

City of Isleton

Special City Council Staff Report

DATE: *February 27, 2024*

ITEM#: 1.D

CATEGORY: Staff Report

SUBJECT

Community Service/Code Enforcement Division Report

SUMMARY

The City of Isleton Community Service/Code Enforcement Division is committed to enhancing public safety, maintaining general code compliance, fostering community service initiatives, and revitalizing Downtown Main Street. This monthly report highlights our accomplishments, challenges, and ongoing efforts in these key areas.

DISCUSSION

Public Safety:

1. Complaints were received regarding the trailer parked in the open private property lot near 42 Main Street/Union Street. Code Enforcement has been working with the property owner to resolve the violations found. The trailer will be removed by the end of the month.
2. Code Enforcement is continuing to address the on going complaints being received regarding the "pigs" and "livestock" located on 6th Street/Jackson. Code Enforcement has made some positive progress with the property owner, and an open line of communication has been established. Code Enforcement has received and is working on addressing the complaints of the "foul smell" coming from the pig pens. Code Enforcement was able to determine that the smell is not only associated with the animals, but also coming from the neighboring field where silage is being stored. The pens in which the animals are housed have had the fencing reinforced to prevent escape of the animals, but the pens are also growing in size.

General Code Enforcement:

1. Property Maintenance Inspections:
 - Completed routine property maintenance inspections to address issues related to unkempt yards, exterior property conditions, and adherence to local building codes.
 - Worked closely with property owners to educate them about code requirements and facilitate compliance.
2. Zoning Compliance:
 - Reviewed zoning ordinances to ensure new developments aligned with city regulations.
 - Responded to complaints related to zoning violations and took appropriate enforcement actions.

Community Service:

1. The newly formed Community Service division, which encompasses Code Enforcement as well, has acquired a patrol car through City funding. The patrol car will be marked to display "City of Isleton

Community Service Officer.” This brings a level of enforcement and security to the City of Isleton, which has been absent for almost 10 years. As the name suggests, Community Service was created to serve the citizens of the City of Isleton. Community Service patrols the City and is available to answer questions and educate the public.

Downtown Main Street Revitalization:

1. Community Service is working with the Isleton Historic Review Board to identify and educate property owners of Main Street on the Historic Ordinances and why they are in place within the City of Isleton.
2. Community Service, along with the IHRB, are currently working on several properties that are out of compliance and in violation of the Municipal Code.

Challenges and Opportunities:

1. Challenges:
 - Addressing persistent code violations in certain areas.
 - Enhancing communication to ensure residents know available services and compliance requirements.
2. Opportunities:
 - Exploring grant opportunities for additional community service projects.
 - Collaborating with local businesses for mutually beneficial initiatives.

Future Initiatives:

1. Innovative Downtown Initiatives:
 - Explore innovative strategies to attract businesses and visitors to Downtown Main Street.

FISCAL IMPACT

There is no fiscal impact with this action.

ATTACHMENTS

There are no attachments.

Reviewed by: Scott Baroni, Interim City Manager/Fire Chief ____

Submitted and prepared by: Yvonne Zepeda, City Clerk ____

City of Isleton

City Council Staff Report

DATE: February 27, 2024

ITEM#: 5.A

CATEGORY: Consent Calendar

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF FEBRUARY 13, 2024

SUMMARY

A. Review of the Regular City Council Meeting minutes of February 13, 2024.

FISCAL IMPACT

There is no fiscal impact associated with this action.

RECOMMENDATION

A. City Council review and approve the draft minutes of the Regular City Council meeting of February 13, 2024.

ATTACHMENTS

- Minutes of the Regular City Council Meeting of February 13, 2024.

Reviewed by: Scott Baroni, Interim City Manager __

Prepared and Submitted by: Yvonne Zepeda, Deputy City Clerk __



CITY OF ISLETON

City Council Meeting Minutes

Tuesday, February 13, 2024 at 6:30pm
208 Jackson Boulevard
Isleton, California 95641

The public may participate and provide public comments in person. Please be advised that teleconferencing option is provided as a courtesy to the public. If, for any reason, there are technical difficulties, the City Council meeting will continue in person.

How to Listen to the City Council Meeting

<https://us02web.zoom.us/j/3379037904?pwd=cWdVNkN5aHUxcjVwRGRlMlBpajcwZz09>

Meeting ID: 337 903 7904

Passcode: 123456

1. OPENING CEREMONIES

- A. Welcome & Call to Order – Mayor Pamela Bulahan called to order 6:30pm.
- B. Pledge of Allegiance
- C. Roll Call

PRESENT: Councilmember's Kelly Hutson, David Kent, Iva Walton, Mayor Pamela Bulahan, City Manager Charles Bergson, Fire Chief Scott Baroni. ABSENT: Vice Mayor Paul Steele.

2. AGENDA CHANGES OR DELETIONS

ACTION: Take item 8.B after Public Comment and then closed session after 8.B.

3. PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this Agenda. Speakers are requested to use the podium in front of the Council and to begin by stating their name, whether they reside in Isleton and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and the time available for the rest of the Agenda. In the event comments are related to an item scheduled on the Agenda, speakers will be asked to wait to make their comments until that item is being considered. ACTION: None.

4. COMMUNICATION

AMERICANS WITH DISABILITIES ACT NOTICE: In compliance with the Americans with Disabilities Act, persons needing a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, may contact Deputy City Clerk Yvonne Zepeda, at (916) 777-7770, by fax at (916) 777-7775 or by email to Yvonne.zepeda@cityofisleton.com at least 48 hours prior to the meeting.

GOV. CODE § 54957.5 NOTICE: Public records related to an agenda item that are distributed less than 72 hours before this meeting are available for public inspection during normal business hours at Isleton City Hall located at 101 Second Street, Isleton, California 95641.

A. None.

5. CONSENT CALENDAR

A. **SUBJECT:** Approval of Minutes of the Regular City Council Meeting of January 23, 2024.

RECOMMENDATION: City Council review and approve draft minutes of the Regular City Council Meeting of January 23, 2024.

ACTION: Councilmember Kelly Hutson motion to approve draft minutes of the Regular City Council Meeting of January 23, 2024. Councilmember David Kent second the motion. **AYES:** Councilmember's Kelly Hutson, David Kent, Iva Walton, Mayor Pamela Bulahan. **NOES:** None. **ABSTAIN:** None. **ABSENT:** Vice Mayor Paul Steele. **PASSED** 4-0.

6. PUBLIC HEARING

A. **SUBJECT:** None.

7. OLD BUSINESS

A. **SUBJECT:** Civic Well and Streetplans Introduction to Main Street Redesign and Rehabilitation Plan Project.

RECOMMENDATION: It recommended City Council receive and comment if needed to Streetplans introduction of the Main Street Redesign and Revitalization Plan Project.

ACTION: Josh Myer gave a presentation on the Streetplans introduction of the Main Street Redesign and Revitalization Plan Project and that they will be in town and taking citizens comments and to not reinvent the wheel. They will work with us the next 6-12 months.

B. **SUBJECT:** Staff request approval to City Council to change Main and F Street addresses.

RECOMMENDATION: It is recommended that City Council receive report and comment and set a public hearing for the April 23, 2024 City Council Meeting.

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ACTION: City Council received report and set public hearing for the April 23, 2024 City Council Meeting.

C. SUBJECT: Review and comment Moffatt & Nichols Boat Launch Feasibility Study.

RECOMMENDATION: It is recommended that City Council receive and submit comments.

ACTION: City Council received Moffatt & Nichols Boat Launch Feasibility Study and filed.

D. SUBJECT: City Council of the City of Isleton to approve the Department of Transportation Master Agreement for State-Funded projects.

RECOMMENDATION: Staff is requesting City Council approve renewal for the Department of Transportation Master Agreement for State-Funded Projects.

ACTION: Councilmember Iva Walton motion to approve renewal for the Department of Transportation Master Agreement for State-Funded Projects. Councilmember David Kent second the motion. **AYES:** Councilmember's Kelly Hutson, David Kent, Iva Walton, Mayor Pamela Bulahan. **NOES:** None. **ABSTAIN:** None. **ABSENT:** Vice Mayor Paul Steele. **PASSED 4-0.**

E. SUBJECT: Resolution No. 03-24, adopting a Conflict of Interest Code.

RECOMMENDATION: It is recommended that City Council adopt Resolution No. 03-24, adopting a Conflict of Interest Code.

ACTION: Councilmember David Kent motion to adopt Resolution No. 03-24, adopting a Conflict of Interest Code. Councilmember Kelly Hutson second the motion. **AYES:** Councilmember's Kelly Hutson, David Kent, Iva Walton, Mayor Pamela Bulahan. **NOES:** None. **ABSTAIN:** None. **ABSENT:** Vice Mayor Paul Steele. **PASSED 4-0.**

F. SUBJECT: City Budget Fiscal Year 2024-2025, presentation of Draft Budget.

RECOMMENDATION: To receive the City of Isleton Draft Budget for Fiscal Year 2024-2025 and set a date for a public hearing.

ACTION: Council set a public hearing for the City of Isleton Draft Budget for Fiscal Year 2024-2025 on June 11, 2024.

G. SUBJECT: City Engineer Services, Contract.

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RECOMMENDATION: Staff recommends that City Council approve Contract for City Engineer Services, for City Engineer.

ACTION: Councilmember David Kent motion to approve Contract for City Engineer Services, for City Engineer. Councilmember Kelly Hutson second motion. **AYES:** Councilmember's Kelly Hutson, David Kent, Iva Walton, Mayor Pamela Bulahan. **NOES:** None. **ABSTAIN:** None. **ABSENT:** Vice Mayor Paul Steele. **PASSED 4-0.**

H. SUBJECT: Delta Region Geologic Hazard Abatement District Services Contracts.

RECOMMENDATION: It is recommended that City Council approve contract.

ACTION: Tabled.

I. SUBJECT: Extension of Contract for Services by and between the City of Isleton and Gary Price, Price Consulting Services.

RECOMMENDATION: It is recommended that City Council approve Extension of Contract for Services by and between the City of Isleton and Gary Price, Price Consulting Services.

ACTION: Councilmember Kelly Hutson motion to approve Extension of Contract for Services by and between the City of Isleton and Gary Price, Price Consulting Services. Councilmember Iva Walton second the motion. **AYES:** Councilmember's Kelly Hutson, David Kent, Iva Walton, Mayor Pamela Bulahan. **NOES:** None. **ABSTAIN:** None. **ABSENT:** Vice Mayor Paul Steele. **PASSED 4-0.**

8. NEW BUSINESS

A. SUBJECT: City of Isleton Travel Policy.

RECOMMENDATION: It is recommended that City Council review and comment on the City of Isleton Travel Policy.

ACTION: Tabled and to be brought back after cleaned up.

B. SUBJECT: Resolution No. 06-24, a Resolution accepting Grant from the Delta Education Cultural Society.

RECOMMENDATION: It is recommended City Council approve Resolution No. 06-24 Resolution of the City Council of the City of Isleton Agreement with Delta Education Cultural Society with the City of Isleton Regarding Wilson Park Playground Donation from American Water Charitable Foundation.

ACTION: Councilmember Kelly Hutson motion that City Council approve Resolution No. 06-24 Resolution of the City Council of the City of Isleton Agreement with Delta Education Cultural Society with the City of Isleton Regarding Wilson Park Playground Donation from American Water Charitable Foundation. Councilmember David Kent

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second the motion. AYES: Councilmember's Kelly Hutson, David Kent, Iva Walton, Mayor Pamela Bulahan. NOES: None. ABSTAIN: None. ABSENT: Vice Mayor Paul Steele. PASSED 4-0.

