yes: After QC &amp; OD</td>
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<tr>
<td>Division Providing Service / Work</td>
<td>WTR-026</td>
<td>Work Orders / Service Requests <strong>CMMS DATABASE</strong> (Computerized Maintenance Management System)</td>
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<td>Mag</td>
<td>Data is interrelated; GC §34090</td>
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<td>Division Providing Service / Work</td>
<td>WTR-027</td>
<td>Work Orders / Service Requests - <strong>All Information Entered in CMMS Database</strong> (Paper drafts)</td>
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<td>Preliminary drafts (the database is the original); GC §34090</td>
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### RECORDS RETENTION SCHEDULE: PUBLIC WORKS / WATER

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<td><strong>5 years</strong></td>
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<td>Mag Ppr</td>
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</table>

**Division Providing Service / Work**

- **WTR-028**
  - **Work Orders / Service Requests**
    - NOT entered in CMMS Database (or partial information entered into CMMS Database)
    - (Division providing service retains originals; Division requesting service is considered a copy)
  - **5 years**

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STAFF REPORT

RE: Request for Out of State Travel

MEETING DATE: 03/21/2017

SUBMITTED BY: Lt. Ferguson

PURPOSE OF REPORT:
- Information only
- Discussion
- Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:
The City Council is being asked to authorize the Chief of Police to send two Lakeport Police Officers outside of the state of California to conduct a follow-up investigation on a serious felony crime that occurred in the City of Lakeport. Under current city policy, only the city council has the authority to authorize out of state travel by city employees.

BACKGROUND/DISCUSSION:
The police department is currently conducting follow-up investigation on a serious felony crime. In order to conclude the investigation and bring final resolution to the case, the police department will need to send officers out of state.

Under the authority of California Government Code section 6254(f), the details of this investigation are not disclosable at this time.

OPTIONS:
- Authorize the out of state travel as requested by the Chief of Police.
- Do not authorize request.

FISCAL IMPACT:
- None
- $2500 Budgeted Item? Yes
- No

Budget Adjustment Needed? Yes
- No
- If yes, amount of appropriation increase: $

Affected fund(s):
- General Fund
- Water OM Fund
- Sewer OM Fund
- Other: Current budget will cover this cost without need for adjustment.

Comments:

SUGGESTED MOTIONS:
Move to authorize the out of state travel as requested by the Chief of Police to resolve a pending felony criminal investigation.
STAFF REPORT

RE: Resolution to utilize RDA housing set-aside monies to provide emergency housing assistance to 2017 Flood Event survivors

MEETING DATE: 3/21/2017

SUBMITTED BY: Kevin M. Ingram, Community Development Director

PURPOSE OF REPORT: ☒ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to transfer monies from the Low – Mod Housing Fund which was RDA set aside funds to the City’s emergency housing assistance fund to provide emergency housing assistance to displaced residents of the 2017 Flood Event.

BACKGROUND/DISCUSSION:

City staff is requesting that the City Council transfer $33,000 from the Low – Mod Housing Fund to the City’s emergency housing assistance fund and to increase the budgeted expenditures in the emergency housing assistance fund by $34,000 in order to provide displaced residents, mainly from the Will-O-Point Resort, whom have been displaced from their homes due to the 2017 Flood Event. A minimum 20% of all RDA funds were required to be set-aside for use to support the availability of housing for low and moderate income residents.

The City generally sets aside some monies annually to provide emergency housing assistance to qualified local residents. At current, there is $9,000 available in the City’s emergency housing assistance fund for the 2016/17 budget year. Due to the recent flood event, over 200 Lakeport residents were temporary evacuated from their homes. Approximately 175 of these residents are from the Will-O-Point Resort (1 First St.) who remain prohibited from re-entry of their homes due to impacts of flooding upon individual homes and severe damage to underground utilities at the site. Will-O-Point residents will unlikely be able to return to their homes for the next several months. It is possible that some or all residents may be permanently displaced from their current residences.

With the transfer of monies from the RDA housing set-aside fund, the City of Lakeport would have $40,000 available to assist displaced 2017 Flood Event survivors’ find temporary and/or permanent housing. This money together with an additional $50,000 provided from the State of California will be used to provide direct assistance in the form of deposits and rental assistance for displaced families. The $40,000 in City funds will be limited to use by Lakeport residents only.

OPTIONS:

Approve the resolution, propose amendments and revisions, or take no action or take action to deny the proposed Resolution.
### FISCAL IMPACT:

- $34,000 Budgeted Item? ☑ Yes  ☐ No

**Budget Adjustment Needed?** ☑ Yes  ☐ No  
If yes, amount of appropriation increase: $34,000

Affected fund(s): ☑ General Fund  ☐ Water OM Fund  ☐ Sewer OM Fund  ☑ Other: Special Revenue Funds

**Comments:**

The amended estimated ending Low Mod Housing Fund is $447,615. This adjustment would decrease this balance to $414,615.

The amended estimated ending Emergency Housing Assistance Fund is $7,171. This adjustment would decrease this balance to $6,171.

### SUGGESTED MOTIONS:

Move to adopt the proposed Resolution to transfer $33,000 from the Low – Mod Housing Fund to the City’s emergency housing assistance fund and to increase the budgeted expenditures in the emergency housing assistance fund by $34,000 to provide emergency housing assistance to displaced Lakeport residents of the 2017 Flood Event.

- **Attachments:**

RESOLUTION NO. _____ (2017)

A RESOLUTION OF THE LAKEPORT CITY COUNCIL PROVIDING EMERGENCY HOUSING ASSISTANCE TO DISPLACED LAKEPORT RESIDENTS OF THE 2017 FLOOD EVENT

WHEREAS, the 2017 Flood Event resulted in the evacuation of over 200 Lakeport residents for several weeks; and

WHEREAS, 175 residents within the Will-Point Resort are currently prohibited from being occupied by the California Housing and Community Development Department (HCD) due to impacts of flooding upon individual homes and severe damage to underground utilities; and

WHEREAS, approximately 175 residents of Will-O-Point may be permanently displaced from their current residences or at minimum in need of temporary housing for the next several months.

NOW, THEREFORE, BE IT RESOLVED THAT:

The City Council hereby approves the transfer of transfer $33,000 from the Low – Mod Housing Fund to the City’s emergency housing assistance fund and to increase the budgeted expenditures in the emergency housing assistance fund by $34,000 to provide emergency housing assistance to displaced Lakeport residents of the 2017 Flood Event.

THIS RESOLUTION was passed and adopted by the City Council of the City of Lakeport at a regular meeting held on the 21st day of March, 2017.

AYES:
NOES:
ABSENT:
ABSTAIN:

__________________________________
STACEY MATTINA, MAYOR

ATTEST:

__________________________________
KELLY BUENDIA, City Clerk
City of Lakeport
STAFF REPORT

RE: Ad Hoc Committee for the Selection of Measure Z Independent Citizens’ Advisory Committee

MEETING DATE: 3/21/2017

SUBMITTED BY: Kelly Buendia, City Clerk

PURPOSE OF REPORT: □ Information only □ Discussion □ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/AGENCY/BOARD:

The City Council is being asked to establish an ad hoc advisory committee that will select the Measure Z Advisory committee.

