



**REGULAR MEETING OF THE RENT BOARD OF THE CITY OF RICHMOND**

**AGENDA**  
**Wednesday, October 20, 2021**

**Link to Rent Board Meeting Agendas and Accompanying Materials:**  
[www.ci.richmond.ca.us/3375/Rent-Board](http://www.ci.richmond.ca.us/3375/Rent-Board)

**Board Chair**  
Virginia Finlay

**Board Vice Chair**  
Shiva Mishek

**Boardmembers**  
Alana Grice Conner  
Carole Johnson  
Michael Vasilas

**ALL BOARDMEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE**

**REFER TO PAGE 2 FOR INSTRUCTIONS ON HOW TO PARTICIPATE BY COMPUTER, MOBILE DEVICE, OR PHONE AS A MEMBER OF THE PUBLIC**

**CORONAVIRUS DISEASE (COVID-19) ADVISORY**

PURSUANT to the Governor of the State of California's Assembly Bill 361 and in the interest of the public health and safety, attendance at the City of Richmond Rent Board meeting will be conducted via videoconference and teleconference.

Both <https://www.coronavirus.cchealth.org/> and <http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information.

Public comment will be confined to items appearing on the agenda and will be limited to the methods provided below. The following provides information on how the public can participate in this meeting.

**How to observe and/or participate in the meeting from home:**

**By Computer, Tablet, or Mobile Device:**

Step 1: Tune in to the videoconference at the following link:

<https://us02web.zoom.us/j/87969574460?pwd=QzU3L0UwU25nczQvZnFma2VyTGRzdz09>

Step 2: Enter the following password: rentboard

**By Telephone:**

Step 1: Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1  
646 558 8656 or +1 301 715 8592

Step 2: Webinar ID: 879 6957 4460

Step 3: Enter the following passcode: 679040249

International numbers available: <https://us02web.zoom.us/j/87969574460?pwd=QzU3L0UwU25nczQvZnFma2VyTGRzdz09>

**How to make a Public Comment during the meeting:**

Members of the public must submit a request to speak during the meeting by sending an email to Rent Board Clerk Cynthia Shaw at [cynthia\\_shaw@ci.richmond.ca.us](mailto:cynthia_shaw@ci.richmond.ca.us) by **3:00 PM on Wednesday, October 20, 2021**. The request must include the following:

- (a) Your Name
- (b) Your Phone Number
- (c) The Item for which you wish to make a Public Comment

Requests for comments received via email during the meeting and up until the public comment period on the relevant agenda item is closed, will be accommodated as is reasonably possible and will be limited to a maximum of one to two minutes, depending on the number of commenters, as more fully described in the Rent Board meeting procedures below. The City cannot guarantee that its network and/or the site will be uninterrupted.

**Accessibility for Individuals with Disabilities**

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [cynthia\\_shaw@ci.richmond.ca.us](mailto:cynthia_shaw@ci.richmond.ca.us) or submitted by phone at (510) 620-5552. Requests made by mail to the Rent Program Office, Rent Board meeting, 440 Civic Center Plaza, Suite 200, Richmond, CA 94804 must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

**Effect of Advisory on In-Person Public Participation**

During the pendency of Assembly Bill 361, the language in this Advisory portion of the agenda supersedes any language below in the meeting procedures contemplating in-person public comment.

## NOTICE TO PUBLIC

The City of Richmond encourages community participation at public meetings and has established procedures that are intended to accommodate public input in a timely and time-sensitive way. As a courtesy to all members of the public who wish to participate in Rent Board meetings, please observe the following procedures:

Public Comment on Agenda Items: Persons wishing to speak on a particular item on the agenda shall file a speaker form with City staff PRIOR to the Rent Board's consideration of the item on the agenda. Once the clerk announces the item, only those persons who have previously submitted speaker forms shall be permitted to speak on the item. Each speaker will be allowed up to two minutes to address the Rent Board.

Public Forum: Individuals who would like to address the Rent Board on matters not listed on the agenda or on items remaining on the consent calendar may do so under Public Forum. All speakers must complete and file a speaker's card with City staff prior to the commencement of Public Forum. The amount of time allotted to individual speakers shall be determined based on the number of persons requesting to speak during this item. The time allocation for each speaker will be as follows: 15 or fewer speakers, a maximum of 2 minutes; 16 to 24 speakers, a maximum of 1 and one-half minutes; and 25 or more speakers, a maximum of 1 minute.

Conduct at Meetings: Richmond Rent Board meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City's laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time in order to provide public comment, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the Rent Board or the agenda item at hand, and may not cause immediate threats to public safety.

City Harassment Policy: The City invites public comment and critique about its operations, including comment about the performance of its public officials and employees, at the public meetings of the City Council and boards and commissions. However, discriminatory or harassing comments about or in the presence of City employees, even comments by third parties, may create a hostile work environment, if severe or pervasive. The City prohibits harassment against an applicant, employee, or contractor on the basis of race, religious creed, color, national origin, ancestry, physical disability, medical condition, mental disability, marital status, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, age or veteran status, or any other characteristic protected by federal, state or local law. In order to acknowledge the public's right to comment on City operations at public meetings, which could include comments that violate the City's harassment policy if such comments do not cause an actual disruption under the Council Rules and Procedures, while taking reasonable steps to protect City employees from discrimination and harassment, City Boards and Commissions shall adhere to the following procedures. If any person makes a harassing remark at a public meeting that violates the above City policy prohibiting harassment, the presiding officer of the meeting may, at the conclusion of the speaker's remarks and allotted time: (a) remind the public that the City's Policy Regarding Harassment of its Employees is contained in the written posted agenda; and (b) state that comments in violation of City policy are not condoned by the City and will play no role in City decisions. If any person makes a harassing remark at a public meeting that violates the above City policy, any City employee in the room who is offended by remarks violating the City's policy is excused from attendance at

the meeting. No City employee is compelled to remain in attendance where it appears likely that speakers will make further harassing comments. If an employee leaves a City meeting for this reason, the presiding officer may send a designee to notify any offended employee who has left the meeting when those comments are likely concluded so that the employee may return to the meeting. The presiding officer may remind an employee or any council or board or commission member that he or she may leave the meeting if a remark violating the City's harassment policy is made.

## REGULAR MEETING OF THE RICHMOND RENT BOARD

### AGENDA

5:00 PM

**A. PLEDGE TO THE FLAG**

**B. ROLL CALL**

**C. STATEMENT OF CONFLICT OF INTEREST**

**D. AGENDA REVIEW**

**E. PUBLIC FORUM**

**F. RENT BOARD CONSENT CALENDAR**

**F-1.** APPROVE the minutes of the September 15, 2021, Regular Meeting of the Richmond Rent Board. *Cynthia Shaw*

**F-2.** RECEIVE the Fiscal Year 2021-22 Monthly Activity Report through September 2021. *Cynthia Shaw*

**F-3.** RECEIVE the Rent Program FY 2021-22 Monthly Revenue and Expenditure Report through September 2021. *Fred Tran*

**F-4.** RECEIVE the budgeted versus actual revenue and expenditures report for the first quarter ending September 30, 2021. *Fred Tran*

**G. RENT BOARD AS A WHOLE**

**G-1.** ADOPT a resolution making the required findings pursuant to Government Code Section 54953(e)(3) and determining that as a result of the continued threat to public health and safety posed by the spread of COVID-19, City legislative bodies shall continue to meet via videoconference and teleconference. *Charles Oshinuga*

**G-2.** ADOPT a Records Retention Schedule and DIRECT staff to work with the City Attorney's Office to have the Rent Board's Retention *Charles Oshinuga*

Schedule integrated into the City of Richmond  
overall Record Retention Schedule.

**H. REPORTS OF OFFICERS**

**I. ADJOURNMENT**

***Any documents produced by the City and distributed to a majority of the Rent Board regarding any item on this agenda will be made available at the Rent Program Office located on the second floor of 440 Civic Center Plaza and will be posted at [www.richmondrent.org](http://www.richmondrent.org).***

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 20, 2021

Final Decision Date Deadline: October 20, 2021

**STATEMENT OF THE ISSUE:** The minutes of the September 15, 2021, Regular Meeting of the Richmond Rent Board require approval.

## INDICATE APPROPRIATE BODY

- |   |   |  |  |   |
|---|---|--|--|---|
| <input type="checkbox"/> City Council               | <input type="checkbox"/> Redevelopment Agency                             | <input type="checkbox"/> Housing Authority     | <input type="checkbox"/> Surplus Property Authority          | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> |   |

## ITEM

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) |  |  |
| <input type="checkbox"/> Public Hearing   | <input type="checkbox"/> Regulation  | <input checked="" type="checkbox"/> Other: <u>CONSENT CALENDAR</u> |
| <input type="checkbox"/> Contract/Agreement   | <input type="checkbox"/> Rent Board As Whole                                     |  |
| <input type="checkbox"/> Grant Application/Acceptance                                 | <input type="checkbox"/> Claims Filed Against City of Richmond                   |  |
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) |  |

**RECOMMENDED ACTION:** APPROVE the minutes of the September 15, 2021, Regular Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**F-1.**

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**RICHMOND, CALIFORNIA, September 15, 2021**

The Regular Meeting of the Richmond Rent Board was called to order at 5:00 P.M.

Due to the coronavirus (Covid-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing.

Public comments were confined to items appeared on the agenda and were limited to the methods provided below. DUE TO THE SHELTER IN PLACE ORDERS, and consistent with Executive Order N29-20, the meeting utilized video/teleconferencing only. The following provides information on how the public participated in this meeting.

The public was able to view the meeting using Zoom at the following link:

<https://us02web.zoom.us/j/89132242606?pwd=WlhjUmJFS3BkRnM2UjIDZmlVMzUyZz09>  
Password: rentboard

**Or By Telephone:**

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or  
+1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799  
Webinar ID: 891 3224 2606

International numbers available:

<https://us02web.zoom.us/j/kdQGedzAX3>

Community members who wished to make a public comment were required to submit their comments via email by 3:00 p.m. on Wednesday, September 15, 2021, to the Rent Board Clerk, Cynthia Shaw at [cynthia\\_shaw@ci.richmond.ca.us](mailto:cynthia_shaw@ci.richmond.ca.us), to be considered into the record.

**PLEDGE TO THE FLAG**

**ROLL CALL**

**Boardmembers Present:** Conner, Johnson, Vasilas, Vice Chair Mishek, and Chair Finlay.

**Staff Present:** Staff Attorney Charles Oshinuga, and Executive Director Nicolas Traylor.

**Absent:** None.

**STATEMENT OF CONFLICT OF INTEREST**

None.

**AGENDA REVIEW**

None.

**PUBLIC FORUM**

At the announcement of Item E for Public Forum, there were no members of the public who requested to make comment under Public Forum. Before proceeding with Item F under Consent Calendar, Staff Oshinuga mentioned to Boardmembers that a participant used the hand raise function, which may have been a request to speak under Public Forum. Rent Board Clerk asked Chair Finlay if the participant could be allowed to speak since the Item for Public Forum was called. Chair Finlay granted the participant's request to speak before proceeding to Item F for Consent Calendar.

Cordell Hindler began his comment with welcoming Deputy Director Fred Tran to the Rent Program. He also invited the Board to attend the performance called "Our Town", held on October 1<sup>st</sup> through October 31, 2021, located at the Contra Costa Civic Theatre. He also mentioned that he would like to make comment for Item G-2, under Rent Board as a Whole.

**RENT BOARD CONSENT CALENDAR**

On a motion of Chair Finlay, seconded by Boardmember Vasilas to remove Item F-2 from Consent Calendar for discussion before Item G-1 under Rent Board as a Whole, passed unanimously.

On motion of Boardmember Conner, seconded by Boardmember Johnson, the item(s) marked with an (\*) were approved unanimously:

\*F-1. Approve the minutes of the August 18, 2021, Regular Meeting of the Richmond Rent Board.

\*F-3. Receive the Rent Program FY 2021-22 Monthly Revenue and Expenditure Report through August 2021.

**RENT BOARD AS A WHOLE**

F-2. The matter to receive the Fiscal Year 2021-22 Monthly Activity Report through August 2021 was presented by Chair Finlay. Chair Finlay requested this item be removed from the Consent Calendar because the August report included calculated figures from the prior fiscal year, when it should only reflect this fiscal. She added that the report should only reflect two months' worth of data. There were no public comment on this item. A motion by Chair Finlay, seconded by Boardmember Vasilas, to direct staff to correct and recalculate the year to date figures, to reflect the current fiscal year figures and present the corrected current report to the Board at the October 20, 2021, Rent Board meeting, passed by the following vote: **Ayes:** Boardmembers Conner, Johnson, Vasilas, Vice Chair Mishek and Chair Finlay. **Noes:** None. **Abstentions:** None. **Absent:** None.

G-1. The matter to approve receipt of and authorize use of the \$5,000 ERAP grant by the Richmond Rent Program, was presented by Executive Director Nicolas Traylor. The presentation included the statement of the issue, fiscal impact, background, the purpose of the \$5,000 grant, proposed timeline and the recommended action. There were no public comments on this item. Discussion ensued. A motion by Vice Chair Mishek, seconded by Boardmember Johnson, to approve receipt of and authorize use of the \$5,000 ERAP grant by the Richmond Rent Program, passed by the following vote: **Ayes:** Boardmembers Conner, Johnson, Vasilas, Vice Chair Mishek and Chair Finlay. **Noes:** None. **Abstentions:** None. **Absent:** None.