9. COUNCIL REPORTS AND COMMITTEE UPDATES

- A. Councilmember Kelly Hutson- Hoping FEMA comes through and we have 50k in reserve and made some adjustments and have 50k more.
- B. Councilmember David Kent-Roundtable meeting. I'm taking steps and liason and agreed to meet. Black outs and fuel for generators, not actionable and not legal. They want everything electrical. Power company's buy from FEDS and figure out how to deliver to citizens. We deserve our power delivery.
- C. Councilmember Iva Walton-Safety Committee and you all saw the car. Question for Scott Baroni when you take over and go on a call, who stands in? David Kent aler Nate to do his best. Scott Baroni said Yvonne Zepeda as she at City Hall. Kelly Hutson said, Yvonne is there and that is conceivable. Remove PC off agenda.
- D. Vice Mayor Paul Steele-Absent.
- E. Mayor Pamela Bulahan- SACOG on Thursday. Advance changes for our workers with grants. David Kent-will that help us get more grants?

10. STAFF GENERAL REPORTS AND DISCUSSION

- A. City Manager Report –
- B. Fire Chief Report – Walked Main St. sidewalks about 100k to fix sidewalks. F & Main worst off. We need to focus there to avoid lawsuits. ICE House 100k stabilize ground and stamp it. We're in a much better spot.
- C. Planning Commission – N/A
- D. Code Enforcement – None.
- E. Future Agenda Items – Conflict of Interest, Travel Policy and Budget.

11. CLOSED SESSION

11.1 Government Code§54956.9(b) -Potential Litigation
ACTION: No reportable action.

12. ADJOURNMENT

AYES:
NOES:
ABSTAIN:
ABSENT:

MAYOR, Pamela Bulahan

ATTEST: DEPUTY CITY CLERK, Yvonne Zepeda

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City of Isleton

Special City Council Staff Report

DATE: February 27, 2024

ITEM#: 7.A

CATEGORY: Old Business

CITY OF ISLETON RECORDS REVIEW, RETENTION, AND DESTRUCTION POLICY

SUBJECT

It is important that records related to the management and functions of the City of Isleton, be managed and organized in an orderly fashion to allow for the efficient management of the City and to provide public access to confirm the same. Federal and state law require the City to adopt a retention schedule for the management and destruction of City records.

SUMMARY

The purpose of this City of Isleton Records Review, Retention, and Destruction Policy ("Policy") is to comply with such laws and:

- Reduce administrative expenses and expedite procedures for records retention and destruction
- Relieve storage space and reduce the cost of storage
- Eliminate duplicative efforts by City employees
- Identify and produce records faster
- Efficiently dispose of obsolete and old records

This Policy shall apply to all City departments. All records shall be retained and destroyed in compliance with this Policy and on the timeline indicated in Appendix A to this Policy, attached. A record may only be retained beyond the period indicated in Appendix A if it contains information related to one of the following categories.

- Serves the City's corporate memory;
- Has enduring business value (e.g., business transaction, evidences City's rights or obligations, protects City's legal interests, ensures operational continuity); or
- Must be kept to satisfy legal, accounting, or other regulatory requirements.

The City prohibits the retention or destruction of any record in contradiction to this Policy. Staff is presenting this policy for Council consideration and comment. It is planned to return to Council in April and recommend that this policy be adopted.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

Staff recommends that City Council review and adopt the City of Isleton Records Review, Retention, and Destruction Policy.

ATTACHMENTS

- City of Isleton Records Review, Retention, and Destruction Policy from City Attorney.

Reviewed by: Scott Baroni, Interim City Manager _____



Submitted and prepared by: Yvonne Zepeda, Deputy City Clerk _____

RECORDS RETENTION SCHEDULE FOR CITIES

Destruction of any City record must have City Council approval and written consent from the City Attorney,
unless otherwise provided by law. (Gov. Code § 34090)

Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accident/Illness Reports	Not a public record For Employee Medical Records & Employee Exposure Records regarding exposure to toxic substances or harmful physical agents --Includes Material Safety Data Sheets (MSDS) Does NOT include: records of health insurance claims maintained separate from employer's records; first aid records of one-time treatments for minor injuries; records of employees who worked less than one (1) year if records are given to employee upon termination	GC 6254(c) 8 CCR 3204(d)(1)(A)(B)	Length of employment + 30 years
Accidents/Damage to City Property	Risk management administration	GC 34090 CCP 337.15	10 years
Accounting Records – General Ledger	General Ledger	GC 34090 CCP 337	Until audited + 4 years Published articles show 4 – 7 years retention as typical Sec. of State Guidelines recommends permanent retention.
Accounting Records – - Permanent Books of Accounts	Records showing items of gross income, receipts and disbursement (including inventories, per IRS regulations)	26 CFR 1.6001-1(c) & (e)	Permanent

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	PC	Penal Code (California)
CCR	California Code of Regulations	R&TC	Revenue & Taxation Code (California)	H&S	Health & Safety Code (California)
CFR	Code of Federal Regulations	USC	United States Code		
EC	Elections Code (California)	LC	Labor Code (California)		

RECORDS RETENTION SCHEDULE FOR CITIES

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unless otherwise provided by law. (Gov. Code § 34090.)

Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accounts Payable	Journals, statements, asset inventories, account postings with supporting documents, vouchers, investments, invoices and back-up documents, purchase orders, travel expense reimbursements, petty cash, postage, PERS reports, check requests, etc.	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Local Gov't. Records Mgmt. Guidelines recommendation	Until audited + 4 years
Accounts Receivable	Receipts for deposited checks, coins, currency; checks received, reports, investments, receipt books, cash receipts, cash register tapes, payments for building permits/parking permits/Transient Occupancy Tax, etc.	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Local Gov't. Records Mgmt. Guidelines recommendation	Until audited + 4 years
Affidavits of Publication / Posting	Legal notices for public hearings, publication of ordinances, etc.	GC 34090	Current + 2 years, unless part of a project or matter that requires longer retention (i.e., CEQA documents)
Agency Report – Events and Ticket/Pass Distribution (FPPC Form 802)	Report of tickets/passes; identifies persons who received tickets/passes and describes the public purpose for the distribution	GC 81009(e)	7 years

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Agency Report of New Positions (FPPC Form 804)	Identifies new positions that will make or participate in making governmental decisions on behalf of the City	GC 81009(e)	7 years
Agency Report of Public Official Appointments (FPPC Form 806)	Report of additional compensation received by agency officials when appointing themselves to committees, boards or commissions of other public agencies, special districts, joint powers agencies or joint powers authorities. <u>Copy of current report must be posted on the City's website.</u>	2 CCR 18702.5(b)(3); GC 81009(e)	Original - 7 years
Agenda / Agenda Packets	City Council, Successor Agency, Commissions – agendas and packets can be imaged immediately for retention, if desired.	GC 34090 GC 34090.5	2 years
Agenda reports (staff reports)	Council/Successor Agency/Commissions - Originals can be imaged immediately for retention, if desired. The imaged record can serve as the “original” record, if desired.	GC 34090 GC 34090.5	2 years

Legal Authority Abbreviations

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Agreements (See also Contracts)	Original contracts and agreements and back-up materials, including leases, license agreements, service/maintenance contracts, etc.	CCP 337 CCP 337.2 CCP 343	4 years after termination/completion
	Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property; may include records of retention releases, retention withheld, change orders, etc.	CCP 337.15	10 years after termination/completion
Annexations / Reorganizations	Notices, Resolutions, Certificates of Completion	GC 34090	Permanent
Annual Financial Report	May include independent auditor analysis	GC 34090	Until audited + 2 years Sec. of State Guidelines recommends while current + 7 years
Applications for Boards, Commissions Committees	Not selected	GC 34090	2 years
Applications for Boards, Commissions, Committees	Selected	GC 34090 Sec. of State Guidelines	Current + 5 years

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Appraisals	For Real Property Owned by City – Not a public record until real estate transaction is complete	GC 34090 GC 6254(h)	2 years
Articles of Incorporation		GC 34090	Permanent
Assessment Districts	Original Documentation	GC 34090	Permanent
Audit Hearing or Review	Documentation created and or received in connection with an audit hearing or review	GC 34090	2 years
Audit Reports	Financial services; internal and/or external reports	GC 34090 CCP 337 CCP 343	Current + 4 years Sec. of State Guidelines recommends permanent retention
Backflow Test Reports	Reports of testing and maintenance – water supply	17 CCR § 7605	3 years
Bank Account Reconciliations	Bank statements, receipts, certificates of deposit, etc.	26 CFR 31.6001-1(e)(2)	4 years (Sec. of State Guidelines – recommended retention: until audited + 5 years)
Behested Payment Report (FPPC Form 803)	Shows payments made by persons or entities at the behest of elected City officials for legislative, governmental or charitable purposes	GC 81009(e)	7 years

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Bids, Successful	Includes plan and specifications; notices/affidavits.	GC 34090 CCP 337, 337.1	4 years
Bids, Unsuccessful	Unsuccessful bid packages only	GC 34090	2 years
Billing Records	Utility bill stubs – submitted with payment	GC 34090	Current + 2 years
Bonds	Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements.	CCP 336a, 337.5	Upon cancellation, redemption or maturity + 10 years
Bonds, Development	Housing; Industrial Development	CCP 337.5	10 years
Bonds, Employee (Fidelity Bonds)	Form of insurance that covers employer (City) for losses resulting from fraudulent acts of specified employees	GC 34090	Length of employment + 2 years
Bonds - Final	Final bond documentation; monthly statement of transactions; supporting documents	GC 34090 CCP 337.5	Upon cancellation, redemption or maturity +10 years
Bonds – Paid/Cancelled	Paid or cancelled bonds; warrant certificates; interest coupons	GC 34090 GC 53921	2 years
Bonds, Surety	Documentation created and/or received in connection with the performance of work/services for the City, or for parcel maps and subdivision work	CCP 337	4 years
Bonds – Unsold/Unused	Unsold/unused bonds	GC 34090 GC 43900 et seq.	2 years (specific requirements for disposal of unused bonds)
Brochures/ Publications	Informational/promotional documents created for or by the City	GC 34090	2 years

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Budget, Annual	Annual operating budget approved by City Council	GC 34090	Current + 2 years Sec. of State Local Gov't. Records Mgmt. Guidelines recommends permanent retention.
Building, Blueprints/ Specifications	Copies submitted by contractors with application for building permit or Certificate of Occupancy	GC 34090	Current + 2 years
Building, Certificates	Compliance, elevation, occupancy – affecting title to real property or liens on real property	GC 34090	Permanent
Building, Construction (Approved)	New commercial and residential construction, tenant improvements, room additions, spas, signs, block wall, remodel (including security bonds)	CCP 337.15 GC 34090	10 years
Building, Inspection	Correspondence, fees, appeal requests, reports	GC 34090	2 years
Building, Permits	Permits for buildings; signs; grading; encroachment permits	GC 34090	Until completed + 2 years
Building Plans	Official copy -- Not to be reproduced until written permission is obtained from architect of record and current building owner (Retention requirement not applicable to buildings containing a financial institution or public utility.)	GC 34090 H&S 19850, 19851	For the life of the building

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Building, Signs (temporary)	Home occupation, off-premise signs	GC 34090	2 years
Business License Annual Reports	Finance	GC 34090	2 years
Business Licenses/Permits	City issued	GC 34090	While current plus 2 years
Cal-OSHA	Log of work related injuries & illnesses (Form 300), Annual Summary (Form 300A), Incident reports (Form 301)	LC 6410; 8 CCR 14300.33	5 years
California State Tax Records	Forms filed annually; quarterly and year-end reports	R&TC 19530 R&TC 19704	6 years
Campaign Statements - Mayor, City Council - <u>elected</u> (originals)	<u>Original</u> statements of elected candidates and committees supporting elected candidates for Mayor, City Council	GC 81009(b) GC 81009(g)	Permanent (can image after 2 years)
Campaign Statements - candidates for Mayor, City Council - <u>not elected</u> (originals)	<u>Original</u> statements of candidates and supporting committees for candidates not elected for Mayor, City Council	GC 81009(b) GC 81009(g)	5 years (can image after 2 years)
Campaign Statements for <u>other</u> than Mayor, City Council; other campaign reports (originals)	<u>Original</u> statements of all other persons and committees; other original reports and statements	GC 81009(c), (e) GC 81009(g)	7 years (can image after 2 years)
Campaign Statements/Reports -- Copies	<u>Copies</u> of reports/statements (if filing officer is not required to keep more than one copy)	GC 81009(f) GC 81009(g)	4 years (can image after 2 years)
Certificates of Compliance	Building department documents	GC 34090	2 years

