

AGENDA



**John F. Kennedy Library
The Vallejo Room,
Lower Level**

505 Santa Clara Street
Vallejo, CA 94590
www.cityofvallejo.net

VALLEJO CITY COUNCIL SPECIAL MEETING – 5:00 P.M.

VALLEJO FLOOD & WASTEWATER DISTRICT REGULAR MEETING – 6:00 P.M.

VALLEJO CITY COUNCIL REGULAR MEETING – 7:00 P.M.

MAYOR
Bob Sampayan

CITY COUNCIL
Vice Mayor, Katy Miessner
Pippin Dew-Costa
Jesus "Jess" Malgapo
Robert H. McConnell
Hermie Sunga
Rozzana Verder-Aliga, EdD

DECEMBER 11, 2018

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the City Council without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to the Government Code Section 54954.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the City Clerk prior to the consideration of the item.

Those wishing to address the Council on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the City Council to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA.

Members of the public have the right to speak on any item on this agenda. Those wishing to address the Council: 1) during the Community Forum are limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300; 2) on a Consent Calendar item are limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310; and an Action Calendar item are limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the City Council will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the City Council. Such documents may also be available on the City of Vallejo website subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527, TDD (707) 649-3562.

Want more City Information - Members of the public can:

Like us on Facebook (www.facebook.com/cityofvallejo)

Sign up to receive City Communications via e-mail (www.cityofvallejo.net/living/connect)

Sign up to receive City updates and get connected with your neighbors on Nextdoor (www.nextdoor.com)



The Vallejo Room in the JFK Library is ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

Due to upgrades being done to the City Hall Council Chambers, from May through December 2018, all City Council meetings will be held in the Vallejo Room, located at the lower level of the JFK Library. For general or ADA access information regarding this alternate location, please contact the City Clerk's office at (707) 648-4527.

**CALL AND NOTICE OF
SPECIAL MEETING
AT 5:00 PM
OF THE VALLEJO CITY COUNCIL
DECEMBER 11, 2018**

**JOHN F. KENNEDY LIBRARY
THE VALLEJO ROOM
LOWER LEVEL
505 SANTA CLARA STREET
VALLEJO, CA**

TO THE MEMBERS OF THE VALLEJO CITY COUNCIL:

You are hereby notified that I do hereby call the Vallejo City Council in special session to consider only the matters stated on the agenda listed below.

NOTICE: Members of the public shall have the opportunity to address the City Council concerning any item listed on the agenda *before or during consideration of that item. No other items may be discussed at this special meeting.*

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CLOSED SESSION**
 - A. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6. Negotiators: Greg Nyhoff, City Manager and Heather Ruiz, Human Resources Director; Employee Organizations: Vallejo Police Officers Association (VPOA).
- 4. ADJOURNMENT**

Dated: Thursday, December 6, 2018



Bob Sampayan, Mayor

I, Dawn Abrahamson, City Clerk, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Vallejo City Council., at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:15 p.m. , Thursday, December 6, 2018.



Dated: Thursday, December 6, 2018

Dawn G. Abrahamson, City Clerk

**VALLEJO CITY COUNCIL
REGULAR MEETING – 7:00 PM**

**JOHN F. KENNEDY LIBRARY
THE VALLEJO ROOM
LOWER LEVEL
505 SANTA CLARA STREET
VALLEJO, CA**

DECEMBER 11, 2018

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PRESENTATIONS AND COMMENDATIONS

**A. SOLANO COUNTY RESOURCE MANAGEMENT PRESENTATION -
MOBILE VENDORS AND HOME KITCHENS**

**B. VALLEJO HIGH SCHOOL & JESSE BETHEL HIGH SCHOOL - NATIONAL
LEAGUE OF CITIES CONFERENCE PRESENTATION**

5. FIRST COMMUNITY FORUM

Anyone wishing to address the Council on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Council to resolve, is requested to submit a completed speaker card to the City Clerk. When called upon, each speaker should step to the podium, state his /her name, and address for the record. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.

6. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS

Members of the public wishing to address the Council on Consent Calendar Items are requested to submit a completed speaker card to the City Clerk. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the Council. Items removed from the Consent Calendar will be heard immediately after approval of the Consent Calendar and Agenda.

7. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. APPROVAL OF MINUTES

Recommendation: Approve the City Council minutes for the regular meeting of November 27, 2018.

Contact: Dawn G. Abrahamson, City Clerk (707) 648-4528

Dawn.Abrahamson@cityofvallejo.net

- B. PAYMENT OF CLAIMS: OCTOBER**
Recommendation: Ratify the payment of claims for the period October 1, 2018 through October 31, 2018.
Contact: Ron Millard, Finance Director (707) 648-4592
Ron.Millard@CityofVallejo.net
- C. WATER MAINS CIP FY 2018-2019 PROJECT BUDGET ADJUSTMENT**
Recommendation: Receive and file the request to amend the FY2018-19 Water Enterprise budget to appropriate \$200,000 from unrestricted, unencumbered City Water Operating Fund 401 balance to the Water Mains CIP FY2018-19 Project.
Contact: Mike Malone, Water Director, 707-648-4308
mike.malone@cityofvallejo.net
- D. PURCHASE ORDERS TO MOTOROLA SOLUTIONS, INC. FOR RADIO SUPPLIES**
Recommendation: Authorize the City Manager to issue purchase orders in an amount not to exceed \$150,000 to Motorola Solutions, Inc. for Fiscal Year 2018-19 for the purchase of parts, supplies, and small equipment. This amount does not include the \$550,000 authorized in May 2018 for the 9-1-1 dispatch radio consoles project which is in progress and spans multiple fiscal years.
Contact: Bonnie Mirante, Administrative Manager (707) 648-5565
bonnie.mirante@cityofvallejo.net
- E. ASSISTANCE TO FIREFIGHTERS GRANT BUDGET ADJUSTMENT**
Recommendation: Adopt a Resolution to amend FY 2018-19 Fire Department General Fund budget in the amount of \$108,296 to permit receipt and disbursement of Federal Emergency Management Agency (FEMA) grant funds.
Contact: Mark Sharpe, Deputy Fire Chief (707) 648-4526
Mark.Sharpe@cityofvallejo.net

F. **APPOINTMENT TO THE COMMUNITY ACTION PLAN SOLANO JOINT POWERS AUTHORITY AND HOUSING FIRST SOLANO CONTINUUM OF CARE**

Recommendation: Adopt a resolution appointing Judy Shepard-Hall, Housing and Community Development (HCD) Manager, to the Community Action Partnership Solano Joint Powers Authority (CAP Solano JPA) Board and the Housing First Solano Continuum of Care (HFS CoC), and LaTanya Terrones, Housing Specialist Supervisor, to remain as alternate to both entities.

Contact: Judy Shepard-Hall, Housing and Community Development Manager (707) 648-4408

Judy.Shepard-Hall@cityofvallejo.net

G. **RECORDS RETENTION SCHEDULE REVISIONS**

Recommendation: Adopt a Resolution approving the revised City of Vallejo Records Retention Schedule for all City departments.

Contact: Dawn G. Abrahamson, City Clerk (707) 648-4528

Dawn.Abrahamson@cityofvallejo.net

H. **IN-N-OUT BURGER TRAFFIC SIGNAL REIMBURSEMENT BUDGET AMENDMENT**

Recommendation: Receive and file the City Manager's request to amend the Fiscal Year 2018-19 Adopted Budget to allocate and appropriate \$516,000 from the Traffic Impact Mitigation Fee (TIMF) Fund for the In-N-Out Traffic Signal reimbursement.

Contact: Melissa Tigbao, Assistant Public Works Director / City Engineer (707) 648-4085

Melissa.Tigbao@cityofvallejo.net

I. **SAFE ROUTES TO SCHOOL VALLEJO & BENICIA SCHOOLS IMPROVEMENT PROJECT BUDGET AMENDMENT**

Recommendation: Adopt a Resolution amending the FY2018-19 Capital Outlay Fund #201 Budget appropriating \$200,000 to the Safe Routes to School Vallejo & Benicia Schools Improvement Project (SR2S Project).

Contact: Melissa Tigbao, Assistant to Public Works Director / City Engineer (707) 648-4085

Melissa.Tigbao@cityofvallejo.net

J. **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM BUDGET ADJUSTMENT**

Recommendation: Receive and file the City Manager's request to amend FY 2018-19 Community Development Block Grant (CDBG) Program Budget.

Contact: Judy Shepard-Hall, Housing and Community Development Manager
(707) 648-4408

judy.shepard-hall@cityofvallejo.net

K. **HOME INVESTMENT PARTNERSHIPS PROGRAM BUDGET ADJUSTMENT**

Recommendation: Receive and file the City Manager's request to amend FY 2018-19 Home Investment Partnerships (HOME) Program Budget.

Contact: Judy Shepard-Hall, Housing and Community Development Manager
(707) 648-4408

judy.shepard-hall@cityofvallejo.net

8. **ACTION CALENDAR**

NOTICE: Members of the public wishing to address the Council on Action Calendar Items are requested to submit a completed speaker card to the City Clerk. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420.

A. **NORTH MARE ISLAND - NIMITZ GROUP PROGRESS REPORT**

Recommendation: Receive and accept an update report from The Nimitz Group, LLC (Nimitz Group) and City staff on progress of negotiations and development activity on North Mare Island.

Contact: Will Morat, Assistant to the City Manager, 707-648-4109

will.morat@cityofvallejo.net

B. **QUARTERLY RIDGECREST REPORT -- FY 2017-18 THIRD & FOURTH QUARTERS**

Recommendation: Accept the Ridgecrest Quarterly Report as documentation of the reimbursement from the Landscape Maintenance District Program for non-Landscape Maintenance District inspection services during the third & fourth quarters of FY 2017-18 in the total amount of \$10,240.16.

Contact: Terrance Davis, Public Works Director, (707) 648-4301

Terrance.Davis@cityofvallejo.net

C. ORDINANCE AMENDMENTS TO ADD CANNABIS RETAIL AND LABORATORY TESTING, RESOLUTIONS AMENDING THE NORTHGATE SPECIFIC AREA PLAN AND CANNABIS PERMIT FEES

Recommendation: Introduce three ordinances amending the Vallejo Municipal Code (VMC) as follows: 1) Retail sales of cannabis; 2) Cannabis testing laboratories; and 3) Transferability of local regulatory permit. Adopt two Resolutions as follows: 1) Eliminate the Application Review Meeting fee for the cannabis regulatory permit; and 2) Amend the Northgate Specific Plan to regulate retail sales of cannabis.

Contact: Joanna Altman, Assistant to the City Manager, (707) 648-4362
joanna.altman@cityofvallejo.net

D. ADOPT A RESOLUTION REVISING UNREPRESENTED EXECUTIVE MANAGEMENT EMPLOYEE COMPENSATION, LEAVE, AND BENEFITS

Recommendation: Adopt a resolution revising compensation and benefits for Unrepresented Executive Management Employees.

Contact: Greg Nyhoff, City Manager (707) 648-4576
greg.nyhoff@cityofvallejo.net

9. INFORMATION CALENDAR

10. CITY MANAGER'S REPORT

11. CITY ATTORNEY'S REPORT

12. COMMUNITY FORUM

Anyone wishing to address the Council on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Council to resolve, is requested to submit a completed speaker card to the City Clerk. When called upon, each speaker should step to the podium, state his /her name, and address for the record. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.

13. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE CITY COUNCIL

14. CLOSED SESSION

15. ADJOURNMENT

ADDITIONAL CITY INFORMATION

Members of the public can:

Like us on Facebook (www.facebook.com/cityofvallejo)

Sign up to receive City Communications via e-mail (www.cityofvallejo.net/living/connect)

Sign up to receive City updates and get connected with your neighbors on Nextdoor (www.nextdoor.com)



Dated: Thursday, December 6, 2018

Bob Sampayan, Mayor

I, Dawn Abrahamson, City Clerk do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to [each of the members of the Vallejo City Council](#), at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., Thursday, December 6, 2018.



Dated: Thursday, December 6, 2018

Dawn G. Abrahamson, City Clerk

VALLEJO CITY COUNCIL
REGULAR MEETING MINUTES
JOHN F. KENNEDY ROOM
LOWER LEVEL
505 SANTA CLARA STREET
VALLEJO, CA

NOVEMBER 27, 2018

1. **CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Present: Mayor Sampayan, Vice Mayor Miessner, Councilmembers Dew-Costa, McConnell, Sunga, and Verder-Aliga

Absent: Councilmember Malgapo

Staff present: City Manager Nyhoff, City Attorney Quintana and City Clerk Abrahamson

4. **PRESENTATIONS AND COMMENDATIONS**

Action: Assistant to the City Manager Altman provided an update on City communications. Presentation 4A will be rescheduled.

A. **SOLANO AIDS COALITION PRESENTATION**

B. **UPDATE ON CITY COMMUNICATIONS**

5. **FIRST COMMUNITY FORUM**

Speakers: Marvin Kinney, Ryan Messano and Dennis Yen.

6. **PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS**

Speakers: None.

7. **CONSENT CALENDAR AND APPROVAL OF AGENDA**

Action: Moved by Vice Mayor Miessner and carried unanimously by Councilmembers present, unless otherwise noted, approval of the Consent Calendar and the Agenda with the removal of Items 7E and 7F from the Consent Calendar making them Items 7.1 and 7.2 respectfully. (Absent: Malgapo).

A. **APPROVAL OF MINUTES**

Recommendation: Approve City Council minutes for the meeting regular meetings of 1) November 13, 2018 (special) and 2) November 13, 2018

(regular).

Contact: Dawn G. Abrahamson, City Clerk (707) 648-4528

Dawn.Abrahamson@cityofvallejo.net

Action: Approved minutes.

B. ADOPT A RESOLUTION ESTABLISHING A SCHEDULE OF REGULAR CITY COUNCIL MEETINGS FOR 2019 AND 2020

Recommendation: Adopt a Resolution establishing a schedule of regular City Council meetings for 2019 and 2020.

Contact: Dawn G. Abrahamson, City Clerk, (707) 648-4528

dawn.abrahamson@cityofvallejo.net

Action: Adopted Resolution No. 18-102 N.C.

C. CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT- BICKMORE

Recommendation: Authorize the City Manager to execute a Consultant and Professional Services Agreement with Bickmore in an amount not to exceed \$107,520 for Safety Training and Consulting Services.

Contact: Herbert Lester, Risk Manager (707) 649-7719

Herbert.Lester@cityofvallejo.net

Action: Authorized the City Manager to execute a Consultant and Professional Services Agreement with Bickmore in an amount not to exceed \$107,520 for Safety Training and Consulting Services

D. FIRST AMENDMENTS TO TEMPORARY STAFFING SERVICE AGREEMENTS WITH NELSON STAFFING, KELLY SERVICES, AND BOLT STAFFING

Recommendation: Authorize the City Manager to execute a First Amendment to each of the Agreements with Nelson Staffing and Bolt Staffing, Inc. for temporary staffing services increasing compensation by \$750,000, to an amount not to exceed \$1,500,000 per agreement; and execute a First Amendment with Kelly Services to increase the hourly rates for temporary staffing services.

Contact: Angela Broaddus, Human Resources Program Manager (707) 648-4102

angela.broaddus@cityofvallejo.net

Action: Authorized the City Manager to execute a First Amendment to each of the Agreements with Nelson Staffing and Bolt Staffing, Inc. for temporary staffing services increasing compensation by \$750,000, to an amount not to exceed \$1,500,000 per agreement; and execute a First Amendment with Kelly Services to increase the hourly rates for temporary staffing services.

E. **CONSTRUCTION CONTRACT -- GARLAND/DBS, INC.**

Recommendation: Authorize the City Manager to execute a construction contract with Garland/DBS, Inc. in an amount not to exceed \$1,025,000 for the repair or replacement of roofs on five City-owned buildings.

Contact: Roland Rojas, Asst. Maintenance Superintendent - Facilities & Grounds (707) 648-4557

Roland.Rojas@cityofvallejo.net

Action: item was removed from the Consent Calendar.

Staff responded to questions from Councilmembers. Councilmembers provided comment.

Action: Moved by Vice Mayor Miessner and carried unanimously by Councilmembers present, authorized the City Manager to execute a construction contract with Garland/DBS, Inc. in an amount not to exceed \$1,025,000 for the repair or replacement of roofs on five City-owned buildings (Absent: Malgapo).

F. **TEMPORARY FUNDING AGREEMENT WITH MISSION SOLANO FOR EMERGENCY SHELTER SERVICES**

Recommendation: Adopt a resolution finding a public benefit and to authorize the City Manager to execute a temporary funding agreement in the amount of \$35,000 with Mission Solano Rescue Mission, Inc. (Mission Solano) to provide emergency shelter services.

Contact: Will Morat, Assistant to the City Manager (707) 648-4109

will.morat@cityofvallejo.net

Action: Item was removed from the Consent Calendar.

Staff responded to questions from Councilmembers. Councilmembers provided comment.

Action: Moved by Vice Mayor Miessner and carried unanimously by

Councilmembers present, to adopt Resolution No. 18-103 N.C. (Absent: Malgapo).

G. **FIRST AMENDMENT TO DESIGN PROFESSIONAL SERVICES AGREEMENT -- HARRISON ENGINEERING INC.; CAPITAL OUTLAY FUND #201 BUDGET ADJUSTMENT**

Recommendation:

1. Authorize the City Manager to execute the First Amendment to the Design Professional Services Agreement with Harrison Engineering, Inc., to increase the contract amount by \$200,000, for a new not-to-exceed amount of \$376,400 for the Safe Routes to School Vallejo & Benicia Schools Improvement Project (SR2S); and
2. Receive and file the City Manager's request to amend the FY 2018-19 Capital Outlay Fund #201 Budget by appropriating and increasing the expenditures by \$200,000 to pay for the additional design costs of the SR2S Project.

Contact: Melissa Tigbao, Assistant to Public Works Director / City Engineer
(707) 648-4085

Melissa.Tigbao@cityofvallejo.net

Action: (1) Authorized the City Manager to execute the First Amendment to the Design Professional Services Agreement with Harrison Engineering, Inc., to increase the contract amount by \$200,000, for a new not-to-exceed amount of \$376,400 for the Safe Routes to School Vallejo & Benicia Schools Improvement Project (SR2S); and

Received and filed the City Manager's request to amend the FY 2018-19 Capital Outlay Fund #201 Budget by appropriating and increasing the expenditures by \$200,000 to pay for the additional design costs of the SR2S Project.

8. **ACTION CALENDAR**

A. **PUBLIC HEARING TO RECEIVE INPUT FROM THE COMMUNITY ON CITY COUNCIL DISTRICTS TO BE ESTABLISHED FOR DISTRICT-BASED ELECTIONS**

Recommendation: Open and conduct the First Public Hearing and receive comments. No other official action is required at this time.

Contact: Kelly Trujillo, Assistant City Attorney, (707) 648-4201

kelly.trujillo@cityofvallejo.net

Assistant City Attorney Trujillo provided introductory comments and outlined next steps.

Consultant Tilton reviewed the various election systems, the California Voting Rights Act (CVRA) and its impact, the districting process, traditional districting criteria, provided an example of demographic summaries, sample compact maps, discussed defining communities of interest, shared the various map-drawing public participation tools available on the City's website, and concluded with discussion items for public input.

City Clerk Abrahamson shared a community outreach video that is targeted out getting the message about the process out and requesting public participation.

Mayor Sampayan opened the public hearing.

Speakers: J.D. Miller, Julia Hahn, Ryan Messano, Marc Fox, Mark Stein, Dennis Yen, James Cisney, and Don Jordan (African American Alliance).

There being no further speakers, Mayor Sampayan closed the public hearing.

Staff and the Consultant responded to questions from Councilmembers. Councilmembers provided comment.

Action: None.

B. **AMENDMENT TO MASTER SERVICES AGREEMENT WITH INYO NETWORKS, INC.**

Recommendation: Authorize the City Manager to execute the Third Amendment to Vallejo Fiber Network Construction, Lease and Retail Service Provider Agreement (Fiber Service Contract) with Inyo Networks, Inc. (Inyo Networks) to add construction of the network extension to Mare Island and to modify the monthly service charges and revenue sharing schedule.

Contact: Will Morat, Assistant to the City Manager, 707-648-4109, will.morat@cityofvallejo.net

Action: Moved by Vice Mayor Miessner and carried unanimously by Councilmembers present to authorize the City Manager to execute the Third Amendment to Vallejo Fiber Network Construction, Lease and Retail Service Provider Agreement (Fiber Service Contract) with Inyo Networks, Inc. (Inyo Networks) to add construction of the network extension to Mare Island and to modify the monthly service charges and revenue sharing schedule (Absent:

Malgapo).

C. **UNARMED SECURITY SERVICES AGREEMENT**

Recommendation: Authorize the City Manager to execute an agreement for citywide unarmed security services to First Alarm Security & Patrol, Inc., dba First Security Services, in the amount of \$2,300,281 for the term of December 1, 2018 through June 30, 2021.

Contact: Allison Mattioli, Administrative Analyst II (707) 648-5407
allison.mattioli@cityofvallejo.net

Administrative Analyst II Mattioli provided background information, outlined operational changes, reviewed the RFP process, introduced First Security Services and the reason for selection, and concluded with the fiscal impact including hourly rates, estimated annual totals per Fund and estimated contract totals.

Speakers: Ken Szutu.

Staff responded to questions from Councilmembers. Councilmembers provided comment.

Action: Moved by Vice Mayor Miessner and carried unanimously by Councilmembers present to authorize the City Manager to execute an agreement for citywide unarmed security services to First Alarm Security & Patrol, Inc., dba First Security Services, in the amount of \$2,300,281 for the term of December 1, 2018 through June 30, 2021 (Absent: Malgapo).

D. **RATIFICATION AND AUTHORIZATION OF PAYMENTS TO CLP RESOURCES, INC., AND PEOPLEREADY, INC. FOR TEMPORARY STAFFING SERVICES**

Recommendation: Ratify payments made to CLP Resources, Inc. and its successor corporation PeopleReady, Inc. made from January 1, 2014 through October 24, 2018 and authorize payment to PeopleReady, Inc. for services rendered but not yet paid through November 2, 2018 in the estimated total amount of \$1,845,000.

Contact: Janet Thiessen, Human Resources Program Manager (707) 648-4106
Janet.Thiessen@Cityofvallejo.Net

Action: Moved by Vice Mayor Miessner and carried unanimously by Councilmembers present to ratify payments made to CLP Resources, Inc. and its successor corporation PeopleReady, Inc. made from January 1, 2014

through October 24, 2018 and authorize payment to PeopleReady, Inc. for services rendered but not yet paid through November 2, 2018 in the estimated total amount of \$1,845,000.

E. **PARTICIPATORY BUDGETING RULEBOOK**

Recommendation: Adopt a Resolution approving the Participatory Budgeting Rulebook on a go-forward basis, not limited to a particular cycle.

Contact: Alyssa Lane, Administrative Analyst, (707) 648-4577
alyssa.lane@cityofvallejo.net

Administrative Analyst Lane provided an overview of the staff report and proposed changes.

Speakers: None.

Staff responded to questions from Councilmembers. Councilmembers provided comment.

Action: Moved by Vice Mayor Miessner and carried unanimously by Councilmembers present to adopt Resolution No. 18-104 N.C. placing no cap on road repairs (Absent: Malgapo).

F. **INTRODUCE ORDINANCES AMENDING VALLEJO MUNICIPAL CODE CHAPTER 2.02 AND 2.26 OF THE VALLEJO MUNICIPAL CODE TO ADD RULES OF DECORUM AND CLARIFY THE ROLE OF COMMISSION MEMBERS AND COUNCIL LIAISON, CONSIDER ROSENBERG'S RULES OF ORDER**

Recommendation: Introduce two ordinances: Chapter 2.02 of the Vallejo Municipal Code is amended to add rules of decorum and Chapter 2.26 of the Vallejo Municipal Code is amended to clarify the role of members and council liaisons, choosing one of two alternatives:

1. Adopting Rosenberg's Rules of Order for City Council and all City boards and commissions; or
2. Allow the current Rules of Order (Robert's Rules of Order) to remain as the default rules for the Council and all City boards and commissions.

Contact: Claudia Quintana, City Attorney, (707) 648-4545
claudia.quintana@cityofvallejo.net

Action: By Council consensus, this item was continued to the December 11 regular Council meeting.

9. INFORMATION CALENDAR – None.

10. CITY MANAGER’S REPORT

City Manager Nyhoff noted several corrections to an article that was featured in a special edition of the Vallejo Times Herald related to the Orcem/VMT project. He informed the Council and the community that City Council meetings would be returning to the Council Chamber for the January 8, 2019 regular meeting.

11. CITY ATTORNEY’S REPORT – None.

12. COMMUNITY FORUM

Speakers: None.

13. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE CITY COUNCIL

Councilmembers reported on various meetings and community events attended.

14. CLOSED SESSION – None.

15. ADJOURNMENT

The meeting adjourned at 11:28 p.m.

BOB SAMPAYAN, MAYOR

ATTEST:

DAWN G. ABRAHAMSON
CITY CLERK



DATE: December 11, 2018
TO: Mayor and Members of the City Council
FROM: Ron Millard, Finance Director
SUBJECT: PAYMENT OF CLAIMS: OCTOBER

RECOMMENDATION

Ratify the payment of claims for the period October 1, 2018 through October 31, 2018.

REASONS FOR RECOMMENDATION

Required pursuant to Vallejo Municipal Code section 2.02.360, the Finance Director has submitted Check Register(s) showing the payment of claims for the month above, for ratification by the City Council.

BACKGROUND AND DISCUSSION

Vallejo Municipal Code Section 2.02.360 requires that checks registers shall be ratified by the City Council at a regular City Council meeting. The list of the Check Register(s) that accompany this Staff Report are included as attachments.

FISCAL IMPACT

The claims enumerated on the attached Accounts Payable Check Register total \$4,752,176.38 for the time period of October 1st - 31st, 2018. Workers Comp Claims total \$214,468.82, and General Liability claims total \$95,920.16 for the same period.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	Affidavit of Finance Director
2.	AP Check Register Oct. 2018
3.	York General Liability Check Register Oct. 2018
4.	York Workers Comp Check Register Oct. 2018

CONTACT

Ron Millard, Finance Director (707) 648-4592
Ron.Millard@CityofVallejo.net

AFFIDAVIT OF FINANCE DIRECTOR

I hereby certify that the attached Check Register(s) conform to the City's approved budget and that funds were available for payment at the time of payment was made.

