



CITY *of* CLOVIS

AGENDA • CITY COUNCIL MEETING

Council Chamber, 1033 Fifth Street, Clovis, CA 93612 (559) 324-2060
www.clovisca.gov

REVISED

 Denotes Revisions

February 2, 2026

6:00 PM

Council Chamber

In compliance with the Americans with Disabilities Act, if you need special assistance to access the City Council Chamber to participate at this meeting, please contact the City Clerk or General Services Director at (559) 324-2060 (TTY – 711). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the Council Chamber.

The Clovis City Council meetings are open to the public at the physical address listed above. There are numerous ways to participate in the City Council meetings: you are able to attend in person; you may submit written comments as described below; and you may view the meeting which is webcast and accessed at www.clovisca.gov/agendas.

Written Comments

- Members of the public are encouraged to submit written comments at: www.clovisca.gov/agendas at least two (2) hours before the meeting (4:00 p.m.). You will be prompted to provide:
 - Council Meeting Date
 - Item Number
 - Name
 - Email
 - Comment
- Please submit a separate form for each item you are commenting on.
- A copy of your written comment will be provided to the City Council noting the item number. If you wish to make a verbal comment, please see instructions below.
- Please be aware that any written comments received that do not specify a particular agenda item will be marked for the general public comment portion of the agenda.
- If a written comment is received after 4:00 p.m. on the day of the meeting, efforts will be made to provide the comment to the City Council during the meeting. However, staff cannot guarantee that written comments received after 4:00 p.m. will be provided to City Council during the meeting. All written comments received prior to the end of the meeting will be made part of the record of proceedings.



SCAN ME

CAMPAIGN CONTRIBUTION PROHIBITIONS AND MANDATORY DISCLOSURE – Pursuant to Government Code section 84308, a Councilmember shall not accept, solicit, or direct a campaign contribution of more than \$500 from any party or their agent, or from any participant or their agent, while a proceeding involving a license, permit, contract, or other entitlement for use is pending before the City or for 12 months after a final decision is rendered in that proceeding. Any Councilmember who has received a campaign contribution of more than \$500 within the preceding 12 months from a party or their agent, or from a participant or their agent, must disclose that fact on the record of the proceeding and shall not make, participate in making, or in any way attempt to use their official position to influence the decision.

Pursuant to Government Code section 84308, subdivision (e), any party to a covered proceeding before the City Council is required to disclose on the record of the proceeding any campaign contribution, including aggregated contributions, of more than \$500 made within the preceding 12 months by the party or their agent to any Councilmember. The disclosure shall be made as required by Government Code Section 84308, subdivision (e)(1) and California Code of Regulations, Title 2, section 18438.8. No party or their agent, and no participant or their agent, shall make a campaign contribution of more than \$500 to any Councilmember during the covered proceeding or for 12 months after a final decision is made in that proceeding. The foregoing statements do not constitute legal advice, and parties and participants are urged to consult with their own legal counsel regarding the applicable requirements of the law.

CALL TO ORDER

FLAG SALUTE - Councilmember Bessinger

ROLL CALL

PUBLIC COMMENTS - This is an opportunity for the members of the public to address the City Council on any matter within the City Council's jurisdiction that is not listed on the Agenda. In order for everyone to be heard, please limit your comments to 3 minutes or less, or 10 minutes per topic. Anyone wishing to be placed on the Agenda for a specific topic should contact the City Manager's office and submit correspondence at least 10 days before the desired date of appearance.

CONSENT CALENDAR - Items considered routine in nature are to be placed upon the Consent Calendar. They will all be considered and voted upon in one vote as one item unless a Councilmember requests individual consideration. A Councilmember's vote in favor of the Consent Calendar is considered and recorded as a separate affirmative vote in favor of each action listed. Motions in favor of adoption of the Consent Calendar are deemed to include a motion to waive the reading of any ordinance or resolution on the Consent Calendar. For adoption of ordinances, only those that have received a unanimous vote upon introduction are considered Consent items.

1. Administration - Approval - Minutes from the January 20, 2026, Council Meeting.
2. Administration – Approval – Res. 26-__, adopting the amended Document Management Policy and Procedures, including the Records Retention Schedule and Records Destruction Policy.
3. Finance – Receive and File – Status Report of Development Fee Funds for the fiscal year ended June 30, 2025.

4. General Services – Approval – Res. 26-____, Authorizing Amendments to the City's Classification Plan by Revising the Senior Custodian Classification in the General Services Department.
5. General Services – Approval – Res. 26-____, Approving a Side Letter Agreement with the Clovis Police Officers Association (CPOA) to add 1% to Base Pay for Certain CPOA Members for a Cost of Approximately \$23,000.
6. Planning and Development Services - Approval – Res. 26-____, Amending the Fresno Metropolitan Flood Control District (FMFCD) Schedule of Drainage Costs and Fees for 2026-2027.
7. Police – Approval – Authorization to Apply for and Accept a State Homeland Security Grant Program (SHSGP) Subaward for the Purchase of a Fotokite Sigma Tethered Unmanned Aerial Vehicle (UAV) System in the Amount of \$72,405.00

ADMINISTRATIVE ITEMS - Administrative Items are matters on the regular City Council Agenda other than Public Hearings.

8. Workshop: City Clerk Update.

Staff: Briana Parra, City Clerk

Recommendation: Receive and File

9. Workshop: Police Department Update.

Staff: Curt Fleming, Chief of Police

Recommendation: Receive and File

10. Receive and File - Kratom Information and Update Presentation.

Staff: Russell Moring, Police Corporal

Recommendation: Receive and File

CITY MANAGER COMMENTS

COUNCIL COMMENTS

CLOSED SESSION - A "closed door" (not public) City Council meeting, allowed by State law, for consideration of pending legal matters and certain matters related to personnel and real estate transactions.

11. Government Code Section 54956.9(d)(1)
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Case Name: Matthew Maciel v. City of Clovis, et al.; Case No. 25CECG02450



12. Government Code Section 54957.6
CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Andrew Haussler, Paul Armendariz, Amy Hance, and Scott Cross
Employee Organizations: Clovis Police Officers Association, Clovis Firefighters Association, Clovis Public Safety Employees Association, Clovis Professional and Technical Association, and Unrepresented Employees

RECONVENE INTO OPEN SESSION AND REPORT FROM CLOSED SESSION

ADJOURNMENT

FUTURE MEETINGS

Regular City Council Meetings are held at 6:00 P.M. in the Council Chamber. The following are future meeting dates:

Feb. 9, 2026 (Mon.)
Feb. 17, 2026 (Tue.)
Mar. 2, 2026 (Mon.)
Mar. 9, 2026 (Mon.)
Mar. 16, 2026 (Mon.)

CLOVIS CITY COUNCIL MEETING

January 20, 2026

6:00 P.M.

Council Chamber

Meeting called to order by Mayor Mouanoutoua at **6:00**
Flag Salute led by Councilmember Basgall

Roll Call: Present: Councilmembers Basgall, Bessinger, Mayor Pro Tem Pearce
Mayor Mouanoutoua

Absent: Councilmember Ashbeck

PUBLIC COMMENTS – 6:01

Mayor Mouanoutoua noted for the record that a voice message was received from Megan Nash expressing concerns regarding “In God We Trust,” and a written public comment was submitted by Hilario Fuentes regarding LED lights being too bright and creating a safety hazard.

Bill Scott, resident, thanked staff for moving the survey forward, noted that fundraising was already underway and going well, in referenced to “In God We Trust.”

CONSENT CALENDAR – 6:03

Steven Trevino, resident, spoke on Consent Calendar Item 2 regarding the claim rejection on behalf of Sarah Borjas.

Motion by Councilmember Bessinger, seconded by Councilmember Basgall, that the items on the Consent Calendar be approved. Motion carried by 4-0-1, with Councilmember Ashbeck absent.

1. Administration - Approval - Minutes from the January 12, 2026, Council Meeting.
2. General Services – Approval - Claim Rejection of the General Liability Claim on behalf of Sarah Borjas.
3. Planning and Development Services – Approval – **Res. 26-06**, Accept the Quitclaim Deed to Abandon and Vacate an Unused Ten foot (10') Public Landscaping Easement for Lots 4 through 7 of Final Map for Tract 5386 located at the southwest corner of Ashlan Avenue and Armstrong Avenue.
4. Planning and Development Services – Approval – Bid Award for CIP 25-07 ADA – Sidewalk Improvements Citywide to Platinum General Engineering LLC in the amount of \$125,422.79; and Authorize the City Manager to execute the contract on behalf of the City.

ADMINISTRATIVE ITEMS – 6:12

6:12 ITEM 5 - Consider Approval – Final Draft Water Rate Study Report and Authorize Staff to Proceed with a Proposition 218 Public Hearing and Majority Protest Vote to Amend Water Charges, Fees, and Recycled Water Charges.

The following residents addressed the Council on the above item: Bill Scott, Brian Wilson, and Mike Prandini.

Motion for approval by Councilmember Basgall, seconded by Councilmember Bessinger. Motion carried by 4-0-1, with Councilmember Ashbeck absent.

7:04 ITEM 6 - Workshop: Public Utilities Department Update.

Councilmember Ashbeck joined the Council meeting at 7:38pm.

The following residents addressed the Council on the above item: Eric Rollins and Steven Trevino.

COUNCIL ITEMS – 6:05

6:05 ITEM 7 - Consider Appointment - Appointment to the Consolidated Mosquito Abatement District.

The following residents addressed the Council on the above item: John Varin and Steven Trevino.

Motion for approval by Councilmember Bessinger, seconded by Mayor Pro Tem Pearce. Motion carried by 4-0-1, with Councilmember Ashbeck absent.

7:53 ITEM 8 - Consider Appointment - Fresno County Transportation Authority Urban at Large Board Member.

Upon call, there was no public comment.

Motion for approval by Councilmember Ashbeck, seconded by Councilmember Basgall. Motion carried 3-2, with Councilmember Bessinger and Mayor Pro Tem Pearce voting no.

CITY MANAGER COMMENTS – 8:04

City Manager Haussler announced an upcoming Planning Commission meeting on January 22, 2026, a public meeting and Application Workshop, January 26, 2026, at 4:00 p.m., and the kickoff meeting of the General Plan Advisory Committee on January 29, 2026, which will begin discussions on land use and is open to the public.

COUNCIL COMMENTS – 8:05

There was consensus of the council to direct staff to develop and return with a formal process and policy for future recognition at Peg Bos Plaza before considering additional names.

CLOSED SESSION – 8:16

Bill Scott, resident, spoke regarding concerns with negotiating employees' raises.

ITEM 9 - GOVERNMENT CODE SECTION 54957.6 CONFERENCE WITH LABOR NEGOTIATORS AGENCY DESIGNATED REPRESENTATIVES: ANDREW HAUSSLER, PAUL

ARMENDARIZ, AMY HANCE, AND SCOTT CROSS EMPLOYEE ORGANIZATIONS: CLOVIS POLICE OFFICERS ASSOCIATION, CLOVIS FIREFIGHTERS ASSOCIATION, CLOVIS PUBLIC SAFETY EMPLOYEES ASSOCIATION, CLOVIS PROFESSIONAL AND TECHNICAL ASSOCIATION, AND UNREPRESENTED EMPLOYEES

RECONVENE INTO OPEN SESSION AND REPORT FROM CLOSED SESSION

No action taken.

ADJOURNMENT

Mayor Mouanoutoua adjourned the meeting of the Council to February 2, 2026.

Meeting adjourned: 9:05 p.m.

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: February 2, 2026

SUBJECT: Administration – Approval – Res. 26-___, adopting the amended Document Management Policy and Procedures, including the Records Retention Schedule and Records Destruction Policy.

ATTACHMENTS: 1. Res. 26-___ (Exhibit A - Amended Document Management & Retention Policy)
2. Adopted Retention Schedule From 2000

RECOMMENDATION

That the City Council approve Resolution 26-___, adopting the amended Document Management Policy and Procedures, including the Records Retention Schedule and Records Destruction Policy.

EXECUTIVE SUMMARY

The City is seeking Council approval to amend and update its document management policy, including the records retention schedule and records destruction policy, to align with current legal requirements and modern best practices. The proposed update, developed in partnership with Gladwell Governmental Services, Inc., addresses operational challenges such as limited storage space, record duplication, and increasing storage costs, while taking advantage of new technology and recent changes in law. Upgrading the City's records management program will improve efficiency, reduce long-term costs, and strengthen overall records compliance. Upon adoption, staff and all departments will receive training on the updated policy and retention schedule to ensure smooth and effective implementation.

BACKGROUND

The City first adopted its document management policy including the records retention schedule and records destruction policy in 2000, to establish consistent procedures for retaining and disposing of municipal records in compliance with state law and to support effective operations. Since then, the City has made incremental improvements, including moving from paper-based records to electronic systems and expanding the use of document imaging to improve access and retrieval. The City Clerk's office has continued to oversee the integrity of City records, coordinating ongoing digitization efforts across departments as the volume of permanent records has grown.

Over the past 25 years, the City's records management needs have evolved in response to new legal requirements, technological changes, and operational challenges. These include limited storage space in City facilities, duplication of records across departments, escalating storage costs, and the increasing number of permanent records the City must maintain. To address these issues, and to ensure continued compliance with all legal retention requirements under Government Code §34090 et seq., the City engaged Gladwell Governmental Services, Inc., a firm specializing in local government records, to conduct a comprehensive review of the existing program and recommend updates.

The purpose of the updated program is to apply efficient and economical methods to the creation, maintenance, retention, preservation, and disposal of all City records. The new retention schedules were developed collaboratively with all departments and the records consultant, and provide clearer record descriptions, updated retention periods, and guidance that reflects current law and available technology. By identifying which department is responsible for the original record and eliminating unnecessary duplication, the updated schedules will reduce labor and storage costs, free up office space, and improve overall efficiency.

As is standard practice for California cities, the proposed policy authorizes the routine destruction of records that have met their adopted retention periods, subject to written approval from the Department Head, City Clerk, and City Attorney. It also allows future updates to the retention schedule to be made administratively, with the City Clerk updating the City Council on any changes to ensure the program remains current with legal requirements and operational needs.

FISCAL IMPACT

There is no fiscal impact associated with the adoption of the amended Document Management Policy, Records Retention Schedule, and Records Destruction Policy. No additional funding is required, and all related activities will be carried out within existing departmental budgets.

REASON FOR RECOMMENDATION

The primary justification for this recommendation is that the City's current document management policy and records retention schedule have not undergone a comprehensive update in over 25 years, despite best practices indicating that such policies should be reviewed and updated at least every two years to ensure ongoing compliance with evolving legal requirements and operational standards. Regular updates are necessary to maintain effective records management, support transparency, and to ensure the City's practices align with current laws and technological advancements.

ACTIONS FOLLOWING APPROVAL

Following City Council adoption of the resolution, staff will coordinate with Gladwell Governmental Services, Inc. to schedule and conduct comprehensive training sessions for all relevant City staff and departments on the updated document management policy, records retention schedule, and records destruction procedures.

The revised retention schedule and associated procedures will be formally implemented across all City departments in accordance with the approved policy. Ongoing support and technical assistance will be provided to ensure consistent application and compliance with the updated requirements.

CONFLICT OF INTEREST

None.

Prepared by: Briana Parra, City Clerk

Reviewed by: City Manager AP

RESOLUTION 26-__**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS ADOPTING AN AMENDED DOCUMENT MANAGEMENT POLICY AND PROCEDURES, INCLUDING THE RECORDS RETENTION SCHEDULE AND RECORDS DESTRUCTION POLICY**

WHEREAS, California Government Code section 34090 et seq. sets forth certain legal requirements relating to the retention of certain municipal records and provides that City records that have served their purpose and are no longer required may be destroyed; and

WHEREAS, the City of Clovis previously adopted on July 10, 2000, Resolution 00-79 setting forth standards for retention and destruction of public records maintained by the City; and

WHEREAS, the City of Clovis desires to update its record retention schedule to reflect current best practices and changes in the law regarding record keeping and better facilitate the appropriate and efficient management and retention of the City of Clovis records in accordance with Government Code section 34090 et seq.; and

WHEREAS, the City Council now desires to rescind Resolution No. 00-79 and replace existing policy with the updated Records Management Policy and Procedures Manual and Records Retention Schedule; and

WHEREAS, the Records Management Policy and Procedures Manual and Records Retention Schedule, attached hereto as Exhibit "A" and incorporated herein by reference, shall supersede the previous Retention of Records/Destruction of Records Schedule adopted by Resolution No. 00-79.

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

Section 1. Resolution No. 00-79 is hereby rescinded.

Section 2. The City of Clovis hereby adopts a Records Management Program which includes Document Management Policy and Procedures, including a Records Retention and Destruction Policy which is attached hereto and incorporated herein by this reference. The records listed in the schedule are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the department

head and with the consent in writing of the City Clerk and City Attorney, without further action by the City Council of the City of Clovis.

Section 3: The City Clerk is authorized to modify the Document Management Policy including the Records Retention Schedule and Records Destruction Policy as new records are added and as Federal and State laws change that impact the City's Document Management Policy. The City Clerk will update the City Council if any changes are made to the retention schedule and Document Management Policy.

Section 4. Requests that copies of Exhibit "A" be distributed to all City departments herewith by City Clerk.

Section 5. This resolution shall become effective immediately upon its passage and adoption.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on February 2, 2026, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: February 2, 2026

Mayor

City Clerk



Document Management Policy & Procedures

City of Clovis

The Clovis Way of Life



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Document Management Policy & Procedures for the City of Clovis, California

**Includes the Records Retention Schedule & Destruction Policy, Approved by the
Clovis City Council on February 2, 2026**

PURPOSE - The purpose of this Document Management Policy & Procedure is to maintain policies and procedures under a Document Management Program to control the efficient creation, utilization, maintenance, retention, preservation and disposition of City records, based on State and Federal Statutes governing public records. And, to ensure that a responsible program of records management is practiced and documented from creation to disposition in accordance with the law and in the best interest of the City and the Citizens of Clovis.

BENEFITS – The benefits the City will receive from properly implemented policies and procedures will be:

- ✓ Improved customer service through faster, more reliable access to records and the information they contain.
- ✓ Stronger executive and managerial decision-making supported by timely, complete, and accurate records.
- ✓ Increased staff productivity with well-organized electronic records and modern document management tools.
- ✓ Significant reduction in paper and data storage needs, freeing office and filing space and reducing reliance on costly off-site storage.
- ✓ Clear processes for identifying and protecting vital and historically significant records.
- ✓ Consistent procedures for identifying records that are no longer required and disposing of them appropriately and legally.
- ✓ Better use of current technology to support document management, retrieval, and long-term preservation.
- ✓ Greater assurance of legal compliance through the use of up-to-date retention schedules.
- ✓ Demonstrated cost savings and return on investment as manual processes decrease and storage demands decline.
- ✓ Integration of digital imaging and electronic content management systems that work seamlessly with the City's existing hardware and software.

RESOLUTION 26-__**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS ADOPTING AN AMENDED DOCUMENT MANAGEMENT POLICY AND PROCEDURES, INCLUDING THE RECORDS RETENTION SCHEDULE AND RECORDS DESTRUCTION POLICY**

WHEREAS, California Government Code section 34090 et seq. sets forth certain legal requirements relating to the retention of certain municipal records and provides that City records that have served their purpose and are no longer required may be destroyed; and

WHEREAS, the City of Clovis previously adopted on July 10, 2000, Resolution 00-79 setting forth standards for retention and destruction of public records maintained by the City; and

WHEREAS, the City of Clovis desires to update its record retention schedule to reflect current best practices and changes in the law regarding record keeping and better facilitate the appropriate and efficient management and retention of the City of Clovis records in accordance with Government Code section 34090 et seq.; and

WHEREAS, the City Council now desires to rescind Resolution No. 00-79 and replace existing policy with the updated Records Management Policy and Procedures Manual and Records Retention Schedule; and

WHEREAS, the Records Management Policy and Procedures Manual and Records Retention Schedule, attached hereto as Exhibit "A" and incorporated herein by reference, shall supersede the previous Retention of Records/Destruction of Records Schedule adopted by Resolution No. 00-79.

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

Section 1. Resolution No. 00-79 is hereby rescinded.

Section 2. The City of Clovis hereby adopts a Records Management Program which includes Document Management Policy and Procedures, including a Records Retention and Destruction Policy which is attached hereto and incorporated herein by this reference. The records listed in the schedule are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the department

head and with the consent in writing of the City Clerk and City Attorney, without further action by the City Council of the City of Clovis.

Section 3: The City Clerk is authorized to modify the Document Management Policy including the Records Retention Schedule and Records Destruction Policy as new records are added and as Federal and State laws change that impact the City's Document Management Policy. The City Clerk will update the City Council if any changes are made to the retention schedule and Document Management Policy.

Section 4. Requests that copies of Exhibit "A" be distributed to all City departments herewith by City Clerk.

Section 5. This resolution shall become effective immediately upon its passage and adoption.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on February 2, 2026, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: February 2, 2026

Mayor

City Clerk

SECTION I

General Records Management Citywide Information

Purpose

The purpose of a Document Management Policy is to establish clear policies and procedures that guide the creation, use, maintenance, retention, preservation, and disposition of City records in compliance with State and Federal laws governing public records. The policy ensures that the City maintains a responsible, legally compliant, and well-documented records management program from the moment records are created through their final disposition.

This updated policy serves as the City's second comprehensive guideline for records management practices. It reflects current laws, operational needs, and modern technology. The document includes guidance to assist departments in managing their records consistently and effectively. Because new types of records, technological changes, and updates to State and Federal law will continue to occur, the retention schedules will need periodic updates. The approving resolution was written to require the City Clerk's office to bring this document in front of Council at least once per year to reflect the changes that occurred.

Primary Goal of Project

The primary goal of this project is to establish a modern, reliable system for managing and storing City records that improves efficiency, enhances access, and protects permanent and historically significant documents. The updated program reduces the risk of lost or misplaced records, supports consistent recordkeeping practices across all departments, and ensures the preservation of the City's legislative and administrative history in a clear and organized manner.

Responsibilities:

Policies and procedures, under the supervision and administration of the City Clerk, are hereby established for the coordination, administration and implementation of the Records Management Program, under which City records are retained for administrative, operational, legal, fiscal, historical or research purposes.

City Clerk - The City Clerk is responsible for developing, coordinating and administering policies and procedures for the implementation of the Document Management Program, and to provide assistance to department records coordinators.

To perform this function, the City Clerk or their designee shall on an on-going and periodic basis:

- ✓ Create, maintain and distribute the necessary forms to implement the Records Management Program.

- ✓ Develop and maintain a retention and disposition schedule for all City records, including the preparation of any amendments as dictated by statute or administrative policy. Submit proposals for any schedule amendments to the City Attorney and annually report to the City Council any changes that occurred.
- ✓ Maintain a current inventory and index of records transferred to Iron Mountain for storage. Coordinate the transfer of records from department office areas to the Iron Mountain storage facility.
- ✓ Establish guidelines and coordinate periodic reviews of City records to determine which records are eligible for destruction in accordance with the Records Retention Schedule and subject to the approval of the Department Head, City Clerk, Records Management Coordinator, and City Attorney.
- ✓ Coordinate with all City Departments, on a routine basis, the timely destruction of obsolete records according to the procedures herein. Certify and document that records have been destroyed. Certificates of Destruction shall be permanently kept on file with the office of the City Clerk.
- ✓ Oversee the special handling of confidential, historical, and essential records, and ensure the safety of vital records in the event of a disaster.
- ✓ Maintain accurate and timely electronic databases and a uniform filing system of all legislative actions affecting the creation, utilization, maintenance, retention, preservation and disposition of City records, in order to efficiently track and retrieve City records.
- ✓ Respond to records requests by City staff in an efficient and timely manner.
- ✓ Respond to public records requests and subpoenas for public records in an efficient and timely manner and in accordance with law.

Information Technology Department - The Information Technology Department, in conjunction with the City Clerk or their designee, is responsible for developing, coordinating and administering policies and procedures for the implementation of the document imaging system, and to provide assistance to department records coordinators.

Document Imaging System - The City uses OnBase as its electronic imaging and document management system. Administrative policies and procedures shall be established and maintained by the City Clerk's Office to ensure that permanent and nonpermanent records are captured, stored, and preserved in accordance with State law. These procedures must ensure proper training of users, as well as quality control measures that protect the accuracy and integrity of all public records. The City's imaging processes shall comply with Government Code Sections 34090.5 and 12168.7 and meet the requirements of a "trusted system" as defined in Government Code section 12168.7,

including any amendments to those provisions.

City Departments:

- ✓ Each Department Head is responsible for designating a qualified Department Records Coordinator, who shall serve on the Records Management Committee.
- ✓ Each Department Head or their designee is responsible for the creation of a reliable and accurate filing system to ensure the efficient maintenance, retrieval and disposition of the records under their control.
- ✓ Each Department Head or their designee is responsible for ensuring that obsolete records under their control are destroyed in a timely manner, and certifying the destruction, in accordance with the policies and procedures stated herein.
- ✓ Each Department Head or designee is responsible for submitting a request for any necessary revisions to its Records Retention Schedule, to the City Clerk who will review the request and submit a recommendation to the City Attorney and City Council for official approval.
- ✓ Each Department Records Management Committee member is responsible for maintaining and controlling the disposition of records.

Records Management Committee - The Records Management Committee was established to act as the main point of contact within each department / division for questions regarding records management. Specific responsibilities include:

- ✓ Serves as liaison between department and the City Clerk or their designee, informing and updating of any records needs or any newly created records not currently shown in records retention schedule.
- ✓ Assists in inventories and assessment of department records on an annual basis.
- ✓ Provides assistance in collection of appropriate records for destruction, ensuring implementation in accordance with records retention schedule in the normal course of business.

City Employees

All City employees are responsible for ensuring that the policies and procedures established within this manual are followed.

CITY OF CLOVIS
RECORDS MANAGEMENT STAFF

Briana Parra, City Clerk

Brianap@clovisca.gov

Diana Belden, Deputy City Clerk

Dianab@clovisca.gov

RECORDS MANAGEMENT COMMITTEE

Rebecca Simonian	Administration	Rebeccas@clovisca.gov
Chad McCollum	Econ. Dev. / Comm.	Chadm@clovisca.gov
Angela Papazian	Finance	Angelap@clovisca.gov
Katie Krahm	Fire	Katiek@clovisca.gov
Lori Shively	GSD - Personnel / Risk	Loris@clovisca.gov
Ashlee Winslow	GSD - Senior Center	Ashleew@clovisca.gov
Bethany Berube	GSD - Transit Division	BethanyB@clovisca.gov
Claudia Cazares	Housing	Claudiac@clovisca.gov
Jesse Velez	Information Technology	Jessev@clovisca.gov
Ryan Nelson	PDS – Admin Services	Ryann@clovisca.gov
Aaron La Mattina	PDS – Admin Services	Aaronlm@clovisca.gov
Jesse Newton	PDS - Building Division	Jessen@clovisca.gov
Sean Smith	PDS - Engineering Division	Seans@clovisca.gov
George Gonzalez	PDS - Planning Division	Georgeg@clovisca.gov
Cori Nicholson	Police – Administration	Corin@clovisca.gov
Melinda Flores	Police – Records	Melindaf@clovisca.gov
Kristen Freberg	Public Utilities	Kristenf@clovisca.gov
Lisa Morris	Public Utilities	Lisamo@clovisca.gov
Sarah Payne	Public Utilities	Sarahp@clovisca.gov

The Records Management Committee serve as the point of contact within each department for questions and coordination related to records management. Responsibilities include:

- ✓ Serving as the liaison between the department and the City Clerk's Office, including communicating records needs and identifying new records not included in the retention schedule.
- ✓ Assisting with the annual inventory and assessment of department records.
- ✓ Supporting the collection and preparation of records eligible for destruction, ensuring all actions follow the approved retention schedule and standard procedures.

Current Policies and Procedures

The City of Clovis continues to maintain a comprehensive records management program in compliance with State guidelines. While each department generates different types of records, the City's goal is to apply a consistent document management approach across the organization. Greater consistency in how departments manage, store, and retain their records strengthens the overall program and makes it easier to maintain effective, compliant records practices citywide.

Each year, typically in October, City staff conducts an "Annual Cleanup" to clear out files and remove duplicate or unnecessary materials. While this practice helps reduce clutter, the updated program requires records be reviewed against the approved retention schedule to determine whether they are eligible for destruction, and all disposals must be documented with the required approvals in accordance with the Records Destruction Policy. Duplicate copies and convenience copies may still be discarded at any time when they are no longer needed without formal approval.

As a governmental agency, many of the records the City maintains are public records and must be made available in accordance with the California Public Records Act. At the same time, staff manages confidential and sensitive information such as financial data, personnel information, and protected personal information—which must be managed securely to prevent unauthorized disclosure. Staff must understand how to properly handle, store, and protect both public and confidential records to maintain the integrity of all information in the City's care.

The City Clerk's Office leads the City's records management efforts and works with designated Records Management Committee representatives from each department. Each representative works closely with the City Clerk to review departmental records and determine appropriate retention based on State, Federal, and local legal requirements. Updated retention schedules are maintained for each department, and Committee members help ensure records are properly categorized, stored, and, when eligible, prepared for destruction. The Committee structure ensures every department is represented and that staff have clear guidance and support. Through ongoing training, each Committee member serves as their department's subject matter expert in records management practices.

Specific Goals

The Committee has identified the following goals to guide the management of City records:

- ✓ Improve customer service by ensuring quick, reliable access to records and the information they contain.
- ✓ Strengthen executive and managerial decision-making through timely, accurate, and complete records.
- ✓ Increase staff productivity by using modern electronic records systems and effective processes for any remaining paper records.
- ✓ Reduce the volume of stored records, free office and filing space, and limit reliance on costly off-site storage.
- ✓ Establish clear procedures for identifying and protecting vital and sensitive records.
- ✓ Ensure outdated records are identified and disposed of in accordance with the legally adopted retention schedule.
- ✓ Promote effective use of current technology to support document management, retrieval, and long-term preservation.
- ✓ Maintain strong legal compliance through the consistent application of approved retention schedules.
- ✓ Achieve measurable cost savings and operational benefits as efficiency improves and storage needs decrease.
- ✓ Support the implementation and integration of digital imaging and electronic content management systems that work with the City's existing technological infrastructure.

Value of Records Defined

City records can have vital, administrative, fiscal, legal, or historical value. Understanding the type of value a record holds helps staff manage it appropriately throughout its life cycle.

Vital Records - Vital records are those that are essential to maintaining core City operations and recovering from an emergency. These include payroll, accounts receivable, personnel files, project files, deeds, and other documents required to continue or restore services. Some records that may not seem vital in day-to-day operations become vital during emergencies. Examples include infrastructure engineering drawings for water, sewer, gas, electrical systems, and bridges because these documents contain information that cannot be recreated from other sources.

Administrative (Operational) Value - Administrative records support the City's daily work and decision-making. Examples include memorandums, reports, correspondence, internal directives, and project documentation. These records typically have shorter retention periods because their usefulness declines once business needs are met.

Fiscal Value - Fiscal records relate to the financial activities of the City, including required audit or tax documentation. Examples include budgets, vouchers, cancelled checks, payroll records, and accounting data. Many fiscal records must be retained for several years following the annual audit to comply with tax and financial regulations.

Historical Value - Records with historical value document significant events, decisions, and actions that shape the City's development and policies. These records are preserved permanently because of their long-term importance. Examples include:

- Ordinances
- Resolutions
- City Council minutes
- Agendas and agenda reports
- Charter or municipal code updates
- Major project files
- Key administrative or policy decisions

Although historical records represent a small percentage of all records created, they serve as the long-term institutional memory of the City.

Legal Value - Records with legal value are those required by law to be retained or that may be needed for litigation, claims, audits, or regulatory compliance. Examples include deeds, contracts, property records, right-of-way documentation, and case files. While only a portion of City records have ongoing legal value, determining and applying legal retention requirements is a critical responsibility.

Legal values are generally influenced by:

- Statutes or regulations that specify retention periods
- Statutes or regulations that require retention without specifying a timeframe
- Statutes of limitation defining how long legal action may be initiated
- Pending litigation, audits, or investigations

Types of legal authority that impact retention include:

- Statutes enacted by federal or state legislatures
- Rules and regulations issued by regulatory agencies
- Statutes of limitation defining timelines for legal actions or investigations
- Judicial or administrative decisions interpreting existing laws
- Letter opinions that describe an agency's interpretation of legal requirements for specific circumstances.

DOCUMENT DESTRUCTION POLICY

Maintenance and Disposition of Records – Procedures

Records Management Policy & Procedures Document: The City Clerk will distribute this Records Management Policy to all Department Heads and each Committee member. Each Department Head is responsible for ensuring that the records under their control are maintained and destroyed in accordance with said Policy. The Policy shall be revised annually to meet all legal and administrative requirements.

The overall goal is to have a procedure in place that staff will utilize so that on an annual basis retention schedule will be reviewed to determine what documents can be destroyed. Those identified will be properly destroyed as identified in the procedures below and a record of their destruction will be permanently maintained by the City Clerk's office.

REQUIRED FORMS: The following forms are to be utilized by all Department Heads or their designees in order to efficiently and accurately identify, inventory, transfer to storage, retrieve, and destroy records under their control: (Each form, including instructions, is attached).

Authority to Destroy Obsolete Records Form (See Appendix A, Form 1) - This form is prepared by the department wishing to destroy records. The City Clerk or their designee reviews the form and forwards it to the City Attorney for approval. Once approved by the City Attorney, the records can be destroyed.

DESTRUCTION OF RECORDS:

As provided by Government Code Section 34090, with the approval of the legislative body by resolution and upon the request of the Department Head and with the written consent of the City Attorney and the City Clerk, the records identified in the Retention Schedule are authorized to be destroyed on an on-going basis in accordance with the retention

periods. Because the City Council has adopted the City's retention schedules by resolution, records can be destroyed after approval of the City Attorney and City Clerk have been obtained.

Procedure:

The Office of the City Clerk shall be responsible for scheduling and coordinating with all City Departments the destruction of records on an annual basis. The appropriate forms will be distributed to all City departments in order to document the records to be destroyed. The department's Committee member will identify and separate those records that can be destroyed. The Committee member will complete the Authority to Destroy Obsolete Records form and forward it to the City Clerk's office. After appropriate signatures have been provided, the Committee member will be notified that the subject records may be properly disposed of.

It shall be required that the Department Head, City Attorney, City Clerk and Records Management Coordinator authorize and sign each Authority to Destroy Obsolete Records form prior to the records being destroyed.

NOTE: It is imperative that the requests for Authority to Destroy Obsolete Records (form) be reviewed carefully by all signatory staff in order to determine whether records listed are involved in litigation, or if there is an administrative and/or operational requirement which may require a temporary extension of the retention period.

Records deemed to be confidential in nature shall be shredded. All other records shall be removed from their locations and taken off site for a secure destruction.

The Department Head in control of the records and City Clerk or their designee shall certify each and every destruction of records. The City Clerk or their designee shall maintain a permanent record of all destroyed records and destruction certifications.

Exceptions:

Notwithstanding the provisions identified above regarding the disposition of records, in accordance with Government Code Section 34090, the City is not authorized to destroy the following City records:

- Records affecting the title of real property or liens thereon.
- Court records.
- Records required to be kept by statute.
- (Original) Records less than two years old.

- The minutes, resolutions, or ordinances of the City Council or the City's Boards or Commissions.

PUBLIC RECORDS REQUESTS:

Each Department Head is responsible for ensuring that a request for public records is processed according to the procedures pursuant to the Public Records Act (Govt. Code Section 7920.000, et seq.).

A "public record" is any writing containing information relating to the conduct of the public's business that is prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. (Govt. Code Section 7920.530)

VITAL RECORDS PROTECTION:

Vital records contain information necessary for the City to resume operations after a disaster. Each Department Head is responsible for identifying the vital records under their control and ensuring that the Vital Records are maintained according to the following procedures:

- All vital records shall be stored in a secure, safe and controlled environment, to protect the records from theft or damage (i.e. vault or Iron Mountain).
- Vital records which are in use but are required to be kept in a secured area, should be returned to the secured area at the end of each workday. Vital records should not be allowed to accumulate on desks or in unprotected areas.

The Information Services Division shall back up the City's Mainframe, Servers, and imaged records in accordance with procedure established by the Information Services Division. The back up copy, including any optical media, will be stored at an off-site location to be used for recovery if necessary. The address of the off-site location is on file with the Information Services Division.

SECTION II

Department Specific Information

RECORDS RETENTION SCHEDULE

The City Clerk and the City Attorney have reviewed federal and state laws concerning retention of documents to ensure that the schedule is in compliance with these laws. The schedules contain retention requirements for all City departments.

RECORDS NOT LISTED ON THE RECORDS RETENTION SCHEDULE

In most cases, file series not addressed in the attached schedule should be considered routine in nature and should be identified as a general subject, and retention for those files should be two (2) years unless specific laws, decisions or opinions would apply to the file series.

If a file series is not addressed in the attached schedule and the department believes other legal requirements apply or it is an essential record for the reasons listed above, following the recommendations of the Records Management Director and the Department Head, retention periods for these records will be established and the records will be listed, alphabetically by department, using a Records Retention Schedule form. The amended schedule will then be submitted to the City Attorney for approval. A status report on changes to the schedule will be brought to the Council.

* * * * *

HOW TO USE RETENTION SCHEDULES

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

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

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

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

STRUCTURE: CITY-WIDE, DEPARTMENTS & DIVISIONS

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

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule, or look in the index to the schedules (provided after approval.)

BENEFITS

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

- Reduce administrative expenses, expedite procedures
- Free office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the City
- Find records faster
- Determine what media should be used to store records

AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):

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

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

Copies, drafts, notes and non-records (or originals that do NOT have SUBSTANTIVE CONTENT) do **NOT require authorization**, and can be destroyed "**When No Longer Required.**"

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

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

RECORDS RETENTION SCHEDULE LEGEND

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AGENDA ITEM NO. 2.

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

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

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

Retention/Disposition:
Active (guideline): How long the file remains in the immediate office area
Inactive (guideline): How long the file is in off-site storage, stored electronically in accordance with law (see below)
Total Retention: The total number of years the record is retained

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

P = Permanent

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

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

Media Options (guideline) terms used in State law:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk or other **Unalterable Media** which does not allow changes

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

Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record: “Yes” means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed)** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**; other legal mandates may apply.

Legend for legal citations (§: Section)

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

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

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

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY-WIDE (Used by ALL Departments)								
Lead Dept.	CW-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Lead Dept. (Managing the Agreement / Contract)	CW-002	Agreements / Contracts: NOT APPROVED BY THE CITY COUNCIL <i>Agreement / Contract includes all contractual obligations (e.g. Scope of Work / all attachments / exhibits). Includes Purchasing Agreements</i> <i>The City Clerk is the Office of Record for all agreements approved by the City Council.</i>	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Developers=comp. + 10 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), GC §34090
Lead Dept. (Managing the Agreement / Contract)	CW-003	Agreements / Contracts: ADMINISTRATION (WITH Grant Funding) (Project Administration, Insurance Certificates, Certified Payrolls, Insurance Certificates, Project Schedules, RFP - Request for Proposal / Successful Proposal, etc.) City Clerk retains originals only if the City Council approved it	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Developers=comp. + 10 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(a&b), ; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept. (Managing the Agreement / Contract)	CW-004	Agreements / Contracts: ADMINISTRATION (WITHOUT Grant Funding) (Project Administration, Insurance Certificates, Certified Payrolls, Insurance Certificates, Project Schedules, RFP - Request for Proposal / Successful Proposal, etc.) City Clerk retains originals only if the City Council approved it	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Covers E&O Statute of Limitations; Statute of Limitations: Contracts & Spec's=4 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept. (Managing the Agreement / Contract)	CW-005	Agreements / Contracts: UNSUCCESSFUL BIDS, PROPOSALS / RESPONSES to RFPs (Request for Proposals) / RFQs (Request for Qualifications) that don't result in a contract	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finance / Purchasing retains the originals of Formal procurements; Includes unopened bids; GC §34090
Lead Dept.	CW-006	Boards, Commissions, / Committees: External Organizations / Regional Boards / Commissions - Agendas, Minutes, Resolutions, / other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.	CW-007	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the City Council AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Staffing Dept.	CW-008	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the City Council Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 4 years, or After Minutes are Approved, Whichever is Longer		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Staffing Dept.	CW-009	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the City Council MINUTES Department maintains originals	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Staffing Dept.	CW-010	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the City Council Recordings - VIDEO RECORDINGS of Meetings / Video Recordings	Minimum 4 years, or After Minutes are Approved, Whichever is Longer		Mag			Department preference; video recordings of meetings are required for 90 days; GC §34090.7. 54953.5
Lead Dept.	CW-011	Cash Receipts / Detail Backup of Revenue in Departments / Petty Cash Backup / Credit Card Payment Receipts	5 years		Mag, Ppr			Not forwarded to Finance; Department preference; meets municipal government auditing standards; GC §34090
Staffing Dept.	CW-012	Committees: Employee Committees , Employee Staff Meetings / Department Staff Meetings AGENDAS / MINUTES (if agendas or minutes were created)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Staffing Dept.	CW-013	Committees: Subcommittees of the City Council (Ad-Hoc / Standing Committees) AGENDAS / MINUTES	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All actions are made by the City Council; GC §34090
Lead (Responding) Dept.	CW-014	Complaints / Concerns Database / CRM Database / Neighborhood Connections (Excludes Police Officers and Potable Water Quality complaints)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-015	Copies / duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-016	Correspondence - ROUTINE (IF CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business) (e.g. e-mail / email with SUBSTANTIVE content, Letters, Memorandums, Administrative Files, Press Releases, Media Releases, etc.) SUBSTANTIVE synonyms: Significant, Meaningful, Considerable, Essential	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose vs. Superior Court, 5 Cal. 5th 608 (2017). GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the City's Original Document	CW-017	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency / Intraagency Memoranda NOT retained in the ordinary course of business Content NOT Substantive , / NOT made / retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail / email, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, PowerPoint presentations, speaker cards, speech notes, Teams videoconference chats, notes / recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record . Records where the CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business , or ARE made or retained for the purpose of preserving the informational content for future reference are SAVED by placing them in an electronic or paper (project) file folder and retained for the applicable retention period . If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500, 7928.705.; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose vs. Superior Court, 5 Cal. 5th 608 (2017).
Division Providing Service / Work	CW-018	CRM Database / Customer Relations Management Database (contains Customer Requests for Service and responses)	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
Lead Dept.	CW-019	Drafts / Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500, 7928.705

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-020	Employee Reimbursement Backup / Detail (Continuing Education - not forwarded to Finance)	5 years		Mag, Ppr			Department preference; meets municipal government auditing standards; GC §34090
Lead Dept.	CW-021	GIS Database / Data / Layers (both City-wide / Specialized)	When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department preference (Preliminary documents); GC §34090 et seq.
Lead Dept. (Managing the grant)	CW-022	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Managing the grant)	CW-023	Grants Administration / CDBG Administration (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), copy of grant agreement, copies of invoices, program rules, regulations / procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), GC §34090
Lead Dept.	CW-024	Newspaper Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090
General Services / Personnel	CW-025	Personnel Files (Department Copies) Send all originals to Personnel; may exclude some Fire / Peace Officer records	Separation or Transfer + 3 years	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Originals are retained by Personnel; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-026	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-027	Photographs	When No Longer Required		Mag, Ppr			Preliminary Drafts (retention is placed on the final record in which the photograph is published in, if any); destroy unnecessary photographs. GC §§34090, 7927.500
Lead Dept. (Who Uses the Vehicle)	CW-028	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Ppr			GC §34090; 13 CCR 1234(c)
Lead Dept. (Who Managed the Note)	CW-029	Promissory Notes / Loans (excludes Housing)	Fully Paid or Forgiven + 5 years		Ppr			Department preference; meets municipal government auditing standards; GC §34090
Lead Dept.	CW-030	Prop. 218 (Property-based fees - Improvement Districts: Notices / Mailing List (Protest Letters / Ballots are tabulated by the City Clerk)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)
Lead Dept. (Who Ordered the Appraisal)	CW-031	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; GC §§34090, 7928.705

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept. (Who Ordered the Appraisal)	CW-032	Real Estate Appraisal Reports: Purchased Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(b); GC §34090
Lead Dept.	CW-033	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals / O&M Manuals, Newsletters, Plans / Strategic Plans, Plans (if not provided in the schedule), Standard Operating Procedures (SOPs), Studies, Reports (if not provided in the schedule.): etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-034	Reference Materials: Internal Policies, Procedures, Brochures, Flyers, Handbooks, Manuals / O&M Manuals, Newsletters, Plans / Strategic Plans, Plans (if not provided in the schedule), Standard Operating Procedures (SOPs), Studies, Reports (if not provided in the schedule.): etc.: Produced by YOUR Department	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	CW-035	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals / O&M Manuals, Newsletters, Administrative Policies, Plans / Strategic Plans, Plans (if not provided in the schedule), Standard Operating Procedures (SOPs), Studies, Reports (if not provided in the schedule.): etc.: Produced by OTHER Departments	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-036	Reports, Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-037	Reports, Studies (other than Historically significant - e.g. Annual Reports)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Information is outdated after 10 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-038	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form / records of the chemical / substance / agent, where / when it was used	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Lead Dept.	CW-039	Special Event Permits	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Lead Dept.	CW-040	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Lead Dept.	CW-041	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft / transitory record, / can be destroyed as drafts (When No Longer Required)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-042	Training Database (Vector Solutions / Target Solutions)	Indefinite - Minimum Separation + 5 years		Mag			Data is interrelated; GC §34090 et seq.; LC §§1198.5
Lead Dept.	CW-043	Training EMPLOYEE RECORDS (If Records are Created) Required Information for all Employee Training: Employee Name Training Provider's Name Date Duration (length) Core Competencies / Skills Certifications / Qualifications	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §§1198.5, 6401.9(f), 6429(c); 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); 53238.3(b)
Lead Dept. (Presenting the Training)	CW-044	Training Presented by City Staff - COURSE RECORDS (Attendance Rosters / Sign-in Sheets, Outlines / Materials; includes Ethics, Fiscal & Financial, Harassment, Workplace Violence, Safety Training, Tailgates)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets OSHA requirements; Ethics, Fiscal & Financial, Harassment & Workplace Violence Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); 53238.3(b), LC §6401.9(f), LC §1198.5

RECORDS RETENTION SCHEDULE: ADMINISTRATION / CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ADMINISTRATION / CITY CLERK								
Admin. / City Clerk	CC-001	Agenda Packets: City Council, Public Financing Authority, former Redevelopment Agency, Successor Agency, Oversight Board, Measure Y Committee, Youth Commission Includes Appeals, Budgets, Annual Financial Reports (CAFR, ACFR)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Admin. / City Clerk	CC-002	Agreements / Contracts, Amendments - APPROVED BY THE CITY COUNCIL: AFTER SCANNING / IMAGING / INFRASTRUCTURE, JPAs, MOUs Agreement / Contract includes all contractual obligations (e.g. Scope of Work / all attachments / exhibits) Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property / property restrictions, redevelopment, reservoirs, sewers, sidewalks, street / alley improvements, settlement, subdivisions, utilities, water, etc.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All infrastructure contracts should be permanent for emergency response; Statute of Limitations is 10 years for Errors & Omissions; 4 years for all contracts; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
Admin. / City Clerk	CC-003	Appeal Hearing Process Records (Citations, Code Enforcement)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Final Determination is sent to the Department from which the case was appealed from; GC §34090
Admin. / City Clerk	CC-004	Board / Commission / Committee Recruitment / Applications (All, whether appointed / not)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATION / CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / City Clerk	CC-005	Board / Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Admin. / City Clerk OR Engineering	CC-006	Bonds: Labor / Materials, Performance Bonds, Letters of Credit, Encroachment Permits, Monitoring Bonds	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Security; GC §34090
Admin. / City Clerk	CC-007	City Articles of Incorporation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Risk Manage.	CC-008	Claims Against the City Forms / Claim for Damages Forms	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Risk Management is the Office of Record for Claim Files; GC §34090
Admin. / City Clerk	CC-009	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): DESIGNATED EMPLOYEES / CONSULTANTS (specified in the City's Conflict of Interest code)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	City maintains original statements; GC §81009(e)&(g)
Admin. / City Clerk	CC-010	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ELECTRONICALLY FILED / DATABASE (NetFile)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Only Campaign Statements filed electronically are required for 10 years; GC §81009(f)(g); GC §84615
Admin. / City Clerk	CC-011	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): PUBLIC OFFICIALS / 87200 Filers (elected / not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer / City Attorney)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Standard municipal government practice; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
Admin. / City Clerk	CC-012	FPPC Form 635 or 602 - Lobbyist Authorization / Reporting	5 years		Mag, Ppr	S / I	Yes: After QC	2 CCR 18615(d)

RECORDS RETENTION SCHEDULE: ADMINISTRATION / CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / City Clerk	CC-013	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr	S / I	Yes: After QC	Must post on website; GC §81009(e)
Admin. / City Clerk	CC-014	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Ppr	S / I	Yes: After QC	Should post on website for 4 years; GC §81009(e)
Admin. / City Clerk	CC-015	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr	S / I	Yes: After QC	GC §81009(e)
Admin. / City Clerk	CC-016	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr	S / I	Yes: After QC	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
ADMINISTRATION / CITY CLERK / ELECTIONS								
Admin. / City Clerk / Elections	CC-017	Campaign Filings (FPPC 400 Series Forms / Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009(b)&(g)
Admin. / City Clerk / Elections	CC-018	Campaign Filings (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Candidates without committees are not required to file their statements, reports or copies online or electronically; Paper must be retained for at least 2 years; GC §81009(b)&(g)
Admin. / City Clerk / Elections	CC-019	Campaign Filings (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH / WITHOUT Committees	Election + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Campaign statements must be posted on the City's website within 72 hours and remain on line for 4 years; Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615
Admin. / City Clerk / Elections	CC-020	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	GC §81009(f)&(g)
Admin. / City Clerk / Elections	CC-021	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	GC §81009(c)&(g)

RECORDS RETENTION SCHEDULE: ADMINISTRATION / CITY CLERK (Elections)

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / City Clerk / Elections	CC-022	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
Admin. / City Clerk / Elections	CC-023	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
Admin. / City Clerk / Elections	CC-024	Elections - GENERAL, WORKING / ADMINISTRATION Files (Correspondence, Applications to fill a Vacancy on the City Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations / Precinct Board Members, Notices, Postings, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Admin. / City Clerk / Elections	CC-025	Elections - HISTORICAL Files (Copies of Sample Ballot, Copy of Resolution Declaring Results, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Admin. / City Clerk / Elections	CC-026	Elections - Petitions (Initiative, Recall / Referendum) - IF INSUFFICIENT - IF Examined by Proponents	Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; 1 year after examination if the proponents choose to examine the petitions, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
Admin. / City Clerk / Elections	CC-027	Elections - Petitions (Initiative, Recall / Referendum) - IF INSUFFICIENT - NOT Examined by Proponents	Determination of Insufficiency + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after the City Clerk makes the determination of insufficiency / examines the petitions. unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400

RECORDS RETENTION SCHEDULE: ADMINISTRATION / CITY CLERK (Elections)

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / City Clerk / Elections	CC-028	Elections - Petitions (Initiative, Recall / Referendum) - IF SUFFICIENT	Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
Admin. / City Clerk / Elections	CC-029	Elections - Prop. 218 (Property-based fees - Improvement Districts: Protest Letters / Ballots, Tabulation (Notices / Mailing lists are retained in the Lead Dept.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)
(End of Elections Section)								
Admin. / City Clerk	CC-030	Ethics Training Certificates - City Council, Board / Commission Members and Employees	Separation + 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §§ 3105, 12946, 12960, 34090, 53235.2(b); LC §1198.5
Admin. / City Clerk	CC-031	Historical Records / Archives, Photographs, / Historical Projects (e.g. City Anniversaries, Incorporation, City Seal, Awards of significant historical interest, Grand Openings, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
Admin. / City Clerk	CC-032	Minutes: City Council, Public Financing Authority, former Redevelopment Agency, Successor Agency, Oversight Board, Measure Y Committee, Youth Commission	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Admin. / City Clerk	CC-033	Oaths of Office - City Council Only	Separation + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507, 34090; PC §§801.5, 803(c)
Admin. / City Clerk	CC-034	Ordinances	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)

RECORDS RETENTION SCHEDULE: ADMINISTRATION / CITY CLERK (Elections)

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / City Clerk	CC-035	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall / Referendum Petitions	1 year		Mag, Ppr			Law requires 1 year for petitions; GC §50115
Admin. / City Clerk OR City Manager	CC-036	Proclamations / Certificates	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Admin. / City Clerk	CC-037	Public Records Requests (Just FOIA)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Admin. / City Clerk	CC-038	Recorded Documents: Deeds, Easements, Final Order of Condemnation, Full Reconveyance, Liens, Notice of Completion, Rights of Way, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Admin. / City Clerk	CC-039	Recordings - AUDIO Recordings: City Council, Public Financing Authority, former Redevelopment Agency, Successor Agency, Oversight Board, Measure Y Committee, Youth Commission	Minimum 4 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
Admin. / City Clerk	CC-040	Recordings - VIDEO Recordings: City Council, Public Financing Authority, former Redevelopment Agency, Successor Agency, Oversight Board, Measure Y Committee, Youth Commission	Minimum 4 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
Admin. / City Clerk	CC-041	Records Destruction Authorization Forms / Certifications (All Departments)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATION / CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / City Clerk	CC-042	Records Retention Amendment Authorization Forms	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Admin. / City Clerk	CC-043	Redistricting Web Page / Council District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		Mag, Ppr			EC §21160(i); GC §34090
Admin. / City Clerk	CC-044	Resolutions: City Council, Public Financing Authority, former Redevelopment Agency, Successor Agency, Oversight Board, Measure Y Committee, Youth Commission	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Admin. / City Clerk	CC-045	Secretary of State Statement of Facts / Registry of Public Agencies	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Admin. / City Clerk	CC-046	Subpoenas Duces Tecum	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
State of California / DMV	CC-047	Vehicle Titles (Pink Slips)	Sale or Disposal		Ppr			Given to Auction House / New Owner; GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATION / CITY MANAGER AND CITY ATTORNEY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ADMINISTRATION / CITY MANAGER								
City Manager	CM-001	Attorney Invoices / Legal Invoices (backup is not accessible to the public)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; (meets municipal government auditing standards); GC §34090
City Manager	CM-002	Project Files / Subject Files (Subject will change over time) If Content relates in a SUBSTANTIVE way to the conduct of the public's business	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
ADMINISTRATION / CITY ATTORNEY (Contract)								
City Attorney	CM-003	Advice Files / Legal Advice Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
City Attorney	CA-004	Litigation Files / Lawsuits / Court Case Files	Minimum Final Resolution + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	CA-005	Prosecutions (Municipal Code Violations)	Final Resolution + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT, HOUSING AND COMMUNICATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ECONOMIC DEVELOPMENT, HOUSING and COMMUNICATIONS / COMMUNICATIONS								
Econ Dev, Housing, Commun. / Communications	EHC-001	Legislative Advocacies, Support / Opposition to proposed Federal / State Legislation	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Econ Dev, Housing, Commun. / Communications	EHC-002	Press Releases / Media Releases (Exclude Police and Fire)	Minimum 2 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; GC §34090
Econ Dev, Housing, Commun. / Communications	EHC-003	Videos of City Events / Promotional Videos	When No Longer Required - Minimum 2 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference: GC §§34090
ECONOMIC DEVELOPMENT, HOUSING and COMMUNICATIONS / ECONOMIC DEVELOPMENT								
Econ Dev, Housing, Commun. / Economic Dev.	EHC-004	Economic Development Projects (Records related to Business Recruitment or Retention)	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Econ Dev, Housing, Commun. / Economic Dev.	EHC-005	Downtown Revitalization / Business Organization of Old Town Clovis (BOOT)	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
ECONOMIC DEVELOPMENT, HOUSING and COMMUNICATIONS / HOUSING								

RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT, HOUSING AND COMMUNICATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Econ Dev, Housing, Commun. / Housing	EHC-006	Grants to Local Non-Profit Agencies / Subrecipient Grants / CDBG (Community Development Block Grant) (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) and Grant Application / Administration to State (HUD) Applications (successful), copy of grant agreement, copies of invoices, program rules, regulations / procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b); GC §34090
Econ Dev, Housing, Commun. / Housing	EHC-007	Housing Applications: Denied , Incomplete, Unqualified, Exceeds Income Limits, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Econ Dev, Housing, Commun. / Housing	EHC-008	Housing Plans: Consolidated Annual Performance and Evaluation Review (CAPER) / Comprehensive Housing Affordability Strategy (CHAS) / Consolidated Action Plan / Analysis of Impediments to Fair Housing Choices / Citizen Participation Plan / Action Plans, etc.	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	24 CFR 91.105(h); 24 CFR 92.508(a); GC §34090
Econ Dev, Housing, Commun. / Housing	EHC-009	Housing Programs: Affordable Housing Projects, Lead-Based Paint, Rehabilitation, CDBG-funded Housing Projects, Promissory Notes (Kept in the vault), etc. WITH a Recapture / Resale Restriction / WITH Affordability Restrictions Trust Deeds are kept in file (kept in the vault); Deeds to property owned by the City are sent to City Clerk	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)(c)(2); 2, GC §34090

RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT, HOUSING AND COMMUNICATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Econ Dev, Housing, Commun. / Housing	EHC-010	Housing Programs: Affordable Housing Projects, Lead-Based Paint, Rehabilitation, CDBG-funded Housing Projects, Promissory Notes, etc. WITHOUT a Recapture / Resale Restriction Trust Deeds are kept in file; Deeds to property owned by the City are sent to City Clerk	Loan Pay-off OR Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; , 92.508(a)&(c) & 570.502(a)(7), 982.158, 884.214; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE
(Admin., / Treasurer, Budget, Business License, Acct., Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
FINANCE / ADMINISTRATION AND TREASURER								
Finance / Lead Depart.	FIN-001	Financial Services Database / ERP Database (One Solution / Central Square)	Indefinite - Minimum 7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090
Finance / Admin. & Treasurer	FIN-002	Audit Reports / Annual Comprehensive Financial Report (ACFR) / related Audit Opinions	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090
Finance / Admin. & Treasurer	FIN-003	Audit Work Papers	Drafts - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; (preliminary drafts); GC §34090
Finance / Admin. & Treasurer	FIN-004	Audits - Single Audits / Transportation Audits / PERS Audit, FEMA / OES Audits, etc.	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (exceeds municipal government auditing standards); GC §34090
Finance / Admin. & Treasurer	FIN-005	Bonds / Bond Sales / Official Statements / Transcripts / Certificates of Participations (COPs) / General Obligation Bonds / Revenue Bonds / Assessment District Bonds / CFD Bonds - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for bonds issued by local governments are 10 years; IRS bond auditing regulations state, "...material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); 26 CFR § 1.148-5(d)(6)(iii)(E); GC §43900 et seq.
Finance / Admin. & Treasurer	FIN-006	Grant Work Papers	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference - preliminary drafts (exceeds municipal government auditing standards); GC §34090
City Clerk	FIN-007	Investment Reports / Treasurer Reports	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies (City Clerk retains in City Council Agenda Packet; GC §34090.7

RECORDS RETENTION SCHEDULE: FINANCE
(Admin., / Treasurer, Budget, Business License, Acct., Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Admin. & Treasurer	FIN-008	Investments / Arbitrage / Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900
Finance / Admin. & Treasurer	FIN-009	Workers Compensation Claims - Financial Records Only	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900
FINANCE / BUDGET								
Finance / Budget	FIN-010	Budgets - Adopted / Final	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Finance / Budget	FIN-011	Budgets - Preliminary, Backup Documents	Drafts - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts / Content Not Substantive; GC §34090 et seq.
FINANCE / BUSINESS LICENSE								
Finance / Business License	FIN-012	Business License / Database (HdL)	Indefinite - Minimum 5 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference - Data is interrelated; GC §34090, H&S §19850
Finance / Business License	FIN-013	Business License Applications	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Building, Planning and Fire all approve the applications; 5 years meets auditing standards; GC §34090 et seq.
Finance / Business License	FIN-014	Business License Renewals	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
FINANCE / GENERAL ACCOUNTING								

RECORDS RETENTION SCHEDULE: FINANCE
(Admin., / Treasurer, Budget, Business License, Acct., Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / General Accounting	FIN-015	1099's, 1096's, DE542 (California Report of Independent Contractors)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / General Accounting	FIN-016	Accounts Payable / Invoices / Backup (Includes Invoices, Purchase Orders, Travel Reimbursements Expense Reimbursements, Warrant Request, Vouchers, etc.)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for grant auditing purposes; exceeds municipal government auditing standards; GC §34090
Finance / General Accounting	FIN-017	Accounts Payable Posting Report / Warrant Register Report (issued)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for grant auditing purposes; exceeds municipal government auditing standards; GC §34090
Finance / General Accounting	FIN-018	Accounts Receivable / Revenue / Our Invoices to Outside Entities: Insurance Companies, Franchise Fees, DUI Billing, Tax Return / Application for Transient Occupancy Tax (TOT), Auctions of Surplus Property, Credit Card Payment Receipts, Tenant Billing / Rent, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-019	Bank Statements / Trustee Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, Wire Transfers	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for grant auditing purposes; exceeds municipal government auditing standards; GC §§34090, 26 CFR 31.6001-1
Finance / General Accounting	FIN-020	Checks / Warrants (Cashed / Returned / NSF)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-021	Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§34090, 26 CFR 31.6001-1

RECORDS RETENTION SCHEDULE: FINANCE
(Admin., / Treasurer, Budget, Business License, Acct., Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / General Accounting	FIN-022	Assessment Districts, Community Facilities Districts (CFDs), Landscape Maintenance Districts (LMDs) Accounting, Assessor Tax Rolls	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-023	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / General Accounting	FIN-024	Fixed Assets - Annual Listing (Source Documents)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-025	Journal Entries / Journal Vouchers / Budget Adjustments	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match Accounts Payable; meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337
Finance / General Accounting	FIN-026	Reports, Financial Reports Created by One Solution ERP General Ledgers Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, etc.	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Financial system can re-create reports accurately; GC §34090
Finance / General Accounting	FIN-027	Reports: Annual State / Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-028	W-9s	Vendor Inactive + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §34090; 26 CFR 31.6001-1(e)(2)
FINANCE / PAYROLL								

RECORDS RETENTION SCHEDULE: FINANCE
(Admin., / Treasurer, Budget, Business License, Acct., Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Lead Depart.	FIN-029	Financial Services Database / ERP Database (One Solution / Central Square)	Indefinite - Minimum 7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090
Finance / Payroll	FIN-030	1095-C, 1094-C (Employer-Provided Health Insurance Offer / Coverage) / Transmittal Form)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090
Finance / Payroll	FIN-031	CalPERS Reports, PARS Reports, Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Most recent records are stored on CalPERS website; Department preference; Retained to match other auditing periods; GC §34090
Finance / Payroll	FIN-032	Checks / Warrant Register Report - Payroll Only	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Payroll	FIN-033	Checks / Warrants - Cancelled - Payroll Only	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090, 26 CFR 31.6001-1
Finance / Payroll	FIN-034	DE-34 (California EDD Report of New Employees)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090
Finance / Payroll	FIN-035	DE-6, DE-7, DE-9, DE-43, W-3, / DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA / Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

RECORDS RETENTION SCHEDULE: FINANCE
(Admin., / Treasurer, Budget, Business License, Acct., Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Payroll	FIN-036	Deferred Compensation (City Statements)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Produced by Deferred Comp. Provider; GC §304090, 26 CFR 31.6001.1
Finance / Payroll	FIN-037	Employee Payroll File (may include W-4s)	Separation + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-038	Garnishments, Child Support, Court Orders regarding Employee Wages	Completion + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Payroll	FIN-039	Payroll Reports (includes Leave Registers, time Transaction Reports, etc.)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; (meets municipal government auditing standards); GC §34090
Finance / Payroll	FIN-040	PERS Statements	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Payroll	FIN-041	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards / Time Keeping Database (ESS) Excludes Police Department	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090; 8 CCR 11040.7(c); 29 CFR 516.5 & 516.6(c);
Finance / Payroll	FIN-042	W-2's	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

RECORDS RETENTION SCHEDULE: FINANCE
(Admin., / Treasurer, Budget, Business License, Acct., Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Payroll	FIN-043	W-4's	No Longer in Effect + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1
FINANCE / UTILITY BILLING								
Finance / Utility Billing	FIN-044	Utility Billing Database (SpryPoint / SpryCIS)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Finance / Utility Billing	FIN-045	Bankruptcies - If a Claim is filed by the City	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Utility Billing	FIN-046	Bankruptcies - No Claim filed by the City	Not More than 90 days		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not City records (account is closed and bankruptcy noted in database)
(Bank)	FIN-047	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	These are bank instruments, and not City records; per bank agreement.
Finance / Utility Billing	FIN-048	Collection Agency Assignments / Unpaid Accounts	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Negative credit information remains on credit reports for 7 - 10 years; Meets auditing standards; City does not Lien property (Liens are good for 10 years from recording date, and may be extended by re-recording lien); WC 36729; GC §34090
Finance / Utility Billing	FIN-049	Payment Stubs / Water Receipts / Utility Receipts (when payment is submitted)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Documents - payments can be made without including the stub; GC §34090 et seq.
Finance / Utility Billing	FIN-050	Water Billing: Appeals - Payment Delinquency / Impending Discontinuation	Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908

RECORDS RETENTION SCHEDULE: FINANCE
(Admin., / Treasurer, Budget, Business License, Acct., Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Utility Billing	FIN-051	Water Billing: Non-payment Notices / Notice of Payment Delinquency / Impending Discontinuation	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Utility Billing	FIN-052	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Utility Billing	FIN-053	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910
Finance / Utility Billing	FIN-054	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090
Finance / Utility Billing	FIN-055	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

(Admin., Community Risk Reduction (CRR), Operations)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FIRE / ADMINISTRATION								
Fire / Admin.	FR-000	Background File - UNSUCCESSFUL Fire Employees Selected Employees have Background Files which include LiveScan Responses / CORIs (Criminal Offender Record Information) Successful backgrounds are retained by Human Resources	4 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State Law requires 4 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5
Fire / Admin.	FR-001	ISO Insurance Ratings	15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (rated every 10 years); GC §34090
Fire / Admin.	FR-002	Monthly Statistical Reports / Run Statistics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
Fire / Admin.	FR-003	NDA / Confidentiality Agreements with Employees in relation to Department Functions	Separation + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Admin.	FR-004	Personnel Evaluations retained by Fire: Probationary Period, Return to Work, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Admin.	FR-005	PPE Inventory (Personal Protective Equipment Inventory)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Fire / Admin.	FR-006	Programs / Projects (e.g., CPR Program, Fire Service Day, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC § 34090 et seq.
Fire / Admin.	FR-007	Respiratory Fit Tests	Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE - FIRE (Admin., Community Risk Reduction (CRR), Operations)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / Admin.	FR-008	Ride-A-Long Waivers	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Admin.	FR-009	Training Database - Fire Only (Vector Solutions / Target Solutions)	Indefinite - Minimum Separation + 5 years		Mag			Data is interrelated; GC §34090 et seq.; LC §§1198.5
Fire / Admin.	FR-010	Training File (Fire employees) Individual Training Certificates, Continuing Education for Paramedics / EMT	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets OSHA requirements; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; Paramedic Continuing Education is required for 4 years by DPH; 8 CCR §3204(d)(1) et seq., 8 CCR §3203 et seq., 22 CCR 100395. 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090; LC §§1198.5
Fire / Admin.	FR-011	Wellness Testing	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
FIRE / COMMUNITY RISK REDUCTION (CRR)								
Fire / Community Risk Reduction (CRR)	FR-012	Administrative Citations / Notice of Violations	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Community Risk Reduction (CRR)	FR-013	Emergency Preparedness - Community Emergency Response Team (CERT) Applications	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 USC 1113

RECORDS RETENTION SCHEDULE - FIRE (Admin., Community Risk Reduction (CRR), Operations)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / Community Risk Reduction (CRR)	FR-014	Emergency Preparedness - Drills / EOC Activations	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Fire / Community Risk Reduction (CRR)	FR-015	Emergency Preparedness - OES or FEMA Claims for Reimbursement	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Fire / Community Risk Reduction (CRR)	FR-016	Emergency Preparedness Plans	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Community Risk Reduction (CRR)	FR-017	False Alarm Billing	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §34090
Fire / Community Risk Reduction (CRR)	FR-018	Fire Code Books	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Fire / Community Risk Reduction (CRR)	FR-019	Fire Information and Safety Education (FISE) Program	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC § 34090 et seq.