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RECORDS RETENTION SCHEDULE FOR CITIES

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Checks (City-issued)	Includes payroll checks; canceled or voided checks; copies of checks; electronic versions of checks	GC 34090 CCP 337 26 CFR 31.6001-1(e)(2)	Until audited +4 years (Sec. of State Guidelines – recommended retention: until audited + 5 years)
Citizen Feedback	General correspondence.	GC 34090	2 years
Claims Against the City	Paid/Denied	GC 34090	Until settled + 2 years
Code Enforcement, Case files (see Nuisance Abatement)	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, citations [records on vehicle abatement/abandoned vehicles are generally Police Records]	GC 34090	Until closed + 2 years
Code Enforcement, Liens & Releases	Utilities, abatement, licenses	GC 34090	Current + 2 years Keep recorded liens until lien is paid/satisfied
Code Enforcement - Logs	Documentation of investigations and follow-up	GC 34090	Current + 2 years
Code Enforcement Regulations	Other than regulations in City's Municipal Code	GC 34090	2 years
Code Enforcement Reports, Federal and State	Code enforcement statistics	GC 34090	Current + 2 years
Collective Bargaining Agreements	Memoranda of Understanding (MOUs) with employee unions; represented employee groups	29 CFR 516.5(b)	Current + 3 years
Community Surveys	Review final survey reports for historic significance	GC 34090	2 years

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Complaints - Miscellaneous	Miscellaneous complaints, non-code enforcement, not related to specific lawsuits involving the City and not otherwise specifically covered by the Retention Schedule.	GC 34090	2 years
Comprehensive Annual Financial Reports (CAFR)	Finance	GC 34090 CCP 337	Until audited + 4 years
Conflict of Interest Code	Conflict of Interest Code – required under Political Reform Act; must be reviewed by July 1st of every even-numbered year and amended if necessary	GC 87300 et seq.	Permanent
Contracts, City (see also Agreements)	Original contracts and agreements and back-up materials, including leases, license agreements, service/maintenance contracts, etc.	CCP 337 CCP 337.2 CCP 343	4 years after termination/ completion
	Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property; may include records of retention releases, retention withheld, change orders, etc.	CCP 337.15	10 years after termination/completion

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Correspondence	General correspondence, including letters and e-mail; Various files, not related to specific cases and not otherwise specifically covered by the retention schedule.	GC 34090	2 years
Credit Cards, City-owned	Credit card bills or statements and related receipts.	26 CFR 31.6001-1(e)(2)	Until audited + 4 years
	Other records related to use of City-owned credit cards (policies, correspondence, etc.)	GC 34090	Current + 2 years
Deeds, Real Property (Grant Deeds)	File with recorded documents; originals may not be destroyed.	GC 34090	Permanent
Deferred Compensation Reports	Finance - pension/retirement funds	29 CFR 516.5 29 CFR 1627.3	3 years
Demographic/ Statistical Data		GC 34090	Current + 2 years
Development Agreements	Agreements for development of real property; Development and Disposition Agreements (DDAs); May include infrastructure contracts (i.e., architects, treatment plants, utility lines, etc.), franchises, etc.	CCP 337, 337.1, CCP 337.15 GC 34090 48 CFR 4.703	Permanent (Sec. of State Guidelines recommends retaining paper original for minimum 7 years)
Development Conditions	Mitigation measures; filed with project files	GC 34090	For the life of the project
Development, General Subject Files	Internal working files including correspondence	GC 34090	2 years

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Development, Incident Files	Emergency Call Outs	GC 34090	2 years
Development Logs	Logs, registers or similar records listing permits, certificates of occupancy issued, may include inspection, building activity, daily, plan check, utility	GC 34090(a) GC 4003, GC 4004 H&S 19850 - 19853	5 years
Development, Photographs	Aerial Photographs	GC 30490	Current + 2 years
Development, Projects- Not completed or denied	Building, engineering, planning	GC 34090	2 years
Development, Reports	Activity, Periodic	GC 34090	2 years
Development, Seismic Retrofit Program	Includes Certificates of Compliance	GC 34090 H&S 19850	For the life of the building; Sec.of State Guidelines recommends permanent retention
Development Standards	Includes standards for landscaping medians, parkway landscape development, public works construction	GC 34090 Sec. of State Guidelines	Permanent
Development, Street Names and House Numbers	Includes street dedications, street vacations/closings, address assignment/changes	GC 34090 Sec. of State Guidelines	Permanent
Development, Studies, Special Projects & Areas	Engineering, joint powers, noise, transportation	GC 34090	2 years
Development, Surveys	Recording data and maps	GC 34090	Permanent

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DMV Drivers' Records Reports (DMV Pull-Notice System)	Motor Vehicle Pulls; Personnel record – not a public record	GC 34090 GC 6254(c) VC 1808.1(c)	Until superseded (should receive new report every 12 months)
Drawings, Project Plan	Does not include those usually filed with case or project.	GC 34090	2 years
Easements, Real Property	File with recorded documents; originals may not be destroyed.	GC 34090	Permanent
Economic Development Projects	Administrative records/Staff reports/Project files	GC 34090	2 years
EEOC Records (Equal Employment Opportunity Commission)	Records, reports showing compliance with federal equal employment requirements (EEO-4 Reports, etc.)	29 CFR 1602.30	3 years
Election - Administrative Documents	Not ballot cards or absentee voter lists/applications.	GC 34090	2 years
Election – Affidavit Index	Voter registration index	EC 17001	5 years
Election - Ballots and Related Documents	STATE & LOCAL ELECTIONS: All ballot cards (voted, spoiled, canceled) arranged by precinct, unused absentee ballots, ballot receipts, absent voter identification envelopes, absentee voter applications. May be destroyed subject to any pending contest.	EC 17302, 17306, 17505	6 months

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Election - Ballots and identification envelopes – Federal offices	For elections to Federal office (President, Vice President, US Senator, US Representative)	EC 17301	22 months
Election - Ballots - Prop. 218 (Assessment Districts)	Ballots - Property related fees (Assessment Ballot proceeding) [Ballots are disclosable public records during and after tabulation]	GC 53753(e)(2)	2 years
Election - Canvass	Notifications and Publication of Election Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results	EC 17304	6 months
Election - Election Official's Package of Documents	Package of 2 tally sheets, copy of index, challenge lists, assisted voters list. Public record - all voters may inspect after commencement of official canvass of voters	EC 17304	6 months
Election - Nomination Documents - successful	All nomination documents and signatures in lieu of filing petitions	EC 17100	Until term expires + 4 years
Election - Nomination Documents - unsuccessful		GC 81009(b)	5 years

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Election Petitions - Initiative/Recall/Referendum; Charter Amendments	Not a public record - documents resulting in an election - retention is from election certification.	EC 17200, 17400 GC 6253.5; EC 17400; GC 34458-60	8 months
Election Petitions - No election	Not a public record. Not resulting in an election. Retention is from final examination.	EC 17200, 17400 GC 6253.5	8 months
Election - Precinct Records	From date of election: Precinct official material; declaration of intention; precinct board member applications; orders appointing members of precinct boards and designating polling places includes notice of appointment of office and record of service	EC 17503	5 months
Election - Roster of Voters	From date of election; initiative; referendum recall; general municipal election; Charter Amendments	EC 17300	5 years
Election - Voter Affidavits	Affidavits of registration retained by the elections official	EC 17000	5 years
Employee Benefits	Benefit plans (including "cafeteria" and other plans); health insurance programs; records regarding COBRA – extension of benefits for separated employees, insurance policies (health, vision, dental, deferred compensation, etc.)	29 USC 1027 28 CCR 1300.85.1 11 CCR 560 29 CFR 1627.3(b)(2)	For life of plan/policy + 6 years

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Employee Bonds (Fidelity)	Form of insurance that covers employer (City) for losses resulting from fraudulent acts of specified employees	GC 34090	While current + 2 years
Employee Files	Personnel files --Not a public record.	GC 12946 GC 6254(c) 29 CFR 1627.3	While current + 3 years
Employee Information, General	Name, address, date of birth, occupation, rate of pay and weekly compensation earned	GC 12946 29 CFR 1627.3 LC 1174	3 years
Employee Information - CEIR	Personnel--California Employer Information Report (for employers of 100 or more employees)	2 CCR 11013 (c)(1) GC 12946	Received + 2 years
Employee Information - Applicant Identification Records	Personnel--Data regarding race, gender, national origin of applicants	2 CCR 11013 (c)(2)	Received + 2 years

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Employee, Medical & Exposure Records (toxic substances or harmful physical agents)	<p>Medical records are part of personnel file --not a public record.</p> <p>Includes medical records made or maintained by a physician, nurse, or other health care personnel, or technician pertaining to employees exposed to toxic substances or harmful physical agents.</p> <p>Does <u>not</u> include first-aid records of one-time treatment made on-site by a non-physician or observation of minor scratches, cuts, burns, splinters, etc., which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job.</p> <p>(For employees of less than 1 year, no need to retain medical records regarding exposure to toxic substances/harmful physical agents if they are returned to employee upon termination)</p>	<p>GC 6254(c)</p> <p>29 CFR 1910.1020 8 CCR 3204 (d)(1)(A)(B)</p>	Length of employment + 30 years
Employee, Medical Records (routine)	Records of first aid treatment for minor injuries (burns, splinters, etc.); records relating to medical leave taken, etc.	<p>GC 12946, 34090 29 CFR 1627.3</p>	Length of employment + 3 years

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Employee, Noise Exposure	Noise exposure measurement records Employee audiometric test records	8 CCR 5100 8 CCR 5100	Current + 2 years Length of employment
Employee, Non-safety	Non-safety employee records may include release authorizations; certifications; reassignments; outside employment; commendations, disciplinary actions; terminations; oaths of office; pre-employment medical evaluations; fingerprints; identification cards (ID's)	29 CFR 1627.3 LC 1174 GC 12946 GC 34090	Length of employment + 3 years
Employee Programs	May include Employee Assistance Program (EAP), Employee Recognition program, etc.	GC 34090 GC 12946	2 years
Employee, Recruitment	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	GC 12946 GC 34090 29 CFR 1602.31 29 CFR 1627.3	2 years
Employee, Reports	Employee statistics, benefit activity, liability loss	GC 34090	2 years

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Employee, Safety	Police department employees (except for peace officers), fire, emergency employees-- records may include release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; oaths of office; pre-employment medical evaluations Peace officer personnel records	29 CFR 1627.3 29 CFR 1602.31 29 CFR 516.6 et. seq. LC 1174 GC 34090 GC 12946 Op. Atty. Gen. No. 99-1111 [May 2, 2000]	Length of employment + 3 years Length of employment + 5 years
Employee Rights - General		GC 12946 29 CFR 1602.14	Length of employment + 2 years
Employment Agreements – At-Will Employees; Temporary Employees	Original agreements/contracts for at-will employees or temporary employees	CCP 337 CCP 343	Length of employment + 4 years
Employment Applications - Not Hired	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	GC 34090 GC 12946 29 CFR 1627.3(b)(1)(i)	2 years