Date: 2018-11-13 Ron Millard

Ron Millard
Finance Director

Enclosures:

Check Register(s) Dated:

Oct	3 ,2018	\$	1,155,524.60
Oct	10 ,2018	\$	621,408.87
Oct	17 ,2018	\$	1,090,467.41
Oct	24 ,2018	\$	566,789.63
Oct	31 ,2018	\$	1,317,985.87
	Total:	\$	4,752,176.38

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
GENERAL FUND	779383	3SI SECURITY SYSTEMS, INC.	EQUIPMENT R/M SERVICES	216.00	10/3/2018	10/3/2018
GENERAL FUND	779081	A. MAZE INC	OTHER PROFESSIONAL SERV	9,600.00	10/3/2018	10/3/2018
GENERAL FUND	779085	ACCESS INFORMATION	OTHER SERVICES	389.83	10/3/2018	10/3/2018
GENERAL FUND	779087	ADVANCE CRIME SCENE RESTORA	OTHER SERVICES	300.00	10/3/2018	10/3/2018
GENERAL FUND	779088	AIMEE CRUTCHER	TRAINING & CONFERENCES	543.62	10/3/2018	10/3/2018
GENERAL FUND	779090	ALHAMBRA & SIERRA SPRINGS	OFFICE SUPPLIES	91.08	10/3/2018	10/3/2018
GENERAL FUND	779101	ARAMARK UNIFORM SERVICES, INC	CLEANING & JANITORIAL	97.80	10/3/2018	10/3/2018
GENERAL FUND	779101	ARAMARK UNIFORM SERVICES, INC	CLEANING & JANITORIAL	44.50	10/3/2018	10/3/2018
GENERAL FUND	779101	ARAMARK UNIFORM SERVICES, INC	CLEANING & JANITORIAL	96.69	10/3/2018	10/3/2018
GENERAL FUND	779101	ARAMARK UNIFORM SERVICES, INC	CLEANING & JANITORIAL	96.69	10/3/2018	10/3/2018
GENERAL FUND	779105	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	319.14	10/3/2018	10/3/2018
GENERAL FUND	779105	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	287.50	10/3/2018	10/3/2018
GENERAL FUND	779105	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	425.41	10/3/2018	10/3/2018
GENERAL FUND	779105	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	288.56	10/3/2018	10/3/2018
GENERAL FUND	779105	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	245.90	10/3/2018	10/3/2018
GENERAL FUND	779105	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	87.48	10/3/2018	10/3/2018
GENERAL FUND	779105	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	940.44	10/3/2018	10/3/2018
GENERAL FUND	779109	BAY ALARM CO.	OTHER SERVICES	172.84	10/3/2018	10/3/2018
GENERAL FUND	779109	BAY ALARM CO.	OTHER SERVICES	380.00	10/3/2018	10/3/2018
GENERAL FUND	779109	BAY ALARM CO.	BUILDING R & M SERVICES	1,508.85	10/3/2018	10/3/2018
GENERAL FUND	779114	BOB MURRAY & ASSOCIATES	RECRUITMENT SERVICES	2,947.62	10/3/2018	10/3/2018
GENERAL FUND	779114	BOB MURRAY & ASSOCIATES	RECRUITMENT SERVICES	3,097.38	10/3/2018	10/3/2018
GENERAL FUND	779115	BOB'S TOW SERVICE, INC	OTHER SERVICES	180.00	10/3/2018	10/3/2018
GENERAL FUND	779116	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	798.75	10/3/2018	10/3/2018
GENERAL FUND	779116	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	899.93	10/3/2018	10/3/2018
GENERAL FUND	779116	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	721.54	10/3/2018	10/3/2018
GENERAL FUND	779116	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	721.54	10/3/2018	10/3/2018
GENERAL FUND	779116	BOLT STAFFING SERVICE INC	OTHER PROFESSIONAL SERV	1,366.75	10/3/2018	10/3/2018
GENERAL FUND	779116	BOLT STAFFING SERVICE INC	OTHER PROFESSIONAL SERV	1,375.63	10/3/2018	10/3/2018
GENERAL FUND	779116	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	852.00	10/3/2018	10/3/2018
GENERAL FUND	779116	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	1,760.80	10/3/2018	10/3/2018
GENERAL FUND	779116	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	1,952.00	10/3/2018	10/3/2018
GENERAL FUND	779128	CA ASSN OF CODE ENFORCEMT OF	TRAINING & CONFERENCES	86.00	10/3/2018	10/3/2018
GENERAL FUND	779133	CDWG INC.	COMPUTER SUPPLIES	152.73	10/3/2018	10/3/2018
GENERAL FUND	779133	CDWG INC.	COMPUTER SUPPLIES	12.79	10/3/2018	10/3/2018
GENERAL FUND	779140	CLARK PEST CONTROL	BUILDING R & M SERVICES	98.00	10/3/2018	10/3/2018
GENERAL FUND	779140	CLARK PEST CONTROL	BUILDING R & M SERVICES	79.00	10/3/2018	10/3/2018
GENERAL FUND	779140	CLARK PEST CONTROL	BUILDING R & M SERVICES	83.00	10/3/2018	10/3/2018
GENERAL FUND	779140	CLARK PEST CONTROL	BUILDING R & M SERVICES	96.00	10/3/2018	10/3/2018
GENERAL FUND	779143	CODE THREE FIRE PROTECTION	OTHER SERVICES	24.00	10/3/2018	10/3/2018
GENERAL FUND	779144	COMCAST	COMPUTER HDWRD MAINT	270.07	10/3/2018	10/3/2018
GENERAL FUND	779145	COMPETITIVE EDGE PROMOTIONS	OTHER PROFESSIONAL SERV	2,043.90	10/3/2018	10/3/2018
GENERAL FUND	779146	CONTINUING CHALLENGE	TRAINING & CONFERENCES	140.00	10/3/2018	10/3/2018
GENERAL FUND	779147	CONTINUING EDUC OF THE BAR	LAW LIBRARY PUBLICATIONS	244.68	10/3/2018	10/3/2018
GENERAL FUND	779149	CSI PAINT	GENERAL R/M SUPPLIES	775.43	10/3/2018	10/3/2018
GENERAL FUND	779149	CSI PAINT	GENERAL R/M SUPPLIES	428.84	10/3/2018	10/3/2018
GENERAL FUND	779151	DATASAFE,INC	OFFICE SUPPLIES	12.50	10/3/2018	10/3/2018
GENERAL FUND	779151	DATASAFE,INC	OFFICE SUPPLIES	12.50	10/3/2018	10/3/2018
GENERAL FUND	779151	DATASAFE,INC	OFFICE SUPPLIES	37.50	10/3/2018	10/3/2018
GENERAL FUND	779151	DATASAFE,INC	OFFICE SUPPLIES	175.00	10/3/2018	10/3/2018
GENERAL FUND	779151	DATASAFE,INC	OFFICE SUPPLIES	37.50	10/3/2018	10/3/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
GENERAL FUND	779151	DATASAFE,INC	OFFICE SUPPLIES	25.00	10/3/2018	10/3/2018
GENERAL FUND	779151	DATASAFE,INC	OFFICE SUPPLIES	225.00	10/3/2018	10/3/2018
GENERAL FUND	779151	DATASAFE,INC	OFFICE SUPPLIES	25.00	10/3/2018	10/3/2018
GENERAL FUND	779151	DATASAFE,INC	OFFICE SUPPLIES	125.00	10/3/2018	10/3/2018
GENERAL FUND	779151	DATASAFE,INC	OFFICE SUPPLIES	25.00	10/3/2018	10/3/2018
GENERAL FUND	779151	DATASAFE,INC	OFFICE SUPPLIES	37.50	10/3/2018	10/3/2018
GENERAL FUND	779151	DATASAFE,INC	OFFICE SUPPLIES	25.00	10/3/2018	10/3/2018
GENERAL FUND	779154	DIGITAL SCEPTER CORPORATION	COMPUTER EQUIPMENT	7,925.00	10/3/2018	10/3/2018
GENERAL FUND	779156	DISABILITY ACCESS CONSULTANTS	OTHER PROFESSIONAL SERV	42,000.00	10/3/2018	10/3/2018
GENERAL FUND	779162	EAGLE EYE ENGRAVING	PRINTING & BINDING	45.13	10/3/2018	10/3/2018
GENERAL FUND	779167	ENNIS FLINT, INC	GENERAL R/M SUPPLIES	260.08	10/3/2018	10/3/2018
GENERAL FUND	779180	FEDERAL EXPRESS	POSTAGE & MAILING	121.12	10/3/2018	10/3/2018
GENERAL FUND	779181	FERMA CORPORATION	SITE IMPROVEMENTS	182,905.87	10/3/2018	10/3/2018
GENERAL FUND	779181	FERMA CORPORATION	SITE IMPROVEMENTS	333,957.99	10/3/2018	10/3/2018
GENERAL FUND	779185	FOSTER LUMBER YARDS, INC	GENERAL R/M SUPPLIES	417.55	10/3/2018	10/3/2018
GENERAL FUND	779185	FOSTER LUMBER YARDS, INC	OTHER R/M SUPPLIES	213.61	10/3/2018	10/3/2018
GENERAL FUND	779188	FREE RADICAL COLLECTIVE	OTHER PROFESSIONAL SERV	375.00	10/3/2018	10/3/2018
GENERAL FUND	779198	GRANICUS INC	COMPUTER SOFTWARE MAINT	1,193.13	10/3/2018	10/3/2018
GENERAL FUND	779198	GRANICUS INC	COMPUTER SOFTWARE MAINT	1,193.13	10/3/2018	10/3/2018
GENERAL FUND	779198	GRANICUS INC	COMPUTER SOFTWARE MAINT	1,193.13	10/3/2018	10/3/2018
GENERAL FUND	779198	GRANICUS INC	COMPUTER SOFTWARE MAINT	1,193.13	10/3/2018	10/3/2018
GENERAL FUND	779214	INLAND BUSINESS MACHINES, INC	OTHER PROFESSIONAL SERV	8,681.92	10/3/2018	10/3/2018
GENERAL FUND	779214	INLAND BUSINESS MACHINES, INC	MACHINERY & EQUIP RENTAL	19.34	10/3/2018	10/3/2018
GENERAL FUND	779214	INLAND BUSINESS MACHINES, INC	MACHINERY & EQUIP RENTAL	180.24	10/3/2018	10/3/2018
GENERAL FUND	779214	INLAND BUSINESS MACHINES, INC	MACHINERY & EQUIP RENTAL	135.40	10/3/2018	10/3/2018
GENERAL FUND	779214	INLAND BUSINESS MACHINES, INC	OTHER PROFESSIONAL SERV	543.52	10/3/2018	10/3/2018
GENERAL FUND	779215	INTERWEST CONSULTING GROUP,II	OTHER PROFESSIONAL SERV	827.50	10/3/2018	10/3/2018
GENERAL FUND	779215	INTERWEST CONSULTING GROUP,II	OTHER PROFESSIONAL SERV	10,842.50	10/3/2018	10/3/2018
GENERAL FUND	779215	INTERWEST CONSULTING GROUP,II	OTHER PROFESSIONAL SERV	7,063.75	10/3/2018	10/3/2018
GENERAL FUND	779215	INTERWEST CONSULTING GROUP,II	OTHER PROFESSIONAL SERV	1,012.50	10/3/2018	10/3/2018
GENERAL FUND	779215	INTERWEST CONSULTING GROUP,II	OTHER PROFESSIONAL SERV	14,350.00	10/3/2018	10/3/2018
GENERAL FUND	779215	INTERWEST CONSULTING GROUP,II	OTHER PROFESSIONAL SERV	1,451.25	10/3/2018	10/3/2018
GENERAL FUND	779215	INTERWEST CONSULTING GROUP,II	OTHER PROFESSIONAL SERV	135.00	10/3/2018	10/3/2018
GENERAL FUND	779221	JASON POTTS	TRAINING-POST REIMB.	167.03	10/3/2018	10/3/2018
GENERAL FUND	779222	JAYGAV EMBROIDERY	CLOTHING & UNIFORMS	182.00	10/3/2018	10/3/2018
GENERAL FUND	779222	JAYGAV EMBROIDERY	CLOTHING & UNIFORMS	189.46	10/3/2018	10/3/2018
GENERAL FUND	779222	JAYGAV EMBROIDERY	CLOTHING & UNIFORMS	225.68	10/3/2018	10/3/2018
GENERAL FUND	779224	JK SOFTWARE CONSULTANTS	OTHER PROFESSIONAL SERV	525.00	10/3/2018	10/3/2018
GENERAL FUND	779225	JO ANN ALCANTARA	TRAINING & CONFERENCES	1,193.42	10/3/2018	10/3/2018
GENERAL FUND	779230	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	6,147.50	10/3/2018	10/3/2018
GENERAL FUND	779232	KELLY-MOORE PAINT CO., INC	BUILDING MATERIALS	96.13	10/3/2018	10/3/2018
GENERAL FUND	779232	KELLY-MOORE PAINT CO., INC	BUILDING MATERIALS	76.47	10/3/2018	10/3/2018
GENERAL FUND	779240	KOFF & ASSOCIATES, INC.	OTHER PROFESSIONAL SERV	390.00	10/3/2018	10/3/2018
GENERAL FUND	779242	L.N.CURTIS & SONS	FIELD EQUIPMENT	346.80	10/3/2018	10/3/2018
GENERAL FUND	779244	LAW OFFICES OF RICHARDS WATSON	LEGAL FEES	1,060.00	10/3/2018	10/3/2018
GENERAL FUND	779244	LAW OFFICES OF RICHARDS WATSON	LEGAL FEES	1,340.00	10/3/2018	10/3/2018
GENERAL FUND	779244	LAW OFFICES OF RICHARDS WATSON	LEGAL FEES	2,739.50	10/3/2018	10/3/2018
GENERAL FUND	779247	LESTER FLYNN	TRAINING & CONFERENCES	25.02	10/3/2018	10/3/2018
GENERAL FUND	779253	LODGE 468 LOYAL ORDER OF MOOSE	OTHER SERVICES	500.00	10/3/2018	10/3/2018
GENERAL FUND	779258	MANAGEMENT PARTNERS INC	OTHER PROFESSIONAL SERV	9,507.00	10/3/2018	10/3/2018
GENERAL FUND	779259	MARK A CLEMENTI, PH.D.	RECRUITMENT SERVICES	685.00	10/3/2018	10/3/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
GENERAL FUND	779266	MINUTEMAN PRESS	PRINTING & BINDING	61.19	10/3/2018	10/3/2018
GENERAL FUND	779266	MINUTEMAN PRESS	MEASURE B FUND	268.23	10/3/2018	10/3/2018
GENERAL FUND	779266	MINUTEMAN PRESS	PRINTING & BINDING	74.17	10/3/2018	10/3/2018
GENERAL FUND	779113	MISC ACCOUNTS PAYABLE	STATE GRANT	23,280.00	10/3/2018	10/3/2018
GENERAL FUND	779336	MISC BUILDING PERMIT REFUNDS	SMIP - EARTHQUAKE FEE	0.31	10/3/2018	10/3/2018
GENERAL FUND	779335	MISC BUILDING PERMIT REFUNDS	SMIP - EARTHQUAKE FEE	3.20	10/3/2018	10/3/2018
GENERAL FUND	779335	MISC BUILDING PERMIT REFUNDS	STATE BLDG STANDARDS FEE	0.90	10/3/2018	10/3/2018
GENERAL FUND	779212	MISC BUILDING PERMIT REFUNDS	STATE BLDG STANDARDS FEE	46.80	10/3/2018	10/3/2018
GENERAL FUND	779212	MISC BUILDING PERMIT REFUNDS	BUILDING PERMITS	12,688.76	10/3/2018	10/3/2018
GENERAL FUND	779335	MISC BUILDING PERMIT REFUNDS	ELECTRICAL PERMITS	178.57	10/3/2018	10/3/2018
GENERAL FUND	779335	MISC BUILDING PERMIT REFUNDS	ELECTRICAL PERMITS	281.25	10/3/2018	10/3/2018
GENERAL FUND	779335	MISC BUILDING PERMIT REFUNDS	PLAN CHECK FEE	123.00	10/3/2018	10/3/2018
GENERAL FUND	779335	MISC BUILDING PERMIT REFUNDS	TECH SURCHARGE FEE	18.39	10/3/2018	10/3/2018
GENERAL FUND	779212	MISC BUILDING PERMIT REFUNDS	TECH SURCHARGE FEE	507.00	10/3/2018	10/3/2018
GENERAL FUND	779335	MISC BUILDING PERMIT REFUNDS	MISC. REVENUES	0.10	10/3/2018	10/3/2018
GENERAL FUND	779212	MISC BUILDING PERMIT REFUNDS	MISC. REVENUES	5.20	10/3/2018	10/3/2018
GENERAL FUND	779335	MISC BUILDING PERMIT REFUNDS	PERMIT COORDINATION FEE	17.48	10/3/2018	10/3/2018
GENERAL FUND	779335	MISC BUILDING PERMIT REFUNDS	GENERAL PLAN UPDATE FEE	29.14	10/3/2018	10/3/2018
GENERAL FUND	779355	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	1,291.95	10/3/2018	10/3/2018
GENERAL FUND	779184	MISC EMPLOYEE REIMBURSEMENT	DUES & PUBLICATIONS	120.00	10/3/2018	10/3/2018
GENERAL FUND	779237	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	132.00	10/3/2018	10/3/2018
GENERAL FUND	779120	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	181.00	10/3/2018	10/3/2018
GENERAL FUND	779325	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	181.00	10/3/2018	10/3/2018
GENERAL FUND	779308	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	204.60	10/3/2018	10/3/2018
GENERAL FUND	779100	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	481.04	10/3/2018	10/3/2018
GENERAL FUND	779220	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	875.00	10/3/2018	10/3/2018
GENERAL FUND	779268	MORGAN ALARM COMPANY, INC.	OTHER SERVICES	730.50	10/3/2018	10/3/2018
GENERAL FUND	779268	MORGAN ALARM COMPANY, INC.	BUILDING R & M SERVICES	120.42	10/3/2018	10/3/2018
GENERAL FUND	779268	MORGAN ALARM COMPANY, INC.	OTHER SERVICES	129.36	10/3/2018	10/3/2018
GENERAL FUND	779274	MUNISERVICES LLC	OTHER PROFESSIONAL SERV	14,413.54	10/3/2018	10/3/2018
GENERAL FUND	779277	NAPA VALLEY COMMUNITY COLLEGE	TRAINING-POST REIMB.	1,830.00	10/3/2018	10/3/2018
GENERAL FUND	779279	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP.	1,880.00	10/3/2018	10/3/2018
GENERAL FUND	779279	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	1,052.00	10/3/2018	10/3/2018
GENERAL FUND	779279	NELSON FAMILY OF COMPANIES	OTHER PROFESSIONAL SERV	455.40	10/3/2018	10/3/2018
GENERAL FUND	779279	NELSON FAMILY OF COMPANIES	OTHER PROFESSIONAL SERV	455.40	10/3/2018	10/3/2018
GENERAL FUND	779280	NET TRANSCRIPTS INC.	OTHER SERVICES	151.36	10/3/2018	10/3/2018
GENERAL FUND	779282	NEXGEN ASSET MANAGEMENT	OTHER PROFESSIONAL SERV	6,634.00	10/3/2018	10/3/2018
GENERAL FUND	779285	O'CONNOR LUMBER-ACE HARDWARE	ELECTRICAL SUPPLIES	21.66	10/3/2018	10/3/2018
GENERAL FUND	779285	O'CONNOR LUMBER-ACE HARDWARE	GENERAL R/M SUPPLIES	73.67	10/3/2018	10/3/2018
GENERAL FUND	779285	O'CONNOR LUMBER-ACE HARDWARE	BUILDING MATERIALS	72.24	10/3/2018	10/3/2018
GENERAL FUND	779285	O'CONNOR LUMBER-ACE HARDWARE	BUILDING MATERIALS	18.40	10/3/2018	10/3/2018
GENERAL FUND	779285	O'CONNOR LUMBER-ACE HARDWARE	BUILDING MATERIALS	72.57	10/3/2018	10/3/2018
GENERAL FUND	779285	O'CONNOR LUMBER-ACE HARDWARE	OTHER SUPPLIES	325.64	10/3/2018	10/3/2018
GENERAL FUND	779285	O'CONNOR LUMBER-ACE HARDWARE	OTHER SUPPLIES	87.58	10/3/2018	10/3/2018
GENERAL FUND	779285	O'CONNOR LUMBER-ACE HARDWARE	GENERAL R/M SUPPLIES	45.00	10/3/2018	10/3/2018
GENERAL FUND	779285	O'CONNOR LUMBER-ACE HARDWARE	BUILDING MATERIALS	43.89	10/3/2018	10/3/2018
GENERAL FUND	779285	O'CONNOR LUMBER-ACE HARDWARE	GENERAL R/M SUPPLIES	151.38	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	64.34	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	165.50	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	20.76	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	75.65	10/3/2018	10/3/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	47.66	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	341.38	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	108.80	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	44.16	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	168.19	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	276.65	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	32.48	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	71.46	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	277.03	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	17.82	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	11.03	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	236.47	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	18.82	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	119.49	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	84.17	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	315.62	10/3/2018	10/3/2018
GENERAL FUND	779287	OFFICE DEPOT	OFFICE SUPPLIES	3.24	10/3/2018	10/3/2018
GENERAL FUND	779288	OPTI-FIT INTERNATIONAL, INC	OTHER PROFESSIONAL SERV	10,000.87	10/3/2018	10/3/2018
GENERAL FUND	779288	OPTI-FIT INTERNATIONAL, INC	MISC EQUIPMENT	10,000.00	10/3/2018	10/3/2018
GENERAL FUND	779289	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	16.73	10/3/2018	10/3/2018
GENERAL FUND	779289	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	13.63	10/3/2018	10/3/2018
GENERAL FUND	779289	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	23.48	10/3/2018	10/3/2018
GENERAL FUND	779289	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	10.60	10/3/2018	10/3/2018
GENERAL FUND	779289	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	11.11	10/3/2018	10/3/2018
GENERAL FUND	779289	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	173.92	10/3/2018	10/3/2018
GENERAL FUND	779289	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	164.15	10/3/2018	10/3/2018
GENERAL FUND	779290	PACIFIC STORAGE	OFFICE SUPPLIES	1.45	10/3/2018	10/3/2018
GENERAL FUND	779290	PACIFIC STORAGE	OTHER PROFESSIONAL SERV	201.32	10/3/2018	10/3/2018
GENERAL FUND	779291	PACKET FUSION, INC	COMPUTER SUPPLIES	1,273.08	10/3/2018	10/3/2018
GENERAL FUND	779295	PEOPLEREADY INC	GROUNDS R/M SERVICES	424.80	10/3/2018	10/3/2018
GENERAL FUND	779295	PEOPLEREADY INC	GROUNDS R/M SERVICES	1,433.70	10/3/2018	10/3/2018
GENERAL FUND	779295	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,131.20	10/3/2018	10/3/2018
GENERAL FUND	779295	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,040.00	10/3/2018	10/3/2018
GENERAL FUND	779295	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,040.00	10/3/2018	10/3/2018
GENERAL FUND	779295	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,414.00	10/3/2018	10/3/2018
GENERAL FUND	779304	PUBLIC HEALTH LABORATORY	OTHER SERVICES	43.00	10/3/2018	10/3/2018
GENERAL FUND	779306	R & S ERECTION OF VALLEJO, INC	BUILDING R & M SERVICES	732.00	10/3/2018	10/3/2018
GENERAL FUND	779307	R-G TRIBBLE	TRAINING & CONFERENCES	298.81	10/3/2018	10/3/2018
GENERAL FUND	779318	RON MILLARD,PETTY CASH	TRAINING & CONFERENCES	16.40	10/3/2018	10/3/2018
GENERAL FUND	779318	RON MILLARD,PETTY CASH	TRAINING & CONFERENCES	29.85	10/3/2018	10/3/2018
GENERAL FUND	779318	RON MILLARD,PETTY CASH	TRAINING & CONFERENCES	46.46	10/3/2018	10/3/2018
GENERAL FUND	779318	RON MILLARD,PETTY CASH	TRAINING & CONFERENCES	44.46	10/3/2018	10/3/2018
GENERAL FUND	779318	RON MILLARD,PETTY CASH	OFFICE SUPPLIES	7.68	10/3/2018	10/3/2018
GENERAL FUND	779318	RON MILLARD,PETTY CASH	PRINTING & BINDING	38.00	10/3/2018	10/3/2018
GENERAL FUND	779318	RON MILLARD,PETTY CASH	PRINTING & BINDING	20.00	10/3/2018	10/3/2018
GENERAL FUND	779318	RON MILLARD,PETTY CASH	PRINTING & BINDING	9.00	10/3/2018	10/3/2018
GENERAL FUND	779318	RON MILLARD,PETTY CASH	PRINTING & BINDING	15.01	10/3/2018	10/3/2018
GENERAL FUND	779318	RON MILLARD,PETTY CASH	TRAINING & CONFERENCES	20.00	10/3/2018	10/3/2018
GENERAL FUND	779318	RON MILLARD,PETTY CASH	TRAINING & CONFERENCES	40.00	10/3/2018	10/3/2018
GENERAL FUND	779318	RON MILLARD,PETTY CASH	DUES & PUBLICATIONS	30.00	10/3/2018	10/3/2018
GENERAL FUND	779318	RON MILLARD,PETTY CASH	OTHER SUPPLIES	18.94	10/3/2018	10/3/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
GENERAL FUND	779323	SAFECHECKS	PRINTING & BINDING	908.39	10/3/2018	10/3/2018
GENERAL FUND	779324	SANTA ROSA JUNIOR COLLEGE	TRAINING-POST REIMB.	7,112.00	10/3/2018	10/3/2018
GENERAL FUND	779326	SASE COMPANY LLC	GENERAL R/M SUPPLIES	1,266.36	10/3/2018	10/3/2018
GENERAL FUND	779329	SEROLOGICAL RESEARCH INSTITU	LABORATORY SERVICES	1,350.00	10/3/2018	10/3/2018
GENERAL FUND	779331	SLOAN SAKAI YEUNG & WONG LLP	OTHER PROFESSIONAL SERV	3,114.97	10/3/2018	10/3/2018
GENERAL FUND	779333	SOLANO COUNTY AUDITOR-CONTR	SOLANO CNTY-PARK FINE FEE	590.00	10/3/2018	10/3/2018
GENERAL FUND	779333	SOLANO COUNTY AUDITOR-CONTR	SOLANO CNTY-PARK FINE FEE	590.00	10/3/2018	10/3/2018
GENERAL FUND	779333	SOLANO COUNTY AUDITOR-CONTR	SOLANO CNTY-PARK FINE FEE	1,062.00	10/3/2018	10/3/2018
GENERAL FUND	779333	SOLANO COUNTY AUDITOR-CONTR	SOLANO CNTY-PARK FINE FEE	708.00	10/3/2018	10/3/2018
GENERAL FUND	779333	SOLANO COUNTY AUDITOR-CONTR	SOLANO CNTY-PARK FINE FEE	401.50	10/3/2018	10/3/2018
GENERAL FUND	779333	SOLANO COUNTY AUDITOR-CONTR	SOLANO CNTY-PARK FINE FEE	14.60	10/3/2018	10/3/2018
GENERAL FUND	779334	SOLANO COUNTY RESOURCE MAN	BUILDING R & M SERVICES	69.00	10/3/2018	10/3/2018
GENERAL FUND	779338	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	23.83	10/3/2018	10/3/2018
GENERAL FUND	779340	STEVENSON SUPPLY & TRACTOR C	GENERAL R/M SUPPLIES	1,141.19	10/3/2018	10/3/2018
GENERAL FUND	779341	STITCHING SOLUTIONS EMBROIDE	CLOTHING & UNIFORMS	97.28	10/3/2018	10/3/2018
GENERAL FUND	779344	SUNGARD AVAILABILITY SERVICES	COMPUTER HDWRD MAINT	1,278.12	10/3/2018	10/3/2018
GENERAL FUND	779345	SUNPOWER CORPORTATION, SYST	EQUIPMENT R/M SERVICES	750.00	10/3/2018	10/3/2018
GENERAL FUND	779346	SUPERION, LLC	COMPUTER HDWRD MAINT	547.39	10/3/2018	10/3/2018
GENERAL FUND	779347	SUT'S SUPERIOR UNDERGROUND T	BUILDING R & M SERVICES	150.00	10/3/2018	10/3/2018
GENERAL FUND	779351	TARGET SPECIALTY PRODUCTS	GENERAL R/M SUPPLIES	1,079.42	10/3/2018	10/3/2018
GENERAL FUND	779351	TARGET SPECIALTY PRODUCTS	GENERAL R/M SUPPLIES	1,731.11	10/3/2018	10/3/2018
GENERAL FUND	779363	VALLEJO ALOHA SAW AND MOWER	GENERAL R/M SUPPLIES	769.12	10/3/2018	10/3/2018
GENERAL FUND	779367	W W GRAINGER INC.	ELECTRICAL SUPPLIES	589.96	10/3/2018	10/3/2018
GENERAL FUND	779367	W W GRAINGER INC.	GENERAL R/M SUPPLIES	929.26	10/3/2018	10/3/2018
GENERAL FUND	779367	W W GRAINGER INC.	OTHER SUPPLIES	929.29	10/3/2018	10/3/2018
GENERAL FUND	779368	WARNER CONSULTING SERVICES	OTHER PROFESSIONAL SERV	1,020.00	10/3/2018	10/3/2018
GENERAL FUND	779368	WARNER CONSULTING SERVICES	TRAINING & CONFERENCES	440.00	10/3/2018	10/3/2018
GENERAL FUND	779376	WIZIX TECHNOLOGY GROUP, INC.	PRINTING & BINDING	90.39	10/3/2018	10/3/2018
Sub total of:GENERAL FUND				812,587.85		
GENERAL FUND MEASURE B	779099	ANDREW BATES	TRAINING & CONFERENCES	72.21	10/3/2018	10/3/2018
GENERAL FUND MEASURE B	779157	DME FORENSICS INCORPORATED	EQUIPMENT R/M SERVICES	2,995.00	10/3/2018	10/3/2018
GENERAL FUND MEASURE B	779158	DREW RAMSAY	TRAINING & CONFERENCES	678.25	10/3/2018	10/3/2018
GENERAL FUND MEASURE B	779164	ELISIA THOMAS	TRAINING & CONFERENCES	15.21	10/3/2018	10/3/2018
GENERAL FUND MEASURE B	779173	FABIO RODRIGUEZ	TRAINING-POST REIMB.	629.74	10/3/2018	10/3/2018
GENERAL FUND MEASURE B	779229	JONI BROWN	TRAINING & CONFERENCES	245.99	10/3/2018	10/3/2018
GENERAL FUND MEASURE B	779316	ROBERT KNIGHT	TRAINING-POST REIMB.	629.74	10/3/2018	10/3/2018
GENERAL FUND MEASURE B	779322	SAFARILAND LLC	FIELD EQUIPMENT	3,225.78	10/3/2018	10/3/2018
GENERAL FUND MEASURE B	779372	WESLEY SIMPSON	TRAINING-POST REIMB.	443.11	10/3/2018	10/3/2018
GENERAL FUND MEASURE B	779378	YANETTE HERNANDEZ	TRAINING-POST REIMB.	443.11	10/3/2018	10/3/2018
Sub total of:GENERAL FUND MEASURE B				9,378.14		
COMMUNITY DEV BLOCK GRANT	779097	AMERINAT	COLLECTION FEES	528.00	10/3/2018	10/3/2018
COMMUNITY DEV BLOCK GRANT	779214	INLAND BUSINESS MACHINES, INC	OFFICE SUPPLIES	42.16	10/3/2018	10/3/2018
Sub total of:COMMUNITY DEV BLOCK GRANT				570.16		
MARE ISLAND BASE REUSE FD	779318	RON MILLARD,PETTY CASH	TRAINING & CONFERENCES	29.20	10/3/2018	10/3/2018
Sub total of:MARE ISLAND BASE REUSE FD				29.20		
MARE ISLAND CFD 2002-1	779105	AT&T MOBILITY - ROC	OTHER R/M SUPPLIES	43.94	10/3/2018	10/3/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
MARE ISLAND CFD 2002-1	779105	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	215.25	10/3/2018	10/3/2018
MARE ISLAND CFD 2002-1	779155	DIRECT LINE TELE RESPONSE	OTHER SERVICES	115.00	10/3/2018	10/3/2018
Sub total of:MARE ISLAND CFD 2002-1				374.19		
HOUSING ADMINISTRATION	779116	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	715.68	10/3/2018	10/3/2018
HOUSING ADMINISTRATION	779116	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	908.80	10/3/2018	10/3/2018
HOUSING ADMINISTRATION	779214	INLAND BUSINESS MACHINES, INC	OFFICE SUPPLIES	484.81	10/3/2018	10/3/2018
HOUSING ADMINISTRATION	779279	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	546.04	10/3/2018	10/3/2018
HOUSING ADMINISTRATION	779279	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	1,156.32	10/3/2018	10/3/2018
HOUSING ADMINISTRATION	779279	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	867.24	10/3/2018	10/3/2018
Sub total of:HOUSING ADMINISTRATION				4,678.89		
STATE GAS TAX	779106	ATHENS TECHNICAL SPECIALIST, IN	ELECTRICAL SUPPLIES	695.18	10/3/2018	10/3/2018
STATE GAS TAX	779110	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	36.84	10/3/2018	10/3/2018
STATE GAS TAX	779110	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	36.84	10/3/2018	10/3/2018
STATE GAS TAX	779110	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	147.39	10/3/2018	10/3/2018
STATE GAS TAX	779110	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	36.84	10/3/2018	10/3/2018
STATE GAS TAX	779110	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	93.20	10/3/2018	10/3/2018
STATE GAS TAX	779153	DENCO SALES CO.	GENERAL R/M SUPPLIES	1,975.03	10/3/2018	10/3/2018
STATE GAS TAX	779289	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	8,786.69	10/3/2018	10/3/2018
STATE GAS TAX	779289	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	38,310.28	10/3/2018	10/3/2018
STATE GAS TAX	779295	PEOPLEREADY INC	SALARIES-PART TIME TEMP	991.04	10/3/2018	10/3/2018
STATE GAS TAX	779339	STATEWIDE TRAFFIC SAFETY & SIG	GENERAL R/M SUPPLIES	803.70	10/3/2018	10/3/2018
STATE GAS TAX	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	748.64	10/3/2018	10/3/2018
STATE GAS TAX	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	1,090.31	10/3/2018	10/3/2018
STATE GAS TAX	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	773.03	10/3/2018	10/3/2018
STATE GAS TAX	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	378.13	10/3/2018	10/3/2018
STATE GAS TAX	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	528.32	10/3/2018	10/3/2018
STATE GAS TAX	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	748.65	10/3/2018	10/3/2018
Sub total of:STATE GAS TAX				56,180.11		
SOLID WASTE DISPOSAL	779139	CHIC PHOTOGRAPHY & SERVICES	PUBLICITY & ADVERTISING	1,788.99	10/3/2018	10/3/2018
SOLID WASTE DISPOSAL	779165	EMERGENCY CONSTRUCTION SER	BEAUTIFICATION	8,990.26	10/3/2018	10/3/2018
SOLID WASTE DISPOSAL	779266	MINUTEMAN PRESS	OTHER PROFESSIONAL SERV	166.66	10/3/2018	10/3/2018
SOLID WASTE DISPOSAL	779266	MINUTEMAN PRESS	COPYING	100.00	10/3/2018	10/3/2018
SOLID WASTE DISPOSAL	779266	MINUTEMAN PRESS	POSTAGE & MAILING	100.00	10/3/2018	10/3/2018
SOLID WASTE DISPOSAL	779266	MINUTEMAN PRESS	PRINTING & BINDING	100.00	10/3/2018	10/3/2018
SOLID WASTE DISPOSAL	779311	RECOLOGY VALLEJO	DEPT OF CONSERVATION	816.00	10/3/2018	10/3/2018
SOLID WASTE DISPOSAL	779311	RECOLOGY VALLEJO	DEPT OF CONSERVATION	1,684.00	10/3/2018	10/3/2018
SOLID WASTE DISPOSAL	779318	RON MILLARD,PETTY CASH	MISC. EXPENSES	38.65	10/3/2018	10/3/2018
Sub total of:SOLID WASTE DISPOSAL				13,784.56		
HIDDENBROOKE COMM SVC DS	779215	INTERWEST CONSULTING GROUP,II	SITE IMPROVEMENTS	877.50	10/3/2018	10/3/2018
Sub total of:HIDDENBROOKE COMM SVC DST				877.50		
ASSET SEIZURE PROGRAM	779122	BRETTON WAGONER	TRAINING & CONFERENCES	20.00	10/3/2018	10/3/2018
ASSET SEIZURE PROGRAM	779234	KEVIN BARRETO	TRAINING & CONFERENCES	20.00	10/3/2018	10/3/2018
Sub total of:ASSET SEIZURE PROGRAM				40.00		
LANDSCAPE MAINT DIST-ADM	779222	JAYGAV EMBROIDERY	CLOTHING & UNIFORMS	159.71	10/3/2018	10/3/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
LANDSCAPE MAINT DIST-ADM	779222	JAYGAV EMBROIDERY	CLOTHING & UNIFORMS	201.87	10/3/2018	10/3/2018
Sub total of:LANDSCAPE MAINT DIST-ADM				361.58		
SO VALLEJO BUSINESS PARK	779142	COAST LANDSCAPE MANAGEMENT	R/M REHABILITATION	516.00	10/3/2018	10/3/2018
Sub total of:SO VALLEJO BUSINESS PARK				516.00		
GLEN COVE III LMD	779215	INTERWEST CONSULTING GROUP,II	SITE IMPROVEMENTS	1,147.50	10/3/2018	10/3/2018
Sub total of:GLEN COVE III LMD				1,147.50		
CAPITAL OUTLAY FUND	779215	INTERWEST CONSULTING GROUP,II	GENERAL PLAN UPDATE	962.50	10/3/2018	10/3/2018
CAPITAL OUTLAY FUND	779238	KIMLEY-HORN AND ASSOCIATES, IN	GENERAL PLAN UPDATE	13,235.00	10/3/2018	10/3/2018
CAPITAL OUTLAY FUND	779381	MISC ACCOUNTS PAYABLE	OTHER PROFESSIONAL SERV	57.35	10/3/2018	10/3/2018
CAPITAL OUTLAY FUND	779294	MISC ACCOUNTS PAYABLE	OTHER PROFESSIONAL SERV	57.35	10/3/2018	10/3/2018
CAPITAL OUTLAY FUND	779349	SYAR INDUSTRIES, INC. - NAPA	STREET R/M SERVICES	933.93	10/3/2018	10/3/2018
CAPITAL OUTLAY FUND	779349	SYAR INDUSTRIES, INC. - NAPA	STREET R/M SERVICES	752.45	10/3/2018	10/3/2018
CAPITAL OUTLAY FUND	779349	SYAR INDUSTRIES, INC. - NAPA	STREET R/M SERVICES	637.33	10/3/2018	10/3/2018
CAPITAL OUTLAY FUND	779370	WATRY DESIGN INC.	GENERAL PLAN UPDATE	1,845.00	10/3/2018	10/3/2018
Sub total of:CAPITAL OUTLAY FUND				18,480.91		
TRAFFIC CONGESTION RELIEF	779215	INTERWEST CONSULTING GROUP,II	SITE IMPROVEMENTS	7,526.25	10/3/2018	10/3/2018
TRAFFIC CONGESTION RELIEF	779215	INTERWEST CONSULTING GROUP,II	SITE IMPROVEMENTS	560.00	10/3/2018	10/3/2018
TRAFFIC CONGESTION RELIEF	779215	INTERWEST CONSULTING GROUP,II	SITE IMPROVEMENTS	7,897.50	10/3/2018	10/3/2018
Sub total of:TRAFFIC CONGESTION RELIEF				15,983.75		
CAPITAL GRANT & CONTRIBUTN	779381	MISC ACCOUNTS PAYABLE	SITE IMPROVEMENTS	442.65	10/3/2018	10/3/2018
CAPITAL GRANT & CONTRIBUTN	779294	MISC ACCOUNTS PAYABLE	SITE IMPROVEMENTS	442.65	10/3/2018	10/3/2018
Sub total of:CAPITAL GRANT & CONTRIBUTN				885.30		
N.E. QUAD IMP DIST 03-1	779278	NBS GOVERNMENT FINANCE GROU	DEBT SVC ADMIN	2,771.17	10/3/2018	10/3/2018
Sub total of:N.E. QUAD IMP DIST 03-1				2,771.17		
WATER	779092	ALLIED ELECTRONICS INC	GENERAL R/M SUPPLIES	26.46	10/3/2018	10/3/2018
WATER	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	169.18	10/3/2018	10/3/2018
WATER	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	15.00	10/3/2018	10/3/2018
WATER	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	80.00	10/3/2018	10/3/2018