RECORDS RETENTION SCHEDULE - FIRE (Admin., Community Risk Reduction (CRR), Operations)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / Community Risk Reduction (CRR)	FR-020	Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Fires, Modification / Alternative Methods / Materials / Citations / Notice of Violations	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for the Life of the Structure or Activity, or Minimum 5 years whichever is longer for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §34090
Fire / Community Risk Reduction (CRR)	FR-021	Fire suppression / detection reports: alarm, hood, sprinkler, stand pipe reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Certain Property Owners are required to test and certify every 5 years; GC §34090
Fire / Community Risk Reduction (CRR)	FR-022	Permits and Plans: Fire Construction (fire sprinkler, fire alarm, alarm monitoring, etc.)	Expiration of Permit + 2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Fire / Community Risk Reduction (CRR)	FR-023	Permits and Plans: Fire Operational (events, fireworks, tents) and State Inspections and Pre-Inspections for Care Homes	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC § 34090 et seq.
Fire / Community Risk Reduction (CRR)	FR-024	Public Information / Education (when produced internally)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE - FIRE (Admin., Community Risk Reduction (CRR), Operations)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / Community Risk Reduction (CRR)	FR-025	Vegetation Management / Weed Abatement	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Fire / Community Risk Reduction (CRR)	FR-026	Vegetation Management / Weed Abatement Liens	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
FIRE / OPERATIONS / SUPPRESSION								
Fire / Operations	FR-027	Fire Incident RMS Database - ImageTrend (Includes incidents, rescues, response runs)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Data is interrelated; GC §34090
Fire / Operations	FR-028	Fire Operations / Equipment Database	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090 et seq.
Fire / Operations	FR-029	Apparatus / Equipment Records / Testing	Disposal + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5; GC §34090
Fire / Operations	FR-030	Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, GC §34090
Fire / Operations	FR-031	Emergency Preparedness - Strike Team Reimbursement / NPP (Net Personnel Payment)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE - FIRE (Admin., Community Risk Reduction (CRR), Operations)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / Operations	FR-032	Fire Incident EMS Database (includes Patient Care Reports / e-PCRs)	Indefinite - Minimum 20 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; adults required for 10 years for Medi-Cal patients, 7 years for non-Medi-Cal adults; minors until 1 year after age of majority, but not less than 10 years for Medi-Cal patients, 7 years for non-Medi-Cal minors; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, H&S §§1797.98e 123145; 42 CFR 482.24(b); 22 CCR 97530.9(c)(3), 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3; GC §30490
Fire / Operations	FR-033	Fire Investigations - Arson NOT Resulting in Great Bodily Injury	6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; statute of limitations on prosecution is 6 years; PC § 800, 801; GC §34090 et seq.
Fire / Operations	FR-034	Fire Investigations - Arson Resulting in Great Bodily Injury / Capital Crimes Only	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; no statute of limitations on prosecution; PC § 800, 801; GC §34090 et seq.
Fire / Operations	FR-035	Fire Investigations - OTHER Than Arson / Capital Crimes	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CFC §106.4, GC §34090 et seq.
Fire / Operations	FR-036	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	45 CFR 164.530(j)
Fire / Operations	FR-037	NARCAN Administration Documentation	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE - FIRE

(Admin., Community Risk Reduction (CRR), Operations)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / Operations	FR-038	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation): ALL ADULTS PRIOR to Database	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; adults required for 10 years for Medi-Cal patients, 7 years for non-Medi-Cal adults; minors until 1 year after age of majority, but not less than 10 years for Medi-Cal patients, 7 years for non-Medi-Cal minors; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, H&S §§1797.98e 123145; 42 CFR 482.24(b); 22 CCR 97530.9(c)(3), 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3; GC §30490
Fire / Operations	FR-039	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation): ALL MINORS AND PREGNANT ADULTS PRIOR to Database	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; adults required for 10 years for Medi-Cal patients, 7 years for non-Medi-Cal adults; minors until 1 year after age of majority, but not less than 10 years for Medi-Cal patients, 7 years for non-Medi-Cal minors; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, H&S §§1797.98e 123145; 42 CFR 482.24(b); 22 CCR 97530.9(c)(3), 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3; GC §30490
Fire / Operations	FR-040	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090; 13 CCR 1234(c)

RECORDS RETENTION SCHEDULE: GENERAL SERVICES / PERSONNEL AND RISK MANAGEMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
GENERAL SERVICES / PERSONNEL								
General Services / Personnel	PER-001	Benefit Plan Documents (CalPERS, Dental, Vision, etc.)	Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 4 years after personnel actions; 29 CFR 1627.3(b)(2); 29 USC 1027; 28 CCR 1300.85.1; GC §34090
General Services / Personnel	PER-002	California Civil Rights Department (CRD) / Department of Fair Employment / Housing (DFEH / EEOC) Claims / Harassment Claims	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
General Services / Personnel	PER-003	Classification / Reorganization Studies (for employee classifications / department structures)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
General Services / Personnel	PER-004	Compensation Surveys / Studies	Minimum 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
General Services / Personnel	PER-005	Contracts for Investigators (Employees Only) Excludes Police	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090

RECORDS RETENTION SCHEDULE: GENERAL SERVICES / PERSONNEL AND RISK MANAGEMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
General Services / Personnel	PER-006	DE-34 (California EDD Report of New Employees)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090
General Services / Personnel	PER-007	Deferred Compensation (City Statements)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Produced by Deferred Comp. Provider; GC §304090, 26 CFR 31.6001.1
General Services / Personnel	PER-008	DMV Pull Notices	When Superseded or Upon Separation + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
General Services / Personnel	PER-009	EDD Claims / Forms (Employment Development Department) / Unemployment Claims	Close + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §34090
General Services / Personnel	PER-010	Employee Investigations	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;

RECORDS RETENTION SCHEDULE: GENERAL SERVICES / PERSONNEL AND RISK MANAGEMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
General Services / Personnel	PER-011	Grievances	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)
General Services / Personnel	PER-012	I-9s	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090
Admin. / Board Secretary	PER-013	Job Descriptions / Job Classification / Job Specifications	Minimum Superseded + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State Law requires 4 years from any Personnel Action; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;
General Services / Personnel	PER-014	Labor Relations / Negotiation Notes	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
General Services / Personnel	PER-015	Litigation - Employee Related (Final Settlement, Records with Significant Historical Value)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
General Services / Personnel	PER-016	Personnel Commission - AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: GENERAL SERVICES / PERSONNEL AND RISK MANAGEMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
General Services / Personnel	PER-017	Personnel Commission - MINUTES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
General Services / Personnel	PER-018	Personnel Files - Employee Background File (excluding Police) Background Files which include LiveScan Responses / CORIs (Criminal Offender Record Information)	Separation + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; consistent with Personnel Files; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC 1198.5
General Services / Personnel	PER-019	Personnel Files - Employee File (Official Personnel File) Includes Application, Discipline, Evaluations, Policy Acknowledgements, Oath of Office / Disaster Service Worker Oaths, PAF / Personnel Action Forms, Training Certificates, etc.)	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; statute of limitations for retirement benefits is 6 years from last action; State Law requires 4 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC 1198.5

RECORDS RETENTION SCHEDULE: GENERAL SERVICES / PERSONNEL AND RISK MANAGEMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
General Services / Personnel	PER-020	Personnel Files - Medical File / Long Term / Short Term Disability Claims Medical Records excluding Pre-Employment Medical Clearance; ADA Accommodations, Fit for Duty, DOT files, etc.	Separation + 30 years, or Termination of Benefits, Whichever is Longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
General Services / Personnel	PER-021	Recruitment / Background Files / Testing File / NeoGov Recruitment Database Includes Advertisements, Applications for Unsuccessful Candidates, Backgrounds for unsuccessful candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis / statistical Metric, Job Analysis, Rating Sheets, Scantrons, Background Checks, etc.	Expiration of Eligibility List + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090
General Services / Personnel	PER-022	Volunteer / Unpaid Intern Applications / Agreements - Unsuccessful / Pending Applicants	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: GENERAL SERVICES / PERSONNEL AND RISK MANAGEMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
General Services / Personnel	PER-023	Volunteer / Unpaid Intern Applications / Agreements (includes emergency contact information) - Successful Applicants	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 USC 1113
GENERAL SERVICES / PERSONNEL / RISK MANAGEMENT								
General Services / Personnel / Risk Manag.	PER-024	Accident / Incident Reports (Accidents / Incidents) - MEMBERS OF THE PUBLIC	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
General Services / Personnel / Risk Manag.	PER-025	Claims Against the City / Claim for Damages	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,
General Services / Personnel / Risk Manag.	PER-026	Insurance Certificates for Contracts / Certificates of Insurance for Contracts	11 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC and OD	Department preference; Covers E and O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq.; GC §34090
General Services / Personnel / Risk Manag.	PER-027	Insurance Policies - General Liability, Workers Compensation	P	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Covers longest possible statute of limitations; CCP §337 et seq.; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i); GC §§ 911.2, 34090

RECORDS RETENTION SCHEDULE: GENERAL SERVICES / PERSONNEL AND RISK MANAGEMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
General Services / Personnel / Risk Manag.	PER-028	Insurance Policies - Property, Fire, Theft, etc.	P	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Covers statute of limitations for contracts; CCP §337 et seq.; GC §34090
General Services / Personnel / Risk Manag.	PER-029	OSHA Citations / Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
General Services / Personnel / Risk Manag.	PER-030	Safety Committee / Safety Steering Committee	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
General Services / Personnel / Risk Manag.	PER-031	Safety Investigations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §34090 et seq.; LC §6429c
General Services / Personnel / Risk Manag.	PER-031.5	Subpoenas / Summons	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
General Services / Personnel / Risk Manag.	PER-032	Subrogation Claims:/ Property Damage Claims / Restitution / Recovery of Damages to City Property / City's Invoices to Insurance Companies	Final Resolution + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
General Services / Personnel / Risk Manag.	PER-033	Workers Compensation Claims (Includes all Accident, Incident, / Injury Reports from Employees)	Separation + 30 years, or Termination of Benefits, Whichever is Longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: GENERAL SERVICES / PERSONNEL AND RISK MANAGEMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
General Services / Personnel / Risk Manag.	PER-034	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6401.9(f), GC §34090

RECORDS RETENTION SCHEDULE: GENERAL SERVICES - SENIOR CENTER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
GENERAL SERVICES / SENIOR CENTER								
General Services / Senior Center	SC-001	Registration Database - Recreation Applications, Waivers, Registration (ActiveNet)	Indefinite - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
General Services / Senior Center	SC-002	Activity Guide / Class Guide / Program Guide / Art Exhibit Brochures, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
General Services / Senior Center	SC-003	Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
General Services / Senior Center	SC-004	Contracts for Performances / Instructors	Completion + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
General Services / Senior Center	SC-005	Evaluations / Surveys (Programmatic Evaluations of Art, Recreation / Theatre programs)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090 et. seq.
General Services / Senior Center	SC-006	Facility Use Requests / Art Facility Requests / Field Rentals / Facility Use Applications / Permits / Theatre Use Requests (Includes Insurance Certificates / ABC Permits where appropriate)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090 et. seq.
General Services / Senior Center	SC-007	Incident Reports / Disruptive Patrons	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
General Services / Senior Center	SC-008	Liability Waivers (if separate from another record)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090

RECORDS RETENTION SCHEDULE: GENERAL SERVICES - SENIOR CENTER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Services	SC-009	Nutrition Program (Including Homebound Assessments)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), GC §34090
General Services / Senior Center	SC-010	Program Manager's Files: Activity / Special Programs / Event Files, etc. IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
General Services / Senior Center	SC-011	Rosters / Sign-in / Sign-Out Sheets for classes / programs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
General Services / Senior Center	SC-012	Safety Inspections / Self Inspections / Inspection Checklists	2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
General Services / Senior Center	SC-013	Schedules / Hours (classes / staff)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090

RECORDS RETENTION SCHEDULE: GENERAL SERVICES - TRANSIT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
GENERAL SERVICES / TRANSIT								
General Services / Transit	TR-001	Transit Management Databases (Patrons, Routes, Schedules, Vehicles, etc.)	Indefinite - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
General Services / Transit	TR-002	Audits: DMV / CHP (Basic Inspection of Terminals (BIT) Inspection Reports / CHP Audit Inspection Reports, Violations, Corrections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090
General Services / Transit	TR-003	Automated Vehicle Location Data / AVL Data	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with FTA requirements; GC § 34090
General Services / Transit	TR-004	Bus / Vehicle Procurement	Disposal of Vehicle + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090
General Services / Transit	TR-005	Employee Seniority Lists	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
General Services / Transit	TR-006	Fare Box Data Retrieval System	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC § 34090
General Services / Transit	TR-007	Funding / Grants: FTA, Others: Equipment (Buses, Vehicles) / Real Property Only Includes all records, including application, administration, reports, audits, etc.	Disposition / Sale + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	FTA Retention for other Records. "three years from the starting date specified ..."; "multi-year projects is the date of submission of the final FSR upon project completion"; 5 years meets auditing standards and federal requirements; FTA – Circular 5010.1E III(7); GC §34090

RECORDS RETENTION SCHEDULE: GENERAL SERVICES - TRANSIT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
General Services / Transit	TR-008	Funding / Grants: FTA, Others: Excluding Equipment (Buses, Vehicles) / Real Property Includes all records, including application, administration, reports, audits, etc.	Close (Final Expenditure Report) + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	FTA Retention for other Records. "three years from the starting date specified ..."; "multi-year projects is the date of submission of the final FSR upon project completion"; 5 years meets auditing standards and federal requirements; FTA - Circular_5010_1D III(7); GC §34090
General Services / Transit	TR-009	Historically Significant Records - COG Interpretations of MOU, Railroad Issues, etc.	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC § 34090
General Services / Transit	TR-010	Inspections / Audits by the CHP (Transit)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090
General Services / Transit	TR-011	Monthly Reports: Ridership Data, Daily Reports, Demand-Response / Dial-a-Ride / Fixed Route, Paratransit etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Fare & Passenger Counts, Accounts Receivable and Cash Receipts; GC §34090
General Services / Transit	TR-012	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks Transit Only	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e); VC 34505.5(c); 49 CFR 396.11; GC §34090
General Services / Transit	TR-013	Recordings - Audio Recordings - Transit Center calls to specific extensions for customer service / quality control purposes.	Minimum 100 days		Mag			Department Preference; legally mandated for 100 days; GC §§34090, 34090.6
General Services / Transit	TR-014	Recordings - Transit Dispatch Recordings of communications / telephone communications	Indefinite - Minimum 100 days -		Mag			Department preference; GC §34090.6(a)

RECORDS RETENTION SCHEDULE: GENERAL SERVICES - TRANSIT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
General Services / Transit	TR-015	Recordings - Video Recordings - Transit Center Employee Activity / Building Security Video / regular / ongoing operations	When No Longer Required		Mag			1 year is not required: 1. The agency has made a diligent effort to identify a security system that is capable of storing recorded data for one year. 2. The agency determines that the technology to store recorded data in an economically and technologically feasible manner for one year is not available. 3. The transit agency purchases and installs the best available technology with respect to storage capacity that is both economically and technologically feasible at that time. PUC §99164; GC §34090 .6
General Services / Transit	TR-016	Recordings - Video Recordings - Transit Center Public Activity / Public Areas	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
General Services / Transit	TR-017	Recordings - Video Recordings - Transit Vehicles	When No Longer Required		Mag			1 year is not required 1. The agency has made a diligent effort to identify a security system that is capable of storing recorded data for one year. 2. The agency determines that the technology to store recorded data in an economically and technologically feasible manner for one year is not available. 3. The transit agency purchases and installs the best available technology with respect to storage capacity that is both economically and technologically feasible at that time. PUC §99164; GC §34090 .6

RECORDS RETENTION SCHEDULE: GENERAL SERVICES - TRANSIT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
General Services / Transit	TR-018	Safety / Security Reports / Federal Transit Administration (FTA) / National Transit Database (NTD)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
General Services / Transit	TR-019	Shakeups / Route Reassignments Operator Bid Sheets, Seniority Lists, Route Assignments, Vacation Bids	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
General Services / Transit	TR-020	Special Event Transportation	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
General Services / Transit	TR-021	Terminal Inspections	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
General Services / Transit	TR-022	Trip Sheets, Recaps, Reservations, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY DIVISION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups / Computer Disaster Recovery Backups	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Technology	IT-002	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line - SB 272)	When Superseded		Mag.			GC §34090 et seq.
Information Technology	IT-003	Network Configuration Maps / Plans	When No Longer Required		Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	UNALTERABLE MEDIA / IMMUTABLE MEDIA (Cloud Immutable Backup) / (WORM / DVD-r / CD-r / Blue Ray-R / Optical Disk) / other unalterable media that does not permit additions, deletions, / changes	Follows Retention of Official Electronic Record		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq.
Information Technology	IT-005	Recordings - Video Recordings - Regular /j Ongoing operations / Building Security (e.g. Police Holding Cell / Evidence Room recordings) See City Clerk's schedule for City Council Video Recordings	1 year		Mag			Records regular and ongoing operations or Building Security; GC §34090.6 et seq,
Information Technology	IT-006	Recordings - Video Recordings - Public Areas / Public Activity (Does not record regular /j ongoing operations)	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,

RECORDS RETENTION SCHEDULE: PLANNING AND DEVELOPMENT SERVICES (Building, Code Enforcement, Engineering, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PLANNING and DEVELOPMENT SERVICES / BUILDING								
Lead Dept.	PDS-001	Permit Database (Tyler EnerGov)	Indefinite (Perm)	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference - Data is interrelated; CBC §§ 1.8.4.3.1, 104.7, and 107.5 Building Permits are required to be retained Permanently, or Life of the Structure; GC §34090, H&S §19850
Planning & Develop. Services / Building	PDS-002	Activity Reports	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business (Reports can be re-run from the database); GC §34090
Planning & Develop. Services / Building	PDS-003	Address Files / Building Permits / Applications	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090, CBC §104.7, H&S §19850
Planning & Develop. Services / Building	PDS-004	Building Plans - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Law requires for the life of the building for commercial and common interest dwellings only; CBC §§ 1.8.4.3.1, 104.7 & 107.5, H&S§19850, GC §34090
Planning & Develop. Services / Building	PDS-005	Building Plans - Cancelled / Withdrawn AFTER to Building Permit Issuance	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §§ 1.8.4.3.1, 104.7 and 107.5; H&S§19850, GC §34090
Planning & Develop. Services / Building	PDS-006	Building Plans - Cancelled / Withdrawn PRIOR to Building Permit Issuance	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §§ 1.8.4.3.1, 104.7 and 107.5; H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE: PLANNING AND DEVELOPMENT SERVICES (Building, Code Enforcement, Engineering, Planning)

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Planning & Develop. Services / Building	PDS-007	Building Plans - Expired	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CBC §§ 1.8.4.3.1, 104.7 and 107.5; H&S§19850, GC §34090
Planning & Develop. Services / Building	PDS-008	Building Plans - Finalled - TENANT IMPROVEMENTS	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC §§ 1.8.4.3.1, 104.7 & 107.5, H&S§19850, GC §34090
Planning & Develop. Services / Building	PDS-009	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL (All Finalled)	180 days	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC §§ 1.8.4.3.1, 104.7 & 107.5, H&S§19850, GC §34090
Planning & Develop. Services / Building	PDS-010	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
Planning & Develop. Services / Building	PDS-011	Certificate of Occupancy (CofO)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Building	PDS-012	Copyright Release Forms / Requests / Permissions to Receive Copies of Plans (to / from Architects)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning & Develop. Services / Building	PDS-013	Correction Notices - Building	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Preliminary Drafts); GC §34090
Planning & Develop. Services / Building	PDS-014	Energy Calculations	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Building	PDS-015	Geotechnical / Soils Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Building	PDS-016	Grading Permits	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Building	PDS-017	Plan Check Comments	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference (Preliminary Drafts); GC §34090
Planning & Develop. Services / Building	PDS-018	Stop Work Notices	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference (Preliminary Drafts); GC §34090
Planning & Develop. Services / Building	PDS-019	Structural Calculations	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
PLANNING and DEVELOPMENT SERVICES / CODE ENFORCEMENT								

RECORDS RETENTION SCHEDULE: PLANNING AND DEVELOPMENT SERVICES (Building, Code Enforcement, Engineering, Planning)

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Lead Dept.	PDS-020	_Code Enforcement Database	Indefinite (Permanent)	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference - Data is interrelated and contains Building Permits and other Permanent Records; GC §34090, H&S §19850
Planning & Develop. Services / Code Enforcement	PDS-021	Code Enforcement / Abatement Case Files (Includes Citations, Notice of Violations, Photos, / Code Enforcement Complaint Letters)	Disposition + 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Code Enforcement	PDS-022	Foreclosure Notices / Neighborhood Pride Program (NPP):	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Code Enforcement monitors property to ensure proper maintenance; GC §34090
Planning & Develop. Services / Code Enforcement	PDS-023	Hearing Officer Determinations / Appeals of Code Enforcement Actions - Includes Audio Recordings	Determination + 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Code Enforcement	PDS-024	Liens / Releases	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090(a)
Planning & Develop. Services / Code Enforcement	PDS-025	Notice of Violations / Code Enforcement Citations / Reminder Notices	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
PLANNING and DEVELOPMENT SERVICES / ENGINEERING (Includes Land Development & Transportation Engineering)								
Lead Dept.	PDS-026	Permit Database - Temporary Encroachments, Parking Permits, Temporary Transportation Permits, etc.	Indefinite (Perm)	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference - Data is interrelated; Building Permits are required to be retained Permanently, or Life of the Structure; GC §34090, H&S §19850

RECORDS RETENTION SCHEDULE: PLANNING AND DEVELOPMENT SERVICES (Building, Code Enforcement, Engineering, Planning)

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Planning & Develop. Services / Engineering	PDS-027	Assessment District's: CFDs (Community Facilities Districts / LMDs (Landscape Maintenance Districts / Lighting Districts / Sewer Lift Districts (FORMATION) Engineers Reports are in the City Council Agenda packet, and City Clerk retains them Permanently	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Planning & Develop. Services / Engineering	PDS-028	Benchmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept. (Managing the Project)	PDS-029	Capital Improvement Projects (CIP): MAINTENANCE-ONLY PROJECTS - No Change in Infrastructure All Final Records (Plans, RFP / Specifications / Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference - meets municipal government auditing standards; Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PLANNING AND DEVELOPMENT SERVICES (Building, Code Enforcement, Engineering, Planning)

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept. (Managing the Project) Recreation Shade Structure? Dog Park?	PDS-030	Capital Improvement Projects (CIP): Administration File / Construction Management Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Permits for Construction, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas / Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs, Safety. SWPPP / WPCP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept. (Managing the Project) Recreation Shade Structure? Dog Park?	PDS-031	Capital Improvement Projects (CIP): Permanent File Plans, RFP / Specifications / Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings, Shop Drawings, Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Lead Dept. (Managing the Project)	PDS-032	Capital Improvement Projects (CIP): Design / Construction Standards - Authored by the City for Construction of City Infrastructure (CIP / Land Development)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090

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Lead Dept. (Managing the Project)	PDS-033	Capital Improvement Projects (CIP): Environmental Determinations: CEQA Correspondence / internal staff notes that provide insight into the project / the agency's CEQA compliance with respect to the project Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090
Lead Dept. (Managing the Project)	PDS-034	Drawings, Maps Record Drawings , Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Mylars: No	Drafts should be destroyed; GC §34090
Planning & Develop. Services / Engineering	PDS-035	Encroachment Permits: Temporary Permits (Excavation, Street Permits, Temporary Construction, Sidewalk Repairs, Special Event Permits, Street Cuts, Tree Removal Traffic Control, Transportation Permits, Utility Cuts (Installation / Patching), etc.) Includes Insurance Certificates	Expiration + 2 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Planning & Develop. Services / Engineering	PDS-036	Encroachment Permits: Permanent (Structures in the City's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Engineering	PDS-037	Grading Plans	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning & Develop. Services / Engineering	PDS-038	Land Development: Administrative Records Construction Inspections, Photos, Progress Meetings, Project Schedules, etc.	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Planning & Develop. Services / Engineering	PDS-039	Land Development: Permanent Records Improvement Plans, Abandonments, Certificate of Acceptance / Approval (copy), Dedications, Deeds (copies) Drainage, Driveway, Easements (copies), Geotechnical / Soil Reports / Hydrology Reports, Private Lab Verifications, Testing Lab Final Reports, Rights of Way (copies), Studies, Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Planning & Develop. Services / Engineering	PDS-040	Prop. 218 (Property Based Fee Increases) - Notices / Mailing lists (City Clerk maintains protest letters / tabulations)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)
City Clerk	PDS-041	Recorded Documents / Real Property: Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk is the Office of Record; GC §34090(a)
Planning & Develop. Services / Engineering	PDS-042	Sewer System Management Plans (SSMP) / Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) / Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs and compliance documentation are required to be retained for 5 years (updates are required every six (6) years); SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2002-0103-DWQ; GC §34090
Planning & Develop. Services / Engineering	PDS-043	Subdivision Maps / Parcel Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090

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Planning & Develop. Services / Engineering	PDS-044	Surveys, Record of Survey	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Engineering	PDS-045	Traffic Calming Requests (Speed Humps, Red Curbs, Stop Signs, etc.)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police or State of California	PDS-046	Traffic Collision Reports / SWTRS	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	copies; GC §34090.7
Planning & Develop. Services / Engineering	PDS-047	Traffic Counts / Traffic Studies	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Engineering	PDS-048	Traffic Speed Surveys	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Engineering	PDS-049	Traffic Stop Sign Warrants	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Engineering	PDS-050	Transportation Permits: Heavy Load Permits Lane Closure Permits, Traffic Control Permits, Wide Load Permits, etc.	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning & Develop. Services / Engineering	PDS-051	Transportation Plans / Master Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
PLANNING & DEVELOPMENT SERVICES / PLANNING								
Lead Dept.	PDS-052	Permit Database (Tyler EnerGov)	Indefinite (Permanent)	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference - Data is interrelated and contains Building Permits and other Permanent Records; GC §34090, H&S §19850
Planning & Develop. Services / Planning	PDS-053	Planning Projects - Discretionary / Ministerial - Approved Permanent Entitlements / Permits (Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans, Soils Reports, Uniform Development Application, etc.) Examples: Conditional Use Permits (CUPs) Development Permit General Plan / General Plan Amendments Lot Line Adjustment Rezones Sign Permits Specific Plan Tentative Subdivision Maps / Parcels Maps Use Permits Variance Zoning Clearance Zoning Ordinance / Updates	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090, 34090.7

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Planning & Develop. Services / Planning	PDS-054	Planning Project Files - Cancelled / Expired / Withdrawn	Minimum Cancellation, Expiration or withdrawal + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (project was not pursued by applicant); GC §34090
Planning & Develop. Services / Planning	PDS-055	Development Review Committee (Employees)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Planning	PDS-056	Advanced Planning / Long Range Planning / Project Implementation (Final Documents only)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Planning	PDS-057	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Census Bureau	PDS-058	Census, Demographics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Non-Records - Census Bureau is OFR)
Planning & Develop. Services / Planning	PDS-059	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - Where Planning is the Lead Correspondence / staff notes that provide insight into the project / the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167.6; GC §34090

RECORDS RETENTION SCHEDULE: PLANNING AND DEVELOPMENT SERVICES (Building, Code Enforcement, Engineering, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning & Develop. Services / Planning	PDS-060	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Notice of Exemption (NOE), etc.) / CEQA Inside City boundaries - Where Planning is the Lead	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Planning & Develop. Services / Planning	PDS-061	General Plan Advisory Committee - AGENDAS / STAFF REPORTS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Planning & Develop. Services / Planning	PDS-062	General Plan Advisory Committee - MINUTES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Planning & Develop. Services / Planning	PDS-063	General Plan Advisory Committee - Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 4 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
Planning & Develop. Services / Planning	PDS-064	General Plan Advisory Committee - Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 4 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
Planning & Develop. Services / Planning	PDS-065	General Plan, Elements / Amendments / Master Plans, Specific Plans, Land Use Plans / Amendments; General Plan Interpretations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Planning	PDS-066	Historical Designations / Historical Landmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PLANNING AND DEVELOPMENT SERVICES (Building, Code Enforcement, Engineering, Planning)

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning & Develop. Services / Planning	PDS-067	Materials Boards	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Planning & Develop. Services / Planning	PDS-068	Planning Commission - AGENDAS / STAFF REPORTS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Planning & Develop. Services / Planning	PDS-069	Planning Commission - MINUTES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Planning & Develop. Services / Planning	PDS-070	Planning Commission - Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 4 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
Planning & Develop. Services / Planning	PDS-071	Planning Commission - Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 4 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
Planning & Develop. Services / Planning	PDS-072	Temporary Use Permits issued by Planning (Approved / Unapproved)	Expiration + 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Planning	PDS-073	Zoning Administrator - AGENDAS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PLANNING AND DEVELOPMENT SERVICES (Building, Code Enforcement, Engineering, Planning)

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning & Develop. Services / Planning	PDS-074	Zoning Administrator - FINAL APPROVAL LETTERS (Signed by Applicant that they Accept the Conditions)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Planning & Develop. Services / Planning	PDS-075	Zoning Clearance Forms / Zoning Verification Letters	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Planning	PDS-076	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning & Develop. Services / Planning	PDS-077	Zoning Ordinance Amendments / Zone Changes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: POLICE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
POLICE / ADMINISTRATION / OFFICE OF THE CHIEF OF POLICE								
Police / Admin. / Chief	PD-001	Background Files - Successful Employee Applicants / Volunteers (Employees, including Chaplains or Reserves)	Separation + 4 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State Law & POST requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; ; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090; 29 USC 1113
Police / Admin. / Chief	PD-002	Background Files - Unsuccessful Employee Applicants / Volunteers (Employees, including Chaplains or Reserves)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090
Police / Admin. / Chief	PD-003	CCW Applications / Renewals (Carry Concealed Weapon Applications / Permits) - UNSUCCESSFUL / DENIED	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-004	CCW Applications / Renewals (Carry Concealed Weapon Applications / Permits) - SUCCESSFUL / APPROVED	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-005	Complaints against Peace Officers - Internal Affairs Investigations WITH Sustained Finding of Misconduct	Final Disposition + 15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	PC §§832.5(b), 832.7; GC§ 34090

RECORDS RETENTION SCHEDULE: POLICE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. / Chief	PD-006	Complaints against Peace Officers - Internal Affairs Investigations WITHOUT Sustained Finding of Misconduct	Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Lexipol Policy; State requires for at least 5 years for complaints by members of the public; other State & Federal laws require retention until final disposition of formal complaint; State requires 4 years after action is taken; Statute of Limitations is 4 years for misconduct after the discovery of the offense for misconduct in office; EVC §1045, GC §§12946, 12960, 34090, PC §§801.5, 803(c), 832.5, 832.7, VC §2547
Police / Admin. / Chief	PD-007	Emergency Operations Plan (includes Office of Emergency Management / Homeland Security)	When Superseded	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin. / Chief	PD-008	Oaths of Office / Disaster Service Worker Oaths - Peace Officers	Separation + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507, 26202; PC §§801.5, 803(c); 29 USC 1113
Police / Admin. / Chief	PD-009	Overtime / PowerTime (Police Only)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The final record is retained in Payroll; GC §34090 et seq.
Police / Admin. / Chief	PD-010	Policies / Procedures / Lexipol / Operation Directives / General Orders (Department Policies / Procedures)	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-011	Press Releases - Police Only	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin. / Chief	PD-012	Reports / Studies - Historical (e.g. Department Annual Reports)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC § 34090 et seq.

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Police / Admin. / Chief	PD-013	Reports to State / Federal Agencies: Report to POST Commission of peace officer employment, compliant, finding, disposition, / judgement pursuant to §PC 13510.9, etc. Report of data regarding the number, type, / disposition of complaints made against its officers	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Admin. / Chief	PD-014	Reviews: Accident Review Board (employees) / On-Duty Traffic Accidents, Use of Force, Vehicle Pursuits - Not as a result of a complaint from a member of the public	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§12946, 12960, 34090
POLICE / ANIMAL SERVICES								
Police / Animal Services	PD-015	Animal Services Databases (Shelter Buddy)	Indefinite - Minimum 3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference - used for locating animals; 3 years is required; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Animal Services	PD-016	Administrative Hearing Minutes / Decisions	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Police / Animal Services	PD-017	Animal Services Cases (Bite Reports, Cruelty, etc.)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	3 years is required; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Animal Services	PD-018	Animal Trap Agreements	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Animal Services	PD-019	Citations / Notice of Violations - Animals	Resolution + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; may contain felony charges (DA determines); GC §34090 et seq.
Police / Animal Services	PD-020	Citizens Service Logs (Lost and Found Animals published to assist the public to locate a missing animal)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory records not retained in the ordinary course of business; GC §34090 et seq.
Police / Animal Services	PD-021	Controlled Substance Inventory / Records	Date of Inventory + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04

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Police / Animal Services	PD-022	Daily Activity Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Police / Animal Services	PD-023	Impound Records / Transportation Records	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers various statute of limitations; 3 years is required; 1 year is required for the transportation of dead animals; FA §32003(e), PC §597.1(d); CCP §337 et. seq., 3 CCR 1180.15; GC §34090
Police / Animal Services	PD-024	Public Nuisance Cases (barking dogs, etc.)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Animal Services	PD-025	Record of All Efforts to Contact Owner and/or Microchip's Primary Registrant	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	FA §§31108.3 and 31752.1; GC §34090 et seq.
Police / Animal Services	PD-026	Return to Owner Records	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Animal Services	PD-027	Veterinary Drugs / Prescriptions	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Prescriptions are required for 3 years; drug inventories are required for 2 years after inventory or transaction; Suppliers of Hemodialysis drugs & devices are required to keep their records 3 years; 16 CCR 1790; 21 CFR §1304.04, 1310.04; B&P 4199(b)
Police / Animal Services	PD-028	Treatment Records (Vaccination records, medical treatments, etc.)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	3 years is required; FA §32003(e), PC §597.1(d); GC §34090
POLICE / CODE ENFORCEMENT								
Lead Dept.	PD-029	Permit Database	Indefinite (Permanent)	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference - Data is interrelated and contains Building Permits and other Permanent Records; GC §34090, H&S §19850

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Police / Code Enforcement	PD-030	Code Enforcement / Abatement Case Files (Includes Citations, Notice of Violations, Photos, / Code Enforcement Complaint Letters) Send any Liens to the City Clerk If Prosecuted, place records on Hold	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Police / Code Enforcement	PD-031	Hearing Officer Determinations / Appeals of Code Enforcement Actions - Includes Audio Recordings	Disposition + 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Police / Code Enforcement	PD-032	Notice of Violations / Code Enforcement Citations / Administrative Citations / Reminder Notices	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
POLICE / COMMUNICATIONS / CAD / DISPATCH								
Police / Operations / Communications	PD-033	Recordings: Audio Recordings - (CAD/RMS) Recordings of Telephone / Radio Communications Dispatch Tapes (CAD) / 911 Recordings	366 days	Yes	Mag			Department preference; as of 2025, 911 recordings for domestic violence and other specified crimes - if any - are required to be provided to a victim or representative for 5 years - upon request. Commission on State Mandates has not determined if this requirement is an unfunded state mandate; legally mandated for 100 days; (civil suits may be filed up to 365 days); GC §§34090, 34090.6; FC §6228
POLICE / INVESTIGATIONS								
State of California / ABC	PD-034	Alcoholic Beverage Control Licenses / Permits / ABC Permit Applications	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not a City record

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Police / Investigations	PD-035	Criminal Intelligence Files	Last Entry + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Investigations	PD-036	Informant Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Informant information; Does not contain criminal intelligence information concerning individuals; Department preference; GC §34090
Police / Investigations	PD-037	Pawn Slips / Secondhand Dealer Transaction Records	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Investigations	PD-038	Registrants: Arson Registrations: Adults	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from DOJJ, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Investigations	PD-039	Registrants: Arson Registrations: Juveniles released from Division of Juvenile Justice	Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Investigations	PD-040	Registrants: Gang Adults	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (registration pursuant to PC 186.30(a)); GC §34090
Police / Investigations	PD-041	Registrants: Gang Adults- Shared Gang Databases / CalGang / Written Attestations	5 years After Last Reset		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	11 CCR 773.8; 11 CCR 774.7; GC §34090

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Police / Investigations	PD-042	Registrants: Gang Juveniles	3 years, or Sealing Date + 5 years, or Court Order		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (registration pursuant to PC 186.30(a)); Records are destroyed pursuant to W&I §781;GC §34090
Police / Investigations	PD-043	Registrants: Gang Juveniles - Shared Gang Databases / CalGang / Written Attestations	3 years After Last Reset		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	11 CCR 774; 11 CCR 774.7; GC §34090
Police / Investigations	PD-044	Registrants: Narcotics	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Investigations	PD-045	Registrants: Sex Offender Registrations: Adults	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Investigations	PD-046	Registrants: Sex Offender Registrations: Juveniles	P or Sealing Date + 5 years (or Court Order), or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
POLICE / NEIGHBORHOOD SERVICES								
Police / Neighborhood Services	PD-048	Licenses and Permits required by the Municipal Code (Bingo, Massage, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Neighborhood Services	PD-049	Neighborhood Services Programs / Youth Diversion Programs	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
POLICE / OPERATIONS (Patrol, SWAT, Traffic, etc.)								
Police / Operations	PD-050	Canine (Police Service Dogs) Program Files: Service Animal Files	Separation + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Police / Operations	PD-051	Ops Plans (Fourth of July, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.

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Police / Operations	PD-052	PAS Device Calibration Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Operations	PD-053	Patrol Schedules	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the timecard / timesheet is the final); GC §34090 et seq.
Police / Operations	PD-054	Speedometer Calibration Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Operations	PD-055	Traffic Control: Radar Calibration Records	Life of the Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Police / Operations	PD-056	Traffic Control: Radar Trailer Surveys, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
POLICE / PROPERTY AND EVIDENCE								
Police / Property & Evidence	PD-072	Property / Evidence Database	Indefinite - Follows the Retention of the Evidence	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (data is interrelated); GC §34090
Police / Property & Evidence	PD-074	Gun / Narcotics Destruction Log (Documents related to)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Property & Evidence	PD-075	Property / Evidence Logs / Destruction Authorizations	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Property & Evidence	PD-076	Recordings: Video Recordings - Evidence Room	1 year		Mag			GC §34090.6 et seq,
Police / Property & Evidence	PD-078	Safekeeping: Lost / Found Property (Documents related to)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
POLICE / RECORDS								

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Records	PD-079	RMS Database (Tyler)	Indefinite - Follows the Retention of the Crime Report	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Police / Records	PD-080	Citations / Notice of Violations / Citation Database (Parking, Traffic, Marijuana / Cannabis), Animal, Code Enforcement, Administrative Citations (Includes requests for dismissals, cancellations, / appeals.	Disposition + 2 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	GC §34090 et seq.
Police / Records	PD-081	Crime Report Photos	Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police / Records	PD-082	CRIME REPORTS / SEALED RECORDS: Sealed Juvenile Cases - Childhood Sexual Assault After January 1, 2024	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090
Police / Records	PD-083	CRIME REPORTS / SEALED RECORDS: Sealed Juvenile Cases - Childhood Sexual Assault Before January 1, 2024	Age of Majority + 22 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090
Police / Records	PD-084	CRIME REPORTS / SEALED RECORDS: Sealed Juvenile Cases Except Sealed Childhood Sexual Assault	Per Court Order (Subject 26 years old / Sealing Date + 5 years)	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	W&I §§389(a), 781(d), GC §34090;
Police / Records	PD-085	CRIME REPORTS: Lost / Stolen Firearms entered into CLETS (if not Permanent Retention)	Until Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference to facilitate Three Strikes law and ease of document imaging administration; PC§ 11108.2(b); GC §34090

RECORDS RETENTION SCHEDULE: POLICE

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Police / Records	PD-086	CRIME REPORTS: ALL Capital Crimes, Homicide, Child Abuse (substantiated), Elder Abuse (substantiated), / Sexual Assault (Rape), Arson (Suspected / Undetermined)	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799; 803(h), 11169 et seq.; 11170(a); WIC 707(b)
Police / Records	PD-087	CRIME REPORTS: Child Abuse / Neglect Investigation Reports Unsubstantiated / Inconclusive	No Further Report on Suspected Abuser + 10 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	PC §§11169(c), 11170(a)(3)
Police / Records	PD-088	CRIME REPORTS: Except those specifically mentioned in the schedule (ALL Others, Including Felonies / Misdemeanors)	Minimum 10 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference; Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age 18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Records	PD-089	CRIME REPORTS: Misdemeanor / Infraction - Adult Marijuana / Cannabis - HS §11357(b)(c)(d)(e) / HS §11360(b) (with procedure in HS §11361.5) - Except those with outstanding stolen property, including firearms, / lost firearms	Conviction or Arrest (If No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	("Shall" Destroy); GC §§68152(c)(8); H&S §11361.5

RECORDS RETENTION SCHEDULE: POLICE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Records	PD-090	CRIME REPORTS: Misdemeanor / Infraction - Juvenile Marijuana / Cannabis - HS §11357(E) - Except those with outstanding stolen property, including firearms, / lost firearms	2 years or Juvenile 18 years old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	If no subsequent conviction ("Shall" Destroy); H&S §11361.5
Police / Records	PD-091	CRIME REPORTS: Misdemeanor / Infraction Marijuana / Cannabis §11357(de) - Juvenile on School Grounds during School Hours (with procedure in HS §11361.5)	Offender is 18 Years Old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Records	PD-092	CRIME REPORTS: Missing Persons	P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference; GC §34090
Police / Records	PD-093	CRIME REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, / lost firearms	Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-094	CRIME REPORTS: Vacatur Relief Granted by Court - Victim of Human Trafficking, / Victim of Intimate Partner Violence / Sexual Violence (Nonviolent Crimes)	Court Order + 1 year		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)

RECORDS RETENTION SCHEDULE: POLICE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
State of California / Department of Justice	PD-095	Crime Statistics / National Incident-Based Reporting System (NIBRS) / Uniform Crime Reports (UCR) - Summaries (BCS)	When No Longer Required		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Entered Directly into DOJ's portal (a State record)
State of California / Department of Justice	PD-096	Department of Justice Validation Lists	When No Longer Required		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Entered Directly into DOJ's portal (a State record)
Police / Records	PD-097	Local Criminal History Checks	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	These are copies / printouts from the RMS database; GC §34090 et seq.
Police / Records	PD-098	Recordings: Automated License Plate Readers (ALPR)	10 years		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq, CC §1798.90.53(b)(2)(G);
Police / Records	PD-099	Recordings: Body-Worn Cameras – LOGS of Access / Deletion of Data	P		Mag,			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Records	PD-100	Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention / Arrest / Complaints	Follows retention for Evidence, Minimum 2 years		Mag,			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Records	PD-101	Recordings: Body-Worn Cameras - that are NOT evidence	1 year		Mag,			Department preference (law recommends 60 days); PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Records	PD-102	Recordings: Drone (Unmanned Aerial Vehicle)	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
Police / Records	PD-103	Recordings: Video Recordings - Public Areas / Public Activity	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
Police / Records	PD-104	Recordings: Video Recordings - Temporary Holding Cell (Juveniles / Adults)	1 year		Mag			Records regular and ongoing operations; GC §34090.6 et seq,

RECORDS RETENTION SCHEDULE: POLICE

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Court or District Attorney	PD-105	Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing (When Not filed with the case file)	Expiration of the Order		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Not a City record
Police / Records	PD-106	Ride-A-Long Waiver Form	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Records	PD-107	STOP Source Data, Audit Log / Racial / Identity Profiling Act (RIPA) Annual Report	3 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	11 CCR 999.228; 11 CCR 999.229; GC §§12525.5, 34090
Court or District Attorney	PD-108	Subpoenas - Civil, Criminal / Subpoenas Duces Tecum	2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Court or District Attorney records; GC §34090 et seq.
POLICE / TRAINING								
Lead Dept.	PD-109	Training Database (Vector Solutions / Target Solutions)	Indefinite - Minimum Separation + 5 years		Mag			Data is interrelated; GC §34090 et seq.; LC §§1198.5
Police / Training	PD-110	Training - Department Training Records - EMPLOYEE FILE Training Certificates / Training Records	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Rosters are sent to POST; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 , LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b); LC §§1198.5

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Training	PD-111	Training - Presented by City Staff - Department Training Records - COURSE RECORDS (Attendance Rosters, Sign-in Sheets, Outlines / Materials; includes Ethics, Harassment, Workplace Violence, Safety Training, Tailgates)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Rosters are sent to POST; OSHA requires safety, Ethics, Harassment & Workplace Violence training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 , LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); LC §6401.9(f)
Police / Training	PD-112	Weapons Inventory: Department-owned weapons, personal weapons, alternate weapons, secondary handguns, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES

(Fleet, Parks and Landscaping, Solid Waste, Stormwater, Streets, Wastewater, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
UTILITIES / ALL DIVISIONS								
Division Providing Service / Work	UT-001	Work Orders / Service Requests / Service Orders - CRM DATABASE / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
Division Providing Service / Work	UT-002	Work Orders / Service Requests / Service Orders - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	UT-003	Work Orders / Service Requests / Service Orders - NOT entered in CRM / CMMS Database (/ partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain sewer records, which are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
Utilities / Lead Div.	UT-004	Aboveground Storage Tanks (Agency Owned) Spill Prevention Control / Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	Life of the Tank		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EPA FAQs recommend Life of the Tank; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Utilities / Lead Div.	UT-005	APCD Permits (Air Pollution Control Districts) - for Generators	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Utilities / Lead Div.	UT-006	Confined Space Entries / Hot Work Permits / Lockout-Blockouts / Lockout-Tagouts / Energy Control Procedures (ECP) / Air Monitoring Calibrations	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Cal/OSHA requests 3 years of documents of Lockout-Blockouts / Lockout-Tagouts during audits; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES

(Fleet, Parks and Landscaping, Solid Waste, Stormwater, Streets, Wastewater, Water)

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Utilities / Lead Div.	UT-007	Correspondence - Regulatory Agencies	Minimum 5 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Utilities / Lead Div.	UT-008	Generator Operation Logs / Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	APCD Rule 1470; Form 400-E-13a instructions; GC §34090
Utilities / Lead Div.	UT-009	Inventory Stock (Equipment and Materials)	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; GC §34090
Utilities / Lead Div.	UT-010	Operations / Maintenance Manuals / O and M Manuals	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (some equipment is from the 1950's, and the O&M Manual isn't helpful); GC §34090
Utilities / Lead Div.	UT-011	Pressure Vessel Certifications / Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
Utilities / Lead Div.	UT-012	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (/ records of the chemical / substance / agent, where / when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES

(Fleet, Parks and Landscaping, Solid Waste, Stormwater, Streets, Wastewater, Water)

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Utilities / Lead Div.	UT-013	Underground Service Alerts (USA's) / Dig Alerts	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software the Excavator, Operator and the Regional Notification Center has the obligation to retain the notice for 3 years; GC §§4216.2(f); GC §34090
Utilities / Lead Div.	UT-014	Underground Storage Tank (City Owned) UST Monitoring, Inspections / Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.4(i)
Utilities / Lead Div.	UT-015	Underground Storage Tanks - USTs (City Owned) Repairs, Lining, Locations, Upgrades	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	23 CCR 2712(b), H&S §25284.4(i)
UTILITIES / ADMINISTRATION and LMD (LANDSCAPE and MAINTENANCE DISTRICT)								
Utilities / Admin.	UT-016	Cost of Service Studies	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §34090
Utilities / Admin.	UT-017	Landscape Maintenance District Assessment Increases: Notices, Ballots, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)
Utilities / Admin.	UT-018	Landscape Maintenance District Billing / Assessment District Billing / Assessors Rolls (to County Tax Assessor to place on Property Taxes)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES
(Fleet, Parks and Landscaping, Solid Waste, Stormwater, Streets, Wastewater, Water)

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Utilities / Admin.	UT-019	Prop. 218 (Property Based Fee Increases) - Notices / Mailing lists (City Clerk maintains protest letters / tabulations)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)
Utilities / Admin.	UT-020	Temporary Meter Rentals / Construction Meters	Completion + years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
UTILITIES / TECHNICAL (Engineers)								
Utilities / Technical	UT-021	Assessment District Creation / Landscape Maintenance District Boundaries and Zones (Maps, Engineer's Report, Diagrams, Spreadsheets, Improvement Plans)	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After QC & OD	Department preference; GC §34090
Lead Dept. (Managing the Project)	UT-022	Capital Improvement Projects (CIP): MAINTENANCE-ONLY PROJECTS - No Change in Infrastructure All Final Records (Plans, RFP / Specifications / Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference - meets municipal government auditing standards; Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES (Fleet, Parks and Landscaping, Solid Waste, Stormwater, Streets, Wastewater, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Lead Dept. (Managing the Project)	UT-023	Capital Improvement Projects (CIP): Administration File / Construction Management Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Permits for Construction, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas / Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs, Safety. SWPPP / WPCP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept. (Managing the Project)	UT-024	Capital Improvement Projects (CIP): Drawings, Record Drawings , Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090
Lead Dept. (Managing the Project)	UT-025	Capital Improvement Projects (CIP): Permanent File Plans, RFP / Specifications / Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings, Shop Drawings, Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Lead Dept. (Managing the Project)	UT-026	Capital Improvement Projects (CIP): Design / Construction Standards - Authored by the City for Construction of City Infrastructure (CIP / Land Development)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES

(Fleet, Parks and Landscaping, Solid Waste, Stormwater, Streets, Wastewater, Water)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
UTILITIES / FLEET SERVICES								
Utilities / Fleet Services	UT-027	Fleet - Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090; 13 CCR 1234(c)
Utilities / Fleet Services	UT-028	Fleet - Tire Disposal / Waste Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	14 CCR 18459.3; GC §34090
Utilities / Fleet Services	UT-029	Fleet - Used Oil Disposal Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Utilities / Fleet Services	UT-030	Fleet - Vehicle / Equipment History Files Maintenance, Brakes, Smog Certificates, etc.	Disposal of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §34090
Utilities / Fleet Services	UT-031	Inspections / Audits by the CHP (Fleet)	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090
UTILITIES / PARKS and LANDSCAPE MAINTENANCE								
Utilities / Maintenance	UT-032	Herbicide / Pesticide Application Forms	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (agricultural pesticide records are required for 2 years); GC §34090; GC §34090; 3 CCR 6623, 40 CFR 110.3(d)
Utilities / Maintenance	UT-033	Weed Abatement Work Sheets / Pesticide Applications	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (agricultural pesticide records are required for 2 years); GC §34090; GC §34090; 3 CCR 6623, 40 CFR 110.3(d)
UTILITIES / SOLID WASTE COLLECTIONS AND LANDFILL DISPOSAL								

RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES
(Fleet, Parks and Landscaping, Solid Waste, Stormwater, Streets, Wastewater, Water)

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Utilities / Solid Waste Collections & Landfill Disposal	UT-034	Landfill Scales / Cashiering / Weight Measurement Software / Database	Indefinite - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Solid Waste Collections & Landfill Disposal	UT-035	Landfill APCD Permits (Air Pollution Control District Permits) - for Landfill Operations Only - Methane, Gas Flares,, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 40 CFR 70.6; GC §34090
Utilities / Solid Waste Collections & Landfill Disposal	UT-036	Landfill Notice of Non-Applicability - Regional Water Quality Control Board (RWQCB) Exemption for Gas Flare	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Solid Waste Collections & Landfill Disposal	UT-037	Landfill Tonnage Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Solid Waste Collections & Landfill Disposal	UT-038	Permits - Solid Waste / Landfill Regulatory / Operating Permits: Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Utilities / Solid Waste Collections & Landfill Disposal	UT-039	Reports - Solid Waste / Landfill Regulatory / Operating Reports: Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES

(Fleet, Parks and Landscaping, Solid Waste, Stormwater, Streets, Wastewater, Water)

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Utilities / Solid Waste Collections & Landfill Disposal	UT-040	Solid Waste Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection / Recycling) . CalRecycle Annual Waste Diversion Report / Form 303 report (HHW report) Household Hazardous Waste Reports / CalREcycle Used Oil report / CalREcycle Bottles / Cans report / Construction Waste Management Forms, State Waste Reduction Reports, Monthly Reports, Quarterly Reports, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension; 14 CCR 18812.4, 14 CCR § 18995.2; H&S §39730.7; GC §34090
UTILITIES / STORMWATER								
Utilities / Stormwater	UT-041	Chain of Custody / Lab Reports, Stormwater	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Utilities / Stormwater	UT-042	Permits: Stormwater / NPDES Permits / MS-4 Permits	Superseded + 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Utilities / Stormwater	UT-043	Stormwater: Inspections, Industrial Notices / Code Enforcement / Violations / Spill Response	Resolution + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
UTILITIES / STREET LIGHTING								
Utilities / Street Lighting	UT-044	Street Light Pole Maintenance History	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Street Lighting	UT-045	Street Light Technology Upgrades (LED, Smart Controllers, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
UTILITIES / STREETS MAINTENANCE								

RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES

(Fleet, Parks and Landscaping, Solid Waste, Stormwater, Streets, Wastewater, Water)

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Utilities / Streets Maint.	UT-046	Fire Hydrant Maintenance / Valve Exercises	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Streets Maint.	UT-047	Sidewalks / Trees: Letters to Residents to repair private sidewalks, trim private trees, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Maintenance	UT-048	Sidewalks / Trees: Correspondence (Notice) to Property Owner to repair privately-owned sidewalks / maintain privately-owned trees	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Streets Maint.	UT-049	Storm Drain System Maintenance (Slip Lining, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Streets Maint.	UT-050	Streets - Sidewalk Maintenance, Grinding, Asphalt Ramping (Logs / Forms)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
UTILITIES / SEWER COLLECTIONS								
Utilities / Sewer Collections	UT-051	CCTV Videos of Sewer Lines (If a recording is made)	Minimum 2 years		Mag			Department preference; GC §34090
Utilities / Sewer Collections	UT-052	Correspondence - Regulatory Agencies (Sewer Collections)	Minimum 10 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Utilities / Sewer Collections	UT-053	FOG (Fats, Oil / Grease) Inspections / Pretreatment Inspections Annual / Quarterly Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Utilities / Sewer Collections	UT-054	Reports - Sewer Collections	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSOs are Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES

(Fleet, Parks and Landscaping, Solid Waste, Stormwater, Streets, Wastewater, Water)

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Utilities / Sewer Collections	UT-055	Sanitary Spills / Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2022-0103-DWQ; 40 CFR 122.41(j)(2); GC §34090
Utilities / Sewer Collections	UT-056	Sanitary Survey of Sewer System	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Sewer Collections	UT-057	Sewer Collection System Operator Certification Posting Requirement)	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Sewer Collections	UT-058	Sewer Odor Complaints / Gas Detection Results / Investigations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Sewer Collections	UT-059	Sewer System Management Plans (SSMP) / Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) / Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be retained 5 years and updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2022-0103-DWQ; GC §34090
UTILITIES / WASTEWATER TREATMENT PLANT (WWTP)								
Utilities / WWTP	UT-060	SCADA Database (Wastewater)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; GC §34090; 12168.7
Utilities / WWTP	UT-061	Biosolids / Sewage Sludge Handling Logs / Weigh Tickets (for removal)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §34090
Utilities / WWTP	UT-062	Laboratory Reports / Chains of Custody: Wastewater , WWTP, Biosolids, Groundwater Monitoring	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §34090

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(Fleet, Parks and Landscaping, Solid Waste, Stormwater, Streets, Wastewater, Water)

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Utilities / WWTP	UT-063	Permits - Wastewater Regulatory / Operating Permits: Examples (CERS, CUPA, EPA, NPDES, RWQCB, SWRCB, etc.)	Minimum Expiration +10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Utilities / WWTP	UT-064	Reports - Wastewater Reports to Regulatory Agencies: Examples (CERS, , NPDES, RWQCB, SWRCB, etc.)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Utilities / WWTP	UT-065	Wastewater Treatment Plant Operators Certificates (posting required)	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §34090
Utilities / WWTP	UT-066	Wastewater Treatment Plant Safety Training Certificates (posting required)	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 21960, 34090; LC §1198.5
Utilities / WWTP	UT-067	WWTP Operator Log Books / Daily Log	5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; Meets Department of Public Health requirements; GC §34090
UTILITIES / WATER DISTRIBUTION								
Utilities / Water Distribution	UT-068	Backflow Test Results / Backflow Assembly Test Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §34090
Utilities / Water Distribution	UT-069	Fire Hydrant Valve Maintenance Records / Work Orders	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §34090
Utilities / Water Distribution	UT-070	Water Loss Audits / Leak Work Orders	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §34090
UTILITIES / WATER PRODUCTION (POTABLE WATER)								

RECORDS RETENTION SCHEDULE: PUBLIC UTILITIES

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Utilities / Water Production	UT-071	SCADA Database (Water)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; GC §34090; 12168.7
Utilities / Water Production	UT-072	Blending / Disinfection Facility Operator. Operator Log Books (Water Production)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; Meets Department of Public Health requirements; GC §34090
Utilities / Water Production	UT-073	Customer Concerns / Customer Complaints / Complaint Forms: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Utilities / Water Production	UT-074	Lab Reports / Chains of Custody: Potable Water Bacteriological / Organics	Minimum 12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference (5 years is required); 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Utilities / Water Production	UT-075	Lab Reports / Chains of Custody: Potable Water Chemical (Includes Chlorine Residuals)	Minimum 12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; (10 years is required); 40 CFR 141.33(a); 22 CCR §64692
Utilities / Water Production	UT-076	Lab Reports / Chains of Custody: Potable Water Lead / Copper	Minimum 12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Utilities / Water Production	UT-077	Permits - Water Regulatory / Operating Permits : CERS, DDW (Division of Drinking Water), DWR (Department of Water Resources), EPA,, SWRCB (State Water Resources Control Board) ,etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.

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Utilities / Water Production	UT-078	Regulatory Agencies for Potable Water - Correspondence with Substantive Content: DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Water Production	UT-079	Reports / Water Reports to Regulatory Agencies: CalARP, CERS, Cal OSHA, DDW (Division of Drinking Water), DWR (Department of Water Resources), EPA, SWRCB (State Water Resources Control Board) ,etc.	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Utilities / Water Production	UT-080	Reservoirs: Maintenance, Videos, Inspections, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Water Production	UT-081	Sanitary Surveys of Water Sources	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; GC §34090
Utilities / Water Production	UT-082	Vulnerability Assessment / Emergency Response Plan / Risk / Resilience Assessment / Hazard Mitigation Plan	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(d); GC §34090
Utilities / Water Production	UT-083	Water Production Reads (DDW, DWR, SWRCB)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets California Department of Health requirements (3 years); GC §34090
Utilities / Water Production	UT-084	Water Quality Reports / Consumer Confidence Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, federal 10 years; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91 40 CFR 141.33(a); GC §34090

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Utilities / Water Production	UT-085	Water Treatment Plant Operators Certificates (Posting Required)	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Water Production	UT-086	Well History / Well Production / Well Pumping / Well Run History / Log Books / Logs (Includes Abandoned / Destroyed Wells)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

SECTION III

Forms & Electronic Messaging Retention Policy

City of Clovis
Department of the City Clerk

AGENDA ITEM NO. 2.

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with GC34090(d) and the City Document Management Policy & Procedures and applicable federal and state laws as set forth in the City of Clovis Retention Schedules.

In accordance with the City Document Management Policy & Procedures and upon the consent of the Department Head, and the approval of the City Clerk (or designee), and the City Attorney, these records will be properly destroyed.

Note: - Documents will be reviewed for historical value and, if applicable, retained in the Archives
- Documents involved in litigation or pending audit may not be destroyed

Department:		Date:		Page:	Of:
Division:		Prepared by:		Destruction Date:	
Record Series Title (Same as on Retention Schedule)		Date of Records From To		Storage Location	Box No.

Department Approved: _____
Division Supervisor Department Head

City Attorney's Consent:
Consent is hereby given to destroy the above-listed records.

City Attorney Date

City Clerk or Designee: _____
Signature Title
Date

Destruction Completed By: _____
PLEASE PRINT Title
Date

City of Clovis Electronic Messaging Retention Policy

SECTION I: Use of Electronic Messaging Systems for Business Purposes

Electronic messaging systems are considered temporary communications and are not intended to be used as a means of record storage systems for the City.

This retention policy applies to:

1. All electronic messaging systems provided and owned (in part or in whole) by the City of Clovis;
2. All uses and holders of City electronic messaging systems;
3. All messages sent or received via electronic messaging systems.

“Electronic messaging system” includes email accounts, data message types that integrate into an email account, voice messages, instant messages, text messages, and faxes.

Electronic Messages Received on City Devices

City of Clovis electronic messaging are provided to City employees and officials to promote communication and to assist in carrying out City business. City electronic messaging systems are to be used for business-related purposes to transmit business information. Agency and department heads are responsible for enforcing electronic messaging systems policies for their respective agencies and departments.

Electronic Messages Received on Personal Devices

City officials and employees should use City electronic messaging systems to conduct City business instead and in lieu of personal messaging accounts or systems (e.g., personal email accounts or text messaging via personal mobile device). If a City official or employee chooses to use a personal electronic messaging account or system to conduct City business, the individual is responsible for routinely reviewing their electronic messages and ensuring that records requiring retention and/or deletion are managed in accordance with this Policy and all other City policies.

SECTION II: Retention and Deletion

Electronic messages that are prepared, owned, used, or retained by the City, the content of such electronic messages determines whether the message must be retained. An electronic message that is relative to the conduct of the people's business may be subject to destruction at any time, unless the electronic message must be retained by the City's Data Retention Schedule or otherwise legally required.

Electronic messages containing records that must be retained in compliance with the City of Clovis Records Retention Schedule, the Public Records Act, or as legally required may not be deleted without first being reduced to paper copy or stored in an electronic format in outside the City's electronic messaging system or transferred to the appropriate system of record. It shall be the responsibility of each department head to reduce records as referenced here, to a paper copy or store in an electronic format (e.g., PDF) or any non-email file extension outside of the electronic messaging system (i.e., Outlook Exchange, Microsoft Teams, etc.), to avoid automatic deletion.

The City's electronic messaging system will automatically delete electronic messages after **two (2) years** from the date of creation or receipt. This two (2) year deletion cycle will be enforced through electronic means, and/or Department heads. Additionally, this automatic delete policy will apply to all electronic messages within all folders including, but not limited to, inbox, sent, deleted, draft file folders, and any folders created by the user. The deletion cycle may be abbreviated to a shorter time period pursuant to approval of the City Manager.

All City electronic messaging users and account holders have the same responsibility for the retention of electronic messages as they do for any document they obtain in the course of their official duties and must retain electronic messages pursuant to the City of Clovis Records Retention Schedule or as legally required. Each City electronic message user must determine which electronic communications are to be retained and which should be discarded. If a user has any questions regarding the retention or deletion of an electronic message, the user should seek guidance from their manager and/or department head.

SECTION III: Compliance with State Law

California Public Records Act

The California Public Records Act ("PRA") defines "records" to include "any writing containing information relating to the conduct of the public's business prepared, owned,

used, or retained by any state or local agency regardless of physical form or characteristics.” Electronic messages are thus subject to the PRA and depending on their content and use, electronic messages the City may be required to disclose such message in response to a records request made pursuant to the PRA. Disclosure of electronic messages may be required even where such messages are unnecessarily or inadvertently retained by City staff and could have been lawfully deleted.

Adherence to the retention and deletion policies set forth herein will streamline the City’s ability to identify electronic messages that may require disclosure are public records and help reduce the administrative burden of responding to PRA requests. Determinations as to whether specific electronic messages are public records can be made by consulting the City Attorney.

Litigation Hold

Where there is pending or threatened litigation against the City or its employees, the law imposes a duty upon the City to preserve all documents and records that pertain to the issues. In the event of pending or threatened litigation, a litigation hold directive shall be issued to the department head or department head designee by City Attorney, Risk Management, City Administration, or Human Resources. The Office of Information Technology (“OoIT”) shall be responsible, upon request, to place the electronic messaging system account on litigation hold.

A litigation hold directive overrides this policy, as well as, any records retention schedules that may have otherwise called for the transfer, disposal, or destruction of relevant documents, until the hold has been cleared.

Attorney-Client Privileged Communications

Some of the messages sent, received, or stored on the City’s electronic messaging systems will constitute confidential, privileged communication between the City and either its inside or outside attorneys. Upon receipt of a message either from or to counsel, City employees and officials shall not forward it or its contents to anyone outside the City, without first obtaining counsel’s authorization or authorization by the City Administrative Officer.

SECTION IV: Privacy

City management reserves the right to review an employee’s electronic messages at any time. No user of any City electronic messaging system should have an expectation of privacy in its use.

The City has the capability to review, copy and delete messages sent, received or stored on City electronic messaging systems. In accordance with the applicable laws and policies, the City reserves the right to access, review, copy or delete all messages for any lawful purpose and to disclose them to any party it deems appropriate or as required by applicable state or federal law. Confidentiality will be maintained where confidentiality of communication is required by law.

CITY OF CLOVIS, CALIFORNIA
DOCUMENT MANAGEMENT
POLICY & PROCEDURES

July 2000



This manual introduces the first Document Management Policy & Procedures for the City of Clovis, California.

The Manual, which includes the Records Retention Schedule and Destruction Policy, was reviewed and approved by the Clovis City Council on July 10, 2000

Additional information and suggestions are included to provide further records management assistance.

PURPOSE - The purpose of this Document Management Policy & Procedure is to establish policies and procedures under a Document Management Program to control the efficient creation, utilization, maintenance, retention, preservation and disposition of City records, based on State and Federal Statutes governing public records. And, to ensure that a responsible program of records management is practiced and documented from creation to disposition in accordance with the law and in the best interest of the City and the Citizens of Clovis.

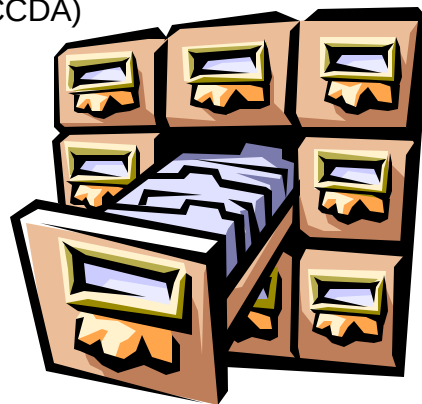
BENEFITS – The benefits the City will receive from properly implemented policies and procedures will be:

- ✓ Higher quality and faster service to customers made possible by having swift access to records and the information they contain.
- ✓ Increased executive and managerial effectiveness by having prompt access to complete, accurate, and up-to-date records.
- ✓ Measurable increases in staff productivity with either a well-developed electronic records system or state of the art systems for paper records.
- ✓ Substantial reductions in data and records volumes, freeing valuable office and filing cabinet space while avoiding expensive off-site storage solutions
- ✓ Development of a process where vital data and records can be identified and protected.
- ✓ Development of a process where records no longer required can be identified and disposed of appropriately.
- ✓ More appropriate implementation and use of technology now available for document management.
- ✓ Greater assurance of legal compliance by using retention schedules.
- ✓ Measurable Return on Investment (ROI), which will compare the costs of the program with the associated savings
- ✓ Implementation of an imaging system that will integrate with current hardware and software applications

Benefits of Properly Managing the City's Records

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CITY OF CLOVIS MEMORANDUM

TO: Mayor and City Council

FROM: City Clerk's Office

DATE: July 10, 2000

SUBJECT: Consider Approval - RES. 00-____ - adopting the Document Management Policy & Procedures including Retention Schedules and Document Destruction Policy.

Recommendation

That the City Council approve Resolution 00-____ - adopting the Document Management Policy & Procedures including Retention Schedules and Document Destruction Policy.

Purpose

- To establish policies and procedures under a Document Management Policy & Procedure to control the efficient creation, utilization, maintenance, retention, preservation and disposition of City records, based on State and Federal Statutes governing public records.
- To ensure that a responsible program of records management is practiced and documented from creation to disposition in accordance with the law and in the best interest of the City and the Citizens of Clovis.

Summary

Adoption of this resolution will formalize the management of City records through the implementation of a Document Management Policy (DMP). The DMP will establish how staff manages the City's records, it will help distinguish permanent records from non-permanent records, and mandate how long non-permanent records need to be retained, and finally, how and when non-permanent records should be properly disposed of. The City is large enough and generates enough records to warrant such an important

program. The attached DMP will establish a program whereby City employees will have specific guidelines to determine what records will be held onto for how long, how records can be stored and retrieved, and how and when records can be properly disposed of. The major facets associated with the implementation of a DMP are:

- ✓ **Inventory** - identifies what records the City currently has.
- ✓ **Having an established process** – this is the DMP.
- ✓ **Retention Schedule** - how long we are legally required to retain each record series type.
- ✓ **Destruction Policy** - what records can be destroyed and how employees should appropriately dispose of them.
- ✓ **Training** –will provide the employees with the requisite knowledge to implement the program efficiently. .

Discussion

The City of Clovis was incorporated in 1912, and its records contain a tremendous resource of local historical and legislative information. This valuable resource, however, cannot be researched except through cumbersome and lengthy manual searching. One of the primary goals of this program is to provide staff with a systematic approach to having the right information available to the right person at the right time at the lowest possible cost.

The City's vital records consist of Council meeting minutes, resolutions, ordinances, active agreements, leases, deeds, easements, and other records that are essential to maintaining basic government operations during and after an emergency. These records are also critical for efficient government operations, as City staff must research past legal records of the City to administer their programs. The volume of City documents has increased immensely since City employees began using Personal Computers (PC's) 10-15 years ago. The additional documents compound records activities and increase the need for either more records storage areas or a different records storage media. Updating the filing system, indices, and retrieval of documents is done manually causing problems associated with subjective filing.

Some of the City's permanent records have been stored on microfilm, but the majority of the records are still in paper form. The potential for destruction of these records, which can be caused by earthquake, fire, flooding, loss, or misfiles, is a very real threat because with paper records, it is unlikely that there are copies stored in an alternate location.

All governmental records have legal retention periods that dictate the length of time that records must be retained before destruction. Although most records are required to be retained for a minimum of two years¹, the City desires to keep many records for longer periods of time for public reference, administrative, fiscal, or legal purposes.

¹ Government Code § 34090 et seq.

The development of a records retention schedule for each department is necessary to allow City personnel to destroy records that have met the standards necessary for records destruction, and therefore eliminate some of the paper volume. There are many inactive records held in departments that are duplications of records created by each department because of the inaccessibility or the time involved to find the original record. This compounds increasing paper volume, which requires additional storage space in already overcrowded facilities.

The retention schedules being recommended in the DMP are based upon the statewide guidelines developed by the City Clerks Association of California and maintained by the Secretary of State. The City Clerk's Office and the City Attorney have reviewed federal and state laws concerning retention of documents and request Council's approval of the attached resolution that will approve the DMP. The DMP contains retention schedules for all City departments and policy guidelines for the proper destruction of records.

A survey of all departments completed in February and March 2000 revealed that all departments have some sort of procedure that each follows regarding their records. However, it is inconsistent between departments and there does not appear to be a plan in place that determines what records should be kept permanently versus those that can be regularly disposed of. In the early 1990's, staff began using an offsite private records storage center to handle the overflow. Today, we are paying to store approximately 1,300 boxes; there are also fees incurred whenever a record is retrieved or re-filed at the facility. There is no plan to clean up and purge records that the City is no longer required to retain. Part of the DMP implementation would be to analyze the inventory of the records storage center and identify those records that could be disposed. Following this initial purge, there would be an annual process to review records stored in the facility and determine what records do not need to be retained.

The tremendous volume of paper and the critical need of a different form of media storage to free valuable space prompted the City Clerk's Office to review other means of storage. As you are aware, City office space is at a premium, and space now taken up with filing cabinets could be utilized for a variety of other more productive purposes. The City Clerk's Office, with approval of the Council, is prepared to begin the review process to implement a state of the art, automated municipal records management system along with a records retention schedule.

