



## CITY COUNCIL MEETING

Tuesday, August 05, 2025

Regular Meeting - 6:00 PM

City Hall – City Council Chambers

425 Webster Street, Colusa, CA 95932

### AGENDA

#### Zoom Information:

<https://us06web.zoom.us/j/85200701051>

Meeting ID: 852 0070 1051 Passcode: 086453

Mobile: 669-444-9171, ID 85200701051

Mayor – Ryan Codorniz

Mayor Pro Tem – Denise Conrado

Council Member – Daniel Vaca

Council Member – Greg Ponciano

Council Member – Dave Markss

#### CALL TO ORDER

#### ROLL CALL

#### ROLL CALL

#### PLEDGE OF ALLEGIANCE

#### APPROVAL OF AGENDA

**PUBLIC COMMENTS** *(The public to address any item of City business NOT appearing on this Agenda. Speakers must limit their comments to three (3) minutes each. Please note that per Government Code Section 54954.3(a), the City Council cannot take action or express a consensus of approval or disapproval on any public comments regarding matters which do not appear on the printed agenda)*

#### PRESENTATION

5-Year Service Award - Emilio Swift

**CONSENT CALENDAR** - *All items listed on the Consent Calendar are considered by the Council to be routine in nature and will be enacted by one motion unless an audience member or Council member requests otherwise, in which case, the item will be removed for separate consideration.*

1. Approve - Council draft minutes of July 15
2. Receive and File - Police Dept. June report
3. Receive and File - Finance Dept. June report
4. Receive and File - June Warrants list
5. Receive and File - Treasurer's May and June reports
6. Receive and File - Parks, Recreation & Tree Commission quarterly report

- [7.](#) Adopt - Resolution authorizing delinquent solid waste liens on “Exhibit A” to be placed on the 2025-26 City Property Tax Roll with the County.
- [8.](#) Adopt - Resolution adopting the Records Retention Schedule, authorizing the destruction of certain city records and rescinding Resolution 04-24.

## **COUNCIL MEMBER /CITY MANAGER REPORTS AND STAFF COMMENTS**

### **PUBLIC HEARING**

- [9.](#) Consideration of Resolution approving of Proceedings with the annual Levy City of Colusa Districts Community Facilities District (CFD) 2-2020 for Fiscal Year 2025-26, accept preliminary engineer’s reports, and include a public hearing.

**Recommendation:** Open the Public Hearing and council to adopt the Resolution to approve the engineer’s report, which confirms diagram maps and parcels within the assessment district, and order the levy of assessment for FY 2025-26 for the City of Colusa CFD 2-2020.

- [10.](#) Consideration of Resolution approving Proceedings to approve the engineer’s reports, confirm diagram maps, and order the levy on parcels for FY 2025-26 for the City of Colusa Parks, Trees & Pool Improvement District.

**Recommendation:** Open the Public Hearing and council to adopt the engineer’s report, which confirms diagram maps and parcels within the assessment district, and order the levy of assessment for FY 2025-26 for the City of Colusa Parks, Trees & Pool Improvement District.

- [11.](#) Consideration of a Resolution approving Proceedings to Levy the Walnut Ranch Assessment District for FY 2025-26, accepting the preliminary engineer’s report, confirming diagram and maps.

**Recommendation:** Open the public hearing and council to adopt the Resolution to approve the engineer’s report, confirming diagram maps and parcels within the assessment districts, and order the levy of assessment for FY 2025-26 for the City of Colusa Walnut Ranch Assessment District.

- [12.](#) Consideration of the Resolution approving the Proceedings to hold a public hearing approving engineer’s report, confirming diagram maps, and ordering the levy on parcels for FY 2025-26 for the Colusa Meadows West Public Facilities Assessment District and Hoblit Public Facilities Assessment District.

**Recommendation:** Open the Public Hearing and council to adopt the Resolution to approve the engineer’s reports, which confirm diagram maps and parcels within the assessment districts and order the levy of assessment for FY 2025-26 for the Colusa Meadows West Public Facilities Assessment District and Hoblit Public Facilities Assessment District.

## **COUNCIL CONSIDERATION**

- [13.](#) Grand Jury response

**Recommendation:** Council to adopt the Resolution approving the Grand Jury response letter.

14. Consideration of a Resolution to organize a Taco Festival to be held annually on the fourth Saturday in October.

**Recommendation:** Council to adopt the Resolution authorizing the City Manager to proceed with the annual Taco Festival.

### **DISCUSSION ITEMS**

15. Elm Trees in the City of Colusa

### **FUTURE AGENDA ITEMS**

### **ADJOURNED TO CLOSED SESSION**

PUBLIC COMMENTS (The public may comment on the item scheduled to be heard during the Closed Session)

1. Public Employee Performance Evaluation (§ 54957) Title: City Manager

### **REPORT ON CLOSED SESSION**



SHELLY KITTLE, CITY CLERK

#### **Notice of Meetings and Agendas**

The Regular Colusa City Council meetings are held the first and third Tuesdays of each month at 6:00 pm in the Colusa City Council Chambers located at 425 Webster Street, Colusa California unless otherwise noted above. Copies of open session agenda packets, which are distributed to the City Council, are on file at the front desk of the City at 425 Webster Street, Colusa, California, and are available for public inspection beginning 72 hours in advance, during normal business hours (7:00 am – 5:00 pm., Monday through Thursday except for City holidays). Additionally, if any reports or documents, which are public records, are distributed to the City Council less than 72 hours before the meeting, those reports and documents will also be available for public inspection at the front desk of the City and on the day of the meeting in the Council Chambers.

#### **Americans with Disabilities Act**

In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the City Clerk at least 48 hours prior to the meeting at (530) 458-4941 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting.

“This institution is an equal opportunity employer and provider”



## CITY COUNCIL MEETING

Tuesday, July 15, 2025

Regular Meeting - 6:00 PM

City Hall – City Council Chambers

425 Webster Street, Colusa, CA 95932

### MINUTES

**CALL TO ORDER**- Mayor Codorniz called the meeting to order at 6:01 pm

**ROLL CALL** – Council Members Vaca, Markss, Conrado and Mayor Codorniz were present. Council Member Ponciano was absent/excused.

### PLEDGE OF ALLEGIANCE

**APPROVAL OF AGENDA** – Item 8 was pulled. There was approval on the remaining agenda items.

**PUBLIC COMMENTS** – Sue Gibbs inquired if 8<sup>th</sup> and Clay was on the list to be repaved.

Mr. Marvel discussed his concerns with the future slaughter facility. He asked about the condition of the levee and having sensors on the river.

Mark Tomey stated there would be an appeal on the slaughterhouse. He stated the Conditions of Approval needed to be clearer.

Don Bransford commented about traffic on Sioc Street. He thanked council and staff for the concerts in the park and the splash pad.

### PRESENTATION

Mayor Codorniz provided a Certificate of Appreciation to La Cabana Restaurant for 25 years of service.

**CONSENT CALENDAR** - All items listed on the Consent Calendar are considered by the Council to be routine in nature and will be enacted by one motion unless an audience member or Council member requests otherwise, in which case, the item will be removed for separate consideration.

1. Approve - June 3 and 17 Council Draft Minutes
2. Receive and File - Police Department May report
3. Receive and File - Code Enforcement June report
4. Receive and File - Treasurer's April report
5. Receive and File - Finance Dept. May report
6. Receive and File - May Warrants List



7. Adopt - Resolution approving the Change Order for construction of the Recycled Water System Upgrades: Phase 1 Construction and Change Order Approval for Auburn Constructors LLC, for an additional \$154,452.10.
8. Adopt -Resolution adopting the Records Retention Schedule, authorizing the destruction of certain city records and rescinding Resolution No. 04-24

**ACTION:** Council Member Markss requested Item 1 be pulled since he was not present at the June 3rd meeting. Council Member Vaca made a motion, seconded by Council Member Ponciano to approve Item 1. Motion passed unanimously.

**ACTION:** City Clerk Kittle requested Item 8 be pulled and brought back to the next meeting. Motion by Council Member Ponciano, seconded by Council Member Vaca, to approve Items 2-7. Motion passed unanimously.

### **COUNCIL MEMBER /CITY MANAGER REPORTS AND STAFF COMMENTS**

Councilmembers provided updates on meetings and events they attended.

City Manager Cain provided updates on projects and meetings.

Finance Director provided updates in the Finance Department.

Police Chief Fitch provided updates in the Police Department.

Fire Chief Conley provided updates in the Fire Department.

City Engineer Swartz provided updates in the Engineering Department.

### **PUBLIC HEARINGS**

9. Consideration of Resolution Approving to Authorize Placement of Solid Waste Liens from Recology on the 2025-26 County Property Tax Roll.

Saron McGrath from Recology answered questions from council.

Public Hearing opened and closed with no public comments.

**ACTION:** Motion by Council Member Ponciano, seconded by Council Member Vaca to adopt **Resolution 25-38** authorizing delinquent solid waste liens on "Exhibit A" to be placed on the 2025-26 City Property Tax Roll with the County. Motion passed 4-0 by the following roll-call vote:

**AYES:** Markss, Vaca, Ponciano and Codorniz.

**NOES:** None.

**ABSENT:** Conrado.

10. Consideration of a Resolution to initiate proceedings of Intent to Levy the Walnut Ranch Assessment District for FY 2025-26, accept the preliminary engineer's report, confirming diagram and maps

Public Hearing opened and closed with no public comments.

**ACTION:** Motion by Council Member Vaca, seconded by Mayor Codorniz, to adopt **Resolution 25-39** to approve the engineer's report, confirming diagram maps and parcels within the assessment districts, and order the levy of assessment for FY 2025-26 for the City of Colusa Walnut Ranch Assessment District. Motion passed 4-0 by the following roll-call vote:

**AYES:** Markss, Vaca, Ponciano and Codorniz.

**NOES:** None.

**ABSENT:** Conrado.

Consideration of a Resolution to initiate proceedings of Intent to annually Levy City of Colusa Districts Community Facilities District (CFD) 2-2020 for Fiscal Year 2025-26, accept preliminary engineer's reports, and include a public hearing.

Public Hearing opened and closed with no public comments.

**ACTION:** Motion by Council Member Vaca seconded by Council Member Markss to adopt **Resolution 25-40** to approve the engineer's report, which confirms diagram maps and parcels within the assessment district, and order the levy of assessment for FY 2025-26 for the City of Colusa CFD 2-2020. Motion passed 4-0 by the following roll-call vote:

**AYES:** Markss, Vaca, Ponciano, and Codorniz.

**NOES:** None.

**ABSENT:** Conrado.

Consideration of a Resolution to initiate proceedings of intent to hold a public hearing approving engineer's reports, confirming diagram maps, and ordering the levy on parcels for FY 2025-26 for the Colusa Meadows West Public Facilities Assessment District and Hoblit Public Facilities Assessment District.

Public Hearing opened and closed with no public comments.

**ACTION:** Motion by Council Member Vaca, seconded by Council Member Markss to adopt **Resolution 25-41** to approve the engineer's reports which confirm diagram maps and parcels within the assessment districts, and order the levy of assessment for FY 2025-26 for the Colusa Meadows West Public Facilities Assessment District and Hoblit Public Facilities Assessment District. Motion passed 4-0 by the following roll-call vote:

**AYES:** Markss, Vaca, Ponciano and Codorniz.

**NOES:** None.

**ABSENT:** Conrado.

Consideration of a Resolution to initiate proceedings of intent to hold a public hearing approving engineer's reports, confirming diagram maps, and ordering the levy on parcels for FY 2025-26 for the City of Colusa Parks, Trees & Pool Improvement District.

Public Hearing opened and closed with no public comments.

**ACTION:** Motion by Council Member Vaca, seconded by Council Member Markss to adopt **Resolution 25-42** to initiate proceedings of intent to approve the engineer's reports, confirm diagram maps, and order the levy on parcels for FY 2025-26 for the City of Colusa Parks, Trees & Pool Improvement District. Motion passed 4-0 by the following roll-call vote:

**AYES:** Markss, Vaca, Ponciano, and Codorniz.

**NOES:** None.

**ABSENT:** Conrado.

## **COUNCIL CONSIDERATION**

### 11. Consideration of the Bid Award Wescott Road Rehabilitation Project

**ACTION:** Motion by Council Member Markss, seconded by Council Member Vaca to adopt **Resolution 25-43** authorizing the City Manager to execute a contract with Lamb Unlimited General Engineering Construction, in the amount of \$3,949,004, which includes both the base bid and bid additive alternate for the Wescott Road Rehabilitation Project. Motion passed 4-0 by the following roll-call vote:

**AYES:** Markss, Vaca, Ponciano and Codorniz.

**NOES:** None.

**ABSENT:** Conrado.

### 12. Consideration of a city loan to Amar Cheema

City Manager provided the report.

Public Comments: Connie Aden inquired about the loan cap.

Mr. Marvel expressed concerns about traffic speed.

Don Bransford stated that he supports the project and recommended that the APN numbers be included in the promissory note.

**ACTION:** Motion by Council Member Ponciano, seconded by Mayor Codorniz to adopt **Resolution 25-44** authorizing the City Manager to execute the Promissory Note and Deeds of Trust to secure the loan, adding the APN numbers to the documents. Motion passed 4-0 by the following roll-call vote:

**AYES:** Markss, Vaca, Ponciano and Codorniz.

**NOES:** None.

**ABSENT:** Conrado.

### 13. Consideration of the City of Colusa's Surplus Policy

City Manager provided the report. Council discussed and recommended minor changes to the policy.

**ACTION:** Motion by Council Member Ponciano, seconded by Council Member Vaca to adopt **Resolution 25-45** approving the City of Colusa's Surplus Policy with the minor changes discussed. Motion passed 4-0 by the following roll-call vote:

**AYES:** Markss, Vaca, Ponciano, and Codorniz.

**NOES:** None.

**ABSENT:** Conrado.

**FUTURE AGENDA ITEMS**

Melodie Johnson asked about the Grand Jury report.

**ADJOURNED** at 7:00 pm.

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RYAN CODORNIZ, MAYOR

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Shelly Kittle, City Clerk

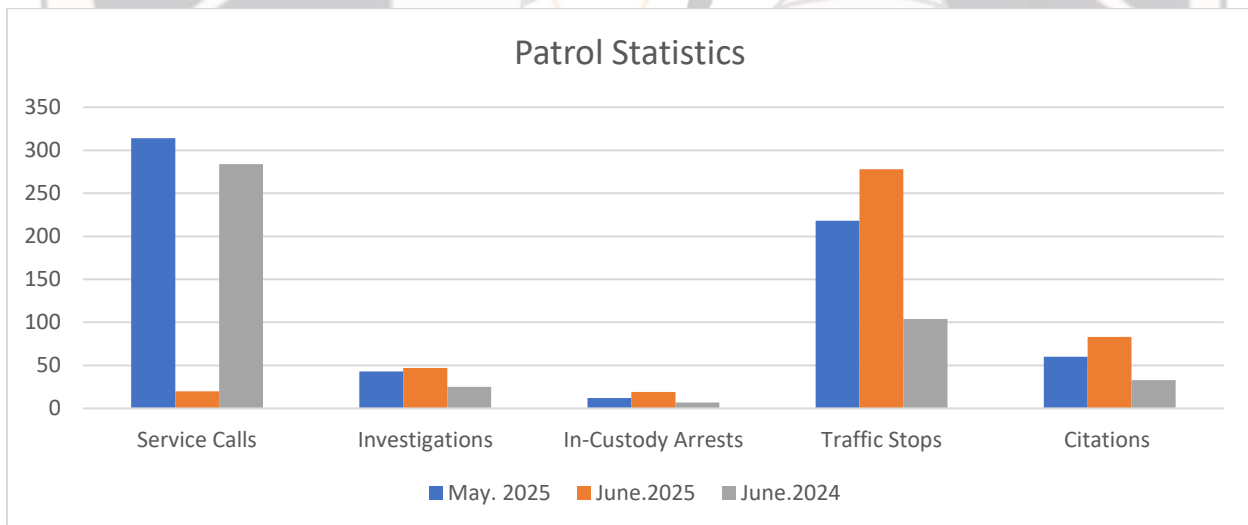
# Colusa Police Department

## *Monthly Report for June 2025*

### Monthly Activities

- City Council Meetings
- Participated in meeting with Colusa Medical Center referencing Panic Alarms
- Attended Colusa County Task Force Steering Committee Meeting
- Participated in on-site job walk thru at Arco Project in Town and Country Center
- Coordinated and implemented road closures for the annual Fair Parade
- Assisted CHP with Colusa County Fair law enforcement coverage

### Monthly Statistics



- There were 290 calls for service for patrol officers with 15 agency assists. The call volume in June decreased from that of May.
- During June, there were 19 in-custody arrests. There were 3 citations issued in lieu of a subject being booked in jail. There were 3 domestic violence related incidents reported. There were 4 reports initiated.
- During the month of June, officers initiated 278 traffic enforcement stops. There were 83 citations issued. There were a variety of citations issued which included cell phone use violations, speed violations, and stop sign violations. There were no reportable traffic collisions. 'Hit and Run' collisions are not included in these statistics but instead are included in crime statistics. There were no DUI related arrests.
- The Police Services Manager handled 80 calls for service during the month of June. These calls for service don't include telephone calls handled by the Police Services Manager.

## Items of Interest

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- The 2025 Colusa County Fair Parade and Fair went off 'without a hitch'. There were no significant incidents at the Fair nor in the City of Colusa as a result of incidents at the Fair. This is a 'first' in many years.
- The major case during the month of June goes to Officer Herrera. Officer Herrera located a suspicious vehicle during his graveyard patrol shift. Sgt. Hogan arrived shortly thereafter to assist. Officer Herrera contacted the occupants of the vehicle which included Austin Mitchell and Erika Antrobus. Both Mitchell and Antrobus were suspects in a series of thefts in both the City of Colusa and the City of Williams. Several stolen sets of keys along with other items were located. The stolen property linked Mitchell and Antrobus to not only thefts in Colusa County but also in Yuba City. The contact with them also resulted in search warrants at their residence and their vehicle along with DNA samples from both Mitchell and Antrobus. Both remain in custody at the Colusa County Jail.
- On June 30<sup>th</sup>, two new police officer trainees started the Butte College Police Academy. Trainees Azevedo and Rodriguez will attend the academy full time for over 5 months. Their anticipated graduation date is December 5<sup>th</sup>.
- Tis the season to grab the boat and head to the Sacramento River to go fishing. If you are launching from the Colusa State Park, don't forget to pay the boat launch fee of \$13.00. Yes, there is a boat launch fee and failure to pay is a violation of 550 Colusa City Code. Approximately 11 vehicles were cited in one day alone.
- Once again, the scammers are back and target the elderly. Suspects representing themselves as members of local law enforcement and/or law enforcement from the federal government do not collect any restitution payments nor fines for someone's identity being falsely used. You will never be asked for payment specifically in cash, gold, or bit coin. These scams often begin with calls or emails. Simply, do not answer calls or respond to emails from suspicious phone numbers or email addresses. If you do receive suspicious emails and/or phone calls, please contact your local jurisdiction.



*City of Colusa*  
*Finance Department*  
*Monthly Staff Report – June 2025*

**Accounts Payable**

- Reviewed the Income and Expense statement for June 2025
- June 2025 Warrant Listing.
- 111 accounts payable checks processed.
- Staff training on AP functions cont'd

**Payroll**

- Prepare June salary allocation transfers.
- June regular Payroll and Strike Team Payroll
- Implement (0) regular salary step increase
- Implement (0) other Payroll Increase
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.

**Accounts Receivable**

- Provide continued utility billing customer support.
- 2,178 utility bills mailed.
- (2) Bad checks processed.
- 1,803 payments processed (utilities, bldg. permits, recreation and pool, encroachment, business license, State and County payments, and boat launch fees).
- Boat Launch and State Park Payments
- Mailed backflow Notice letter
- 19 Building Permits
- 154 Credit card Payments
- Addressed zoning questions, assisted the city Planner with questions and applications
- RecDesk Payment postings

**City Hall - Customer Services**

- 505 customers walk-ins.
- 135 utility late notices.
- 28 Water/Sewer shut off for non-payment.
- 5 open utility accounts & adjustments.
- 7 closed utility accounts.



- 505 received phone calls.
- 1 Event/marque and banner applications processed.
- State Park Reservation & Revenue
- 40 public works service requests
- Issued 19 New and 0 Revision Building Permits
- 3 Encroach Permit
- 6 Scout Cabin
- 1 Meter Changes
- Certificate of Occupancy
- Use Permit
- Business License transactions
- Karate, Thai Chi, Kick Boxing signups, boat launch passes, DMV Pull Records, proofread the Rec Flyer, summer camp registration, and addressed other issues

### **General Ledger**

- Various correspondence with staff.
- Review the Income and Expenses
- Bank reconciliation.
- Staff training on General Ledger

### **Personnel - HR**

- Sick leave and vacation leave accrual monthly report update.
- June 2025 MidAmerica retiree health insurance distribution.
- Workers' Compensation claims cont. d.
- Cont'd migration of MOUs into Employee Handbook continued
- Review NCCSIF monthly Workers' Compensation & Liability Reports.
- Provide retirement information to retirees and Public Works.
- Employee Income Verification (1).

### **Recreation Department**

- Thi-Chi (Adult class), Karate (Adult and Kids), and Jujitsu and winter camps are offered at the City Hall Auditorium
- Assisted with the Flyers for Recreational activities
- Updated program in What's Happening (monthly calendar)
- Assisted with the new recreation programs
- Registration and payment received and posted for the Recreation program
- Tyler Meetings for the implementation of Park & Rec. Modules (twice a week)

### **CDBG-HOME**

- Loan monitoring and correspondence.
- Extended HOME grant for one more year
- Close out Micro-Enterprise loans
- Devonshire apartments monitoring cont'd
- Home Loan compliance and reporting requirements
- Work on the process of closing the Micro-Enterprise loan grant and the quarterly report

### **Other**

- Permit Survey Report
- Street Sweeping invoice and reconciliation
- Review and evaluate the utility Reports
- Work with Corbin Willits on On-Line Bill Pay scheduled cont'd.
- Input in MOMs
- Attend HDL meeting
- Attended Claim Committee and Executive Committee Meetings
- Coordinated and submitted correspondence on several grants
- Public record requests cont'd
- Schedule appointments for the Building Inspector
- Follow up with the customers on plans and permits
- Correspond on several different grants
- Review the water past due account
- Back Flow Letters and Notices addressed customers' questions
- Helped customers with zoning, city loans, rec programs, and Historic Preservation
- Bulk Water applications
- Quarterly and Monthly Reports for the Finance Dept. and the building dept.
- Ongoing meetings with Tyler Technology
- Self-Paced Tyler Trainings
- Prop 64 invoicing, SRF grants invoicing

### **Odor Complaints**

Complaint period: June 2025

- (0) total complaints
- Mushroom Smell
- Cannabis smell
- Other

**Donations:**

## CITY OF COLUSA

JUNE 2025

Item 4.