WATER	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	60.00	10/3/2018	10/3/2018
WATER	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	424.30	10/3/2018	10/3/2018
WATER	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	60.00	10/3/2018	10/3/2018
WATER	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	169.18	10/3/2018	10/3/2018
WATER	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	400.00	10/3/2018	10/3/2018
WATER	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	444.18	10/3/2018	10/3/2018
WATER	779101	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	163.34	10/3/2018	10/3/2018
WATER	779101	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	267.74	10/3/2018	10/3/2018
WATER	779101	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	227.94	10/3/2018	10/3/2018
WATER	779105	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	1,182.57	10/3/2018	10/3/2018
WATER	779105	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	634.20	10/3/2018	10/3/2018
WATER	779112	BEST CHOICE USA	MISC SUPPLIES	2,167.50	10/3/2018	10/3/2018
WATER	779116	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	2,202.42	10/3/2018	10/3/2018
WATER	779132	CCP INDUSTRIES	MISC SUPPLIES	926.17	10/3/2018	10/3/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
WATER	779132	CCP INDUSTRIES	MISC SUPPLIES	497.54	10/3/2018	10/3/2018
WATER	779138	CHEMTRADE CHEMICALS US LLC	CHEMICAL SUPPLIES	2,848.35	10/3/2018	10/3/2018
WATER	779172	EUOFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	425.00	10/3/2018	10/3/2018
WATER	779172	EUOFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	90.00	10/3/2018	10/3/2018
WATER	779172	EUOFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	128.00	10/3/2018	10/3/2018
WATER	779178	FASTENAL COMPANY	GENERAL R/M SUPPLIES	117.77	10/3/2018	10/3/2018
WATER	779183	FLEET SOLUTIONS, LLC	GENERAL R/M SUPPLIES	156.73	10/3/2018	10/3/2018
WATER	779183	FLEET SOLUTIONS, LLC	GENERAL R/M SUPPLIES	156.73	10/3/2018	10/3/2018
WATER	779183	FLEET SOLUTIONS, LLC	GENERAL R/M SUPPLIES	156.73	10/3/2018	10/3/2018
WATER	779183	FLEET SOLUTIONS, LLC	GENERAL R/M SUPPLIES	156.73	10/3/2018	10/3/2018
WATER	779192	GENERAL PLUMBING SUPPLY CO IN	GENERAL R/M SUPPLIES	109.14	10/3/2018	10/3/2018
WATER	779204	HARBOR FREIGHT TOOLS	OTHER R/M SUPPLIES	28.14	10/3/2018	10/3/2018
WATER	779224	JK SOFTWARE CONSULTANTS	OTHER PROFESSIONAL SERV	262.50	10/3/2018	10/3/2018
WATER	779231	KELLY SERVICES INC	SALARIES-PART TIME TEMP.	698.18	10/3/2018	10/3/2018
WATER	779231	KELLY SERVICES INC	SALARIES-PART TIME TEMP.	750.38	10/3/2018	10/3/2018
WATER	779231	KELLY SERVICES INC	SALARIES-PART TIME TEMP.	750.38	10/3/2018	10/3/2018
WATER	779231	KELLY SERVICES INC	SALARIES-PART TIME TEMP.	750.38	10/3/2018	10/3/2018
WATER	779231	KELLY SERVICES INC	SALARIES-PART TIME TEMP.	750.38	10/3/2018	10/3/2018
WATER	779231	KELLY SERVICES INC	SALARIES-PART TIME TEMP.	750.38	10/3/2018	10/3/2018
WATER	779231	KELLY SERVICES INC	SALARIES-PART TIME TEMP.	600.30	10/3/2018	10/3/2018
WATER	779263	MCMASTER-CARR SUPPLY COMPAN	GENERAL R/M SUPPLIES	53.44	10/3/2018	10/3/2018
WATER	779263	MCMASTER-CARR SUPPLY COMPAN	GENERAL R/M SUPPLIES	421.64	10/3/2018	10/3/2018
WATER	779218	MISC EMPLOYEE REIMBURSEMENT	OTHER R/M SUPPLIES	107.29	10/3/2018	10/3/2018
WATER	779315	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	123.66	10/3/2018	10/3/2018
WATER	779084	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	66.51	10/3/2018	10/3/2018
WATER	779102	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	103.97	10/3/2018	10/3/2018
WATER	779271	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	87.77	10/3/2018	10/3/2018
WATER	779124	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	65.84	10/3/2018	10/3/2018
WATER	779098	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	43.11	10/3/2018	10/3/2018
WATER	779137	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	79.73	10/3/2018	10/3/2018
WATER	779160	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	67.96	10/3/2018	10/3/2018
WATER	779127	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	79.97	10/3/2018	10/3/2018
WATER	779252	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	9.42	10/3/2018	10/3/2018
WATER	779174	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	84.87	10/3/2018	10/3/2018
WATER	779374	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	35.53	10/3/2018	10/3/2018
WATER	779358	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	26.57	10/3/2018	10/3/2018
WATER	779265	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	112.31	10/3/2018	10/3/2018
WATER	779296	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	91.47	10/3/2018	10/3/2018
WATER	779264	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	69.33	10/3/2018	10/3/2018
WATER	779228	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	29.40	10/3/2018	10/3/2018
WATER	779298	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	42.28	10/3/2018	10/3/2018
WATER	779328	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	337.41	10/3/2018	10/3/2018
WATER	779380	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	18.64	10/3/2018	10/3/2018
WATER	779126	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	65.99	10/3/2018	10/3/2018
WATER	779216	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	31.92	10/3/2018	10/3/2018
WATER	779206	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	21.02	10/3/2018	10/3/2018
WATER	779283	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	65.93	10/3/2018	10/3/2018
WATER	779176	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	168.35	10/3/2018	10/3/2018
WATER	779246	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	36.19	10/3/2018	10/3/2018
WATER	779364	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	56.25	10/3/2018	10/3/2018
WATER	779248	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	104.88	10/3/2018	10/3/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
WATER	779118	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	73.86	10/3/2018	10/3/2018
WATER	779190	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	93.48	10/3/2018	10/3/2018
WATER	779251	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	940.77	10/3/2018	10/3/2018
WATER	779131	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	40.75	10/3/2018	10/3/2018
WATER	779209	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	80.02	10/3/2018	10/3/2018
WATER	779196	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	40.64	10/3/2018	10/3/2018
WATER	779107	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	78.10	10/3/2018	10/3/2018
WATER	779205	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	87.08	10/3/2018	10/3/2018
WATER	779205	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	7.14	10/3/2018	10/3/2018
WATER	779342	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	200.90	10/3/2018	10/3/2018
WATER	779310	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	95.49	10/3/2018	10/3/2018
WATER	779195	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	7.21	10/3/2018	10/3/2018
WATER	779327	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	5.19	10/3/2018	10/3/2018
WATER	779350	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	97.84	10/3/2018	10/3/2018
WATER	779321	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	192.90	10/3/2018	10/3/2018
WATER	779210	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	22.70	10/3/2018	10/3/2018
WATER	779187	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	63.80	10/3/2018	10/3/2018
WATER	779186	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	84.29	10/3/2018	10/3/2018
WATER	779273	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	62.47	10/3/2018	10/3/2018
WATER	779297	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	20.45	10/3/2018	10/3/2018
WATER	779175	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	64.09	10/3/2018	10/3/2018
WATER	779203	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	40.14	10/3/2018	10/3/2018
WATER	779182	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	233.81	10/3/2018	10/3/2018
WATER	779369	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	65.83	10/3/2018	10/3/2018
WATER	779337	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	61.73	10/3/2018	10/3/2018
WATER	779275	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	28.86	10/3/2018	10/3/2018
WATER	779201	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	72.99	10/3/2018	10/3/2018
WATER	779267	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	6.02	10/3/2018	10/3/2018
WATER	779219	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	28.00	10/3/2018	10/3/2018
WATER	779129	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	79.19	10/3/2018	10/3/2018
WATER	779241	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	48.54	10/3/2018	10/3/2018
WATER	779362	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	32.05	10/3/2018	10/3/2018
WATER	779371	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	96.90	10/3/2018	10/3/2018
WATER	779332	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	111.59	10/3/2018	10/3/2018
WATER	779236	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	29.89	10/3/2018	10/3/2018
WATER	779170	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	30.60	10/3/2018	10/3/2018
WATER	779171	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	71.20	10/3/2018	10/3/2018
WATER	779095	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	79.34	10/3/2018	10/3/2018
WATER	779200	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	100.99	10/3/2018	10/3/2018
WATER	779382	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	94.63	10/3/2018	10/3/2018
WATER	779189	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	45.61	10/3/2018	10/3/2018
WATER	779352	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	99.52	10/3/2018	10/3/2018
WATER	779292	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	108.74	10/3/2018	10/3/2018
WATER	779161	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	1,127.10	10/3/2018	10/3/2018
WATER	779302	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	135.27	10/3/2018	10/3/2018
WATER	779233	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	48.90	10/3/2018	10/3/2018
WATER	779086	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	39.88	10/3/2018	10/3/2018
WATER	779312	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	73.70	10/3/2018	10/3/2018
WATER	779135	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	29.94	10/3/2018	10/3/2018
WATER	779160	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	42.28	10/3/2018	10/3/2018
WATER	779353	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	46.21	10/3/2018	10/3/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
WATER	779117	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	84.72	10/3/2018	10/3/2018
WATER	779256	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	71.88	10/3/2018	10/3/2018
WATER	779296	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	103.54	10/3/2018	10/3/2018
WATER	779239	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	65.87	10/3/2018	10/3/2018
WATER	779359	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	1,122.78	10/3/2018	10/3/2018
WATER	779194	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	100.19	10/3/2018	10/3/2018
WATER	779103	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	961.93	10/3/2018	10/3/2018
WATER	779235	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	67.84	10/3/2018	10/3/2018
WATER	779313	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	20.64	10/3/2018	10/3/2018
WATER	779130	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	29.28	10/3/2018	10/3/2018
WATER	779089	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	49.95	10/3/2018	10/3/2018
WATER	779208	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	54.36	10/3/2018	10/3/2018
WATER	779320	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	80.74	10/3/2018	10/3/2018
WATER	779269	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	113.60	10/3/2018	10/3/2018
WATER	779205	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	75.68	10/3/2018	10/3/2018
WATER	779254	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	7.17	10/3/2018	10/3/2018
WATER	779343	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	57.02	10/3/2018	10/3/2018
WATER	779083	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	94.99	10/3/2018	10/3/2018
WATER	779119	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	42.69	10/3/2018	10/3/2018
WATER	779330	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	20.58	10/3/2018	10/3/2018
WATER	779148	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	214.90	10/3/2018	10/3/2018
WATER	779193	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	33.96	10/3/2018	10/3/2018
WATER	779123	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	101.19	10/3/2018	10/3/2018
WATER	779272	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	12.75	10/3/2018	10/3/2018
WATER	779365	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	73.20	10/3/2018	10/3/2018
WATER	779152	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	40.79	10/3/2018	10/3/2018
WATER	779121	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	59.53	10/3/2018	10/3/2018
WATER	779134	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	106.73	10/3/2018	10/3/2018
WATER	779257	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	96.81	10/3/2018	10/3/2018
WATER	779249	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	22.07	10/3/2018	10/3/2018
WATER	779177	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	70.82	10/3/2018	10/3/2018
WATER	779227	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	29.94	10/3/2018	10/3/2018
WATER	779243	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	98.01	10/3/2018	10/3/2018
WATER	779136	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	173.71	10/3/2018	10/3/2018
WATER	779262	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	52.90	10/3/2018	10/3/2018
WATER	779375	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	50.85	10/3/2018	10/3/2018
WATER	779255	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	9.42	10/3/2018	10/3/2018
WATER	779213	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	60.69	10/3/2018	10/3/2018
WATER	779199	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	58.94	10/3/2018	10/3/2018
WATER	779150	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	18.32	10/3/2018	10/3/2018
WATER	779348	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	108.74	10/3/2018	10/3/2018
WATER	779354	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	225.28	10/3/2018	10/3/2018
WATER	779166	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	1,036.95	10/3/2018	10/3/2018
WATER	779250	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	99.18	10/3/2018	10/3/2018
WATER	779319	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	872.83	10/3/2018	10/3/2018
WATER	779279	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	2,744.45	10/3/2018	10/3/2018
WATER	779279	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	1,468.89	10/3/2018	10/3/2018
WATER	779279	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP.	1,150.40	10/3/2018	10/3/2018
WATER	779279	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP.	1,114.45	10/3/2018	10/3/2018
WATER	779279	NELSON FAMILY OF COMPANIES	OTHER PROFESSIONAL SERV	455.40	10/3/2018	10/3/2018
WATER	779279	NELSON FAMILY OF COMPANIES	OTHER PROFESSIONAL SERV	455.40	10/3/2018	10/3/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
WATER	779279	NELSON FAMILY OF COMPANIES	PRINTING & BINDING	88.52	10/3/2018	10/3/2018
WATER	779295	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,300.00	10/3/2018	10/3/2018
WATER	779295	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,040.00	10/3/2018	10/3/2018
WATER	779299	PLATT ELECTRIC SUPPLY	GENERAL R/M SUPPLIES	66.54	10/3/2018	10/3/2018
WATER	779300	POLYDYNE INC	CHEMICAL SUPPLIES	(1,962.94)	10/3/2018	10/3/2018
WATER	779300	POLYDYNE INC	CHEMICAL SUPPLIES	5,483.78	10/3/2018	10/3/2018
WATER	779305	R & B COMPANY	MISC SUPPLIES	23,409.00	10/3/2018	10/3/2018
WATER	779305	R & B COMPANY	MISC SUPPLIES	2,167.40	10/3/2018	10/3/2018
WATER	779305	R & B COMPANY	MISC SUPPLIES	1,972.34	10/3/2018	10/3/2018
WATER	779305	R & B COMPANY	MISC SUPPLIES	228.18	10/3/2018	10/3/2018
WATER	779305	R & B COMPANY	MISC SUPPLIES	292.60	10/3/2018	10/3/2018
WATER	779305	R & B COMPANY	GENERAL R/M SUPPLIES	1,051.24	10/3/2018	10/3/2018
WATER	779305	R & B COMPANY	GENERAL R/M SUPPLIES	2,028.78	10/3/2018	10/3/2018
WATER	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	843.32	10/3/2018	10/3/2018
WATER	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	306.46	10/3/2018	10/3/2018
WATER	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	107.95	10/3/2018	10/3/2018
WATER	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	302.14	10/3/2018	10/3/2018
WATER	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	200.66	10/3/2018	10/3/2018
WATER	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	436.09	10/3/2018	10/3/2018
WATER	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	311.48	10/3/2018	10/3/2018
WATER	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	224.77	10/3/2018	10/3/2018
WATER	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	112.84	10/3/2018	10/3/2018
WATER	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	118.31	10/3/2018	10/3/2018
WATER	779349	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	210.57	10/3/2018	10/3/2018
WATER	779360	UNIVAR USA INC.	CHEMICAL SUPPLIES	3,012.52	10/3/2018	10/3/2018
WATER	779361	USA BLUEBOOK	FIELD EQUIPMENT	355.70	10/3/2018	10/3/2018
WATER	779367	W W GRAINGER INC.	OTHER SUPPLIES	(626.41)	10/3/2018	10/3/2018
WATER	779367	W W GRAINGER INC.	OTHER SUPPLIES	464.63	10/3/2018	10/3/2018
WATER	779373	WHEELER-SONOMA PRINTERS	FIELD EQUIPMENT	622.07	10/3/2018	10/3/2018
WATER	779377	WORK WORLD AMERICA INC	CLOTHING & UNIFORMS	195.05	10/3/2018	10/3/2018
Sub total of:WATER				86,687.73		
TRAVIS WATER OPERATING	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	169.16	10/3/2018	10/3/2018
TRAVIS WATER OPERATING	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	15.00	10/3/2018	10/3/2018
TRAVIS WATER OPERATING	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	146.60	10/3/2018	10/3/2018
TRAVIS WATER OPERATING	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	169.16	10/3/2018	10/3/2018
TRAVIS WATER OPERATING	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	125.00	10/3/2018	10/3/2018
TRAVIS WATER OPERATING	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	134.16	10/3/2018	10/3/2018
Sub total of:TRAVIS WATER OPERATING				759.08		
GREEN VALLEY/CURRY LAKES	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	151.66	10/3/2018	10/3/2018
GREEN VALLEY/CURRY LAKES	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	359.10	10/3/2018	10/3/2018
GREEN VALLEY/CURRY LAKES	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	40.00	10/3/2018	10/3/2018
GREEN VALLEY/CURRY LAKES	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	151.66	10/3/2018	10/3/2018
GREEN VALLEY/CURRY LAKES	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	215.00	10/3/2018	10/3/2018
GREEN VALLEY/CURRY LAKES	779094	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	371.66	10/3/2018	10/3/2018
GREEN VALLEY/CURRY LAKES	779172	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	90.00	10/3/2018	10/3/2018
GREEN VALLEY/CURRY LAKES	779192	GENERAL PLUMBING SUPPLY CO IN	GENERAL R/M SUPPLIES	170.42	10/3/2018	10/3/2018
GREEN VALLEY/CURRY LAKES	779223	JENSEN INSTRUMENT CO INC	MISC EQUIPMENT	1,433.59	10/3/2018	10/3/2018
GREEN VALLEY/CURRY LAKES	779305	R & B COMPANY	GENERAL R/M SUPPLIES	348.97	10/3/2018	10/3/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
GREEN VALLEY/CURRY LAKES	779305	R & B COMPANY	GENERAL R/M SUPPLIES	527.98	10/3/2018	10/3/2018
GREEN VALLEY/CURRY LAKES	779305	R & B COMPANY	GENERAL R/M SUPPLIES	2,522.86	10/3/2018	10/3/2018
GREEN VALLEY/CURRY LAKES	779357	TRI-CITY FENCE COMPANY	OTHER SERVICES	2,050.00	10/3/2018	10/3/2018
Sub total of:GREEN VALLEY/CURRY LAKES				8,432.90		
WATER FAC TAX/CONNECT FEE	779169	ERS INDUSTRIAL SERVICES, INC.	SKYVIEW TANK REPAIR PROJ	21,784.92	10/3/2018	10/3/2018
Sub total of:WATER FAC TAX/CONNECT FEE				21,784.92		
MARINA	779105	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	116.34	10/3/2018	10/3/2018
MARINA	779116	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	418.80	10/3/2018	10/3/2018
MARINA	779125	BUDGET APPLIANCE REPAIR	OTHER SERVICES	465.00	10/3/2018	10/3/2018
MARINA	779163	EASY FUEL INC	OTHER SERVICES	250.00	10/3/2018	10/3/2018
MARINA	779314	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	364.95	10/3/2018	10/3/2018
MARINA	779293	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	364.00	10/3/2018	10/3/2018
MARINA	779226	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	370.76	10/3/2018	10/3/2018
MARINA	779217	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	299.88	10/3/2018	10/3/2018
MARINA	779260	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	83.71	10/3/2018	10/3/2018
MARINA	779261	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	691.86	10/3/2018	10/3/2018
MARINA	779197	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	766.08	10/3/2018	10/3/2018
MARINA	779281	NEWCOMB & SONS	BUILDING MATERIALS	1,035.52	10/3/2018	10/3/2018
MARINA	779285	O'CONNOR LUMBER-ACE HARDWARE	BUILDING MATERIALS	34.14	10/3/2018	10/3/2018
MARINA	779285	O'CONNOR LUMBER-ACE HARDWARE	BUILDING MATERIALS	18.89	10/3/2018	10/3/2018
MARINA	779285	O'CONNOR LUMBER-ACE HARDWARE	BUILDING MATERIALS	21.65	10/3/2018	10/3/2018
MARINA	779285	O'CONNOR LUMBER-ACE HARDWARE	BUILDING MATERIALS	59.58	10/3/2018	10/3/2018
MARINA	779287	OFFICE DEPOT	OFFICE SUPPLIES	85.17	10/3/2018	10/3/2018
MARINA	779287	OFFICE DEPOT	OFFICE SUPPLIES	402.03	10/3/2018	10/3/2018
MARINA	779295	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,414.00	10/3/2018	10/3/2018
MARINA	779347	SUT'S SUPERIOR UNDERGROUND T	EQUIPMENT R/M SERVICES	150.00	10/3/2018	10/3/2018
Sub total of:MARINA				7,412.36		
VJO STATION PRKG STRUCTURE	779215	INTERWEST CONSULTING GROUP,II	MISC EQUIPMENT	1,012.50	10/3/2018	10/3/2018
VJO STATION PRKG STRUCTURE	779141	MISC ACCOUNTS PAYABLE	MISC EQUIPMENT	50.00	10/3/2018	10/3/2018
Sub total of:VJO STATION PRKG STRUCTURE				1,062.50		
CORPORATION SHOP	779082	A-1 COLLISION	AUTO R/M SERVICES	2,781.15	10/3/2018	10/3/2018
CORPORATION SHOP	779082	A-1 COLLISION	AUTO R/M SERVICES	2,691.52	10/3/2018	10/3/2018
CORPORATION SHOP	779093	ALLIED PROPANE SERVICE INC.	FUEL & LUBE SUPPLIES	36.13	10/3/2018	10/3/2018
CORPORATION SHOP	779096	AMERICAN CANYON TIRE	VEHICLE SUPPLIES	1,490.69	10/3/2018	10/3/2018
CORPORATION SHOP	779101	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	177.43	10/3/2018	10/3/2018
CORPORATION SHOP	779101	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	181.17	10/3/2018	10/3/2018
CORPORATION SHOP	779104	ARROW TOW	OTHER SERVICES	40.00	10/3/2018	10/3/2018
CORPORATION SHOP	779104	ARROW TOW	OTHER SERVICES	40.00	10/3/2018	10/3/2018
CORPORATION SHOP	779104	ARROW TOW	OTHER SERVICES	40.00	10/3/2018	10/3/2018
CORPORATION SHOP	779104	ARROW TOW	OTHER SERVICES	40.00	10/3/2018	10/3/2018
CORPORATION SHOP	779104	ARROW TOW	OTHER SERVICES	40.00	10/3/2018	10/3/2018
CORPORATION SHOP	779104	ARROW TOW	OTHER SERVICES	90.00	10/3/2018	10/3/2018
CORPORATION SHOP	779104	ARROW TOW	OTHER SERVICES	40.00	10/3/2018	10/3/2018
CORPORATION SHOP	779108	BARNES & BARNES INC	VEHICLE SUPPLIES	465.00	10/3/2018	10/3/2018
CORPORATION SHOP	779111	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	14.31	10/3/2018	10/3/2018
CORPORATION SHOP	779111	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	8.66	10/3/2018	10/3/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
CORPORATION SHOP	779111	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	(151.66)	10/3/2018	10/3/2018
CORPORATION SHOP	779111	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	29.13	10/3/2018	10/3/2018
CORPORATION SHOP	779111	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	7.06	10/3/2018	10/3/2018
CORPORATION SHOP	779111	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	8.38	10/3/2018	10/3/2018
CORPORATION SHOP	779111	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	21.61	10/3/2018	10/3/2018
CORPORATION SHOP	779111	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	25.70	10/3/2018	10/3/2018
CORPORATION SHOP	779111	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	32.72	10/3/2018	10/3/2018
CORPORATION SHOP	779111	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	12.79	10/3/2018	10/3/2018
CORPORATION SHOP	779111	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	111.83	10/3/2018	10/3/2018
CORPORATION SHOP	779111	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	19.28	10/3/2018	10/3/2018
CORPORATION SHOP	779111	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	41.53	10/3/2018	10/3/2018
CORPORATION SHOP	779111	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	86.59	10/3/2018	10/3/2018
CORPORATION SHOP	779111	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	28.16	10/3/2018	10/3/2018
CORPORATION SHOP	779116	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	1,704.00	10/3/2018	10/3/2018
CORPORATION SHOP	779179	FASTRAK CUSTOMER SERVICE CENT	VEHICLE SUPPLIES	30.00	10/3/2018	10/3/2018
CORPORATION SHOP	779191	GENERAL EQUIPMENT MAINT LLC	VEHICLE SUPPLIES	194.81	10/3/2018	10/3/2018
CORPORATION SHOP	779202	HALLS SAFE LOCK & ALARM CO	VEHICLE SUPPLIES	49.85	10/3/2018	10/3/2018
CORPORATION SHOP	779207	HI-TECH E V S, INC	VEHICLE SUPPLIES	166.54	10/3/2018	10/3/2018
CORPORATION SHOP	779211	HUNT & SONS, INC.	FUEL & LUBE SUPPLIES	22,875.49	10/3/2018	10/3/2018
CORPORATION SHOP	779211	HUNT & SONS, INC.	FUEL & LUBE SUPPLIES	1,751.38	10/3/2018	10/3/2018
CORPORATION SHOP	779211	HUNT & SONS, INC.	FUEL & LUBE SUPPLIES	1,403.05	10/3/2018	10/3/2018
CORPORATION SHOP	779211	HUNT & SONS, INC.	FUEL & LUBE SUPPLIES	1,751.38	10/3/2018	10/3/2018
CORPORATION SHOP	779232	KELLY-MOORE PAINT CO., INC	VEHICLE SUPPLIES	43.34	10/3/2018	10/3/2018
CORPORATION SHOP	779245	LEHR AUTO ELECTRIC	VEHICLE SUPPLIES	461.38	10/3/2018	10/3/2018
CORPORATION SHOP	779270	MOSS RUBBER & EQUIPMENT CORP	VEHICLE SUPPLIES	30.35	10/3/2018	10/3/2018
CORPORATION SHOP	779276	NAPA FORD LINCOLN MERCURY	VEHICLE SUPPLIES	126.50	10/3/2018	10/3/2018
CORPORATION SHOP	779284	NIXON-EGLI EQUIP CO	VEHICLE SUPPLIES	44.29	10/3/2018	10/3/2018
CORPORATION SHOP	779285	O'CONNOR LUMBER-ACE HARDWARE	VEHICLE SUPPLIES	10.82	10/3/2018	10/3/2018
CORPORATION SHOP	779286	O'REILLY AUTO PARTS	VEHICLE SUPPLIES	8.31	10/3/2018	10/3/2018
CORPORATION SHOP	779286	O'REILLY AUTO PARTS	VEHICLE SUPPLIES	18.72	10/3/2018	10/3/2018
CORPORATION SHOP	779286	O'REILLY AUTO PARTS	VEHICLE SUPPLIES	7.84	10/3/2018	10/3/2018
CORPORATION SHOP	779295	PEOPLEREADY INC	SALARIES-PART TIME TEMP	807.84	10/3/2018	10/3/2018
CORPORATION SHOP	779295	PEOPLEREADY INC	SALARIES-PART TIME TEMP	807.84	10/3/2018	10/3/2018
CORPORATION SHOP	779301	POWER PLAN	VEHICLE SUPPLIES	357.49	10/3/2018	10/3/2018
CORPORATION SHOP	779309	RAMIREZ TOWING INC.	OTHER SERVICES	437.50	10/3/2018	10/3/2018
CORPORATION SHOP	779309	RAMIREZ TOWING INC.	OTHER SERVICES	375.00	10/3/2018	10/3/2018
CORPORATION SHOP	779309	RAMIREZ TOWING INC.	OTHER SERVICES	506.25	10/3/2018	10/3/2018
CORPORATION SHOP	779317	RON DUPRATT FORD	VEHICLE SUPPLIES	49.25	10/3/2018	10/3/2018
CORPORATION SHOP	779317	RON DUPRATT FORD	VEHICLE SUPPLIES	26.94	10/3/2018	10/3/2018
CORPORATION SHOP	779317	RON DUPRATT FORD	VEHICLE SUPPLIES	430.64	10/3/2018	10/3/2018
CORPORATION SHOP	779317	RON DUPRATT FORD	AUTO R/M SERVICES	1,425.29	10/3/2018	10/3/2018
CORPORATION SHOP	779317	RON DUPRATT FORD	AUTO R/M SERVICES	129.50	10/3/2018	10/3/2018
CORPORATION SHOP	779334	SOLANO COUNTY RESOURCE MANA	FUEL & LUBE SUPPLIES	135.00	10/3/2018	10/3/2018
CORPORATION SHOP	779347	SUT'S SUPERIOR UNDERGROUND T	OTHER SERVICES	150.00	10/3/2018	10/3/2018
CORPORATION SHOP	779356	TOOLS 2 YOU	SMALL TOOL & INSTRUMENTS	58.66	10/3/2018	10/3/2018
CORPORATION SHOP	779367	W W GRAINGER INC.	VEHICLE SUPPLIES	149.88	10/3/2018	10/3/2018
Sub total of:CORPORATION SHOP				44,974.31		
SELF INSURANCE	779091	ALLIANT INSURANCE SERVICE, INC	INS - SPECIAL EVENTS	714.00	10/3/2018	10/3/2018
SELF INSURANCE	779159	DU-ALL SAFETY, LLC	OTHER PROFESSIONAL SERV	5,100.00	10/3/2018	10/3/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
SELF INSURANCE	779159	DU-ALL SAFETY, LLC	OTHER PROFESSIONAL SERV	7,900.00	10/3/2018	10/3/2018
SELF INSURANCE	779159	DU-ALL SAFETY, LLC	OTHER PROFESSIONAL SERV	11,200.00	10/3/2018	10/3/2018
SELF INSURANCE	779168	MISC EMPLOYEE REIMBURSEMENT	OFFICE SUPPLIES	184.23	10/3/2018	10/3/2018
SELF INSURANCE	779287	OFFICE DEPOT	OFFICE SUPPLIES	135.58	10/3/2018	10/3/2018
SELF INSURANCE	779303	PREFERRED ALLIANCE INC	OTHER PROFESSIONAL SERV	228.47	10/3/2018	10/3/2018
SELF INSURANCE	779318	RON MILLARD,PETTY CASH	LEGAL FEES	41.20	10/3/2018	10/3/2018
SELF INSURANCE	779318	RON MILLARD,PETTY CASH	LEGAL FEES	29.54	10/3/2018	10/3/2018
SELF INSURANCE	779379	YORK RISK SERVICES GROUP INC	CLAIM ADMINISTRATOR FEES	9,988.42	10/3/2018	10/3/2018
Sub total of:SELF INSURANCE				35,521.44		
PAYROLL BENEFITS	779366	VISION SERVICE PLAN (CA)	LIFE INSURANCE	10,242.55	10/3/2018	10/3/2018
Sub total of:PAYROLL BENEFITS				10,242.55		
Grand Total:				\$1,155,524.60		