It is desired that the new system be accessible to all departments, providing complete and instant access to City records while protecting the legal and historical value of each record. Internet access can also be provided, allowing citizens to perform research and retrieve legislation and other documents from their offices and homes. Not only are the systems able to retrieve documents quickly, but individuals can download the information to a PC for use. Although the information from a record can be downloaded to a PC, the actual record cannot be altered.

A significant number of state of the art equipment available today is capable of scanning paper records into computer text on magnetic or optical discs with accurate readability. The wording on the documents can be searched by keywords at speeds of up to one million pages per minute. This provides instant access to stored records that can be reproduced by printing or transmitted electronically without losing the integrity of the originally stored document. This will increase staff productivity in general and provide easy access to the public.

Legislation recognizes that a reproduced document from optical disk media is acceptable as legal evidence, provided that it is stored in a "trusted system", and techniques, policies and procedures are developed and administered properly². Many departments will benefit from the powerful research tools provided by these systems.

Alternatives to Document Imaging that were considered

Other alternatives considered in addition to magnetic or optical storage of City records were:

- 1) Microfilming documents would reduce the storage space necessary in lieu of paper files, but because of the necessity for microfilm reader/printers, would not be available to all departments. The microfilm would be kept in the department that utilizes it the most. If a department required the use of microfilm in another department, the requesting department would need to manually retrieve the data by physically going to that department and accessing the microfilm data. There is no way to re-utilize that data other than to manually retype the information. The City's microfilmed files can be converted to magnetic or optical disc media for a fee, which would put all City records in one location.
- 2) Build a records storage center to store City records in a centralized location. Building a storage facility would include not only the storage of records, but also the addition of an employee(s) to staff the facility to properly manage records for department and public access and to also maintain the integrity of the records.
- 3) Maintain the present filing systems, but incorporate retention schedules for each department.

Reason For Recommendation

Document imaging is being recommended over the other alternatives listed above because of the ease of implementation, lower cost, and benefits the city will get out of having documents available in an electronic format. Approval and implementation of the DMP will establish how staff manages the city's paperwork. In conjunction with proper management of the city's paperwork, staff is recommending the implementation of document imaging, which means scanning current documents and storing them as electronic files that can be viewed from personal computers. The implementation of

² Government Code §34090.5 and §12168.7

document imaging will be a multi-year project that will be implemented in all departments that staff has determined will benefit from such technology.

Steps Following Approval

Following approval staff will implement the DMP and begin training staff. Also following approval, staff will begin the process of review and determine where the City will benefit most from the implementation of newer records management technologies such as document imaging for scanning, retrieval and storage of City records. This analysis will help determine a sequence of implementation by department. That department shown to have the greatest need and ability to benefit most from the implementation of document imaging will be put into operation first. The multi-year plan is to implement those departments showing the greatest need and ability to benefit first and then expanding out to the remaining departments.

Prepared
by:

John Holt, Management Analyst

Submitted
by:

Michael Prandini, City Clerk

Recommended
by:

Kathy Millison, City Manager

Attachment

RESOLUTION NO. 00 –

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF CLOVIS
ADOPTING A DOCUMENT MANAGEMENT POLICY
CONTAINING CERTAIN RECORDS RETENTION
SCHEDULES AND RECORDS DESTRUCTION GUIDELINES

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

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

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

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

WHEREAS, changes in technology have made available new ways to copy, store and retrieve records; and

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

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

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

WHEREAS, a Document Management Policy including specific retention periods and destruction guidelines have been recommended for those records surveyed; and

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

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

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

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

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

3. Staff is directed to use the Secretary of States Local Government Records Retention Guidelines as a basis to establish the City of Clovis Records Retention Schedule (Senate Bill 742 approved September 7, 1999, adding Government Code Section 12236).

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on July 10, 2000, by the following vote, to wit:

AYES:

NOES:

ABSENT:

DATED: _____, 2000

Mayor

City Clerk

Resolution No. 00-_____



You've Got Mail

Section I

General Records Management Citywide Information

Purpose

The purpose of a Document Management Policy is to establish policies and procedures under a Document Management Program to provide efficient creation, utilization, maintenance, retention, preservation and disposition of City records, based on State and Federal Statutes governing public records. And, to ensure that a responsible program of records management is practiced and documented from creation to disposition in accordance with the law and in the best interest of the City and the general public.

This document becomes the first draft of a guideline presented to City staff for their records management operations and procedures. It includes several sections that were designed to assist employees with records management in their department or division. Please note that this is a first draft, new types of records, changes in laws will require that the retention schedules be updated regularly. The approving resolution was written to require the City Clerk's office to bring this document in front of Council at least once per year to reflect the changes that occurred. Electronic records management and the rapid change in technology will also necessitate an annual update of this document.

Primary Goal of Project

The primary goal of this project is to create a system to store records data and maintain a more efficient records environment than currently exists while preserving permanent City documents on legal archival media, eliminating the potential for lost or misplaced records and creating a complete objective historical index of all City legislative history.

Cost of Operating without Records Management = Fines and Judgments

During any litigation, an organization can potentially lose some of its rights when (and if) it has failed to maintain appropriate records, cannot find them, or improperly destroys them. This can be serious, as shown by these examples of fines and judgments imposed (just since the 1980's) as a result of failures in records management practices.

- ✓ Piper Aircraft – for selective destruction of relevant documents, judge declared "...records management system a sham..." = \$10 Million Judgment
- ✓ Iowa Beef Packers – accused of engaging in the worst case of poor record-keeping in matters of worker safety and health = \$2 Million Fine
- ✓ I Magnin – ages of employees over 50 red-circled in personnel files = \$1.9 Million Judgment
- ✓ General Motors – cited for failures to record or for improperly recording a wide range of injuries = \$500K Fine



When faced with such fines, one might conclude that an effective records management program is a money-saver.

A 1998 Coopers & Lybrand study showed that records and information systems often represent 50% of the total cost of doing business, and the average office makes 19 copies of each document.

Average costs:

- \$20 to file each document
- \$1.50 to retrieve each document
- (\$20 x 19 copies = \$380 to file)

The average office loses 1 out of 20 office documents. It then costs:

- \$120 to search for the document
- \$250 to recreate it, if lost
- 1 lost document = \$370

Other interesting facts:

- Shipments of paper have jumped 33% from 1986 to 1997 (American Forest & Paper Association)
- Printing paper has gone from 103 pounds per person in 1966 to more than 200 pounds per person in 1999 (United Nations Food & Ag. Organization)

Bottom Line – quotes from “Records Management: A Practical Guide for Cities & Counties”³

- “The price of inadequate attention to records is higher than any City can afford to pay”
- “Records are the lifeblood of Local Government”
- “A properly managed Records Management program is actually a money saver – a protection against ineffective operations. It is even more significant as a safeguard against disaster and lawsuits.”

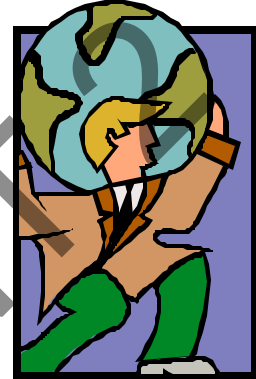
Cost of Operating Without Records Management is Significant

³ Mims III, Julian L., Washington, D.C.: International City/County Management Association, 1996.

Responsibilities:

Policies and procedures, under the supervision and administration of the City Clerk, are hereby established for the coordination, administration and implementation of the Records Management Program, under which City records are retained for administrative, operational, legal, fiscal, historical or research purposes.

City Clerk -The City Clerk is responsible for developing, coordinating and administering policies and procedures for the implementation of the Document Management Program, and to provide assistance to department records coordinators.



To perform this function, the City Clerk or his/her designee shall on an on-going and periodic basis:

- ❑ Create, maintain and distribute the necessary forms to implement the Records Management Program.
- ❑ Develop and maintain a retention and disposition schedule for all City records, including the preparation of any amendments as dictated by statute or administrative policy. Submit proposals for any schedule amendments to the City Attorney and annually report to the City Council any changes that occurred.
- ❑ Maintain a current inventory and index of records transferred to the Records Center for storage. Coordinate the transfer of records from department office areas to the Records Center.
- ❑ Establish guidelines and coordinate periodic reviews of City records to determine which records are eligible for destruction in accordance with the Records Retention Schedule and subject to the approval of the Department Director, City Clerk, Records Management Coordinator, and City Attorney.
- ❑ Coordinate with all City Departments, on a routine basis, the timely destruction of obsolete records according to the procedures herein. Certify and document that records have been destroyed. Certificates of Destruction shall be permanently kept on file with the office of the City Clerk.
- ❑ Oversee the special handling of confidential, historical, and essential records, and ensure the safety of vital records in the event of a disaster.
- ❑ Maintain accurate and timely electronic databases and a uniform filing system of all legislative actions affecting the creation, utilization, maintenance, retention, preservation and disposition of City records, in order to efficiently track and retrieve City records.
- ❑ Respond to records requests by City staff in an efficient and timely manner.
- ❑ Respond to public records requests and subpoenas for public records in an efficient and timely manner and in accordance with law.

Information Services Manager - The Information Services Manager, in conjunction with the City Clerk or his / her designee, is responsible for developing, coordinating and administering policies and procedures for the implementation of the document imaging system, and to provide assistance to department records coordinators.

- ❑ **DOCUMENT IMAGING SYSTEM:** Establish and maintain administrative policies and procedures for an imaging system of recording permanent and nonpermanent documents in electronic media, which shall be operated and controlled by the Office of the City Clerk. The established procedures shall ensure proper training of users, quality control, accuracy and integrity of public records. The electronic media imaging system policy guidelines shall comply with the requirements set forth in Govt. Code Sections 34090.5 and 12168.7, and any amendments thereto, and shall be a “trusted system” as defined in Section 12168.7.

City Departments:

- ❑ Each Department Head is responsible for designating a qualified Department Records Coordinator, who shall serve on the Records Management Committee.
- ❑ Each Department Head or his/her designee is responsible for the creation of a reliable and accurate filing system to ensure the efficient maintenance, retrieval and disposition of the records under his/her control.
- ❑ Each Department Head or his/her designee is responsible for ensuring that obsolete records under his/her control are destroyed in a timely manner, and certifying the destruction, in accordance with the policies and procedures stated herein.
- ❑ Each Department Head or designee is responsible for submitting a request for any necessary revisions to its Records Retention Schedule, to the City Clerk who will review the request and submit a recommendation to the City Attorney and City Council for official approval.
- ❑ Each Department Records Management Committee member is responsible for maintaining and controlling the disposition of records.

Records Management Committee - The Records Management Committee was established to act as the main point of contact within each department / division for questions regarding records management. Specific responsibilities include:

- ❑ Serves as liaison between department and the City Clerk or his/her designee, informing and updating of any records needs or any newly created records not currently shown in records retention schedule.
- ❑ Assists in inventories and assessment of department records on an annual basis.
- ❑ Provides assistance in collection of appropriate records for destruction, ensuring implementation in accordance with records retention schedule in the normal course of business.

City Employees

- ❑ All City employees are responsible for ensuring that the policies and procedures established within this manual are followed.

Insert Excel responsibility chart here

ATTACHMENT 2

CITY OF CLOVIS

2000 RECORDS MANAGEMENT STAFF

Mike Prandini, City Clerk	(559)297-	2308
John Holt, Deputy City Clerk		2336

RECORDS MANAGEMENT COMMITTEE

Bea Bannister	Administration	2335
Doreen Donaldson	Administration	2320
Joan Wolrath	City Clerk / City Attorney	2320
Barbara Melendez	Finance	2318
Liana Cain	Fire	2460
Janice Darling	Personnel	2321
Hien Nguyen	Senior / Transit / Recreation	2480
Bev Uota	Planning	2340
Elida Baker	Building	2390
Gloria Cenci	Engineering	2357
Audrey Meyer	Police – Administration	2406
Lannie Moon	Police – Records	2430
Caroline Carlson	Police – Investigative Division	2417
Cathie Rogers	Police – Youth Services	2440
Mary Mendoza	Public Utilities – Villa Yard	2378
Elizabeth Meyer	Public Utilities – Solid Waste	2375
Linda Garrett	Public Utilities – Fleet Services	2578
Sharon Walther	Clovis Comm. Development Agency	2496

The Records Management Committee was established to act as the main point of contact within each division for questions regarding records management. Specific responsibilities include:

- ✓ Serves as liaison between department / division and the City Clerk or his/her designee, informing and updating of any records needs or any newly created records not currently shown in records retention schedule.
- ✓ Assists in inventories and assessment of department records on an annual basis.
- ✓ Provides assistance in collection of appropriate records for destruction, ensuring implementation in accordance with records retention schedule in the normal course of business.

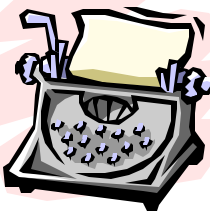
The Committee

The Evolution of Records Management

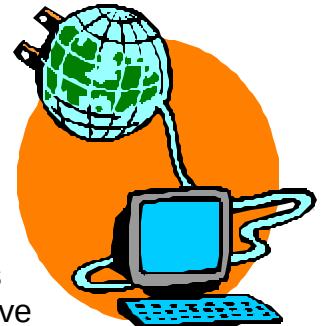
Primitive record keeping - Tools of the earliest record keepers were items such as stone or clay tablets. Information could be carved into these tablets, or recorded in wax, on wood or even animal skins. Then the Egyptians developed papyrus, and records on papyrus rolls could be wrapped in crocodile skins, while clay tablets were tagged and racked. The place these early records were stored in was called the "archives".



New developments and technology - The development of paper in the 15th century demonstrated how easily records could be made and multiplied. Jumping into the early 20th Century, we see the typewriter become commonplace in business and governmental offices. This was just the impetus needed for the paper explosion. Now, with the advent of the computer, we can disseminate information faster than ever and in many different fonts. The Internet and Electronic mail (E-mail) have provided the opportunity to send the same information to everyone in an organization without even using paper!



Growth and change of records philosophy - While technology matured, we also gained increasing capabilities to accumulate and disseminate information of all kinds. With this capability, others have become concerned about potential conflicts associated with the information being collected, the records created from that information, and the accompanying responsibility to appropriately maintain that information. In the future the City, as an organization, will use less paper and store more records on electronic or optical media. However, today our generation is infatuated with paper and the technology has not matured to where staff can rely solely on electronic records to meet all of our legal requirements. The most controversy in records management today has to do with how electronic records will be stored and managed.



Federal government - Numerous steps have been taken at all levels to control government records. Congress and various presidents have been instrumental in bringing about legislation to govern the amount of information collected, provide access to public information, protect individuals' privacy, establish records management programs at the federal level, and authorize the use of disposition schedules.

State government - With the pioneering work done at the federal level, state governments have moved onto the scene and adopted their own version of records management laws. California law states that unless otherwise provided by law, records may be destroyed after two years⁴, provided appropriate approvals and procedures are followed. Senate Bill 742, approved by the California State Government on September

⁴ Government Code §34090 et seq.

7, 1999, required the Secretary of State to establish, publish, update, and maintain on a permanent basis guidelines for local government records retention (Government Code Section 12236). This is the first step towards the consistent application of records retention for all local City governments in the State of California. The retention schedules used in this document were based on the State guidelines as provided in SB 742.

Private industries - Many private industries, upon advice of attorneys and accountants, now see the legal advantage of developing records management programs for their operations. They have become aware that maintaining records longer than necessary is not the best practice. They have also learned, often the hard way, that inconsistent or sloppy care of records can result in heavy fines during litigation.

City of Clovis - In compliance with State guidelines, the City of Clovis has begun their own records management program, as shown on the following pages. Although each department is different and generates different types of records, the overall goal will be to implement a document management philosophy that will encourage as much consistency as possible between departments. The more alike departments are regarding the management of their records, the easier it will be to manage the program.

Records Management - The Way We Were

The City of Clovis has a minimal Records Retention Schedule in place and there has never been a complete physical inventory of records completed. Some departments have an “understanding” concerning how long specific records should be retained; others do not have any policy in place. With little understanding about varying values of records, the majority of departments tended to save everything. This has created an overwhelming amount of unnecessary records, duplicate files, and incomplete information in a number of these files.



A majority of the City's records are stored in various locations throughout the City (i.e. in sheds, in an old sewer facility, Derrel's Mini Storage, the Police Department basement, storage space in City departments, and at Data Vault (a private off-site storage facility). There is no uniformity for records retention. In fact, a majority of the departments have no guidelines for records retention. It seems that historically any type of retention schedule that has been adopted has been a quick fix. No formal retention schedule has been set up for City departments, with the exception of the Finance Department, and that schedule was created a number of years ago and is now outdated by more current legislation. Two Departments, specifically, Police and Fire, have set up in-house policy procedures for records destruction, but none of these

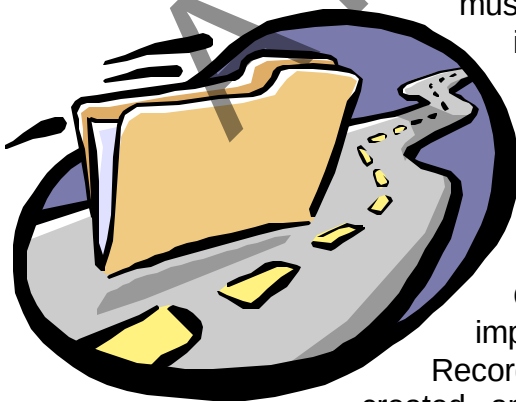
procedures have been researched at any length to ensure that we are in compliance with State and Federal retention laws.

The Police Department has set up an internal records destruction policy designating the Police Chief as the final authority for destruction of records. The Fire Department has set up an administrative policy to address the destruction of records designating the Fire Chief as the final authority for destruction of records. It should be noted that only the City Council can authorize records destruction for the City of Clovis. Adopting this policy will authorize staff to proceed with the legal and orderly destruction of identified records. The City Council adopted a resolution for destruction of specific files concerning recruitment activities in the Personnel Division in 1992. All of the other departments have no retention schedule or destruction policy in place. The inconsistency in records systems leads to indecisiveness for employees concerning the length of time materials should be retained. A Citywide retention schedule that includes miscellaneous files found in each department provides a good solid base from which the City's records management program can expand.

On an annual basis in October, City Staff performs an "Annual Cleanup" that consists of purging the files. Generally this means bringing in a dumpster where duplicate or unneeded records are disposed of. Although this may be practical, it does not meet the definition of "properly disposing of City records". Proper disposal would require the use of a retention schedule to determine what records could be destroyed on an annual basis and then documenting their destruction with appropriate approval (see Destruction Policy). **NOTE: Duplicate or photocopies may be destroyed "when no longer required", and do not require approvals.**

Current Records Management Efforts

In spite of the past, the City of Clovis has some obligations concerning its records. As a governmental agency, a lot of the records we deal with are considered "public" records and, on behalf of Clovis citizens, there is an obligation to provide access to those records when the public needs the information. On the other hand, some of the information staff deals with are of a private nature (e.g. financial statements) and staff must also have the responsibility to maintain those records in an appropriate fashion to prevent unlawful disclosure.. Regardless of the situation, staff needs to be knowledgeable enough to preserve the integrity of all records in under their care.



The responsibility of records management has not been a high priority for the City in the past. The City Clerk's Department has taken the lead role in the implementation of a Document Management Plan. A Records Management Committee (the "Committee") was created and consisted of at least one employee from each department who was placed in charge of records for that department. That individual

works with the Deputy City Clerk to review current files, and make a determination based on State, Federal and local laws of how long materials should be stored. A retention schedule has been created for each department and it will be the responsibility of the Committee member from each department to work with the Deputy City Clerk to maintain the retention schedule and catalogue records for either storage or destruction. The Committee was created so that each department would be represented in this important endeavor. Through training, the Committee member will become the expert in records management in their department.

Specific Goals

The Committee has set following specific goals for managing City records:

- ✓ Higher quality and faster service to customers made possible by having swift access to records and the information they contain.
- ✓ Increased executive and managerial effectiveness by having prompt access to complete, accurate, and up-to-date records.
- ✓ Measurable increases in staff productivity with either a well-developed electronic records system or state of the art systems for paper records.
- ✓ Substantial reductions in data and records volumes, freeing valuable office and filing cabinet space while avoiding expensive off-site storage solutions
- ✓ Development of a process where vital data and records can be identified and protected.
- ✓ Development of a process where records no longer required can be identified and disposed of appropriately.
- ✓ More appropriate implementation and use of technology now available for document management.
- ✓ Greater assurance of legal compliance by using retention schedules.
- ✓ Measurable Return on Investment (ROI), which will compare the costs of the program with the associated savings
- ✓ Implementation of an imaging system that will integrate with current hardware and software applications



Major Components of the Program

Early on, it was recognized that several major components would be involved in meeting the above goals. These would include:

- ✓ Preparation and education to promote records management issues.
- ✓ Physical inventory / survey of record series.
- ✓ Records analysis to determine their value.
- ✓ Presentation of a records retention schedule based upon results of the analysis.

- ✓ Council approval of a Document Management Policy, including retention schedules and destruction guidelines.
- ✓ Implementation of retention schedules [staff can then systematically discard records no longer required after appropriate approvals have been obtained].
- ✓ Monitor/Evaluate/Revise as appropriate when laws, circumstances, or needs change – the approving resolution authorizes the City Clerk to make changes as required to the Document Management Policy, Retention Schedules, and Destruction Guidelines – Annually, the City Clerk will prepare a report for Council highlighting any changes that occurred.
- ✓ Begin to use new technologies currently available to store and retrieve records

Records Management Tomorrow

While the City does not need to rush to revamp computer systems capable of running multimedia, it is smart to think of the long-range implications, and applications, of imaging. A few years ago workflow (routing documents electronically for changes and/or approvals) did not matter in government imaging applications because the tool simply did not exist. Today, however, many versions of workflow are available and are becoming easier to use and should be an integral part of the records management plan.



In the 1999-2000 budget, the City Council approved the expenditure for a document imaging pilot project utilizing optical media. As funding becomes available in future years, this project will become an organization-wide multi-year integrated document imaging project and will upgrade our records management system. The initial document imaging system may incorporate City Clerk records and records maintained by the Planning and Development Services Department. These two departments were chosen because a majority of these records are kept in accordance with State and Federal laws and cannot be destroyed. Input of these records into the system will provide a good assessment of the time involved to index and scan the information, the integration with the City's other systems, the storage capacity required, accessibility of the system to departments and the public and retrieval of information from the system.

Value of Records Defined

Records have a vital, administrative, fiscal, legal or historical value. Understanding these types of value in an individual record helps us to manage it properly.

Vital Records - Vital records are the ones that you must have to continue essential operations, such as payroll, accounts receivable, projects files, personnel files, deeds to real property. Some records that may not be considered vital should be categorized as such because their importance skyrockets during emergencies. These are

infrastructure-engineering drawings for water, sewage, gas and electrical grids and bridges, which contain indispensable information. These are at the center of city operations, and contain information that cannot be reconstructed from other sources.

Administrative (or Operational) Value: Records with administrative value enable the City to perform its primary function: Conduct the daily business of the unit. Examples are memorandums, reports and correspondence. Since records have operational value only as long as they are required to meet user needs, this type of record as a group tends to have shorter retention periods than do fiscal, legal, or historical records.

Fiscal Value - Records with fiscal value are those that relate to the financial transactions of the local government, especially those required for audit or tax purposes. Examples are canceled checks, payroll data, vouchers, and budgets. These are normally required for four years after the City's annual fiscal audit has been completed to meet the requirements of various tax laws.

Historical Value - Historical value is the long-term value of records to document past events. Traditionally such records constitute less than 10% of the total records generated.

Legal Value - Because legal value spirals upward in significance with increasing litigation, it is given special attention. Records with legal value are those required to be kept by law or those that may be needed in case of litigation or government investigation. Examples of legal records are deeds, contracts, property right-of-way, and case files of civil or criminal court. It has been estimated that less than 10% of all records must be retained beyond operating needs for legal reasons. However, the task of knowing and applying all the legal requirements connected with records retention is gigantic.

Legal value is normally determined by four factors:

- ✓ Statutes or regulations requiring records to be kept for specific periods.
- ✓ Statutes or regulations requiring records to be kept, but with no specific period stated.
- ✓ Limitations of actions stating the period during which legal action can be initiated.
- ✓ Pending litigation or government investigation that affects records.

Types of legal requirements:

- ✓ Statutes - laws enacted by the U.S. Congress or the state legislatures.
- ✓ Rules and regulations - promulgated by government regulatory agencies, adopted by legislatures as state statutes, or by an agency.
- ✓ Statutes of limitation prescribe a time frame during which a legal action may be brought or a government agency investigation or audit begun.
- ✓ Judicial or administrative decisions or opinions - interpret existing law and are generally binding for cases involving similar situations.
- ✓ Letter opinions - establish the opinion of an agency in regard to an individual case.

DOCUMENT DESTRUCTION POLICY

Maintenance and Disposition of Records - Procedures

Records Management Policy & Procedures Document: The City Clerk will distribute this Records Management Policy to all Department Heads and each Committee member. Each Department Head is responsible for ensuring that the records under his/her control are maintained and destroyed in accordance with said Policy. The Policy shall be revised annually to meet all legal and administrative requirements.



The overall goal is to have a procedure in place that staff will utilize so that on an annual basis retention schedules will be reviewed to determine what documents can be destroyed. Those identified will be properly destroyed as identified in the procedures below and a record of their destruction will be permanently maintained by the City Clerks office.

REQUIRED FORMS: The following forms are to be utilized by all Department Heads or their designees in order to efficiently and accurately identify, inventory, transfer to storage, retrieve, and destroy records under his/her control: (Each form, including instructions, is attached).

Records Management Inventory Worksheet (See Appendix A, Form 1) - This form is used to collect the inventory and appraisal information needed to develop retention periods for public records under the control of each City Department

Records Retention Schedule Form (See Appendix A, Form 2) - This form governs the mandatory disposition of City records by indicating the minimum length of time records shall be maintained in the office and in storage, and the time period after which they may be destroyed.

Record Retrieval Request Form (See Appendix A, Form 3) - This form is to be used for the retrieval of any record or file stored at the Records Center. The form shall be prepared by the requesting department and submitted to the City Clerk or his/her designee.

Authority to Destroy Obsolete Records Form (See Appendix A, Form 4) - This form is prepared by the department wishing to destroy records. The City Clerk or his/her designee reviews the form and forwards it to the City Attorney for approval. Once approved by the City Attorney, the records are destroyed.

DESTRUCTION OF RECORDS:

As provided by Government Code Section 34090, with the approval of the legislative body by resolution and upon the request of the Department Head and with the written consent of the City Attorney and the City Clerk, the records identified in the Records

Retention Schedule are authorized to be destroyed on an on-going basis in accordance with the retention periods. Because the City Council has adopted the City's retention schedules by resolution, records can be destroyed after approval of the City Attorney and City Clerk have been obtained.

Procedure:

The Office of the City Clerk shall be responsible for scheduling and coordinating with all City Departments the destruction of records on an annual basis. The appropriate forms will be distributed to all City departments in order to document the records to be destroyed. The department's Committee member will identify and separate those records that can be destroyed. The Committee member will complete the Authority to Destroy Obsolete Records form and forward it to the City Clerk's office. After appropriate signatures have been provided, the Committee member will be notified that the subject records may be properly disposed of.

It shall be required that the Department Head, City Attorney, City Clerk and Records Management Coordinator authorize and sign each Authority to Destroy Obsolete Records form prior to the records being destroyed.

NOTE: It is imperative that the requests for Authority to Destroy Obsolete Records (form) be reviewed carefully by all signatory staff in order to determine whether records listed are involved in litigation, or if there is an administrative and/or operational requirement which may require a temporary extension of the retention period.

Records deemed to be confidential in nature shall be shredded. All other records shall be removed from their locations and taken off site for a secure destruction.

The Department Head in control of the records and City Clerk or his/her designee shall certify each and every destruction of records. The City Clerk or his/her designee shall maintain a permanent record of all destroyed records and destruction certifications.

Exceptions:

Notwithstanding the provisions of identified above regarding the disposition of records, in accordance with Government Code Section 34090, the City is not authorized to destroy the following City records:

- Records affecting the title of real property or liens thereon.
- Court records.
- Records required to be kept by statute.
- (Original) Records less than two years old.
- The minutes, resolutions, or ordinances of the City Council or the City's Boards or Commissions.

PUBLIC RECORDS REQUESTS:

Each department head is responsible for ensuring that a request for public records is processed according to the procedures pursuant to the Public Records Act (Govt. Code Section 6250, et seq.).

A "record" is any writing containing information relating to the conduct of the public's business that is prepared, owned, used, or retained regardless of physical form or characteristics.

**Access to Public Records**

The California Public Records Act was enacted because "access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state."

The Act is also mindful of the right to privacy; therefore it is critical that the City protect citizens' rights to privacy and comply with laws protecting their privacy.

If a record is a public record, and if it is not specifically exempt from disclosure, it is available for inspection for any member of the public.

The City of Clovis' policy is to fully comply with the California Public Records Act.

Responding to a Request for Public Records:**General Ten (10) Day Rule**

In general, the City shall, within ten (10) calendar days of its receipt of a request for public records, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the City and shall promptly notify the person making the request of the City's determination and the reasons for its decision.

Grounds for refusing a request include, but are not limited to, the following:

- The request does not seek records which are reasonably segregable from records which are exempt from disclosure;
- The request does not reasonably describe an identifiable record;
- The request would require that the agency compile data, perform research or create new records not currently in existence; or
- The request seeks records which are exempt from disclosure.
- The "balancing test" applies: The public interest in not disclosing information outweighs the public interest in disclosure.

If you are unsure if a record, or a portion of a record is accessible to the public, if you believe the records requested may be the subject of a lawsuit, or if you will be unable to meet the 10 calendar day requirement, contact the City Attorney.

Mixed Public and Non-Public Information

The Public Records Act requires the disclosure of reasonably segregable portions of records. If portions of a record are exempt and other parts of the same record are not, the non-exempt portions of the document must be disclosed. This is done by a process known as “redaction”. On paper media, this is typically accomplished by photocopying the record, marking out or applying “white-out” to the exempt portion, then photocopying the record again. In electronic media, this can be accomplished by removing a column, then saving the file as another name.

Extension of time for unusual circumstances

In unusual circumstances, the ten (10) calendar day time limit to make an accessibility determination may be extended. If such an extension is needed to respond to a request, a written notice must be provided to the person making the request, setting forth the reason for the delay and the date on which a determination is expected to be given. No extension of additional time shall exceed fourteen (14) days.

“Unusual circumstances” can include the following, but only to the extent reasonably necessary to the proper processing of the particular request:

- The need to search for and collect the requested records from field facilities or other locations separate from the office processing the request;
- The need to search for, collect and examine a voluminous amount of separate and distinct records demanded in a single request; or
- The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial interest in the subject matter of the request.

Notification of Determination.

When determination has been made as to whether to grant or deny a public records request, the person making the request should be promptly notified in writing of the City’s determination, including the following information:

- Whether the request is being granted or denied;
- If the request is being denied, in whole or in part, the extent and the reasons for the denial;
- The name and title or position of the person responsible for the denial;
- The cost or an estimate of the cost of copying the records and a request for pre-payment. (Note: this is only the direct cost of duplication, or a statutory fee, if applicable, and does not include staff time to research, retrieve, or compile the records.)

- The option to inspect the requested records at a mutually convenient time during office hours.

Note: The law provides for you to obtain payment before photocopying, which is advisable if there is a large amount of documents involved in the request. Some requesters never pick up their documents once they find out how much the photocopies will cost.

Campaign forms exception. Govt. Code Section 81008 requires that all campaign forms and Statements of Economic Interest be made available for public inspection during regular business hours, commencing as soon as practicable, but in any event no later than the second business day following the day on which the request is received.

Fees: Upon payment of the cost of duplication, or a statutory fee, if applicable, the records must be made "promptly available." Fees for public records shall be assessed per the Master Fee Schedule or statutory fee. You may not charge for research; only the "direct cost of duplication."

Managing Public Records

- ◆ Equipment to view public records must be maintained. (e.g., if a record only exists in microfiche format, the City must maintain at least one microfiche reader.)
- ◆ Video and audio tapes may be viewed/listened to at no charge. Copies of video tapes can be made in-house. Audiotapes may be copied by the requester on their own equipment or copied by an outside company provided the copying is done on site.
- ◆ Drawings and plans may be protected by copyright and other laws. Written authorization may in some circumstances be obtained from the originating architect before releasing these documents. If the firm does not respond within 30 days or is out of business, the Building Official may authorize the release of the drawing or plan to a bonded blueprint company for duplication.
- ◆ The custodian of records (City Clerk or Department Head) can formulate procedures necessary to the efficient conduct of their office and protection of the public's records. This may include providing supervision during inspection of the records, restricting the inspection to a specified location, and establishing criteria for the manner in which records are handled during reproduction.
- ◆ Access to the records may be subject to reasonable time, place, and manner restrictions to preserve the ability of City staff and other members of the public to access the records.

VITAL RECORDS PROTECTION:

Vital records contain information necessary for the City to resume operations after a disaster. Each Department Director is responsible for identifying the vital records under his/her control and ensuring that the Vital Records are maintained according to the following procedures:

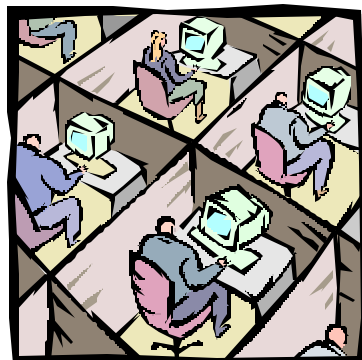
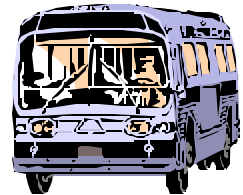
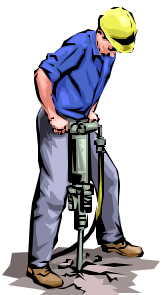
- All vital records shall be stored in a secure, safe and controlled environment, to protect the records from theft or damage (i.e. vault or Records Center).
- Vital records which are in use but are required to be kept in a secured area, should be returned to the secured area at the end of each workday. Vital records should not be allowed to accumulate on desks or in unprotected areas.

The Information Services Division shall back up the City's Mainframe, Servers, and imaged records in accordance with procedure established by the Information Services Division. The back up copy, including any optical media, will be stored at an off-site location to be used for recovery if necessary. The address of the off-site location is on file with the Information Services Division.

ATTACHMENT 2



Section II Department Specific Information

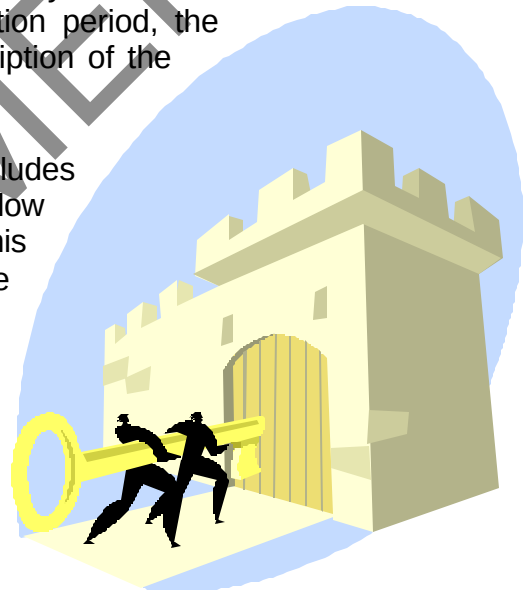


CITY OF CLOVIS RECORDS MANAGEMENT PROCEDURES FOR ADMINISTRATION DEPARTMENT

These procedures establish a standardized process for records management for the City of Clovis Administration to ensure that legal, regulatory, fiscal, historical, and administrative record retention requirements are met, that records that are essential to the City are protected; that the files and the records management system are in a controlled and secure environment; and that proper procedures are followed in the retention and/or destruction of City records. The Administration Department is made up of the Administration, City Clerk and City Attorney divisions.

In an inventory of records in Administration, the following file series were identified and additional file series have been added to the schedule that may be listed under different titles than those listed here and have not yet been identified. These file series have a legal, fiscal, administrative or historical value to the City. The attached schedule lists the file series and includes a recommended retention period, the appropriate legal citation, if applicable, and a description of the file series.

An individual from Administration (includes Administration, City Clerk and City Attorney) will follow the records management procedures set forth in this document to meet all requirements essential for the proper upkeep of the records in that division. This includes identifying new records series when applicable, maintenance and appropriate destruction of files when needed, archiving records, working with the Deputy City Clerk to update the retention schedule and improve the safekeeping and retrieval of records.



In most cases, file series not addressed in the attached schedule should be considered routine in nature and should be identified as a general subject, and retention for those files should be two (2) years unless specific laws, decisions or opinions would apply to the file series. If a file series is not addressed in the attached schedule and the department believes other legal requirements apply or it is an essential record either for legal, historical, fiscal or administrative value, then that series can be added to the retention schedule. The retention schedule is not a "permanent" document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes.

LEGEND

Records Retention

A = Active
Ad = Adoption
Au = Audit
C = Current
Cl = Closed
Co = Completion
DOB = (Date of Birth)
E = Election
L = Life
O = Obsolete
P = Permanent
S = Supersede
T = Termination

CITATIONS

B&P = California Business & Professional Code
CAC = California Administrative Code
CCP = Code of Civil Procedure
CCR = Code of California Regulations
CEQA = California Environmental Quality Act
CFR = Code of Federal Regulations
EC = Elections Code
EL = California Elections Code
FMLA = Family & Medical Leave Act, 1993
GC = California Government Code
H&S = California Health and Safety Code
HUD = Housing and Urban Development
OSHA = Occupational Safety & Health Agency
PC = California Penal Code
POST = Police Officers Standards Training
UFC = Uniform Fire Code
USC = United States Code
WIC = Welfare & Institutions Code

RECORDS RETENTION SCHEDULE CITY OF CLOVIS ADMINISTRATION

Administration Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
General Subject	CI + 2		GC 34090	Internal working files including correspondence
Plaques	P			Historical value
ELECTIONS				
Affidavit Index	C+5		EC17001	
Applications, Absentee Ballots and Envelopes	E+6 months		EC17505; EC17302	From date of election
Assisted, Challenged Voters List	E+6 months		EC17304	From date of election
Ballots	E+6 months		EC17302	From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC17302c) retention by court order
Ballots - Prop 218 (Assessment Districts)	P		California Constitution Article XIII	Property related fees (Assessment Ballot proceeding)
Calendar	E+2		GC34090	
Canvass	P		EC15300	Notifications and Publications of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results
Certificates of Election	T+4			Certificates of election; Original reports and statements
Fair Political Practices				
Campaign disclosure, Administration, Campaign Statements and Conflict of Interest - Elected	P		GC81009 (b) (g)	FPPC Filings
Campaign disclosure, Administration, Campaign Statements and Conflict of Interest – Not Elected	E+5		GC81009	FPPC Filings
Candidate Statements	E+5			Sample ballot retained permanently
History	P		GC34090	History of elections, sample ballots, certificates of destruction, other resolutions re: elections
Statement of Economic Interest, Elected	T+7		GC81009(e))	FPPC Filings
Statement of Economic Interest - Not Elected	E+7		GC 81009(b)	FPPC Filings
Lobbyist Registration	P		GC86100	Statements

Admin (Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Maps, Precincts/Voter Information	E+2		GC 34090; EC 17501; EC17301	
Nomination Papers Successful Unsuccessful	E+4 E+2		EC17100 EC81009(b))	
Notifications and Publications	E+2		GC34090	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
Oaths of Office	T+6		GC34090; 29 USC 1113	Elected Officials
Petitions	E+9 months		EC17200, 17400; GC 7253.5; EC 14700 + GC3756.8	From date of election; Initiative, referendum, recall
Precinct Records	E+6 months		EC17503	From date of election: Precinct official material; declaration of Intention, precinct board member applications, orders appointing members of precinct boards and designating polling places. Includes notice of appointment of office and record of service
Roster (of voters)	E+5		EC17300	From date of election; Initiative, referendum recall, general municipal election
Voter Affidavits	CI+5		EC17000	From date of election
GENERAL SUBJECT				
Annexation Case Files	P		GC34090a	Reports, agreements, public notices
Biographies	C+2		GC34090	
Classifications and Appointments	P		GC34090; GC12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records
Correspondence	C+2		GC34090(d)	If not attached to agreement or project file
Goals & Objectives	C+2		GC34090	Departmental goals and objectives
Policies and Procedures	S+5		GC34090(d)	Retain while current
Reports Departmental	C+2		GC34090	Special/final summary, review or evaluation
Staff	C+2		GC34090	Non-agenda related, includes supporting documentation
Special Projects	C+2		GC34090	
Support Services	C+2		GC34090	Reproduction; printing; postal/mailling services, other internal resources
Travel Records	C+2		GC34090	

Admin (Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
GRANTS				
Community Development Block Grant and Urban Development	T+4		GC34090; 24 CFR 570.502; 24 CFR85.42*	Applications, reports, contracts, supporting documents
Federal and State	CI+5		GC34090	Refer to grant application close-out procedure
Financial Records	CI+5		GC34090	Refer to grant application close-out procedure
Unsuccessful	CI+2		GC34090	Applications not entitled
LEGAL/LEGISLATIVE				
Agendas	C+2	P	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject Files)	C+2		GC34090(d)	Documentation received, created and/or submitted to Council
Appeals, Civil	C+3		CCP 583.320(a)(3); GC34090	
Applications, Boards, Commissions, Committees	CI+2		GC34090	Not selected
Applications, Boards, Commissions, Committees	T+5		GC34090; GC40801	Selected
Articles of Incorporation	P		GC34090; CCP337.2	
Case Log	CI+7		CCP 337.2; 343	From close of cases listed; chronological listing of cases
Case Records - (High Profile)	P		GC6254	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records (Routine)	Co+7		42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors -3 years after attaining 18)
Contracts and Agreements Excluding Capital Improvement	T+5		CCP337.2, 343; GC53066; B&P7042.5 *	Includes leases, equipment, services or supplies *PU7685; 48 CFR:2
Includes Capital Improvement	P		2.08.110*	Construction *GC37090a; 4004; H&S 19850
Index, Attorney Case	L		GC6254	Including notations on activities related to case

Admin (Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Legal Advertising	C+4		CCP 343, 349 et seq.; GC 911.2; GC34090	Includes public notices, legal publications
Logs, Attorney Service Request	C+2		GC34090	Service request, summaries of monthly requests
Minutes	P		GC34090(d); GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	C+2		GC34090.7 , 54960.1c(1)	Special Meetings
Opinions	S+2		GC34090; GC6254	Confidential
Ordinances	P		GC34090(d)) 40806	Municipal Code
Petitions	C+1		GC50115; GC6253	Submitted to legislative bodies
Resolutions	P		GC34090(d)) 40801	Legislative actions
Tapes, Audio/Video	C+3 Months		GC34090.7	When used for minute preparation and may have historical value
CITY CLERK				
Assessment Districts	P		GC34090	Original documentation
Inventory, Records	C+2		GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled
Municipal Code	P		GC34090	Supplements included
Public Records Request	CI+2		GC34090	GC34090
Records Management	CI+2		GC34090	Document includes retrieval, transfers - inactive
Records Management Disposition Certification	P		GC34090	Documentation of final disposition or records
Records Retention	S+4		CCP 343	
POLICIES/PROCEDURES				
General Administrative	S+2		GC34090; 40801	All city policies and procedures
Policy, Council/ Proclamations	S+2		GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number
PUBLIC INFORMATION				
Brochures, publications, newsletter, bulletins	S+2		GC34090	
Calendar, City	C+2		GC34090	
Media Relations	C+2		GC34090	Includes cable, newspaper, radio, message boards, presentations

CITY OF CLOVIS RECORDS MANAGEMENT PROCEDURES FOR THE CLOVIS COMMUNITY DEVELOPMENT AGENCY

These procedures establish a standardized process for records management for the Clovis Community Development Agency to ensure that legal, regulatory, fiscal, historical, and administrative record retention requirements are met, that records that are essential to the City are protected; that the files and the records management system are in a controlled and secure environment; and that proper procedures are followed in the retention and/or destruction of City records.

In an inventory of records in the Clovis Community Development Agency the following file series were identified and additional file series have been added to the schedule that may be listed under different titles than those listed here and have not yet been identified. These file series have a legal, fiscal, administrative or historical value to the City. The attached schedule lists the file series and includes a recommended retention period, the appropriate legal citation, if applicable, and a description of the file series.

An individual from the Clovis Community Development Agency will follow the records management procedures set forth in this document to meet all requirements essential for the proper upkeep of the records in that division. This includes identifying new records series when applicable, maintenance and appropriate destruction of files when needed, archiving records, working with the Records Manager to update the retention schedule and improving the safekeeping and retrieval of records.

In most cases, file series not addressed in the attached schedule should be considered routine in nature and should be identified as a general subject, and retention for those files should be two (2) years unless specific laws, decisions or opinions would apply to the file series. If a file series is not addressed in the attached schedule and the department believes other legal requirements apply or it is an essential record either for legal, historical, fiscal or administrative value, then that series can be added to the retention schedule. The retention schedule is not a "permanent" document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes.



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CITATIONS

B&P = California Business & Professional Code
CAC = California Administrative Code
CCP = Code of Civil Procedure
CCR = Code of California Regulations
CEQA = California Environmental Quality Act
CFR = Code of Federal Regulations
EC = Elections Code
EL = California Elections Code
FMLA = Family & Medical Leave Act, 1993
GC = California Government Code
H&S = California Health and Safety Code
HUD = Housing and Urban Development
OSHA = Occupational Safety & Health Agency
PC = California Penal Code
POST = Police Officers Standards Training
UFC = Uniform Fire Code
USC = United States Code
WIC = Welfare & Institutions Code

RECORDS RETENTION SCHEDULE CITY OF CLOVIS CLOVIS COMMUNITY DEVELOPMENT AGENCY

Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
General Subject	CI + 2		GC 34090	Internal working files including correspondence
Policies & Procedures	2		GC34090	Includes rules, regulations, standards
Committees	5		GC34090	member lists, minutes/agendas, informational material, reports
Bids & Proposals (Unsuccessful)	2		GC34090d	
Bonds Development	CI+10		CCP 337.5	Housing; Industrial Development
Bonds Security	CI+2		GC34090	Documentation created and or received in connection with the performance of work/services for the city, or for the parcel maps and subdivision work
Project Files (Case Files)	P		GC34090a, H&S 19850, 4003, 4004	Pertains to real property, new construction, storefront improvements, rehabilitation projects, and promotions. May include blueprints, drawings, maps, photos (including negatives) plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before the legislative body
Grants, Community/Urban Development (includes CDBG)	CI+4		24CFR 570.502(b)(3); 241 CFR 85.42 & OMB Cir. 110, Attach C,*	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB A-102 & 128, HUD regulations
HOUSING				
Bonds Programs	CI+10 CI+3		CCP337	Revenue Bond Documentation
			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
Redevelopment Budgets	P		GC34090, 40802, 53901	Includes annual audit
Bond Issues	P		GC43900 et seq.	
Loans	P		GC34090	Promissory notes, Deeds of trust, detail information.

CCDA Continued Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Promotional Material	2		GC34090	Includes Milestones, Signpost, Spirit of California, Old Town activities, statistics, mailing lists, industrial sites available
Relocation Files	Cl+2		GC34090	e.g. Redevelopment
Certificates	L		GC34090	Retain during life of structure
Drawings, Project Plan	Co		GC34090d	Does not include those usually filed with case or project
Legal Advertising	C+4		CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications
Photographs	2		GC34090d	Aerial and other photographs not associated with a project file
Projects, not completed or denied	2		GC34090d	Building, engineering, planning
Railroad Right-of-way	C+3		36CFR64.1 1	Land acquisitions, correspondence, improvements, statutory records
Reports	2		GC34090	Activity, periodic
Reports, Federal and State	P		GC34090a	Grants, Community/Urban Development (includes CDBG)
Summer Youth Program	C+2		GC34090	Invoices and detail for summer youth programs, reportable to other agencies (Paint Program and Water Conservation Program)

CITY OF CLOVIS RECORDS MANAGEMENT PROCEDURES FOR THE FINANCE DEPARTMENT

These procedures establish a standardized process for records management for the City of Clovis Finance Department to ensure that legal, regulatory, fiscal, historical, and administrative record retention requirements are met, that records that are essential to the City are protected; that the files and the records management system are in a controlled and secure environment; and that proper procedures are followed in the retention and/or destruction of City records.



In an inventory of records in the Finance Department the following file series were identified and additional file series have been added to the schedule that may be listed under different titles than those listed here and have not yet been identified. These file series have a legal, fiscal, administrative or historical value to the City. The attached schedule lists the file series and includes a recommended retention period, the appropriate legal citation, if applicable, and a description of the file series.

An individual from the Finance Department will follow the records management procedures set forth in this document to meet all requirements essential for the proper upkeep of the records in that division. This includes identifying new records series when applicable, maintenance and appropriate destruction of files when needed, archiving records, working with the Records Manager to update the retention schedule and improving the safekeeping and retrieval of records.

In most cases, file series not addressed in the attached schedule should be considered routine in nature and should be identified as a general subject, and retention for those files should be two (2) years unless specific laws, decisions or opinions would apply to the file series. If a file series is not addressed in the attached schedule and the department believes other legal requirements apply or it is an essential record either for legal, historical, fiscal or administrative value, then that series can be added to the retention schedule. The retention schedule is not a "permanent" document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes.



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CITATIONS

B&P = California Business & Professional Code
CAC = California Administrative Code
CCP = Code of Civil Procedure
CCR = Code of California Regulations
CEQA = California Environmental Quality Act
CFR = Code of Federal Regulations
EC = Elections Code
EL = California Elections Code
FMLA = Family & Medical Leave Act, 1993
GC = California Government Code
H&S = California Health and Safety Code
HUD = Housing and Urban Development
OSHA = Occupational Safety & Health Agency
PC = California Penal Code
POST = Police Officers Standards Training
UFC = Uniform Fire Code
USC = United States Code
WIC = Welfare & Institutions Code

RECORDS RETENTION SCHEDULE CITY OF CLOVIS FINANCE DEPARTMENT

Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
AUDIT				
Annual Financial Report	C+2	P	GC34090	Independent auditor analysis
Bonds	Co+10		GC34090; CCP337.5	Final bond documentation
Budget	P		GC34090	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	P	GC34090	Departmental Reference
Hearing or Review	A+2		GC34090	Documentation created and/or received in connection with an audit hearing or review
Reports	A+4	A+5	GC34090	Internal and/or external
Reviews, Internal/External Periodic	C+2	A+5	GC34090; GC6250	Daily, weekly, monthly, quarterly, or other summary, review, evaluation, log, list, statistics, except a report
INFORMATION SERVICES				
Internet, World Wide Web	C+2	C+1	GC34090	Management/Policies and supporting documentation
Inventory, Information Systems	C+2		GC34090	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	C+4		GC34090; CCP 337.2; CCP 343	Configuration maps and plans
Program Files & Directories	C+2 C+2 mos. C+1 C+.5		GC34090 GC34090.7	Annual backup Daily backup Monthly backup Weekly backup
Tapes, Information Systems	A+2		GC34090	System Generation
FINANCE				
Accounts Payable	Au+4		GC34090	Invoices, check copies, supporting documents
Accounts Receivable	Au+4		GC34090	
Applications	CI+2		GC34090	Utility connections, disconnects, registers, service
Assessment Districts	P	Co+10	GC34090	Collection information; Original documentation files with municipal clerk
Bank Reconciliation's	Au+5		GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation's
Billing Records	Au+2		GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget adjustments, journal entries	Au+2	Au+4	GC34090	Account transfers

(Finance Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Checks	Au+5		GC34090 CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	Au+4		GC34090; CCP 337	Checks, coins, currency
Invoices	Au+2		GC34090	Copies sent for fees owed, billing, related documents
Journals, Utility Billing	C +2	4	GC34090	Billing including monthly activity
Ledger, General	P		GC34090; *	*CCP 337
Voucher	Au+4		GC34090; CCP 337	Account postings with supporting documents
Taxes, Receivable	Au+3		CCP338	
Warrant Register	Au+2		GC 34090.7	
Uncollected Small Claims Cases		10		
Collected Small Claims Cases		2		
DUI Cases		T+2		
DUI write-offs		CI		
FIXED ASSETS				
Inventory	Au+4		GC34090; 26 CFR 301.65-1(F)	Reflects purchase date, cost, account number
Surplus Property				
Auction	Au+2		GC34090	Listing of property
Disposal	Au+4		GC34090; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L		VC 9900 et seq.	Title transfers when vehicle sold
LICENSE				
Business	T+4		GC34090; CCP 337	Paid & reports
PAYROLL				
Adjustments	Au+4		GC34090 29 CFR 516.5- 516.6	Audit purposes
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)
PERS Employee Deduction Reports	T+4		GC34090; CAC 22- 1085-2	Record of deductions (PERS Public Employee Retirement System) *26 CFR 31-6001-1; 29 CFR 516.5, 516.6, LC 1174(d)
Register	P		GC34090; GC37207	Labor costs by employee & program
Salary Records	T+3		GC34090; 29 CFR 516.2	Garnishments

(Finance Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Purchase Orders	Au+4		GC34090; CCP 337	Original documents
Vendor Register	P	S	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
PUBLIC FINANCING AUTHORITY				
Administration	P		GC34090	
Financial Records	P		GC34090, 40802, 53901	
Management Reports	2		GC34090	
REPORTS				
Audits	P		GC34090	
Deferred Compensation	T+5		GC34090; 26 CFR 16001-1*	Records of employee contributions and city payments *29 CFR 1627.3(2)
Federal and State Tax	Au+4		GC34090; 29 USC 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
Investment Transactions	P		GC34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	Au+2		GC34090	Costs by employee & program
Meter Reading	C+2	4	GC34090	
State Controller	P		GC34090	Controller may destroy after 5 years
TREASURER				
Bank Statements	Au+2	Co+10	FC 3368, 30210; GC 43900 et seq.	Financing authority
Bonds				
Account Statements	C+10	Co+10	GC34090; CCP 337.5	Monthly statement of transactions
Administration	C+10	Co+10	GC34090; CCP 337.5	Supporting documents
Bonds and Coupons	E+2	Co+10	GC 34090; 53921	Paid/canceled

CITY OF CLOVIS RECORDS MANAGEMENT PROCEDURES FOR THE FIRE DEPARTMENT

These procedures establish a standardized process for records management for the City of Clovis Fire Department to ensure that legal, regulatory, fiscal, historical, and administrative record retention requirements are met, that records that are essential to the City are protected; that the files and the records management system are in a controlled and secure environment; and that proper procedures are followed in the retention and/or destruction of City records.



In an inventory of records in the Fire Department the following file series were identified and additional file series have been added to the schedule that may be listed under different titles than those listed here and have not yet been identified. These file series have a legal, fiscal, administrative or historical value to the City. The attached schedule lists the file series and includes a recommended retention period, the appropriate legal citation, if applicable, and a description of the file series.



An individual from the Fire Department will follow the records management procedures set forth in this document to meet all requirements essential for the proper upkeep of the records in that division. This includes identifying new records series when applicable, maintenance and appropriate destruction of files when needed, archiving records, working with the Records Manager to update the retention schedule and improving the safekeeping and retrieval of records.

In most cases, file series not addressed in the attached schedule should be considered routine in nature and should be identified as a general subject, and retention for those files should be two (2) years unless specific laws, decisions or opinions would apply to the file series. If a file series is not addressed in the attached schedule and the department believes other legal requirements apply or it is an essential record either for legal, historical, fiscal or administrative value, then that series can be added to the retention schedule. The retention schedule is not a “permanent” document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes.



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CITATIONS

B&P = California Business & Professional Code
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CCR = Code of California Regulations
CEQA = California Environmental Quality Act
CFR = Code of Federal Regulations
EC = Elections Code
EL = California Elections Code
FMLA = Family & Medical Leave Act, 1993
GC = California Government Code
H&S = California Health and Safety Code
HUD = Housing and Urban Development
OSHA = Occupational Safety & Health Agency
PC = California Penal Code
POST = Police Officers Standards Training
UFC = Uniform Fire Code
USC = United States Code
WIC = Welfare & Institutions Code

RECORDS RETENTION SCHEDULE CITY OF CLOVIS FIRE DEPARTMENT

Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
ADMINISTRATION				
Books, Fire Code	S+3		GC 34090.7 CCP 340.5	Include OPS manuals
General Subject	CI + 2		GC 34090	Internal working files including correspondence
Inspections, Fire Prevention	CI+3		UFC103.34	Alarm/sprinkler systems, prevention efforts
Investigations, Evidence Arson	P		PC799	Support prosecution resulting in homicide
Investigations, Evidence Arson	CI+6	P	PC800	Great bodily harm, inhabited structure or property
Journals, Fire Station	P		GC34090	Activities, personnel, engine company
Mutual Aid, Strategic Plans	C+2		GC34090	
Permits, Fireworks	2	C+2	GC34090	Permits for fireworks booths
Policies & Procedures	C+2		GC34090	Includes rules, regulations, standards
FIRE PERSONNEL				
Exposure	T+30		29CFR 1910.1020	Sampling results, collection methodology, background
Exposure	T+1	T+30	29CFR 1910.1020	Laboratory reports and worksheets
Medical	T+30		29CFR 1910.1020	
Medical	T+2		29CFR 1910.1020	Employees less than one year
Training	T+2		GC34090	Certifications/designations
PROPERTY				
Apparatus/Vehicle	C+2		GC34090 CCP 340.5*	Repair and Maintenance *8 CA Code of Regulations 3203(b)(1)
Field, Non-fire and Logs	C+2		GC34090	
Fire, Non-arson and Logs	C+2		GC34090	
Incident Reports	CI+3	5	GC34090 CCP338*	Dispatch and daily logs *CCP 340.5
Inventory, Equipment & Supplies	2		GC34090	
Investigations, Evidence Arson	C+3		PC801; UFC 104.32	Structure
Logs, Fire Equipment/ Gear	C+2		GC34090	
Weed Abatement	C+5		GC34090	Reports, assessments, resolutions, documentation

(Fire Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
HAZARDOUS MATERIALS				
Emergency Medical Services Reports	2	T+5	GC34090	Copies of reports (originals are kept by Fresno County EMS) These are kept as part of the personnel file.
Hazardous Waste Disposal	C+10		CA OSHA; 40CFR122.21	Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	C+2	P	GC34090	Although the GC only recommends current + 2 years, other agencies consistently recommend permanent retention of environmentally sensitive material
Programs, Household Hazardous Waste	S+2		GC34090	
Training Materials	S+2		Cal Code*	Standards and Administration *Reg. 3204(d), et seq.
Underground Storage Tank Compliance Maintenance & Oper.	P C+2		GC34090a GC34090	Documents re: storage Location, installation, removal, remediation

CITY OF CLOVIS RECORDS MANAGEMENT PROCEDURES FOR THE GENERAL SERVICES DEPARTMENT

These procedures establish a standardized process for records management for the City of Clovis General Services Department to ensure that legal, regulatory, fiscal, historical, and administrative record retention requirements are met, that records that are essential to the City are protected; that the files and the records management system are in a controlled and secure environment; and that proper procedures are followed in the retention and/or destruction of City records.



General Services consist of Personnel, Building Maintenance, Purchasing, Senior Center, Recreation, and Transit. In an inventory of records in the General Services Department the following file series were identified and additional file series have been added to the schedule that may be listed under different titles than those listed here and have not yet been identified. These file series have a legal, fiscal, administrative

or historical value to the City. The attached schedule lists the file series and includes a recommended retention period, the appropriate legal citation, if applicable, and a description of the file series.

An individual from each division of the General Services Department will follow the records management procedures set forth in this document to meet all requirements essential for the proper upkeep of the records in that division. This includes identifying new records series when applicable, maintenance and appropriate destruction of files when needed, archiving records, working with the Records Manager to update the retention schedule and improving the safekeeping and retrieval of records.

In most cases, file series not addressed in the attached schedule should be considered routine in nature and should be identified as a general subject, and retention for those files should be two (2) years unless specific laws, decisions or opinions would apply to the file series. If a file series is not addressed in the attached schedule and the department believes other legal requirements apply or it is an essential record either for legal, historical, fiscal or administrative value, then that series can be added to the retention schedule. The retention schedule is not a “permanent” document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes.



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RECORDS RETENTION SCHEDULE CITY OF CLOVIS GENERAL SERVICES DEPARTMENT

Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
DEPARTMENT SUPPORT				
Bids Successful Unsuccessful	Co+2 5	Co+4 CI+2	GC34090 GC34090	Includes repairs and maintenance of City facilities.
Request for Proposals (RFP's)	2		GC34090	Retention for Department historical value
Facility Rentals/Use	C+2		GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	C+2		GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
PERSONNEL				
Benefit Plan Claims	P		GC6250 et seq.; 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
Benefit Plan Enrollment, Denied	C+4		GC34090	
Bond, Personnel Fidelity	T+2		GC34090	Employee Fidelity Bonds
Employee Handbook	S+2		GC34090	General employee information including benefit plans
Employee Programs	C+2		GC34090; GC12946	Includes EAP and Recognition
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
Hourly Employees	T+6		GC12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant			Immigration Reform/Control Act 1986 Pub L 99-603	I-9's
Medical Leave	C+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
Motor Vehicle Pulls (DMV)	C+7		GC12946, *	*CA 91009; 8 USC 1324 (a)

(General Services Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Negotiation	P		29 USC Sections 211c, 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements
Non-Safety Employees	C+3		Reference: 29 CFR 1627.3; Lbr Rltns Sec 1174; 29 CFR 1602.30.32 ; GC6250 et seq.; 29 CFR; GC 12946, 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)
Personnel Records (copies)	2		GC34090; GC6250	Attendance; evaluations; drafts; worksheets, postings
PERS, Social Security, SSI	P		29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
Recruitment	C+3		Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq.; 29 CFR 1607; 49 USC 2000(e)-8; 2000c-12	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials, examination answer sheets, job bulletins; eligibility; electronic database
Reports	C+2		GC34090	Employee statistics, benefit activity, liability loss
Safety Employees	T+5		Reference: 29 CFR 16273; Lbr Rltns 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)
Surveys & Studies	Co+2		GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records Non Safety	C+7		GC6250 et seq.	Employee applications, volunteer program training, class training materials, internships

(General Services Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Personnel (by name)	T+7		GC34090	Paperwork documenting officers' internal and external training
Safety	C+2		GC34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S+2		GC34090	Annual mileage reimbursement rates
RISK MANAGEMENT				
Accident Reports - City Assets	C+7		29 CFR 1904.2; 29 CFR 1904.6	Reports and related records
Bonds, Insurance	P		CCP 337.2; 343	Bond and insurance policies insuring city property and other assets
Claims, Damage	CI+5		GC34090; GC25105.5	Paid/Denied
Incident Reports	CI+7		29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)
Insurance, Joint Powers Agreement	P		GC34090	Accreditation/MOU's/agreements, agendas
Insurance, Certificates	P		GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
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
Photographs, Negatives, Film	C+2	C+7	GC34090	
Risk Management Reports	C+5		OMB 1220-0029; 29 CFR 1904.4; GC34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies
Workers Compensation	P		CCR 14311; 15400.2 Labor Code 5405 Title 8	Claim Files, Reports, Incidents (working files) originals filed with Administrator

(General Services Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
SENIOR SERVICES/TRANSIT				
Contracts	2		GC34090	Copies of active and inactive contracts
Grants - Aging	L+3		GC34090	Federal and state grants
Grants - Transit	L+6		GC34090	Federal and state grants
Project Files	C+2		GC34090	Current project information including memos, correspondence, supporting documents relative to the project
Receipts	2		GC34090	Donation receipts - used in quarterly reporting to other agencies
Transit Case Files and ADA Documents	C+10		GC34090	Detailed information on transit ridership, mileage, fueling, hours for reporting to other government agencies and audit purposes.

CITY OF CLOVIS RECORDS MANAGEMENT PROCEDURES FOR THE PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

These procedures establish a standardized process for records management for the City of Clovis Planning and Development Services Department (P&DS) to ensure that legal, regulatory, fiscal, historical, and administrative record retention requirements are met, that records that are essential to the City are protected; that the files and the records management system are in a controlled and secure environment; and that proper procedures are followed in the retention and/or destruction of City records. P&DS is made up of the Planning, Engineering and Building divisions.

In an inventory of records in the Planning and Development Services Department the following file series were identified and additional file series have been added to the schedule that may be listed under different titles than those listed here and have not yet been identified. These file series have a legal, fiscal, administrative or historical value to the City. The attached schedule lists the file series and includes a recommended retention period, the appropriate legal citation, if applicable, and a description of the file series.



An individual from each division in the Planning and Development Services Department (Planning, Engineering and Building) will follow the records management procedures set forth in this document to meet all requirements essential for the proper upkeep of the records in that division. This includes identifying new

records series when applicable, maintenance and appropriate destruction of files when needed, archiving records, working with the Records Manager to update the retention schedule and improving the safekeeping and retrieval of records.

In most cases, file series not addressed in the attached schedule should be considered routine in nature and should be identified as a general subject, and retention for those files should be two (2) years unless specific laws, decisions or opinions would apply to the file series. If a file series is not addressed in the attached schedule and the department believes other legal requirements apply or it is an essential record either for legal, historical, fiscal or administrative value, then that series can be added to the retention schedule. The retention schedule is not a "permanent" document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes.

LEGEND

Records Retention

A = Active
Ad = Adoption
Au = Audit
C = Current
Cl = Closed
Co = Completion
DOB = (Date of Birth)
E = Election
L = Life
O = Obsolete
P = Permanent
S = Supersede
T = Termination

CITATIONS

B&P = California Business & Professional Code
CAC = California Administrative Code
CCP = Code of Civil Procedure
CCR = Code of California Regulations
CEQA = California Environmental Quality Act
CFR = Code of Federal Regulations
EC = Elections Code
EL = California Elections Code
FMLA = Family & Medical Leave Act, 1993
GC = California Government Code
H&S = California Health and Safety Code
HUD = Housing and Urban Development
OSHA = Occupational Safety & Health Agency
PC = California Penal Code
POST = Police Officers Standards Training
UFC = Uniform Fire Code
USC = United States Code
WIC = Welfare & Institutions Code

RECORDS RETENTION SCHEDULE CITY OF CLOVIS PLANNING & DEVELOPMENT SERVICES (P&DS) DEPARTMENT

Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
ADMINISTRATION				
Benchmark Data	C+2		GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CI+2		GC34090d	
Bonds		Please see CCDA		
Development	CI+10		CCP 337.5	Housing; Industrial Development
Security	CI+2		GC34090	Documentation created and or received in connection with the performance of work/services for the City, or for parcel maps and subdivision work
Code Books	P	S+10	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	C+2		GC34090d	Current Listing
Correspondence	C+2		GC34090d	Working documentation
Development Conditions	L		GC34090	Mitigation measures; filed with case files
Development Agreements	P		CCP337, 337.1(a), 337.15; GC34090; 48 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	S+10	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	C+2		GC34090d	Does not include those usually filed with case or project
Franchises	P		GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/or involving construction of improvements CCP337.2, 343; AC16023
General Subject Files	C+2	C+5	GC34090d	Internal working files including correspondence. Files will be reviewed annually. Some may require retention longer than prescribed here.
Grants, Community/Urban Development (includes CDBG)	CI+4	See CCDA	24CFR 570.502(b) (3); 241 CFR 85.42 & OMB Cir. 110, Attach C;*	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB A-102 & 128, HUD regulations
Historic Preservation Inventory	2		GC34090d	Historic Structures & Landmarks
Incident Files	2		GC34090d	Emergency Call Outs

(P&DS Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Land Uses, nonconforming	P		GC34090a	Building or site usage which does not conform to current standards
Logs	C+5	P		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility
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.
Master Plans, Annual	S+2		GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Permits, Construction	P		GC34090a; H&S 19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CI+2		GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S+2	P	GC34090d	Aerial photographs
Projects, Not Completed or Denied	CI+2	P	GC34090d	Building, engineering, planning
Reports	C+2		GC34090	Activity, periodic
Seismic Retrofit Program	P		GC34090a	Includes Certificates of Compliance
Street Names and House Numbers	P		GC34090a	Street dedications, closings, address assignment/changes
Studies, Special Projects & Areas	CI+2		GC34090d	Engineering, joint powers, noise, transportation
Surveys	P		GC34090a	Recording data and maps
BUILDING				
Blueprints, Specifications	CI+2	6 months – 1 year	GC34090d	Submitted by contractors with application for permit never issued.
Certificates	L		GC34090a	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	3 months to Permanent after Final	GC34090a; 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements – room additions, spa, signs, block wall, remodel including security bonds
Flood Records	C+2		GC34090	
Inspection	CI+2		GC34090d	Correspondence, fees, appeal requests, reports
Permits	P		GC34090a; H&S 19850; 4003; 4004	Plans, building, signs, grading, encroachment permits
Signs (Temporary)	S+2		GC34090d	Home occupations, off-premise signs

(P&DS Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
CODE ENFORCEMENT				
Abandoned Vehicles	CI+2		GC34090d	
Case Files	CI+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
Liens & Releases, Supporting	CI+2		GC34090	Utilities, abatement, licenses
Logs	C+2		GC34090d	Lien Recovery, citations, complaints
Regulations	S+2		GC34090d	Includes rules
Reports, Federal & State	P		GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CI+2		GC34090d	Supporting code enforcement activity
ENGINEERING				
Capital Improvement Projects	CI+10		CCR337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking Daily	P	CI+10	CCR337.15	Daily Tracking
Drawings, Traffic Control Plan	P	N/A (FMFCD)	GC34090a	Signs, signing & striping, road construction
Flood Control	CI+2	N/A	GC34090d	Storm Drains
Special Districts	P		GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes, & construction
Street/Alley (Abandonment/Vacation)	CI+2	P	GC34090d	Relinquishment of rights and fee title
Traffic Signals	CI+2	CI+5	GC34090d	Counts, collisions, accidents
Permits				
Encroachment	P		GC34090	
Improvement	2		GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations
Oversize Load	2		GC34090	
Parking	2		GC34090	Residential
Paving	2		GC34090	
Use (Temporary)	2		GC34090	Includes Special Events
Photographs	2	P	GC34090	Includes aerials
Plans, Capital Improvement, Projects	P		GC34090	Streets, curbs, gutters, sidewalks, storm drains, water, sewer, parks
Policies and Procedures	2		GC34090	Includes, rules, regulations, standards
Naming & numbering	P		GC34090	
Speed Limits	S+2		GC34090	
Programs				
Federal Programs	3	Co+3	23CFR633 (a) & (c)	
Traffic Safety	2		GC34090	Pedestrian safety, bicycle lanes

(P&DS Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Reports				
Bridges & Overpasses	L		GC34090	Life of structure
Inspection	2		GC34090	Includes intersection, sidewalks, bridges and overpasses, keep for the life of structure
Studies	2		GC34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices
Traffic Count	2		GC34090	Evaluation of traffic volume
Vehicle Accident	2		GC34090	
Routes, School Bus & Truck	2		GC34090	Truck routes, access ramps, rest areas
Signage	L+2		GC34090	Log books, index register cards, inventory lists, records of traffic signs
Traffic Signals	L		GC34090	Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance
ENVIRONMENTAL QUALITY				
Air Quality (AQMD)	C+7	NA	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P		GC34090a	Documents abatement projects, public buildings
California Environmental Quality Act (CEQA)	P		GC3490a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	C+2	NA	GC34090d	Ride sharing, trip reduction
Environmental Review	CI+2		GC34090d	Correspondence, consultants, issues, conservation
Pest Control	C+2	NA	GC34090d	Pesticide applications, inspections & sampling, documents
Soil, HAZMAT level 1 or 2	CI+2		GC34090d	Analysis, construction recommendations
Soil Reports	P		GC34090d	Final Reports
HOUSING				
Bonds	CI+4	See CCDA	CCP337	Revenue Bond Documentation
Programs	CI+3	See CCDA	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
Redevelopment Budgets	P	See CCDA	GC34090, 40802, 53901	Includes annual audit
Bond Issues	P		GC43900 et seq.	