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Employment Eligibility Verification (I-9 Forms)	Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986	8 USC 1324a (b)(3) Pub. Law 99-603	3 years after date of hire, or 1 year after date of termination, whichever is later
Employment - Public Safety certifications	Certification/designations	GC 34090	Length of employment + 2 years
Employment - Surveys and Studies	Includes classification, wage rates	GC 12946 GC 34090 29 CFR 516.6	2 years
Employment - Training Records, Non-Safety	Paperwork documenting internal and external training for non-safety employees; includes any volunteer program training - class training materials, internships	GC 34090 GC 12946	Length of employment + 2 years
Employment - Vehicle Mileage Reimbursement Rates	Annual mileage reimbursement rates	GC 34090	Until superseded + 2 years
Engineering Capital Improvement Projects	Supporting documentation including bidders list, specifications, reports, plans, work orders, schedules, etc.	GC 34090, CCP 337.15	Project completion + 10 years
Engineering Construction Tracking, Daily	Daily/weekly logs; daily/weekly reports, etc.	CCP 337.15	Project completion + 10 years
Engineering Drawings, Traffic Control Plan	Signs, signing and striping, road construction	GC 34090	Permanent

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Engineering Flood Control	Storm Drains	GC 34090	Permanent
Engineering Special Districts	Supporting documents regarding improvement districts, lighting districts, underground utility districts, etc.	GC 34090	Permanent
Engineering Street/Alley (Abandonment/ Vacation)	Relinquishment of rights and fee title	GC 34090	Permanent
Engineering Traffic Signals	Counts, collisions, accidents	GC 34090	Completion + 2 years
Enterprise Systems Catalog	Catalog of software applications, computer systems used by the City. Due 7/1/2016, per Senate Bill 272 (2015 Statutes).	GC 6270.5 (Eff. 7/1/2016)	Must be completed by 7/1/2016, posted on City website and updated annually
Environmental Quality Air Quality (AQMD)	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative	CCP 338(k); GC 34090	3 years
Environmental Quality Asbestos	Documents, abatement projects, public buildings	GC 34090	Permanent
Environmental Quality California Environmental Quality Act (CEQA)	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	GC 34090 CEQA Guidelines	Permanent

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Environmental Quality Congestion Management	Ride sharing, trip management	GC 34090	Completion + 2 years
Environmental Quality Environmental Review	Correspondence, consultants, issues, conservation	GC 34090	Completion + 2 years
Environmental Quality Pest Control	Pesticide applications, inspections and sampling, documents	GC 34090	Completion + 2 years
Environmental Quality Soil	Analysis, construction recommendations	GC 34090	Completion + 2 years
Environmental Quality Soil Reports	Final Reports	GC 34090	Permanent
ERISA Records (Employee Retirement Security Act)	Employee Retirement Income Security Act of 1974 - Plan reports, certified information filed; records of benefits due	29 USC 1027 29 USC 1059	6 years
Ethics Training Records (AB 1234; effective 1/1/06)	Records required to be kept under Gov. Code section 53235.2. Records must show dates that local officials satisfied the training requirements and the entity that provided the training	GC 53235.2	5 years after receipt of training
Events Planning, Community	Review for historic significance	GC 34090	2 years

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Family and Medical Leave Act (federal)	Records of leave taken, City policies relating to leave, notices, communications relating to taking leave	29 CFR 825.500 GC 12946	3 years (federal) 2 years (State)
Federal Tax Records	May include Forms 1095-C, 1096, 1099, W-4 and W-2	26 CFR 31.6001-1(e) 29 CFR 516.5-516.6	Current + 4 years
Fee Schedules/Studies	Considered by the City Council	GC 34090	2 years
Fire Protection District Administration	Administrative documents.	GC 34090	2 years
Fire Safety Administration	General orders, policies & procedures	GC 34090	Until superseded + 2 years
Fixed Assets Inventory	Reflects purchase date, cost, account number	GC 34090	Until audited + 2 years
Fixed Assets Surplus Property	Auction; disposal – Listing of property; sealed bid sales of equipment	GC 34090 CCP 337	Until audited + 4 years
Fixed Assets Vehicle Ownership & Title	Title transfers when vehicle is sold.	VC 9900 et. seq.	Until sold
Flood Plain Maps	FEMA - not a City record, for information only.		Until Superseded

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Forms	Administrative - blank		Until Superseded
Fund Transfers	Internal; bank transfers & wires	GC 34090	Until audited + 2 years
General Ledgers	All annual financial summaries--all agencies	GC 34090 CCP 337	Until audited + 4 years Published articles show 4 – 7 years retention as typical Sec. of State Guidelines recommends permanent retention
General Plan		GC 34090	Permanent
General Plan Amendments		GC 34090	Permanent
Gift to Agency Report (FPPC Form 801)	FPPC form showing payment or donation made to the City or to a City official and which can be accepted as being made to the City	2 CCR 18944(c)(3)(F), (G); FPPC Fact Sheet : “Gifts to an Agency – Part 2”	Must be posted on City website for 4 years (per FPPC Fact Sheet)
Gifts/Bequests	Finance - to the City (kept with cash receipts)	GC 34090	2 years
Grading Permits		GC 34090	Until completed + 2 years
Grading Variances		GC 34090	Until completed + 2 years

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Grants Community Development Block Grant (CDBG); Urban Development; other Federal and State grants	Grant documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient docket, environmental review, inventory, consolidated plan, etc.	GC 34090 24 CFR 570.502 24 CFR 85.42	Until completed + 4 years
Grants - Unsuccessful	Applications not entitled	GC 34090	2 years
Hazardous Materials & Hazardous Waste Disposal Records	Examples of hazardous materials/hazardous waste: medical waste; used oil; pesticides	H&S 117945 H&S 118165 22 CCR 66279.91 3 CCR 6624(g)	3 years
Hazardous Materials - Permits, Hazardous Materials Storage		GC 34090	While current + 2 years [Permanent retention of documents regarding environmentally sensitive materials is recommended]
Hazardous Materials - Programs, Household Hazardous Waste	Documents regarding federal, State or local programs on disposal of household hazardous waste	GC 34090	Until superseded + 2 years
Hazardous Materials - Exposure Records, etc.	Employee exposure records; name/identity of chemical substance used; when & where chemical substance was used	8 CCR 3204(d) et. seq.	Length of employment + 30 years

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RECORDS RETENTION SCHEDULE FOR CITIES

Destruction of any City record must have City Council approval and written consent from the City Attorney,
unless otherwise provided by law. (Gov. Code § 34090.)

Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Hazardous Materials - Underground Storage Tank Compliance	Documents regarding: storage, location, installation, removal, remediation	GC 34090	Permanent
Hazardous Materials - Underground Storage Tank Maintenance and Repair	Documents regarding: repairs, lining and upgrades	23 CCR 2660(j), 2712	For the life of the tank
Historic Preservation Inventory	Records of historic landmarks, including historic register	GC 34090	Current + 2 years
Home Occupation Permits	Business license related	GC 34090	Current + 2 years
Housing Programs	Planning/ Successor Agency files.	GC 34090	Current + 2 years
Housing Programs	Examples: First-Time Home Buyer Program, Mobile Home Rehabilitation and Replacement Program, CDBG Housing Program, CalHome Program, Low/Moderate Housing programs, Rental Housing Assistance, etc.	24 CFR 570.502 24 CFR 85.42	4 years
Insurance	Personnel related	GC 34090	While current, + 2 years
Insurance, Joint Powers Agreement	Accreditation, MOU, agreements and agendas	GC 34090	Current + 2 years
Insurance Certificates, City	Liability, performance bonds, employee bonds, property; Insurance certificates filed separately from contracts, includes insurance filed by licensees.	GC 34090	While current + 2 years

Legal Authority Abbreviations

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Insurance, Liability/Property	May include liability, property, Certificates of Participation, deferred, use of facilities	GC 34090	While current + 2 years
Insurance, Risk Management Reports	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	29 CFR 1904.44 GC 34090	5 years (Federal) 2 years (State)
Investment Reports, Transactions	Summary of transactions, inventory and earnings report	GC 34090 CCP 337	Until audited + 4 years
Invoices	Invoices from vendors and back-up documents	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Local Gov't Records Mgmt. Guidelines recommendation	Until audited + 4 years
Job Descriptions	Descriptions of duties, qualifications, responsibilities for each position/classification/job title	29 CFR 1627.3	While current + 3 years
Labor Organizations	Records of payments, loans, promises or agreements by City to any labor organization or representative of same	29 USC 436	5 years
Land Use and Development Code		GC 34090	Until superseded

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RECORDS RETENTION SCHEDULE FOR CITIES

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Lease Agreement	Property or equipment	CCP 337 CCP 337.2 CCP 343	Until terminated + 4 years
Legal Notices / Affidavits of Publication or Posting	Examples: Notices of public hearings, notices of liens, etc. Also proof of publication of notice, or proof of posting of notice	GC 34090	Current + 2 years, unless part of a project or matter that requires longer retention (i.e., CEQA documents)
Legal Opinions	Confidential – not for public disclosure (attorney-client privilege)	GC 34090	Until superseded + 2 years
Licenses/Permits – Special (Events; Solicitation)	This category DOES NOT include business licenses/permits	GC 34090	Current + 2 years
Litigation	Case files	GC 34090	Until settled + 2 years
Lobbying or Lobbyist Forms (FPPC forms)	FPPC Form 602 – Lobbying Firm Activity Authorization; FPPC Form 635 – Report of Lobbyist Employer & Report of Lobbying Coalition – forms used when employing or contracting with a lobbying firm	FPPC Reg. 18615(d)	5 years
Local Appointments List (“Maddy List”)	List of all regular and ongoing boards, commissions, and committees appointed by the City Council – pursuant to the Maddy Local Appointive List Act	GC 54970 GC 34090	Until superseded (new list prepared each Dec. 31 st)
Lot Line Adjustments	Land use - case files.	GC 34090	Permanent
Maintenance Manuals	Equipment service/maintenance	GC 34090	Until superseded

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Maintenance/Repair Records	Equipment	GC 34090	2 years
Maps & Plats	Engineering & field notes and profiles; cross section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.	GC 34090	Permanent
Marketing, Promotional	Brochures, announcements, etc.	GC 34090	2 years
Master Plans, Annual	Special or long range program plan for municipalities – coordination of services; strategic planning	GC 34090	2 years
Materials Board, Renderings Boards & Photographs	Planning/Engineering	GC 34090	2 years
Memoranda of Understanding (MOU)	Personnel related; agreements with employee bargaining units resulting from negotiations	GC 34090; 29 USC 211(c) 29 CFR 516.5 Sec. of State Local Gov't. Records Mgmt. Guidelines	Current + 3 years Sec. of State recommends permanent retention
Minutes	Council/Successor Agency/Commissions.	GC 34090(e)	Permanent
Municipal Code		GC 34090	Permanent

Legal Authority Abbreviations

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Municipal Facilities Construction	Contains records of plans, design, construction, conversion or modification of local government-owned facilities, structures and systems	GC 34090 H&S 19850	For the life of the building
Municipal Facilities Facility Rentals; Use	Permits, contracts, diagrams, schedules, insurance binders	GC 34090	Current + 2 years
Municipal Facilities Maintenance and Operations	Service requests, invoices supporting documentation, buildings, equipment, field engineering, public facilities including work orders and graffiti removal	GC 34090	2 years
Neighborhood Planning	Area and neighborhood Planning case records.	GC 34090	Until Completed
Newsletter, City	May wish to retain permanently for historic reference.	GC 34090	2 years
Notices – Public Meetings	Special Meetings	GC 34090	2 years
NPDES Permits – sewage/sludge	National Pollutant Discharge Elimination System (NPDES) – permit – sewage sludge use and disposal – monitoring records	40 CFR 503.17	5 years
NPDES Permits -	NPDES permit - monitoring information, including calibration and maintenance records, original strip chart recordings, required reports and all data used to complete the permit application	40 CFR 122.41	3 years