G-2. The matter to receive training on agenda scheduling and appropriate content of said agenda was presented by Staff Attorney Charles Oshinuga. The presentation included agenda overview, staff agendizing items, Rent Board agendizing items, Boardmembers agendizing items, information of what an agenda item is, posting agendas, the Public's place on the agenda, why does it matter what is listed on the agenda, very limited exceptions, Agenda: three main ways about how to agendize an item, when staff agendizes an item, an example of Owner Move-In, Agenda: Rent Board as a whole agendizes an item, Agenda: individual Board Member, and the recommended action. Discussion ensued.

The following gave comments: Cordell Hindler. The Board received the presentation and no formal action was taken on this item.

G-3. The matter to receive the Agenda Report and presentation on the Richmond Rent Program's efforts to assist Landlords who are facing financial hardship due to the COVID-19 pandemic. This report examines the existing Rental Housing Fee deferral and payment plan policy, as well as the Rent Program's role in spearheading the creation of Richmond's first rental assistance program, including other rental assistance outreach efforts. Rent Program Staff seeks the Rent Board's direction regarding a proposed regulation to codify a Rent Program Rental Housing Fee payment plan/payment deferral policy, was presented by Executive Director Nicolas T aylor. The presentation included, the statement of the issue, fiscal impact, background, the purpose of and facts about the payment deferral and payment plan policy, deferral and payment plan numbers, information regarding the Richmond Rent Assistance Program, additional rent program rent assistance outreach to Richmond Landlords, next steps and the recommended action. Discussion ensued. There were no public comments on this item. A motion by Boardmember Conner, seconded by Boardmember Johnson, Board received the Agenda Report and presentation on the Richmond Rent Program's efforts to assist Landlords who are facing financial hardship due to the COVID-19 pandemic, and examined the existing Rental Housing Fee deferral and payment plan policy, as well as the Rent Program's role in spearheading the creation of Richmond's first rental assistance program, including other rental assistance outreach efforts, the Rent Board's direction to staff is to consider the recommendations made by the Board and prepare proposed regulation to codify a Rent Program Rental Housing Fee payment plan/payment deferral policy, passed by the following vote: Ayes: Boardmembers Conner, Johnson, Vasilas, Vice Chair Mishek and Chair Finlay. Noes: None. Abstentions: None. Absent: None.

G-4. The matter to (1) receive presentation on proposed Rent Board Late Fee Waiver Policy and (2) direct staff to prepare proposed regulation(s) to clarify the policy for waiving late fees, including setting standards as to when late fees should be approved in whole or in part, was presented by Executive Director Nicolas T aylor. The presentation included the statement of the issue, fiscal impact, the background, general late fee waiver policy proposal, late fee waive policy research, late fee waiver standards,

Berkeley's late fee waiver standards. Standards for Richmond, proposed standards for Richmond, ministerial waivers, charging Tenant's a portion of the Rental Housing Fee, next steps and the recommended action. Discussion ensued. There were no public comments on this item. A motion by Chair Finlay, seconded by Boardmember Conner, the Board (1) received presentation on proposed Rent Board Late Fee Waiver Policy and (2) directed staff to prepare proposed regulation(s) to clarify the policy for waiving late fees, including setting standards as to when late fees should be approved in whole or in part, and to consider the recommendations made by the Board, passed by the following vote: Ayes: Boardmembers Conner, Johnson, Vasilas, and Chair Finlay. Noes: None. Abstentions: None. Absent: Vice Chair Mishek (*as of 7:33 p.m.*)

**REPORTS OF OFFICERS**

Executive Director Nicolas Traylor gave a brief update regarding the interviewing of candidates for the Rent Services Analyst position. He mentioned that interviews will start the week of September 20, 2021. He added that we looking to hire another Spanish speaking counselor to assist the community. He also mentioned that staff is gearing up to send out the post cards to all residents and preparing for the high influx of calls due to evictions and rent assistance.

Chair Finlay acknowledge Deputy Director Fred Tran for attending his first Rent Board meeting. She also welcomed him to the Rent Program.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 7:38 P.M.

Cynthia Shaw  
Staff Clerk

(SEAL)

Approved:

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Virginia Finlay, Rent Board Chair

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# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 20, 2021

Final Decision Date Deadline: October 20, 2021

**STATEMENT OF THE ISSUE:** The Monthly Activity Report is designed to provide members of the Rent Board and Richmond community with a quantitative summary of the Rent Program's activities for the month and fiscal year-to-date.

## INDICATE APPROPRIATE BODY

- |   |   |  |  |   |
|---|---|--|--|---|
| <input type="checkbox"/> City Council               | <input type="checkbox"/> Redevelopment Agency                             | <input type="checkbox"/> Housing Authority     | <input type="checkbox"/> Surplus Property Authority          | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> |   |

## ITEM

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) |  |  |
| <input type="checkbox"/> Public Hearing   | <input type="checkbox"/> Regulation  | <input checked="" type="checkbox"/> Other: <u>Consent Calendar</u> |
| <input type="checkbox"/> Contract/Agreement   | <input type="checkbox"/> Rent Board As Whole                                     |  |
| <input type="checkbox"/> Grant Application/Acceptance                                 | <input type="checkbox"/> Claims Filed Against City of Richmond                   |  |
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) |  |

**RECOMMENDED ACTION:** RECEIVE the Fiscal Year 2021-22 Monthly Activity Report through September 2021 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**F-2.**

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RENT PROGRAM FY 2021-22 ACTIVITY REPORT				
	Jul-21	Aug-21	Sep-21	
	MTD ACTUAL	MTD ACTUAL		YTD TOTAL
<b>Public Information &amp; Enrollment Unit</b>				
Rent/Eviction Counseling Appointments In-Person	-	-	-	-
Rent/Eviction Counseling Appointments By Phone	209	208	160	577
Rent/Eviction Counseling Appointments By Walk-ins	71	102	65	238
Rent/Eviction Counseling Questions Addressed By Email	212	176	89	477
<b>TOTAL RENT/EVICTION COUNSELING APPOINTMENTS</b>	<b>492</b>	<b>486</b>	<b>314</b>	<b>1,292</b>
Rent/Eviction Counseling Sessions Conducted in Spanish	-	-	52	52
Rent/Eviction Counseling Sessions Conducted in Mandarin	-	-	-	-
Rent/Eviction Counseling Sessions Conducted in Cantonese	-	-	-	-
Rent/Eviction Counseling Sessions Conducted in Another Language	45	55	-	100
<b>TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH</b>	<b>45</b>	<b>55</b>	<b>52</b>	<b>152</b>
Legal Service Referrals	15	18	8	41
Written Legal Referrals	-	-	-	-
Verbal Legal Referrals	-	-	-	-
Mediations Conducted	2	-	-	2
Assists from Front Office Staff	266	133	-	399
Courtesy Compliance Letters Sent	15	-	4	19
Community Workshop Attendees	1	-	32	33
Hard Copy Rent Increase Notices Processed	7	27	12	46
Hard Copy Termination of Tenancy Notices Processed	5	46	9	60
<b>TOTAL HARD COPY NOTICES PROCESSED</b>	<b>12</b>	<b>73</b>	<b>21</b>	<b>106</b>
Billing/Enrollment/Registration Counseling Appointments In-Person	7	4	-	11
Billing/Enrollment/Registration Counseling Appointments By Phone	83	68	51	202
Billing/Enrollment/Registration Counseling Questions Addressed By Email	131	49	29	209
<b>TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS</b>	<b>221</b>	<b>121</b>	<b>80</b>	<b>422</b>
Enrollment/Tenancy Registration Packets Mailed	77	5	32	114
Enrollment Forms Processed	31	12	10	53
Rental Housing Fee Invoices Generated	4,729	124	78	4,931
Checks Processed	881	650	29	1,560
Checks Returned	2	2	4	8
Rental Units Discovered Not in Database	1	3	2	6
Property Information Updated	153	58	21	232
Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	-	-	-	-
Applications for Administrative Determination of Exempt/Inapplicable Status Received	8	5	-	13
Administrative Determination of Exempt/Inapplicable Status Issued	-	1	-	1
Declarations of Exemption Processed	4	12	-	16
<b>LEGAL UNIT</b>				
Public Records Act Requests Received	1	1	2	4
Owner Move-In Eviction Termination of Tenancy Notices Reviewed	-	-	1	1
Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed	2	-	1	3
Substantial Repairs Termination of Tenancy Notices Reviewed	-	-	-	-

# ITEM F-2

Appeal Hearings Held	-	-	-	-
<b>HEARINGS UNIT</b>				
Consultations with Hearings Unit Coordinator In Person	-	-	-	-
DUES & PUB/Subscription	-	-	-	-
Consultations with Hearings Unit Coordinator By Phone	3	6	3	12
Hearings-Related Questions Addressed by Email	17	12	20	49
<b>TOTAL HEARINGS-RELATED CONSULTATIONS</b>	<b>20</b>	<b>18</b>	<b>23</b>	<b>61</b>
MNOI Petitions Received (Attachment A)	-	-	-	-
Increase in Occupants Petitions Received (Attachment B)	-	-	-	-
Increase in Space or Services Petitions Received (Attachment C)	-	-	-	-
Restoration of Denied AGA Petitions Received (Attachment D)	-	-	-	-
Landlord Individual Rent Adjustment Petitions Received	1	2	-	3
Landlord Petition to Determine Exempt Status Received	-	-	-	-
<b>TOTAL LANDLORD PETITIONS RECEIVED</b>	<b>1</b>	<b>2</b>	<b>-</b>	<b>3</b>
Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	-	2	-	2
Decrease in Space/Services or Habitability Petitions Received (Attachment B)	-	3	-	3
Reduction in Number of Tenants Petitions Received (Attachment C)	-	-	-	-
Tenant Petition Based on Multiple Grounds	-	-	-	-
Tenant Petition for Rent Withholding Petitions Received	-	-	-	-
Tenant Petition for Failure to Pay Relocation Payment Petitions Received	-	-	-	-
<b>TOTAL TENANT PETITIONS RECEIVED</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Petition for Determination of Occupancy Status	-	-	-	-
Petition for Initial Rent Determination	-	-	-	-
Request to Expedite Hearing Process	-	-	-	-
Request for a Continuance of the Hearing Process	-	-	-	-
Subpoena(s)	-	-	-	-
<b>TOTAL OTHER PETITIONS RECEIVED</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Decisions Ordered	1	-	-	1
Cases Settled	-	-	-	-
Cases Dismissed	1	2	-	3
Petitions Withdrawn	2	1	2	5
<b>TOTAL CASES CLOSED</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>9</b>
Appeals Received	-	1	-	1
Total Open Cases (Tenant Petitions)	2	3	6	11
Total Open Cases (Landlord Petitions)	2	3	1	6
Total Open Cases (Other Petitions)	-	-	-	-
<b>TOTAL OPEN CASES</b>	<b>4</b>	<b>6</b>	<b>7</b>	<b>17</b>
<b>Form Submissions</b>				
Agent Authorization	-	-	-	-
Proof of Excess Rent Refund	-	-	-	-
Proof of Permanent Relocation Payment	-	-	1	1
Proof of Temporary Relocation Payment	-	-	-	-
Change in Terms of Tenancy	1	-	2	3
<b>TOTAL RENT INCREASE NOTICES FILED</b>	<b>69</b>	<b>69</b>	<b>79</b>	<b>217</b>
Termination of Tenancy - Nonpayment of Rent	1	12	31	44
Termination of Tenancy - Breach of Lease	3	3	10	16
Termination of Tenancy - Failure to Give Access	-	-	-	-
Termination of Tenancy - Nuisance	-	2	2	4
Termination of Tenancy - Withdrawal from the Rental Market	2	-	1	3
Termination of Tenancy - Owner Move-In	-	-	-	-
Termination of Tenancy - Substantial Repairs	-	-	-	-
Termination of Tenancy - Temporary Tenancy	-	-	2	2
<b>TOTAL TERMINATION OF TENANCY NOTICES FILED</b>	<b>6</b>	<b>17</b>	<b>46</b>	<b>69</b>

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 20, 2021

Final Decision Date Deadline: October 20, 2021

**STATEMENT OF THE ISSUE:** Utilizing the City's MUNIS software system, management staff are able to generate financial reports on a monthly basis detailing the Rent Program's revenues and expenditures. These reports allow management staff and the Rent Board to closely monitor the Program's financial circumstances.