(P&DS Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
MUNICIPAL FACILITIES				
Capital Improvements, Construction	P		2.083110; GC34090a; 4004; H&S 19850;	Contains records re: Planning, design, construction, conversion or modification of local government- owned facilities, structures & systems
Facility Rentals/Use	C+2	See General Services	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	C+2	See General Services	GC34090d	Service requests, invoices, supporting documentation, buildings, equipment, field engineering, public facilities including work orders and graffiti removal
PLANNING				
Case files, Planning & Zoning	P		GC34090a; H&S 19850; 4003; 4004	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
Certificates	L		GC34090	Retain during life of structure
General Plan and Elements	P		GC34090	Includes sphere of influence
General & Specific Plan Amendments Approved Denied	C+2 C+3	P P	GC34090 GC65103:*	* GC50110
Interpretations	C+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

CITY OF CLOVIS RECORDS MANAGEMENT PROCEDURES FOR THE POLICE DEPARTMENT

These procedures establish a standardized process for records management for the City of Clovis Police Department to ensure that legal, regulatory, fiscal, historical, and administrative record retention requirements are met; that records that are essential to the City are protected; that the files and the records management system are in a controlled and secure environment; and that proper procedures are followed in the retention and/or destruction of City records.

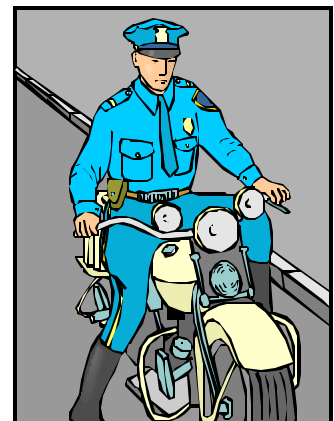


In an inventory of records in the Police Department the following file series were identified and additional file series have been added to the schedule that may be listed under different titles than those listed here and have not yet been identified. These file series have a legal, fiscal, administrative or historical value to the City. The attached schedule lists the file series and includes a recommended retention period, the appropriate legal citation, if applicable, and a description of the file series.



An individual from each division of the Police Department (Administration, Records, Investigation, Youth Services) will follow the records management procedures set forth in this document to meet all requirements essential for the proper upkeep of the records in that division. This includes identifying new records series when applicable, maintenance and appropriate destruction of files when needed, archiving records, working with the Records Manager to update the retention schedule and improving the safekeeping and retrieval of records.

In most cases, file series not addressed in the attached schedule should be considered routine in nature and should be identified as a general subject, and retention for those files should be two (2) years unless specific laws, decisions or opinions would apply to the file series. If a file series is not addressed in the attached schedule and the department believes other legal requirements apply or it is an essential record either for legal, historical, fiscal or administrative value, then that series can be added to the retention schedule. The retention schedule is not a "permanent" document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes.



LEGEND

Records Retention

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CITATIONS

B&P = California Business & Professional Code
CAC = California Administrative Code
CCP = Code of Civil Procedure
CCR = Code of California Regulations
CEQA = California Environmental Quality Act
CFR = Code of Federal Regulations
EC = Elections Code
EL = California Elections Code
FMLA = Family & Medical Leave Act, 1993
GC = California Government Code
H&S = California Health and Safety Code
HUD = Housing and Urban Development
OSHA = Occupational Safety & Health Agency
PC = California Penal Code
POST = Police Officers Standards Training
UFC = Uniform Fire Code
USC = United States Code
WIC = Welfare & Institutions Code

RECORDS RETENTION SCHEDULE
CITY OF CLOVIS
POLICE DEPARTMENT

Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
ADMINISTRATION				
Personnel files:	See description			Files are closed and sent to Personnel when employee leaves.
Background		T		Background investigation
Personnel information		T		Employment information
Recruitment files	C+2		GC12946	Background information on applicants.
Department Investigations:				
Accident Review Bd.	CI+5		PC 832.5	Investigation of employee-involved vehicle accidents.
Citizen Complaints	CI+5		PC 832.5	Investigation of complaints by citizens.
Disciplinary Review Bd.	CI+5		PC 832.5	Discipline for sustained investigations.
Internal Affairs	CI+5		PC 832.5	Investigation of alleged employee misconduct.
Shooting Review Bd.	CI+5		GC 34090	Investigation of officer-involved shootings.
Monthly Division reports		C+2	GC 34090	Monthly workload/progress by division
Crime statistics		P		Monthly/annual statistics for Council
Citizen Questionnaire		C+2		Citizen response to service received
Dept. Policy & Procedures		S		
Mgmt. Travel expense		C+5		
Dept. Petty Cash		C+2	GC 34090	
Correspondence:				
Miscellaneous	C+2		GC 34090	Incoming/outgoing
Subject	C+2		GC 34090	
Dept. Fixed Asset forms		L		Property over certain amount – for inventory
Budget – Police Dept.		C+5		
ANIMAL SHELTER				
Lost and found reports		C+3		Animals listed that are lost or found
Reclaimed animals		C+3		Animals reclaimed by owners
Bites		C+3		Animals that bite
Running at large animals		C+3		Animals running loose in the City of Clovis

Police (Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Nuisance animals		C+3		Animals that are a problem
Payroll files		C+3		All payroll sheets
Receipt book files		C+3		All money collected at the shelter
Employee records		C+3		Employees time-off requests and reprimands
Adoption files		C+3		Animals that are adopted at the shelter
License files		C+3		Licenses sold at the animal shelter
Accounts payable		C+3		Bills paid from the animal shelter
Employee schedules		C+3		Old schedules
Volunteer file		C+3		Applications, pictures and phone numbers of people that volunteer
Budget report		C+5		Reports of past budgets/current
Euthanasia		C+5		Records of all euthanised animals and the amount of medication injected
Shering plough		C+5		Record of all drugs ordered and how much
INVESTIGATIONS				
Correspondence:				
Incoming	C+2		GC 34090	
Outgoing	C+2		GC 34090	
Accounting:	C+2		GC 34090	
Requisitions	C+2		GC 34090	
Invoices (cell phone, visa, medical)	C+2		GC 34090	
Payroll Overtime / Special Assignments	C+2		GC 34090	Record of Detectives working overtime on a special assignment & total costs involved
Equipment				
Manuals, warranties, instructions		L		Retained until termination of equipment use
Service Records		L		Retained until termination of equipment use
Lists				
Unmarked Vehicle list	C+2		GC 34090	
Employee phone list, cell/pager/home	C+2		GC 34090	
Parolees – Clovis	See description			List of current active parolees. Destroyed individually when person is no longer on parole.
Vehicle assignments	C+2		GC 34090	
Asset Forfeiture Proceedings Case File		C+5	GC 34090	
Narcotics:				
Allegation Files	See description			Retained by division until no longer useful for investigative purposes
Confidential Informant Files	T+10			Legal notifications, identification information, payment information, activities information
Subpoena Log Book	C+2		GC 34090	Subpoenas received/served daily

Police (Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Sex Registrant Files		P		Fingerprint Card, photo, & criminal history. Information also forwarded to DOJ
Field Interview cards		C+10		Photo, ID & contact info
Property, Pawn Broker/ Secondhand	See description			Sales, slips. Dealer required to file duplicate with agency. Turned over to Fresno Police Department after review
Schedules				
Daily				Detectives' Schedule & Assignments
PLANNING & NEIGHBORHOOD SERVICES				
Federal Firearms Licenses	C+6		PC12070	Sales
Bingo Permits	C+2		GC34090	Operation of Bingo Games
Card Room Permits	C+2		GC34090	Work permits – card room employees
Card Room business	C+2		GC34090	500 Club
Dance Hall Permits	C+2		GC34090	Business permit
ABC permits	C+2		GC34090	Event permit for alcohol
Billiard Room	C+2		GC34090	Business permit
Firearms sales	C+6		PC12070	Business license
Secondhand Dealer/Pawn Shops	C+2		GC34090	
Dancer / Massage Parlor	C+2		GC34090	Permits
Training files	T+2			Employee training
Travel Expense forms	C+2		GC34090	For training expenses incurred
Payroll	C+2		GC34090	Employee time sheets
SUPPORT SERVICES				
Crime Reports/Supplementals		C+20		Any police report written, including felonies, misdemeanors, misc. investigations, found property, missing persons, HS Registrants, PC290 Registrants, etc
Property Sheets		C+20		Original copy included with CR, hard card when completed attached to original.
Dispositions of arrests		C+20		Included with CR
Evidence tapes	See Description			Destroyed after adjudication of case, or statute of limitations
Juvenile arrests		C+20, unless order sealed by the Court		Retained with CR
Traffic Citations with a case number		C+20		Retained with CR
Traffic Citations without a case number		C+2		Held for two years, then destroyed
Citations for misdemeanors or felony arrests		C+20		Included with CR

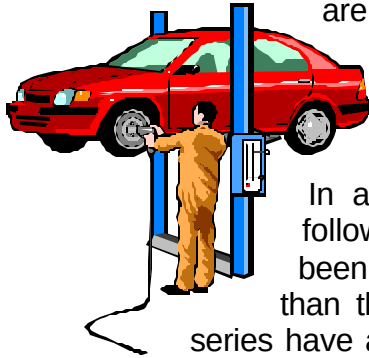
Police (Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Administrative Citations		C+2		Written for such things as unsightly storage of vehicles in yards, barking dogs, loud parties, etc
Bike Registration Files		C+2		Bike registrations and renewals
Repossession/Private Tows of vehicles		C+2		Written verification from particular companies
Printouts from old IBM computer system		C+20		Contains names, case numbers and contacts/arrests prior to 1995
Complaint officer's filing log		P		Contains case number, arresting officer, suspects' names, charges, victims' names, date of filing
California Law Enforcement Teletype system (CLETS) validations		C+1		Monthly verification of CLETS entries on missing persons, stolen vehicles, boats and weapons
CLETS audits		C+5		Conducted every two years on entries into State system of missing persons, stolen vehicles, boats and weapons
Towed/stored vehicle logs		C+2		Date, time, locations, description of vehicle, tow company
Yearly auction contracts/proceeds		C+5		
Monthly Records' status reports to Chief		C+2		
Daily attendance schedules		C+2		
Jail log		C+20		Names of arrestees, officer, date, time, charges, disposition
Records Management System (RMS) codes		P		Lists of acceptable Penal Codes, Vehicle Codes, HS codes, etc, that system will accept
Offense code tables		S		List of Penal codes from highest to lowest, and descriptions of same
Insurance monthly billing log		C+2		Charge accounts for insurance companies to purchase reports
Daily CLETS inquiry audit trail log		C+5		
YOUTH SERVICES DIVISION (MISC)				
General YSC Correspondence	C+2		GC34090	Miscellaneous correspondence
Phone call message duplicates	C+2		GC34090	Phone calls in which messages have been taken rather than forwarded to voice mail.
Receipt Book	C+2		GC34090	For receipt of payment of restitution or any other transaction that may need a receipt from the Youth Services Division.

Police (Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Training Room Appointment Book	C+2		GC34090	Reservations for activities in the Police Department Training Room
DIVERSION PROGRAM				
YSC Division Statistics	C+2		GC34090	Monthly statistics of the Diversion Program.
Statistics Support Paperwork	C+2		GC34090	Support paperwork is originated by other office personnel and then compiled into the YSC Monthly Diversion Report. This is monthly and cumulative for the calendar year.
3" x 5" cards		2 years after 18 th BD		A-Z hard copy of misc. juvenile info including personal and offense information for juveniles who have been cited to the Diversion Program or have offended in Clovis.
Community Service Work Program (CSWP)	C+2		GC34090	Form that verifies the status of CSWP (whether completed or not). Necessary to have available for reference when juveniles have had cases forwarded to Fresno County Juvenile Probation.
Restitution	C+2		GC34090	Cancelled checks and monthly statements are reconciled and kept by the Finance Department. Division lieutenant writes the checks to the victims.
Juvenile Hearing Officer Reports	C+2		GC34090	Copies of reports submitted to Fresno County Juvenile Probation by the Juvenile Hearing Officer to support the reason for a case to be petitioned.
PAL PROGRAM				
Cancelled checks and registers	C+2		GC34090	For payment of activities and other expenses in regard to the PAL Program.
Donation checks received	C+2		GC34090	Deposited into PAL checking account.
Treasurer Reports	P		GC34090	Yearly financial reports done by an accountant not employed by the city.
Insurance Contracts	P		GC34090	Proof of insurance coverage.
Monthly newsletters	C+2		GC34090	Monthly newsletters describing upcoming events.
Membership lists	C+2		GC34090	Pal Program membership rosters.
Permission slips	C+2		GC34090	Permission slips signed by parent giving the okay for the child to participate in a given activity.
EXPLORER PROGRAM				NOTE: Explorer Program paperwork has always been handled by the Explorer supervisor.
Checks received and register	Au+4		GC34090	For donations to the Clovis Explorer Post #355 to augment monies budgeted by the city.

Police (Continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Explorer Program accounts payable	Au+4		GC34090	Checks paid out for items related to the Explorer Program. Checks destroyed by advisor (unknown how long they are kept).
DARE PROGRAM				
DARE account (general) - checks received and accounts payable	Au+4		GC34090	General DARE account - monies in this account are used for school supplies and incidentals not covered by city funds.
DARE Car Account – checks received and register	Au+4		GC34090	DARE car account - copies of donation checks received that are specifically earmarked for use towards the DARE car that are not covered by O&M.
MENTAL HEALTH RECORDS (confidential)				
Case files	See Description		HS123145	Psychosocial reports, progress notes, consent and release forms, correspondence, miscellaneous notes. Health service providers are required to preserve records for a minimum of 7 years following discharge of the client; except that the records of un-emancipated minors shall be kept at least one year after the minor has reached the age of 18 years and in any case not less than 7 years

CITY OF CLOVIS RECORDS MANAGEMENT PROCEDURES FOR THE PUBLIC UTILITIES DEPARTMENT

These procedures establish a standardized process for records management for the City of Clovis Public Utilities Department to ensure that legal, regulatory, fiscal, historical, and administrative record retention requirements are met, that records that are essential to the City are protected; that the files and the records management system are in a controlled and secure environment; and that proper procedures are followed in the retention and/or destruction of City records.



In an inventory of records in the Public Utilities Department, the following file series were identified and additional file series have been added to the schedule that may be listed under different titles than those listed here and have not yet been identified. These file series have a legal, fiscal, administrative or historical value to the City. The attached schedule lists the file series and includes a recommended retention period, the appropriate legal citation, if applicable, and a description of the file series.

An individual from each division of the Public Utilities Department [Administration (Parks, Streets, Water & Sewer); Fleet & Refuse] will follow the records management procedures set forth in this document to meet all requirements essential for the proper upkeep of the records in that division. This includes identifying new records series when applicable, maintenance and appropriate destruction of files when needed, archiving records, working with the Records Manager to update the retention schedule and improving the safekeeping and retrieval of records.



In most cases, file series not addressed in the attached schedule should be considered routine in nature and should be identified as a general subject, and retention for those files should be two (2) years unless specific laws, decisions or opinions would apply to the file series. If a file series is not addressed in the attached schedule and the department believes other legal requirements apply or it is an essential record either for legal, historical, fiscal or administrative value, then that series can be added to the retention schedule. The retention schedule is not a "permanent" document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes.

LEGEND

Records Retention

A = Active
Ad = Adoption
Au = Audit
C = Current
Cl = Closed
Co = Completion
DOB = (Date of Birth)
E = Election
L = Life
O = Obsolete
P = Permanent
S = Supersede
T = Termination

CITATIONS

B&P = California Business & Professional Code
CAC = California Administrative Code
CCP = Code of Civil Procedure
CCR = Code of California Regulations
CEQA = California Environmental Quality Act
CFR = Code of Federal Regulations
EC = Elections Code
EL = California Elections Code
FMLA = Family & Medical Leave Act, 1993
GC = California Government Code
H&S = California Health and Safety Code
HUD = Housing and Urban Development
OSHA = Occupational Safety & Health Agency
PC = California Penal Code
POST = Police Officers Standards Training
UFC = Uniform Fire Code
USC = United States Code
WIC = Welfare & Institutions Code

RECORDS RETENTION SCHEDULE CITY OF CLOVIS PUBLIC UTILITIES DEPARTMENT

Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
PARKS				
Grants (refer to Admin)				
Inventory, Equipment	A+2		GC34090	Warranties, purchase orders
Landscape	C+2		GC34090	Contracts, complaints, specifications, photos, reports
Landscape Drawings	2	P	GC34090	Drawings
Maintenance/Operations	C+2	C+5	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P		GC34090	Irrigation, plot plans
Photographs	S+2	P	GC34090	
Plans, Proposed	C+2	S	GC34090	Future plans, new sites, expansions or until superceded
Policies and Procedures	S+2		GC34090	Includes rules and regulations
Accident reports – employees	CI+2	T+5	GC34090	Employees – kept in personnel file
Accident reports - patrons	CI+2	P	GC34090	Accidents of patrons using Park Facilities
Studies	CI+2	S	GC34090	Future sites, expansions
Schedules, Class & Events	C+2	T+5	GC34090	Enrollment, liability releases, evaluations, attendance, flyers in personnel file
REFUSE/SOLID WASTE/LANDFILL				
Collections/Landfill	C+2	P	GC34090	Daily records, usage
Facilities	C+2		GC34090	Correspondence, maps, patron list
History, Sanitation	P	NA	GC34090	For City-owned facilities
Incineration Plants, Sludge	C+2		40 CFR 60.153	Sludge, sampling, charging rate to measure mercury content
Maintenance and Operations	C+2	C+3	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps, Septic Tank	P	NA	GC34090	Location maps
Rates	C+2	P	GC34090	
Recycling Programs	S+2	10	GC34090	Copies
Regulations	S+2	NA	GC34090	includes legislation
Studies	CI+2	P	GC34090	
Tonnage	CI+2	P	GC34090	
STREETS/ALLEYS				
Abandonment's/ Vacations	P		GC34090	
Closures	P		GC34090	
Easements, Dedications, Rights-of-Way	P		GC34090	
Field Books	P	5	GC34090	
Grants (See Admin)				
Intersection Records	2	NA	GC34090	Includes correspondence, volume counts, accident history
Landscaping	C+2		GC34090	Plants, tree maintenance, work orders
Lighting	C+2		GC34090	Maintenance, work orders

Public Utilities (continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Maintenance/Operations	C+2		GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P		GC34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, utilities
Master Plans	C+2	P	GC34090	Copies
Parking Lots Regulations	C+2 S+2	NA	GC34090 GC34090	
Reports/Studies	C+2	S	GC34090	
UTILITIES				
Facilities	T+2		GC34090	If city owned
Underground	P		GC34090	GC4003, GC4004; H&S 19850
Billing/Customer Records	C+2		GC34090	Billings, correspondence, complaints
Connection Records	P		GC34090	Maps, water line connections
Inventory, Equipment	C+2		GC34090	
Locations	P		GC34090	Mains, valves, hydrants, wells
Maintenance and Operations	C+2		GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Service	C+2	P	GC34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	C+2		GC34090	Times operational, power used and quantity
Maps	P		GC34090	Line location; easements
Master Plans	C+2	P	GC34090	Copies
Meter Operations	C+2		GC34090	Reader reports, orders, tests Maintenance Reports plus meter ID, all is kept in financial system
Permits	See Description			May depend on terms of state or federal agency
Policies and Procedures	S+2	P	GC34090	Includes rules and regulations
Rates	S+2		GC34090	
Reclamation	C+5	P	40CFR122.41	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.
Reports				
Conservation	C+2	P	GC34090	
Consumption	C+2	P	GC34090	
Corrosion Control	C+12	P	40 CFR 141.91	Compliance documentation
Discharge Monitoring	C+5	P	40 CFR 122.41	Average amount of pollution discharged into waters of municipality
Drinking Water Corrections	C+10	NA	40 CFR 141.33	
Hydrograph	P	NA	GC34090	Daily flow of streams
Lead Service Line	C+12		40 CFR 141.91	Compliance documentation
Public Education	C+12		40 CFR 141.91	Compliance documentation

Public Utilities (continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Quality Parameters	C+12		40 CFR 141.91	Compliance documentation
Sanitary Surveys	C+10	P	40 CFR 141.33	Statistics, reports, correspondence
Source Water	C+12		40 CFR 141.91	Compliance documentation, e.g. lead & copper
State Certification	C+12		40 CFR 141.91	Compliance documentation
Variances, Water System	C+5		40 CFR 141.33	
Well Level	C+2		GC34090	
Sources	C+2		GC34090	May include wells, rivers, lakes, districts
Surveyor Field Notes	P		GC34090	Notes preparatory to maps of water installations
Surveys, Water System Sanitary	C+10		40 CFR 141.33	Statistics, reports, correspondence
Tests				
Bacteriological Analysis	C+5	P	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
Chemical Analysis	C+10		40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content
Quality	C+12	P	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
Valve Main Records	P		GC34090	
Violations, Drinking Water	C+3		40 CFR 141.33	Retention applies to each violation
FLEET				
Fueling	A+3		CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
Hazardous Waste Disposal	C+10		CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste
Inventory, Equipment Parts & Supplies	L+2		GC34090	Includes vehicles and related documents re repairs
Inventory, Vehicle Ownership and Title	L+2		GC34090	Owner's manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
Licenses, Permits	C+2			Forms, related documentation re: licenses and permits required by federal and state agencies
Maintenance/Operations	L+2		GC34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs
Accident Reports	2	L+2	GC34090	memos and working documents

Public Utilities (continued) Records Series Title	Legal Retention	Staff Recommended Retention	Citation	Description
Vehicle Assignment	C+2	L+2	GC34090	Log books, request forms, lists

ATTACHMENT 2

APPENDIXES

Appendix A – Forms

Appendix B – Glossary

Appendix C – Government Code Excerpts

**Appendix D – Records Management History
& Legislation**

**Appendix E - Filing Guidelines &
Suggestions**

**Appendix F - Administrative A-Z Record
Classification**

ATTACHMENT 2

APPENDIX A – FORMS

REQUIRED FORMS: The following forms are to be utilized by all Department Heads or their designees in order to efficiently and accurately identify, inventory, transfer to storage, retrieve, and destroy records under his/her control: (Each form, including instructions, is attached).

Records Management Inventory Worksheet (Appendix A, Form 1)

This form is used to collect the inventory and appraisal information needed to develop retention periods for public records under the control of each City Department. The records inventory is a detailed review of the quantity, type, function, and organization of records by category or record “series”. This information is used by the Office of the City Clerk to research and apply the retention periods to each record “series” per legal and/or administrative requirements. When more than one legal citation applies to a particular record, the longest retention period shall apply. Once completed, the inventory forms are retained by the Office of the City Clerk. It is desirable that one staff person conducts the inventory, which provides the following advantages:

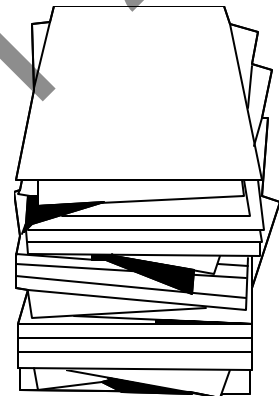
- Consistency of Information
- Recognition of Duplicate Information
- Realization of Filing System Problems
- Greater Understanding of Departmental Records

Records Retention Schedule Form (Appendix A, Form 2)

This form governs the mandatory disposition of City records by indicating the minimum length of time records shall be maintained in the office and in storage, and the time period after which they may be destroyed.

The Retention Schedules are created by the Office of the City Clerk based on a detailed examination of the Records Management Inventory Worksheet, and interviews with each department to determine the legal, vital, administrative, or historical value of the records. Applicable codes and statutes are referenced to determine the required retention period. Retention schedules and amendments thereto are approved by the City Attorney, City Clerk and Department Head, and authorized by City Council resolution.

The Retention Schedule Forms will cite the minimum legal requirement the City is required to maintain each record series. It will also indicate the staff recommendation



for retention of each record series. The staff recommendation may be for longer than the minimum legal requirement but cannot be less. The staff recommendation will only be filled out when it is greater than the minimum legal requirement.

Record Retrieval Request Form (Appendix A, Form 3)

This form is to be used for the retrieval of any record or file stored at the Records Center (the City currently uses the services of a private company, Data Vault, as it's Records Center).

The form shall be prepared by the requesting department and submitted to the City Clerk or his/her designee. A copy of this form shall be fastened to the retrieved record or file and the City Clerk or his/her designee shall retain the original request. Once the record or file has been returned to the City Clerk or his/her designee by the requesting department, the original record or file shall be returned to the Records Center and all copies of the Record Retrieval Request form shall be destroyed.

If a record or file retrieved from the Records Center is to be reactivated to the City (now to be stored onsite versus the Records Center), then the information contained in the Record Retrieval Request shall be recorded on the Records Center Inventory List as no longer located at the Records Center.

All records and files shall be retrieved and returned under the supervision of the City Clerk or his/her designee. No one shall retrieve any record or file from the Records Center without the express written permission of the City Clerk or his/her designee.

Authority to Destroy Obsolete Records Form (Appendix A, Form 4)

This form is prepared by the department wishing to destroy records. The City Clerk or his/her designee reviews the form and forwards it to the City Attorney for approval. Once approved by the City Attorney, the records are destroyed. The form is then signed by the department verifying destruction and returned to the Office of the City Clerk for permanent retention.

RECORDS MANAGEMENT INVENTORY WORKSHEET

Department/Division	Location by Address + Office area
Inventoried by:	Date:
Record Series Title	
Description of Record Series (content, purpose, by whom created, form #, etc.)	
Circle Media Format of Record Series and size if available card paper floppy computer printout microfilm microfiche tapes journals other (please identify)	
Range/Dates of Records (begin + end)	Classification system used:
Copies Original, list location(s) of duplicates: Duplicate, list location of original:	
Please list other Departments/Agencies receiving copies:	
Which manner is information most frequently requested: (name, number, subject, date, other)	
How often is the record series referenced? # of times _____ daily, weekly, monthly, annually until _____ Never after _____ (Records considered active, inactive)	
Type of storage and volume (# of filing cabinets, drawers) # _____ -drawer file, Ltr/Legal/Other size	
Circle value of records series + indicate if vital record: (Note: vital record is so important that its loss would threaten the continuation of that business or activity) -Historical, Legal, Fiscal, Administrative VITAL RECORD? CONFIDENTIAL RECORD?	
Department Recommended Retention	Govt. Code or Other Citation (if known)
Name of Contact person + extension for <u>this record series</u>)	RM Committee Rep + Ext.
Appraisal & Comments by Records Manager:	

RECORDS RETENTION SCHEDULE
CITY OF CLOVIS
DEPARTMENT / DIVISION NAME

AGENDA ITEM NO. 2.

[illegible]

DATAVAULT. INC.

Business Record Storage Center
P.O. Box 12725
Fresno, CA 93779
(559)264-4607 (559)264-8128

Date: _____

Form Completed by: _____

Container Transmittal Form

ACCOUNT #:	284	ACCOUNT NAME:	CITY OF CLOVIS	DEPARTMENT:
IDENTIFICATION:	Bar Code #	Destruction Date		
	Fill in all spaces	MM/DD/YY		
CONTENTS:	Media Type	Date Range		
		From To		
	Sequence Range			
	From To			
TEXT DESCRIPTION (Please PRINT): _____				

This form is intended to be used by city personnel for the transfer of records from city property to the records center. The city currently uses Datavault to maintain its offsite records. It is imperative that the above form is completed accurately and completely in order to maintain an accurate history of what is being maintained at our off-site storage location and for ease of future identification and retrieval.

INSTRUCTIONS TO FILL OUT TRANSMITTAL FORM:

1. Fill out today's date and employee name on top right hand corner
2. ACCOUNT # is 284 for the City of Clovis
3. ACCOUNT NAME – is the City of Clovis
4. Fill out DEPARTMENT name such as Personnel, City Clerk, Finance, etc.
5. Bar Code # will be provided by the City Clerk's office, please ensure that you record the barcode on this form
6. Destruction date is the date that these document are designated for destruction based on a review of the city's retention schedules
7. Media type refers to the record type – Accounts Payable, Payroll, Accounts Receivable
8. Date Range – please include date range of records
9. Sequence range refers to the range of records such as "Anderson – Jones" personnel records
10. The Text Description is an opportunity for you to detail what each box contains

APPENDIX B– GLOSSARY

ATTACHMENT

Records Management Glossary

- active record* - A record that is regularly referenced in daily operations, or required for current use.
- acronym* - An accepted abbreviation recognized for what it represents (NBC – National Broadcasting Company, NBA – National Basketball Association)
- administrative value* - The value placed on a record because of its role in helping an organization perform either current, short or long-term duties; explains operational procedures or departmental functions.
- analysis* - review of records inventoried, with consideration for applicable federal, state, and local regulations regarding retention requirements.
- appraisal* - assessment of the value of records to an organization, used to determine need for retention.
- arabic/number/numeral* - 1, 2, 3, etc.
- archives* - a facility that houses records retained for historical or research value after their primary purpose has been fulfilled.
- ARMA* - Association of Records Managers & Administrators
- backfile conversion* - the process of scanning and storing paper-based files, or converting microfilmed images to digital images
- barcode* - a system of encoding data in machine-readable lines of variable width and configuration.
- centralized records storage* - storage system in which records for an entire business or agency are gathered and stored in one location within the company (see decentralized...)
- classification system* - the method of filing and indexing records (alphabetic, numeric, subject, or geographical)
- compression* - the technique to reduce the number of bits representing an image of a page, “shrinking” the data and minimizing storage needs (see decompression)
- cross-reference* - annotation that directs a file use to another location where the record or information may be found.
- decentralized records storage* - the storage system in which records are stored within their respective departments in a company or agency (see centralized...)
- decompression* - reconstruction of a compressed image for display or printing.
- de-skewing* - (1) the adjustment made to an image to compensate for physical distortions inherent in the system; (2) the adjustment made to an image to compensate for justification errors in scanning.
- destruction list* - list of records scheduled for destruction, and attached to the Destruction Approval Form for process.
- destruction “ready” date* - the beginning of the next calendar year following the full life of a particular record according to the approved retention schedule.

discovery - the legal process, generally conducted near the beginning of litigation, which enables parties to the litigation to obtain relevant records and information from each other.

disposition of records - The allocation of public records to a particular location according to the categorization. The allocations include transfer to a records center for temporary storage, transfer to an archival agency, donation to an eligible repository, reproduction of microfilm or destruction. *draft document* - a preliminary version of a document still the revision stage; once a final document has been adopted, the various versions of draft can readily be discarded unless they document rationale for city policy, etc. In that case maintain only those portions which specifically deal with policy setting.

duplicate record - copies or reproductions of original records, whether or not the same physical form as the original, which are retained for personal reference or for operational requirements. (Note: a copy is considered an "original" if the original cannot be located, or is sent to another agency, such as in correspondence.)

extra copy - multiple or additional copies of any official record.

filing segment - the entire filing title (name, subject, or number) that is used for filing purposes.

fiscal value - value placed on records that provide documentation of an agency's financial condition, obligations, assets, monetary rights.

full-text search - the ability to search the text content of document images.

historical value - value of any record which, although valuable, would not normally constitute a threat to the health of the business if they were lost (see vital record); records that provide the memory of a business or agency.

ICR (intelligent character recognition) - the ability to recognize controlled handwriting, hand-printed letters or numbers, usually within the confines of a box or series of boxes for individual characters.

image - (1) the digital representation of one side of a document; (2) to form a digital representation of a document (3) a microform (analog) image of a document, which can be microfiche, roll, cartridge or aperture card format.

Imaging - any process or system where City records are photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data-processing system, recorded on optical disk (WORM, CD or DVD), reproduced on film or any other medium. To be legally acceptable as an original, images must be stored in a trusted system that does not permit additions, deletions, or changes to the original document and policies and procedures must be developed and administered to ensure the integrity of the document.

image header - a packet of information that correlates an image to document information stored that allows for later retrieval of the image.

inactive records - records which are accessed infrequently, but may continue to have administrative, operational, legal, fiscal, or historical value in carrying out City business. Inactive Records may be stored off-site, and shall be destroyed in

accordance with the City Records Retention Schedule. Records not accessed at least monthly or at ten times annually are frequently considered inactive.

indexing - a method in which a series of attributes are used to define an document so that it may later be identified and retrieved in any media. The City Clerk is legally required to maintain an index to City Council actions.

inventory - a preliminary step in examining an organization's records to determine the type and quantity of records presently stored, the storage equipment used, categorize by records media, and identify those with vital, historical, financial, or legal value; a detailed review of the quantity, type, function and organization of records.

jukebox - an automatic selection and retrieval device that provides rapid, on-line access to multiple optical disks.

legal value - the value attached to a record that contains evidence of legal rights and obligations; which document ownership, agreements, and transactions.

list of records - for destruction purposes, see destruction list.

major purge - following adoption of a records retention schedule, or its update, there is usually a major undertaking to implement the retention schedule and destroy/discard all records approved for such action at that time.

media - the material or substance on which information is recorded such as paper, microfilm, magnetic disk or tape, or optical disk, etc.

micrographics - the process of making miniature copies of records on film; microfilms include roll film, microfiche, aperture cards and jackets.

nonessential record - one that is not essential to business operations and should be destroyed once its purpose is fulfilled.

non-record - a document not required to be retained; may include published books and pamphlets generated outside the city which have no significant ongoing value to the city; temporary or transitory records such as worksheets used to collect or compile data after that data has been included in a record, or a stenographers' notebooks after the information contained therein has been transcribed and approved; newsletters, magazines, newspapers (except those excerpts used as evidence of publication); copy of a record maintained in addition to record copy; a document made for convenience only; also refers to library or reference materials.

OCR (Optical Character Recognition) - the ability to recognize letters, numerals, and other characters converting those characters to ASCII format for data storage.

optical disk - platter-shaped storage medium coated with optical (laser) recording material; holds large amounts of data, and can be archival (WORM, CD-ROM) or re-writable (phase-change or magneto-optical).

optical imaging system - a records storage system that consists of a disk, a scanner-printer, a high resolution video display terminal, and a microcomputer.

permanent record - original records required to be maintained permanently according to law, regardless of whether the record is converted to other media (i.e.,

microforms, optical disk, etc.). Permanent Records may include, but are not limited to, records affecting the title of real property or liens thereon;; and minutes, resolutions, or ordinances of the City Council or of its Boards and Commissions.

pre-fetching - the process of building a queue of images for subsequent processing.

public record - any writing containing information relating to the conduct of the City's business this is prepared, owned, used or retained by the City regardless of physical form or characteristics that is accessible to the public (Govt. Code Section 6252(e)).

ready date (for destruction) - see "destruction ready date"

record - recorded information, made or received for legal or operational purposes, that is useful in the operation of (or verifies decisions/actions taken by) an organization; may include books, papers, photographs, maps, floppy disks, microfilm, electronic mail, etc.

record media - the material or substance on which information is recorded such as paper, microfilm, magnetic disk (floppy) or tape, optical disk, etc.

record series - a group of similar records, treated in a similar fashion (minutes, contracts, deeds, accounts payable)

record value - refers to type of value a particular record has; it may be administrative value, historical value, legal value; financial/fiscal value.

records center - a storage area for those City records which may be, in accordance with the law, maintained off site. The City of Clovis uses a private company, Data Vault, as its Records Center.

records exempt from public disclosure - Pursuant to Govt. Code Section 6254 and 6255, may include, but are not limited to the following:

- Records and files of the City Attorney or Special Counsel, and confidential communications from the City Attorney or Special Counsel
- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the City in the ordinary course of business, provided that the public interest in withholding those records clearly outweighs the public interest in disclosure
- records pertaining to pending litigation or claims filed against the City, until the pending litigation or claim has been finally adjudicated or otherwise settled
- personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy
- certain records of complaints to, or investigatory or security files compiled by the City for correctional, law enforcement or licensing purposes (with exceptions)
- the contents of real estate appraisals or engineering or feasibility estimates and evaluations relative to the acquisition of property, or bids for public supply or construction contracts, until all of the property has been acquired or all of the contract agreement has been obtained
- examination data for licensing, employment or academic exams

- certain information required from any taxpayer in connection with the collection of local taxes
- records of which disclosure is prohibited by federal or state law, including, but not limited to, provisions of the Evidence Code relating to privileges

records inventory - a preliminary step in examining an organization's records to determine the type and quantity of records presently stored, the storage equipment used, categorize by records media, and identify those with vial, historical, financial or legal value; a detailed review of the quantity, type, function, and organization of records.

records management - the systematic control [control of increased volume + control of increased costs] of records from creation (or receipt) through their processing distribution, organization storage and retrieval to their ultimate disposition (archival or destruction); the science of controlling the quantity, quality and cost of records while meeting federal, state and local requirements.

Records Management Committee - An administrative committee consisting of designated representatives from each City department (Department records coordinators) and the Records Management Staff, created for the purpose of administering and coordinating the Records Management Program. Department records coordinators are designated by department directors to maintain and control the disposition of records in the respective departments.

Records Management Program - A system for the efficient creation, utilization, maintenance, retention, preservation and disposition of City records.

Records Management Staff - The City Clerk, Deputy City Clerk, and Records Management Coordinator.

records retention schedule - a schedule identifying the records maintained by each City department by class or "series", and specifying, in accordance with statutory and administrative requirements, the period of time records must be retained before they may be destroyed.

records storage center - storage facilities to house inactive records; may include archival storage.

redaction - The erasure or removal of data, usually in releasing a public record that contains non-public or exempt information.

reference material - library books, manuals, used for reference purposes, considered a non-record which need to be kept current.

resolution - applied to document scanning, the specific pattern and number of picture elements displayed by a graphics monitor, indicative of potential for detail in scanned images.

retention Period - A retention period is calculated from the date the record was created. The total retention is the period of time records are to be retained prior to their destruction.

retention Schedule - The document describing the records maintained by the City and specifying, in accordance with statutory requirements or evaluation, the period of time which must elapse before they may be destroyed.

scanner - a device that converts an original document to an electronic image.

segment (filing) - the entire file name (name, subject, or number) that is used for filing purposes.

skewing - an image condition resulting from physical distortion inherent to a monitor or from justification errors in document scanning (see de-skewing).

transitory Records - Records having only transitory value. These include original and informational copies of documents that do not contain procedural or policy matter applicable to the receiving office that do not require action by the receiving office, that involve a routine transaction, or that do not contain information of continuing reference value.

uniform filing system - a standard classification/filing system used throughout an organization using consistent standardized vocabulary where applicable.

unit (filing) - see filing unit

value of a record - refers to type of value a particular record has; may be administrative value, vital value, historical value; legal value; financial/fiscal value.

vital record - record containing information essential for the City to resume operation after a disaster; records containing information regarding claims to present or future income; records necessary to protect the City against fraud or overpayment; and records furnishing data on current assets, equipment, securities and real estate. Vital Records may include, but are not limited to, current financial statements, ledgers, property deeds, leases, contracts, permits, licenses, original plans and specifications for City streets and facilities, ordinances, resolutions, and minutes of the City Council, Commission and Committee meetings.

WORM optical disks - Computer media that uses lasers to read and write information. WORM = Write Once, Read Many; anything that is written to it cannot be changed or deleted.

Writing - handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents (Govt. Code Section 6252(f)).

APPENDIX C

GOVERNMENT

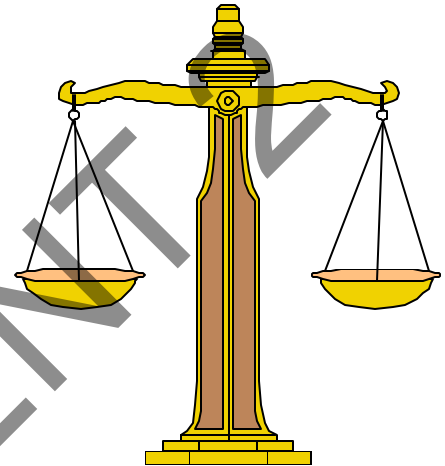
CODE

EXCERPTS

Government Code Excerpts

Laws change! Always check to ensure you are viewing the most recent version. The excerpts presented here are current through 1999 portion of 1999-2000 Reg. Sess. and 1st Ex. Sess.

SB 742, Brulte. Secretary of State: Local Government Records Program - Existing law authorizes the governing body of a county or city, with the consent of the Secretary of State, to transfer to the Secretary of State for inclusion in the State Archives official items that it deems have historic interest or value and that are in the custody of any officer or county or city.



This bill would require the Secretary of State to establish the Local Government Records Program, to be administered by the State Archives, for the purpose of establishing guidelines for local government records retention and providing archival support to local agencies in this state. The bill would require the Secretary of State to establish, publish, update, and maintain on a permanent basis guidelines for local government records retention. The bill would provide that the program is primarily responsible for the performance of specified functions. This bill would appropriate \$40,000 to the Secretary of State's office to carry out this program. Appropriation: yes.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 12236 is added to the Government Code, to read: 12236. (a) The Secretary of State shall establish the Local Government Records Program to be administered by the State Archives to establish guidelines for local government records retention and to provide archival support to local agencies in this state. (b) The Secretary of State shall establish, publish, update, and maintain on a permanent basis guidelines for local government records retention. The Secretary of State may consult with appropriate professional organizations representing city, county, and special district records administrators regarding the establishment of these guidelines. (c) The program shall be primarily responsible for the performance of the following functions:

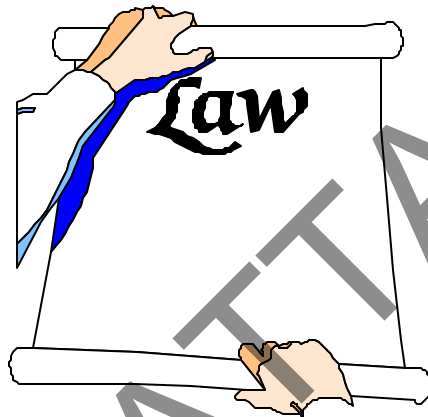
- (1) Publish the guidelines developed pursuant to subdivision (b) in paper form initially and on the Internet web site for the Secretary of State.
- (2) Monitor and review changes in state laws and administrative regulations that pertain to local government records retention.
- (3) Monitor practices and procedures in records administration that have bearing on local government records retention and management.
- (4) Update published guidelines on a current and timely basis as changes occur.

- (5) Make supporting information about state laws and administrative regulations that pertain to local government records retention available to local government agencies.
- (6) Function as the liaison for the State Archives with appropriate professional organizations.
- (7) Maintain communication with individual local government agencies.
- (8) Consult and provide information and advice to local government agencies on archival practices.
- (9) Consult and provide information and advice to local government agencies on history and heritage.

SEC. 2. The sum of forty thousand dollars (\$40,000) is hereby appropriated from the General Fund to the Secretary of State's office in order to carry out effectively the program established pursuant to this act. The moneys shall be used to establish and support one permanent archivist position.

Section 34090. Destruction of city records; excepted records; construction

34090. Unless otherwise provided by law, with the approval of the legislative body by resolution and the written consent of the city attorney the head of a city department may destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required. This section does not authorize the destruction of:



- (a) Records affecting the title to real property or liens thereon.
- (b) Court records.
- (c) Records required to be kept by statute.
- (d) Records less than two years old.
- (e) The minutes, ordinances, or resolutions of the legislative body or of a city board or commission.

This section shall not be construed as limiting or qualifying in any manner the authority provided in Section 34090.5 for the destruction of records, documents, instruments, books and papers in accordance with the procedure therein prescribed.

34090.5. Notwithstanding the provisions of Section 34090, the city officer having custody of public records, documents, instruments, books, and papers, may, without the approval of the legislative body or the written consent of the city attorney, cause to be destroyed any or all of the records, documents, instruments, books, and papers, if all of the following conditions are complied with:

- (a) The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the

electronic data-processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document, or reproduced on film, optical disk, or any other medium in compliance with the regulations adopted by the Secretary of State, as specified in Section 12168.7 for recording of permanent records or nonpermanent records.

- (b) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one which accurately and legibly reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.
- (c) The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are made as accessible for public reference as the original records were.
- (d) A true copy of archival quality of the film, optical disk, or any other medium reproductions shall be kept in a safe and separate place for security purposes.

However, no page of any record, paper, or document shall be destroyed if any page cannot be reproduced on film with full legibility. Every unreproducible page shall be permanently preserved in a manner that will afford easy reference.

For the purposes of this section, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

34090.6.

(a) Notwithstanding the provisions of Section 34090, the head of a department of a city, county, or city and county, public safety communications center, or the head of a special district, after one year, may destroy recordings of routine video monitoring, and after 100 days may destroy recordings of telephone and radio communications maintained by the department or the special district. This destruction shall be approved by the legislative body and the written consent of the agency attorney shall be obtained. In the event that the recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved.

(b) For purposes of this section, "recordings of telephone and radio communications" means the routine daily taping and recording of telephone communications to and from a city, county, city and county, or special district, department, and all radio communications relating to the operations of the departments or special districts.

(c) For purposes of this section, "routine video monitoring" means videotaping by a video or electronic imaging system designed to record the regular and ongoing operations of the departments or districts described in subdivision (a), including mobile in-car video systems, jail observation and monitoring systems, and building security taping systems.

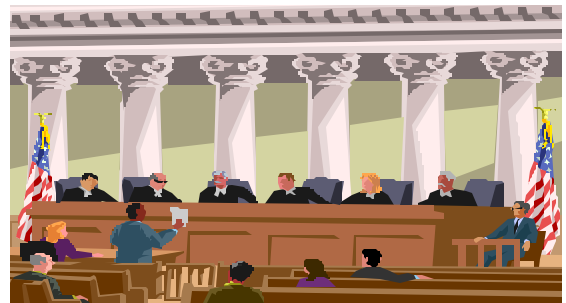
34090.7. Notwithstanding the provisions of Section 34090, the legislative body of a city or county may prescribe a procedure whereby duplicates of city or county records less than two years old may be destroyed if they are no longer required.

For purposes of this section, video recording media, such as videotapes and films, and including recordings of "routine video monitoring" pursuant to Section 34090.6, shall be considered duplicate records if the city or county keeps another record, such as written minutes or an audiotape recording, of the event that is recorded in the video medium. However, a video recording medium shall not be destroyed or erased pursuant to this section for a period of at least 90 days after occurrence of the event recorded thereon.

26202.6. Notwithstanding the provisions of Sections 26202, 26205, and 26205.1, the head of a department of a city, county, or city and county, public safety communications center, or the head of a special district after 100 days may destroy recordings of telephone and radio communications maintained by the department or the special district. Such destruction shall be approved by the legislative body and the written consent of the agency attorney shall be obtained. In the event that such recordings are evidence in any claim filed or any pending litigation, such recordings shall be preserved until pending litigation is resolved. For purposes of this section, "recordings of telephone and radio communications" means the routine daily taping and recording of telephone communications to and from a city, county, city and county, or special district department and all radio communications relating to the operations of such departments or special district.

12168.7. (a) The California Legislature hereby encourages and requests that the California County Information Services Directors Association and the County Records Association of California, when practicable, develop standards for recording permanent and nonpermanent documents in electronic media for the approval and adoption by the Secretary of State pursuant to Chapter 3.5 (commencing with Section 11340) of Part 1. (b) The standards specified in subdivision (a) shall include a requirement that a trusted system be utilized. For this purpose and for purposes of Sections 12168.5, 25105, 26205, 26205.1, 26205.5, 34090.5, and 60203 and Section 10851 of the Welfare and Institutions Code, "trusted system" means a combination of techniques, policies, and procedures for which there is no plausible scenario in which a document retrieved from or reproduced by the system could differ substantially from the document that is originally stored.

APPENDIX D - SUMMARY OF RECORDS MANAGEMENT HISTORY & LEGISLATION



Summary of Records Management History and Legislation

1934	National Archives was founded
1942	National Archives conducted the first government-wide records survey.
1943	Federal Reports Act provided a mechanism for controlling federal paperwork requirements (excluded IRS)
1946	Executive Order by President Truman: all executive branch agencies implement continuing records management programs
1948	report of the first Hoover Commission: the National Archives should be incorporated into Office of the General Services; provisions for records creation, preservation, management and disposal should be legislated in a federal records act; and each department and agency should be required to have an adequate records management program.
1949	General Services Administration created and authorized to survey government records. National Archives transferred to the GSA.
1950	Federal Records Act established, providing the first definition of records management in a federal statute.
1952	Nine federal records centers established throughout the states.
1954	Second Hoover Commission established Task Force on Paperwork Management
1955	The first Guide to Record Retention Requirements was published as an aid to the Task Force on Paperwork Management.
1966	Freedom of Information Act permitted individuals the right to obtain information on the operation of federal agencies.
1970	Fair Credit Report Act allowed citizen to view credit reports and correct false statements
1974	Freedom of Information Act Amendments permitted individual copies of their personal records from federal agencies
1974	Buckley Amendments permitted parents and young adults to review school records
1974	Privacy Act protected citizen from misuse of personal records held by the federal government
1975	Congress created the Commission on Federal Paperwork
1977	Privacy Protection Study Commission (established under the Privacy Act of 1974) made 162 specific recommendations for protection of privacy of individual, and determined that principles of the Privacy Act should be extended to the private sector.
1977	The Commission of Federal Paperwork cited 800 recommendations aimed at easing the "burden of federal paperwork"
1978	Federal Records Management Amendments supplemented and updated the Federal Records Act of 1950, defining records management over the life cycle of a record and established a new statutory program expected to reduce paperwork
1980	Paperwork Reduction Act of 1980 emphasized need to manage information as a resource
1983	Judicial Conference of the US implemented letter-size paper as the standard for use in all federal courts
1984	Some state and local agencies mandated change from legal-size to letter-size files.
1986	Electronic Communications Privacy Act establishes penalties for intentional interception of electronically transmitted information
1993	Appellate decision specified that federal electronic mail records were official records under the Federal Records Act
1993	Rule 26 of Federal Rules of Civil Procedure tightened requirement pertaining to disclosure of records during litigation

APPENDIX E - FILING GUIDELINES & SUGGESTIONS



Filing Guidelines and Suggestions

The following guidelines and suggestions are offered as a basic starting point when working with files, and based upon observations made during the physical inventory. If you need assistance on numeric or alphanumeric filing, please contact Nancy Mock.

Before Generating a New File

The following recommendations are made regarding establishing new files or folders:

1. For general filing purposes, a new file should be created only when more than four documents exist on the same subject.

For example, documents regarding Senate Bill 123 would remain in a "Legislation" file until there are five separate documents regarding that bill. At that point, a decision would be made as to how much activity is anticipated on this item. If it meets the above criteria it will be incorporated into its own file folder. Keep materials in a generic folder for every subject until there is justification for a separate folder.

2. A current filing index or directory should be consulted prior to making a new file folder on any given subject for the following reasons:
 - a. There may already be a file folder for that subject, temporarily out of file. If you create a new one, then you will have duplicate (possibly incomplete) file folders.
 - b. This will give you a review of the major categories within the existing index. Thus, you'll have a better chance of coming up with a folder title for your current needs rather than an off-the-cuff title, which may be difficult to recall at a later date.
 - c. When reviewing the index, you may find an existing folder that may be close enough to the subject you are creating a new file for, or, upon slight modification, could accommodate those documents currently included plus the new material.
3. There are also filing considerations that must be made regarding future records destruction, such as: separation of records by retention periods, and annual breaks in records.

Alphabetical Filing

In general, smaller filing systems use alphabetical file classification systems. The Association of Records Managers and Administrators (ARMA), a professional organization for the records management field, recommends the following Simplified Filing Standard Rules for consistency in alphabetical filing:

1. Alphabetize by arranging files in unit-by-unit order and letter-by-letter within each unit.
2. Each filing unit in a filing segment is to be considered. This includes prepositions, conjunctions, and articles. The only exception is when the word "the" is the first filing unit in a filing segment. In this case, "the" is the last filing unit. Spell out all symbols (at least mentally) such as "&," "\$," "#," and file alphabetically. The same would apply for abbreviations (St. John = Saint John).

LABEL The County Connection Jill St. John	FILE AS... County Connection, The Saint John, Jill
--	---
3. File "nothing before something." File single unit filing segments before multiple unit filing segments.

LABEL Homeless Homeless Services	FILE AS... Homeless Homeless Services
---	--
4. Ignore all punctuation when alphabetizing. This includes periods, commas, dashes, hyphens, apostrophes, etc. Hyphenated words are considered one unit

LABEL Richard O'Donnell Marie Smith-Code	FILE AS... Odonnell, Richard Smithcode, Marie
---	--
5. Arabic (1, 2, 3 etc.) and roman numbers (I, ii, iii, iv, etc.) are filed sequentially before alphabetic characters. All Arabic numerals (1, 2, 3 etc.) precede all Roman numerals (I, ii, iii, iv, etc.).

LABEL 1985 Main 60-day Notices	FILE AS... 1985 Main (before alpha files A-Z) 60day notices (before alpha files A-Z)
---	---
6. Acronyms, abbreviations, and radio television station call letters are filed as one unit.

LABEL LAFCo KFWB	FILE AS... lafco kfwb
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7. Transpose names, even if a company:

LABEL Diane R. Gladwell, CMC Douglas Van Patten & Associates	FILE AS... Gladwell, Diane R. Van Patten, Douglas & Associates
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8. File under the most commonly used name or title. Cross-reference under other names or titles, which might be used in an information request.

Numeric Filing

In general, filing systems that contain more than one filing cabinet of records are more efficient when a numeric file classification is used, which provides the following benefits:

- Avoids subjective and inconsistent filing, a common problem in alphabetic systems. For example, one subject might have records stored in four different places in an alphabetic system:
R=Refuse
T=Trash
S=Solid Waste
W=Waste Management
- Manages file growth better (avoids compacted file folders and moving files around in cabinets).

The disadvantage of numeric filing systems is that they are an “indirect access” system: You must maintain an index to the numbers.

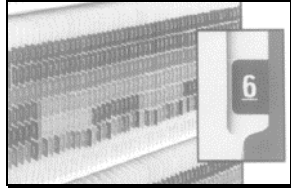
Geographic Filing

Many land-based records use geographic classification systems. Some examples are building permits, building plans, alarm permits, etc.

Chronological Filing

Some systems are organized by date (chronological). All the records in these systems, no matter what subject they pertain to, are filed in folders labeled by date. Many executives have their correspondence files organized in chronological classification systems.

Color coded labels and/or file folders avoid misfiles and provide fast retrievals. Year labels can improve the efficiency for appropriate files.



Use “**guides**” to help find files quickly.



When retrieving a file, always **use an OUT** card and indicate the file name, file number, date the file is taken out, and the person using the file. This avoids lost or misplaced files, and avoids time-consuming “hunting” for a file on someone’s desk.



APPENDIX F - ADMINISTRATIVE A-Z RECORD CLASSIFICATION

Administrative A-Z Record Classification

Generally speaking, the following categories of records could be included in what one would traditionally consider operational files, or subject files. For the city's purposes, we have referred to them in the Records Retention Schedule as Administrative A-Z files.



These Administrative A-Z files could all be stored in one general area, and would not normally need any special treatment. The majority has a two-year retention period. Some will have less, as indicated by the pound sign (#) below. In all cases, it's wise to double-check the Retention Schedule, as it could change from time to time.

Should you wonder about particular records being eligible for Administrative A-Z treatment, as if they provide information useful in day-to-day operations, or do they reflect or pertain to an official act or decision made on behalf of the City. If they are originals (or considered "original") pertaining to official acts or decisions, they would require a higher level of treatment than Administrative A-Z records. For clarification or information concerning this matter, please contact your department's Committee member or the Deputy City Clerk, at extension 336.

- Accomplishments, Departmental (would normally be included in a composite report elsewhere)
- Advertising
- Agencies & Organizations (outside city organization)***
- Agendas - Copies Only (used for reference)***
- Agreement Forms/Information***
- Authorization to Code Financial Information
- Bidders Lists
- Brochures, Promotional or Informational
- Budget Process Info
- Celebrations, Office Party/Birthday/Holiday
- Cellular, Paging or Telephone Service
- Central Duplicating Service
- Central Stores Purchasing/Catalog Information
- Check Requests, Processing
- Chronological File
- CIP Process Info
- Client Information
- Computer Guide/Information
- Consultant Lists
- Copy Machine Operation/Maintenance
- Correspondence, General



- Department Staff Meeting Schedule & Information
- Departmental/Organizational Routing Information and Lists
- Dictating Machine Operation and Performance
- Directories
- Distribution Lists
- Duplicating Information

- Employee, Departmental Processing Information
- Equipment Information
- Event Planning
- Expense Reports

- Fax Machine Operation and Maintenance
- Fees & Charges (copying charge)
- Forms, Miscellaneous

- Logos, Miscellaneous Graphic Art

- Mailing Lists
- Mailing/Shipment Information (Packaging, etc.)
- Meeting notes, staff meetings
- Mileage Reimbursement Information
- Minutes - Copies only (used for reference)***
- Miscellaneous Forms

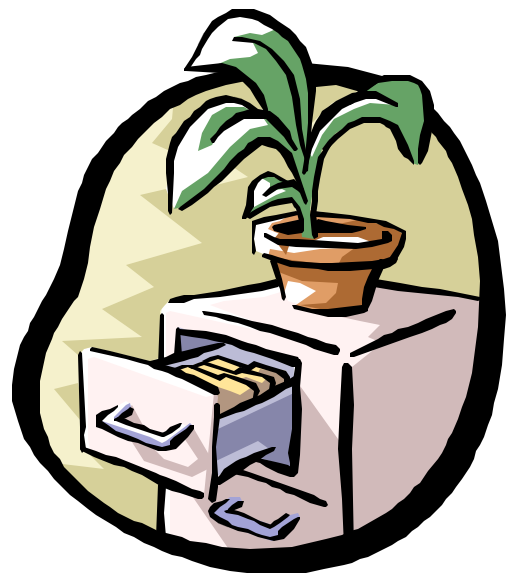
- Newsletters, City & Others
- Notice of Public Hearings

- Office Equipment
- Office & Paper Supplies

- Payroll Processing Information
- Performance Appraisal Forms
- Printing Information
- Procedures, routine
- Product Information
- Professional Membership & Associations
- Promotional Material
- Public Meeting Notices

- Reference Materials or Guidelines

- Special Events



- Training/Participation Information #
- Travel Procedures (forms, mileage info, policy)
- Vendor Information
- Workers Comp/Claims

*** See Retention Schedule for Treatment of Official Records
- Less than 2-year retention

ATTACHMENT 2



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: February 2, 2026

SUBJECT: Finance – Receive and File – Status Report of Development Fee Funds for the fiscal year ended June 30, 2025.

ATTACHMENTS: None.

RECOMMENDATION

That the Council receive and file the report on the status of the development fee funds.

EXECUTIVE SUMMARY

State law (Government Code Section 66006) requires that local agencies shall make available to the public certain information relative to development impact fees.

BACKGROUND

Per law, the City is providing account information relative to development impact fees. This information includes the following:

1. A description of the fee.
2. The amount of the fee.
3. The beginning and ending balance of the fee account.
4. The amount of the fee collected and interest earned.
5. Identification of the public improvements for which the fee was expended, the amount of the expenditure and the percentage funded by the fee.
6. The date by which construction will begin if sufficient funds are available.
7. A description of each fund transfer or loan from the account.
8. The amount of refunds made of unexpended funds once all projects for which the fee was imposed are complete.

The City of Clovis has established the following development fees that are collected at various stages of the development process:

1. Sewer Major Facilities Fee

2. Sewer Oversize Fee
3. Sewer Front Footage Fee
4. Water Major Facilities Fee
5. Water Oversize Fee
6. Water Front Footage Fee
7. Water Supply Fee
8. Community Sanitation Fee
9. Park Acquisition and Development Fee
10. Major Street Fees
 - Outside Travel Lane Fee
 - Center Travel Lane Fee
 - Traffic Signal Fee
 - Bridge Fee
 - Utility Undergrounding Fee
11. Developer Fee Administration Charge
12. Fire Department Fee
13. Police Department Fee
14. Library Facilities Fee

The following is the required information provided for each of the above fees for fiscal year 2024-25:

1. **Sewer Major Facilities Fee:** The Sewer Major Facilities Fee is for the construction of the Clovis Sewage Treatment Water Reuse Facility (STWRF) and the capital improvement costs required for upgrading of the Regional Sewer Treatment Plant, as well as debt service payments related to the bonds issued to construct the improvements. The fee for 2024-25 was \$10,322 per equivalent dwelling unit (EDU). Most of these funds are committed to repayment of Sewer Bonds.

Beginning Balance 2024-25	\$3,308,794
Plus: Fee Revenue	7,200,963
Interest	139,537
Less: Expenditures	7,859,647
Transfers out: Debt Service	0
Transfers out: Projects	<u>270,000</u>
Ending Balance 2024-25	\$2,519,647

2. **Sewer Oversize Fee:** The Sewer Oversize Fee is for sewer mains greater than 8" in diameter, and/or mains 8" in diameter or greater that are installed deeper than 8', to provide adequate capacity for future development. The fee for 2024-25 was \$1,200 per gross acre. The fee is used to reimburse developers who have installed the lines. Disbursement is made based on the developer's claim.

Beginning Balance 2024-25	\$305,523
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Plus: Fee Revenue	117,959
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Less: Expenditures	<u>107,330</u>
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Ending Balance 2024-25	\$316,152
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3. **Sewer Front Footage Fee:** The Sewer Front Footage Fee is for the reimbursement of sewer mains previously installed. The fee for 2024-25 was \$34.50 per linear foot. The fee is used to reimburse developers who have installed the lines. Disbursement is made based on the developer's claim.

Beginning Balance 2024-25	\$2,022,622
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Plus: Fee Revenue	154,625
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Less: Expenditures	<u>0</u>
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Ending Balance 2024-25	\$2,177,247
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4. **Water Major Facilities Fee:** The Water Major Facilities Fee is for the construction of water wells, well site acquisitions, well head treatment, auxiliary power systems, reservoirs, surface-water treatment facilities, and debt service payments related to bonds issued to construct the improvements. The fee for 2024-25 was \$12,256 per unit. The transfer in from the Water Enterprise represents the Enterprise customers' share of debt service on the surface water treatment plant.

Beginning Balance 2024-25	\$10,002,126
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Plus: Fee Revenue	7,036,641
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Interest	511,990
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Transfers In: Debt Service	730,000
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Transfers In: Adv Repayment	570,724
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Less: Expenditures	<u>2,779,098</u>
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Ending Balance 2024-25	\$16,072,383
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5. **Water Oversize Fee:** The Water Oversize Fee is to provide reimbursement for the oversize cost increment of water mains 12" in diameter or greater that must be installed to insure adequate pressure and volume throughout the system. The fee for 2024-25 was \$1,812 per gross acre. The fee is used to reimburse developers who have installed the lines. Disbursement is made based on the developer's claim.

Beginning Balance 2024-25	\$1,129,955
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Plus: Revenue	205,366
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Less: Expenditures	<u>14,915</u>
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Ending Balance 2024-25	\$1,320,406
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6. **Water Front Footage Fee:** The Water Front Footage Fee is for reimbursement of water mains previously installed. The fee for 2024-25 was \$29.50 per linear foot. The fee is used to reimburse developers who have installed the lines. Disbursement is made based on the developer's claim.

Beginning Balance 2024-25	\$2,924,227
Plus: Revenue	256,214
Less: Expenditures	<u>0</u>
Ending Balance 2024-25	\$3,180,441

7. **Water Supply Fee:** The Water Supply Fee pays for the cost to acquire additional water supply for properties with development intensities that will exceed the current water entitlement. For properties within the Fresno Irrigation District (FID), the entitlement is 2.1 acre-feet/year. The current cost to acquire annual water supply is \$5,550 per acre-foot.

Beginning Balance 2024-25	\$0
Plus: Revenue	2,070,724
Less: Expenditures	1,500,000
Transfers Out: Adv Repayment	<u>570,724</u>
Ending Balance 2024-25	\$0

8. **Community Sanitation Fee:** The Community Sanitation Fee is for the purchase of toters, commercial bins, disposal trucks, and street sweeping equipment. The fee for 2024-25 was \$548 per EDU for single family and \$444 per EDU for multi-family, commercial, and churches. The fee is transferred to the Refuse Enterprise as purchases are made.

Beginning Balance 2024-25	\$2,513,111
Plus: Revenue	416,819
Interest	96,011
Less: Expenditures	0
Transfers Out: Operating	<u>150,000</u>
Ending Balance 2024-25	\$2,875,941

9. **Park Acquisition and Development Fee:** The Park Acquisition and Development Fee is for the purchase of parkland and the construction of improvements for regional and community parks. The fee for 2024-25 was \$6,098 per EDU.

Beginning Balance 2024-25	\$3,683,997
Plus: Revenue - Fees	2,195,164

Interest	174,600
Other-Grants	12,161
Transfers In: Projects	29,000
Less: Expenditures	617,835
Transfers Out: Operating	<u>0</u>
Ending Balance 2024-25	\$5,477,087

- 10. Major Street Fees:** The Street fees include fees for center travel lane improvements, outside travel lane improvements, construction of bridges, construction of traffic signals, under-grounding of utilities, quad intersections, and administration. The fees are specific to certain areas within the City based on the infrastructure requirements and development characteristics of the areas.

Outside Travel Lane Fee: The fee is to reimburse developers for Outside Travel Lane improvements that were constructed with their project in excess of the development's proportionate share.

Center Travel Lane Fee: The fee is to reimburse developers for Center Travel Lane improvements that were constructed with their project, in excess of the development's proportionate share.

Traffic Signal Fee: The fee is for the reimbursement for the cost to install traffic signals either by the City or developers in excess of the development's proportionate share.

Bridge Fee: The fee is for the reimbursement for the cost to construct bridges and culverts either by the City or developers in excess of the development's proportionate share.

Utility Undergrounding Fee: The fee provides a funding source for the City to underground existing overhead utilities or to reimburse developers for the undergrounding of existing overhead utilities in excess of the development's proportionate share. Under-grounding of existing overhead utilities includes the undergrounding along certain arterial and collector streets.

Beginning Balance 2024-25	\$26,837,414
Plus: Revenue	5,965,570
Less: Expenditures	<u>3,240,143</u>
Ending Balance 2024-25	\$29,562,841

- 11. Developer Fee Administration Charge:** Administrative charges for the administrative work performed by City staff to collect, track, and reimburse the developer fees program and has come from interest earnings. Interest earnings has also covered applicable interest charges on developer's reimbursement requests. The fee for 2024-25 is 1.5% of all developer fees collected.

Beginning Balance 2024-25	\$3,265,925
Plus: Revenue – Fees	488,747
Interest	1,987,232

Less: Expenditures	<u>562,337</u>
Ending Balance 2024-25	\$5,179,567

- 12. Fire Department Fee:** The Fire Department Fee was established in June 1997 to construct, equip and furnish fire stations. The fee for 2024-25 was \$2,235 per EDU.

Beginning Balance 2024-25	\$3,305,879
Plus: Revenue	1,719,628

Less: Expenditures	<u>1,011,840</u>
Ending Balance 2024-25	\$4,013,667

- 13. Police Department Fee:** The Police Department Fee was established in May 2000 for development to contribute to providing police equipment and facilities as community growth requires. The fee for 2024-25 was \$1,569 per EDU.

Beginning Balance 2024-25	\$3,464,930
Plus: Revenue	1,168,280

Less: Expenditures	<u>0</u>
Ending Balance 2024-25	\$4,633,210

- 14. Library Facilities Fee:** The Library Facilities Fee was established in April 2008 to provide a portion of the funding needed to provide library facilities within the City of Clovis. The fee for 2024-25 was \$819 per unit for single-family and \$669 per unit for multi-family and assisted living/group homes.

Beginning Balance 2024-25	\$1,316,564
Plus: Revenue	520,795

Less: Expenditures	<u>0</u>
Ending Balance 2024-25	\$1,837,359

FISCAL IMPACT

This report provides a status of the development fees charged by the City. It provides an indication of available balances for projects or reimbursements where applicable.

REASON FOR RECOMMENDATION

The fiscal report is for information only and no action is required.

ACTIONS FOLLOWING APPROVAL

Copies of the report will be made available to any member of the public who requests a copy.

CONFLICT OF INTEREST

None.

Prepared by: Jose Cortez, Accounting Supervisor

Reviewed by: City Manager AM



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: February 2, 2026

SUBJECT: General Services – Approval – Res. 26-____, Authorizing Amendments to the City's Classification Plan by Revising the Senior Custodian Classification in the General Services Department.

ATTACHMENTS: 1. Res. 26-____, Classification Plan

RECOMMENDATION

For the City Council to approve the resolution authorizing an amendment to the City's Classification plan by adopting the Senior Custodian classification.

EXECUTIVE SUMMARY

The General Services Department has identified the need to make an amendment to the Senior Custodian position. The current job description states that positions in this classification report to the Department Support Manager, which was accurate when the job was created. However, senior custodians are now deployed in various departments and report to managers other than the Department Support Manager.

BACKGROUND

The General Services Department has identified the need to make an amendment to the Senior Custodian position. The current job description states that positions in this classification report to the Department Support Manager, which was accurate when the job was created. Currently, this position is deployed not only in the Department Support Division but is also in Community Services. Additional divisions throughout the City may add Senior Custodian to their staff rosters in the future.