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
GENERAL FUND	779385	ACADEMY X, INC	TRAINING & CONFERENCES	250.00	10/10/2018	10/10/2018
GENERAL FUND	779387	AHS RESCUE LLC	SAFETY TRAINING SUPPLIES	16,698.46	10/10/2018	10/10/2018
GENERAL FUND	779565	AIMEE CRUTCHER	TRAINING & CONFERENCES	543.62	10/10/2018	10/10/2018
GENERAL FUND	779392	ARAMARK UNIFORM SERVICES, INC	CLEANING & JANITORIAL	44.50	10/10/2018	10/10/2018
GENERAL FUND	779392	ARAMARK UNIFORM SERVICES, INC	CLEANING & JANITORIAL	97.80	10/10/2018	10/10/2018
GENERAL FUND	779392	ARAMARK UNIFORM SERVICES, INC	CLEANING & JANITORIAL	96.69	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	870.52	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	2,295.48	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	273.73	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	391.56	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	277.84	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	273.73	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	277.26	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	21,404.70	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	11,157.71	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	1,186.69	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	616.28	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	273.57	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	274.79	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	273.57	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	1,907.41	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	378.22	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	14,966.81	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	286.16	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	892.02	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	7,516.62	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	270.05	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	275.86	10/10/2018	10/10/2018
GENERAL FUND	779395	AT&T CALNET2	TELECOMMUNICATIONS	1,832.16	10/10/2018	10/10/2018
GENERAL FUND	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	5.74	10/10/2018	10/10/2018
GENERAL FUND	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	2,537.85	10/10/2018	10/10/2018
GENERAL FUND	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	319.14	10/10/2018	10/10/2018
GENERAL FUND	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	318.94	10/10/2018	10/10/2018
GENERAL FUND	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	287.50	10/10/2018	10/10/2018
GENERAL FUND	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	287.25	10/10/2018	10/10/2018
GENERAL FUND	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	232.01	10/10/2018	10/10/2018
GENERAL FUND	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	175.42	10/10/2018	10/10/2018
GENERAL FUND	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	245.90	10/10/2018	10/10/2018
GENERAL FUND	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	441.20	10/10/2018	10/10/2018
GENERAL FUND	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	87.48	10/10/2018	10/10/2018
GENERAL FUND	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	977.95	10/10/2018	10/10/2018
GENERAL FUND	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	87.48	10/10/2018	10/10/2018
GENERAL FUND	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	994.56	10/10/2018	10/10/2018
GENERAL FUND	779398	BAUER COMPRESSORS	SAFETY TRAINING SUPPLIES	3,901.50	10/10/2018	10/10/2018
GENERAL FUND	779403	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	1,760.80	10/10/2018	10/10/2018
GENERAL FUND	779403	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	2,098.40	10/10/2018	10/10/2018
GENERAL FUND	779403	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	852.00	10/10/2018	10/10/2018
GENERAL FUND	779404	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	44.96	10/10/2018	10/10/2018
GENERAL FUND	779404	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	62.60	10/10/2018	10/10/2018
GENERAL FUND	779407	BUREAU VERITAS NORTH AMERICA	OTHER PROFESSIONAL SERV	13,200.00	10/10/2018	10/10/2018
GENERAL FUND	779407	BUREAU VERITAS NORTH AMERICA	OTHER PROFESSIONAL SERV	6,400.00	10/10/2018	10/10/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
GENERAL FUND	779415	CHIEF SUPPLY CORP	OTHER SUPPLIES	535.49	10/10/2018	10/10/2018
GENERAL FUND	779417	CLARK PEST CONTROL	BUILDING R & M SERVICES	79.00	10/10/2018	10/10/2018
GENERAL FUND	779417	CLARK PEST CONTROL	BUILDING R & M SERVICES	79.00	10/10/2018	10/10/2018
GENERAL FUND	779417	CLARK PEST CONTROL	BUILDING R & M SERVICES	78.00	10/10/2018	10/10/2018
GENERAL FUND	779417	CLARK PEST CONTROL	BUILDING R & M SERVICES	165.00	10/10/2018	10/10/2018
GENERAL FUND	779417	CLARK PEST CONTROL	OTHER SERVICES	77.00	10/10/2018	10/10/2018
GENERAL FUND	779418	COLE SUPPLY COMPANY, INC	CLEANING SUPPLIES	153.07	10/10/2018	10/10/2018
GENERAL FUND	779418	COLE SUPPLY COMPANY, INC	CLEANING SUPPLIES	338.74	10/10/2018	10/10/2018
GENERAL FUND	779418	COLE SUPPLY COMPANY, INC	CLEANING SUPPLIES	27.29	10/10/2018	10/10/2018
GENERAL FUND	779418	COLE SUPPLY COMPANY, INC	CLEANING SUPPLIES	706.27	10/10/2018	10/10/2018
GENERAL FUND	779418	COLE SUPPLY COMPANY, INC	CLEANING SUPPLIES	86.30	10/10/2018	10/10/2018
GENERAL FUND	779419	COMPLETE WELDER SUPPLY, INC.	OTHER R/M SUPPLIES	294.94	10/10/2018	10/10/2018
GENERAL FUND	779420	CONTINUING EDUC OF THE BAR	LAW LIBRARY PUBLICATIONS	231.13	10/10/2018	10/10/2018
GENERAL FUND	779422	COOPERATIVE PERSONNEL SERVICE	RECRUITMENT SERVICES	1,116.50	10/10/2018	10/10/2018
GENERAL FUND	779422	COOPERATIVE PERSONNEL SERVICE	RECRUITMENT SERVICES	2,038.50	10/10/2018	10/10/2018
GENERAL FUND	779422	COOPERATIVE PERSONNEL SERVICE	RECRUITMENT SERVICES	(105.00)	10/10/2018	10/10/2018
GENERAL FUND	779427	CSI FORENSIC SUPPLY	OTHER SUPPLIES	1,408.06	10/10/2018	10/10/2018
GENERAL FUND	779428	DATASAFE, INC	OFFICE SUPPLIES	140.00	10/10/2018	10/10/2018
GENERAL FUND	779428	DATASAFE, INC	OTHER SERVICES	25.00	10/10/2018	10/10/2018
GENERAL FUND	779428	DATASAFE, INC	OTHER SERVICES	310.00	10/10/2018	10/10/2018
GENERAL FUND	779429	DAY WIRELESS SYSTEMS	RADIO R/M SERVICES	560.00	10/10/2018	10/10/2018
GENERAL FUND	779436	ED JONES & COMPANY INC.	OTHER SERVICES	1,421.17	10/10/2018	10/10/2018
GENERAL FUND	779437	EMPLOYEE BENEFIT SPECIALISTS,	OTHER SERVICES	491.50	10/10/2018	10/10/2018
GENERAL FUND	779440	FASTSIGNS-AMERICAN CANYON	OTHER SERVICES	114.58	10/10/2018	10/10/2018
GENERAL FUND	779440	FASTSIGNS-AMERICAN CANYON	OTHER SERVICES	114.58	10/10/2018	10/10/2018
GENERAL FUND	779441	FEDERAL EXPRESS	POSTAGE & MAILING	34.42	10/10/2018	10/10/2018
GENERAL FUND	779442	FLEET SOLUTIONS, LLC	OTHER SERVICES	67.17	10/10/2018	10/10/2018
GENERAL FUND	779443	FOSTER LUMBER YARDS, INC	GENERAL R/M SUPPLIES	341.61	10/10/2018	10/10/2018
GENERAL FUND	779446	GENERAL PLUMBING SUPPLY CO IN	GENERAL R/M SUPPLIES	90.74	10/10/2018	10/10/2018
GENERAL FUND	779450	GRETCHEN ZIMMERMAN	OTHER EXPENSE	825.00	10/10/2018	10/10/2018
GENERAL FUND	779458	INLAND BUSINESS MACHINES, INC	MACHINERY & EQUIP RENTAL	731.85	10/10/2018	10/10/2018
GENERAL FUND	779458	INLAND BUSINESS MACHINES, INC	EQUIPMENT R/M SERVICES	283.38	10/10/2018	10/10/2018
GENERAL FUND	779458	INLAND BUSINESS MACHINES, INC	OFFICE SUPPLIES	731.33	10/10/2018	10/10/2018
GENERAL FUND	779458	INLAND BUSINESS MACHINES, INC	MACHINERY & EQUIP RENTAL	300.71	10/10/2018	10/10/2018
GENERAL FUND	779459	INTERWEST CONSULTING GROUP, II	OTHER PROFESSIONAL SERV	2,279.72	10/10/2018	10/10/2018
GENERAL FUND	779461	JK SOFTWARE CONSULTANTS	OTHER PROFESSIONAL SERV	945.00	10/10/2018	10/10/2018
GENERAL FUND	779461	JK SOFTWARE CONSULTANTS	OTHER PROFESSIONAL SERV	1,128.75	10/10/2018	10/10/2018
GENERAL FUND	779464	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	5,210.00	10/10/2018	10/10/2018
GENERAL FUND	779467	KELLY SERVICES INC	SALARIES-PART TIME TEMP.	2,073.75	10/10/2018	10/10/2018
GENERAL FUND	779467	KELLY SERVICES INC	SALARIES-PART TIME TEMP.	1,167.60	10/10/2018	10/10/2018
GENERAL FUND	779468	KRONOS INCORPORATED	TELECOMMUNICATIONS	1,405.14	10/10/2018	10/10/2018
GENERAL FUND	779469	L.N.CURTIS & SONS	CLOTHING & UNIFORMS	785.72	10/10/2018	10/10/2018
GENERAL FUND	779469	L.N.CURTIS & SONS	OTHER R/M SUPPLIES	671.18	10/10/2018	10/10/2018
GENERAL FUND	779469	L.N.CURTIS & SONS	OTHER SUPPLIES	5,293.04	10/10/2018	10/10/2018
GENERAL FUND	779469	L.N.CURTIS & SONS	OTHER SUPPLIES	1,050.98	10/10/2018	10/10/2018
GENERAL FUND	779469	L.N.CURTIS & SONS	SAFETY TRAINING SUPPLIES	533.93	10/10/2018	10/10/2018
GENERAL FUND	779469	L.N.CURTIS & SONS	SAFETY TRAINING SUPPLIES	379.75	10/10/2018	10/10/2018
GENERAL FUND	779470	LEXISNEXIS	OTHER PROFESSIONAL SERV	1,174.00	10/10/2018	10/10/2018
GENERAL FUND	779471	LEXISNEXIS MATTHEW BENDER	LAW LIBRARY PUBLICATIONS	370.72	10/10/2018	10/10/2018
GENERAL FUND	779471	LEXISNEXIS MATTHEW BENDER	LAW LIBRARY PUBLICATIONS	481.61	10/10/2018	10/10/2018
GENERAL FUND	779472	LEXISNEXIS RISK SOLUTIONS FL, IN	OTHER PROFESSIONAL SERV	292.62	10/10/2018	10/10/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
GENERAL FUND	779481	MGT OF AMERICA CONSULTING, LL	OTHER PROFESSIONAL SERV	4,520.00	10/10/2018	10/10/2018
GENERAL FUND	779482	MINUTEMAN PRESS	PRINTING & BINDING	224.64	10/10/2018	10/10/2018
GENERAL FUND	779482	MINUTEMAN PRESS	OFFICE SUPPLIES	43.52	10/10/2018	10/10/2018
GENERAL FUND	779482	MINUTEMAN PRESS	PUBLICITY & ADVERTISING	55.70	10/10/2018	10/10/2018
GENERAL FUND	779482	MINUTEMAN PRESS	PRINTING & BINDING	473.92	10/10/2018	10/10/2018
GENERAL FUND	779529	MISC BUILDING PERMIT REFUNDS	STATE BLDG STANDARDS FEE	0.90	10/10/2018	10/10/2018
GENERAL FUND	779528	MISC BUILDING PERMIT REFUNDS	BUILDING PERMITS	128.86	10/10/2018	10/10/2018
GENERAL FUND	779529	MISC BUILDING PERMIT REFUNDS	TECH SURCHARGE FEE	5.15	10/10/2018	10/10/2018
GENERAL FUND	779529	MISC BUILDING PERMIT REFUNDS	MISC. REVENUES	0.10	10/10/2018	10/10/2018
GENERAL FUND	779416	MISC EMPLOYEE REIMBURSEMENT	OTHER PROFESSIONAL SERV	22.40	10/10/2018	10/10/2018
GENERAL FUND	779521	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	5.00	10/10/2018	10/10/2018
GENERAL FUND	779524	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	269.58	10/10/2018	10/10/2018
GENERAL FUND	779406	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	71.64	10/10/2018	10/10/2018
GENERAL FUND	779480	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	193.00	10/10/2018	10/10/2018
GENERAL FUND	779431	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	193.00	10/10/2018	10/10/2018
GENERAL FUND	779485	MOBILE MODULAR MGMT. CORP.	MACHINERY & EQUIP RENTAL	975.38	10/10/2018	10/10/2018
GENERAL FUND	779493	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP.	1,880.00	10/10/2018	10/10/2018
GENERAL FUND	779493	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP.	1,880.00	10/10/2018	10/10/2018
GENERAL FUND	779567	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP.	1,880.00	10/10/2018	10/10/2018
GENERAL FUND	779493	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	1,012.55	10/10/2018	10/10/2018
GENERAL FUND	779567	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	1,052.00	10/10/2018	10/10/2018
GENERAL FUND	779567	NELSON FAMILY OF COMPANIES	OTHER PROFESSIONAL SERV	455.40	10/10/2018	10/10/2018
GENERAL FUND	779567	NELSON FAMILY OF COMPANIES	OTHER PROFESSIONAL SERV	455.40	10/10/2018	10/10/2018
GENERAL FUND	779494	NET TRANSCRIPTS INC.	OTHER SERVICES	103.20	10/10/2018	10/10/2018
GENERAL FUND	779495	O'CONNOR LUMBER-ACE HARDWAR	OTHER SUPPLIES	69.90	10/10/2018	10/10/2018
GENERAL FUND	779495	O'CONNOR LUMBER-ACE HARDWAR	OTHER SUPPLIES	58.47	10/10/2018	10/10/2018
GENERAL FUND	779495	O'CONNOR LUMBER-ACE HARDWAR	OTHER SUPPLIES	47.60	10/10/2018	10/10/2018
GENERAL FUND	779495	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	8.66	10/10/2018	10/10/2018
GENERAL FUND	779495	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	12.96	10/10/2018	10/10/2018
GENERAL FUND	779495	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	44.86	10/10/2018	10/10/2018
GENERAL FUND	779495	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	92.73	10/10/2018	10/10/2018
GENERAL FUND	779495	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	146.70	10/10/2018	10/10/2018
GENERAL FUND	779495	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	72.39	10/10/2018	10/10/2018
GENERAL FUND	779495	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	238.70	10/10/2018	10/10/2018
GENERAL FUND	779495	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	54.13	10/10/2018	10/10/2018
GENERAL FUND	779495	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	43.69	10/10/2018	10/10/2018
GENERAL FUND	779497	OFFICE DEPOT	OFFICE SUPPLIES	105.57	10/10/2018	10/10/2018
GENERAL FUND	779497	OFFICE DEPOT	OFFICE SUPPLIES	56.95	10/10/2018	10/10/2018
GENERAL FUND	779497	OFFICE DEPOT	OFFICE SUPPLIES	116.46	10/10/2018	10/10/2018
GENERAL FUND	779497	OFFICE DEPOT	OFFICE SUPPLIES	80.38	10/10/2018	10/10/2018
GENERAL FUND	779497	OFFICE DEPOT	OFFICE SUPPLIES	42.06	10/10/2018	10/10/2018
GENERAL FUND	779499	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	184.44	10/10/2018	10/10/2018
GENERAL FUND	779499	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	2,960.76	10/10/2018	10/10/2018
GENERAL FUND	779501	PEOPLEREADY INC	GROUNDS R/M SERVICES	279.16	10/10/2018	10/10/2018
GENERAL FUND	779501	PEOPLEREADY INC	GROUNDS R/M SERVICES	1,380.60	10/10/2018	10/10/2018
GENERAL FUND	779501	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,300.00	10/10/2018	10/10/2018
GENERAL FUND	779504	PHYSIO-CONTROL	MEDICAL SUPPLIES	14,280.00	10/10/2018	10/10/2018
GENERAL FUND	779506	PLATT ELECTRIC SUPPLY	ELECTRICAL SUPPLIES	264.76	10/10/2018	10/10/2018
GENERAL FUND	779509	PROFORMA ELEMENT3	CLOTHING & UNIFORMS	137.20	10/10/2018	10/10/2018
GENERAL FUND	779510	PTM DOCUMENT SYSTEMS, INC	PRINTING & BINDING	156.51	10/10/2018	10/10/2018
GENERAL FUND	779512	R & S ERECTION OF VALLEJO, INC	BUILDING R & M SERVICES	180.00	10/10/2018	10/10/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
GENERAL FUND	779514	REEVES COMPANY,INC.	CLOTHING & UNIFORMS	29.88	10/10/2018	10/10/2018
GENERAL FUND	779522	ROTARY CLUB OF VALLEJO, CA, INC	OFFICIAL TRAVEL	220.00	10/10/2018	10/10/2018
GENERAL FUND	779523	SAMBA HOLDINGS INC	DUES & PUBLICATIONS	64.80	10/10/2018	10/10/2018
GENERAL FUND	779531	SLOAN SAKAI YEUNG & WONG LLP	LEGAL FEES	1,469.50	10/10/2018	10/10/2018
GENERAL FUND	779531	SLOAN SAKAI YEUNG & WONG LLP	LEGAL FEES	335.50	10/10/2018	10/10/2018
GENERAL FUND	779531	SLOAN SAKAI YEUNG & WONG LLP	OTHER PROFESSIONAL SERV	9,593.38	10/10/2018	10/10/2018
GENERAL FUND	779531	SLOAN SAKAI YEUNG & WONG LLP	OTHER PROFESSIONAL SERV	671.50	10/10/2018	10/10/2018
GENERAL FUND	779531	SLOAN SAKAI YEUNG & WONG LLP	OTHER PROFESSIONAL SERV	2,212.00	10/10/2018	10/10/2018
GENERAL FUND	779532	STAPLES BUSINESS ADVANTAGE	OTHER SUPPLIES	35.75	10/10/2018	10/10/2018
GENERAL FUND	779534	SVT GRUPPE, INC.	SAFETY TRAINING SUPPLIES	486.00	10/10/2018	10/10/2018
GENERAL FUND	779537	THOMSON WEST	LAW LIBRARY PUBLICATIONS	1,353.61	10/10/2018	10/10/2018
GENERAL FUND	779541	TRANSUNION RISK & ALTERNATIVE	OTHER SERVICES	144.00	10/10/2018	10/10/2018
GENERAL FUND	779545	UNITED RENTALS (NORTH AMERICA	SAFETY TRAINING SUPPLIES	938.88	10/10/2018	10/10/2018
GENERAL FUND	779545	UNITED RENTALS (NORTH AMERICA	SAFETY TRAINING SUPPLIES	615.00	10/10/2018	10/10/2018
GENERAL FUND	779546	UNITED SITE SERVICES OF CALIFO	SAFETY TRAINING SUPPLIES	2,353.88	10/10/2018	10/10/2018
GENERAL FUND	779549	VALLEJO ALOHA SAW AND MOWER	EQUIPMENT R/M SERVICES	161.09	10/10/2018	10/10/2018
GENERAL FUND	779549	VALLEJO ALOHA SAW AND MOWER	OTHER R/M SUPPLIES	63.99	10/10/2018	10/10/2018
GENERAL FUND	779549	VALLEJO ALOHA SAW AND MOWER	OTHER R/M SUPPLIES	825.83	10/10/2018	10/10/2018
GENERAL FUND	779550	VALLEJO FIRE EXTINGUISHER, INC	EQUIPMENT R/M SERVICES	81.68	10/10/2018	10/10/2018
GENERAL FUND	779550	VALLEJO FIRE EXTINGUISHER, INC	EQUIPMENT R/M SERVICES	44.34	10/10/2018	10/10/2018
GENERAL FUND	779556	W W GRAINGER INC.	BUILDING MATERIALS	79.16	10/10/2018	10/10/2018
GENERAL FUND	779557	WATER ONE INDUSTRIES, INC.	BUILDING R & M SERVICES	225.00	10/10/2018	10/10/2018
GENERAL FUND	779557	WATER ONE INDUSTRIES, INC.	OTHER SERVICES	225.00	10/10/2018	10/10/2018
GENERAL FUND	779561	WORK WORLD AMERICA INC	CLOTHING & UNIFORMS	140.87	10/10/2018	10/10/2018
GENERAL FUND	779562	XEROX CORPORATION	EQUIPMENT R/M SERVICES	247.65	10/10/2018	10/10/2018
GENERAL FUND	779563	XEROX CORPORATION	EQUIPMENT R/M SERVICES	789.02	10/10/2018	10/10/2018
Sub total of:GENERAL FUND				222,082.62		
GENERAL FUND MEASURE B	779518	RIDE-ON-MOTORCYCLES	AUTO R/M SERVICES	482.23	10/10/2018	10/10/2018
GENERAL FUND MEASURE B	779518	RIDE-ON-MOTORCYCLES	AUTO R/M SERVICES	482.23	10/10/2018	10/10/2018
GENERAL FUND MEASURE B	779518	RIDE-ON-MOTORCYCLES	AUTO R/M SERVICES	963.15	10/10/2018	10/10/2018
GENERAL FUND MEASURE B	779518	RIDE-ON-MOTORCYCLES	AUTO R/M SERVICES	648.64	10/10/2018	10/10/2018
GENERAL FUND MEASURE B	779548	UNIVERSAL BUILDING SERVICES	TRAFFIC SIGNS & SIGNALS	600.00	10/10/2018	10/10/2018
Sub total of:GENERAL FUND MEASURE B				3,176.25		
COMMUNITY DEV BLOCK GRANT	779441	FEDERAL EXPRESS	POSTAGE & MAILING	41.01	10/10/2018	10/10/2018
Sub total of:COMMUNITY DEV BLOCK GRANT				41.01		
FEDERAL HOME PROGRAM	779441	FEDERAL EXPRESS	MISC. EXPENSES	31.95	10/10/2018	10/10/2018
FEDERAL HOME PROGRAM	779491	NATIONAL CREDIT REPORTING	MISC. EXPENSES	11.90	10/10/2018	10/10/2018
Sub total of:FEDERAL HOME PROGRAM				43.85		
MARE ISLAND BASE REUSE FD	779395	AT&T CALNET2	TELECOMMUNICATIONS	272.75	10/10/2018	10/10/2018
MARE ISLAND BASE REUSE FD	779401	BEST BEST & KRIEGER LLP	LEGAL FEES	1,036.00	10/10/2018	10/10/2018
Sub total of:MARE ISLAND BASE REUSE FD				1,308.75		
MARE ISLAND CFD 2002-1	779395	AT&T CALNET2	TELECOMMUNICATIONS	546.96	10/10/2018	10/10/2018
MARE ISLAND CFD 2002-1	779396	AT&T MOBILITY - ROC	OTHER R/M SUPPLIES	43.74	10/10/2018	10/10/2018
MARE ISLAND CFD 2002-1	779396	AT&T MOBILITY - ROC	OTHER R/M SUPPLIES	43.74	10/10/2018	10/10/2018
MARE ISLAND CFD 2002-1	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	215.45	10/10/2018	10/10/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
MARE ISLAND CFD 2002-1	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	215.10	10/10/2018	10/10/2018
MARE ISLAND CFD 2002-1	779433	DIRECTV LLC	OTHER SERVICES	68.24	10/10/2018	10/10/2018
MARE ISLAND CFD 2002-1	779460	ISLAND ENERGY	GAS & ELECTRICITY	83.77	10/10/2018	10/10/2018
MARE ISLAND CFD 2002-1	779460	ISLAND ENERGY	GAS & ELECTRICITY	67.60	10/10/2018	10/10/2018
MARE ISLAND CFD 2002-1	779460	ISLAND ENERGY	GAS & ELECTRICITY	3,863.47	10/10/2018	10/10/2018
MARE ISLAND CFD 2002-1	779460	ISLAND ENERGY	GAS & ELECTRICITY	90.53	10/10/2018	10/10/2018
MARE ISLAND CFD 2002-1	779460	ISLAND ENERGY	GAS & ELECTRICITY	47.82	10/10/2018	10/10/2018
MARE ISLAND CFD 2002-1	779460	ISLAND ENERGY	GAS & ELECTRICITY	550.98	10/10/2018	10/10/2018
MARE ISLAND CFD 2002-1	779495	O'CONNOR LUMBER-ACE HARDWARE	OTHER R/M SUPPLIES	9.73	10/10/2018	10/10/2018
MARE ISLAND CFD 2002-1	779495	O'CONNOR LUMBER-ACE HARDWARE	OTHER R/M SUPPLIES	7.14	10/10/2018	10/10/2018
MARE ISLAND CFD 2002-1	779495	O'CONNOR LUMBER-ACE HARDWARE	OTHER R/M SUPPLIES	4.75	10/10/2018	10/10/2018
Sub total of:MARE ISLAND CFD 2002-1				5,859.02		
MARE IS 2005 1A CFD SERVC	779395	AT&T CALNET2	TELECOMMUNICATIONS	654.16	10/10/2018	10/10/2018
Sub total of:MARE IS 2005 1A CFD SERVC				654.16		
HOUSING ADMINISTRATION	779395	AT&T CALNET2	TELECOMMUNICATIONS	410.37	10/10/2018	10/10/2018
HOUSING ADMINISTRATION	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	260.67	10/10/2018	10/10/2018
HOUSING ADMINISTRATION	779403	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	499.84	10/10/2018	10/10/2018
HOUSING ADMINISTRATION	779403	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	727.04	10/10/2018	10/10/2018
HOUSING ADMINISTRATION	779491	NATIONAL CREDIT REPORTING	OTHER PROFESSIONAL SERV	436.85	10/10/2018	10/10/2018
HOUSING ADMINISTRATION	779567	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	867.24	10/10/2018	10/10/2018
HOUSING ADMINISTRATION	779567	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	546.04	10/10/2018	10/10/2018
HOUSING ADMINISTRATION	779567	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	1,156.32	10/10/2018	10/10/2018
HOUSING ADMINISTRATION	779513	RECOLOGY VALLEJO	WASTE DISPOSAL	329.85	10/10/2018	10/10/2018
HOUSING ADMINISTRATION	779548	UNIVERSAL BUILDING SERVICES	CLEANING & JANITORIAL	1,186.31	10/10/2018	10/10/2018
Sub total of:HOUSING ADMINISTRATION				6,420.53		
STATE GAS TAX	779495	O'CONNOR LUMBER-ACE HARDWARE	GENERAL R/M SUPPLIES	14.08	10/10/2018	10/10/2018
STATE GAS TAX	779506	PLATT ELECTRIC SUPPLY	ELECTRICAL SUPPLIES	4.02	10/10/2018	10/10/2018
Sub total of:STATE GAS TAX				18.10		
HIDDENBROOKE COMM SVC DST	779395	AT&T CALNET2	TELECOMMUNICATIONS	321.14	10/10/2018	10/10/2018
Sub total of:HIDDENBROOKE COMM SVC DST				321.14		
OFFICE OF TRFC SFTY GRANT	779399	BAY AREA BARRICADE, INC	MISC EQUIPMENT	468.33	10/10/2018	10/10/2018
Sub total of:OFFICE OF TRFC SFTY GRANT				468.33		
LANDSCAPE MAINT DIST-ADM	779395	AT&T CALNET2	TELECOMMUNICATIONS	2,093.24	10/10/2018	10/10/2018
Sub total of:LANDSCAPE MAINT DIST-ADM				2,093.24		
SO VALLEJO BUSINESS PARK	779395	AT&T CALNET2	TELECOMMUNICATIONS	269.16	10/10/2018	10/10/2018
SO VALLEJO BUSINESS PARK	779499	PACIFIC GAS & ELECTRIC-SACRAMENTO	GAS & ELECTRICITY	10.31	10/10/2018	10/10/2018
Sub total of:SO VALLEJO BUSINESS PARK				279.47		
TOWN & COUNTRY LMD	779499	PACIFIC GAS & ELECTRIC-SACRAMENTO	GAS & ELECTRICITY	9.85	10/10/2018	10/10/2018
Sub total of:TOWN & COUNTRY LMD				9.85		
COSTA DEL RIO (SEAVIEW)	779499	PACIFIC GAS & ELECTRIC-SACRAMENTO	GAS & ELECTRICITY	21.22	10/10/2018	10/10/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
Sub total of:COSTA DEL RIO (SEAVIEW)				21.22		
CARRIAGE OAKS LMD	779499	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	10.67	10/10/2018	10/10/2018
Sub total of:CARRIAGE OAKS LMD				10.67		
WOODRIDGE LMD	779499	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	10.60	10/10/2018	10/10/2018
Sub total of:WOODRIDGE LMD				10.60		