## INDICATE APPROPRIATE BODY

- |   |   |  |  |   |
|---|---|--|--|---|
| <input type="checkbox"/> City Council               | <input type="checkbox"/> Redevelopment Agency                             | <input type="checkbox"/> Housing Authority     | <input type="checkbox"/> Surplus Property Authority          | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> |   |

## ITEM

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) |  |  |
| <input type="checkbox"/> Public Hearing   | <input type="checkbox"/> Regulation  | <input checked="" type="checkbox"/> Other: <u>Consent Calendar</u> |
| <input type="checkbox"/> Contract/Agreement   | <input type="checkbox"/> Rent Board As Whole                                     |  |
| <input type="checkbox"/> Grant Application/Acceptance                                 | <input type="checkbox"/> Claims Filed Against City of Richmond                   |  |
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) |  |

**RECOMMENDED ACTION:** RECEIVE the Rent Program FY 2021-22 Monthly Revenue and Expenditure Report through September 2021 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

**F-3.**

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**Rent Program**  
**FY2021-22 Monthly Revenue and Expenditure Report**

Fiscal Year 2021 - 2022

OBJECT	ADOPTED BUDGET	Per 1	Per 2	Per 3	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
		July	August	September				
340445 Rental Housing Fees	(2,893,854.00)	(691,167.85)	(662,750.30)	(536,446.55)	-	(1,890,364.70)	(1,003,489.30)	65.3%
<b>TOTAL LICENSES, PRMITS&amp;FEES</b>	<b>(2,893,854.00)</b>	<b>(691,167.85)</b>	<b>(662,750.30)</b>	<b>(536,446.55)</b>	-	<b>(1,890,364.70)</b>	<b>(1,003,489.30)</b>	<b>65.3%</b>
361701 Interest	(14,460.00)	-	-	-	-	-	(14,460.00)	0.0%
<b>TOTAL INTEREST INCOME</b>	<b>(14,460.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(14,460.00)</b>	<b>0.0%</b>
364867 Revenue from Collections Agency	(30,000.00)	-	-	(2,220.00)	-	(2,220.00)	(27,780.00)	7.4%
<b>TOTAL OTHER REVENUE</b>	<b>(30,000.00)</b>	<b>-</b>	<b>-</b>	<b>(2,220.00)</b>	<b>-</b>	<b>(2,220.00)</b>	<b>(27,780.00)</b>	<b>7.4%</b>
<b>TOTAL REVENUE</b>	<b>(2,938,314.00)</b>	<b>(691,167.85)</b>	<b>(662,750.30)</b>	<b>(538,666.55)</b>	<b>-</b>	<b>(1,892,584.70)</b>	<b>(1,045,729.30)</b>	<b>64.4%</b>
400001 SALARIES & WAGES/Executive	677,048.00	45,587.34	49,595.08	57,704.02	-	152,886.44	524,161.56	22.6%
400002 SALARIES & WAGES/Mgmt-Local 21	323,312.00	11,836.06	11,836.06	11,836.06	-	35,508.18	287,803.82	11.0%
400003 SALARIES & WAGES/Local 1021	196,625.00	11,232.16	11,232.16	11,232.16	-	33,696.48	162,928.52	17.1%
400006 SALARIES & WAGES/PT- Temp	43,036.00	2,190.73	2,637.71	3,657.61	-	8,486.05	34,549.95	19.7%
400031 OVERTIME/General	-	642.96	708.11	(642.96)	-	708.11	(708.11)	100.0%
400048 OTHER PAY/Bilingual Pay	10,237.00	350.00	647.46	944.92	-	1,942.38	8,294.62	19.0%
400049 OTHER PAY/Auto Allowance	4,200.00	-	350.00	700.00	-	1,050.00	3,150.00	25.0%
400050 OTHER PAY/Medical- in Lieu of	2,400.00	-	-	-	-	-	2,400.00	0.0%
<b>TOTAL SALARIES AND WAGES</b>	<b>1,256,858.00</b>	<b>71,839.25</b>	<b>77,006.58</b>	<b>85,431.81</b>	<b>-</b>	<b>234,277.64</b>	<b>1,022,580.36</b>	<b>18.6%</b>
400103 P-ROLL BEN/Medicare Tax-ER Shr	16,440.00	1,044.80	1,120.22	1,242.38	-	3,407.40	13,032.60	20.7%
400105 P-ROLL BEN/Health Insurance Be	173,441.00	10,603.12	12,723.87	12,723.87	-	36,050.86	137,390.14	20.8%
400106 P-ROLL BEN/Dental Insurance	17,520.00	973.60	1,095.30	1,095.30	-	3,164.20	14,355.80	18.1%
400109 P-ROLL BEN/Employee Assistance	528.00	29.12	32.76	32.76	-	94.64	433.36	17.9%
400110 P-ROLL BEN/Professional Dev-Mg	6,750.00	-	-	-	-	-	6,750.00	0.0%
400111 P-ROLL BEN/Vision	2,316.00	114.48	128.79	128.79	-	372.06	1,943.94	16.1%
400112 P-ROLL BEN/Life Insurance	4,163.00	237.90	282.70	282.70	-	803.30	3,359.70	19.3%
400114 P-ROLL BEN/Long Term Disabilit	12,342.00	627.20	718.42	728.03	-	2,073.65	10,268.35	16.8%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	342.00	380.00	418.00	-	1,140.00	4,332.00	20.8%
400117 P-ROLL BEN/Personal/Prof Dev	2,250.00	-	-	-	-	-	2,250.00	0.0%
400118 P-ROLL BEN/Worker Comp-Injury Appt	359.00	-	-	-	-	-	359.00	0.0%
400121 P-ROLL BEN/Worker Comp-Clerica	9,878.00	591.20	626.20	706.05	-	1,923.45	7,954.55	19.5%
400122 P-ROLL BEN/Worker Comp-Prof	58,021.00	3,330.60	3,563.05	4,033.36	-	10,927.01	47,093.99	18.8%
400127 P-ROLL BEN/OPEB	49,094.00	2,894.91	3,088.49	3,354.52	-	9,337.92	39,756.08	19.0%
400130 P-ROLL BEN/PARS Benefits	94.00	3.44	-	34.34	-	37.78	56.22	40.2%
400149 P-ROLL BEN/PERS-Misc	157,301.00	9,280.54	9,896.10	10,745.73	-	29,922.37	127,378.63	19.0%
400151 P-ROLL BEN/PERS-Misc (UAL)	327,048.00	20,862.27	20,862.27	23,180.30	-	64,904.84	262,143.16	19.8%
<b>TOTAL FRINGE BENEFITS</b>	<b>843,017.00</b>	<b>50,935.18</b>	<b>54,518.17</b>	<b>58,706.13</b>	<b>-</b>	<b>164,159.48</b>	<b>678,857.52</b>	<b>19.5%</b>
400201 PROF SVCS/Professional Svcs	18,350.00	217.00	567.29	217.00	10,315.71	1,001.29	17,348.71	5.5%
400206 PROF SVCS/Legal Serv Cost	210,000.00	-	22,916.00	4,166.00	177,084.00	27,082.00	182,918.00	12.9%
400245 TRAVEL & TRNG/Tuition Rmb/Cer	800.00	-	-	-	-	-	800.00	0.0%
400261 DUES & PUB/Memberships & Dues	1,650.00	-	-	-	-	-	1,650.00	0.0%
400271 AD & PROMO/Advertising&Promo	5,675.00	-	-	96.00	-	96.00	5,579.00	1.7%
400280 ADM EXP/Program Supplies	3,950.00	-	-	89.00	-	89.00	3,861.00	2.3%
<b>TOTAL PROF &amp; ADMIN SERVICES</b>	<b>240,425.00</b>	<b>217.00</b>	<b>23,483.29</b>	<b>4,568.00</b>	<b>187,399.71</b>	<b>28,268.29</b>	<b>212,156.71</b>	<b>11.8%</b>
400231 OFF EXP/Postage & Mailing	22,647.00	892.42	100.34	9,258.27	-	10,251.03	12,395.97	45.3%
400232 OFF EXP/Printing & Binding	25,807.00	-	551.11	8.17	-	559.28	25,247.72	2.2%
400233 OFF EXP/Copying & Duplicating	500.00	-	-	-	-	-	500.00	0.0%
400304 RENTAL EXP/Equipment Rental	8,000.00	-	373.16	-	4,926.84	373.16	7,626.84	4.7%
400321 MISC EXP/Misc Contrib	3,000.00	-	-	-	1,520.00	-	3,000.00	0.0%
400322 MISC EXP/Misc Exp	2,925.00	-	-	-	-	-	2,925.00	0.0%
400341 OFF SUPP/Office Supplies	6,795.00	-	-	1,387.93	-	1,387.93	5,407.07	20.4%
<b>TOTAL OTHER OPERATING</b>	<b>69,674.00</b>	<b>892.42</b>	<b>1,024.61</b>	<b>10,654.37</b>	<b>6,446.84</b>	<b>12,571.40</b>	<b>57,102.60</b>	<b>18.0%</b>
400401 UTILITIES/Tel & Telegraph	500.00	-	90.56	-	-	90.56	409.44	18.1%
<b>TOTAL UTILITIES</b>	<b>500.00</b>	<b>-</b>	<b>90.56</b>	<b>-</b>	<b>-</b>	<b>90.56</b>	<b>409.44</b>	<b>18.1%</b>
400552 PROV FR INS LOSS/Ins Gen Liab	9,300.00	-	-	7,915.00	-	7,915.00	1,385.00	85.1%
<b>TOTAL PROVISION FOR INS LOSS</b>	<b>9,300.00</b>	<b>-</b>	<b>-</b>	<b>7,915.00</b>	<b>-</b>	<b>7,915.00</b>	<b>1,385.00</b>	<b>85.1%</b>
400574 COST POOL/(ISF)-Gen Liability	79,937.00	-	-	17,376.00	-	17,376.00	62,561.00	21.7%
400586 COST POOL/(CAP)- Admin Charges	52,481.00	-	-	-	-	-	52,481.00	0.0%
400591 COST POOL/(IND)Civic Ctr Alloc	50,286.00	-	-	-	-	-	50,286.00	0.0%
<b>TOTAL COST POOL</b>	<b>182,704.00</b>	<b>-</b>	<b>-</b>	<b>17,376.00</b>	<b>-</b>	<b>17,376.00</b>	<b>165,328.00</b>	<b>9.5%</b>
400601 NONCAP ASST/Comp Hrdware<SK	10,800.00	-	-	-	-	-	10,800.00	0.0%
<b>TOTAL ASSET/CAPITAL OUTLAY</b>	<b>10,800.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,800.00</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>2,613,278.00</b>	<b>123,883.85</b>	<b>156,123.21</b>	<b>184,651.31</b>	<b>193,846.55</b>	<b>464,658.37</b>	<b>2,148,619.63</b>	<b>17.8%</b>
<b>NET OPERATING (SURPLUS)/DEFICIT</b>	<b>(325,036.00)</b>	<b>(567,284.00)</b>	<b>(506,627.09)</b>	<b>(354,015.24)</b>	<b>193,846.55</b>	<b>(1,427,926.33)</b>		

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# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 20, 2021

Final Decision Date Deadline: October 20, 2021

**STATEMENT OF THE ISSUE:** As part of the Fiscal Year 2021-22 budget development process, management staff consulted with Kevin Harper, CPA, to implement a series of budgetary best practices for the Rent Program and Rent Board. As Kevin Harper advised in his March 12, 2020, memorandum, "a key element of an effective budget process is monitoring actual results against the budget throughout the year. This is done on a quarterly basis to allow management time to make adjustments if necessary to expenditures, policies or operations." In accordance with Kevin Harper's advice, staff members have prepared the report for the first quarter ending in September 30, 2021 for the Board's receipt.

## INDICATE APPROPRIATE BODY

- |   |  |  |  |   |
|---|--|--|--|---|
| <input type="checkbox"/> City Council               | <input type="checkbox"/> Redevelopment Agency                      | <input type="checkbox"/> Housing Authority     | <input type="checkbox"/> Surplus Property Authority          | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> |   |

## ITEM

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) |  |  |  |
| <input type="checkbox"/> Public Hearing   | <input type="checkbox"/> Regulation  | <input checked="" type="checkbox"/> Other: <u>CONSENT CALENDAR</u> |  |
| <input type="checkbox"/> Contract/Agreement   | <input type="checkbox"/> Rent Board As Whole                                     |  |  |
| <input type="checkbox"/> Grant Application/Acceptance                                 | <input type="checkbox"/> Claims Filed Against City of Richmond                   |  |  |
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) |  |  |

**RECOMMENDED ACTION:** RECEIVE the budgeted versus actual revenue and expenditures report for the first quarter ending September 30, 2021 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