The singular change to the Senior Custodian position will remove who the employee would report to. Currently, the job description states the employee will report to the Department Support Manager. This is no longer accurate and will be removed. There are no other changes to the job description.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

An amendment to the Senior Custodian job description is necessary to reflect current and future deployment of the position throughout the City.

ACTIONS FOLLOWING APPROVAL

Personnel staff will add the revised classification description to the City's Classification Plan.

CONFLICT OF INTEREST

None.

Prepared by: Amy Hance, General Services Director

Reviewed by: City Manager AH

RESOLUTION 26-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AN AMENDMENT TO THE CITY'S CLASSIFICATION PLAN BY ADOPTING AN AMENDMENT TO THE SENIOR CUSTODIAN JOB DESCRIPTION.

WHEREAS, it has been determined that the City has a need to modify the existing job classification of Senior Custodian; and

WHEREAS, it has been determined that the job classification is deployed in additional divisions, making it necessary to update the current classification language; and

WHEREAS, representatives of the Clovis Employees Association have expressed their support of the change to this job classification; and

WHEREAS, modification of the City's Classification Plan requires authorization by the City Council.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis will modify the City's Classification Plan to include the modified Senior Custodian classification. (Attachment A).

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on February 2, 2026, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: February 2, 2026

Mayor

City Clerk

Attachment A

City of Clovis SENIOR CUSTODIAN

DEFINITION

Under supervision, to keep assigned building spaces clean and orderly; to prepare rooms for meetings; and to perform related work as required.

CLASS CHARACTERISTICS

This position requires previous custodian and general maintenance experience, performs structured work which varies and is performed in accordance with established verbal or written instructions. Incumbents receive thorough instructions when tasks are initially assigned and after training are expected to perform duties with minimal supervision. Work is reviewed periodically upon completion and while in progress. Incumbents are expected to refer most variations in work to the supervisor for instructions.

EXAMPLES OF DUTIES

Cleans offices and other areas in public buildings; sweeps, mops, strips and waxes floors; vacuums carpeted areas; dusts and polishes stainless steel and furniture, woodwork and Venetian blinds; replenishes supplies; cleans base-boards; cleans stoves and ovens; performs repair work to plumbing fixtures; cleans appliances; sweeps sidewalks and entry ways; cleans blackboards; coordinates inventory and stocking of restroom and cleaning supplies; sets-up rooms for meetings; empties and cleans waste receptacles; washes windows; polishes metal work; turns out lights and locks doors and windows; responds to emergency call-back services; washes solar panels; maintains and coordinates SDS data catalogs at all janitorial supply locations; acts as a liaison between the City and outsourced janitorial supply and service vendors; labels chemicals and cleaners used in the performance of custodial duties to OSHA's current Globalized and Harmonized System of Classification and Labeling of Chemicals; performs building and related equipment maintenance repair work; assists Facilities Maintenance staff with project clean-up as needed; operates machinery and equipment necessary for the performance of assigned duties; maintains proper care of equipment and materials used to perform work assignments; assists in the training of less experienced staff; and performs related work as required.

TYPICAL QUALIFICATIONS

LICENSE REQUIRED

- Possession of a valid California Driver's License, and a good driving record.

EDUCATION AND EXPERIENCE

Education:

- High School diploma or equivalent.

Experience:

- A minimum of two (2) years of commercial or government facility custodial service experience.

QUALIFICATIONS

Knowledge of:

- Principles and practices of technical supervision and leadership;
- Basic math;
- Proper methods, material, chemicals, disinfectants, safety practices, and equipment used in the custodial trade;
- Appropriate safety precautions and procedures.

Ability to:

- Perform routine and specialized cleaning work, including washing, dusting, waxing, polishing, and sweeping;
- Work independently without direct supervision;
- Operate, maintain, and inventory janitorial equipment and supplies;
- Communicate effectively, both orally and in writing with the public, City staff, and vendors;
- Maintain a positive attitude toward serving the public and City Departments;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective professional relationships with those contacted during the course of work;
- Work indoors and outdoors with exposure to all weather conditions;
- Work in confined spaces including attics;
- Work at heights using ladders, scissor lifts, and related equipment;
- Coordinate the work of subordinate staff and volunteers;
- Operate a computer and maintain computer records;
- Work irregular shifts as required;
- May be scheduled to work modified workweeks including evenings and weekends.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Strength: Medium work-lifting, carrying and/or pushing 75 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds.
- Other physical requirements include: feeling, finger dexterity, frequent grasping, and holding, reaching, bending, climbing, crawling, and balancing, standing, walking, kneeling, squatting, and stooping on level and uneven surfaces;
- May work in environments where dust, poor ventilation, chemicals, and fumes are present.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services

DATE: February 2, 2026

SUBJECT: General Services – Approval – Res. 26-____, Approving a Side Letter Agreement with the Clovis Police Officers Association (CPOA) to add 1% to Base Pay for Certain CPOA Members for a Cost of Approximately \$23,000.

ATTACHMENTS: 1. Res. 26-____, Side Letter

RECOMMENDATION

For the City Council to approve a resolution approving a side letter agreement with the Clovis Police Officers Association adding 1% to the base pay for certain officers impacted by a modification of the 2025 – 2028 CPOA Memorandum of Understanding.

EXECUTIVE SUMMARY

In 2025, the labor contract between the City of Clovis and the CPOA was renegotiated and ratified in June of that year. Certain provisions within the contract were modified to maintain compliance with federal and state law. Additionally, a change was made to the Professional Development Program which brought it into compliance with regulations from the California Public Employees Retirement System (CalPERS). In accepting this change, nine (9) CPOA members had a reduction in base pay of 1%. This reduction was unintended and due solely to the required change in language required to ensure compliance with CalPERS' special compensation requirements.

BACKGROUND

During the process of contract negotiations in 2025, a change in how the Professional Development Program was structured was required in order to maintain compliance with CalPERS' compensation requirements.

The previous Professional Development Program had the educational incentives "bundled", meaning that in order to receive the incentive in some cases, the CPOA member had to possess both a degree from a formal educational institution and a certification from the Commission on Peace Officer Standards and Training (POST).

Article 32.C.5. of the 2022-2025 CPOA MOU was as follows:

Educational Requirement	Increase
Associates Degree AND Intermediate POST Certificate, OR Advanced POST Certificate (no degree required) OR Bachelors Degree (no POST certificate required)	5.0%
Bachelors Degree AND Advanced POST Certificate	9.0%

The special compensation paid for a “bundled” degree and certificate was deemed ineligible for retirement compensation calculation by CalPERS. The City proposed an alternative structure during the 2025 negotiations that separated the formal education incentive pay from the POST certificate pay, thereby allowing the incentive pay to be considered in the CPOA member’s retirement calculation.

The 2025-2028 CPOA MOU was ratified in June of 2025 and included the updated structure for education incentive pay that is in line with CalPERS requirement to be included in the calculation for retirement compensation.

Article 32.D. in the 2025-2028 CPOA MOU is as follows:

A. Education Incentive Program:

This incentive is provided to employees who achieve educational milestones that enhance their ability to perform their job duties. Employees are required to provide proof of completion of the degree from an accredited college or university. Education incentives do not stack and are not cumulative.

- Employees who earn an associate's degree will receive 2.5% of their base salary every pay period.
- Employees who earn a bachelor's degree will receive 5.0% of their base salary every pay period.

B. POST Certificate Pay:

This pay is provided to employees who obtain and maintain either an Intermediate or Advance POST Certificate. Employees are required to provide proof of completion and maintenance of the POST Certificate. POST Certificate Pay does not stack and is not cumulative.

- Employees who obtain and maintain an Intermediate POST Certificate shall receive 2.5% of their base salary every pay period.
- Employees who obtain and maintain their Advanced POST Certificate shall receive 4.0% of their base salary every pay period.

The impact of the change to the education incentive structure was a loss of 1% of base salary to nine (9) CPOA members who possess only an Advanced POST Certificate and no degree

from a formal educational institution. Under the 2022-2025 MOU, these CPOA members were paid 5% for the Advanced POST Certificate, and this was reduced by 1% under the 2025-2028 CPOA MOU to 4%.

The impacted officers are:

- Ashcraft, Richard
- Bradford, Mark
- Cressall, Richard
- Gilles, Jason
- Gonzalez, Cesar
- Jaime, Nathan
- Pascoe, Thomas
- Pino, Jon
- Santos, Carlos

FISCAL IMPACT

The cost associated with the Side Letter Agreement for FY 2025-2026 is approximately \$23,000.00. Sufficient funding is available within the current Police Department budget to cover these costs.

REASON FOR RECOMMENDATION

A resolution by the City Council is required to authorize the execution of a Side Letter Agreement between the City and CPOA.

ACTIONS FOLLOWING APPROVAL

The Side Letter Agreement between the City and CPOA will be executed.

CONFLICT OF INTEREST

None.

Prepared by: Amy Hance, General Services Director

Reviewed by: City Manager AH

RESOLUTION 26-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING A SIDE LETTER AGREEMENT WITH THE CLOVIS POLICE OFFICERS ASSOCIATION (CPOA)

WHEREAS, updates to the 2025-2028 CPOA MOU regarding the Professional Development Program were necessary to maintain compliance with CalPERS' compensation requirements; and

WHEREAS, nine (9) members of CPOA that have been identified as holding only an Advanced POST certificate; and

WHEREAS, this resulted in an unintended 1% reduction in those nine (9) CPOA members' pay; and

WHEREAS, to correct this accidental reduction in the Educational Incentive for the affected members, the City agrees to add an additional 1% to the base pay of the affected CPOA members; and

WHEREAS, a change in salary is a change in working conditions and requires a Side Letter Agreement to be executed between the City and the CPOA; and

WHEREAS, City and CPOA representatives met and conferred on the side letter and are in agreement.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis approves the Side Letter Agreement with CPOA (Attachment A) and authorizes the City Manager to sign the agreement.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on February 2, 2026, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

Mayor

City Clerk

Side Letter Agreement to the 2025-2028 Memorandum of Understanding Between the City of Clovis and Clovis Police Officers Association (CPOA)

The City of Clovis and the CPOA mutually agree to this Side Letter Agreement. This Side Letter Agreement will be incorporated into the Memorandum of Understanding between the City of Clovis and CPOA ("MOU"). Except as amended herein, each and every term and condition of the MOU shall remain in full force and effect, and this Side Letter Agreement shall be incorporated into the MOU as adopted.

The City provides for a Professional Development Program which includes monetary education incentives for CPOA members who possess college degrees and/or Police Officer Standards and Training (POST) certificates. In the 2025-2028 MOU, Article 32.D, Educational Incentive Program, was updated to conform to current CalPERS' requirements for special compensation.

Nine members of CPOA have been identified as holding only an Advanced POST certificate and previously received a 5% incentive pay increase for this certificate. However, following the updates to the 2025-2028 MOU, these officers experienced a 1% reduction in pay under the updated Educational Incentive Program. This reduction was unintended and due solely to a change in language required to ensure compliance with CalPERS' special compensation requirements.

To correct this accidental reduction in the Educational Incentive for the affected members, the City agrees to add an additional 1% to the base pay of the following employees:

- Ashcraft, Richard
- Bradford, Mark
- Cressall, Richard
- Gilles, Jason
- Gonzalex, Cesar
- Jaime, Nathan
- Pascoe, Thomas
- Pino, Jon
- Santos, Carlos

This additional 1% pay will be retroactive to July 1, 2025, and paid in a lump sum.

If any of the above listed employees complete either an associate degree or bachelor's degree, the employee will be eligible to receive the additional Education Incentive Program pay associated with that degree. In accordance with the terms of the 2025-2028 MOU, the maximum combined incentive between the Advanced Post and Educational Incentive programs is 9%. With the execution of the Side Letter Agreement, the affected members waive any and all claims and rights associated with the prior 1% reduction in the Educational Incentive pay. This Side Letter Agreement will become effective when fully executed by the parties and approved by the City Council.

For the CITY:

For the ASSOCIATION:

Andrew Haussler, City Manager

Antonio Ferguson, CPOA President

Scott G. Cross, City Attorney

Dayna Dejong, CPOA Vice President

ATTEST: _____
Briana Parra, City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: February 2, 2026

SUBJECT: Planning and Development Services - Approval – Res. 26-____, Amending the Fresno Metropolitan Flood Control District (FMFCD) Schedule of Drainage Costs and Fees for 2026-2027.

ATTACHMENTS: 1. Res. 26-____
2. FMFCD Fee Adoption Letter
3. FMFCD Board of Directors Memorandum
4. FMFCD Amended Resolution

RECOMMENDATION

For the City Council to approve Res. 26-____, amending the FMFCD Storm Drainage per-acre costs and fees for 2026-2027.

EXECUTIVE SUMMARY

In 1961, the Cities of Fresno and Clovis and the County of Fresno adopted a Storm Drainage Master Plan, followed by drainage fee ordinances in 1969 to fund planned drainage facilities concurrently with development. The fee structure is based on the total estimated cost of the urban drainage system, divided proportionately among land uses based on storm runoff characteristics. The District operates in three zones, with Zone 3 covering core Clovis, Zone 2 mostly in Fresno, and Zone 1 covering remaining areas. This year's update includes fee adjustments in multiple drainage areas within Clovis due to unit cost updates, while areas DQ and 1G saw no changes.

All drainage fees are deposited into a separate trust account, cannot be commingled with District general funds, and must be spent within the drainage area where collected. The District has made required findings under AB602 to comply with state law regarding impact fee calculations, and City staff believes the proposed adjustments are supported by recent cost studies.

BACKGROUND

In 1961, the Cities of Fresno and Clovis and the County of Fresno adopted, as an element of the Fresno-Clovis Metropolitan Area General Plan, a Storm Drainage Master Plan prepared by the Flood Control District for the metropolitan area. In 1969, these agencies adopted virtually

identical drainage fee ordinances to provide for the funding of planned drainage facilities concurrently with development activity which created the need for such facilities.

The local drainage plan shows the drainage area boundaries. Also shown are proposed and existing master plan facilities in each watershed area.

The rate structure associated with each master plan drainage area is based on the total estimated cost of the urban drainage system including land, improvements and any engineering required to serve the subject area. The total cost is divided into the total land area using appropriate proportionate ratios (related to storm runoff characteristics) between the various contributing/benefiting land uses.

This year's update includes fee adjustments in certain drainage areas, zones, and surcharges within the City of Clovis (AQ, BC, BT, BY2, CL, DL, DM, DO, DP, 3G, 7C, 7D, 7H, Zone 2, Zone 3, surcharge fees for BX, 7D/7H and DO) due to unit cost updates and contract adjustments. This year's update includes certain drainage areas (DQ and 1G) that did not see any fee adjustments.

The drainage fees paid pursuant to the ordinance are deposited into a separate trust account. The monies are not commingled with District general funds, are not used to fund any administration, operations, or maintenance costs, and must be expended within the drainage area in which they are paid.

The fee ordinance, enacted under the authority of the State Subdivision Map Act, requires the identification of the estimated or actual cost of the planned facilities through the adoption of a resolution. Because the fees are based on the cost of facilities, the resolution serves also as the schedule of fees.

The Fresno Metropolitan Flood Control District consists of three zones. Zone 3 generally includes the core area of the City of Clovis. Zone 2 is mostly in the City of Fresno, except for some portions of Drainage Areas "Q" and "S", which are predominately within Clovis. Zone 1 includes all the areas within the District's jurisdiction that are not in Zone 2 or Zone 3.

Attachment B of Attachment 1 lists the proposed drainage fee adjustments. City staff has had the opportunity to review the proposed adjustments with FMFCD staff and believes the adjustments are supported by the recently completed cost studies. District staff has indicated that the District contacted the Building Industry Association in reviewing the proposed drainage fee update.

Government Code, Sections 66016.5(a)(5)(A) and (B)

AB602 states that if an agency conducts an impact fee nexus study and it is adopted after July 1, 2022, the agency must either "calculate a fee imposed on a housing development project proportionately to the square footage of the proposed units of the development" or make the following findings:

- (i) An explanation as to why square footage is not appropriate metric to calculate fees imposed on housing development project.

- (ii) An explanation that an alternative basis of calculating the fee bears a reasonable relationship between the fee charged and the burden posed by the development.
- (iii) That other policies in the fee structure support smaller developments, or otherwise ensure that smaller developments are not charged disproportionate fees.

The District has made the findings as required by AB602, which were approved by their Counsel and their Board of Directors. A copy of the request by District staff to their Board of Directors is included as Attachment 3. A copy of the District's Amended Resolution as approved by their Board of Directors is included as Attachment 4.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

In accordance with the District's drainage fee ordinance, the District's fee schedule is to be adjusted annually, or as warranted. This year the update was based upon examination of all drainage systems and their related costs and fee schedules.

ACTIONS FOLLOWING APPROVAL

Adopt and implement the 2026-2027 FMFCD Drainage Fees for local drainage fees.

CONFLICT OF INTEREST

None.

Prepared by: Tara West, Engineering Technician

Reviewed by: City Manager AW

RESOLUTION 26-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
AMENDING THE STORM DRAINAGE AND FLOOD CONTROL MASTER PLAN AND
ADOPTING THE DRAINAGE FEES AND COSTS FOR ALL DEVELOPMENTS WITHIN
THE JOINT AREA OF THE CITY OF CLOVIS, CALIFORNIA AND THE FRESNO
METROPOLITAN FLOOD CONTROL DISTRICT (2026-2027)**

WHEREAS, the Council of the City of Clovis has enacted Chapter 7, Title 8 of the Clovis Municipal Code, which ordinance is hereby incorporated herein by this reference, creating and establishing the authority for imposing and charging fees for the construction of planned local storm drainage facilities; and

WHEREAS, an amended Storm Drainage and Flood Control Master Plan Map (see Attachment A labeled as Exhibit "A" hereto) specifying public facilities and improvements, existing and proposed, which are necessary to provide drainage service and flood control within the respective local drainage areas specified therein has been presented to the Council of the City of Clovis; and

WHEREAS, a study has been conducted of the impacts of contemplated future development on the existing storm drainage services and facilities in the local drainage areas of the Fresno Metropolitan Flood Control District ("District") and the City of Clovis ("City") listed in Attachment B labeled as Exhibit "B" attached hereto, along with an analysis of new, improved or expanded public facilities, the estimated costs of those improvements, and the schedule of per gross acre fees calculated to raise the sum of money necessary to pay the estimated total cost of said local drainage facilities in said local drainage areas; and

WHEREAS, this study was available at the District's office for public inspection and review ten (10) days prior to this public meeting and notice was given in compliance with the requirements therefore, and

WHEREAS, a public meeting was held pursuant to the public notice cited herein at a regularly scheduled meeting of the Council of the City of Clovis; and

WHEREAS, the Council of the City of Clovis finds as follows:

- A. The purpose of said fees is to finance facilities within the City and District required for the removal of surface and storm waters attributable to development; to obviate the menace to the public health, safety and welfare arising from inadequate provision for removal of surface and storm waters occurring as the result of development of property; to prevent deterioration of property values and impairment of conditions making for desirable residential, commercial or industrial development, as the case may be, which would result

from the failure to construct planned local drainage facilities relative to development of property; and to prevent deterioration of public streets and other public facilities which would result from failure to construct planned local drainage facilities concurrently with development; and

- B. The fees adopted hereby and collected pursuant to Chapter 7, Title 8 of the Clovis Municipal Code and this Resolution are to be used to finance only the public facilities shown on Exhibit "A" hereto within each of the respective local drainage areas identified in Exhibit "B" hereto; and
- C. After considering said Map and said study and analysis prepared by the District, entitled "Storm Drainage and Flood Control Master Plan", and that prepared by the City Planning Department entitled "Clovis General Plan," and the various community and specific plans of the City; and the information and testimony received at this public hearing, the Council of the City of Clovis approves said Map and said study, and incorporates such herein. The Council further finds that all development in the subject area will generate the need, as described in this recital, for storm drainage facilities therein, and generates an unmet need for storm drainage facilities and services within the impacted area; and
- D. There is a need in this described impact area for storm drainage facilities which have not been constructed or have been constructed; said facilities have been called for in, or are consistent with, the City's General Plan. Development will contribute its fair share towards these facility costs in those local drainage areas listed in Exhibit "B" through payment of the respective drainage fees set forth therein; and
- E. The facts and evidence presented establish that there is a reasonable relationship between the need for the described public facilities and the impacts of the types of development as described in Exhibit "A" and "B" for which the corresponding fee set forth in Exhibit "B" is charged. There is a reasonable relationship between the use of said fee and the development of the lands in the service area for which the fee is charged, as these reasonable relationships or nexuses are described in more detail in the study and Map referred to above; and
- F. The Storm Drainage and Flood Control Master Plan Map attached hereto as Exhibit "A" and the storm drainage fees set forth in Exhibit "B", as adopted by Paragraphs 2 and 3 herein below, revise the Storm Drainage and Flood Control Master Plan, are in conformity with the City's General Plan and are in compliance with Section 66483 of the California Government Code; and

- G. The cost estimates set forth in Exhibit “B” are reasonable cost estimates for constructing these facilities and the fee schedule set forth therein is based on said estimates and is to generate fees from development which will not exceed the total of these costs.

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

1. The above recitals are true and correct, and this Council so finds and determines.
2. The Storm Drainage and Flood Control Master Plan is hereby amended to include that Storm Drain and Flood Control Master Plan Map attached hereto as Exhibit “A” as supported by Exhibit “B”.
3. The schedule of drainage fees for those respective local drainage areas listed in Exhibit “B” hereto is hereby adopted as set forth in said Exhibit “B”. The District shall prepare, and provide to the City, a 2026-2027 schedule of drainage fees for each of its local drainage areas, which shall include the fees adopted hereby. Fees shall be paid in accordance with the Drainage Fee Ordinances according to said 2026-2027 drainage fee schedule.
4. The fee shall be solely used to pay: (a) costs related to the design, administration and construction of the described public storm water facilities; (b) for reimbursing the District for the development's fair share of those costs incurred by the District in the design and construction of the described public storm water facilities; or (c) to reimburse other developers who have constructed public facilities in each service area where those facilities were beyond that needed to mitigate the impacts of the other developers' project or projects and where reimbursement is provided for in the applicable Drainage Fee Ordinance or the Development Impact Fee Ordinance.
5. The District, pursuant to Chapter 7 of Title 8 of the Municipal Code, shall review the estimated cost of the described capital improvements for which this fee is charged, the continued or expanded need therefore, and the reasonable relationship between such facility needs and the varying types and development. The Manager shall report the findings to the City Council and recommend any adjustment to this fee or other action as may be needed.
6. Pursuant to California Government Code Section 66022, any judicial action or proceeding to attack, review, set aside, void or annul this Resolution shall be brought within 120 days of the effective date hereof, which shall be 60 days after the date of adoption hereof. Administrative appeal is a mandatory prerequisite to any such judicial action or proceeding. Such appeal shall be made in writing to the Director of Public Works of the City of Clovis. Such appeal must be made within 60 days after the effective date hereof. The Director shall set the matter for hearing, conduct the hearing and render a decision within 40 days after such appeal is filed.
7. The Ordinance of the City of Clovis has an administrative mechanism whereby a property owner who seeks to develop property within the boundaries of the City of Clovis and the Fresno Metropolitan Flood Control District can challenge the fees imposed thereunder only

by first paying said fees under protest. Developers of property within the City of Clovis and the Fresno Metropolitan Flood Control District shall adhere to the applicable ordinance of the City of Clovis under which it is required that drainage fees must be paid before development is allowed, and that such fee may be paid under protest.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on February 2, 2026, by the following vote, to wit:

AYES:

NOES:

ABSENT:

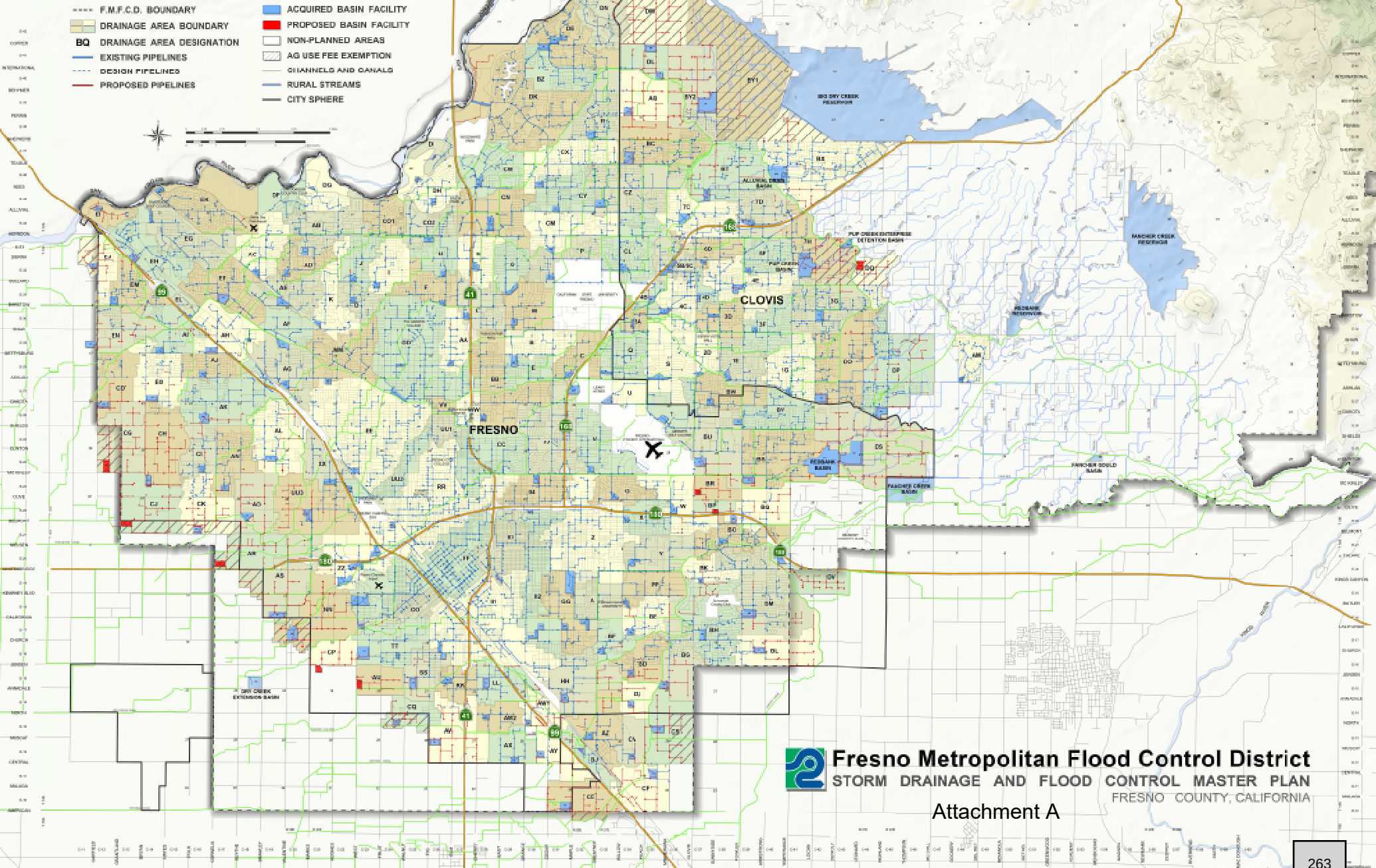
ABSTAIN:

DATED:

Mayor

City Clerk

Exhibit A



Fresno Metropolitan Flood Control District
STORM DRAINAGE AND FLOOD CONTROL MASTER PLAN
FRESNO COUNTY, CALIFORNIA

Attachment A

Fresno Metropolitan Flood Control District



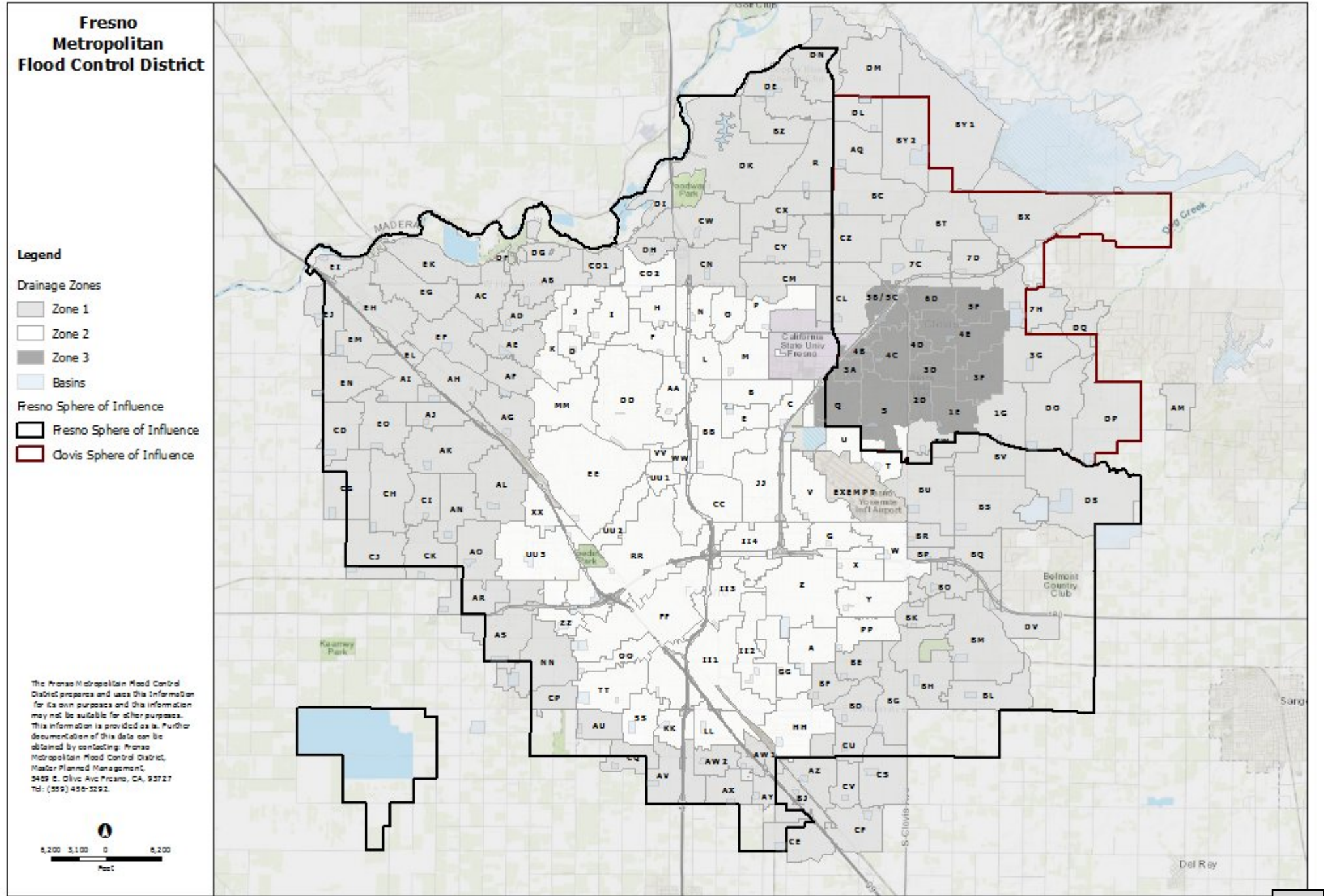
2026 DRAINAGE FEE SCHEDULE

City of Clovis

Effective Date: 3/1/2026

Attachment B

Note: The information provided herein is in accordance with California Government Code Section 66016.5(a)(5)(B) and is subject to the findings adopted per Resolution No. 2025-1076. This disclaimer pertains specifically to the support expressed for the continuation of District Policies related to the calculation and imposition of residential development impact fees on a per-gross-acre basis.



DRAINAGE FEE SCHEDULE FOR ZONE 1: PLANNED LOCAL DRAINAGE AREAS

Area		AE-5, A-L, O	A1, A2, RR	R-1-E, R-1-EH, R-A	R-1-A, R-1-AH	R-1-B, R-1-C, RE	R-1 40%	R-1 45%	R-1 50%	R-2, M-H	R-3	R-4, T-P	M-1, M-2, M-3, C-R, M-1-P, S-L	C-P, C-M, R-P	C-1, C-2, C-3, C-4, C-5, C-6, C-L, P	Total Cost
AQ	BASIN	\$2,500	\$2,860	\$3,580	\$4,280	\$5,010	\$5,360	\$5,640	\$5,910	\$5,910	\$6,610	\$8,040	\$11,700	\$12,520	\$13,430	\$4,855,230
	PIPE	\$7,290	\$8,230	\$10,930	\$11,870	\$12,890	\$13,400	\$13,840	\$14,210	\$14,210	\$15,230	\$16,250	\$18,870	\$19,960	\$21,050	\$9,830,060
	TOTAL	\$9,790	\$11,090	\$14,510	\$16,150	\$17,900	\$18,760	\$19,480	\$20,120	\$20,120	\$21,840	\$24,290	\$30,570	\$32,480	\$34,480	\$14,685,290
BC	BASIN	\$2,130	\$2,430	\$3,050	\$3,640	\$4,260	\$4,560	\$4,790	\$5,030	\$5,030	\$5,620	\$6,840	\$9,950	\$10,650	\$11,420	\$5,881,440
	PIPE	\$3,860	\$4,370	\$5,800	\$6,300	\$6,840	\$7,110	\$7,340	\$7,540	\$7,540	\$8,080	\$8,620	\$10,010	\$10,590	\$11,170	\$7,824,010
	TOTAL	\$5,990	\$6,800	\$8,850	\$9,940	\$11,100	\$11,670	\$12,130	\$12,570	\$12,570	\$13,700	\$15,460	\$19,960	\$21,240	\$22,590	\$13,705,450
BT	BASIN	\$2,680	\$3,060	\$3,840	\$4,590	\$5,370	\$5,740	\$6,040	\$6,330	\$6,330	\$7,080	\$8,610	\$12,530	\$13,410	\$14,380	\$5,580,800
	PIPE	\$6,060	\$6,850	\$9,090	\$9,870	\$10,720	\$11,150	\$11,510	\$11,810	\$11,810	\$12,660	\$13,510	\$15,690	\$16,600	\$17,510	\$11,118,010
	TOTAL	\$8,740	\$9,910	\$12,930	\$14,460	\$16,090	\$16,890	\$17,550	\$18,140	\$18,140	\$19,740	\$22,120	\$28,220	\$30,010	\$31,890	\$16,698,810
BU	BASIN	\$730	\$830	\$1,040	\$1,240	\$1,450	\$1,550	\$1,630	\$1,710	\$1,710	\$1,920	\$2,330	\$3,390	\$3,630	\$3,890	\$3,261,900
	PIPE	\$2,730	\$3,090	\$4,100	\$4,450	\$4,830	\$5,030	\$5,190	\$5,330	\$5,330	\$5,710	\$6,090	\$7,070	\$7,480	\$7,890	\$7,194,080
	TOTAL	\$3,460	\$3,920	\$5,140	\$5,690	\$6,280	\$6,580	\$6,820	\$7,040	\$7,040	\$7,630	\$8,420	\$10,460	\$11,110	\$11,780	\$10,455,980
BW	BASIN	\$970	\$1,110	\$1,390	\$1,660	\$1,940	\$2,080	\$2,190	\$2,300	\$2,300	\$2,570	\$3,120	\$4,540	\$4,860	\$5,210	\$1,211,930
	PIPE	\$1,090	\$1,240	\$1,640	\$1,780	\$1,940	\$2,010	\$2,080	\$2,130	\$2,130	\$2,290	\$2,440	\$2,830	\$3,000	\$3,160	\$1,082,900
	TOTAL	\$2,060	\$2,350	\$3,030	\$3,440	\$3,880	\$4,090	\$4,270	\$4,430	\$4,430	\$4,860	\$5,560	\$7,370	\$7,860	\$8,370	\$2,294,830
BX	BASIN	\$1,610	\$1,840	\$2,300	\$2,750	\$3,220	\$3,450	\$3,620	\$3,800	\$3,800	\$4,250	\$5,170	\$7,520	\$8,050	\$8,630	\$6,715,430
	PIPE	\$3,530	\$3,990	\$5,290	\$5,750	\$6,240	\$6,490	\$6,700	\$6,880	\$6,880	\$7,370	\$7,870	\$9,140	\$9,670	\$10,190	\$11,839,820
	TOTAL	\$5,140	\$5,830	\$7,590	\$8,500	\$9,460	\$9,940	\$10,320	\$10,680	\$10,680	\$11,620	\$13,040	\$16,660	\$17,720	\$18,820	\$18,555,250
*Note: A surcharge fee is in effect per Board Resolution No. 2017-864 Amended 2018-908, 2020-958, 2021- 979, 2022-1009.																
BY2	BASIN	\$1,910	\$2,180	\$2,730	\$3,270	\$3,820	\$4,090	\$4,300	\$4,510	\$4,510	\$5,040	\$6,130	\$8,920	\$9,550	\$10,240	\$4,518,490
	PIPE	\$10,120	\$11,430	\$15,180	\$16,490	\$17,910	\$18,620	\$19,220	\$19,730	\$19,730	\$21,140	\$22,560	\$26,200	\$27,720	\$29,240	\$20,010,260
	TOTAL	\$12,030	\$13,610	\$17,910	\$19,760	\$21,730	\$22,710	\$23,520	\$24,240	\$24,240	\$26,180	\$28,690	\$35,120	\$37,270	\$39,480	\$24,528,750
CL	BASIN	\$990	\$1,130	\$1,410	\$1,690	\$1,980	\$2,120	\$2,220	\$2,330	\$2,330	\$2,610	\$3,170	\$4,620	\$4,940	\$5,300	\$2,593,320
	PIPE	\$1,180	\$1,330	\$1,760	\$1,920	\$2,080	\$2,160	\$2,240	\$2,290	\$2,290	\$2,460	\$2,620	\$3,050	\$3,220	\$3,400	\$2,237,560
	TOTAL	\$2,170	\$2,460	\$3,170	\$3,610	\$4,060	\$4,280	\$4,460	\$4,620	\$4,620	\$5,070	\$5,790	\$7,670	\$8,160	\$8,700	\$4,830,880
CZ	BASIN	\$560	\$640	\$800	\$960	\$1,120	\$1,200	\$1,260	\$1,320	\$1,320	\$1,480	\$1,790	\$2,610	\$2,790	\$3,000	\$1,551,490
	PIPE	\$1,250	\$1,420	\$1,880	\$2,040	\$2,220	\$2,310	\$2,380	\$2,450	\$2,450	\$2,620	\$2,800	\$3,250	\$3,440	\$3,620	\$2,788,260
	TOTAL	\$1,810	\$2,060	\$2,680	\$3,000	\$3,340	\$3,510	\$3,640	\$3,770	\$3,770	\$4,100	\$4,590	\$5,860	\$6,230	\$6,620	\$4,339,750
DL	BASIN	\$3,660	\$4,170	\$5,230	\$6,260	\$7,320	\$7,830	\$8,240	\$8,640	\$8,640	\$9,660	\$11,750	\$17,100	\$18,300	\$19,620	\$4,261,790
	PIPE	\$6,980	\$7,890	\$10,480	\$11,380	\$12,360	\$12,850	\$13,270	\$13,620	\$13,620	\$14,600	\$15,570	\$18,090	\$19,140	\$20,180	\$5,711,520
	TOTAL	\$10,640	\$12,060	\$15,710	\$17,640	\$19,680	\$20,680	\$21,510	\$22,260	\$22,260	\$24,260	\$27,320	\$35,190	\$37,440	\$39,800	\$9,973,310
DM	BASIN	\$2,590	\$2,950	\$3,700	\$4,420	\$5,180	\$5,540	\$5,820	\$6,110	\$6,110	\$6,830	\$8,310	\$12,080	\$12,940	\$13,870	\$6,334,150
	PIPE	\$9,890	\$11,170	\$14,830	\$16,120	\$17,500	\$18,190	\$18,790	\$19,280	\$19,280	\$20,660	\$22,050	\$25,610	\$27,090	\$28,570	\$19,956,620
	TOTAL	\$12,480	\$14,120	\$18,530	\$20,540	\$22,680	\$23,730	\$24,610	\$25,390	\$25,390	\$27,490	\$30,360	\$37,690	\$40,030	\$42,440	\$26,290,770
DO	BASIN	\$2,270	\$2,590	\$3,250	\$3,880	\$4,540	\$4,860	\$5,110	\$5,360	\$5,360	\$6,000	\$7,290	\$10,610	\$11,360	\$12,180	\$6,989,280
	PIPE	\$3,140	\$3,540	\$4,700	\$5,110	\$5,550	\$5,770	\$5,960	\$6,110	\$6,110	\$6,550	\$6,990	\$8,120	\$8,590	\$9,060	\$7,466,790
	TOTAL	\$5,410	\$6,130	\$7,950	\$8,990	\$10,090	\$10,630	\$11,070	\$11,470	\$11,470	\$12,550	\$14,280	\$18,730	\$19,950	\$21,240	\$14,456,070
*Note: A surcharge fee is in effect per Board Resolution No. 2007-522 Amended 2014-806, 2018-887, 2018-908 and Board Resolution No. 2020-959 Amended 2021-979 , 2022-1009.																
DP	BASIN	\$2,220	\$2,530	\$3,180	\$3,800	\$4,440	\$4,750	\$5,000	\$5,240	\$5,240	\$5,860	\$7,130	\$10,370	\$11,110	\$11,910	\$8,388,350
	PIPE	\$7,240	\$8,190	\$10,870	\$11,810	\$12,820	\$13,330	\$13,760	\$14,120	\$14,120	\$15,140	\$16,150	\$18,760	\$19,850	\$20,930	\$20,279,220
	TOTAL	\$9,460	\$10,720	\$14,050	\$15,610	\$17,260	\$18,080	\$18,760	\$19,360	\$19,360	\$21,000	\$23,280	\$29,130	\$30,960	\$32,840	\$28,667,570

DRAINAGE FEE SCHEDULE FOR ZONE 1: PLANNED LOCAL DRAINAGE AREAS

Area		AE-5, A-L, O	A1, A2, RR	R-1-E, R-1-EH, R-A	R-1-A, R-1-AH	R-1-B, R-1-C, RE	R-1 40%	R-1 45%	R-1 50%	R-2, M-H	R-3	R-4, T-P	M-1, M-2, M-3, C-R, M-1-P, S-L	C-P, C-M, R-P	C-1, C-2, C-3, C-4, C-5, C-6, C-L, P	Total Cost
DQ	BASIN	\$7,350	\$8,380	\$10,510	\$12,570	\$14,700	\$15,730	\$16,530	\$17,340	\$17,340	\$19,400	\$23,590	\$34,320	\$36,740	\$39,390	\$6,040,260
	PIPE	\$6,790	\$7,670	\$10,190	\$11,070	\$12,020	\$12,500	\$12,900	\$13,240	\$13,240	\$14,190	\$15,150	\$17,590	\$18,610	\$19,630	\$4,805,190
	TOTAL	\$14,140	\$16,050	\$20,700	\$23,640	\$26,720	\$28,230	\$29,430	\$30,580	\$30,580	\$33,590	\$38,740	\$51,910	\$55,350	\$59,020	\$10,845,450
1G	BASIN	\$1,270	\$1,440	\$1,810	\$2,170	\$2,530	\$2,710	\$2,850	\$2,990	\$2,990	\$3,340	\$4,060	\$5,910	\$6,330	\$6,790	\$1,872,020
	PIPE	\$1,200	\$1,350	\$1,800	\$1,950	\$2,120	\$2,200	\$2,270	\$2,330	\$2,330	\$2,500	\$2,670	\$3,100	\$3,280	\$3,460	\$1,543,320
	TOTAL	\$2,470	\$2,790	\$3,610	\$4,120	\$4,650	\$4,910	\$5,120	\$5,320	\$5,320	\$5,840	\$6,730	\$9,010	\$9,610	\$10,250	\$3,415,340
3G	BASIN	\$2,100	\$2,390	\$3,000	\$3,590	\$4,200	\$4,490	\$4,720	\$4,950	\$4,950	\$5,540	\$6,740	\$9,800	\$10,500	\$11,250	\$4,495,100
	PIPE	\$2,730	\$3,090	\$4,100	\$4,460	\$4,840	\$5,030	\$5,190	\$5,330	\$5,330	\$5,710	\$6,100	\$7,080	\$7,490	\$7,900	\$4,934,290
	TOTAL	\$4,830	\$5,480	\$7,100	\$8,050	\$9,040	\$9,520	\$9,910	\$10,280	\$10,280	\$11,250	\$12,840	\$16,880	\$17,990	\$19,150	\$9,429,390
7C	BASIN	\$2,170	\$2,470	\$3,100	\$3,710	\$4,340	\$4,640	\$4,880	\$5,120	\$5,120	\$5,720	\$6,960	\$10,130	\$10,840	\$11,620	\$4,247,030
	PIPE	\$1,230	\$1,390	\$1,850	\$2,010	\$2,180	\$2,270	\$2,340	\$2,400	\$2,400	\$2,580	\$2,750	\$3,190	\$3,380	\$3,560	\$1,737,080
	TOTAL	\$3,400	\$3,860	\$4,950	\$5,720	\$6,520	\$6,910	\$7,220	\$7,520	\$7,520	\$8,300	\$9,710	\$13,320	\$14,220	\$15,180	\$5,984,110
7D	BASIN	\$2,730	\$3,110	\$3,900	\$4,660	\$5,450	\$5,840	\$6,140	\$6,440	\$6,440	\$7,200	\$8,750	\$12,730	\$13,630	\$14,620	\$4,781,110
	PIPE	\$1,890	\$2,140	\$2,840	\$3,090	\$3,350	\$3,490	\$3,600	\$3,690	\$3,690	\$3,960	\$4,220	\$4,910	\$5,190	\$5,470	\$2,298,320
	TOTAL	\$4,620	\$5,250	\$6,740	\$7,750	\$8,800	\$9,330	\$9,740	\$10,130	\$10,130	\$11,160	\$12,970	\$17,640	\$18,820	\$20,090	\$7,079,430
7H	BASIN	\$3,600	\$4,100	\$5,150	\$6,150	\$7,200	\$7,700	\$8,100	\$8,490	\$8,490	\$9,500	\$11,550	\$16,810	\$18,000	\$19,290	\$8,351,700
	PIPE	\$6,390	\$7,220	\$9,590	\$10,420	\$11,320	\$11,760	\$12,150	\$12,470	\$12,470	\$13,360	\$14,260	\$16,560	\$17,520	\$18,480	\$10,372,560
	TOTAL	\$9,990	\$11,320	\$14,740	\$16,570	\$18,520	\$19,460	\$20,250	\$20,960	\$20,960	\$22,860	\$25,810	\$33,370	\$35,520	\$37,770	\$18,724,260
*Note: A surcharge fee is in effect per Board Resolution No. 2005-480 Amended 2018-908 & 2021-979.																

DRAINAGE FEE SCHEDULE FOR ZONE 2: PLANNED LOCAL DRAINAGE AREAS

Area		AE-5, A-L, O	A1, A2, RR	R-1-E, R-1-EH, R-A	R-1-A, R-1-AH	R-1-B, R-1-C, RE	R-1 40%	R-1 45%	R-1 50%	R-2, M-H	R-3	R-4, T-P	M-1, M-2, M-3, C-R, M-1-P, S-L	C-P, C-M, R-P	C-1, C-2, C-3, C-4, C-5, C-6, C-L, P	Total Cost
Zone 2	BASIN	\$980	\$1,120	\$1,400	\$1,680	\$1,960	\$2,100	\$2,210	\$2,310	\$2,310	\$2,590	\$3,150	\$4,580	\$4,900	\$5,260	\$110,529,150
	PIPE	\$1,780	\$2,010	\$2,670	\$2,900	\$3,150	\$3,270	\$3,380	\$3,470	\$3,470	\$3,720	\$3,970	\$4,610	\$4,880	\$5,140	\$140,687,842
	TOTAL	\$2,760	\$3,130	\$4,070	\$4,580	\$5,110	\$5,370	\$5,590	\$5,780	\$5,780	\$6,310	\$7,120	\$9,190	\$9,780	\$10,400	\$251,216,992

Planned Local Drainage Areas: Zone 2

Area	Basin Cost	Pipe Cost	Total	Area	Basin Cost	Pipe Cost	Total	Area	Basin Cost	Pipe Cost	Total
A	\$2,919,048	\$2,742,734	\$5,661,782	X	\$2,402,857	\$473,369	\$2,876,226	OO	\$3,518,637	\$925,162	\$4,443,799
B	\$1,329,411	\$142,170	\$1,471,581	Y	\$1,769,914	\$2,277,503	\$4,047,417	PP	\$2,535,421	\$1,487,915	\$4,023,336
C	\$485,959	\$317,414	\$803,373	Z	\$1,126,945	\$2,549,446	\$3,676,391 **	RR	\$5,761,780	\$18,838,119	\$24,599,899
D	\$801,395	\$689,353	\$1,490,748	AA	\$1,014,651	\$1,510,899	\$2,525,550	SS	\$3,635,039	\$4,423,112	\$8,058,151
E	\$1,020,744	\$228,063	\$1,248,807	BB	\$826,221	\$822,774	\$1,648,995	TT	\$2,926,002	\$1,862,381	\$4,788,383
F	\$336,487	\$288,912	\$625,399	CC	\$1,155,140	\$2,087,762	\$3,242,902	UU1	\$747,282	\$1,537,323	\$2,284,605
G	\$1,697,160	\$157,007	\$1,854,167	CO2	\$956,022	\$1,784,940	\$2,740,962	UU2	\$1,859,360	\$1,664,425	\$3,523,785
H	\$99,858	\$214,682	\$314,540	DD	\$2,834,121	\$7,751,396	\$10,585,517	UU3	\$4,602,183	\$12,380,067	\$16,982,250
I	\$227,828	\$248,025	\$475,853	EE	\$754,118	\$3,379,984	\$4,134,102	VV	\$307,124	\$116,961	\$424,085
J	\$1,955,669	\$549,307	\$2,504,976	FF	\$1,444,874	\$9,680,403	\$11,125,277	WW	\$291,653	\$360,044	\$651,697
K	\$1,468,401	\$688,482	\$2,156,883	GG	\$3,306,113	\$1,690,098	\$4,996,211	XX	\$1,025,092	\$2,194,878	\$3,219,970
L	\$814,401	\$494,850	\$1,309,251	HH	\$6,039,861	\$8,235,830	\$14,275,691	ZZ	\$3,183,184	\$3,576,793	\$6,759,977
M	\$967,464	\$268,259	\$1,235,723	II1	\$6,470,795	\$17,173,536	\$23,644,331				
N	\$591,891	\$436,752	\$1,028,643	II2	\$10,500,127	\$1,407,476	\$11,907,603				
O	\$1,275,198	\$190,138	\$1,465,336	II3	\$2,410,368	\$2,009,625	\$4,419,993				
P	\$1,162,896	\$235,116	\$1,398,012	II4	\$2,822,509	\$1,159,909	\$3,982,418				
T	\$2,289,398	\$2,752,715	\$5,042,113	JJ	\$2,685,853	\$3,875,446	\$6,561,299				
U	\$2,074,307	\$700,235	\$2,774,542	KK	\$2,786,308	\$1,575,098	\$4,361,406				
V	\$984,986	\$1,726,395	\$2,711,381	LL	\$3,329,495	\$4,112,178	\$7,441,673				
W	\$2,376,509	\$3,740,136	\$6,116,645 *	MM	\$621,091	\$952,245	\$1,573,336				

W * Note: A surcharge fee is in effect per Board Resolution No. 885-BPBR.

Z ** Note: A surcharge fee is in effect per Board Resolution Nos. 1227, 1265, 1268, 1386.

DRAINAGE FEE SCHEDULE FOR ZONE 3: PLANNED LOCAL DRAINAGE AREAS

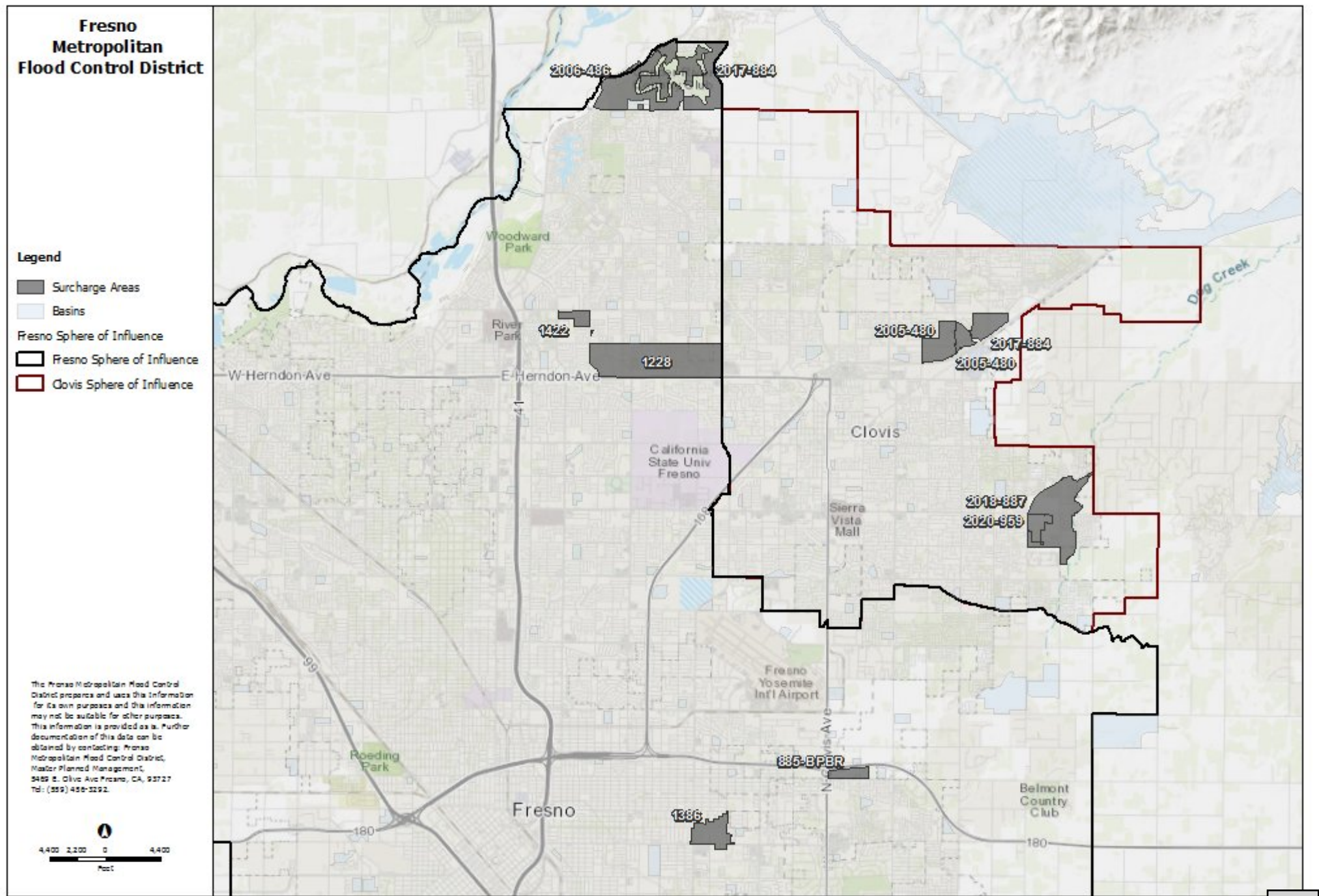
Area		AE-5, A-L, O	A1, A2, RR	R-1-E, R-1-EH, R-A	R-1-A, R-1-AH	R-1-B, R-1-C, RE	R-1 40%	R-1 45%	R-1 50%	R-2, M-H	R-3	R-4, T-P	M-1, M-2, M-3, C-R, M-1-P, S-L	C-P, C-M, R-P	C-1, C-2, C-3, C-4, C-5, C-6, C-L, P	Total Cost
Zone 3	BASIN	\$1,660	\$1,900	\$2,380	\$2,850	\$3,330	\$3,560	\$3,750	\$3,930	\$3,930	\$4,390	\$5,340	\$7,770	\$8,320	\$8,920	\$30,731,718
	PIPE	\$1,620	\$1,840	\$2,440	\$2,650	\$2,880	\$2,990	\$3,090	\$3,170	\$3,170	\$3,400	\$3,620	\$4,210	\$4,450	\$4,700	\$21,463,488
	TOTAL	\$3,280	\$3,740	\$4,820	\$5,500	\$6,210	\$6,550	\$6,840	\$7,100	\$7,100	\$7,790	\$8,960	\$11,980	\$12,770	\$13,620	\$52,195,206

Planned Local Drainage Areas: Zone 3

Area	Basin Cost	Pipe Cost	Total
Q	\$444,979	\$420,950	\$865,929
S	\$1,347,897	\$2,871,131	\$4,219,028
1E	\$2,363,340	\$1,001,527	\$3,364,867
2D	\$882,248	\$1,392,241	\$2,274,489
3A	\$1,623,855	\$1,066,818	\$2,690,673
3D	\$1,493,170	\$1,032,196	\$2,525,366
3F	\$1,191,964	\$1,224,524	\$2,416,488
4B	\$2,359,402	\$1,178,504	\$3,537,906
4C	\$1,687,539	\$2,383,951	\$4,071,490
4D	\$3,770,454	\$1,232,417	\$5,002,871
4E	\$4,741,891	\$2,249,815	\$6,991,706
5B/5C	\$5,476,232	\$2,313,170	\$7,789,402
5F	\$1,760,595	\$1,530,399	\$3,290,994
6D	\$1,588,152	\$1,565,845	\$3,153,997

DRAINAGE FEE SCHEDULE FOR SURCHARGE AREAS: PLANNED LOCAL DRAINAGE AREAS

Area		AE-5, A-L, O	A1, A2, RR	R-1-E, R-1-EH, R-A	R-1-A, R-1-AH	R-1-B, R-1-C, RE	R-1 40%	R-1 45%	R-1 50%	R-2, M-H	R-3	R-4, T-P	M-1, M-2, M-3, C-R, M-1-P, S-L	C-P, C-M, R-P	C-1, C-2, C-3, C-4, C-5, C-6, C-L, P
W	TOTAL	-	-	-	-	-	-	-	-	-	-	-	\$11,075	-	-
	*Note: Surcharge Resolution: 885-BPBR														
Z	TOTAL	-	-	-	-	-	-	-	-	\$1,970	\$2,110	\$2,250	\$2,615	\$5,380	\$2,915
	*Note: Surcharge Resolution: 1386														
BX	TOTAL	-	\$270	\$360	\$390	\$430	\$445	\$445	\$445	\$470	\$510	\$540	\$630	\$660	\$700
	*Note: Surcharge Resolution: 2008-590														
BX	TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	\$20,280	-
	*Note: Surcharge Resolution: 2017-884														
CM	TOTAL	\$90	\$105	\$135	\$145	\$160	\$165	\$165	\$165	\$175	\$185	\$200	\$235	\$485	\$260
	*Note: Surcharge Resolution: 1228														
CN	TOTAL	-	-	-	-	-	-	-	-	\$2,200	\$2,395	\$2,695	\$3,465	\$3,690	\$3,925
	*Note: Surcharge Resolution: 1422														
DE	TOTAL	-	-	-	-	-	\$790	\$790	\$790	\$840	\$900	-	\$1,120	\$1,250	\$1,250
	*Note: Surcharge Resolution: 2006-486														
DN	TOTAL	-	-	-	-	-	\$12,730	\$13,140	\$13,490	\$13,490	-	-	-	-	\$19,990
	*Note: Surcharge Resolution: 2017-884														
DO	TOTAL	-	-	-	-	-	-	-	\$5,150	\$5,150	\$5,510	\$5,510	-	\$7,230	\$7,630
	*Note: Surcharge Resolution: 2018-887														
DO	TOTAL	-	-	-	-	-	-	-	-	-	\$5,410	\$5,410	-	-	\$7,480
	*Note: Surcharge Resolution: 2020-959														
7D	TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	\$8,156	-
	*Note: Surcharge Resolution: 2005-480														
7H	TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	\$8,156	-
	*Note: Surcharge Resolution: 2005-480														





Fresno Metropolitan Flood Control District

Capturing Stormwater since 1956

AGENDA ITEM NO. 6.

File 140.3143
210.81

January 5, 2026

Mr. Thad Avery, City Engineer
City of Clovis
1033 Fifth Street
Clovis, CA 93612

Dear Mr. Avery,

Adoption of Resolution Confirming 2026 Schedule of Drainage Costs and Fees

The drainage ordinances of the District, Cities, and County are, as required by Section 66483 of the Government Code, predicated upon adoption of a Resolution, which identifies the actual (or estimated) cost of the planned drainage facilities. Because the development fees imposed pursuant to the Code Section are the same as these costs, the same Resolution serves as the Schedule of Fees.

On December 17, 2025, the Fresno Metropolitan Flood Control District conducted the prescribed noticed public hearing, in accordance with Government Code Section 6062a, and subsequently approved and adopted the subject schedule of costs. The District provides the required noticing of public hearing to effect the drainage fee update in accordance with law and has in the past suggested that the City may possibly rely on the District notice and hearing, in that they effect the same drainage fee cost schedule, or the City may wish to provide an additional ten (10) day noticing prior to action if it disagrees with this interpretation. No objection to the drainage fee update was presented at the District's hearing.

The District used the GIS automated drainage fee program for this years cost study, as it calculates drainage fees immediately upon input of accounting data and GIS information. The program provides a thorough analysis of the cost estimates, unit prices for drainage facilities and recent construction activity. This year's study used new unit prices for drainage facilities based on recent construction activity and other system modifications due to studies performed throughout the year. With this information, the automated program performed a complete re-computation to evaluate this year's fee schedule.

Attached is the December 17, 2025 District Board Memorandum, which provides a discussion regarding the adoption of the 2026 Drainage Fee Schedule. The District strives to adopt the fees at the end of the year so they become effective beginning in March of each year in accordance with the Ordinance. Section 66017 of the Government Code requires a 60-day period before the rates take effect. Therefore, the drainage fees, with no further changes in the rates become effective on March 1, 2026 based on the District's adoption of the Resolution on December 17, 2025.

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5469 E. Olive Avenue • Fresno, CA 93727 • (559) 456-3292 • FAX (559) 456-3194
www.fresnofloodcontrol.org

Attachment 2

272

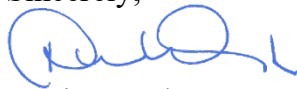
Mr. Thad Avery, City Engineer
Adoption of Resolution Confirming
2026 Schedule of Drainage Costs and Fees
January 5, 2026
Page 2

It is requested that adoption of a Resolution identifying drainage costs and fees, as provided by the Drainage Fee Ordinance of the City of Clovis, be presented to the City of Clovis Council for adoption at the earliest possible date. To assist in expediting this matter, District staff has attached a copy of last years City Resolution, an updated Storm Drainage and Flood Control Master Plan Map (Exhibit "A") and the 2026 Drainage Fee Schedule.

In addition, the District requests that the City's Resolution include a paragraph similar to Item 2 of the District's Resolution, confirming exemption from further California Environmental Quality Act (CEQA) assessment per the provisions of Public Resources Code Section 21080(b)(8)(D) and Item 3 confirming said fees are in compliance with California State Assembly Bill (AB) 602 Section 66016.5(a)(5)(B) of the Government Code.

Your assistance is greatly appreciated. If additional information is needed, please contact us.

Sincerely,



Denise Wade
Master Plan Special Projects Manager

DW/lrl

Enclosure(s)

c: Andrew Haussler, City of Clovis
Darren Rose, Building Industry Association

**FRESNO METROPOLITAN FLOOD CONTROL DISTRICT
2026 DRAINAGE FEE SCHEDULE PUBLIC HEARING MEMORANDUM**

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File 140.3123, 140.3133, 140.3143

BOARD MEETING: December 17, 2025
AGENDA ITEM NO.: 7.A.
FROM: Brent Sunamoto, District Engineer - Assistant General Manager
SUBJECT: Storm Drainage Master Plan and Drainage Fee Schedule Update: Adoption of Resolution Amending the Storm Drainage and Flood Control Master Plan and Amending the Schedule of Drainage Fees, Surcharges, and Costs for Local Drainage Areas (2026 Rate Schedule)

Summary

Urban storm drainage systems are funded by the payment of drainage fees at the time of development. Fees in the original area of the District or core area of the City of Fresno (Zone 2) are calculated at a uniform rate by spreading the aggregate of each system's total cost to the entire original area. The core area of the City of Clovis (Zone 3) utilizes the same approach. Zone 2 is unique in that the aggregate approach was intended to distribute the benefits of the long-term tax payments and early formation and subsidies via assessment districts. All other areas referred to as the "Full Cost" zone (Zone 1) are funded by spreading the individual system cost to its respective local drainage area. The zones are shown on the attached Exhibit No. 1.

Exhibit No. 2 depicts the proposed amendments to certain drainage and surcharge fee schedules for March 1, 2026 through February 28, 2027. Adoption of the attached resolution amending the Master Plan and amending the fee schedule in certain drainage areas is necessary to formally make changes to those drainage areas and increase the fee rate. The updated Storm Drainage and Flood Control Master Plan Map (Exhibit A) is also attached for review and reference. A Public Hearing is required to increase drainage fee rates and the appropriate public notice regarding this Hearing was published in the Fresno Bee pursuant to the Government Code. Fee schedules are updated annually to become effective not less than sixty (60) days after adoption.

Zone 1

With respect to Zone 1, eighty-two (82) drainage areas warrant a fee amendment. Modification of system costs significant enough to justify a revision to the drainage fee schedules include increased unit prices for the following: (i) Master Plan pipe facilities - pipelines (including jacked pipe) and inlets; and (ii) Master Plan basin facilities - basin excavation, final grading, sprinkler & turf, street paving arterial & local, curb & gutter, street lights, pump station and completion, reclaimed pump, CEQA, and telemetry. There was a decrease in the City of Fresno's water capacity fee. The drainage areas affected by the modifications are set forth in Exhibit No. 2, and list land use of the greatest acreage in each of the respective local drainage areas as representative of the adjustments or rate change. The comment column indicates the type of adjustment associated with the 2026 Drainage Fee Amendments.

This year's study indicated that drainage fee rates for seventeen (17) Zone 1 drainage areas remain the same or showed a decrease. Based upon previous staff reviews, it is normally



AGENDA ITEM NO.: 7.A.

recommended that downward adjustments not be made due to the anticipated drainage fee revenue falling short of the total system costs within many of the full cost drainage areas. A decrease in the fee rate for Zone 1 areas typically is supported by a fee audit for the specific area. The audit is necessary to evaluate the outcome of the total system costs to determine, ultimately, if the funding collected will be less or more than the cost to complete the full cost Zone 1 drainage systems. This year's audit does not support a decrease in the remaining Zone 1 areas. Staff will continually monitor these areas and report its findings to the Board should a decrease in fees be warranted in the future.

Zone 2 and Zone 3

Zone 2 and 3 areas warrant a fee adjustment due to unit cost updates and the percentage increase is shown in Exhibit No. 2.

Surcharge Areas

Review of the fee rates identified five (5) existing surcharge areas, Drainage Areas "7D" (RT Park), "BX" (RT Park), "DO" (Southeast Urban), "DO" (Loma Vista Community South), and "DN" (Copper River Ranch), that warranted fee adjustments (Exhibit No. 3). The fee increases in these areas resulted from unit cost updates. Exhibit No. 3 also shows the per acre costs resulting from these surcharge fee adjustments.

Staff posted the 2026 Drainage Fee Amendments to the fee schedule on the District's website, circulated the proposed changes to the Building Industry Association (BIA) for comment, and informed the BIA of the public hearing date. Pipe and basin facilities unit cost changes to the fee schedule were also presented to the BIA at a regularly scheduled BIA/District liaison meeting on Wednesday, November 26, 2025. It was requested that the BIA make formal comments on the proposal for this year's adjustments prior to the public hearing. No comments have been received at the writing of this memorandum. In the past, BIA has been non-committal and taken no position regarding drainage fee adjustments. Following the District's adoption of the 2026 amendments to the Drainage Fee Schedule, staff will request each of the local jurisdictional agencies adopt the amendments.

The adoption of fees is considered a project under the California Environmental Quality Act (CEQA). Staff has evaluated the potential environmental impact of the adoption of these fees and has determined that the action is exempt from CEQA pursuant to Public Resources Code Section 21080(b)(8)(D). This section exempts the modification of fees collected by public agencies for the purpose of obtaining funds for capital projects necessary to maintain service within existing service areas. Pursuant to Section 21080(b)(8)(D), staff recommends the Board incorporate findings in the record that the proposed amendments to the drainage fees are exempt from CEQA.

As part of the resolution adopting the fee schedule, staff has included specific findings in accordance with the Mitigation Fee Act, California State Assembly Bill 602 - Section 66016.5(a)(5)(B) of the Government Code. These findings affirm that the fees are equitably distributed, considering the requirement to capture, manage, and store stormwater runoff based on land use and anticipated impervious area. Recognizing that the benefit received is directly proportional to the quantity of runoff generated rather than the square footage or number of dwelling units, it is prudent for the District to maintain the existing method of fee calculation.

AGENDA ITEM NO.: 7.A.

Recommendation

Staff recommends that the Board of Directors adopt the following:

1. Adopt the attached Resolution updating the Storm Drainage and Flood Control Master Plan Map and amend the proposed cost and fee schedules as set forth therein.
2. Direct staff to transmit the map and fee schedule amendments to the City of Fresno, City of Clovis, and the County of Fresno for adoption.
3. Find that adoption of said Resolution that adopts fees are exempt from further CEQA assessment per provisions of Public Resources Code Section 21080(b)(8)(D).
4. Find that adoption of said Resolution that adopts fees are in compliance with California State Assembly Bill 602 - Section 66016.5(a)(5)(B) of the Government Code.

Discussion

The proposed drainage fee amendments, shown in Exhibit No. 2, comply with the Government Code that requires the local agency to determine that the fees are fairly apportioned within the local drainage areas either on the basis of benefits conferred on the property proposed for subdivision or on the need for such facilities created by the proposed subdivision and development of other property within such areas. In Zones 1 through 3, fees are fairly apportioned based on the need to capture, manage, and store stormwater runoff as determined by land use and anticipated impervious area.