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Nuisance Abatement	Includes citations (not police), nuisance abatement, and liens resulting from nuisance abatement.	GC 34090	Until settled + two years
Oaths of Office	Elected and public officials (i.e., Council members; commissioners; etc.)	GC 34090 29 USC 1113 Sec. of State Guidelines	Current plus 6 years
Offers of Dedication		GC 34090	Until Completed
Ordinances	Ordinances adopted by City Council	GC 34090(e)	Permanent
OSHA	OSHA 300 Log, privacy case list, OSHA 300A annual summary, OSHA 301 incident report forms	LC 6410; 8 CCR 14300.33 29 CFR 1904.33	5 years
OSHA (Accident/Illness Reports)	Personnel - Employee Exposure Records & Employee Medical Records regarding exposure to toxic substances; Exempt from public disclosure	LC 6410; 8 CCR 14300.33; 8 CCR 3204(d)(1)(A); GC 6254(c)	Duration of employment plus 30 years
Paramedic Services	Documents other than original contracts.	GC 34090	2 years
Parcel Map Waivers	Land use - planning case files	GC 34090	Permanent
Parcel Maps	Land use - planning/engineering case files	GC 34090	Permanent
Parking Citations	Includes administrative parking citations and appeals	GC 34090	Until settled/adjudicated + 2 years
Parking Studies	Engineering	GC 34090	2 years

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RECORDS RETENTION SCHEDULE FOR CITIES

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Payroll - Federal/State Reports	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports	29 USC 436 26 CFR 31.6001-4 R&TC 19530 R&TC 19704 26 USC 6001 26 CFR 301.6501(a)-1 26 CFR 31.6001-1(e) 29 CFR 516.5 – 516.6	6 years
Payroll Deduction/ Authorizations	Finance	29 CFR 516.6(c)	While Current + 2 years
Payroll records (employee information)	Records showing employee information/data – names, addresses, etc.; hours worked; regular and overtime wages, etc.	29 CFR 516.5 LC 1174(d), 1197.5	Length of employment + 3 years

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Payroll, registers	Finance Labor costs by employee & program	29 CFR 516.5(a) LC 1174(d)	3 years (Sec. of State Guidelines – recommended permanent retention)
Payroll, time cards/sheets	Employee	29 CFR 516.6(a)(1) LC 1174(d)	2 years (Sec. of State guidelines – recommends retention: until audited + 6 years)
Payroll - Wage Rates / Job Classifications	Employee records	LC 1197.5(d) LC 1174(d) GC 34090 GC 12946 29 CFR 516.6 29 CFR 1602.4 29 CFR 1627.3	While current + 3 years
Permits, Construction	Other than building permits - For signs, grading, encroachment, including copies of blueprints and specifications	GC 34090	Until completed + 2 years

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Permits, Other	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.	GC 34090	Until completed + 2 years
PERS - Employee Benefits	Retirement Plan – annual reports required to be filed under ERISA	29 USC 1027	6 years
	PERS Employee Benefit Plan – original document, or copies	29 CFR 1627.3(b)(2) GC 34090	Current + 2 years
Personnel Policies -- Rules and Regulations	Including employee handbooks, employee manuals, and other policies/procedures	29 CFR 516.6 29 CFR 1627.3(a)	Current + 3 years
Personnel Records	Payroll or other records containing name, address, date of birth, occupation, rate of pay, etc., including records relating to promotion, demotion, transfer, lay-off, termination	29 CFR 1627.3	3 years
Petitions	Submitted to legislative bodies	GC 34090	Current + 2 years
Planning Commissioners	Applications and other documents relating to commissioners.	GC 34090 Sec. of State Guidelines	Term of office + 5 years

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Police - Administration Investigations Administrative/Internal Administrative reviews	Initiated by citizen complaints or internally initiated; includes complaints, reports, findings, administrative reviews regarding use of force, etc. [Detailed listings of retention periods for police and other public safety records should be governed by a separate records retention schedule.]	PC 832.5 EVC 1045 PC 801.5	Until closed + 5 years
Policies, Administrative	All policies and procedures, directives rendered by Council not assigned a resolution or ordinance number	GC 34090	Until Superseded + 2 years
Policies, Council/ Successor Agency/Commissions	Original policies adopted by the City Council/Successor Agency/ Commissions.	GC 34090	Until Superseded
Political Support/Opposition, Requests & Responses	Related to legislation.	GC 34090	2 years
Press Releases	City related.	GC 34090	2 years
Procedure Manuals	Administrative.	GC 34090	Until superseded + 2 years
Proclamations	City issued proclamations	GC 34090	2 years; if done by City Council Resolution, then permanent retention
Property, Abandonment	Buildings, condemnation, demolition	GC 34090	Permanent

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RECORDS RETENTION SCHEDULE FOR CITIES

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Property Acquisition/Disposition	City owned. Supporting documents regarding sale, purchase, exchange, lease or rental of property by City	CCP 337.15	10 years
Public Records Act Request	Requests from the public to inspect or copy public documents	GC 34090	2 years
Purchasing RFQ's, RFP's	Requests for Qualifications; Requests for Proposals regarding goods and services	GC 34090	Current + 2 years
Purchasing, Requisitions, Purchase Orders	Original Documents	GC 34090 CCP 337	Until audited + 4 years
Recordings - audio (e.g., for preparation of meeting minutes)	Council/Commission/Successor Agency meetings -- audio recording "made for whatever purpose by or at the direction of the local agency"	GC 34090; 54953.5(b)	Minimum 30 days
Recordings - routine video monitoring, telephone, and radio communications	Routine daily recording of telephone & radio communications; routine video monitoring including in-car video systems, jail observation/monitoring systems, building security systems. [Includes automated license plate reader (ALPR) video recordings/data]	GC 34090, 34090.6	Videos - 1 year; Phone & Radio communications - 100 days (destruction must be approved by City Council & City Attorney)

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Recordings, video or digitally recorded – meetings of legislative bodies	Videos or digital recordings of public meetings made by or at the direction of the city (e.g., Council/Commission/Successor Agency meetings)	GC 54953.5	Minimum 30 days
Recordings, video or digitally recorded (Duplicate – see Description or Example of Record)	Other than videos or digital recordings of public meetings; Considered duplicate records if another record of the same event is kept (i.e., written minutes)	GC 34090, 34090.7 85 Ops. Cal. Atty. Gen. 256 (2002)	Minimum 90 days after event is recorded
Records Management Disposition Certification	Documentation of final disposition of records	GC 34090	Permanent
Records Retention Schedules		GC 34090	Current + 2 years
Recruitments and Selection	Records relating to hiring, promotion, selection for training	29 CFR 1627.3	3 years
Refuse Collection	General administrative records	GC 34090	2 years
Registration Forms	Human Services Recreation Programs	GC 34090	2 years
Release Forms/Waivers	Human Services Recreation Programs	GC 34090	2 years
Resolutions	Resolutions adopted by the City Council and City Commissions	GC 34090(e)	Permanent
Returned Checks	Finance-NSF (not City checks)	GC 34090	2 years after audit

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Salary/Compensation Studies, Surveys	Studies or surveys of other agencies regarding wages, salaries and other compensation or benefits	GC 34090	While current + 2 years
Sewer Construction/ Improvement/ Maintenance	Administrative records.	GC 34090	2 years
Speed Surveys	Engineering	GC 34090	Until superseded plus 2 years
State Controller	Annual reports.	GC 34090	2 years
Statements of Economic Interest - Form 700 (copies) (elected officials)	<u>Copies</u> of original statements of elected officials forwarded to Fair Political Practices Commission (FPPC)	GC 81009(f), (g)	4 years (can image after 2 years)
Statements of Economic Interest - Form 700 (originals) (non-elected)	<u>Originals</u> of statements of designated employees	GC 81009(e), (g)	7 years (can image after 2 years)
Stop Payments	Finance - bank statements	GC 34090	2 years
Storm Drain Construction/ Improvement/ Maintenance	Administrative records.	GC 34090	2 years
Street Construction/ Improvements	Administrative records	GC 34090	2 years
Street Vacations	Offers to dedicate; drainage; access rights, etc.	GC 34090	Permanent
Studies, Various City		GC 34090	While current + 2 years

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Taxes, Special	Special tax levied by a local agency on a per parcel basis	CCP 338(m)	Until audited + 3 years
Unemployment Insurance Records	Records relating to unemployment insurance – claims, payments, correspondence, etc.	26 USC 3301-3311; Calif. Unemployment Insurance Code; CCP 343	While current + 4 years
Utility Services - Applications	Applications for utility connections, disconnects, registers, service	GC 34090; Sec. of State Guidelines recommendation	Current + 2 years
Utility Services - Billing Records	Customer name, service address, meter reading, usage, payments, applications/cancellations	GC 34090; Sec. of State Guidelines recommendation	Until audited + 2 years
Utility Services - Journals, Utility Billing	Billing including monthly activity	GC 34090; Sec. of State Guidelines recommendation	Current + 2 years
Utility Services - Connection Records	Maps, water line connections	GC 34090; Sec. of State Guidelines recommendation	Permanent

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Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Utility Services - Meter Reading; Reports		GC 34090; Sec. of State Guidelines recommendation	Current + 2 years
Utility Services - Utility Rebates, Reports		GC 34090	Current + 2 years
Vouchers - Payments	Account postings with supporting documents	GC 34090 CCP 337	Until audited + 4 years
Wage Garnishment	Wage or salary garnishment	CCP 337	Active until garnishment is satisfied; then retain until audited + 4 years
Warrant Register/Check Register	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information)	GC 34090	Until audited + 2 years
Waste Management	Solid Waste – Administrative documents	GC 34090	2 years
Workers Compensation Files	Work-injury claims (including denied claims); claim files, reports, etc.	8 CCR 10102 8 CCR 15400.2	Until settled + 5 years

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City of Isleton

City Council Staff Report

DATE: February 27, 2024

ITEM#: 7.B

CATEGORY: Old Business

RENTAL HOUSING INSPECTION PROGRAM, AMENDING THE RENTAL INSPECTION FEES, WITH THE ESTABLISHING PROGRAM AND

SUMMARY

Staff is amending the rental inspection fees that follow and that would enforce the State's minimal habitability requirements. Staff is now returning to City Council with Ordinance 2021-004 which established a program and Resolution 012-2021 which established the program's fee schedule.

City Council held a first reading/second reading and motioned to adopt at their May 25th, 2021 meeting.

DISCUSSION

Housing Rental Inspection Program

The proposed inspection program would require rental property owners to register all of their housing units with the City and complete an inspection for conformance to habitability standards and building codes for all new units.

In addition to the new unit inspections, all units may be subject to periodic random inspection by the City no more than once a year. Buildings containing multiple rental units must have at least 10% of units, including common areas, inspected.

Rental properties that have passed at least one inspection, or have abated noticed violations within 30 days of an inspection, will be placed in the self-certification program. Property owners in the self-certification program must complete a self-certification form once a year for every rental unit they own and are responsible for abating any discovered violations immediately. If a property owner is unable to abate violations they must notify the City immediately. Units in the self-certification may be subject to random inspection by the City no more than once a year.

Fee Schedule

The current fee schedule for the Rental Housing Program, per Resolution No. 20-22

Description	Amount
Rental housing inspection program fee (annual administration fee per rental unit)	\$16, annually per unit
Unit inspection fee (one-time, new rental unit inspection fee)	\$30, per new rental unit
Additional unit inspection fee (applicable to multi-unit properties, as determined by inspector)	\$20, per unit inspected pursuant to <u>§ 5.66.090</u>
Re-inspection fee	\$20, per re-inspection pursuant to <u>§ 5.66.130</u>

The following are the fees for the program, as proposed by Resolution 05-24:

Description	Amount
Rental Housing Inspection Program Fee (annual administration fee per rental unit)	\$40, annually per unit
Unit Inspection Fee (one-time, new rental unit inspection fee)	\$77.50, per new rental unit
Additional Unit Inspection Fee (applicable to multi-unit properties, as determined by inspector)	\$77.50, per unit inspected pursuant to <u>§ 5.66.090</u>
Rescheduling Fee	\$40, per rescheduling pursuant to <u>§ 5.66.110</u>
Re-inspection Fee	\$77.50, per re-inspection pursuant to <u>§ 5.66.130</u>

FISCAL IMPACT

- Financial: Landlords will experience an increase in the cost of compliance with the program. The impact may vary depending on the number of units owned and the current state of those units.
- Operational: Landlords may need to allocate more resources to property maintenance and management to avoid re-inspections and additional fees.
- Quality of Living: The program aims to improve the quality of rental housing, which may lead to better living conditions for tenants.
- Potential Rent Increases: There is a possibility that landlords may pass some or all of the increased costs onto tenants through rent increases.
- Improved Housing Standards: Enhanced enforcement and compliance are expected to raise the overall standard of rental housing in the city.