## WARRANT LIST

Check Number	Check Date	Check Amount	Vendor:	Invoice Number	Fund:	Account	Dept.:	Description					
64668	6/2/2025	1341.64	AFLAC	174169	101	22340		P/R Liab - Long Term Disa					
64668	7/1/2025	-1341.64	AFLAC	174169	101	22340		Ck# 064668 Reversed					
<b>64668 Total</b>		0											
64669	6/2/2025	3288.88	THIRKETTLE CORPORATION	INV010839	410	52700	670	SUPPORT FLEXNET M2 SOFTWARE / WATER					
<b>64669 Total</b>		3288.88											
64670	6/3/2025	450	SADIE ASH	6/3/2025	220	52500	225	PROP 64					
64670	6/3/2025	3375	SADIE ASH	6/3/2025	101	62611	220	PLANNING					
64670	6/3/2025	3000	SADIE ASH	6/3/2025	101	52500	210	MISC. ADMIN TASKS					
<b>64670 Total</b>		6825											
64671	6/3/2025	383.58	AT&T	6/3/2025	101	53200	710	CALNET DOJ / POLICE					
<b>64671 Total</b>		383.58											
64672	6/3/2025	12.65	AUTOZONE STORES LLC	37102146	214	52720	710	RAYOVAC AA 12 PAC / POLICE					
<b>64672 Total</b>		12.65											
64673	6/3/2025	364	RODGER EARL BRAYFINDLEY	RECRB20	101	53600	640	KARATE COMPENSATION					
64673	6/3/2025	210	RODGER EARL BRAYFINDLEY	RECRB20	101	53600	640	TAI CHI MONTHLY RATE MAY					
<b>64673 Total</b>		574											
64674	6/3/2025	460	CHRISTAL BURRIIOUS	6/1/2025	253	53600	640	POOL PARTIES (12)					
<b>64674 Total</b>		460											
64675	6/2/2025	2345.56	BUTTE SAND & GRAVEL	133207	410	52700	670	SAND/GRAVEL / WATER					
<b>64675 Total</b>		2345.56											
64676	6/3/2025	210	CARVALHO'S HEATING&AIR CO	30147	101	52700	710	COLUSA COUNTY HVAC / POLICE					
<b>64676 Total</b>		210											
64677	6/3/2025	1780.5	CASCADE FIRE EQUIPMENT CO	INV18305	101	52200	320	COATS,PANTS,BOOTS / FIRE					
<b>64677 Total</b>		1780.5											
64678	6/2/2025	72.82	CINTAS	423106858	410	51200	670	LINEN MAINTENANCE: WATER					
64678	6/2/2025	72.82	CINTAS	423106858	430	51200	690	LINEN MAINTENANCE: SEWER					
64678	6/2/2025	57.96	CINTAS	423106871	101	51200	630	LINEN MAINTENANCE: STREETS					
64678	6/2/2025	57.95	CINTAS	423106871	101	51200	650	LINEN MAINTENANCE: PARKS					
64678	6/3/2025	72.82	CINTAS	423183055	410	51200	670	LINEN MAINTENANCE: WATER					
64678	6/3/2025	72.82	CINTAS	423183055	430	51200	690	LINEN MAINTENANCE: SEWER					
64678	6/3/2025	57.95	CINTAS	423183081	101	51200	630	LINEN MAINTENANCE: STREETS					
64678	6/3/2025	57.96	CINTAS	423183081	101	51200	650	LINEN MAINTENANCE: PARKS					
<b>64678 Total</b>		523.1											
64679	6/2/2025	44.73	CINTAS CORPORATION NO. 2	527219780	101	52150	630	MEDICAL SUPPLIES: STREETS					
64679	6/2/2025	44.73	CINTAS CORPORATION NO. 2	527219780	101	52150	650	MEDICAL SUPPLIES: PARKS					
<b>64679 Total</b>		89.46											
64680	6/2/2025	64	CITY OF YUBA CITY	33802	430	52520	690	TESTING / SEWER					
64680	6/2/2025	205	CITY OF YUBA CITY	33820	430	52520	690	TESTING / SEWER					
64680	6/2/2025	583.5	CITY OF YUBA CITY	33826	430	52520	690	TESTING / SEWER					

## CITY OF COLUSA

JUNE 2025

Item 4.

## WARRANT LIST

64680	6/2/2025	549.04	CITY OF YUBA CITY	33827	410	52520	670	TESTING / WATER				
64680	6/2/2025	64	CITY OF YUBA CITY	33836	430	52520	690	TESTING / SEWER				
64680	6/2/2025	306	CITY OF YUBA CITY	33839	430	52520	690	TESTING / SEWER				
64680	6/2/2025	102	CITY OF YUBA CITY	33840	410	52520	670	TESTING / WATER				
64680	6/2/2025	64	CITY OF YUBA CITY	33843	430	52520	690	TESTING / SEWER				
64680	6/2/2025	102	CITY OF YUBA CITY	33865	410	52520	670	TESTING / WATER				
<b>64680 Total</b>		2039.54										
64681	6/3/2025	-76.23	CLOSE LUMBER INC.	2505-0924	101	52720	650	CREDIT MEMO- RETURN ITEMS				
64681	6/2/2025	38.76	CLOSE LUMBER INC.	2505-1139	101	52110	650	2X4 LUMBER / PARKS				
64681	6/3/2025	46.5	CLOSE LUMBER INC.	2506-1204	101	52110	650	2X4 LUMBER FOR BENCH / PARK				
<b>64681 Total</b>		9.03										
64682	6/2/2025	5683.66	COLUSA COUNTY SHERIFF OFF	6/2/2025	101	52500	210	BASE PLAN, PLANNING PROCESS COST SHARE				
64682	6/2/2025	5683.67	COLUSA COUNTY SHERIFF OFF	6/2/2025	410	52500	670	BASE PLAN, PLANNING PROCESS COST SHARE				
64682	6/2/2025	5683.67	COLUSA COUNTY SHERIFF OFF	6/2/2025	430	52500	690	BASE PLAN, PLANNING PROCESS COST SHARE				
<b>64682 Total</b>		17051										
64683	6/2/2025	12.5	COLUSA COUNTY AUDITOR	6/2/2025	101	53800	710	PARKING VIOLATIONS APRIL 2025				
<b>64683 Total</b>		12.5										
64684	6/3/2025	67.5	COLUSA INDIAN HEALTH CLIN	6/3/2025	101	53800	630	DMV PHYSICAL: STREETS				
64684	6/3/2025	67.5	COLUSA INDIAN HEALTH CLIN	6/3/2025	101	53800	650	DMV PHYSICAL: PARKS				
<b>64684 Total</b>		135										
64685	6/2/2025	450	COLUSA PROFESSIONAL	6/2/2025	101	22400		P/R Liab - Firemen Assoc				
<b>64685 Total</b>		450										
64686	6/3/2025	200	COLUSA CO. FIRE CHIEFS AS	6/3/2025	101	52850	320	2025 ANNUAL FEES DUE / FIRE				
<b>64686 Total</b>		200										
64687	6/2/2025	2650.17	COLUSA GROUNDWATER AUTHOR	48	410	52500	670	CGA OPERATIONS FLAT FEE 2024-2025				
<b>64687 Total</b>		2650.17										
64688	6/3/2025	94.18	DERODA INC.	129625	214	52720	710	GOLD AIR FILTER, OIL FILTER / POLICE				
64688	6/3/2025	69.39	DERODA INC.	129802	101	52720	320	RADIATOR CAP,FUNNEL KIT / FIRE				
64688	6/2/2025	293.6	DERODA INC.	130299	101	52720	630	BAY BOX / STREETS				
64688	6/2/2025	530.69	DERODA INC.	130331	101	52260	630	ARGON CARBIN & DIOXIDE TANK / STREETS				
64688	6/2/2025	28.74	DERODA INC.	130391	101	52720	630	V-BELT & POWERATED BELT / STREETS				
64688	6/2/2025	17.93	DERODA INC.	130486	101	52720	630	SILVER SUNSHADE / STREETS				
64688	6/3/2025	17.52	DERODA INC.	130641	101	52720	630	TRI-POWER / STREETS				
64688	6/2/2025	57.94	DERODA INC.	130654	214	52720	710	OIL FILTER / POLICE				
64688	6/3/2025	30.97	DERODA INC.	130845	101	52110	630	INTERIOR DETAILER & TOWELS / STREETS				
64688	6/2/2025	71.65	DERODA INC.	602422	101	52720	630	WELDWIRE: STREETS				
64688	6/2/2025	71.64	DERODA INC.	602422	101	52720	650	WELDWIRE: PARKS				
64688	6/3/2025	943.73	DERODA INC.	708914	101	52720	630	STEEL WHEEL WEIGHT / STREETS				
<b>64688 Total</b>		2227.98										
64689	6/3/2025	517.18	COMPUTER LOGISTICS	86193	214	52500	710	COLUSA MONTHLY CLOUD SERVICES / POLICE				

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64689	6/3/2025	288.56	COMPUTER LOGISTICS	86198	101	52500	320	CLOUD SOFTWARE-JUNE 2025 / FIRE				
<b>64689 Total</b>		805.74										
64690	6/2/2025	345.38	CORBIN WILLITS SYSTEMS IN	C505151	101	53300	230	ENHANCEMENT & SERVICE FEES FOR JUNE 2025				
64690	6/2/2025	345.38	CORBIN WILLITS SYSTEMS IN	C505151	410	53300	230	ENHANCEMENT & SERVICE FEES FOR JUNE 2025				
64690	6/2/2025	345.38	CORBIN WILLITS SYSTEMS IN	C505151	430	53300	230	ENHANCEMENT & SERVICE FEES FOR JUNE 2025				
<b>64690 Total</b>		1036.14										
64691	6/3/2025	500	CORDICO PSYCHOLOGICAL COR	8261	101	52500	710	PEPS-RQ S. AZEVEDO				
<b>64691 Total</b>		500										
64692	6/2/2025	578.5	COLUSA POLICE ASSOCIATION	6/2/2025	101	22410		P/R Liab - Police Assoc D				
<b>64692 Total</b>		578.5										
64693	6/2/2025	3813.91	DAVIES OIL COMPANY, INC.	76741	101	52270	710	Fuel				
64693	6/2/2025	671.97	DAVIES OIL COMPANY, INC.	76741	101	52270	320	Fuel				
64693	6/2/2025	313.44	DAVIES OIL COMPANY, INC.	76741	101	52270	650	Fuel				
64693	6/2/2025	1472.37	DAVIES OIL COMPANY, INC.	76741	101	52270	630	Fuel				
64693	6/2/2025	542.56	DAVIES OIL COMPANY, INC.	76741	410	52270	670	Fuel				
64693	6/2/2025	1517.7	DAVIES OIL COMPANY, INC.	76741	430	52270	690	Fuel				
64693	6/2/2025	92.16	DAVIES OIL COMPANY, INC.	76741	101	53600	640	Fuel				
64693	6/3/2025	1514.32	DAVIES OIL COMPANY, INC.	412690	430	52270	690	Fuel				
64693	6/3/2025	1545.4	DAVIES OIL COMPANY, INC.	413591	101	52270	630	Fuel				
<b>64693 Total</b>		11483.83										
64694	6/3/2025	192	DAVIES CHEVRON	6/3/2025	214	52720	710	CARWASH X16 / POLICE				
<b>64694 Total</b>		192										
64695	6/3/2025	200	LETICIA DELGADO	PO 66002	101	53800	640	REIMBURSEMENT OF SCOUT CABIN RENTAL 5/31/25				
<b>64695 Total</b>		200										
64696	6/3/2025	52	DEPARTMENT OF JUSTICE	PO 64349	101	52430	710	Weapons Permit Police				
<b>64696 Total</b>		52										
64697	6/3/2025	132	DEPARTMENT OF JUSTICE	PO 64350	101	52120	710	EMPLOYMENT LIVE SCAN: AZEVEDO, RODRIGUEZ / POLICE				
<b>64697 Total</b>		132										
64698	6/3/2025	146.19	DOWN RANGE INVESTMENTS, L	761385	214	51200	710	CLOTHING (SHIRT,SERVICE STRIP, & BELT) / POLICE				
<b>64698 Total</b>		146.19										
64699	6/3/2025	5303.78	ESO SOLUTIONS,INC	-165657	101	52850	320	SUBSCRIPTION-DATA REPORTING,SOFTWARE UPDATES				
<b>64699 Total</b>		5303.78										
64700	6/3/2025	595.98	FIDELITY SECURITY LIFE IN	166825020	997	22330		VISION INSURANCE PREMIUMS COVERAGE JUNE 2025				
<b>64700 Total</b>		595.98										
64701	6/3/2025	25.68	For2Fi, Inc.	67667	410	53200	670	COMMUNICATIONS: WATER				
64701	6/3/2025	25.69	For2Fi, Inc.	67667	430	53200	690	COMMUNICATIONS: SEWER				
<b>64701 Total</b>		51.37										
64702	6/2/2025	100	FRANCHISE TAX BOARD	6/2/2025	101	22520		PAYROLL GARNISHMENT				
<b>64702 Total</b>		100										
64703	6/2/2025	1170	GCW, INC.	125186	430	62004	690	WASTEWATER TREATMENT PLANT ANNEXATION PROJ.#906001				

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<b>64703 Total</b>		1170											
64704	6/3/2025	1069.3	THE HARTFORD	239697669	997	22310		LIFE INSURANCE PREMIUM					
<b>64704 Total</b>		1069.3											
64705	6/2/2025	1808.62	HdL Coren & Cone	SIN049702	101	52500	230	CONTRACT SERVICES PROPERTY TAX: APRIL-JUNE 2025					
<b>64705 Total</b>		1808.62											
64706	6/2/2025	347.47	SHELLY M. KITTLE	6/2/2025	101	51300	110	TRAINING & TRAVEL REIMBURSEMENT / CITY CLERK					
<b>64706 Total</b>		347.47											
64707	6/3/2025	142	LAW ENFORCEMENT SYSTEMS,	224813	214	52100	710	BUILDING CHECK CARD / POLICE					
<b>64707 Total</b>		142											
64708	6/2/2025	13.02	GEORGE L. MESSICK CO.	638388/1	101	52110	630	CLAM HOSES & HOSE MENDER / STREETS					
64708	6/2/2025	33.68	GEORGE L. MESSICK CO.	638519/1	101	52110	650	CLEANING SUPPLIES / PARKS					
64708	6/2/2025	15.2	GEORGE L. MESSICK CO.	638560/1	101	52110	650	DISH SOAP / PARKS					
64708	6/2/2025	256.61	GEORGE L. MESSICK CO.	638605/1	253	52260	640	PURECHLOR / POOL					
64708	6/2/2025	5.43	GEORGE L. MESSICK CO.	638957/1	101	52110	650	TREE TIE / PARKS					
64708	6/2/2025	69.14	GEORGE L. MESSICK CO.	638972/1	101	52110	650	FASTENERS / PARKS					
64708	6/2/2025	61.98	GEORGE L. MESSICK CO.	639027/1	101	52110	650	STEP DRL. BIT / PARKS					
64708	6/2/2025	212.01	GEORGE L. MESSICK CO.	639088/1	310	52110	650	SPRINKLER & PRIMER, RISERS / STATE PARK					
64708	6/2/2025	77.4	GEORGE L. MESSICK CO.	639145/1	253	52260	640	CLEANING SUPPLIES & MURIARIC ACID / POOL					
64708	6/2/2025	409.94	GEORGE L. MESSICK CO.	639170/1	101	52260	650	BIO-DEX GAL PROTECT ALL / PARKS					
64708	6/2/2025	21.7	GEORGE L. MESSICK CO.	639421/1	101	52110	650	SPORTING GOODS / PARKS					
64708	6/2/2025	84.8	GEORGE L. MESSICK CO.	639427/1	101	52110	650	LOPPER TELESCOPIC POWER / PARKS					
64708	6/2/2025	56.22	GEORGE L. MESSICK CO.	639696/1	101	52110	650	POOL THERMOMETER, BOLT, PRAY HEAD / PARKS					
64708	6/2/2025	71.25	GEORGE L. MESSICK CO.	639960/1	310	52110	650	REPAIR COUPLING,BUSHING,ELBOW / STATE PARK					
64708	6/2/2025	28.18	GEORGE L. MESSICK CO.	639994/1	310	52110	650	SCREWDRIVER,HUNTER NOZZLES / STATE PARK					
64708	6/2/2025	47.78	GEORGE L. MESSICK CO.	640025/1	310	52110	650	ROTOR SPRINKLER & NIPPLE COUPLE / STATE PARK					
<b>64708 Total</b>		1464.34											
64709	6/2/2025	2400	MetLife Investors	6/2/2025	101	22510		P/R Liab - Deferred Comp					
<b>64709 Total</b>		2400											
64710	6/2/2025	792.87	N&S TRACTOR	WC10261	410	52720	670	SERVICE CALL, FILTER, HY-TRANS & LABOR: WATER					
64710	6/2/2025	792.86	N&S TRACTOR	WC10261	430	52720	690	SERVICE CALL, FILTER, HY-TRANS & LABOR: SEWER					
<b>64710 Total</b>		1585.73											
64711	6/3/2025	57.12	PACIFIC STORAGE COMPANY	5258867	214	51200	710	SERVICE 64 GAL TOTE / POLICE					
64711	6/3/2025	75.04	PACIFIC STORAGE COMPANY	5262886	101	52100	230	SERVICE 64 GAL TOTE / CITY HALL					
<b>64711 Total</b>		132.16											
64712	6/3/2025	9583.45	PAXTON FAMILY INSPECTION	25009	101	52500	310	BUILDING INSPECTIONS, MILEAGE, PLAN EXAM					
<b>64712 Total</b>		9583.45											
64713	6/3/2025	786	PENGUIN MANAGEMENT, INC.	83047	101	53200	320	CAPTAIN PLAN, DEVELOPMENT/INFRAST (6)/ FIRE					
<b>64713 Total</b>		786											
64714	6/2/2025	5583.14	PACIFIC GAS AND ELECTRIC	6/2/2025	101	52600	610	Utilities					
64714	6/2/2025	1525.64	PACIFIC GAS AND ELECTRIC	6/2/2025	101	52600	710	Utilities					



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64714	6/2/2025	2208.1	PACIFIC GAS AND ELECTRIC	6/2/2025	101	52600	320	Utilities					
64714	6/2/2025	874.1	PACIFIC GAS AND ELECTRIC	6/2/2025	101	52600	630	Utilities					
64714	6/2/2025	19.97	PACIFIC GAS AND ELECTRIC	6/2/2025	620	52600	630	Utilities					
64714	6/2/2025	3434.08	PACIFIC GAS AND ELECTRIC	6/2/2025	241	52600	216	Utilities					
64714	6/2/2025	39.97	PACIFIC GAS AND ELECTRIC	6/2/2025	610	52600	630	Utilities					
64714	6/2/2025	9974.31	PACIFIC GAS AND ELECTRIC	6/2/2025	241	52600	630	Utilities					
64714	6/2/2025	191.65	PACIFIC GAS AND ELECTRIC	6/2/2025	640	52600	630	Utilities					
64714	6/2/2025	824.56	PACIFIC GAS AND ELECTRIC	6/2/2025	101	52600	650	Utilities					
64714	6/2/2025	474.6	PACIFIC GAS AND ELECTRIC	6/2/2025	253	52600	640	Utilities					
64714	6/2/2025	9161.37	PACIFIC GAS AND ELECTRIC	6/2/2025	410	52600	670	Utilities					
64714	6/2/2025	33194.93	PACIFIC GAS AND ELECTRIC	6/2/2025	430	52600	690	Utilities					
64714	6/2/2025	1127.22	PACIFIC GAS AND ELECTRIC	6/2/2025	310	52600	650	Utilities					
64714	6/2/2025	210.35	PACIFIC GAS AND ELECTRIC	6/2/2025	101	52600	640	Utilities					
<b>64714 Total</b>		68843.99											
64715	6/2/2025	6235.26	PREMIER ACCESS INSURANCE	3226870	997	22320		DENTAL INSURANCE PREMIUMS JUNE 2025					
<b>64715 Total</b>		6235.26											
64716	6/3/2025	67.5	SANTA ROSA JUNIOR COLLEGE	AR25-0160	214	51300	710	TRAINING / POLICE					
<b>64716 Total</b>		67.5											
64717	6/2/2025	200	SIERRA CENTRAL CREDIT UNI	6/2/2025	101	22500		P/R Liab - Credit Union					
<b>64717 Total</b>		200											
64718	6/3/2025	45	SORENSEN PEST CONTROL, IN	1346202	101	52700	320	MONTHLY PEST SERVICE / FIRE					
<b>64718 Total</b>		45											
64719	6/2/2025	144576.71	CWSRF ACCOUNTING OFFICE	6/2/2025	430	59100	690	CLEAN WATER STATE REVOLDING FUND PROJ. 7896-210					
64719	6/2/2025	38997.35	CWSRF ACCOUNTING OFFICE	6/2/2025	430	59200	690	CLEAN WATER STATE REVOLDING FUND PROJ. 7896-210					
64719	6/3/2025	125035.28	CWSRF ACCOUNTING OFFICE	6/3/2025	430	59100	690	CLEAN WATER STATE REVOLDING FUND PROJ.#7896-310					
64719	6/3/2025	56811.87	CWSRF ACCOUNTING OFFICE	6/3/2025	430	59200	690	CLEAN WATER STATE REVOLDING FUND PROJ.#7896-310					
<b>64719 Total</b>		365421.21											
64720	6/2/2025	61	STATE DISBURSEMENT UNIT	6/2/2025	101	22520		COURT ORDERED CHILD SUPPORT WITHHOLDING JUNE 25'					
<b>64720 Total</b>		61											
64721	6/3/2025	10758.76	SUTTER BUTTES COMMUNICATI	47610	101	57100	631	GETAC LAPTOP MOUNTS / POLICE					
64721	6/3/2025	2550	SUTTER BUTTES COMMUNICATI	47612	101	57100	631	INSTALLED LAPTOP MOUNTS FOR POLICE (MEASURE B)					
<b>64721 Total</b>		13308.76											
64722	6/3/2025	75	TRANSUNION RISK AND ALTER	6/3/2025	214	52500	710	MINIMUM USAGE ADJ. / POLICE					
<b>64722 Total</b>		75											
64723	6/2/2025	650.53	U. S. POST OFFICE	5/2/2025	410	52100	670	BULK POSTAGE FOR UTILITY BILLS/WATER					
64723	6/2/2025	650.54	U. S. POST OFFICE	5/2/2025	430	52100	690	BULK POSTAGE FOR UTILITY BILLS/SEWER					
<b>64723 Total</b>		1301.07											
64724	6/2/2025	86.37	VERIZON WIRELESS	6/2/2025	310	53200	650	CITY CELL PHONE SERVICES					
64724	6/2/2025	482.91	VERIZON WIRELESS	6/2/2025	101	53200	710	CITY CELL PHONE SERVICES					
64724	6/2/2025	41.36	VERIZON WIRELESS	6/2/2025	220	53200	225	CITY CELL PHONE SERVICES					

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64724	6/2/2025	88.31	VERIZON WIRELESS	6/2/2025	410	53200	670	CITY CELL PHONE SERVICES			
64724	6/2/2025	170.44	VERIZON WIRELESS	6/2/2025	430	53200	690	CITY CELL PHONE SERVICES			
64724	6/2/2025	82.72	VERIZON WIRELESS	6/2/2025	101	53200	650	CITY CELL PHONE SERVICES			
64724	6/2/2025	219.22	VERIZON WIRELESS	6/2/2025	101	53200	630	CITY CELL PHONE SERVICES			
64724	6/2/2025	89.96	VERIZON WIRELESS	6/2/2025	101	53200	210	CITY CELL PHONE SERVICES			
<b>64724 Total</b>		1261.29									
64725	6/3/2025	1859.1	NICOLE VIGNEY	RECNO0008	253	53600	640	SWIM LESSONS MAY 2025			
64725	6/3/2025	950	NICOLE VIGNEY	RECNO0008	253	53600	640	SPLASH CAMP MAY 2025			
64725	6/3/2025	600	NICOLE VIGNEY	RECNO0009	253	53600	640	END OF YEAR PARTIES 5/20-5/30			
64725	6/3/2025	112	NICOLE VIGNEY	RECNO0010	101	53600	640	YOUTH KICKBOXING JUNE REGISTRATIONS			
<b>64725 Total</b>		3521.1									
64726	6/3/2025	276.23	XEROX CORPORATIONS	40558771	101	53300	215	COPIER LEASE			
64726	6/3/2025	276.23	XEROX CORPORATIONS	40558771	101	53300	220	COPIER LEASE			
64726	6/3/2025	276.23	XEROX CORPORATIONS	40558771	101	53300	230	COPIER LEASE			
<b>64726 Total</b>		828.69									
64727	5/28/2025	20.92	LINDA WOMBLE	000C50601	410	20310		MQ CUSTOMER REFUND FOR WOM0005			
<b>64727 Total</b>		20.92									
64728	6/16/2025	12.99	SUPERIOR CALIFORNIA OFFIC	INV159761	214	52100	710	COPIER METER READS USAGE			
<b>64728 Total</b>		12.99									
64729	6/16/2025	548.5	ALLIANT NETWORKING SERVIC	16003	101	52500	230	MAINTENANCE AGREEMENT JULY 2025			
64729	6/16/2025	548.5	ALLIANT NETWORKING SERVIC	16003	410	52500	230	MAINTENANCE AGREEMENT JULY 2025			
64729	6/16/2025	548.5	ALLIANT NETWORKING SERVIC	16003	430	52500	230	MAINTENANCE AGREEMENT JULY 2025			
<b>64729 Total</b>		1645.5									
64730	6/16/2025	1725.95	AQUA SIERRA CONTROLS INC.	34993	430	52500	690	2025 ANNUAL CALIBRATIONS / SEWER			
<b>64730 Total</b>		1725.95									
64731	6/17/2025	60.11	ARNOLD'S	202250	214	52720	710	THREAD SCREWS / POLICE			
64731	6/16/2025	34.05	ARNOLD'S	202301	101	52720	630	PRESSURE WASHER HOSE / STREETS			
64731	6/16/2025	87.25	ARNOLD'S	202305	101	52720	630	PRESSURE WASHER HOSE / STREETS			
64731	6/17/2025	415.73	ARNOLD'S	202401	101	52110	650	PIPES FOR PARK BENCH / PARKS			
64731	6/16/2025	209.47	ARNOLD'S	202425	101	52720	630	STEEL PLATE / STREETS			
<b>64731 Total</b>		806.61									
64732	6/16/2025	383.58	AT&T	6/16/2025	101	53200	710	CALNET DOJ			
<b>64732 Total</b>		383.58									
64733	6/16/2025	688432.18	AUBURN CONSTRUCTORS, LLC	6/16/2025	430	62681	690	RECYCLED WATER SYSTEM UPGRADES PROJ. # 2408			
<b>64733 Total</b>		688432.18									
64734	6/16/2025	14.66	AUTOZONE STORES LLC	37102060	101	52720	630	EQUIPMENT MAINTENANCE / STREETS			
64734	6/16/2025	36.6	AUTOZONE STORES LLC	37102109	101	52720	630	EQUIPMENT MAINTENANCE / STREETS			
64734	6/16/2025	12.65	AUTOZONE STORES LLC	37102320	214	52720	710	EQUIPMENT MAINTENANCE / POLICE			
<b>64734 Total</b>		63.91									
64735	6/17/2025	107.48	PRIMO BRANDS	6/16/2025	214	52100	710	WATER SERVICES			