BACKGROUND/ DISCUSSION:

On November 8, 2016, Lakeport residents voted to approve Measure Z adopting an ordinance enacting a 1 percent increase to the local sales and use tax. The ordinance calls for an independent citizens’ advisory committee to meet publicly to review all revenues and expenditures of the transactions and use tax and make recommendations to the City Council regarding those expenditures.

Recruitment for membership was done by a press release that went out to all local media and by advertising on the City’s website. The press release advised the City was advertising for five (5) members of the Measure Z Advisory Committee to be appointed to terms of not more than 4 years by the City Council. Qualified applicants must be residents of the City of Lakeport.

The City Clerk’s office received twelve applications from City residents, which is a relatively large number of applicants. Because of this, staff is recommending the formation of an ad hoc advisory group to make recommendations concerning the membership of the citizen’s oversight committee for the Council’s consideration. As a temporary ad hoc committee, the council should select no more than two of its members to sit on the committee. The subcommittee shall have such support from the City Attorney and other City staff as the City Manager shall direct.

OPTIONS:

The Council could make appointments and/or direct staff to continue recruiting.

FISCAL IMPACT:

☒ None ☐ $ ☐ Account Number: Comments:

SUGGESTED MOTIONS:

Move to adopt a resolution of the City Council of the City of Lakeport establishing an ad hoc advisory committee for the selection of the Measure Z Independent Citizens’ Advisory Committee to be comprised of City Council Members ________________ and ________________.

☒ Attachments:

1. A Resolution of the City Council of the City of Lakeport Establishing an Ad Hoc Advisory Committee for the Selection of the Measure Z Independent Citizens’ Advisory Committee
RESOLUTION NO. ____ (2017)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT ESTABLISHING AN AD HOC ADVISORY COMMITTEE FOR THE SELECTION OF THE MEASURE Z INDEPENDENT CITIZENS’ ADVISORY COMMITTEE

WHEREAS, at the November 8, 2016 election, Lakeport residents approved Measure Z, which enacted a 1 percent increase to the local transactions and use tax;

WHEREAS, Measure Z requires the establishment of a citizens’ advisory committee to meet publicly to review all revenues and expenditures of the transactions and use tax and make recommendations to the City Council regarding those expenditures;

WHEREAS, the City has recruited applicants for membership on the citizens’ advisory committee through a press release to all local media and by advertising on the City’s website;

WHEREAS, the Measure Z citizens’ advisory committee shall be composed of five (5) residents of the City of Lakeport to be appointed to terms of not more than 4 years by the City Council;

WHEREAS, the Clerk’s office received twelve (12) applications from City residents for membership on the citizens’ oversight committee;

WHEREAS, in light of the relatively large number of applicants, it will be constructive to form an ad hoc advisory group to make recommendations concerning the membership of the citizens’ oversight committee for the Council’s consideration.

NOW, THEREFORE, BE IT RESOLVED THAT:

SECTION 1. An ad hoc advisory Measure Z citizens’ advisory committee selection subcommittee is hereby established to be comprised of City Council Members [Names Redacted] and [Names Redacted].

SECTION 2. The subcommittee is charged with reviewing the applications for membership on the Measure Z citizens’ advisory committee and, at its discretion, allowing the applicants to make a short presentation detailing the applicant’s background, interests, and reasons the applicant would like to serve and can contribute to the citizens’ advisory committee’s mission. The subcommittee shall have such support from the City Attorney and other City staff as the City Manager shall direct.

SECTION 3. The subcommittee shall provide a recommendation to the City Council on or before May 2, 2017. Upon provision of its recommendation to the City Council, the subcommittee shall automatically be disestablished.
SECTION 4. As a temporary, ad hoc advisory committee comprised of less than a quorum of the City Council, the subcommittee may, but need not, comply with the Brown Act as authorized by Government Code section 54952, subdivision (b).

The foregoing Resolution was passed and adopted at a regular meeting of the City Council on the 21\textsuperscript{st} day of March, 2017, by the following vote:

AYES:
NOES:
ABSTAINING:
ABSENT:

______________________________________
STACEY MATTINA, Mayor

ATTEST:

______________________________________
KELLY BUENDIA, City Clerk
STAFF REPORT

RE: Resolution providing relief to displaced residents of the Will-O-Point Mobile Home Park from certain provisions of the Lakeport Municipal Code

MEETING DATE: 3/21/2017

SUBMITTED BY: Kevin M. Ingram, Community Development Director

PURPOSE OF REPORT: □ Information only □ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt a resolution providing relief to displaced residents of the 2017 Flood Event who have sought temporary housing within the City of Lakeport from certain provisions of the Lakeport Municipal Code including waiving:

A) The maximum thirty (30) day stay allowance at local hotels and other similar establishments.
B) The initial service and deposit fees associated with new sewer and water connections.

BACKGROUND/DISCUSSION:

Due to rising lake levels, the City of Lakeport issued mandatory evacuation orders to flood affected neighborhoods and areas on February 20, 2016. These evacuation orders affected over 200 residents within the Lucky Four Trailer Resort (1060 N. Main St.), Will-O-Point Resort (1 First St.), Esplanade Neighborhood (S. Main St. to K St.), and Aqua Village Mobile Home Park (1350 S. Main St.). Many evacuees were out of their homes for over three weeks. Residents of the Will-O-Point Resort, approximately 175 residents, remain prohibited from re-entry to their homes by the California Housing and Community Development Department due to impacts of flooding upon individual homes and severe damage to underground utilities at the site.

Rehabilitation and reconstruction efforts of vital infrastructure and homes within the Will-O-Point Resort is complicated by the continued presence of high ground water levels due to elevated lake levels and it will likely be at least a couple more weeks before the property owner, City and State will be able to fully analyze the conditions of the Resort. It is possible that some or all residents of the Will-O-Point Resort may be permanently displaced from their residences. At a minimum residents are in need of temporary housing for the next several months. To reduce the imposition of additional hardship upon displaced survivors of the 2017 Flood Event, and most specifically those from the Will-O-Point Resort, City staff is recommending the temporary relaxation of certain regulations and fees required by the Lakeport Municipal Code.

The attached resolution would allow survivors of the 2017 Flood Event to seek temporary housing at local hotels for more than the current maximum 30 day stay requirements for transient housing. It would also waive initial service fees and deposit requirements for new water and sewer connections for flood survivors seeking
temporary rental housing within the city limits. The proposed resolution is valid for ninety (90) days but may be extended further by a majority vote of the City Council.

OPTIONS:
Approve the resolution, propose amendments and revisions, or take no action or deny the proposed Resolution.

