

In-person participation by the public will be permitted. In addition, remote public participation is available in the following ways:

- 1. Livestream online at www.atwater.org (Please be advised that there is a broadcasting delay. If you would like to participate in public comment, please use the option below).*
- 2. Submit a written public comment prior to the meeting: Public comments submitted to cityclerk@atwater.org by 4:00 p.m. on the day of the meeting will be distributed to the City Council, and made part of the official minutes but will not be read out loud during the meeting.*

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Persons requesting accommodation should contact the City in advance of the meeting, and as soon as possible, at (209) 357-6241.

CITY OF ATWATER CITY COUNCIL AND HOUSING SUCCESSOR TO THE ATWATER REDEVELOPMENT AGENCY

AGENDA

Council Chambers
750 Bellevue Road
Atwater, California

December 11, 2023

CALL TO ORDER:

4:30PM

ROLL CALL: (City Council)

Ambriz _____, Button _____, Cale _____, Raymond _____, Nelson _____

CLOSED SESSION:

Adjourn to Conference Room A

- **Conference with Legal Counsel - Existing Litigation - Government Code Section 54956.9(d)(1): Name of case: Martinez De Flores v. City of Atwater; Case No. 19CV-05029**
- **Conference with Labor Negotiators - Government Code Section 54957.6, Agency Negotiators: City Manager Waterman, Police Chief Salvador and Human Resources Director Sousa Bargaining Units: Atwater Police Officers Association**
- **Public Employee Appointment (pursuant to Government Code Section 54957): Title: City Manager**

REGULAR SESSION: (Council Chambers)

CALL TO ORDER:

6:00PM

INVOCATION:

Invocation by John Wagner

PLEDGE OF ALLEGIANCE TO THE FLAG:

ROLL CALL: (City Council/Governing Board)

Ambriz _____, Button _____, Cale _____, Raymond _____, Nelson _____

MAYOR OR CITY ATTORNEY REPORT OUT FROM CLOSED SESSION

SUBSEQUENT NEED ITEMS: (The City Clerk shall announce any requests for items requiring immediate action subsequent to the posting of the agenda. Subsequent need items require a two-thirds vote of the members of the City Council present at the meeting.)

APPROVAL OF AGENDA AS POSTED OR AS AMENDED: (This is the time for the City Council to remove items from the agenda or to change the order of the agenda.)

Staff's Recommendation: Motion to approve agenda as posted or as amended.

CEREMONIAL MATTERS:

- **Certificate of Recognition - Buhach Colony High School Girls Water Polo Team**

Staff's Recommendation: That City Council Member John Cale recognize the Buhach Colony High School Girls Water Polo Team for their achievements.

- **Presentation of trophies for the "Miracle on Broadway" Christmas Parade**

Recommendation: That City Council Member Ambriz and Old Town Atwater make the presentation of trophies to the First, Second, and Third place winners of the "Miracle on Broadway" Christmas Parade.

- **Presentation of trophy to City Department for winning the City Christmas tree decorating contest**

Recommendation: That Pastor Rich Miller make the presentation to the winning City department.

CONSENT CALENDAR:

NOTICE TO THE PUBLIC

Background information has been provided on all matters listed under the Consent Calendar, and these items are considered to be routine. All items under the Consent Calendar are normally approved by one motion. If discussion is requested on any item, that item will be removed from the Consent Calendar for separate action.

TREASURER'S REPORT:

1. October 31, 2023

Staff's Recommendation: Acceptance of report as listed.

WARRANTS:

- 2. a.) November 27, 2023
- b.) December 11, 2023

Staff's Recommendation: Approval of warrants as listed.

MINUTES: (City Council)

3. November 13, 2023 - Regular meeting

Staff's Recommendation: Approval of minutes as listed.

MINUTES: (Planning Commission)

4. October 18, 2023 - Regular meeting

Staff's Recommendation: Acceptance of minutes as listed.

RESOLUTIONS:

5. Adopting a Revised Records Retention Schedule of City Records (Assistant City Clerk Martin)

Staff's Recommendation: Adoption of Resolution No. 3430-23 Approving a Revised Records Retention Schedule.

6. Adopting the Recognized Obligation Payment Schedule 24-25 for the July 1, 2024 through June 30, 2025 period and adopting the

Administrative Budget for Fiscal Year 2024-25 (Treasurer of the Successor Agency Nicholas)

Staff's Recommendation: Adoption of Resolution No. SA 2023-4 adopting the Recognized Obligation Payment Schedule 24-25 for the July 1, 2024 through June 30, 2025 period and adopting the Administrative Budget for Fiscal Year 2024-25.

AGREEMENTS:

7. Awarding a Purchase Order with Aqua Metric for Water Meter Software (Public Works Director Vinson)

Staff's Recommendation: Waives the Formal Procurement Process and awards a sole source purchase to Aqua Metric of Sacramento, California for water meter software, in amount not to exceed \$38,400.00; and authorizes and directs the City Manager, or her designer, to execute the Purchase Order on behalf of the City.

OTHER ACTIONABLE ITEMS:

8. Accepting the First Street Overlay Project as Complete (Public Works Director Vinson)

Staff's Recommendation: Accepts work done under the contract for First Street Overlay Project, City Project No. 23-06; authorizes a final payment in the amount of \$28,372.49 for a project total of \$567,449.76; and authorizes and directs the City Manager to sign a Notice of Completion and have it recorded on behalf of the City.

9. 2024 City Council Reorganization/Mayor's Committee Assignments

- **Mayor Pro Tem**
- **Merced County Association of Governments** (1 representative and 1 alternate)
- **League of California Cities Central Valley Division** (1 representative and 2 alternates)
- **City Audit and Finance Committee** (2 representatives)
- **LAFCO** (1 representative)
- **USP/Atwater Community Liaison Group** (1 representative and 1 alternate)
- **Atwater Community Services/Neighborhood Watch** (1 representative)
- **4th of July Committee** (1 representative)
- **San Joaquin Valley Air Pollution Control District** (1 representative and 1 alternate)
- **MIUGSA** (1 Staff representative and 1 alternate)
- **MIRWMA** (1 Staff representative and 1 alternate)
- **ACE Train** (1 Representative and 1 alternate)
- **One Voice** (1 representative and 1 alternate)
- **Bloss Mansion** (2 representatives)
- **Christmas Parade** (2 representatives)
- **General Plan Technical Advisory Committee** (2 representatives)

Staff's Recommendation: Ratifies the Mayor's Committee Assignments.

END OF CONSENT CALENDAR

REPORTS AND PRESENTATIONS FROM STAFF:

- 10. **Awarding a General Construction Contract with DGN Build for the Tenant Improvements at Civic 2 - 1350 Broadway Avenue** (Public Works Director Vinson)

Staff's Recommendation: Motion to award a General Construction Agreement, in a form approved by the City Attorney, to DGN Build of Stockton, California, for the Tenant Improvements at Civic 2, City Project 21-03, in an amount not to exceed \$1,285,000 and authorize construction contract change order up to an aggregate amount of \$128,500 (10%); and authorizes and directs the City Manager or her designee to execute all contract documents on behalf of the City; or

Motion to approve staff's recommendations as presented.

- 11. **Accepting 2024 Regular Meeting Schedule which cancels the second City Council meeting of the month in July, November and December 2024** (City Manager Waterman)

Staff's Recommendation: Motion to accept the 2024 Regular Meeting Schedule which cancels the second meeting of the month in July, November and December 2024; and authorizes and directs the Mayor and/or City Manager to sign any documents required to maintain essential City services. Said documents shall be reviewed by the City Attorney and be scheduled for ratification of the entire City Council at the next regularly scheduled City Council meeting; or

Motion to accept recommendation as presented.

CITY MANAGER REPORTS/UPDATES:

- 12. **City Manager Updates**

COMMENTS FROM THE PUBLIC:

NOTICE TO THE PUBLIC

At this time any person may comment on any item which is not on the agenda. You may state your name and address for the record; however, it is not required. Action will not be taken on an item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on a future agenda. Please limit comments to a maximum of three (3) minutes.

CITY COUNCIL REPORTS/UPDATES:

- **City Council Member Cale, District 1**
- **City Council Member Button, District 2**
- **City Council Member Ambriz, District 3**
- **Mayor Pro Tem Raymond, District 4**
- **Mayor Nelson**

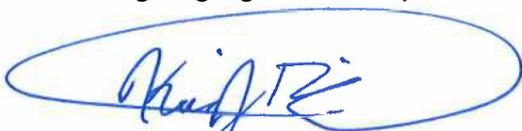
CLOSED SESSION:

Continuation of Closed Session if necessary

ADJOURNMENT:

CERTIFICATION:

I, Kory J. Billings, City Clerk of the City of Atwater, do hereby certify that a copy of the foregoing agenda was posted at City Hall a minimum of 72 hours prior to the meeting.



KORY J. BILLINGS
CITY CLERK

SB 343 NOTICE

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the office of the City Clerk at City Hall during normal business hours at 750 Bellevue Road.

If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda at 750 Bellevue Road.



In compliance with the federal Americans with Disabilities Act of 1990, upon request, the agenda can be provided in an alternative format to accommodate special needs. If you require special accommodations to participate in a City Council, Commission or Committee meeting due to a disability, please contact the City Clerk's Office a minimum of three (3) business days in advance of the meeting at (209) 357-6241. You may also send the request by email to cityclerk@atwater.org.

Unless otherwise noted, City Council actions include a determination that they are not a "Project" within the meaning of the California Environmental Quality Act (CEQA), and therefore, that CEQA does not apply to such actions..

DECEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5 Citizens' Oversight Committee Meeting 5:30 PM (Cancelled)	6 GPTAC - 6:00 PM	7	8	9
10	11 City Council Meeting - 6:00 PM	12 Citizens' Oversight Committee Special Meeting - 5:30 PM	13	14	15	16
17	18	19	20 Planning Commission Meeting - 6:00 PM	21	22 City Holiday (Christmas)	23 Trash pick up delayed - 1 day
24 Christmas Eve	25 <i>Merry</i> CHRISTMAS	26	27	28	29 City Holiday (New Year's Eve)	30 Trash pick up delayed - 1 day
31 New Year's Day	City Holiday					

JANUARY 2024

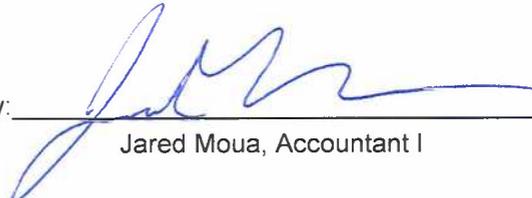
SUN	MON	TUE	WED	THU	FRI	SAT
	1  City Holiday Trash pick up delayed - 1 day	2 Application Deadline - Planning Commission Scheduled Vacancy - 5:00 PM	3 GPTAC - 6:00 PM	4	5	6
7	8 City Council Meeting - 6:00 PM	9	10	11	12	13
14	15  City Holiday Trash pick up delayed - 1 day	16	17 Planning Commission Meeting - 6:00 PM	18	19	20
21	22 Audit & Finance Meeting - 4:30 PM City Council Meeting - 6:00 PM	23	24	25 Merced County District 3 Supervisor McDaniel Office Hours - 1:30 PM - 3:30 PM	26	27
28	29	30	31			

STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 10/31/2023

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
0001 General Fund	16,153,989.43	855,807.45	2,012,648.49	14,997,148.39
0003 General Fund Capital	(888,512.38)	0.00	87,565.80	(976,078.18)
0004 Public Safety Trans & Use Tax	1,113,612.16	342,851.34	130,538.81	1,325,924.69
0005 Ferrari Ranch Project Fund	2,297.54	0.00	0.00	2,297.54
0007 Measure V Fund	4,349,788.51	64,834.26	0.00	4,414,622.77
0008 Measure V 20% Alternative Modes	699,394.64	16,208.56	13,461.87	702,141.33
0009 Abandoned Veh Abatement Fund	2,365.23	0.00	1,727.36	637.87
0010 Measure V Regional Fund	(97,307.79)	0.00	1,805.14	(99,112.93)
1005 Police Grants Fund	64,772.40	0.00	0.00	64,772.40
1010 ARPA-American Rescue Plan Act	4,472,103.96	0.00	142,959.05	4,329,144.91
1011 Gas Tax/Street Improvement	(298,566.46)	149,608.81	85,332.22	(234,289.87)
1013 Local Transportation Fund	423,281.26	0.00	23,192.58	400,088.68
1015 Traffic Circulation Fund	1,497,345.44	1,955.00	0.00	1,499,300.44
1016 Applegate Interchange	775,338.71	0.00	0.00	775,338.71
1017 RSTP-Regional Surface Transp Prog	3,020,251.82	0.00	352,091.26	2,668,160.56
1018 SB1-Road Maint & Rehab RMRA	2,025,670.67	68,098.02	6,252.39	2,087,516.30
1019 LPP-Local Partnership Prg Fund	0.00	0.00	0.00	0.00
1020 Parks and Recreation Fund	1,848,519.38	128,728.00	0.00	1,977,247.38
1021 Parks Grants Fund	0.00	0.00	0.00	0.00
1040 General Plan Update-Housing Element	0.00	0.00	0.00	0.00
1041 General Plan Update Fund	2,026,624.44	0.00	59,658.75	1,966,965.69
1055 Neighborhood Stabilization	222,040.24	0.00	0.00	222,040.24
1059-80 Housing Grant Funds	780,006.25	1,100.00	0.00	781,106.25
1091 Police Facility Impact Fee	199,249.18	332.00	0.00	199,581.18
1093 Fire Facility Impact Fee	259,224.29	430.00	0.00	259,654.29
1095 Government Building Facility	277,755.96	474.50	0.00	278,230.46
3064-67 Redevelopment/Successor Agency Funds	1,757,804.23	1,264.16	0.00	1,759,068.39
4020 Performance Bond Trust	220,733.85	0.00	0.00	220,733.85
4030 Narcotics Program Trust	2,084.79	0.00	0.00	2,084.79
4060 Section 125 Medical	2,272.50	110.00	0.00	2,382.50

STATEMENT OF CHANGES IN CASH BALANCE, UNAUDITED
BY FUND
AS OF 10/31/2023

FUND	BEG. BALANCE	CASH DEBITS	CASH CREDITS	ENDING BAL.
4070 Section 125 Dependent Care	0.00	0.00	0.00	0.00
4080 Pension Rate Stblztn 115 Trust	355,740.25	0.00	8,860.04	346,880.21
4090 CFD No. 1 Trust	131,617.29	0.00	0.00	131,617.29
5001-55 All Maintenance Districts	1,216,109.30	0.00	16,716.44	1,199,392.86
5050 CFD Districts	(70,314.86)	0.00	22,751.52	(93,066.38)
6000 Water Enterprise Fund	11,037,985.25	887,220.64	260,239.23	11,664,966.66
6001 Water Fund Capital Replacement	898,142.67	0.00	156,663.68	741,478.99
6002 DBCP Settlement	20,677.13	0.00	0.00	20,677.13
6004 Water Well- Buhach Colony	184,791.45	0.00	0.00	184,791.45
6005 Water Capital Impact Fees	2,648,218.21	15,070.00	0.00	2,663,288.21
6006 Water Operating Reserve Fund	181,195.08	0.00	0.00	181,195.08
6007 1,2,3-TCP Fund	15,437,956.00	21,114.33	1,887,349.00	13,571,721.33
6010 Sewer Enterprise Fund	13,673,278.53	1,427,202.99	765,911.52	14,334,570.00
6011 Sewer Fund Capital Replacement	3,724,504.69	13,439.20	0.00	3,737,943.89
6020 Sanitation Enterprise	2,740,325.84	544,586.38	502,941.37	2,781,970.85
7000 Internal Service Fund	683,424.79	0.00	173,617.63	509,807.16
7001 ISF Equipment/Bldg Replacement	100,664.02	0.00	0.00	100,664.02
7010 Employee Benefits Fund	849,372.58	6,512.27	62,928.81	792,956.04
7020 Risk Management	845,137.45	13,652.00	1,028,620.50	(169,831.05)
7030 Information Technology	432,504.79	0.00	35,277.97	397,226.82
9090 Accrued Interest Fund	826,878.76	574,740.58	0.00	1,401,619.34
TOTAL	96,830,349.47	5,135,340.49	7,839,111.43	94,126,578.53

Prepared by: 
 Jared Moua, Accountant I

Approved by: 
 Mark Borba, City Treasurer

**Statement of Changes in Cash Balance
by Bank
As of 10/31/2023**

	Beg. Period Balance	Cash Debits	Cash Credits	End Period Balance
City - LAIF	63,504,137.32	572,723.58		64,076,860.90
City - RMA Long-Term Investment Fund	1,173,787.00	2,017.00		1,175,804.00
City Checking & Investment Accounts	5,298,738.69	4,539,485.25	7,459,080.06	2,379,143.88
Wastewater Checking	4,418,694.54		371,171.33	4,047,523.21
RA Obligation Retirement Fund	37,926.97	0.33		37,927.30
US Bank/Chandler Asset Mgt.	22,041,324.70	21,114.33		22,062,439.03
PARS Post-Employment Benefits Trust	355,740.25		8,860.04	346,880.21
Totals	96,830,349.47	5,135,340.49	7,839,111.43	94,126,578.53

Prepared by: 
Jared Moua, Accountant I

Approved by: 
Mark Borba, City Treasurer

(The following statements are required by California Govt. Code Section 53646 (b) (2,3))
Investments are made pursuant to the City Council approved Investment Policy and Guidelines.
The City of Atwater has the ability to meet its pooled expenditure requirements for the next six months.

Bank Account Detail			
City LAIF	64,076,860.90	Chase General Checking	2,530,929.04
Chandler Asset Mgt.	1,175,804.00	Chase Wastewater Checking	4,047,523.21
US Bank/Chandler Asset Mgt.	22,062,439.03	Chase Redevelopment Checking	37,927.30
PARS Post-Employment Benefits Trust	346,880.21	Chase Savings Account	0.00

WARRANTS SUMMARY FOR NOVEMBER 27 2023

TOTAL OF WARRANTS (FROM WARRANT REPORT)
PREWRITTENS INCLUDED IN THIS WARRANT RUN

\$	605,451.76
\$	13,914.59

ADDITIONAL WARRANTS (THESE AMOUNTS ARE **NOT** INCLUDED IN TOTAL WARRANTS)

DATE	DESCRIPTION	AMOUNT
11/20/2023	EPARS Employee 457 Plan (PNC Bank)	\$ 2,958.00
11/20/2023	AFSCME District Council 57	\$ 1,033.02
11/20/2023	APOA Union Dues	\$ 2,876.55
11/20/2023	State Disbursement - Child Support	\$ 219.22
11/20/2023	PERS Retirement EFT 10/26/23 - 11/8/23	\$ 62,012.62
11/17/2023	PERS Health - November 2023	\$ 119,217.69
11/20/2023	AFLAC EFT	\$ 542.37

TOTAL ADDITIONAL WARRANTS \$ 188,859.47

GRAND TOTAL OF WARRANTS PAID

\$	188,859.47
\$	808,225.82

INFORMATIONAL ONLY (INCLUDED IN THE TOTAL WARRANTS TOTAL)

DATE	DESCRIPTION	AMOUNT
11/20/2023	Net Payroll	\$ 291,388.47
11/20/2023	Federal Taxes	\$ 69,484.93
11/20/2023	State Taxes	\$ 9,123.43
	Payroll Deductions	

\$ 369,996.83

TOTAL INFORMATIONAL WARRANTS \$ 369,996.83



 CITY TREASURER

Accounts Payable

Checks for Approval

Prewritten

User: jmurillo
 Printed: 11/29/2023 - 10:46 AM



City of
Atwater
Community Pride City Wide

750 Bellevue Road, Atwater CA 95301

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
23843	11/13/2023	General Fund	Special Departmental Expense	KAREN WALLER		218.32
					Check Total:	218.32
23844	11/13/2023	General Fund	Special Departmental Expense	WARD ENTERPRISES		65.20
23844	11/13/2023	Internal Service Fund	Special Departmental Expense	WARD ENTERPRISES		21.04
					Check Total:	86.24
23845	11/13/2023	General Fund	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		15.88
23845	11/13/2023	General Fund	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		15.56
23845	11/13/2023	Water Enterprise Fund	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		65.96
					Check Total:	97.40
23846	11/13/2023	General Fund	Professional Services	WEED MAN		500.00
					Check Total:	500.00
23847	11/13/2023	Sewer Enterprise Fund	Special Departmental Expense	WINTON HARDWARE		79.72
23847	11/13/2023	Sewer Enterprise Fund	Special Departmental Expense	WINTON HARDWARE		79.72
23847	11/13/2023	Gas Tax/Street Improvement	Special Departmental Expense	WINTON HARDWARE		25.92
23847	11/13/2023	Water Fund Capital Replacement	Installation-New Water Meters	WINTON HARDWARE		21.53
23847	11/13/2023	General Fund	Special Departmental Expense	WINTON HARDWARE		99.11
					Check Total:	306.00
23848	11/13/2023	General Fund	Special Departmental Expense	WORK WELLNESS		2,206.00
					Check Total:	2,206.00
23849	11/13/2023	Sewer Enterprise Fund	Accounts Payable	AMIRA XAYAVONG		15.34
23849	11/13/2023	Water Enterprise Fund	Accounts Payable	AMIRA XAYAVONG		14.59
23849	11/13/2023	Sanitation Enterprise Fund	Accounts Payable	AMIRA XAYAVONG		8.59
					Check Total:	38.52
23850	11/07/2023	General Fund	Garnishments	WLCC		324.61

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
					Check Total:	324.61
23851	11/15/2023	Public Safety Trans & Use Tax	Rents & Leases	ENTERPRISE FM TRUST		7,241.44
					Check Total:	7,241.44
23852	11/20/2023	Employee Benefits Fund	Health Reimbursements	UNUM LIFE INSURANCE		33.59
23852	11/20/2023	Employee Benefits Fund	Health Reimbursements	UNUM LIFE INSURANCE		33.59
					Check Total:	67.18
23853	11/20/2023	Employee Benefits Fund	Health Reimbursements	UNUM LIFE INSURANCE		326.32
23853	11/20/2023	Employee Benefits Fund	Health Reimbursements	UNUM LIFE INSURANCE		319.59
					Check Total:	645.91
23854	11/29/2023	Employee Benefits Fund	Health Insurance, Retirees	DAVID CHURCH		593.46
					Check Total:	593.46
23855	11/29/2023	Employee Benefits Fund	Health Insurance, Retirees	GARY FRAGO		263.42
					Check Total:	263.42
23856	11/29/2023	Employee Benefits Fund	Health Insurance, Retirees	LORIN MANN		604.69
					Check Total:	604.69
23857	11/29/2023	Employee Benefits Fund	Health Insurance, Retirees	WILLIAM MARTIN		691.69
					Check Total:	691.69
23858	11/29/2023	Employee Benefits Fund	Health Insurance, Retirees	BILL SWALLEY		29.71
					Check Total:	29.71
					Report Total:	13,914.59



Accounts Payable

Checks for Approval

User: jmurillo
Printed: 11/29/2023 - 10:48 AM

1 of 2
Warrant Run



City of
Atwater
Community Pride City Wide

750 Bellevue Road, Atwater CA 95301

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
0	11/27/2023	General Fund	Special Departmental Expense	CHASE		91.35
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		675.00
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		675.00
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		675.00
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		48.08
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		57.03
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		750.00
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		197.80
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		50.00
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		675.00
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		515.00
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		722.45
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		36.00
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		32.09
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		17.78
0	11/27/2023	General Fund	Training	CHASE		202.96
0	11/27/2023	General Fund	Training	CHASE		495.00
0	11/27/2023	General Fund	Special Departmental Expense	CHASE		445.36
0	11/27/2023	General Fund	Uniform & Clothing Expense	CHASE		84.98
0	11/27/2023	General Fund	Professional Services	CHASE		98.25
0	11/27/2023	General Fund	Professional Services	CHASE		19.99
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		80.00
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		75.00
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		90.00
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		894.47
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		9.38
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		1,714.40
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		50.00
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		151.00
0	11/27/2023	General Fund	Training	CHASE		31.00
0	11/27/2023	General Fund	Training	CHASE		28.62
0	11/27/2023	General Fund	Training	CHASE		347.00
0	11/27/2023	General Fund	Training	CHASE		60.00
0	11/27/2023	General Fund	Training	CHASE		18.32

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
0	11/27/2023	General Fund	Training	CHASE		40.00
0	11/27/2023	General Fund	Training	CHASE		125.00
0	11/27/2023	General Fund	Training	CHASE		20.47
0	11/27/2023	General Fund	Training	CHASE		22.63
0	11/27/2023	General Fund	Training	CHASE		347.00
0	11/27/2023	General Fund	Training	CHASE		1,200.00
0	11/27/2023	General Fund	Special Departmental Expense	CHASE		82.86
0	11/27/2023	General Fund	Special Departmental Expense	CHASE		22.00
0	11/27/2023	General Fund	Uniform & Clothing Expense	CHASE		97.75
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		38.72
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		54.81
0	11/27/2023	General Fund	Travel/Conferences/Meetings	CHASE		92.20
0	11/27/2023	General Fund	Special Departmental Expense	CHASE		40.62
0	11/27/2023	General Fund	Various Classes	CHASE		27.29
0	11/27/2023	General Fund	Various Classes	CHASE		37.60
0	11/27/2023	General Fund	Christmas Toy Drive	CHASE		12.00
0	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	CHASE		133.06
0	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	CHASE		146.98
0	11/27/2023	Parks Grants Fund	Training	CHASE		13.00
0	11/27/2023	Parks Grants Fund	Training	CHASE		548.39
0	11/27/2023	Parks Grants Fund	Training	CHASE		120.00
0	11/27/2023	Parks Grants Fund	Training	CHASE		1,900.00
0	11/27/2023	Internal Service Fund	Special Departmental Expense	CHASE		184.63
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		29.27
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		30.24
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		24.96
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		29.75
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		32.16
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		18.72
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		25.91
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		28.32
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		52.10
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		14.00
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		24.00
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		24.96
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		24.00
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		24.00
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		19.20
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		34.56
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		28.32
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		20.16
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		14.87
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHASE		25.43
0	11/27/2023	Information Technology Fund	Special Departmental Expense	CHASE		432.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
0	11/27/2023	Information Technology Fund	Special Departmental Expense	CHASE		75.76
0	11/27/2023	Information Technology Fund	Special Departmental Expense	CHASE		900.00
0	11/27/2023	Internal Service Fund	Operations & Maintenance	CHEVRON USA INC.		166.52
Check Total:						17,519.53
23859	11/27/2023	General Fund	Office Supplies	AAA BUSINESS SUPPLIES & INTERIORS		65.20
23859	11/27/2023	General Fund	Office Supplies	AAA BUSINESS SUPPLIES & INTERIORS		195.59
Check Total:						260.79
23860	11/27/2023	Water Enterprise Fund	Professional Services	ABS DIRECT INC		469.72
23860	11/27/2023	Sewer Enterprise Fund	Professional Services	ABS DIRECT INC		469.73
23860	11/27/2023	Sanitation Enterprise Fund	Professional Services	ABS DIRECT INC		469.73
23860	11/27/2023	Water Enterprise Fund	Office Supplies	ABS DIRECT INC		326.66
23860	11/27/2023	Sewer Enterprise Fund	Office Supplies	ABS DIRECT INC		326.67
23860	11/27/2023	Sanitation Enterprise Fund	Office Supplies	ABS DIRECT INC		326.67
Check Total:						2,389.18
23861	11/27/2023	General Fund	Professional Services	ADVANCED CHEMICAL TRANSPORT, INC.		4,280.63
Check Total:						4,280.63
23862	11/27/2023	General Fund	Parking Fines	GEORGINA ALVARADO		1,108.50
Check Total:						1,108.50
23863	11/27/2023	Information Technology Fund	Professional Services	APPLIED PROCESS LOGIC INC		3,700.00
Check Total:						3,700.00
23864	11/27/2023	SB1-Road Maint & Rehab RMRA	Fruitland Ave Rd Improvements	ASSOCIATED RIGHT OF WAY SERVICES, INC.		350.00
Check Total:						350.00
23865	11/27/2023	Internal Service Fund	Special Departmental Expense	ASSOCIATES LOCK & SAFE SERVICE		29.50
23865	11/27/2023	Internal Service Fund	Special Departmental Expense	ASSOCIATES LOCK & SAFE SERVICE		465.67
23865	11/27/2023	Internal Service Fund	Special Departmental Expense	ASSOCIATES LOCK & SAFE SERVICE		10.83
Check Total:						506.00
23866	11/27/2023	General Fund	Communications	AT&T		219.35
Check Total:						219.35
23867	11/27/2023	General Fund	Communications	AT&T CALNET		143.89
23867	11/27/2023	Water Enterprise Fund	Communications	AT&T CALNET		390.54
23867	11/27/2023	Sewer Enterprise Fund	Communications	AT&T CALNET		596.05
23867	11/27/2023	Internal Service Fund	Communications	AT&T CALNET		110.29