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64735	6/17/2025	34.49	PRIMO BRANDS	6/16/2025	101	52100	230	WATER SERVICES				
64735	6/17/2025	54.24	PRIMO BRANDS	6/16/2025	101	52100	630	WATER SERVICES				
64735	6/17/2025	24.1	PRIMO BRANDS	6/16/2025	101	52100	220	WATER SERVICES				
64735	6/17/2025	-12	PRIMO BRANDS	6/16/2025	214	52100	710	WATER SERVICES- CREDIR DEPOSIT				
64735	6/17/2025	-12	PRIMO BRANDS	6/16/2025	101	52100	230	WATER SERVICES- CREDIR DEPOSIT				
64735	6/17/2025	-12	PRIMO BRANDS	6/16/2025	101	52100	630	WATER SERVICES- CREDIR DEPOSIT				
64735	6/17/2025	-12	PRIMO BRANDS	6/16/2025	101	52100	220	WATER SERVICES- CREDIR DEPOSIT				
64735	6/17/2025	51.37	PRIMO BRANDS	6/17/2025	101	53800	320	5G SPRING WATER & DELIVERY FEE / FIRE				
<b>64735 Total</b>		223.68										
64736	6/17/2025	342.56	CHRISTAL BURRIOUS	6/17/2025	253	52110	640	POOL SNACK BAR REIMBURSEMENTS				
<b>64736 Total</b>		342.56										
64737	6/16/2025	6266.4	CALIFORNIA ENGINEERING CO	12792	410	52500	670	WATER MASTER PLAN				
64737	6/16/2025	2143.96	CALIFORNIA ENGINEERING CO	12793	430	62004	620	WWTP LAND ANNEXATION				
64737	6/16/2025	18722.5	CALIFORNIA ENGINEERING CO	12794	410	61011	670	WALNUT RANCH PROJECT WATER - 0610002-002C				
64737	6/16/2025	17286	CALIFORNIA ENGINEERING CO	12795	430	62694	690	WALNUT RANCH PROJECT - SEWER 8421-110				
64737	6/16/2025	74.6	CALIFORNIA ENGINEERING CO	12796	101	52500	620	GENERAL SERVICES				
64737	6/16/2025	74.6	CALIFORNIA ENGINEERING CO	12796	410	52500	620	GENERAL SERVICES				
64737	6/16/2025	74.6	CALIFORNIA ENGINEERING CO	12796	430	52500	690	GENERAL SERVICES				
64737	6/16/2025	17975.52	CALIFORNIA ENGINEERING CO	12797	101	62631	620	WESCOTT RD. CONSTRUCTION				
64737	6/16/2025	200.26	CALIFORNIA ENGINEERING CO	12798	507	52500	620	COLUSA TOWN CENTER DEV. PROJ.				
<b>64737 Total</b>		62818.44										
64738	6/16/2025	72.82	CINTAS	423258044	410	51200	670	LINEN MAINTENANCE: WATER				
64738	6/16/2025	72.82	CINTAS	423258044	430	51200	690	LINEN MAINTENANCE: SEWER				
64738	6/16/2025	57.95	CINTAS	423258080	101	51200	630	LINEN MAINTENANCE: STREETS				
64738	6/16/2025	57.96	CINTAS	423258080	101	51200	650	LINEN MAINTENANCE: PARKS				
64738	6/16/2025	72.82	CINTAS	423331470	410	51200	670	LINEN MAINTENANCE: WATER				
64738	6/16/2025	72.82	CINTAS	423331470	430	51200	690	LINEN MAINTENANCE: SEWER				
64738	6/16/2025	57.95	CINTAS	423331495	101	51200	630	LINEN MAINTENANCE: STREETS				
64738	6/16/2025	57.96	CINTAS	423331495	101	51200	650	LINEN MAINTENANCE: PARKS				
<b>64738 Total</b>		523.1										
64739	6/16/2025	205	CITY OF YUBA CITY	33910	430	52520	690	TESTING / SEWER				
64739	6/16/2025	64	CITY OF YUBA CITY	33911	430	52520	690	TESTING / SEWER				
64739	6/16/2025	64	CITY OF YUBA CITY	33921	430	52520	690	TESTING / SEWER				
64739	6/16/2025	153	CITY OF YUBA CITY	33938	410	52520	670	TESTING / WATER				
64739	6/16/2025	102	CITY OF YUBA CITY	33939	410	52520	670	TESTING / WATER				
64739	6/16/2025	51	CITY OF YUBA CITY	33944	410	52520	670	TESTING / WATER				
64739	6/16/2025	64	CITY OF YUBA CITY	33953	430	52520	690	TESTING / SEWER				
64739	6/16/2025	64	CITY OF YUBA CITY	33957	430	52520	690	TESTING / SEWER				
64739	6/16/2025	102	CITY OF YUBA CITY	33973	410	52520	670	TESTING / WATER				
<b>64739 Total</b>		869										

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64740	6/16/2025	396.62	CLOSE LUMBER INC.	2506-1238	310	52110	650	PLYWOOD / STATE PARK				
<b>64740 Total</b>		396.62										
64741	6/16/2025	6.68	COLUSA COUNTY AUDITOR	4545	101	53800	650	REIMBURSEMENT OF ALTERNATIVE SENTENCING MAY 2025				
<b>64741 Total</b>		6.68										
64742	6/16/2025	245	COLUSA COUNTY SHERIFF'S O	1	214	52500	710	TOXICOLOGY / POLICE				
<b>64742 Total</b>		245										
64743	6/17/2025	79.66	DERODA INC.	131176	214	52720	710	OIL FILTER & OIL STABILIZER / POLICE				
64743	6/16/2025	228.19	DERODA INC.	131830	101	52720	650	2YR WTY BAT. FOR MOWER / PARKS				
64743	6/16/2025	-19.58	DERODA INC.	131831	101	52720	650	CORE DEPOSIT				
64743	6/16/2025	114.69	DERODA INC.	131837	101	52720	630	GOLD AIR FILTER,WINDSHIELD WASH, & BUGWASH/STREETS				
<b>64743 Total</b>		402.96										
64744	6/17/2025	895	CPOA	427450	101	52850	710	DEPARTMENT MEMBERSHIP 7/1/2025-6/30/2026				
<b>64744 Total</b>		895										
64745	6/16/2025	299.23	CRAFCO, INC.	940346494	101	52720	630	DISK,4"SWIVEL / STREETS				
<b>64745 Total</b>		299.23										
64746	6/16/2025	216	DAVIES CHEVRON	6/16/2025	214	52720	710	CARWASH (18) MAY 2025				
<b>64746 Total</b>		216										
64747	6/16/2025	52	DEPARTMENT OF JUSTICE	PO 64352	101	52430	710	Weapons Permit Police				
64747	6/17/2025	104	DEPARTMENT OF JUSTICE	PO 64353	101	52430	710	Weapons Permit Police				
<b>64747 Total</b>		156										
64748	6/16/2025	93	DEPARTMENT OF JUSTICE	PO 64351	101	52430	710	INITIAL CCW PERMIT: D. RICHANDSON				
<b>64748 Total</b>		93										
64749	6/16/2025	306.36	DOWN RANGE INVESTMENTS	772663	214	51200	710	CLOTHING (UNIFORM) / POLICE				
64749	6/16/2025	-146.19	DOWN RANGE INVESTMENTS	772663	214	51200	710	CREDIT (OVERPAYMENT) / POLICE				
64749	6/17/2025	566.2	DOWN RANGE INVESTMENTS	773741	214	51200	710	CLOTHING (UNIFORMS) / POLICE				
64749	6/17/2025	74.25	DOWN RANGE INVESTMENTS	773743	214	51200	710	CLOTHING (UNIFORMS) / POLICE				
64749	6/17/2025	477.37	DOWN RANGE INVESTMENTS	774644	214	51200	710	CLOTHING (UNIFORMS) / POLICE				
<b>64749 Total</b>		1277.99										
64750	6/16/2025	900	ECORP CONSULTING, INC	107239	553	52500	620	COLUSA TRIPLE CROWN CANNABIS				
<b>64750 Total</b>		900										
64751	6/17/2025	2220	JACOB MORLEY	25-May	430	52420	690	2420- CTC ANNEXATION - SEWER				
64751	6/17/2025	7556	JACOB MORLEY	6/17/2025	101	52500	220	PLANNING SERVICES (MAY 2025)				
<b>64751 Total</b>		9776										
64752	6/16/2025	232.5	EXTRA MILE DELIVERY SERVI	4155	430	52520	690	TESTING DELIVERY SERVICES / SEWER				
<b>64752 Total</b>		232.5										
64753	6/16/2025	616.2	Hinderliter,de Llamas & A	SIN050891	101	52500	230	CONTRACT SERVICES - TRANSACTION TAX (APRIL-JUNE)				
<b>64753 Total</b>		616.2										
64754	6/17/2025	68.39	MIKAH D HOGAN	6/17/2025	214	51300	710	TRAINING REIMBURSEMENT (MEALS) / POLICE				
<b>64754 Total</b>		68.39										
64755	6/16/2025	45.02	DEERE CREDIT INC.	3045134	310	59200	650	MOWER LEASE PAYMENT				

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64755	6/16/2025	159.46	DEERE CREDIT INC.	3045134	310	59100	650	MOWER LEASE PAYMENT			
64755	6/16/2025	202.6	DEERE CREDIT INC.	3045134	253	59200	650	MOWER LEASE PAYMENT			
64755	6/16/2025	717.57	DEERE CREDIT INC.	3045134	253	59100	650	MOWER LEASE PAYMENT			
64755	6/16/2025	202.6	DEERE CREDIT INC.	3045134	101	59200	650	MOWER LEASE PAYMENT			
64755	6/16/2025	717.58	DEERE CREDIT INC.	3045134	101	59100	650	MOWER LEASE PAYMENT			
<b>64755 Total</b>		2044.83									
64756	6/17/2025	2822.1	JONES MAYER	129910	101	52500	240	CITY ATTORNEY SERVICES			
64756	6/17/2025	2822.1	JONES MAYER	129910	410	52500	240	CITY ATTORNEY SERVICES			
64756	6/17/2025	2822.09	JONES MAYER	129910	430	52500	240	CITY ATTORNEY SERVICES			
<b>64756 Total</b>		8466.29									
64757	6/16/2025	45.21	GEORGE L. MESSICK CO.	641084/1	101	52110	610	BAGS,ALL PURPOSE CLEANER, RAGS PAPER / CIT HALL			
64757	6/16/2025	39.31	GEORGE L. MESSICK CO.	641111/1	101	52110	610	PLEDGE POLISH,ENDUST GREEN, & ALOE HAND SOAP			
<b>64757 Total</b>		84.52									
64758	6/16/2025	60	MESSANGER PUBLISHING GROU	30213	101	53100	220	NOTICE OF ADOPTED ORDINANCE 568			
64758	6/17/2025	180	MESSANGER PUBLISHING GROU	30214	535	53100	620	WESCOTT RD. REHABILITATION PROJECT			
64758	6/17/2025	120	MESSANGER PUBLISHING GROU	30301	660	53100	620	WALNUT RANCH PUBLIC ASSESSMENT NOTICE			
64758	6/17/2025	80	MESSANGER PUBLISHING GROU	30302	101	55891	230	SOLID WASTE DELINQUENT ACCTS. NOTICE			
64758	6/17/2025	120	MESSANGER PUBLISHING GROU	30303	610	53100	620	COLUSA MEADOWS PUBLIC ASSESSMENT NOTICE			
64758	6/17/2025	120	MESSANGER PUBLISHING GROU	30304	101	53100	220	COMMUNITY FAC. DISTRICT 02-2020 / PLANNING			
64758	6/17/2025	120	MESSANGER PUBLISHING GROU	30305	253	53100	620	PARKS,TREES, & POOL PUBLIC FACILITIES NOTICE			
<b>64758 Total</b>		800									
64759	6/16/2025	200	ROSIE MORALES	PO 66004	101	53800	640	SCOUT CABIN RENTAL DEPOSIT REIMBURSEMENT			
<b>64759 Total</b>		200									
64760	6/16/2025	4642.95	NV5, INC.	453079	430	62681	690	COLUSA WWTP IMPROVEMENTS / SEWER			
<b>64760 Total</b>		4642.95									
64761	6/16/2025	57.12	PACIFIC STORAGE COMPANY	5262888	214	52100	710	SERVICE 64 GAL TOTE / POLICE			
<b>64761 Total</b>		57.12									
64762	6/16/2025	2607.55	PAC MACHINE COMPANY, INC.	97842	430	52700	690	FLYGHT SUBMERSIBLE SEWAGE PUMP / SEWER			
<b>64762 Total</b>		2607.55									
64763	6/16/2025	895.33	PAPE MACHINERY	407463	101	52720	650	SERVICE OF MOWER (REPLACED BLADES) / PARKS			
64763	6/16/2025	112.64	PAPE MACHINERY	16153832	101	52720	650	EQUIPMENT MAINTENANCE FOR MOWER / PARKS			
<b>64763 Total</b>		1007.97									
64764	6/17/2025	50	PETTY CASH	6152025	101	52100	220	OFFICE EXPENSE /NOTICE OF EXEMPT (RANCHO COLUS)			
64764	6/17/2025	13.5	PETTY CASH	6152025	101	52100	120	OFFICE EXPENSE /COUNCIL WATER			
64764	6/17/2025	50	PETTY CASH	6152025	535	52100	220	OFFICE EXPENSE /FILING FEE (WESCOTT RD)			
64764	6/17/2025	7.32	PETTY CASH	6152025	101	52100	120	OFFICE EXPENSE /COUNCIL WATER			
64764	6/17/2025	12.08	PETTY CASH	6152025	101	52100	120	OFFICE EXPENSE /COUNCIL WATER			
64764	6/17/2025	12	PETTY CASH	6152025	101	52100	110	OFFICE EXP(COUNTY CLERK-COPIES,EASEMENT DEEDS,ARCO			
64764	6/17/2025	50	PETTY CASH	6152025	536	52100	220	OFFICE EXP(FILING FEE(NEXT GRID-SOLAR FIELD)			
64764	6/17/2025	13.5	PETTY CASH	6152025	101	52100	120	OFFICE EXPENSE-COUNCIL WATER			

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<b>64764 Total</b>		208.4											
64765	6/16/2025	253.55	QUILL CORPORATION	44286979	214	52100	710	DISINFECTANT SPRAY,PURELL,SHARPIE, BATTERIES					
64765	6/17/2025	103.28	QUILL CORPORATION	44326980	101	52100	230	LAMINATING POUCH & PAPER					
64765	6/17/2025	77.78	QUILL CORPORATION	44326980	101	53600	640	LAMINATING POUCH & PAPER					
64765	6/17/2025	77.78	QUILL CORPORATION	44326980	410	52100	670	PAPER					
64765	6/17/2025	77.78	QUILL CORPORATION	44326980	430	52100	690	PAPER					
64765	6/17/2025	212.56	QUILL CORPORATION	44477159	101	52100	230	CLIPS,PENS,FOLDERS, TISSUES / FINANCE					
<b>64765 Total</b>		802.73											
64766	6/17/2025	229573.06	R&R HORN, INC.	6/15/2025	430	62694	690	WALNUT RANCH - SEWER 8421 (APPLICATION 8)					
64766	6/17/2025	203155.66	R&R HORN, INC.	6/17/2025	430	62694	690	WALNUT RANCH SEWER-8421 (APPLICATION 7)					
64766	6/17/2025	534654.9	R&R HORN, INC.	6/16/2025	410	61011	670	WALNUT RANCH WATER (APPLICATION 5)					
64766	6/17/2025	47880.9	R&R HORN, INC.	6/17/2025	430	62694	690	WALNUT RANCH SEWER-8421 (APPLICATION 6)					
64766	6/17/2025	68885.1	R&R HORN, INC.	6/16/2025	410	61011	670	WALNUT RANCH WATER (APPLICATION 6)					
64766	6/17/2025	229953.1	R&R HORN, INC.	6/17/2025	430	62694	690	WALNUT RANCH SEWER-8421 (APPLICATION 5)					
<b>64766 Total</b>		1314102.72											
64767	6/16/2025	126.94	RACE TELECOMMUNICATIONS,	RC1650115	101	53200	630	INTERNET SERVICES					
64767	6/16/2025	156.94	RACE TELECOMMUNICATIONS,	RC1650115	101	53200	320	INTERNET SERVICES					
64767	6/16/2025	156.94	RACE TELECOMMUNICATIONS,	RC1650115	101	53200	710	INTERNET SERVICES					
64767	6/16/2025	156.94	RACE TELECOMMUNICATIONS,	RC1650115	101	53200	230	INTERNET SERVICES					
<b>64767 Total</b>		597.76											
64768	6/17/2025	1800	RIPALOG,LLC	202506013	101	52500	710	SERVICE ANNUAL SUBSCRIPTION / POLICE					
<b>64768 Total</b>		1800											
64769	6/16/2025	43400	RRM DESIGN GROUP	3841-01-H	101	62611	220	COLUSA PRE-REVIEWED ADU PLANS - CITY ENGINEER					
<b>64769 Total</b>		43400											
64770	6/17/2025	50	SIERRA CENTRAL CREDIT UNI	PO 66005	101	22500		P/R Liab - Credit Union					
<b>64770 Total</b>		50											
64771	6/16/2025	75	TRANSUNION RISK AND ALTER	6/16/2025	214	52500	710	MINIMUM USAGE ADJ. / POLICE					
<b>64771 Total</b>		75											
64772	6/17/2025	420.7	TRI COUNTIES BANK	6/17/2025	410	51300	670	HARVEYS CASINO					
64772	6/17/2025	288.49	TRI COUNTIES BANK	6/17/2025	253	51300	650	TINK INC. / TREES					
64772	6/17/2025	307.9	TRI COUNTIES BANK	6/17/2025	101	51300	210	ZOOM.COM / ADMIN SERVICES					
64772	6/17/2025	125.53	TRI COUNTIES BANK	6/17/2025	101	52720	630	GLOBAL INDUSTRIAL (ICE MACHINE) / STREETS					
64772	6/17/2025	7117.42	TRI COUNTIES BANK	6/17/2025	102	52700	610	AMRICAN'S FENCE / CITY HALL					
64772	6/17/2025	68.36	TRI COUNTIES BANK	6/17/2025	310	52720	650	AMAZON / STATE PARK					
64772	6/17/2025	88.75	TRI COUNTIES BANK	6/17/2025	310	52720	650	AMAZON / STATE PARK					
64772	6/17/2025	179.54	TRI COUNTIES BANK	6/17/2025	310	52110	650	AMAZON (COMPUTER DESKTOP) / STATE PARK					
64772	6/17/2025	19.99	TRI COUNTIES BANK	6/17/2025	101	52500	210	ADOBE / ADMIN SERVICE					
64772	6/17/2025	543.37	TRI COUNTIES BANK	6/17/2025	310	52720	650	QUICK RESPONSE SUPPLY / STATE PARK					
64772	6/17/2025	214.79	TRI COUNTIES BANK	6/17/2025	410	52720	670	ACESS TRUCK PARTS / WATER					
64772	6/17/2025	91.87	TRI COUNTIES BANK	6/17/2025	214	52100	710	THE WISHING CORNER (FLOWERS) / POLICE					

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64772	6/17/2025	23.42	TRI COUNTIES BANK	6/17/2025	101	52720	320	TEH HOSE SHOP / FIRE			
64772	6/17/2025	30	TRI COUNTIES BANK	6/17/2025	101	52720	320	TOWER CARWASH (DEGREASE & WASH ENGINE) / FIRE			
64772	6/17/2025	9.98	TRI COUNTIES BANK	6/17/2025	253	52110	640	MESSICK ACE (KEYS) / REC			
64772	6/17/2025	232.02	TRI COUNTIES BANK	6/17/2025	101	53600	640	AMAZON (TENNIS EQUIP.) / REC			
64772	6/17/2025	23.67	TRI COUNTIES BANK	6/17/2025	253	52110	640	MESSICKS POOL / REC			
64772	6/17/2025	213.69	TRI COUNTIES BANK	6/17/2025	253	52150	640	PRIME LAB MED (EDD PACKS FOR LIFE GUARDS) / POOL			
64772	6/17/2025	22.62	TRI COUNTIES BANK	6/17/2025	253	51200	640	AMAZON (SWIM WEAR) - POOL			
64772	6/17/2025	44.58	TRI COUNTIES BANK	6/17/2025	253	51200	640	AMAZON (SWIM WEAR) - POOL			
64772	6/17/2025	66.24	TRI COUNTIES BANK	6/17/2025	253	51200	640	AMAZON (SWIM WEAR) - POOL			
64772	6/17/2025	143.88	TRI COUNTIES BANK	6/17/2025	101	52500	210	DOMAINS / ADMIN SVSC			
64772	6/17/2025	9.99	TRI COUNTIES BANK	6/17/2025	101	52500	210	ADOBE / ADMIN SVSC			
64772	6/17/2025	56	TRI COUNTIES BANK	6/17/2025	101	52500	215	CONSTANT CONTACT / ECON. DEV.			
64772	6/17/2025	30	TRI COUNTIES BANK	6/17/2025	214	52100	710	WHEN I WORK / POLICE			
64772	6/17/2025	29.36	TRI COUNTIES BANK	6/17/2025	214	51300	710	AMAZON (BOOKS FOR ACADEMY) / POLICE			
64772	6/17/2025	12.38	TRI COUNTIES BANK	6/17/2025	214	52100	710	AMAZON (CHARGING CORD) / POLICE			
64772	6/17/2025	25.13	TRI COUNTIES BANK	6/17/2025	214	51300	710	APPLEBEE'S / POLICE			
64772	6/17/2025	23.93	TRI COUNTIES BANK	6/17/2025	214	51300	710	MARY'S PIZZA / POLICE			
64772	6/17/2025	30	TRI COUNTIES BANK	6/17/2025	214	51300	710	7 ELEVEN / POLICE			
64772	6/17/2025	18.71	TRI COUNTIES BANK	6/17/2025	214	51300	710	MARY'S / POLICE			
64772	6/17/2025	11.1	TRI COUNTIES BANK	6/17/2025	214	51300	710	STARBUCKS / POLICE			
64772	6/17/2025	542.12	TRI COUNTIES BANK	6/17/2025	214	51200	710	GALLS / POLICE			
64772	6/17/2025	42.96	TRI COUNTIES BANK	6/17/2025	214	51200	710	AMAZON (BELTS) / POLICE			
64772	6/17/2025	42.3	TRI COUNTIES BANK	6/17/2025	214	51200	710	AMAZON (CLEANING KIT) / POLICE			
64772	6/17/2025	130.5	TRI COUNTIES BANK	6/17/2025	214	52200	710	AMAZON (SHOULDER STRAP) / POLICE			
64772	6/17/2025	306.66	TRI COUNTIES BANK	6/17/2025	214	52200	710	AMAZON (STREAMLIGHT) / POLICE			
64772	6/17/2025	642.62	TRI COUNTIES BANK	6/17/2025	214	52200	710	AMAZON (HANDCUFF) / POLICE			
64772	6/17/2025	-195.83	TRI COUNTIES BANK	6/17/2025	214	52200	710	AMAZON (REFUND FOR RETURNED HOLLISTER) / POLICE			
<b>64772 Total</b>		12034.74									
64773	6/16/2025	2030	TYLER TECHNOLOGIES, INC	025-51328	101	52500	231	ERP PRO-FINANCIALS - ARPA			
<b>64773 Total</b>		2030									
64774	6/16/2025	195	VALLEY TOXICOLOGY SERVICE	5198	214	52500	710	ALCOHOL AND DRUG ANALYSIS --MAY 2025			
<b>64774 Total</b>		195									
64775	6/17/2025	325.68	NICOLE VIGNEY	6/17/2025	253	52110	640	POOL SNACK BAR REIMBURSEMENTS			
<b>64775 Total</b>		325.68									
64776	6/16/2025	4865.95	CALMAT CO.	3591761	246	57230	630	POWER PATCH TON / STREETS			
<b>64776 Total</b>		4865.95									
64777	6/17/2025	488.35	WAVE TECHNOLOGIES	DG-5164	101	53200	710	CITY PHONE SERVICES			
64777	6/17/2025	69.76	WAVE TECHNOLOGIES	DG-5164	101	53200	320	CITY PHONE SERVICES			
64777	6/17/2025	34.88	WAVE TECHNOLOGIES	DG-5164	101	53200	640	CITY PHONE SERVICES			
64777	6/17/2025	34.88	WAVE TECHNOLOGIES	DG-5164	101	53200	220	CITY PHONE SERVICES			