FISCAL IMPACT:
☐ None ☑ $unknown Budgeted Item? ☐ Yes ☑ No
Budget Adjustment Needed? ☐ Yes ☑ No If yes, amount of appropriation increase: $
Affected fund(s): ☐ General Fund ☑ Water OM Fund ☑ Sewer OM Fund ☐ Other:
Comments: None

SUGGESTED MOTIONS:
Move to adopt the proposed Resolution providing relief to displaced residents of the 2017 Flood Event from certain requirements of the Lakeport Municipal Code.

☑ Attachments: 1. Proposed Resolution No. _____ (2017) providing relief to displaced residents of the 2017 Flood Event
RESOLUTION NO. _____ (2017)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT PROVIDING RELIEF TO DISPLACED RESIDENTS OF THE 2017 FLOOD EVENT

WHEREAS, the 2017 Flood Event resulted in the evacuation of over 200 Lakeport residents for several weeks from the Lucky Four Trailer Resort (1060 N. Main St.), Will-O-Point Resort (1 First St.), Esplanade Neighborhood (Main St. to K. St.), and Aqua Village Mobile Home Park (1350 S. Main St.);

WHEREAS, 41 residences of the Will-Point Resort are currently prohibited from occupancy by the California Housing and Community Development Department (HCD) due to impacts of flooding upon individual homes and severe damage to underground utilities;

WHEREAS, approximately 175 residents of Will-O-Point may be permanently displaced from their residences or at a minimum require temporary housing for the next several months; and

WHEREAS, displaced families have sought temporary residence in Lakeport hotels and rental properties.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Chapter 3.20 of the Lakeport Municipal Code limiting the stay of persons in local hotels and similar establishments to a maximum of thirty (30) days shall be waived for registered and qualifying displaced residents of the 2017 Flood Event seeking temporary housing within the City of Lakeport.

2. The requirement for the collection of initial service fees and deposits associated with sewer and water connections under Chapter 13.20 of the Lakeport Municipal Code and as established through Resolution No. 2463 (2012) and Resolution No. 2464 (2012) shall be waived for registered and qualifying displaced residents of the 2017 Flood Event seeking temporary rental housing within the City of Lakeport.

3. This resolution shall be effective upon its adoption and shall remain in effect for ninety (90) days but may be extended by a majority vote of the Lakeport City Council.

THIS RESOLUTION was passed and adopted by the City Council of the City of Lakeport at a regular meeting held on the 21st day of March, 2017.

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

_____________________________
STACEY MATTINA, MAYOR

_____________________________
KELLY BUENDIA, City Clerk
City of Lakeport
STAFF REPORT

RE: Giselman Street Waterline Replacement

SUBMITTED BY: Doug Grider, Public Works Director

PURPOSE OF REPORT: ☑ Information only ☐ Discussion ☑ Action Item

MEETING DATE: 3/21/2017

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to authorize staff to advertise for competitive bids for the Giselman Street Waterline Replacement Project.

BACKGROUND/DISCUSSION:

The Public Works staff is recommending advertising for competitive bids for the Giselman Street Waterline Replacement project. This project will replace approximately 1,356 feet of the main 8 inch water line and provide new service lines to the homes in the project limits. The total estimated cost of the project is $300,000 to $400,000. All phases of construction will be scheduled during the summer school break.

City staff is analyzing the ability to repave Giselman following the replacement of the waterline. Repaving would be considered a separate project and brought before the City Council for review prior to soliciting bid requests.

OPTIONS:

Approve staff to proceed with advertising for the Giselman Waterline Replacement Project or provide other direction.

FISCAL IMPACT:

☑ None ☐ $ Budgeted Item? ☐ Yes ☑ No

Budget Adjustment Needed? ☐ Yes ☑ No If yes, amount of appropriation increase: $

Affected fund(s): ☐ General Fund ☐ Water OM Fund ☐ Sewer OM Fund ☐ Other:

Comments: There is no cost associated with the advertisement for competitive bids.

SUGGESTED MOTIONS:

Move to authorize staff to advertise for competitive bids for the Giselman Street Waterline Replacement Project.

☐ Attachments: None
STAFF REPORT

RE: Downtown Tree Installation Project Contract Award  MEETING DATE: 3/21/2017

SUBMITTED BY: Paul Curren, City Engineer
               Kevin M. Ingram, Community Development Director

PURPOSE OF REPORT: [ ] Information only  [X] Discussion  [X] Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to review and award the Downtown Tree Installation Project contract to the low bidder, Neary Landscape Inc., for the amount of $128,900.00.

BACKGROUND/DISCUSSION:

The project consists of the installation of 34 trees along Main Street between First and Fourth Streets together with the reinstallation of irrigation lines within memorial lampposts. Additional project components include: mobilization, traffic & pedestrian control and six month maintenance period for installed trees.

This installation of street trees in this area was originally included as part of the Downtown Improvement Phase II project. Received bids for that project were significantly higher than anticipated and staff recommended, and the City Council approved, the removal of the street tree installation related line items. At that time it was determined that the installation of street trees be completed as a separate project utilizing remaining project monies and potential donations/in-kind donations from Lakeport Main Street Association (LMSA) and other local civic organizations.

Following the completion of the Downtown Improvement Phase II project the City of Lakeport has approximately $91,000 in remaining unspent Redevelopment Agency (RDA) proceeds. The low bid for this project was $129,000 leaving a difference of approximately $37,000 required from an additional funding source within the General Fund. $18,000 of which will come from an already budgeted Economic Development line item. The remaining $20,000 is a General Fund budget adjustment. LMSA has indicated that it is interested in setting up a tree dedication program similar to that of the current memorial downtown lamppost program. Additionally, other local civic organizations have also expressed interest in contributing to downtown streetscape improvements including street trees and furniture. Regardless of direction, City staff is confident that it could reimburse the General Fund back its contribution towards the completion of this project.

The project was put out to bid on January 26, 2017. Bids were opened on February 22, 2017. Two bids were received as follows: $128,900.00 by Neary Landscape, Inc. and $292,840.00 by Clearwater Landscape Services, Inc. The received low bid is commensurate with the cost of tree installation contained in the original Downtown Improvement Phase II project in March of 2016. More than seven contractors were made aware of the bid solicitation but decided not to submit a bid.

OPTIONS:

Meeting Date: 03/21/2017  Page 1  Agenda Item #VI.C.2.
1. Award the bid to Nearly Landscape and approve budget adjustment as presented by staff.
2. Reject all bids and deny the budget adjustment.
3. Alternatively, the City Council could provide other direction.

**FISCAL IMPACT:**

<table>
<thead>
<tr>
<th>None</th>
<th>$128,900</th>
<th>Budgeted Item?</th>
<th>☒ Yes</th>
<th>☒ No</th>
</tr>
</thead>
</table>

Budget Adjustment Needed? ☒ Yes ☒ No If yes, amount of appropriation increase: $20,000

Affected fund(s): ☒ General Fund ☒ Water OM Fund ☒ Sewer OM Fund ☒ Other: RDA

Comments:
The amended estimated ending general fund balance is $2,698,175. This adjustment would decrease this balance to $2,678,175.