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
Check Total:						1,240.77
23868	11/27/2023	General Fund	Communications	AT&T MOBILITY		252.12
23868	11/27/2023	General Fund	Communications	AT&T MOBILITY		505.41
23868	11/27/2023	General Fund	Communications	AT&T MOBILITY		590.10
23868	11/27/2023	Abandoned Veh Abatement Fund	Communications	AT&T MOBILITY		90.06
23868	11/27/2023	General Fund	Communications	AT&T MOBILITY		120.72
23868	11/27/2023	General Fund	Communications	AT&T MOBILITY		684.08
23868	11/27/2023	General Fund	Communications	AT&T MOBILITY		135.34
23868	11/27/2023	General Fund	Communications	AT&T MOBILITY		130.30
23868	11/27/2023	General Fund	Communications	AT&T MOBILITY		130.30
23868	11/27/2023	General Fund	Communications	AT&T MOBILITY		90.06
23868	11/27/2023	General Fund	Communications	AT&T MOBILITY		90.06
23868	11/27/2023	General Fund	Communications	AT&T MOBILITY		130.30
23868	11/27/2023	Gas Tax/Street Improvement	Communications	AT&T MOBILITY		45.03
23868	11/27/2023	Water Enterprise Fund	Communications	AT&T MOBILITY		130.30
23868	11/27/2023	Internal Service Fund	Communications	AT&T MOBILITY		45.03
23868	11/27/2023	Information Technology Fund	Communications	AT&T MOBILITY		45.03
23868	11/27/2023	General Fund	Communications	AT&T MOBILITY		43.92
23868	11/27/2023	General Fund	Communications	AT&T MOBILITY		43.92
23868	11/27/2023	General Fund	Communications	AT&T MOBILITY		13.02
23868	11/27/2023	General Fund	Communications	AT&T MOBILITY		87.84
23868	11/27/2023	Gas Tax/Street Improvement	Communications	AT&T MOBILITY		268.90
23868	11/27/2023	Water Enterprise Fund	Communications	AT&T MOBILITY		395.28
23868	11/27/2023	Sewer Enterprise Fund	Communications	AT&T MOBILITY		527.04
23868	11/27/2023	Internal Service Fund	Communications	AT&T MOBILITY		43.92
23868	11/27/2023	Internal Service Fund	Communications	AT&T MOBILITY		43.92
23868	11/27/2023	Information Technology Fund	Communications	AT&T MOBILITY		43.92
Check Total:						4,725.92
23869	11/27/2023	Gas Tax/Street Improvement	Professional Services	ATWATER ELECTRIC		510.00
23869	11/27/2023	General Fund	Professional Services	ATWATER ELECTRIC		340.00
23869	11/27/2023	Gas Tax/Street Improvement	Professional Services	ATWATER ELECTRIC		425.00
23869	11/27/2023	General Fund	Professional Services	ATWATER ELECTRIC		425.00
Check Total:						1,700.00
23870	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	AUTOZONE STORE #5506		31.87
Check Total:						31.87
23871	11/27/2023	Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		1,809.85
Check Total:						1,809.85

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
23872	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	BIG CREEK LUMBER COMPANY		104.60
23872	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	BIG CREEK LUMBER COMPANY		22.59
23872	11/27/2023	General Fund	Special Departmental Expense	BIG CREEK LUMBER COMPANY		97.30
23872	11/27/2023	Water Enterprise Fund	Special Departmental Expense	BIG CREEK LUMBER COMPANY		40.86
23872	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	BIG CREEK LUMBER COMPANY		48.10
23872	11/27/2023	General Fund	Special Departmental Expense	BIG CREEK LUMBER COMPANY		47.00
23872	11/27/2023	Internal Service Fund	Special Departmental Expense	BIG CREEK LUMBER COMPANY		32.31
23872	11/27/2023	Water Enterprise Fund	Special Departmental Expense	BIG CREEK LUMBER COMPANY		43.16
23872	11/27/2023	General Fund	Special Departmental Expense	BIG CREEK LUMBER COMPANY		8.32
23872	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	BIG CREEK LUMBER COMPANY		83.52
23872	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	BIG CREEK LUMBER COMPANY		155.67
23872	11/27/2023	General Fund	Special Departmental Expense	BIG CREEK LUMBER COMPANY		200.41
23872	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	BIG CREEK LUMBER COMPANY		48.10
23872	11/27/2023	Sewer Enterprise Fund	Small Tools	BIG CREEK LUMBER COMPANY		22.09
23872	11/27/2023	Sewer Enterprise Fund	Small Tools	BIG CREEK LUMBER COMPANY		29.06
23872	11/27/2023	Sewer Enterprise Fund	Small Tools	BIG CREEK LUMBER COMPANY		25.99
23872	11/27/2023	General Fund	Special Departmental Expense	BIG CREEK LUMBER COMPANY		60.19
23872	11/27/2023	General Fund	Special Departmental Expense	BIG CREEK LUMBER COMPANY		146.46
23872	11/27/2023	Water Enterprise Fund	Special Departmental Expense	BIG CREEK LUMBER COMPANY		52.30
23872	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	BIG CREEK LUMBER COMPANY		21.33
23872	11/27/2023	Water Enterprise Fund	Special Departmental Expense	BIG CREEK LUMBER COMPANY		-548.70
23872	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	BIG CREEK LUMBER COMPANY		-83.52
Check Total:						657.14
23873	11/27/2023	Gas Tax/Street Improvement	Uniform & Clothing Expense	BOOT BARN		200.00
23873	11/27/2023	Water Enterprise Fund	Uniform & Clothing Expense	BOOT BARN		184.86
23873	11/27/2023	Sewer Enterprise Fund	Uniform & Clothing Expense	BOOT BARN		200.00
23873	11/27/2023	Sewer Enterprise Fund	Uniform & Clothing Expense	BOOT BARN		168.55
23873	11/27/2023	Water Enterprise Fund	Uniform & Clothing Expense	BOOT BARN		200.00
23873	11/27/2023	General Fund	Uniform & Clothing Expense	BOOT BARN		200.00
Check Total:						1,153.41
23874	11/27/2023	Internal Service Fund	Special Departmental Expense	BRADY INDUSTRIES		503.24
23874	11/27/2023	Internal Service Fund	Special Departmental Expense	BRADY INDUSTRIES		31.73
23874	11/27/2023	Internal Service Fund	Special Departmental Expense	BRADY INDUSTRIES		88.80
Check Total:						623.77
23875	11/27/2023	Sewer Enterprise Fund	Special Departmental Expense	JIM BRISCO ENTERPRISES		82.65
Check Total:						82.65
23876	11/27/2023	Water Fund Capital Replacement	Well #20A Rehab	BSK ASSOCIATES		1,283.78
23876	11/27/2023	Water Enterprise Fund	Professional Services	BSK ASSOCIATES		204.00
23876	11/27/2023	Water Enterprise Fund	Professional Services	BSK ASSOCIATES		204.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
23876	11/27/2023	Water Enterprise Fund	Professional Services	BSK ASSOCIATES		76.50
23876	11/27/2023	Water Enterprise Fund	Professional Services	BSK ASSOCIATES		58.50
23876	11/27/2023	1,2,3-TCP Fund	Professional Services	BSK ASSOCIATES		952.50
23876	11/27/2023	1,2,3-TCP Fund	Professional Services	BSK ASSOCIATES		952.50
23876	11/27/2023	Water Enterprise Fund	Professional Services	BSK ASSOCIATES		70.50
					Check Total:	3,802.28
23877	11/27/2023	Water Enterprise Fund	Training	PAUL CABRERA		60.00
					Check Total:	60.00
23878	11/27/2023	Sewer Enterprise Fund	Special Departmental Expense	CAL FARM SERVICES		48.90
23878	11/27/2023	General Fund	Special Departmental Expense	CAL FARM SERVICES		39.79
23878	11/27/2023	General Fund	Professional Services	CAL FARM SERVICES		20.00
23878	11/27/2023	General Fund	Special Departmental Expense	CAL FARM SERVICES		39.79
23878	11/27/2023	General Fund	Professional Services	CAL FARM SERVICES		20.00
23878	11/27/2023	General Fund	Professional Services	CAL FARM SERVICES		36.00
23878	11/27/2023	General Fund	Special Departmental Expense	CAL FARM SERVICES		103.44
23878	11/27/2023	General Fund	Professional Services	CAL FARM SERVICES		60.00
23878	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	CAL FARM SERVICES		27.47
23878	11/27/2023	General Fund	Special Departmental Expense	CAL FARM SERVICES		193.95
23878	11/27/2023	General Fund	Special Departmental Expense	CAL FARM SERVICES		101.05
23878	11/27/2023	General Fund	Special Departmental Expense	CAL FARM SERVICES		93.74
					Check Total:	784.13
23879	11/27/2023	Water Enterprise Fund	Special Departmental Expense	CAPITAL RUBBER & GASKET INC		294.97
					Check Total:	294.97
23880	11/27/2023	Internal Service Fund	Professional Services	CAR WASH PARTNERS, INC.		808.00
					Check Total:	808.00
23881	11/27/2023	Internal Service Fund	Professional Services	CERTIFIED AUTOMOTIVE		108.00
23881	11/27/2023	Internal Service Fund	Professional Services	CERTIFIED AUTOMOTIVE		89.75
23881	11/27/2023	Internal Service Fund	Professional Services	CERTIFIED AUTOMOTIVE		99.75
					Check Total:	297.50
23882	11/27/2023	Water Enterprise Fund	Professional Services	CHARTER CAPITAL		3,200.00
					Check Total:	3,200.00
23883	11/27/2023	Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		18.47
23883	11/27/2023	Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		10.56
23883	11/27/2023	Internal Service Fund	Special Departmental Expense	CINTAS CORP		28.45
23883	11/27/2023	Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		13.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
23883	11/27/2023	General Fund	Uniform & Clothing Expense	CINTAS CORP		39.04
23883	11/27/2023	Gas Tax/Street Improvement	Uniform & Clothing Expense	CINTAS CORP		39.69
23883	11/27/2023	Sewer Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		77.69
23883	11/27/2023	Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		71.46
23883	11/27/2023	Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		18.47
23883	11/27/2023	Internal Service Fund	Special Departmental Expense	CINTAS CORP		28.45
23883	11/27/2023	Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		13.62
23883	11/27/2023	General Fund	Uniform & Clothing Expense	CINTAS CORP		39.04
23883	11/27/2023	Gas Tax/Street Improvement	Uniform & Clothing Expense	CINTAS CORP		39.69
23883	11/27/2023	Sewer Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		76.49
23883	11/27/2023	Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		82.02
Check Total:						596.76
23884	11/27/2023	General Fund	Professional Services	COLE PRO MEDIA LLC		1,000.00
23884	11/27/2023	General Fund	Communications	COLE PRO MEDIA LLC		2,250.00
Check Total:						3,250.00
23885	11/27/2023	Internal Service Fund	Utilities	COMCAST		22.41
23885	11/27/2023	Internal Service Fund	Communications	COMCAST		162.37
Check Total:						184.78
23886	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	CONSOLIDATED ELECTRICAL DISTRIBUTORS		865.13
23886	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	CONSOLIDATED ELECTRICAL DISTRIBUTORS		297.21
23886	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	CONSOLIDATED ELECTRICAL DISTRIBUTORS		551.74
23886	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	CONSOLIDATED ELECTRICAL DISTRIBUTORS		806.25
23886	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	CONSOLIDATED ELECTRICAL DISTRIBUTORS		363.64
23886	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	CONSOLIDATED ELECTRICAL DISTRIBUTORS		1.70
23886	11/27/2023	ARPA-American Rescue Plan Act	Police Dept Remodel/Rehab	CONSOLIDATED ELECTRICAL DISTRIBUTORS		2,091.65
Check Total:						4,977.32
23887	11/27/2023	General Fund	Special Departmental Expense	COOK'S COMMUNICATIONS		2,200.67
23887	11/27/2023	General Fund	Special Departmental Expense	COOK'S COMMUNICATIONS		408.51
Check Total:						2,609.18
23888	11/27/2023	General Fund	Special Departmental Expense	CPS HR CONSULTING		483.00
Check Total:						483.00
23889	11/27/2023	General Fund	Professional Services	D & D PEST CONTROL		290.00
Check Total:						290.00
23890	11/27/2023	General Fund	Aged Outstanding Warrants	ELENNA DEL REAL		53.04

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
					Check Total:	53.04
23891	11/27/2023	Internal Service Fund	Operations & Maintenance	DELRAY TIRE		1,319.17
23891	11/27/2023	Internal Service Fund	Operations & Maintenance	DELRAY TIRE		988.23
23891	11/27/2023	Internal Service Fund	Professional Services	DELRAY TIRE		300.45
23891	11/27/2023	Internal Service Fund	Operations & Maintenance	DELRAY TIRE		3,309.21
23891	11/27/2023	Internal Service Fund	Professional Services	DELRAY TIRE		195.05
23891	11/27/2023	Internal Service Fund	Operations & Maintenance	DELRAY TIRE		16.30
					Check Total:	6,128.41
23892	11/27/2023	General Fund	Professional Services	DEPT. OF JUSTICE		192.00
					Check Total:	192.00
23893	11/27/2023	Internal Service Fund	Professional Services	DONLEE PUMP COMPANY		330.00
23893	11/27/2023	Internal Service Fund	Operations & Maintenance	DONLEE PUMP COMPANY		921.06
					Check Total:	1,251.06
23894	11/27/2023	Internal Service Fund	Professional Services	DON'S MOBILE GLASS		130.00
23894	11/27/2023	Internal Service Fund	Operations & Maintenance	DON'S MOBILE GLASS		175.00
					Check Total:	305.00
23895	11/27/2023	General Fund	Special Departmental Expense	STEFANI DURBIN		33.92
					Check Total:	33.92
23896	11/27/2023	General Fund	Castle Park Deposits	EBONY SOCIALITES		200.00
					Check Total:	200.00
23897	11/27/2023	General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		101.64
23897	11/27/2023	General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		830.12
23897	11/27/2023	General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		180.68
23897	11/27/2023	General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		421.59
23897	11/27/2023	General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		123.03
23897	11/27/2023	General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		8.66
23897	11/27/2023	General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		92.00
23897	11/27/2023	General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		162.36
23897	11/27/2023	General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		87.81
23897	11/27/2023	General Fund	Uniform & Clothing Expense	ELITE UNIFORMS		50.88
					Check Total:	2,058.77
23898	11/27/2023	General Fund	Uniform & Clothing Expense	ENTENMANN-ROVIN CO.		306.47
23898	11/27/2023	General Fund	Uniform & Clothing Expense	ENTENMANN-ROVIN CO.		340.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
					Check Total:	646.47
23899	11/27/2023	General Fund	Special Departmental Expense	FARO TECHNOLOGIES INC		920.00
					Check Total:	920.00
23900	11/27/2023	Sewer Enterprise Fund	Special Departmental Expense	FASTENAL COMPANY		58.24
23900	11/27/2023	Sewer Enterprise Fund	Small Tools	FASTENAL COMPANY		19.06
					Check Total:	77.30
23901	11/27/2023	General Fund	Special Departmental Expense	FERGUSON WATERWORKS #1423		247.40
23901	11/27/2023	Internal Service Fund	Special Departmental Expense	FERGUSON WATERWORKS #1423		61.22
23901	11/27/2023	Water Fund Capital Replacement	Installation-New Water Meters	FERGUSON WATERWORKS #1423		1,407.68
					Check Total:	1,716.30
23902	11/27/2023	General Fund	Professional Services	FRESNO VETERINARY SPECIALTY & EMERGE		589.98
					Check Total:	589.98
23903	11/27/2023	Parks and Recreation Fund	Osborn Park Renovation	GAC INSURANCE, INC.		10,500.00
					Check Total:	10,500.00
23904	11/27/2023	General Fund	Professional Services	GECKO PEST & LANDSCAPE MGMT		250.00
					Check Total:	250.00
23905	11/27/2023	Water Enterprise Fund	Special Departmental Expense	GRAINGER		7,438.78
23905	11/27/2023	Water Enterprise Fund	Small Tools	GRAINGER		1,794.83
23905	11/27/2023	Water Enterprise Fund	Special Departmental Expense	GRAINGER		245.99
					Check Total:	9,479.60
23906	11/27/2023	Internal Service Fund	Utilities	HOFFMAN SECURITY		170.85
23906	11/27/2023	Internal Service Fund	Utilities	HOFFMAN SECURITY		756.95
					Check Total:	927.80
23907	11/27/2023	General Fund	Special Departmental Expense	HORIZON		89.39
23907	11/27/2023	General Fund	Special Departmental Expense	HORIZON		414.78
23907	11/27/2023	General Fund	Special Departmental Expense	HORIZON		74.74
23907	11/27/2023	General Fund	Special Departmental Expense	HORIZON		6.70
23907	11/27/2023	General Fund	Special Departmental Expense	HORIZON		159.67
23907	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	HORIZON		22.85
					Check Total:	768.13
23908	11/27/2023	Water Enterprise Fund	Special Departmental Expense	JACK DOHENY COMPANY		489.37

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
23908	11/27/2023	Water Enterprise Fund	Special Departmental Expense	JACK DOHENY COMPANY		204.80
23908	11/27/2023	Water Enterprise Fund	Special Departmental Expense	JACK DOHENY COMPANY		1,256.25
23908	11/27/2023	Sewer Enterprise Fund	Special Departmental Expense	JACK DOHENY COMPANY		1,957.50
					Check Total:	3,907.92
23909	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	JAM SERVICES INC		598.13
23909	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	JAM SERVICES INC		217.50
					Check Total:	815.63
23910	11/27/2023	Gas Tax/Street Improvement	Professional Services	JLB TRAFFIC ENGINEERING, INC		1,612.33
23910	11/27/2023	Gas Tax/Street Improvement	Professional Services	JLB TRAFFIC ENGINEERING, INC		999.02
					Check Total:	2,611.35
23911	11/27/2023	Price Annexation LMA	Professional Services	JOE'S LANDSCAPING & CONCRETE		1,302.08
23911	11/27/2023	Price Annexation LMA	Professional Services	JOE'S LANDSCAPING & CONCRETE		227.84
23911	11/27/2023	Price Annexation LMA	Professional Services	JOE'S LANDSCAPING & CONCRETE		1,615.13
23911	11/27/2023	Price Annexation LMA	Professional Services	JOE'S LANDSCAPING & CONCRETE		830.18
23911	11/27/2023	Sandlewood Square LMA	Professional Services	JOE'S LANDSCAPING & CONCRETE		362.18
23911	11/27/2023	Pajaro Dunes LMA	Professional Services	JOE'S LANDSCAPING & CONCRETE		222.30
23911	11/27/2023	Redwood Estates LMA	Professional Services	JOE'S LANDSCAPING & CONCRETE		223.55
23911	11/27/2023	Cottage Gardens ST & LMA	Professional Services	JOE'S LANDSCAPING & CONCRETE		148.98
23911	11/27/2023	Silva Ranch LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		492.18
23911	11/27/2023	Mello Ranch LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		367.38
23911	11/27/2023	Juniper Meadows LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		133.38
23911	11/27/2023	Camellia Meadows LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		277.94
23911	11/27/2023	Stone Creek LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		795.86
23911	11/27/2023	Bell Crossing LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		223.86
23911	11/27/2023	Atwater South LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		1,042.48
23911	11/27/2023	Mello Ranch 2 LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		570.18
23911	11/27/2023	Meadow View LNDSCP	Professional Services	JOE'S LANDSCAPING & CONCRETE		342.42
23911	11/27/2023	Aspenwood Lndscp	Professional Services	JOE'S LANDSCAPING & CONCRETE		379.86
23911	11/27/2023	Applegate Ranch Lndscp	Professional Services	JOE'S LANDSCAPING & CONCRETE		414.18
					Check Total:	9,971.96
23912	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	KELLOGG SUPPLY		318.18
23912	11/27/2023	General Fund	Special Departmental Expense	KELLOGG SUPPLY		51.39
23912	11/27/2023	Sewer Enterprise Fund	Small Tools	KELLOGG SUPPLY		115.80
					Check Total:	485.37
23913	11/27/2023	RSTP-Regional Surf Transp Prog	Ace Train Platform	KRAZAN-VEIR		250.00
					Check Total:	250.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
23914	11/27/2023	Parks and Recreation Fund	Osborn Park Renovation	LA SONRISA MULTISERVICES INC.		10,500.00
				Check Total:		10,500.00
23915	11/27/2023	Internal Service Fund	Operations & Maintenance	LAWSON PRODUCTS		2,135.07
				Check Total:		2,135.07
23916	11/27/2023	General Fund	Community Center Deposits	JESSICA MACIAS		350.00
				Check Total:		350.00
23917	11/27/2023	Measure V Regional Fund	Bellevue Road Realignment	MARK THOMAS & COMPANY, INC		1,989.90
				Check Total:		1,989.90
23918	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	MC REGIONAL WASTE MGMT. AUTH.		19.00
				Check Total:		19.00
23919	11/27/2023	General Fund	Travel/Conferences/Meetings	MCAG		50.00
23919	11/27/2023	General Fund	Travel/Conferences/Meetings	MCAG		50.00
23919	11/27/2023	General Fund	Travel/Conferences/Meetings	MCAG		50.00
				Check Total:		150.00
23920	11/27/2023	General Fund	Coed Volleyball	MCNAMARA SPORTS		281.23
23920	11/27/2023	General Fund	Youth Volleyball	MCNAMARA SPORTS		1,443.12
				Check Total:		1,724.35
23921	11/27/2023	General Fund	Coed Volleyball	MERCED AREA SPORTS OFFICIALS, INC		100.00
23921	11/27/2023	General Fund	Coed Fall Softball	MERCED AREA SPORTS OFFICIALS, INC		99.00
23921	11/27/2023	General Fund	Men's Fall Softball	MERCED AREA SPORTS OFFICIALS, INC		198.00
23921	11/27/2023	General Fund	Youth Flag Football	MERCED AREA SPORTS OFFICIALS, INC		320.00
23921	11/27/2023	General Fund	Men's Fall Softball	MERCED AREA SPORTS OFFICIALS, INC		231.00
23921	11/27/2023	General Fund	Coed Volleyball	MERCED AREA SPORTS OFFICIALS, INC		100.00
23921	11/27/2023	General Fund	Youth Flag Football	MERCED AREA SPORTS OFFICIALS, INC		240.00
23921	11/27/2023	General Fund	Coed Fall Softball	MERCED AREA SPORTS OFFICIALS, INC		750.00
23921	11/27/2023	General Fund	Coed Fall Softball	MERCED AREA SPORTS OFFICIALS, INC		66.00
23921	11/27/2023	General Fund	Youth Volleyball	MERCED AREA SPORTS OFFICIALS, INC		240.00
23921	11/27/2023	General Fund	Coed Volleyball	MERCED AREA SPORTS OFFICIALS, INC		75.00
23921	11/27/2023	General Fund	Coed Volleyball	MERCED AREA SPORTS OFFICIALS, INC		300.00
23921	11/27/2023	General Fund	Youth Flag Football	MERCED AREA SPORTS OFFICIALS, INC		280.00
23921	11/27/2023	General Fund	Youth Volleyball	MERCED AREA SPORTS OFFICIALS, INC		240.00
23921	11/27/2023	General Fund	Youth Flag Football	MERCED AREA SPORTS OFFICIALS, INC		80.00
				Check Total:		3,319.00
23922	11/27/2023	Internal Service Fund	Operations & Maintenance	MERCED CHEVROLET		198.57

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
Check Total:						198.57
23923	11/27/2023	Water Enterprise Fund	Special Departmental Expense	MERCED COUNTY ENVIRONMENTAL HEALTHI		276.00
23923	11/27/2023	Water Enterprise Fund	Special Departmental Expense	MERCED COUNTY ENVIRONMENTAL HEALTHI		276.00
23923	11/27/2023	Sewer Enterprise Fund	Special Departmental Expense	MERCED COUNTY ENVIRONMENTAL HEALTHI		754.00
23923	11/27/2023	Internal Service Fund	Special Departmental Expense	MERCED COUNTY ENVIRONMENTAL HEALTHI		1,846.00
23923	11/27/2023	Water Enterprise Fund	Special Departmental Expense	MERCED COUNTY ENVIRONMENTAL HEALTHI		455.00
23923	11/27/2023	Water Enterprise Fund	Special Departmental Expense	MERCED COUNTY ENVIRONMENTAL HEALTHI		455.00
23923	11/27/2023	Water Enterprise Fund	Special Departmental Expense	MERCED COUNTY ENVIRONMENTAL HEALTHI		455.00
23923	11/27/2023	Water Enterprise Fund	Special Departmental Expense	MERCED COUNTY ENVIRONMENTAL HEALTHI		455.00
Check Total:						4,972.00
23924	11/27/2023	Internal Service Fund	Professional Services	MERCED TRUCK & TRAILER INC.		130.00
23924	11/27/2023	Internal Service Fund	Operations & Maintenance	MERCED TRUCK & TRAILER INC.		75.00
Check Total:						205.00
23925	11/27/2023	General Fund	Deposits	MIDSTATE BARRIER INC		547.00
23925	11/27/2023	Water Enterprise Fund	Water Service Charges	MIDSTATE BARRIER INC		-89.50
Check Total:						457.50
23926	11/27/2023	Sanitation Enterprise Fund	Contract Admin Fee	MID-VALLEY DISPOSAL LLC		-19,560.54
23926	11/27/2023	Sanitation Enterprise Fund	Contract Admin Fee	MID-VALLEY DISPOSAL LLC		-19,332.93
23926	11/27/2023	Sanitation Enterprise Fund	AB 939 Support Fee	MID-VALLEY DISPOSAL LLC		-8,285.54
23926	11/27/2023	Sanitation Enterprise Fund	AB 939 Support Fee	MID-VALLEY DISPOSAL LLC		-8,383.09
23926	11/27/2023	Sanitation Enterprise Fund	Solid Waste Collectn/Disposal	MID-VALLEY DISPOSAL LLC		32,873.88
23926	11/27/2023	Sanitation Enterprise Fund	Solid Waste Collectn/Disposal	MID-VALLEY DISPOSAL LLC		276,184.70
Check Total:						253,496.48
23927	11/27/2023	General Fund	Community Center Deposits	CLAUDIA MILLAN		210.00
23927	11/27/2023	General Fund	Community Center Deposits	CLAUDIA MILLAN		210.00
23927	11/27/2023	General Fund	Community Center Deposits	CLAUDIA MILLAN		350.00
Check Total:						770.00
23928	11/27/2023	Internal Service Fund	Special Departmental Expense	MODESTO OVERHEAD DOOR		2,333.00
Check Total:						2,333.00
23929	11/27/2023	General Fund	Professional Services	MUNICIPAL RESOURCE GROUP, LLC		2,750.00
Check Total:						2,750.00
23930	11/27/2023	Water Enterprise Fund	Special Departmental Expense	MUNIQUIP, LLC		3,328.14

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
					Check Total:	3,328.14
23931	11/27/2023	General Fund	Professional Services	MUNISERVICES LLC		768.31
23931	11/27/2023	General Fund	Professional Services	MUNISERVICES LLC		50.20
23931	11/27/2023	General Fund	Professional Services	MUNISERVICES LLC		500.00
					Check Total:	1,318.51
23932	11/27/2023	Water Enterprise Fund	Accounts Payable	RUTH NACHTIGAL		67.53
23932	11/27/2023	Water Enterprise Fund	Accounts Payable	RUTH NACHTIGAL		116.37
23932	11/27/2023	Sewer Enterprise Fund	Accounts Payable	RUTH NACHTIGAL		240.53
23932	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	RUTH NACHTIGAL		111.13
					Check Total:	535.56
23933	11/27/2023	Sewer Enterprise Fund	Special Departmental Expense	NAPA AUTO PARTS		57.91
23933	11/27/2023	Sewer Enterprise Fund	Special Departmental Expense	NAPA AUTO PARTS		105.96
23933	11/27/2023	Water Enterprise Fund	Special Departmental Expense	NAPA AUTO PARTS		18.97
23933	11/27/2023	Sewer Enterprise Fund	Special Departmental Expense	NAPA AUTO PARTS		7.97
					Check Total:	190.81
23934	11/27/2023	Information Technology Fund	Communications	NEW HORIZON COMMUNICATIONS		2,627.99
					Check Total:	2,627.99
23935	11/27/2023	General Fund	Special Departmental Expense	SARA OLMOS		25.00
					Check Total:	25.00
23936	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	O'REILLY AUTO PARTS		9.23
23936	11/27/2023	Sewer Enterprise Fund	Special Departmental Expense	O'REILLY AUTO PARTS		9.23
23936	11/27/2023	General Fund	Special Departmental Expense	O'REILLY AUTO PARTS		16.30
23936	11/27/2023	General Fund	Special Departmental Expense	O'REILLY AUTO PARTS		45.65
23936	11/27/2023	General Fund	Special Departmental Expense	O'REILLY AUTO PARTS		53.28
23936	11/27/2023	Sewer Enterprise Fund	Special Departmental Expense	O'REILLY AUTO PARTS		34.76
23936	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	O'REILLY AUTO PARTS		26.09
23936	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	O'REILLY AUTO PARTS		-30.44
23936	11/27/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		60.99
23936	11/27/2023	General Fund	Special Departmental Expense	O'REILLY AUTO PARTS		43.46
23936	11/27/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		92.96
23936	11/27/2023	Water Enterprise Fund	Special Departmental Expense	O'REILLY AUTO PARTS		27.18
23936	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	O'REILLY AUTO PARTS		14.12
23936	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	O'REILLY AUTO PARTS		17.39
23936	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	O'REILLY AUTO PARTS		-30.00
23936	11/27/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		11.94
23936	11/27/2023	General Fund	Special Departmental Expense	O'REILLY AUTO PARTS		42.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
23936	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	O'REILLY AUTO PARTS		52.17
23936	11/27/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		71.11
23936	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	O'REILLY AUTO PARTS		4.88
23936	11/27/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		15.65
23936	11/27/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		144.59
23936	11/27/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		13.45
23936	11/27/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		23.21
23936	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	O'REILLY AUTO PARTS		15.31
23936	11/27/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		10.86
					Check Total:	795.77
23937	11/27/2023	Sewer Enterprise Fund	Professional Services	PACE ANALYTICAL SERVICES, LLC		1,552.50
					Check Total:	1,552.50
23938	11/27/2023	General Fund	Utilities	PACIFIC GAS & ELECTRIC		247.51
23938	11/27/2023	Gas Tax/Street Improvement	Utilities	PACIFIC GAS & ELECTRIC		201.80
23938	11/27/2023	Sewer Enterprise Fund	Utilities	PACIFIC GAS & ELECTRIC		48,376.49
23938	11/27/2023	Internal Service Fund	Utilities	PACIFIC GAS & ELECTRIC		243.98
					Check Total:	49,069.78
23939	11/27/2023	Internal Service Fund	Professional Services	PETE'S AUTO BODY		918.00
23939	11/27/2023	Internal Service Fund	Operations & Maintenance	PETE'S AUTO BODY		876.04
					Check Total:	1,794.04
23940	11/27/2023	General Fund	Communications	PHONES 'R' US		100.00
					Check Total:	100.00
23941	11/27/2023	Water Enterprise Fund	Special Departmental Expense	PRESTON'S LOCK & KEY		10.00
					Check Total:	10.00
23942	11/27/2023	Water Enterprise Fund	Professional Services	QUALITY WELL DRILLERS		5,437.50
					Check Total:	5,437.50
23943	11/27/2023	General Fund	Special Departmental Expense	RDO EQUIPMENT CO		57.54
					Check Total:	57.54
23944	11/27/2023	RDVLPMENT Obligation Retirement	Professional Services	RSG INC		4,375.00
					Check Total:	4,375.00
23945	11/27/2023	Sewer Enterprise Fund	Special Departmental Expense	SAFE-T-LITE		868.33
23945	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	SAFE-T-LITE		641.67