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64777	6/17/2025	34.88	WAVE TECHNOLOGIES	DG-5164	220	53200	225	CITY PHONE SERVICES			
64777	6/17/2025	174.56	WAVE TECHNOLOGIES	DG-5164	101	53200	230	CITY PHONE SERVICES			
64777	6/17/2025	34.88	WAVE TECHNOLOGIES	DG-5164	101	53200	310	CITY PHONE SERVICES			
64777	6/17/2025	34.88	WAVE TECHNOLOGIES	DG-5164	101	53200	110	CITY PHONE SERVICES			
64777	6/17/2025	34.88	WAVE TECHNOLOGIES	DG-5164	101	53200	215	CITY PHONE SERVICES			
64777	6/17/2025	34.88	WAVE TECHNOLOGIES	DG-5164	101	53200	630	CITY PHONE SERVICES			
64777	6/17/2025	39.94	WAVE TECHNOLOGIES	DG-5164	410	53200	670	CITY PHONE SERVICES			
64777	6/17/2025	39.94	WAVE TECHNOLOGIES	DG-5164	430	53200	690	CITY PHONE SERVICES			
64777	6/17/2025	34.88	WAVE TECHNOLOGIES	DG-5164	101	53200	210	CITY PHONE SERVICES			
64777	6/17/2025	487.14	WAVE TECHNOLOGIES	DG-5375	101	53200	710	CITY PHONE SERVICES			
64777	6/17/2025	69.59	WAVE TECHNOLOGIES	DG-5375	101	53200	320	CITY PHONE SERVICES			
64777	6/17/2025	34.8	WAVE TECHNOLOGIES	DG-5375	101	53200	640	CITY PHONE SERVICES			
64777	6/17/2025	34.8	WAVE TECHNOLOGIES	DG-5375	101	53200	210	CITY PHONE SERVICES			
64777	6/17/2025	34.8	WAVE TECHNOLOGIES	DG-5375	101	53200	220	CITY PHONE SERVICES			
64777	6/17/2025	34.8	WAVE TECHNOLOGIES	DG-5375	220	53200	225	CITY PHONE SERVICES			
64777	6/17/2025	174.14	WAVE TECHNOLOGIES	DG-5375	101	53200	230	CITY PHONE SERVICES			
64777	6/17/2025	34.8	WAVE TECHNOLOGIES	DG-5375	101	53200	310	CITY PHONE SERVICES			
64777	6/17/2025	34.8	WAVE TECHNOLOGIES	DG-5375	101	53200	215	CITY PHONE SERVICES			
64777	6/17/2025	34.8	WAVE TECHNOLOGIES	DG-5375	101	53200	630	CITY PHONE SERVICES			
64777	6/17/2025	39.9	WAVE TECHNOLOGIES	DG-5375	410	53200	670	CITY PHONE SERVICES			
64777	6/17/2025	39.9	WAVE TECHNOLOGIES	DG-5375	430	53200	690	CITY PHONE SERVICES			
64777	6/17/2025	34.8	WAVE TECHNOLOGIES	DG-5375	101	53200	110	CITY PHONE SERVICES			
<b>64777 Total</b>		2180.66									
64778	6/25/2025	60	STATE WATER RESOURCES CON	6/25/2025	430	51300	690	RENEWAL FOR GRADE II / SEWER			
<b>64778 Total</b>		60									
<b>Grand Total</b>		2720194.28									



**CITY OF COLUSA**  
**425 Webster Street**  
**Colusa, CA 95932**  
**(530) 458-4941**  
**Fax: (530) 458-8674**

ITEM FOR AUGUST 5, 2025

To: Colusa City Council Members

Re: Treasurer's Report for month ending May, 2025

Please find the attached financial reports for your review. Based on the information provided to me by the finance department at the direction of the City Manager, I am able to verify the first cash account balance, LAIF balance, and petty cash balance as of May 31, 2025.

I have included a summary below:

Cash Accounts:

Wells Fargo Checking Acct Public Funds Balance as of May 31, 2025	\$2,658,591.59
Outstanding payables as presented	(422,083.35)
Wells Fargo Business Checking (7143)	70.20

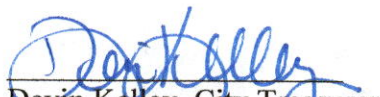
City Investments:

Local Agency Investment Fund – CA State Controller – Interest Rate 4.48%	
Previous Balance	9,771,440.54
Deposit 5/13/25	2,500,000.00
Interest earned for Quarter ending June, 2025	<u>(will post in July)</u>
Balance as of May 31, 2025	12,271,440.54

Petty Cash as of May 31, 2025	500.00
-------------------------------	--------

Balance as presented as of May 31, 2025	<u>\$14,508,518.98</u>
---	------------------------

Respectfully submitted,

  
 Devin Kelley, City Treasurer

**CITY OF COLUSA, CALIFORNIA  
BANK RECONCILIATION  
FOR THE MONTH MAY 2025**

**Bank Records:**

Wells Fargo Bank Balance - May 31,, 2025	\$ 2,658,591.59
Wells Fargo (#7143)	\$ 70.20
Wells Fargo Escrow Account Balance - May 31,, 2025	-

**ADD / SUBTRACT:**

Outstanding Accounts Payable	(415,188.93)
Outstanding Payroll Payable	(6,894.42)

Reconciling Items: -

---

Reconciled Checking Balance - Wells Fargo Bank - May 31,, 2025	2,236,508.24
Reconciled 2nd checking account	70.20
LAIF Balance - May 31,, 2025	12,271,440.54
Petty Cash Balance - May 31,, 2025	500.00

---

**Total Reconciled Bank Balances - May 31,, 2025** **\$ 14,508,518.98**

**City Records (Post Journal Entries):**

10200 - Wells Fargo Bank Operating / USDA Loan Escrow	\$ 2,244,095.72
10300- Wells Fargo	\$ 70.20
10995 - LAIF	12,271,440.54
10100 - Petty Cash	500.00

---

Total Checking and LAIF \$ 14,516,106.46

**ADD / SUBTRACT:**

Credit Card Deposits in MOMS - Not In Bank	(8,115.99)
RecDesk in Bank- Not Posted in MOM	130.02
Credit Card pmt in Bank- Not Posted in MOM	398.49

**Total Reconciled Book Balance - May 31,, 2025** **\$ 14,508,518.98**



**CITY OF COLUSA**  
**425 Webster Street**  
**Colusa, CA 95932**  
**(530) 458-4941**  
**Fax: (530) 458-8674**

ITEM FOR AUGUST 5, 2025

To: Colusa City Council Members

Re: Treasurer's Report for month ending June, 2025

Please find the attached financial reports for your review. Based on the information provided to me by the finance department at the direction of the City Manager, I am able to verify the first two cash account balances, LAIF balance, and petty cash balance as of June 30, 2025.

I have included a summary below:

Cash Accounts:

Wells Fargo Checking Acct Public Funds Balance as of June 30, 2025	\$ 13,664.00
Outstanding payables as presented	\$ (18,599.98)
Wells Fargo Sweep Account (0028)	\$2,622,208.68
Wells Fargo Business Checking (7143)	\$ 55.10

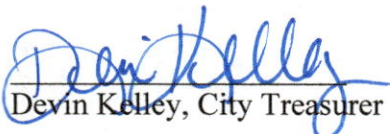
City Investments:

Local Agency Investment Fund – CA State Controller – Interest Rate 4.48%	
Previous Balance	12,771,440.54
Transfer out 6/17/25	-2,000,000.00
Interest earned for Quarter ending June, 2025	<u>(will post in July)</u>
Balance as of June 30, 2025	10,271,440.54

Petty Cash as of June 30, 2025	500.00
--------------------------------	--------

Balance as presented as of June 30, 2025	<u>\$12,889,268.34</u>
--	------------------------

Respectfully submitted,

  
 Devin Kelley, City Treasurer



**CITY OF COLUSA, CALIFORNIA  
BANK RECONCILIATION  
FOR THE MONTH JUNE 2025**

**Bank Records:**

Wells Fargo Bank Balance - June30,, 2025	\$	13,664.00
Wells Fargo (#7143)	\$	55.10
WF Sweep Account Balance - June30 30, 2025		2,622,208.68

## ADD / SUBTRACT:

Outstanding Accounts Payable		(9,435.72)
Outstanding Payroll Payable		(9,164.26)

## Reconciling Items:

-

Reconciled Checking Balance - Wells Fargo Bank - June30,, 2025		2,617,327.80
LAIF Balance - June30,, 2025		10,271,440.54
Petty Cash Balance - June30,, 2025		500.00

**Total Reconciled Bank Balances - June30,, 2025****\$ 12,889,268.34****City Records (Post Journal Entries):**

10200 - Wells Fargo Bank Operating / USDA Loan Escrow	\$	2,621,136.56
10300- Wells Fargo	\$	55.10
10995 - LAIF		10,271,440.54
10100 - Petty Cash		500.00

Total Checking and LAIF	\$	12,893,132.20
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## ADD / SUBTRACT:

Credit Card Deposits in MOMS - Not In Bank		(5,786.91)
RecDesk in Bank- Not Posted in MOM		793.49
Credit Card pmt in Bank- Not Posted in MOM		1,129.56

**Total Reconciled Book Balance - June30,, 2025****\$ 12,889,268.34**

## Quarterly Commission Report

Item 6.

PRT

Covering Dates from May 2025

Preparation Date June 2025

Prepared By: Leslie Poland

Meeting Dates					
May 8, 2025					

Please indicated attendance by: P –present and on time, L –present but late, A –absent

### Present:

Elizabeth Yerxa, Chair  
Jamie Davis-Meyer, Vice Chair  
Leslie Poland, Secretary  
Thomas Roach, Commissioner  
Patty Hickel, Commissioner  
Cynthia White, Commissioner  
Jesse Cain, City Manager

Actions Taken (Please list all actions taken, recommendations made, ongoing discussions):

Approval of minutes from the March 13 meeting: Moved Madison Martin, seconded Thomas Roach

• Election of officers (Chair, Vice-Chair, and Secretary: **Chair Elizabeth Yerxa** (Moved by Thomas Roach and Seconded by Cynthia White: Unanimous approval by Commission); **Vice Chair: Jamie Davis Meyer** (Moved by Leslie Poland and seconded by Madison Martin: Unanimous approval by Commission) **Secretary Leslie Poland** : Moved by Patty Hickel and seconded by Thomas Roach Unanimous approval by Commission)

• State of the Parks report (problems, issues only)—Commissioners: Will S Green Park: Hole in BBQ grill and Levee Park discussed better communication when changes such as the flag pole instillation are made to city parks> Asked that City Manager communicates to PRT when Parks issues are coming up in the city Councils agenda. Also drinking fountain in Sankey Park is waiting for a part to fix the drinking fountain. When this come in it will be fixed.

• Discussion of plans, upcoming events in Memorial Park with Welcome Dennis Sanders, VFW liaison

1. Verbal presentation on the history of the park: In 2012 Colusa City gave permission to the veterans group to make changes to the park with approval of the city manager.
2. All Panels are full of bricks, with more panels planned to be installed.
3. Colusa Veterans non-profit started in 2019, due to large amount of funds raised from fundraising.

4. Veterans group would like to be notified if the PRT plans to plant more trees in the park or make changes to the playground.
5. In the future the veteran's group would like to install two lifelike bronze statues in the park, currently fundraising for this: The status will be a battlefield cross and a veteran saluting.
6. Would like the arts council to paint a patriotic scene on the container in the park.

Well Update in Memorial Park discussed as well: City Manager will have an update on this after May 13, 2025

- Update on tree pruning and stump grinding: List off all stumps grounded provided to PRT and tree trimming project in the city is completed (measure B funded project)
- Update on State Park plans: No Update Provided
- Trees for Tomorrow—City acknowledgment of Rotary's efforts? Leslie and Cynthia to make Proclamation and City Manager will bring to city council.
- Reports from Cynthia (Davis), Thomas (Woodland), Patty (Chico) for suggestions of new recommended trees; how best to present tree info to the public: Commissioner Roach reported on his discussions with the City of Woodland on their process. He hopes to meet with them again on this, Commission decided to put this issue on the July agenda to discuss.
- Pickleball update—Jesse: No Update
- Dog park update—Jesse: Waiting for fencing to come in and then will be installed
- "City of Trees" designation plans, activities—Sadie: No Update
- Clean California Grant update—Sadie: No Update
- Old business: News on park potential at new housing developments, Pirelli, sports complex?—Jesse
- New business: City Manager asked about installing a putting green at Leland Taylor Park. Jesse said he would look into this and get back to the PRT. Suggested we put this on the July Agenda.

**NEW BUSINESS: Next meeting scheduled for July 14, 2025**

Topics:

**ADJOURNMENT**





## City of Colusa California

### STAFF REPORT

**DATE:** August 5th, 2025

**TO:** Mayor and Members of the City Council

**FROM:** Ishrat Aziz-Khan, through Jesse Cain, City Manager

#### **AGENDA ITEM:**

Consideration of Resolution Approving to Authorize Placement of Solid Waste Liens from Recology on the 2025-26 County Property Tax Roll.

#### **RECOMMENDATION:**

Council to adopt the resolution authorizing delinquent solid waste liens on “Exhibit A” to be placed on the 2025-26 City Property Tax Roll with the County.

#### **BACKGROUND ANALYSIS:**

The City’s Recology Franchise Agreement and City Ordinance No. 535 require a mandatory solid waste service within the City limits. The agreement authorizes Recology, on an annual basis, to collect outstanding solid waste accounts by placing the delinquent accounts and administration fees on the property owner’s tax bill for collection.

Recology must send at least two delinquent notices to the customers and property owners before proceeding with a public hearing. Three courtesy notices were sent to the customers and property owners for delinquent amounts on February 2025, 2nd on May 2025, and final on June 24th, 2025. The delinquent balances are for services from March 31<sup>st</sup>, 2024, through March 31<sup>st</sup>, 2025. It should be noted that the addresses used to mail both notices came from the latest Assessor Tax Roll (2024), which may not reflect recent sales or transfers of property. The third notice includes the delinquent solid waste account amount and the associated administration fees. “Exhibit A” consists of all delinquencies and administration fees.

The City’s administration fee is \$47 for each lien placed on the property owner’s tax bill. On The updated list was received on July 8th, 2025, from Recology, after Recology addressed the customer complaints.

**BUDGET IMPACT:**

City Administration Fee Revenue is estimated to be \$101,687.48 to the General Fund. The more accurate numbers will be determined upon the final list.

**ATTACHMENTS:**

Resolution 25-\_\_

Exhibit "A"

## RESOLUTION NO. 25-

### A RESOLUTION OF THE CITY OF COLUSA CITY COUNCIL ADOPTING DIRECT ASSESSMENT FOR DELINQUENT SOLID WASTE LIENS FOR THE FISCAL YEAR 2024-25 ON THE 2025-26 PROPERTY TAX ROLL

**WHEREAS**, the notices and fees for the purpose of the collection of delinquent garbage bills to Recology to be included on the regular County property tax bill for property owners of the City of Colusa were completed on August 5th, 2025; and

**WHEREAS**, the City is placing the delinquent solid waste liens (Exhibit “A” on the Colusa County secured property tax roll for collection; and

**WHEREAS**, the City has complied with the Recology Franchise Agreement and City of Colusa Ordinance No. 535 pertaining to the levy of the solid waste tax lien.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Colusa as follows:

1. Recitals. The above recitals are true and correct and are incorporated herein by reference.

2. Effective Date. This Resolution shall be effective immediately.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED and ADOPTED this 5<sup>th</sup> day of August 2025 by the following vote:

AYES

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
RYAN CODORNIZ, MAYOR

Attest:

\_\_\_\_\_  
Shelly Kittle, City Clerk

## Exhibit A

Parcel Number	Past Due Amt+ Fees
017-030-118-000	7505.8
001-092-011-000	834.24
002-011-005-000	2804.06
001-203-003-000	681.28
001-081-011-000	551.34
001-083-006-000	413.24
001-253-004-000	2992.88
001-092-006-000	176.26
001-235-005-000	1617.74
017-130-134-000	233.32
001-303-003-000	3099
001-226-003-000	878.74
015-200-074-000	289.9
001-293-007-000	584.32
002-290-011-000	705.16
001-172-002-000	588.74
001-276-001-000	731.54
001-135-012-000	584.32
<b>001-096-004-000</b>	337.12
001-133-009-000	819.1
001-291-005-000	324.2
002-191-011-000	164.44
002-183-014-000	731.54
002-290-002-000	707.22
015-320-035-000	731.54
002-340-034-000	289.9
001-211-006-000	437.12
002-143-004-000	282.6
002-031-003-000	793.8
001-144-012-000	793.8
001-086-005-000	913.22
001-284-014-000	731.54
002-032-012-000	490.04
002-142-004-000	289.9
002-202-003-000	409.38
001-125-002-000	793.82
001-011-004-000	584.32
002-181-008-000	750.06
002-300-029-000	479.62
001-276-007-000	731.54
001-121-006-000	711.56
002-024-002-000	731.54
002-110-030-000	233.36
015-230-032-000	352.36
001-151-010-000	705.16

<b>002-340-028-000</b>	471.46
001-046-001-000	289.9
001-141-011-000	337.86
001-205-007-000	531.54
002-182-003-000	423.82
002-144-008-000	783.56
002-144-007-000	289.9
002-021-013-000	289.9
001-276-002-000	793.66
002-141-002-000	283.16
001-203-006-000	793.8
001-273-008-000	289.9
015-370-013-000	236.54
001-146-005-000	289.9
001-284-010-000	649.82
002-212-002-000	289.9
001-134-007-000	289.9
001-201-011-000	294.2
001-254-009-000	285.7
001-152-008-000	289.9
002-340-025-000	289.9
001-256-002-000	173.46
002-181-007-000	779.14
001-306-002-000	200.76
001-295-001-000	793.8
002-033-004-000	878.74
002-212-008-000	433.68
001-105-008-000	793.84
001-211-003-000	435.74
<b>001-294-005-000</b>	283.04
002-024-013-000	734.48
015-370-011-000	1323.58
002-060-003-000	793
001-155-008-000	289.9
002-215-011-000	437.12
001-154-013-000	330.44
001-203-008-000	584.32
001-085-006-000	289.9
002-250-002-000	793.8
002-023-012-000	176.72
001-202-020-000	289.9
002-042-005-000	832
002-181-003-000	876.58
015-153-011-000	713.6
015-370-010-000	437.12
015-230-043-000	793.74
001-146-006-000	289.9
001-011-001-000	388.02
015-200-059-000	793.62

001-076-007-000	289.9
001-111-003-000	773.48
001-011-003-000	708.34
002-110-009-000	678.74
002-204-009-000	731.54
001-074-001-000	289.9
001-134-009-000	444.86
002-060-010-000	303.82
002-050-051-000	778.74
002-215-008-000	878.74
002-300-030-000	793.8
001-293-008-000	731.54
002-060-020-000	283.16
002-150-016-000	289.9
002-021-001-000	793.8
002-032-015-000	481.54
001-151-005-000	811.16
001-196-001-000	289.9
<b>015-210-034-000</b>	364.32
002-050-002-000	678.74
002-191-009-000	386.54
001-203-009-000	584.32
002-240-014-000	236.64
002-141-003-000	779.6
001-156-002-000	878.74
015-240-017-000	288.9
001-291-012-000	289.9
001-241-041-000	731.54
001-074-003-000	1324.58
002-060-024-000	793.8
001-144-010-000	733.68
015-370-036-000	878.74
002-206-012-000	289.9
002-202-001-000	337.12
002-050-028-000	878.74
002-050-040-000	435.82
002-240-029-000	811.46
002-250-005-000	751.88
002-050-011-000	790.14
002-050-030-000	721.22
002-230-002-000	376.6
001-143-012-000	711.38
002-183-003-000	437.12
001-206-005-000	167.52
001-134-006-000	685
002-320-005-000	167.9
001-304-002-000	584.32
002-042-004-000	321.68
001-086-002-000	283.16

001-273-001-000	289.9
002-260-023-000	733.68
<b>001-182-009-000</b>	<b>769.52</b>
001-244-004-000	722.06
015-151-011-000	790.14
001-303-006-000	743.74
015-320-021-000	174.48
001-136-004-000	731.54
001-251-008-000	1345.26
002-250-001-000	589.04
002-110-023-000	734.38
002-031-006-000	739.72
002-240-025-000	244.32



## City of Colusa California

### STAFF REPORT

**DATE:** August 5, 2025  
**TO:** Mayor and Council Members  
**FROM:** City Clerk, Shelly Kittle

**AGENDA ITEM: Consideration** of a Resolution for the updated City-wide Records Retention Schedules

**Recommendation:** Council to adopt the Resolution adopting the Records Retention Schedule, authorizing the destruction of certain city records and rescinding Resolution 04-24.

#### Report in Brief

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

#### Background

Colusa 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
- Colusa produces and manages many permanent records
- 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, Colusa will realize significant savings in labor costs, free filing cabinet and office space, and realize operational efficiencies.

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

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

**BUDGET IMPACT:** Colusa will realize significant savings in labor, including the avoidance of future storage and/or construction costs.

**STAFF RECOMMENDATION:** Council to adopt the Resolution and Records Retention Schedules.

**ATTACHMENTS:**

Resolution 25-\_\_\_\_

Resolution 04-24

**RESOLUTION NO. 25-\_\_\_\_****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA ADOPTING THE RECORDS RETENTION SCHEDULE, AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AND RESCINDING RESOLUTION 04-24**

**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 Colusa; 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 Colusa previously adopted Resolution No. 04-24 adopting a Document Management Policy containing certain Records Retention Schedules and Records Destruction Guidelines.

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

**Section 1.** Resolution No.04-24 is hereby repealed.

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

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

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

**Section 5.** The City Clerk shall certify 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 Colusa on August 5, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

RYAN CODORNIZ, MAYOR

ATTEST

---

Shelly Kittle, City Clerk

## HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

**Copies** or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term “records” shall include all records as defined by the California Public Records Act.