**F-4.**

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	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL
<b>REVENUES</b>					
Fees (includes revenue from collections agency)	\$ 1,881,005	\$ 1,890,365	\$ 9,360	\$ 1,881,005	\$ 1,890,365
Investment Income	3,615	2,220	(1,395)	3,615	2,220
<b>TOTAL REVENUES</b>	<b>1,884,620</b>	<b>1,892,585</b>	<b>7,965</b>	<b>1,884,620</b>	<b>1,892,585</b>
<b>EXPENDITURES</b>					
<b>Salaries &amp; Wages</b>					
SALARIES & WAGES/Executive	169,450	152,886	16,563	169,450	152,886
SALARIES & WAGES/Mgmt-Local 21	71,157	35,508	35,649	71,157	35,508
SALARIES & WAGES/Local 1021	42,465	33,696	8,769	42,465	33,696
SALARIES & WAGES/PT- Temp	10,759	8,486	2,273	10,759	8,486
OVERTIME/General	625	708	(83)	625	708
OTHER PAY/Bilingual Pay	2,844	1,942	902	2,844	1,942
OTHER PAY/Auto Allowance	1,050	1,050	-	1,050	1,050
OTHER PAY/Medical- in Lieu of	600	-	600	600	-
COMP ABSENCES/WC-Prof-Mgt-Tec	-	-	-	-	-
<b>Subtotal Salaries &amp; Wages</b>	<b>298,950</b>	<b>234,278</b>	<b>64,672</b>	<b>298,950</b>	<b>234,278</b>
<b>Benefits</b>					
P-ROLL BEN/Medicare Tax-ER Shr	3,998	3,407	591	3,998	3,407
P-ROLL BEN/Health Insurance Benefit	35,077	36,051	(973)	35,077	36,051
P-ROLL BEN/Dental Insurance	3,877	3,164	713	3,877	3,164
P-ROLL BEN/Employee Assistance	116	95	21	116	95
P-ROLL BEN/Professional Dev-Mg	938	-	938	938	-
P-ROLL BEN/Vision	513	372	141	513	372
P-ROLL BEN/Life Insurance	928	803	125	928	803
P-ROLL BEN/Long Term Disabilit	2,519	2,074	445	2,519	2,074
P-ROLL BEN/Unemployment Ins	1,432	1,140	292	1,432	1,140
P-ROLL BEN/Personal/Prof Dev	1,313	-	1,313	1,313	-
P-Roll Ben/Worker Comp-Injury Appt	90	-	90	90	-
P-ROLL BEN/Worker Comp-Clerica	4,810	1,923	2,887	4,810	1,923
P-ROLL BEN/Worker Comp-Prof	19,822	10,927	8,895	19,822	10,927
P-ROLL BEN/OPEB	5,691	9,338	(3,647)	5,691	9,338
P-ROLL BEN/PARS Benefits	23	38	(14)	23	38
P-ROLL BEN/PERS-Misc	37,910	29,922	7,987	37,910	29,922
P-ROLL BEN/PERS-Misc (UAL)	67,848	64,905	2,943	67,848	64,905
<b>Subtotal Benefits</b>	<b>186,905</b>	<b>164,159</b>	<b>19,802</b>	<b>186,905</b>	<b>164,159</b>
<b>Professional &amp; Administrative Services</b>					
PROF SVCS/Professional Svcs	4,588	1,001	3,586	4,588	1,001
PROF SVCS/Legal Serv Cost	52,500	27,082	25,418	52,500	27,082
Travel & Trng/Tuition Rmb/Cert	200	-	200	200	-
Travel & Trng/Registration Fee	413	-	413	413	-
Ad & Promo/Advertising & Promo Materials	1,419	96	1,323	1,419	96
Adm Exp/Program Supplies	988	89	899	988	89
<b>Subtotal Professional, Travel, &amp; Admin Services</b>	<b>60,106</b>	<b>28,268</b>	<b>31,838</b>	<b>60,106</b>	<b>28,268</b>
<b>Other Operating Expenditures</b>					
OFF EXP/Postage & Mailing	5,662	10,251	(4,589)	5,662	10,251
OFF EXP/Printing & Binding	6,452	559	5,893	6,452	559
OFF EXP/Copying & Duplicating	125	-	125	125	-
RENTAL EXP/Equipment Rental	2,000	373	1,627	2,000	373
MISC EXP/Misc Contrib	750	-	750	750	-
MISC EXP/Misc Exp	731	-	731	731	-
OFF SUPP/Office Supplies	1,699	1,388	311	1,699	1,388
OFF SUPP/Computer Supplies	-	-	-	-	-
UTILITIES/Tel & Telegraph	125	91	34	125	91
PROV FR INS LOSS/Ins Gen Liab	2,325	7,915	(5,590)	2,325	7,915
COST POOL/(ISF)-Gen Liability	19,984	17,376	2,608	19,984	17,376
COST POOL/(CAP)- Admin Charges	13,120	-	13,120	13,120	-
COST POOL/(IND)Civic Ctr Alloc	12,572	-	12,572	12,572	-
NONCAP ASST/Comp Hrdware<5K	2,700	-	2,700	2,700	-
NONCAP ASST/Furniture <5k	-	-	-	-	-
<b>Subtotal Other Operating Expenditures</b>	<b>68,244</b>	<b>37,953</b>	<b>30,291</b>	<b>68,244</b>	<b>37,953</b>
<b>TOTAL EXPENDITURES</b>	<b>614,205</b>	<b>464,658</b>	<b>146,604</b>	<b>614,205</b>	<b>464,658</b>

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# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 20, 2021

Final Decision Date Deadline: October 20, 2021

**STATEMENT OF THE ISSUE:** On March 17, 2020, Governor Newsom signed Executive Order N-29-20, which suspended certain portions of the Ralph M. Brown Act (Cal. Gov. Code § 54950 et seq.) related to the holding of teleconferenced meetings by City legislative bodies. Among other things, Executive Order N-29-20 suspended requirements that each location from which an official accesses a teleconferenced meeting be accessible to the public. These changes were necessary to allow teleconferencing to be used as a tool for ensuring social distancing. City legislative bodies have held public meetings via videoconference and teleconference pursuant to these provisions since March 2020. These provisions of Executive Order N-29-20 expired on September 30, 2021. Prior to its expiration, California legislators passed Assembly Bill 361 (Rivas), which, among other things, continues to permit public meetings via videoconference and teleconference, where the Board makes findings of the circumstances justifying the continuing need to meet via videoconference and Teleconference. This item requests that the Board review the circumstances of the continued state of emergency posed by the spread of COVID-19, and find that the state of emergency continues to directly impact the ability of the public and members of Board to meet safely in person, that holding public meetings in person would present imminent risks to the health and safety of attendees, and that state and local officials continue to promote social distancing, mask wearing and vaccination.

## INDICATE APPROPRIATE BODY

- |   |   |  |  |   |
|---|---|--|--|---|
| <input type="checkbox"/> City Council               | <input type="checkbox"/> Redevelopment Agency                             | <input type="checkbox"/> Housing Authority     | <input type="checkbox"/> Surplus Property Authority          | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> |   |

## ITEM

- Presentation/Proclamation/Commendation (3-Minute Time Limit)
- Public Hearing                       Regulation                       Other:
- Contract/Agreement                       Rent Board As Whole
- Grant Application/Acceptance                       Claims Filed Against City of Richmond
- Resolution                       Video/PowerPoint Presentation (contact KCRT @ 620.6759)

**RECOMMENDED ACTION:** ADOPT a resolution making the required findings pursuant to Government Code Section 54953(e)(3) and determining that as a result of the continued threat to public health and safety posed by the spread of COVID-19, City legislative bodies shall continue to meet via videoconference and teleconference. Rent Program – (Charles Oshinuga/ 510-620-6564).

AGENDA ITEM NO:

**G-1.**

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# AGENDA REPORT

**DATE:** October 20, 2021

**TO:** Chair Finlay and Members of the Rent Board

**FROM:** Charles Oshinuga, Staff Attorney

**SUBJECT:** Resolution Making Required Findings Pursuant to the Government Code and Directing the Rent Board to Continue to Meet Via Videoconference and Teleconference

## **STATEMENT OF THE ISSUE:**

On March 17, 2020, Governor Newsom signed Executive Order N-29-20, which suspended certain portions of the Ralph M. Brown Act (Cal. Gov. Code § 54950 et seq.) related to the holding of teleconferenced meetings by City legislative bodies. Among other things, Executive Order N-29-20 suspended requirements that each location from which an official accesses a teleconferenced meeting be accessible to the public. These changes were necessary to allow teleconferencing to be used as a tool for ensuring social distancing. City legislative bodies have held public meetings via videoconference and teleconference pursuant to these provisions since March 2020. These provisions of Executive Order N-29-20 expired on September 30, 2021. Prior to its expiration, California legislators passed Assembly Bill 361 (Rivas), which, among other things, continues to permit public meetings via videoconference and teleconference, where the Board makes findings of the circumstances justifying the continuing need to meet via videoconference and Teleconference. This item requests that the Board review the circumstances of the continued state of emergency posed by the spread of COVID-19, and find that the state of emergency continues to directly impact the ability of the public and members of Board to meet safely in person, that holding public meetings in person would present imminent risks to the health and safety of attendees, and that state and local officials continue to promote social distancing, mask wearing and vaccination.

## **RECOMMENDED ACTION:**

ADOPT a resolution making the required findings pursuant to Government Code Section 54953(e)(3) and determining that as a result of the continued threat to public health and safety posed by the spread of COVID-19, City legislative bodies shall continue to meet via videoconference and teleconference.

**FISCAL IMPACT:**

There is no fiscal impact.

**DISCUSSION:**

Background

On March 17, 2020, Governor Newsom signed Executive Order N-29-20, which suspended certain portions of the Ralph M. Brown Act (Cal. Gov. Code § 54950 et seq.) related to the holding of teleconferenced meetings by City legislative bodies. Among other things, Executive Order N-29-20 suspended requirements that each location from which an official accesses a teleconferenced meeting be accessible to the public. These changes were necessary to allow teleconferencing to be used as a tool for ensuring social distancing. City legislative bodies have held public meetings via videoconference and teleconference pursuant to these provisions since March 2020. These provisions of Executive Order N-29-20 expired on September 30, 2021.

Prior to the Expiration of Executive Order N-29-20, on September 16, 2021, Assembly Bill 361 (Rivas), was signed into law by Governor Newsom, amending a portion of the Brown Act (Government Code Section 54953) to authorize the Board, during the state of emergency, to determine that, due to the spread of COVID-19, holding in-person public meetings would present an imminent risk to the health or safety of attendees, and therefore the Board must continue to meet via videoconference and teleconference. Assembly Bill 361 requires that the Board must review and ratify such a determination every thirty (30) days. Therefore, if the Board passes this resolution on October 20, 2021, the Board will need to review and ratify the resolution by November 20, 2021, and every Board meeting thereafter.

Discussion

COVID-19 continues to pose a serious threat to public health and safety. There are now over 13,800 confirmed cases of COVID-19 and at least 112 deaths in the City of Richmond. This number is far higher than Richmond's close neighbor Berkeley, which has around 5,500 confirmed cases and 33 deaths. Additionally, the SARS-CoV-2 B.1.617.2 ("Delta") variant of COVID-19 that is currently circulating nationally and within the City is contributing to a substantial increase in transmissibility and more severe disease. As a result of the continued threat to public health posed by the spread of COVID-19, state and local officials continue to impose or recommend measures to promote social distancing, mask wearing and vaccination. Holding Board meetings in person would present imminent risks to the health and safety of the public and members of Board, and therefore public meetings cannot safely be held in person at this time.

The attached Resolution would enable the Board to continue to hold public meetings via videoconference and teleconference in order to continue to socially distance and limit the spread of COVID-19.

## ITEM G-1

### Recommended Action

Given the continual presence and impact of Covid-19, the need to take adequate precautions to limit the spread of the virus and subsequent death, is greater now more than ever. As such, staff members recommend that the Board adopt a resolution making the required findings pursuant to Government Code Section 54953(e)(3) and determining that as a result of the continued threat to public health and safety posed by the spread of COVID-19, City policy bodies shall continue to meet via videoconference and teleconference.

### **DOCUMENTS ATTACHED:**

Attachment 1 – Resolution 21-03

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**RESOLUTION NO. 21-03**

**MAKING FINDINGS TO ALLOW CONTINUED USE OF TELECONFERENCING FOR  
MEETINGS OF THE RICHMOND RENT BOARD PURSUANT TO THE PROVISIONS OF AB  
361**

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**WHEREAS**, in response to the COVID-19 pandemic, the Governor adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference through September 30, 2021 so long as other provisions of the Ralph M. Brown Act were followed; and

**WHEREAS**, on September 16, 2021, the Governor signed into law as an urgency measure, AB 361 a bill that amends the Brown Act to allow local policy bodies to continue to meet by teleconferencing during a state of emergency without complying with restrictions in state law that would otherwise apply, provided that the policy bodies make certain findings at least once every 30 days; and

**WHEREAS**, the Richmond Rent Board is a local governmental body that was established as an independent agency and vested with broad powers of administering and executing the provisions of the Fair Rent, Just Cause, and Homeowner Protection Ordinance; and

**WHEREAS**, pursuant to Richmond Municipal Code Section 11.100.060(m), to ensure the integrity and autonomy of the Rent Board, Measure L mandates the Rent Board “be an integral part of the government of the City [of Richmond]”, and establishes that the Rent Board “shall exercise its powers and duties under [Chapter 11.100] independent from the City Council, City Manager, and City Attorney, except by request of the [Rent] Board”; and

**WHEREAS**, as an independent agency, the Richmond Rent Board operates independent from and is not subject the City of Richmond City Council’s Resolutions governing boards, commissions, and other local policy bodies; and

**WHEREAS**, given its degree of independence and autonomy from City Council, the City of Richmond Rent Board has separately considered the current state of health guidance related to public meetings in Contra Costa County and finds it necessary to continue with remote meetings for the next 30 days to promote public health and safety; and

**WHEREAS**, in its future considerations of whether remote meetings are still necessary, the City of Richmond Rent Board shall consider and take into account the City of Richmond City Council’s decision on whether to continue remotely, prior to reaching its ultimate findings on the issue; and

**WHEREAS**, the entire State of California remains under a proclaimed state of emergency as declared by the Governor of the state of California related to the COVID-19 pandemic; and

**WHEREAS**, the California Department of Public Health continues to require the use of face coverings in indoor settings in order to help stop the spread of the virus. The Health Officer for Contra Costa County published “Recommendations for Safely Holding Public Meetings” on September 20, 2021. Those recommendations “strongly recommend” on-online meetings, that local agencies should provide

# ITEM G-1 ATTACHMENT 1

options for the public to participate without having to attend meetings in person, and that social distancing should be used, including six feet of spacing between all in attendance; and

**WHEREAS**, without limiting any requirements under applicable federal, state or local pandemic-related rules, orders or directives of the Health Officer of Contra Costa County, who has advised that for group gatherings indoors, such as meetings of city council's, boards and commissions, people can increase safety and greatly reduce risks to health and safety of attendees from COVID-19 by maximizing ventilation, wearing well-fitting masks, using physical distancing where the vaccination status of attendees is not known, and considering holding the meeting remotely if feasible, especially for long meetings, with many attendees with unknown vaccination status and where ventilation may not be optimal; and

**WHEREAS**, the City of Richmond Rent Board has met remotely during the COVID-19 pandemic and can continue to do so in a manner that allows public participation and transparency while minimizing health risks to members, staff, and the public who would be present with in-person meetings while this emergency continues.