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
23945	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	SAFE-T-LITE		2,253.85
23945	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	SAFE-T-LITE		210.76
23945	11/27/2023	Sewer Enterprise Fund	Special Departmental Expense	SAFE-T-LITE		1,526.85
23945	11/27/2023	General Fund	Special Departmental Expense	SAFE-T-LITE		370.53
Check Total:						5,871.99
23946	11/27/2023	General Fund	Professional Services	SHANNON PUMP CO.		257.00
23946	11/27/2023	Water Enterprise Fund	Professional Services	SHANNON PUMP CO.		348.34
Check Total:						605.34
23947	11/27/2023	Sewer Enterprise Fund	Utilities	SIEMENS FINANCIAL SERVICES, INC.		17,647.67
Check Total:						17,647.67
23948	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	SIERRA MATERIALS & TRUCKING COMPANY		399.03
23948	11/27/2023	Sewer Enterprise Fund	Special Departmental Expense	SIERRA MATERIALS & TRUCKING COMPANY		304.21
23948	11/27/2023	Sewer Enterprise Fund	Small Tools	SIERRA MATERIALS & TRUCKING COMPANY		139.20
23948	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	SIERRA MATERIALS & TRUCKING COMPANY		311.75
23948	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	SIERRA MATERIALS & TRUCKING COMPANY		311.75
23948	11/27/2023	General Fund	Special Departmental Expense	SIERRA MATERIALS & TRUCKING COMPANY		330.60
23948	11/27/2023	General Fund	Special Departmental Expense	SIERRA MATERIALS & TRUCKING COMPANY		330.60
23948	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	SIERRA MATERIALS & TRUCKING COMPANY		291.28
23948	11/27/2023	General Fund	Special Departmental Expense	SIERRA MATERIALS & TRUCKING COMPANY		330.60
23948	11/27/2023	General Fund	Special Departmental Expense	SIERRA MATERIALS & TRUCKING COMPANY		330.60
23948	11/27/2023	General Fund	Special Departmental Expense	SIERRA MATERIALS & TRUCKING COMPANY		330.60
23948	11/27/2023	General Fund	Special Departmental Expense	SIERRA MATERIALS & TRUCKING COMPANY		226.63
Check Total:						3,636.85
23949	11/27/2023	Sewer Enterprise Fund	Professional Services	STATE WATER RESOURCES CONTROL BOARD		17,666.00
Check Total:						17,666.00
23950	11/27/2023	Water Enterprise Fund	Accounts Payable	STATE WATER RESOURCES CONTROL BOARD		579.49
Check Total:						579.49
23951	11/27/2023	Sewer Enterprise Fund	Accounts Payable	STATE WATER RESOURCES CONTROL BOARD		792.87
Check Total:						792.87
23952	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	STEPPING STONE NURSERY		1,196.64
23952	11/27/2023	General Fund	Special Departmental Expense	STEPPING STONE NURSERY		368.66
Check Total:						1,565.30
23953	11/27/2023	General Fund	Professional Services	STERICYCLE INC		37.56

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
					Check Total:	37.56
23954	11/27/2023	General Fund	Special Departmental Expense	SUN RIDGE SYSTEMS INC		6,720.00
					Check Total:	6,720.00
23955	11/27/2023	Water Enterprise Fund	Special Departmental Expense	SUPERIOR POOL PRODUCTS LLC		840.96
23955	11/27/2023	Water Enterprise Fund	Special Departmental Expense	SUPERIOR POOL PRODUCTS LLC		1,417.67
					Check Total:	2,258.63
23956	11/27/2023	Risk Management Fund	Professional Services	SWINGLE VAN EGMOND AND HEITLINGER		82.50
					Check Total:	82.50
23957	11/27/2023	Water Enterprise Fund	Utilities	TERRAFORM PHOENIX II ARCADIA HOLDING		4,116.80
23957	11/27/2023	Water Enterprise Fund	Utilities	TERRAFORM PHOENIX II ARCADIA HOLDING		10,216.97
23957	11/27/2023	Water Enterprise Fund	Utilities	TERRAFORM PHOENIX II ARCADIA HOLDING		4,030.09
23957	11/27/2023	Internal Service Fund	Utilities	TERRAFORM PHOENIX II ARCADIA HOLDING		1,923.33
					Check Total:	20,287.19
23958	11/27/2023	Water Enterprise Fund	Special Departmental Expense	THE THOMAS WILKINS COMPANY		1,500.00
					Check Total:	1,500.00
23959	11/27/2023	General Fund	Special Departmental Expense	TLC POSTAL CENTER		1,631.25
23959	11/27/2023	General Fund	Special Departmental Expense	TLC POSTAL CENTER		48.94
					Check Total:	1,680.19
23960	11/27/2023	Internal Service Fund	Utilities	TRIPP SECURITY SYSTEMS		33.00
					Check Total:	33.00
23961	11/27/2023	General Fund	Rents & Leases	TYLER TECHNOLOGIES, INC.		2,455.98
					Check Total:	2,455.98
23962	11/27/2023	General Fund	Rents & Leases	U.S. BANK EQUIPMENT FINANCE		156.94
					Check Total:	156.94
23963	11/27/2023	General Fund	Operations & Maintenance	UBEO WEST LLC		272.25
23963	11/27/2023	General Fund	Rents & Leases	UBEO WEST LLC		523.13
23963	11/27/2023	General Fund	Operations & Maintenance	UBEO WEST LLC		493.19
23963	11/27/2023	General Fund	Operations & Maintenance	UBEO WEST LLC		848.05
23963	11/27/2023	General Fund	Rents & Leases	UBEO WEST LLC		175.01
23963	11/27/2023	General Fund	Operations & Maintenance	UBEO WEST LLC		722.19
23963	11/27/2023	Water Enterprise Fund	Rents & Leases	UBEO WEST LLC		125.69

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
23963	11/27/2023	Water Enterprise Fund	Operations & Maintenance	UBEO WEST LLC		207.81
23963	11/27/2023	Sewer Enterprise Fund	Rents & Leases	UBEO WEST LLC		125.69
23963	11/27/2023	General Fund	Rents & Leases	UBEO WEST LLC		25.41
23963	11/27/2023	General Fund	Rents & Leases	UBEO WEST LLC		327.60
23963	11/27/2023	General Fund	Rents & Leases	UBEO WEST LLC		345.46
23963	11/27/2023	General Fund	Rents & Leases	UBEO WEST LLC		34.09
23963	11/27/2023	General Fund	Rents & Leases	UBEO WEST LLC		25.41
23963	11/27/2023	General Fund	Operations & Maintenance	UBEO WEST LLC		272.88
23963	11/27/2023	General Fund	Rents & Leases	UBEO WEST LLC		32.00
23963	11/27/2023	General Fund	Rents & Leases	UBEO WEST LLC		46.16
23963	11/27/2023	General Fund	Rents & Leases	UBEO WEST LLC		174.64
23963	11/27/2023	General Fund	Rents & Leases	UBEO WEST LLC		27.58
23963	11/27/2023	General Fund	Rents & Leases	UBEO WEST LLC		348.00
23963	11/27/2023	General Fund	Rents & Leases	UBEO WEST LLC		35.14
23963	11/27/2023	General Fund	Rents & Leases	UBEO WEST LLC		394.30
23963	11/27/2023	General Fund	Operations & Maintenance	UBEO WEST LLC		1,148.00
23963	11/27/2023	General Fund	Rents & Leases	UBEO WEST LLC		279.59
Check Total:						7,009.27
23964	11/27/2023	Employee Benefits Fund	Life Insurance	UNUM LIFE INSURANCE		1,661.93
23964	11/27/2023	Employee Benefits Fund	Disability Insurance	UNUM LIFE INSURANCE		3,156.01
23964	11/27/2023	Employee Benefits Fund	Disability Insurance	UNUM LIFE INSURANCE		585.22
Check Total:						5,403.16
23965	11/27/2023	General Fund	Parking Fines	IRENE VALDEZ		400.00
Check Total:						400.00
23966	11/27/2023	Internal Service Fund	Operations & Maintenance	VAN DE POL		13,267.91
23966	11/27/2023	Internal Service Fund	Operations & Maintenance	VAN DE POL		13,814.00
Check Total:						27,081.91
23967	11/27/2023	General Fund	Training	ROBERT VARGAS		275.24
Check Total:						275.24
23968	11/27/2023	General Fund	Communications	VERIZON WIRELESS		342.09
23968	11/27/2023	General Fund	Communications	VERIZON WIRELESS		760.20
23968	11/27/2023	General Fund	Communications	VERIZON WIRELESS		38.01
23968	11/27/2023	General Fund	Communications	VERIZON WIRELESS		51.63
23968	11/27/2023	Sewer Enterprise Fund	Special Departmental Expense	VERIZON WIRELESS		38.01
23968	11/27/2023	Sewer Enterprise Fund	Utilities	VERIZON WIRELESS		40.03
23968	11/27/2023	Internal Service Fund	Special Departmental Expense	VERIZON WIRELESS		40.01
23968	11/27/2023	Internal Service Fund	Utilities	VERIZON WIRELESS		80.02

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
					Check Total:	1,390.00
23969	11/27/2023	Internal Service Fund	Special Departmental Expense	WARD ENTERPRISES		9.03
23969	11/27/2023	Internal Service Fund	Special Departmental Expense	WARD ENTERPRISES		35.07
23969	11/27/2023	Internal Service Fund	Special Departmental Expense	WARD ENTERPRISES		42.09
					Check Total:	86.19
23970	11/27/2023	Water Enterprise Fund	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		16.28
23970	11/27/2023	General Fund	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		133.16
23970	11/27/2023	Water Fund Capital Replacement	Installation-New Water Meters	WATERFORD IRRIGATION SUPPLY, INC		70.27
23970	11/27/2023	Water Enterprise Fund	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		278.96
23970	11/27/2023	Water Fund Capital Replacement	Installation-New Water Meters	WATERFORD IRRIGATION SUPPLY, INC		5.43
23970	11/27/2023	Water Fund Capital Replacement	Installation-New Water Meters	WATERFORD IRRIGATION SUPPLY, INC		81.69
23970	11/27/2023	General Fund	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		89.03
					Check Total:	674.82
23971	11/27/2023	General Fund	Professional Services	WHALEN'S		375.00
					Check Total:	375.00
23972	11/27/2023	General Fund	Special Departmental Expense	WINTON HARDWARE		17.23
23972	11/27/2023	General Fund	Special Departmental Expense	WINTON HARDWARE		22.63
23972	11/27/2023	Internal Service Fund	Special Departmental Expense	WINTON HARDWARE		17.23
23972	11/27/2023	General Fund	Special Departmental Expense	WINTON HARDWARE		58.15
23972	11/27/2023	Gas Tax/Street Improvement	Special Departmental Expense	WINTON HARDWARE		7.10
					Check Total:	122.34
23973	11/27/2023	General Fund	Special Departmental Expense	WORK WELLNESS		629.00
					Check Total:	629.00
					Report Total:	601,749.73

Accounts Payable

Checks for Approval

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 Printed: 11/29/2023 - 1:52 PM

2 of 2
 WARRANT RUN



City of
Atwater
 Community Pride City Wide

750 Bellevue Road, Atwater CA 95301

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
23974	11/27/2023	Water Enterprise Fund	Accounts Payable	FELICIANO ARTEAGA		145.39
					Check Total:	145.39 ✓
23975	11/27/2023	Water Enterprise Fund	Accounts Payable	SARAH BELL		87.91
					Check Total:	87.91 ✓
23976	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	BIG LOTS #4754		327.17
					Check Total:	327.17 ✓
23977	11/27/2023	Water Enterprise Fund	Accounts Payable	C.W. BROWER INC		19.62
23977	11/27/2023	Sewer Enterprise Fund	Accounts Payable	C.W. BROWER INC		20.62
23977	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	C.W. BROWER INC		11.56
					Check Total:	51.80 ✓
23978	11/27/2023	Water Enterprise Fund	Accounts Payable	CASTLE ASSETS LLC		28.63
					Check Total:	28.63 ✓
23979	11/27/2023	Water Enterprise Fund	Accounts Payable	KEVIN COOPER		26.11
23979	11/27/2023	Sewer Enterprise Fund	Accounts Payable	KEVIN COOPER		27.44
23979	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	KEVIN COOPER		15.39
					Check Total:	68.94 ✓
23980	11/27/2023	Water Enterprise Fund	Accounts Payable	JOVANI DART-PORTER		45.65
23980	11/27/2023	Sewer Enterprise Fund	Accounts Payable	JOVANI DART-PORTER		47.98
23980	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	JOVANI DART-PORTER		26.90
					Check Total:	120.53 ✓
23981	11/27/2023	Water Enterprise Fund	Accounts Payable	LUKE NATHAN DE JESUS		44.92
23981	11/27/2023	General Fund	Accounts Payable	LUKE NATHAN DE JESUS		2.00
					Check Total:	46.92 ✓
23982	11/27/2023	General Fund	Accounts Payable	LYALLA DIAS		2.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
23982	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	LYALLA DIAS		27.41
					Check Total:	29.41 ✓
23983	11/27/2023	General Fund	Accounts Payable	GROCERY OUTLET OF ATWATER		2.00
23983	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	GROCERY OUTLET OF ATWATER		431.05
					Check Total:	433.05 ✓
23984	11/27/2023	Water Enterprise Fund	Accounts Payable	FLOR GUTIERREZ-VILLAFAN		166.23
					Check Total:	166.23 ✓
23985	11/27/2023	Water Enterprise Fund	Accounts Payable	ROGER IMBROGNO		10.90
23985	11/27/2023	Sewer Enterprise Fund	Accounts Payable	ROGER IMBROGNO		11.46
23985	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	ROGER IMBROGNO		6.42
					Check Total:	28.78 ✓
23986	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	PETER KOCH		152.47
					Check Total:	152.47 ✓
23987	11/27/2023	General Fund	Accounts Payable	LA SONRISA INCOME TAX		2.00
23987	11/27/2023	Water Enterprise Fund	Accounts Payable	LA SONRISA INCOME TAX		70.74
					Check Total:	72.74 ✓
23988	11/27/2023	Water Enterprise Fund	Accounts Payable	MAYRA MARTINEZ		170.59
23988	11/27/2023	Sewer Enterprise Fund	Accounts Payable	MAYRA MARTINEZ		4.58
23988	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	MAYRA MARTINEZ		2.57
					Check Total:	177.74 ✓
23989	11/27/2023	Water Enterprise Fund	Accounts Payable	NANCY MORENO		158.29
					Check Total:	158.29 ✓
23990	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	JESUS NAVA		406.35
					Check Total:	406.35 ✓
23991	11/27/2023	Water Enterprise Fund	Accounts Payable	LUZ ONOFRE		28.09
23991	11/27/2023	Sewer Enterprise Fund	Accounts Payable	LUZ ONOFRE		29.51
23991	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	LUZ ONOFRE		16.55
					Check Total:	74.15 ✓
23992	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	ORIENT MARKET		94.99
23992	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	ORIENT MARKET		22.65

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
					Check Total:	117.64
23993	11/27/2023	Water Enterprise Fund	Accounts Payable	RAFAEL ORNELAS		36.88
23993	11/27/2023	Sewer Enterprise Fund	Accounts Payable	RAFAEL ORNELAS		43.80
23993	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	RAFAEL ORNELAS		24.56
					Check Total:	105.24
23994	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	CAMILLA PASSADORI		120.68
					Check Total:	120.68
23995	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	GABRIEL PEREZ		57.55
					Check Total:	57.55
23996	11/27/2023	Water Enterprise Fund	Accounts Payable	MARIA ROMERO-MUNOZ		166.23
					Check Total:	166.23
23997	11/27/2023	Water Enterprise Fund	Accounts Payable	NAI SAECHAO		151.93
23997	11/27/2023	Sewer Enterprise Fund	Accounts Payable	NAI SAECHAO		6.87
23997	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	NAI SAECHAO		3.85
					Check Total:	162.65
23998	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	THREE HABITAT CONSULTING		117.35
					Check Total:	117.35
23999	11/27/2023	Water Enterprise Fund	Accounts Payable	JENNA WEBB		32.70
23999	11/27/2023	Sewer Enterprise Fund	Accounts Payable	JENNA WEBB		34.36
23999	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	JENNA WEBB		19.27
					Check Total:	86.33
24000	11/27/2023	Water Enterprise Fund	Accounts Payable	WISDOM PROPERTY MANAGEMENT		23.98
24000	11/27/2023	Sewer Enterprise Fund	Accounts Payable	WISDOM PROPERTY MANAGEMENT		25.20
24000	11/27/2023	Sanitation Enterprise Fund	Accounts Payable	WISDOM PROPERTY MANAGEMENT		14.13
					Check Total:	63.31
24001	11/27/2023	Water Enterprise Fund	Accounts Payable	CHAU WONG		128.55
					Check Total:	128.55
					Report Total:	3,702.03

Accounts Payable

Checks by Date - Detail by Check Date

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City of
Atwater
 Community Pride City Wide

750 Bellevue Road, Atwater CA 95301

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	CHA999	CHASE	11/27/2023	
	1132023	San Diego Convention Center		18.32
	1132023	Ford		19.20
	1132023	Dollar Tree		27.29
	1132023	Ford		20.16
	1132023	The Deck		31.00
	1132023	Ford		24.00
	1132023	Lowe's		146.98
	1132023	Lowe's		184.63
	1132023	CA Peach Officers Association		125.00
	1132023	Walmart		91.35
	1132023	Foster Farms		48.08
	1132023	San Diego Convention Center		22.63
	1132023	United Airlines		548.39
	1132023	League of California (Lori Waterman)		675.00
	1132023	LexisNexis		98.25
	1132023	JAMS@209		38.72
	1132023	Double Tree		894.47
	1132023	Skechers		97.75
	1132023	Ford		25.91
	1132023	Lowe's		133.06
	1132023	Ford		29.75
	1132023	Savemart		37.60
	1132023	Hilton		28.62
	1132023	Google		12.00
	1132023	Curb LV Taxi		32.09
	1132023	Orchard Bar & Grill		54.81
	1132023	Ford		25.43
	1132023	SouthWest Airlines		202.96
	1132023	Ford		24.00
	1132023	Mister		14.00
	1132023	League of California (Lori Waterman)		50.00
	1132023	Ford		18.72
	1132023	CA Park Rec Society		1,900.00
	1132023	Golden West College		347.00
	1132023	Earl of Sandwhich		17.78
	1132023	Ford		34.56
	1132023	Ford		30.24
	1132023	League of California (Lori Waterman)		750.00
	1132023	Government Tax Seminars		495.00
	1132023	Alaska		197.80
	1132023	Roma D'italia		40.00
	1132023	Ford		24.00
	1132023	Clovis Cleaners		84.98
	1132023	Jantz Caf & Bakery		151.00
	1132023	Action Computers		75.76
	1132023	League of California (Brian Raymond)		675.00
	1132023	Dunkin' - Baskin-Robins'		9.38
	1132023	CSMFO		515.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1132023		Ford		28.32
1132023		Hilton		60.00
1132023		Adobe		19.99
1132023		AnyPromo		445.36
1132023		Panaderia Guadalajara		40.62
1132023		Ford		29.27
1132023		Hilton		1,714.40
1132023		Isabella's Bar & Grill		92.20
1132023		Ford		32.16
1132023		Frank Proctor Shooting		1,200.00
1132023		Ford		24.96
1132023		Shell		52.10
1132023		League of California (John Cale)		675.00
1132023		JAMS@209		57.03
1132023		Brooks Ranch Restaurant		82.86
1132023		Mister		22.00
1132023		San Diego Convention Center		20.47
1132023		Ford		14.87
1132023		League of California (Danny Ambriz)		675.00
1132023		JAMF		432.00
1132023		Stockton Metropolitan Airport		36.00
1132023		JAMS@209		75.00
1132023		United Airlines		13.00
1132023		Pressable		900.00
1132023		Vdara		722.45
1132023		Ford		28.32
1132023		Brooks Ranch Restaurant		80.00
1132023		Ford		24.96
1132023		Jantz Caf & Bakery		50.00
1132023		Almond Tree		90.00
1132023		CA Park Rec Society		120.00
1132023		Golden West College		347.00
Total for this ACH Check for Vendor CHA999:				17,353.01
Total for 11/27/2023:				17,353.01
Report Total (1 checks):				17,353.01

WARRANTS SUMMARY FOR DECEMBER 11 2023

TOTAL OF WARRANTS (FROM WARRANT REPORT)
PREWRITTENS INCLUDED IN THIS WARRANT RUN

\$	944,866.25
\$	-

ADDITIONAL WARRANTS (THESE AMOUNTS ARE **NOT** INCLUDED IN TOTAL WARRANTS)

DATE	DESCRIPTION	AMOUNT
12/5/2023	State Disbursement - Child Support	\$ 323.06
12/5/2023	PERS Retirement EFT 11/9/23 - 11/22/23	\$ 58,043.12
11/29/2023	Retiree Medical Reimbursement - December 2023	\$ 34,774.34

TOTAL ADDITIONAL WARRANTS

\$ 93,140.52

GRAND TOTAL OF WARRANTS PAID

\$	93,140.52
\$	1,038,006.77

INFORMATIONAL ONLY (INCLUDED IN THE TOTAL WARRANTS TOTAL)

DATE	DESCRIPTION	AMOUNT
12/5/2023	Net Payroll	\$ 452,433.58
12/5/2023	Federal Taxes	\$ 98,127.54
12/5/2023	State Taxes	\$ 14,696.83
	Payroll Deductions	

\$ 565,257.95

TOTAL INFORMATIONAL WARRANTS

\$ 565,257.95

CITY TREASURER

Accounts Payable

Checks for Approval

Prewritten



City of
Atwater
Community Pride City Wide

750 Bellevue Road, Atwater CA 95301

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
24002	11/30/2023	General Fund	Training	THE GUSTINE POLICE DEPARTMENT		700.00
				Check Total:		700.00
24003	12/07/2023	Water Enterprise Fund	Professional Services	BEST BEST & KRIEGER		777.60
24003	12/07/2023	General Fund	Professional Services	BEST BEST & KRIEGER		19,773.14
24003	12/07/2023	Sewer Enterprise Fund	Professional Services	BEST BEST & KRIEGER		256.00
24003	12/07/2023	Risk Management Fund	Professional Services	BEST BEST & KRIEGER		8,244.80
24003	12/07/2023	General Fund	Professional Services	BEST BEST & KRIEGER		403.00
				Check Total:		29,454.54
				Report Total:		30,154.54

NOTE:

Check 24002 is a reissue of check 23791 (11/13/23 WR)
Original check was issued to incorrect vendor. Vendor returned original check to Finance Department.

Check 24003 is a reissue of check 23733 (11/13/23 WR)
Original check was mailed to incorrect address. Vender never received original check.
Stop payment issued on original check 23733.

Accounts Payable

Checks for Approval

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City of
Atwater
 Community Pride City Wide

750 Bellevue Road, Atwater CA 95301

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
0	12/11/2023	Sewer Enterprise Fund	Cash with Fiscal Agent	THE BANK OF NEW YORK MELLON		88,750.00
0	12/11/2023	Sewer Enterprise Fund	Cash with Fiscal Agent	THE BANK OF NEW YORK MELLON		57,500.00
0	12/11/2023	Sewer Enterprise Fund	Cash with Fiscal Agent	THE BANK OF NEW YORK MELLON		37,830.73
0	12/11/2023	Sewer Enterprise Fund	Cash with Fiscal Agent	THE BANK OF NEW YORK MELLON		187,090.63
Check Total:						371,171.36
24004	12/11/2023	Water Enterprise Fund	Professional Services	ABS DIRECT INC		34.57
24004	12/11/2023	Sewer Enterprise Fund	Professional Services	ABS DIRECT INC		34.57
24004	12/11/2023	Sanitation Enterprise Fund	Professional Services	ABS DIRECT INC		34.56
24004	12/11/2023	Water Enterprise Fund	Professional Services	ABS DIRECT INC		937.26
24004	12/11/2023	Sewer Enterprise Fund	Professional Services	ABS DIRECT INC		937.26
24004	12/11/2023	Sanitation Enterprise Fund	Professional Services	ABS DIRECT INC		937.25
24004	12/11/2023	Water Enterprise Fund	Office Supplies	ABS DIRECT INC		1,333.33
24004	12/11/2023	Sewer Enterprise Fund	Office Supplies	ABS DIRECT INC		1,333.33
24004	12/11/2023	Sanitation Enterprise Fund	Office Supplies	ABS DIRECT INC		1,333.34
Check Total:						6,915.47
24005	12/11/2023	Water Enterprise Fund	Special Departmental Expense	ALL-PHASE ELECTRIC		29.62
24005	12/11/2023	General Fund	Special Departmental Expense	ALL-PHASE ELECTRIC		836.43
24005	12/11/2023	Water Enterprise Fund	Special Departmental Expense	ALL-PHASE ELECTRIC		358.17
24005	12/11/2023	Water Enterprise Fund	Special Departmental Expense	ALL-PHASE ELECTRIC		43.65
24005	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	ALL-PHASE ELECTRIC		102.36
Check Total:						1,370.23
24006	12/11/2023	Internal Service Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		-102.31
24006	12/11/2023	Internal Service Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		-87.54
24006	12/11/2023	General Fund	Office Supplies	AMAZON CAPITAL SERVICES		-46.21
24006	12/11/2023	Internal Service Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		-215.32
24006	12/11/2023	General Fund	Office Supplies	AMAZON CAPITAL SERVICES		57.20
24006	12/11/2023	Information Technology Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		18.81
24006	12/11/2023	Water Enterprise Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		49.04
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		36.96
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		69.20

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
24006	12/11/2023	General Fund	Office Supplies	AMAZON CAPITAL SERVICES		46.21
24006	12/11/2023	General Fund	Office Supplies	AMAZON CAPITAL SERVICES		46.21
24006	12/11/2023	Information Technology Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		13.30
24006	12/11/2023	Information Technology Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		18.00
24006	12/11/2023	Information Technology Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		63.45
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		12.95
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		25.22
24006	12/11/2023	General Fund	Office Supplies	AMAZON CAPITAL SERVICES		10.65
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		13.91
24006	12/11/2023	General Fund	Miscellaneous	AMAZON CAPITAL SERVICES		28.26
24006	12/11/2023	General Fund	Office Supplies	AMAZON CAPITAL SERVICES		9.78
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		48.93
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		113.76
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		274.59
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		186.11
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		68.50
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		82.63
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		139.20
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		1,689.10
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		391.40
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		230.52
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		230.52
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		77.19
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		82.88
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		59.16
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		17.39
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		48.84
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		15.19
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		28.81
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		86.86
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		50.92
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		61.42
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		66.25
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		9.73
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		59.78
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		9.22
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		137.02
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		158.91
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		52.64
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		146.47
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		154.40
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		107.41
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		68.51
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		16.96