**SUGGESTED MOTION:**

Move to authorize the City Manager to sign the construction contract award for the Downtown Tree Installation Project to Neary Landscape Inc. and a budget amendment in the General Fund of $20,000.

**Attachments:**

1. Draft Construction Contract
2. Bid Result Summary
ARTICLES OF AGREEMENT

IN THE CITY OF LAKEPORT, CALIFORNIA

AGREEMENT

DOWNTOWN TREE INSTALLATION PROJECT, BID NO. 17-02 AGREEMENT ("AGREEMENT") is made and entered into for the above-stated project this 21 day of March, 2017, BY AND BETWEEN the City of Lakeport, a municipal corporation, hereafter designated as “AGENCY”, and Neary Landscape, a California corporation, hereafter designated as “CONTRACTOR.”

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

ARTICLE I: Contract Documents
The contract documents for the DOWNTOWN TREE INSTALLATION PROJECT, BID NO. 17-02 shall consist of the Notice Inviting Sealed Bids, Instructions To Bidders, Bid Proposal, Bid Schedule, Standard Specifications, Special Provisions, and all referenced specifications, details, standard drawings, and appendices; together with two signed copies of the AGREEMENT, two signed copies of required bonds; one copy of the insurance certificates, permits, notices, and affidavits; and also including any and all addenda or supplemental agreements clarifying, amending, or extending the work contemplated as may be required to ensure its completion in an acceptable manner (collectively referred to herein as the “Contract Documents”). All of the provisions of the Contract Documents are made a part hereof as though fully set forth herein.

ARTICLE II: Scope of Work

For and in consideration of the payments and agreements to be made and performed by AGENCY, CONTRACTOR agrees to furnish all materials and equipment and perform all work required for the above-stated project, and to fulfill all other obligations as set forth in the aforesaid contract documents.

AGENCY hereby employs CONTRACTOR to provide the materials, do the work, and fulfill the obligations according to the terms and conditions herein contained and referred to, for the prices provided herein, and hereby contracts to pay the same at the time, in the manner, and upon the conditions set forth in this AGREEMENT.

In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to this AGREEMENT, CONTRACTOR offers and agrees to assign to the AGENCY all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (Section 16700, et seq.) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to CONTRACTOR, without further acknowledgment by the parties.
ARTICLE III: Compensation

A. CONTRACTOR agrees to receive and accept the prices set forth in the Bid Proposal and Bid Schedule as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. In no event shall the total compensation and costs payable to CONTRACTOR under this Agreement exceed the sum of $128,000.00, unless specifically approved in advance and in writing by AGENCY.

Such compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid Contract Documents; and also including those arising from actions of the elements, unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work.

B. This AGREEMENT is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to Contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This AGREEMENT hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

C. At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon Agency’s confirmation of CONTRACTOR’S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

ARTICLE IV: Labor Code

AGENCY and CONTRACTOR acknowledge that this AGREEMENT is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and public agencies and agree to be bound by all the provisions thereof as though set forth fully herein. Full compensation for conforming to the requirements of the Labor Code and with other Federal, State and local laws related to labor, and rules, regulations and ordinances which apply to any work performed pursuant to this AGREEMENT is included in the price for all contract items of work involved.

This AGREEMENT is further subject to prevailing wage law, including, but not limited to, the following:

A. The CONTRACTOR shall pay the prevailing wage rates for all work performed under the AGREEMENT. When any craft or classification is omitted from the general prevailing wage determinations, the CONTRACTOR shall pay the wage rate of the craft or classification most closely related to the omitted classification. The CONTRACTOR shall forfeit as a penalty to AGENCY $200.00 or any greater penalty provided in the Labor Code for each Calendar Day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the AGREEMENT in violation of the provisions of the Labor Code whether such worker is employed in the execution of the work by CONTRACTOR or by any Subcontractor under CONTRACTOR. In addition, CONTRACTOR shall pay
each worker the difference between such prevailing wage rates and the amount paid to each worker for each Calendar Day, or portion thereof, for which each worker was paid less than the prevailing wage rate.

B. CONTRACTOR shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by all of its subcontractors.

C. Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal submitted on or after March 1, 2015, and for any contract for public work entered into on or after April 1, 2015. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

D. Pursuant to Labor Code § 1776, CONTRACTOR and any subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with this AGREEMENT. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code §§ 1811, and 1815 for any work performed by him or her employees on the public works project. The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776.

E. This AGREEMENT is further subject to 8-hour work day and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as well as California nondiscrimination laws, as follows:

CONTRACTOR shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday and holiday work and nondiscrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours’ labor shall constitute a legal day’s work. Work performed by CONTRACTOR’s employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. CONTRACTOR shall forfeit as a penalty to AGENCY $25.00 or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by CONTRACTOR or by any Subcontractor of CONTRACTOR, for each Calendar Day during which such worker is required or permitted to the work more than eight hours in one Calendar Day or more than 40 hours in any one calendar week in violation of the Labor Code.

F. This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

ARTICLE V: Work Site Conditions

A. In compliance with and pursuant to Government Code Section 4215, AGENCY shall assume the responsibility, as between the parties to this AGREEMENT, for the timely removal, relocation, or protection of existing main- or trunk-line utility facilities located on the site of any construction project that is a subject of this AGREEMENT, if such utilities are not identified by AGENCY in the plans and specifications made a part of the invitation for bids. The Contract Documents shall include provisions to
compensate CONTRACTOR for the costs of locating, repairing damage not due to the failure of CONTRACTOR to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and specifications with reasonable accuracy, and for equipment on the project necessarily idled during such work. CONTRACTOR shall not be assessed liquidated damages for delay in completion of the project, when such delay was caused by the failure of AGENCY or the owner of a utility to provide for removal or relocation of such utility facilities.

B. This AGREEMENT is further subject to Public Contract Code Section 7104 with regard to any trenches deeper than four feet (4’) involved in the proposed work as follows:

CONTRACTOR shall promptly, and before the following conditions are disturbed, notify AGENCY, in writing, of any:

(1) Material that CONTRACTOR believes may be hazardous waste, as defined in Section 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with existing law.

(2) Subsurface or latent physical conditions at the site differing from those indicated by all available information provided prior to the deadline for submission of bids.

(3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

AGENCY shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or involve hazardous waste, and cause a decrease or increase in CONTRACTOR’s cost of, or the time required for, performance of any part of the work, AGENCY shall issue a change order under the procedures described in this AGREEMENT.

In the event that a dispute arises between AGENCY and CONTRACTOR whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in CONTRACTOR’s cost of, or time required for, performance of any part of the work, CONTRACTOR shall not be excused from any scheduled completion date provided in the AGREEMENT, but shall proceed with all work to be performed under the AGREEMENT. CONTRACTOR shall retain any and all rights provided either by contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

ARTICLE VI: Insurance

A. With respect to performance of work under this AGREEMENT, CONTRACTOR shall maintain, and shall require all of its subcontractors to maintain, insurance as required by Section E “Standard Specifications” of the Contract Documents.