**NOW, THEREFORE, BE IT RESOLVED**, That the City of Richmond Rent Board finds as follows:

1. As described above, the State of California, the County of Contra Costa and the City of Richmond remain in a state of emergency due to the COVI-19 pandemic. At this meeting the City of Richmond Rent Board has considered the circumstances of the state of emergency; and
2. As described above State and County officials continue to recommend measures to promote physical distancing and other social distancing measures, in some settings; and
3. As described above meetings of this body in person would present imminent risks to the safety of attendees, and the state of emergency continues to directly impact the ability of members to meet safely in public; and:

**BE IT FURTHER RESOLVED** That the City of Richmond Rent Board approves the continued use of teleconferencing for public meetings of City legislative bodies for the next 30 days based on the findings required by Government Code Section 549539(e), as amended by AB 361; and

**BE IT FURTHER RESOLVED**, That at least for the next 30 days, meetings of the City of Richmond Rent Board will continue to occur exclusively by teleconferencing technology (and not by any in-person meetings or any other meetings with public access to the places where any policy body member is present for the meeting). Such meeting of the City of Richmond Rent Board that occur by teleconferencing technology will provide an opportunity for members of the public to address the body and will otherwise occur in a manner that protects the statutory and constitutional rights of the public attending the meeting via teleconferencing, and;

**BE IT FURTHER RESOLVED** That the Executive Director of the Rent Program is directed to place a resolution substantially similar to this resolution on the agenda of a future meeting of the City of Richmond Rent Board within the next 30 days.

**ITEM G-1  
ATTACHMENT 1**

**APPROVED** by the City of Richmond Rent Board at a regular meeting on October 20, 2021 by the following vote:

**AYES:**

**NOES:**

**ABSTAINED:**

**ABSENT:**

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**RENT BOARD CHAIR**

**APPROVED AS TO FORM:**

**ATTEST:**

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**STAFF ATTORNEY**

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**RENT BOARD CLERK**

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# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 20, 2021

Final Decision Date Deadline: October 20, 2021

**STATEMENT OF THE ISSUE:** Records are a basic tool of government administration. They provide information for planning and decision making, serve as the foundation for government accountability, and are subject to direct legal requirements. It is essential that records be retained as long as needed to meet legal and informational needs, and then be disposed appropriately. Currently, the City of Richmond has a Record Retention Schedule that contains numerous requirements of how Records must be maintained. These requirements vary from department to department. As the City's Records Retention Schedule was adopted prior to the existence of the Rent Board, requirements governing how the Rent Board must maintain its Records are absent from the City's Schedule. This item requests that the Board adopt its own Record Retention Schedule and direct staff to work with the City Attorney's Office to integrate the Schedule into the City of Richmond's overall Record Retention Schedule.

## INDICATE APPROPRIATE BODY

- |   |   |  |  |   |
|---|---|--|--|---|
| <input type="checkbox"/> City Council               | <input type="checkbox"/> Redevelopment Agency                             | <input type="checkbox"/> Housing Authority     | <input type="checkbox"/> Surplus Property Authority          | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> |   |

## ITEM

- |   |  |                                 |
|---|--|---------------------------------|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) |  |                                 |
| <input type="checkbox"/> Public Hearing   | <input type="checkbox"/> Regulation  | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Contract/Agreement   | <input checked="" type="checkbox"/> Rent Board As Whole                          |                                 |
| <input type="checkbox"/> Grant Application/Acceptance                                 | <input type="checkbox"/> Claims Filed Against City of Richmond                   |                                 |
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) |                                 |

**RECOMMENDED ACTION:** ADOPT a Records Retention Schedule and DIRECT staff to work with the City Attorney's Office to have the Rent Board's Retention Schedule integrated into the City of Richmond' overall Record Retention Schedule - Rent Program (Charles Oshinuga/510-620-6564).

AGENDA ITEM NO:

**G-2.**

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# AGENDA REPORT

**DATE:** October 20, 2021  
**TO:** Chair Finlay and Members of the Rent Board  
**FROM:** Charles Oshinuga, Staff Attorney  
**SUBJECT:** Retention Schedule

## **STATEMENT OF THE ISSUE:**

Records are a basic tool of government administration. They provide information for planning and decision making, serve as the foundation for government accountability, and are subject to direct legal requirements. It is essential that records be retained as long as needed to meet legal and informational needs, and then be disposed appropriately. Currently, the City of Richmond has a Record Retention Schedule that contains numerous requirements of how Records must be maintained. These requirements vary from department to department. As the City's Records Retention Schedule was adopted prior to the existence of the Rent Board, requirements governing how the Rent Board must maintain its Records are absent from the City's Schedule. This item requests that the Board adopt its own Record Retention Schedule and direct staff to work with the City Attorney's Office to integrate the Schedule into the City of Richmond's overall Record Retention Schedule.

## **RECOMMENDED ACTION:**

ADOPT a Records Retention Schedule and DIRECT staff to work with the City Attorney's Office to have the Rent Board's Retention Schedule integrated into the City of Richmond' overall Record Retention Schedule.

## **FISCAL IMPACT:**

There is no fiscal impact.

## **DISCUSSION:**

### Background

The City of Richmond has a Record Retention Schedule that governs the maintenance and destruction of records held by various departments. Currently, the Rent Board is not included in the City's Record Retention Schedule. This absence has led the Rent Program to hold on to its documents for an inordinate amount of time as the City's Retention policy explains that all City records are the property of the City and may not be destroyed, given away, sold, retained by officials and employees leaving City service, or otherwise disposed of in any way except in a manner consistent with a retention schedule approved by the City Attorney or other written documentation of approval by the City Attorney. To ensure compliance with the City's overall goal of Record maintenance and destruction, staff is seeking to establish its own Record Retention Schedule and integrate it into the City's overall policy framework.

### Discussion

With the lack of a Retention Schedule governing how documents may be destroyed, Rent Program staff members have simply not destroyed any documents. As imagined this has had an impact on staff members' ability to efficiently locate, organize, and store documents. The Rent Board has the ability to adopt its own Retention Schedule to address these issues.

The Rent Board is a local governmental body that was established as an independent agency and vested with broad powers of administering and executing the provisions of the Fair Rent, Just Cause, and Homeowner Protection Ordinance. Pursuant to Richmond Municipal Code Section 11.100.060(m), to ensure the integrity and autonomy of the Rent Board, Measure L mandates the Rent Board "be an integral part of the government of the City [of Richmond]", and establishes that the Rent Board "shall exercise its powers and duties under [Chapter 11.100] independent from the City Council, City Manager, and City Attorney, except by request of the [Rent] Board". Consequently, the Rent Board functions as an independent agency, which operates independent from and is not subject to the City of Richmond City Council's Resolutions and policies governing boards, commissions, and other local policy bodies. As such, the Rent Board may adopt its own Retention Schedule consistent with the principles espoused in California's Government Code.

Despite being able to have its Retention Schedule stand alone, to avoid potential conflicts with existing schedules and to promote consistency within the City, it would be prudent for the Rent Board to exercise its power parallel to that of the City writ large and integrate its Retention Schedule within the City's overall Retention Schedule. Consequently, staff members seek to work with the City Attorney's Office to achieve full integration of any adopted Rent Board Retention Schedule with the City of Richmond's overall Retention Schedule and Policy framework.

Recommended Action

ADOPT a Records Retention Schedule and DIRECT staff to work with the City Attorney's Office to have the Rent Board's Retention Schedule be integrated into the City of Richmond' overall Record Retention Schedule.

**DOCUMENTS ATTACHED:**

Attachment 1 – Proposed Rent Board Retention Schedule

Attachment 2 – City of Richmond Retention Schedule

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## City of Richmond Rent Board Retention Schedule

<b>Rent Board</b>	<b>Section</b>	<b>Title and Description</b>	<b>Retention</b>	<b>Basis of Retention</b>
Rent Board	Relocation	Permanent Relocation	Final Payment + 3 years	GC 34090; GC 34090.5; Rent Program Policy
Rent Board	Relocation	Temporary Relocation	Final Payment + 3 years	GC 34090; GC 34090.5; Rent Program Policy
Rent Board	Rent Program Hearings Unit	Hearing Petitions, Objections, Tapes, and Related Evidence	Case Closed + 5 years	GC 34090; GC 34090.5
Rent Board	Rent Program Hearings Unit	Settlements and Decisions	PERMANENT	GC 34090; GC 34090.5
Rent Board	Rent Program Hearings Unit	Non-email correspondence and Notification with Landlords and Tenants	Completion of the Matter + 2 Years	GC 34090; Rent Program Policy
Rent Board	Rent Program Public Information Unit	Notice of Termination of Tenancy (excluding Owner Move In Notices and Ellis Notices), Rent Increase Notices, Records documenting the notification of Tenants and/or Landlords compliance, termination of tenancies, and any other related documentations.	2 Years	GC 34090
Rent Board	Rent Program Public Information Unit	Invoices, Check Copies, Supporting Documents, and other Financial Related Documents	Audit + 4 Years	GC 34090, Finance Policy

**ITEM G-2  
ATTACHMENT 1**

Rent Board	Rent Program Public Information Unit	Owner Move-In Notice of Termination of Tenancy	5 Years	GC 34090; Rent Board Regulation 1010
Rent Board	Rent Program Public Information Unit	Ellis Act Notice of Termination of Tenancy	10 Years	GC 34090; Rent Board Regulation Chapter 5
Rent Board	Rent Program Legal Unit	Request for Qualifications, Request for Bids	Audit + 4 Years	GC 34090; CCP 337; Finance Department Policy
Rent Board	Rent Program Legal Unit	Contracts, Resolution, Confidential Memorandum, Legal Opinion, & Official Board Action	Permanent	GC 34090; GC 34090(d)
Rent Board	Rent Program Legal Unit	Official Minutes, Appeals Recommendation, and Appeal Proceedings of the Rent Board	Permanent	GC 34090(d); GC 36814; GC 40801; City Clerk Policy
Rent Board	Rent Program Legal Unit	Original Agendas and Special Meeting Notices, Public Records Request for Information and Documentation received, created and/or Submitted to Council	Completion + 2 Years	GC 34090; GC 34090(d)



## **RECORDS RETENTION SCHEDULE**

Prepared by the City Clerk's Office  
March 25, 2008

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**RECORDS RETENTION CLASSIFICATIONS**

<b>ADMINISTRATION</b>	<b>PUBLIC SAFETY</b>
<b>Audit</b> <b>Community Services</b> <b>Elections</b> <b>General Subject</b> <b>Grants</b> <b>Human Resources</b> <b>Information Services</b> <b>Legal/Legislative</b> <b>Municipal clerk</b> <b>Policies &amp; Procedures</b> <b>Public Information</b> <b>Public Financing Authority</b> <b>Risk Management</b>	<b>Emergency Management</b> <b>Fire Safety</b> <b>Administration</b> <b>Personnel</b> <b>Property</b> <b>Reports</b> <b>Hazardous Materials</b> <b>Health &amp; Welfare</b> <b>Law Enforcement</b> <b>Administration</b> <b>Investigations</b> <b>Patrol</b> <b>Services</b>
<b>DEVELOPMENT</b>	<b>PUBLIC WORKS</b>
<b>Administration</b> <b>Building</b> <b>Code Enforcement</b> <b>Engineering</b> <b>Environmental quality</b> <b>Housing</b> <b>Municipal Facilities</b> <b>Planning</b> <b>Property</b> <b>Redevelopment</b>	<b>Parks</b> <b>Sanitation/Solid Waste/Wastewater</b> <b>Water</b>
<b>FINANCE</b>	<b>TRANSPORTATION</b>
<b>Accounting</b> <b>Administrative Services</b> <b>Fixed Assets</b> <b>License</b> <b>Payroll</b> <b>Purchasing</b> <b>Reports</b> <b>Treasurer</b>	<b>Administration</b> <b>Ground Transportation</b>

**LEGEND**

Record Retention

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

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

**CITATIONS**

B&P – Business and Professions

H&S – Health & Safety

CAC – California Administrative Code

HUD – Housing and Urban Development

CCP – Code of Civil Procedure

OSHA – Occupational Safety & Health Act

CCR – Code of California Regulations

PC – Penal Code

CEQA – California Environmental Quality Act

POST – Police Officers Standards Training

CFR – Code of Federal Regulations

UFC – Uniform Fire Code

EC – Election Code

USC – United States Code

FMLA – Family & medical Leave Act, 1993

WIC – Welfare & Institutions Code

GC – Government Code

**ADMINISTRATION**

<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>AUDIT</b>				
Annual Financial Report	CL + 5 years	GC34090	Independent auditor analysis	Finance
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation	Finance
Budget	P	GC34090	Annual operating budget approved by Legislative Body	Finance City Clerk
Budget Operating (copies)	S	GC34090	Departmental Reference	
Hearing or Review	AU + 5	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review	Finance City Clerk
Reports	AU + 5	GC34090; OMB A-128	Internal and/or external	Finance
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report	Finance
<b>COMMUNITY SERVICES</b>				
Libraries	CU + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.	Library Services
Plaques	P		Historic value	City Clerk
Sports Organization	S + 2			Recreation and Parks
<b>ELECTIONS</b>				
Ballots Prop. 218 (Assessment Districts)	P	California Constitution Art. XIII	Property related fees (Assessment Ballot proceeding)	Finance City Clerk

**ITEM G-2  
ATTACHMENT 2**

<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>ADMINISTRATION (CONTINUED)</b>				
Calendar, Council Meetings	E + 2	GC 34090		City Clerk
Canvass	P	GC 22932; EC 17130; EC 2653	Notifications and Publication of Election; special election results	City Clerk
Certificates of Election	T + 4	GC 81009(a) (d)	Certificates of election;	City Clerk
Charter Amendments/Measures	P	GC34458-60; GC34090	Following adoption of voters	City Clerk
Fair Political Practices				
Administration/ Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions, Form 410 (copy), Form 460, Form 470, Form 700	City Clerk
Campaign disclosure, Elected	P	GC81009(b) (g)	Form 460	City Clerk
Campaign disclosure, Not Elected	E + 5	GC81009(b)	Form 460	City Clerk
Candidate Statements, elected	T + 4	GC81009	Includes Candidate's Statement filed With City Clerk	City Clerk
Candidate Statements, not elected	E + 4		Includes Candidate's Statement filed with City Clerk	
History	P	GC 34090	History of elections, sample ballots, certificates of election, canvass, resolutions re: elections	City Clerk
Statement of economic interest – Elected Officials	T + 7	GC 81009(e)	Form 700	City Clerk
Statement of economic interest – Not Elected	E + 5	GC 81009(b)	Form 700	City Clerk