California State Assembly Bill 602 implies that agencies conduct an impact fee nexus study to base residential impact fees on the square footage of the proposed residential units or make specific findings to explain why other metrics are appropriate. Staff makes the following findings to use another measure instead of square footage as a basis to charge a fee: (1) the use of developed interior square footage to calculate the fee does not capture the impacts from impervious surfaces outside of the footprint of development, (2) the fee rate applied is based on the land use as determined by the City of Fresno, City of Clovis, and County of Fresno General Plans and such land used is associated with percent impervious, and (3) the District doesn't collect a fee for improvements under 1,000 square feet on developed or partially developed property, 'tiny homes' under 750 square feet, and development with additional improvements that are less than 25% of property developed prior to March 15, 1969.

Staff continually monitors system costs as improvements are constructed yearly. By monitoring system costs, staff can make the necessary adjustments to the drainage fee automation program, which immediately re-calculates the drainage fee schedules when new information is input into the accounting data and/or modifications are made to the GIS system. This process requires comparing actual contract unit costs with the current fee study unit costs and insight from building contractors within the metropolitan area. With the use of actual costs, the District can ensure the unit costs are current with the market and better re-coup funding for updated system costs without relying on the use of the General fund. While adjustments to drainage fees are generally considered only once each year pursuant to the Drainage Fee Ordinance, the automated program allows for staff to view the effect on the future drainage fee rate schedule after any system modification.

To keep current with facility unit costs, the adjustments warranted for 2026 include an increase in the following: pipe with and without trench resurfacing (15%), jacked pipe (averaged 1.5%), inlets (8.1%), basin excavation (12.1%), final grading (10%), sprinkler & turf (25%), street

AGENDA ITEM NO.: 7.A.

paving arterial (5.6%), street paving local (5.3%), curb & gutter (11.5%), street lights (2.7%), pump station (5%), pump station completion (10%), proposed reclaimed pump (5%), existing reclaimed pump (5%), CEQA (22.5%), and telemetry (50%).

Review of the fee rates identified five (5) existing surcharge areas in Drainage Areas "7D", "BX", "DO", and "DN" that warranted fee adjustments. The fee rate increases in these areas resulted from unit cost updates.

The 2026 drainage fee rate study reviews all drainage areas utilizing the adjusted unit costs and accounting data for existing facilities. The existing drainage ordinances require annual updating of the drainage system cost schedules. This process assures fees are based on actual costs, ensures equity among all fee payers, assures reimbursement of those incurring construction costs in excess of their proportionate cost share, and protects the general taxpayer from the need to pay development subsidies.

Pursuant to the Government Code, the fee increases become effective not less than sixty (60) days following adoption. Therefore, if adopted, the effective date of the drainage fee rate schedule would be March 1, 2026 in accordance with the Drainage Fee Ordinance.

Respectfully submitted by:

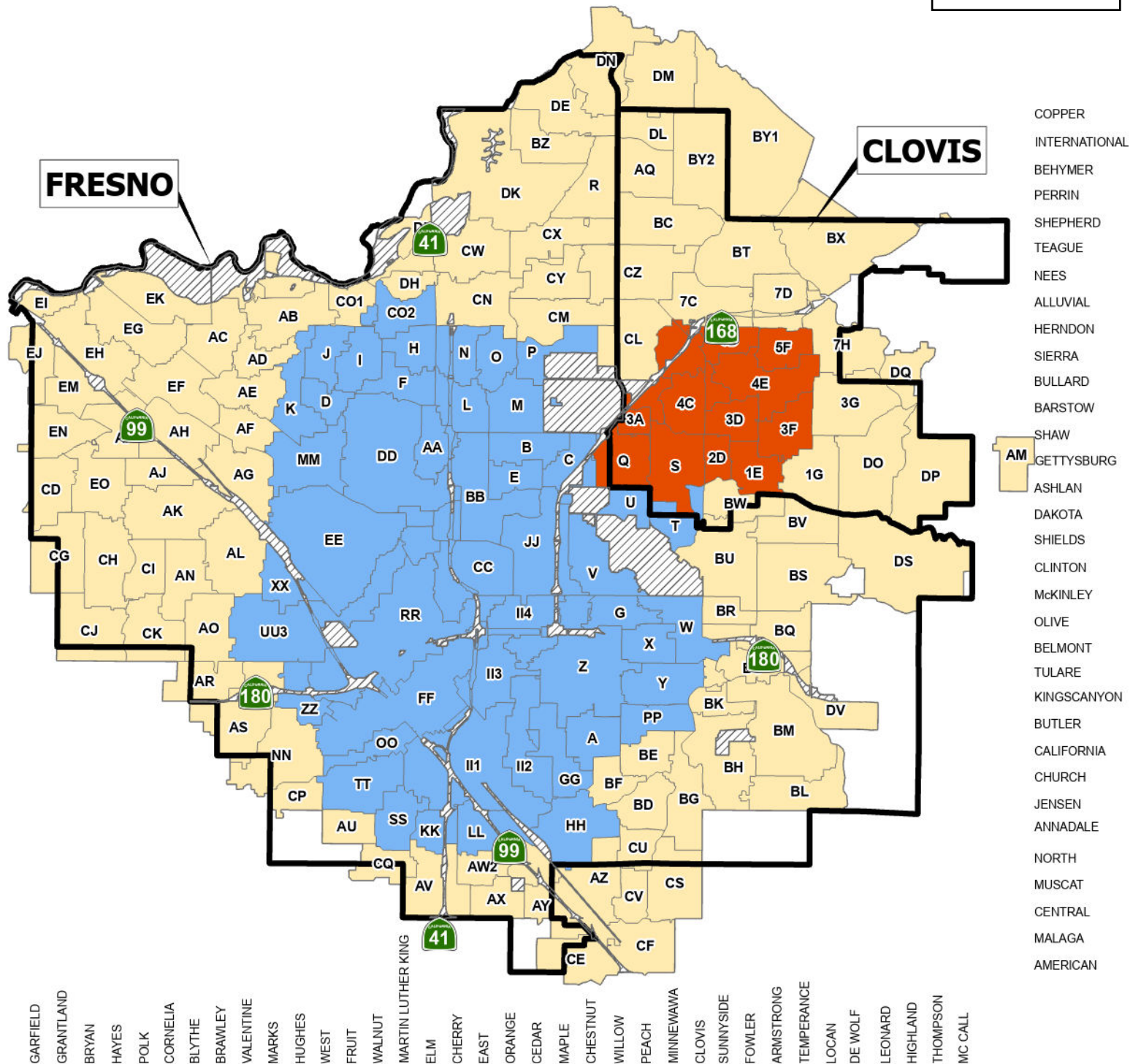
Denise Wade, Master Plan Special Projects Manager

Attachments

1. Public Hearing Procedural Outline
2. Exhibit No. 1
3. Exhibit No. 2
4. Exhibit A
5. Exhibit No. 3
6. Resolution Amending Storm Drainage and Flood Control Master Plan and Amending Schedule of Drainage Fees, Surcharges and Costs for Local Drainage Areas

PUBLIC HEARING PROCEDURAL OUTLINE

1. Chair Opens Public Hearing
2. Staff Presents Staff Report
3. Discussion by Board Members
4. Chair Opens Hearing for Public Comment
5. There being no further Public Comment, Chair Closes Hearing for Public Comment
6. Chair Refers Matter to Board



FRESNO METROPOLITAN FLOOD CONTROL DISTRICT Exhibit No. 1

2026 Drainage Fee Zones

- Zone 1
- Zone 2
- Zone 3
- Exempt

- City Sphere Lines
- Drainage Areas

2026 DRAINAGE FEE AMENDMENTS

AGENDA ITEM NO. 6.

	Drainage Areas Within Zone 1 (Full Cost Areas)	Percent Change	Majority Zone Use	Comments
1	"R" (Chestnut and Shepherd)	+3.87	R-1-40%	Unit Cost Update
2	"AB" (Marks and Palo Alto)	+5.97	R-1-B	Unit Cost Update
3	"AD" (Valentine and Bullard)	+8.68	R-1 40%	Unit Cost Update
4	"AE" (Valentine and Barstow)	+9.59	R-2	Unit Cost Update
5	"AF" (Valentine and Gettysburg)	+6.85	C-2	Unit Cost Update
6	"AG" (Valentine and Ashlan)	+4.97	M-1	Unit Cost Update
7	"AH" (Cornelia and Gettysburg)	+6.63	M-1	Unit Cost Update
8	"AI" (Blythe and Belmont)	+5.08	R-1 40%	Unit Cost Update
9	"AJ" (Polk and Ashlan)	+8.96	R-1 40%	Unit Cost Update, Basin Re-design
10	"AK" (Polk and Shields)	+9.55	R-1 40%	Unit Cost Update, West Area Neighborhood Specific Plan Update
11	"AL" (Brawley and Weldon)	+7.67	R-1 40%	Unit Cost Update
12	"AN" (Cornelia and Hedges)	+6.99	R-1 40%	Unit Cost Update
13	"AO" (Blythe and Belmont)	+11.56	R-1 40%	Unit Cost Update
14	"AQ" (Willow and Perrin)	+11.47	R-2	Unit Cost Update
15	"AR" (Cornelia and Whites Bridge)	+11.32	M-1	Unit Cost Update
16	"AS" (Valentine and California)	+12.22	R-1 40%	Unit Cost Update
17	"AU" (West and Annadale)	+9.84	R-1 40%	Unit Cost Update
18	"AV" (Fig and Central)	+10.42	M-3	Unit Cost Update
19	"AW1" (Orange and North)	+7.14	M-3	Unit Cost Update
20	"AW2" (Cherry and North)	+5.04	M-3	Unit Cost Update
21	"AY" (Cedar and Central)	+7.84	M-3	Unit Cost Update
22	"AZ" (Chestnut and Muscat)	+4.31	M-3	Unit Cost Update
23	"BC" (Willow and Teague)	+8.66	R-1 40%	Unit Cost Update
24	"BD" (Willow and Vine)	+9.25	M-1	Unit Cost Update
25	"BE" (Willow and Belgravia)	+11.82	R-1 40%	Unit Cost Update
26	"BF" (Chestnut and Church)	+9.01	R-1 40%	Unit Cost Update
27	"BG" (Peach and Annadale)	+10.03	M-3	Unit Cost Update

2026 DRAINAGE FEE AMENDMENTS

AGENDA ITEM NO. 6.

	Drainage Areas Within Zone 1 (Full Cost Areas)	Percent Change	Majority Zone Use	Comments
28	"BH" (Clovis and Church)	+13.06	R-1 40%	Unit Cost Update
29	"BJ" (Maple and Golden State)	+10.75	M-3	Unit Cost Update
30	"BL" (Armstrong and Church)	+12.26	C-1	Unit Cost Update
31	"BM" (Fowler and Butler)	+5.64	R-1 40%	Unit Cost Update
32	"BP" (Sunnyside and Harvey)	+9.81	M-1	Unit Cost Update
33	"BQ" (Fowler and Belmont)	+7.64	M-1	Unit Cost Update
34	"BR" (Clovis and Olive)	+9.45	M-1	Unit Cost Update
35	"BT" (Sunnyside and Nees)	+7.10	R-1 40%	Unit Cost Update
36	"BU" (Clovis and Clinton)	+9.30	M-1	Unit Cost Update
37	"BV" (Fowler and Shields)	+1.76	R-1 40%	Unit Cost Update
38	"BX" (Temperance and Nees)	+5.74	R-1 40%	Unit Cost Update
39	"BY ₁ " (Sunnyside and Behymer)	+8.54	RR	Unit Cost Update
40	"BY ₂ " (Sunnyside and Behymer)	+8.04	R-1-40%	Unit Cost Update
41	"BZ" (Cedar and Copper)	+4.21	R-1-40%	Unit Cost Update
42	"CD" (Garfield and Dakota)	+7.35	R-2	Unit Cost Update, West Area Neighborhood Specific Plan Update, Basin Re-design
43	"CE" (Maple and American)	+11.55	M-3	Unit Cost Update
44	"CF" (Peach and Central)	+11.57	M-3	Unit Cost Update
45	"CG" (Garfield and McKinley)	+12.05	R-1-40%	Unit Cost Update
46	"CH" (Bryan and McKinley)	+12.47	R-1-40%	Unit Cost Update, Basin Re-design
47	"CI" (Polk and Mckinley)	+7.50	R-1-40%	Unit Cost Update
48	"CJ" (Grantland and Belmont)	+11.45	R-1-40%	Unit Cost Update
49	"CK" (Polk and Belmont)	+10.44	R-1-40%	Unit Cost Update
50	"CL" (Willow and Escalon)	+4.65	R-1 40%	Unit Cost Update
51	"CM" (Cedar and Herndon)	+2.60	R-1 40%	Unit Cost Update
52	"CN" (Fresno and Herndon)	+0.95	R-1 40%	Unit Cost Update
53	"CP" (Marks and Jensen)	+10.54	R-1-40%	Unit Cost Update
54	"CQ" (Walnut and North)	+10.05	R-1-40%	Unit Cost Update

2026 DRAINAGE FEE AMENDMENTS

AGENDA ITEM NO. 6.

	Drainage Areas Within Zone 1 (Full Cost Areas)	Percent Change	Majority Zone Use	Comments
55	“CS” (Minnewawa and North)	+11.38	M-1	Unit Cost Update
56	“CU” (Willow and North)	+9.88	M-1	Unit Cost Update
57	“CV” (Willow and Central)	+7.90	M-3	Unit Cost Update
58	“CW” (Fresno and Nees)	+6.39	R-1-C	Unit Cost Update
59	"CX" (Nees and Ninth)	+2.53	R-1 40%	Unit Cost Update
60	“CY” (Cedar and Alluvial)	+5.60	R-1 40%	Unit Cost Update
61	"DE" (Cedar and Copper)	+4.84	R-1 40%	Unit Cost Update
62	“DK” (Friant and Champlain)	+7.09	R-1-40%	Unit Cost Update
63	“DL” (International and Minnewawa)	+11.30	R-1-40%	Unit Cost Update
64	“DM” (Peach and Copper)	+12.46	R-1-40%	Unit Cost Update
65	“DN” (Friant and Willow)	+6.93	R-1-40%	Unit Cost Update
66	“DO” (Locan and Ashlan)	+4.83	R-1-40%	Unit Cost Update
67	"DP" (Highland and Dakota)	+7.55	R-2	Unit Cost Update
68	“DS” (Leonard and Clinton)	+10.57	R-1-40%	Unit Cost Update, Basin Re-design
69	"DV" (Temperance and Kings Canyon)	+14.10	C-1	Unit Cost Update, Contract Adjustment
70	“EF” (Cornelia and Dante)	+1.80	R-1 40%	Unit Cost Update
71	“EI” (Weber and Spruce)	+8.64	M-1	Unit Cost Update
72	“EJ” (Garfield and Sample)	+11.15	R-1-40%	Unit Cost Update
73	“EK” (Bluff and Santa Fe)	+0.69	R-1-C	Unit Cost Update
74	“EL” (Barcus and Barstow)	+5.00	M-1	Unit Cost Update
75	“EM” (Grantland and Barstow)	+6.16	R-1-40%	Unit Cost Update
76	“EN” (Garfield and Gettysburg)	+9.82	R-1-40%	Unit Cost Update, West Area Neighborhood Specific Plan Update
77	“EO” (Bryan and Dakota)	+5.63	R-1-40%	Unit Cost Update
78	“NN” (Valentine and Church)	+15.05	R-1-40%	Unit Cost Update
79	“3G” (Barstow & Locan)	+4.62	R-1 40%	Unit Cost Update

2026 DRAINAGE FEE AMENDMENTS

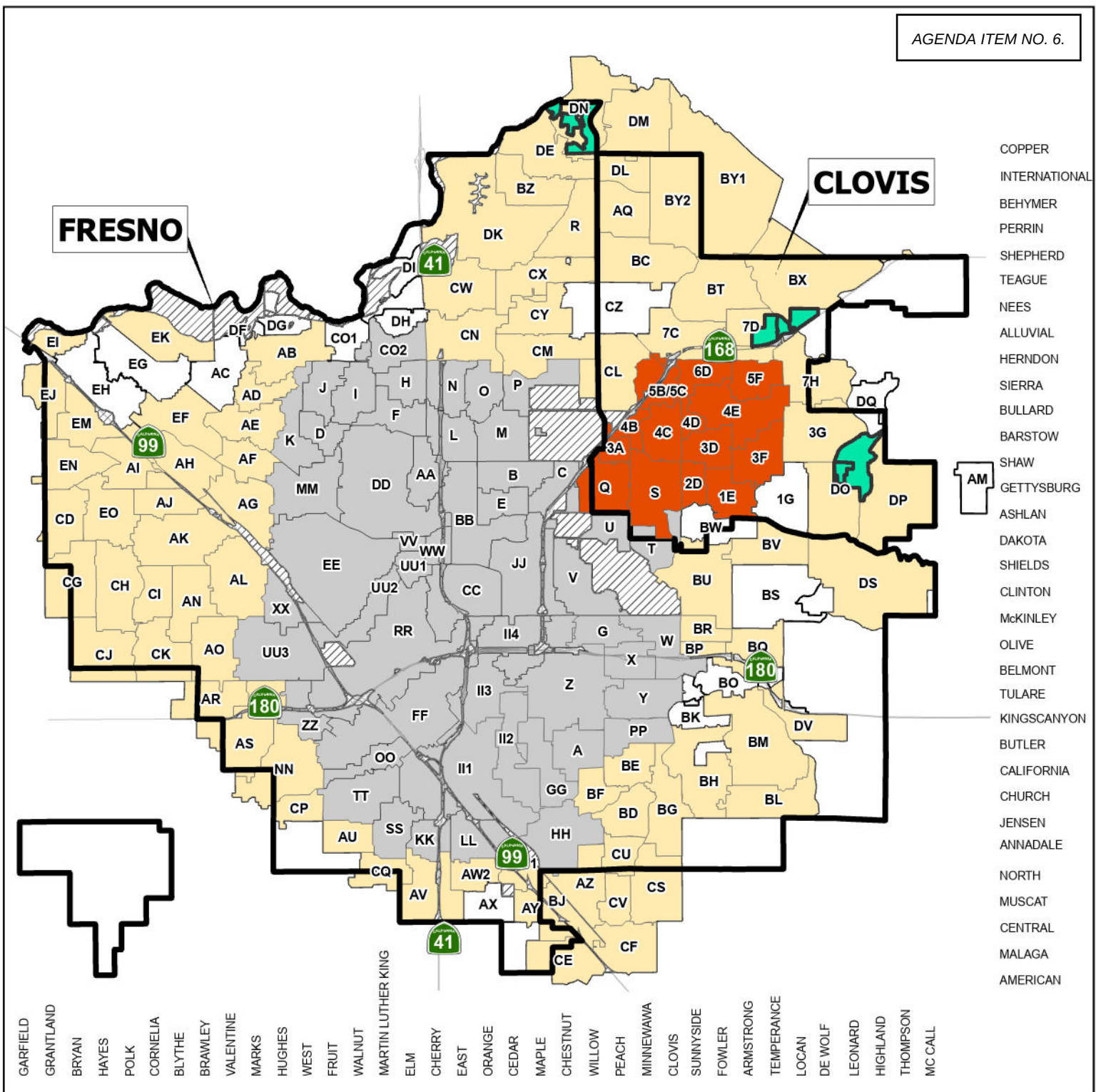
AGENDA ITEM NO. 6.

	Drainage Areas Within Zone 1 (Full Cost Areas)	Percent Change	Majority Zone Use	Comments
80	"7C" (Clovis and Alluvial)	+4.54	R-1 40%	Unit Cost Update
81	"7D" (Fowler and FWY-168)	+5.39	R-1-C	Unit Cost Update
82	"7H" (Temperance and Bullard)	+8.78	R-1 40%	Unit Cost Update

	Drainage Areas Within Zone 2 & 3 (Uniform Cost Areas)	Percent Change	Majority Zone Use	Comments
83	ZONE 2 AREAS	+4.07	R-1-40%	Unit Cost Update
84	ZONE 3 AREAS	+4.63	R-1-40%	Unit Cost Update, Contract Adjustment

2026 SURCHARGE FEE ADJUSTMENTS

	Surcharge Areas	Percent Change	Majority Zone Use	Comments
1	"7D/7H" (RT Park)	+11.62	CP,C-M, R-P	Unit Cost Update
2	"BX" (RT Park)	+12.04	C-P,C-M,R-P	Unit Cost Update
3	"DN" (Copper River Ranch)	+2.18	R-1-40%	Unit Cost Update
4	"DO" (Southeast Urban Area)	+6.79	R-1-50%	Unit Cost Update
5	"DO" (Loma Vista Comm. Center South)	+2.46	C-1	Unit Cost Update



FRESNO METROPOLITAN FLOOD CONTROL DISTRICT

Exhibit No. 2

- Zone 1, 2026 Drainage Fee Amendments
- Zone 2, 2026 Drainage Fee Amendments
- Zone 3, 2026 Drainage Fee Amendments
- City Sphere Lines
- Surcharged Areas BX, DO, DN, 7D
- Drainage Areas
- Exempt

2026 Surcharge Fee Summary Sheet

Drainage Areas "7D", "BX", "DN", and "DO"

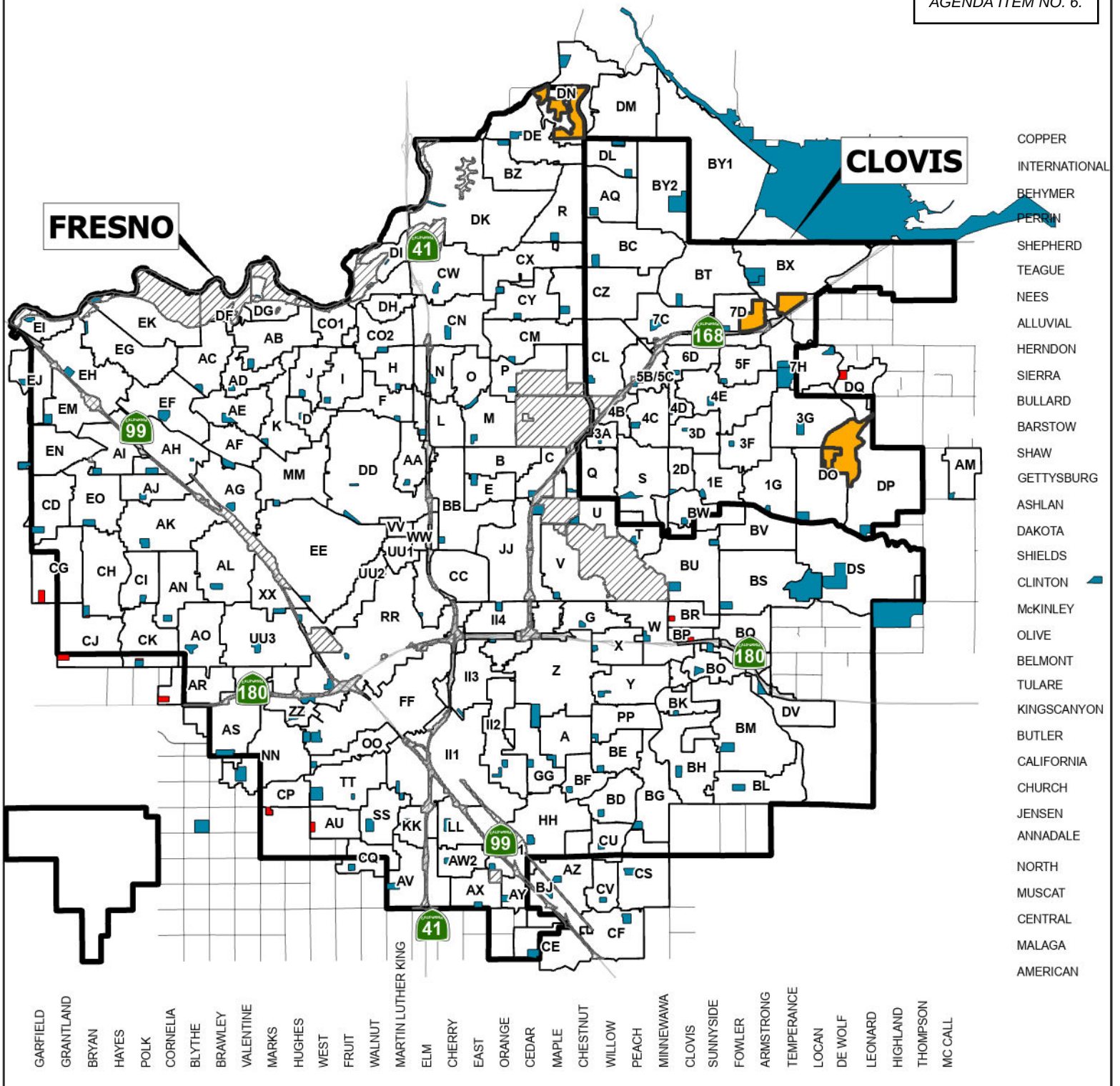
"7D"/"7H" (RT Park) 2026 Surcharge Rates		
ZONING	ACREAGE	TOTAL
C-P, C-M, R-P	134.9	\$ 8,156

"BX" (RT Park) 2026 Surcharge Rates		
ZONING	ACREAGE	TOTAL
C-P, C-M, R-P	102.7	\$ 20,280

"DN" (Copper River Ranch) 2026 Surcharge Rates		
ZONING	ACREAGE	TOTAL
R1-40 %	118.2	\$ 12,730
R1-45 %	59.1	\$ 13,140
R1-50 %	59.1	\$ 13,490
R-2	46.6	\$ 13,490
C-1	9.3	\$ 19,990

"DO" (Southeast Urban Area) 2026 Surcharge Rates		
ZONING	ACREAGE	TOTAL
OS	32.9	-
R1-50 %	176.9	\$ 5,150
R-2, M-H	25.0	\$ 5,150
R-3, R-4	97.8	\$ 5,510
C-P, C-M, R-P	11.9	\$ 7,230
C-1, C-2, C-3, C-4, C-5, C-6, C-L, P	115.1	\$ 7,630

"DO" (Loma Vista Community Center South) 2026 Surcharge Rates		
ZONING	ACREAGE	TOTAL
R-3, R-4	20.2	\$ 5,410
C-1, C-2, C-3, C-4, C-5, C-6, C-L, P	47.1	\$ 7,480



FRESNO METROPOLITAN FLOOD CONTROL DISTRICT

Exhibit No. 3

- Existing Basin
- Proposed Basin
- City Sphere Lines
- 2026 Affected Surcharge Areas (BX, DO, DN, 7D)
- Drainage Areas
- Exempt

RESOLUTION NO. 2025-1076**BEFORE THE BOARD OF DIRECTORS OF THE
FRESNO METROPOLITAN FLOOD CONTROL DISTRICT****RESOLUTION AMENDING THE STORM DRAINAGE AND FLOOD CONTROL
MASTER PLAN AND AMENDING THE SCHEDULE
OF DRAINAGE FEES, SURCHARGES AND COSTS ESTABLISHING SUCH
COSTS AND FEES FOR LOCAL DRAINAGE AREAS
(2026-2027)**

WHEREAS, the Board of Directors enacted Resolution No. 1412 on February 9, 1988, establishing a schedule of drainage system costs and fees pursuant to the adopted Storm Drainage and Flood Control Master Plan, said schedule being an element of the drainage fee ordinances of the Fresno Metropolitan Flood Control District, Cities of Clovis and Fresno, and the County of Fresno, which ordinances are incorporated herein by this reference; and

WHEREAS, the Board of Directors enacted resolutions from time to time, amending said schedule, the last District-wide amendment being Resolution No. 2024-1047 adopted on December 11, 2024; and

WHEREAS, an amended Storm Drainage and Flood Control Master Plan Map, attached as Exhibit “A” hereto, specifying public facilities and improvements, existing and proposed, which are necessary to provide drainage service and flood control within the respective local drainage areas specified therein, has been presented to the Board of Directors; and

RESOLUTION NO. 2025-1076**Page 2 of 8**

WHEREAS, the District's Storm Drainage and Flood Control Master Plan includes a study of the impacts of contemplated future development on the District's existing storm drainage services and facilities in the local drainage areas of the Fresno Metropolitan Flood Control District listed in Exhibit "B" attached hereto, along with an analysis of new, improved or expanded public facilities and improvements required or appropriate to serve development in said local drainage areas; and

WHEREAS, as to each of said local drainage areas, said Map, said Plan and said study set forth the relationship between development and said services or facilities; the estimated cost thereof; and the schedule of per gross acre fees calculated to raise the sum of money necessary to pay the estimated total cost of local drainage facilities therein; and

WHEREAS, AB 602 - Section 66016.5(a)(5) of the California Government Code requirement to compute fees for residential housing by square footage of the building structure is inconsistent with the District's method of calculating fees and does not affect the drainage fee rates as long as the necessary findings required by Section 66016.5(a)(5)(B) for using an alternative basis for calculating fees are made and adopted as follows: (1) the District's method of computing drainage fees using percent imperviousness of a project is a more equitable method of computing drainage fees and calculating a fee based upon square footage does not capture impervious surfaces outside of the footprint of the structure; (2) the fees rates used are based on land use as determined by the Cities of Fresno and Clovis and the County of Fresno's General Plan; and

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(3) District does not collect fees for smaller residential improvements under 1,000 square feet on developed or partially developed property, ‘tiny homes’ under 750 square feet, and development with additional improvements that are not equal or more than 25% of property developed prior to March 15, 1969; and

WHEREAS, said Map and said study were available at the District’s office for public inspection and review ten (10) days prior to this public hearing, and notice was given in compliance with the requirements therefor; and

WHEREAS, a public hearing was held pursuant to the public notice cited herein at a regularly scheduled meeting of the Board of Directors of the Fresno Metropolitan Flood Control District; and

WHEREAS, the Board of Directors finds as follows:

A. That the purpose of said fees is to finance facilities within the District required for the removal of surface and storm waters attributable to development; to obviate the menace to the public health, safety and welfare arising from inadequate provision for removal of surface and storm waters occurring as the result of development of property; to prevent deterioration of property values and impairment of conditions making for desirable residential, commercial or industrial development, as the case may be, which would result from the failure to construct planned local drainage facilities relative to development of property; and to prevent deterioration of public streets and other public facilities which would result from failure to construct planned local drainage facilities concurrently with development.

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B. The fees adopted and collected pursuant to the drainage fee ordinances and this Resolution are to be used to finance only the public facilities shown on Exhibit “A”, within each of the respective local drainage areas identified in Exhibit “B” hereto.

C. After considering said Map and said study and the analysis prepared by the District; the respective General Plans and community and specific plans prepared by the Development Departments of said County and Cities; and the information and testimony received at this public hearing, the Board of Directors approves said Map and said study, and incorporates such herein. The Board further finds that all new development in the subject area will generate the need for storm drainage facilities therein, and generates an unmet need for storm drainage facilities and services in said area.

D. There is a need in local drainage areas for storm drainage facilities which have not been constructed or have been constructed; said facilities have been called for in, or are consistent with, the General Plans. Development will contribute its fair share toward the facility costs in those local drainage areas listed in Exhibit “B” through payment of the respective drainage fees set forth therein.

E. The facts and evidence presented establish that there is a reasonable relationship between the need for the described public facilities and the impacts of the types of development as described in Exhibits “A” and “B” for which the corresponding fee set forth in Exhibit “B” is charged. There is a reasonable relationship between the use of said fee and development of the lands in the service area for which the fee is charged, as these reasonable relationships or nexuses are described in more detail in the study and Map referred to above.

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F. The Storm Drainage and Flood Control Master Plan Map attached hereto as Exhibit “A” and the storm drainage fee rate schedule set forth in Exhibit “B”, as adopted by Paragraphs 2 and 3 herein, revise the District’s Storm Drainage and Flood Control Master Plan, to conform to its General Plan and comply with Section 66483 of the California Government Code.

G. The cost estimates set forth in Exhibit “B” are reasonable cost estimates for constructing these facilities, and the fee schedule set forth therein is based on said estimates and is to generate fees from development which will not exceed the total of these costs.

NOW THEREFORE, it is hereby resolved by the Board of Directors of the Fresno Metropolitan Flood Control District that:

1. The above recitals are true and correct, and this Board so finds and determines.
2. This Resolution is exempt from further California Environmental Quality Act (CEQA) assessment per the provisions of Public Resources Code Section 21080(b)(8)(D).
3. This Resolution is in compliance with California State Assembly Bill (AB) 602 – Section 66016.5(a)(5)(B) of the Government Code.

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4. The Storm Drainage and Flood Control Master Plan is hereby amended to include that Storm Drain and Flood Control Master Plan Map attached hereto as Exhibit “A” and as supported by Exhibit “B”.

5. The schedule of drainage fees for those respective local drainage areas listed in Exhibit “B” hereto is hereby adopted as set forth in said Exhibit “B”. The District shall prepare a 2026-2027 schedule of drainage fees for each of its local drainage areas, which shall include the amendments adopted herein. Pursuant to California Government Code Section 66017, said schedule of drainage fees shall become effective no sooner than sixty (60) days from the date of adoption of this Resolution. In compliance with California Government Code Section 66017, the District's 2026-2027 schedule of drainage fees shall be effective as of March 1, 2026, in accordance with the drainage fee ordinances. Fees shall be paid in accordance with the drainage fee ordinances and as specified in said 2026-2027 drainage fee schedule.

6. The fee shall be used solely to pay: (a) costs related to the design, administration and construction of the described public storm water facilities; (b) for reimbursing the District for the development's fair share of those costs incurred by the District in the design and construction of the described public storm water facilities; or (c) to reimburse other developers who have constructed public facilities in each service area where those facilities were beyond that needed to mitigate the impacts of the other developers' project or projects and where reimbursement is provided for in the applicable Drainage Fee Ordinance.

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7. The District, pursuant to the Drainage Fee Ordinance, shall analyze and review the estimated cost of the described capital improvements for which this fee is charged, the continued or expanded need therefor, and the reasonable relationship between such facility needs and the varying types of development. The General Manager-Secretary shall report the findings to the Board of Directors and recommend any adjustment to this fee or other action as may be needed.

8. Pursuant to California Government Code Section 66022, any judicial action or proceeding to attack, review, set aside, void or annul this Resolution shall be brought within one hundred twenty (120) days of the adoption of this Resolution. Pursuant to California Government Code Section 66022, any judicial action or proceeding to attack, review, set aside, void, or annul the fee increase shall commence within one hundred twenty (120) days of the effective date of the increase, which is identified in Paragraph No. 5 hereinabove. Administrative appeal is a mandatory prerequisite to any such judicial action or proceeding. Such appeal shall be made in writing to the Director of Development of Public Works of the political subdivision in which the property subjected hereto is located (i.e., the City of Fresno, the City of Clovis or the County of Fresno). Such appeal must be made within sixty (60) days after the effective date hereof. The Director shall set the matter for hearing, conduct the hearing and render a decision within forty (40) days after such appeal is filed.

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9. The Ordinances of the City of Fresno, City of Clovis, and the County of Fresno have an administrative mechanism whereby a property owner who seeks to develop property within the boundaries of the Fresno Metropolitan Flood Control District can challenge the fees imposed thereunder only by first paying said fees under protest. Developers of property within the Fresno Metropolitan Flood Control District shall adhere to the applicable ordinance of the City of Fresno, City of Clovis or the County of Fresno under which it is required that drainage fees must be paid before development is allowed, and that such fee may be paid under protest.

PASSED AND ADOPTED this 17th day of December, 2025, by the following vote to wit:

AYES: Directors Green, Fowler, Auston, Mendes, Allen Rojas, and Martinez

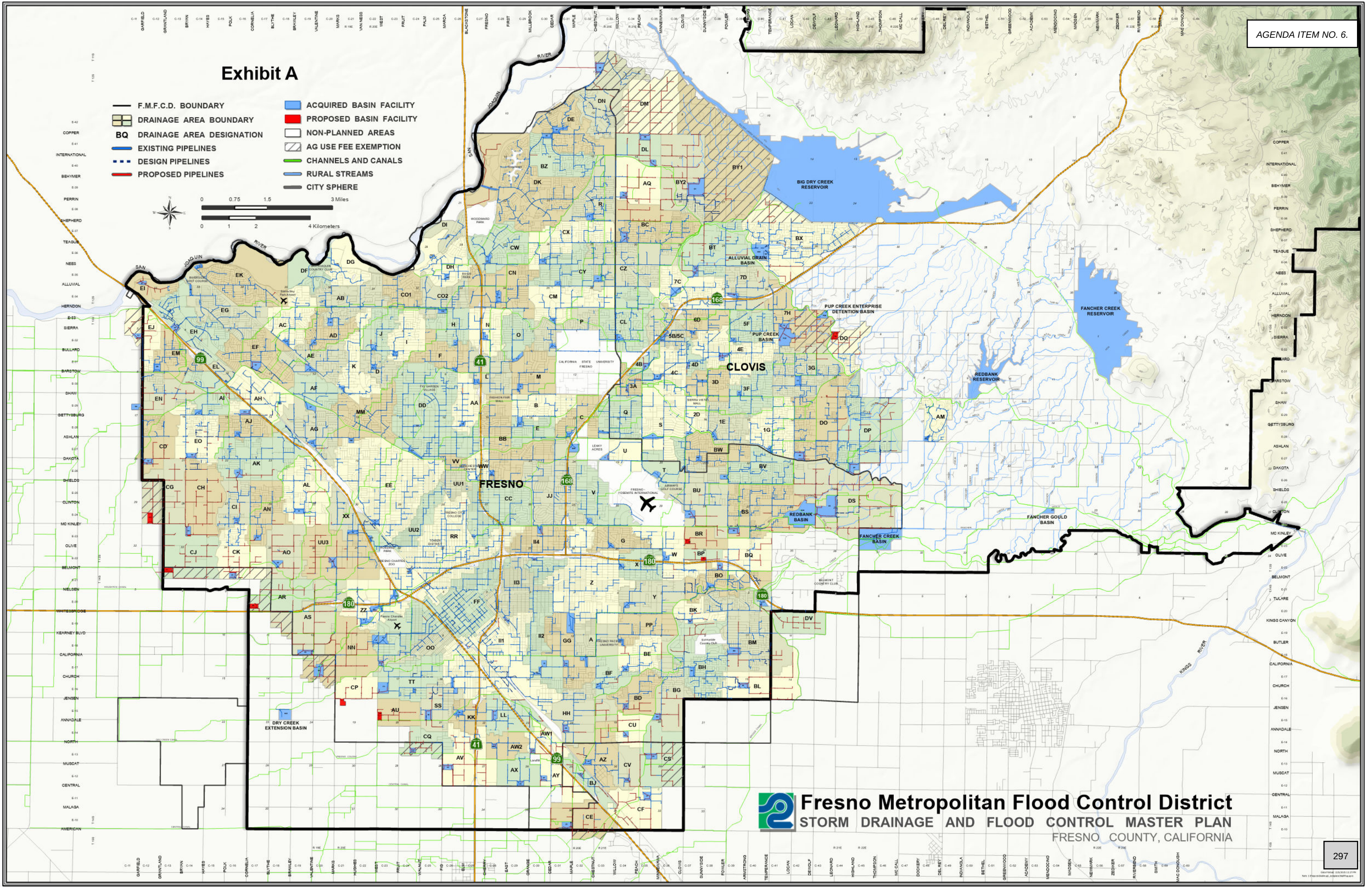
NOES: None

ABSENT: Director Busani

ABSTAIN: None

Exhibit A

- F.M.F.C.D. BOUNDARY
- DRAINAGE AREA BOUNDARY
- BQ DRAINAGE AREA DESIGNATION
- EXISTING PIPELINES
- DESIGN PIPELINES
- PROPOSED PIPELINES
- ACQUIRED BASIN FACILITY
- PROPOSED BASIN FACILITY
- NON-PLANNED AREAS
- AG USE FEE EXEMPTION
- CHANNELS AND CANALS
- RURAL STREAMS
- CITY SPHERE



Fresno Metropolitan Flood Control District
STORM DRAINAGE AND FLOOD CONTROL MASTER PLAN
FRESNO COUNTY, CALIFORNIA

2026 Drainage Fee Schedule with Amendments (County Schedule)

County Schedule includes both City of Fresno and Clovis Schedules

Exhibit B

Fresno Metropolitan Flood Control District

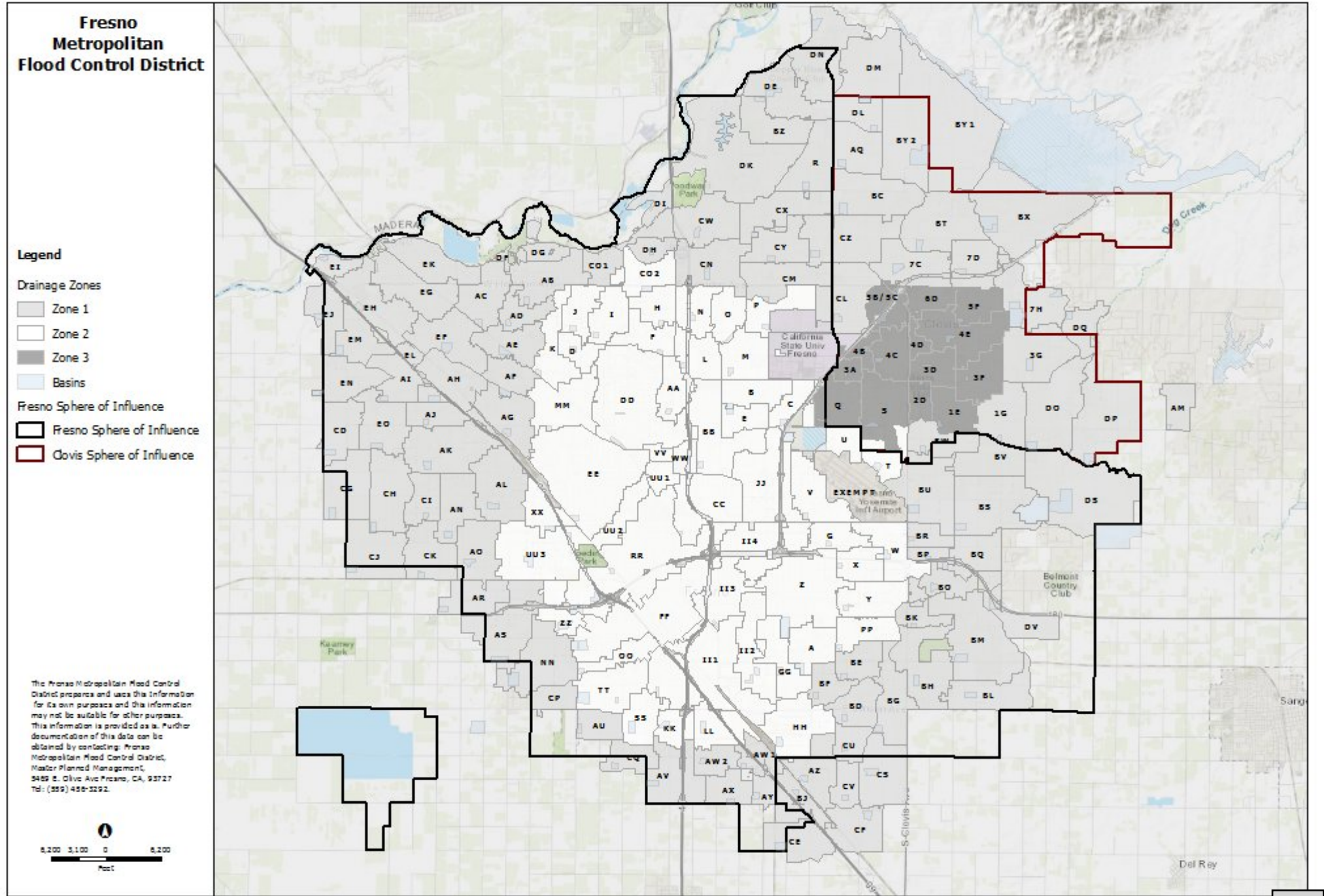


2026 DRAINAGE FEE SCHEDULE

Fresno County

Effective Date: 3/1/2026

Note: The information provided herein is in accordance with California Government Code Section 66016.5(a)(5)(B) and is subject to the findings adopted per Resolution No. 2025-1076. This disclaimer pertains specifically to the support expressed for the continuation of District Policies related to the calculation and imposition of residential development impact fees on a per-gross-acre basis.



DRAINAGE FEE SCHEDULE FOR ZONE 1: PLANNED LOCAL DRAINAGE AREAS

Area		AE-5, A-L, O	A1, A2, RR	R-1-E, R-1-EH, R-A	R-1-A, R-1-AH	R-1-B, R-1-C, RE	R-1 40%	R-1 45%	R-1 50%	R-2, M-H	R-3	R-4, T-P	M-1, M-2, M-3, C-R, M-1-P, S-L	C-P, C-M, R-P	C-1, C-2, C-3, C-4, C-5, C-6, C-L, P	Total Cost
R	BASIN	\$1,550	\$1,760	\$2,210	\$2,640	\$3,090	\$3,310	\$3,480	\$3,650	\$3,650	\$4,080	\$4,960	\$7,220	\$7,730	\$8,290	\$3,280,990
	PIPE	\$1,850	\$2,090	\$2,770	\$3,010	\$3,270	\$3,400	\$3,510	\$3,600	\$3,600	\$3,860	\$4,120	\$4,780	\$5,060	\$5,340	\$2,837,150
	TOTAL	\$3,400	\$3,850	\$4,980	\$5,650	\$6,360	\$6,710	\$6,990	\$7,250	\$7,250	\$7,940	\$9,080	\$12,000	\$12,790	\$13,630	\$6,118,140
AB	BASIN	\$1,330	\$1,520	\$1,910	\$2,280	\$2,670	\$2,860	\$3,000	\$3,150	\$3,150	\$3,520	\$4,290	\$6,230	\$6,670	\$7,160	\$2,293,960
	PIPE	\$1,000	\$1,130	\$1,500	\$1,630	\$1,770	\$1,840	\$1,900	\$1,950	\$1,950	\$2,090	\$2,230	\$2,590	\$2,740	\$2,890	\$1,420,070
	TOTAL	\$2,330	\$2,650	\$3,410	\$3,910	\$4,440	\$4,700	\$4,900	\$5,100	\$5,100	\$5,610	\$6,520	\$8,820	\$9,410	\$10,050	\$3,714,030
AC	BASIN	\$640	\$730	\$920	\$1,100	\$1,280	\$1,370	\$1,440	\$1,520	\$1,520	\$1,700	\$2,060	\$3,000	\$3,210	\$3,440	\$1,095,117
	PIPE	\$890	\$1,010	\$1,340	\$1,460	\$1,580	\$1,650	\$1,700	\$1,740	\$1,740	\$1,870	\$1,990	\$2,320	\$2,450	\$2,580	\$1,164,819
	TOTAL	\$1,530	\$1,740	\$2,260	\$2,560	\$2,860	\$3,020	\$3,140	\$3,260	\$3,260	\$3,570	\$4,050	\$5,320	\$5,660	\$6,020	\$2,259,936
AD	BASIN	\$1,930	\$2,200	\$2,760	\$3,300	\$3,860	\$4,130	\$4,340	\$4,560	\$4,560	\$5,100	\$6,200	\$9,010	\$9,650	\$10,350	\$1,571,020
	PIPE	\$480	\$540	\$720	\$780	\$840	\$880	\$910	\$930	\$930	\$1,000	\$1,060	\$1,230	\$1,310	\$1,380	\$330,500
	TOTAL	\$2,410	\$2,740	\$3,480	\$4,080	\$4,700	\$5,010	\$5,250	\$5,490	\$5,490	\$6,100	\$7,260	\$10,240	\$10,960	\$11,730	\$1,901,520
AE	BASIN	\$2,710	\$3,080	\$3,870	\$4,630	\$5,410	\$5,790	\$6,090	\$6,380	\$6,380	\$7,140	\$8,680	\$12,630	\$13,530	\$14,500	\$3,831,800
	PIPE	\$660	\$740	\$990	\$1,070	\$1,160	\$1,210	\$1,250	\$1,280	\$1,280	\$1,370	\$1,470	\$1,700	\$1,800	\$1,900	\$745,900
	TOTAL	\$3,370	\$3,820	\$4,860	\$5,700	\$6,570	\$7,000	\$7,340	\$7,660	\$7,660	\$8,510	\$10,150	\$14,330	\$15,330	\$16,400	\$4,577,700
AF	BASIN	\$1,210	\$1,380	\$1,730	\$2,070	\$2,430	\$2,590	\$2,730	\$2,860	\$2,860	\$3,200	\$3,890	\$5,660	\$6,060	\$6,500	\$2,038,860
	PIPE	\$500	\$570	\$750	\$820	\$890	\$920	\$950	\$980	\$980	\$1,050	\$1,120	\$1,300	\$1,380	\$1,450	\$508,340
	TOTAL	\$1,710	\$1,950	\$2,480	\$2,890	\$3,320	\$3,510	\$3,680	\$3,840	\$3,840	\$4,250	\$5,010	\$6,960	\$7,440	\$7,950	\$2,547,200
AG	BASIN	\$620	\$710	\$890	\$1,060	\$1,240	\$1,330	\$1,400	\$1,470	\$1,470	\$1,640	\$1,990	\$2,900	\$3,100	\$3,330	\$1,720,730
	PIPE	\$1,650	\$1,870	\$2,480	\$2,700	\$2,930	\$3,040	\$3,140	\$3,220	\$3,220	\$3,460	\$3,690	\$4,280	\$4,530	\$4,780	\$2,789,910
	TOTAL	\$2,270	\$2,580	\$3,370	\$3,760	\$4,170	\$4,370	\$4,540	\$4,690	\$4,690	\$5,100	\$5,680	\$7,180	\$7,630	\$8,110	\$4,510,640
AH	BASIN	\$2,060	\$2,350	\$2,950	\$3,520	\$4,120	\$4,410	\$4,640	\$4,860	\$4,860	\$5,440	\$6,610	\$9,620	\$10,300	\$11,050	\$6,524,530
	PIPE	\$2,680	\$3,030	\$4,020	\$4,370	\$4,740	\$4,930	\$5,090	\$5,220	\$5,220	\$5,600	\$5,970	\$6,940	\$7,340	\$7,740	\$4,881,660
	TOTAL	\$4,740	\$5,380	\$6,970	\$7,890	\$8,860	\$9,340	\$9,730	\$10,080	\$10,080	\$11,040	\$12,580	\$16,560	\$17,640	\$18,790	\$11,406,190
AI	BASIN	\$1,920	\$2,190	\$2,750	\$3,280	\$3,840	\$4,110	\$4,320	\$4,530	\$4,530	\$5,070	\$6,160	\$8,960	\$9,600	\$10,290	\$3,220,570
	PIPE	\$4,280	\$4,840	\$6,420	\$6,980	\$7,580	\$7,880	\$8,130	\$8,350	\$8,350	\$8,950	\$9,550	\$11,090	\$11,730	\$12,370	\$4,699,760
	TOTAL	\$6,200	\$7,030	\$9,170	\$10,260	\$11,420	\$11,990	\$12,450	\$12,880	\$12,880	\$14,020	\$15,710	\$20,050	\$21,330	\$22,660	\$7,920,330
AJ	BASIN	\$2,510	\$2,860	\$3,590	\$4,290	\$5,020	\$5,370	\$5,640	\$5,920	\$5,920	\$6,620	\$8,050	\$11,710	\$12,540	\$13,440	\$2,308,800
	PIPE	\$650	\$740	\$980	\$1,060	\$1,160	\$1,200	\$1,240	\$1,270	\$1,270	\$1,360	\$1,460	\$1,690	\$1,790	\$1,890	\$484,390
	TOTAL	\$3,160	\$3,600	\$4,570	\$5,350	\$6,180	\$6,570	\$6,880	\$7,190	\$7,190	\$7,980	\$9,510	\$13,400	\$14,330	\$15,330	\$2,793,190
AK	BASIN	\$1,630	\$1,860	\$2,330	\$2,790	\$3,260	\$3,490	\$3,670	\$3,850	\$3,850	\$4,300	\$5,230	\$7,610	\$8,150	\$8,730	\$4,977,100
	PIPE	\$2,720	\$3,070	\$4,070	\$4,430	\$4,810	\$5,000	\$5,160	\$5,300	\$5,300	\$5,680	\$6,060	\$7,030	\$7,440	\$7,850	\$6,189,700
	TOTAL	\$4,350	\$4,930	\$6,400	\$7,220	\$8,070	\$8,490	\$8,830	\$9,150	\$9,150	\$9,980	\$11,290	\$14,640	\$15,590	\$16,580	\$11,166,800
AL	BASIN	\$1,550	\$1,770	\$2,220	\$2,650	\$3,100	\$3,320	\$3,490	\$3,660	\$3,660	\$4,090	\$4,980	\$7,240	\$7,750	\$8,310	\$3,757,750
	PIPE	\$3,230	\$3,650	\$4,840	\$5,260	\$5,720	\$5,940	\$6,140	\$6,300	\$6,300	\$6,750	\$7,200	\$8,360	\$8,850	\$9,330	\$6,028,700
	TOTAL	\$4,780	\$5,420	\$7,060	\$7,910	\$8,820	\$9,260	\$9,630	\$9,960	\$9,960	\$10,840	\$12,180	\$15,600	\$16,600	\$17,640	\$9,786,450
AM	BASIN	\$2,370	\$2,370	\$2,970	\$3,550	\$4,150	\$4,450	\$4,670	\$4,900	\$4,900	\$5,480	\$6,670	\$9,700	\$10,390	\$11,130	\$1,260,966
	PIPE	\$5,950	\$5,950	\$7,900	\$8,590	\$9,330	\$9,700	\$10,010	\$10,280	\$10,280	\$11,010	\$11,750	\$13,650	\$14,440	\$15,230	\$2,886,860
	TOTAL	\$8,320	\$8,320	\$10,870	\$12,140	\$13,480	\$14,150	\$14,680	\$15,180	\$15,180	\$16,490	\$18,420	\$23,350	\$24,830	\$26,360	\$4,147,826

DRAINAGE FEE SCHEDULE FOR ZONE 1: PLANNED LOCAL DRAINAGE AREAS

Area		AE-5, A-L, O	A1, A2, RR	R-1-E, R-1-EH, R-A	R-1-A, R-1-AH	R-1-B, R-1-C, RE	R-1 40%	R-1 45%	R-1 50%	R-2, M-H	R-3	R-4, T-P	M-1, M-2, M-3, C-R, M-1-P, S-L	C-P, C-M, R-P	C-1, C-2, C-3, C-4, C-5, C-6, C-L, P	Total Cost
AN	BASIN	\$2,630	\$2,990	\$3,750	\$4,490	\$5,250	\$5,620	\$5,910	\$6,200	\$6,200	\$6,930	\$8,430	\$12,260	\$13,130	\$14,070	\$3,716,920
	PIPE	\$2,270	\$2,560	\$3,400	\$3,700	\$4,020	\$4,170	\$4,310	\$4,420	\$4,420	\$4,740	\$5,060	\$5,880	\$6,220	\$6,560	\$2,706,450
	TOTAL	\$4,900	\$5,550	\$7,150	\$8,190	\$9,270	\$9,790	\$10,220	\$10,620	\$10,620	\$11,670	\$13,490	\$18,140	\$19,350	\$20,630	\$6,423,370
AO	BASIN	\$2,450	\$2,790	\$3,500	\$4,190	\$4,900	\$5,240	\$5,510	\$5,780	\$5,780	\$6,460	\$7,860	\$11,430	\$12,240	\$13,120	\$4,405,680
	PIPE	\$7,900	\$8,930	\$11,860	\$12,880	\$13,990	\$14,540	\$15,020	\$15,410	\$15,410	\$16,520	\$17,630	\$20,470	\$21,660	\$22,840	\$10,654,250
	TOTAL	\$10,350	\$11,720	\$15,360	\$17,070	\$18,890	\$19,780	\$20,530	\$21,190	\$21,190	\$22,980	\$25,490	\$31,900	\$33,900	\$35,960	\$15,059,930
AQ	BASIN	\$2,500	\$2,860	\$3,580	\$4,280	\$5,010	\$5,360	\$5,640	\$5,910	\$5,910	\$6,610	\$8,040	\$11,700	\$12,520	\$13,430	\$4,855,230
	PIPE	\$7,290	\$8,230	\$10,930	\$11,870	\$12,890	\$13,400	\$13,840	\$14,210	\$14,210	\$15,230	\$16,250	\$18,870	\$19,960	\$21,050	\$9,830,060
	TOTAL	\$9,790	\$11,090	\$14,510	\$16,150	\$17,900	\$18,760	\$19,480	\$20,120	\$20,120	\$21,840	\$24,290	\$30,570	\$32,480	\$34,480	\$14,685,290
AR	BASIN	\$2,810	\$3,210	\$4,020	\$4,810	\$5,630	\$6,020	\$6,330	\$6,640	\$6,640	\$7,430	\$9,030	\$13,140	\$14,070	\$15,080	\$5,785,760
	PIPE	\$9,740	\$11,010	\$14,610	\$15,870	\$17,240	\$17,920	\$18,500	\$18,990	\$18,990	\$20,350	\$21,720	\$25,220	\$26,690	\$28,150	\$12,394,690
	TOTAL	\$12,550	\$14,220	\$18,630	\$20,680	\$22,870	\$23,940	\$24,830	\$25,630	\$25,630	\$27,780	\$30,750	\$38,360	\$40,760	\$43,230	\$18,180,450
AS	BASIN	\$2,200	\$2,510	\$3,150	\$3,770	\$4,410	\$4,720	\$4,960	\$5,200	\$5,200	\$5,820	\$7,080	\$10,300	\$11,020	\$11,820	\$6,978,220
	PIPE	\$7,970	\$9,010	\$11,960	\$12,990	\$14,110	\$14,660	\$15,140	\$15,540	\$15,540	\$16,660	\$17,770	\$20,640	\$21,840	\$23,030	\$17,757,360
	TOTAL	\$10,170	\$11,520	\$15,110	\$16,760	\$18,520	\$19,380	\$20,100	\$20,740	\$20,740	\$22,480	\$24,850	\$30,940	\$32,860	\$34,850	\$24,735,580
AU	BASIN	\$5,670	\$6,460	\$8,100	\$9,690	\$11,330	\$12,130	\$12,750	\$13,370	\$13,370	\$14,960	\$18,190	\$26,460	\$28,330	\$30,370	\$4,923,280
	PIPE	\$7,050	\$7,970	\$10,580	\$11,490	\$12,480	\$12,980	\$13,750	\$14,740	\$13,750	\$15,740	\$18,730	\$28,260	\$19,320	\$20,380	\$5,003,740
	TOTAL	\$12,720	\$14,430	\$18,680	\$21,180	\$23,810	\$25,110	\$26,150	\$27,120	\$27,120	\$29,700	\$33,920	\$44,720	\$47,650	\$50,750	\$9,927,020
AV	BASIN	\$2,170	\$2,470	\$3,100	\$3,710	\$4,340	\$4,640	\$4,880	\$5,120	\$5,120	\$5,730	\$6,970	\$10,130	\$10,850	\$11,630	\$7,335,190
	PIPE	\$11,310	\$12,780	\$16,960	\$18,430	\$20,020	\$20,810	\$21,490	\$22,050	\$22,050	\$23,630	\$25,220	\$29,290	\$30,990	\$32,680	\$21,647,610
	TOTAL	\$13,480	\$15,250	\$20,060	\$22,140	\$24,360	\$25,450	\$26,370	\$27,170	\$27,170	\$29,360	\$32,190	\$39,420	\$41,840	\$44,310	\$28,982,800
AW1	BASIN	\$1,760	\$2,010	\$2,520	\$3,010	\$3,520	\$3,770	\$3,960	\$4,160	\$4,160	\$4,650	\$5,650	\$8,220	\$8,810	\$9,440	\$2,592,190
	PIPE	\$10,960	\$12,380	\$16,440	\$17,860	\$19,400	\$20,160	\$20,820	\$21,370	\$21,370	\$22,900	\$24,440	\$28,380	\$30,020	\$31,670	\$8,944,530
	TOTAL	\$12,720	\$14,390	\$18,960	\$20,870	\$22,920	\$23,930	\$24,780	\$25,530	\$25,530	\$27,550	\$30,090	\$36,600	\$38,830	\$41,110	\$11,536,720
AW2	BASIN	\$1,320	\$1,510	\$1,890	\$2,260	\$2,650	\$2,830	\$2,980	\$3,130	\$3,130	\$3,500	\$4,250	\$6,180	\$6,620	\$7,100	\$2,057,810
	PIPE	\$1,000	\$1,130	\$1,500	\$1,630	\$1,760	\$1,830	\$1,890	\$1,940	\$1,940	\$2,080	\$2,220	\$2,580	\$2,730	\$2,880	\$858,780
	TOTAL	\$2,320	\$2,640	\$3,390	\$3,890	\$4,410	\$4,660	\$4,870	\$5,070	\$5,070	\$5,580	\$6,470	\$8,760	\$9,350	\$9,980	\$2,916,590
AX	BASIN	\$1,290	\$1,470	\$1,850	\$2,210	\$2,590	\$2,770	\$2,910	\$3,050	\$3,050	\$3,420	\$4,150	\$6,040	\$6,470	\$6,930	\$2,047,230
	PIPE	\$2,220	\$2,510	\$3,330	\$3,620	\$3,930	\$4,080	\$4,220	\$4,330	\$4,330	\$4,640	\$4,950	\$5,750	\$6,080	\$6,410	\$1,947,650
	TOTAL	\$3,510	\$3,980	\$5,180	\$5,830	\$6,520	\$6,850	\$7,130	\$7,380	\$7,380	\$8,060	\$9,100	\$11,790	\$12,550	\$13,340	\$3,994,880
AY	BASIN	\$2,480	\$2,830	\$3,550	\$4,250	\$4,970	\$5,310	\$5,590	\$5,860	\$5,860	\$6,560	\$7,970	\$11,600	\$12,420	\$13,310	\$4,526,610
	PIPE	\$4,710	\$5,320	\$7,060	\$7,670	\$8,330	\$8,660	\$8,940	\$9,180	\$9,180	\$9,840	\$10,500	\$12,190	\$12,900	\$13,600	\$4,759,370
	TOTAL	\$7,190	\$8,150	\$10,610	\$11,920	\$13,300	\$13,970	\$14,530	\$15,040	\$15,040	\$16,400	\$18,470	\$23,790	\$25,320	\$26,910	\$9,285,980
AZ	BASIN	\$700	\$800	\$1,010	\$1,200	\$1,410	\$1,500	\$1,580	\$1,660	\$1,660	\$1,860	\$2,260	\$3,280	\$3,510	\$3,770	\$1,900,010
	PIPE	\$2,840	\$3,210	\$4,270	\$4,640	\$5,030	\$5,230	\$5,400	\$5,550	\$5,550	\$5,940	\$6,340	\$7,370	\$7,790	\$8,220	\$4,465,660
	TOTAL	\$3,540	\$4,010	\$5,280	\$5,840	\$6,440	\$6,730	\$6,980	\$7,210	\$7,210	\$7,800	\$8,600	\$10,650	\$11,300	\$11,990	\$6,365,670
BC	BASIN	\$2,130	\$2,430	\$3,050	\$3,640	\$4,260	\$4,560	\$4,790	\$5,030	\$5,030	\$5,620	\$6,840	\$9,950	\$10,650	\$11,420	\$5,881,440
	PIPE	\$3,860	\$4,370	\$5,800	\$6,300	\$6,840	\$7,110	\$7,340	\$7,540	\$7,540	\$8,080	\$8,620	\$10,010	\$10,590	\$11,170	\$7,824,010
	TOTAL	\$5,990	\$6,800	\$8,850	\$9,940	\$11,100	\$11,670	\$12,130	\$12,570	\$12,570	\$13,700	\$15,460	\$19,960	\$21,240	\$22,590	\$13,705,450

DRAINAGE FEE SCHEDULE FOR ZONE 1: PLANNED LOCAL DRAINAGE AREAS

Area		AE-5, A-L, O	A1, A2, RR	R-1-E, R-1-EH, R-A	R-1-A, R-1-AH	R-1-B, R-1-C, RE	R-1 40%	R-1 45%	R-1 50%	R-2, M-H	R-3	R-4, T-P	M-1, M-2, M-3, C-R, M-1-P, S-L	C-P, C-M, R-P	C-1, C-2, C-3, C-4, C-5, C-6, C-L, P	Total Cost
BD	BASIN	\$2,120	\$2,420	\$3,030	\$3,630	\$4,240	\$4,540	\$4,770	\$5,000	\$5,000	\$5,600	\$6,810	\$9,900	\$10,600	\$11,360	\$3,513,490
	PIPE	\$4,150	\$4,690	\$6,230	\$6,770	\$7,350	\$7,640	\$7,890	\$8,100	\$8,100	\$8,680	\$9,260	\$10,760	\$11,380	\$12,000	\$4,601,140
	TOTAL	\$6,270	\$7,110	\$9,260	\$10,400	\$11,590	\$12,180	\$12,660	\$13,100	\$13,100	\$14,280	\$16,070	\$20,660	\$21,980	\$23,360	\$8,114,630
BE	BASIN	\$1,960	\$2,230	\$2,800	\$3,340	\$3,910	\$4,180	\$4,400	\$4,610	\$4,610	\$5,160	\$6,280	\$9,130	\$9,780	\$10,480	\$1,876,670
	PIPE	\$3,080	\$3,480	\$4,610	\$5,010	\$5,450	\$5,660	\$5,850	\$6,000	\$6,000	\$6,430	\$6,860	\$7,970	\$8,430	\$8,890	\$2,480,630
	TOTAL	\$5,040	\$5,710	\$7,410	\$8,350	\$9,360	\$9,840	\$10,250	\$10,610	\$10,610	\$11,590	\$13,140	\$17,100	\$18,210	\$19,370	\$4,357,300
BF	BASIN	\$2,760	\$3,140	\$3,940	\$4,710	\$5,510	\$5,900	\$6,200	\$6,500	\$6,500	\$7,270	\$8,840	\$12,870	\$13,780	\$14,770	\$2,404,710
	PIPE	\$1,720	\$1,950	\$2,590	\$2,810	\$3,050	\$3,170	\$3,270	\$3,360	\$3,360	\$3,600	\$3,840	\$4,460	\$4,720	\$4,980	\$1,218,260
	TOTAL	\$4,480	\$5,090	\$6,530	\$7,520	\$8,560	\$9,070	\$9,470	\$9,860	\$9,860	\$10,870	\$12,680	\$17,330	\$18,500	\$19,750	\$3,622,970
BG	BASIN	\$2,200	\$2,510	\$3,150	\$3,770	\$4,410	\$4,710	\$4,960	\$5,200	\$5,200	\$5,820	\$7,070	\$10,290	\$11,010	\$11,810	\$5,135,900
	PIPE	\$5,090	\$5,750	\$7,630	\$8,300	\$9,010	\$9,360	\$9,670	\$9,920	\$9,920	\$10,640	\$11,350	\$13,180	\$13,950	\$14,710	\$7,936,610
	TOTAL	\$7,290	\$8,260	\$10,780	\$12,070	\$13,420	\$14,070	\$14,630	\$15,120	\$15,120	\$16,460	\$18,420	\$23,470	\$24,960	\$26,520	\$13,072,510
BH	BASIN	\$1,250	\$1,430	\$1,790	\$2,140	\$2,500	\$2,680	\$2,810	\$2,950	\$2,950	\$3,300	\$4,010	\$5,840	\$6,250	\$6,700	\$2,494,480
	PIPE	\$6,020	\$6,810	\$9,040	\$9,820	\$10,660	\$11,080	\$11,440	\$11,750	\$11,750	\$12,590	\$13,430	\$15,600	\$16,500	\$17,410	\$10,578,060
	TOTAL	\$7,270	\$8,240	\$10,830	\$11,960	\$13,160	\$13,760	\$14,250	\$14,700	\$14,700	\$15,890	\$17,440	\$21,440	\$22,750	\$24,110	\$13,072,540
BJ	BASIN	\$1,420	\$1,620	\$2,030	\$2,420	\$2,830	\$3,030	\$3,190	\$3,340	\$3,340	\$3,740	\$4,550	\$6,620	\$7,090	\$7,600	\$1,762,780
	PIPE	\$4,840	\$5,470	\$7,260	\$8,290	\$8,570	\$8,910	\$9,200	\$9,440	\$9,440	\$10,120	\$10,800	\$12,540	\$13,270	\$13,990	\$3,332,140
	TOTAL	\$6,260	\$7,090	\$9,290	\$10,310	\$11,400	\$11,940	\$12,390	\$12,780	\$12,780	\$13,860	\$15,350	\$19,160	\$20,360	\$21,590	\$5,094,920
BK	BASIN	\$2,560	\$2,920	\$3,670	\$4,390	\$5,130	\$5,490	\$5,770	\$6,050	\$6,050	\$6,770	\$8,230	\$11,980	\$12,820	\$13,750	\$2,601,430
	PIPE	\$3,190	\$3,600	\$4,780	\$5,190	\$5,640	\$5,860	\$6,050	\$6,210	\$6,210	\$6,660	\$7,100	\$8,250	\$8,730	\$9,210	\$2,059,360
	TOTAL	\$5,750	\$6,520	\$8,450	\$9,580	\$10,770	\$11,350	\$11,820	\$12,260	\$12,260	\$13,430	\$15,330	\$20,230	\$21,550	\$22,960	\$4,660,790
BL	BASIN	\$1,970	\$2,240	\$2,810	\$3,360	\$3,930	\$4,210	\$4,430	\$4,640	\$4,640	\$5,190	\$6,310	\$9,190	\$9,840	\$10,540	\$5,771,250
	PIPE	\$7,600	\$8,590	\$11,400	\$12,390	\$13,450	\$13,980	\$14,440	\$14,820	\$14,820	\$15,880	\$16,950	\$19,680	\$20,820	\$21,960	\$13,990,270
	TOTAL	\$9,570	\$10,830	\$14,210	\$15,750	\$17,380	\$18,190	\$18,870	\$19,460	\$19,460	\$21,070	\$23,260	\$28,870	\$30,660	\$32,500	\$19,761,520
BM	BASIN	\$1,170	\$1,330	\$1,670	\$2,000	\$2,340	\$2,500	\$2,630	\$2,760	\$2,760	\$3,090	\$3,750	\$5,460	\$5,840	\$6,270	\$4,781,590
	PIPE	\$4,650	\$5,250	\$6,980	\$7,580	\$8,230	\$8,560	\$8,840	\$9,070	\$9,070	\$9,720	\$10,370	\$12,040	\$12,740	\$13,440	\$14,034,090
	TOTAL	\$5,820	\$6,580	\$8,650	\$9,580	\$10,570	\$11,060	\$11,470	\$11,830	\$11,830	\$12,810	\$14,120	\$17,500	\$18,580	\$19,710	\$18,815,680
BO	BASIN	\$1,620	\$1,840	\$2,310	\$2,770	\$3,230	\$3,460	\$3,640	\$3,820	\$3,820	\$4,270	\$5,190	\$7,550	\$8,090	\$8,670	\$1,849,550
	PIPE	\$1,970	\$2,230	\$2,960	\$3,220	\$3,500	\$3,630	\$3,750	\$3,850	\$3,850	\$4,130	\$4,400	\$5,110	\$5,410	\$5,710	\$1,721,030
	TOTAL	\$3,590	\$4,070	\$5,270	\$5,990	\$6,730	\$7,090	\$7,390	\$7,670	\$7,670	\$8,400	\$9,590	\$12,660	\$13,500	\$14,380	\$3,570,580
BP	BASIN	\$4,680	\$5,340	\$6,700	\$8,010	\$9,370	\$10,020	\$10,540	\$11,050	\$11,050	\$12,370	\$15,030	\$21,870	\$23,420	\$25,100	\$3,094,830
	PIPE	\$6,810	\$7,700	\$10,220	\$11,110	\$12,060	\$12,540	\$12,950	\$13,290	\$13,290	\$14,240	\$15,190	\$17,650	\$18,670	\$19,690	\$2,496,760
	TOTAL	\$11,490	\$13,040	\$16,920	\$19,120	\$21,430	\$22,560	\$23,490	\$24,340	\$24,340	\$26,610	\$30,220	\$39,520	\$42,090	\$44,790	\$5,591,590
BQ	BASIN	\$1,970	\$2,240	\$2,810	\$3,370	\$3,940	\$4,210	\$4,430	\$4,640	\$4,640	\$5,200	\$6,320	\$9,190	\$9,840	\$10,550	\$3,597,880
	PIPE	\$4,560	\$5,150	\$6,840	\$7,430	\$8,070	\$8,390	\$8,660	\$8,890	\$8,890	\$9,530	\$10,170	\$11,810	\$12,490	\$13,170	\$5,332,370
	TOTAL	\$6,530	\$7,390	\$9,650	\$10,800	\$12,010	\$12,600	\$13,090	\$13,530	\$13,530	\$14,730	\$16,490	\$21,000	\$22,330	\$23,720	\$8,930,250
BR	BASIN	\$3,120	\$3,560	\$4,460	\$5,340	\$6,240	\$6,680	\$7,020	\$7,370	\$7,370	\$8,240	\$10,020	\$14,580	\$15,610	\$16,730	\$3,980,380
	PIPE	\$6,260	\$7,070	\$9,390	\$10,210	\$11,080	\$11,520	\$11,900	\$12,210	\$12,210	\$13,090	\$13,960	\$16,220	\$17,150	\$18,090	\$4,427,120
	TOTAL	\$9,380	\$10,630	\$13,850	\$15,550	\$17,320	\$18,200	\$18,920	\$19,580	\$19,580	\$21,330	\$23,980	\$30,800	\$32,760	\$34,820	\$8,407,500