B. This AGREEMENT is further subject to Workers’ Compensation obligations, including, but not limited to, California Labor Code Sections 1860 and 1861 as follows:

CONTRACTOR shall take out and maintain, during the life of this contract, Worker’s Compensation Insurance for all of CONTRACTOR’s employees employed at the site of improvement; and, if any work is sublet, CONTRACTOR shall require the subcontractor similarly to provide Worker’s Compensation Insurance for all of the latter’s employees, unless such employees are covered by the protection afforded by CONTRACTOR. CONTRACTOR and any of CONTRACTOR’s subcontractors shall be required to provide AGENCY with a written statement acknowledging its obligation to secure payment of Worker’s Compensation Insurance as required by Labor Code § 1861; to wit: ‘I am aware of the provisions of Section
3700 of the Labor Code which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. If any class of employees engaged in work under this AGREEMENT at the site of the Project is not protected under any Worker’s Compensation law, CONTRACTOR shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. CONTRACTOR shall indemnify and hold harmless AGENCY for any damage resulting from failure of either CONTRACTOR or any subcontractor to take out or maintain such insurance.

**ARTICLE VII: Indemnification**

To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their respective subsidiaries, affiliates, members, directors, officers, employees and agents (collectively, the “Indemnitees”) from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively “Liabilities”), arising out of, in connection with, resulting from or related to, any alleged act, omission, fault or negligence of CONTRACTOR, CONTRACTOR’s Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the “Indemnitors”), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT. CONTRACTOR shall not be entitled to any refund of attorneys’ fees, defense costs and expenses in the event that it is adjudicated to have been non-negligent.

CONTRACTOR shall not be required to defend or indemnify AGENCY for liabilities caused by the sole active negligence or willful misconduct of the AGENCY. If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer’s or partner’s joint and several liability hereunder.

**ARTICLE VIII: Binding Effect**

AGENCY and CONTRACTOR each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto and to its partners, successors, assigns, and legal representatives in respect of all covenants, agreements, and obligations contained in the Contract Documents. This AGREEMENT is not assignable nor the performance of either party’s duties delegable without the prior written consent of the other party. Any attempted or purported assignment or delegation of any of the rights of obligations of either party without the prior written consent of the other shall be void and of no force and effect.
ARTICLE IX: Dispute Resolution

A. Any court action arising out of this AGREEMENT shall be filed in the Lake County Superior Court. Any alternative dispute resolution proceeding arising out of this AGREEMENT shall be heard in the County of Lake.

B. AGENCY shall have full authority to compromise or otherwise settle any claim relating to this AGREEMENT or any part hereof at any time. AGENCY shall provide timely notification to CONTRACTOR of the receipt of any third-party claim relating to this AGREEMENT. AGENCY shall be entitled to recover its reasonable costs incurred in providing the notification required by this section.

C. This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than $375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by Contractor, for the response to such claims by the Agency, for a mandatory meet and confer conference upon the request of Contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the parties’ failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

ARTICLE X: Independent Contractor

CONTRACTOR is and shall at all times remain as to AGENCY, a wholly independent contractor. Neither AGENCY nor any of its agents shall have control of the conduct of CONTRACTOR or any of CONTRACTOR’s employees, except as herein set forth. CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of AGENCY.

ARTICLE XI: Taxes

CONTRACTOR is responsible for paying all retail, sales and use, transportation, export, import, special or other taxes and duties applicable to, and assessable against any work, materials, equipment, services, processes and operations incidental to or involved in this AGREEMENT. The CONTRACTOR is responsible for ascertaining and arranging to pay such taxes and duties. The prices established in this AGREEMENT shall include compensation for any taxes the CONTRACTOR is required to pay by laws and regulations in effect as of the execution of this AGREEMENT.

ARTICLE XII: Notices

All notices and communications shall be sent in writing to the parties at the following addresses:

AGENCY: Olivia Grupp
CITY OF LAKEPORT
225 Park Street
Lakeport, CA 95453

CONTRACTOR: Brian Neary
NEARY LANDSCAPE INC.
378 Sutton Place
Santa Rosa, CA 95407
ARTICLE XIII: Entire Agreement

This AGREEMENT supersedes any and all other agreements, either oral or written, between the parties and contains all of the covenants and agreements between the parties pertaining to the work of improvements described herein. Each party to this AGREEMENT acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statement or promise not contained in this AGREEMENT shall not be valid or binding. Any modification of this AGREEMENT will be effective only if signed by the party to be charged.

The benefits and obligations of this AGREEMENT shall inure to and be binding upon the representatives, agents, partners, heirs, successors and assigns of the parties hereto. This AGREEMENT shall be construed pursuant to the laws of the State of California.

ARTICLE XIV: Authority to Contract

The signatories hereto represent that they are authorized to sign on behalf of the respective parties they represent and are competent to do so, and each of the parties hereto hereby irrevocably waives any and all rights to challenge signatures on these bases.

ARTICLE XV: General Provisions

A. All reports, documents or other written material (“written products” herein) developed by CONTRACTOR in the performance of this Agreement shall be and remain the property of AGENCY without restriction or limitation upon its use or dissemination by AGENCY. CONTRACTOR may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by CONTRACTOR.

B. In the performance of this Agreement, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.

C. The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph at the head of which it appears, the section or paragraph hereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

D. The waiver by AGENCY or CONTRACTOR of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by AGENCY or CONTRACTOR unless in writing.

E. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such
rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies.

F. CONTRACTOR shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to CITY under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of CITY. In addition, pursuant to Government Code Section 8546.7, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of CITY or as part of any audit of CITY, for a period of three (3) years after final payment under the Agreement.

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this AGREEMENT to be executed in duplicate by setting hereunto their names, titles, hands, and seals this ___ day of _______ 2017.

CONTRACTOR:  

Contractor Name  

Contractor’s License No.  

Contractor’s Signature / Title  

Subscribed and sworn to this ______ day of ________, 2017.