COLLEGE HILLS LMD	779395	AT&T CALNET2	TELECOMMUNICATIONS	79.45	10/10/2018	10/10/2018
Sub total of:COLLEGE HILLS LMD				79.45		
SOMMERSET III LMD	779499	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	10.54	10/10/2018	10/10/2018
Sub total of:SOMMERSET III LMD				10.54		
N/E QUADRANT LMD	779395	AT&T CALNET2	TELECOMMUNICATIONS	559.01	10/10/2018	10/10/2018
Sub total of:N/E QUADRANT LMD				559.01		
GARTHE RANCH LMD	779395	AT&T CALNET2	TELECOMMUNICATIONS	45.31	10/10/2018	10/10/2018
Sub total of:GARTHE RANCH LMD				45.31		
HUNTER RANCH I & II LMD	779499	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	10.77	10/10/2018	10/10/2018
Sub total of:HUNTER RANCH I & II LMD				10.77		
GLEN COVE III LMD	779395	AT&T CALNET2	TELECOMMUNICATIONS	416.29	10/10/2018	10/10/2018
Sub total of:GLEN COVE III LMD				416.29		
MARINE WORLD LMD	779395	AT&T CALNET2	TELECOMMUNICATIONS	321.14	10/10/2018	10/10/2018
Sub total of:MARINE WORLD LMD				321.14		
GARTHE RANCH ESTATE LMD	779395	AT&T CALNET2	TELECOMMUNICATIONS	46.42	10/10/2018	10/10/2018
Sub total of:GARTHE RANCH ESTATE LMD				46.42		
CAPITAL OUTLAY FUND	779515	RESTORATION MANAGEMENT COM	SITE IMPROVEMENTS	53,240.18	10/10/2018	10/10/2018
Sub total of:CAPITAL OUTLAY FUND				53,240.18		
WATER	779386	ACE INDUSTRIAL SUPPLY	MISC SUPPLIES	56.48	10/10/2018	10/10/2018
WATER	779386	ACE INDUSTRIAL SUPPLY	MISC SUPPLIES	1,522.86	10/10/2018	10/10/2018
WATER	779386	ACE INDUSTRIAL SUPPLY	MISC SUPPLIES	553.01	10/10/2018	10/10/2018
WATER	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	15.00	10/10/2018	10/10/2018
WATER	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	60.00	10/10/2018	10/10/2018
WATER	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	400.00	10/10/2018	10/10/2018
WATER	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	180.00	10/10/2018	10/10/2018
WATER	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	525.74	10/10/2018	10/10/2018
WATER	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	60.00	10/10/2018	10/10/2018
WATER	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	525.74	10/10/2018	10/10/2018
WATER	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	60.00	10/10/2018	10/10/2018
WATER	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	366.68	10/10/2018	10/10/2018
WATER	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	285.00	10/10/2018	10/10/2018
WATER	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	15.00	10/10/2018	10/10/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
WATER	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	80.00	10/10/2018	10/10/2018
WATER	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	169.30	10/10/2018	10/10/2018
WATER	779395	AT&T CALNET2	TELECOMMUNICATIONS	283.10	10/10/2018	10/10/2018
WATER	779395	AT&T CALNET2	TELECOMMUNICATIONS	273.57	10/10/2018	10/10/2018
WATER	779395	AT&T CALNET2	TELECOMMUNICATIONS	1,735.95	10/10/2018	10/10/2018
WATER	779395	AT&T CALNET2	TELECOMMUNICATIONS	273.57	10/10/2018	10/10/2018
WATER	779395	AT&T CALNET2	TELECOMMUNICATIONS	281.79	10/10/2018	10/10/2018
WATER	779395	AT&T CALNET2	TELECOMMUNICATIONS	273.85	10/10/2018	10/10/2018
WATER	779395	AT&T CALNET2	TELECOMMUNICATIONS	340.48	10/10/2018	10/10/2018
WATER	779395	AT&T CALNET2	TELECOMMUNICATIONS	275.53	10/10/2018	10/10/2018
WATER	779395	AT&T CALNET2	TELECOMMUNICATIONS	287.64	10/10/2018	10/10/2018
WATER	779395	AT&T CALNET2	TELECOMMUNICATIONS	270.93	10/10/2018	10/10/2018
WATER	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	1,179.49	10/10/2018	10/10/2018
WATER	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	1,179.19	10/10/2018	10/10/2018
WATER	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	618.76	10/10/2018	10/10/2018
WATER	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	589.86	10/10/2018	10/10/2018
WATER	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	430.54	10/10/2018	10/10/2018
WATER	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	430.39	10/10/2018	10/10/2018
WATER	779405	BXPRESS REPROGRAPHICS	PRINTING & BINDING	178.76	10/10/2018	10/10/2018
WATER	779409	CALIFORNIA CRANE SCHOOL, INC	TRAINING & CONFERENCES	1,795.00	10/10/2018	10/10/2018
WATER	779411	CCP INDUSTRIES	MISC SUPPLIES	180.76	10/10/2018	10/10/2018
WATER	779411	CCP INDUSTRIES	MISC SUPPLIES	227.76	10/10/2018	10/10/2018
WATER	779411	CCP INDUSTRIES	MISC SUPPLIES	427.71	10/10/2018	10/10/2018
WATER	779414	CHEMTRADE CHEMICALS US LLC	CHEMICAL SUPPLIES	2,937.86	10/10/2018	10/10/2018
WATER	779423	CORE & MAIN LP	MISC SUPPLIES	2,064.54	10/10/2018	10/10/2018
WATER	779439	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	1,640.00	10/10/2018	10/10/2018
WATER	779439	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	160.00	10/10/2018	10/10/2018
WATER	779439	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	160.00	10/10/2018	10/10/2018
WATER	779442	FLEET SOLUTIONS, LLC	GENERAL R/M SUPPLIES	223.90	10/10/2018	10/10/2018
WATER	779442	FLEET SOLUTIONS, LLC	OTHER SERVICES	134.34	10/10/2018	10/10/2018
WATER	779442	FLEET SOLUTIONS, LLC	GENERAL R/M SUPPLIES	156.73	10/10/2018	10/10/2018
WATER	779443	FOSTER LUMBER YARDS, INC	GENERAL R/M SUPPLIES	27.17	10/10/2018	10/10/2018
WATER	779566	INLAND BUSINESS MACHINES, INC	PRINTING & BINDING	88.52	10/10/2018	10/10/2018
WATER	779393	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	111.59	10/10/2018	10/10/2018
WATER	779483	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	143.70	10/10/2018	10/10/2018
WATER	779525	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	78.84	10/10/2018	10/10/2018
WATER	779430	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	820.70	10/10/2018	10/10/2018
WATER	779412	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	97.84	10/10/2018	10/10/2018
WATER	779452	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	112.93	10/10/2018	10/10/2018
WATER	779475	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	86.94	10/10/2018	10/10/2018
WATER	779488	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	98.34	10/10/2018	10/10/2018
WATER	779476	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	80.62	10/10/2018	10/10/2018
WATER	779486	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	61.47	10/10/2018	10/10/2018
WATER	779559	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	40.73	10/10/2018	10/10/2018
WATER	779426	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	107.40	10/10/2018	10/10/2018
WATER	779536	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	48.49	10/10/2018	10/10/2018
WATER	779496	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	33.97	10/10/2018	10/10/2018
WATER	779434	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	72.02	10/10/2018	10/10/2018
WATER	779454	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	52.24	10/10/2018	10/10/2018
WATER	779435	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	106.22	10/10/2018	10/10/2018
WATER	779413	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	43.02	10/10/2018	10/10/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
WATER	779478	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	58.28	10/10/2018	10/10/2018
WATER	779445	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	18.05	10/10/2018	10/10/2018
WATER	779397	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	23.55	10/10/2018	10/10/2018
WATER	779473	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	95.33	10/10/2018	10/10/2018
WATER	779425	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	49.21	10/10/2018	10/10/2018
WATER	779444	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	17.04	10/10/2018	10/10/2018
WATER	779527	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	68.85	10/10/2018	10/10/2018
WATER	779533	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	152.45	10/10/2018	10/10/2018
WATER	779517	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	38.58	10/10/2018	10/10/2018
WATER	779447	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	91.47	10/10/2018	10/10/2018
WATER	779530	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	68.34	10/10/2018	10/10/2018
WATER	779474	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	81.91	10/10/2018	10/10/2018
WATER	779451	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	290.71	10/10/2018	10/10/2018
WATER	779432	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	92.98	10/10/2018	10/10/2018
WATER	779463	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	20.51	10/10/2018	10/10/2018
WATER	779560	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	76.05	10/10/2018	10/10/2018
WATER	779564	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	64.48	10/10/2018	10/10/2018
WATER	779520	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	55.19	10/10/2018	10/10/2018
WATER	779449	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	7.91	10/10/2018	10/10/2018
WATER	779455	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	61.07	10/10/2018	10/10/2018
WATER	779484	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	55.79	10/10/2018	10/10/2018
WATER	779400	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	53.08	10/10/2018	10/10/2018
WATER	779438	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	66.99	10/10/2018	10/10/2018
WATER	779544	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	94.99	10/10/2018	10/10/2018
WATER	779453	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	43.15	10/10/2018	10/10/2018
WATER	779519	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	26.50	10/10/2018	10/10/2018
WATER	779448	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	65.49	10/10/2018	10/10/2018
WATER	779540	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	12.45	10/10/2018	10/10/2018
WATER	779390	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	96.83	10/10/2018	10/10/2018
WATER	779505	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	57.94	10/10/2018	10/10/2018
WATER	779552	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	19.05	10/10/2018	10/10/2018
WATER	779555	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	41.15	10/10/2018	10/10/2018
WATER	779388	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	67.83	10/10/2018	10/10/2018
WATER	779516	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	80.07	10/10/2018	10/10/2018
WATER	779526	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	57.23	10/10/2018	10/10/2018
WATER	779553	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	57.77	10/10/2018	10/10/2018
WATER	779487	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	82.02	10/10/2018	10/10/2018
WATER	779424	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	47.00	10/10/2018	10/10/2018
WATER	779492	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	105.55	10/10/2018	10/10/2018
WATER	779421	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	66.97	10/10/2018	10/10/2018
WATER	779466	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	72.44	10/10/2018	10/10/2018
WATER	779462	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	21.23	10/10/2018	10/10/2018
WATER	779500	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	71.40	10/10/2018	10/10/2018
WATER	779558	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	52.45	10/10/2018	10/10/2018
WATER	779489	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	73.34	10/10/2018	10/10/2018
WATER	779502	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	54.03	10/10/2018	10/10/2018
WATER	779567	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	2,744.45	10/10/2018	10/10/2018
WATER	779567	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	1,468.89	10/10/2018	10/10/2018
WATER	779567	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP.	1,114.45	10/10/2018	10/10/2018
WATER	779567	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP.	1,150.40	10/10/2018	10/10/2018
WATER	779567	NELSON FAMILY OF COMPANIES	OTHER PROFESSIONAL SERV	455.40	10/10/2018	10/10/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
WATER	779567	NELSON FAMILY OF COMPANIES	OTHER PROFESSIONAL SERV	455.40	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	1,107.67	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	3,207.03	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	27.41	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	33.02	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	1,144.75	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	31.11	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	17,918.26	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	926.60	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	13.76	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	59.85	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	175.39	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	16.55	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	57.02	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	162.10	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	19.72	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	23.12	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	17,864.75	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	131.04	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	95.18	10/10/2018	10/10/2018
WATER	779499	PACIFIC GAS & ELECTRIC-SACRAMI	GAS & ELECTRICITY	30.50	10/10/2018	10/10/2018
WATER	779507	PRAXAIR DISTRIBUTION INC.	LABORATORY SUPPLIES	26.84	10/10/2018	10/10/2018
WATER	779507	PRAXAIR DISTRIBUTION INC.	GENERAL R/M SUPPLIES	72.08	10/10/2018	10/10/2018
WATER	779508	PRAXAIR, INC.	CHEMICAL SUPPLIES	1,533.22	10/10/2018	10/10/2018
WATER	779511	R & B COMPANY	MISC SUPPLIES	47.68	10/10/2018	10/10/2018
WATER	779511	R & B COMPANY	MISC SUPPLIES	838.61	10/10/2018	10/10/2018
WATER	779511	R & B COMPANY	MISC SUPPLIES	1,070.05	10/10/2018	10/10/2018
WATER	779511	R & B COMPANY	GENERAL R/M SUPPLIES	300.74	10/10/2018	10/10/2018
WATER	779511	R & B COMPANY	SITE IMPROVEMENTS	1,466.68	10/10/2018	10/10/2018
WATER	779535	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	200.93	10/10/2018	10/10/2018
WATER	779535	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	107.39	10/10/2018	10/10/2018
WATER	779535	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	185.46	10/10/2018	10/10/2018
WATER	779535	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	124.31	10/10/2018	10/10/2018
WATER	779543	ULINE	MISC SUPPLIES	49.54	10/10/2018	10/10/2018
WATER	779543	ULINE	MISC SUPPLIES	306.66	10/10/2018	10/10/2018
WATER	779543	ULINE	MISC SUPPLIES	212.30	10/10/2018	10/10/2018
WATER	779543	ULINE	MISC SUPPLIES	298.49	10/10/2018	10/10/2018
WATER	779543	ULINE	MISC SUPPLIES	213.20	10/10/2018	10/10/2018
WATER	779543	ULINE	MISC SUPPLIES	147.82	10/10/2018	10/10/2018
WATER	779547	UNIVAR USA INC.	CHEMICAL SUPPLIES	4,860.75	10/10/2018	10/10/2018
WATER	779549	VALLEJO ALOHA SAW AND MOWER	GENERAL R/M SUPPLIES	149.52	10/10/2018	10/10/2018
WATER	779554	VICTORY STORES INC	CLOTHING & UNIFORMS	195.05	10/10/2018	10/10/2018
Sub total of:WATER				92,015.40		
TRAVIS WATER OPERATING	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	95.00	10/10/2018	10/10/2018
TRAVIS WATER OPERATING	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	333.63	10/10/2018	10/10/2018
TRAVIS WATER OPERATING	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	333.63	10/10/2018	10/10/2018
TRAVIS WATER OPERATING	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	136.66	10/10/2018	10/10/2018
TRAVIS WATER OPERATING	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	95.00	10/10/2018	10/10/2018
TRAVIS WATER OPERATING	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	15.00	10/10/2018	10/10/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
TRAVIS WATER OPERATING	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	169.10	10/10/2018	10/10/2018
TRAVIS WATER OPERATING	779395	AT&T CALNET2	TELECOMMUNICATIONS	1,670.27	10/10/2018	10/10/2018
TRAVIS WATER OPERATING	779490	NALCO COMPANY	CHEMICAL SUPPLIES	6,674.78	10/10/2018	10/10/2018
TRAVIS WATER OPERATING	779499	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	5,964.52	10/10/2018	10/10/2018
TRAVIS WATER OPERATING	779499	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	495.39	10/10/2018	10/10/2018
TRAVIS WATER OPERATING	779499	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	12,000.87	10/10/2018	10/10/2018
TRAVIS WATER OPERATING	779499	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	142.49	10/10/2018	10/10/2018
TRAVIS WATER OPERATING	779507	PRAXAIR DISTRIBUTION INC.	LABORATORY SUPPLIES	6.72	10/10/2018	10/10/2018
Sub total of:TRAVIS WATER OPERATING				28,133.06		
GREEN VALLEY/CURRY LAKES	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	20.00	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	170.00	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	397.63	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	397.63	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	20.00	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	231.66	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	170.00	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	20.00	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779389	ALPHA ANALYTICAL LABORATORIES	LABORATORY SERVICES	186.60	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779395	AT&T CALNET2	TELECOMMUNICATIONS	1,721.15	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779395	AT&T CALNET2	TELECOMMUNICATIONS	743.84	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779439	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	125.00	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779499	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	84.09	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779499	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	100.53	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779499	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	450.13	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779499	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	52.36	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779499	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	3,666.25	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779499	PACIFIC GAS & ELECTRIC-SACRAM	GAS & ELECTRICITY	4,896.35	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779507	PRAXAIR DISTRIBUTION INC.	LABORATORY SUPPLIES	22.44	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779511	R & B COMPANY	GENERAL R/M SUPPLIES	127.58	10/10/2018	10/10/2018
GREEN VALLEY/CURRY LAKES	779511	R & B COMPANY	GENERAL R/M SUPPLIES	157.72	10/10/2018	10/10/2018
Sub total of:GREEN VALLEY/CURRY LAKES				13,760.96		
WATER FAC TAX/CONNECT FEE	779503	PHILADELPHIA MIXING SOLUTIONS,	FH CHEM SYSTEM REPLACEMNT	124,774.80	10/10/2018	10/10/2018
Sub total of:WATER FAC TAX/CONNECT FEE				124,774.80		
MARINA	779391	AMERICAN MESSAGING	TELECOMMUNICATIONS	29.09	10/10/2018	10/10/2018
MARINA	779395	AT&T CALNET2	TELECOMMUNICATIONS	768.00	10/10/2018	10/10/2018
MARINA	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	116.34	10/10/2018	10/10/2018
MARINA	779396	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	116.24	10/10/2018	10/10/2018
MARINA	779403	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	335.04	10/10/2018	10/10/2018
MARINA	779446	GENERAL PLUMBING SUPPLY CO IN	BUILDING MATERIALS	13.07	10/10/2018	10/10/2018
MARINA	779477	M & M SANITARY	CLEANING & JANITORIAL	470.94	10/10/2018	10/10/2018
MARINA	779495	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	8.65	10/10/2018	10/10/2018
MARINA	779495	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	50.23	10/10/2018	10/10/2018
MARINA	779495	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	28.16	10/10/2018	10/10/2018
MARINA	779495	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	1,808.78	10/10/2018	10/10/2018
MARINA	779501	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,131.20	10/10/2018	10/10/2018
MARINA	779534	SVT GRUPPE, INC.	SECURITY SERVICES	7,222.50	10/10/2018	10/10/2018
MARINA	779548	UNIVERSAL BUILDING SERVICES	CLEANING & JANITORIAL	1,257.75	10/10/2018	10/10/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
MARINA	779548	UNIVERSAL BUILDING SERVICES	CLEANING & JANITORIAL	1,928.55	10/10/2018	10/10/2018
Sub total of:MARINA				15,284.54		
FIBER ENTERPRISE FUND	779539	MISC ACCOUNTS PAYABLE	SITE IMPROVEMENTS	250.00	10/10/2018	10/10/2018
Sub total of:FIBER ENTERPRISE FUND				250.00		
CORPORATION SHOP	779395	AT&T CALNET2	TELECOMMUNICATIONS	475.77	10/10/2018	10/10/2018
CORPORATION SHOP	779408	CALIF. STATE BOARD OF EQUILIZAT	FUEL & LUBE SUPPLIES	1,058.40	10/10/2018	10/10/2018
Sub total of:CORPORATION SHOP				1,534.17		
SELF INSURANCE	779395	AT&T CALNET2	TELECOMMUNICATIONS	273.75	10/10/2018	10/10/2018
SELF INSURANCE	779538	MISC EMPLOYEE REIMBURSEMENT	LEGAL FEES	79.44	10/10/2018	10/10/2018
SELF INSURANCE	779465	MISC EMPLOYEE REIMBURSEMENT	LEGAL FEES	245.65	10/10/2018	10/10/2018
SELF INSURANCE	779515	RESTORATION MANAGEMENT COM	OTHER PROFESSIONAL SERV	15,000.00	10/10/2018	10/10/2018
Sub total of:SELF INSURANCE				15,598.84		
RETIREE HEALTH BENEFITS	779437	EMPLOYEE BENEFIT SPECIALISTS,	RETIREE MEDICAL EXP-EBS	2,302.50	10/10/2018	10/10/2018
Sub total of:RETIREE HEALTH BENEFITS				2,302.50		
PAYROLL BENEFITS	779410	CAMP ASSOCIATION OF VALLEJO	UNION DUES - CAMP	520.00	10/10/2018	10/10/2018
PAYROLL BENEFITS	779437	EMPLOYEE BENEFIT SPECIALISTS,	FLEX BENEFIT	2,779.72	10/10/2018	10/10/2018
PAYROLL BENEFITS	779456	IAFF, LOCAL 1186	UNION DUES-IAFF	7,200.00	10/10/2018	10/10/2018
PAYROLL BENEFITS	779457	IBEW LOCAL 1245	UNION DUES-IBEW	8,473.38	10/10/2018	10/10/2018
PAYROLL BENEFITS	779479	MANAGED HEALTH NETWORK	EMPLOYEE ASSISTANCE PROG	687.08	10/10/2018	10/10/2018
PAYROLL BENEFITS	779542	U.S. BEHAVIORAL HEALTH PLAN, CA	EMPLOYEE ASSISTANCE PROG	1,355.84	10/10/2018	10/10/2018
PAYROLL BENEFITS	779551	VALLEJO POLICE OFFICERS ASSOC	UNION DUES-VPOA	7,112.48	10/10/2018	10/10/2018
Sub total of:PAYROLL BENEFITS				28,128.50		
RD OBLIGATION RETIRMT ADM	779395	AT&T CALNET2	TELECOMMUNICATIONS	278.18	10/10/2018	10/10/2018
RD OBLIGATION RETIRMT ADM	779402	BLX GROUP LLC	DEBT SVC ADMIN	1,800.00	10/10/2018	10/10/2018
Sub total of:RD OBLIGATION RETIRMT ADM				2,078.18		
Grand Total:				\$621,408.87		