DRAINAGE FEE SCHEDULE FOR ZONE 1: PLANNED LOCAL DRAINAGE AREAS

Area		AE-5, A-L, O	A1, A2, RR	R-1-E, R-1-EH, R-A	R-1-A, R-1-AH	R-1-B, R-1-C, RE	R-1 40%	R-1 45%	R-1 50%	R-2, M-H	R-3	R-4, T-P	M-1, M-2, M-3, C-R, M-1-P, S-L	C-P, C-M, R-P	C-1, C-2, C-3, C-4, C-5, C-6, C-L, P	Total Cost
BS	BASIN	\$2,130	\$2,430	\$3,040	\$3,640	\$4,260	\$4,560	\$4,790	\$5,020	\$5,020	\$5,620	\$6,830	\$9,940	\$10,650	\$11,410	\$6,234,910
	PIPE	\$5,590	\$6,320	\$8,390	\$9,110	\$9,900	\$10,290	\$10,620	\$10,900	\$10,900	\$11,680	\$12,470	\$14,480	\$15,320	\$16,160	\$12,592,560
	TOTAL	\$7,720	\$8,750	\$11,430	\$12,750	\$14,160	\$14,850	\$15,410	\$15,920	\$15,920	\$17,300	\$19,300	\$24,420	\$25,970	\$27,570	\$18,827,470
BT	BASIN	\$2,680	\$3,060	\$3,840	\$4,590	\$5,370	\$5,740	\$6,040	\$6,330	\$6,330	\$7,080	\$8,610	\$12,530	\$13,410	\$14,380	\$5,580,800
	PIPE	\$6,060	\$6,850	\$9,090	\$9,870	\$10,720	\$11,150	\$11,510	\$11,810	\$11,810	\$12,660	\$13,510	\$15,690	\$16,600	\$17,510	\$11,118,010
	TOTAL	\$8,740	\$9,910	\$12,930	\$14,460	\$16,090	\$16,890	\$17,550	\$18,140	\$18,140	\$19,740	\$22,120	\$28,220	\$30,010	\$31,890	\$16,698,810
BU	BASIN	\$730	\$830	\$1,040	\$1,240	\$1,450	\$1,550	\$1,630	\$1,710	\$1,710	\$1,920	\$2,330	\$3,390	\$3,630	\$3,890	\$3,261,900
	PIPE	\$2,730	\$3,090	\$4,100	\$4,450	\$4,830	\$5,030	\$5,190	\$5,330	\$5,330	\$5,710	\$6,090	\$7,070	\$7,480	\$7,890	\$7,194,080
	TOTAL	\$3,460	\$3,920	\$5,140	\$5,690	\$6,280	\$6,580	\$6,820	\$7,040	\$7,040	\$7,630	\$8,420	\$10,460	\$11,110	\$11,780	\$10,455,980
BV	BASIN	\$1,360	\$1,550	\$1,940	\$2,320	\$2,710	\$2,900	\$3,050	\$3,200	\$3,200	\$3,580	\$4,350	\$6,330	\$6,780	\$7,270	\$1,953,830
	PIPE	\$2,190	\$2,480	\$3,290	\$3,570	\$3,880	\$4,030	\$4,170	\$4,280	\$4,280	\$4,580	\$4,890	\$5,680	\$6,010	\$6,340	\$2,593,420
	TOTAL	\$3,550	\$4,030	\$5,230	\$5,890	\$6,590	\$6,930	\$7,220	\$7,480	\$7,480	\$8,160	\$9,240	\$12,010	\$12,790	\$13,610	\$4,547,250
BW	BASIN	\$970	\$1,110	\$1,390	\$1,660	\$1,940	\$2,080	\$2,190	\$2,300	\$2,300	\$2,570	\$3,120	\$4,540	\$4,860	\$5,210	\$1,211,930
	PIPE	\$1,090	\$1,240	\$1,640	\$1,780	\$1,940	\$2,010	\$2,080	\$2,130	\$2,130	\$2,290	\$2,440	\$2,830	\$3,000	\$3,160	\$1,082,900
	TOTAL	\$2,060	\$2,350	\$3,030	\$3,440	\$3,880	\$4,090	\$4,270	\$4,430	\$4,430	\$4,860	\$5,560	\$7,370	\$7,860	\$8,370	\$2,294,830
BX	BASIN	\$1,610	\$1,840	\$2,300	\$2,750	\$3,220	\$3,450	\$3,620	\$3,800	\$3,800	\$4,250	\$5,170	\$7,520	\$8,050	\$8,630	\$6,715,740
	PIPE	\$3,530	\$3,990	\$5,290	\$5,750	\$6,240	\$6,490	\$6,700	\$6,880	\$6,880	\$7,370	\$7,870	\$9,140	\$9,660	\$10,190	\$11,839,510
	TOTAL	\$5,140	\$5,830	\$7,590	\$8,500	\$9,460	\$9,940	\$10,320	\$10,680	\$10,680	\$11,620	\$13,040	\$16,660	\$17,710	\$18,820	\$18,555,250
*Note: A surcharge fee is in effect per Board Resolution No. 2017-864 Amended 2018-908, 2020-958, 2021-979, 2022-1009.																
BY1	BASIN	\$1,820	\$2,080	\$2,610	\$3,120	\$3,650	\$3,900	\$4,100	\$4,310	\$4,310	\$4,820	\$5,860	\$8,520	\$9,120	\$9,780	\$5,126,850
	PIPE	\$1,310	\$1,480	\$1,960	\$2,130	\$2,320	\$2,410	\$2,490	\$2,550	\$2,550	\$2,740	\$2,920	\$3,390	\$3,590	\$3,780	\$3,593,910
	TOTAL	\$3,130	\$3,560	\$4,570	\$5,250	\$5,970	\$6,310	\$6,590	\$6,860	\$6,860	\$7,560	\$8,780	\$11,910	\$12,710	\$13,560	\$8,720,760
BY2	BASIN	\$1,910	\$2,180	\$2,730	\$3,270	\$3,820	\$4,090	\$4,300	\$4,510	\$4,510	\$5,040	\$6,130	\$8,920	\$9,550	\$10,240	\$4,518,490
	PIPE	\$10,190	\$11,520	\$15,290	\$16,610	\$18,040	\$18,750	\$19,370	\$19,870	\$19,870	\$21,300	\$22,730	\$26,400	\$27,930	\$29,460	\$20,158,990
	TOTAL	\$12,100	\$13,700	\$18,020	\$19,880	\$21,860	\$22,840	\$23,670	\$24,380	\$24,380	\$26,340	\$28,860	\$35,320	\$37,480	\$39,700	\$24,677,480
BZ	BASIN	\$3,200	\$3,650	\$4,580	\$5,470	\$6,400	\$6,850	\$7,200	\$7,550	\$7,550	\$8,450	\$10,270	\$14,950	\$16,000	\$17,150	\$4,065,490
	PIPE	\$2,190	\$2,480	\$3,290	\$3,570	\$3,880	\$4,030	\$4,160	\$4,270	\$4,270	\$4,580	\$4,890	\$5,670	\$6,000	\$6,330	\$2,364,100
	TOTAL	\$5,390	\$6,130	\$7,870	\$9,040	\$10,280	\$10,880	\$11,360	\$11,820	\$11,820	\$13,030	\$15,160	\$20,620	\$22,000	\$23,480	\$6,429,590
CD	BASIN	\$3,850	\$4,390	\$5,510	\$6,580	\$7,700	\$8,240	\$8,660	\$9,090	\$9,090	\$10,170	\$12,360	\$17,980	\$19,250	\$20,640	\$6,003,240
	PIPE	\$6,420	\$7,250	\$9,630	\$10,460	\$11,360	\$11,810	\$12,190	\$12,520	\$12,520	\$13,410	\$14,310	\$16,620	\$17,590	\$18,550	\$7,762,710
	TOTAL	\$10,270	\$11,640	\$15,140	\$17,040	\$19,060	\$20,050	\$20,850	\$21,610	\$21,610	\$23,580	\$26,670	\$34,600	\$36,840	\$39,190	\$13,765,950
CE	BASIN	\$1,450	\$1,650	\$2,070	\$2,480	\$2,900	\$3,100	\$3,260	\$3,420	\$3,420	\$3,830	\$4,650	\$6,770	\$7,250	\$7,770	\$4,287,040
	PIPE	\$10,360	\$11,710	\$15,540	\$16,890	\$18,340	\$19,070	\$19,690	\$20,210	\$20,210	\$21,660	\$23,110	\$26,840	\$28,390	\$29,950	\$16,997,600
	TOTAL	\$11,810	\$13,360	\$17,610	\$19,370	\$21,240	\$22,170	\$22,950	\$23,630	\$23,630	\$25,490	\$27,760	\$33,610	\$35,640	\$37,720	\$21,284,640
CF	BASIN	\$1,250	\$1,430	\$1,790	\$2,140	\$2,500	\$2,680	\$2,820	\$2,950	\$2,950	\$3,300	\$4,020	\$5,850	\$6,260	\$6,710	\$3,855,590
	PIPE	\$8,580	\$9,690	\$12,870	\$13,980	\$15,180	\$15,780	\$16,300	\$16,730	\$16,730	\$17,930	\$19,130	\$22,220	\$23,500	\$24,790	\$14,654,500
	TOTAL	\$9,830	\$11,120	\$14,660	\$16,120	\$17,680	\$18,460	\$19,120	\$19,680	\$19,680	\$21,230	\$23,150	\$28,070	\$29,760	\$31,500	\$18,510,090
CG	BASIN	\$4,270	\$4,860	\$6,100	\$7,300	\$8,530	\$9,130	\$9,600	\$10,070	\$10,070	\$11,270	\$13,700	\$19,930	\$21,340	\$22,870	\$8,008,850
	PIPE	\$8,840	\$9,990	\$13,260	\$14,400	\$15,640	\$16,260	\$16,790	\$17,230	\$17,230	\$18,470	\$19,710	\$22,890	\$24,210	\$25,540	\$13,888,270
	TOTAL	\$13,110	\$14,850	\$19,360	\$21,700	\$24,170	\$25,390	\$26,390	\$27,300	\$27,300	\$29,740	\$33,410	\$42,820	\$45,550	\$48,410	\$21,897,120

DRAINAGE FEE SCHEDULE FOR ZONE 1: PLANNED LOCAL DRAINAGE AREAS

Area		AE-5, A-L, O	A1, A2, RR	R-1-E, R-1-EH, R-A	R-1-A, R-1-AH	R-1-B, R-1-C, RE	R-1 40%	R-1 45%	R-1 50%	R-2, M-H	R-3	R-4, T-P	M-1, M-2, M-3, C-R, M-1-P, S-L	C-P, C-M, R-P	C-1, C-2, C-3, C-4, C-5, C-6, C-L, P	Total Cost
CH	BASIN	\$2,940	\$3,350	\$4,200	\$5,030	\$5,880	\$6,290	\$6,610	\$6,940	\$6,940	\$7,760	\$9,440	\$13,730	\$14,700	\$15,760	\$5,710,670
	PIPE	\$10,750	\$12,150	\$16,120	\$17,520	\$19,030	\$19,780	\$20,420	\$20,960	\$20,960	\$22,470	\$23,970	\$27,840	\$29,450	\$31,070	\$17,533,280
	TOTAL	\$13,690	\$15,500	\$20,320	\$22,550	\$24,910	\$26,070	\$27,030	\$27,900	\$27,900	\$30,230	\$33,410	\$41,570	\$44,150	\$46,830	\$23,243,950
CI	BASIN	\$2,750	\$3,140	\$3,940	\$4,710	\$5,510	\$5,890	\$6,200	\$6,500	\$6,500	\$7,270	\$8,840	\$12,860	\$13,770	\$14,760	\$2,695,590
	PIPE	\$4,120	\$4,650	\$6,180	\$6,710	\$7,290	\$7,580	\$7,830	\$8,030	\$8,030	\$8,610	\$9,190	\$10,670	\$11,290	\$11,900	\$3,366,420
	TOTAL	\$6,870	\$7,790	\$10,120	\$11,420	\$12,800	\$13,470	\$14,030	\$14,530	\$14,530	\$15,880	\$18,030	\$23,530	\$25,060	\$26,660	\$6,062,010
CJ	BASIN	\$3,680	\$4,190	\$5,260	\$6,290	\$7,360	\$7,870	\$8,280	\$8,680	\$8,680	\$9,710	\$11,810	\$17,180	\$18,390	\$19,710	\$7,004,700
	PIPE	\$8,890	\$10,050	\$13,340	\$14,490	\$15,740	\$16,360	\$16,900	\$17,340	\$17,340	\$18,590	\$19,830	\$23,030	\$24,370	\$25,700	\$14,368,360
	TOTAL	\$12,570	\$14,240	\$18,600	\$20,780	\$23,100	\$24,230	\$25,180	\$26,020	\$26,020	\$28,300	\$31,640	\$40,210	\$42,760	\$45,410	\$21,373,060
CK	BASIN	\$3,080	\$3,510	\$4,400	\$5,270	\$6,160	\$6,590	\$6,930	\$7,270	\$7,270	\$8,130	\$9,890	\$14,380	\$15,400	\$16,510	\$4,805,190
	PIPE	\$8,030	\$9,070	\$12,050	\$13,090	\$14,210	\$14,780	\$15,260	\$15,660	\$15,660	\$16,780	\$17,910	\$20,800	\$22,000	\$23,210	\$10,590,620
	TOTAL	\$11,110	\$12,580	\$16,450	\$18,360	\$20,370	\$21,370	\$22,190	\$22,930	\$22,930	\$24,910	\$27,800	\$35,180	\$37,400	\$39,720	\$15,395,810
CL	BASIN	\$990	\$1,130	\$1,410	\$1,690	\$1,980	\$2,120	\$2,220	\$2,330	\$2,330	\$2,610	\$3,170	\$4,620	\$4,940	\$5,300	\$2,593,320
	PIPE	\$1,180	\$1,330	\$1,760	\$1,920	\$2,080	\$2,160	\$2,240	\$2,290	\$2,290	\$2,460	\$2,620	\$3,050	\$3,220	\$3,400	\$2,237,560
	TOTAL	\$2,170	\$2,460	\$3,170	\$3,610	\$4,060	\$4,280	\$4,460	\$4,620	\$4,620	\$5,070	\$5,790	\$7,670	\$8,160	\$8,700	\$4,830,880
CM	BASIN	\$460	\$530	\$660	\$790	\$930	\$990	\$1,050	\$1,100	\$1,100	\$1,230	\$1,490	\$2,170	\$2,320	\$2,490	\$1,217,310
	PIPE	\$750	\$850	\$1,130	\$1,220	\$1,330	\$1,380	\$1,430	\$1,460	\$1,460	\$1,570	\$1,670	\$1,950	\$2,060	\$2,170	\$1,287,920
	TOTAL	\$1,210	\$1,380	\$1,790	\$2,010	\$2,260	\$2,370	\$2,480	\$2,560	\$2,560	\$2,800	\$3,160	\$4,120	\$4,380	\$4,660	\$2,505,230
*Note: A surcharge fee is in effect per Board Resolution No.1228.																
CN	BASIN	\$210	\$240	\$300	\$360	\$420	\$450	\$480	\$500	\$500	\$560	\$680	\$990	\$1,060	\$1,140	\$700,110
	PIPE	\$910	\$1,030	\$1,370	\$1,480	\$1,610	\$1,680	\$1,730	\$1,780	\$1,780	\$1,900	\$2,030	\$2,360	\$2,490	\$2,630	\$1,875,750
	TOTAL	\$1,120	\$1,270	\$1,670	\$1,840	\$2,030	\$2,130	\$2,210	\$2,280	\$2,280	\$2,460	\$2,710	\$3,350	\$3,550	\$3,770	\$2,575,860
*Note: A surcharge fee is in effect per Board Resolution Nos. 1159, 1342, 1414, & 1422.																
CO1	BASIN	\$880	\$1,000	\$1,250	\$1,500	\$1,760	\$1,880	\$1,970	\$2,070	\$2,070	\$2,320	\$2,820	\$4,100	\$4,390	\$4,700	\$868,070
	PIPE	\$1,580	\$1,780	\$2,360	\$2,570	\$2,790	\$2,900	\$3,000	\$3,070	\$3,070	\$3,290	\$3,520	\$4,080	\$4,320	\$4,560	\$1,226,900
	TOTAL	\$2,460	\$2,780	\$3,610	\$4,070	\$4,550	\$4,780	\$4,970	\$5,140	\$5,140	\$5,610	\$6,340	\$8,180	\$8,710	\$9,260	\$2,094,970
CP	BASIN	\$5,200	\$5,930	\$7,430	\$8,890	\$10,400	\$11,130	\$11,700	\$12,270	\$12,270	\$13,730	\$16,690	\$24,280	\$26,000	\$27,870	\$4,035,660
	PIPE	\$10,200	\$11,520	\$15,300	\$16,620	\$18,050	\$18,760	\$19,380	\$19,890	\$19,890	\$21,310	\$22,740	\$26,410	\$27,940	\$29,470	\$6,289,890
	TOTAL	\$15,400	\$17,450	\$22,730	\$25,510	\$28,450	\$29,890	\$31,080	\$32,160	\$32,160	\$35,040	\$39,430	\$50,690	\$53,940	\$57,340	\$10,325,550
CQ	BASIN	\$4,000	\$4,560	\$5,720	\$6,840	\$8,000	\$8,560	\$9,000	\$9,440	\$9,440	\$10,560	\$12,840	\$18,680	\$20,000	\$21,440	\$4,248,260
	PIPE	\$6,950	\$7,850	\$10,420	\$11,330	\$12,300	\$12,790	\$13,200	\$13,550	\$13,550	\$14,530	\$15,500	\$18,000	\$19,040	\$20,090	\$5,536,650
	TOTAL	\$10,950	\$12,410	\$16,140	\$18,170	\$20,300	\$21,350	\$22,200	\$22,990	\$22,990	\$25,090	\$28,340	\$36,680	\$39,040	\$41,530	\$9,784,910
CS	BASIN	\$940	\$1,070	\$1,340	\$1,600	\$1,870	\$2,000	\$2,110	\$2,210	\$2,210	\$2,470	\$3,010	\$4,370	\$4,680	\$5,020	\$3,678,800
	PIPE	\$6,960	\$7,870	\$10,450	\$11,350	\$12,330	\$12,810	\$13,230	\$13,580	\$13,580	\$14,550	\$15,530	\$18,040	\$19,080	\$20,130	\$15,175,530
	TOTAL	\$7,900	\$8,940	\$11,790	\$12,950	\$14,200	\$14,810	\$15,340	\$15,790	\$15,790	\$17,020	\$18,540	\$22,410	\$23,760	\$25,150	\$18,854,330
CU	BASIN	\$2,350	\$2,680	\$3,360	\$4,010	\$4,690	\$5,020	\$5,280	\$5,540	\$5,540	\$6,200	\$7,530	\$10,960	\$11,730	\$12,580	\$3,468,060
	PIPE	\$6,120	\$6,910	\$9,170	\$9,970	\$10,830	\$11,250	\$11,620	\$11,930	\$11,930	\$12,780	\$13,640	\$15,840	\$16,760	\$17,680	\$5,013,120
	TOTAL	\$8,470	\$9,590	\$12,530	\$13,980	\$15,520	\$16,270	\$16,900	\$17,470	\$17,470	\$18,980	\$21,170	\$26,800	\$28,490	\$30,260	\$8,481,180
CV	BASIN	\$1,880	\$2,150	\$2,690	\$3,220	\$3,760	\$4,030	\$4,240	\$4,440	\$4,440	\$4,970	\$6,040	\$8,790	\$9,410	\$10,090	\$2,912,180
	PIPE	\$1,610	\$1,820	\$2,420	\$2,630	\$2,850	\$2,970	\$3,060	\$3,140	\$3,140	\$3,370	\$3,590	\$4,180	\$4,420	\$4,660	\$1,383,070
	TOTAL	\$3,490	\$3,970	\$5,110	\$5,850	\$6,610	\$7,000	\$7,300	\$7,580	\$7,580	\$8,340	\$9,630	\$12,970	\$13,830	\$14,750	\$4,295,250

DRAINAGE FEE SCHEDULE FOR ZONE 1: PLANNED LOCAL DRAINAGE AREAS

Area		AE-5, A-L, O	A1, A2, RR	R-1-E, R-1-EH, R-A	R-1-A, R-1-AH	R-1-B, R-1-C, RE	R-1 40%	R-1 45%	R-1 50%	R-2, M-H	R-3	R-4, T-P	M-1, M-2, M-3, C-R, M-1-P, S-L	C-P, C-M, R-P	C-1, C-2, C-3, C-4, C-5, C-6, C-L, P	Total Cost
CW	BASIN	\$900	\$1,020	\$1,280	\$1,530	\$1,790	\$1,920	\$2,020	\$2,120	\$2,120	\$2,370	\$2,880	\$4,190	\$4,490	\$4,810	\$2,219,790
	PIPE	\$590	\$660	\$880	\$960	\$1,040	\$1,080	\$1,120	\$1,150	\$1,150	\$1,230	\$1,310	\$1,520	\$1,610	\$1,700	\$992,270
	TOTAL	\$1,490	\$1,680	\$2,160	\$2,490	\$2,830	\$3,000	\$3,140	\$3,270	\$3,270	\$3,600	\$4,190	\$5,710	\$6,100	\$6,510	\$3,212,060
CX	BASIN	\$880	\$1,010	\$1,260	\$1,510	\$1,770	\$1,890	\$1,990	\$2,090	\$2,090	\$2,330	\$2,840	\$4,130	\$4,420	\$4,740	\$1,604,540
	PIPE	\$1,180	\$1,330	\$1,760	\$1,920	\$2,080	\$2,160	\$2,230	\$2,290	\$2,290	\$2,460	\$2,620	\$3,050	\$3,220	\$3,400	\$1,724,180
	TOTAL	\$2,060	\$2,340	\$3,020	\$3,430	\$3,850	\$4,050	\$4,220	\$4,380	\$4,380	\$4,790	\$5,460	\$7,180	\$7,640	\$8,140	\$3,328,720
CY	BASIN	\$1,000	\$1,140	\$1,430	\$1,700	\$1,990	\$2,130	\$2,240	\$2,350	\$2,350	\$2,630	\$3,200	\$4,660	\$4,980	\$5,340	\$1,546,200
	PIPE	\$990	\$1,120	\$1,490	\$1,620	\$1,760	\$1,830	\$1,890	\$1,940	\$1,940	\$2,080	\$2,220	\$2,580	\$2,730	\$2,870	\$1,210,890
	TOTAL	\$1,990	\$2,260	\$2,920	\$3,320	\$3,750	\$3,960	\$4,130	\$4,290	\$4,290	\$4,710	\$5,420	\$7,240	\$7,710	\$8,210	\$2,757,090
CZ	BASIN	\$560	\$640	\$800	\$960	\$1,120	\$1,200	\$1,260	\$1,320	\$1,320	\$1,480	\$1,790	\$2,610	\$2,790	\$3,000	\$1,551,490
	PIPE	\$1,250	\$1,420	\$1,880	\$2,040	\$2,220	\$2,310	\$2,380	\$2,450	\$2,450	\$2,620	\$2,800	\$3,250	\$3,440	\$3,620	\$2,788,260
	TOTAL	\$1,810	\$2,060	\$2,680	\$3,000	\$3,340	\$3,510	\$3,640	\$3,770	\$3,770	\$4,100	\$4,590	\$5,860	\$6,230	\$6,620	\$4,339,750
DE	BASIN	\$1,940	\$2,210	\$2,770	\$3,310	\$3,870	\$4,140	\$4,360	\$4,570	\$4,570	\$5,110	\$6,220	\$9,050	\$9,680	\$10,380	\$3,803,130
	PIPE	\$2,100	\$2,370	\$3,150	\$3,420	\$3,720	\$3,870	\$3,990	\$4,100	\$4,100	\$4,390	\$4,690	\$5,440	\$5,760	\$6,070	\$3,294,770
	TOTAL	\$4,040	\$4,580	\$5,920	\$6,730	\$7,590	\$8,010	\$8,350	\$8,670	\$8,670	\$9,500	\$10,910	\$14,490	\$15,440	\$16,450	\$7,097,900
*Note: A surcharge fee is in effect per Board Resolution No. 2006-486.																
DF	BASIN	\$570	\$650	\$820	\$970	\$1,140	\$1,220	\$1,280	\$1,350	\$1,350	\$1,510	\$1,830	\$2,660	\$2,850	\$3,060	\$165,172
	PIPE	\$1,070	\$1,210	\$1,610	\$1,750	\$1,900	\$1,970	\$2,040	\$2,090	\$2,090	\$2,240	\$2,390	\$2,780	\$2,940	\$3,100	\$283,883
	TOTAL	\$1,640	\$1,860	\$2,430	\$2,720	\$3,040	\$3,190	\$3,320	\$3,440	\$3,440	\$3,750	\$4,220	\$5,440	\$5,790	\$6,160	\$449,055
DG	BASIN	\$720	\$830	\$1,040	\$1,240	\$1,450	\$1,550	\$1,630	\$1,710	\$1,710	\$1,910	\$2,320	\$3,380	\$3,620	\$3,880	\$447,419
	PIPE	\$1,260	\$1,430	\$1,900	\$2,060	\$2,240	\$2,320	\$2,400	\$2,460	\$2,460	\$2,640	\$2,820	\$3,270	\$3,460	\$3,650	\$720,114
	TOTAL	\$1,980	\$2,260	\$2,940	\$3,300	\$3,690	\$3,870	\$4,030	\$4,170	\$4,170	\$4,550	\$5,140	\$6,650	\$7,080	\$7,530	\$1,167,533
DH	BASIN	\$860	\$980	\$1,230	\$1,470	\$1,720	\$1,840	\$1,930	\$2,030	\$2,030	\$2,270	\$2,760	\$4,010	\$4,290	\$4,600	\$1,590,510
	PIPE	\$960	\$1,080	\$1,440	\$1,560	\$1,690	\$1,760	\$1,820	\$1,870	\$1,870	\$2,000	\$2,130	\$2,480	\$2,620	\$2,770	\$1,109,580
	TOTAL	\$1,820	\$2,060	\$2,670	\$3,030	\$3,410	\$3,600	\$3,750	\$3,900	\$3,900	\$4,270	\$4,890	\$6,490	\$6,910	\$7,370	\$2,700,090
DI	BASIN	\$460	\$520	\$650	\$780	\$920	\$980	\$1,030	\$1,080	\$1,080	\$1,210	\$1,470	\$2,140	\$2,290	\$2,450	\$219,705
	PIPE	\$750	\$850	\$1,120	\$1,220	\$1,330	\$1,380	\$1,420	\$1,460	\$1,460	\$1,570	\$1,670	\$1,940	\$2,050	\$2,170	\$326,191
	TOTAL	\$1,210	\$1,370	\$1,770	\$2,000	\$2,250	\$2,360	\$2,450	\$2,540	\$2,540	\$2,780	\$3,140	\$4,080	\$4,340	\$4,620	\$545,896
DK	BASIN	\$210	\$240	\$300	\$350	\$410	\$440	\$470	\$490	\$490	\$550	\$670	\$970	\$1,040	\$1,110	\$961,890
	PIPE	\$2,220	\$2,510	\$3,340	\$3,630	\$3,940	\$4,090	\$4,230	\$4,340	\$4,340	\$4,650	\$4,960	\$5,760	\$6,090	\$6,430	\$8,652,400
	TOTAL	\$2,430	\$2,750	\$3,640	\$3,980	\$4,350	\$4,530	\$4,700	\$4,830	\$4,830	\$5,200	\$5,630	\$6,730	\$7,130	\$7,540	\$9,614,290
DL	BASIN	\$3,660	\$4,170	\$5,230	\$6,260	\$7,320	\$7,830	\$8,240	\$8,640	\$8,640	\$9,660	\$11,750	\$17,100	\$18,300	\$19,620	\$4,261,790
	PIPE	\$6,980	\$7,890	\$10,480	\$11,380	\$12,360	\$12,850	\$13,270	\$13,620	\$13,620	\$14,600	\$15,570	\$18,090	\$19,140	\$20,180	\$5,711,520
	TOTAL	\$10,640	\$12,060	\$15,710	\$17,640	\$19,680	\$20,680	\$21,510	\$22,260	\$22,260	\$24,260	\$27,320	\$35,190	\$37,440	\$39,800	\$9,973,310
DM	BASIN	\$2,590	\$2,950	\$3,700	\$4,420	\$5,180	\$5,540	\$5,820	\$6,110	\$6,110	\$6,830	\$8,310	\$12,080	\$12,940	\$13,870	\$6,334,150
	PIPE	\$9,890	\$11,170	\$14,830	\$16,120	\$17,500	\$18,190	\$18,790	\$19,280	\$19,280	\$20,660	\$22,050	\$25,610	\$27,090	\$28,570	\$19,956,620
	TOTAL	\$12,480	\$14,120	\$18,530	\$20,540	\$22,680	\$23,730	\$24,610	\$25,390	\$25,390	\$27,490	\$30,360	\$37,690	\$40,030	\$42,440	\$26,290,770
DN	BASIN	\$4,010	\$4,570	\$5,730	\$6,850	\$8,010	\$8,580	\$9,020	\$9,460	\$9,460	\$10,580	\$12,860	\$18,710	\$20,040	\$21,480	\$8,836,200
	PIPE	\$4,560	\$5,160	\$6,850	\$7,440	\$8,080	\$8,400	\$8,670	\$8,900	\$8,900	\$9,540	\$10,180	\$11,820	\$12,500	\$13,190	\$8,528,580
	TOTAL	\$8,570	\$9,730	\$12,580	\$14,290	\$16,090	\$16,980	\$17,690	\$18,360	\$18,360	\$20,120	\$23,040	\$30,530	\$32,540	\$34,670	\$17,364,780
*Note: A surcharge fee is in effect per Board Resolution No. 2016-840 Amended 2017-000, 2017-884, 2018-908, 2019-936, 2020-958, 2021-979, 2022-1009.																

DRAINAGE FEE SCHEDULE FOR ZONE 1: PLANNED LOCAL DRAINAGE AREAS

Area		AE-5, A-L, O	A1, A2, RR	R-1-E, R-1-EH, R-A	R-1-A, R-1-AH	R-1-B, R-1-C, RE	R-1 40%	R-1 45%	R-1 50%	R-2, M-H	R-3	R-4, T-P	M-1, M-2, M-3, C-R, M-1-P, S-L	C-P, C-M, R-P	C-1, C-2, C-3, C-4, C-5, C-6, C-L, P	Total Cost
DO	BASIN	\$2,270	\$2,590	\$3,250	\$3,880	\$4,540	\$4,860	\$5,110	\$5,360	\$5,360	\$6,000	\$7,290	\$10,610	\$11,360	\$12,180	\$6,989,280
	PIPE	\$3,140	\$3,540	\$4,700	\$5,110	\$5,550	\$5,770	\$5,960	\$6,110	\$6,110	\$6,550	\$6,990	\$8,120	\$8,590	\$9,060	\$7,466,790
	TOTAL	\$5,410	\$6,130	\$7,950	\$8,990	\$10,090	\$10,630	\$11,070	\$11,470	\$11,470	\$12,550	\$14,280	\$18,730	\$19,950	\$21,240	\$14,456,070
	*Note: A surcharge fee is in effect per Board Resolution No. 2007-522 Amended 2014-806, 2018-887, 2018-908 and Board Resolution No. 2020-959 Amended 2021-979 , 2022-1009.															
DP	BASIN	\$2,220	\$2,530	\$3,180	\$3,800	\$4,440	\$4,750	\$5,000	\$5,240	\$5,240	\$5,870	\$7,130	\$10,370	\$11,110	\$11,910	\$8,388,350
	PIPE	\$7,240	\$8,190	\$10,870	\$11,810	\$12,820	\$13,330	\$13,760	\$14,130	\$14,130	\$15,140	\$16,150	\$18,760	\$19,850	\$20,930	\$20,279,220
	TOTAL	\$9,460	\$10,720	\$14,050	\$15,610	\$17,260	\$18,080	\$18,760	\$19,370	\$19,370	\$21,010	\$23,280	\$29,130	\$30,960	\$32,840	\$28,667,570
DQ	BASIN	\$7,350	\$8,380	\$10,510	\$12,570	\$14,700	\$15,730	\$16,530	\$17,340	\$17,340	\$19,400	\$23,590	\$34,320	\$36,740	\$39,390	\$6,040,260
	PIPE	\$6,790	\$7,670	\$10,190	\$11,070	\$12,020	\$12,500	\$12,900	\$13,240	\$13,240	\$14,190	\$15,150	\$17,590	\$18,610	\$19,630	\$4,805,190
	TOTAL	\$14,140	\$16,050	\$20,700	\$23,640	\$26,720	\$28,230	\$29,430	\$30,580	\$30,580	\$33,590	\$38,740	\$51,910	\$55,350	\$59,020	\$10,845,450
DS	BASIN	\$3,550	\$4,050	\$5,080	\$6,080	\$7,110	\$7,610	\$8,000	\$8,390	\$8,390	\$9,380	\$11,410	\$16,600	\$17,770	\$19,050	\$15,788,810
	PIPE	\$9,790	\$11,060	\$14,690	\$15,960	\$17,330	\$18,010	\$18,600	\$19,090	\$19,090	\$20,460	\$21,830	\$25,360	\$26,830	\$28,290	\$34,542,730
	TOTAL	\$13,340	\$15,110	\$19,770	\$22,040	\$24,440	\$25,620	\$26,600	\$27,480	\$27,480	\$29,840	\$33,240	\$41,960	\$44,600	\$47,340	\$50,331,540
DV	BASIN	\$1,470	\$1,670	\$2,100	\$2,510	\$2,940	\$3,140	\$3,300	\$3,460	\$3,460	\$3,880	\$4,710	\$6,860	\$7,340	\$7,870	\$3,135,500
	PIPE	\$8,620	\$9,740	\$12,930	\$14,050	\$15,250	\$15,860	\$16,370	\$16,810	\$16,810	\$18,010	\$19,220	\$22,320	\$23,610	\$24,910	\$10,798,250
	TOTAL	\$10,090	\$11,410	\$15,030	\$16,560	\$18,190	\$19,000	\$19,670	\$20,270	\$20,270	\$21,890	\$23,930	\$29,180	\$30,950	\$32,780	\$13,933,750
EF	BASIN	\$1,820	\$2,070	\$2,600	\$3,110	\$3,640	\$3,890	\$4,090	\$4,290	\$4,290	\$4,800	\$5,840	\$8,490	\$9,090	\$9,750	\$3,670,890
	PIPE	\$970	\$1,100	\$1,450	\$1,580	\$1,720	\$1,780	\$1,840	\$1,890	\$1,890	\$2,030	\$2,160	\$2,510	\$2,660	\$2,800	\$1,541,230
	TOTAL	\$2,790	\$3,170	\$4,050	\$4,690	\$5,360	\$5,670	\$5,930	\$6,180	\$6,180	\$6,830	\$8,000	\$11,000	\$11,750	\$12,550	\$5,212,120
EG	BASIN	\$900	\$1,020	\$1,280	\$1,530	\$1,790	\$1,920	\$2,010	\$2,110	\$2,110	\$2,360	\$2,870	\$4,180	\$4,480	\$4,800	\$2,119,330
	PIPE	\$1,800	\$2,040	\$2,700	\$2,940	\$3,190	\$3,320	\$3,420	\$3,510	\$3,510	\$3,770	\$4,020	\$4,670	\$4,940	\$5,210	\$3,187,930
	TOTAL	\$2,700	\$3,060	\$3,980	\$4,470	\$4,980	\$5,240	\$5,430	\$5,620	\$5,620	\$6,130	\$6,890	\$8,850	\$9,420	\$10,010	\$5,307,260
EH	BASIN	\$1,600	\$1,820	\$2,290	\$2,730	\$3,200	\$3,420	\$3,600	\$3,770	\$3,770	\$4,220	\$5,130	\$7,460	\$7,990	\$8,570	\$5,041,610
	PIPE	\$2,630	\$2,980	\$3,950	\$4,290	\$4,660	\$4,850	\$5,000	\$5,140	\$5,140	\$5,510	\$5,870	\$6,820	\$7,220	\$7,610	\$5,214,720
	TOTAL	\$4,230	\$4,800	\$6,240	\$7,020	\$7,860	\$8,270	\$8,600	\$8,910	\$8,910	\$9,730	\$11,000	\$14,280	\$15,210	\$16,180	\$10,256,330
EI	BASIN	\$4,540	\$5,180	\$6,500	\$7,770	\$9,080	\$9,720	\$10,220	\$10,720	\$10,720	\$11,990	\$14,580	\$21,210	\$22,710	\$24,350	\$3,776,350
	PIPE	\$5,260	\$5,940	\$7,880	\$8,570	\$9,300	\$9,670	\$9,990	\$10,250	\$10,250	\$10,980	\$11,720	\$13,610	\$14,400	\$15,190	\$2,597,470
	TOTAL	\$9,800	\$11,120	\$14,380	\$16,340	\$18,380	\$19,390	\$20,210	\$20,970	\$20,970	\$22,970	\$26,300	\$34,820	\$37,110	\$39,540	\$6,373,820
EJ	BASIN	\$5,940	\$6,770	\$8,490	\$10,160	\$11,880	\$12,710	\$13,360	\$14,020	\$14,020	\$15,680	\$19,070	\$27,740	\$29,700	\$31,840	\$6,044,150
	PIPE	\$7,120	\$8,040	\$10,680	\$11,600	\$12,600	\$13,100	\$13,520	\$13,880	\$13,880	\$14,870	\$15,870	\$18,430	\$19,500	\$20,570	\$6,257,010
	TOTAL	\$13,060	\$14,810	\$19,170	\$21,760	\$24,480	\$25,810	\$26,880	\$27,900	\$27,900	\$30,550	\$34,940	\$46,170	\$49,200	\$52,410	\$12,301,160
EK	BASIN	\$410	\$460	\$580	\$690	\$810	\$870	\$910	\$960	\$960	\$1,070	\$1,300	\$1,890	\$2,030	\$2,170	\$678,550
	PIPE	\$2,010	\$2,270	\$3,020	\$3,280	\$3,560	\$3,700	\$3,820	\$3,920	\$3,920	\$4,200	\$4,490	\$5,210	\$5,510	\$5,810	\$2,743,090
	TOTAL	\$2,420	\$2,730	\$3,600	\$3,970	\$4,370	\$4,570	\$4,730	\$4,880	\$4,880	\$5,270	\$5,790	\$7,100	\$7,540	\$7,980	\$3,421,640
EL	BASIN	\$2,760	\$3,140	\$3,940	\$4,710	\$5,510	\$5,900	\$6,200	\$6,500	\$6,500	\$7,270	\$8,840	\$12,870	\$13,780	\$14,770	\$1,377,810
	PIPE	\$1,600	\$1,810	\$2,400	\$2,610	\$2,840	\$2,950	\$3,050	\$3,130	\$3,130	\$3,350	\$3,580	\$4,150	\$4,390	\$4,630	\$443,980
	TOTAL	\$4,360	\$4,950	\$6,340	\$7,320	\$8,350	\$8,850	\$9,250	\$9,630	\$9,630	\$10,620	\$12,420	\$17,020	\$18,170	\$19,400	\$1,821,790
EM	BASIN	\$2,700	\$3,070	\$3,860	\$4,610	\$5,390	\$5,770	\$6,070	\$6,370	\$6,370	\$7,120	\$8,660	\$12,600	\$13,490	\$14,460	\$3,481,030
	PIPE	\$3,130	\$3,540	\$4,700	\$5,110	\$5,550	\$5,770	\$5,960	\$6,110	\$6,110	\$6,550	\$6,990	\$8,120	\$8,590	\$9,060	\$3,127,770
	TOTAL	\$5,830	\$6,610	\$8,560	\$9,720	\$10,940	\$11,540	\$12,030	\$12,480	\$12,480	\$13,670	\$15,650	\$20,720	\$22,080	\$23,520	\$6,608,800

DRAINAGE FEE SCHEDULE FOR ZONE 1: PLANNED LOCAL DRAINAGE AREAS

Area		AE-5, A-L, O	A1, A2, RR	R-1-E, R-1-EH, R-A	R-1-A, R-1-AH	R-1-B, R-1-C, RE	R-1 40%	R-1 45%	R-1 50%	R-2, M-H	R-3	R-4, T-P	M-1, M-2, M-3, C-R, M-1-P, S-L	C-P, C-M, R-P	C-1, C-2, C-3, C-4, C-5, C-6, C-L, P	Total Cost
EN	BASIN	\$2,290	\$2,610	\$3,280	\$3,920	\$4,590	\$4,910	\$5,160	\$5,410	\$5,410	\$6,050	\$7,360	\$10,710	\$11,460	\$12,290	\$4,486,680
	PIPE	\$8,090	\$9,140	\$12,130	\$13,180	\$14,310	\$14,880	\$15,360	\$15,770	\$15,770	\$16,900	\$18,030	\$20,940	\$22,160	\$23,370	\$10,863,340
	TOTAL	\$10,380	\$11,750	\$15,410	\$17,100	\$18,900	\$19,790	\$20,520	\$21,180	\$21,180	\$22,950	\$25,390	\$31,650	\$33,620	\$35,660	\$15,350,020
EO	BASIN	\$3,560	\$4,050	\$5,080	\$6,080	\$7,110	\$7,610	\$8,000	\$8,390	\$8,390	\$9,390	\$11,410	\$16,610	\$17,780	\$19,060	\$6,003,240
	PIPE	\$3,300	\$3,730	\$4,950	\$5,380	\$5,850	\$6,080	\$6,280	\$6,440	\$6,440	\$6,900	\$7,370	\$8,550	\$9,050	\$9,550	\$4,623,240
	TOTAL	\$6,860	\$7,780	\$10,030	\$11,460	\$12,960	\$13,690	\$14,280	\$14,830	\$14,830	\$16,290	\$18,780	\$25,160	\$26,830	\$28,610	\$10,626,480
NN	BASIN	\$2,060	\$2,350	\$2,940	\$3,520	\$4,120	\$4,410	\$4,630	\$4,860	\$4,860	\$5,430	\$6,610	\$9,610	\$10,290	\$11,030	\$5,168,710
	PIPE	\$6,990	\$7,900	\$10,490	\$11,400	\$12,380	\$12,870	\$13,280	\$13,630	\$13,630	\$14,610	\$15,590	\$18,110	\$19,160	\$20,210	\$13,621,110
	TOTAL	\$9,050	\$10,250	\$13,430	\$14,920	\$16,500	\$17,280	\$17,910	\$18,490	\$18,490	\$20,040	\$22,200	\$27,720	\$29,450	\$31,240	\$18,789,820
1G	BASIN	\$1,270	\$1,440	\$1,810	\$2,170	\$2,530	\$2,710	\$2,850	\$2,990	\$2,990	\$3,340	\$4,060	\$5,910	\$6,330	\$6,790	\$1,872,020
	PIPE	\$1,200	\$1,350	\$1,800	\$1,950	\$2,120	\$2,200	\$2,270	\$2,330	\$2,330	\$2,500	\$2,670	\$3,100	\$3,280	\$3,460	\$1,543,320
	TOTAL	\$2,470	\$2,790	\$3,610	\$4,120	\$4,650	\$4,910	\$5,120	\$5,320	\$5,320	\$5,840	\$6,730	\$9,010	\$9,610	\$10,250	\$3,415,340
3G	BASIN	\$2,100	\$2,390	\$3,000	\$3,590	\$4,200	\$4,490	\$4,720	\$4,950	\$4,950	\$5,540	\$6,740	\$9,800	\$10,500	\$11,250	\$4,495,100
	PIPE	\$2,730	\$3,090	\$4,100	\$4,460	\$4,840	\$5,030	\$5,190	\$5,330	\$5,330	\$5,710	\$6,100	\$7,080	\$7,490	\$7,900	\$4,934,290
	TOTAL	\$4,830	\$5,480	\$7,100	\$8,050	\$9,040	\$9,520	\$9,910	\$10,280	\$10,280	\$11,250	\$12,840	\$16,880	\$17,990	\$19,150	\$9,429,390
7C	BASIN	\$2,170	\$2,470	\$3,100	\$3,710	\$4,340	\$4,640	\$4,880	\$5,120	\$5,120	\$5,720	\$6,960	\$10,130	\$10,840	\$11,620	\$4,247,030
	PIPE	\$1,230	\$1,390	\$1,850	\$2,010	\$2,180	\$2,270	\$2,340	\$2,400	\$2,400	\$2,580	\$2,750	\$3,190	\$3,380	\$3,560	\$1,737,080
	TOTAL	\$3,400	\$3,860	\$4,950	\$5,720	\$6,520	\$6,910	\$7,220	\$7,520	\$7,520	\$8,300	\$9,710	\$13,320	\$14,220	\$15,180	\$5,984,110
7D	BASIN	\$2,730	\$3,110	\$3,900	\$4,660	\$5,450	\$5,840	\$6,140	\$6,440	\$6,440	\$7,200	\$8,750	\$12,730	\$13,630	\$14,620	\$4,781,110
	PIPE	\$1,890	\$2,140	\$2,840	\$3,090	\$3,350	\$3,490	\$3,600	\$3,690	\$3,690	\$3,960	\$4,220	\$4,910	\$5,190	\$5,470	\$2,298,320
	TOTAL	\$4,620	\$5,250	\$6,740	\$7,750	\$8,800	\$9,330	\$9,740	\$10,130	\$10,130	\$11,160	\$12,970	\$17,640	\$18,820	\$20,090	\$7,079,430
7H	*Note: A surcharge fee is in effect per Board Resolution No. 2005-480 Amended 2018-908 & 2021-979.															
	BASIN	\$3,600	\$4,100	\$5,150	\$6,150	\$7,200	\$7,700	\$8,100	\$8,490	\$8,490	\$9,500	\$11,550	\$16,810	\$18,000	\$19,290	\$8,351,700
	PIPE	\$6,390	\$7,220	\$9,590	\$10,420	\$11,320	\$11,760	\$12,150	\$12,470	\$12,470	\$13,360	\$14,260	\$16,560	\$17,520	\$18,480	\$10,372,560
	TOTAL	\$9,990	\$11,320	\$14,740	\$16,570	\$18,520	\$19,460	\$20,250	\$20,960	\$20,960	\$22,860	\$25,810	\$33,370	\$35,520	\$37,770	\$18,724,260
	*Note: A surcharge fee is in effect per Board Resolution No. 2005-480 Amended 2018-908 & 2021-979.															

DRAINAGE FEE SCHEDULE FOR ZONE 2: PLANNED LOCAL DRAINAGE AREAS

Area	AE-5, A-L, O	A1, A2, RR	R-1-E, R-1-EH, R-A	R-1-A, R-1-AH	R-1-B, R-1-C, RE	R-1 40%	R-1 45%	R-1 50%	R-2, M-H	R-3	R-4, T-P	M-1, M-2, M-3, C-R, M-1-P, S-L	C-P, C-M, R-P	C-1, C-2, C-3, C-4, C-5, C-6, C-L, P	Total Cost
Zone 2	BASIN	\$980	\$1,120	\$1,400	\$1,680	\$1,960	\$2,100	\$2,210	\$2,320	\$2,320	\$2,590	\$3,150	\$4,580	\$4,910	\$110,552,208
	PIPE	\$1,780	\$2,010	\$2,670	\$2,900	\$3,150	\$3,270	\$3,380	\$3,470	\$3,470	\$3,720	\$3,970	\$4,880	\$5,140	\$140,706,886
	TOTAL	\$2,760	\$3,130	\$4,070	\$4,580	\$5,110	\$5,370	\$5,590	\$5,790	\$5,790	\$6,310	\$7,120	\$9,190	\$9,790	\$251,259,094

Planned Local Drainage Areas: Zone 2

Area	Basin Cost	Pipe Cost	Total	Area	Basin Cost	Pipe Cost	Total	Area	Basin Cost	Pipe Cost	Total
A	\$2,919,048	\$2,742,734	\$5,661,782	X	\$2,402,857	\$473,369	\$2,876,226	OO	\$3,518,637	\$925,162	\$4,443,799
B	\$1,329,411	\$142,170	\$1,471,581	Y	\$1,769,914	\$2,277,503	\$4,047,417	PP	\$2,535,421	\$1,487,915	\$4,023,336
C	\$485,959	\$317,414	\$803,373	Z	\$1,126,945	\$2,549,446	\$3,676,391 **	RR	\$5,761,780	\$18,838,119	\$24,599,899
D	\$801,395	\$689,353	\$1,490,748	AA	\$1,014,651	\$1,510,899	\$2,525,550	SS	\$3,635,039	\$4,423,112	\$8,058,151
E	\$1,020,744	\$228,063	\$1,248,807	BB	\$826,221	\$822,774	\$1,648,995	TT	\$2,926,002	\$1,862,381	\$4,788,383
F	\$336,487	\$288,912	\$625,399	CC	\$1,155,140	\$2,087,762	\$3,242,902	UU1	\$747,282	\$1,537,323	\$2,284,605
G	\$1,697,160	\$157,007	\$1,854,167	CO2	\$956,022	\$1,784,940	\$2,740,962	UU2	\$1,859,360	\$1,667,252	\$3,526,612
H	\$99,858	\$214,682	\$314,540	DD	\$2,834,121	\$7,751,396	\$10,585,517	UU3	\$4,602,183	\$12,380,067	\$16,982,250
I	\$227,828	\$248,025	\$475,853	EE	\$754,118	\$3,379,984	\$4,134,102	VV	\$307,124	\$116,961	\$424,085
J	\$1,955,669	\$549,307	\$2,504,976	FF	\$1,444,874	\$9,680,403	\$11,125,277	WW	\$291,653	\$360,044	\$651,697
K	\$1,468,401	\$688,482	\$2,156,883	GG	\$3,306,113	\$1,690,098	\$4,996,211	XX	\$1,025,092	\$2,194,878	\$3,219,970
L	\$814,401	\$494,850	\$1,309,251	HH	\$6,039,861	\$8,235,830	\$14,275,691	ZZ	\$3,183,184	\$3,576,793	\$6,759,977
M	\$967,464	\$268,259	\$1,235,723	II1	\$6,470,795	\$17,173,945	\$23,644,740				
N	\$591,891	\$436,752	\$1,028,643	II2	\$10,500,127	\$1,414,257	\$11,914,384				
O	\$1,275,198	\$190,138	\$1,465,336	II3	\$2,433,426	\$2,018,652	\$4,452,078				
P	\$1,162,896	\$235,116	\$1,398,012	II4	\$2,822,509	\$1,159,909	\$3,982,418				
T	\$2,289,398	\$2,752,715	\$5,042,113	JJ	\$2,685,853	\$3,875,446	\$6,561,299				
U	\$2,074,307	\$700,235	\$2,774,542	KK	\$2,786,308	\$1,575,098	\$4,361,406				
V	\$984,986	\$1,726,395	\$2,711,381	LL	\$3,329,495	\$4,112,178	\$7,441,673				
W	\$2,376,509	\$3,740,136	\$6,116,645 *	MM	\$621,091	\$952,245	\$1,573,336				

W * Note: A surcharge fee is in effect per Board Resolution No. 885-BPBR.

Z ** Note: A surcharge fee is in effect per Board Resolution Nos. 1227, 1265, 1268, 1386.

DRAINAGE FEE SCHEDULE FOR ZONE 3: PLANNED LOCAL DRAINAGE AREAS

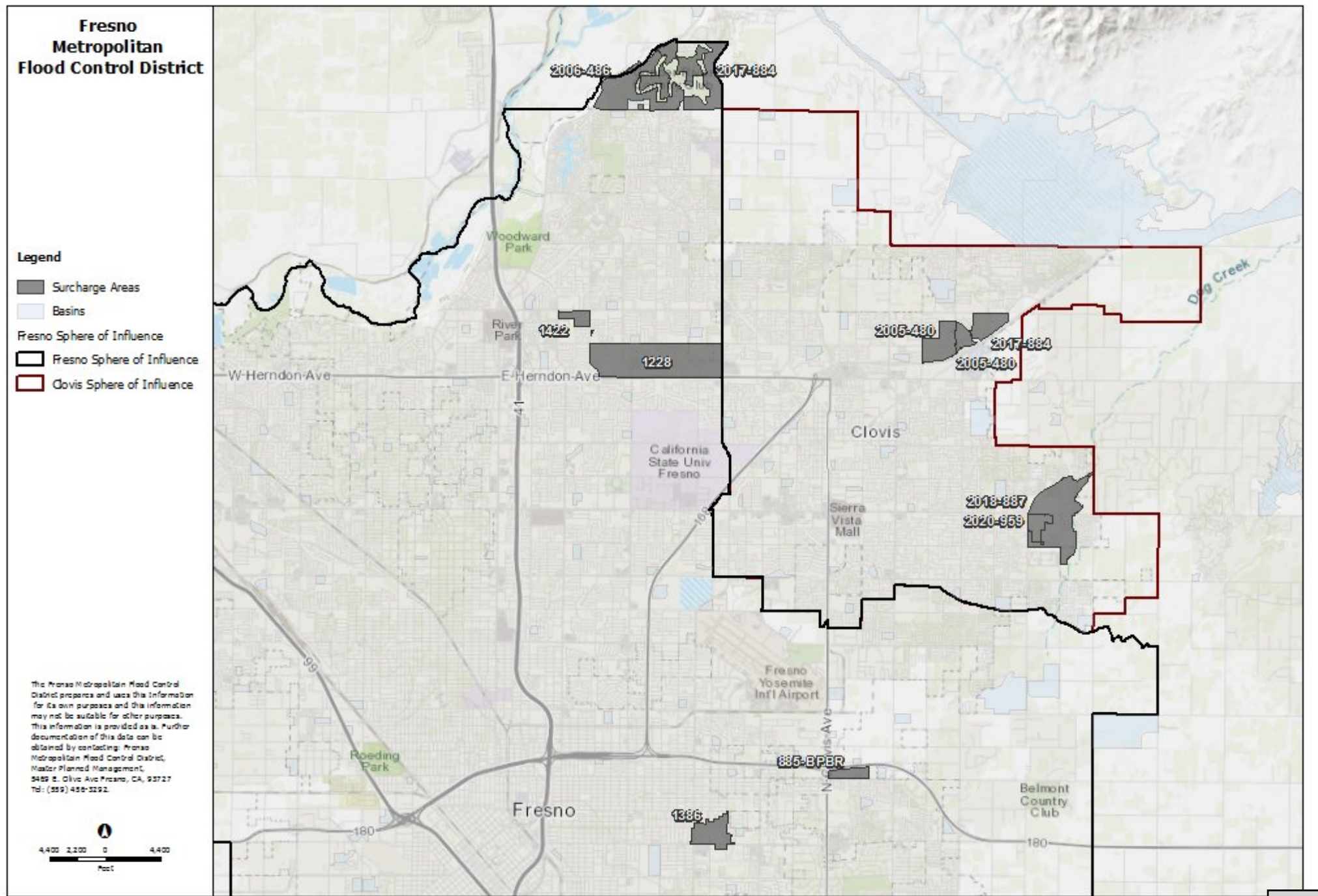
Area		AE-5, A-L, O	A1, A2, RR	R-1-E, R-1-EH, R-A	R-1-A, R-1-AH	R-1-B, R-1-C, RE	R-1 40%	R-1 45%	R-1 50%	R-2, M-H	R-3	R-4, T-P	M-1, M-2, M-3, C-R, M-1-P, S-L	C-P, C-M, R-P	C-1, C-2, C-3, C-4, C-5, C-6, C-L, P	Total Cost
Zone 3	BASIN	\$1,660	\$1,900	\$2,380	\$2,850	\$3,330	\$3,560	\$3,750	\$3,930	\$3,930	\$4,390	\$5,340	\$7,770	\$8,320	\$8,920	\$30,731,718
	PIPE	\$1,620	\$1,840	\$2,440	\$2,650	\$2,880	\$2,990	\$3,090	\$3,170	\$3,170	\$3,400	\$3,620	\$4,210	\$4,450	\$4,700	\$21,463,488
	TOTAL	\$3,280	\$3,740	\$4,820	\$5,500	\$6,210	\$6,550	\$6,840	\$7,100	\$7,100	\$7,790	\$8,960	\$11,980	\$12,770	\$13,620	\$52,195,206

Planned Local Drainage Areas: Zone 3

Area	Basin Cost	Pipe Cost	Total
Q	\$444,979	\$420,950	\$865,929
S	\$1,347,897	\$2,871,131	\$4,219,028
1E	\$2,363,340	\$1,001,527	\$3,364,867
2D	\$882,248	\$1,392,241	\$2,274,489
3A	\$1,623,855	\$1,066,818	\$2,690,673
3D	\$1,493,170	\$1,032,196	\$2,525,366
3F	\$1,191,964	\$1,224,524	\$2,416,488
4B	\$2,359,402	\$1,178,504	\$3,537,906
4C	\$1,687,539	\$2,383,951	\$4,071,490
4D	\$3,770,454	\$1,232,417	\$5,002,871
4E	\$4,741,891	\$2,249,815	\$6,991,706
5B/5C	\$5,476,232	\$2,313,170	\$7,789,402
5F	\$1,760,595	\$1,530,399	\$3,290,994
6D	\$1,588,152	\$1,565,845	\$3,153,997

DRAINAGE FEE SCHEDULE FOR SURCHARGE AREAS: PLANNED LOCAL DRAINAGE AREAS

Area		AE-5, A-L, O	A1, A2, RR	R-1-E, R-1-EH, R-A	R-1-A, R-1-AH	R-1-B, R-1-C, RE	R-1 40%	R-1 45%	R-1 50%	R-2, M-H	R-3	R-4, T-P	M-1, M-2, M-3, C-R, M-1-P, S-L	C-P, C-M, R-P	C-1, C-2, C-3, C-4, C-5, C-6, C-L, P
W	TOTAL	-	-	-	-	-	-	-	-	-	-	-	\$11,075	-	-
	*Note: Surcharge Resolution: 885-BPBR														
Z	TOTAL	-	-	-	-	-	-	-	-	\$1,970	\$2,110	\$2,250	\$2,615	\$5,380	\$2,915
	*Note: Surcharge Resolution: 1386														
BX	TOTAL	-	\$270	\$360	\$390	\$430	\$445	\$445	\$445	\$470	\$510	\$540	\$630	\$660	\$700
	*Note: Surcharge Resolution: 2008-590														
BX	TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	\$20,280	-
	*Note: Surcharge Resolution: 2017-884														
CM	TOTAL	\$90	\$105	\$135	\$145	\$160	\$165	\$165	\$165	\$175	\$185	\$200	\$235	\$485	\$260
	*Note: Surcharge Resolution: 1228														
CN	TOTAL	-	-	-	-	-	-	-	-	\$2,200	\$2,395	\$2,695	\$3,465	\$3,690	\$3,925
	*Note: Surcharge Resolution: 1422														
DE	TOTAL	-	-	-	-	-	\$790	\$790	\$790	\$840	\$900	-	\$1,120	\$1,250	\$1,250
	*Note: Surcharge Resolution: 2006-486														
DN	TOTAL	-	-	-	-	-	\$12,730	\$13,140	\$13,490	\$13,490	-	-	-	-	\$19,990
	*Note: Surcharge Resolution: 2017-884														
DO	TOTAL	-	-	-	-	-	-	-	\$5,150	\$5,150	\$5,510	\$5,510	-	\$7,230	\$7,630
	*Note: Surcharge Resolution: 2018-887														
DO	TOTAL	-	-	-	-	-	-	-	-	-	\$5,410	\$5,410	-	-	\$7,480
	*Note: Surcharge Resolution: 2020-959														
7D	TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	\$8,156	-
	*Note: Surcharge Resolution: 2005-480														
7H	TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	\$8,156	-
	*Note: Surcharge Resolution: 2005-480														





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Police Department

DATE: February 2, 2026

SUBJECT: Police – Approval – Authorization to Apply for and Accept a State Homeland Security Grant Program (SHSGP) Subaward for the Purchase of a Fotokite Sigma Tethered Unmanned Aerial Vehicle (UAV) System in the Amount of \$72,405.00

ATTACHMENTS: 1. State Homeland Security Grant Program (SHSGP) Subaward Grant Application.
2. Quotation # SO-002266 from Fotokite US, LLC
3. Sole Source Justification Letter from Fotokite US, LLC dated August 20, 2025
4. Policy 706 of the Clovis Police Department Policy Manual (Military Equipment Use Policy)

RECOMMENDATION

For City Council to authorize the Police Department to submit an application for a subaward through the State Homeland Security Grant Program (SHSGP) in the amount of \$72,405.00 for the purchase of a Fotokite Sigma actively tethered unmanned aerial vehicle (UAV) system.

EXECUTIVE SUMMARY

Staff recommends that the City Council authorize the Police Department to apply for a State Homeland Security Grant Program (SHSGP) subaward to fund the acquisition of a Fotokite Sigma actively tethered unmanned aerial vehicle (UAV) system. The total cost of the system is \$72,405.00, which will be fully funded through the SHSGP subaward at no cost to the City's General Fund.

The Fotokite Sigma is a patented actively tethered aerial solution that provides public safety personnel with critical situational awareness through an on-demand aerial view with the push of a button. With a simple, intuitive interface, the user can have immediate aerial observation capability, and at no time does the operator need to actively control the Fotokite other than adjusting the height and redirecting the camera. This allows the user to concentrate on assessing the situation at hand rather than the mechanics of piloting.

The acquisition of this equipment will enhance the Department's ability to prepare for, prevent, and respond to critical incidents and major disasters, consistent with the objectives of the State Homeland Security Grant Program.

BACKGROUND

The State Homeland Security Grant Program (SHSGP) awards monies to enhance the ability of states, territories, and urban areas to prepare for, prevent, and respond to terrorist attacks and other major disasters. These funds are used for preparedness planning, equipment acquisition, training, exercises, management, and administration. Within this grant, equipment is specifically identified and funded as a method for communities to better prepare for and respond to emergencies.

The Fotokite Sigma represents a new category of aerial situational awareness tools specifically designed for public safety applications. Unlike traditional free-flying UAVs that require extensive pilot training and FAA certification, the Fotokite Sigma operates as an actively tethered system with unique operational and regulatory advantages.

The Fotokite Sigma is the only system on the market that provides this total actively tethered solution today. Fotokite US, LLC, holds multiple U.S. patents (9753355, 10571779, and 10168601) supporting the intellectual property developed to provide this operational simplicity and effectiveness. No other manufacturer currently offers a comparable actively tethered aerial solution with these capabilities.

Pursuant to Government Code § 7070, § 7071, and § 7072, unmanned, remotely piloted, powered aerial vehicles are classified as military equipment requiring City Council approval for acquisition. Any UAV equipment acquired by the Department will be included in the Annual Military Equipment Report and Military Equipment Policy 706 presented to City Council.

FISCAL IMPACT

If awarded, the State Homeland Security Grant Program (SHSGP) subaward will fund the purchase. The total project cost for the Fotokite Sigma system is \$72,405. This includes equipment, training, rugged tablet, extended warranty, charging equipment, and a five-year livestreaming subscription.

If the grant does not cover the entire purchase price, the Police Department will fund the remaining balance using existing budgeted funds. No additional General Fund allocation is requested. Ongoing sustainment and operational costs will continue to be funded through existing UAV program budgets.

REASON FOR RECOMMENDATION

Authorization to apply for and accept the SHSGP subaward will enable the Police Department to acquire an actively tethered UAV system at no cost to the City's General Fund, significantly enhancing public safety capabilities for emergency response.

The granting agency requires City Council authorization prior to submission of the subaward application.

ACTIONS FOLLOWING APPROVAL

Staff will submit the subaward application to the State Homeland Security Grant Program. Upon award notification, staff will return to City Council with a resolution amending the Police Department budget to reflect the grant funding and authorize the purchase and acquisition of the Fotokite Sigma actively tethered unmanned aerial vehicle (UAV) system in accordance with Military Equipment Policy 706.

CONFLICT OF INTEREST

None.

Prepared by: Josh Richards, Police Lieutenant

Reviewed by: City Manager AM

Subgrantee Name: Clovis Police DepartmentHomeland Security Grant Program FY 22/23 Grant Number 2022-0043/ 2023-0042 Cal OES ID# _____

Urban Area Security Initiative (UASI) FY _____ Grant Number _____ Cal OES ID# _____

Other Program FY _____ Grant Number _____ Cal OES ID# _____

Project Amount: UASI \$ _____ SHSP \$ 72,405.00

- 1.) Provide a complete description/specification(s) of the UAS to include, but not limited to, quantity, make, model, operating weight, and manufacturer's country of origin.

1 Fotokite Sigma with transport case - weight of the UAS is 2.8 lbs.

Manufacture: Fotokite

Country of Origin: Switzerland

- 2.) Line item breakdown of cost(s) contained in the request (e.g., aircraft, sensors, etc.) and total dollar amount of grant funding requested for purchase.

Fotokite Sigma with transport case - \$43,395.00

Tablet - \$3,140.00

Charging Cradle - \$1,500.00

Spare Propeller Kit - \$66.00

Livestreaming Subscription - \$13,329.00

Operator Training - \$2,541.00

Extended Warranty - \$8,859.00

Delivery - \$575.00

Total Cost: \$72,405.00

- 3.) Method used to determine cost reasonableness.

Cost reasonableness was determined through a documented sole-source analysis. The Fotokite Sigma is the only actively tethered UAS that meets our operational and legal requirements for public safety use, as supported by the manufacturer's sole-source justification. No comparable products exist that provide continuous powered tethered flight, automated stabilization, and the ability to operate under federal public-safety exemptions without FAA pilot certification. The proposed cost was evaluated against comparable non-tethered UAS platforms and traditional aviation alternatives, accounting for reduced training, staffing, and regulatory compliance costs. Based on this review, the pricing is consistent with specialized public-safety aviation equipment and is considered fair, reasonable, and necessary to support the mission.

- 4.) Number of neighboring jurisdictions and/or response agencies with similar sharable capability (via EMAC, MOU or other support agreement).

1. Fresno Sheriff Department

2. Fresno Police Department

- 5.) Justify the need for the UAS and how the requested platform best meets that need as compared to other options.

The need for the Fotokite Sigma is sustained aerial overwatch during critical incidents without added risk, workload, or delay. Existing free-flight UAS are effective for short deployments but require trained pilots, battery changes, and active airspace management, which limits their use during barricades, large events, disasters, or extended operations. The Fotokite Sigma fills this gap by providing immediate, persistent, tethered aerial coverage for 12+ hours with continuous power and data, no pilot intervention, and operation under the FAA Part 101 tethered exemption. It deploys in under a minute, holds a fixed position, and streams live video to the RTIC and Genetec system without diverting personnel.

- 6.) Explain how the requested UAS fits into the State/Urban Area's integrated operational plans.

The requested Fotokite Sigma integrates directly into State and Fresno County UASI operational plans by supporting unified command, real-time intelligence sharing, and sustained situational awareness during major incidents. The platform integrates with CPD's RTIC and Genetec VMS, allowing live aerial video to be shared with local, county, and state partners under existing information-sharing protocols. Operating under the FAA Part 101 tethered exemption and requiring minimal staffing, the system can be rapidly deployed during UASI activations, EOC operations, planned events, or mutual-aid responses without increasing airspace complexity. This capability supports regional priorities for interoperability, sustained operations, and coordinated multi-agency response.

- 7.) Explain the types of terrorism prevention and incident response equipment with which the requested UAS will be outfitted.