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		58.16
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		22.81
24006	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	AMAZON CAPITAL SERVICES		120.87
24006	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	AMAZON CAPITAL SERVICES		199.43
24006	12/11/2023	Internal Service Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		38.04
24006	12/11/2023	Internal Service Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		22.83
24006	12/11/2023	Internal Service Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		39.68
24006	12/11/2023	Information Technology Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		86.99
24006	12/11/2023	Information Technology Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		506.82
24006	12/11/2023	Information Technology Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		292.72
24006	12/11/2023	Information Technology Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		17.04
24006	12/11/2023	Information Technology Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		407.79
24006	12/11/2023	Information Technology Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		217.49
24006	12/11/2023	Information Technology Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		63.04
24006	12/11/2023	Information Technology Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		86.99
24006	12/11/2023	Information Technology Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		144.13
24006	12/11/2023	Internal Service Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		-87.54
24006	12/11/2023	General Fund	Office Supplies	AMAZON CAPITAL SERVICES		-202.09
24006	12/11/2023	General Fund	Various Classes	AMAZON CAPITAL SERVICES		-34.40
24006	12/11/2023	Internal Service Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		-102.31
24006	12/11/2023	Internal Service Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		-87.54
24006	12/11/2023	General Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		-18.48
24006	12/11/2023	Internal Service Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		-322.98
24006	12/11/2023	Internal Service Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		-87.54
24006	12/11/2023	General Fund	Office Supplies	AMAZON CAPITAL SERVICES		-46.21
24006	12/11/2023	Internal Service Fund	Special Departmental Expense	AMAZON CAPITAL SERVICES		-87.54
Check Total:						6,287.19
24007	12/11/2023	General Fund	Communications	AT&T		1,628.70
24007	12/11/2023	General Fund	Communications	AT&T		44.87
Check Total:						1,673.57
24008	12/11/2023	Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		3,480.23
24008	12/11/2023	Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		1,651.93
24008	12/11/2023	Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		403.48
24008	12/11/2023	Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		3,931.90
24008	12/11/2023	Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		4,085.97
24008	12/11/2023	Employee Benefits Fund	Dental Insurance	BENEFIT COORDINATORS CORPORATION (BC		2,621.40
Check Total:						16,174.91
24009	12/11/2023	General Fund	Professional Services	BEST BEST & KRIEGER		31,532.83
24009	12/11/2023	Water Enterprise Fund	Professional Services	BEST BEST & KRIEGER		2,867.50
24009	12/11/2023	Sewer Enterprise Fund	Professional Services	BEST BEST & KRIEGER		126.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
24009	12/11/2023	Risk Management Fund	Professional Services	BEST BEST & KRIEGER		2,050.46
					Check Total:	36,576.79
24010	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	BIG CREEK LUMBER COMPANY		48.10
24010	12/11/2023	General Fund	Special Departmental Expense	BIG CREEK LUMBER COMPANY		9.68
24010	12/11/2023	Internal Service Fund	Special Departmental Expense	BIG CREEK LUMBER COMPANY		38.76
24010	12/11/2023	Sewer Enterprise Fund	Special Departmental Expense	BIG CREEK LUMBER COMPANY		50.10
					Check Total:	146.64
24011	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	BOOT BARN		200.00
24011	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	BOOT BARN		195.74
24011	12/11/2023	General Fund	Special Departmental Expense	BOOT BARN		200.00
24011	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	BOOT BARN		200.00
					Check Total:	795.74
24012	12/11/2023	General Fund	Professional Services	BOVEE ENVIRONMENTAL MANAGEMENT INC		925.00
					Check Total:	925.00
24013	12/11/2023	Internal Service Fund	Special Departmental Expense	BRADY INDUSTRIES		72.98
24013	12/11/2023	Internal Service Fund	Special Departmental Expense	BRADY INDUSTRIES		321.06
					Check Total:	394.04
24014	12/11/2023	Sewer Enterprise Fund	Professional Services	BSK ASSOCIATES		3,163.75
24014	12/11/2023	Water Enterprise Fund	Professional Services	BSK ASSOCIATES		204.00
24014	12/11/2023	Water Enterprise Fund	Professional Services	BSK ASSOCIATES		76.50
24014	12/11/2023	Water Enterprise Fund	Professional Services	BSK ASSOCIATES		127.50
24014	12/11/2023	Water Enterprise Fund	Professional Services	BSK ASSOCIATES		96.75
24014	12/11/2023	Water Enterprise Fund	Professional Services	BSK ASSOCIATES		102.00
24014	12/11/2023	1,2,3-TCP Fund	Professional Services	BSK ASSOCIATES		237.38
24014	12/11/2023	1,2,3-TCP Fund	Professional Services	BSK ASSOCIATES		952.50
24014	12/11/2023	1,2,3-TCP Fund	Professional Services	BSK ASSOCIATES		2,476.50
					Check Total:	7,436.88
24015	12/11/2023	1,2,3-TCP Fund	Professional Services	CALGON CARBON		125,319.00
					Check Total:	125,319.00
24016	12/11/2023	General Fund	Community Center Deposits	DULCE CALVILLO		210.00
24016	12/11/2023	General Fund	Community Center Deposits	DULCE CALVILLO		350.00
					Check Total:	560.00
24017	12/11/2023	Water Enterprise Fund	Special Departmental Expense	CAPITAL RUBBER & GASKET INC		233.81

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
					Check Total:	233.81
24018	12/11/2023	Internal Service Fund	Special Departmental Expense	CENTRAL VALLEY FIRE PROTECTION INC		3,309.14
24018	12/11/2023	Internal Service Fund	Professional Services	CENTRAL VALLEY FIRE PROTECTION INC		1,625.00
					Check Total:	4,934.14
24019	12/11/2023	Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		13.62
24019	12/11/2023	Internal Service Fund	Special Departmental Expense	CINTAS CORP		28.45
24019	12/11/2023	Internal Service Fund	Uniform & Clothing Expense	CINTAS CORP		18.47
24019	12/11/2023	General Fund	Uniform & Clothing Expense	CINTAS CORP		39.04
24019	12/11/2023	Gas Tax/Street Improvement	Uniform & Clothing Expense	CINTAS CORP		39.69
24019	12/11/2023	Sewer Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		76.49
24019	12/11/2023	Water Enterprise Fund	Uniform & Clothing Expense	CINTAS CORP		82.02
					Check Total:	297.78
24020	12/11/2023	General Fund	Travel/Conferences/Meetings	CITY OF MANTECA		98.82
					Check Total:	98.82
24021	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	CONSOLIDATED ELECTRICAL DISTRIBUTORS		131.42
					Check Total:	131.42
24022	12/11/2023	General Fund	Professional Services	COVANTA ENVIRONMENTAL SOLUTIONS LLC		401.10
					Check Total:	401.10
24023	12/11/2023	General Fund	Memberships & Subscriptions	CPRS		700.00
					Check Total:	700.00
24024	12/11/2023	General Fund	Inspection Fees	CSG CONSULTANTS, INC.		4,200.00
24024	12/11/2023	General Fund	Plan Check Fees	CSG CONSULTANTS, INC.		2,625.00
24024	12/11/2023	General Fund	Plan Check Fees	CSG CONSULTANTS, INC.		5,175.00
24024	12/11/2023	General Fund	Inspection Fees	CSG CONSULTANTS, INC.		5,287.50
24024	12/11/2023	General Fund	Inspection Fees	CSG CONSULTANTS, INC.		5,925.00
24024	12/11/2023	General Fund	Plan Check Fees	CSG CONSULTANTS, INC.		225.00
24024	12/11/2023	General Fund	Inspection Fees	CSG CONSULTANTS, INC.		3,750.00
24024	12/11/2023	General Fund	Plan Check Fees	CSG CONSULTANTS, INC.		3,150.00
24024	12/11/2023	General Fund	Plan Check Fees	CSG CONSULTANTS, INC.		2,955.37
24024	12/11/2023	General Fund	Plan Check Fees	CSG CONSULTANTS, INC.		7,139.13
24024	12/11/2023	General Fund	Plan Check Fees	CSG CONSULTANTS, INC.		771.00
24024	12/11/2023	General Fund	Plan Check Fees	CSG CONSULTANTS, INC.		4,782.93
24024	12/11/2023	General Fund	Plan Check Fees	CSG CONSULTANTS, INC.		112.00
24024	12/11/2023	General Fund	Plan Check Fees	CSG CONSULTANTS, INC.		112.00
24024	12/11/2023	General Fund	Plan Check Fees	CSG CONSULTANTS, INC.		135.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
					Check Total:	46,344.93
24025	12/11/2023	Information Technology Fund	Professional Services	DATA PATH		7,850.00
24025	12/11/2023	Information Technology Fund	Memberships & Subscriptions	DATA PATH		1,089.00
24025	12/11/2023	Information Technology Fund	Memberships & Subscriptions	DATA PATH		730.00
24025	12/11/2023	Information Technology Fund	Memberships & Subscriptions	DATA PATH		830.00
24025	12/11/2023	Information Technology Fund	Memberships & Subscriptions	DATA PATH		2,583.00
24025	12/11/2023	Information Technology Fund	Memberships & Subscriptions	DATA PATH		2,617.50
					Check Total:	15,699.50
24026	12/11/2023	General Plan Update Fund	Professional Services	DE NOVO PLANNING GROUP		33,421.25
					Check Total:	33,421.25
24027	12/11/2023	Internal Service Fund	Operations & Maintenance	DELRAY TIRE		1,312.60
24027	12/11/2023	Internal Service Fund	Professional Services	DELRAY TIRE		185.45
24027	12/11/2023	Internal Service Fund	Operations & Maintenance	DELRAY TIRE		594.37
24027	12/11/2023	Internal Service Fund	Professional Services	DELRAY TIRE		191.85
24027	12/11/2023	Internal Service Fund	Operations & Maintenance	DELRAY TIRE		16.30
					Check Total:	2,300.57
24028	12/11/2023	General Fund	Office Supplies	FEDEX		30.93
24028	12/11/2023	General Fund	Office Supplies	FEDEX		44.31
24028	12/11/2023	General Fund	Office Supplies	FEDEX		168.10
24028	12/11/2023	General Fund	Office Supplies	FEDEX		88.09
24028	12/11/2023	General Fund	Office Supplies	FEDEX		43.84
24028	12/11/2023	General Fund	Office Supplies	FEDEX		44.39
24028	12/11/2023	General Fund	Special Departmental Expense	FEDEX		55.21
24028	12/11/2023	Water Enterprise Fund	Special Departmental Expense	FEDEX		14.66
24028	12/11/2023	Internal Service Fund	Operations & Maintenance	FEDEX		13.08
24028	12/11/2023	General Fund	Office Supplies	FEDEX		48.27
					Check Total:	550.88
24029	12/11/2023	Water Enterprise Fund	Special Departmental Expense	FERGUSON WATERWORKS #1423		102.66
24029	12/11/2023	Water Enterprise Fund	Special Departmental Expense	FERGUSON WATERWORKS #1423		51.33
24029	12/11/2023	Water Fund Capital Replacement	Installation-New Water Meters	FERGUSON WATERWORKS #1423		2,552.86
24029	12/11/2023	Water Fund Capital Replacement	Installation-New Water Meters	FERGUSON WATERWORKS #1423		3,600.78
24029	12/11/2023	Water Fund Capital Replacement	Installation-New Water Meters	FERGUSON WATERWORKS #1423		16.48
24029	12/11/2023	Water Fund Capital Replacement	Installation-New Water Meters	FERGUSON WATERWORKS #1423		400.35
					Check Total:	6,724.46
24030	12/11/2023	General Fund	Special Departmental Expense	FIRE BY TRADE LLC		232.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
					Check Total:	232.00
24031	12/11/2023	ARPA-American Rescue Plan Act	Police Dept Remodel/Rehab	FORD MOTOR COMPANY		11,085.98
					Check Total:	11,085.98
24032	12/11/2023	Water Enterprise Fund	Special Departmental Expense	GRAINGER		770.31
					Check Total:	770.31
24033	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	HORIZON		126.93
					Check Total:	126.93
24034	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	JAM SERVICES INC		445.88
					Check Total:	445.88
24035	12/11/2023	Internal Service Fund	Professional Services	JANI TEK CLEANING SOLUTIONS		11,693.00
					Check Total:	11,693.00
24036	12/11/2023	General Fund	Training	KEN LEE		138.82
24036	12/11/2023	Internal Service Fund	Operations & Maintenance	KEN LEE		265.54
					Check Total:	404.36
24037	12/11/2023	General Fund	Miscellaneous	LOOMIS		792.54
					Check Total:	792.54
24038	12/11/2023	General Fund	Special Departmental Expense	LOPES SEPTIC & PUMPING		150.00
					Check Total:	150.00
24039	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	MC REGIONAL WASTE MGMT. AUTH.		95.25
24039	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	MC REGIONAL WASTE MGMT. AUTH.		62.85
24039	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	MC REGIONAL WASTE MGMT. AUTH.		42.72
24039	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	MC REGIONAL WASTE MGMT. AUTH.		64.84
24039	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	MC REGIONAL WASTE MGMT. AUTH.		87.66
24039	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	MC REGIONAL WASTE MGMT. AUTH.		99.88
24039	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	MC REGIONAL WASTE MGMT. AUTH.		92.13
					Check Total:	545.33
24040	12/11/2023	Internal Service Fund	Operations & Maintenance	MCAULEY MOTORS		67.68
					Check Total:	67.68
24041	12/11/2023	General Fund	Printing & Advertising	MCCLATCHY COMPANY LLC		125.68
24041	12/11/2023	General Fund	Printing & Advertising	MCCLATCHY COMPANY LLC		131.26

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
					Check Total:	256.94 ✓
24042	12/11/2023	Internal Service Fund	Operations & Maintenance	MERCED CHEVROLET		47.74
					Check Total:	47.74 ✓
24043	12/11/2023	General Fund	Utilities	MERCED IRRIGATION DISTRICT		808.86
24043	12/11/2023	Gas Tax/Street Improvement	Utilities	MERCED IRRIGATION DISTRICT		923.28
24043	12/11/2023	Price Annexation LD	Utilities	MERCED IRRIGATION DISTRICT		225.66
24043	12/11/2023	Price Annexation LMA	Utilities	MERCED IRRIGATION DISTRICT		117.02
24043	12/11/2023	Mello Ranch LD	Utilities	MERCED IRRIGATION DISTRICT		525.79
24043	12/11/2023	Mello Ranch LNDSCP	Utilities	MERCED IRRIGATION DISTRICT		61.39
24043	12/11/2023	Camellia Estates LD	Utilities	MERCED IRRIGATION DISTRICT		75.21
24043	12/11/2023	Juniper Meadows LD	Utilities	MERCED IRRIGATION DISTRICT		37.63
24043	12/11/2023	Camellia Meadows LD	Utilities	MERCED IRRIGATION DISTRICT		75.21
24043	12/11/2023	Stone Creek LD	Utilities	MERCED IRRIGATION DISTRICT		338.09
24043	12/11/2023	Stone Creek LNDSCP	Utilities	MERCED IRRIGATION DISTRICT		20.46
24043	12/11/2023	America West LD	Utilities	MERCED IRRIGATION DISTRICT		166.77
24043	12/11/2023	Bell Crossing LD	Utilities	MERCED IRRIGATION DISTRICT		369.97
24043	12/11/2023	Bell Crossing LNDSCP	Utilities	MERCED IRRIGATION DISTRICT		20.46
24043	12/11/2023	Atwater South LD	Utilities	MERCED IRRIGATION DISTRICT		464.32
24043	12/11/2023	Mello Ranch 2 LD	Utilities	MERCED IRRIGATION DISTRICT		714.16
24043	12/11/2023	Meadow View LD	Utilities	MERCED IRRIGATION DISTRICT		601.06
24043	12/11/2023	Aspenwood LD	Utilities	MERCED IRRIGATION DISTRICT		265.53
24043	12/11/2023	Applegate Ranch LD	Utilities	MERCED IRRIGATION DISTRICT		389.40
24043	12/11/2023	Applegate Ranch Lndscp	Utilities	MERCED IRRIGATION DISTRICT		20.46
24043	12/11/2023	Water Enterprise Fund	Utilities	MERCED IRRIGATION DISTRICT		416.70
24043	12/11/2023	Sewer Enterprise Fund	Utilities	MERCED IRRIGATION DISTRICT		693.69
24043	12/11/2023	Sewer Enterprise Fund	Utilities	MERCED IRRIGATION DISTRICT		6,261.45
					Check Total:	13,592.57 ✓
24044	12/11/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		342.55
24044	12/11/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		345.75
24044	12/11/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		270.00
24044	12/11/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		205.50
24044	12/11/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		125.35
24044	12/11/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		65.57
24044	12/11/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		9.19
24044	12/11/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		37.69
24044	12/11/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		21.52
24044	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	O'REILLY AUTO PARTS		53.24
24044	12/11/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		330.23
24044	12/11/2023	Internal Service Fund	Operations & Maintenance	O'REILLY AUTO PARTS		1.82
24044	12/11/2023	Sewer Enterprise Fund	Special Departmental Expense	O'REILLY AUTO PARTS		55.83

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
24044	12/11/2023	Sewer Enterprise Fund	Special Departmental Expense	O'REILLY AUTO PARTS		61.69
					Check Total:	1,925.93
24045	12/11/2023	General Fund	Utilities	PACIFIC GAS & ELECTRIC		84.34
24045	12/11/2023	Gas Tax/Street Improvement	Utilities	PACIFIC GAS & ELECTRIC		62.98
24045	12/11/2023	Water Enterprise Fund	Utilities	PACIFIC GAS & ELECTRIC		31,444.75
					Check Total:	31,592.07
24046	12/11/2023	General Fund	Community Center Deposits	AUDREY PLASCENCIA		350.00
24046	12/11/2023	General Fund	Community Center Deposits	AUDREY PLASCENCIA		210.00
					Check Total:	560.00
24047	12/11/2023	General Fund	Professional Services	PRECISION CIVIL ENGINEERING, INC.		6,410.00
24047	12/11/2023	Water Fund Capital Replacement	Property Acq.-Future Well Site	PRECISION CIVIL ENGINEERING, INC.		1,232.50
24047	12/11/2023	General Fund Capital	Phase 3 Ped Imp Proj Downtown	PRECISION CIVIL ENGINEERING, INC.		8,428.06
24047	12/11/2023	Measure V 20% AlternativeModes	Phase 3 Ped Imp Proj Downtown	PRECISION CIVIL ENGINEERING, INC.		1,091.94
					Check Total:	17,162.50
24048	12/11/2023	General Fund	Special Departmental Expense	PRESTON'S LOCK & KEY		13.05
					Check Total:	13.05
24049	12/11/2023	General Fund Capital	Phase 4 Ped Imp Proj Downtown	PROVOST & PRITCHARD CONSULTING GROU		4,667.76
24049	12/11/2023	Measure V 20% AlternativeModes	Phase 4 Ped Imp Proj Downtown	PROVOST & PRITCHARD CONSULTING GROU		604.76
24049	12/11/2023	General Fund Capital	Phase 4 Ped Imp Proj Downtown	PROVOST & PRITCHARD CONSULTING GROU		1,686.90
24049	12/11/2023	Measure V 20% AlternativeModes	Phase 4 Ped Imp Proj Downtown	PROVOST & PRITCHARD CONSULTING GROU		218.56
24049	12/11/2023	Water Fund Capital Replacement	Well #20A Rehab	PROVOST & PRITCHARD CONSULTING GROU		950.90
24049	12/11/2023	Water Fund Capital Replacement	Canal Creek Utility Crossing	PROVOST & PRITCHARD CONSULTING GROU		4,707.50
24049	12/11/2023	Sewer Enterprise Fund	Canal Creek Utility Crossing	PROVOST & PRITCHARD CONSULTING GROU		4,707.50
					Check Total:	17,543.88
24050	12/11/2023	Sewer Enterprise Fund	Sewer Lift Station Imprvmnts	QUAD KNOPF		1,890.30
					Check Total:	1,890.30
24051	12/11/2023	General Fund	Office Supplies	QUADIENT, INC.		114.00
					Check Total:	114.00
24052	12/11/2023	Section 125 Medical	Deposits Section 125	STEPHANIE RUIZ		948.01
					Check Total:	948.01
24053	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	SAFE-T-LITE		491.32

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
					Check Total:	491.32
24054	12/11/2023	General Fund	Training	CHRISTOPHER SALAZAR		165.63
					Check Total:	165.63
24055	12/11/2023	General Fund	Community Center Deposits	SAUL SALAZAR		210.00
					Check Total:	210.00
24056	12/11/2023	General Fund	Community Center Deposits	YAQUELIN SANDOVAL		210.00
24056	12/11/2023	General Fund	Community Center Deposits	YAQUELIN SANDOVAL		350.00
					Check Total:	560.00
24057	12/11/2023	Local Transportation Fund	Project Retention	ST FRANCIS ELECTRIC		-696.52
24057	12/11/2023	Local Transportation Fund	Atwater Blvd & First St Signal	ST FRANCIS ELECTRIC		13,930.43
24057	12/11/2023	RSTP-Regional Surf Transp Prog	Project Retention	ST FRANCIS ELECTRIC		-126.70
24057	12/11/2023	RSTP-Regional Surf Transp Prog	Atwater Blvd & First St Signal	ST FRANCIS ELECTRIC		2,533.94
					Check Total:	15,641.15
24058	12/11/2023	General Fund	Office Supplies	STAPLES		85.47
					Check Total:	85.47
24059	12/11/2023	Water Enterprise Fund	Special Departmental Expense	SUPERIOR POOL PRODUCTS LLC		1,504.56
24059	12/11/2023	Water Enterprise Fund	Special Departmental Expense	SUPERIOR POOL PRODUCTS LLC		1,271.56
24059	12/11/2023	Water Enterprise Fund	Special Departmental Expense	SUPERIOR POOL PRODUCTS LLC		988.43
24059	12/11/2023	Water Enterprise Fund	Special Departmental Expense	SUPERIOR POOL PRODUCTS LLC		1,782.94
					Check Total:	5,547.49
24060	12/11/2023	Internal Service Fund	Special Departmental Expense	TANGRAM TECHNOLOGY		9.22
					Check Total:	9.22
24061	12/11/2023	General Fund	Special Departmental Expense	THE PIN CENTER		398.50
					Check Total:	398.50
24062	12/11/2023	General Fund	Special Departmental Expense	TLC POSTAL CENTER		43.50
					Check Total:	43.50
24063	12/11/2023	General Fund	Rents & Leases	UBEO WEST LLC		327.57
24063	12/11/2023	General Fund	Rents & Leases	UBEO WEST LLC		25.38
24063	12/11/2023	General Fund	Rents & Leases	UBEO WEST LLC		34.06
24063	12/11/2023	General Fund	Rents & Leases	UBEO WEST LLC		25.38
24063	12/11/2023	General Fund	Rents & Leases	UBEO WEST LLC		345.44

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
24063	12/11/2023	General Fund	Rents & Leases	UBEO WEST LLC		31.97
24063	12/11/2023	General Fund	Rents & Leases	UBEO WEST LLC		46.12
24063	12/11/2023	General Fund	Rents & Leases	UBEO WEST LLC		523.11
24063	12/11/2023	General Fund	Rents & Leases	UBEO WEST LLC		35.10
24063	12/11/2023	General Fund	Rents & Leases	UBEO WEST LLC		347.98
24063	12/11/2023	General Fund	Rents & Leases	UBEO WEST LLC		27.54
24063	12/11/2023	General Fund	Rents & Leases	UBEO WEST LLC		174.62
24063	12/11/2023	General Fund	Rents & Leases	UBEO WEST LLC		174.99
24063	12/11/2023	General Fund	Rents & Leases	UBEO WEST LLC		394.28
24063	12/11/2023	General Fund	Rents & Leases	UBEO WEST LLC		279.56
24063	12/11/2023	Water Enterprise Fund	Rents & Leases	UBEO WEST LLC		125.67
24063	12/11/2023	Sewer Enterprise Fund	Rents & Leases	UBEO WEST LLC		125.67
Check Total:						3,044.44
24064	12/11/2023	ARPA-American Rescue Plan Act	Project Retention	UNITED PAVEMENT MAINTENANCE INC		-4,200.86
24064	12/11/2023	ARPA-American Rescue Plan Act	First Street Overlay	UNITED PAVEMENT MAINTENANCE INC		84,017.16
Check Total:						79,816.30
24065	12/11/2023	Water Enterprise Fund	Professional Services	VALLEY UTILITIE CONSTRUCTION, INC.		1,000.00
Check Total:						1,000.00
24066	12/11/2023	General Fund	Communications	VERIZON WIRELESS		560.14
Check Total:						560.14
24067	12/11/2023	Employee Benefits Fund	Vision Insurance	VISION SERVICE PLAN (CA)		1,133.91
Check Total:						1,133.91
24068	12/11/2023	General Fund Capital	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		1,163.53
24068	12/11/2023	Measure V 20% AlternativeModes	Phase 2 Ped Imp Proj Downtown	VVH CONSULTING SERVICES		150.75
24068	12/11/2023	ARPA-American Rescue Plan Act	Cedar and First Parking Lot	VVH CONSULTING SERVICES		12,933.75
24068	12/11/2023	Local Transportation Fund	Atwater Blvd & First St Signal	VVH CONSULTING SERVICES		1,210.00
24068	12/11/2023	Sewer Enterprise Fund	Atwater Blvd Drainage Imprvmts	VVH CONSULTING SERVICES		2,200.00
24068	12/11/2023	Sewer Enterprise Fund	Eucalyptus/First Drainage Imp	VVH CONSULTING SERVICES		1,875.00
24068	12/11/2023	Local Transportation Fund	Atwater Blvd & First St Signal	VVH CONSULTING SERVICES		5,780.06
24068	12/11/2023	Sewer Enterprise Fund	Atwater Blvd Drainage Imprvmts	VVH CONSULTING SERVICES		4,950.00
24068	12/11/2023	Sewer Enterprise Fund	Eucalyptus/First Drainage Imp	VVH CONSULTING SERVICES		5,625.00
Check Total:						35,888.09
24069	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		19.55
24069	12/11/2023	General Fund	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		6.14
24069	12/11/2023	General Fund	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		8.21
24069	12/11/2023	Sewer Enterprise Fund	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		75.81

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
24069	12/11/2023	Water Fund Capital Replacement	Installation-New Water Meters	WATERFORD IRRIGATION SUPPLY, INC		2.07
24069	12/11/2023	General Fund	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		217.72
24069	12/11/2023	Water Fund Capital Replacement	Installation-New Water Meters	WATERFORD IRRIGATION SUPPLY, INC		106.97
24069	12/11/2023	General Fund	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		251.28
24069	12/11/2023	Water Fund Capital Replacement	Installation-New Water Meters	WATERFORD IRRIGATION SUPPLY, INC		29.79
24069	12/11/2023	Gas Tax/Street Improvement	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		1.49
24069	12/11/2023	Water Enterprise Fund	Special Departmental Expense	WATERFORD IRRIGATION SUPPLY, INC		5.58
Check Total:						724.61
Report Total:						944,866.25



CITY OF ATWATER

CITY COUNCIL

ACTION MINUTES

November 13, 2023

OPEN SESSION: (Council Chambers)

The City Council of the City of Atwater met in Open Session this date at 5:00 PM in the City Council Chambers located at the Atwater Civic Center, 750 Bellevue Road, Atwater, California; Mayor Nelson presiding.

ROLL CALL:

Present: City Council Members Cale, Raymond, Mayor Nelson
Absent: City Council Members Button and Ambriz
Staff Present: Deputy City Manager/Community Development Director Thompson, City Attorney Splendorio, Public Works Director Vinson, Administrative Assistant Peralta

CLOSED SESSION: (Conference Room A)

Conference with Legal Counsel - Existing Litigation - (Paragraph (1) of subdivision (d) of Section 54956.9): Name of case: In re: Aqueous Film- Forming Foams Products Liability Litigation, Case No. 2:18-mn-2873-RMG

Pursuant to Government Code Section 54956.8, Conference with Real Property Negotiations regarding property price and terms of payment. Agency Negotiators: Deputy City Manager/Community Development Director Thompson and City Manager Waterman. Negotiating Parties: Dr. Carlos Say, Mister Car Wash, City of Atwater

**Property Locations: APN 156-060-010
APN 156-060-011
APN 003-101-001**

Mayor Nelson invited public comment on Closed Session items.

No one came forward to speak.

Mayor Nelson adjourned the meeting to Conference Room A for Closed Session at 5:01 PM.

City Council Member Ambriz joined Closed Session in Conference Room A.

Closed Session was called to order at 5:07 PM.

Closed Session adjourned at 5:55 PM.

REGULAR SESSION: (Council Chambers)

The City Council of the City of Atwater met in Regular Session this date at 6:00 PM in the City Council Chambers located at the Atwater Civic Center, 750 Bellevue Road, Atwater, California; Mayor Nelson presiding.

INVOCATION:

The Invocation was led by Retired Master Sergeant John Davis.

PLEDGE OF ALLEGIANCE TO THE FLAG:

The Pledge of Allegiance was led by Mayor Nelson.

ROLL CALL: (City Council)

Present: City Council Members Ambriz, Cale, Mayor Pro Tem Raymond, Mayor Nelson

Absent: City Council Member Button

Staff Present: Deputy City Manager/Community Development Director Thompson, City Attorney Splendorio, Police Chief Salvador, Finance Director Nicholas, Public Works Director Vinson, City Clerk Billings, Administrative Assistant/Deputy City Clerk Peralta

MAYOR OR CITY ATTORNEY REPORT OUT FROM CLOSED SESSION:

City Attorney Splendorio reported that the City Council received information regarding two items, provided direction, and there was no reportable action.

SUBSEQUENT NEED ITEMS: **None**

APPROVAL OF AGENDA AS POSTED OR AS AMENDED:

MOTION: Mayor Pro Tem Raymond moved to approve the agenda as posted. The motion was seconded by City Council Member Ambriz and the vote was: Ayes: Cale, Ambriz, Raymond, Nelson; Noes: None; Absent: Button. The motion passed.

CEREMONIAL MATTERS:

Oath of Office - Police Officer

City Clerk Billings administered the oath of office to the newly appointed Police Officer: Kelsey Brown.

Oath of Office - Police Sergeant

City Clerk Billings administered the oath of office to the newly appointed Police Sergeant: Tyler Davis.

CONSENT CALENDAR:

Mayor Nelson opened public comment regarding items on the Consent Calendar.

No one came forward to speak.

Mayor Nelson closed the public comment.

Mayor Pro Tem Raymond asked for Agenda Item #9 to be removed from the Consent Calendar for separate discussion.

MOTION: Mayor Pro Tem Raymond moved to approve the Consent Calendar as amended. The motion was seconded by City Council Member Cale and the vote was: Ayes: Cale, Ambriz, Raymond, Nelson; Noes: None; Absent: Button. The motion passed.

WARRANTS:

1. November 13, 2023

ACTION: Approval of warrants as listed.

MINUTES: (Audit and Finance Committee)

2. September 25, 2023 – Regular meeting

ACTION: Acceptance of minutes as listed.

MINUTES: (General Plan Technical Advisory Committee)

3. October 4, 2023 - Regular meeting

ACTION: Acceptance of minutes as listed.**MINUTES: (City Council)**

4. October 23, 2023

ACTION: Approval of minutes as listed.**AGREEMENTS:**

5. Approving Amendment No. 1 to the Professional Services Agreement with De Novo Planning Group (Deputy City Manager/Community Development Director Thompson)

ACTION: Approves Amendment No. 1 to the Professional Services Agreement in a form approved by the City Attorney, with De Novo Planning Group, of El Dorado Hills, California for the preparation of the environmental documentation for the Bellevue Road Rehabilitation and Realignment Project for an amount not to exceed \$202,881.50; and authorizes the City Manager, or her designee, to execute the agreement on behalf of the City; or motion to approve staff's recommendation as presented.

6. Approving a Purchase Agreement (Purchase Order) to Flock Safety for the Purchase of a Fixed Location Automated License Plate Recognition (ALPR) System (Police Chief Salvador)

ACTION: Approves a Purchase Agreement (Purchase Order) with Flock Safety for a fixed location automated license plate recognition (ALPR) system, in an amount not to exceed \$50,000; and authorizes and directs the City Manager, or her designee, to execute the Purchase Agreement (Purchase Order) on behalf of the City.

7. Approving an Equipment/Software Lease-Purchase Agreement with Axon Taser for the Lease-Purchase of an In Vehicle Camera System (Police Chief Salvador)

ACTION: Approves an Equipment/Software Lease- Purchase Agreement with Axon Taser for the lease-purchase of an In Vehicle Camera System not to exceed \$55,000.00; and authorizes and directs the City Manager to execute the Agreement on behalf of the City.