**ITEM G-2  
ATTACHMENT 2**

<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>ADMINISTRATION (CONTINUED)</b>				
Lobbyist Registration	P	EC 81009(b)	Statements, quarterly reports	City Clerk
Maps, Precincts/Voter Information	E + 2	GC 34090; EC 17501; EC 17301		City Clerk
Nomination Papers Successful Unsuccessful	E + 4 E + 2	EC 17100 GC 81009(b)	Signature petitions, ballot designations	City Clerk
Notification and Publications	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election	Clerk
Oaths of Office	T + 6	GC34090; 29 USC 1113	Elected Officials	City Clerk
Petitions	E + 2	EC17200; 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall, Chapter Amendments	City Clerk
Precinct Records	E + .5	EC 17503	From date of election	City Clerk
<b>GENERAL SUBJECT</b>				
Administration	P	GC 34090		
Biographies	CU + 2	GC34090	City Council, City Manager, City Attorney, City Clerk, Department/Division Heads	City Clerk

**ITEM G-2  
ATTACHMENT 2**

<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>ADMINISTRATION (CONTINUED)</b>				
Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables 2 years.	Human Resources
Correspondence/Originating Department	CU + 2	GC34090(d)	If not attached to agreement or project file	Originating Department
Goals & Objectives	CU + 2	GC34090	Departmental goals & objectives	Originating Department
Policies & Procedures, Departmental	S + 5	GC34090(d)	Retain while current	Originating Department
Promotional Marketing				Originating Department
External	CU + 7			Originating Department
Internal	2			Originating Department
Reports				
Departmental	CU + 4	GC34090	Special/or final summary, review or evaluation	Originating Department
Staff	CU + 4	GC34090	Non-agenda related, includes supporting documentation	Originating Department
Special Projects	CU + 2	GC34090	All departments	Originating Department
Support Services	CU + 2	GC34090	Reproduction; printing; postal/ mailing services, other internal resources	
Travel Records	CU + 2	GC34090		Originating Department

**ITEM G-2  
ATTACHMENT 2**

<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>ADMINISTRATION (CONTINUED)</b>				
<b>GRANTS</b>				
Community Development Block Grant and Urban Development	T + 4	GC34090; 24 CFR 570.502 24 CFR85.42*	Applications, reports, contracts, supporting documents; *OMB Cir. A- 102, A-110, A-128	Redevelopment
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure	Originating Department
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure	Finance, Originating Department
Unsuccessful	CL + 2	GC34090	Applications not entitled	Originating Department
<b>HUMAN RESOURCES</b>				
Benefit Plan Claims	P	GC6250 et seq; OMB A- 129 CFR 1602.30; 32; Lab Rel Sec 1174*	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113	Human Resources
Benefit Plan Enrollment, Denied	CL + 4	GC34090; OMB A-128		Human Resources
Bond, Personnel Fidelity	T+2	GC34090	Employee Fidelity Bonds	Human Resources
Employee Handbook	S + 2	GC 34090	General employee information including benefit plans	Human Resources
Employee Programs	CL + 2	GC 34090; GC 12946	Includes EAP and Recognition	Human Resources

**ITEM G-2  
ATTACHMENT 2**

<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>ADMINISTRATION (CONTINUED)</b>				
Employee Rights General Employees Safety (Police)	T + 2 T + 5	GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions	Human Resources
Hourly Employees	T + 6	GC12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174	Human Resources
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR; 1910.20*	May include Family leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9; CL + 7	Human Resources
Motor Vehicle Pulls (DMV)	CL + 7	GC12946, *	*CA 91009; 8 USC 1324 (a)	
Negotiation	P	29 USC Sections 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements	Human Resources

**ITEM G-2  
ATTACHMENT 2**

<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>ADMINISTRATION (CONTINUED)</b>				
Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC12946, 34090*	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID=s) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)	Human Resources
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings	Human Resources
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC12946; 34090	EEOC/ADEA	Human Resources
Recruitment	CL + 3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29 CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	Human Resources
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss	Human Resources

**ITEM G-2  
ATTACHMENT 2**

<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>ADMINISTRATION (CONTINUED)</b>				
Safety Employees	T + 5	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4;*	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)	Human Resources
Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates	Human Resources
Training Records Non-Safety	CU + 7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships;	Human Resources
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers internal and external training	Human Resources
Safety	CU + 2	GC34090	Certifications/designations	
Vehicle Mileage Reimbursement Rates	S + 2	GC34090	Annual mileage reimbursement rates	
<b>INFORMATION SERVICES</b>				
Internet, World Wide Web	S + 2	GC34090	Management/Policies and supporting documentation	Information Technology

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>ADMINISTRATION (CONTINUED)</b>				
Inventory, Information Systems	S + 2	GC34090	Hardware/Software Inventory logs; systems manuals	Information Technology
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configurations maps and plans	Information Technology
Program Files and Directories	CU + 2 CU + 2 (2 mos.) CU + 1 CU + .5	GC34090; GC34090.7	Annual backup Daily backup  Monthly backup Weekly backup	Information Technology
Tapes Information Systems	CU + 2	GC34090	System Generation	Information Technology
<b>LEGAL/LEGISLATIVE</b>				
Agendas	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions	City Clerk
Agenda Reports (Master, Subject Files)	CU + 2	GC34090 (d)	Documentation received, created and/or submitted to Council	City Clerk
Appeals, Civil	CU + 3	CCP 583.320(a) (3); GC34090		City Clerk
Applications, Boards, Commissions, Committees	CU + 2	GC34090	Not selected	City Clerk
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected	City Clerk

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>ADMINISTRATION (CONTINUED)</b>				
Articles of Incorporation	P	GC34090; CCP 337.2		City Clerk
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases	City Attorney
Case Records – (High Profile)	P	GC6254	Significant cases which have important/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs	City Attorney
Case records	CO + 7	42 USC S1983	Includes logs, complaints, police Reports, court orders, motions, notes, Briefs, closing statements (unless Minors – 3yers after attaining 18)	City Attorney
Contracts and Agreements Excl. Capital Improvements	T + 5	CCP 337.2, 343; B&P7042.5;*	Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066	City Clerk, Originating Department
Incl. Capital Improvements	P	2.08.110;*	Construction *GC37090a; 4004; H&S 19850	City Clerk, Engineering
Index, Attorney Case	L	GC6254	Including notations on activities related to case	City Attorney
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications	City Clerk
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests	City Attorney

**ITEM G-2  
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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>ADMINISTRATION (CONTINUED)</b>				
Minutes	P	GC34090(d); GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee	City Clerk
Notices, Meeting	CU + 2	GC 34090.7, 54960.1 (1)	Special meetings	City Clerk
Opinions	S + 2	GC34090; GC6254	Confidential	City Attorney
Ordinances	P	GC34090(d) 40806	Charter amendments; municipal code	City Clerk
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies	City Clerk
Resolutions	P	GC34090(d) 40801	Legislative actions	City Clerk
Tapes, Audio/Video	CU + 3 mos.	GC34090.7	When used for minute preparation and may have historical value	City Clerk
<b>CITY CLERK</b>				
Assessment Districts	P	GC34090	Original documentation	City Clerk
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current inactive records holding and location, indices. Tapes may be recycled	City Clerk
Municipal Code	P	GC34090	Supplements included	City Clerk
Public Records Request	CL + 2	GC34090		City Clerk
Records Management	CL + 2	GC34090	Document includes retrieval, transfers – inactive	City Clerk Originating Department
Records Management Disposition Certification	P	GC34090	Documentation of final disposition or records	City Clerk

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>ADMINISTRATION (CONTINUED)</b>				
Records Retention Schedules	S + 4	CCP 343		City Clerk
<b>POLICIES/ PROCEDURES</b>				
General Administrative	S + 2	GC34090; 40801	All city policies and procedures	City Manager
Policy, Council/Proclamations	S + 2	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number	City Manager City Clerk
<b>JOINT POWER FINANCING AUTHORITY</b>				
Administration	P	GC34090		Finance
Financial Records	P	GC34090, 40802, 53901		Finance
Management Reports	5	GC34090		Finance
<b>PUBLIC INFORMATION</b>				
Brochures, publications, newsletter, bulletins	S + 2	GC34090		Originating Department

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>ADMINISTRATION (CONTINUED)</b>				
<b>RISK MANAGEMENT</b>				
Accident Reports – City Assets	CL + 7	29 CFR 1904.2; 29;*	Reports and related records *CFR 1904.6	Risk Management
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring city property and other assets	City Clerk
Claims, Damage	CL + 5	GC34090; GC25105.5	Paid/Denied	Risk Management City Clerk
Incident Reports	CL + 7	29 CFR .2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)	Police Department
Insurance, ACCEL JT Powers Agreement	P	GC34090	(Authority California Cities Excess Liability Insurance) B Accreditation/MOU=s/agreement/ agendas	City Clerk
Insurance, Certificates	P	GC34090	Insurance certifications filed separately from contracts, includes insurance filed by licensees	City Clerk
Insurance Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities	
Insurance, Workers Compensation	P	GC6410; 29 CFR 1910.20	Indemnity; PERS – working files – originals with Administrator	Human Resources
Photographs, Negatives, Film	CL + 2	GC34090		

**ITEM G-2  
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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>ADMINISTRATION (CONTINUED)</b>				
Risk Management Reports	CL + 5	OMB 1200 – 0029; 29 CFR1904.4; GC34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	Risk Management
Workers Compensation	P	CCR 14311; 154000.2; CA Labor Code 110- 139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator	Human Resources Risk Management

**ITEM G-2  
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**DEVELOPMENT**

<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>ADMINISTRATION</b>				
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d		Originating Department City Clerk
Bonds Development Security	CL + 10 CL + 2	CCP 337.5 GC34090	Housing; Industrial Development Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work	Finance Originating Department  Originating Department
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements	Department City Clerk
Contractor	CU + 2	GC34090d	Current listing	Department
Correspondence	CU + 2	GC34090d	Working documentation	Originating Department
Development Conditions	L	GC34090	Mitigation measures; filed with case files	Originating Department
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090; 4 8 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years	Originating Department City Clerk
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction	Originating Department
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project	Originating Department

**ITEM G-2  
ATTACHMENT 2**

<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>DEVELOPMENT (CONTINUED)</b>				
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements *CCP 337.2, 343; AC 16023	City Clerk
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence	Department
Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A-110, Attach. C; *	Project files, contracts, proposals, statements, reports, sub-recipient docket, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations	Originating Department, Redevelopment for CDBG
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks	Planning City Clerk
Incident Files	2	GC34090d	Emergency Call Outs	Police Department
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards	Planning
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility	Planning

**ITEM G-2  
ATTACHMENT 2**

<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>DEVELOPMENT (CONTINUED)</b>				
Maps & Plats	P	GC34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.	Engineering
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning	Planning
Permits, Construction	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications	Planning
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.	Planning, Engineering
Photographs	S + 2	GC34090d	Aerial photographs	Police Department, Planning, Engineering
Projects, Not Completed or Denied	CL + 2	GC34090d	Building, engineering, planning	Originating Department
Reports	CU + 2	GC34090	Activity, periodic	Originating Department
Seismic Retrofit Program	P	GC34090a	Includes Certificates of Compliance	Planning
Street Names and House Numbers	P	GC34090a	Street dedications, closing, address assignment/changes	Building Regulations
Surveys	P	GC34090a	Recording data and maps	Planning, Engineering

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

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ATTACHMENT 2**

<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>DEVELOPMENT (CONTINUED)</b>				
Logs	CU + 2	GC34090d	Lien Recovery, citations, complaints	Finance, Code Enforcement
Regulations	S + 2	GC34090d	Includes rules	Originating Department
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon	Originating Department
Violations, Building, Property & Zoning	CL + 2	GC34090d	Supporting code enforcement activity	Planning
<b>ENGINEERING</b>				
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.	Engineering
Construction Tracking, Daily	P	CC337.15	Assesses value of real property	Engineering
Drawings, Traffic Control Plan	P	GC34090a	Signs, signing & striping, road construction	Engineering, Public Works
Flood Control	CL + 2	GC34090d	Storm Drains	Engineering, Public Works
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction	Finance Engineering
Street/Alley (Abandonment/Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title	Planning
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents	Public Works

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>DEVELOPMENT (CONTINUED)</b>				
<b>ENVIRONMENTAL QUALITY</b>				
Asbestos	P	GC34090a	Documents abatement projects, public buildings	City Manager's Office
California Environmental Quality Act (CEQA)	P	GC34090a	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	Planning, Redevelopment
Environmental Review	CL + 2	GC34090d	Correspondence, consultants, issues, conservation	City Manager's Office
Pest Control	CU + 2	GC34090d	Pesticide applications, inspections & sampling, documents	City Manager's Office
Soil	CL + 2	GC34090d	Analysis, construction recommendations	Planning
Soil Reports	P	GC34090d	Final Reports	Planning
<b>HOUSING</b>				
Bonds	CL + 4	CCP 337	Revenue Bond Documentation	Finance