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
GENERAL FUND	779755	4LEAF INC	OTHER PROFESSIONAL SERV	27,400.00	10/17/2018	10/17/2018
GENERAL FUND	779568	A. MAZE INC	OTHER PROFESSIONAL SERV	7,687.50	10/17/2018	10/17/2018
GENERAL FUND	779571	ALHAMBRA & SIERRA SPRINGS	OTHER SERVICES	79.57	10/17/2018	10/17/2018
GENERAL FUND	779571	ALHAMBRA & SIERRA SPRINGS	OTHER SUPPLIES	461.45	10/17/2018	10/17/2018
GENERAL FUND	779573	ALLSTAR FIRE EQUIPMENT, INC	CLOTHING & UNIFORMS	1,430.55	10/17/2018	10/17/2018
GENERAL FUND	779573	ALLSTAR FIRE EQUIPMENT, INC	CLOTHING & UNIFORMS	1,983.26	10/17/2018	10/17/2018
GENERAL FUND	779577	AMERICAN MESSAGING	TELECOMMUNICATIONS	47.91	10/17/2018	10/17/2018
GENERAL FUND	779578	AMERICAN PLANNING ASSOC	OTHER SERVICES	570.00	10/17/2018	10/17/2018
GENERAL FUND	779579	ARAMARK UNIFORM SERVICES, INC	CLEANING & JANITORIAL	97.80	10/17/2018	10/17/2018
GENERAL FUND	779579	ARAMARK UNIFORM SERVICES, INC	CLEANING & JANITORIAL	44.50	10/17/2018	10/17/2018
GENERAL FUND	779579	ARAMARK UNIFORM SERVICES, INC	CLEANING & JANITORIAL	96.69	10/17/2018	10/17/2018
GENERAL FUND	779579	ARAMARK UNIFORM SERVICES, INC	CLEANING & JANITORIAL	96.69	10/17/2018	10/17/2018
GENERAL FUND	779580	ARROW TOW	OTHER SERVICES	2,045.00	10/17/2018	10/17/2018
GENERAL FUND	779580	ARROW TOW	OTHER SERVICES	90.00	10/17/2018	10/17/2018
GENERAL FUND	779581	ASSOCIATION OF BAY AREA GOVERN	GAS & ELECTRICITY	441.22	10/17/2018	10/17/2018
GENERAL FUND	779581	ASSOCIATION OF BAY AREA GOVERN	GAS & ELECTRICITY	669.06	10/17/2018	10/17/2018
GENERAL FUND	779581	ASSOCIATION OF BAY AREA GOVERN	GAS & ELECTRICITY	2,856.19	10/17/2018	10/17/2018
GENERAL FUND	779581	ASSOCIATION OF BAY AREA GOVERN	GAS & ELECTRICITY	530.77	10/17/2018	10/17/2018
GENERAL FUND	779582	AT&T	OTHER SERVICES	850.00	10/17/2018	10/17/2018
GENERAL FUND	779583	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	10,341.81	10/17/2018	10/17/2018
GENERAL FUND	779583	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	1,301.99	10/17/2018	10/17/2018
GENERAL FUND	779585	BARTEL ASSOCIATES LLC	OTHER PROFESSIONAL SERV	5,000.00	10/17/2018	10/17/2018
GENERAL FUND	779592	BOB'S TOW SERVICE, INC	OTHER SERVICES	200.00	10/17/2018	10/17/2018
GENERAL FUND	779593	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	1,249.60	10/17/2018	10/17/2018
GENERAL FUND	779593	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	1,249.60	10/17/2018	10/17/2018
GENERAL FUND	779593	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	1,420.00	10/17/2018	10/17/2018
GENERAL FUND	779593	BOLT STAFFING SERVICE INC	OTHER PROFESSIONAL SERV	1,420.00	10/17/2018	10/17/2018
GENERAL FUND	779593	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	1,789.20	10/17/2018	10/17/2018
GENERAL FUND	779593	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	1,952.00	10/17/2018	10/17/2018
GENERAL FUND	779593	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	1,760.80	10/17/2018	10/17/2018
GENERAL FUND	779593	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	1,771.81	10/17/2018	10/17/2018
GENERAL FUND	779593	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	1,988.00	10/17/2018	10/17/2018
GENERAL FUND	779594	BOOT BARN INC	CLOTHING & UNIFORMS	167.97	10/17/2018	10/17/2018
GENERAL FUND	779595	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	2,707.60	10/17/2018	10/17/2018
GENERAL FUND	779597	BRETTON WAGONER	TRAINING & CONFERENCES	553.60	10/17/2018	10/17/2018
GENERAL FUND	779604	CODE THREE FIRE PROTECTION	BUILDING R & M SERVICES	288.00	10/17/2018	10/17/2018
GENERAL FUND	779604	CODE THREE FIRE PROTECTION	BUILDING R & M SERVICES	164.00	10/17/2018	10/17/2018
GENERAL FUND	779604	CODE THREE FIRE PROTECTION	BUILDING R & M SERVICES	167.00	10/17/2018	10/17/2018
GENERAL FUND	779605	COLE SUPPLY COMPANY, INC	CLEANING SUPPLIES	19.03	10/17/2018	10/17/2018
GENERAL FUND	779605	COLE SUPPLY COMPANY, INC	CLEANING SUPPLIES	448.05	10/17/2018	10/17/2018
GENERAL FUND	779605	COLE SUPPLY COMPANY, INC	CLEANING SUPPLIES	68.33	10/17/2018	10/17/2018
GENERAL FUND	779606	COMCAST	BUILDING R & M SERVICES	85.64	10/17/2018	10/17/2018
GENERAL FUND	779607	COOPERATIVE PERSONNEL SERVICE	RECRUITMENT SERVICES	1,414.00	10/17/2018	10/17/2018
GENERAL FUND	779608	CORDICO PSYCHOLOGICAL CORPOR	OTHER PROFESSIONAL SERV	400.00	10/17/2018	10/17/2018
GENERAL FUND	779609	CORELOGIC INFORMATION SOLUTIO	EQUIPMENT R/M SERVICES	300.00	10/17/2018	10/17/2018
GENERAL FUND	779610	CSG CONSULTANTS, INC	OTHER PROFESSIONAL SERV	2,900.00	10/17/2018	10/17/2018
GENERAL FUND	779610	CSG CONSULTANTS, INC	OTHER PROFESSIONAL SERV	9,990.00	10/17/2018	10/17/2018
GENERAL FUND	779612	DEPARTMENT OF JUSTICE	OTHER PROFESSIONAL SERV	192.00	10/17/2018	10/17/2018
GENERAL FUND	779615	DIRECTV LLC	OTHER SERVICES	72.24	10/17/2018	10/17/2018
GENERAL FUND	779616	DISH NETWORK LLC	OTHER SERVICES	56.76	10/17/2018	10/17/2018
GENERAL FUND	779619	EAN SERVICES	TRAINING & CONFERENCES	263.14	10/17/2018	10/17/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
GENERAL FUND	779619	EAN SERVICES	OFFICIAL TRAVEL	70.26	10/17/2018	10/17/2018
GENERAL FUND	779621	EMS TECHNOLOGY SOLUTIONS,LLC	SAFETY TRAINING SUPPLIES	1,500.00	10/17/2018	10/17/2018
GENERAL FUND	779626	FEDERAL EXPRESS	POSTAGE & MAILING	31.95	10/17/2018	10/17/2018
GENERAL FUND	779630	GALLS, INC	CLOTHING & UNIFORMS	120.28	10/17/2018	10/17/2018
GENERAL FUND	779630	GALLS, INC	CLOTHING & UNIFORMS	250.46	10/17/2018	10/17/2018
GENERAL FUND	779637	HERC RENTALS, INC.	MACHINERY & EQUIP RENTAL	1,304.79	10/17/2018	10/17/2018
GENERAL FUND	779639	HOUSE OF ACTS	OTHER PROFESSIONAL SERV	648.00	10/17/2018	10/17/2018
GENERAL FUND	779640	HOWARD'S DOORS AND MORE, INC.	BUILDING R & M SERVICES	571.14	10/17/2018	10/17/2018
GENERAL FUND	779641	HUMANE SOCIETY OF THE NORTH B	ANIMAL CONTROL SERVICES	20,000.00	10/17/2018	10/17/2018
GENERAL FUND	779644	INLAND BUSINESS MACHINES, INC	MACHINERY & EQUIP RENTAL	53.86	10/17/2018	10/17/2018
GENERAL FUND	779644	INLAND BUSINESS MACHINES, INC	MACHINERY & EQUIP RENTAL	90.74	10/17/2018	10/17/2018
GENERAL FUND	779644	INLAND BUSINESS MACHINES, INC	MACHINERY & EQUIP RENTAL	152.65	10/17/2018	10/17/2018
GENERAL FUND	779650	JOHN WHITNEY	TRAINING & CONFERENCES	35.25	10/17/2018	10/17/2018
GENERAL FUND	779651	JOHNNY ON THE SPOT	OTHER SERVICES	174.17	10/17/2018	10/17/2018
GENERAL FUND	779656	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	4,925.00	10/17/2018	10/17/2018
GENERAL FUND	779657	KAISER PERMANENTE OHSS	OTHER PROFESSIONAL SERV	7,369.00	10/17/2018	10/17/2018
GENERAL FUND	779658	KELLY-MOORE PAINT CO., INC	BUILDING MATERIALS	14.72	10/17/2018	10/17/2018
GENERAL FUND	779658	KELLY-MOORE PAINT CO., INC	BUILDING MATERIALS	59.51	10/17/2018	10/17/2018
GENERAL FUND	779659	KEVIN ROSE	TRAINING & CONFERENCES	1,316.06	10/17/2018	10/17/2018
GENERAL FUND	779661	L.N.CURTIS & SONS	CLOTHING & UNIFORMS	187.50	10/17/2018	10/17/2018
GENERAL FUND	779661	L.N.CURTIS & SONS	CLOTHING & UNIFORMS	23.82	10/17/2018	10/17/2018
GENERAL FUND	779661	L.N.CURTIS & SONS	CLOTHING & UNIFORMS	14.07	10/17/2018	10/17/2018
GENERAL FUND	779661	L.N.CURTIS & SONS	CLOTHING & UNIFORMS	7.65	10/17/2018	10/17/2018
GENERAL FUND	779661	L.N.CURTIS & SONS	FIELD EQUIPMENT	2,043.65	10/17/2018	10/17/2018
GENERAL FUND	779663	M & M SANITARY	OTHER SERVICES	117.05	10/17/2018	10/17/2018
GENERAL FUND	779664	MANAGEMENT PARTNERS INC	OTHER PROFESSIONAL SERV	9,755.45	10/17/2018	10/17/2018
GENERAL FUND	779664	MANAGEMENT PARTNERS INC	OTHER PROFESSIONAL SERV	1,050.00	10/17/2018	10/17/2018
GENERAL FUND	779667	MARK E COFFMAN INVESTIGATIONS	CONTRACTED SERVICES	2,319.90	10/17/2018	10/17/2018
GENERAL FUND	779672	MGT OF AMERICA CONSULTING, LLC	OTHER PROFESSIONAL SERV	1,100.00	10/17/2018	10/17/2018
GENERAL FUND	779673	MILLER PACIFIC ENGINEERING GROU	OTHER PROFESSIONAL SERV	3,455.50	10/17/2018	10/17/2018
GENERAL FUND	779674	MINUTEMAN PRESS	PRINTING & BINDING	91.78	10/17/2018	10/17/2018
GENERAL FUND	779733	MISC ACCOUNTS PAYABLE	DUES & PUBLICATIONS	200.00	10/17/2018	10/17/2018
GENERAL FUND	779649	MISC ACCOUNTS PAYABLE	SITE DEVELOPMENT FEE	1,299.00	10/17/2018	10/17/2018
GENERAL FUND	779649	MISC ACCOUNTS PAYABLE	PERMIT COORDINATION FEE	64.50	10/17/2018	10/17/2018
GENERAL FUND	779649	MISC ACCOUNTS PAYABLE	GENERAL PLAN UPDATE FEE	107.25	10/17/2018	10/17/2018
GENERAL FUND	779654	MISC ACCOUNTS PAYABLE	ENGINEERING FEES	490.38	10/17/2018	10/17/2018
GENERAL FUND	779654	MISC ACCOUNTS PAYABLE	TECH SURCHARGE FEE	19.62	10/17/2018	10/17/2018
GENERAL FUND	779714	MISC ACCOUNTS PAYABLE	TRAINING & CONFERENCES	252.28	10/17/2018	10/17/2018
GENERAL FUND	779570	MISC EMPLOYEE REIMBURSEMENT	CLOTHING & UNIFORMS	384.39	10/17/2018	10/17/2018
GENERAL FUND	779653	MISC EMPLOYEE REIMBURSEMENT	TELECOMMUNICATIONS	60.00	10/17/2018	10/17/2018
GENERAL FUND	779655	MISC EMPLOYEE REIMBURSEMENT	TELECOMMUNICATIONS	60.00	10/17/2018	10/17/2018
GENERAL FUND	779671	MISC EMPLOYEE REIMBURSEMENT	OTHER PROFESSIONAL SERV	52.61	10/17/2018	10/17/2018
GENERAL FUND	779618	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	187.28	10/17/2018	10/17/2018
GENERAL FUND	779596	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	304.14	10/17/2018	10/17/2018
GENERAL FUND	779668	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	182.32	10/17/2018	10/17/2018
GENERAL FUND	779669	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	182.32	10/17/2018	10/17/2018
GENERAL FUND	779618	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	187.28	10/17/2018	10/17/2018
GENERAL FUND	779596	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	304.14	10/17/2018	10/17/2018
GENERAL FUND	779668	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	182.32	10/17/2018	10/17/2018
GENERAL FUND	779669	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	182.32	10/17/2018	10/17/2018
GENERAL FUND	779596	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	(304.14)	10/17/2018	10/17/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
GENERAL FUND	779756	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	304.14	10/17/2018	10/17/2018
GENERAL FUND	779596	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	(304.14)	10/17/2018	10/17/2018
GENERAL FUND	779618	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	(187.28)	10/17/2018	10/17/2018
GENERAL FUND	779757	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	187.28	10/17/2018	10/17/2018
GENERAL FUND	779618	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	(187.28)	10/17/2018	10/17/2018
GENERAL FUND	779668	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	(182.32)	10/17/2018	10/17/2018
GENERAL FUND	779758	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	182.32	10/17/2018	10/17/2018
GENERAL FUND	779668	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	(182.32)	10/17/2018	10/17/2018
GENERAL FUND	779669	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	(182.32)	10/17/2018	10/17/2018
GENERAL FUND	779759	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	182.32	10/17/2018	10/17/2018
GENERAL FUND	779669	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	(182.32)	10/17/2018	10/17/2018
GENERAL FUND	779713	MISC EMPLOYEE REIMBURSEMENT	OTHER PROFESSIONAL SERV	875.00	10/17/2018	10/17/2018
GENERAL FUND	779665	MISC TRAFFIC CITATION REFUNDS	PARKING FINES/REFUNDS	116.00	10/17/2018	10/17/2018
GENERAL FUND	779666	MISC TRAFFIC CITATION REFUNDS	PARKING FINES/REFUNDS	43.00	10/17/2018	10/17/2018
GENERAL FUND	779675	MOBILE MODULAR MGMT. CORP.	MACHINERY & EQUIP RENTAL	1,386.12	10/17/2018	10/17/2018
GENERAL FUND	779680	NATIONAL DATA & SURVEYING SERV	OTHER PROFESSIONAL SERV	170.00	10/17/2018	10/17/2018
GENERAL FUND	779681	NATIONAL DEMOGRAPHICS, INC.	OTHER PROFESSIONAL SERV	12,250.00	10/17/2018	10/17/2018
GENERAL FUND	779682	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	1,052.00	10/17/2018	10/17/2018
GENERAL FUND	779682	NELSON FAMILY OF COMPANIES	OTHER PROFESSIONAL SERV	455.40	10/17/2018	10/17/2018
GENERAL FUND	779682	NELSON FAMILY OF COMPANIES	OTHER PROFESSIONAL SERV	455.40	10/17/2018	10/17/2018
GENERAL FUND	779684	O'CONNOR LUMBER-ACE HARDWAR	OTHER SUPPLIES	38.95	10/17/2018	10/17/2018
GENERAL FUND	779684	O'CONNOR LUMBER-ACE HARDWAR	OTHER SUPPLIES	12.17	10/17/2018	10/17/2018
GENERAL FUND	779684	O'CONNOR LUMBER-ACE HARDWAR	OTHER SUPPLIES	57.44	10/17/2018	10/17/2018
GENERAL FUND	779684	O'CONNOR LUMBER-ACE HARDWAR	OTHER SUPPLIES	9.74	10/17/2018	10/17/2018
GENERAL FUND	779684	O'CONNOR LUMBER-ACE HARDWAR	ELECTRICAL SUPPLIES	72.68	10/17/2018	10/17/2018
GENERAL FUND	779684	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	21.87	10/17/2018	10/17/2018
GENERAL FUND	779684	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	60.70	10/17/2018	10/17/2018
GENERAL FUND	779684	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	20.52	10/17/2018	10/17/2018
GENERAL FUND	779684	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	67.14	10/17/2018	10/17/2018
GENERAL FUND	779684	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	234.81	10/17/2018	10/17/2018
GENERAL FUND	779684	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	31.40	10/17/2018	10/17/2018
GENERAL FUND	779684	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	55.91	10/17/2018	10/17/2018
GENERAL FUND	779684	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	6.48	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	66.42	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	53.59	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	318.29	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	810.19	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	51.98	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	30.58	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	45.47	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	55.40	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	363.39	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	38.99	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	16.40	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	34.66	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	18.40	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	32.48	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	371.05	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	467.49	10/17/2018	10/17/2018
GENERAL FUND	779686	OFFICE DEPOT	OFFICE SUPPLIES	8.44	10/17/2018	10/17/2018
GENERAL FUND	779687	PAC INTEGRATIONS,INC	OTHER SERVICES	29.95	10/17/2018	10/17/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
GENERAL FUND	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	3,443.98	10/17/2018	10/17/2018
GENERAL FUND	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	8,734.93	10/17/2018	10/17/2018
GENERAL FUND	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	486.36	10/17/2018	10/17/2018
GENERAL FUND	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	1,798.82	10/17/2018	10/17/2018
GENERAL FUND	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	153.52	10/17/2018	10/17/2018
GENERAL FUND	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	17.47	10/17/2018	10/17/2018
GENERAL FUND	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	11.86	10/17/2018	10/17/2018
GENERAL FUND	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	14.57	10/17/2018	10/17/2018
GENERAL FUND	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	23.29	10/17/2018	10/17/2018
GENERAL FUND	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	11.61	10/17/2018	10/17/2018
GENERAL FUND	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	15.31	10/17/2018	10/17/2018
GENERAL FUND	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	693.52	10/17/2018	10/17/2018
GENERAL FUND	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	1,055.80	10/17/2018	10/17/2018
GENERAL FUND	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	937.61	10/17/2018	10/17/2018
GENERAL FUND	779692	PACIFIC STORAGE	OFFICE SUPPLIES	20.47	10/17/2018	10/17/2018
GENERAL FUND	779692	PACIFIC STORAGE	OFFICE SUPPLIES	2.80	10/17/2018	10/17/2018
GENERAL FUND	779694	PARODI INVESTIGATIVE SOLUTIONS	RECRUITMENT SERVICES	2,000.00	10/17/2018	10/17/2018
GENERAL FUND	779695	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,414.00	10/17/2018	10/17/2018
GENERAL FUND	779695	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,238.80	10/17/2018	10/17/2018
GENERAL FUND	779695	PEOPLEREADY INC	SALARIES-PART TIME TEMP	117.47	10/17/2018	10/17/2018
GENERAL FUND	779695	PEOPLEREADY INC	SALARIES-PART TIME TEMP	991.04	10/17/2018	10/17/2018
GENERAL FUND	779702	PREFERRED ALLIANCE INC	PHYSICAL EXAMS	235.84	10/17/2018	10/17/2018
GENERAL FUND	779706	RAY MORGAN COMPANY	MACHINERY & EQUIP RENTAL	215.33	10/17/2018	10/17/2018
GENERAL FUND	779706	RAY MORGAN COMPANY	MACHINERY & EQUIP RENTAL	217.27	10/17/2018	10/17/2018
GENERAL FUND	779707	RECORDS SYSTEMS ASSOCIATES, IN	OTHER PROFESSIONAL SERV	877.09	10/17/2018	10/17/2018
GENERAL FUND	779710	ROBERT GREENBERG	TRAINING & CONFERENCES	195.29	10/17/2018	10/17/2018
GENERAL FUND	779712	SAMBA HOLDINGS INC	OTHER SERVICES	64.80	10/17/2018	10/17/2018
GENERAL FUND	779715	SILVERADO AVIONICS INC	RADIO R/M SERVICES	1,817.59	10/17/2018	10/17/2018
GENERAL FUND	779716	SOLANO COUNTY DOG LICENSING	DOG LICENSE	689.00	10/17/2018	10/17/2018
GENERAL FUND	779717	SOLANO COUNTY RECORDERS OFF	CODE VIOLATION FEE-OWNERS	13.00	10/17/2018	10/17/2018
GENERAL FUND	779719	SOLANO DIVERSIFIED SERVICES	OTHER SERVICES	172.00	10/17/2018	10/17/2018
GENERAL FUND	779719	SOLANO DIVERSIFIED SERVICES	OTHER SERVICES	1,900.00	10/17/2018	10/17/2018
GENERAL FUND	779719	SOLANO DIVERSIFIED SERVICES	OTHER SERVICES	68.00	10/17/2018	10/17/2018
GENERAL FUND	779719	SOLANO DIVERSIFIED SERVICES	OTHER SERVICES	326.00	10/17/2018	10/17/2018
GENERAL FUND	779722	SPRINT - SUBPOENA COMPLIANCE	OTHER SERVICES	100.00	10/17/2018	10/17/2018
GENERAL FUND	779723	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	83.33	10/17/2018	10/17/2018
GENERAL FUND	779724	STERICYCLE, INC.	OTHER SERVICES	314.44	10/17/2018	10/17/2018
GENERAL FUND	779726	SVT GRUPPE, INC.	SECURITY SERVICES	5,058.90	10/17/2018	10/17/2018
GENERAL FUND	779728	T-MOBILE USA	OTHER SERVICES	50.00	10/17/2018	10/17/2018
GENERAL FUND	779728	T-MOBILE USA	OTHER SERVICES	50.00	10/17/2018	10/17/2018
GENERAL FUND	779729	THE OFFICE CITY	OFFICE SUPPLIES	125.44	10/17/2018	10/17/2018
GENERAL FUND	779729	THE OFFICE CITY	OFFICE EQUIP ACQUISITION	3,254.50	10/17/2018	10/17/2018
GENERAL FUND	779737	UNIVERSAL BUILDING SERVICES	OTHER SERVICES	193.50	10/17/2018	10/17/2018
GENERAL FUND	779737	UNIVERSAL BUILDING SERVICES	CLEANING & JANITORIAL	4,151.66	10/17/2018	10/17/2018
GENERAL FUND	779737	UNIVERSAL BUILDING SERVICES	CLEANING & JANITORIAL	1,769.45	10/17/2018	10/17/2018
GENERAL FUND	779737	UNIVERSAL BUILDING SERVICES	CLEANING & JANITORIAL	184.90	10/17/2018	10/17/2018
GENERAL FUND	779737	UNIVERSAL BUILDING SERVICES	CLEANING & JANITORIAL	194.58	10/17/2018	10/17/2018
GENERAL FUND	779737	UNIVERSAL BUILDING SERVICES	CLEANING & JANITORIAL	5,354.58	10/17/2018	10/17/2018
GENERAL FUND	779737	UNIVERSAL BUILDING SERVICES	OTHER SERVICES	1,076.00	10/17/2018	10/17/2018
GENERAL FUND	779737	UNIVERSAL BUILDING SERVICES	CLEANING & JANITORIAL	996.53	10/17/2018	10/17/2018
GENERAL FUND	779738	UNIVERSITY OF CALIFORNIA, BERKE	TRAINING & CONFERENCES	600.00	10/17/2018	10/17/2018