NOTARY PUBLIC ______________________________ (SEAL)

AGENCY:

Mayor of the  

City of Lakeport  

Date

ATTESTED:

City Clerk of the  

City of Lakeport  

Date

APPROVED AS TO FORM:

City Attorney of the  

City of Lakeport  

Date

(EXECUTE IN DUPLICATE)
PAYMENT BOND
DOWNTOWN TREE INSTALLATION PROJECT
BID NO. 17-02
IN THE CITY OF LAKEPORT, CALIFORNIA

WHEREAS, the City of Lakeport, as AGENCY has awarded to Neary Landscape, Inc., as CONTRACTOR, a contract for the above-stated project;
AND WHEREAS, CONTRACTOR is required to furnish a bond in connection with the contract, to secure the payment of claims of laborers, mechanics, material persons, and other persons as provided by law;
NOW THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held and firmly bound unto AGENCY in the sum of One Hundred and Twenty-Eight Thousand and Nine Hundred Dollars ($128,900) which is one hundred percent (100%) of the total contract amount for the above-stated project, for which payment well and truly to be made we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION IS SUCH that if CONTRACTOR, its heirs, executors, administrators, successors, assigns or subcontractors, shall fail to pay any of the persons named in Civil Code Section 9100, or amounts due under the Unemployment Insurance Code with respect to work or labor withheld, and to pay over to the Employment Development Department from the wages of employees of the CONTRACTOR and its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code, with respect to such work and labor, that the surety or sureties herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void. In case suit is brought upon this bond, SURETY will pay reasonable attorneys’ fees to the plaintiffs and AGENCY in an amount to be fixed by the court.
This bond shall inure to the benefit to any of the persons named in Civil Code Section 9100 as to give a right of action to such persons or their assigns in any suit brought upon this bond.
The SURETY hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or the specifications accompanying it shall in any manner affect SURETY’s obligations on this bond. The SURETY hereby waives notice of any such change, extension, alteration or addition and hereby waives the requirements of Section 2845 of the Civil Code as a condition precedent to any remedies AGENCY may have.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this day of ______________, 2017.

Contractor*  Contractor’s Signer’s Name, Title _______________________________________
Contractor’s Business Name _______________________________________
Mailing Street Address _______________________________________
City, State, Zip Code _______________________________________
Telephone # _______________________________________

Surety*  _____________________________________________________
_________________________________________________
_________________________________________________
_________________________________________________

*Provide CONTRACTOR and SURETY name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney must be attached.

Subscribed and sworn to this___ day of _____________________, 2017.

NOTARY PUBLIC ..............................................................................................................  (SEAL)

EXECUTE IN DUPLICATE
KNOW ALL PERSONS BY THESE PRESENTS That Brian Neary, hereinafter referred to as “CONTRACTOR” as PRINCIPAL, and Neary Landscape, Inc., a corporation duly organized and doing business under and by virtue of the laws of the State of California and duly licensed for the purpose of making, guaranteeing, or becoming sole surety upon bonds or undertakings as Surety, are held and firmly bound unto the CITY OF LAKEPORT, CALIFORNIA, hereinafter referred to as the “AGENCY” in the sum One Hundred and Twenty-Eight Thousand and Nine Hundred Dollars ($128,900); which is one hundred percent (100%) of the total contract amount for the above stated project; lawful money of the United States of America for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, assigns and successors, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that whereas CONTRACTOR has been awarded and is about to enter into a Contract with AGENCY to perform all work required pursuant to the contract documents for the project entitled: DOWNTOWN TREE INSTALLATION PROJECT, BID NO. 17-02 which Contract is by this reference incorporated herein, and is required by AGENCY to give this Bond in connection with the execution of the Contract;

NOW, THEREFORE, if CONTRACTOR and his or her Subcontractors shall well and truly do and perform all the covenants and obligations of the Contract on his or her part to be done and performed at the times and in the manner specified herein including compliance with all Contract specifications and quality requirements, then this obligation shall be null and void, otherwise it shall be and remain in full force and effect;

PROVIDED, that any alterations in the work to be done, or in the material to be furnished, which may be made pursuant to the terms of the Contract, shall not in any way release CONTRACTOR or the Surety thereunder, nor shall any extensions of time granted under the provisions of the Contract release either CONTRACTOR or said Surety, and notice of such alterations of extensions of the Contract is hereby waived by said Surety.

In the event suit is brought upon this Bond by AGENCY and judgment is recovered, said Surety shall pay all costs incurred by AGENCY in such suit, including a reasonable attorney’s fee to be fixed by the Court.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this day of

Contractor* ..................................                        SURETY* ..................................

.................................................................                        .................................................................

.................................................................                        .................................................................

*Provide CONTRACTOR and SURETY name, address and telephone number and the name, title, address and telephone number for their respective authorized representatives. Power of Attorney must be attached.

Subscribed and sworn to this___ day of ______________, 2017

NOTARY PUBLIC..................................................................................................  (SEAL)

(EXECUTE IN DUPLICATE)
MAINTENANCE BOND
DOWNTOWN TREE INSTALLATION PROJECT
BID NO. 17-02
IN THE CITY OF LAKEPORT, CALIFORNIA

KNOW ALL PERSONS BY THESE PRESENTS THAT WHEREAS, the City of Lakeport, as AGENCY has awarded to Neary Landscape, Inc., as CONTRACTOR, a contract for the above-stated project.

AND WHEREAS, CONTRACTOR is required to furnish a bond in connection with the contract guaranteeing maintenance thereof;

NOW, THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held firmly bound unto AGENCY in the sum of Sixty Four Thousand Four Hundred and Fifty Dollars ($64,450.00), which is fifty percent (50%) of the total contract amount for the above-stated project to be paid to AGENCY, its successors and assigns, for which payment well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that if CONTRACTOR shall remedy without cost to AGENCY any defects which may develop during a period of one (1) year from the date of recordation of the Notice of Completion of the work performed under the contract, provided such defects are caused by defective or inferior materials or work, then this obligation shall be void; otherwise it shall be and remain in full force and effect. In case suit is brought upon this bond, SURETY will pay reasonable attorneys’ fees to the AGENCY in an amount to be fixed by the court.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this ___ day of ______________________________, 2017.

Contractor*  Contractor’s Signer’s Name, Title _______________________________________
Contractor’s Business Name _______________________________________
Mailing Street Address  _______________________________________
City, State, Zip Code  _______________________________________
Telephone #   _______________________________________

SURETY*  ______________________________________________
____________________________________________
____________________________________________

*Provide CONTRACTOR and SURETY name, address and telephone number and the name, title, address and telephone number for their respective authorized representatives. Powers of Attorney must be attached.

Subscribed and sworn to this ...........  day of ............................... , 2017.

NOTARY PUBLIC..................................................................................................  (SEAL)

(EXECUTE IN DUPLICATE)
WORKERS’ COMPENSATION INSURANCE CERTIFICATE
The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

DATE: _______  ________________________________________

By:  (Contractor)

    (Signature)

    (Title)

Attest:
By:

    (Signature)

    (Title)

Note: See Section 7 Responsibility of the Contractor, Paragraph 7-3 of the Standard Specifications for insurance carrier rating requirements.
ENDORSEMENTS TO INSURANCE POLICY

Name of Insurance Company:

Policy Number:

Effective Date:
The following endorsements are hereby incorporated by reference into the attached Certificate of Insurance as though fully set forth thereon:

1. The naming of an additional insured as herein provided shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured, and
2. The additional insured named herein shall not be held liable for any premium or expense of any nature on this policy or any extensions thereof, and
3. The additional insured named herein shall not by reason of being so named be considered a member of any mutual insurance company for any purpose whatsoever, and
4. The provisions of the policy will not be changed, suspended, canceled or otherwise terminated as to the interest of the additional insured named herein without first giving such additional insured twenty (20) days’ written notice.
5. Any other insurance held by the additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance, which is referred to by this certificate.
6. The company provided insurance for this certificate is a company licensed to do business in the State of California with a Best’s rating of A+ VIII or greater.