- Health and Safety: By ensuring rental properties meet local codes, the program contributes to the health and

RECOMMENDATION

Based on the analysis, the following recommendations are made:

1. **Implement the Proposed Fee Structure:** To ensure the Rental Housing Inspection Program is financially sustainable and effective in improving housing standards.
2. **Monitor Impact:** Regularly review the program's impact on housing quality, compliance rates, and the financial burden on landlords and tenants.
3. **Community Engagement:** Engage with landlords and tenants to gather feedback on the program and address concerns related to the fee changes.

Reviewed by; Scott Baroni, Interim City Manager – Fire Chief
Submitted by: Yvonne Zepeda, Deputy City Clerk



ATTACHMENTS:

- 1- Resolution No. 05-24 Establishing amount of fees.

RESOLUTION No. 05-24

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ISLETON
ESTABLISHING THE AMOUNTS OF FEES REGARDING THE RENTAL
HOUSING INSPECTION PROGRAM**

RECITALS

WHEREAS, the City Council of the City of Isleton has adopted the Rental Housing Inspection Program, Chapter 5.66 of the Municipal Code of the City of Isleton; and

WHEREAS, Section 5.66.050 of the Municipal Code of the City of Isleton defines fees related to the Rental Housing Inspection Program and authorizes the City Council to establish the amounts of those fees and any penalties for delinquent payment of such fees, by resolution; and

WHEREAS, the City Council now wishes to set those fees, as set forth in Exhibit A attached hereto and incorporated herein.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Isleton that:

- A. The fees and penalties authorized by Section 5.66.050 of the City of Isleton Municipal Code are hereby established as set forth in Exhibit A to this Resolution.
- B. Exhibit A is part of this Resolution.
- C. This resolution shall become effective on the date that Ordinance 2021-04 becomes effective.

PASSED AND ADOPTED by the City Council of the City of Isleton this 13th day of February , 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pamela Bulahan, Mayor
City of Isleton

ATTEST:

Yvonne Zepeda, Deputy City Clerk

ATTACHMENT – Exhibit A, Rental Housing Inspection Program Fees and Penalties

EXHIBIT A

Rental Housing Inspection Program Fees and Penalties

Description	Amount
Rental Housing Inspection Program Fee (annual administration fee per rental unit)	\$40, annually per unit
Unit Inspection Fee (one-time, new rental unit inspection fee)	\$77.50, per new rental unit
Additional Unit Inspection Fee (applicable to multi-unit properties, as determined by inspector)	\$77.50, per unit inspected pursuant to § 5.66.090
Rescheduling Fee	\$40, per rescheduling pursuant to § 5.66.110
Reinspection Fee	\$77.50, per reinspection pursuant to § 5.66.130

City of Isleton

Special City Council Staff Report

DATE: February 27, 2024

ITEM#: 8.A

CATEGORY: New Business

CITY COUNCIL TO ADOPT ANNUAL ADJUSTMENT TO THE MEASURE A SACRAMENTO COUNTYWIDE TRANSPORTATION MITIGATION FEE PROGRAM RATES 2024-2025

SUMMARY

Cities participating in the Measure A program are required to collect a fee for the Sacramento Countywide Transportation Mitigation Fee Program (SCTMFP) based on the rates approved by the Sacramento Transportation Authority (STA) Governing Board.

DISCUSSION

Staff requests City Council adopt the adjusted rates for the Measure A Sacramento Countywide Transportation Mitigation Fee Program for 2024-2025 (Please see attachment 2).

Upon adoption, STA staff will distribute the adjusted fee rate schedule to the County and then to the City.

Fiscal impact

None association with this action.

RECOMMENDATION

It is recommended that the City Council adopt Resolution 07-24 City Council Adopt Annual Adjustment to the Measure A Sacramento Countywide Transportation Mitigation Fee Program Rates 2024-2025

ATTACHMENTS

1. Resolution 07-24 City Council Adopt Annual Adjustment to the Measure A Sacramento Countywide Transportation Mitigation Fee Program Rates 2024-2025
2. SCTMFP Fee Schedule for FY 2024-25

Written by: Diana O'Brien, Admin. Asst./Grants Manager

Prepared and Reviewed by: Scott Baroni, Interim City Manager & Fire Chief

Submitted by: Yvonne Zepeda, City Clerk _____



RESOLUTION NO. 07-24

RESOLUTION 07-24 CITY COUNCIL OF THE CITY OF ISLETON ADOPTION OF THE ANNUAL ADJUSTMENT TO THE MEASURE A SACRAMENTO COUNTYWIDE TRANSPORTATION MITIGATION FEE PROGRAM RATES FOR 2024-2025

WHEREAS, Cities participating in the Measure A program are required to collect a fee for the Sacramento Countywide Transportation Mitigation Fee Program (SCTMFP) based on the rates approved by the Sacramento Transportation Authority (STA) Governing Board; and

WHEREAS, Cities participating in the Measure A program are required to collect a fee for the Sacramento Countywide Transportation Mitigation Fee Program (SCTMFP) based on rates approved by the STA Governing Board. The fees collected by each agency are remitted to the Authority semi-annually and used to fund road and transit system improvements needed to accommodate projected growth and development throughout the county; and

WHEREAS, The Measure A Ordinance requires that the fees “be adjusted annually by action of the STA Governing Board to reflect changes in construction costs based on the Engineering News Record (ENR) 20-city Construction Cost Index (CCI).” The average CCI in 2023 was 13,358 compared to 13,007 in 2022, an increase of 2.70 percent. This ratio is applied to the approved fiscal year 2023-2024 rates to determine the new rates which are shown in the last column of Tables 1; and

WHEREAS, upon adoption, STA staff will distribute the adjusted fee rate schedule to the County and the cities of Elk Grove, Rancho Cordova, Sacramento, Folsom, Galt, Isleton, and Citrus Heights for implementation in their local fee ordinances effectively July 1, 2024.

WHEREAS, the City Council of the City of Isleton, Sacramento County, accepts to adopt the Annual adjustment to the Measure A Sacramento Countywide Transportation Mitigation Fee Program Rates for 2024-2025.

NOW THEREFORE BE IT RESOLVED the City Council of the City of Isleton, Sacramento County, adopts the Annual adjustment to the Measure A Sacramento Countywide Transportation Mitigation Fee Program Rates for 2024-2025.

PASSED AND ADOPTED THIS 27th day of February, 2024 at a meeting, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, Yvonne Zepeda, Deputy City Clerk of the City Council of the City of Isleton of Isleton, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by the Board at a meeting thereof held at its regular place of meeting on the date shown above and by the vote above stated, which resolution is on file in the office of said Board.

ATTEST

Deputy City Clerk, Yvonne Zepeda

Mayor, Pamela Bulahan



FEBRUARY 8, 2024

AGENDA ITEM # 4

**ANNUAL ADJUSTMENT TO THE MEASURE A SACRAMENTO COUNTYWIDE
TRANSPORTATION MITIGATION FEE PROGRAM RATES**

Action Requested: Adopt

Key Staff: Dustin Purinton, Accounting Manager

Recommendation

Adopt the adjusted rates for the Measure A Sacramento Countywide Transportation Mitigation Fee Program (SCTMFP) effective July 1, 2024.

Discussion

Cities participating in the Measure A program are required to collect a fee for the Sacramento Countywide Transportation Mitigation Fee Program (SCTMFP) based on rates approved by the STA Governing Board. The fees collected by each agency are remitted to the Authority semi-annually and used to fund road and transit system improvements needed to accommodate projected growth and development throughout the county.

The Measure A Ordinance requires that the fees "be adjusted annually by action of the STA Governing Board to reflect changes in construction costs based on the Engineering News Record (ENR) 20-city Construction Cost Index (CCI)." The average CCI in 2023 was 13,358 compared to 13,007 in 2022, an increase of 2.70 percent. This ratio is applied to the approved fiscal year 2023-24 rates to determine the new rates which are shown in the last column of Table 1 on the next page.

Upon adoption, STA staff will distribute the adjusted fee rate schedule to the County and the cities of Elk Grove, Rancho Cordova, Sacramento, Folsom, Galt, Isleton, and Citrus Heights for implementation in their local fee ordinances effective July 1, 2024.

Table 1: SCTMFP Fee Schedule for FY 2024-25

Land Use	Per	Current Rates FY	New Rates FY
		2023-24	2024-25
Single-Family Residential	unit	\$1,532	\$1,574
Single-Family Residential, Senior	unit	\$1,227	\$1,260
Multi-Family Residential	unit	\$1,072	\$1,101
Multi-Family Residential, Senior	unit	\$918	\$943
Office Use	1,000 square feet	\$1,840	\$1,890
Retail Use	1,000 square feet	\$2,300	\$2,362
Industrial Use	1,000 square feet	\$1,227	\$1,260
Hotel/Motel	sleeping room	\$888	\$912
Extended Stay Hotel/Motel	sleeping room	\$789	\$810
Golf Course	acre	\$1,275	\$1,310
Movie Theater	screen	\$2,916	\$2,995
Religious Center	1,000 square feet	\$1,426	\$1,465
Hospital	1,000 square feet	\$2,570	\$2,639
Service Station	fueling pump	\$1,994	\$2,047
Supermarket	1,000 square feet	\$2,300	\$2,362
Warehouse/Self-Storage	1,000 square feet	\$384	\$394
Assisted Living Facility	bed	\$442	\$454
Congregate Care	unit	\$324	\$333
Child Day Care	student	\$706	\$725
Private School (K-12)	student	\$399	\$410
Auto Repair/Body Shop	1,000 square feet	\$2,300	\$2,362
Gym/Fitness Center	1,000 square feet	\$2,300	\$2,362
Drive-through Car Wash	1,000 square feet	\$2,300	\$2,362
All Other	average weekday trips generated	\$161	\$166

City of Isleton

City Council Staff Report

DATE: February 27, 2023

ITEM#: 8.B

CATEGORY: New Business

Ordinance 2024-03 Amending to Ordinance 2023-02 The City of Isleton Historic Preservation Ordinance

SUMMARY

The Isleton Historical Review Board (IHRB) has requested to amend Ordinance 2023-02 the City of Isleton Historic Preservation Ordinance and to update Isleton Municipal Code to reflect updated IHRB information.

DISCUSSION

Request Overview: The IHRB would like to expand our membership to five, as prescribed by our city code (membership currently stands at four, soon to be three). The current code places certain restrictions on membership which we feel no longer offer any advantages, and which we would like to see amended. Also, amendments which were approved by the City and the IHRB in January and February of last year, which have not been adopted into the code, need to be.

We would therefore request that you:

1. Approve modifications to the current code, subject to the city's attorney's review, so that we can increase our membership and improve our service to the Council and the Citizens of Isleton.
2. Review and approve any applications for IHRB Membership which we are able to present to you with this request.

Current City Code:

- Qualifications for IHRB Membership

“Composition of the historic review board. The board shall consist of **five members** as follows:

1. One historical society board member;
2. Two public members, and;
3. Two planning commissioners.

The historical society board member shall be selected by the historical society board, the public members shall be appointed by city council; and the planning commission members shall be selected by the planning commission, all subject to city council confirmation. No member shall serve more than eight consecutive years.