The requested Fotokite Sigma UAS will be equipped with integrated electro-optical (EO) and infrared (IR/thermal) sensors, along with secure tethered power and data transmission supporting continuous real-time video streaming into the department's RTIC and Genetec VMS. This configuration enables day and night surveillance, heat detection, and persistent monitoring of critical infrastructure, public venues, and active incident scenes related to terrorism prevention and response. The tethered design provides uninterrupted power and a hardened data link, reducing the risk of signal loss, interference, or airspace conflict during high-threat or congested environments, and supports real-time situational assessment and command decision-making.

- 8.) Describe how this UAS will be used operationally and which response assets will be deployed using the requested aircraft.

Operationally, the Fotokite Sigma will be deployed as a rapid-response aerial overwatch platform during critical incidents, planned events, and extended operations. The system can be deployed Code 3 and be airborne in under a minute, providing a fixed, stabilized aerial view to incident command and the RTIC. It will support patrol, SWAT, traffic, K-9, and command staff during barricades, searches, large public gatherings, disasters, and critical infrastructure protection. Launched from a vehicle, tripod, or fixed location, the aircraft can remain airborne for the duration of the incident while streaming live video to supervisors, dispatch, and partner agencies per protocol.

- 9.) Describe how this UAS will be utilized on a regular, non-emergency basis.

On a regular, non-emergency basis, the Fotokite Sigma will be used to support planned operations and proactive public-safety missions requiring sustained aerial awareness. The system will be deployed during permitted events, community gatherings, and special details to monitor crowd movement, traffic flow, and perimeter integrity. It will also be used for training, readiness checks, and policy-compliant demonstrations. When appropriate, the platform will support infrastructure assessments, pre-event site surveys, and interagency coordination exercises. Because it requires minimal staffing and no pilot intervention, the system can be routinely deployed without impacting patrol operations while remaining compliant with department protocols and UASI objectives.

Request Certifications that must be submitted:

- (1) A signed certification from the recipient (or if applicable, subrecipient) that all licensing, registration fees, insurance, and operational and maintenance costs associated with the UAS/sUAS will not be paid for with grant funds.
- (2) Signed certification that the recipient (or if applicable, subrecipient) has reviewed and understands the following:
 - DHS Cybersecurity and Infrastructure Security Agency (CISA), Unmanned Aircraft Systems (UAS) Fact Sheets.
 - DHS CISA, Chinese Manufactured Unmanned Aircraft Systems Industry Alert.
 - DHS CISA, Cybersecurity Best Practices for Operating Commercial Unmanned Aircraft Systems.
- (3) Signed certification that the recipient (and if applicable, subrecipient) has reviewed FEMA Policy 405-143-1, *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services* and has verified that the selected vendor/manufacturer of the requested UAS/sUAS is not listed as excluded on the System for Award Management.
- (4) Signed certification that the recipient (or if applicable, subrecipient) has completed a risk assessment regarding any proposed use of foreign-made UAS/sUAS.
- (5) Policies and Procedures: Recipients (or if applicable, subrecipients) requesting to purchase UAS/sUAS must provide copies of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to, or otherwise use the UAS/sUAS equipment per Presidential Memorandum: [Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties, in Domestic Use of Unmanned Aircraft Systems, issued February 15, 2015.](#)

This policy and procedures must contain:

- (a) Privacy section with provisions addressing the following:
 - Authorized purposes;
 - Data collection: Recipients shall only collect information using UAS, or use UAS-collected information, to the extent that such collection or use is consistent with and relevant to an authorized purpose;

- Dissemination: UAS-collected information that is not maintained in a system of records covered by the Privacy Act shall not be disseminated unless dissemination is required by law, or fulfills an authorized purpose and complies with agency requirements; and
 - Personally identifiable information (PII) retention: Information collected using UAS/sUAS that may contain PII shall not be retained for more than 180 days unless retention of the information is determined to be necessary to an authorized mission, is maintained in a system of records covered by the Privacy Act or is required to be retained for a longer period by any other applicable law or regulation.
- (b) Civil Rights/Civil Liberties section addressing the following:
- Policies are in place to prohibit the collection, use, retention, or dissemination of data in any manner that would violate the First Amendment or in any manner that would discriminate against persons based upon their ethnicity, race, gender, national origin, religion, sexual orientation, or gender identity, in violation of law;
 - UAS/sUAS activities are performed in a manner consistent with the Constitution and applicable laws, Executive Orders, and other Presidential directives; and
 - Adequate procedures to receive, investigate, and address, as appropriate, privacy, civil rights, and civil liberties complaints.
- (c) Accountability section providing the following:
- Procedures for audit and oversight of the recipient (or if applicable subrecipient's) UAS/sUAS program;
 - Rules of conduct for personnel involved in the UAS/sUAS program;
 - Supervision of personnel involved in the UAS/sUAS program;
 - Protocols for dealing with misuse and abuse of UAS/sUAS data;
 - Data-sharing and records management; and
 - Mutual aid requests.
- (d) Transparency section addressing the following, while not revealing information that could reasonably be expected to compromise law enforcement or national security:
- Public notice about UAS/sUAS program;
 - Public notice about planned operations and
 - Annual public reporting.
- (e) Finalization: a section or information indicating the UAS/sUAS policy has been finalized by the requesting recipient (or if applicable, subrecipient).

(6) Signed Controlled Equipment Self-Certification Form

Submitted by: _____ Date: _____
(Name) (Signature)



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Controlled Equipment Self-Certification

Subrecipient / Award Information		
Grant Program: Homeland Security Grant Program (HSGP)	Grant Award #: 2022-0043/ 2023-0042	Cal OES ID#:
Subrecipient (end user): Clovis Police Department		Project #:
Pass-through Entity:		
Controlled Equipment Information		
Item(s) to be procured: Fotokite Sigma Tethered UAV System		
AEL #(s): 03OE-07-SUAS		
Is this equipment to be used in a regional or multi-jurisdictional capacity? ☒ Yes ☐ No		
If yes, please list all partner jurisdictions: All agencies within Fresno County		
☐ Copy of the Cal OES Controlled Equipment Self-Certification Form from each entity sharing the equipment. (This requirement is only applicable to each entity that will operate the equipment.)		
Certification		
The authorizing official listed below certifies the subrecipient above:		
☒ Has received Governing Body Approval as outlined in section D-2 of FEMA Policy 207-22-0002 ☒ Has adopted Policy and Protocol Requirements outlined in section D-3 of FEMA Policy 207-22-0002 ☒ Will adhere to the After-Action Report Requirements in Section D-4 of FEMA Policy 207-22-0002 ☒ Will adhere to the Records Keeping Requirements in section D-5 of FEMA Policy 207-22-0002 ☒ Will adhere to the Regional Capability/Sharing Agreement in section D-6 of FEMA Policy 207-22-0002 (If applicable). ☒ Will adhere to the Civil Rights Compliance in section D-7 of FEMA Policy 207-22-0002 ☒ Meets the training Requirements as outlined in section E of FEMA Policy 207-22-0002 ☒ Has adopted the Procedures and Certifications for Aircraft in section F of FEMA Policy 207-22-0002 (If applicable). ☒ Will abide by all applicable federal, state, local, and tribal laws, regulations, programmatic terms and conditions, and all other requirements outlined in the FEMA Policy 207-22-0002.		
Certification: <i>By signing below, I certify to the best of my knowledge and belief that the above information is true, complete, and accurate.</i>		
Authorizing Official (Print Name) Josh Richards	Signature:	Date:

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
CONTROLLED EQUIPMENT REQUEST

AGENDA ITEM NO. 7.

OMB Control No:1660-0156
Expiration: 08-31-2023

PAPERWORK BURDEN DISCLOSURE NOTICE
FEMA Form FF-207-FY-23-106 (formerly 087-0-0-1)

Public reporting burden for this data collection is estimated to average 45 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472-3100, Paperwork Reduction Project (1660-NEW) NOTE: Do not send your completed form to this address.

A. General Information

Name of Applicant or Recipient: City of Clovis Police Department		State or Tribe: California
Program: Homeland Security Grant Program	Program Fiscal Year 2022/2023	Award or Application Number (If known):
Project Title: Tethered UAS		Investment Justification Number:
Project Number:	Is this a law enforcement agency? Yes	Project Address: 1233 Fifth St. Clovis, CA. 93612

B. Applicant or Recipient Point(s) of Contact

Name: Josh Richards	Name:
Address: 1233 Fifth St. Clovis, CA. 93612	Address:
Phone: 559-765-5239	Phone:
E-mail: joshuar@clovisca.gov	E-mail:

C. Sub recipient - General Information (If applicable)

Name of Sub recipient (If applicable): City of Clovis Police Department	
Project Title: Tethered UAS	Investment Justification Number:
Project Number:	Is this a law enforcement agency? Yes
Point of Contact: Josh Richards	Address: 1233 Fifth St. Clovis, CA. 93612
Phone: 559-765-5239	E-mail: joshuar@clovisca.gov

D. Policies

Law Enforcement Agencies only - Does the Requesting Agency have policies on the following?

Community Policing: Yes	Community Input: Yes
Constitutional Policing: Yes	Impact Considerations: Yes

ALL Requesting Organizations - Are the following policies in place for the requested controlled equipment?

Appropriate Use: Yes	Effectiveness Evaluation: Yes
Supervision of Use: Yes	Auditing and Accountability: Yes
Unmanned Aircraft Systems: Yes	NOTE: Unmanned Aircraft Systems. Applicants requesting to purchase Unmanned Aircraft Systems (UAS) with FEMA grant funding must have in place, prior to expending funds, policies and procedures to safeguard individuals' privacy, civil rights, and civil liberties.

Does the Requesting Organization have Record Keeping policies on the following?

Training on the use of the controlled equipment: Yes	Significant Incidents: Yes
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E. Controlled Equipment Information

Category of requested equipment: Unmanned Aerial Vehicles	Authorized Equipment List Number (If known):
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Provide a detailed description of the equipment and the justification for acquiring the requested controlled equipment

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Number of units requested: 1	Number of units currently in inventory: 0
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List all categories of controlled equipment acquired by the organization through federal programs in the last three (3) years that are currently in inventory.

Fiscal year:	Fiscal year:	Fiscal year:

Any additional that is not listed above (Please include category type and fiscal year acquired):

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Can the requested controlled equipment be reasonably accessed by other means?	No
Has the requesting organization provided training to users of the controlled equipment?	Will implement before acquisition

F. Organization Information

Does the requesting organization have written approval from their governing body for the proposed acquisition of the requested controlled equipment? Yes
Has the requesting organization previously requested, have a pending request for, or been denied for this category of controlled equipment by another federal agency? No

If previously denied, provide an explanation of why the request was denied, including which federal agency made the denial:

Has the requesting organization ever been in violation of a federal civil rights statute, nondiscrimination provision of any federal program statute (e.g., Sec. 308 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988), or any other programmatic term or condition related to nondiscrimination (e.g., requirements to produce civil rights complaint data or a signed civil rights assurance), or entered into a remedial agreement as a result of a civil rights investigation during the past 3 years?

No

If yes, specify the disposition and/or corrective action that was ordered and/or was, or will be, provided. Accordingly, applicants must disclose any finding by a Federal court or a Federal government agency, including an agency's civil rights office or the Civil Rights Division of the U.S. Department of Justice, and any efforts taken to cure the violation(s), as well as information regarding any remedial agreements. Applicants must also disclose any admissions of liability they have made regarding violations of Federal civil rights laws in their policing functions.

G. Regional Sharing Agreement

Will the requested controlled equipment provide a regional or multi-jurisdictional capability? Yes

If yes, provide the following information regarding the controlled equipment:

Regional Geographic size to be served (sq mi): 6,011

Regional Population to be served: 1.02 million

Provide the number of individuals with access: 18

Have all entities within the regional sharing agreement implemented all required protocols, training, records keeping, and information collection and retention requirements? Yes

H. Certification Statement

By signing below, the authorized official certifies that the requesting organization:

- Has adopted the required Policies and Protocols Requirements;
- Meets the Training Requirements;
- Will adhere to the Records Keeping Requirements;
- Will adhere to After-Action Report Requirements;
- If applicable, all entities within the regional sharing agreement have implemented or will implement all required protocols, training, records keeping, and information collection and retention requirements prior to acquisition of the controlled equipment.
- Will abide by all applicable federal, state, local, and tribal laws, regulations, programmatic terms and conditions, and all requirements outlined in the Grant Programs Directorate Information Bulletin 407.

Authorizing Official (Print Name):

Signature:

Date:

I. FEMA Grant Programs Directorate Staff only

☐ Approved

☐ Denied

Signature:

Date:

Controlled Equipment Request -- Instructions

A. General Information - The information in this section provides background and context for the investment(s) requested or awarded.

- **Program Fiscal Year:** Fiscal year of the grant award or application. (Ex. If you have a 2014 grant award the Program FY is 2014 or if you are applying for a 2016 Grant Award your Program FY is 2016).
- **Recipient:** A non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include sub-recipients. See also §200.69 Non-Federal entity. (2 CFR § 200.86).

B. Applicant or Recipient Point of Contact - Identify the organization's Authorizing Official, and primary point of contact for management of the project(s), including contact information.

- **Authorizing Official:** Authorize to sign grant agreement on behalf of the organization.

C. Sub-recipient - Identify sub-recipient if applicable.

- **Sub-recipient:** A non-Federal entity that receives a sub-award from a pass - through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A sub-recipient may also be a recipient of other Federal awards directly from a Federal awarding agency. (2 CFR § 200.93).

D. Policies - Law Enforcement Agencies and other requesting organizations identify the following policies.

- **Community Policing:** The concept that trust and mutual respect between police and the communities they serve are critical to public safety. Community policing fosters relationships between law enforcement and the local community which promotes public confidence in Law Enforcement Agencies and, in turn, enhances Law Enforcement Agencies ability to investigate crimes and keep the peace. (Recommendations Pursuant to Recommendations Pursuant to Executive Order 13688, page 19).
- **Constitutional Policing:** Protocols emphasize that all police work should be carried out in a manner consistent with the requirements of the U.S. Constitution and federal law. Policies must include protocols on First Amendment, Fourth Amendment, and Fourteenth Amendment principles in law enforcement activity, as well as compliance with Federal and State civil rights laws. (Recommendations Pursuant to Executive Order 13688, page 19).
- **Community Input and Impact:** Protocols must identify mechanisms that Law Enforcement Agencies will use to engage the communities they serve to inform them and seek their input about Law Enforcement Agencies' actions, role in, and relationships with the community. Law enforcement exists to protect and serve the community, so it is axiomatic that the community should be aware of and have a say in how they are policed. Law Enforcement Agencies should make particular efforts to seek the input of communities where controlled equipment is likely to be used so as to mitigate the effect that such use may have on public confidence in the police. This could be achieved through the Law Enforcement Agency's regular interactions with the public through community forums, town halls, or meetings with the Chief or community outreach divisions. (Recommendations Pursuant to Executive Order 13688, page 19).
- **After-Action Review:** (1) Requesting organizations must collect and retain "Required Information" (described below) when law enforcement activity that involves a "Significant Incident" requires, or results in, the use of any Federally-acquired controlled equipment in the requesting organization's inventory (or any other controlled equipment in the same category as the Federally-acquired controlled equipment). (2) When unlawful or inappropriate police actions are alleged and trigger a Federal compliance review, and the Federal agency determines that controlled or prohibited equipment was used in the law enforcement activity under review, the requesting organization must produce or generate a report(s) containing Required Information. (Recommendations Pursuant to Executive Order 13688, page 22).
- **Record-Keeping Requirement:** Requesting Organizations must retain "Significant Incident" reports and Required Information for a period of at least three (3) years and must provide a copy of these records, upon request, to the Federal agency that supplied the equipment/funds. This information also should be made available to the community the requesting organization serves in accordance with applicable policies and protocols including considerations regarding the disclosure of sensitive information. (Recommendations Pursuant to Executive Order 13688, page 23).

- **Appropriate Use of Controlled Equipment:** Requesting organizations should examine scenarios in which controlled equipment will likely be deployed, the decision-making processes that will determine whether controlled equipment is used, and the potential that both use and misuse of controlled equipment could create fear and distrust in the community. Protocols should consider whether measures can be taken to mitigate that effect (e.g., keep armored vehicles at a staging area until needed) and any alternatives to the use of such equipment and tactics to minimize negative effects on the community, while preserving officer safety. (Recommendations Pursuant to Executive Order 13688, pages 19 - 20).
- **Supervision of Use:** The protocols must specify appropriate supervision of personnel operating or utilizing controlled equipment. Supervision must be tailored to the type of equipment being used and the nature of the engagement or operation during which the equipment will be used. Policies must describe when a supervisor of appropriate authority is required to be present and actively overseeing the equipment's use in the field. (Recommendations Pursuant to Executive Order 13688, page 20).
- **Effectiveness Evaluation:** The protocols must articulate that the requesting organization will regularly monitor and evaluate the effectiveness and value of controlled equipment to determine whether continued deployment and use is warranted on operational, tactical, and technical grounds. Requesting organizations should routinely review after-action reports and analyze any data on, for example, how often controlled equipment is used or whether controlled equipment is used more frequently in certain law enforcement operations or in particular locations or neighborhoods. (Recommendations Pursuant to Executive Order 13688, page 20).
- **Auditing and Accountability:** There must be strong auditing and accountability provisions in the protocols which state that the requesting organization's personnel will agree to and comply with and be held accountable if they do not adhere to agency, State, local, Tribal, and Federal policies associated with the use of controlled equipment. (Recommendations Pursuant to Executive Order 13688, page 20).
- **Unmanned Aircraft Systems (UAS):** Presidential Memorandum, *Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties, in Domestic Use of Unmanned Aircraft Systems*, issued February 20, 2015, requires that State, local, tribal, and territorial government recipients of Federal grant funding for the purchase or use of UAS for their own operations have in place policies and procedures to safeguard individuals' privacy, civil rights, and civil liberties prior to expending funds. (Section 1(c) (vi) <https://www.federalregister.gov/a/2015-03727>).
- **Transparency and Notice:** The protocols must articulate that the requesting organization will engage the community regarding acquisition of controlled equipment, policies governing its use, and review of Significant Incidents (see Recommendation 2.3 below), with the understanding that there are reasonable limitations on disclosures of certain information and law enforcement sensitive operations and procedures. (Recommendations Pursuant to Executive Order 13688, page 20).
- **Significant Incident:** Any law enforcement operation or action that involves (a) a violent encounter among civilians or between civilians and the police; (b) a use-of-force that causes death or serious bodily injury; (c) a demonstration or other public exercise of First Amendment rights; or (d) an event that draws, or could be reasonably expected to draw, a large number of attendees or participants, such as those where advanced planning is needed. (Recommendations Pursuant to Executive Order 13688, pages 22 - 23).

E. Controlled Equipment Information - Applicant or recipient/sub-recipient identify and describe the requested equipment.

- **Authorized Equipment List:** The Authorized Equipment List (AEL) is a list of approved equipment types allowed under FEMA's preparedness grant programs. <https://beta.fema.gov/authorizing-ed-ethiopian-list>.
- **Number of units in inventory:** Is defined as the total number in inventory regardless of how they were acquired.

F. Organization Information - Describe any pending, denied, or current requests for controlled equipment.

- **Corrective Action:** Action taken by the auditee that:
 - (a) Corrects identified deficiencies;
 - (b) Produces recommended improvements; or
 - (c) Demonstrates that audit findings are either invalid or do not warrant auditee action. (2 CFR § 200.26).
- **Governing Body:** The term "governing body" is defined as the institution or organization that has direct budgetary oversight or fiscal/financial control over the requesting organization. For law enforcement agencies where the chief executive is popularly elected (e.g., Sheriffs) such requesting organizations must provide official written notice to, but are not required to obtain approval from their civilian governing body at least 30 days in advance of any request to acquire controlled equipment from the Federal Government.

G. Regional Sharing - Identify regional sharing amongst entities.

- **Regional Sharing:** The requesting organization must indicate whether the requested controlled equipment is being acquired to provide a regional or multi-jurisdictional capability. (Recommendations Pursuant to Executive Order 13688, pages 28 - 29).
- **Regional Geographic:** The geographic size of the area supported by the regional sharing agreement should be given in square miles (sq mi).

H. Certification Statement - Authorizing Official Certification Statement.

- **Authorizing Official:** The Certification Statement is to be completed and signed by the Authorizing Official for the grant recipient or applicant and not the sub-grant recipient.



CITY *of* CLOVIS

POLICE DEPARTMENT

1233 FIFTH STREET • CLOVIS, CA 93612

TO: Cal OES – Homeland Security Grants Management Unit

FROM: Curt Fleming, Chief of Police

DATE: January 21, 2026

RE: CERTIFICATION – DHS CISA UAS GUIDANCE REVIEW

This letter certifies that the Clovis Police Department has reviewed and understands guidance issued by the Department of Homeland Security Cybersecurity and Infrastructure Security Agency (CISA), including:

- Unmanned Aircraft Systems (UAS) Fact Sheets
- Chinese Manufactured Unmanned Aircraft Systems Industry Alert
- Cybersecurity Best Practices for Operating Commercial UAS

These materials were reviewed in relation to departmental UAS operations, cybersecurity posture, and public safety mission requirements. Operational procedures and vendor selection decisions align with this guidance and department policy.

Curt Fleming, Chief of Police
 Clovis Police Department
 Date:



CITY *of* CLOVIS

POLICE DEPARTMENT

1233 FIFTH STREET • CLOVIS, CA 93612

TO: Cal OES – Homeland Security Grants Management Unit

FROM: Curt Fleming, Chief of Police

DATE: January 21, 2026

RE: CERTIFICATION – FEMA POLICY 405-143-1 AND SAM
VERIFICATION

This letter certifies that the Clovis Police Department has reviewed FEMA Policy 405-143-1 regarding prohibitions on expending FEMA award funds for covered telecommunications equipment or services.

The department has verified that the selected UAS manufacturer and vendor are not listed as excluded on the System for Award Management (SAM) at the time of this request.

Curt Fleming, Chief of Police
Clovis Police Department
Date:



CITY *of* CLOVIS

POLICE DEPARTMENT

1233 FIFTH STREET • CLOVIS, CA 93612

TO: Cal OES – Homeland Security Grants Management Unit

FROM: Curt Fleming, Chief of Police

DATE: January 21, 2026

RE: CERTIFICATION – FOREIGN-MADE UAS RISK ASSESSMENT

This letter certifies that the Clovis Police Department has completed a risk assessment regarding the proposed use of foreign-manufactured Unmanned Aircraft Systems.

The assessment reviewed cybersecurity, data transmission, data storage, operational safeguards, and legal compliance. Based on this review, appropriate mitigation measures are in place and the platform meets public safety operational needs.

Curt Fleming, Chief of Police
 Clovis Police Department
 Date:



CITY *of* CLOVIS

POLICE DEPARTMENT

1233 FIFTH STREET • CLOVIS, CA 93612

TO: Cal OES – Homeland Security Grants Management Unit

FROM: Curt Fleming, Chief of Police

DATE: January 21, 2026

RE: CERTIFICATION – NON-USE OF GRANT FUNDS FOR LICENSING, INSURANCE, AND MAINTENANCE

This letter certifies that the Clovis Police Department, as the grant subrecipient, will not use Homeland Security Grant Program funds to pay for any licensing fees, registration fees, insurance, or ongoing operational or maintenance costs associated with the requested Unmanned Aircraft System (UAS).

All recurring or non-allowable costs related to ownership, operation, maintenance, training refreshers, insurance, registration, and lifecycle support will be absorbed by the department through existing operational budgets, in accordance with grant conditions and department protocol.

This certification is made with full understanding of grant requirements and funding restrictions.

Curt Fleming, Chief of Police
 Clovis Police Department
 Date:

City Manager 559.324.2060 • Community Services 559.324.2095 • Engineering 559.324.2350
 Finance 559.324.2130 • Fire 559.324.2200 • General Services 559.324.2060 • Personnel/Risk Management 559.324.2725
 Planning & Development Services 559.324.2340 • Police 559.324.2400 • Public Utilities 559.324.2600 • TTY-711

www.cityofclovis.com



CITY *of* CLOVIS

POLICE DEPARTMENT

1233 FIFTH STREET • CLOVIS, CA 93612

TO: Cal OES – Homeland Security Grants Management Unit

FROM: Curt Fleming, Chief of Police

DATE: January 21, 2026

RE: CERTIFICATION – UAS PRIVACY, CIVIL RIGHTS, AND
CIVIL LIBERTIES POLICIES

This letter certifies that the Clovis Police Department maintains written policies and procedures governing Unmanned Aircraft System operations consistent with federal guidance.

These policies address authorized purposes, data collection, dissemination, PII retention, civil rights and civil liberties protections, accountability, oversight, transparency, mutual aid, and policy finalization.

Curt Fleming, Chief of Police
Clovis Police Department
Date:



CITY *of* CLOVIS

POLICE DEPARTMENT

1233 FIFTH STREET • CLOVIS, CA 93612

TO: Cal OES – Homeland Security Grants Management Unit

FROM: Curt Fleming, Chief of Police

DATE: January 21, 2026

RE: CONTROLLED EQUIPMENT SELF-CERTIFICATION – UAS

This letter certifies that the Clovis Police Department has completed and submitted the required Controlled Equipment Self-Certification Form for the requested Unmanned Aircraft System.

The department acknowledges responsibility for oversight, reporting, and compliance associated with controlled equipment.

Curt Fleming, Chief of Police
Clovis Police Department
Date:

AIRCRAFT/AVIATION-RELATED EQUIPMENT REQUEST

Subgrantee Name: City of Clovis Police Department

Homeland Security Grant Program FY 22/ 23 Grant Number 2022-0043/ 2023-0042

Cal OES ID# 019-00000

Urban Area Security Initiative (UASI) FY _____ Grant Number _____ Cal OES ID# _____

Other Program FY _____ Grant Number _____ Cal OES ID# _____

Project Amount: UASI \$ _____ SHSP \$ 72,405

1. Indicate the type of aircraft/aviation equipment for this request (choose only one of the following).

Aircraft <u> X </u> Aviation Related Equipment _____
--

2. Please provide a description of the area that will be served by the requested equipment.

Equipment & Description	Cost	AEL number
Small Unmanned Aircraft System (SUAS) and the equipment necessary for the safe and efficient operation of that aircraft.	\$72,405	03OE-07-SUAS

3. Please justify the need for the aircraft/aviation equipment, and how the requested platform best meets that need as compared to other options. Include the cost, discipline, and funding source.

The requested SUAS provides a cost-effective, rapidly deployable aerial capability that enhances situational awareness during critical incidents, special events, and disaster response. Compared to manned aircraft, SUAS offers faster launch times, lower operational costs, and the ability to operate safely in confined or high-risk environments.

The platform supports law enforcement and public safety missions using SHSP funding in the amount of \$72,405.

4. Please identify the applicable goals and objectives in your State/Urban Area Homeland Security Strategy that the requested aircraft/aviation equipment addresses.

This request supports homeland security goals related to prevention, protection, response, and recovery, specifically enhancing intelligence gathering, operational coordination, and responder safety during terrorism-related incidents and all-hazards events.

5. Please explain how the requested aircraft/aviation equipment fits into the State/Urban Area's integrated operational plans.

The SUAS will be integrated into existing local and regional emergency response plans, including law enforcement tactical operations, disaster response, and special event security. Deployment will follow established department protocols and will support unified command and mutual aid operations when activated.

6. Please explain what types of terrorism incident response and prevention equipment with which the requested aircraft/aviation equipment will be outfitted.

The SUAS will be outfitted with high-resolution visual sensors and real-time video transmission capabilities to support threat detection, perimeter security, search operations, and post-incident assessment related to terrorism or suspected terrorist activity.

7. Please describe how this aircraft/aviation equipment will be used operationally and which response assets will be deployed using the requested aircraft/aviation equipment.

The SUAS will be deployed to support patrol, tactical units, command staff, and emergency management personnel by providing aerial overwatch, suspect tracking, damage assessment, and scene monitoring during critical incidents and large-scale events.

8. Please describe how this aircraft/aviation equipment will be utilized on a regular, non-emergency basis.

On a non-emergency basis, the SUAS will be used for training, exercises, planned operations, special events, search operations, and preparedness activities to ensure pilots maintain proficiency and the equipment remains mission-ready.

9. Please certify on signed letterhead that an existing aviation unit is operating and will continue to operate independent of the requested funding. Describe the active, operating aviation unit

AIRCRAFT/AVIATION-RELATED EQUIPMENT REQUEST

and certify that no expenses will be charged against the grant award for the operation of such aviation unit. Please certify licensing, registration fees, insurance, and all ongoing operational expenses are the responsibility of the grantee or the local units of government and are not allowable under this grant.

The City of Clovis Police Department maintains an active and operational aviation program that will continue independent of this grant funding. All licensing, registration, insurance, maintenance, and ongoing operational costs are the responsibility of the department and will not be charged to the grant.

10. Attach letters of endorsement, if applicable.

Submitted by: _____ Date: _____
(Name) (Signature)

Unmanned Aerial System

613.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

613.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

613.2 POLICY

Unmanned aerial systems may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations. Safety, above all else, is the primary concern in every operation, regardless of the nature of the mission. This policy incorporates by reference, Resolution #18-77 and the City of Clovis UAS policy.

613.2.1 TETHERED UAS

The department may deploy a tethered unmanned aerial system for persistent aerial overwatch, critical incident operations, special events, and emergency response. Tethered systems may operate under FAA provisions applicable to actively tethered aircraft and may not require a Part 107 Remote Pilot certificate when used in tethered mode. All tethered UAS operations shall comply with the same privacy protections, data handling rules, accountability requirements, retention schedules, and transparency expectations described throughout Policy 613.

All imagery, data, and associated streaming video from tethered UAS deployments are subject to the same audit, documentation, and chain of custody standards applicable to free flying UAS. Tethered UAS shall not be weaponized, used for random surveillance, or used to target individuals or groups except as legally permitted and consistent with department policy.

613.2.2 DRONE AS A FIRST RESPONDER (DFR)

The department utilizes UAS's in the Drone as a First Responder (DFR) Program. The primary objective of this program is to provide aerial support to patrol officers during calls for service. In accordance with the Constitutional Protections section in this policy, the department recognizes the importance of privacy. Pilots conducting DFR missions are prohibited from engaging in random surveillance with the UAS, and all flight operations must be directly related to providing support for calls for service.

Unmanned Aerial System

A DFR unit is comprised of at least one RPIC who must log on with Dispatch before commencing any mission. The unit will exercise discretion when determining which calls for service to respond to, and will consider factors such as call priority, distance, airspace limitations, and equipment restrictions.

613.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

613.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver (COW) or Authorization (COA) application process and ensuring that the COW/COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for department operations.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.
- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing an operational protocol governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.

Unmanned Aerial System

- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.

613.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted, absent exigent circumstances.

UAS operations should only be conducted consistent with FAA regulations.

613.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics, such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

613.7 RETENTION OF UAS DATA

To avoid missing critical evidence during UAS operations, all UAS video will be recorded during flight. Data collected by the UAS shall be retained as provided in the established records retention schedule and/or as provided in the City of Clovis UAS policy.

Unmanned Aerial System

Evidentiary Video

- Any video determined to be evidence shall be uploaded to Evidence.com and retained per the established records retention schedule.

Non-Evidentiary Video

- Video that is determined not to have evidentiary value will be securely stored on the Clovis Police Department UAS hard drive or within the BRINC LiveOps vault.
- Such video shall be retained for a period of 90 days before being purged, unless otherwise required by law, litigation hold, or department directive.



3125 Sterling Circle Suite 107
Boulder CO 80301
United States

Clovis Police Department
1233 5th St
Clovis CA 93612
United States

Quotation # SO-002266

Quotation Date: 10/20/2025	Expiration: 12/27/2025	Fotokite Contact: Chris Arnold chris.arnold@fotokite.com
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DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
[11903-021_X] Transport Case Configuration - Fotokite Sigma, Transport Case, Wheeled, Blue, No Tablet, 120V, Fotokite Brand	1.00 Units	42,395.00	\$ 42,395.00
[12590-001_X (US)] Tablet Ready to Ship (US)	1.00 Units	3,140.00	\$ 3,140.00
[12122-001] Desktop Charging Cradle for Rugged Tablet	1.00 Units	1,500.00	\$ 1,500.00
[50107-001_X] Spare Propeller Kit (Full Set of 6 Propellers) Spare Propeller Kit (Full Set of 6 Propellers)	1.00 Units	66.00	\$ 66.00
[20001-005] Fotokite Remote Livestreaming with Remote Control Subscription (Customer Supplied SIM Card): 5 years	1.00 Units	13,329.00	\$ 13,329.00
[20000-006] Fotokite Onsite Operator Training (half day)	1.00 Units	2,541.00	\$ 2,541.00
[20000-008] Extended Warranty - Transport Case and Tray Mount: Year 2 - 5	1.00 Units	8,859.00	\$ 8,859.00
Standard delivery	1.00 Units	575.00	\$ 575.00

Untaxed Amount	\$ 72,405.00
Total	\$ 72,405.00



3125 Sterling Circle Suite 107
Boulder CO 80301
United States

Signature:

3125 Sterling Circle
Suite 107
Boulder, CO 80301



August 20, 2025

Subject: Fotokite Sole Source For Actively Tethered Aerial Solutions

The Fotokite Sigma is a patented actively tethered aerial solution that can provide public safety personnel the ability to have critical situational awareness. With a simple, intuitive interface, the user can have an on-demand aerial view with the push of a button, and a few finger taps to aim the camera where desired. At no time does the operator need to actively control the Fotokite other than adjusting the height and redirecting the camera, allowing the user to concentrate on assessing the situation at hand and not the mechanics of piloting. The Fotokite Sigma is the only system on the market that provides this total actively tethered solution today.

This actively tethered designation gives first responders the freedom to operate the system without the need for the usual drone certification/licensing from the FAA. The language pertaining to this was passed into law with the signing of the FAA Reauthorization Act of 2018 and further expanded upon in the The Securing Growth and Robust Leadership in American Aviation Act (H.R.3935), which passed on May 16th, 2024. Regarding operational freedom granted to Public Safety teams around actively tethered UAS, here is some supporting information in The Securing Growth and Robust Leadership in American Aviation Act (H.R.3935). The full Bill can be found at: <https://www.congress.gov/bill/118th-congress/house-bill/3935/text> (and the "actively tethered" language can be found in Section 926 which amends the old language from 2018. Sections §44801 & §44806 are also provided below for reference. Here is the direct language:

The Securing Growth and Robust Leadership in American Aviation Act (H.R.3935):

SEC. 926. PUBLIC SAFETY USE OF TETHERED UAS.

(a) In General.--Section 44806 of title 49, United States Code, is amended--

(1) in the section heading by inserting ``and public safety use of tethered unmanned aircraft systems" after ``systems";

(2) in subsection (c)--

(A) in the subsection heading by inserting ``safety use of" after ``public"; and

(B) in paragraph (1)--

(i) in the matter preceding subparagraph (A)--

(I) by striking ``Not later than 180 days after the date of enactment of this Act, the" and inserting ``The";

(II) by striking ``permit the use of" and inserting ``permit";

(III) by striking ``public"; and

(IV) by inserting ``by a public safety organization for such systems" after ``systems";

(ii) by striking subparagraph (A) and inserting the

following:

“(A) operated--

“(i) at or below an altitude of 150 feet above ground level within class B, C, D, E, or G airspace, but not at a greater altitude than the ceiling depicted on the UAS Facility Maps published by the Federal Aviation Administration, where applicable;

“(ii) within zero-grid airspaces as depicted on such UAS Facility Maps, only if operated in life-saving or emergency situations and with prior notification to the Administration in a manner determined by the Administrator; or

“(iii) above 150 feet above ground level within class B, C, D, E, or G airspace only with prior authorization from the Administrator;”;

(iii) by striking subparagraph (B); and

(iv) by redesignating subparagraphs (C), (D), and (E) as subparagraphs (B), (C), and (D), respectively; and (C) in paragraph (3) by striking “Public actively” and inserting “Actively”; and

(3) by adding at the end the following:

“(e) Definition.—In this section, the term “public safety organization” means an entity that primarily engages in activities related to the safety and well-being of the general public, including law enforcement, fire departments, emergency medical services, and other organizations that protect and serve the public in matters of safety and security.”.

(b) Clerical Amendment.—The analysis for chapter 448 of title 49, United States Code, is amended by striking the item relating to section 44806 and inserting the following:

“44806. Public unmanned aircraft systems and public safety use of tethered unmanned aircraft systems.”.

(c) Definition.—Section 44801(1) of title 49, United States Code, is amended—

(1) by striking subparagraph (A) and inserting:

“(A) weighs 55 pounds or less, including payload but not including the tether;”;

(2) in subparagraph (B) by striking “and” at the end;

(3) in subparagraph (C) by striking the period at the end and inserting a semicolon; and

(4) by adding at the end the following:

“(D) is able to maintain safe flight control in the event of a power or flight control failure during flight; and

“(E) is programmed to initiate a controlled landing in the event of a tether separation.”.

FAA Reauthorization Act of 2018:



CHAPTER 448--UNMANNED AIRCRAFT SYSTEMS

Sec. 44801. <<NOTE: 49 USC 44801.>> Definitions

In this chapter, the following definitions apply:

- (1) Actively tethered unmanned aircraft system.--The term actively tethered unmanned aircraft system means an unmanned aircraft system in which the unmanned aircraft component--
 - (A) weighs 4.4 pounds or less, including payload but not including the tether;
 - (B) is physically attached to a ground station with a taut, appropriately load-rated tether that provides continuous power to the unmanned aircraft and is unlikely to be separated from the unmanned aircraft; and
 - (C) is controlled and retrieved by such ground station through physical manipulation of the tether.

Sec. 44806. <<NOTE: 49 USC 44806.>> Public unmanned aircraft systems

(c) Public Actively Tethered Unmanned Aircraft Systems.--

- (1) In general.--Not later than 180 days after the date of enactment of this Act, the Administrator of the Federal Aviation Administration shall permit the use of, and may issue guidance regarding, the use of public actively tethered unmanned aircraft systems that are--
 - (A) operated at an altitude of less than 150 feet above ground level;
 - (B) operated--
 - (i) within class G airspace; or
 - (ii) at or below the ceiling depicted on the Federal Aviation Administration's published UAS facility maps for class B, C, D, or E surface area airspace;
 - (C) not flown directly over non-participating persons;
 - (D) operated within visual line of sight of the operator; and
 - (E) operated in a manner that does not interfere with and gives way to any other aircraft.
- (2) Requirements.--Public actively tethered unmanned aircraft systems may be operated--
 - (A) without any (2) requirement to obtain a certificate of authorization, certificate of waiver, or other approval by the Federal Aviation Administration;
 - (B) without requiring airman certification under section 44703 of this title or any rule 2 or regulation relating to airman certification; and
 - (C) without requiring airworthiness certification under section 44704 of this title or any rule or regulation relating to aircraft certification.
- (3) Safety standards.--Public actively tethered unmanned aircraft systems operated within the scope of the guidance issued pursuant to paragraph (1) shall be exempt from the requirements of section 44805 of this title.
- (4) Savings provision.--Nothing in this subsection shall be construed to preclude the administrator of the Federal Aviation Administration from issuing new regulations for public actively tethered unmanned aircraft systems in order to ensure the safety of the national airspace system.



Fotokite also holds a number of patents in both the U.S. and in Europe supporting the intellectual property they developed to provide this operational simplicity and effectiveness. In the U.S. specifically, patents 9753355 , 10571779 , and 10168601, support Fotokite's development efforts so far, as well as further pending IP.

Please feel free to reach out to me directly if you have any questions or concerns at 505-401-9035.

Yours sincerely,

Chris Arnold
Regional Sale Manager - West
Federal Sales Manager
chris.arnold@fotokite.com



Military Equipment

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

706.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached, excluding unarmored all-terrain vehicles and dirt bikes.
- Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld ram designed to be operated by one person.
- Firearms and ammunition of fifty (.50) caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than fifty (.50) caliber, including firearms and accessories identified as assault weapons pursuant to Penal Code section 30510 and Penal Code section 30515, with exception of standard department issued firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools, including, but not limited to, grenades.
- Munitions containing tear gas or oleoresin capsicum (OC), excluding standard, Department-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and Long-Range Acoustic Devices (LRADs).
- Kinetic energy weapons and munitions, including, but not limited to, projectile launchers, bean bag rounds, and rubber bullets.

Military Equipment

- Any other equipment as determined by a governing body or a state agency to require additional oversight.

706.2 POLICY

It is the policy of the Clovis Police Department that members of this department comply with the provisions of Government Code § 7071.

706.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Clovis Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 1. Publicizing the details of the meeting.
 2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

706.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying military equipment for the Department:

[See attachment: Military Equipment List.pdf](#)

706.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting this military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least thirty (30) days prior to any public hearing concerning the military equipment at issue (Government Code §

Military Equipment

7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment made available pursuant to Title 10 of the United States Code section 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

706.6 COORDINATION WITH OTHER JURISDICTIONS

Military equipment maybe used by any other law enforcement agencies or members in this jurisdiction if such military equipment has been approved for use in accordance with this policy. Military equipment used by other law enforcement agencies that are providing mutual aid or assistance to this jurisdiction shall comply with their respective military use policies in rendering mutual aid or assistance.

706.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for Department use. The report shall include all information required by Government Code section 7072 for the preceding calendar year for each type of military equipment in department inventory.

706.8 COMMUNITY ENGAGEMENT

Within thirty (30) days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting,

Military Equipment

at which the Department should discuss the report and respond to public questions regarding Department funding, acquisition, or use of military equipment.

In accordance with Section 706.3(g) of this policy and Government Code section 7070(d)(7), members of the public may register complaints or concerns or submit questions about the use of each specific type of military equipment in this policy. The Department will monitor all complaints, concerns, and questions to ensure timely responses are completed. Complaints, concerns, or questions may be submitted by any of the following means:

1. Via email to: militaryequipmentquestions@cityofclovis.com
2. Via phone call to: (559) 324-2406
3. Via postal mail to: Clovis Police Department, Attn: Chief of Police, 1233 Fifth Street, Clovis, CA 93612

Attachments

Military Equipment List.pdf

Military Equipment

1. **Mobile Command Vehicle (MCV)** – A vehicle used as a mobile dispatch center and/or office that provides heated and cooled shelter, a source of electricity and lighting, access to Department computer systems, and a place for department members to meet at the scene of a critical incident, pre- planned event, natural disaster, or community event.

- a. Description quantity, capabilities, and purchase cost

The MCV is custom built by the Farber Company on a 2 axel Freightliner Chassis that had an initial cost of \$542,608 in 2006. The single unit (1) has a chassis motor which propels the vehicle and a generator which powers all internal electrical components and can provide external power to additional lights or equipment as necessary. The MCV has two full dispatch terminals, space for up to 7 additional workstations, and multiple divider doors that can break up the space into five separate rooms. The MCV has three dedicated cell phone lines and 5 sets of radios that can communicate with all surrounding agencies on both UHF and VHF frequencies.

- b. Purpose

To be used at the scene of any pre planned event, community event, critical event, or natural disaster where a portable office, dispatch center, heated or cooled shelter, supplemental power source and/or meeting location is needed.

- c. Authorized use

Only staff trained in the deployment and operation of the MCV may operate it. Only members that have a California Class B driver's license with air brake endorsement may drive the vehicle.

- d. Lifespan

The MCV has a 30-year lifespan on the chassis and vehicle. Upgrades on technology inside the vehicle will be on an as needed basis.

- e. Fiscal Impact

Annual maintenance cost is approximately \$1,500.00

- f. Training

The drivers shall receive training in the safe handling of the vehicle on a closed training course. Once the operator has shown competence in vehicle handling, the driver will drive the vehicle throughout the city with an experienced driver.

The driver shall also undergo California Department of Motor Vehicle commercial vehicle testing.

g. Legal and Procedural Rules

Use shall be in accordance with California State law regarding the operation of motor vehicles.

2. **Crisis Negotiation Team (CNT) Vehicle-** A vehicle used as a mobile office that provides shelter, access to the Police Department computer systems, and facilities on extended events.

a. Description, quantity, capabilities, and purchase cost

2007 General Motors 4500 Utilimaster (custom built) vehicle, cost: \$149,654, quantity: 1 The CNT vehicle can be utilized with SWAT/CNT callouts and for community events.

b. Purpose

To be utilized for critical incident callouts and community events.

c. Authorized Use

The CNT vehicle is used by officers and staff who have been properly trained in the safe handling of the vehicle. The driver of the vehicle shall have a valid California driver license.

d. Lifespan

The CNT vehicle has a 30-year lifespan on a chassis and vehicle.

e. Fiscal Impact

Annual maintenance, \$600.

f. Training

Once completing a closed training course, the operator will drive the vehicle throughout the city with an experienced driver.

g. Legal and Procedural Rules

Use shall be in accordance with California State law regarding the operation of motor vehicles.

3. **Unmanned Aircraft System (UAS):** An unmanned aircraft along with the associated equipment necessary to control it remotely.

- a. Description, quantity, capabilities, and purchase cost of current UAS:
- i. DJI MAVIC MINI, cost: \$500 each, quantity: 20. Miniature UAS that weighs approximately 249 grams and can record video and audio with approximately 30 minutes of flight time.
 - ii. DJI MAVIC 2 ENTERPRISE ADVANCED, cost: \$7,500, quantity: 2. UAS that has a color and thermal camera as well as audible speaker and light. Capable of video recording and weighs 909 grams without a payload, approx. 30 minutes of flight time.
 - iii. DJI MAVIC ENTERPRISE, cost: \$3,500, quantity: 1. UAS that has a color and thermal camera as well as audible speaker and light. Capable of video recording and weighs 899 grams without a payload, approx. 30 minutes of flight time.
 - iv. DJI MAVIC PRO, cost: \$1,500, quantity: 1. UAS that weighs approx. 1.5 pounds, 25-minute flight time and a single-color camera with recording capabilities.
 - v. DJI PHANTOM 4, cost: \$1,600, quantity: 1. UAS that weighs approx. 1380 grams, 28-minute flight time and a single-color camera with recording capabilities.
 - vi. DJI MATRICE 300 with HT20 camera, cost: \$25,000 each, quantity: 1. UAS that has 45 minutes of flight time, in all weather, has an IR camera, zoom camera and light. Has video recording capabilities.
 - vii. DJI MATRICE 210 with Z30 camera, cost: 10,500 each, quantity: 1. UAS that has 30 minutes of flight time without a payload, in all weather, has a zoom camera and light. Has video recording capabilities.
 - viii. SKY HERO LOKI 2, cost: 10,500 for a package of 2, quantity: 1. Ruggedized interior tactical UAS that has 16 minutes of flight time. It has a forward facing analog fixed day-night + IR camera allowing it to fly in total darkness. Unable to record video currently.

- ix. SKYDIO 2, cost: \$1,100, quantity: 1. UAS that weighs approx. 775 grams, 27 minutes of flight time. It has a zoom camera and 360-degree accident avoidance. It is unable to fly in darkness.

b. Purpose

To be deployed when its view would assist officers or incident commanders with the following situations, which include but are not limited to:

- i. Major collision investigations.
- ii. Searching for missing persons.
- iii. Natural disaster management.
- iv. Crime scene photography.
- v. SWAT, tactical or other public safety and life preservation missions.
- vi. In response to specific requests from local, state, or federal fire authorities for fire response and/or prevention.

c. Authorized Use

Only assigned operators who have completed the required training shall be permitted to operate any UAS during approved missions.

d. Expected Life Span

All UAS equipment, 3-5 years.

e. Fiscal Impact

Annual maintenance and battery replacement cost is approximately \$10,000.

f. Training

All Department UAS operators are required to obtain a PART 107 license. In addition, each operator must attend a basic department training course and participate in ongoing quarterly training.

g. Legal and Procedural Rules

Use is established under FAA Regulations 14 CFR Part 107, COA, FAA waivers, and the City of Clovis UAS policy. It is the policy of Clovis Police Department to

utilize UAS only for official law enforcement purposes, and in a manner that respects the privacy of our community, pursuant to State and Federal law.

4. **40 MM Launchers and Rounds:** 40MM Launchers are utilized by department personnel as a less lethal tool to launch impact rounds.

a. Description, quantity, capabilities, and purchase cost:

- i. DEFENSE TECHNOLOGY, 40MM SINGLE SHOT LAUNCHER, #1425, cost: \$1000, quantity: 2. The 40MM Single Launcher is a tactical single shot launcher that features an expandable ROGERS Super Stoc and an adjustable Integrated Front Grip (IFG) with light rail. It will fire standard 40mm less lethal ammunition, up to 4.8 inches in cartridge length. It will launch a 40MM less lethal round up to 131 feet and is only authorized to be used by SWAT personnel.
- ii. DEFENSE TECHNOLOGY, 40MM TACTICAL 4-SHOT LAUNCHER, #1440, cost: \$1975, quantity: 2. The 40mm Tactical 4-Shot Launcher is low-profile and lightweight, providing multi-shot capability in an easy to carry launcher. It features the Rogers Super Stoc™ expandable gun stock, an adjustable Picatinny mounted front grip, and a unique direct-drive system to advance the magazine cylinder. It will launch a 40MM less lethal round up to 131 feet and is only authorized to be used by SWAT personnel.
- iii. DEFENSE TECHNOLOGY, 40MM EXACT IMPACT SPONGE, #6325, cost: \$18, quantity: 62. A less lethal 40mm lightweight plastic and foam projectile fired from a single or multi-round purpose built 40mm grenade launcher with a rifled barrel at 325 FPS. The 30-gram foam projectile delivers 120 ft/lbs. of energy on impact. The 40mm Exact Impact Sponge Round provides accurate and effective performance when fired from the approved distance of not less than five (5) feet and as far as 131 feet from the target.
- iv. DEFENSE TECHNOLOGY, SPEDE-HEAT 40MM LONG-RANGE, CS, #6182, cost: \$30, quantity: 34. The SPEDE-HEAT CS Long-Range Munitions delivers one chemical canister of CS agent from a 40 mm launcher down range up to 150 yards. The Spede-Heat is a pyrotechnic round designed specifically for outdoor use in crowd control situations with a high-volume continuous burn that expels its payload in approximately 20-40 seconds from a single source. The Spede-Heat family may be used to conceal tactical movement or to route a crowd.

- v. DEFENSE TECHNOLOGY, SPEDE-HEAT 40MM LONG-RANGE ROUND, SAF SMOKE, #6183, cost: \$27, quantity: 12. The Spede-Heat Saf-Smoke Long Range Munitions is designed to deliver one chemical canister of Saf-Smoke™ payload down range up to 150 yards. The Spede-Heat is a pyrotechnic round designed specifically for outdoor use in crowd control situations with a high-volume continuous burn that expels its payload in approximately 20-40 seconds from a single source. The Spede- Heat 40 mm is designed for outdoor and has a maximum effective range of 150 yards.

b. Purpose:

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

c. Authorized Use:

- i. Situations for use of the less lethal weapon systems may include, but are not limited to:
- ii. Self-destructive, dangerous and/or combative individuals. Riot/crowd control and civil unrest incidents.
- iii. Circumstances where a tactical advantage can be obtained. Potentially vicious animals.
- iv. Training exercises or approved demonstrations.
- v. By officers who have been trained in their proper use.

d. Lifespan:

- i. Defense Technology #1425- 25 years.
- ii. Defense Technology #1440- 15 years.
- iii. Model 6182 Defense Technology Spede-Heat 40 MM long-range, CS- 5 years.
- iv. Model 6183 Spede-Heat 40mm Long-range Round, Saf Smoke- 5 years.

e. Fiscal Impact:

Annual maintenance is approximately \$50 for each launcher.

f. Training:

Sworn members utilizing 40MM less lethal chemical agents or impact rounds are trained in their use by POST certified and/or Defense Technology less lethal and chemical agent instructors.

g. Legal and Procedural Rules:

The 40mm launchers are to be used only for official law enforcement purposes and pursuant to State and Federal law, including those regarding the use of force.

5. **Distraction Devices:** A device used to distract dangerous persons.

a. Description, quantity, capabilities, and purchase cost:

Defense Technology, 7290-2 FLASH-BANG, cost: \$52, quantity: 39. A non-bursting, non-fragmenting multi-bang device that produces a thunderous bang with an intense bright light. Ideal for distracting dangerous suspects during assaults, hostage rescue, room entry or other high-risk arrest situations.

b. Purpose:

A distraction device is ideal for distracting dangerous suspects during assaults, hostage rescue, room entry or other high-risk arrest situations. To produce atmospheric over-pressure and brilliant white light and, as a result, can cause short-term (6 - 8 seconds) physiological/psychological sensory deprivation to give officers a tactical advantage.

c. Authorized Use:

Diversionary Devices shall only be used:

- i. In hostage and barricaded subject situations.
- ii. In high-risk warrant (search/arrest) services where there may be extreme hazards to officers.
- iii. During other high-risk situations where their use would enhance officer safety.
- iv. During training exercises or approved demonstrations.

v. By officers who have been trained in their proper use.

d. Lifespan:

Until used.

e. Fiscal Impact:

No annual maintenance.

f. Training:

Prior to use, officers must attend divisionary device training that is conducted by Post certified instructors and/or Defense Technology.

g. Legal and Procedural Rules:

Diversion devices are to be used only for official law enforcement purposes and pursuant to State and Federal law, including those regarding the use of force.

6. **Chemical Agent and Smoke Canisters:** Canisters that contain chemical agents that are released when deployed.

a. Description, quantity, capabilities, and purchase cost:

i. DEFENSE TECHNOLOGY, TRIPLE-CHASER SEPARATING CANISTER, CS, #1026, cost: \$47, quantity: 18. The Triple-Chaser CS consists of three separate canisters pressed together with separating charges between each. When deployed, the canisters separate and land approximately 20 feet apart allowing increased area coverage in a short period of time. This canister can be hand thrown or launched from a fired delivery system. The canister is 6.5 in. by 2.7 in. and holds an approximately 3.2 oz. of active agent payload. It has an approximate burn time of 20-30 seconds.

ii. DEFENSE TECHNOLOGY, RIOT CONTROL CONTINUOUS DISCHARGE GRENADE, CS, #1082, cost: \$27, quantity: 9. The Riot Control CS Grenade is designed specifically for outdoor use in crowd control situations with a high volume continuous burn that expels its payload in approximately 20-40 seconds through four gas ports located on the top of the canister. This grenade can be used to conceal tactical movement or to route a crowd. The

volume of smoke and agent is vast and obtrusive. This launchable grenade is 6.0 in. by 2.35 in. and holds approximately 2.7 oz. of active agent.

- iii. DEFENSE TECHNOLOGY, FLAMELESS EXPULSION CS GRENADE, #2042, cost: \$48, quantity: 8. The CS Flameless Expulsion Grenade is a compact, non-pyrotechnic, chemical agent device that provides safe expulsion without risk of fire. It is safe to use inside of a residence. Unlike pyrotechnical grenades, this device's contents are expelled upon actuation of a CO2 cartridge that will affect a confined area of approximately 1500 square feet. This grenade is 7.5 in. by 1.65 in. and delivers approximately .16 oz. of active agent during its 3-second discharge time.
- iv. DEFENSE TECHNOLOGY, MAXIMUM HC SMOKE MILITARY-STYLE CANISTER, #1083, cost: \$38, quantity: 18. The Military-Style Maximum Smoke Grenade comes from the Defense Technology #3 smoke grenade. It is a slow burning, high volume, continuous discharge grenade designed for outdoor use in crowd management situations. Emits grey-white smoke only for approximately 1.5 to 2 minutes.
- v. DEFENSE TECHNOLOGY, POCKET TACTICAL BLUE SMOKE GRENADE, #1017B, cost: \$39, quantity: 3. The Pocket Tactical Blue Smoke Grenade is a small, lightweight device. Though it is slightly over four inches in length, it produces a blue smoke cloud so fast it appears to be an enveloping screen produced by a full size tactical colored smoke grenade. It will burn approximately 20-40 seconds.
- vi. DEFENSE TECHNOLOGY, RIOT CONTROL CONTINUOUS DISCHARGE CS GRENADE, #1080, cost \$41, quantity: 8- The Riot Control OC Grenade is designed specifically for outdoor use in crowd control situations with a high-volume continuous burn that expels its payload in approximately 20-40 seconds through four gas ports located on the top of the canister. This grenade can be used to conceal tactical movement or to route a crowd. The volume of smoke and agent is vast and obtrusive. This launchable grenade is 6.0 in. by 2.35 in. and holds approximately 0.88 oz. of active agent.
- vii. DEFENSE TECHNOLOGY, OC VAPOR AEROSOL GRENADE, #1056, cost: \$49, quantity: 12. The Defense Technology OC Vapor Aerosol Grenade is for law enforcement and corrections use to deliver a high concentration of Oleoresin Capsicum (OC) in a powerful mist. The grenade is designed for indoor use in confined areas and once deployed, inflames the mucous membranes and exposed skin resulting in an intense burning sensation. The incapacitating effect of the OC Vapor on the subject is dramatic with minimal decontamination needed. Removing the subject from the affected area to fresh air will resolve respiratory effects within minutes. The OC Vapor Aerosol Grenade is ideal for cell extractions or barricade situations

where the use of pyrotechnic, powder or liquid devices is not practical or desired.

- viii. DEFENSE 1.3% MK-46V STREAM OC AEROSOL #43046, cost: \$495, quantity: 1. The MK-46 features a trigger handle, is intended for use in crowd management and will deliver 26 short bursts of OC at an effective range of 25-30 ft. This 1.3% MC OC aerosol product utilizes a stream delivery method providing a target-specific, strong concentrated stream for greater standoff.
- ix. DEFENSE TECHNOLOGY, SPEDE-HEAT CS, #1072, cost: \$40, quantity: 72. The Spede-Heat CS Grenade is a high volume, continuous burn it expels its payload in approximately 20-40 seconds. The payload is discharged through four gas ports on top of the canister, three on the side and one on the bottom. This launchable grenade is 6.12 in. by 2.62 in. and holds approximately 2.9 oz. of active agent. It is delivered in a burn safe for safety.
- x. DEFENSE TECHNOLOGY, SPEDE-HEAT POCKET TACTICAL CS, # 1072 cost: \$30, quantity: 62. Pocket Tactical Grenade, CS. The Pocket Tactical CS Grenade is a quick burning, reduced volume, continuous discharge grenade. Pelletized chemical agent is discharged through one (1) gas port located on the bottom of the canister. The Pocket Tactical Grenade is a small, lightweight, easily carried device that provides a medium volume of chemical agent. The 0.9 oz. of active agent will burn approximately 20-40 seconds. It is delivered in a tomahawk burn safe for safety.
- xi. DEFENSE TECHNOLOGY, RUBBER BALL STINGERS CS, cost \$ 30, quantity: 13: The Stinger Grenade is most widely used as a crowd management tool by Law Enforcement and Corrections. The Stinger Grenade has an initial 1.5 second delay that initiates fuze assembly separation, followed by another .5 second delay before the blast which is sufficient to project the rubber balls and chemical agent in a 50-foot radius.
- xii. DEFENSE TECHNOLOGY, STINGERS OC, cost \$ 30, quantity: 8: The Stinger OC Grenade is a maximum effect device that delivers four stimuli for psychological and physiological effects: rubber pellets, light, sound, and OC. The Stinger Grenade is most widely used as a crowd management tool by Law Enforcement and Corrections. The Stinger Grenade has an initial 1.5 second delay that initiates fuze assembly separation, followed by another .5 second delay before the blast which is sufficient to project the rubber balls and chemical agent in a 50-foot radius.

b. Purpose:

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Situations for use of the less lethal weapon systems may include, but are not limited to:

Self-destructive, dangerous and/or combative individuals. Riot/crowd control and civil unrest incidents.

Circumstances where a tactical advantage can be obtained. Potentially vicious animals.

c. Authorized Use:

Only officers who have been trained in proper use in the use of chemical agents are authorized to use chemical agents.

d. Lifespan:

5 years from manufacturing date.

e. Fiscal Impact:

No annual maintenance.

f. Training:

Sworn members utilizing chemical agent canisters are certified by POST and/or Defense Technology less lethal and chemical agent instructors.

g. Legal and Procedural Rules:

Chemical agents will only be used for official law enforcement purposes and pursuant to State and Federal law.

7. **Armored Vehicles: Wheeled armored personnel vehicle utilized for law enforcement purposes.**

a. Description, quantity, capabilities, and purchase cost

- i. MRAP, cost: \$0, quantity: 1. The MRAP is a United States Army specialized armored vehicle manufactured of common commercial and military parts. It seats 10-12 personnel with open floor plan that allows for rescue of down personnel. It stops various projectiles, which provides greater safety to citizens and officers beyond the protection level of shield and personal body armor.

- ii. Lenco Bearcat, G3, cost: \$431,133.42, quantity 1. The Lenco Bearcat, G3, is an armored vehicle that seats 10-12 personnel with open floor plan that allows for rescue of down personnel. It can stop various projectiles, which provides greater safety to citizens and officers beyond the protection level of a shield and personal body armor.

b. Purpose

To be used in response to critical incidents to enhance officer and community safety, improve scene containment and stabilization, and assist in resolving critical incidents.

c. Authorized Use

The use of armored vehicles shall only be authorized by a watch commander or SWAT commander, based on the specific circumstances of a given critical incident. Armored vehicles shall be used only by officers trained in their deployment and in a manner consistent with Department policy and training.

d. Lifespan

Estimated 15-25 years.

e. Fiscal Impact

Annual maintenance of approximately \$5,000.

f. Training

All drivers/operators shall attend formalized instruction and be trained in vehicle operations and practical driving. MRAP drivers are required to possess a valid Class B California driver license. The Bearcat may be driven by any Clovis Police Officer trained in the operation of the Bearcat.

g. Legal and Procedural Rules

The department will only use the MRAP and Bearcat for official law enforcement purposes, and pursuant to State and Federal law.

8. **Explosive Breaching Tools:** Tools that are used to conduct an explosive breach.

a. Description, quantity, capabilities, and purchase cost

- i. Detonating Cord, cost: \$1 per foot, quantity: 90 feet. The detonating

cord is a thin, flexible plastic tube usually filled with pentaerythritol tetranitrate (PETN, pentrite). With the PETN exploding at a rate of approximately 6400 m/s, any common length of detonation cord appears to explode instantaneously. It is a high- speed fuse which explodes, rather than burns, and is suitable for detonating high explosives. Detonating cord is the primary explosive used to defeat doors, walls, windows, and other barricades for SWAT Operators to safely make entry into a specific location, or create distraction, with no risk to the person inside of the room being breached.

- ii. Blasting Cap, cost: \$12, quantity: 9. A blasting cap is a small sensitive primary explosive device generally used to detonate a larger, more powerful, and less sensitive secondary explosive such as TNT, dynamite, or plastic explosive. Blasting caps come in a variety of types, including non-electric caps, electric caps, and fuse caps.
- iii. Nonel, cost: \$429.00 per case, Quantity: 10 total. Nonel is a zero-delay shock tube that contains a reactive explosive compound that provides a safe distance from the explosive initiator to the explosive charge that is placed on the target that is going to be breached.
- iv. Remington 870 Express Breaching Shotgun, cost: \$500, quantity: 2. This weapon allows for breachers to safely utilize shotgun breaching rounds to destroy deadbolts, locks, and hinges. The stand-off that is attached to the end of the barrel allows for positive placement of the gun into the correct position and vents gases to prevent overpressure. This weapon can also defeat windows and sliding glass doors with a flash bang round. A less lethal 2.4- inch 12-gauge shotgun round firing a ballistic fiber bag filled with 40 grams of lead shot at a velocity of 270-290 feet per second (FPS).
- v. Royal Arms Tesar-2 Back Cap 425 Grain Copper Frangible Breaching Round, cost: \$5 per round, quantity: 50. The round is fired from a breaching shotgun and is used to destroy deadbolts, locks, and hinges.
- vi. Royal Arms Tesar-4 Yellow Cap 750 Grain Copper Frangible Breaching Round, cost: \$5 per round, quantity: 45. The round is fired from a breaching shotgun and is used to destroy deadbolts, locks, and hinges.

- vii. Royal Arms HP C, cost: \$6 per round, quantity: 20. The round is fired from a breaching shotgun and is used to cut rebar, penetrate security glass, car doors, and can penetrate engine blocks.
- viii. Royal Arms FTR-P1 12 Gauge Frangible Polyshot Training Rounds 48, cost: \$2.50 per round, quantity 48. The round is fired from a breaching shotgun and used as a training tool to show how to effectively use and deploy a breaching shotgun.

b. Purpose

To safely force entry into a structure.

c. Authorized Use

Explosive breaching may only occur after authorization by the Incident Commander or SWAT Commander in the field, and during training exercises.

d. Lifespan

Breaching Shotgun- 25 years, Blasting Caps- 10 years, Detonating cord- 10 years,

Royal Arms Tesar-2 black cap 425 grain copper breaching round- 5 years,

Tesar-4 yellow cap 750 grain copper frangible breaching round- 5 years, Royal Arms HP cutter 12-gauge hollow point rebar cutter breaching round- 5 years

e. Fiscal Impact

Annual maintenance is approximately \$500.

f. Training

All officers who use explosive breaching tools shall attend 40 hours of explosive breaching instruction and must additionally receive quarterly training for explosive operations.

g. Legal and Procedural Rules

Breaching tools will only be used for official law enforcement purposes, and pursuant to State and Federal law.

9. **Less Lethal Shotgun:** Less Lethal Shotguns are used to deploy the less lethal 12-gauge Defense Technology Beanbag Round.

a. Description, quantity, capabilities, and purchase cost

- i. REMINGTON 870 LESS LETHAL SHOTGUN, cost: \$946, quantity: 19. The Remington 870 Less Lethal Shotgun is used to deploy the less lethal 12-gauge Defense Technology Beanbag Round up to 75 feet. The range of the weapon system helps to maintain space between officers and a suspect reducing the immediacy of the threat which is a principle of De-escalation.
- ii. DEFENSE TECHNOLOGY DRAG STABILIZED 12 GAUGE BEAN BAG ROUND: cost: \$5, quantity: 500. A less lethal 2.4 -inch translucent 12-gauge shotgun round in a tear shaped bag filled with 40 grams of lead shot at a velocity of 270 feet per second (FPS). Bean bag rounds are discharged from a dedicated 12-gauge shotgun that is distinguishable by an orange butt stock and fore grip. This design utilizes four stabilizing tails and utilizes smokeless powder as a propellant. This round provides accurate and effective performance when fired from the approved distance of not fewer than five (5) feet. The maximum effective range of this munition is up to 75 feet from the target. The Bean Bag round is very accurate. However, effectiveness depends on many variables, such as distance, clothing, stature, and the point where the projectile impacts.

b. Purpose

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

c. Authorized Use

Only Officers who have been instructed on and demonstrated proficient use of this force option are allowed to deploy and utilize it.

Situations for use of the less lethal weapon systems may include, but are not limited to:

- i. Self-destructive, dangerous and/or combative individuals.
- ii. Riot/crowd control and civil unrest incidents.
- iii. Circumstances where a tactical advantage can be obtained.
- iv. Potentially vicious animals.

v. Training exercises or approved demonstrations.

d. Lifespan

Remington 870 Less-lethal shotgun- 25 years, Defense Technology Bean Bag rounds- No expiration.

e. Fiscal Impact

Annual maintenance is approximately \$5.00 per shotgun.

f. Training

All officers are trained in the use of the 12 gauge less lethal shotgun as a less lethal option through in-service training.

g. Legal and Procedural Rules

Less lethal shotguns are to be used only for official law enforcement purposes, and pursuant to State and Federal law.

10. **Robot:** A remotely controlled, unmanned machine that operates on the ground, which is utilized to enhance the safety of the community and officers.

a. Description, quantity, capabilities, and purchase cost

ICOR Caliber T5, Cost: \$120,000, Quantity: 1, Capabilities: It is a compact, two-man portable system that shares the same core design of a large robot. Able to climb stairs and provide disruption capabilities. The T5 is best suited to assist EOD and SWAT teams in inspecting and retrieving of suspicious devices from narrow passages of buses, trains, and places. It's turreted claw/disruptor arm integrates the remote handling capabilities of a disruptor. Able to lift to 45 pounds with arm retracted and 18 pounds with arm extended. Capable of dragging 200+ pounds.

b. Purpose

To be used to remotely obtain visual and audio intelligence, remotely bring any medium weight items to a safe location, disrupt suspicious packages, X-ray,

search buildings/indoor or outdoor areas, provide phones or other items to people during Crisis Negotiations.

c. Authorized Use

Only approved operators who have completed the required training are authorized to use this equipment. These personnel are restricted to EOD team members only and the use is authorized by the Bomb Squad Commander and requested by the Incident Commander incidents.

d. Expected Lifespan

8-10 Years

e. Fiscal Impact

Maintenance and battery replacement at about \$1,200 annually.

f. Training

Only EOD team members who have attended HDS six-week certification course or who have completed other necessary training as approved by the Bomb Commander.

g. Legal and Procedural Rules

The robot is to be used only for official law enforcement purposes, and in a manner that respects the privacy of our community, pursuant to State and Federal law.

I. Maintenance of Military Use Supply Levels

When stocks of military equipment such as less lethal rounds, gas canisters, UAS batteries, etc. have reached significantly low levels or have been exhausted, the Department may order an amount sufficient to replenish the supply up to the above listed amounts without city council approval to maintain essential availability for the Department's needs. Clovis Police Department may also acquire additional stock of items listed here from other law enforcement agencies or CalOES in the event of an emergency when approved by the Chief of Police or designee.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council
FROM: Administration Department
DATE: February 2, 2026
SUBJECT: Workshop: City Clerk Update.

Staff: Briana Parra, City Clerk

Recommendation: Receive and File

City Clerk Briana Parra will give a verbal presentation on this item.

Please direct questions to the City Manager's office at 559-324-2060.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council
FROM: Police Department
DATE: February 2, 2026
SUBJECT: Workshop: Police Department Update.

Staff: Curt Fleming, Chief of Police
Recommendation: Receive and File

Chief of Police Curt Fleming will give a verbal presentation on this item.

Please direct questions to the City Manager's office at 559-324-2060.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council
FROM: Police Department
DATE: February 2, 2026
SUBJECT: Receive and File - Kratom Information and Update Presentation.

Staff: Russell Moring, Police Corporal

Recommendation: Receive and File

Police Corporal Russell Moring will give a verbal presentation on this item.

Please direct questions to the City Manager's office at 559-324-2060.