8. Approving On-Call Professional Services Agreements with various consultants for On-Call Professional Services for Civil Engineering, Traffic Engineering, Geotechnical, and Construction Inspection/Testing (Deputy City Manager/Community Development Director Thompson)

ACTION: Approval of Professional Services On-Call Master Agreements, in a form approved by the City Attorney, with AECOM of Fresno, CA, O'Dell Engineering of Merced, CA, VVH Consulting Engineers of Modesto, CA, Blackwater Consulting Engineers of Modesto, CA, Precision Civil Engineering, Inc. of Fresno, CA, Benchmark Engineering of Modesto, CA, R.E.Y Engineers, Inc of Folsom, CA, QK Inc. of Merced, CA, and SNG & Associates, Inc of Pleasonton, CA, Provost & Pritchard of Clovis, CA, Interwest of Fremont, CA, GHD of Fresno, CA, Terracon Consultants Inc of Lodi, CA, CCME Inc. of Fresno, CA, Crawford and Associates Inc. of Sacramento, CA, Kleinfelder of Fresno, CA, RMA GeoScience of Fresno, CA, ACE Quality Control of Roseville, CA, Krazan & Associates, Inc. of Clovis, CA, BSK Associates of Fresno, CA, TJKM of Pleasanton, CA, JLB Traffic Engineering Inc. of Fresno, CA, Advanced Mobility Group of Walnut Creek, CA, and Minagar & Associates, Inc. of Laguna Hills, CA for various services, in an amount not to exceed \$200,000 per Task Order; and authorizes and directs the City Manager, or her designee, to execute the Agreements on behalf of the City.

RESOLUTIONS:

9. Authorizing the Initiation of the Purchasing Process for Ballistic Helmets and an Unmanned Aerial Vehicle to benefit the Police Department (Police Chief Salvador)

This item was removed from the Consent Calendar for separate discussion and possible action.

Chief Salvador provided background information on this item.

No one else came forward to speak.

MOTION: Mayor Pro Tem Raymond moved to adopt Resolution 3433-23 Authorizing the Initiation of the Purchasing Process for Ballistic Helmets and an Unmanned Aerial Vehicle to benefit the Police Department. The motion was seconded by City Council Member Cale and the vote was: Ayes: Cale, Ambriz, Raymond, Nelson; Noes: None; Absent: Button. The motion passed.

REPORTS AND PRESENTATIONS FROM STAFF:

One Voice Regional Project and Priority Recommendation

Deputy City Manager/Community Development Director Thompson provided background information on this item.

Mayor Pro Tem Raymond spoke in support of every project.

City Council Member Ambriz asked for clarification regarding the J7 (Santa Fe) project.

Deputy City Manager/Community Development Director Thompson provided clarification.

City Council Member Cale also spoke in support of every project.

Mayor Nelson provided more information regarding One Voice.

Mayor Nelson asked if anyone would like to come forward and speak on this item.

No one came forward.

City Attorney Splendorio clarified that this item can be consensus and not a motion.

Deputy City Manager/Community Development Director Thompson suggested staff provide information to the board and guide them with the prioritization of the projects.

The City Council agreed with this direction.

Approving Budget Amendment regarding the Water Fund Capital Replacement for the Purchase of Water Meters and Transmitters (Public Works Director Vinson)

Public Works Director Vinson provided background information on this item.

Deputy City Manager/Community Development Director Thompson asked when the deadline is and what the goal is with gallons usage.

Public Works Director Vinson provided clarification.

Mayor Pro Tem Raymond commended Public Works Director Vinson for being ahead of the game.

Mayor Nelson asked if any members of the public would like to come forward and speak on this item.

No one came forward.

Mayor Nelson closed public comment.

MOTION: Mayor Pro Tem Raymond moved to adopt Resolution No. 3439-23 Approving Budget Amendment No. 8 Amending the 2023-24 Fiscal Year budget regarding the Water Fund Capital Replacement; and motion to waive the Formal Procurement Process and award a sole source purchase to Aqua Metric of Sacramento, California for water meters and transmitters, in an amount not to exceed \$1,568,891.73; and authorizes and directs the City Manager, or her designee, to execute the Purchase Order on behalf of the City The motion was

seconded by City Council Member Ambriz and the vote was: Ayes: Cale, Ambriz, Raymond, Nelson; Noes: None; Absent: Button. The motion passed.

COMMENTS FROM THE PUBLIC:

Notice to the public was read.

Mayor Nelson clarified that under the Brown Act, members of the public are entitled to directly address the City Council and are not entitled to address their comments to other members of the public or to staff.

Mayor Nelson opened public comment.

Pastor Rich Miller spoke regarding upcoming events in Atwater and invited the public to attend Remembering Loved Ones at the CVO, the Atwater Christmas Parade, and Christmas in Atwater at the Bloss Mansion on December 1st and 2nd.

Monica K. Vila thanked the Atwater Police Department for their hard work, wished everyone a Happy Thanksgiving, and asked everyone to be kind to each other.

Christan Santos, Field Representative for Congressman John Duarte, congratulated Officer Brown, and Sergeant Davis, and provided an update regarding Congressman Duarte's office.

Gabe Santos thanked the Atwater Fire Department for their quick response to a recent electrical fire.

Mayor Nelson closed the public comment.

CITY COUNCIL REPORTS/UPDATES:

City Council comments

City Council Member Cale thanked Shaffer Elementary School for a wonderful Veterans Day program, thanked City staff for the Veterans Day ceremony at Veterans Park, wished everyone a Happy Thanksgiving, reminded everyone that the ice rink will reopen on November 17th, and congratulated Officer Brown and Sergeant Davis.

City Council Member Ambriz welcomed Officer Brown and congratulated Sergeant Davis, invited everyone to the Atwater Christmas Parade, and wished everyone a Happy Thanksgiving.

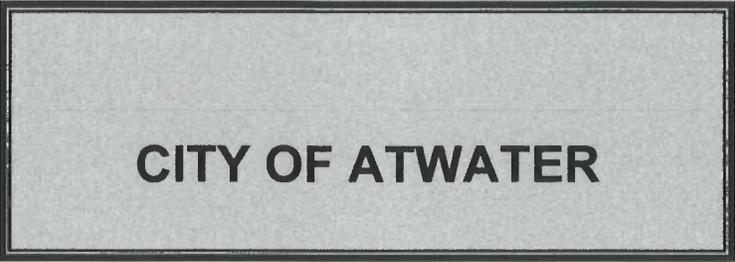
Mayor Pro Tem Raymond welcomed Officer Brown and congratulated Sergeant Davis, asked for prayers for his father-in-law's upcoming surgery, and wished everyone a Happy Thanksgiving.

Mayor Nelson spoke about the Veterans Day ceremony, thanked City staff for their hard work, and wished everyone a Happy Thanksgiving.

ADJOURNMENT:

Mayor Nelson adjourned the meeting at 6:57 PM.

GI SELA PERALTA
DEPUTY CITY CLERK



PLANNING COMMISSION

ACTION MINUTES

October 18, 2023

REGULAR SESSION: (Council Chambers)

The Planning Commission of the City of Atwater met in Regular Session this date at 6:06 PM in the City Council Chambers located at the Atwater Civic Center, 750 Bellevue Road, Atwater, California; Chairperson Daugherty presiding.

INVOCATION:

Invocation by Chairperson Daugherty

PLEDGE OF ALLEGIANCE TO THE FLAG:

The Pledge of Allegiance was led by Planning Commission Member Sanchez-Garcia.

ROLL CALL:

- Present:** *Planning Commission Members Borgwardt, Sanchez-Garcia, Sanders, Chairperson Daugherty*
- Absent:** *Planning Commission Member Kadach*
- Staff Present:** *Battalion Chief Lopes, Chief Salvador, Deputy City Manager / Community Development Director Thompson, Recording Secretary Rashad .*

SUBSEQUENT NEED ITEMS:

None

APPROVAL OF AGENDA AS POSTED OR AS AMENDED:

MOTION: Planning Commission Member Sanders moved to approve the agenda as posted. The motion was seconded by Planning Commission Member Borgwardt and the vote was: Ayes: Planning Commission Members Borgwardt, Sanchez-Garcia, Sanders, Daugherty ; Noes: None; Absent: Planning Commission Member Kadach. The motion passed.

APPROVAL OF MINUTES:

a) September 20, 2023 – Regular Meeting

MOTION: Planning Commission Member Sanchez-Garcia moved to approve the minutes. The motion was seconded by Planning Commission Member Borgwardt and the vote was: Ayes: Planning Commission Members Borgwardt, Sanders, Sanchez-Garcia, Daugherty; Noes: None; Absent: Planning Commission Member Kadach. The motion passed.

PETITIONS AND COMMUNICATIONS:

1. Request from Valley Christian Church for a Harvest Festival on October 31, 2023, from 5:30pm-9:00pm with road closures.

Staff's Recommendation: Approval of request from Valley Christian Church for a Harvest Festival on October 31, 2023, from 5:30pm-9:00pm with road closures. Please see the attached map.

MOTION: Planning Commission Member Sanders moved to approve the request from the Valley Christian Church for a Harvest Festival on October 31, 2023, from 5:30pm-9:00pm with temporary road closures. The motion was seconded by Planning Commission Member Sanchez-Garcia and the vote was: Ayes: Planning Commission Members Borgwardt, Sanders, Sanchez-Garcia, Daugherty; Noes: None; Absent: Planning Commission Member Kadach. The motion passed.

PUBLIC HEARINGS:

Actions pertaining to the summary vacation of a portion of land on the northwest corner of Elm Avenue and Winton Way:

- a. Determine that the proposed vacation is consistent with the City's General Plan pursuant to Government Code Section 65402;
- b. Adopt findings that the project is categorically exempt under California Environmental Quality Act (CEQA) guidelines section 15061 (b)(3), "Common Sense Exemption";

- c. Recommend that the City Council approve the summary vacation of access right restrictions on a portion of the northwest corner of Elm Avenue and Winton Way

Deputy City Manager / Community Development Director Thompson provided background on this project.

Applicant Adam Reed spoke on the project.

Chairperson Daugherty opened the public hearing.

No one else came forward to speak.

Chairperson Daugherty closed the public hearing.

MOTION: Planning Commission Member Borgwardt moved to Adopt Resolution No. PC 0237-23 finding that the project is categorically exempt under California Environmental Quality Act (CEQA) Guidelines section 15061(b)(3), "Common Sense Exemption"; and recommend that the City Council order the summary vacation of a portion of land on the northwest corner of Elm Avenue and Winton Way. The motion was seconded by Planning Commission Member Sanchez-Garcia and the vote was: Ayes: Planning Commission Members Sanchez-Garcia, Borgwardt, Sanders, Daugherty; Noes: None; Absent: Planning Commission Member Kadach. The motion passed.

Public hearing to consider adopting a Resolution making an environmental finding that the project is exempt under California Environmental Quality ACT (CEQA) guideline section 15303: Class 3 "New Construction or Conversion of Small Structures"; and to recommend City Council approve Zone Change No. 23-14-0100 and Variance No. 23-14-0400 for a parcel located at 1789 Elm Street in Atwater (APN: 002-181-041).

(Applicant: Shan Singh)

Deputy City Manager / Community Development Director Thompson provided background on this project.

Applicant Shan Singh spoke on the project.

Chairperson Daugherty opened the public hearing.

No one else came forward to speak.

Chairperson Daugherty closed the public hearing.

MOTION: Planning Commission Member Sanders moved to Adopt Resolution No. PC 0233-23 making an environmental finding that the project is exempt under California Environmental Quality ACT (CEQA) guideline section 15303: Class 3

***“New Construction or Conversion of Small Structures”;* and to recommend City Council approve Zone Change No. 23-14-0100 and Variance No. 23-14-0400 for a parcel located at 1789 Elm Street in Atwater (APN: 002-181-041). The motion was seconded by Planning Commission Member Borgwardt and the vote was: Ayes: Planning Commission Members Sanchez-Garcia, Borgwardt, Sanders, Daugherty; Noes: None; Absent: Planning Commission Member Kadach. The motion passed.**

REPORTS AND PRESENTATIONS FROM STAFF:

Deputy City Manager / Community Development Director Updates.

COMMENTS FROM THE PUBLIC:

Chairperson Daugherty opened the Public Comment.

Notice to the public was read.

Juan Flores spoke about RSO PC No. 219-23 regarding the color of his mobile food truck.

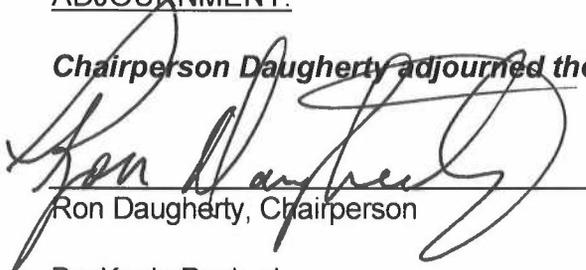
Chairperson Daugherty closed the public comment.

COMMISSIONER MATTERS:

Chairperson Daugherty mentioned the November General Plan Technical Advisory Committee Meeting and how it would be good for others to attend.

ADJOURNMENT:

Chairperson Daugherty adjourned the meeting at 6:38 PM.



Ron Daugherty, Chairperson

By: Kayla Rashad
Recording Secretary



CITY COUNCIL AGENDA REPORT

CITY COUNCIL

Mike Nelson, Mayor
Danny Ambriz Tyler Button
John Cale Brian Raymond

MEETING DATE: December 11, 2023
TO: Mayor and City Council
FROM: Janell Martin, Assistant City Clerk/Records Coordinator
PREPARED BY: Gisela Peralta, Administrative Assistant - City Clerk
SUBJECT: **Adopting a Revised Records Retention Schedule of City Records** (Assistant City Clerk Martin)

RECOMMENDED COUNCIL ACTION

Adoption of Resolution No. 3430-23 Approving a Revised Records Retention Schedule.

I. BACKGROUND/ANALYSIS:

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

Discussion

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

- Very limited space in City facilities
- Many departments are filing and storing copies of the same records
- Atwater produces and manages many permanent records
- Escalating records storage expenses
- Technology advancements
- Changes in law

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

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

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

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

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

II. FISCAL IMPACTS:

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

III. LEGAL REVIEW:

This item has been reviewed by the City Attorney's office.

IV. EXISTING POLICY:

This item is consistent with goal numbers one (1) and two (2) of the City's 2020-2025 Strategic Plan: to ensure the City's continued financial stability and to improve public safety, respectively.

V. ALTERNATIVES:

N/A

VI. INTERDEPARTMENTAL COORDINATION:

This item has been reviewed by all departments.

VII. PUBLIC PARTICIPATION:

The public will have an opportunity to speak prior to City Council action.

VIII. ENVIRONMENTAL REVIEW:

This item is not a "project" under the California Environmental Quality Act (CEQA) as this activity does not cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to Public

Resources Code section 21065.

IX. STEPS FOLLOWING APPROVAL:

Upon City Council adoption of Resolution No. 3430-23, the City Clerk's Office will distribute to Departments the City's Records Retention Schedule and administer accordingly.

Submitted by:



Janell Martin, Assistant City Clerk/Records Coordinator

Approved by:



Lori Waterman, City Manager

Attachments:

1. 3430-23 Adopts a Revised Records Retention Schedule-c1
2. Exhibit A_ALL records retention schedules for Council adoption



CITY COUNCIL OF THE CITY OF ATWATER

RESOLUTION NO. 3430-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATWATER ADOPTING A REVISED RECORDS RETENTION SCHEDULE OF CITY RECORDS

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Atwater; 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 Atwater previously adopted Resolution No. 3354-22, approving Records Retention Schedules;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Atwater does resolve as follows:

Section 1. Resolution No. 3354-22 is hereby repealed.

Section 2. The records of the City of Atwater, as set forth in the Records Retention Schedule "**Exhibit A**", attached hereto and incorporated herein by this reference, are hereby approved.

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

Section 4. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

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

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

PASSED AND ADOPTED by the City Council of the City of Atwater on this 11th day of December 2023 by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

MIKE NELSON, MAYOR

I HEREBY CERTIFY that the foregoing Resolution No. 3430-23 was duly and regularly adopted at a regular meeting of the City Council of the City of Atwater on this 11th day of December 2023.

KORY J. BILLINGS, CITY CLERK

HOW TO USE RETENTION SCHEDULES

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

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

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

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

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

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

BENEFITS

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

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

For questions, please contact the City Clerk.

AUTHORIZATION TO DESTROY RECORDS:

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

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

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

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

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

RECORDS RETENTION SCHEDULE LEGEND

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

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

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

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

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

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

P = Permanent

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

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

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

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

Destroy Paper after Imaged & QC'd / Trustworthy Electronic Record: “Yes” indicates the electronic record may serve as the OFFICIAL record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF** the document has been imaged (electronically generated, scanned or imported **and placed on Unalterable Media or Immutable Cloud Media, DVD-R, CD-R, or WORM cation, or microfilmed**) which is stored in a safe & separate location, and both the images and indexing Quality Checked (“QC’d”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

Legend for legal citations (§: Section)

CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC: Public Resources Code
USC: United States Code (US)

CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY-WIDE (Used by All Departments)								
Lead Dept.	CW-001	Accident / Incident Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-002	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-003	Agreements & Contracts ADMINISTRATION (WITHOUT Grant Funding) (Insurance Certificates, Project Administration, Certified Payrolls, Project Schedules, RFP - Request for Proposal, etc.) Send all Original Agreements or Contracts to the City Clerk	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept.	CW-004	Agreements & Contracts: ADMINISTRATION (WITH Grant Funding) (Insurance Certificates, Project Administration, Certified Payrolls, Project Schedules, RFP - Request for Proposal, etc.) Send all Original Agreements or Contracts to the City Clerk	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090
Lead Dept.	CW-005	Agreements & Contracts: UNSUCCESSFUL BIDS, PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Includes unopened bids; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
n/a	CW-006	Boards, Commissions, & Committees: External Organizations - Agendas, Minutes, Resolutions, or other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.	CW-007	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the City Council AGENDAS & STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Staffing Dept.	CW-008	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the City Council AUDIO or VIDEO RECORDINGS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.6
Staffing Dept.	CW-009	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the City Council MINUTES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Staffing Dept.	CW-010	Committees: Employee Committees , Employee Staff Meetings / Department Staff Meetings AGENDAS and MINUTES	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Only Citizen Advisory Boards appointed by the City Council must retain minutes permanently (Council Subcommittees present their recommendations to the full Council); GC §34090 et seq.
Staffing Dept.	CW-011	Committees: Subcommittees of the City Council (Ad-Hoc or Standing Committees) AGENDAS and MINUTES	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Council Subcommittees present their recommendations to the full Council; GC §34090 et seq.
Lead (Responding) Dept.	CW-012	Complaints / Concerns from Citizens (Excludes Police Officers)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-013	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-014	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the City's Original Document	CW-015	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda NOT retained in the ordinary course of business Content NOT Substantive , or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, staff videoconference chats, notes and recordings, supply inventories, staff videoconferences, chats, notes, recordings, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained based upon their CONTENT . Records, e-mails, electronic records, or social media postings where the Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing them out and placing in a file folder, or saving them electronically in a folder outside the e-mail system; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §7927.500; Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	CW-016	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-017	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-018	Grant Applications funded by the City's General Fund	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finance maintains payable information in Accounts Payable; GC §34090
Lead Dept.	CW-019	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-020	Grants / CDBG Administration (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Lead Dept.	CW-021	Newspaper Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	CW-022	Personnel Files (Department Copies) Send all originals to Human Resources	Send any copies to Human Resources upon Separation or Transfer	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals are retained by Human Resources; GC §34090.7
Lead Dept.	CW-023	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-024	Photographs	When No Longer Required		Mag, Ppr			Preliminary Drafts (retention is placed on the final record in which the photograph is published in, if any); destroy unnecessary photographs. GC §§34090, 7927.500
Lead Dept. (Who Uses the Vehicle)	CW-025	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Ppr			GC §34090; 13 CCR 1234(c)
Lead Dept.	CW-026	Public Relations / Press Releases	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-027	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; GC §§34090, 7928.705

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept. (Who Ordered the Appraisal)	CW-028	Real Estate Appraisal Reports: Purchased Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
Lead Dept.	CW-029	Recorded Documents / Real Property: Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
n/a	CW-030	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-031	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc.: Produced by YOUR Department	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	CW-032	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc.: Produced by OTHER Departments	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Lead Dept.	CW-033	Reports and Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-034	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Information is outdated after 10 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-035	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-036	Subpoenas (appearance or duces tecum)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-037	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-038	Training Presented by City Staff - COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment, & Safety Training & Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY CLERK								
City Clerk	CC-001	Agenda Packets - City Council, Citizens' Oversight Committee, Redevelopment / Successor Agency / Oversight Board Includes Appeals, Budgets, Annual Financial Reports (CAFR, ACFR), Audits & Finance Agreements & Contracts, Task Orders ALL (INFRASTRUCTURE, OR IF IMAGED, JPAs, MOUs)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-002	<i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work),</i> Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; All infrastructure contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703
City Clerk	CC-003	Agreements & Contracts, Task Orders ALL (NON-INFRASTRUCTURE, Professional Services Agreements, Tenant / Lease Agreements - NOT IMAGED) <i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)</i> Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-004	Board & Commission / Committee Applications (All, whether appointed or not)	2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
City Clerk	CC-005	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
City Clerk	CC-006	Bonds: Private Development Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permits, Monitoring Bonds	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Security; GC §34090
City Clerk	CC-007	City Articles of Incorporation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-008	Filing System / Subject Files / Function Filing System - HISTORICALLY SIGNIFICANT, LAND, PLANNING, CAPITAL IMPROVEMENT INFRASTRUCTURE PROJECTS	P		Mag, Ppr		Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-009	Filing System / Subject Files / Function Filing System - NOT HISTORICALLY SIGNIFICANT	Minimum 2 years		Mag, Ppr		Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-010	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)
City Clerk	CC-011	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; GC §81009(e)
City Clerk	CC-012	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-013	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	GC §81009(e)
City Clerk	CC-014	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY CLERK ELECTIONS (CONSOLIDATED)								
City Clerk	CC-015	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-016	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-017	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	CC-018	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(c)&(g)
City Clerk	CC-019	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-020	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-021	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications to fill a Vacancy on the City Council, Planning Commission, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-022	Elections - HISTORICAL Files (Copies of Sample Ballot, Copy of Resolution Declaring Results, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-023	Elections - Petitions (Initiative, Recall or Referendum) - IF SUFFICIENT	Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk	CC-024	Elections - Petitions (Initiative, Recall or Referendum) - IF INSUFFICIENT	Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk	CC-025	Prop. 218 (Property-based fees - Protest Letters / Ballots, Tabulation)	2 years		Mag, Ppr			GC §53753(e)(2)
(End of Elections Section)								
City Clerk	CC-026	Ethics Certificates for City Council, Board and Commission Members Only	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §§ 3105, 12946, 34090;; 53235.2(b); 53237.2(b)
City Clerk	CC-027	Historical Records, Photographs, & Historical Projects (e.g. City Anniversaries, Incorporation, City Seal, Awards of significant historical interest, Grand Openings, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Attorney	CC-028	Lawsuits / Litigation	Final Resolution + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,
City Clerk	CC-029	Minutes: City Council, Planning Commission	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-030	Minutes Boards, Commissions or Committees: Audit and Finance Committee, Citizens' Oversight Committee, Community Development and Resources Commission, General Plan Technical Advisory Committee, Parks & Recreation Commission, Redevelopment Advisory Committee, Traffic Commission,	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Clerk	CC-031	Oath of Office / Appointments: City Council, Board and Commission Members	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	CC-032	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-033	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions	1 year		Mag, Ppr			Law requires 1 year for petitions; GC §50115
City Clerk	CC-034	Public Records Requests / Subpoenas Duces Tecum	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-035	Recordings: Audio or Video of City Council Meetings	Minimum 4 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.6
City Clerk	CC-036	Records Destruction Authorization Forms & Certifications (All Departments)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-037	Resolutions: City Council	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY MANAGER								
City Manager	CM-001	Contracts for Investigators (Department Heads only - Human Resources retains Employees) Excludes Police	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337.337.1(a), 337.15, 343; GC §34090
City Manager	CM-002	Legislative Advocacies, Support or Opposition to proposed Federal or State Legislation	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Manager	CM-003	Project Files / Subject Files (Subject will change over time)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Finance	CM-004	Travel Records / Expense Reports	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Economic Development, Engineering, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
BUILDING & SAFETY								
Lead Dept.	CD-001	_Permit Database	Indefinite (Perm)	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Comm. Develop. / Building & Safety	CD-002	Activity Reports	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business (Reports can be re-run from the database); GC §34090
Comm. Develop. / Building & Safety	CD-003	Address Files / Building Permit Applications Never Issued (Applicant Notified Ready for Issuance and never followed through)	Upon Expiration	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; Content does not relate in a substantive way to the conduct of the public's business; GC §34090,
Comm. Develop. / Building & Safety	CD-004	Address Files / Building Permits	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090, H&S §19850
Comm. Develop. / Building & Safety	CD-005	Building Plans - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
Comm. Develop. / Building & Safety	CD-006	Building Plans - Cancelled or Withdrawn	Upon Cancellation or withdrawal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Comm. Develop. / Building & Safety	CD-007	Building Plans - Expired	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CBC §104.7; H&S§19850, GC §34090
Comm. Develop. / Building & Safety	CD-008	Building Plans - Finalled - TENANT IMPROVEMENTS	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT (Building, Code Enforcement, Economic Development, Engineering, Planning)

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Comm. Develop. / Building & Safety	CD-009	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL - "MASTER PLANS" (Tract Homes / Production Homes)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090
Comm. Develop. / Building & Safety	CD-010	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES - EXCLUDING "MASTER PLANS" (Tract Homes / Production Homes)	Finalled + 180 days	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090
Comm. Develop. / Building & Safety	CD-011	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
Comm. Develop. / Building & Safety	CD-012	Certificate of Occupancy (CofO)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Building & Safety	CD-013	Copyright Release Forms / Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Comm. Develop. / Building & Safety	CD-014	Correction Notices - Building	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Comm. Develop. / Building & Safety	CD-015	Geotechnical and Soils Reports / Structural Reports (all)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT (Building, Code Enforcement, Economic Development, Engineering, Planning)

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Comm. Develop. / Building & Safety	CD-016	Grading Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Building & Safety	CD-017	Plan Check Comments	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Comm. Develop. / Building & Safety	CD-018	Post-Fire Inspection Reports	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Building & Safety	CD-019	Stop Work Notices	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
CODE ENFORCEMENT								
Comm. Develop. / Code Enforcement	CD-020	Code Enforcement / Abatement Case Files (Includes Citations, Notice of Violations, Photos, and Code Enforcement Complaint Letters)	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Comm. Develop. / Code Enforcement	CD-021	Hearing Officer Determinations / Appeals of Code Enforcement Actions	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
Comm. Develop. / Code Enforcement	CD-022	Liens & Releases	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090(a)
Comm. Develop. / Code Enforcement	CD-023	Notice of Violations / Code Enforcement Citations / Reminder Notices	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
ECONOMIC DEVELOPMENT								
Comm. Develop. / Econ. Develop.	CD-024	Economic Development Projects	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
ENGINEERING (CIP, Land Development)								

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT (Building, Code Enforcement, Economic Development, Engineering, Planning)

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Comm. Develop. / Engineering	CD-025	Assessment Districts / Community Facilities Districts / Street Lighting Districts / Special Districts	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Engineering	CD-026	Benchmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Engineering	CD-027	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs , Safety. SWPPP / WPCP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Comm. Develop. / Engineering	CD-028	Capital Improvement Projects (CIP): Permanent File Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Comm. Develop. / Engineering	CD-029	Design & Construction Standards - Authored by the City for Construction of City Infrastructure / Standard Construction Details Authored by the City (CIP or Land Development)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Engineering	CD-030	Drawings, Maps, and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT (Building, Code Enforcement, Economic Development, Engineering, Planning)

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Comm. Develop. / Engineering	CD-031	Encroachment Permits: Permanent (Structures in the City's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Engineering	CD-032	Encroachment Permits: Temporary (Excavation, Street Permits, Temporary Construction, Sidewalk Repairs, Street Cuts, Traffic Control, Transportation Permits, Utility Cuts (Installation & Patching), etc.) Includes Insurance Certificates	Expiration + 2 years	Yes: Until Completion	Mag, Ppr	S / I	Yes: After QC & OD	GC § 34090
Comm. Develop. / Engineering	CD-033	Engineering Studies / Surveys (Public Right-of-Way) - Geotechnical and Soil Reports / Hydrology Reports / Preliminary Studies / Project Assessments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Engineering	CD-034	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - Where Engineering is the Lead Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090
Comm. Develop. / Engineering	CD-035	Private Development: Administrative Records Construction Inspections, Photos, Progress Meetings, Project Schedules, etc.	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT (Building, Code Enforcement, Economic Development, Engineering, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Comm. Develop. / Engineering	CD-036	Private Development: Permanent Records Abandonments, Certificate of Acceptance / Approval (copy), Dedications, Deeds (copies) Drainage, Driveway, Easements (copies), Geotechnical and Soil Reports / Hydrology Reports, Private Lab Verifications, Testing Lab Final Reports, Rights of Way (copies), Studies, Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Comm. Develop. / Engineering	CD-037	Recorded Documents / Real Property: Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Comm. Develop. / Engineering	CD-038	Solid Waste Services / Hauler Quarterly Reports	10 years		Mag, Ppr			Department Preference; GC §34090
Comm. Develop. / Engineering	CD-039	Solid Waste Tonnage Reports	10 years		Mag, Ppr			Department Preference; GC §34090
Comm. Develop. / Engineering	CD-040	Subdivision Maps / Parcel Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Engineering	CD-041	Surveys, Record of Survey	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Engineering	CD-042	Traffic Calming Requests (Speed Humps, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police or State of California	CD-043	Traffic Collision Reports / SWTRS	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	copies; GC §34090.7
Comm. Develop. / Engineering	CD-044	Traffic Counts / Traffic Studies	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Economic Development, Engineering, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CD-045	Traffic Speed Surveys (certified by City Council Resolution)	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Presented to the City Council in the Council Agenda Packet; GC §34090.7
Comm. Develop. / Engineering	CD-046	Traffic Stop Sign Warrants	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. Develop. / Engineering	CD-047	Transportation Plans / Master Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
PLANNING								