### **STRUCTURE: CITY-WIDE, DEPARTMENTS & DIVISIONS**

The City-wide retention schedule includes those records all departments have in common (e-mails, letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record.

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. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule, or look in the index to the schedules (provided after approval.)

### **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 office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the City
- Find records faster
- Determine what media should be used to store records

### **AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):**

Destruction or deletion of an **official (original) record** that has exceeded its retention period must be **authorized prior to destruction or deletion.**

- If there is a **minimum** retention (“**Minimum 2 years**”), the destruction / deletion must be authorized before it is destroyed, as it is an official (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, copy, or the Content is NOT Substantive.

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 resolution).”**

## RECORDS RETENTION SCHEDULE LEGEND

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**OFR (Office of Record):** The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the “Destroy Paper after Imaged & QC’d” below for the Legal Requirements for the electronic record to be the official (original) record.

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

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

**Retention/Disposition:**  
**Active (guideline):** How long the file remains in the immediate office area  
**Inactive (guideline):** How long the file is in off-site storage, stored electronically in accordance with law (see below)  
**Total Retention:** The total number of years the record is 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 and certain data may require minimum retention.

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

**Media Options (guideline) terms used in State law:**  
 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 or other **Unalterable 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 was microfilmed

**Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record:** “Yes” means 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 (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed)** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**; other legal mandates may apply.

### **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>								
<b>CITY-WIDE (Used by All Departments)</b>								
Lead Dept.	CW-001	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-002	<p>Agreements &amp; Contracts, Amendments: <b>Department's Approval</b> (City Clerk retains Original Council-Approved Contracts)</p> <p><b>NON-INFRASTRUCTURE, Professional Services Agreements, Tenant / Lease Agreements - NOT IMAGED</b></p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)</i></p> <p><b>City Clerk retains originals if they were approved by the City Council</b></p> <p><b>Finance retains Insurance Certificates</b></p> <p><b>Examples of Non-Infrastructure:</b> Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.</p>	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(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-003	<p>Agreements &amp; Contracts, Amendments: <b>Department's Approval</b> (City Clerk retains Original Council-Approved Contracts)</p> <p><b>INFRASTRUCTURE, OR IF IMAGED, JPAs, MOUs (IMAGED / AFTER SCANNING)</b></p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)</i></p> <p><b>City Clerk retains originals if they were approved by the City Council</b></p> <p><b>Finance retains Insurance Certificates</b></p> <p><b>Examples of Infrastructure:</b> Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property &amp; property restrictions, redevelopment, reservoirs, sewers, sidewalks, street &amp; alley improvements, settlement, subdivisions, utilities, water, etc.</p>	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
Lead Dept.	CW-004	<p>Agreements &amp; Contracts: <b>ADMINISTRATION (NO Grant Funding)</b></p> <p>(Project Administration, Insurance Certificates, RFP - Request for Proposal or Successful Proposal, Certified Payrolls, etc.)</p> <p><b>Send All Original Agreements or Contracts and Insurance Certificates to the City Clerk)</b></p>	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Covers E&O Statute of Limitations; Statute of Limitations: Contracts & Spec's=4 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

# RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-005	Agreements & Contracts: <b>ADMINISTRATION (WITH Grant Funding)</b>  (Project Administration, IRFP - Request for Proposal or Successful Proposal, Certified Payrolls, etc.)  Send <b>All Original Agreements or Contracts and Insurance Certificates to the City Clerk</b>	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, 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-006	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, PROPOSALS or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finance / Purchasing retains the originals of Formal procurements; Includes unopened bids; GC §34090
Lead Dept.	CW-007	Boards, Commissions, & Committees: <b>External Organizations / Regional Boards &amp; Commissions</b> - Agendas, Minutes, Resolutions, or other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
Staffing Dept.	CW-008	Committees: <b>Employee Committees</b> , Employee Staff Meetings / Department Staff Meetings <b>AGENDAS and MINUTES</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Staffing Dept.	CW-009	Committees: <b>Subcommittees of the City Council (Ad-Hoc or Standing Committees)</b> <b>AGENDAS and MINUTES</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All actions are made by the City Council; GC §34090
Lead Dept.	CW-010	Copies or duplicates of any record	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7



# RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that <b>Authors</b> Document or Receives the City's Original Document	CW-011	Correspondence - <b>ROUTINE</b> (Content relates in a <b>SUBSTANTIVE</b> way to the conduct of the public's business)  (e.g. e-mail, Letters, Memorandums, Administrative, Chronological, General Files, etc.)  IF the Content relates in a <b>SUBSTANTIVE</b> way to the conduct of the public's business	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose vs. Superior Court, 5 Cal. 5th 608 (2017). GC §34090
Dept. that <b>Authors</b> Document or Receives the City's Original Document	CW-012	Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b> , Interagency and Intraagency Memoranda NOT retained in the ordinary course of business  <b>Content NOT Substantive</b> , 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, PowerPoint presentations, speaker cards, speech notes, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the <b>CONTENT</b> of the record. <b>Records where either the Content relates in a SUBSTANTIVE way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period.</b> If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500, 7928.705.; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose vs. Superior Court, 5 Cal. 5th 608 (2017).

# 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 (Responding) Dept.	CW-013	Customer Service Complaints / Concerns from Citizens (Excludes Peace Officers)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090
Lead Dept.	CW-014	Developer Deposit Accounts / Developer Impact Fee Accounts (Escrow Accounts)	Closed + 5 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Lead Dept.	CW-015	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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, 7927.500, 7928.705
Lead Dept.	CW-016	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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. (Managing the Grant)	CW-017	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. (Managing the Grant)	CW-018	Grants <b>(UNSUCCESSFUL)</b> Applications, Correspondence	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

# RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept. (Managing the Grant)	CW-019	Grants / CDBG Administration (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements <b>(SUCCESSFUL)</b> Reports, other records required to pass the funding agency's audit, if required)  Applications (successful), copy of 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 - <b>Minimum 5 years</b>		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; 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-020	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
Human Resources	CW-021	Personnel Files <b>(Department Copies)</b> Send all originals to Human Resources	Separation + 4 years	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Originals are retained by Human Resources; GC §34090.7
Lead Dept.	CW-022	Personnel Files <b>(Supervisor's Notes)</b>	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-023	Photographs	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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-024	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e); VC 34505.5(c); 49 CFR 396.11; 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-025	Public Relations / Press Releases	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-026	Real Estate Appraisal Reports: Property <b>NOT</b> purchased, Loans not funded, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; GC §§34090, 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-027	Real Estate Appraisal Reports: <b>Purchased</b> 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-028	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Newsletters, Plans / Strategic Plans, etc.: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-Records
Lead Dept.	CW-029	Reference Materials: Internal Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Newsletters, Plans / Strategic Plans, etc.: Produced by <b>YOUR Department</b>	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	CW-030	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Newsletters, Administrative Policies, Plans / Strategic Plans, etc.: Produced by <b>OTHER Departments</b>	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Lead Dept.	CW-031	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

# 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-032	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-033	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-034	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-035	Training Presented by City Staff - <b>COURSE RECORDS</b>  (Attendance Rosters or Sign-in Sheets, Outlines and Materials; includes Ethics, Harassment, & Safety. Workplace Violence Training & Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets OSHA requirements; 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); LC §6401.9(f), GC §§12946, 12960, 34090, 53235.2(b), 53237.2(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>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY CLERK</b>								
City Clerk	CC-001	Agenda Packets: City Council, Planning Commission, Heritage Preservation Commission, Parks, Recreation & Tree Commission, Former Redevelopment Agency, Successor Agency & Oversight Board  Includes Appeals, Budgets, Annual Financial Reports (CAFR, ACFR)	P	Yes: Prior to meeting	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-002	Agreements & Contracts, Amendments - <b>Council-Approved - AFTER SCANNING / IMAGING, OR INFRASTRUCTURE, JPAs, MOUs</b>  <i>Agreement or Contract includes all contractual obligations (e.g. Scope of Work, all attachments and exhibits)</i>  <b>Examples of Infrastructure:</b> 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 response; Statute of Limitations is 10 years for Errors & Omissions; 4 years for all contracts; 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>								
<b>HOLDS:</b> <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-003	<p>Agreements &amp; Contracts, Amendments - <b>Council-Approved - NON-INFRASTRUCTURE, Professional Services Agreements, Tenant / Lease Agreements - NOT SCANNED / IMAGED</b> (Excludes Recreation instructor or performer contracts)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)</i></p> <p><b>Examples of Non-Infrastructure:</b> Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.</p>	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
City Clerk	CC-004	Board & Commission / Committee Recruitment / Applications (All, whether appointed or not)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-005	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-006	City Articles of Incorporation	P		Mag, Mfr, OD, Ppr	S / I	No	Department preference; GC §34090
City Manager / Risk Manage.	CC-007	Claim for Damages / Claims Against the City / Verified Tort Claims	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; municipal government auditing standards is 5 years - Finance retains records of payments; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,
City Clerk	CC-008	Claims to Recover Funds for the City: Subrogation Claims:/ Property Damage Claims / Restitution / Recovery of Damages to City Property / City's Invoices to Insurance Companies	Final Resolution + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 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>								
<b>HOLDS:</b> <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-009	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; CONSULTANTS</b> (specified in the City's Conflict of Interest code)	Date Filed + 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	City maintains original statements; GC §81009(e)&(g)
City Clerk	CC-010	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>PUBLIC OFFICIALS / 87200 Filers</b> (elected & not elected. Includes City Council, Oversight Board, Redevelopment Agency, Successor Agency Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	Date Filed + 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Standard municipal government practice; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
City Clerk	CC-011	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; GC §81009(e)
City Clerk	CC-012	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-013	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009(e)
City Clerk	CC-014	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
<b>CITY CLERK ELECTIONS (CONSOLIDATED)</b>								
City Clerk	CC-015	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>SUCCESSFUL CANDIDATES</b> (Elected Officials)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009(b)&(g)
City Clerk	CC-016	Campaign Filings (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK</b> (copies)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009(f)&(g)
City Clerk	CC-017	Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009(c)&(g)



## RECORDS RETENTION SCHEDULE: CITY CLERK

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<b>HOLDS:</b> <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-018	Campaign Filings (FPPC 400 Series Forms, 501 Form): <b>UNSUCCESSFUL CANDIDATES</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009(b)&(g)
City Clerk	CC-019	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - <b>SUCCESSFUL CANDIDATES</b>	Term of Office + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 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. - <b>UNSUCCESSFUL CANDIDATES</b>	Election + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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-021	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, Applications to fill a Vacancy on the City Council, Arguments, 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 - <b>HISTORICAL</b> 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) - <b>IF INSUFFICIENT</b>	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-024	Elections - Petitions (Initiative, Recall or Referendum) - <b>IF SUFFICIENT</b>	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
<b>(End of Elections Section)</b>								

## 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>								
<b>HOLDS:</b> <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-025	Historical Records / Archives, Photographs, & Historical Projects (e.g. City Anniversaries, Incorporation, City Seal, Awards of significant historical interest, Grand Openings, Historically significant litigation, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-026	Minutes: City Council, Planning Commission, Heritage Preservation Commission, Parks, Recreation & Tree Commission, Former Redevelopment Agency, Successor Agency & Oversight Board	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-027	Oaths of Office / Oaths of Disaster Worker	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	No	GC §§3105(f), 34090
City Clerk	CC-027	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-028	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions	1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Law requires 1 year for petitions; GC §50115
City Clerk	CC-029	Proclamations & Commendations	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-030	Prop. 218 (Property-based fees - Sewer Fees: <b>Protest Letters / Ballots, Tabulation</b> (Public Works / Utilities retains Notices and Mailing Lists)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)
City Clerk	CC-031	Public Records Requests / Subpoenas Duces Tecum / Summons	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-032	Recorded Documents: Deeds, Easements, Final Order of Condemnation, Full Reconveyance, Liens and Releases, Notice of Completion, Receivership / Resale, Rights of Way	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)

## 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>								
<b>HOLDS:</b> <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-033	Recordings: Audio Recordings / Video Recordings: City Council, Planning Commission	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 §34090.7
City Clerk	CC-034	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-035	Resolutions: City Council, Planning Commission, Heritage Preservation Commission, Parks, Recreation & Tree Commission, Former Redevelopment Agency, Successor Agency & Oversight Board	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)

**RECORDS RETENTION SCHEDULE: CITY MANAGER**  
(Communications, Information Technology, 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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<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>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY MANAGER</b>								
City Manager	CM-001	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-002	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line - SB 272)	When Superseded		Mag.			GC §34090 et seq.
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
<b>CITY MANAGER / COMMUNICATIONS</b>								
City Manager / Commun.	CM-005	Press Releases / Media Releases	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090 et seq.
City Manager / Commun.	CM-006	Recordings: Video - <b>Public Areas / Public Activity</b> (State Park, etc.)	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
<b>CITY MANAGER / INFORMATION TECHNOLOGY</b>								
Information Technology	CM-007	Backups - <b>DAILY, WEEKLY</b>	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	CM-008	Network Configuration Maps & Plans	When No Longer Required		Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: CITY MANAGER**  
(Communications, Information Technology, 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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<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Information Technology	CM-009	<b>UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP /</b> (WORM / DVD-r / CD-r / Blue Ray-R / Optical Disk) or other unalterable media that does not permit additions, deletions, or changes	Follows Retention of Official Electronic Record		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.
<b>CITY MANAGER / RISK MANAGEMENT</b>								
City Manager / Risk Manage.	CM-010	Accident / Incident Reports (Customer Service Forms with Accidents or Incidents) - <b>MEMBERS OF THE PUBLIC</b> NOT Employees - see Workers Compensation Claims	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager / Risk Manage.	CM-011	Insurance Policies - General Liability, Property, Fire, Theft, etc. (JPIA)	Expiration + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers statute of limitations for contracts; CCP §337 et seq.; GC §34090
City Manager / Risk Manage.	CM-012	Insurance Policies - Workers Compensation Excess Liability (JPIA)	Expiration + 30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers 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
City Manager / Risk Manage.	CM-013	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
City Manager / Risk Manage.	CM-014	Safety Committee / Safety Steering Committee	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
City Manager / Risk Manage.	CM-015	Safety Investigations	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), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §34090 et seq.; LC §6429c

# RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT (Building, Code Enforcement, Economic Development, 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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<b>COMMUNITY DEVELOPMENT / BUILDING</b>								
Community Develop. / Building	CD-001	Building Permit <b>Database</b> (iWorQ)	Indefinite (Permanent)	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Community Develop. / Building	CD-002	Address Files / <b>Building Permits</b>	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090, H&S §19850
Community Develop. / Building	CD-003	Building Plans - <b>Cancelled or Withdrawn (Permit never issued)</b>	Minimum 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
Community Develop. / Building	CD-004	Building Plans - <b>Expired (Permit never issued)</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CBC §104.7; H&S§19850, GC §34090
Community Develop. / Building	CD-005	Building Plans - <b>Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS</b>	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
Community Develop. / Building	CD-006	Building Plans - <b>Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Site Plans Only 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
Community Develop. / Building	CD-007	Certificate of Occupancy (CofO)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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Public Works / Engineering & Community Develop. / Building	CD-008	Grading Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Building	CD-009	Plan Check Comments	When Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; GC §34090
Community Develop. / Building	CD-010	Construction Notices, Compliance Orders, Stop Work Notices, etc.	When Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; GC §34090
Community Develop. / Building	CD-011	<b>Reports:</b> Building Activity	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts (the database is the original); GC §34090
Community Develop. / Building	CD-012	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
Community Develop. / Building	CD-013	Uniform Building Codes / California Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
<b>COMMUNITY DEVELOPMENT / CODE ENFORCEMENT</b>								
Lead Dept.	CD-014	_Permit Database (iWorQ)	Indefinite - Minimum 2 years	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference - Data is interrelated; GC §34090,
Community Develop. / Code Enforcement	CD-015	Appeals / Hearing Officer Determinations / Appeals of Code Enforcement Actions / Notifications to Parties	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090

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Community Develop. / Code Enforcement	CD-016	Code Enforcement / Abatement Case Files (Includes Administrative Citations / 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
<b>COMMUNITY DEVELOPMENT / ECONOMIC DEVELOPMENT</b>								
Community Develop. / Economic Development	CD-017	Economic Development Projects / Business Recruitment or Retention (IF Content relates in a SUBSTANTIVE way to the conduct of the public's business)	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
<b>COMMUNITY DEVELOPMENT / PLANNING</b>								
Lead Dept.	CD-018	Permit Database (iWorQ)	Indefinite (Permanent)	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference - Data is interrelated and contains Building Permits and other Permanent Records; GC §34090, H&S §19850



# RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT (Building, Code Enforcement, Economic Development, 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>								
Community Develop. / Planning	CD-019	<b>Planning Projects - Discretionary &amp; Ministerial</b> - APPROVED Permanent Entitlements & Permits  <b>(Includes Applications, CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans, Soils Reports, etc.)</b>  Examples: Conditional Use Permits (CUPs) Development Permit General Plan / General Plan Amendments Lot Line Adjustment Rezones Sign Permits Specific Plan Tentative Subdivision Maps / Parcels Maps Use Permits Variance Zoning Clearance Zoning Ordinance / Updates	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090, 34090.7
Community Develop. / Planning	CD-020	<b>Planning Projects - Discretionary &amp; Ministerial</b> - Applications that are EXPIRED, WITHDRAWN, or No Action	Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090, 34090.7
Community Develop. / Planning	CD-021	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
Community Develop. / Planning	CD-022	Annexations / Boundaries / Consolidations / LAFCO	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, Planning)

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Community Develop. / Planning	CD-023	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - <b>Where Planning is the Lead</b>  <b>Correspondence and staff notes</b> 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
Community Develop. / Planning	CD-024	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Notice of Exemption (NOE), etc.) / CEQA <b>Inside City boundaries - Where Planning is the Lead</b>	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
Community Develop. / Planning	CD-025	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
Community Develop. / Planning	CD-026	Historical Designations / Historical Landmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Planning	CD-027	Home Occupation Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Planning	CD-028	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
Community Develop. / Planning	CD-029	Temporary Use Permits issued by Planning (Approved & Unapproved)	Expiration + 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

# RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT (Building, Code Enforcement, Economic Development, 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>								
Community Develop. / Planning	CD-030	Zoning Clearance Forms / Zoning Verification Letters	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Planning	CD-031	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Planning	CD-032	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

## (Finance, Payroll, Utility Billing)

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>								
<b>FINANCE / ADMINISTRATION</b>								
Lead Depart.	FIN-001	Financial Services Database / ERP Database (Tyler Technologies, MOMs is Legacy)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Admin.	FIN-002	Audit Reports / Annual Comprehensive 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	Drafts - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (preliminary drafts); GC §34090
Finance / Admin.	FIN-004	Audits - Single Audits / Transportation Audits / PERS Audit, FEMA or OES Audits, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance / Admin.	FIN-005	Bonds & Bond Sales / Official Statements / Transcripts / Certificates of Participations (COPs) / General Obligation Bonds / Revenue Bonds / Assessment District Bonds / CFD Bonds - Includes Continuing Disclosure Reports  See Bank Statements for statement retention.	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
Finance / Admin.	FIN-006	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-007	Budgets - Preliminary, Backup Documents	Drafts - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts / Content Not Substantive; GC §34090 et seq.

# RECORDS RETENTION SCHEDULE: FINANCE

## (Finance, Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Admin.	FIN-008	COIs / Certificate of Insurance / Insurance Certificates that can't be matched to an agreement or contract, but vendor may be doing business with the City  (excludes non-records - those companies that are not currently doing business with the City)	11 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Finance / Admin.	FIN-009	COIs / Certificate of Insurance / Insurance Certificates that can't be matched to an agreement or contract, NOT a current vendor of the City	When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not a City record
Finance / Admin.	FIN-010	Investment Reports / LAIF Reports (Local Agency Investment Fund))	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Admin.	FIN-011	Investments / Arbitrage / Bonds (Receipts / Advisor Reports / Trade Tickets /	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900
<b>FINANCE / BUSINESS LICENSE</b>								
Finance / Business License	FIN-012	Business License / Database (Tyler Technologies, MOMs is Legacy)	Indefinite - Minimum 5 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated; GC §34090, H&S §19850
Finance / Business License	FIN-013	Business License <b>Registrations and Renewals</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
<b>FINANCE / GENERAL ACCOUNTING</b>								
Finance / General Accounting	FIN-014	1099's, 1096's, DE542 (California Report of Independent Contractors)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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

# **RECORDS RETENTION SCHEDULE: FINANCE** **(Finance, Payroll, Utility Billing)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Accounting	FIN-015	Accounts Payable / Invoices and Backup (Includes Accounts Payable Cover Sheets, Invoices, Purchase Orders, Travel Expense Reimbursements, Warrant Request, Vouchers, etc.)	7 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-016	Accounts Receivable / Revenue / Our Invoices to Outside Entities: Cannabis Tax Returns, 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 / General Accounting	FIN-017	Assessment Districts, Community Facilities Districts (CFDs), Landscape Maintenance Districts (LMDs) <b>Accounting, Assessor Tax Rolls</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-018	Bank Statements and Trustee Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, Wire Transfers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§34090, 26 CFR 31.6001-1
Finance / General Accounting	FIN-019	Checks / Warrant Register Report (issued)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§34090, 26 CFR 31.6001-1
Finance / General Accounting	FIN-020	Checks / Warrants (Cashed or Returned / NSF)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-021	Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§34090, 26 CFR 31.6001-1

# **RECORDS RETENTION SCHEDULE: FINANCE** **(Finance, Payroll, Utility Billing)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Accounting	FIN-022	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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), 1355. 1519; GC §34090
Finance / General Accounting	FIN-023	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-024	Journal Entries / Journal Vouchers / Budget Adjustments	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to match Accounts Payable; meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337
Finance / General Accounting	FIN-025	Reports from Tyler or MOMs Database: Financial Reports, General Ledgers Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, etc.	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Financial system can re-create reports accurately; GC §34090
Finance / General Accounting	FIN-026	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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-027	W-9s	Vendor Inactive + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §34090
<b>FINANCE / PAYROLL &amp; EMPLOYEE BENEFITS</b>								
Lead Depart.	FIN-028	Financial Services Database / ERP Database (Tyler Technologies, MOMs is Legacy)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090

# **RECORDS RETENTION SCHEDULE: FINANCE** **(Finance, Payroll, Utility Billing)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-029	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
Finance / Payroll	FIN-030	Checks / Warrant Register Report - Payroll Only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Payroll	FIN-031	Checks / Warrants - Cancelled - Payroll Only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090, 26 CFR 31.6001-1
Finance / Payroll	FIN-032	DE-34 (California EDD Report of New Employees)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090
Finance / Payroll	FIN-033	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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Finance / Payroll	FIN-034	Deferred Compensation (City Statements)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Produced by Deferred Comp. Provider; GC §304090, 26 CFR 31.6001.1
Finance / Payroll	FIN-035	Employment Verifications (From lenders or other outside companies)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records, content is not substantive; GC §34090 et seq.
Finance / Payroll	FIN-036	Employee Payroll and Benefits File (includes benefit enrollments)	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; State Law requires 4 years; 29 CFR 1602.14, 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090; 29 USC 1113, LC §1198.5, 6 CFR 31.6001-1(e)(2); GC §3105



# RECORDS RETENTION SCHEDULE: FINANCE (Finance, Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-037	Garnishments, Child Support, Court Orders regarding Employee Wages	Completion + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Payroll	FIN-038	Payroll Reports (includes Leave Registers, time Transaction Reports, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; (meets municipal government auditing standards); GC §34090
Finance / Payroll	FIN-039	PERS Statements	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Payroll	FIN-040	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);
Finance / Payroll	FIN-041	W-2's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-042	W-4's / W4-A, DE-4	No Longer in Effect + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	RS 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
<b>FINANCE / UTILITY BILLING</b>								