**ITEM G-2  
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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>DEVELOPMENT (CONTINUED)</b>				
Programs	CL + 3	24 CFR 570.502(b) (3); 24 CFR 85.42 & OMB Cir. A- 110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance	Housing Authority Redevelopment
Development Budgets	P	GC34090, 40802, 53901	Includes annual audit	Originating Department
Bond Issues	P	GC43900 et seq.		Finance
<b>MUNICIPAL FACILITY</b>				
Capital Improvements, Construction	P	2.083110; GC34090a; 4004; H&S 19850; GC34090a	Contains records re: Planning, design, construction, conversion or modification of local government- owned facilities, structures & system	Planning
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders	Community Services
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal	Public Works

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>DEVELOPMENT (CONTINUED)</b>				
<b>PLANNING</b>				
Case fields, Planning and Zoning	P	GC34909a	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body	Planning
Certificates	L	GC34090	Retain during life of structure	Planning
Flood Records	CU + 2	GC34090		Engineering
General Plan and Elements	P	GC34090	Includes sphere of influence	Planning
General Plan Amendments Approved Denied	CL + 2 CU + 3	GC34090 GC65103;*	*GC50110	Planning
Interpretations	CU + 2	GC34090		
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans	Planning, City Clerk
<b>PROPERTY</b>				
Abandonment	P	GC34090a	Buildings, Condemnation, Demolition	Code Enforcement
Acquisition/Disposition Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City	Originating Department
Annexation Case Files	P	GC34090a	Reports, agreements, public notices	Planning

**ITEM G-2  
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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>DEVELOPMENT (CONTINUED)</b>				
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained	Planning, Redevelopment
Deeds & Promissory Notes	P	GC34090a*	*24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA -110	Originating Department City Clerk
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments	Planning, Engineering
Lot Split Cases	P	GC34090		Planning
Relocation Files	CL + 2	GC34090	e.g., Redevelopment	Redevelopment

**FINANCE**

**ITEM G-2  
ATTACHMENT 2**

<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>ACCOUNTING</b>				
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documents	Finance
Accounts Receivable	AU + 4	GC34090		Finance
Assessment Districts	P	GC34090	Collection information; Original documentation files with municipal clerk	Finance
Bank Reconciliation	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation	Finance
Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations	Finance
Budget	AU + 2	GC34090		Finance
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers	Finance
Checks	AU + 5	GC34090; CCP337	Includes payroll, canceled & voided checks	Finance, Payroll
Deposits, Receipts	AU + 4	GC34090; CCP337	Checks, coins, currency	Finance
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents	Finance
Journals				Finance
Ledger, General	P	GC34090; *	*CCP 337	
Voucher	AU + 4	GC34090; CCP337	Account postings with supporting documents	Finance
Taxes, Receivable	AU + 3	CCP338		Finance
Warrant Register	AU + 2	GC34090.7		Finance

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>FINANCE (CONTINUED)</b>				
<b>ADMINISTRATIVE SERVICES</b>				
Budget Operating (copies)	S	GC34090	Departmental Reference	Department
Budget, Proposed	CU + 2	GC34090	Presented to Council	Finance, City Clerk
Adopted	P	GC34090		Finance, City Clerk
<b>FIXED ASSETS</b>				
Inventory	AU + 4	GC34090; 26 CFR 301 65- 1(F)	Reflects purchase date, cost, account number	Finance
Surplus Property				
Disposal	AU + 4	GC34090; CCP337	Sealed bid sales of equipment	Public Works
Vehicle Ownership & Title	L	VC9900 et seq.	Title transfer when vehicle sold	Finance
<b>LICENSE</b>				
Business	T + 4	GC34090; CCP 337	Paid & reports	Finance

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>FINANCE (CONTINUED)</b>				
<b>PAYROLL</b>				
Adjustments	AU + 4	GC34090 29 CFR 516.5 – 516.6	Audit purposes	Payroll
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2*	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)	Department Payroll
PERS Employee Deduction Reports	T + 4	GC34090; CAC 22- 1085-2	Record of deductions (PERS Public Employee Retirement System) *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d)	Payroll
Register	P	GC34090; GC37207	Labor costs by employee & program	Finance
Salary Records	T + 3	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments	Payroll
<b>PURCHASING</b>				
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 4	GC34090; CCP337;*	Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC34090	Originating Department
<b>Requisitions</b>				
Purchase Orders	AU + 4	GC34090; CCP337	Original documents	Purchasing
Stores	CU + 2	GC34090	Completed forms for ordering	Purchasing

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>FINANCE (CONTINUED)</b>				
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date	Purchasing
<b>REPORTS</b>				
Audits	P	GC34090		Department
Deferred Compensation	T + 5	GC34090; 26 CFR 16001-1*	Records of employee contributions and city payments *29 CFR 1627.3(2)	Finance
Federal and State Tax	AU + 4	GC34090; 29USC 436 *	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6	Payroll
Financial, Annual	AU + 7	GC34090.7		Finance
Investment Transactions	P	GC34090; CCP337; GC53607	Summary of transactions, inventory & earnings reports	Finance
Labor Distribution	AU + 2	GC34090	Costs by employee & program	Finance
<b>TREASURER</b>				
Bank Statements	AU + 2	FC 3368, 30210; GC 43900 et seq.	Financing authority	Finance

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>FINANCE (CONTINUED)</b>				
Bonds				
Account Statements	CL + 10	GC34090; CCP 337.5	Monthly statement of transactions	Finance
Administration	CL + 10	GC34090; CCP 337.5	Supporting documents	Finance
Bonds and Coupons	CL + 2	GC34090; 53921	Paid/canceled	Finance

**PUBLIC SAFETY**

**ITEM G-2  
ATTACHMENT 2**

<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>EMERGENCY MANAGEMENT</b>				
Mutual Aid, Strategic Plans	S + 2	GC34090		Fire
<b>FIRE SAFETY</b>				
<b>ADMINISTRATION</b>				
Books, Fire Code	S + 3	GC34090.7	Include OPS manuals	Fire
General Orders, Policies/Procedures	S + 2			Fire
Inspections, Fire Prevention	CL + 3	UFC 103.34	Alarm/sprinkler systems, prevention efforts	Fire
Investigations, Evidence Arson	P	PC 799	Support prosecution resulting in homicide	Fire
Investigations, Evidence Arson	CL + 6	PC 800	Great bodily harm, inhabited structure or property	Fire
Journals, Fire Station	CU + 2	GC34090	Activities, personnel, engine company	Fire
Permits, Uniform Fire Code	CL + 2	GC34090		Fire
<b>PERSONNEL</b>				
Exposure	T + 30	29 CFR	Sampling results, collection methodology, background	Fire
Exposure	T + 1	29 CFR 1910.1020	Laboratory reports and worksheets	Fire
Medical	T + 30	29 CFR 1910.1020		Fire, Human Resources
Medical	T + 2	29 CFR 1910.1020;*	Employees less than one year *GC34090	Fire, Human Resources
Training	T + 2	GC34090	Certifications/designations	Fire

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>PUBLIC SAFETY (CONTINUED)</b>				
<b>PROPERTY</b>				
Apparatus/Vehicle	CU + 2	GC34090 CFP 340.5*	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)	Fire
Inventory, Equipment & Supplies	CU + 2	GC34090		Fire
Logs, Fire Equipment/Gear	CU + 2	GC34090		Fire
<b>REPORTS</b>				
Incident	CL + 3	GC34090 CCP338 *	Dispatch and daily logs *CCP 340.5	Fire
Field, Non-fire and Logs	CU + 2	GC34090		Fire
Fire, Non-arson and Logs	CU + 2	GC34090		Fire
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure	Fire
Weed Abatement	CL + 2	GC34090	Reports, assessments, resolutions, documentation	Fire Code Enforcement
<b>HAZARDOUS MATERIALS</b>				
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste	Fire
Permits, Hazardous Materials Storage	CU + 2	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials.	Fire
Programs, Household Hazardous Waste	S + 2	GC34090		Fire

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>PUBLIC SAFETY(CONTINUED)</b>				
Training Materials	S + 2	Cal Code *	Standards and Administration *Reg. 3204(d), et seq.	Fire
Underground Storage Tank Compliance Maintenance & Operation.	P CU + 2	GC34090a GC34090	Documents re: storage Location, installation, removal, remediation	Fire
<b>LAW ENFORCEMENT</b>				
<b>ADMINISTRATION</b>				
Accounting/Cash Reconciliation	CU + 2	GC34090		Police
Alarm Records	CU + 2	GC34090		Police
Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs supporting documents relative to incidents involving the Police Department filed by citizens	City Clerk
Department Manual	S		Changes to manual are recorded in the General Orders (permanent)	Police
Equipment Communication	T + 2	GC34090	Retained until termination of equipment use; Manuals, instructions, procedures	Police
Inventory	S + 2	GC34090	Listing of equipment assigned to division, to whom it is assigned	Police, Public Works
Reports Activity	CU + 2	GC34090	Weekly/monthly/quarterly/annual activity/statistical reports by division. Retain only one form for retention period	Police

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>PUBLIC SAFETY (CONTINUED)</b>				
Chemical Emmissions	CU + 2	GC34090		Fire
Survey Response Files	CU + 2	GC34090	Surveys, responses, correspondence with other agencies requesting statistical data	Fire
<b>INVESTIGATIONS</b>				
Administrative/Internal	CL + 5	PC 832.5 EVE 1045 GC 12946 PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaints, reports, findings	Police Investigative Officer
Assest Forfieture Investigations/ Proceedings Case File	CL + 2	GC34090		Police
Notifications	CU + 2	GC34090	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.	Police City Attorney
Case Books, Investigative	CL + 2	GC34090	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file	Police
Case Files Homicide Investigator's File	P	PC 799		Police

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>PUBLIC SAFETY (CONTINUED)</b>				
Narcotics (No arrest, Narcotics Cases)	CL + 2	GC34090	Retained by division until no longer useful for investigative purposes	Police
Officer Involved Shootings	CL + 25	GC34090		Police
Court Daily Schedule	CU + 1	GC34090.7	Printouts of daily court scheduling	Police
Sign-In Logs	CU + 2	GC34090	Logs officers' names, time in/out for court appearances	Police
Tracking System Records	CU + 2	GC34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition	Police
Evidence, Disposition Forms			Attach to duplicate Property Report, file w/DR in Records Division	Police
Fingerprint Applicants Files	T + 2	GC34090	Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants	Police
Inked/Palm Cards	AC + 20		Persons booked into detention facility; (Copies distributed to county, state, federal agencies)	Police
Records Latents		Approp. PC Section	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized	Police

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>PUBLIC SAFETY(CONTINUED)</b>				
Suspect, Adult/Juvenile	CL	Law Enforcement Management Guide by POST	Adults/juveniles suspected of a crime, taken for comparison, Destroy after original purpose achieved	Police
Guns, Dealers Record of Sale	CU + 6	PC 12070	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)	Police
Informant Files	T + 10		Legal notifications, identification information, payment information, activities information	Police
Jail Daily Logs	CU + 6	GC34090	Daily report of staffing, bookings/releases, transfers, transportation	Police
Inmate Record			Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)	Police
Inspection Files	CL + 6		Inspections by various agencies	Police
Surveys	CL + 2	GC34090	Prepared quarterly, forwarded to State Board of Corrections	Police
Licenses Bicycle	CU + 2	GC34090		Police
Mace	CU + 2	GC34090		Police

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>PUBLIC SAFETY (CONTINUED)</b>				
Logs Auto Theft	S			Police
Case Assignment	CU + 1			Police
Daily Activity	CU + 2	GC34090		Police
Officer	CU + 2	GC34090	Daily activity of incidents not reported by use of official report	Police
Report Summary	CU + 2	GC34090	Report numbers, type, names, dates retained for research value	Police
Investigative (Pre-Arrest)	CL + 10	GC34090	Retained by division until cases are suspended and closed	Police
Juvenile Detention	CU + 2	GC34090	Logs document juvenile processing per CYA	Police
Property Control	CU + 2	GC34090	Logs items coming into and going out of property room	Police
Rap Sheet	CL + 2	GC34090	Requests for criminal history	Police
Subpoena	CU + 2	GC34090	Subpoenas received/served daily	City Clerk, City Attorney, Police
Photographs			Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association.	Police

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>PUBLIC SAFETY (CONTINUED)</b>				
Daily Report (Negatives)	T	GC34090	Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed	Police
Inmates (Negatives)	CU + 20		By Prisoner number	Police
Registration Files, Arson, Sex Narcotics	Life of registrant within jurisdiction		Fingerprint Card, photo, information also forwarded to DOJ	Police
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	2 (Mandatory destruction from date of conviction or date of arrest with no conviction)	H&S 11361.5	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5	Police
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Mandatory Destruction (Upon notice from Depart of Justice)	H&S 11361.5 (c)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365, and 11550	Police

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>PUBLIC SAFETY (CONTINUED)</b>				
Crime Felony Crimes With Or Without Arrests	See descriptor	PC 800 PC 801	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 – Tolling/Extension of time periods; Appeals process and “Three Strikes” also considerations in assignment retention.	Police
Misdemeanor/ Infractions	CL + 2	GC34090	No arrests, identifiable property or missing persons (See: Note 1)	Police
Supplemental Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	PC 799	No statutory limitation for prosecution. Includes murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death	Police
Destruction Guns	P			Police
Narcotics	P			
Disposition of Arrest/Court Action			Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)	Police
False Alarm (Duplicate)	CU + 2	GC34090		Police

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>PUBLIC SAFETY (CONTINUED)</b>				
Non-Criminal Occurrences	CU + 2	GC34090	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges	Police
Property Original	Until case is adjudicated/disposition determined		Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST)	Police
Range Inventory	S + 2	GC34090	Quarterly reports of inventories of weapons and ammunition held by Department Range	Police
Reports	CU + 2	GC34090	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI – DOJ; Uniform Crime Reports	Police