Vacancies shall be filled by majority vote of the city council.”

- Qualifications for **Planning Commissioners** are:

1. “Must be at least 18 years of age;
2. Four commissioners must be residents of the city; and
3. One business owner that lives outside of the city limits.”

Current IHRB Status: We currently have 3 public members (Clay Bodenhammer, Chair; Paul Cantelli, and Lori Kent, where only two are called for; and one former Historical Society Member (which no longer exists), Pamela Bulahan. We have no representation from the Planning Commission (not currently active, unless you consider Pamela Bulahan in both roles). We are also out of compliance with the stated eight-year term limits. Clay Bodenhammer has informed us that he will be resigning in the next couple of weeks.

Recommendations: Because the qualifications in the code for Planning Commissioners are so much less restrictive, the Historical Society no longer exists, and the Planning Commission duties are currently being conducted by the City Council, we suggest that the code be amended to state the following as “**Requirements for IHRB Membership**” and strike the previous qualifications:

“Composition of the historic review board. The board shall consist of 5 members as follows:

1. Must be at least 18 years of age;
2. Must reside or own property within the State of California
3. Vacancies shall be subject to and confirmed by a majority vote of the city council.

And;

Direct that the previously reviewed amendments be adopted into the code (see attached), which are:

1. Remove automatic designation of properties listed in the national Register. Section 1.06 A-B
2. Section 1.03.C Term, Officer and Rules: Remove “No member shall serve more than eight consecutive years”.

(Note: In item 1. above, Section 1.06 A-B corresponds to City of Isleton Municode 8.17.030 D; In item 2. above, Section 1.03.C corresponds to Municode Section 8.17.020 C)

FISCAL IMPACT

Chance to minimal or unknown.

RECOMMENDATION

It is recommended City Council adopt Ordinance 2024-03 Amending to Ordinance 2023-02 the City of Isleton Historic Preservation Ordinance

ATTACHMENT

1. An Ordinance 2024-03 Amending to Ordinance 2023-02 the City of Isleton Historic Preservation Ordinance
2. Lori Kent Email Friday, Feb 9th, 2024 3:32 pm

Written by: Diana O’Brien, Admin/Grants Manager

Reviewed by: Scott Baroni, Interim City Manager _____

Submitted and prepared by: Yvonne Zepeda, City Clerk _____

Yvonne Zepeda

From: Lori Kent <kentathome3@gmail.com>
Sent: Friday, February 9, 2024 3:32 PM
To: cbergson@cityofisleton.com; Yvonne Zepeda
Cc: Paul Cantelli
Subject: IHRB Council Agenda Request
Attachments: IHRBReqModOrd01_2023.pdf

City of Isleton
Isleton Historic Review Board (IHRB)
101 2nd Street
Isleton, CA
916.777.7770

January 29, 2024

Isleton City Council
101 2nd Street
Isleton, CA
916.777.7770

Re: February 13th 2024 Council Meeting (or as soon as the schedule allows)
IHRB Request for Agenda Item to update code and vet any applications for membership on the Board

Dear City Councilmembers:

Request Overview: The IHRB would like to expand our membership to five, as prescribed by our city code (membership currently stands at four, soon to be three). The current code places certain restrictions on membership which we feel no longer offer any advantages, and which we would like to see amended. Also, amendments which were approved by the City and the IHRB in January and February of last year, which have not been adopted into the code, need to be.

We would therefore request that you:

- 1.) **Approve modifications to the current code**, subject to the city's attorney's review, so that we can increase our membership and improve our service to the Council and the Citizens of Isleton.
- 2.) **Review and approve any applications for IHRB Membership** which we are able to present to you with this request.

Current City Code:

- Qualifications for IHRB Membership

"Composition of the historic review board. The board shall consist of five members as follows:

1. **One historical society board member;**
2. **Two public members, and;**

3. Two planning commissioners.

The historical society board member shall be selected by the historical society board, the public members shall be appointed by city council; and the planning commission members shall be selected by the planning commission, all subject to city council confirmation.

No member shall serve more than eight consecutive years.

Vacancies shall be filled by majority vote of the city council.”

• Qualifications for **Planning Commissioners** are:

- 1. “Must be at least 18 years of age;**
- 2. Four commissioners must be residents of the city; and**
- 3. One business owner that lives outside of the city limits.”**

Current IHRB Status: We currently have 3 public members (Clay Bodenhammer, Chair; Paul Cantelli, and Lori Kent, where only two are called for; and one former Historical Society Member (which no longer exists), Pamela Bulahan. We have no representation from the Planning Commission (not currently active, unless you consider Pamela Bulanan in both roles). We are also out of compliance with the stated eight year term limits. Clay Bodenhammer has informed us that he will be resigning in the next couple of weeks.

Recommendations: Because the qualifications in the code for Planning Commissioners are so much less restrictive, the Historical Society no longer exists, and the Planning Commission duties are currently being conducted by the City Council, we suggest that the code be amended to state the following as **“Requirements for IHRB Membership”** and strike the previous qualifications:

“Composition of the historic review board. The board shall consist of 5 members as follows:

- 1. Must be at least 18 years of age;**
- 2. Must reside or own property within the State of California**

Vacancies shall be subject to and confirmed by a majority vote of the city council.

And;

Direct that the previously reviewed amendments be adopted into the code (see attached), which are:

1. Remove automatic designation of properties listed in the national Register. Section 1.06 A-B

2. Section 1.03.C Term, Officer and Rules: Remove “No member shall serve more than eight consecutive years”.

3. The ordinance does not state the board as “Isleton Historical Preservation Review Board”. It is stated as “Isleton Historical Review Board”. It is recommended to add “Preservation”.

(Note: In item 1. above, Section 1.06 A-B corresponds to City of Isleton Municode 8.17.030 D; In item 2. above, Section 1.03.C corresponds to municode Section 8.17.020 C)

Conclusion: We thank the City Council Members for their attention to this matter, and hope to recruit new members for the IHRB as soon as practically possible.



City of Isleton

101 Second Street

P.O. Box 716
Tel: 916-777-7770

Isleton, California 95641

January 30, 2023

Isleton Historical Review Board

RE: **Modification Requests to Ordinance No. 05-2011 An Ordinance of the City Council of the City of Isleton Adopting a Historical Preservation Ordinance and Accompanying Negative Declaration**

Dear IHRB Board Members,

The City met with the California State Office of Historical Preservation (OHP). The OHP has advised that the City's ordinance is an excellent ordinance, however, they need a change. Recommended to remove automatic designation of properties listed on National Register. Section 1.06 A-B.

Also below are staff additional requests to amend ordinance as follows:

- 1) Section 1.03.C Term, Officer and Rules: Remove "No member shall serve more than eight consecutive years".
- 2) The ordinance does not state the board as "Isleton Historical Preservation Review Board". It is stated as "Isleton Historical Review Board". It is recommended to add "Preservation".

See attached for the proposed modifications to 05-2011.

The City is requesting IHRB give a formal written approval for these changes. The City will work with OHP and IHRB to complete the application to become a Certified Local Government.

If you should have any questions, please call this office at 916-777-7770.

Sincerely,

Charles Bergson, P.E.
City Manager

To: City of Isleton, Isleton City Manager, Charles Bergson, P.E.

3 February 2023

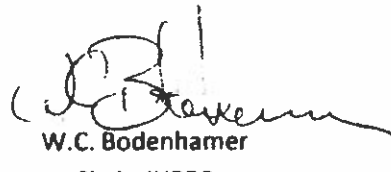
From: The Isleton Historical Preservation Review Board (IHPRB)

Subject: Amendments to Ordinance No. 05-2011

The IHPRB has reviewed the amendments as listed in the request dated January 30, 2023: Modification Requests to Ordinance No. 05-2011.

The IHPRB concurs with the recommended changes to Ordinance No. 05-2011 as stated in the modification request:

1. Remove automatic designation of properties listed in the national Register. Section 1.06 A-B
2. Section 1.03.C Term, Officer and Rules: Remove "No member shall serve more than eight consecutive years".
3. The ordinance does not state the board as "Isleton Historical Preservation Review Board". It is stated as "Isleton Historical Review Board". It is recommended to add "Preservation".



W.C. Bodenhamer
Chair, IHPRB

ORDINANCE NO. _____

ORDINANCE NO. 2024-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ISLETON AMENDING ORDINANCE 05-2011 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ISLETON ADOPTING A HISTORIC PRESERVATION ORDINANCE AND ACCOMPANYING NEGATIVE DECLARATION

WHEREAS, in December 2009 the Isleton Historic Preservation Stakeholder Committee was formed to help develop historical preservation goals for the city;

WHEREAS, the committee met every month for more than a year;

WHEREAS, the committee has developed policies and objectives to advance the historical interests of the city;

WHEREAS, this ordinance establishes procedures and regulations to identify, preserve, designate, and maintain historic resources;

WHEREAS, the California Environmental Quality Act is being complied with through use of a categorical exemption (CEQA Guideline § 154308); and

WHEREAS, having reviewed this ordinance on April 12, 2011 the Isleton Planning Commission is recommending City Council approval;

NOW, THEREFORE, the Isleton City Council does ordain as follows:

Section 1. The Historic Preservation Ordinance is adopted to read in its entirety as follows:

HISTORIC PRESERVATION ORDINANCE

Sections:

- 1.01 Purpose
- 1.03 Establishment of Historic Review Board
- 1.06 Designation of Historic Landmarks and Districts
- 1.09 Certificates of Appropriateness
- 1.12 Certificates of Hardship
- 1.15 Appeals
- 1.18. Duty to Maintain
- 1.21 Unsafe or Dangerous Conditions
- 1.23 Penalties

ORDINANCE NO. _____

1.01 Purpose

The purpose of this chapter is to promote the public health, safety, and welfare by providing for the identification, protection, enhancement and perpetuation of such things as buildings, structures, signs, features and sites within the city, that reflect the city's historical, architectural, archaeological and cultural heritage. The way this chapter has accomplished this is by establishing a historic review board which: (i) makes recommendations to the city council concerning the designation of historic landmarks and districts; (ii) oversees the issuance of certificates of appropriateness which are required in order to make specified changes to historic landmarks and districts; and (iii) makes recommendations to the city council concerning the issuance of hardship certificates which are available under specified circumstances to allow an owner to be relieved from the strict application of this chapter. City council is sensitive to the competing needs of preserving its heritage as provided herein while at the same time avoiding unnecessary regulation of private property. Accordingly, city council has directed the board to distinguish between "minor" and "major" repairs, modifications, alterations and construction as the board develops its operating rules and regulations,

which rules and regulations shall be reviewed and adopted by city council resolution and bound in an operational manual together with adopted policies for easy counter reference.

1.03 Establishment of Historic Review Board

A. Establishment of historic review board

The Isleton Historic Review Board is established to promote the goals and objectives of this chapter through exercise of its powers and duties which are outlined below.

B. Composition of the historic review board

The board shall consist of five members as follows: ~~(1) one historical society board member; (2) two public members; and (3) two planning commissioners. The historical society board member shall be selected by the historical society board, the public members shall be appointed by city council; and the planning commission members shall be selected by the planning commission, all subject to city council confirmation.~~

must be at least 18 years of age, must reside or own property within the State of California. Vacancies shall be subject to and confirmed by a majority vote of the City Council.

C. ~~Term, officers and rules~~

ORDINANCE NO. _____

Except as otherwise provided, each board member shall serve at the pleasure of the city council until his or her successor is seated. No member shall serve more than eight consecutive years.

1. Vacancies shall be filled by majority vote of the city council.

~~1.2.~~ 2. The term of a member who has been absent for three consecutive meetings without prior board approval, shall automatically terminate.

~~2.3.~~ 3. The board shall elect a chair and vice-chair, who shall each hold office for up to two years.