It is agreed that the City of Lakeport, its officers and employees, are included as Additional Insureds under the contracts of insurance for which the Certificate of Insurance is given.

________________________________________

Authorized Insurance Agent

Date: ______________________________
STATEMENT REGARDING INSURANCE COVERAGE

DOWNTOWN TREE INSTALLATION PROJECT
BID NO. 17-02
IN THE CITY OF LAKEPORT, CALIFORNIA

The undersigned representative of Bidder hereby certifies that he/she has reviewed the insurance coverage requirements specified in 7-3 LIABILITY INSURANCE of Section E, Standard Specifications. Should Bidder be awarded the contract for the work, the undersigned further certifies that Bidder can meet all of these specification requirements for insurance including insurance coverage of his/her subcontractors.

NAME OF BIDDER: .......................................................................................................

MAILING ADDRESS: .......................................................................................................

......................................................................................................................

......................................................................................................................

AUTHORIZED SIGNATURE: ...........................................................................................

TITLE: ......................................................................................................................

DATE: ......................................................................................................................
STATEMENT REGARDING CONTRACTOR’S LICENSING LAWS
DOWNTOWN TREE INSTALLATION PROJECT
BID NO. 17-02
IN THE CITY OF LAKEPORT, CALIFORNIA

[Business & Professions Code § 7028.15]
[Public Contract Code § 20103.5]

I, the undersigned, certify that I am aware of the following provisions of California law and that I, or the entity on whose behalf this certification is given, hold a currently valid California contractor’s license as set forth below:

Business & Professions Code § 7028.15:

a) It is a misdemeanor for any person to submit a bid to a public agency to engage in the business or act in the capacity of a contractor within this state without having a license therefor, except in any of the following cases:

   (1) The person is particularly exempted from this chapter.

   (2) The bid is submitted on a state project governed by Section 10164 of the Public Contract Code or on any local agency project governed by Section 20104 [now § 20103.5] of the Public Contract Code.

b) If a person has been previously convicted of the offense described in this section, the court shall impose a fine of 20 percent of the price of the contract under which the unlicensed person performed contracting work, or four thousand five hundred dollars ($4,500), whichever is greater, or imprisonment in the county jail for not less than 10 days nor more than six months, or both.

In the event the person performing the contracting work has agreed to furnish materials and labor on an hourly basis, “the price of the contract” for the purposes of this subdivision means the aggregate sum of the cost of materials and labor furnished and the cost of completing the work to be performed.

c) This section shall not apply to a joint venture license, as required by Section 7029.1. However, at the time of making a bid as a joint venture, each person submitting the bid shall be subject to this section with respect to his/her individual licensor.

d) This section shall not affect the right or ability of a licensed architect, land surveyor, or registered professional engineer to form joint ventures with licensed contractors to render services within the scope of their respective practices.

e) Unless one of the foregoing exceptions applies, a bid submitted to a public agency by a contractor who is not licensed in accordance with this chapter shall be considered nonresponsive and shall be rejected by the public agency. Unless one of the foregoing exceptions applies, a local public agency shall, before awarding a contract or issuing a purchase order, verify that the contractor was properly licensed when the contractor submitted the bid. Notwithstanding any other provision of law, unless one of the foregoing exceptions applies, the registrar may issue a citation to any public officer or employee of a public entity who knowingly awards a contract or issues a purchase order to a contractor who is not licensed pursuant to this chapter. The amount of civil penalties, appeal, and finality of such citations shall be subject to Sections 7028.7 to 7028.13, inclusive. Any contract awarded to, or any purchase order issued to, as contractor who is not licensed pursuant to this chapter is void.
f) Any compliance or noncompliance with subdivision (e) of this section, as added by Chapter 863 of the Statutes of 1989, shall not invalidate any contract or bid awarded by a public agency during which time that subdivision was in effect.

g) A public employee or officer shall not be subject to a citation pursuant to this section if the public employee, officer, or employing agency made an inquiry to the board for the purposes of verifying the license status of any person or contractor and the board failed to respond to the inquiry within three business days. For purposes of this section, a telephone response by the board shall be deemed sufficient.

Public Contract Code § 20103.5:

In all contracts subject to this part where federal funds are involved, no bid submitted shall be invalidated by the failure of the bidder to be licensed in accordance with the laws of this state. However, at the time the contract is awarded, the contractor shall be properly licensed in accordance with the laws of this state. The first payment for work or material under any contract shall not be made unless and until the Registrar of Contractors verifies to the agency that the records of the Contractors’ State License Board indicate that the contractor was properly licensed at the time the contract was awarded. Any bidder or contractor not so licensed shall be subject to all legal penalties imposed by law, including, but not limited to, any appropriate disciplinary action by the Contractors’ State License Board. The agency shall include a statement to that effect in the standard form of pre-qualification questionnaire and financial statement. Failure of the bidder to obtain proper and adequate licensing for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the bidder.

Contractor’s License Number: _____________________________________________

License Expiration Date: ________________________________________________

Authorized Signature: _________________________________________________

Date: __________________________________________________________________

Failure of the bidder to obtain proper and adequate licensing for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the bidder.
## DOWNTOWN TREE INSTALLATION PROJECT

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Extension</th>
<th>Unit Cost</th>
<th>Extension</th>
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<tr>
<td>1</td>
<td>Mobilization</td>
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<td>LS</td>
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<td>$25,000.00</td>
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<td>1</td>
<td>LS</td>
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<td>$20,000.00</td>
<td>$20,000.00</td>
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<td>3</td>
<td>Installation of Tree and Components</td>
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<td>EA</td>
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<td>$79,900.00</td>
<td>$6,760.00</td>
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<td>MN</td>
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<td>5</td>
<td>Install Street Light Irrigation Lines</td>
<td>30</td>
<td>EA</td>
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<td>$9,000.00</td>
<td>$400.00</td>
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<td>Bid Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$128,900.00</strong></td>
<td><strong>$292,840.00</strong></td>
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</tbody>
</table>

**Low Bid**

Note: Clearwater Listed Bid at $183,450.00, but unit prices govern, so actual bid is $292,840.00

Does not affect low bid

Original Bid with Maintenance and Estimated Electrical and Irrigation to Street Lights = $125,000
WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt a resolution accepting the Lakeport Downtown Improvement Project, Phase II, Bid 16-01, as complete and authorize the City Manager to file a Notice of Completion.

BACKGROUND/DISCUSSION:

On April 19, 2016, the City Council awarded a Construction Contract to Granite Construction Company, for the Lakeport Downtown Improvement Project, Phase II, Bid 16-01, in the amount of $2,999,964.30.