**City of Vallejo
Check Register**

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
GENERAL FUND	779738	UNIVERSITY OF CALIFORNIA, BERKE	TRAINING & CONFERENCES	150.00	10/17/2018	10/17/2018
GENERAL FUND	779742	VALLEJO FIRE EXTINGUISHER, INC	EQUIPMENT R/M SERVICES	44.34	10/17/2018	10/17/2018
GENERAL FUND	779742	VALLEJO FIRE EXTINGUISHER, INC	EQUIPMENT R/M SERVICES	22.17	10/17/2018	10/17/2018
GENERAL FUND	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	172.95	10/17/2018	10/17/2018
GENERAL FUND	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	168.05	10/17/2018	10/17/2018
GENERAL FUND	779753	YOLO CANINE ACADEMY	K-9	90.00	10/17/2018	10/17/2018
Sub total of:GENERAL FUND				236,366.29		
GENERAL FUND MEASURE B	779619	EAN SERVICES	TRAINING & CONFERENCES	126.22	10/17/2018	10/17/2018
GENERAL FUND MEASURE B	779619	EAN SERVICES	TRAINING & CONFERENCES	188.52	10/17/2018	10/17/2018
GENERAL FUND MEASURE B	779633	GREATER VALLEJO RECREATION	YOUTH & FAMILY SERVICES	19,427.41	10/17/2018	10/17/2018
GENERAL FUND MEASURE B	779647	JARED JAKSCH	TRAINING & CONFERENCES	80.99	10/17/2018	10/17/2018
GENERAL FUND MEASURE B	779647	JARED JAKSCH	TRAINING-POST REIMB.	541.10	10/17/2018	10/17/2018
GENERAL FUND MEASURE B	779661	L.N.CURTIS & SONS	FIELD EQUIPMENT	6,151.47	10/17/2018	10/17/2018
GENERAL FUND MEASURE B	779695	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,238.80	10/17/2018	10/17/2018
GENERAL FUND MEASURE B	779695	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,238.80	10/17/2018	10/17/2018
GENERAL FUND MEASURE B	779695	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,238.80	10/17/2018	10/17/2018
GENERAL FUND MEASURE B	779695	PEOPLEREADY INC	SALARIES-PART TIME TEMP	873.57	10/17/2018	10/17/2018
GENERAL FUND MEASURE B	779726	SVT GRUPPE, INC.	SECURITY SERVICES	3,831.30	10/17/2018	10/17/2018
Sub total of:GENERAL FUND MEASURE B				34,936.98		
COMMUNITY DEV BLOCK GRANT	779584	ATC GROUP SERVICES, LLC	SECTION 108 LOAN EXPENSES	3,100.00	10/17/2018	10/17/2018
COMMUNITY DEV BLOCK GRANT	779686	OFFICE DEPOT	OFFICE SUPPLIES	7.33	10/17/2018	10/17/2018
COMMUNITY DEV BLOCK GRANT	779686	OFFICE DEPOT	OFFICE SUPPLIES	6.50	10/17/2018	10/17/2018
COMMUNITY DEV BLOCK GRANT	779686	OFFICE DEPOT	OFFICE SUPPLIES	2.69	10/17/2018	10/17/2018
Sub total of:COMMUNITY DEV BLOCK GRANT				3,116.52		
MARE ISLAND CONVERSION	779622	ENVIRONMENTAL RISK SERVICES CO	OTHER PROFESSIONAL SERV	215.00	10/17/2018	10/17/2018
Sub total of:MARE ISLAND CONVERSION				215.00		
MARE ISLAND BASE REUSE FD	779583	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	40.74	10/17/2018	10/17/2018
MARE ISLAND BASE REUSE FD	779603	CLARK PEST CONTROL	BUILDING R & M SERVICES	116.00	10/17/2018	10/17/2018
MARE ISLAND BASE REUSE FD	779620	ECONOMICS & PLANNING SYSTEMS,	OTHER PROFESSIONAL SERV	2,687.50	10/17/2018	10/17/2018
MARE ISLAND BASE REUSE FD	779664	MANAGEMENT PARTNERS INC	OTHER PROFESSIONAL SERV	595.00	10/17/2018	10/17/2018
MARE ISLAND BASE REUSE FD	779664	MANAGEMENT PARTNERS INC	OTHER PROFESSIONAL SERV	5,986.00	10/17/2018	10/17/2018
MARE ISLAND BASE REUSE FD	779737	UNIVERSAL BUILDING SERVICES	BUILDING R & M SERVICES	242.95	10/17/2018	10/17/2018
Sub total of:MARE ISLAND BASE REUSE FD				9,668.19		
HOUSING ADMINISTRATION	779686	OFFICE DEPOT	OFFICE SUPPLIES	210.93	10/17/2018	10/17/2018
HOUSING ADMINISTRATION	779686	OFFICE DEPOT	OFFICE SUPPLIES	84.32	10/17/2018	10/17/2018
HOUSING ADMINISTRATION	779686	OFFICE DEPOT	OFFICE SUPPLIES	74.73	10/17/2018	10/17/2018
HOUSING ADMINISTRATION	779686	OFFICE DEPOT	OFFICE SUPPLIES	35.74	10/17/2018	10/17/2018
HOUSING ADMINISTRATION	779686	OFFICE DEPOT	OFFICE SUPPLIES	576.76	10/17/2018	10/17/2018
HOUSING ADMINISTRATION	779686	OFFICE DEPOT	OFFICE SUPPLIES	30.90	10/17/2018	10/17/2018
HOUSING ADMINISTRATION	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	15.08	10/17/2018	10/17/2018
HOUSING ADMINISTRATION	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	543.22	10/17/2018	10/17/2018
HOUSING ADMINISTRATION	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	894.27	10/17/2018	10/17/2018
Sub total of:HOUSING ADMINISTRATION				2,465.95		
OUTSIDE FUNDED SERVICES	779622	ENVIRONMENTAL RISK SERVICES CO	PACIFIC GAS AND ELECTRIC	2,260.00	10/17/2018	10/17/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
Sub total of:OUTSIDE FUNDED SERVICES				2,260.00		
STATE GAS TAX	779586	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	110.54	10/17/2018	10/17/2018
STATE GAS TAX	779586	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	36.84	10/17/2018	10/17/2018
STATE GAS TAX	779586	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	34.57	10/17/2018	10/17/2018
STATE GAS TAX	779586	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	110.54	10/17/2018	10/17/2018
STATE GAS TAX	779586	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	73.70	10/17/2018	10/17/2018
STATE GAS TAX	779586	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	34.57	10/17/2018	10/17/2018
STATE GAS TAX	779586	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	21.89	10/17/2018	10/17/2018
STATE GAS TAX	779586	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	118.07	10/17/2018	10/17/2018
STATE GAS TAX	779586	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	23.84	10/17/2018	10/17/2018
STATE GAS TAX	779684	O'CONNOR LUMBER-ACE HARDWAR	ELECTRICAL SUPPLIES	12.59	10/17/2018	10/17/2018
STATE GAS TAX	779695	PEOPLEREADY INC	SALARIES-PART TIME TEMP	282.80	10/17/2018	10/17/2018
STATE GAS TAX	779695	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,238.80	10/17/2018	10/17/2018
STATE GAS TAX	779695	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,238.80	10/17/2018	10/17/2018
STATE GAS TAX	779727	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	767.60	10/17/2018	10/17/2018
STATE GAS TAX	779727	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	1,412.52	10/17/2018	10/17/2018
STATE GAS TAX	779727	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	654.04	10/17/2018	10/17/2018
STATE GAS TAX	779727	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	112.04	10/17/2018	10/17/2018
STATE GAS TAX	779727	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	939.32	10/17/2018	10/17/2018
STATE GAS TAX	779727	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	138.27	10/17/2018	10/17/2018
STATE GAS TAX	779727	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	671.06	10/17/2018	10/17/2018
STATE GAS TAX	779727	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	128.03	10/17/2018	10/17/2018
STATE GAS TAX	779727	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	850.41	10/17/2018	10/17/2018
STATE GAS TAX	779727	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	387.32	10/17/2018	10/17/2018
STATE GAS TAX	779727	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	382.68	10/17/2018	10/17/2018
STATE GAS TAX	779727	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	865.87	10/17/2018	10/17/2018
STATE GAS TAX	779727	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	77.87	10/17/2018	10/17/2018
STATE GAS TAX	779727	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	1,306.54	10/17/2018	10/17/2018
STATE GAS TAX	779727	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	253.37	10/17/2018	10/17/2018
STATE GAS TAX	779734	UNDERGROUND SERVICE ALERT	GROUPS R/M SERVICES	4,927.54	10/17/2018	10/17/2018
STATE GAS TAX	779746	VIEWPOINT CRM,INC	ELECTRICAL SUPPLIES	1,429.00	10/17/2018	10/17/2018
STATE GAS TAX	779746	VIEWPOINT CRM,INC	ELECTRICAL SUPPLIES	338.00	10/17/2018	10/17/2018
STATE GAS TAX	779746	VIEWPOINT CRM,INC	GROUPS R/M SERVICES	676.00	10/17/2018	10/17/2018
STATE GAS TAX	779746	VIEWPOINT CRM,INC	GROUPS R/M SERVICES	1,767.00	10/17/2018	10/17/2018
Sub total of:STATE GAS TAX				21,422.03		
SOLID WASTE DISPOSAL	779611	DBA: SOLANO PRINT PLUS	PUBLICITY & ADVERTISING	727.73	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779611	DBA: SOLANO PRINT PLUS	USED OIL BLOCK GRANT	1,034.98	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779611	DBA: SOLANO PRINT PLUS	USED OIL BLOCK GRANT	291.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779614	MISC EMPLOYEE REIMBURSEMENT	MISC. EXPENSES	172.33	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779739	VALCORE RECYCLING INC	OTHER PROFESSIONAL SERV	650.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779739	VALCORE RECYCLING INC	DEPARTMENT OF CONSERVATIN	213.13	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	272.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	277.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	154.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	277.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	272.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	149.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	149.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	149.00	10/17/2018	10/17/2018