# **RECORDS RETENTION SCHEDULE: FINANCE** **(Finance, Payroll, Utility Billing)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Utility Billing	FIN-043	Utility Billing <b>Database</b> (Tyler Technologies, MOMs is Legacy)	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; If software is changed, access to a Minimum 5 years of data must be maintained (by data conversion, or by access to the old software, or by a detailed reports / documents that can serve as the official record; GC §34090
Finance / Utility Billing	FIN-044	Applications for Service & Service Contracts	Account Closed + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to meet auditing standards; GC §34090
Finance / Utility Billing	FIN-045	Bankruptcies - Where no claim against the Bankruptcy is filed  (If a claim is filed, see Claims on City Clerk's schedule)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference Content is NOT Substantive; GC §34090
Finance / Utility Billing	FIN-046	Billing / Utility Billing - Documentation for Adjustments, Collections	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 / Utility Billing	FIN-047	Billing Meter Reading Report (Loaded into the Billing System)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Draft / Preliminary documents (financial database is the original); GC §34090
Finance / Utility Billing	FIN-048	Complaints (wasteful water practices, etc.)	Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §34090
Finance / Utility Billing	FIN-049	Customer Correspondence and Comment Cards	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §34090
Finance / Utility Billing	FIN-050	Liens / Certificate of Lien / Releases	20 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Liens are good for 10 years from recording date, and may be extended by re-recording lien; WC 36729; 37212(b),
Finance / Utility Billing	FIN-051	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

## RECORDS RETENTION SCHEDULE: FINANCE

### (Finance, Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Utility Billing	FIN-052	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	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 / Utility Billing	FIN-053	Water Billing: NSF Checks / Adjustments to Customer accounts	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 / Utility Billing	FIN-054	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
Finance / Utility Billing	FIN-055	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 / Utility Billing	FIN-056	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

## 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
<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, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>								
<b>FIRE ADMINISTRATION</b>								
Fire / EMS	FR-001	Fire Incident <b>RMS Database - ESO</b> (includes Patient Care Reports / e-PCRs)	Indefinite - Minimum 20 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 73543(a), 74731(da), 75055(a), 75343(a), 77143(ca), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
Fire / Admin.	FR-002	Employee or Volunteer <b>Training</b> File (Includes Certificates not sent to Human Resources)	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; State & Federal laws require 4 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Fire / Admin.	FR-003	Employee or Volunteer <b>Background</b> File - <b>SUCCESSFUL</b>	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; State & Federal laws require 4 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Fire / Admin.	FR-004	Employee or Volunteer <b>Background</b> File - <b>UNSUCCESSFUL, NON-SELECTS, DISQUALIFIED</b>	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c); GC §§12946, 12960, 34090
Fire / Admin.	FR-005	Employee or Volunteer Respiratory Fit Tests, other medical records not sent to Human Resources	30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; 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 - 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
<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, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>								
Fire / Admin.	FR-006	Fire Incident Reports	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; Original reports / data is in RMS database; GC §34090 et seq.
Fire / Admin.	FR-007	Fire Incident <b>RMS Database</b> (Includes incidents and response runs)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Data is interrelated; GC §34090
Fire / Admin.	FR-008	Fire Investigations - <b>Arson &amp; Capital Crimes Only</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.
Fire / Admin.	FR-009	Fire Investigations - <b>OTHER Than</b> Arson & Capital Crimes Only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	California Fire Code requires 5 years; CFC §§ 104.6 – 104.6.4, GC §34090 et seq.
Fire / Admin.	FR-010	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-011	Monthly Statistical Report / 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-012	Mutual Aid Agreements, Joint Power Authorities / Heartland Fire Agreements	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Fire / Admin.	FR-013	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.
<b>EMERGENCY MEDICAL SERVICES</b>								

## 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
<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, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>								
Fire / EMS	FR-014	Fire Incident <b>EMS Database - ESO</b> (includes Patient Care Reports / e-PCRs)	Indefinite - Minimum 20 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 73543(a), 74731(da), 75055(a), 75343(a), 77143(ca), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
Fire / EMS	FR-015	Controlled Substance Logs, Inventories / Ambulance Drug Inventory Logs / <b>Database</b>	Indefinite - Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 3 years; 21 CFR §1304.04, 1310.04; 22 CCR 70263 and 71233; FA §32003(e), B&P 4081; GC §34090
Fire / EMS	FR-016	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, GC §34090
Fire / EMS	FR-017	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	45 CFR 164.530(j)
Fire / EMS	FR-018	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation): <b>ADULTS</b>  <b>PRIOR to Electronic PCRs / e-PCRs</b>	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3

## 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
<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, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>								
Fire / EMS	FR-019	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation): JUVENILES  <b>PRIOR to Electronic PCRs / e-PCRs</b>	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; minors required until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 73543(a), 74731(da), 75055(a), 75343(a), 77143(ca), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
<b>FIRE MARSHAL / FIRE PREVENTION</b>								
Fire / Fire Marshal & Fire Prevention	FR-020	Backflow Certifications - City-Owned Facilities  NFPA 25 Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	NFPA standards require life of the system for original (installation) records; 1 year for subsequent records (inspections, tests and maintenance); NFPA 25 §§4.34 & 4.3.5; UPC §603.3.3, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-021	Emergency Plans / Disaster Preparedness Manuals, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7
Fire / Fire Marshal & Fire Prevention	FR-022	Fire Inspections / Business Inspection Files / Citations / Notice of Violations	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	California Fire Code requires 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
Building	FR-023	Plans: Fire Sprinkler, Fire Safety Plans / Fire Construction Documents (Final, Approved by the Fire Department Only)	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Building retains originals; CFC §106.4; GC §34090 et seq

## RECORDS RETENTION SCHEDULE - FIRE

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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, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>								
Fire / Fire Marshal & Fire Prevention	FR-024	Fire Investigations - <b>Arson &amp; Capital Crimes Only</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); CFC §§ 104.6 – 104.6.4; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-025	Fire Investigations - <b>OTHER Than</b> Arson & Capital Crimes Only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	California Fire Code requires 5 3 years; CFC §§ 104.6 – 104.6.4, GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-026	Pre-plan Sheets / Pre-Fire Plans	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-027	Public Information / Education (when produced internally)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
<b>OPERATIONS / SUPPRESSION</b>								
Fire / Operations	FR-028	Apparatus & Equipment Records & Testing	Disposal + 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 / Operations	FR-029	Daily Roster	Indefinite - Minimum 5 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; meets municipal government auditing standards / Strike Team Reimbursements; GC §34090
Fire / Operations	FR-030	Station Log Books / Station Journals (Incidents kept at Fire Stations)	2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
Lead Dept.	FR-031	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090



## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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>								
<b>HOLDS</b> : <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>HUMAN RESOURCES</b>								
Human Resources	HR-001	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage) & Transmittal Form)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090
Human Resources	HR-002	Benefit Plan Documents (CalPERS, Dental, Vision, etc.)	Duration of the Contract + 6 years		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 4 years after personnel actions; 29 CFR 1627.3(b)(2); 29 USC 1027; 28 CCR 1300.85.1; GC §34090
Human Resources	HR-003	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-004	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; consistent with Statute of Limitations for discrimination claims; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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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<b>HOLDS</b> : <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-005	Compensation Surveys & Studies	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; consistent with Statute of Limitations for discrimination claims; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-006	Contracts for Investigators (Employees Only)	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Human Resources	HR-007	DMV Pull Notices	When Superseded or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources	HR-008	EDD Claims & Forms (Employment Development Department) / Unemployment Claims	Close + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§12946, 12960, 34090
Human Resources	HR-009	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 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<b>HOLDS</b> : <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-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 4 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 + 3 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
Admin. / Board Secretary	HR-012	Job Descriptions / Job Classification / Job Specifications	Minimum Superseded + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State Law requires 4 years from any Personnel Action; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;
Human Resources	HR-013	Labor Relations / Negotiation Notes	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS</b> : <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-014	Litigation - Employee Related	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 4 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-015	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a), 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Human Resources	HR-016	Personnel Files - <b>Employee File / Official Personnel File: ALL Employees</b> Includes Application, Discipline, Evaluations, Policy Acknowledgements, Employee's Oath of Office / Oath for Disaster Worker for employees, Council and Boards & Commissions, Harassment Prevention Training Certificates, PAF / Personnel Action Forms, etc.)	Separation + 6 years	Yes: Until Separation	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 4 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; 53235.2(b), 53237.2(b), LC 1198.5

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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>								
<b>HOLDS</b> : <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-017	Personnel Files - <b>Medical File: ALL Employees</b> Medical Records including Pre-Employment Medical Clearance; ADA Accommodations, Fit for Duty, FMLA only if related to the Employee's Health, etc.	Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Human Resources	HR-018	Recruitment and Testing File / On-Line Recruitment 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 / FLSEA / 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-019	Workers Compensation Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer)	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	HR-020	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, Training, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6401.9(f), GC §34090

# RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<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>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>PARKS &amp; RECREATION</b>								
Parks & Recreation	P&R-001	Recreation Registration <b>Database</b>	Indefinite - Minimum 2 years	Yes: Until Class Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	data is interrelated; GC §34090
Parks & Recreation	P&R-002	Accident Reports / First Aid for Public (bandages, scratches, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-003	Activity Guides (Recreation Classes / Programs)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-004	Adopt-A-Bench Forms, Adopt-A-Tree, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-005	Agreements for Contractors: Class Instructors, Sports Leagues, etc.  e.g., Dance Instructors, Soccer Leagues, Volleyball, etc.	Completion + 2 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The statute of limitation for errors and omissions is not applicable; CCP §§336(a), 337 et. seq., GC §34090
Parks & Recreation	P&R-006	Events - Volunteers Banquets, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-007	Facility Use and Equipment Applications, Rental Agreements, Park Use Permits, BBQ Use Permits, Alcoholic Beverage Applications	2 years	Yes: Until Event Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-008	Programs / Special Events (Talent Shows, Halloween, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-009	Registration / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / Sign-in Sheets / Waivers, etc.:  <b>Sports Programs, Adult Programs, Camps, Field Trips, Recreation Classes, Authorization to give Medicine, etc.</b>	2 years	Yes: Until Class Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-010	Special Event Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC§ 34090

## RECORDS RETENTION SCHEDULE: PARKS &amp; RECREATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<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>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Parks & Recreation	P&R-011	Volunteer / Unpaid Intern Applications & Agreements - <b>Successful</b>	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	(Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12960, 34090
Parks & Recreation	P&R-012	Volunteer / Unpaid Intern Applications & Agreements - <b>Unsuccessful</b> or Pending Applicants	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12960, 34090

## RECORDS RETENTION SCHEDULE: POLICE

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>								
<b>POLICE ADMINISTRATION / OFFICE OF THE CHIEF OF POLICE (Includes Lieutenant)</b>								
Police / Admin.	PD-001	Background Files - <b>Successful Employee Applicants &amp; Volunteers</b> (Employees, including Reserves)	Separation + 4 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; State Law & POST 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; 29 USC 1113
Police / Admin.	PD-002	Background Files - <b>Unsuccessful Employee Applicants &amp; Volunteers</b> (Employees, including Reserves)	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-003	CCW Applications / Renewals (Carry Concealed Weapon Applications and Permits) - <b>UNSUCCESSFUL / DENIED</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin.	PD-004	CCW Applications / Renewals (Carry Concealed Weapon Applications and Permits) - <b>SUCCESSFUL / APPROVED</b>	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin.	PD-005	Complaints from <b>Employees</b> -Internal Affairs Investigations <b>WITHOUT Sustained Finding of Misconduct</b>	Final Disposition + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	; 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
Police / Admin.	PD-006	Complaints from <b>Members of the Public</b> - Internal Affairs Investigations <b>WITH Sustained Finding of Misconduct</b>	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>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 / Admin.	PD-007	Complaints from <b>Members of the Public</b> - Internal Affairs Investigations <b>WITHOUT Sustained Finding of Misconduct</b>	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 4 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
Police / Admin.	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.	PD-009	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.	PD-010	Press Releases - Police Only	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin.	PD-011	Reports and Studies - Historical (e.g. Department Annual Reports)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin.	PD-012	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.	PD-013	Reviews: On-Duty Traffic Accidents, Use of Force, Vehicle Pursuits - <b>Not as a result of a complaint from a member of the public</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §§12946, 12960, 34090
Police / Admin.	PD-014	Subpoenas: Civil	2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Court or District Attorney records; GC §34090 et seq.

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<b>ADMINISTRATION / TRAINING</b>								
Police / Professional Standards & Training	PD-015	Training - <b>Department Training Records - COURSE RECORDS</b>  (Attendance Rosters or Sign-in Sheets, 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 / Professional Standards & Training	PD-016	Training - <b>Department Training Records - EMPLOYEE FILE</b>  Training Certificates / Training Records	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 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 / Professional Standards & Training	PD-017	Weapons Inventory: Department-owned weapons, personal weapons, alternate weapons, secondary handguns, etc.	After Transferred Title or Destroyed		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
<b>OPERATIONS (Patrol, Traffic, DARE, SWAT, School Resource Officers, etc.)</b>								
Police / Operations	PD-018	Canine (Police Service Dogs) Program Files: <b>Service Animal Files</b>	Separation + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Police / Operations	PD-019	Community Relations Programs / Community Outreach / Youth & School Programs / Citizen Patrol / Events, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Operations	PD-020	Ops Plans (Fourth of July, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Police / Operations	PD-021	PAS Device Calibration Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Operations	PD-022	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.

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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 / Operations	PD-023	Recordings: Automated License Plate Readers (ALPR) / Flock Recordings	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq, CC §1798.90.53(b)(2)(G);
Police / Operations	PD-024	Recordings: Drone (Unmanned Aerial Vehicle)	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
Police / Operations	PD-025	Recordings: Video - <b>Public Areas / Public Activity</b>	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
Police / Operations	PD-026	Ride-A-Long Waiver Form	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Operations	PD-027	Speedometer Calibration Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Operations	PD-028	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 / Operations	PD-029	Traffic Control: Radar Trailer Surveys, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.

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<b>SUPPORT / EVIDENCE AND PROPERTY</b>								
Police / Support / Evidence & Property	PD-030	Property & Evidence <b>Database</b> (SunRidge)	Indefinite - Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (data is interrelated); GC §34090
Police / Support / Evidence & Property	PD-031	Crime Report Photos	Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Support / Evidence & Property	PD-032	Gun and Narcotics Destruction Log (Documents related to)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Support / Evidence & Property	PD-033	Property & Evidence <b>Logs</b> / Destruction Authorizations	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Support / Evidence & Property	PD-034	Recordings: <b>Body-Worn Cameras – LOGS of Access or Deletion of Data</b>	P		Mag,			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Support / Evidence & Property	PD-035	Recordings: <b>Body-Worn Cameras</b> - that <b>ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints</b>	Follows retention for Evidence, <b>Minimum 2 years</b>		Mag,			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Support / Evidence & Property	PD-036	Recordings: <b>Body-Worn Cameras</b> - that are <b>NOT evidence</b>	1 year		Mag,			Department preference (law recommends 60 days); PC§ 832.18(b)(5)(A); GC §34090.6 et seq.

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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 / Support / Evidence & Property	PD-037	Safekeeping: Lost & Found Property (Documents related to)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
<b>SUPPORT / INVESTIGATIONS</b>								
State of California / ABC	PD-038	Alcoholic Beverage Control Licenses / Permits / ABC Permit Applications	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not a City record
Police / Support / Investigations	PD-039	Criminal Intelligence Files	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
Police / Support / Investigations	PD-040	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 / Support / Investigations	PD-041	Informant 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 / Support / Investigations	PD-042	Registrants: Arson Registrations: <b>Adults</b>	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 DOJ, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7

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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 / Support / Investigations	PD-043	Registrants: Arson Registrations: <b>Juveniles</b> released from Division of Juvenile Justice	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 / Support / Investigations	PD-044	Registrants: Gang <b>Adults</b>	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.30(a)); GC §34090
Police / Support / Investigations	PD-045	Registrants: Gang <b>Adults- Shared Gang Databases</b> & Written Attestations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	11 CCR 773.8; 11 CCR 774.7 GC §34090
Police / Support / Investigations	PD-046	Registrants: Gang <b>Juveniles</b>	3 years, or Sealing Date + 5 years, or Court Order		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.30(a)); Records are destroyed pursuant to W&I §781;GC §34090
Police / Support / Investigations	PD-047	Registrants: Gang <b>Juveniles - Shared Gang Databases &amp; Written Attestations</b>	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	11 CCR 774; 11 CCR 774.7 GC §34090
Police / Support / Investigations	PD-048	Registrants: Sex Offender Registrations: <b>Adults</b>	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 / Support / Investigations	PD-049	Registrants: Sex Offender Registrations: <b>Juveniles</b>	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.
<b>SUPPORT / RECORDS</b>								

## 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>								
<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 / Support / Records	PD-050	RMS Database (SunRidge)	Indefinite - Follows the Retention of the Crime Report	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Police / Support / Records	PD-051	Backgrounds for City's Permits / Regulatory Permits / Permits required by the Municipal Code	Expiration of Permit + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
State of California / CHP	PD-052	CHP Forms: Pursuit Report (CHP 187A), Vehicle Report (CHP 180), etc. that are not filed with Crime Report	When No Longer Required		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Entered Directly into CHP's portal (a State record)
Police / Support / Records	PD-053	Citations / Notice of Violations / Citation Database (Parking, Traffic, Marijuana / Cannabis), Animal, Code Enforcement, Administrative Citations (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 / Support / Records	PD-054	CRIME REPORTS / INCIDENT REPORTS: <b>Lost or Stolen Firearms</b> 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 / Support / Records	PD-055	CRIME REPORTS / INCIDENT REPORTS: <b>ALL Capital Crimes, Homicide, Juvenile, Child Abuse (substantiated), Elder Abuse (substantiated), &amp; Sexual Assault (Rape), Arson (Suspected or Undetermined)</b>	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)

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Police / Support / Records	PD-056	CRIME REPORTS / INCIDENT REPORTS:  Child Abuse or Neglect Investigation Reports - <b>Unsubstantiated or Inconclusive</b>	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 / Support / Records	PD-057	CRIME REPORTS / INCIDENT REPORTS:  <b>Except those specifically mentioned in the schedule (ALL Others, Including Felonies and Misdemeanors)</b>	Minimum 10 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 age 18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Support / Records	PD-058	CRIME REPORTS / INCIDENT REPORTS:  <b>Factually Innocent Petition Accepted Records</b> 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)
Police / Support / Records	PD-059	CRIME REPORTS / INCIDENT REPORTS:  <b>Misdemeanor or Infraction - Adult Marijuana / Cannabis</b> - 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	("Shall" Destroy); GC §§68152(c)(8); H&S §11361.5



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Police / Support / Records	PD-060	CRIME REPORTS / INCIDENT REPORTS:  <b>Misdemeanor or Infraction - Juvenile Marijuana / Cannabis</b> - 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 / Support / Records	PD-061	CRIME REPORTS / INCIDENT REPORTS:  <b>Misdemeanor or Infraction Marijuana / Cannabis</b> §11357(de) - <b>Juvenile on School Grounds during School Hours</b> (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 / Support / Records	PD-062	CRIME REPORTS / INCIDENT REPORTS:  <b>Missing Persons</b>	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 / Support / Records	PD-063	CRIME REPORTS / INCIDENT REPORTS:  Vacatur Relief Granted by Court - <b>Victim of Human Trafficking, or Victim of Intimate Partner Violence or Sexual Violence (Nonviolent Crimes)</b>	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 / Support / Records	PD-064	CRIME REPORTS / SEALED RECORDS:  <b>Sealed Juvenile Cases - Childhood Sexual Assault After</b> January 1, 2024	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090
Police / Support / Records	PD-065	CRIME REPORTS / SEALED RECORDS:  <b>Sealed Juvenile Cases - Childhood Sexual Assault Before</b> January 1, 2024	Age of Majority + 22 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, 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>								
Police / Support / Records	PD-066	CRIME REPORTS / SEALED RECORDS:  <b>Sealed Juvenile Cases</b> <b>Except</b> 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	W&I §§389(a), 781(d), GC §34090;
State of California / Department of Justice	PD-067	Crime Statistics / National Incident-Based Reporting System (NIBRS) / Uniform Crime Reports (UCR) - Summaries (BCS)	When No Longer Required		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Entered Directly into DOJ's portal (a State record)
State of California / Department of Justice	PD-068	Department of Justice Validation Lists	When No Longer Required		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Entered Directly into DOJ's portal (a State record)
Police / Support / Records	PD-069	Livescan Application Forms and Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Support / Records	PD-070	Local Criminal History Checks	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	These are copies / printouts from the RMS database; GC §34090 et seq.
Court or District Attorney	PD-071	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 / Support / Records	PD-072	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 District Attorney	PD-073	Subpoenas - Criminal or Subpoenas Duces Tecum	2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Court or District Attorney records; GC §34090 et seq.

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS

## (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>PUBLIC WORKS / ENGINEERING</b>								
Lead Dept.	PW-001	Permit Database (iWorQ)	Indefinite (Perm)	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated and includes Building Permits; GC §34090, H&S §19850
City Clerk	PW-002	Assessment Districts / Landscape & Lighting Districts / Community Facilities Districts / Lighting Districts / Landscape Maintenance Districts / Special Districts: <b>Engineers Reports</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained in City Council Agenda Packets; GC §34090.7
Public Works / Engineering	PW-003	Assessment Districts / Landscape & Lighting Districts / Community Facilities Districts / Lighting Districts / Landscape Maintenance Districts / Special District <b>Formation, Historically Significant Records</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-004	Benchmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-005	Bonds: Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permits, Monitoring Bonds	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S / I	No	Security; GC §34090
Public Works / Engineering	PW-006	Capital Improvement Projects (CIP) - where <b>Engineering</b> is the Lead: <b>MAINTENANCE-ONLY PROJECTS (Painting, Re-Roof, etc. - No change in Infrastructure Configuration)</b>  All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS

## (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

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Public Works / Engineering	PW-007	Capital Improvement Projects (CIP) - where <b>Engineering</b> is the Lead: <b>Administration File</b>  Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs, Safety. SWPPP / WPCP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-008	Capital Improvement Projects (CIP) - where <b>Engineering</b> is the Lead: <b>Permanent File</b>  Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
City Clerk	PW-009	Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases - <b>Supporting Documents</b>	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	City Clerk retains final; GC §34090(a)
Public Works / Engineering	PW-010	Design & Construction Standards - Authored by the City for Construction of City Infrastructure (CIP or Land Development)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-011	Drawings - where <b>Engineering</b> is the Lead: Record Drawings, Maps, Large-Format Drawings, Survey Record Maps, "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS

## (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

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Public Works / Engineering	PW-012	Permits / License Agreements: <b>Permanent Encroachment</b> (Structures in the City's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-013	Permits: <b>Temporary Encroachment</b> (Banner Permit, Film Permits, Excavation, Street Closure Permits, Street Cuts, Street & Sidewalk Repair, Streetlight Repair, Traffic Control, Transportation Permits, Utility Cuts, Wide Load / Heavy Load, etc.) Includes Insurance Certificates	Minimum Expiration + 2 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Lead Dept.	PW-014	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - <b>Where Engineering is the Lead</b>  <b>Correspondence and staff notes</b> 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
Public Works / Engineering & Community Develop. / Building	PW-015	Grading Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-016	Private Development: <b>Administrative Records</b> 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: PUBLIC WORKS** **(Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)**

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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 / Engineering	PW-017	Private Development: <b>Permanent Records</b> 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; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-018	Subdivision Maps / Parcel Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-019	Surveys, Record of Survey	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
<b>PUBLIC WORKS / ENGINEERING - TRAFFIC</b>								
Public Works / Engineering / Traffic	PW-020	Traffic Calming Requests (Speed Humps, Red Curbs, Stop Signs, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police or Sheriff	PW-021	Traffic Collision Reports / SWTRS	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies or Not City Records; GC §34090.7
Public Works / Engineering / Traffic	PW-022	Traffic Counts / Traffic Studies	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering / Traffic	PW-023	Traffic Speed Surveys	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering / Traffic	PW-024	Traffic Stop Sign Warrants	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

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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 / Engineering / Traffic	PW-025	Transportation Permits / Wide Load Permits, Heavy Load Permits, etc.	Expiration + 2 years	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Public Works / Engineering / Traffic	PW-026	Transportation Plans / Master Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
<b>PUBLIC WORKS / OPERATIONS &amp; MAINTENANCE / FLEET MAINTENANCE</b>								
Public Works / Lead Div.	PW-027	AQMD 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 / O&M / Fleet Maint.	PW-028	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	13 CCR 1234(e), VC 34505.5(c); 49 CFR 396.11; GC §34090
Public Works / O&M / Fleet Maint.	PW-029	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 / O&M / Fleet Maint.	PW-030	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 / O&M / Fleet Maint.	PW-031	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 / O&M / Fleet Maint.	PW-032	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / O&M / Fleet Maint.	PW-033	Inspections or Audits by the CHP (Fleet)	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