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Economic Development, Engineering, Planning)**

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Develop. / Planning	CD-048	<p>Planning Projects - Discretionary & Ministerial - Approved Permanent Entitlements & Permits</p> <p>(Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans, Soils Reports, Uniform Development Application, etc.)</p> <p>Examples: Conditional Use Permits (CUPs) Density Bonus Development Permit General Plan / General Plan Amendments Lot Line Adjustment Public Art Rezones Specific Plan Tentative Subdivision Maps / Parcels Maps Use Permits Variance Zoning Clearance Zoning Ordinance / Updates</p>	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090, 34090.7
Comm. Develop. / Planning	CD-049	Advanced Planning / Long Range Planning / Project Implementation (Final Documents only)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Planning	CD-050	Aerial Photographs (Historical)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT (Building, Code Enforcement, Economic Development, Engineering, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Develop. / Planning	CD-051	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Census Bureau	CD-052	Census, Demographics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Non-Records - Census Bureau is OFR)
Comm. Develop. / Planning	CD-053	Community Development & Resources Commission - AGENDAS & STAFF REPORTS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Comm. Develop. / Planning	CD-054	Community Development & Resources Commission - AUDIO or VIDEO RECORDINGS	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.6
Comm. Develop. / Planning	CD-055	Community Development & Resources Commission - MINUTES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Comm. Develop. / Planning	CD-056	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - Where Planning is the Lead Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Economic Development, Engineering, Planning)**

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Develop. / Planning	CD-057	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Notice of Exemption (NOE), etc.) / CEQA Inside City boundaries - Where Planning is the Lead	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Comm. Develop. / Planning	CD-058	General Plan, Elements and Amendments / Master Plans, Specific Plans, Land Use Plans and Amendments; General Plan Interpretations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. Develop. / Planning	CD-059	Historical Designations / Historical Landmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. Develop. / Planning	CD-060	Materials Boards	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Comm. Develop. / Planning	CD-061	Planning Commission - AGENDAS & STAFF REPORTS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Comm. Develop. / Planning	CD-062	Planning Commission - AUDIO or VIDEO RECORDINGS	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.6
Comm. Develop. / Planning	CD-063	Planning Commission - MINUTES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Comm. Develop. / Planning	CD-064	Regulatory Business Permits (Approved & Unapproved) Cannabis Permits	No Longer In Business + 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. Develop. / Planning	CD-065	Temporary Permits (Approved & Unapproved) Banner Permits, Special Event Permits, Tree Removal Permit, etc.	Expiration + 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Economic Development, Engineering, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Develop. / Planning	CD-066	Zoning Clearance Forms / Zoning Verification Letters	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Planning	CD-067	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Planning	CD-068	Zoning Ordinance Amendments / Zone Changes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / ADMINISTRATION								
Finance / Lead Div.	FIN-001	_Financial Services Database / ERP Database	Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Admin.	FIN-002	Audit Reports / Annual Consolidated Financial Report (ACFR) and related Audit Opinions	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Finance / Admin.	FIN-003	Audit Work Papers	5 years		Mag, Ppr			Department Preference; (meets municipal government auditing standards); GC §34090
Finance / Admin.	FIN-004	Budgets - Adopted / Final	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Finance / Admin.	FIN-005	Budgets - Preliminary, Backup Documents	Drafts - When No Longer Required	Yes: Current Fiscal Year	Mag, Ppr			Department Preference; GC §34090
Finance / Admin.	FIN-006	Single Audits / Transportation Audits / PERS Audit, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / CUSTOMER SERVICE, BUSINESS LICENSING, REVENUE								
Finance / Customer Service	FIN-007	Accounts Receivable / Revenue / Our Invoices to Outside Entities: Insurance Companies, Franchise Fees, DUI Billing, Transient Occupancy Tax (TOT), Auctions of Surplus Property, Credit Card Payment Receipts, Tenant Billing / Rent, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / Customer Service	FIN-008	Bankruptcies - NOT pursued	When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Customer Service	FIN-009	Bankruptcies - Where a claim is filed	7 years		Mag, Ppr			Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Customer Service	FIN-010	Business License Applications, Registrations and Renewals	5 years		Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / General Accounting	FIN-011	Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports	5 years		Mag, Ppr			Department preference; GC §§34090, 26 CFR 31.6001-1
Finance / Customer Service	FIN-012	Registrations / Permits Applications & Files Regulatory Parking, Security Alarm	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Customer Service	FIN-013	Reports (Support for Business License): Balance Sheets, Proof & Merge Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		Mag, Ppr			Department preference; GC §34090
Finance / Customer Service	FIN-014	Utilities - Collection Agency Assignments / Unpaid Accounts	7 years		Mag, Ppr			Department Preference; Negative credit information remains on credit reports for 7 - 10 years; Meets auditing standards; City does not Lien property (Liens are good for 10 years from recording date, and may be extended by re-recording lien); WC 36729; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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Depart. Providing Service / Work	FIN-015	Utilities - Meter Change Orders	When No Longer Required		Mag, Ppr			Department preference (Copies); GC §34090.7
Depart. Providing Service / Work	FIN-016	Utilities - On & Off Orders	When No Longer Required		Mag, Ppr			Department preference (Copies); GC §34090.7
Finance / Customer Service	FIN-017	Utilities - Payment Stubs / Water Receipts / Utility Receipts (when payment is submitted)	When No Longer Required		Mag, Ppr			Preliminary Documents - payments can be made without including the stub; GC §34090 et seq.
Finance / Customer Service	FIN-018	Utilities - Reports / Meter Reading Reports	2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Finance / Customer Service	FIN-019	Utilities - Service Billing Registers	2 years		Mag, Ppr			Department preference; Preliminary drafts not retained in the ordinary course of business (the database is the original); GC §34090 et seq.
Finance / Customer Service	FIN-020	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Customer Service	FIN-021	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Springbrook)	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Customer Service	FIN-022	Water Billing: NSF Checks / Adjustments to Customer accounts (Springbrook)	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Customer Service	FIN-023	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910

RECORDS RETENTION SCHEDULE: FINANCE

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Finance / Customer Service	FIN-024	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090
Finance / Customer Service	FIN-025	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090
Finance / Customer Service	FIN-026	Water Billing:: AutoPay Applications	Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
FINANCE / GENERAL ACCOUNTING								
Finance / Accounts Payable	FIN-027	1099's, 1096's, DE542 (California Report of Independent Contractors)	5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / Accounts Payable	FIN-028	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-029	Bank Statements and Trustee Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, Wire Transfers	5 years		Mag, Ppr			Department preference; GC §§34090, 26 CFR 31.6001-1
Finance / General Accounting	FIN-030	Checks / Warrant Register Report (issued)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-031	Checks / Warrants (Cashed or Returned / NSF)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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Finance / General Accounting	FIN-032	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / General Accounting	FIN-033	Fixed Assets - Annual Listing (Source Documents)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-034	Investments / Arbitrage / Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	Maturity + 5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / General Accounting	FIN-035	Journal Entries / Journal Vouchers / Budget Adjustments	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337
Finance / General Accounting	FIN-036	Reports, General Ledgers Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, etc.	When No Longer Required		Mag, Ppr			Financial system can re-create reports accurately; GC §34090
Finance / General Accounting	FIN-037	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc.	5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-038	Treasurer's Reports / Quarterly Budget Reports (to Council - Copies)	5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-039	W-9s	Vendor Inactive + 5 years		Mag, Ppr			Meets IRS auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / PURCHASING								
Finance / Purchasing	FIN-040	Purchase Orders / Requisitions / Successful Bids	5 years	Yes: Before Completion	Mag, Ppr			Department Preference (Professional Services always have a contract, therefore Errors & Omissions are not applicable); Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Finance / Purchasing	FIN-041	Vehicle Titles ("Pink Slips")	Sale or Disposal		Ppr			Given to Auction House / New Owner; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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FIRE ADMINISTRATION								
Fire / Admin.	FR-001	_Fire Incident Database (CAL FIRE)	Indefinite - Minimum 20 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; CFC §104.6.2; GC §34090 et seq.
Fire / Admin.	FR-002	ISO Insurance Ratings	15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (rated every 10 years); GC §34090
Fire / Admin.	FR-003	Monthly Statistical Reports / Run Statistics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
City Clerk	FR-004	Mutual Aid Agreements, Joint Power Authorities (Local and State)	Copies - When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk is OFR; GC §34090.7
Fire / Admin.	FR-005	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-006	Ride-A-Long Waivers	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Admin.	FR-007	Strike Team Reimbursement (OES / FEMA)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
FIRE MARSHAL / FIRE PREVENTION								
Fire / Fire Prevention	FR-008	_Fire Inspection Database (Streamline)	Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; CFC §104.6.2; GC §34090 et seq.

RECORDS RETENTION SCHEDULE - FIRE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / Fire Prevention	FR-009	Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Required for the Life of the Structure or Activity, or Minimum 5 years whichever is longer for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §34090
Fire / Fire Prevention	FR-010	Fire Inspections / Citations / Notice of Violations	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Not required for the Life of the Structure or Activity, or Minimum 5 years whichever is longer - only applies to Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §34090
Fire / Fire Prevention	FR-011	Permits: Construction & Operational Fire Permits: High Piled Storage, Sprinkler Systems, etc.	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CFC §§ 104.6 – 104.6.4; GC § 34090 et seq.
Fire / Fire Prevention	FR-012	Permits: Fire Code Permits / Special Event Permits (assembly permits, burn permits, candle permits, tent permits, open flame, etc.)	Expiration of Permit + 2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Fire / Fire Prevention	FR-013	Plan Review / Fire Sprinkler, Fire Safety Plans (Final, Approved by the Fire Department Only)	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CFC §§ 104.6 – 104.6.4, 105.2; GC § 34090 et seq.

RECORDS RETENTION SCHEDULE - FIRE

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Fire / Fire Prevention	FR-014	Public Information / Education (when produced internally)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
OPERATIONS / SUPPRESSION								
Fire / Ops	FR-015	_Fire Operations Database (CAL FIRE)	Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer		Mag			Data is interrelated; CFC §104.6.2; GC §34090 et seq.
Fire / Ops	FR-016	Call Log / Summary Report / Station Log Books / Red Books	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Fire / Ops	FR-017	Controlled Substance Logs, Inventories / Drug Logs	3 years	Yes	Mag, Ppr			Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04; GC §34090
Fire / Ops	FR-018	Equipment Records & Testing	Surplus + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5, GC §34090
Fire / Ops	FR-019	Fire Investigations - Preliminary (CAL FIRE completes the Investigation Reports)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Fire / Ops	FR-020	Fire Station Inspection Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Fire / Ops	FR-021	PPE Checklists (Personal Protective Equipment Checklists)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

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Fire / Ops	FR-022	Pre-Fire Plans	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES (Human Resources, Payroll, Risk Management)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HUMAN RESOURCES								
Human Resources	HR-001	Benefit Plan Documents (CalPERS, Dental, Vision, etc.)	Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; 11 CCR 560; 28 CCR 1300.85.1; GC §34090
Human Resources	HR-002	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-003	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-004	Compensation Surveys & Studies	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-005	Contracts for Investigators (Employees Only City Manager retains Department Heads) Excludes Police	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES (Human Resources, Payroll, Risk Management)

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-006	COVID-19 Notifications to Employees	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6409.6(k), GC §34090
Human Resources	HR-007	Employee Investigations	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;
Human Resources	HR-008	Employment Verifications	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records, content is not substantive; GC §34090 et seq.
Human Resources	HR-009	Ethics Training Certificates, Harassment Training Certificates - Employees and Elected Officials / Councilmembers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§ 3105, 12946, 12960, 34090;; 53235.2(b); 53237.2(b)
Human Resources	HR-010	Grievances	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)
Human Resources	HR-011	I-9s	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES (Human Resources, Payroll, Risk Management)

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-012	Job Descriptions / Job Classification / Job Specifications	Minimum Superseded + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Human Resources	HR-013	Personnel Files - Employee File (Official Personnel File) Includes Application, Backgrounds, Discipline, Evaluations, Policy Acknowledgements, Employee's Oath of Office / Oath for Disaster Worker, PAF / Personnel Action Forms, 1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form), DE-34 (Report of New Employees), W-4's, etc.)	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5
Human Resources	HR-014	Personnel Files - Medical File Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, etc.	Separation + 30 years OR Deceased + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES (Human Resources, Payroll, Risk Management)

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Human Resources	HR-015	Recruitment and Testing File / NeoGov Database Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Background Checks, etc.	Hiring Decision + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-016	W-4's	No Longer in Effect + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1
Human Resources	HR-017	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 30 years OR Deceased + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
HUMAN RESOURCES / PAYROLL								
Finance / Lead Div.	HR-018	_Payroll Database / ERP Database (Springbrook)	Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Human Resources / Payroll	HR-019	CalPERS Reports, Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Most recent records are stored on CalPERS website; Department Preference; Retained to match other auditing periods; GC §34090
Human Resources / Payroll	HR-020	Checks / Warrant Register Report - Payroll Only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES
(Human Resources, Payroll, Risk Management)**

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Human Resources / Payroll	HR-021	Checks / Warrants - Cancelled - Payroll Only	5 years		Mag, Ppr			Department Preference; GC §34090, 26 CFR 31.6001-1
Human Resources / Payroll	HR-022		4 years		Mag, Ppr			Department Preference; R&T §19530, GC §34090
Human Resources / Payroll	HR-023	DE-6, DE-7, DE-9 DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Human Resources / Payroll	HR-024	Deferred Compensation (City Statements)	5 years		Mag, Ppr			Produced by Deferred Comp. Provider; GC §304090, 26 CFR 31.6001.1
Human Resources / Payroll	HR-025	Payroll Reports (includes Leave Registers, time Transaction Reports, etc.	5 years		Mag, Ppr			Department preference; (meets municipal government auditing standards); GC §34090
Human Resources / Payroll	HR-026	PERS Statements (Books)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Human Resources	HR-027	Retiree Medical Enrollment / Retiree Billing / COBRA Billing	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; GC §34090
Human Resources / Payroll	HR-028	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090; 8 CCR 11040.7(c); 29 CFR 516.5 & 516.6(c);

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES (Human Resources, Payroll, Risk Management)

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources / Payroll	HR-029	W-2's	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
HUMAN RESOURCES / RISK MANAGEMENT								
Human Resources / Risk Management	HR-030	Claim for Damages / Claims Against the City	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,
Human Resources / Risk Management	HR-031	Insurance Policies - General Liability, Workers Compensation	P	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers longest possible statute of limitations; CCP §337 et seq.; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i); GC §§ 911.2, 34090
Human Resources / Risk Management	HR-032	Insurance Policies - Property, Fire, Theft, etc.	Expiration + 4 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers statute of limitations for contracts; CCP §337 et seq.; GC §34090
Human Resources / Risk Management	HR-033	OSHA Citations and Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
Human Resources / Risk Management	HR-034	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a), 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Human Resources / Risk Management	HR-035	Property Damage Claims / Restitution	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; GC §34090

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INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups - DAILY, WEEKLY	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Technology	IT-002	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line)	When Superseded	Yes	Mag.			GC §34090 et seq.
Information Technology	IT-003	Network Configuration Maps & Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP / (WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes	P			OD		For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq.
Information Technology	IT-005	Video Recordings - Department Activity (Employees Performing Work, Cashiering, Building Security, etc.) See City Clerk's schedule for City Council Video Recordings	1 year			Mag		Records regular and ongoing operations; GC §34090.6 et seq,
Information Technology	IT-006	Video Recordings - Public Areas / Public Activity	When No Longer Required			Mag		Does not record regular and ongoing operations; GC §34090.6 et seq,

RECORDS RETENTION SCHEDULE: POLICE

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POLICE ADMINISTRATION / POLICE CHIEF								
Police / Admin. / Chief	PD-001	Academy Training File	Graduation or Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be consistent with Human Resources; 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; 8 CCR §3203 et seq., 29 CFR 1602.31 LC §6429(c); GC §§12946,12960, 34090, 53235.2(b)
Police / Admin. / Chief	PD-002	Background Files - Successful Employee and Volunteer Applicants (Employees, Cadets, Explorers, CERT, Chaplains, Reserves, etc.)	Separation + 4 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference, State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; ; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090.
Police / Admin. / Chief	PD-003	Background Files - Unsuccessful Employee and Volunteer Applicants (Employees, Cadets, Explorers, CERT, Chaplains, Reserves, etc.)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946,12960, 34090
Police / Admin.	PD-004	CCW Applications / Renewals (Carry Concealed Weapon Applications and Permits) - UNSUCCESSFUL / DENIED	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-005	CCW Applications / Renewals (Carry Concealed Weapon Applications and Permits) - SUCCESSFUL / APPROVED	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-006	Complaints from Members of the Public or Employees / Internal Investigations WITH Sustained Finding of Misconduct	Final Disposition + 15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	PC §§832.5(b), 832.7; GC§ 34090

RECORDS RETENTION SCHEDULE: POLICE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. / Chief	PD-007	Complaints from Members of the Public or Employees / Internal Investigations WITHOUT Sustained Finding of Misconduct	Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Lexipol Policy; State requires for at least 5 years for complaints by members of the public; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct after the discovery of the offense for misconduct in office; EVC §1045, GC §§12946,12960, 34090, PC §§801.5, 803(c), 832.5, 832.7, VC §2547
Fire / Admin. and Police / Admin. / Chief	PD-008	Emergency Operations Plan (includes Office of Emergency Management & Homeland Security)	When Superseded	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin. / Chief	PD-009	Personnel Training File - BY EMPLOYEE (Includes POST printouts) Peace Officer or Dispatcher	Send to Human Resources Upon Separation or Transfer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be consistent with Human Resources; 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; 8 CCR §3203 et seq., 29 CFR 1602.31 LC §6429(c); GC §§12946,12960, 34090, 53235.2(b)
Police / Admin. / Chief	PD-010	Policies & Procedures / Lexipol / Operation Directives / General Orders (Department Policies and Procedures)	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-011	Press Releases - Police Only	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin. / Chief	PD-012	Reports and Studies - Historical	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
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Police / Admin. / Chief	PD-013	Reports to State or Federal Agencies: Report to POST Commission of peace officer employment, compliant, finding, disposition, or judgement pursuant to §PC 13510.9, etc. Report of data regarding the number, type, or disposition of complaints made against its officers	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Admin. / Chief	PD-014	Training - Department Training Records - COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Rosters are sent to POST; 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; 8 CCR §3203 et seq., 29 CFR 1602.31 ; LC §6429(c); GC §§12946,12960, 34090, 53235.2(b)
Police / Admin. / Chief	PD-015	Use of Force Reviews - Not as a result of a complaint from a member of the public	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §§12946, 12960, 34090
FIELD OPERATIONS / PATROL								
Police / Field Ops / Patrol	PD-016	Officer Recordings: Body-Worn Cameras - LOGS of Access or Deletion of Data	P		Mag,			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Field Ops / Patrol	PD-017	Officer Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints	Follows retention for Evidence, Minimum 2 years		Mag,			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Field Ops / Patrol	PD-018	Officer Recordings: Body-Worn Cameras - that are NOT evidence	Minimum 90 days		Mag,			Department preference (law recommends 90 days); PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Field Ops / Patrol	PD-019	Ops Plans (Fourth of July, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

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Police / Field Ops / Patrol	PD-020	PAS Device Calibration Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Field Ops / Patrol	PD-021	Patrol Schedules	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the timecard / timesheet is the final); GC §34090 et seq.
Police / Field Ops / Patrol	PD-022	Traffic Control: Radar Calibration Records	Life of the Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Police / Field Ops / Patrol	PD-023	Traffic Control: Radar Trailer Surveys, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
CRIME ANALYSIS / DETECTIVES / INVESTIGATIONS								
State of California	PD-024	Alcoholic Beverage Control Licenses / Permits / ABC Permit Applications	When No Longer Required		Mag, Ppr			Not a City record
Police / Crime Analysis / Detectives	PD-025	Asset Forfeiture Notification	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Per Federal DOJ requirements (Equitable Sharing Guide); GC §34090
Police / Crime Analysis / Detectives	PD-026	Criminal Intelligence Files Confidential informant information & activities	Last Entry + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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

RECORDS RETENTION SCHEDULE: POLICE

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Police / Crime Analysis / Detectives	PD-027	Detectives Investigation Files and Arrest Files	Transferred into Record's Crime Report Files		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transfer all Official Reports to Records to be placed in the Crime Report Files.
Police / Crime Analysis / Detectives	PD-028	Guns: Dealers Record of Sale (DROS)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Crime Analysis / Detectives	PD-029	Informant Files / Gang Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Informant information; Does not contain criminal intelligence information concerning individuals; Department preference; GC §34090
Police / Crime Analysis / Detectives	PD-030	Pawn Slips	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
COMMUNICATIONS / CAD / DISPATCH								
Police / Commun.	PD-031	Audio Recordings or Tapes - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	366 days		Mag			Department Preference; legally mandated for 100 days; (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
Police / Commun.	PD-032	Vacation Checks / Patrol Requests	When No Longer Required		Mag, Ppr			Preliminary Draft (entered in RMS / CAD system; GC §34090 et seq.
PROPERTY AND EVIDENCE								
Police / Property & Evidence	PD-033	_Property & Evidence Database	Indefinite		Mag			Department Preference (data is interrelated); GC §34090

RECORDS RETENTION SCHEDULE: POLICE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
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Police / Property & Evidence	PD-034	Crime Report Photos	Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Property & Evidence	PD-035	Gun and Narcotics Destruction Log (Documents related to)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Property & Evidence	PD-036	Property & Evidence Logs / Destruction Authorizations	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Property & Evidence	PD-037	Safekeeping: Lost & Found Property (Documents related to)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
RECORDS								
Police / Records	PD-038	_RMS Database	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police / Records	PD-039	Alarm Permits	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-040	CHP Forms: Pursuit Report (CHP 187A), Vehicle Report (CHP 180), etc.	2 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	GC §34090
Police / Records	PD-041	Citations (Parking, Traffic, Marijuana / Cannabis). Includes requests for dismissals, cancellations, and appeals.	2 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	GC §34090 et seq.
Police / Records	PD-042	CRIME REPORTS / SEALED RECORDS: Sealed Juvenile Cases - Childhood Sexual Assault	Age of Majority + 22 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	CCP §§340.1, GC §34090

RECORDS RETENTION SCHEDULE: POLICE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Records	PD-043	CRIME REPORTS / SEALED RECORDS: Sealed Juvenile Cases Except Sealed Childhood Sexual Assault	Per Court Order (Subject 26 years old / Sealing Date + 5 years)	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	CCP §§340.1, GC §34090; GC §68152(g)(1), W&I §781(d)
Police / Records	PD-044	CRIME REPORTS: Lost Property: Firearms entered into CLETS (if not Permanent Retention)	Until Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference to facilitate Three Strikes law and ease of document imaging administration; PC§ 11108.2(b); GC §34090
Police / Records	PD-045	CRIME REPORTS: ALL Capital Crimes, Homicide, Juvenile, Child Abuse (substantiated), Elder Abuse (substantiated), & Sexual Assault (Rape), Arson (Suspected or Undetermined)	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799; 803(h), 11169 et seq.; 11170(a); WIC 707(b)
Police / Records	PD-046	CRIME REPORTS: Child Abuse or Neglect Investigation Reports - Unsubstantiated or Inconclusive	No Further Report on Suspected Abuser + 10 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	PC §§11169(c),11170(a)(3)
Police / Records	PD-047	CRIME REPORTS: Except those specifically mentioned in the schedule (ALL Others)	5 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.

RECORDS RETENTION SCHEDULE: POLICE

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Records	PD-048	CRIME REPORTS: Misdemeanor or Infraction - Adult Marijuana / Cannabis - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (If No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq.
Police / Records	PD-049	CRIME REPORTS: Misdemeanor or Infraction - Juvenile Marijuana / Cannabis - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years or Juvenile 18 years old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	If no subsequent conviction ("Shall" Destroy); H&S §11361.5
Police / Records	PD-050	CRIME REPORTS: Missing Persons	P (If Returned, Follows the Retention for the Crime Report)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; GC §34090
Police / Records	PD-051	CRIME REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)

RECORDS RETENTION SCHEDULE: POLICE

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Police / Records	PD-052	CRIME REPORTS: Misdemeanor or Infraction Marijuana / Cannabis §11357(de) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Records	PD-053	CRIME REPORTS: Vacatur Relief Granted by Court - Victim of Human Trafficking, or Victim of Intimate Partner Violence or Sexual Violence (Nonviolent Crimes)	Court Order + 1 year		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police / Records	PD-054	Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference; GC §34090
Police / Records	PD-055	Hearing Officer Determinations (Citation Appeals, Tows, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-056	Permits - Amplified Sound, Dance, etc..	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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Police / Records	PD-057	Permits: Cannabis, Firearms Dealers, Secondhand Dealers, Pawn Brokers Licenses	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-058	Registrants: Arson Registrations: Adults	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-059	Registrants: Arson Registrations: Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-060	Registrants: Sex Offender Registrations: Adults	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Records	PD-061	Registrants: Sex Offender Registrations: Juveniles	P or Sealing Date + 5 years (or Court Order), or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.

RECORDS RETENTION SCHEDULE: POLICE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Court	PD-062	Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing (When Not filed with the case file)	Expiration of the Order		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Not a City record
Police / Records	PD-063	Ride A-Long Waiver Form	2 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	GC §34090 et seq.
Police / Records	PD-064	Ride-A-Long Waiver Form	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Records	PD-065	STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	11 CCR 999.228; 11 CCR 999.229; GC §34090
Court or Dist. Attny	PD-066	Subpoenas (Personal Appearance of Police Employees)	When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Court or District Attorney records; GC §34090 et seq.
Police / Records	PD-067	Video Recordings - Jail / Temporary Holding / Building Security, City Operations	1 year		Mag			Records regular ongoing operations of the City; GC §34090.6 et seq.
Police / Records	PD-068	Video Recordings - Public Areas / Public Activity	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Equip Maint./Fleet, Solid Waste, Stormwater, Streets, Water, Wastewater)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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PUBLIC WORKS / EQUIPMENT MAINTENANCE & FLEET								
Public Works / Lead Div.	PW-044	ACPD Permits - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / Equip. Maint. & Fleet	PW-046	Fleet - Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090; 13 CCR 1234(c)
Public Works / Equip. Maint. & Fleet	PW-047	Fleet - Tire Disposal / Waste Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	14 CCR 18459.3; GC §34090
Public Works / Equip. Maint. & Fleet	PW-048	Fleet - Used Oil Disposal Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Equip. Maint. & Fleet	PW-049	Fleet - Vehicle & Equipment History Files Maintenance, Brakes, Smog Certificates, etc.	Disposal of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §34090
Public Works / Lead Div.	PW-050	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	ACPD Rule 1470; Form 400-E-13a instructions; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Equip Maint./Fleet, Solid Waste, Stormwater, Streets, Water, Wastewater)**

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Public Works / Lead Div.	PW-055	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / Lead Div.	PW-054	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
PUBLIC WORKS / SOLID WASTE								
Public Works / Solid Waste	PW-003	Solid Waste Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Report / Measure D annual report / Form 303 report (HHW report) / CalREcycle Used Oil report / CalREcycle Bottles & Cans report, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension; 14 CCR § 18995.2; H&S §39730.7; GC §34090
Public Works / Solid Waste	PW-004	Solid Waste Tonnage Reports / Statistics	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Solid Waste	PW-005	Solid Waste: Construction Waste Management	10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Solid Waste	PW-006	Solid Waste: Events / HHW Events	10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (3 years is required); 14 CCR 18812.4; GC §34090
PUBLIC WORKS /STORMWATER (NPDES)								

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Equip Maint./Fleet, Solid Waste, Stormwater, Streets, Water, Wastewater)**

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Public Works / Stormwater	PW-007	Stormwater Illicit Discharges	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 3 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Stormwater	PW-008	Stormwater Inspections (Business Inspections, O&M related inspections, and Development Inspections)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 4§§122.21, 122.41, 122.44; GC §34090
Public Works / Stormwater	PW-009	Stormwater: NPDES Annual Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 4§§122.21, 122.41, 122.44; GC §34090
Public Works / Stormwater	PW-010	Stormwater: NPDES Permits / MS-4 Permits	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 4§§122.21, 122.41, 122.44; GC §34090
PUBLIC WORKS / STREETS								
Public Works / Lead Div.	PW-044	ACPD Permits - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / Lead Div.	PW-050	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	ACPD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Streets	PW-051	Herbicide or Pesticide Application Forms	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623
Public Works / Lead Div.	PW-052	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Lead Div.	PW-054	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Equip Maint./Fleet, Solid Waste, Stormwater, Streets, Water, Wastewater)

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Public Works / Lead Div.	PW-055	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / Streets	PW-056	Streets - Sidewalk Maintenance, Grinding, Asphalt Ramping (Logs and Forms)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Streets	PW-057	Tree DATABASE	Indefinite		Mag			Data is interrelated; GC §34090
Public Works / Streets	PW-058	Tree Maintenance, Trimming, Arborists Reports (ALL City-owned trees)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Lead Div.	PW-059	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(d) & 4216.3(d), GC §34090
Division Providing Service / Work	PW-060	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-061	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Equip Maint./Fleet, Solid Waste, Stormwater, Streets, Water, Wastewater)