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>PUBLIC SAFETY (CONTINUED)</b>				
Statistical (Crime Analysis)	CU + 2	GC34090	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage	Police
Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Known to Law Enforcement; Number of violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.				Police

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<b>PUBLIC SAFETY (CONTINUED)</b>				
Research Project Files	CL + 2	GC34090	May include request forms, background materials, staff reports, final project reports and supporting data	Police
Sealed Adult Found Factually Innocent	Mandatory Destruction Upon and Pursuant to Court Order	PC 851.8	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.	Police
Juvenile	Mandatory Destruction upon and pursuant to court order	WIC 826 (a) & (b) WIC 781 (a)	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court	Police
Subpoenas (Duplicate)	CU + 2	GC34090		Police
Tapes Audio, Telephone and Radio Cummunications	CU + 180 Days	GC34090.6	Exception: recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action	Police
Surveillance/Security Video (Jail)		CU + 13	CG34090.6	Police

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<b>PUBLIC SAFETY (CONTINUED)</b>				
Use of Force Supervisory Review Files	CU + 2	GC34090	Includes review forms, arrest report copies, logs	Police
<u>Warrants</u> Felony	Recall after 10 years. Exception: Murder/ Escape		Recommended by the California Law Enforcement Warrant Officer's Association	Police
Misdemeanor Criminal	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association	Police
Served	CU		Includes Warrant Service Information Card, alpha index card	Police
Unserved (Local)	Until served, recalled or purged			Police
<b>PATROL</b>				
Cards				
Dispatch	CU + 2	GC34090		Police
Field Interview	CL + 2	GC34090		Police
Citations	CL + 2	11361.5 H&S		
11357(e), Juvenile				Police
11357b H&S, 11357c H&S, 11360b H&S Violations	CL + 2	11361.5 H&S*	*CA Admin Code, Chapter 1, Title II, Sec. 708	Police
Cite and Release	CL + 2	GC34090		Police

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>PUBLIC SAFETY (CONTINUED)</b>				
California Vehicle Code Infractions (Duplicates)	CU + 90 days	CG34090	Original is forwarded to court	Police
Parking/Traffic, Duplicates	CU + 2	GC34090.7	Originals are forwarded to court after agency processing; includes citations electronically created	Police
Transmittals	CU + 2	GC34090	Listing of citations forwarded to court, filed for reference	Police
Equipment Radio Logs (Communication)	CU + 2	GC34090	Documents problems, malfunctions, resolution to provide equipment performance history	Police
General Orders	P			Police
Patrol Requests (Correspondence)	CU + 2	GC34090	From citizens for patrol presence	Police
Radar Calibration Records	T + 2	GC34090	Documentation of Radar instruments retained during use/ownership	Police
Reports Accident	CL + 2	GC34090	Non-jury	Police
Traffic Collision Fatalities	P			Police
Vehicle Assignment Reports	S		Record of assignments	Police
Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance	Police
Repossession/Private Impounds	CU + 2	GC34090		

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>PUBLIC SAFETY (CONTINUED)</b>				
Service Schedules	S	GC34090		Police
Vests, Bulletproof Letters	CU + 2	GC34090	Authorization to purchase	Police
Warrants Parking	Recall after 1 year		Recommended by the California Law Enforcement Warrant Officer's Association	Police
Traffic	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association	
Weapons, Database	P		Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports	Police
<b>SERVICES</b>				
Chemicals/Film Inventories	S			
Equipment Inventory/Signout Cards- Photo Lab	T			
Operations Files Photo Lab	T		Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment	Police
Grievance Files	CL + 2	GC34090	Grievance filed by employees, supporting documentation	Police, Fire, Human Resources
Investigations, Background Background Hired	CL + 2 P	GC34090	Non-hired Include original reports re: PC 832.5 investigations	Police, Human resources Police, Human Resources

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>PUBLIC SAFETY (CONTINUED)</b>				
Parades & Special Events File	CL + 2	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation	Police
Permits Alcoholic Beverage Control License	L + 2	GC34090	Approval process	Police
Concealed Weapons	CL + 2	GC34090		Police
Photographs Personnel	S + 2	GC34090		Police
Negative Log	CU + 2	GC34090		Police
Negatives, Misc.	CU + 2	GC34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)	Police
Press Releases	CU + 2	GC34090		Police
Press, Video Programs (Community Relations)	CU + 2	GC34090	Collection of videos of programs and events; outside press coverage of department	Police
Property Files	CU + 2	GC34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)	
Reports Dealer of Gun Sales, Duplicate	CU + 6 Mos.	GC34090.7	Original maintained by DOJ. Dealer required to file duplicate with agency	Police

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<b>PUBLIC SAFETY (CONTINUED)</b>				
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See description)		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired	Police
Roster (Divisional)	S + 2	GC34090	Personnel assigned to division	Police
Schedules Daily	CU + 2	GC34090	Schedules of Officers on duty	Police
Watch Assignment/ Timekeeping Records	CU + 2	GC34090		Police
Speaker Requests	CU + 2	GC34090	Community and business requests for public appearances, speakers	Police
Tests, Desitometer Results (Photo Lab)	T + 2	GC34090	Daily tests of development chemicals/processes for quality control	
Training Bulletins	P			Police
Event Files	CU + 2	GC34090	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents	Police
Lesson Plans, Range	CL + 15		Scope, content, time period of courses	Police
Personnel (By name)	T + 7	GC34090	Paperwork documenting officers' internal and external training	Police, Human Resources
Schedules, Range	CU + 2	GC34090	Daily, weekly, monthly schedules of training events at range	Police
Volunteer Card Files	T + 2	GC34090	Volunteers' identification, contact information	Police

**PUBLIC WORKS**

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>PARKS</b>				
	CU + 2	GC34090		
Grants (refer to Admin.)				
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders	Public Works
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports	Parks and Landscaping
Maintenance/Operations	C + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints	Public Works
Maps	P	GC34090	Irrigation, plot plans	Parks and Landscaping
Photographs	S + 2	GC34090		Parks and Landscaping
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions	Parks and Landscaping
Policies and Procedures	S + 2	GC34090	Includes rules and regulations	Public Works
Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records	
Reports				
Accident	CL + 2	GC34090	Patrons, employees	Public Works
Others	CL + 2	GC34090		Public Works
Studies	CL + 2	GC34090	Future sites, expansions	Parks and Landscaping
Resolutions	P	GC34090		Public Works, City Clerk
Schedules, Class & Events	CU + 2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers	Public Works
<b>SANITATION/SOLID WASTE/WASTEWATER</b>				
Collections/Landfill	CU + 2	GC34090	Daily records, usage	Wastewater
Facilities	CU + 2	GC34090	Correspondence, maps, patron list	Wastewater
History, Sanitation	P	GC34090	Where City-owned	Wastewater
Sludge	CU + 2	40 CFR 61.54	Sludge, sampling, charging rate to measure mercury content	Public Works Wastewater

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>PUBLIC WORKS (CONTINUED)</b>				
Incinerator Operations, Treatment Plant	CU + 2	40 CFR 60.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids	
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints	Wastewater
Maps,	P	GC34090	Location maps	Wastewater
Rates	CU + 2	GC34090		Public Works
Recycling Programs	S + 2	GC34090		Public Works
Regulations	S + 2	GC34090	Includes legislation	Public Works, Wastewater
Reports				
Studies	CL + 2	GC34090		Wastewater
Tonnage	CU + 2	GC34090		Wastewater
<b>STREETS/ALLEYS</b>				
Abandonment/Vacations	P	GC34090		Planning
Closures	P	GC34090		Planning
Easements, Dedications, Right-of-Way	P	GC34090		Planning
Field Books	P	GC34090		Planning
Grants (see Admin.)				
Intersection Records	CU + 2	GC34090	Includes correspondence, volume counts, accident history	Engineering
Inventory, Traffic Control Device	S + 2	GC34090	Signs, lights	Public Works
Landscaping	CU + 2	GC34090	Plans, tree maintenance, work orders	Parks and Landscaping
Lighting	CU + 2	GC34090	Maintenance, work orders	Public Works

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<b>PUBLIC WORKS (CONTINUED)</b>				
Maintenance/Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping	Public Works
Maps	P	GC34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers	Engineering
Master Plans	CU + 2	GC34090	Copies	Public Works, Engineering
Parking				
Lots	CU + 2	GC34090		
Regulations	S + 2	GC34090		
Reports/Studies	CL + 2	GC34090		
Permits				
Encroachment	P	GC34090		Engineering
Improvement	CL + 2	GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations	
Overside Load	CL + 2	GC34090		
Parking	CL + 2	GC34090	Residential	Public Works, Engineering
Paving	CL + 2	GC34090		Engineering, Public Works
Use (Temporary)	CU + 2	GC34090	Includes Special Events	
Photographs	S + 2	GC34090	Includes aerials	
Plans, Capital Improvement, Projects	P	GC34090	Streets, curbs, gutters, sidewalks, storm drains	Engineering
Policies and Procedures	S + 2	GC34090	Includes rules, regulations, standards	Public Works
Naming and numbering	P	GC34090		Building Regulations
Speed Limits	S + 2	GC34090		Public Works, Engineering

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<b>PUBLIC WORKS (CONTINUED)</b>				
Programs				
Federal Aid Urban	CL +	23 CFR 633 (a) & (c)		
Traffic Safety	S + 2	GC34090	Pedestrian Safety, Bicycle Lanes	Engineering, Public Works
Reports				
Overpasses	L	GC34090	Life of structure	
Inspection	CU + 2	GC34090	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure	
Studies	CL + 2	GC34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices	Engineering
Traffic Count	CL + 2	GC34090	Evaluation of traffic volume	Engineering
Vehicle Accident	CL + 2	GC34090		Engineering, Police
Routes, School Bus & Truck	S + 2	GC34090	Truck routes, access ramps, rest areas	Engineering
Signage	L + 2	GC34090	Log books, index register cards, inventory lists, records of traffic signs	Public Works
Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance	Public Works
Weigh Scales	S + 2	GC34090		
<b>UTILITIES</b>				
Facilities	T + 2	GC34090	If city owned	Engineering
Underground	P	GC34090	Gc4003, GC4004; H&S 19850	Engineering

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<b>PUBLIC WORKS (CONTINUED)</b>				
WATER				
Connection Records	P	GC34090	Maps, water line connections	Engineering
Flood Control				
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks	Engineering
Flood Zones	P	GC34090	Includes flood maps	Engineering
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs	
Policies/Procedures	S + 2	GC34090	Rules and Regulations	Engineering
Reports/Studies	CL + 2	GC34090		Engineering
Grants (see Admin.)				
Inventory, Equipment	CU + 2	GC34090		Public Works
Locations	P	GC34090	Mains, valves, hydrants, wells	Engineering
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints	Public Works
Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners	Public Works
Well & Pumping	CU + 2	GC34090	Times operational, power used and quantity	
Maps	P	GC34090	Line location; easements	
Master Plans	CU + 2	GC34090	Copies	
Permits				
National Pollutant Discharge Elimination System NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants	Wastewater

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<b>PUBLIC WORKS (CONTINUED)</b>				
Others	CU + 2	GC34090	May depend on terms of state or federal agency	Wastewater
Policies and Procedures	S + 2	GC34090	Includes rules and regulations	Wastewater
Rates	S + 2	GC34090		
Reclamation	CU + 5	40 CFR 122.41	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.	
Reports				
Conservation	CU + 2	GC34090		
Consumption	CU + 2	GC34090		
Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation	
Discharge Monitoring	CU + 5	40 CFR 122.91	Average amount of pollution discharged into waters of municipality	
Hydrograph	P	GC34090	Daily flow of streams	
Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation	
Public Education	CU + 12	40 CFR 141.91	Compliance documentation	
Sanitary Surveys	CU + 10	40 CFR 141.33	Statistics, reports, correspondence	
Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead & copper	

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>PUBLIC WORKS (CONTINUED)</b>				
State Certification	CU + 12	40 CFR 141.91	Compliance documentation	Wastewater
Variances, Water System	CU + 5	40 CFR 141.33		
Well Level	CU + 2	GC34090		
Tests				
Bacteriological Analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content	Wastewater
Chemical Analysis	CU + 10	40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content	Wastewater
Quality	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Wastewater
Valve Main Records	P	GC34090		Engineering

**TRANSPORTATION**

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ATTACHMENT 2**

<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
<b>ADMINISTRATION</b>				
Agreements	T + 4	CCP 337	Including facility storage	City Clerk
Special Events	CU + 2	GC34090	Permits, correspondence, related documents re use of rights of way	City Manager's Office
Fueling	AU + 3	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations	Public Works
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste	Fire
Inventory, Equipment Parts & Supplies	L + 2		Includes vehicles and related documents repairs	Public Works
Inventory, Vehicle Ownership and Title	L + 2		Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents	Finance
Licenses, Permits	CU + 2		Forms, related documentation re: licenses and permits required by federal and state agencies	Department
Maintenance/Operations	L + 2	GC34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs	Public Works
Report, Accident (Copies)	CU + 2	GC34090	Log books, request forms, lists	Public Works
<b>TRANSPORTATION</b>				
<b>GROUND TRANSPORTATION</b>				
Auto for Hire, Taxi, Paratransit	T + 4	GC34090	License, permits for Taxicabs, shuttles, etc	Police
<b>E-MAIL</b>				
			E-mails regarding projects, documents, etc. that are	

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<b>Document</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>	<b>Department/Division Of Record</b>
			public records shall be retained for the same time period as the public record information. A copy shall be retained in an electronic format and one hard copy shall be retained with the public records documents.	