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Public Works / Lead Div.	PW-034	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 / Lead Div.	PW-035	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 / O&M / Fleet Maint.	PW-036	Vehicle Titles (Pink Slips)	Sale or Disposal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Given to Auction House / New Owner; GC §34090
Division Providing Service / Work	PW-037	Work Orders / Service Requests / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-038	Work Orders / Service Requests / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (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-039	Work Orders / Service Requests / Service Orders - <b>NOT entered in CRM / CMMS Database</b> (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
<b>PUBLIC WORKS / OPERATIONS &amp; MAINTENANCE / GRAFFITI, PARKS, SOLID WASTE, STREETS, STORM DRAIN, TREES)</b>								



# RECORDS RETENTION SCHEDULE: PUBLIC WORKS

## (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

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Public Works / Lead Div.	PW-040	Air Pollution Control District (AQMD 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 / O&M / Maint.	PW-041	Daily Log Book (work performed)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Lead Div.	PW-042	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Lead Div.	PW-043	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 / O&M / Maint.	PW-044	Playground Equipment Inspections and Maintenance	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Public Works / Lead Div.	PW-045	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 / Lead Div.	PW-046	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

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Public Works / O&M / Maint.	PW-047	Solid Waste Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Report / CalREcycle Report, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SB 1383 compliance is 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 / O&M / Maint.	PW-048	Solid Waste Reports to Regulatory Agencies (California Integrated Waste Management Board, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / O&M / Maint.	PW-049	Solid Waste Services / Hauler Quarterly Reports	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / O&M / Maint.	PW-050	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 / O&M / Maint.	PW-051	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; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / O&M / Maint.	PW-052	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; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / O&M / Maint.	PW-053	Tree <b>DATABASE</b>	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Public Works / O&M / Maint.	PW-054	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

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Public Works / O&M / Maint.	PW-055	Underground Service Alerts (USA's) / Dig Alerts	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The Excavator, Operator and Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f) & 4216.3(d), GC §34090
Division Providing Service / Work	PW-056	Work Orders / Service Requests / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-057	Work Orders / Service Requests / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (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-058	Work Orders / Service Requests / Service Orders - <b>NOT entered in CRM / CMMS Database</b> (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
<b>PUBLIC WORKS / WATER (POTABLE WATER)</b>								
Public Works / Water	PW-059	Backflow Test Results / Backflow Assembly Test Reports (from Customers - City-owned Backflows are entered in CMMS Database)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; exceeds SWRCB Cross-Connection Control Policy Handbook Section 3.5.1 requires records be retained for the previous three calendar years; GC §34090
Public Works / Lead Div.	PW-060	Confined Space Entries / Hot Work Permits / Lockout-Blockouts / Lockout-Tagouts / Energy Control Procedures (ECP) / Air Monitoring Calibrations	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 / Water	PW-061	Daily Log Book (work performed) - Water Treatment Plant	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS

## (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Lead Div.	PW-062	Environmental Agencies / Regulatory Agencies Correspondence (EPA, DHS, etc.)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Water	PW-063	Fire Hydrant Pressure Tests / Flow Tests	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (in Excel); GC §34090
Public Works / Water	PW-064	Lab Reports & Chains of Custody: <b>Bacteriological and Organics, Wastewater</b>	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Public Works / Water	PW-065	Lab Reports & Chains of Custody: <b>Chemical</b> (Includes Chlorine Residuals, Disinfectant Residuals, Disinfection Byproducts, and Disinfection Byproduct Precursors)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference (10 years is required); 40 CFR 141.33(a); 22 CCR §§64470, 64537, 64692
Public Works / Water	PW-066	Lab Reports & Chains of Custody: <b>Lead &amp; Copper</b>	Minimum 12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470; 22 CCR 64690.80; 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Water	PW-067	Leaks, Repairs	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Water	PW-068	Meter Change-Outs / Tags	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Lead Div.	PW-069	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Water	PW-070	Public Notices - Potable Water (Tier 1, 2, or 3)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; GC §34090
Public Works / Lead Div.	PW-071	Regulatory Reports	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS

## (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Water	PW-072	Reservoir <b>Maintenance, Inspections</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
Public Works / Water	PW-073	Reservoir <b>Videos &amp; Photos</b>	10 years		Mag			Department preference; GC §34090
Public Works / Water	PW-074	Reservoirs: <b>Flushing, Disinfection and Cleaning</b>	Minimum 3 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Flushing, Disinfection, Inspection and Cleaning is required for 3 years; 22 CCR §64604(c); GC §34090
Public Works / Water	PW-075	SCADA Database	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (data is inter-related); GC §34090
Public Works / Lead Div.	PW-076	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Center all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090
Public Works / Water	PW-077	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan	When Superseded - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §34090 et seq.
Public Works / Water	PW-078	Water Production Reads / Reports (to State DPH & DWR)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Water	PW-079	Water Quality Reports / Consumer Confidence Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; Required for 12 years or 2 compliance cycles; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Water	PW-080	Well Records (includes Destroyed or Abandoned Wells)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

# **RECORDS RETENTION SCHEDULE: PUBLIC WORKS** **(Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Division Providing Service / Work	PW-081	Work Orders / Service Requests - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-082	Work Orders / Service Requests - <b>All Information Entered in CRM / CMMS Database</b> (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-083	Work Orders / Service Requests / "Dailies"- <b>NOT entered in CRM / CMMS Database</b> (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 §, GC §34090
<b>PUBLIC WORKS / WASTEWATER (SEWER) COLLECTIONS &amp; TREATMENT</b>								
Public Works / Wastewater Collections & Treatment	PW-084	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings	10 years		Mag			Department Preference; GC §34090 et seq.
Public Works / Lead Div.	PW-085	Confined Space Entries / Hot Work Permits / Lockout-Blockouts / Lockout-Tagouts / Energy Control Procedures (ECP) / Air Monitoring Calibrations	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Cal/OSHA requests 3 years of documents of Lockout-Blockouts / Lockout-Tagouts during audits; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090
Public Works / Lead Div.	PW-086	Correspondence - <b>Regulatory Agencies</b>	Minimum 10 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090

# **RECORDS RETENTION SCHEDULE: PUBLIC WORKS** **(Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Wastewater Collections & Treatment	PW-087	Daily Log Book (work performed) - Wastewater Treatment Plant	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Wastewater Collections & Treatment	PW-088	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 / Lead Div.	PW-089	Regulatory Reports	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Wastewater Collections & Treatment	PW-090	Sanitary Spills and Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Wastewater Collections & Treatment	PW-091	Sewage Sludge Disposal	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (copies - manifests are attached to invoices); Sewage Sludge is required for 5 years; 40 CFR 61.54, 122.41(j)(2), 503.47; WC §13263.2(b) et seq.; GC §34090
Public Works / Wastewater Collections & Treatment	PW-092	Sewer Odor Complaints / Gas Detection Results / Investigations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Wastewater Collections & Treatment	PW-093	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; SSMPs are required to be updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §34090

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS

## (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Lead Div.	PW-094	Underground Service Alerts (USA's) / Dig Alerts	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The Excavator, Operator and Regional Notification Center all have an obligation to retain for 3 years; GC §§4216.2(f) & 4216.3(d), GC §34090
Division Providing Service / Work	PW-095	Work Orders / Service Requests - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-096	Work Orders / Service Requests - <b>All Information Entered in CRM / CMMS Database</b> (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-097	Work Orders / Service Requests / "Dailies"- <b>NOT entered in CRM / CMMS Database</b> (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 §, GC §34090



**CITY OF COLUSA****RESOLUTION NO. 04-24****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA  
ADOPTING A DOCUMENT MANAGEMENT POLICY CONTAINING  
CERTAIN RECORDS RETENTION SCHEDULES AND  
RECORDS DESTRUCTION GUIDELINES**

**WHEREAS**, California Government Code §34090 et seq. sets forth certain legal requirements relating to the management and retention of certain municipal records; and

**WHEREAS**, Senate Bill 742 approved by the California State Government on September 7, 1999, required the Secretary of State to establish, publish, update, and maintain on a permanent basis guidelines for local government records retention (Government Code §12236); and

**WHEREAS**, retention guidelines have been provided to the City which have been endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California; and

**WHEREAS**, said guidelines were used as a baseline and tailored to the City of Colusa; and

**WHEREAS**, technological advances have made available new ways to copy, store and retrieve records; and

**WHEREAS**, this Council recognizes that, notwithstanding their legal value, certain records of the City have longer administrative, fiscal, and historic value; and

**WHEREAS**, it is appropriate and feasible to deal with public and other administrative records in a responsible, economic, and timely manner; and

**WHEREAS**, a survey of City records has been completed followed by review and analysis of related codes and regulations to determine the value of those records surveyed; and

**WHEREAS**, a Document Management Policy, including specific retention periods and destruction guidelines, has been recommended for the records surveyed; and

**WHEREAS**, said Document Management Policy including the retention periods and destruction procedures have been reviewed by the City Manager, City Clerk, and each department or division responsible for the records surveyed; and

**WHEREAS**, it has been determined that the recommended Document Management Policy and recommended retention periods and destruction guidelines comply with Federal and State statutes and generally accepted records management practices.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Colusa hereby approves, designates and declares:

1. The Document Management Policy attached hereto containing departmental Records Retention Schedules and Citywide Records Destruction Guidelines is hereby adopted.

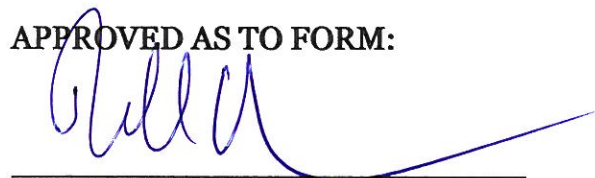
2. The City Clerk is authorized to modify the Document Management Policy including the Records Retention Schedule and Records Destruction Policy as new records are added and as Federal and State laws change that impact the City's Document Management Policy. On an annual basis the City Clerk will bring before the Council a report and status of the Document Management Policy highlighting any changes that have occurred.

3. Staff is directed to use the Secretary of State Local Government Records Management Guidelines, in conjunction with City Clerk's Association of California Local Government Records Retention Guidelines as basis to establish the City of Colusa Records Retention Schedule (Senate Bill 742 approved September 7, 1999, adding Government Code §12236).

**ADOPTED** as a Resolution of the City Council of the City of Colusa at a regular meeting duly held on the 1<sup>st</sup> day of June 2004.

  
RODNEY L. BIGGS, MAYOR

**APPROVED AS TO FORM:**

  
TEDD A. MEHR, CITY ATTORNEY


**ATTEST:**

  
BARBARA JOHNSON, CITY CLERK

STATE OF CALIFORNIA )  
COUNTY OF COLUSA ) §  
CITY OF COLUSA )

I, Barbara Johnson, City Clerk of the City of Colusa, do hereby certify that the foregoing is a true and correct copy of Resolution No. 04-24 adopted by the City Council of the City of Colusa, California at a regular meeting thereof held on the 1<sup>st</sup> day of June 2004 by the following vote:

AYES:	Walker, Crippen, Reische, Rogers & Biggs.
NOES:	None.
ABSENT:	None.

  
Barbara Johnson, City Clerk



## City of Colusa California

### STAFF REPORT

**DATE:** August 5th, 2025

**TO:** Mayor and Members of the City Council

**FROM:** Ishrat Aziz-Khan, through Jesse Cain, City Manager

#### **AGENDA ITEM:**

Consideration of Resolution Approving of Proceedings with the annual Levy City of Colusa Districts Community Facilities District (CFD) 2-2020 for Fiscal Year 2025-26, accept preliminary engineer's reports, and include a public hearing.

#### **Recommendation:**

1. Conduct public hearings.
2. Approve the engineer's report, which confirms diagram maps and parcels within the assessment district, and order the levy of assessment for FY 2025-26 for the City of Colusa CFD 2-2020.

#### **BACKGROUND ANALYSIS:**

The City of Colusa Community Facilities District No 2-2020 was created in 2019 to provide funding for the improvements, maintenance, and servicing of infrastructure such as landscaping, park grounds, park facilities, landscape corridors, publicly owned trees, street frontages, streets, curbs, gutters, sidewalks, water, sewer, and storm drain.

#### **BUDGET IMPACT:**

The 2025-26 approved assessment rate per Single Family Equivalent (SFE) unit is \$426.67 for a total assessment of \$58,407.84. This district requires no additional funds from the City of Colusa General Fund. Note: This amount is approximate and could vary by no more than 10% at the time of filing.

#### **ATTACHMENTS:**

None - The engineer's report is on file with the City Clerk

## RESOLUTION NO. 25\_\_\_\_\_

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA DECLARING AN INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR FISCAL YEAR 2025-26 FOR THE CITY OF COLUSA COMMUNITY FACILITIES DISTRICT 2-2020

WHEREAS, the City Council (the "Council") of the City of Colusa (the "City"), County of Colusa, State of California, previously adopted a Resolution to initiate proceedings pursuant to the Landscaping and Lighting Act of 1972, California Streets and Highways Code Section 22500 et. seq. (the "Act"), to levy and collect assessments for Fiscal Year 2025/2026 for the City of Colusa Community Facilities District (CFD) 2-2020; and

WHEREAS, the City Engineer has prepared and filed with the City Clerk a report for Fiscal Year 2025/2026 (the "Engineer's Report") in accordance with the Act; and

WHEREAS, the approval of the assessments proposed by this Resolution will be for the purpose of meeting operating expenses and purchasing supplies, equipment or materials necessary to maintain service with the existing service areas.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Colusa as follows:

1. Recitals. The above recitals are true and correct and are incorporated herein by reference.
2. Description of Improvements. The purpose of the District is generally described as the installation, maintenance and servicing of public facilities, including but not limited to, landscaping, water, sewer, storm drainage, lighting police and fire services, street sweeping, park facilities, landscape corridors, publicly owned trees, street frontages, and turf areas, as applicable, for any property owned or maintained by the City of Colusa (the "Improvements").
3. Location of District. The City of Colusa Community Facilities District ("District") 2-2020 consists of the lots and parcels shown on the boundary maps of the Assessment District on file with the City, and reference is hereby made to such map for further particulars.
4. Declaration of Intention. It is the intention of this Council to levy and collect the continued assessments within the Assessment District for fiscal year 2025-26.
5. Approval of Engineer's Report. California Engineering Company Inc., the Engineer of Work, has prepared the Engineer's Reports (the "Report") in accordance with Section 22565, *et seq.*, of the California Streets and Highways Code. The Report has been made, filed with the City Clerk and duly considered by the Council and are hereby deemed sufficient and preliminarily approved. The Report shall stand as the Engineer's Reports for all subsequent proceedings under and pursuant to the foregoing resolution.
6. Reference to Engineer's Reports for Particulars. Reference is hereby made to the Report for a full and detailed description of the Improvements, the boundaries of the Assessment

District and the proposed assessments upon assessable lots and parcels of land within the Assessment District.

7. Amount of Assessment. The City of Colusa Community Facilities District 2-2020 assessments for fiscal year 2025-26 are not proposed to increase. The assessment rate for fiscal year 2022-26 is \$426.66 per single family equivalent benefit unit.

8. Notice of Public Hearing. The public hearing shall be held before this Council in the City Council chambers of the City of Colusa, located at 425 Webster Street, Colusa, CA 95932, on June 6th at the hour of 6:00 o'clock p.m. for the purpose of allowing public testimony regarding the proposed continuation of assessments and for the City's final action upon the Engineer's Reports and assessments therein.

9. Publication of Resolution. The City Clerk shall cause a notice of the hearing to be given by publishing a copy of this Resolution once, at least ten (10) days prior to the date of the hearing above specified, in a newspaper circulated in the City of Colusa.

10. Effective Date. This Resolution shall be effective immediately.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED and ADOPTED on the 5th day of August 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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RYAN CODORNIZ, MAYOR

ATTEST:

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SHELLY KITTLE, CITY CLERK



## City of Colusa California

### STAFF REPORT

**DATE:** August 5th, 2025

**TO:** Mayor and Members of the City Council

**FROM:** Ishrat Aziz-Khan, through Jesse Cain, City Manager

#### **AGENDA ITEM:**

Consideration of Resolution Approving of Proceedings to Hold a public hearing to approve the engineer's reports, confirm diagram maps, and order the levy on parcels for FY 2025-26 for the City of Colusa Parks, Trees & Pool Improvement District.

#### **Recommendation:**

1. Conduct public hearings.
2. Approve the engineer's report which confirms diagram maps and parcels within the assessment district, and order the levy of assessment for FY 2025-26 for the City of Colusa Parks, Trees & Pool Improvement District.

#### **BACKGROUND ANALYSIS:**

The City of Colusa Parks, Trees & Pool Improvement District was created in 1996 to provide funding for the improvements, maintenance and servicing of swimming pools, landscaping, tennis courts, sprinkler systems, park grounds, park facilities, landscape corridors, publicly owned trees, street frontages, running tracks, turf areas and other recreational facilities in the City. The 1996 approved assessment rate per Single Family Equivalent (SFE) unit is \$36.00 without provisional annual CPI adjustments. A Resolution was previously adopted which was the intent to collect and levy along with the engineer's report.

#### **BUDGET IMPACT:**

The City of Colusa Parks, Trees & Pool Improvement District projected revenues are estimated to be \$93,132 and expenditures for FY 2025-26 are \$295,868. The excess expenditures of \$202,736 will be covered by the City of Colusa General Fund. Please Note: as of the date of this staff report the County assessor's office was in the process of providing information related to this assessment district, so these numbers are likely to change, but not more than 10%.

**ATTACHMENTS:**

None - The engineer's report is on file with the City Clerk

## RESOLUTION NO. 25-\_\_\_\_\_

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA DECLARING AN INTENTION TO INITIATE PROCEEDINGS PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 FOR THE PARKS, TREES, AND POOLS IMPROVEMENT PUBLIC FACILITIES ASSESSMENT DISTRICT

WHEREAS, in order to finance the costs of the installation, maintenance and servicing of public facilities, including but not limited to, landscaping, tennis courts, sprinkler systems, swimming pools, park grounds, park facilities, landscape corridors, publicly owned trees, street frontages, running tracks and turf areas, as applicable, for property owned or maintained by the City of Colusa (the “Improvements”); and

WHEREAS, to equitably distribute the costs among benefited landowners, the City Council (the “Council”) of the City of Colusa (the “City”), County of Colusa, State of California, has decided to undertake proceedings pursuant to the Landscaping and Lighting Act of 1972, California Streets and Highways Code Sections 22500 *et seq.* (the “Act”) to levy assessments for Fiscal Year 2025/2026.

### **NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COLUSA DOES HEREBY RESOLVE:**

1. Recitals. The foregoing recitals are true and correct and made a part of this Resolution.
2. Proposal to Levy Assessments. The City Council proposes to levy assessments for Fiscal Year 2025/2026 for the Parks, Trees, and Pools Improvement Public Facilities Assessment District (“the District”).
3. Description of Improvements. The operations and maintenance to be financed by assessments levied in the District consist of: public improvements, including but not limited to, pavement, sidewalks, curbs and gutters, turf, ground cover, shrubs and trees, landscaping, irrigation systems, drainage systems including a stormwater detention basin, fencing, lighting, and all necessary appurtenances, and labor, materials, supplies, utilities and equipment, and incidental costs as applicable, for property within the District that is owned or maintained by the City of Colusa (the “Improvements”).
4. Appointment of Engineer. The City Council hereby retains CEC Engineering as an engineer (the “Engineer”) for all purposes of proceedings undertaken by the City with respect to the assessment district.
5. Effective Date. This Resolution shall be effective immediately.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.



PASSED and ADOPTED this on the 5th day of August 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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RYAN CODORNIZ, MAYOR

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SHELLY KITTLE, CITY CLERK



## City of Colusa California

### STAFF REPORT

**DATE:** August 5th, 2025

**TO:** Mayor and Members of the City Council

**FROM:** Ishrat Aziz-Khan, through Jesse Cain, City Manager

**AGENDA ITEM:**

Consideration of a Resolution approving Proceedings to Levy the Walnut Ranch Assessment District for FY 2025-26, accepting the preliminary engineer's report, confirming diagram and maps.

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**Recommendation:**

1. Open the public hearing and;
2. Council to adopt the Resolution to approve the engineer's report, confirming diagram maps and parcels within the assessment districts, and order the levy of assessment for FY 2025-26 for the City of Colusa Walnut Ranch Assessment District.

**BACKGROUND ANALYSIS:**

The Walnut Ranch Landscape and Lighting District was created in November 2016 for the purpose of providing maintenance, operation, and improvement of the streets, utilities, drainage, sidewalks, curbs, gutters, landscaping, and street lighting with the Walnut Ranch development. As outlined on page 7 of the engineer's report, the FY 2025-26 Single Family Equivalent Unit assessment is \$332.22.

**BUDGET IMPACT:**

The Walnut Ranch Assessment District will continue to utilize the assessment fund balance until funds are no longer available. Walnut Ranch Assessment District's anticipated Revenue is \$24,252. Please note that the final accounting may modify these final figures.

**ATTACHMENTS:**

None - The engineer's report is on file with the City Clerk

## RESOLUTION NO. 25-

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA TO LEVY AND COLLECT ASSESSMENTS FOR FISCAL YEAR 2025-26 FOR THE WALNUT RANCH LANDSCAPE AND LIGHTING DISTRICT

WHEREAS, the City Council (the "Council") of the City of Colusa (the "City"), County of Colusa, State of California, previously adopted a Resolution to initiate proceedings pursuant to the Landscaping and Lighting Act of 1972, California Streets and Highways Code Section 22500 et. seq. (the "Act"), to levy and collect assessments for Fiscal Year 2025/2026 for the Walnut Ranch Landscape and Lighting District; and

WHEREAS, the City Engineer has prepared and filed with the City Clerk a report for Fiscal Year 2025/2026 (the "Engineer's Report") in accordance with the Act; and

WHEREAS, the approval of the assessments proposed by this Resolution will be for the purpose of meeting operating expenses and purchasing supplies, equipment or materials necessary to maintain service with the existing service areas.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Colusa as follows:

1. Recitals. The above recitals are true and correct and are incorporated herein by reference.
2. Description of Improvements. The purpose of the District is generally described as the installation, maintenance and servicing of public facilities, including but not limited to, landscaping, water, sewer, storm drainage, lighting police and fire services, street sweeping, park facilities, landscape corridors, publicly owned trees, street frontages, and turf areas, as applicable, for any property owned or maintained by the City of Colusa (the "Improvements").
3. Location of District. The Walnut Ranch Landscape and Lighting District ("District") consists of the lots and parcels shown on the boundary maps of the Assessment District on file with the City, and reference is hereby made to such map for further particulars.
4. Declaration of Intention. It is the intention of this Council to levy and collect the continued assessments within the Assessment District for fiscal year 2025-26.
5. Approval of Engineer's Report. California Engineering Company Inc., the Engineer of Work, has prepared the Engineer's Reports (the "Report") in accordance with Section 22565, *et seq.*, of the California Streets and Highways Code. The Report has been made, filed with the City Clerk and duly considered by the Council and are hereby deemed sufficient and preliminarily approved. The Report shall stand as the Engineer's Reports for all subsequent proceedings under and pursuant to the foregoing resolution.
6. Reference to Engineer's Reports for Particulars. Reference is hereby made to the Report for a full and detailed description of the Improvements, the boundaries of the Assessment District and the proposed assessments upon assessable lots and parcels of land within the Assessment District.

7. Amount of Assessment. The Walnut Ranch Landscape and Lighting District assessments for fiscal year 2025-26 are not proposed to increase. The assessment rate for fiscal year 2025-26 is \$332.22 per single-family equivalent benefit unit.

8. Notice of Public Hearing. The public hearing shall be held before this Council in the City Council chambers of the City of Colusa, located at 425 Webster Street, Colusa, CA 95932, on August 5<sup>th</sup>, 2025 at the hour of 6:00 o'clock p.m. or after, for the purpose of allowing public testimony regarding the proposed continuation of assessments and for the City's final action upon the Engineer's Reports and assessments therein.