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Division Providing Service / Work	PW-062	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
WASTEWATER COLLECTIONS								
Public Works / Wastewater Collections	PW-019	CCTV Videos of Sewer Lines	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Lead Div.	PW-020	Confined Space Entries / Hot Work Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Public Works / Wastewater Collections	PW-021	FOG (Fats, Oil & Grease) Inspections / Pretreatment Annual & Quarterly Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Public Works / Wastewater Collections	PW-022	Industrial Waste Permits	Expiration + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Public Works / Wastewater Collections	PW-023	Industrial Waste Pretreatment Files	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Public Works / Wastewater Collections	PW-024	Lab Reports & Chains of Custody: Wastewater	Minimum 5 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §34090
Public Works / Wastewater Collections	PW-025	Sanitary Spills and Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Wastewater Collections	PW-026	Sewer Odor Complaints / Gas Detection Results / Investigations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Equip Maint./Fleet, Solid Waste, Stormwater, Streets, Water, Wastewater)

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Public Works / Wastewater Collections	PW-027	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; GC §34090
Public Works / Lead Div.	PW-028	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 3 years; GC §§4216.2(f) & 4216.3(d); GC §34090
Division Providing Service / Work	PW-029	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-030	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-031	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
WASTEWATER TREATMENT PLANT (WWTP) - Contracted with Veolia Water Technologies								
Public Works / WWTP	PW-032	_SCADA Database (Wastewater)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Public Works / Lead Div.	PW-033	APCD Permits (Air Quality Management Districts) - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / WWTP	PW-034	Biosolids / Sewage Sludge Handling Logs and Weigh Tickets	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Equip Maint./Fleet, Solid Waste, Stormwater, Streets, Water, Wastewater)

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Public Works / Lead Div.	PW-037	Confined Space Entries / Hot Work Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Public Works / Lead Div.	PW-038	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	APCD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Lead Div.	PW-039	Operations & Maintenance Manuals / O & M Manuals	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (some equipment is from the 1950's, and the O&M Manual isn't helpful); GC §34090
Public Works / WWTP	PW-040	Permits - Wastewater Regulatory / Operating Permits: Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Public Works / Lead Div.	PW-041	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
Public Works / WWTP	PW-042	Reports - Wastewater Reports to Regulatory Agencies: Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Public Works / Lead Div.	PW-043	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Equip Maint./Fleet, Solid Waste, Stormwater, Streets, Water, Wastewater)

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Public Works / WWTP	PW-044	Sanitary Survey of Sewer System	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / WWTP	PW-045	Wastewater Treatment Plant Operators Certificates (posting required)	When Superseded		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Public Works / WWTP	PW-046	Wastewater Treatment Plant Safety Training Certificates (posting required)	Minimum 5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 21960, 34090
WATER RESOURCES & WATER CONSERVATION								
Public Works / Water Resources & Conservation	PW-104	Conservation Programs / Rebate Programs / Check Requests / Toilets, Washers, Turf, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(meets auditing standards); GC §34090
Public Works / Water Resources & Conservation	PW-105	Conservation Reports / Consumption Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Public Works / Water Resources & Conservation	CC-029	Prop. 218 (Property-based fees - Notice Mailing List)	2 years		Mag, Ppr			GC §53753(e)(2)
Public Works / Water Resources & Conservation	PW-106	Water Rights	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Public Works / Water Resources & Conservation	PW-107	Water Supply Assessments, Studies, Reports / Stream Studies and Flow / Water Planning Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

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Public Works / Water Resources & Conservation	PW-108	Water System Variances	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
WATER DISTRIBUTION & OPERATIONS								
Public Works / Water Treatment Plant	PW-109	_SCADA Database (Water)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Public Works / Water Treatment Plant	PW-064	Consumer Confidence Report - Annual Water Quality Report	P		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department preference; Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Lead Div.	PW-111	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	ACPD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Water Treatment Plant	PW-067	Lab Reports & Chains of Custody: Potable Water Bacteriological and Organics	Minimum 5 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Public Works / Water Treatment Plant	PW-068	Lab Reports & Chains of Custody: Potable Water Chemical (Includes Chlorine Residuals)	Minimum 10 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
Public Works / Water Treatment Plant	PW-069	Lab Reports & Chains of Custody: Potable Water Lead & Copper	Minimum 12 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91

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Public Works / Lead Div.	PW-112	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / Lead Div.	PW-113	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Required for 3 years; GC §§4216.2(f) & 4216.3(d); GC §34090
Division Providing Service / Work	PW-114	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-115	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-116	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
WATER TREATMENT PLANT / WELL SITES (POTABLE WATER)								
Public Works / Water Treatment Plant (Well Sites)	PW-118	Corrective Actions (As a Result of a Violation) - Potable Water	Resolution + 3 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	40 CFR 141.33(b)(2); 22 CCR §64470

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Public Works / Lead Div.	PW-119	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	ACPD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Water Treatment Plant (Well Sites)	PW-120	Monthly Reports - includes any Customer Concerns / Customer Complaints / Complaint Forms: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water)	5 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Public Works / Lead Div.	PW-121	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference; GC §34090
Public Works / Water Treatment Plant (Well Sites)	PW-122	Plant Operator Log Books	5 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department Preference; Meets Department of Public Health requirements; GC §34090
Public Works / Lead Div.	PW-123	Regulatory Reports / Water Reports to Regulatory Agencies: CalARP, CERS, Cal OSHA, DDW (Division of Drinking Water), DWR (Department of Water Resources), EPA, MS-4, NPDES, RMP, SWRCB (State Water Resources Control Board) ,etc.	Minimum 10 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Public Works / Water Treatment Plant (Well Sites)	PW-124	Reservoirs: Dive Videos	10 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference (covers 2 mandated cycles); GC §34090
Public Works / Water Treatment Plant (Well Sites)	PW-125	Reservoirs: Inspection Reports, Maintenance Records	P		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference; GC §34090
Public Works / Water Treatment Plant (Well Sites)	PW-126	Water Production Reads / Reports (to State DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board)	5 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department Preference; Meets California Department of Health requirements (3 years); GC §34090

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Water Treatment Plant (Well Sites)	PW-127	Water Treatment Plant NPDES Permits	Expiration + 5 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department Preference; City's permit requires 5 years (Federal mandate is 3 years); 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Water Treatment Plant (Well Sites)	PW-128	Water Treatment Plant NPDES Annual Reports	5 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department Preference; City's permit requires 5 years (Federal mandate is 3 years); 40 CFR §§122.21, 122.41, 122.44
Public Works / Water Treatment Plant (Well Sites)	PW-129	Water Treatment Plant Operators Certificates (posting required)	When Superseded		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference; GC §34090
Public Works / Water Treatment Plant (Well Sites)	PW-130	Water Treatment Plant Safety Training Certificates (posting required)	Minimum 5 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 21960, 34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
RECREATION & COMMUNITY EVENTS								
Recreation & Community Events	R&CE-001	_Recreation Activity Registration Database (CivicRec)	Indefinite - Minimum 2 years		Mag,			Department preference; GC §34090
Recreation & Community Events	R&CE-002	Activity / Special Programs / Event Files Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Recreation & Community Events	R&CE-003	Activity Guide / Class Guide / Program Guide (Final)	Minimum 2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Recreation & Community Events	R&CE-004	Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Recreation & Community Events	R&CE-005	Evaluations / Surveys (Programmatic Evaluations of Recreation programs)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Content Not Substantive / Preliminary drafts / Transitory records; GC §34090
Recreation & Community Events	R&CE-006	Incident Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Recreation & Community Events	R&CE-007	Liability Waivers (if separate from another record)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Recreation & Community Events	R&CE-008	Park Facility Use Requests / Field Rentals / Facility Use Applications and Permits (Includes Insurance Certificates and ABC Permits where appropriate)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: RECREATION & COMMUNITY EVENTS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Recreation & Community Events	R&CE-009	Rosters / Sign-in / Sign-Out Sheets for classes and programs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Recreation & Community Events	R&CE-010	Schedules / Hours (classes and staff)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090



SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY AGENDA REPORT

CITY COUNCIL

Mike Nelson, Mayor
Danny Ambriz Tyler Button
John Cale Brian Raymond

MEETING DATE: December 11, 2023
TO: Chair and Board of Directors of the Atwater Housing Successor
FROM: Anna Nicholas, Finance Director
PREPARED BY: Julia Coronado, Project Accountant
SUBJECT: **Adopting the Recognized Obligation Payment Schedule 24-25 for the July 1, 2024 through June 30, 2025 period and adopting the Administrative Budget for Fiscal Year 2024-25 (Treasurer of the Successor Agency Nicholas)**

RECOMMENDED COUNCIL ACTION

Adoption of Resolution No. SA 2023-4 adopting the Recognized Obligation Payment Schedule 24-25 for the July 1, 2024 through June 30, 2025 period and adopting the Administrative Budget for Fiscal Year 2024-25.

I. BACKGROUND/ANALYSIS:

BACKGROUND:

California's redevelopment agencies were dissolved statewide as of February 1, 2012. The City of Atwater ("City") is acting as the Successor Agency to the Atwater Redevelopment Agency ("Successor Agency") to manage and curtail the operation of the dissolved Atwater Redevelopment Agency ("Redevelopment Agency").

State law requires the Successor Agency to prepare an annual Recognized Payment Obligation Schedule ("ROPS") setting forth the Successor Agency's payment obligations for the following fiscal year. The ROPS is being presented to the Successor Agency Board for its consideration. The ROPS must be approved to receive funding for payment obligations each fiscal year.

ANALYSIS:

Recognized Obligation Payment Schedule

Health and Safety Code ("HSC") Section 34177(l) requires the Successor Agency to prepare a ROPS showing all the obligations of the former Redevelopment Agency and the sources of funds for repaying obligations. This ROPS, covering the period July 1, 2024 through June 30, 2025 ("ROPS 24-25"), must be approved by the Countywide Oversight Board for the County of Merced ("Oversight Board") and sent to the California State Department of Finance ("DOF"), State Controller's Office, and the County Auditor-

Controller no later than February 1, 2024. The Successor Agency may face a fine of \$10,000 per day for ROPS submitted after this deadline.

The Successor Agency requests a total of \$1,115,159 for obligations in Fiscal Year 2024-25. The obligations listed on the ROPS include funding for the following:

- Bond Debt Service (\$1,030,187);
- Contracts for bond administration and disclosure services (\$8,550); and
- Successor Agency Employee Costs - Administrative Costs (\$76,422).

Administrative Budget

HSC Section 34177(j) requires the Successor Agency to prepare an Administrative Budget and submit it to the Oversight Board for approval. Per HSC Section 34177, each successor agency is limited to an administrative cost allowance of the greater of \$250,000 or 3% of its approved non-administrative obligations in the previous ROPS year. The Successor Agency anticipates needing \$76,422 of the \$250,000 minimum annual administration allocation described in HSC Section 34171 (b), as shown in the attached Administrative Budget.

Cash Balances

The Report of Cash Balances in the current ROPS represents the Successor Agency's cash balance as of June 30, 2022, as well as the inflow and outflow of funds during Fiscal Year 2021-22. Funds are being spent in a timely manner and are consistent with the approvals of the previous, local Oversight Board and DOF. The Cash Balances page helps the Successor Agency to identify other funds available to spend on enforceable obligations.

The Successor Agency has \$348,380 of available Other Fund revenues. This has been applied to ROPS 24-25 obligations. A large portion (\$157,576) of this amount includes additional other fund revenues which were not included in FY 20-21.

ROPS 21-22 Prior Period Adjustment

As required by HSC Section 34186 (c), the Successor Agency prepared a reconciliation between approved and actual payments on enforceable obligations from the ROPS covering Fiscal Year 2021-22 and submitted this reconciliation to the CAC prior to October 1, 2023. The reconciliation showed a difference of \$36,767 between approved and actual expenditures that will be applied to ROPS 24-25 obligations.

II. FISCAL IMPACTS:

Adoption and transmittal of the ROPS are necessary to pay \$1,115,159 in Successor Agency financial obligations from July 1, 2024 through June 30, 2025.

III. LEGAL REVIEW:

This item has been reviewed by the City Attorney's Office.

IV. EXISTING POLICY:

This item is consistent with goal numbers one (1) and five (5) of the City’s Strategic Plan: to ensure the City’s continued financial stability and to support economic development that promotes a job housing balance, respectively.

V. ALTERNATIVES:

N/A

VI. INTERDEPARTMENTAL COORDINATION:

This item was coordinated between the Project Accountant/Redevelopment Assistant and the Finance Director.

VII. PUBLIC PARTICIPATION:

The public will have an opportunity to provide comments on this item prior to City Council action.

VIII. ENVIRONMENTAL REVIEW:

This item is not considered a project under provisions of Section 21065 of the Public Resources Code therefore not subject to analysis pursuant to the California Environmental Quality Act (CEQA) as this action will not directly or indirectly significantly affect the physical environment.

IX. STEPS FOLLOWING APPROVAL:

The Steps following approval will include submitting the ROPS and Administrative Budget to the Oversight Board for agenda consideration.

Submitted by: /s/ Anna Nicholas, Finance Director

Approved by:

Lori Waterman, City Manager

Attachments:

1. 02 Atwater ROPS 24-25 and Admin Budget Successor Agency Resolution No. SA 2023-4
2. Atwater 24-25 ROPS RAD App
3. Atwater Administrative Budget FY 24-25



SUCCESSOR AGENCY TO THE ATWATER REDEVELOPMENT AGENCY

RESOLUTION NO. SA 2023-4

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE ATWATER REDEVELOPMENT AGENCY APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE 2024-25 FOR JULY 2024 THROUGH JUNE 2025 AND APPROVING THE SUCCESSOR AGENCY'S PROPOSED ADMINISTRATIVE BUDGET FOR FISCAL YEAR 2024-25

WHEREAS, the City of Atwater elected to serve as the Successor Agency to the former Atwater Redevelopment Agency ("Successor Agency") pursuant to Assembly Bill x1 26, Assembly Bill 1484, and Senate Bill 107 (collectively the "Dissolution Act") as codified in the California Health & Safety Code ("HSC"); and

WHEREAS, among the duties of successor agencies under the Dissolution Act is the preparation of a Recognized Obligation Payment Schedule ("ROPS") for the ensuing two six-month periods for consideration by a local oversight board and the California Department of Finance ("DOF") for purposes of administering the wind-down of financial obligations of the former Redevelopment Agency; and

WHEREAS, the Dissolution Law requires that the proposed ROPS be transmitted to the countywide oversight board for its approval and subsequently transmitted to the county auditor-controller, State Controller's Office, and DOF for their consideration; and

WHEREAS, the proposed ROPS 24-25 for Fiscal Year 2024-25, attached hereto as Exhibit "A", has been prepared and is consistent with the provisions of the Dissolution Law and in the format made available by DOF; and

WHEREAS, HSC Section 34177(j) requires the Successor Agency to prepare a proposed administrative budget and submit it to the Countywide Oversight Board for the County of Merced ("Oversight Board") for approval; and

WHEREAS, the Successor Agency's proposed Fiscal Year 2024-25 Administrative Budget for the period from July 1, 2024 to June 30, 2025 has been reviewed, and by this Resolution the Successor Agency desires to approve such Administrative Budget and authorize submittal thereof to the Oversight Board for its review and approval; and

WHEREAS, the Oversight Board will review the 2024-25 ROPS and Administrative Budget on January 25, 2024; and

WHEREAS, the Successor Agency desires to approve the ROPS and transmit it to various parties as required by the Dissolution Law.

NOW, THEREFORE, the Successor Agency to the Atwater Redevelopment Agency does hereby resolve as follows:

Section 1. Recitals.

The Recitals set forth above are true and correct and incorporated herein by reference.

Section 2. Approval of ROPS 24-25.

The Successor Agency hereby approves and adopts the ROPS 24-25 covering the period of July 1, 2024 through June 30, 2025, in substantially the form attached hereto as Exhibit A, as required by the Dissolution Law. The Successor Agency also accepts administrative revisions made to the ROPS 24-25 in order to enable the Successor Agency to submit the ROPS 24-25 to DOF by the deadline of February 1, 2024.

Section 3. Approval of Successor Agency Fiscal Year 2024-25 Administrative Budget.

Pursuant to the Dissolution Law, the Successor Agency approves the Fiscal Year 2024-25 Administrative Budget for the period July 1, 2024 to June 30, 2025 submitted herewith as Exhibit B, which is incorporated herein by this reference.

Section 4. Posting; Transmittal of ROPS to Appropriate Agencies.

The City Manager is hereby authorized and directed to post a copy of the ROPS on the City’s website and transmit a copy of the ROPS to the offices of the Merced County Auditor-Controller, the California State Controller’s Office, and the State of California Department of Finance upon the Oversight Board’s approval.

The foregoing resolution is hereby adopted this 11th day of December, 2023.

AYES:
NOES:
ABSENT:
ABSTAINED:

APPROVED:

MIKE NELSON, MAYOR

ATTEST:

KORY BILLINGS, CITY CLERK

EXHIBIT A

RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR THE PERIOD OF
JULY 1, 2024 TO JUNE 30, 2025

EXHIBIT B

SUCCESSOR AGENCY ADMINISTRATIVE BUDGET FOR THE PERIOD OF
JULY 1, 2024 TO JUNE 30, 2025

**Recognized Obligation Payment Schedule (ROPS 24-25) - Summary
Filed for the July 1, 2024 through June 30, 2025 Period**

Successor Agency: Atwater

County: Merced

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)	24-25A Total (July - December)	24-25B Total (January - June)	ROPS 24-25 Total
A Enforceable Obligations Funded as Follows (B+C+D)	\$ -	\$ 348,380	\$ 348,380
B Bond Proceeds	-	-	-
C Reserve Balance	-	-	-
D Other Funds	-	348,380	348,380
E Redevelopment Property Tax Trust Fund (RPTTF) (F+G)	\$ 105,516	\$ 661,263	\$ 766,779
F RPTTF	29,094	661,263	690,357
G Administrative RPTTF	76,422	-	76,422
H Current Period Enforceable Obligations (A+E)	\$ 105,516	\$ 1,009,643	\$ 1,115,159

Certification of Oversight Board Chairman:

Pursuant to Section 34177 (o) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

Name Title

/s/ _____
Signature Date

Atwater
Recognized Obligation Payment Schedule (ROPS 24-25) - ROPS Detail
July 1, 2024 through June 30, 2025

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 24-25 Total	ROPS 24-25A (Jul - Dec)					24-25A Total	ROPS 24-25B (Jan - Jun)					24-25B Total
											Fund Sources						Fund Sources					
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
								\$2,828,216		\$1,115,159	\$-	\$-	\$-	\$29,094	\$76,422	\$105,516	\$-	\$-	\$348,380	\$661,263	\$-	\$1,009,643
5	Contract for bond administration	Fees	07/01/2007	07/01/2027	Bank of New York Mellon Trust Company	Professional services	Atwater Downtown Redevelopment Project Area	10,100	N	\$5,050	-	-	-	-	-	\$-	-	-	-	5,050	-	\$5,050
7	Contract for disclosure services	Fees	07/01/2012	06/30/2026	A.M. Peche & Associates	Professional services	Atwater Downtown Redevelopment Project Area	7,000	N	\$3,500	-	-	-	3,500	-	\$3,500	-	-	-	-	-	\$-
12	Successor Agency Employee Costs	Admin Costs	01/01/2011	06/01/2026	City of Atwater	Administrative Costs	Atwater Downtown Redevelopment Project Area	750,000	N	\$76,422	-	-	-	-	76,422	\$76,422	-	-	-	-	-	\$-
15	2017 TARB Series A	Refunding Bonds Issued After 6/27/12	09/01/2017	06/01/2026	Bank of New York Mellon Trust Company	Refunding of 1998 & 2007 Bonds	Atwater Downtown Redevelopment Project Area	2,061,116	N	\$1,030,187	-	-	-	25,594	-	\$25,594	-	-	348,380	656,213	-	\$1,004,593

Atwater
Recognized Obligation Payment Schedule (ROPS 24-25) - Report of Cash Balances
July 1, 2021 through June 30, 2022
(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (I), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation.							
A	B	C	D	E	F	G	H
	ROPS 21-22 Cash Balances (07/01/21 - 06/30/22)	Fund Sources					Comments
		Bond Proceeds		Reserve Balance	Other Funds	RPTTF	
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin	
1	Beginning Available Cash Balance (Actual 07/01/21) RPTTF amount should exclude "A" period distribution amount.				291,820	95,928	F: Other Funds retained for ROPS 21-22 (\$18,123) and 22-23 (\$86,078) + Other Funds remaining 6/30/21 (\$4,004), + Additional 20-21 Other Fund Revenues (\$157,576) + Extra funds from revised PPA 20-21 (\$26,038) G: PPA 18-19 (\$41,610), 19-20 (\$44,983), and 20-21 (\$9,335)
2	Revenue/Income (Actual 06/30/22) RPTTF amount should tie to the ROPS 21-22 total distribution from the County Auditor-Controller				160,761	1,059,752	F: 21-22 revenues Fund 3064 and 3067 G: RPTTF Revenue - 21-22A Dist + 21-22B Dist
3	Expenditures for ROPS 21-22 Enforceable Obligations (Actual 06/30/22)				18,123	1,064,596	PPA 21-22
4	Retention of Available Cash Balance (Actual 06/30/22) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)				86,078	54,317	F: Other Funds retained for ROPS 22-23 (\$86,078) G: PPA 19-20 (\$44,983) and 20-21 (\$9,335).
5	ROPS 21-22 RPTTF Prior Period Adjustment RPTTF amount should tie to the Agency's ROPS 21-22 PPA form submitted to the CAC		No entry required			36,767	PPA 21-22

Pursuant to Health and Safety Code section 34177 (l), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation.

A	B	C	D	E	F	G	H
	ROPS 21-22 Cash Balances (07/01/21 - 06/30/22)	Fund Sources					Comments
		Bond Proceeds		Reserve Balance	Other Funds	RPTTF	
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin	
6	Ending Actual Available Cash Balance (06/30/22) C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)	\$-	\$-	\$-	\$348,380	\$-	Other Funds applied to ROPS 24-25

Atwater
Recognized Obligation Payment Schedule (ROPS 24-25) - Notes
July 1, 2024 through June 30, 2025

Item #	Notes/Comments
5	
7	
12	
15	

Atwater Successor Agency 2024-25 Administrative Budget

FY 2024-25 Administrative Activities		Personnel
County Auditor Controller correspondence/coordination		Successor Agency Staff, RSG, Legal Counsel
County Oversight Board correspondence/coordination		Successor Agency Staff, RSG, Legal Counsel
State correspondence/coordination		Successor Agency Staff, RSG, Legal Counsel
Prepare ROPS		Successor Agency Staff, RSG, Legal Counsel
Prepare admin budget		Successor Agency Staff, RSG, Legal Counsel
Management of dissolution activities		Successor Agency Staff, RSG, Legal Counsel
Annual Audit		Badawi & Associates
Manage/monitor finances		Successor Agency Staff, RSG
Prepare staff reports and resolutions		Successor Agency Staff, RSG
Successor Agency Administrative Budget		Description
		Total
Successor Agency Staff Costs		29,422
RSG, Inc.	Salaries, Wages, Benefits	25,000
Badawi & Associates	Advisory Services (ROPS Preparation, Legislative Guidance, Property Disposition, Cash Flow Projections, State/County Correspondence, Meeting Attendance, etc.)	5,000
Union Pacific Railroad	Audit Services	2,000
Successor Agency Legal Counsel	Landscaping Lease	15,000
Grand Total	Legal Services	76,422



CITY COUNCIL AGENDA REPORT

CITY COUNCIL

Mike Nelson, Mayor
Danny Ambriz Tyler Button
John Cale Brian Raymond

MEETING DATE: December 11, 2023
TO: Mayor and City Council
FROM: Justin Vinson, Public Works Director
PREPARED BY: Justin Vinson, Public Works Director
SUBJECT: **Awarding a Purchase Order with Aqua Metric for Water Meter Software** (Public Works Director Vinson)

RECOMMENDED COUNCIL ACTION

Waives the Formal Procurement Process and awards a sole source purchase to Aqua Metric of Sacramento, California for water meter software, in amount not to exceed \$38,400.00; and authorizes and directs the City Manager, or her designer, to execute the Purchase Order on behalf of the City.

I. BACKGROUND/ANALYSIS:

With the city moving towards metering the whole city, staff feels like it would help the customers to be able to follow their water usage in real time, without having to call city staff to get updates. This will make it easier for the customers as well as not take up valuable staff time with inquires regarding water consumption. With almost half the city just getting acclimated to being on a water meter, there could be hours of calls daily that would be avoided by purchasing meter software.

The software is Vxsmart, which is the software used for Sensus meters, which is the brand of meters the city currently uses. This software provides analytics and insights into customer's usage, alerts and notifications if water consumption is higher than normal, as well as payment and billing integration. All of this can be accessed through the customer's portal. The city will enter into an annual contract for the metering software, which will be approximately \$16,000 a year. Staff can decide each year if the software is beneficial and move forward with another year or to discontinue the software. The first year of the software is included in the \$38,400 price as well as a one-time setup fee and an integration fee.

In accordance with the City of Atwater Purchasing System Manual, Section 9-Procurement Methods, "Sole Source Purchases", City formal bidding requirements may be dispensed when the services or goods are only available from one source either because: (1) the brand or trade name article, goods, or product or propriety service is the only one which will properly meet the needs of the City; or (2) the item or service is

unique and available only from a sole source; or (3) the item or service is designed to match others already in use or necessary to be compatible with others already in use.

Sensus branded products are used for the city's water meter system. Aqua Metric is the only authorized local distributor in the area to sell and service Sensus Metering Systems products, which are the only compatible meter software for the city's meter system. Aqua Metric has provided documentation stating this information as seen in "Exhibit B".

II. FISCAL IMPACTS:

Sufficient funding is available in FY 2023-24 Budget, Water Fund, Water Department, Special Department Expense, Account No. 6000.7010.2021.

This item has been reviewed by the Finance Department.

III. LEGAL REVIEW:

This item has been reviewed by the City Attorney's Office.

IV. EXISTING POLICY:

This item is consistent with goal number one (1) of the City's Strategic Plan: to ensure the City's continued financial stability.

V. ALTERNATIVES:

N/A

VI. INTERDEPARTMENTAL COORDINATION:

This item has been reviewed by all departments.

VII. PUBLIC PARTICIPATION:

The public will have an opportunity to provide comments on this item prior to City Council action.

VIII. ENVIRONMENTAL REVIEW:

This item is not considered a "project" under Section 21065 of the Public Resources Code as it will not directly or reasonably indirectly affect the physical environment and therefore is not subject to review or analysis.

IX. STEPS FOLLOWING APPROVAL:

The Public Works Department will coordinate with Administration and Finance to execute the Purchase Order.

Submitted by:



Justin Vinson, Public Works Director

Approved by:



Lori Waterman, City Manager

Attachments:

1. Aqua Metric Sales Quote
2. Sole Source Letter



Sales Quote

Aqua-Metric Sales Company
 Steve Kamiyama | Account Manager
 1060 National Drive, Suite 5 | Sacramento, CA 95834
 Phone: (951) 233-9545 | Facsimile: (951) 637-1500

November 15, 2023

Quote for: City of Atwater
 Attention: Justin Vinson
 Address:
 City, State, ZIP:
 Phone:
 Email:

Quantity	Description	Unit Price	Line Total
1	Annual Vxsmart Platform Annual Fee (7500 Services)	\$15,900.00	\$15,900.00
1	Vxsmart Setup - One Time Fee	\$12,500.00	\$12,500.00
1	Vxsmart Platform Integration - One Time Fee	\$10,000.00	\$10,000.00
	Vxsmart Platform Inegrations - Annual Maintenance (Starting year 2)	\$2,000.00	
	Annual Fees subjecty to an annual 3% increase		

This quote for the product and services named above is subject to the following terms:

1. All quotes are subject to the Aqua-Metric Terms of Sale.
2. Quote is valid for thirty days.
3. Freight allowed on single orders exceeding \$20,000.00.
4. Net Thirty Days to Pay
5. Returned product may be subject to a 25% restocking fee.
6. Sales Tax and/or Freight charges are approximated and may vary on final invoice.

Subtotal	\$38,400.00
Shipping & Handling	
Sales Tax	
Total	\$38,400.00

February 06, 2023

Re: Sole Source

To Whom It May Concern:

Sensus, a Xylem brand recognizes Aqua-Metric Sales Company as an Authorized Distributor of Sensus products for Northern California, counties of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, El Dorado, Fresno, Glenn, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Mono, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Solano, Sonoma, Stanislaus, Sutter, Tehama, Tulare, Tuolumne, and Yolo.

Purchasing Sensus products from an authorized distributor in your area ensures that your products will be properly supported and warranted. Please contact Aqua-Metric Sales Company for all of your Sensus needs.

We look forward to providing your business with quality water products and service in the near future. Please feel free to contact me if you have any questions.

Sincerely,

Trena Simmons

Trena Simmons
Partner Success Specialist
Sensus, Xylem Brand



CITY COUNCIL AGENDA REPORT

CITY COUNCIL

Mike Nelson, Mayor
Danny Ambriz Tyler Button
John Cale Brian Raymond

MEETING DATE: December 11, 2023
TO: Mayor and City Council
FROM: Justin Vinson, Public Works Director
PREPARED BY: John Seymour, City Engineer
SUBJECT: **Accepting the First Street Overlay Project as Complete** (Public Works Director Vinson)

RECOMMENDED COUNCIL ACTION

Accepts work done under the contract for First Street Overlay Project, City Project No. 23-06; authorizes a final payment in the amount of \$28,372.49 for a project total of \$567,449.76; and authorizes and directs the City Manager to sign a Notice of Completion and have it recorded on behalf of the City.

I. BACKGROUND/ANALYSIS:

The specifications and scope of work for the First Street Overlay Project, between Bellevue and Juniper Ave, consisted of grinding the existing asphalt concrete, installation of an asphalt paving mat, an overlay of 1 1/2" of asphalt concrete over the mat, and upgrading all concrete curb returns to ADA complaint curb returns. This is approximately 200,000 square feet of pavement overlay. This will also include approximately 50 feet of overlay on intersecting streets that do not have a gutter.

Bid proposals for this project were opened on Thursday, September 28, 2023, at 2:00 P.M. and were totaled and reviewed for responsiveness. Eight (8) bid proposals were received. Bid amounts ranging from \$564,270.00 to \$867,125.00. The project was awarded to United Pavement Maintenance Inc. of Hughson California.