The City of Lakeport Public Works Department has reviewed the project and determined that it has been completed in substantial compliance with the project plans and specifications. The total cost of the construction contract came out to $2,587,869.76.

OPTIONS:

No other options recommended

FISCAL IMPACT:

☐ None ☐ $ Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☐ No If yes, amount of appropriation increase: $

Affected fund(s): ☐ General Fund ☐ Water OM Fund ☐ Sewer OM Fund ☐ Other:

Comments:

SUGGESTED MOTIONS:

Move to adopt the resolution accepting construction of the Lakeport Downtown Improvement Project, Phase II by Granite Construction Company and authorize the filing of the Notice of Completion.

Attachments:

1. Resolution
2. Notice of Completion
RESOLUTION NO. XXX___ (2017)


WHEREAS, the final inspection of the Lakeport Downtown Improvement Project, Phase II, Bid No 16-01, was made by the City of Lakeport’s Public Works Department; and

WHEREAS, it was determined that the work for this project has been completed in substantial compliance with the project plans and specifications.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKEPORT AS FOLLOWS:

1. The City Council hereby accepts the work as completed on the Lakeport Downtown Improvement Project, Phase II, Bid No 16-01.

2. The City Manager is authorized and directed to execute the Notice of Completion to be filed with the County of Lake.

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Lakeport held on the 21st day of March, 2017 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:  

APPROVED:

__________________________________________
Stacy Mattina, Mayor  
City of Lakeport

ATTEST:

__________________________________________
Hilary Britton, Deputy City Clerk  
City of Lakeport
RECORDING REQUESTED BY

CITY OF LAKEPORT

AND WHEN RECORDED RETURN TO:

City of Lakeport
225 Park St
Lakeport, CA 95453
Attn: Olivia Grupp

Complimentary recording requested pursuant to Government Code §27383

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Notice of Completion

NOTICE is hereby given that:

1. The Undersigned is owner of the interest stated below in the property hereinafter described:

2. The NAME (including that of the undersigned), ADDRESS and NATURE OF TITLE of every person owning any interest in such property is as follows:

   City of Lakeport
   225 Park Street, Lakeport, CA 95453
   Fee Simple

3. The names and addresses of the transferors of the undersigned owner: (to be shown if the undersigned is a successor in interest of the owner who caused the improvement to be constructed, etc.)

4. A work of improvement on the property hereinafter described was COMPLETED ON 3/17/2017

5. The name of the CONTRACTOR for such work of improvement was Granite Construction Company

6. The property on which said work of improvement was completed is in the City of Lakeport, county of Lake, State of California, and is described as follows: Construction of new underground utilities including water main, water laterals, sewer main, sewer laterals, irrigation lines, new ADA compliant sidewalks, relocation of street lights, installation of tree well grates, pavement rehabilitation and new thermoplastic striping.

7. The street address of said property is: Main St from 1st St to 4th St, Lakeport, CA

Dated: March 21, 2017

Signature of Owner or Owners

Margaret Silveira, City Manager

Verification for NON-INDIVIDUAL owner: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the City Manager of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

March 21, 2017

(Signature of person signing on behalf of owner)
STAFF REPORT

RE: Local Emergency Proclamation  MEETING DATE: 3/21/2017

SUBMITTED BY: Margaret Silveira, City Manager

PURPOSE OF REPORT: □ Information only  □ Discussion  ☑ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to review the need to continue the proclamation declaring a Local State of Emergency due to flooding and extreme weather and provide direction.

BACKGROUND/DISCUSSION:

On February 14, 2017, the Director of Emergency Services for the City of Lakeport declared a local State of Emergency in connection with the recent atmospheric rivers and flooding. In accordance with the Emergency Services Act Section 8630(b), the City Council ratified the declared emergency on February 21, 2017 under Resolution 2612 (2017). Under Lakeport Municipal Code section 2.28.150, the City Council shall review, at its regularly scheduled meeting until the local emergency is terminated, the need for continuing the local emergency. On March 7, 2017, the City Council reviewed the need for continuing the local emergency and approved its continuance by motion.

OPTIONS:

Approve the need for the continuation of the proclamation declaring a Local State of Emergency due to flooding and extreme weather; or proclaim the termination of the Local State of Emergency

FISCAL IMPACT:

□ None  □ $ Budgeted Item? □ Yes □ No
Budget Adjustment Needed? □ Yes □ No  If yes, amount of appropriation increase: $

Affected fund(s): □ General Fund  □ Water OM Fund  □ Sewer OM Fund  □ Other:

Comments:

SUGGESTED MOTIONS: Move to approve the continuation of the proclamation declaring a Local State of Emergency due to flooding and extreme weather.

☑ Attachments: Resolution No. 2612 (2017)
RESOLUTION NO. 2612 (2017)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE DISASTER COUNCIL’S PROCLAMATION OF A LOCAL EMERGENCY IN THE CITY OF LAKEPORT, AND REQUESTING THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY FOR THE CITY OF LAKEPORT

WHEREAS, Chapter 2.28 of the Lakeport Municipal Code, adopted as Ordinance Number 832 of the City of Lakeport empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City of Lakeport is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven (7) days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this City as a result of rain storms, wind, and flooding commencing on or about February 4, 2017, at which time the City Council of the City of Lakeport was not in session; and

WHEREAS, the City Council does hereby find that aforesaid conditions of extreme peril did warrant and necessitate the proclamation of existence of a local emergency; and

WHEREAS, the Director of Emergency Services of the City of Lakeport did proclaim the existence of a local emergency within the City on the 14th day of February, 2017;

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED that the City Council hereby proclaims a local emergency due to the existence or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the City of Lakeport; and

IT IS FURTHER RESOLVED AND ORDERED that the Disaster Council’s Proclamation of Existence of a Local Emergency and request to the Governor to declare a State of Emergency and provide assistance through the California Disaster Assistance Act, as issued by the Director of Emergency Services, is hereby ratified and confirmed; and

IT IS FURTHER RESOLVED AND ORDERED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Lakeport; and

IT IS FURTHER RESOLVED AND ORDERED that during the existence of said local emergency the powers, functions and duties of the Disaster Council of the City of Lakeport and its Director of Emergency Services shall be those prescribed by state law, and by the charter, ordinances, and resolutions of this City.

IT IS FURTHER ORDERED that a copy of this Resolution be forwarded to the State Director of the Office of Emergency Services.
IT IS FURTHER ORDERED that Margaret Silveira, Director of Emergency Services of the City of Lakeport, is hereby designated as the authorized representative of the City of Lakeport for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available State and Federal assistance.

This resolution shall be effective upon its adoption.

THIS RESOLUTION was passed by the City Council of the City of Lakeport at a regular meeting thereof on the 21st day of February, 2017, by the following vote:

AYES: Mayor Mattina, Council Members Barnes, Parlet, Spurr and Turner
NOES: None
ABSTAINING: None
ABSENT: None

STACEY MATTINA, Mayor

ATTEST:

KELLY BUENDIA, City Clerk