9. Publication of Resolution. The City Clerk shall cause a notice of the hearing to be given by publishing a copy of this Resolution once, at least ten (10) days prior to the date of the hearing above specified, in a newspaper circulated in the City of Colusa.

10. Effective Date. This Resolution shall be effective immediately.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED and ADOPTED this 5<sup>th</sup> day of August, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
RYAN CODORNIZ, MAYOR

ATTEST:

\_\_\_\_\_  
SHELLY KITTLE, CITY CLERK



## City of Colusa, California

### STAFF REPORT

**DATE:** August 5th, 2025  
**TO:** Mayor and Members of the City Council  
**FROM:** Ishrat Aziz-Khan, through Jesse Cain, City Manager

#### **AGENDA ITEM:**

Consideration of Resolution Approving of Proceedings to hold a public hearing approving engineer's report, confirming diagram maps, and ordering the levy on parcels for FY 2025-26 for the Colusa Meadows West Public Facilities Assessment District and Hoblit Public Facilities Assessment District.

#### **Recommendation:**

1. Conduct public hearings.
2. Approve engineer's reports which confirm diagram maps and parcels within the assessment districts and order the levy of assessment for FY 2025-26 for the Colusa Meadows West Public Facilities Assessment District and Hoblit Public Facilities Assessment District.

#### **BACKGROUND ANALYSIS:**

The Colusa Meadows West Public Facilities Assessment District was created in 2006 to provide maintenance, operation, and improvement of the streets, utilities, drainage, sidewalks, curbs, gutters, landscaping, and street lighting, within the Colusa Meadows West development, and to provide maintenance, operation and improvement of neighborhood park facilities. As outlined on page 18 of the engineer's report, the FY 2025-26 Single Family Equivalent Unit assessment is \$556.00.

The Hoblit Public Facilities Assessment District was created in 2007 to provide maintenance, operation, and improvement of the streets, utilities, drainage, sidewalks, curbs, gutters, landscaping, and street lighting, within the Hoblit development. As outlined on page 18 of the engineer's report, the FY 2025-26 Single Family Equivalent Unit assessment is \$541.66.

#### **BUDGET IMPACT:**

The Colusa Meadows West Public Facilities Assessment District projected revenues and expenditures for FY 2025-26 are \$10,008. The Hoblit Public Facilities Assessment District projected revenues and expenditures for FY 2025-26 are \$6,500.

**ATTACHMENTS:**

None – The Engineers report is on file with the City Clerk

## RESOLUTION NO. 25

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA DECLARING AN INTENTION TO INITIATE PROCEEDINGS PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 FOR THE HOBLIT PUBLIC FACILITIES ASSESSMENT DISTRICT AND COLUSA MEADOWS WEST PUBLIC FACILITIES

WHEREAS, in order to finance the costs of the installation, maintenance, and servicing of public facilities, including but not limited to, landscaping, tennis courts, sprinkler systems, swimming pools, park grounds, park facilities, landscape corridors, publicly owned trees, street frontages, running tracks, and turf areas, as applicable, for property owned or maintained by the City of Colusa (the “Improvements”); and

WHEREAS, to equitably distribute the costs among benefited landowners, the City Council (the “Council”) of the City of Colusa (the “City”), County of Colusa, State of California, has decided to undertake proceedings pursuant to the Landscaping and Lighting Act of 1972, California Streets and Highways Code Sections 22500 *et seq.* (the “Act”) to levy assessments for Fiscal Year 2025/2026.

### **NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COLUSA DOES HEREBY RESOLVE:**

1. Recitals. The foregoing recitals are true and correct and made a part of this Resolution.
2. Proposal to Levy Assessments. The City Council proposes to levy assessments for Fiscal Year 2025/2026 for the Hoblit Public Facilities Assessment and Colusa Meadows West Public District (“the Districts”).
3. Description of Improvements. The operations and maintenance to be financed by assessments levied in the District consist of public improvements, including but not limited to, pavement, sidewalks, curbs and gutters, turf, ground cover, shrubs and trees, landscaping, irrigation systems, drainage systems including a stormwater detention basin, fencing, lighting, and all necessary appurtenances, and labor, materials, supplies, utilities and equipment, and incidental costs as applicable, for property within the District that is owned or maintained by the City of Colusa (the “Improvements”).
4. Appointment of Engineer. The City Council hereby retains CEC Engineering as an engineer (the “Engineer”) for all purposes of proceedings undertaken by the City with respect to the assessment district.
5. Effective Date. This Resolution shall be effective immediately.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED and ADOPTED this on 5<sup>th</sup> day of August 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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RYAN CODORNIZ MAYOR

ATTEST:

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SHELLY KITTLE, CITY CLERK





## City of Colusa California

### STAFF REPORT

**DATE:** August 5, 2025  
**TO:** City of Colusa Mayor and Council Members  
**FROM:** Jesse Cain, City Manager

**AGENDA ITEM:**

Grand Jury response

**Recommendation** Adopt Resolution 25- City of Colusa Mayors response letter to the grand jury.

**BACKGROUND ANALYSIS:**

The 2024/2025 Grand Jury recently released their report to the City of Colusa Mayor Ryan Codorniz. After a thorough review of the Grand Jury's findings, and recommendation, it is the opinion of staff and mayor that the report lacks substantive evidence, documentation, or objective justification to support its conclusions.

The Mayor and I drafted a letter of response to the Honorable Brendan Mitchael Farrell, Presiding Judge.

**BUDGET IMPACT:** None

**STAFF RECOMMENDATION:** Staff recommends sending the letter of response as presented.

**ATTACHMENTS:**

Resolution 25-  
Letter of response  
2024-2025 Colusa Grand Jury final report

## RESOLUTION NO. 25-

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA APPROVING THE GRAND JURY RESPONSE LETTER

**WHEREAS**, the City Council agrees to the Grand Jury response letter; and

**WHEREAS**, on August 5, 2025, the City of Colusa City Council authorizes the Mayor to sign the City of Colusa City Council response letter to the Colusa County Grand Jury.

### **NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COLUSA DOES HEREBY RESOLVE:**

1. Recitals. The foregoing recitals are true and correct and made part of this Resolution.
2. Approval. The City of Colusa City Council approves the resolution to authorize the Mayor to sign the grand jury response letter, and:
3. Effective Date. This Resolution shall be effective immediately.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

Passed and adopted this 5<sup>th</sup> day of August 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
RYAN CODORNIZ, MAYOR

ATTEST:

\_\_\_\_\_  
Shelly Kittle, City Clerk



# CITY OF COLUSA

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425 WEBSTER STREET \* COLUSA, CA 95932 \* (530) 458-4740 \* FAX (530) 458-7555

Colusa County Grand Jury  
c/o Colusa County Superior Court  
532 Oak Street  
Colusa, CA 95932

**Subject: Response to Grand Jury Report**

Dear Honorable Brendan Michael Farrell,

The City of Colusa appreciates the role of the Grand Jury and the importance of its oversight function in ensuring transparency and accountability in government. We value the time and effort the jury has committed in the preparation of its recent report concerning City operations.

However, the City respectfully disagrees with the findings and recommendations presented in the report. Had the Grand Jury engaged with all members of the City Council and the appropriate staff—not just a select few individuals who may not represent the full and accurate perspective of City operations—it would have received complete and factual information addressing every concern raised.

The City of Colusa adheres to all applicable state laws regarding public meetings, agendas, and the preparation and posting of minutes. We take these responsibilities seriously and strive to maintain compliance with the Brown Act and related government transparency requirements at all times.

While we appreciate the Grand Jury's efforts and recognize the significance of their work, we firmly stand by the City's policies and practices and cannot support the conclusions and recommendations included in the current report.

Should the Grand Jury have any further questions or wish to revisit any issues with the appropriate context and full participation from City leadership and staff, we would welcome that opportunity in the spirit of mutual respect and public service.

**Sincerely**

**Ryan Codorniz,  
Mayor City of Colusa**



Colusa County Civil Grand Jury  
P.O. Box 715  
Colusa, CA 95932  
Phone (530) 458-0431

June 25, 2025

Mayor Ryan Codorniz  
City of Colusa  
425 Webster Street  
Colusa, CA 95932

**Re: Enclosed Report: 2024-2025 Colusa County Grand Jury Final Report – Report #1 City of Colusa**

Dear Mayor Codorniz,

On behalf of the 2024-2025 Colusa County Grand Jury, I am providing to you the following report or portions thereof:

**2024-2025 Colusa County Grand Jury Final Report - Report #1 City of Colusa**

The report will be released to the public on June 27, 2025. This report is being provided to you in advance of its general release pursuant to Penal Code section 933.05, subdivision (f), which provides:

A Grand Jury shall provide to the affected agency a copy of the portion of the Grand Jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. **No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.**

It is very important that you comply with this confidentiality requirement.

The Penal Code also prescribes the obligations of a governing board or elected county official with regard to responding to the Grand Jury's findings and recommendations. Specifically, if the report contains one or more recommendations directed to you as an elected county official, or to the governing board of which you are a member, you must respond to those recommendations and to the supporting findings, as directed in the report.

The time within which to respond is prescribed by subdivision (c) of Penal Code section 933, which states in relevant part:

- No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the Grand Jury has responsibility pursuant to Section 914.1 shall

Please be aware that your responses will be a matter of public record and widely read by both community members and local media. Therefore, it is important that your responses be as clear and specific as possible. A response that is vague, does not provide a clear explanation of any action that has or will be taken, or that does not include a specific time frame for implementation, is neither helpful nor legally sufficient. Furthermore, if a response does not comply with the applicable provisions of the California Penal Code, you may be directed by the presiding judge to provide an amended response.

**Please send your response addressed to the Honorable Brendan Michael Farrell, Presiding Judge, Colusa Superior Court, 532 Oak Street, Colusa, CA 95932, with a copy to the Grand Jury, within the time period provided in subdivision (c) of Penal Code section 933 (see above).**

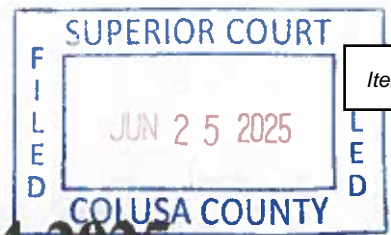
Thank you for your cooperation in providing a meaningful and timely response.

Sincerely,

A handwritten signature in cursive script that reads "Michael Phenicie".

Michael Phenicie  
Foreperson, 2024-2025 Colusa County Grand Jury

ENDORSED



Item 13.

# **CIVIL GRAND JURY | 2024-2025 COUNTY OF COLUSA**



Cover Photo Credit: Sara Sandoval



## **FINAL REPORT**

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**COLUSA COUNTY CIVIL GRAND JURY FINAL REPORT | 2024-2025**

## **JURY MEMBERS | 2024-2025**

**Michael Phenicie, Foreperson**

**Nancy Newlin, Foreperson Pro Tempore &  
County Committee Co-Chairperson  
& Editorial Chairperson**

**Glen Duncan, City Chairperson**

**Juliana Engrahm, Co-Chairperson, Social Committee  
Barbara Gomes, Chairperson, Criminal Justice Committee,  
Co-Chairperson Social Committee**

**Sara Sandoval, Secretary**

**Steven Velazquez, County Committee Co-Chairperson**

**Rande Brookins**

**Vicki Burgett**

**David Carter**

**Donald Fry**

**Steven McCullough**

**Margie Pilgrim**

**Joana Roa**

**Catherine Sutton**

**Shannon Thompson**

**Tim Vaughn**

**Tom Vedo**

**Jill Wright**



**COLUSA COUNTY CIVIL GRAND JURY FINAL REPORT 2024 2025**  
**CITY OF COLUSA INVESTIGATION (2024/2025)**

## **SUMMARY**

Following the direction of the past year's Grand Jury Reports, the Colusa County Civil Grand Jury, 2024-2025, under its statutory authority, has chosen to investigate the City of Colusa (City) procurement methods and procedures. The focus of the Grand Jury's investigation was to try to figure out the procedure the City uses and the payment process for Goods and Services. And to follow up on the City's implementation of past Grand Jury recommendations.

While the City has made some efforts to address deficiencies in its purchasing procedures in response to the recommendations of the previous Grand Jury, it has not implemented the internal controls available to staff. The Grand Jury's review, which included interviews with City Council members, former staff, and administrators, as well as an examination of the City's website, council meeting attendance, meeting notes, and video recordings revealed that locating specific votes, directives, and discussions is extremely difficult. This lack of accessible documentation presents a significant challenge for any oversight and highlights a broader issue of insufficient transparency.

## **BACKGROUND**

In accordance with its statutory responsibilities and in continuation of oversight efforts from previous Grand Jury investigations, the 2024-2025 Colusa County Civil Grand Jury initiated an investigation into the procurement practices of the City. The focus of this investigation was twofold:

1. To examine and evaluate the methods and procedures used by the City in the procurement of goods and services.
2. To assess the City's progress in implementing recommendations issued in prior Grand Jury reports, particularly those concerning financial controls and transparency.

The Grand Jury sought to gain a comprehensive understanding of the City's current procurement procedures and payment processes. Grand Jury investigation included:

- Conducting interviews with City Council members, former and current administrative staff.
- Reviewing publicly available records, including City Council meeting minutes and videos.
- Attempting to navigate and extract information from the City's official website.
- Attending City Council meetings to observe deliberations and decision-making processes.

Despite indications that the City has made some progress in addressing prior deficiencies, it became apparent that internal control mechanisms remain underutilized. Internal control mechanisms are the policies, procedures, and processes put in place by an organization to ensure the integrity of financial and accounting information, promote accountability, and prevent fraud. These mechanisms are a critical part of good corporate governance and risk management.



Moreover, **transparency remains a critical concern**. Public records of votes (not accurately depicted to reflect how each council member voted), directives, and discussions are difficult to locate or interpret, even for an oversight body such as the Civil Grand Jury. This lack of clarity and accessibility impedes the public's ability to hold local government accountable and undermines confidence in the City's administrative practices.

## METHODOLOGY

Information for this investigation was sourced from the following:

- 2021-2022, 2023-2024 Grand Jury Report.
- City Council, Letter of Response 2023-2024 to the Grand Jury Report from 2020 to present.
- City Council Meetings (Agendas and meeting notes).
- Interviews with current and former City Council members, staff and other elected City officials.

## DISCUSSION

During the interviews conducted by the grand jury, several interviewees expressed concerns about the implementation of the City's current purchasing policy. These concerns included confusion among City staff regarding the policy's requirements, inconsistencies in how the policy is applied, a lack of transparency in purchase reporting, and inadequate oversight to ensure compliance with the City's adopted procedures. The information provided by these interviewees was consistent across all interviews in which such concerns were raised.

Additional findings point to vague financial reporting, lack of sufficient detail, and largely unusable for informed decision-making. There is consensus that the process suffers from a lack of transparency regarding accounts, fund allocations, and balances. The Grand Jury found it odd that City Council members were not aware of what the annual City budget is, yet they are to approve on an annual basis. Secondly, the City's reserve is reported as being close to the annual budget, which City Council members were aware of, confirmation is needed if this is following City guidelines.

Furthermore, our discussions point to a lack of signatory control for check writing. More than one interviewee shared the case of a past City Council member (no longer seated) signing checks upon request when another city official declined authorization.

Finally, upon further research and discussions with various staff members and officials, it was relayed that the City of Colusa was enrolled within CUPCCAA (The California Uniform Public Construction Cost Accounting Act). This is a state law enacted under Public Contract Code (PCC) Sections 22000–22045. It provides a streamlined and standardized process for public entities in California (such as cities, counties, school districts, and special districts) to procure public construction projects in a more efficient and flexible manner. CUPCCAA allows participating agencies to perform certain public works projects with less formal bidding procedures, depending on the estimated cost of the project.

Once a public entity opts into CUPCCAA (by adoption of a resolution and notification to the State Controller), it can follow the specific procurement thresholds provided under the Act.

- 1 - Projects \$75,000 or less.
  - May be performed by the agency's own workforce.
  - Force account.
  - Negotiated contract.
  - Purchase order.
- NO BIDDING REQUIRED
- 2 - Projects between \$75,001 - \$220,000 Informal bidding process.
  - The agency must maintain a list of qualified contractors (bondable).
  - Notices are sent to contractors on the list or trade journals.
  - Bids are solicited informally (not publicly advertised).
  - Contracts awarded to the lowest responsive responsible bidder.
- 3 - Projects over \$220,000 Formal bidding process.
  - Publicly advertised bids.
  - Standard competitive bidding procedures must be followed.
  - Awarded to the lowest pre-qualified responsive responsible bidder.

#### Benefits for Public Entities.

- ✓ Faster project delivery (reduces delays on smaller projects by avoiding lengthy formal bid processes).
- ✓ Lower administrative costs (informal bidding and force account work reduce overhead).
- ✓ Increased flexibility (greater discretion on handling smaller projects).
- ✓ Encourages local participation (maintained contractor lists promote engagement with local businesses).

Upon numerous requests for the City's submission, documentation could not be provided for CUPCCA representation. Through the Grand Jury's research on the State Controllers web site, we confirmed that the City of Colusa was in fact a CUPCCAA participant since 1991. To date, we still have not been provided with a copy of the City's Resolution passing this directive by the City Council.

From our interviews with current and former administration staff and current City Council Members, we found that no one was aware of the CUPCCAA guidelines and or procurement methods, including what CUPCCAA acronym meant.

Considering the issues identified in the 2021–2022 Grand Jury report concerning the purchasing policy and based on the investigation and interviews conducted by the current Grand Jury, it is concluded that the City of Colusa should undertake a thorough review of its current purchasing policy for City purchases in all departments. All necessary and appropriate revisions should be made to ensure that the expenditure on public funds for City purposes is conducted in a professional and transparent manner.

## **FINDINGS**

The Grand Jury finds that.

**F1 -** The City has chosen to implement new purchasing procedures selectively; however, from information gathered within Grand Jury interviews, the current procedures are not in compliance with the applicable public procurement thresholds under CUPCCAA.

**F2 –** City of Colusa is registered as a CUPCCAA entity, but CUPCCAA procurement methods and thresholds are not being followed. Direction to City staff from management appears to be ineffectual.

**F3 -** The City's accounting and procurement procedures are outdated and inefficient. Current financial reporting is vague, lacks sufficient detail, and is largely unusable for informed decision-making. There is consensus that the process suffers from a lack of transparency regarding accounts, fund allocations, and account balances.

**F4 –** The City's check-writing and disbursement procedures lack a formalized approval process, and there is insufficient clarity regarding control measures and signatory authority roles, which raises concerns about accountability and oversight.

**F5 –** Lack of detailed minutes from City Council meetings and poor quality of video/voice recordings leads to further lack of transparency.

## **RECOMMENDATIONS**

**R1 –** The Grand Jury recommends adopting and making public, “City Accounting and Procurement Procedures” (Accounting Manual) as an adopted resolution.

**R2 –** The Grand Jury recommends that the City of Colusa visit CUPCCAA guidelines and implement a training procedure for all staff and mandatory training for new hires and include into your existing Accounting Directive. Training is available through the State Controllers website. A CUPCCAA approved list of prequalified contractors (bondable) is to be created and posted on the City of Colusa website. This will need to be maintained annually per CUPCCAA guidelines.

R3 – The Grand Jury recommends that the City of Colusa update accounting software to a more user-friendly software and applicable to a City Account system/process. Generate reports and present them monthly to the City Council (fund balances and forecast budget).

R4 – The Grand Jury recommends a process to be created and implemented as follows.

- Creation and implementation of a “Check Request” form to accompany any purchase order request and processing of a check.
  - Cost accounting (coding) for project/purchase reference
  - Mandatory 2 part signature.
    - 1 – City Treasurer
    - 2 – Mayor and/or Pro Tem Mayor
- January of each fiscal year, new updated signatory cards are filed and recorded with the bank of use. This needs to be done immediately and the removal of any past Council members that are presently assigned signatory capabilities.

R5 – The Grand Jury recommends the City Council approves and directs an upgraded Audio/Visual system be purchased and implemented within 3 months for improved public information and participation.

### **REQUEST FOR RESPONSES**

The following responses are required pursuant to Penal Code 933 and 933.05:

From the following individuals and governing bodies:

City of Colusa

- Findings F1 – F5
- Recommendations R1-R5

### **DISCLAIMER**

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code 929 requires that reports of the Grand Jury do not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

This report on the City of Colusa is issued by the full 2024-2025 Grand Jury. No Grand Jurors recused themselves from this investigation.



## City of Colusa California

### STAFF REPORT

**DATE:** August 5, 2025  
**TO:** Mayor and Members of the City Council  
**FROM:** Jesse Cain, City Manager

#### AGENDA ITEM:

A resolution of the City of Colusa to organize a Taco Festival to be held annually on the fourth Saturday in October.

**Recommendation:** Staff recommends that the City Council approve the City of Colusa sponsoring and organizing a **Taco Festival** to be held annually on the **fourth Saturday of October**, beginning this year. This event is in alignment with the City's **Comprehensive Economic Development Strategy (CEDS)** and directly supports local economic activity and enhances quality of life.

#### BACKGROUND ANALYSIS:

The City of Colusa has long valued community-based events that foster local engagement, support small businesses, and attract regional visitors. In response to public interest and two council members in more family-friendly activities, staff and two council members proposes launching an annual **Taco Festival** to celebrate food, culture, and community spirit.

This event is expected to feature local and regional taco vendors, live entertainment, family activities, and community booths, creating a vibrant environment that encourages both local attendance and outside tourism.

The Taco Festival will be an exciting, family-friendly event that:

- **Improves the quality of life** for residents through a fun, cultural celebration.
- **Supports local economic development** by attracting out-of-town visitors who will dine, shop, and explore local businesses.
- **Showcases Colusa's community spirit** and charm to potential investors, residents, and regional partners.
- **Encourages community participation**, both through volunteerism and local business engagement.

Given the short planning timeline for this year's inaugural event, the City Manager will take the lead on organizing and coordinating all aspects of the festival. Efforts will be made to recruit

community volunteers, local vendors, and entertainers. However, staff acknowledges that due to the tight timeframe, volunteer assistance may be limited this first year.

This initiative directly supports goals outlined in the City of Colusa's **Comprehensive Economic Development Strategy (CEDS)**, including:

- **Goal 2 – Economic Vitality:** Supporting small business visibility and entrepreneurship through vendor participation.
- **Goal 3 – Quality of Life Enhancement:** Creating inclusive, celebratory spaces that promote community pride and social cohesion.
- **Goal 4 – Tourism & Branding:** Positioning Colusa as a destination for unique, high-quality events that draw visitors from surrounding regions.

The proposed Taco Festival is a strategic investment in Colusa's economic and community development. It aligns with our CEDS priorities, enhances the quality of life for residents, and promotes the City's growth and vibrancy. Staff is excited to bring this event forward and is committed to making the first year a success.

#### **BUDGET IMPACT:**

The anticipated cost of the Taco Festival is **not to exceed \$20,000**, which is **within the current approved City budget**. Expenses will include permits, entertainment, vendor support infrastructure (e.g., restrooms, power), promotional materials, and event logistics. Staff will seek sponsorships or in-kind contributions where possible to help offset costs.

**STAFF RECOMMENDATION:** Adopt resolution authorizing the City Manager to proceed with the annual Taco Festival

#### **ATTACHMENTS**

Resolution 25

## RESOLUTION NO. 25-

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA AUTHORIZING THE CITY MANAGER TO PROCEED WITH THE ANNUAL TACO FESTIVAL

**WHEREAS**, the City Council authorizes the city manager to proceed with the Taco Festival;  
and

**WHEREAS**, on August 5, 2025, the City of Colusa City Council authorizes the City Manager to proceed with the Taco Festival and not to exceed \$20,000.

### **NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COLUSA DOES HEREBY RESOLVE:**

1. Recitals. The foregoing recitals are true and correct and made part of this Resolution.
2. Approval. The City of Colusa City Council approves the resolution to authorize the City Manager to proceed with the Taco Festival, and:
3. Effective Date. This Resolution shall be effective immediately.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

Passed and adopted this 5<sup>th</sup> day of August 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
RYAN CODORNIZ, MAYOR

ATTEST:

\_\_\_\_\_  
Shelly Kittle, City Clerk