II. FISCAL IMPACTS:

Sufficient funding to pay the retention amount of \$28,372.49 is contained in the Project Retention liability account; 1010-0000-4101.

This item has been reviewed by the Finance Department.

III. LEGAL REVIEW:

This item has been reviewed by the City Attorney's Office.

IV. EXISTING POLICY:

This item consists of goals number one (1) and two (2) of the City's Strategic Plan; to ensure the City's continued financial stability and to improve public safety, respectively.

V. ALTERNATIVES:

N/A

VI. INTERDEPARTMENTAL COORDINATION:

This item has been reviewed by all departments.

VII. PUBLIC PARTICIPATION:

The public will have an opportunity to provide comments on this item prior to City Council action.

VIII. ENVIRONMENTAL REVIEW:

This project is Categorically Exempt (CE) pursuant to the California Environmental Quality Control Act (CEQA) guidelines, Section 15301, Class 1(c): Operation, repair, maintenance, or minor alteration to existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities.

IX. STEPS FOLLOWING APPROVAL:

Upon City Council approval, the City Manager will execute the Notice of Completion and the City Clerk's office will record the Notice; the final payment to United Pavement Maintenance will be processed. Acceptance of the contract begins the 1 year guarantee period, during which staff monitors the completed improvements for any required corrective work. Contract bonds remain in place for 1 year or until the completion of any required corrective work.

Submitted by:



Justin Vinson, Public Works Director

Approved by:



Lori Waterman, City Manager

Attachments:

1. Exhibit A - Notice of Completion (First Street Overlay)

Recorded at the request of:

CITY CLERK

Return to

CITY OF ATWATER

1160 FIFTH STREET

ATWATER, CA 95301

NOTICE OF COMPLETION (INDIVIDUAL OR CORPORATION)

Notice is Hereby Given That:

1. The work of improvement as a whole was completed upon the hereinafter described real property on: December 11, 2023.

2. The name and address of the owner giving and filing this notice:

Name	Street and No.	City	State
CITY OF ATWATER	750 BELLEVUE ROAD	ATWATER	CALIFORNIA

The interest of said owner was acquired subsequent to the commencement of the work of improvement from:

Name	Street and No.	City	State
	N/A		

The names and addresses of all other co-owners, if any, who own an estate or interest in said real property, whether as joint tenants or tenants in common, or otherwise, are:

Name	Street and No.	City	State
	N/A		

3. That the nature of the interest or estate of the owner in and to said real property is in fee: yes

4. That the name of the original contractor for the work of improvement referred to above is: United Pavement Maintenance Inc. of Hughson, CA

5. That the street address of said property is: First Street Between Juniper Ave and Bellevue Road

6. That the real property herein referred to is situated in the City of Atwater, County of Merced, State of California, and particularly described as follows:

First Street Overlay Project

City Project No. 23-06

Verification for CORPORATE owner: _____

LORI WATERMAN, CITY MANAGER

STATE OF CALIFORNIA

} ss

County of Merced

On _____ before me, Janell Martin, Notary Public, personally appeared Lori Waterman, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

2024 CITY COUNCIL COMMITTEE ASSIGNMENTS:



Mayor's Committee Assignments

Mayor Pro Tem – Raymond

Merced County Association of Governments - MCAG (1 representative and 1 alternate)	Nelson Raymond (Alternate)
League of California Cities Central Valley Division – (1 voting delegate and 2 alternates)	Cale Ambriz & Button (Alternates)
City Audit & Finance Committee (2 representatives)	Ambriz & Button
LAFCO (1 representative)	Raymond
USP/Atwater Community Liaison Group (1 representative and 1 alternate)	Nelson Raymond
Atwater Community Services/Neighborhood Watch (1 representative)	Button
4 th of July Committee (1 representative)	Cale
San Joaquin Valley Air Pollution Control District (1 representative and 1 alternate)	Ambriz Button (Alternate)
MIUGSA (1 representative and 1 alternate)	Justin Vinson Greg Thompson (Alternate)
MIRWMA (1 representative and 1 alternate)	Nelson Cale (Alternate)
ACE Train (1 representative and 1 alternate)	Raymond Nelson (Alternate)
One Voice (1 representative and 1 alternate)	Cale Ambriz (Alternate)
Bloss Mansion (2 representatives)	Raymond & Nelson
Christmas Parade (2 representatives)	Cale & Ambriz
General Plan Tech Advisory Committee (2 representatives)	Nelson & Raymond



CITY COUNCIL AGENDA REPORT

CITY COUNCIL

Mike Nelson, Mayor
Danny Ambriz Tyler Button
John Cale Brian Raymond

MEETING DATE: December 11, 2023
TO: Mayor and City Council
FROM: Justin Vinson, Public Works Director
PREPARED BY: Justin Vinson, Public Works Director
SUBJECT: **Awarding a General Construction Contract with DGN Build for the Tenant Improvements at Civic 2 - 1350 Broadway Avenue (Public Works Director Vinson)**

RECOMMENDED COUNCIL ACTION

Motion to award a General Construction Agreement, in a form approved by the City Attorney, to DGN Build of Stockton, California, for the Tenant Improvements at Civic 2, City Project 21-03, in an amount not to exceed \$1,285,000 and authorize construction contract change order up to an aggregate amount of \$128,500 (10%); and authorizes and directs the City Manager or her designee to execute all contract documents on behalf of the City; or

Motion to approve staff's recommendations as presented.

I. BACKGROUND/ANALYSIS:

The City of Atwater purchased a building at 1350 Broadway Ave with the intention of moving the Finance Department, Planning Department, Building Department, Engineering Department, and Economic Development into the building and providing their services in the downtown district of Atwater. Staff conducted a space analysis to ensure that all departments would be able to fit inside the footprint of the building. It was determined that there would be ample room for all departments to be housed at 1350 Broadway Ave.

During the design phase of the project, Centerline Design met with city staff to meet the needs of their departments and space in the building. Centerline Design included these requests in the plans. Some of these requests were that the Finance Department only be accessible to employees in the Finance Department, larger bathrooms, enough service windows to accommodate high volume traffic times, a conference room, and a large enough lobby for the residents. There will also be ADA parking located across the street in the city parking lot with an ADA-accessible route to the future City Hall.

Bid proposals for this project were opened on Thursday, September 30, 2023, at 2:00

P.M. and were totaled and reviewed for responsiveness. Seven (7) bid proposals were received. The Bid Summary (Exhibit "A") shows the bid amounts ranging from \$1,285,000 to \$1,610,000.

Staff has reviewed the bids and determined that the bid submitted by DGN Build of Stockton, California in the amount of \$1,285,000 is a responsive and acceptable bid. The recommended contract administration practice is to include 10% of the bid amount as contingency funds for unforeseen and necessary changes to the contract. Staff is recommending a total construction budget of \$1,413,500. This total budget includes the construction contract amount of \$1,285,000 for bid items and \$128,500 contingency with contractor.

II. FISCAL IMPACTS:

Sufficient funding for this project is available in the ARPA Fund, Civic Center 2 FY 2023-24; Account No. 1010.1080.V001.

This item has been reviewed by the Finance Department.

III. LEGAL REVIEW:

This item has been reviewed by the City Attorney's Office.

IV. EXISTING POLICY:

This item consists of goals number one (1) and two (2) of the City's Strategic Plan; to ensure the City's continued financial stability and to improve public safety, respectively.

V. ALTERNATIVES:

N/A

VI. INTERDEPARTMENTAL COORDINATION:

This item has been reviewed by all departments.

VII. PUBLIC PARTICIPATION:

The public will have an opportunity to provide comments on this item prior to City Council action.

VIII. ENVIRONMENTAL REVIEW:

This project is Categorical Exempt (CE) pursuant to the California Environmental Quality Control Act (CEQA) guidelines, Section 15301, Class 1(c): Operation, repair, maintenance, or minor alteration to existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities.

IX. STEPS FOLLOWING APPROVAL:

Following City Council's approval for the award of contract, staff will issue a notice of award to the contractor, hold a pre-construction meeting, and issue a notice to proceed,

with construction to follow.

Submitted by:



Justin Vinson, Public Works Director

Approved by:



Lori Waterman, City Manager

Attachments:

1. Bid Summary
2. Construction Services Agreement (12.6.23)

BID SUMMARY

PROFESSIONAL SERVICES

Project No. 21-03: General Construction Services for Tenant Improvements at Civic Center Building 2 Project

Account # 1010-1080-V001

No.	Contractor	Bid Total
1	DGN Build	\$1,285,000
2	ANV Contractors	\$1,375,000
3	State Pro Builders	\$1,375,831
4	Flex Pro	\$1,410,668
5	Marvulli	\$1,435,000
6	Menghetti Construction	\$1,504,000
7	TPM Construction	\$1,610,000

Please see attached supporting documents.

Thank you,
Ana Jaramillo

GENERAL CONSTRUCTION CONTRACT

This GENERAL CONSTRUCTION CONTRACT (“Contract”) is made by and between the CITY OF ATWATER, a California municipal corporation (“City”) and [REDACTED] (“Contractor”) as of [REDACTED], 20XX, City and Contractor shall be referred to herein separately as a “Party” and collectively as “Parties”.

1. The Contract. It is mutually agreed and understood that the complete Contract shall consist of the following component documents, all of which are fully a part hereof as if herein set out in full, or if not attached, as if hereto attached:

- A. This Contract;
- B. Plans and Specifications for **PROJECT NO. [REDACTED]**;
- C. Special Provisions for **PROJECT NO. [REDACTED]**;
- D. Notice to Contractors;
- E. Proposal to the City of Atwater;
- F. Performance Bond;
- G. Labor and Material Bond;
- H. Current edition of the Caltrans Standard Specifications;
- I. Current edition of the Caltrans Standard Plans;
- J. The latest revisions to the General Prevailing Wage Rates; and
- K. Any Published Addenda.

Any and all obligations of the City and the Contractor are fully set forth and described therein.

All of the above component documents are intended to cooperate so that any work called for in one and not mentioned in the other, or vice versa, is to be executed the same as if mentioned in all said documents. The component documents comprising the complete Contract are sometimes hereinafter referred to as the “Contract Documents”. To the extent any of the Contract Documents are in conflict with each other, the component documents shall have priority based upon their hierarchical order set forth above.

2. Effective Date. This Contract shall only become effective once all of the Parties have executed the Contract (the “Effective Date”). Contractor, however, shall not commence the performance of the work until it has been given notice by City (“Notice to Proceed”).

3. Term. This Contract shall commence on the Effective Date and naturally terminate after Final Payment of Contractor by City as defined by Section 5-1.08 of the Special Provisions. Section 8-1.14 of the 2010 Caltrans Standard Specifications provides for Terminations. Section 2-1.12A of the 2010 Caltrans Standard Specifications allows for termination in accordance with 49 CFR 26.13(b) for failure by the contractor to carry out the requirements of 49 CFR part 26 in the award and administration of this contract.

4. The Work. Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor, transportation, and material necessary to perform and complete in a good and workmanlike manner all work of improvement in accordance with the Contract Documents, and in the manner designated in, and in strict conformity with, the Project Plans and Specifications for PROJECT NO. [REDACTED], entitled, “[REDACTED] PROJECT” for construction in Atwater, Merced
GENERAL CONSTRUCTION CONTRACT between
City of Atwater and [REDACTED]

County, California. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, transportation, and material shall be furnished and said work performed and completed as required in said Project Plans and Specifications under the sole direction and control of the Contractor, and subject to inspection and approval of the City or its representative. The City hereby designates the City Engineer as its representative for the purpose of this Contract.

City, without invalidating this Contract, may order changes to the work, consisting of additions, deletions, or other revisions. All such changes to the work, including in the Contract Price and Contract time for performance, shall be authorized by Change Order or Work Change Directive, signed by the City Manager. Contractor shall not be entitled to an increase in the Contract Price or an extension of the Contract time for performance if it fails to secure such written authorization for such work, except in the case of an emergency as provided in the 2010 Caltrans Standard Specifications or the Special Provisions.

5. Contract Price. The City agrees to pay, and the Contractor agrees to receive and accept, the following Contract prices as full compensation for furnishing all materials and performing all work in accordance with this Contract as follows:

BASE BID

ITEM NO.	ITEM	UNIT OF MEASURE	ESTIMATED QUANTITY	UNIT PRICE	TOTAL ITEM PRICE
1	Mobilization				
2	Traffic Control				
3	SWPPP & Erosion Control				
4	QSP Site Monitoring				
5	Demolish and remove AC structural section				
6	Demolish and remove existing sidewalk, curb and gutter and drive approaches				
7	Demolish and remove existing curb ramps and cross gutters				
8	Remove existing street light				
9	Construct 6" thick concrete drop driveway approaches and associated gutter pans				
10	Construct 6" thick concrete cross gutter				
11	Construct/Widen Concrete Sidewalks and Construct ADA Ramps				

ITEM NO.	ITEM	UNIT OF MEASURE	ESTIMATED QUANTITY	UNIT PRICE	TOTAL ITEM PRICE
12	Construct Curb and Gutter (excludes gutter pan along driveways)				
13	Construct Type A1 Curb				
14	Install Truncated Domes to ADA Curb Ramps				
15	Furnish and Install Type 9A ES-7K Pole, RRFB, and all associated signage				
16	Furnish and Install ES-7A Rapid Flashing Beacons with Pole, Push Button Assembly and all associated signage				
17	Furnish and Install Type 9A, Flashing Beacon on Type 19-1-100 Signal and Lighting Standard, Pushbutton Assembly, Rapid Flashing Beacons and all associated signage				
18	Furnish and Install Traffic Loops				
19	Sign relocation				
20	Valley Gutter Replacement				
21	Wooden Fence Replacement				
22	Chain Link Fence Replacement				
23	Wrought Iron Fence Replacement				
24	Construct New Pavement Section: 4" A.C. over 13" A.B.				
25	Striping				
26	Joint/Power Pole Relocation				
27	Raise to Grade Manholes, Utility Boxes, Monument Wells, Water Meter Box and Utility Vault (74 Total)				
TOTAL BASE BID:				\$	

[DEDUCTIVE/ADDITIVE (IF ANY)] ALTERNATE 1

ITEM NO.	ITEM	UNIT OF MEASURE	ESTIMATED QUANTITY	UNIT PRICE	TOTAL ITEM PRICE

Total Contract Amount = Base Bid + Bid Alternate __ (if any): \$ _____

Additional services may be authorized by the City Manager in an amount up to, but not to exceed ___% of the Total Contract Amount stated above as \$ _____. In the event that additional services are deemed necessary, the Contractor shall provide a written request to the City Manager indicating the reason for the additional work, scope and cost of such work. The City Manager shall provide a written response to the request, either approving or denying the additional expenditure, in whole or in part, based upon a recommendation by the Public Works Director, or his designee. If additional services are requested and approved, they shall not exceed the amount approved in writing by the City Manager. In that event, the new total compensation shall not exceed the Total Contract Amount as stated herein, plus ___% of that price, or \$ _____. If additional services in excess of this amount (total contract price plus ___%) are deemed necessary by City staff, an amendment to this Agreement will be required and must be approved by City Council prior to commencing the work.

6. Termination. If the Contractor should become insolvent or if Contractor should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, or if it or any of its subcontractors should violate any of the provisions of the Contract Documents, the City may serve written notice upon Contractor and its surety of its intention to terminate the Contract. The notice shall contain the reasons for the City's intent to terminate the Contract and unless the violation ceases and/or is corrected within ten (10) days of service of the notice, the Contract shall cease and terminate. In the event of any such termination, the City shall immediately serve a written notice of termination on the surety and the Contractor, and the surety shall have the right to take over and perform the Contract. The surety shall serve a written notice of intent to take over and perform the Contract on the City within fifteen (15) days of service of the notice to terminate and shall commence performance of the Contract within thirty (30) days from service of the notice to terminate. In the event the surety fails to serve the notice of intent to take over and perform or fails to commence performance as required in this Section, the City may take over the work and prosecute the same to completion by contract or by any other method it may deem advisable, for the account and at the expense of the Contractor, and the Contractor and its surety shall be liable to the City for any excess cost incurred by the City, and in such event the City may, without liability for so doing, take possession of and utilize in completing the work such materials, appliances, plant, and other property belonging to the Contractor as may be on the site of the work and necessary to complete the work. The City may also terminate the Contractor's performance under the Agreement, either in whole or in part, at its own discretion, with or without cause, or for convenience or when conditions encountered during the work make it impossible or impracticable to proceed, or when the City is prevented from proceeding with the Agreement by act of God, by law, or by official action of a public authority, or upon a determination by the City that such termination is in the best interest and convenience of the City, or whenever the City is prohibited from completing the work for any reason. The City shall provide no less than fifteen (15) calendar days written notice of its intent to terminate the Agreement for convenience and shall endeavor to provide the Contractor with consultation with the City prior to termination.

7. Notices. All notices given pursuant to this Contract shall be in writing and shall be mailed by first class mail, postage prepaid, certified or registered, with return receipt requested. Such notice shall be deemed served or given three (3) business days after deposit in the United States Postal Service. The address of each Party to this Contract for purposes of notice shall be as indicated below. Each Party may change its address for notice by giving notice of such change to the other Party in the manner set forth above.

If to City: **Lori Waterman, City Manager**
City of Atwater
750 Bellevue Road
Atwater, California 95301

If to Contractor: _____

If to Surety: _____

8. Assignment of Contract. The Contractor shall not assign the Contract, moneys due under the Contract, or monies to become due under the Contract, without first obtaining the prior written consent of the City.

9. Contract Security. The Contractor shall furnish a surety bond in an amount at least equal to One Hundred Percent (100%) of the Contract price as security for the faithful performance of this Contract (“Performance Bond”). The Contractor shall also furnish a separate surety bond in an amount at least equal to One Hundred Percent (100%) of the Contract price as security for the payment of all persons for furnishing materials, provisions, provender, or other supplies used in, upon, for, or about the performance of the work contracted to be done, or for performing any work or labor thereon of any kind, and for the payment of amounts due under the Unemployment Insurance Code with respect to such work or labor in connection with this Contract, and for the payment of a reasonable attorney’s fee to be fixed by the court in case suit is brought upon the bond (“Labor and Material Bond”).

10. Insurance. Contractor shall maintain in full force and effect policies of insurance set forth herein, which shall be placed with insurers with a current A M Best’s rating of no less than A VII and will provide City with written proof of said insurance. Contractor shall maintain coverage as follows and will provide City with written proof of said insurance. Such insurance shall remain in effect at least until final payment and at all times thereafter when Contractor may be correcting, removing, or replacing defective work. The cost of such insurance shall be included in the contractor’s bid. Contractor shall maintain coverage as follows:

A. Minimum Scope of Insurance.

1. Commercial General Liability coverage at least as broad as the Insurance Services Office, Inc. (ISO Form CG 00 01) with limits of liability of at least \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance forms or other forms with a general aggregate limit are used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be \$4,000,000.

2. An Additional Insured Endorsement to the Commercial General Liability coverage form naming the City as an insured at least as broad as ISO form CG 20 37 10 01 entitled ADDITIONAL INSURED-OWNERS, LESSEES OR CONTRACTORS COMPLETED OPERATIONS.

3. Business Auto Liability coverage at least as broad as ISO form CA 00 01 with limits of liability of at least \$1,000,000 combined single limit per accident for bodily injury and property damage, covering any automobile owned, leased, hired or borrowed by the Contractor, its agents, representatives, or employees, or for which the Contractor is responsible.

4. An Automobile Liability Special Endorsement to the Business Auto Liability form naming the City as an insured with regard to damages and the defense of claims arising out of use of any automobile for which the Contractor is responsible. (In the alternative,

the Contractor may provide a Designated Insured Endorsement form at least as broad as ISO Form CA 00 01).

5. Workers' Compensation coverage for the Contractor's employees with limits as required by California law, and Employers Liability coverage with limits of liability of at least \$1,000,000 per accident or occurrence.

6. A Certificate of Liability Insurance showing evidence of the above liability coverages prior to the commencement of work.

B. Deductibles and Self-Insured Retentions.

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to the City, its officers, public officials, employees and volunteers, or (2) the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

C. Other Insurance Provisions.

The Commercial General Liability and Automobile Liability policies are to contain, or be endorsed to contain the following provisions:

1. The City, its officers, public officials, agents, employees and volunteers are to be covered as insured's with respect to liability and defense arising out of automobiles owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (CG 20 10), or as a separate owner's policy.

2. For any claims related to this project, the Contractor's liability insurance coverage shall be primary insurance as respects the City, its officers, public officials, employees and volunteers. Any insurance of self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3. Each insurance policy required by this clause shall be endorsed shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the California Civil Code.

5. The Contractor agrees that any and all liability insurance coverages available to it as a named insured will be applicable to the City as an Additional Insured.

6. If other than ISO forms are used by the insurer(s) for the Contractor, each form used will require individual review and approval by the City of Atwater.

D. Acceptability of Commercial Insurers.

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than "A: VII."

E. Verification of Coverage.

Contractor shall furnish the City with Certificates of Liability Insurance and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on other than the Entity's forms, provided those endorsements or policies conform to the requirements of the Contract. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

F. Subcontractors.

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the insurance requirements stated herein.

G. For Construction Risks.

If this is a Proposal and Contract that involves a construction risk, in addition to the Insurance Requirement specified above, the Contractor shall procure and maintain Course of Construction (Builder's Risk) insurance covering all risks of loss with limits of liability of not less than the completed value of the project with no coinsurance penalty provisions.

The Course of Construction insurance policies shall contain the following provisions:

1. The City shall be named as loss payee; and
2. The insurer shall waive all rights of subrogation against the City.

11. Indemnification. The Contractor will indemnify, defend with counsel selected by the City, save, keep, and hold harmless, the City and all officers, public officials, employees, and agents thereof from and against any and all actions, claims, loss, cost, damage, injury (including, without limitation, disability, injury or death of an employee of Contractor or its subcontractors), expense and liability of every kind, nature and description that arise out of, pertain to or relate to performance of the work, provided that any such action, claim, loss, cost, damage, injury, expense or liability is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from but only to the extent caused by any negligent act or omission of Contractor, subcontractor, any supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the work or anyone for whose acts any of them may be liable. It is understood that the duty of

Contractor to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Notwithstanding the above, the Contractor shall, wherever it is necessary, keep and maintain at his sole cost and expense during the course of his operations under this Contract such warnings, signs, and barriers as may be required to protect the public. The provisions of the preceding sentence shall not impose any liability upon the City and are for the express benefit of the general public.

Acceptance by City of insurance certificates and endorsements required under this Contract does not relieve Contractor from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Contract, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

It is expressly understood that Contractor is an independent contractor and that its employees shall not be employees of or have any contractual relationship with the City. Contractor shall be responsible for the payment of all taxes, workers' compensation insurance and unemployment insurance. Should contractor desire any insurance protection, the Contractor is to acquire such protection at its expense.

In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Contract is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

12. Accident Prevention. Precaution shall be exercised at all times for protection of persons (including employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment, and other hazards shall be guarded or eliminated in accordance with the safety provisions of the Construction Safety Orders issued by the Industrial Accident Commission of the State of California.

13. Payment. The City will make partial and final payment to the Contractor except that the City will retain five percent (5%) of the final payment amount until the expiration of thirty-five (35) days from the date of recording by City of the notice of acceptance of completion of all work covered by this Contract, at which time and not before, City shall pay to Contractor the remaining five percent (5%), less any previous payments and deductions provided for herein.

The closure date for the purpose of making monthly progress payment will be the last calendar day of that month. The Contractor may request in writing that such monthly closure date be changed. The Engineer may approve such request when it is compatible with the City's payment procedure.

Each month, the Contractor will submit its own invoice for work performed through the closure date and the Engineer will make an approximate measurement of the work performed through the closure date and as a basis for making monthly payments, estimate its value based on the Contract

unit prices or as the Engineer deems appropriate. The City will endeavor to, not later than twenty (20) working days after receipt of the Contractor's invoice, make partial payment to the Contractor, based on work performed and material incorporated in the project as of the closure date of the particular calendar month, providing that the Contractor's invoice for the work performed agrees with the Engineer's determination. If the Engineer's determination differs from the Contractor's invoice, the City will make payment to the Contractor for those items or portions of items not in dispute not later than payment would have been made had no dispute occurred. Within ten (10) calendar days after agreement on disputed work is achieved between the City and the Contractor, the City shall pay the Contractor for any additional monies due as a result of settling any dispute. When the work has been satisfactorily completed, the Engineer will determine the quantity of work performed and prepare the final estimate.

The payment of progress payments by the City shall not be construed as an absolute acceptance of the work done up to the time of such payments, but the entire work is to be subjected to the inspection and approval of the City and subject to whatever inspection and approval may be required by law.

It is further agreed by the Parties that before each payment is made as provided above, receipts and releases of liens of all kinds for all labor and materials and all other indebtedness connected with the work shall be presented to the City by the Contractor upon the request of the City.

14. Prevailing Wage. The statement of prevailing wages appearing in the General Prevailing Wage Rates is hereby specifically referred to and by this reference is made a part of this Contract. It is further expressly agreed by and between the Parties hereto that should there be any conflict between the terms of this instrument and the bid or proposal of said Contractor, then this instrument shall control and nothing herein shall be considered as an acceptance of the terms of said proposal conflicting herewith.

15. Article VI. The improvements contemplated in the performance of this Contract is a Federal-Aid improvement over which the State of California shall exercise general supervision. The State of California therefore shall have the right to assume full and direct control over this Contract whenever the State of California, at its sole discretion, shall determine that its responsibility to the United States so requires. In such cases, the State Contract Act will govern.

16. General Provisions.

- (a) *Modification.* No alteration, amendment, modification, or termination of this Contract shall be valid unless made in writing and in accordance with the Contract Documents.
- (b) *Waiver.* No covenant, term, or condition or the breach thereof shall be deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver of the breach of any covenant, term, or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term, or condition.
- (c) *Authority.* All Parties to this Contract warrant and represent that they have the power and authority to enter into this Contract and the names, titles, and capacities herein stated on behalf of any entities, persons, states, or firms represented or purported to be represented

by such entities, persons, states or firms and that all former requirements necessary or required by the state or federal law in order to enter into the Contract have been fully complied with.

- (d) *Drafting and Ambiguities.* Each Party acknowledges that it has reviewed this Contract with its own legal counsel, and based upon the advice of that counsel, freely entered into this Contract. Each Party has participated fully in the review and revision of this Contract. Any rule of construction that ambiguities are to be resolved against the drafting party does not apply in interpreting this Contract.
- (e) *Governing Law.* This Contract shall be governed by and construed in accordance with the laws of the state of California.
- (f) *Venue.* Venue for all legal proceedings shall be in the Superior Court of California for the County of Merced.
- (g) *Severability.* If this Contract in its entirety is determined by a court to be invalid or unenforceable, this Contract shall automatically terminate as of the date of final entry of judgment. If any provision of this Contract shall be determined by a court to be invalid and unenforceable, or if any provision of this Contract is rendered invalid or unenforceable according to the terms of any federal or state statute, which becomes effective after the Effective Date of this Contract, the remaining provisions shall continue in full force and effect and shall be construed to give effect to the intent of this Contract.
- (h) *Counterparts.* This Contract may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.
- (i) *Audit.* City shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify Contractor's charges to City under this Contract.
- (j) *Entire Contract.* This Contract, together with its specific references, attachments and exhibits, constitutes the entire agreement of the Parties with respect to the subject matters hereof, and supersedes any and all prior negotiations, understanding and agreements with respect hereto, whether oral or written.
- (k) *Supersedes Prior Agreement.* It is the intention of the Parties hereto that this Contract shall supersede any prior agreements, discussions, commitments, or representations whether, written, electronic or oral, between the Parties with respect to the subject matter of this Contract.
- (l) *Mandatory and Permissive.* "Shall" and "will" and "agrees" are mandatory. "May" and "can" are permissive.
- (m) *Headings.* Headings used in this Contract are for reference purposes only and shall not be considered in construing this Contract.

- (n) *Attorney's Fees and Costs.* If any action at law or in equity, including action for declaratory relief, is brought to enforce or interpret provisions of this Contract, the prevailing Party shall be entitled to reasonable attorney's fees and costs, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such Party may be entitled.

- (o) *Necessary Acts and Further Assurances.* The Parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Contract.

- (p) *Time is of the Essence.* Time is of the essence in this Contract for each covenant and term of a condition herein.

IN WITNESS WHEREOF, three (3) identical counterparts of this Contract, each of which shall for all purposes be deemed an original thereof, have been duly executed by the Parties hereinabove named, on the day and year first herein written.

CITY OF ATWATER, a Municipal Corporation

By: _____
Lori Waterman, City Manager

By: _____
Contractor licensed in accordance with an act providing for the registration of contractors.

ATTEST:

By: _____
Kory J. Billings, City Clerk

APPROVED AS TO FORM:

By: _____
Frank Splendorio, City Attorney

ACCOUNT DATA:

PROJECT NO. _____

Contract No. _____

Project Account No./Amount:

_____ / \$ _____

By: _____
Finance Director Verification

LICENSE NO. _____

TAXPAYER I.D. NO. _____

VENDOR NO. _____

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

(SEAL)

CITY OF ATWATER



2024 REGULAR MEETING SCHEDULE

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Location of all listed meetings: City Council Chambers
City Council	8 & 22	12 & 26	11 & 25	8 & 22	13 & 28	10 & 24	11 [^]	12 & 26	9 & 23	14 & 28	12 [^]	9 [^]	2 nd and 4 th Monday of each month - 6:00 PM (Unless otherwise noted)

City Council Chambers – City Hall – 750 Bellevue Road

***Should the regular meeting fall on a legal holiday, the meeting shall be held on the next business day.**

[^]The 2nd meeting of the month has been cancelled.

The City Council meets as the Successor Agency to the Atwater Redevelopment Agency, the Atwater Public Improvement Corporation, the Atwater Public Financing Authority, the Atwater Housing Authority, and the Atwater Fire Protection District. However, unless specific items of business are to be conducted, these corporations will not be officially convened.