~~3.4.~~ 4. The chair and vice-chair shall be elected at the first board meeting after July 1st of each year or as soon thereafter as possible.

~~4.5.~~ 5. The board shall adopt its own operating rules, regulations and policies, and shall designate the time and place for its meetings.

D.C. Powers and duties of board

1. The board shall:

- a. maintain a list of possible landmarks and districts which may merit official historic recognition;
- b. investigate and report to the city council on the use of various federal, state, local, and private funding sources;
- c. be available to advise people concerning the goals and objectives of this chapter as they relate to proposed work on architectural historical or cultural resources in the community. Examples of such work include exterior painting, roofing, fencing, landscaping, glazing, and installation of light fixtures; and
- d. encourage public awareness, understanding and involvement concerning the unique historical, architectural and environmental heritage of the city through educational and interpretative programs.

2. The board shall also:

- a. make recommendations to the city council concerning the its designation of historic landmarks and districts which city council is hereby authorized to designate as provided herein;
- b. review applications for certificates of appropriateness as follows:

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ORDINANCE NO. _____

(1) the board shall review applications asking for permission to demolish structures, and recommend to city council whether and under what circumstances a certificate should issue;

(2) the board shall review and rule on applications asking permission to move, alter or construct structures, as well as all other 'major' proposals; and

(2) the board shall review all other applications for certificates of appropriateness to determine whether the board or the building official should rule on them.

c. review applications for certificate of hardships and recommend to the city council whether and under what circumstances such a certificate should issue.

2. The board shall have all other powers which are incidental and necessary to carry out its enumerated powers and duties.

1.06 Designation of Historic Landmarks and Districts

A. Procedure for designation of historic landmarks and districts

1. The development and amendment of the city's list of historic landmarks and districts may be initiated:

- a. at the recommendation of staff;
- b. by recommendation of the board; or
- c. by application of the property owner.

2. Upon initiation, the board shall review the request and make a recommendation to be considered at a public hearing before the city council, which will make the final decision concerning adoption or amendment of the list.

3. The city council hearing shall be noticed as follows in addition to the extent otherwise required by law:

a. in the case of a historic landmark, notice of the hearing shall be given to the owners and occupants (if any) of the historic landmark and advertised in a newspaper of general circulation at least ten days prior to the public hearing;

b. in the case of a historic district, notice of the hearing shall be given to the applicants and owners of all properties within

ORDINANCE NO. _____

the proposed historic district and advertised in a newspaper of general circulation at least ten days prior to the public hearing;

c. at the conclusion of the public hearing city council shall make a decision supported by written findings; and

d. if city council makes a designation, the city clerk will forthwith cause to be recorded notice that such property has been designated and placed on the city's register of historic landmarks and districts and said notice shall state that the designation runs with the land.

B. Criteria for designation of landmarks and districts

1. In designating a landmark or district as being of historical or cultural significance and worthy of protection under this chapter, the property must be found to have historical or cultural interest or special character to the public.

2. The criteria to be used is that the place, site, building, structure, object, or improvement possesses integrity of location, design, setting, materials, and workmanship; and meets one or more of the following:

a. the proposed landmark or district reflects interest or value as part of the heritage of the city;

b. the proposed landmark or district was the location of a significant historic event;

c. the proposed landmark or district identifies with a person(s) who significantly contributed to the history and development of the city; or whose work has influenced the heritage of the city, state or country,

d. the proposed landmark or district contains outstanding or exemplary elements of attention to architectural design, detail, materials or craftsmanship of a particular historic period;

e. the proposed landmark or district is in a unique location or contains one or more physical characteristics representing an established and familiar visual feature of a neighborhood;

f. the proposed landmark or district is a source, site or repository of archeological interest; or

g. the proposed resource or district contains a natural setting that strongly contributes to the well-being of the people of the city.

ORDINANCE NO. _____

C. Additional criteria for districts

Where the designation of an historic district is being considered, the following additional criteria will be considered:

1. whether it is a geographically definable area, urban or rural, possessing a significant concentration of objects, sites or structures unified by past events, or aesthetically by plan of development; or
2. whether the collective value of the area is greater than the value of each individual component.

~~C. Automatic designations~~

~~Any property listed in the National Register of Historic Places or the California Register of Historic Resources will automatically be designated as a local historic landmark, and any neighborhood so designated will automatically be designated as a local historic district. Any property identified as a contributing structure (e.g. one that enhances the historical nature of the area) to a district so listed will also be considered a contributing structure to the local historic district.~~

D. Findings for deletion of historic landmarks or historic districts

The deletion of any designated historic landmark or district may be approved only if city council first finds that the historic landmark or district no longer qualifies as such based on the criteria in section 1.06 B or is otherwise entitled to a certificate of hardship.

1.09 Certificates of Appropriateness

A. When certificates of appropriateness are required

Except as provided herein, the following activities are only allowed after the city has issued a certificate of appropriateness:

1. exterior alterations (e.g. exterior painting, roofing, fencing, landscaping, glazing, and installation of light fixtures) to a designated historic landmark;
2. new construction on the site of a designated historic landmark;
- 3 moving of a historic landmark;
4. a lot split or subdivision of a historic landmark;

ORDINANCE NO. _____

5. the erection or relocation of a sign in a historic district; and
- 6- new construction on property in a historic district.

B. Applying for a certificate of appropriateness

Applications shall be made on a form prescribed by the building official and shall be accompanied by a fee set by resolution of the city council. The application shall include information required by the building official including elevation drawings, proposed colors and materials, plan view of new construction, and color photographs of all sides of all existing onsite structures.

C. Processing of a certificate of appropriateness

1. The building official will use a "preservation check list" to determine if a proposal is "minor" or "major," and shall use design guidelines to determine if the proposal is compatible with the existing surroundings. All requests for new construction, subdivision, lot splits, demolition, or moving of a historic landmark shall be considered a major alteration. Applications for a certificate of appropriateness for major alterations, except demolition, shall be reviewed by the board. A certificate for demolition shall be reviewed by city council.

2. A certificate of appropriateness for minor improvements may be approved by the building official unless otherwise determined by the board.

3. The building official shall inform the board in writing of all decisions made regarding minor alterations within ten calendar days thereafter.

4. To approve an application, the proposed activity must be found to be consistent with this chapter and with the Secretary of Interior's standards and not detrimental to a historic landmark or district.

5. The board's decision will be supported by written findings.

6. A certificate of appropriateness shall become void unless construction is commenced and diligently pursued within eighteen months of the date of issuance. Certificates of appropriateness may be renewed for up to thirty-six months through the building official.

D. Additional criteria for moving a historic landmark or structure

Approval of a certificate of appropriateness for the moving of a historic landmark or structure in a designated historic district may only be granted if, in addition to the above, the board determines that:

ORDINANCE NO. _____

1. the moving will not have a significant negative effect on the applicable goals and objectives of this chapter; and
2. the structure in its original setting is not of such interest or quality that it would reasonably meet federal or state criteria for designation as a historic landmark.

E. Additional criteria for demolishing a historic landmark or structure

Approval of a certificate of appropriateness for the demolition of a historic landmark or structure in a designated historic district may only be granted if, in addition to the above, the board determines that:

1. the demolition will not have a significant negative effect on the applicable goals and objectives of this ordinance;
2. the structure is not of such unusual design, texture or materials that it cannot be reproduced or can only be reproduced with great difficulty and expense;
3. the structure is not of such interest or quality that it would reasonably meet federal or state criteria for designation as a historic landmark; and
4. conversion to a new use, rehabilitation and preservation are unfeasible.

F. Demolition mitigation measures

Prior to the issuance of a certificate allowing demolition the following mitigation measures in addition to any others required by law shall be completed by the applicant:

1. Each historic structure shall be documented as follows:
 - a. plans shall be prepared which include a site plan, floor plans, elevations, and detailed drawings of character defining features such as moldings, light fixtures, trim patterns and stairs, and given to the city for preservation; and
 - b. photographs shall be taken which include the exterior and interior of the structure, along with interior and exterior character defining features, and given to the city for preservation.
2. In an effort to preserve features and artifacts from historic structures, a determination whether items within or on the building should be salvaged will be made by the city prior to the issuance of a demolition permit.

ORDINANCE NO. _____

1.12 Certificates of Hardship

A certificate of hardship permitting demolition, moving, subdivision, or a lot split, new construction, or alteration, etc., for which a certificate of appropriateness has been refused, may be granted by the city council under the conditions described below. Application shall be made in the form required by the building official, and the same procedure required for a certificate of appropriateness shall be followed. A certificate of hardship may only be granted if the city finds:

1. Reasonable use or return on the property is not likely; and
2. Alternative plans in keeping with this chapter are infeasible.

1.15 Appeals

A. Appeal of building official's decision

Any two members of the board or a member of the public may appeal a decision of the building official made pursuant to this chapter within five calendar days thereafter. The appeal must be in writing, explain the basis and be delivered to the city clerk within that time.

B. Appeal of board decision

Any member of the city council or of the public may appeal a decision of the board made pursuant to this chapter within five calendar days thereafter. The appeal must be in writing, explain the basis and be delivered to the city clerk within that time.

C. Stay of approval

All approvals shall be stayed pending the outcome of an appeal.

1.18 Duty to Maintain

The owner, or other person in charge of a Historical Landmark or a contributing structure in a Historic District has a duty to keep in good repair all of the exterior features of such Landmark, and all interior features thereof which, if not maintained, may cause or tend to cause the exterior features of such resource to deteriorate, decay become damaged or fall into a state of disrepair.

1.21 Unsafe or Dangerous Conditions

ORDINANCE NO. _____

Nothing in this chapter shall be interpreted to prohibit the construction, alteration, restoration, demolition, or relocation of any historical resource if such would jeopardize public safety or result in an unsafe or dangerous condition which cannot be satisfactorily rectified in the professional opinion of the building official.

1.23 Penalties

A. Misdemeanor

Violation of any provision in this chapter shall constitute a misdemeanor.

B. Nuisance

The unauthorized alteration or demolition of a historical landmark in violation of this chapter is expressly declared to be a nuisance and shall be abated by restoring or reconstructing the property to its condition prior to the violation.

C. Civil penalties

Any person or entity which demolishes or substantially alters or causes substantial alteration or demolition of a structure, in violation of the provisions of this chapter, shall be liable for a civil penalty. In the case of demolition, the civil penalty shall be one-half the assessed value of the landmark or structure prior to demolition. In the case of alteration, the civil penalty shall be one-half the cost of restoration of the altered portion of the landmark or structure.

D. Moratorium

Alteration or demolition of a landmark or structure in violation of this chapter shall authorize the city to issue a temporary moratorium for the development of the subject property for a period not to exceed twenty-four (24) months from the date the city becomes aware of the unauthorized alteration or demolition. The purpose of the moratorium is to provide the city an opportunity to study and determine appropriate mitigation measures for the alteration or removal of the landmark or structure, and to ensure measures are incorporated into any future development plans and approvals for the subject property.

The City Clerk shall cause this ordinance to be posted at the following three (3) locations within the City within (15) days after it is certified to be entered in the Book of Ordinances of the City:

Isleton City Hall, 101 Second Street; Isleton Post Office, 202-205 Second and C Street; and the market at 106-107 Second Street.

ORDINANCE NO.

The foregoing ordinance was introduced at a regular meeting of the City Council of the City of Isleton duly held on the 28th day of February, 2023, and was approved and enacted at a duly held regular meeting or adjourned meeting of the Council held on the 28th day of February, 2023 by the following roll call vote:

AYES: Councilmember's Kelly Hutson, Iva Walton, David Kent, Vice Mayor Paul Steele, Mayor Pamela Bulahan.

NOES: None.

ABSTAIN: None.

ABSENT: None.

MAYOR, Pamela Bulahan

ATTEST:

DEPUTY CITY CLERK, Yvonne Zepeda