**City of Vallejo
Check Register**

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
SOLID WASTE DISPOSAL	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	149.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	149.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	149.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	149.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	149.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	149.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	149.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779744	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	149.00	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779750	WM CURBSIDE, LLC	OTHER PROFESSIONAL SERV	744.62	10/17/2018	10/17/2018
SOLID WASTE DISPOSAL	779751	WOLF MEDICAL SUPPLY, INC	OTHER PROFESSIONAL SERV	3,628.24	10/17/2018	10/17/2018
Sub total of:SOLID WASTE DISPOSAL				10,353.03		
ASSET SEIZURE PROGRAM	779619	EAN SERVICES	TRAINING & CONFERENCES	249.99	10/17/2018	10/17/2018
Sub total of:ASSET SEIZURE PROGRAM				249.99		
CAPITAL OUTLAY FUND	779572	ALL CREATURES VETERINARY HOSP	MEASURE B FUND	1,635.00	10/17/2018	10/17/2018
CAPITAL OUTLAY FUND	779587	BAYSIDE VETERINARY HOSPITAL	MEASURE B FUND	1,410.00	10/17/2018	10/17/2018
CAPITAL OUTLAY FUND	779598	BROADWAY PET HOSPITAL INC	MEASURE B FUND	230.00	10/17/2018	10/17/2018
CAPITAL OUTLAY FUND	779617	DRAKE HAGLAN AND ASSOCIATES,IN	OTHER PROFESSIONAL SERV	159.95	10/17/2018	10/17/2018
CAPITAL OUTLAY FUND	779705	MISC ACCOUNTS PAYABLE	OTHER PROFESSIONAL SERV	97.50	10/17/2018	10/17/2018
CAPITAL OUTLAY FUND	779677	MOTOROLA SOLUTIONS,INC	COMPUTER EQUIPMENT	127,046.25	10/17/2018	10/17/2018
CAPITAL OUTLAY FUND	779698	PLACEWORKS	GENERAL PLAN UPDATE	3,098.25	10/17/2018	10/17/2018
CAPITAL OUTLAY FUND	779720	SOLUTIONS FOR AT RISK YOUTH, INC	FIREFIGHTER YOUTH ACADEMY	2,589.85	10/17/2018	10/17/2018
CAPITAL OUTLAY FUND	779727	SYAR INDUSTRIES, INC. - NAPA	STREET R/M SERVICES	389.64	10/17/2018	10/17/2018
CAPITAL OUTLAY FUND	779727	SYAR INDUSTRIES, INC. - NAPA	STREET R/M SERVICES	1,502.56	10/17/2018	10/17/2018
CAPITAL OUTLAY FUND	779727	SYAR INDUSTRIES, INC. - NAPA	STREET R/M SERVICES	385.00	10/17/2018	10/17/2018
CAPITAL OUTLAY FUND	779727	SYAR INDUSTRIES, INC. - NAPA	STREET R/M SERVICES	974.54	10/17/2018	10/17/2018
CAPITAL OUTLAY FUND	779727	SYAR INDUSTRIES, INC. - NAPA	STREET R/M SERVICES	381.14	10/17/2018	10/17/2018
CAPITAL OUTLAY FUND	779747	VIRTRA SYSTEMS	TRAINING & CONFERENCES	148,915.08	10/17/2018	10/17/2018
CAPITAL OUTLAY FUND	779747	VIRTRA SYSTEMS	TRAINING & CONFERENCES	6,271.14	10/17/2018	10/17/2018
Sub total of:CAPITAL OUTLAY FUND				295,085.90		
TRAFFIC CONGESTION RELIEF	779628	FRANK P LODUCA	SITE IMPROVEMENTS	2,969.17	10/17/2018	10/17/2018
Sub total of:TRAFFIC CONGESTION RELIEF				2,969.17		
CAPITAL GRANT & CONTRIBTN	779617	DRAKE HAGLAN AND ASSOCIATES,IN	SITE IMPROVEMENTS	1,234.58	10/17/2018	10/17/2018
CAPITAL GRANT & CONTRIBTN	779628	FRANK P LODUCA	SITE IMPROVEMENTS	26,722.53	10/17/2018	10/17/2018
CAPITAL GRANT & CONTRIBTN	779705	MISC ACCOUNTS PAYABLE	SITE IMPROVEMENTS	752.50	10/17/2018	10/17/2018
CAPITAL GRANT & CONTRIBTN	779693	PARISI TRANSPORTATION CONSULTI	SITE IMPROVEMENTS	44,340.80	10/17/2018	10/17/2018
Sub total of:CAPITAL GRANT & CONTRIBTN				73,050.41		
WATER	779574	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	211.46	10/17/2018	10/17/2018
WATER	779574	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	430.00	10/17/2018	10/17/2018
WATER	779574	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	180.00	10/17/2018	10/17/2018
WATER	779574	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	40.00	10/17/2018	10/17/2018
WATER	779574	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	17.50	10/17/2018	10/17/2018
WATER	779574	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	40.00	10/17/2018	10/17/2018
WATER	779577	AMERICAN MESSAGING	TELECOMMUNICATIONS	35.21	10/17/2018	10/17/2018
WATER	779577	AMERICAN MESSAGING	TELECOMMUNICATIONS	44.90	10/17/2018	10/17/2018
WATER	779581	ASSOCIATION OF BAY AREA GOVERN	GAS & ELECTRICITY	8,857.85	10/17/2018	10/17/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
WATER	779581	ASSOCIATION OF BAY AREA GOVERN	GAS & ELECTRICITY	68.80	10/17/2018	10/17/2018
WATER	779583	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	641.15	10/17/2018	10/17/2018
WATER	779583	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	591.90	10/17/2018	10/17/2018
WATER	779583	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	58.12	10/17/2018	10/17/2018
WATER	779583	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	766.13	10/17/2018	10/17/2018
WATER	779583	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	215.10	10/17/2018	10/17/2018
WATER	779583	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	577.85	10/17/2018	10/17/2018
WATER	779589	BERT WILLIAMS & SONS INC.	OTHER R/M SUPPLIES	14.64	10/17/2018	10/17/2018
WATER	779593	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	1,233.27	10/17/2018	10/17/2018
WATER	779593	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	607.05	10/17/2018	10/17/2018
WATER	779602	CCP INDUSTRIES	MISC SUPPLIES	364.22	10/17/2018	10/17/2018
WATER	779613	DEPT OF FORESTRY & FIRE PROTEC	GROUNDS R/M SERVICES	685.20	10/17/2018	10/17/2018
WATER	779613	DEPT OF FORESTRY & FIRE PROTEC	GROUNDS R/M SERVICES	456.80	10/17/2018	10/17/2018
WATER	779623	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	46.68	10/17/2018	10/17/2018
WATER	779623	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	280.00	10/17/2018	10/17/2018
WATER	779627	FLEET SOLUTIONS, LLC	COMPUTER SUPPLIES	134.34	10/17/2018	10/17/2018
WATER	779627	FLEET SOLUTIONS, LLC	COMPUTER SUPPLIES	134.34	10/17/2018	10/17/2018
WATER	779634	HACH COMPANY	OTHER SUPPLIES	2,476.08	10/17/2018	10/17/2018
WATER	779635	HALLS SAFE LOCK & ALARM CO	GENERAL R/M SUPPLIES	21.67	10/17/2018	10/17/2018
WATER	779635	HALLS SAFE LOCK & ALARM CO	GENERAL R/M SUPPLIES	475.00	10/17/2018	10/17/2018
WATER	779643	INDUSTRIAL SAFETY SUPPLY	SAFETY TRAINING SUPPLIES	3,385.98	10/17/2018	10/17/2018
WATER	779648	JAYGAV EMBROIDERY	OTHER SUPPLIES	142.09	10/17/2018	10/17/2018
WATER	779648	JAYGAV EMBROIDERY	OTHER SUPPLIES	32.24	10/17/2018	10/17/2018
WATER	779648	JAYGAV EMBROIDERY	OTHER SUPPLIES	179.74	10/17/2018	10/17/2018
WATER	779648	JAYGAV EMBROIDERY	OTHER R/M SUPPLIES	37.99	10/17/2018	10/17/2018
WATER	779648	JAYGAV EMBROIDERY	OTHER R/M SUPPLIES	180.63	10/17/2018	10/17/2018
WATER	779648	JAYGAV EMBROIDERY	OTHER R/M SUPPLIES	154.18	10/17/2018	10/17/2018
WATER	779648	JAYGAV EMBROIDERY	OTHER SUPPLIES	186.31	10/17/2018	10/17/2018
WATER	779648	JAYGAV EMBROIDERY	CLOTHING & UNIFORMS	180.00	10/17/2018	10/17/2018
WATER	779656	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	250.00	10/17/2018	10/17/2018
WATER	779660	KUBRA DATA TRANSFER LTD	POSTAGE & MAILING	512.00	10/17/2018	10/17/2018
WATER	779660	KUBRA DATA TRANSFER LTD	POSTAGE & MAILING	2,247.94	10/17/2018	10/17/2018
WATER	779660	KUBRA DATA TRANSFER LTD	POSTAGE & MAILING	9,500.26	10/17/2018	10/17/2018
WATER	779670	MCMaster-CARR SUPPLY COMPAN	GENERAL R/M SUPPLIES	139.13	10/17/2018	10/17/2018
WATER	779670	MCMaster-CARR SUPPLY COMPAN	GENERAL R/M SUPPLIES	347.06	10/17/2018	10/17/2018
WATER	779670	MCMaster-CARR SUPPLY COMPAN	GENERAL R/M SUPPLIES	525.42	10/17/2018	10/17/2018
WATER	779670	MCMaster-CARR SUPPLY COMPAN	OTHER R/M SUPPLIES	40.57	10/17/2018	10/17/2018
WATER	779674	MINUTEMAN PRESS	OFFICE SUPPLIES	37.06	10/17/2018	10/17/2018
WATER	779674	MINUTEMAN PRESS	OFFICE SUPPLIES	259.60	10/17/2018	10/17/2018
WATER	779674	MINUTEMAN PRESS	OFFICE SUPPLIES	37.07	10/17/2018	10/17/2018
WATER	779652	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	120.00	10/17/2018	10/17/2018
WATER	779676	MODSPACE	MACHINERY & EQUIP RENTAL	114.92	10/17/2018	10/17/2018
WATER	779679	NAPA VALLEY ENGRAVING	OFFICE SUPPLIES	13.74	10/17/2018	10/17/2018
WATER	779682	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP.	460.16	10/17/2018	10/17/2018
WATER	779682	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP.	1,035.36	10/17/2018	10/17/2018
WATER	779682	NELSON FAMILY OF COMPANIES	OTHER PROFESSIONAL SERV	455.40	10/17/2018	10/17/2018
WATER	779682	NELSON FAMILY OF COMPANIES	OTHER PROFESSIONAL SERV	455.40	10/17/2018	10/17/2018
WATER	779684	O'CONNOR LUMBER-ACE HARDWAR	LABORATORY SUPPLIES	47.06	10/17/2018	10/17/2018
WATER	779688	PACE SUPPLY CORPORATION	GENERAL R/M SUPPLIES	515.15	10/17/2018	10/17/2018
WATER	779688	PACE SUPPLY CORPORATION	GENERAL R/M SUPPLIES	24.37	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	20.94	10/17/2018	10/17/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	9.86	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	5,343.99	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	278.15	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	21.90	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	27.79	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	137.99	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	826.43	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	44.03	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	102,615.61	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	17.20	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	48.15	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	19.06	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	1,062.92	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	387.20	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	197.47	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	270.28	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	16.45	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	10.19	10/17/2018	10/17/2018
WATER	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	15.14	10/17/2018	10/17/2018
WATER	779692	PACIFIC STORAGE	OTHER SERVICES	100.25	10/17/2018	10/17/2018
WATER	779695	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,300.00	10/17/2018	10/17/2018
WATER	779695	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,300.00	10/17/2018	10/17/2018
WATER	779695	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,300.00	10/17/2018	10/17/2018
WATER	779697	PHASE ONE FIRE	OTHER SERVICES	2,800.00	10/17/2018	10/17/2018
WATER	779699	PLATT ELECTRIC SUPPLY	OTHER R/M SUPPLIES	319.15	10/17/2018	10/17/2018
WATER	779701	PRAXAIR DISTRIBUTION INC.	GENERAL R/M SUPPLIES	69.75	10/17/2018	10/17/2018
WATER	779703	PROFORMA ELEMENT3	CLOTHING & UNIFORMS	153.06	10/17/2018	10/17/2018
WATER	779703	PROFORMA ELEMENT3	CLOTHING & UNIFORMS	170.08	10/17/2018	10/17/2018
WATER	779718	SOLANO COUNTY RESOURCE MANA	GENERAL R/M SUPPLIES	704.00	10/17/2018	10/17/2018
WATER	779734	UNDERGROUND SERVICE ALERT	DUES & PUBLICATIONS	4,000.00	10/17/2018	10/17/2018
WATER	779734	UNDERGROUND SERVICE ALERT	OTHER SERVICES	927.54	10/17/2018	10/17/2018
WATER	779735	UNITED PARCEL SERVICE	POSTAGE & MAILING	4.03	10/17/2018	10/17/2018
WATER	779736	UNIVAR USA INC.	CHEMICAL SUPPLIES	3,041.30	10/17/2018	10/17/2018
WATER	779737	UNIVERSAL BUILDING SERVICES	BUILDING R & M SERVICES	2,066.15	10/17/2018	10/17/2018
WATER	779737	UNIVERSAL BUILDING SERVICES	BUILDING R & M SERVICES	383.78	10/17/2018	10/17/2018
WATER	779738	UNIVERSITY OF CALIFORNIA, BERKE	TRAINING & CONFERENCES	300.00	10/17/2018	10/17/2018
WATER	779740	VALLEJO ALOHA SAW AND MOWER	GROUNDS R/M SERVICES	53.76	10/17/2018	10/17/2018
WATER	779745	VICTORY STORES INC	OTHER R/M SUPPLIES	227.52	10/17/2018	10/17/2018
WATER	779749	W W GRAINGER INC.	OTHER R/M SUPPLIES	95.34	10/17/2018	10/17/2018
WATER	779752	WORK WORLD AMERICA INC	OTHER R/M SUPPLIES	200.00	10/17/2018	10/17/2018
Sub total of:WATER				172,208.55		
TRAVIS WATER OPERATING	779574	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	211.46	10/17/2018	10/17/2018
TRAVIS WATER OPERATING	779574	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	95.00	10/17/2018	10/17/2018
TRAVIS WATER OPERATING	779574	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	17.50	10/17/2018	10/17/2018
TRAVIS WATER OPERATING	779583	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	174.36	10/17/2018	10/17/2018
TRAVIS WATER OPERATING	779603	CLARK PEST CONTROL	BUILDING R & M SERVICES	89.00	10/17/2018	10/17/2018
TRAVIS WATER OPERATING	779623	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	140.00	10/17/2018	10/17/2018
TRAVIS WATER OPERATING	779623	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	46.66	10/17/2018	10/17/2018
TRAVIS WATER OPERATING	779678	NALCO COMPANY	CHEMICAL SUPPLIES	3,337.39	10/17/2018	10/17/2018
TRAVIS WATER OPERATING	779697	PHASE ONE FIRE	OTHER SERVICES	1,400.00	10/17/2018	10/17/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
TRAVIS WATER OPERATING	779699	PLATT ELECTRIC SUPPLY	GENERAL R/M SUPPLIES	58.93	10/17/2018	10/17/2018
Sub total of:TRAVIS WATER OPERATING				5,570.30		
GREEN VALLEY/CURRY LAKES	779574	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	189.58	10/17/2018	10/17/2018
GREEN VALLEY/CURRY LAKES	779574	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	330.00	10/17/2018	10/17/2018
GREEN VALLEY/CURRY LAKES	779574	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	15.00	10/17/2018	10/17/2018
GREEN VALLEY/CURRY LAKES	779574	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	20.00	10/17/2018	10/17/2018
GREEN VALLEY/CURRY LAKES	779574	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	170.00	10/17/2018	10/17/2018
GREEN VALLEY/CURRY LAKES	779583	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	58.12	10/17/2018	10/17/2018
GREEN VALLEY/CURRY LAKES	779583	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	58.37	10/17/2018	10/17/2018
GREEN VALLEY/CURRY LAKES	779603	CLARK PEST CONTROL	BUILDING R & M SERVICES	93.00	10/17/2018	10/17/2018
GREEN VALLEY/CURRY LAKES	779613	DEPT OF FORESTRY & FIRE PROTEC	GROUNDS R/M SERVICES	228.40	10/17/2018	10/17/2018
GREEN VALLEY/CURRY LAKES	779613	DEPT OF FORESTRY & FIRE PROTEC	GROUNDS R/M SERVICES	456.80	10/17/2018	10/17/2018
GREEN VALLEY/CURRY LAKES	779623	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	46.66	10/17/2018	10/17/2018
GREEN VALLEY/CURRY LAKES	779623	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	280.00	10/17/2018	10/17/2018
GREEN VALLEY/CURRY LAKES	779623	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	140.00	10/17/2018	10/17/2018
GREEN VALLEY/CURRY LAKES	779635	HALLS SAFE LOCK & ALARM CO	OTHER SERVICES	315.00	10/17/2018	10/17/2018
GREEN VALLEY/CURRY LAKES	779635	HALLS SAFE LOCK & ALARM CO	GENERAL R/M SUPPLIES	6.47	10/17/2018	10/17/2018
GREEN VALLEY/CURRY LAKES	779688	PACE SUPPLY CORPORATION	GENERAL R/M SUPPLIES	1,836.96	10/17/2018	10/17/2018
Sub total of:GREEN VALLEY/CURRY LAKES				4,244.36		
WATER FAC TAX/CONNECT FEE	779636	HDR ENGINEERING, INC.	LAKE CURRY DAM IMP PROJ	9,097.30	10/17/2018	10/17/2018
WATER FAC TAX/CONNECT FEE	779704	R E SMITH CONTRACTOR, INC.	GRIP PUMP CONVERSION PROJ	3,844.47	10/17/2018	10/17/2018
Sub total of:WATER FAC TAX/CONNECT FEE				12,941.77		
LAKES CAPITAL FUND	779590	BKF ENGINEERS	LADGEWOOD CREEK PIPELINE	2,000.00	10/17/2018	10/17/2018
LAKES CAPITAL FUND	779600	CALIFORNIA TRENCHLESS INC.	LADGEWOOD CREEK PIPELINE	4,124.60	10/17/2018	10/17/2018
Sub total of:LAKES CAPITAL FUND				6,124.60		
MARINA	779581	ASSOCIATION OF BAY AREA GOVERN	GAS & ELECTRICITY	76.11	10/17/2018	10/17/2018
MARINA	779709	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	172.02	10/17/2018	10/17/2018
Sub total of:MARINA				248.13		
VJO STATION PRKG STRCTURE	779601	CAROLLO ENGINEERS, INC	OTHER SERVICES	1,932.68	10/17/2018	10/17/2018
VJO STATION PRKG STRCTURE	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	2,756.14	10/17/2018	10/17/2018
VJO STATION PRKG STRCTURE	779721	SP PLUS CORPORATION	OTHER SERVICES	14,904.49	10/17/2018	10/17/2018
VJO STATION PRKG STRCTURE	779726	SVT GRUPPE, INC.	SECURITY SERVICES	23,030.70	10/17/2018	10/17/2018
VJO STATION PRKG STRCTURE	779726	SVT GRUPPE, INC.	SECURITY SERVICES	31,042.50	10/17/2018	10/17/2018
VJO STATION PRKG STRCTURE	779732	T2 SYSTEMS CANADA INC	FIELD EQUIPMENT	2,555.50	10/17/2018	10/17/2018
VJO STATION PRKG STRCTURE	779732	T2 SYSTEMS CANADA INC	FIELD EQUIPMENT	2,854.00	10/17/2018	10/17/2018
VJO STATION PRKG STRCTURE	779743	VALLEJO SANITATION & FLOOD	WASTE DISPOSAL	299.14	10/17/2018	10/17/2018
Sub total of:VJO STATION PRKG STRCTURE				79,375.15		
CORPORATION SHOP	779569	ABE ARENS BROTHERS ENVIRONME	FUEL & LUBE SUPPLIES	107.60	10/17/2018	10/17/2018
CORPORATION SHOP	779575	ALTEC INDUSTRIES INC.	VEHICLE SUPPLIES	111.41	10/17/2018	10/17/2018
CORPORATION SHOP	779576	AMERICAN CANYON TIRE	VEHICLE SUPPLIES	834.45	10/17/2018	10/17/2018
CORPORATION SHOP	779576	AMERICAN CANYON TIRE	VEHICLE SUPPLIES	909.41	10/17/2018	10/17/2018
CORPORATION SHOP	779576	AMERICAN CANYON TIRE	VEHICLE SUPPLIES	410.46	10/17/2018	10/17/2018
CORPORATION SHOP	779579	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	177.43	10/17/2018	10/17/2018
CORPORATION SHOP	779579	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	177.43	10/17/2018	10/17/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
CORPORATION SHOP	779579	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	177.43	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	27.07	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	19.48	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	39.23	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	18.94	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	9.20	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	15.32	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	9.93	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	51.47	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	(51.47)	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	7.30	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	24.43	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	34.64	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	16.19	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	22.18	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	17.67	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	10.88	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	9.79	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	99.51	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	194.86	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	17.33	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	48.60	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	385.77	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	22.30	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	132.12	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	340.15	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	10.90	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	10.72	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	16.09	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	68.43	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	22.25	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	261.62	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	21.62	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	21.11	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	23.84	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	9.49	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	21.66	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	8.66	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	(8.66)	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	(68.43)	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	(52.02)	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	43.24	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	37.75	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	7.28	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	55.22	10/17/2018	10/17/2018
CORPORATION SHOP	779589	BERT WILLIAMS & SONS INC.	AUTO R/M SERVICES	36.83	10/17/2018	10/17/2018
CORPORATION SHOP	779599	BUCHANAN AUTO ELECTRIC, INC	VEHICLE SUPPLIES	151.22	10/17/2018	10/17/2018
CORPORATION SHOP	779599	BUCHANAN AUTO ELECTRIC, INC	VEHICLE SUPPLIES	151.22	10/17/2018	10/17/2018
CORPORATION SHOP	779599	BUCHANAN AUTO ELECTRIC, INC	VEHICLE SUPPLIES	402.06	10/17/2018	10/17/2018
CORPORATION SHOP	779624	EXPRESS AUTO UPHOLSTERY	VEHICLE SUPPLIES	378.38	10/17/2018	10/17/2018
CORPORATION SHOP	779624	EXPRESS AUTO UPHOLSTERY	VEHICLE SUPPLIES	189.19	10/17/2018	10/17/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
CORPORATION SHOP	779625	FACTORY MOTOR PARTS	VEHICLE SUPPLIES	521.83	10/17/2018	10/17/2018
CORPORATION SHOP	779629	G.D. NIELSON CONSTRUCTION INC	RADIO R/M SERVICES	425.00	10/17/2018	10/17/2018
CORPORATION SHOP	779629	G.D. NIELSON CONSTRUCTION INC	RADIO R/M SERVICES	425.00	10/17/2018	10/17/2018
CORPORATION SHOP	779631	GCR TIRES & SERVICE	VEHICLE SUPPLIES	828.56	10/17/2018	10/17/2018
CORPORATION SHOP	779631	GCR TIRES & SERVICE	VEHICLE SUPPLIES	1,111.38	10/17/2018	10/17/2018
CORPORATION SHOP	779632	GENERAL EQUIPMENT MAINT LLC	VEHICLE SUPPLIES	458.20	10/17/2018	10/17/2018
CORPORATION SHOP	779638	HI-TECH E V S, INC	VEHICLE SUPPLIES	342.37	10/17/2018	10/17/2018
CORPORATION SHOP	779642	HUNT & SONS, INC.	FUEL & LUBE SUPPLIES	22,467.96	10/17/2018	10/17/2018
CORPORATION SHOP	779642	HUNT & SONS, INC.	FUEL & LUBE SUPPLIES	22.00	10/17/2018	10/17/2018
CORPORATION SHOP	779642	HUNT & SONS, INC.	FUEL & LUBE SUPPLIES	22.00	10/17/2018	10/17/2018
CORPORATION SHOP	779642	HUNT & SONS, INC.	FUEL & LUBE SUPPLIES	819.00	10/17/2018	10/17/2018
CORPORATION SHOP	779642	HUNT & SONS, INC.	FUEL & LUBE SUPPLIES	22.00	10/17/2018	10/17/2018
CORPORATION SHOP	779642	HUNT & SONS, INC.	FUEL & LUBE SUPPLIES	22.00	10/17/2018	10/17/2018
CORPORATION SHOP	779645	INTERSTATE BATTERIES OF TRI-VALL	VEHICLE SUPPLIES	800.89	10/17/2018	10/17/2018
CORPORATION SHOP	779646	IRON STEED HARLEY-DAVIDSON	VEHICLE SUPPLIES	291.72	10/17/2018	10/17/2018
CORPORATION SHOP	779648	JAYGAV EMBROIDERY	CLOTHING & UNIFORMS	30.40	10/17/2018	10/17/2018
CORPORATION SHOP	779662	LAWSON PRODUCTS, INC	VEHICLE SUPPLIES	181.11	10/17/2018	10/17/2018
CORPORATION SHOP	779683	NIXON-EGLI EXCHANGE, LLC	VEHICLE SUPPLIES	44.29	10/17/2018	10/17/2018
CORPORATION SHOP	779684	O'CONNOR LUMBER-ACE HARDWAR	EQUIPMENT R/M SERVICES	30.31	10/17/2018	10/17/2018
CORPORATION SHOP	779685	O'REILLY AUTO PARTS	VEHICLE SUPPLIES	18.41	10/17/2018	10/17/2018
CORPORATION SHOP	779685	O'REILLY AUTO PARTS	VEHICLE SUPPLIES	50.93	10/17/2018	10/17/2018
CORPORATION SHOP	779685	O'REILLY AUTO PARTS	VEHICLE SUPPLIES	3.81	10/17/2018	10/17/2018
CORPORATION SHOP	779685	O'REILLY AUTO PARTS	VEHICLE SUPPLIES	16.55	10/17/2018	10/17/2018
CORPORATION SHOP	779685	O'REILLY AUTO PARTS	AUTO R/M SERVICES	46.36	10/17/2018	10/17/2018
CORPORATION SHOP	779689	PACIFIC AUTO SALVAGE, INC.	AUTO R/M SERVICES	438.92	10/17/2018	10/17/2018
CORPORATION SHOP	779695	PEOPLEREADY INC	SALARIES-PART TIME TEMP	757.35	10/17/2018	10/17/2018
CORPORATION SHOP	779695	PEOPLEREADY INC	SALARIES-PART TIME TEMP	807.84	10/17/2018	10/17/2018
CORPORATION SHOP	779696	PETERSON POWER SYSTEM, INC.	VEHICLE SUPPLIES	59.61	10/17/2018	10/17/2018
CORPORATION SHOP	779700	POWER PLAN	VEHICLE SUPPLIES	251.45	10/17/2018	10/17/2018
CORPORATION SHOP	779700	POWER PLAN	VEHICLE SUPPLIES	37.99	10/17/2018	10/17/2018
CORPORATION SHOP	779711	RON DUPRATT FORD	VEHICLE SUPPLIES	29.25	10/17/2018	10/17/2018
CORPORATION SHOP	779711	RON DUPRATT FORD	VEHICLE SUPPLIES	53.59	10/17/2018	10/17/2018
CORPORATION SHOP	779711	RON DUPRATT FORD	VEHICLE SUPPLIES	53.59	10/17/2018	10/17/2018
CORPORATION SHOP	779711	RON DUPRATT FORD	VEHICLE SUPPLIES	74.10	10/17/2018	10/17/2018
CORPORATION SHOP	779711	RON DUPRATT FORD	VEHICLE SUPPLIES	19.68	10/17/2018	10/17/2018
CORPORATION SHOP	779731	TRIMON INC	VEHICLE SUPPLIES	(77.76)	10/17/2018	10/17/2018
CORPORATION SHOP	779731	TRIMON INC	VEHICLE SUPPLIES	(77.76)	10/17/2018	10/17/2018
CORPORATION SHOP	779731	TRIMON INC	VEHICLE SUPPLIES	37.84	10/17/2018	10/17/2018
CORPORATION SHOP	779731	TRIMON INC	VEHICLE SUPPLIES	4.30	10/17/2018	10/17/2018
CORPORATION SHOP	779731	TRIMON INC	VEHICLE SUPPLIES	118.05	10/17/2018	10/17/2018
CORPORATION SHOP	779731	TRIMON INC	VEHICLE SUPPLIES	14.89	10/17/2018	10/17/2018
CORPORATION SHOP	779731	TRIMON INC	VEHICLE SUPPLIES	59.44	10/17/2018	10/17/2018
CORPORATION SHOP	779740	VALLEJO ALOHA SAW AND MOWER	VEHICLE SUPPLIES	8.78	10/17/2018	10/17/2018
CORPORATION SHOP	779740	VALLEJO ALOHA SAW AND MOWER	VEHICLE SUPPLIES	87.26	10/17/2018	10/17/2018
CORPORATION SHOP	779741	VALLEJO AUTO PARTS	VEHICLE SUPPLIES	42.78	10/17/2018	10/17/2018
CORPORATION SHOP	779741	VALLEJO AUTO PARTS	VEHICLE SUPPLIES	109.16	10/17/2018	10/17/2018
CORPORATION SHOP	779749	W W GRAINGER INC.	VEHICLE SUPPLIES	210.03	10/17/2018	10/17/2018
CORPORATION SHOP	779749	W W GRAINGER INC.	GENERAL R/M SUPPLIES	21.72	10/17/2018	10/17/2018
Sub total of:CORPORATION SHOP				38,392.36		
SELF INSURANCE	779708	RESTORATION MANAGEMENT COMP	OTHER PROFESSIONAL SERV	14,904.75	10/17/2018	10/17/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15
SELF INSURANCE	779730	TMI CONSULTING, INC.	OTHER SERVICES	1,216.00	10/17/2018	10/17/2018
SELF INSURANCE	779754	YORK RISK SERVICES GROUP INC	CLAIM ADMINISTRATOR FEES	16,958.83	10/17/2018	10/17/2018
SELF INSURANCE	779754	YORK RISK SERVICES GROUP INC	CLAIM ADMINISTRATOR FEES	16,958.83	10/17/2018	10/17/2018
SELF INSURANCE	779754	YORK RISK SERVICES GROUP INC	CLAIM ADMINISTRATOR FEES	16,958.83	10/17/2018	10/17/2018
Sub total of:SELF INSURANCE				66,997.24		
ADMINISTRATIVE FUND	779725	STITCHING SOLUTIONS EMBROIDER	POLICE-VOLUNTEER PROGRAM	494.19	10/17/2018	10/17/2018
Sub total of:ADMINISTRATIVE FUND				494.19		
PAYROLL BENEFITS	779748	VISION SERVICE PLAN (CA)	VISION INSURANCE	9,857.40	10/17/2018	10/17/2018
Sub total of:PAYROLL BENEFITS				9,857.40		
RD OBLIGATION RETIRMT ADM	779591	BLX GROUP LLC	DEBT SVC ADMIN	1,800.00	10/17/2018	10/17/2018
RD OBLIGATION RETIRMT ADM	779691	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	53.90	10/17/2018	10/17/2018
Sub total of:RD OBLIGATION RETIRMT ADM				1,853.90		
Grand Total:				\$1,090,467.41		

**City of Vallejo
Check Register**

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
GENERAL FUND	779761	ACCESS INFORMATION	OTHER SERVICES	455.73	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779764	ALHAMBRA & SIERRA SPRINGS	OFFICE SUPPLIES	80.16	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779771	ARAMARK UNIFORM SERVICES, INC	CLEANING & JANITORIAL	97.80	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779771	ARAMARK UNIFORM SERVICES, INC	CLEANING & JANITORIAL	96.69	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779774	AVERY ASSOCIATES	OTHER PROFESSIONAL SERV	5,500.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779778	BOB'S TOW SERVICE, INC	OTHER SERVICES	8,155.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	301.75	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	644.33	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	124.25	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	1,708.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	852.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	681.60	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	1,408.64	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779779	BOLT STAFFING SERVICE INC	OTHER PROFESSIONAL SERV	1,533.60	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779780	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	1,298.40	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779783	CALL ONE INC	OTHER SUPPLIES	281.78	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779786	CELLEBRITE, INC.	EQUIPMENT R/M SERVICES	3,700.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779789	CIVIC FOUNDRY, LLC	BLOOMBERG MAYOR'S CHALENG	10,000.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779790	CLARK PEST CONTROL	BUILDING R & M SERVICES	85.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779790	CLARK PEST CONTROL	BUILDING R & M SERVICES	106.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779790	CLARK PEST CONTROL	BUILDING R & M SERVICES	128.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779790	CLARK PEST CONTROL	BUILDING R & M SERVICES	138.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779791	COAST LANDSCAPE MANAGEMENT	GROUNDS R/M SERVICES	5,000.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779793	COLE SUPPLY COMPANY, INC	CLEANING SUPPLIES	230.80	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779793	COLE SUPPLY COMPANY, INC	CLEANING SUPPLIES	232.79	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779793	COLE SUPPLY COMPANY, INC	OTHER SUPPLIES	25.73	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779794	COMPLETE WELDER SUPPLY, INC.	OTHER R/M SUPPLIES	409.49	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779796	CONTINUING EDUC OF THE BAR	LAW LIBRARY PUBLICATIONS	206.74	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779796	CONTINUING EDUC OF THE BAR	LAW LIBRARY PUBLICATIONS	260.93	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779797	CORDICO PSYCHOLOGICAL CORPO	RECRUITMENT SERVICES	400.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779797	CORDICO PSYCHOLOGICAL CORPO	RECRUITMENT SERVICES	800.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779799	COUNTY OF LOS ANGELES	OTHER PROFESSIONAL SERV	675.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779799	COUNTY OF LOS ANGELES	OTHER PROFESSIONAL SERV	2,025.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779800	CSI PAINT	GENERAL R/M SUPPLIES	1,050.97	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779800	CSI PAINT	GENERAL R/M SUPPLIES	1,858.31	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779802	DAY WIRELESS SYSTEMS	BUILDING R & M SERVICES	3,134.20	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779802	DAY WIRELESS SYSTEMS	RADIO R/M SERVICES	562.50	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779802	DAY WIRELESS SYSTEMS	RADIO R/M SERVICES	300.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779803	DREAM RIDE ENGINEERING INC	OTHER SERVICES	120.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779806	DYNELLE JONES	K-9	539.84	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779811	EMPLOYMENT SCREENING RESOUR	PHYSICAL EXAMS	417.50	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779815	FEDERAL EXPRESS	POSTAGE & MAILING	11.47	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779816	FLASH COMMERCIAL DETECTION SY	BUILDING R & M SERVICES	660.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779816	FLASH COMMERCIAL DETECTION SY	BUILDING R & M SERVICES	330.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779817	FLEET SOLUTIONS, LLC	OTHER SERVICES	291.07	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779817	FLEET SOLUTIONS, LLC	OTHER SERVICES	279.60	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779817	FLEET SOLUTIONS, LLC	OTHER SERVICES	179.12	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779820	FOSTER LUMBER YARDS, INC	GENERAL R/M SUPPLIES	105.36	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779823	HALLS SAFE LOCK & ALARM CO	BUILDING R & M SERVICES	90.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779823	HALLS SAFE LOCK & ALARM CO	BUILDING R & M SERVICES	90.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779823	HALLS SAFE LOCK & ALARM CO	BUILDING R & M SERVICES	90.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779823	HALLS SAFE LOCK & ALARM CO	BUILDING R & M SERVICES	120.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779826	HEALTH CARE VISIONS	OTHER PROFESSIONAL SERV	2,500.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779827	HOUSE OF ACTS	GROUNDS R/M SERVICES	3,372.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779827	HOUSE OF ACTS	GROUNDS R/M SERVICES	1,884.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779831	INLAND BUSINESS MACHINES, INC	GEN SVC - COPIER	176.68	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779831	INLAND BUSINESS MACHINES, INC	MACHINERY & EQUIP RENTAL	21.76	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779832	ISLAND ENERGY	GAS & ELECTRICITY	3,726.50	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779834	JACK ANTHONY INDUSTRIES INC	OTHER SERVICES	36.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779834	JACK ANTHONY INDUSTRIES INC	OTHER SERVICES	1,368.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779836	JAYGAV EMBROIDERY	CLOTHING & UNIFORMS	180.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779837	JEFFREY A. BASSETT	OTHER SERVICES	396.64	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779838	JK SOFTWARE CONSULTANTS	OTHER PROFESSIONAL SERV	1,496.25	10/24/2018	10/24/2018	10/24/2018

City of Vallejo Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
GENERAL FUND	779838	JK SOFTWARE CONSULTANTS	OTHER PROFESSIONAL SERV	1,050.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779842	JOSHUA CAITHAM	OFFICIAL TRAVEL	57.76	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779843	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	800.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779843	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	160.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779843	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	2,400.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779843	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	320.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779843	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	312.50	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779843	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	480.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779843	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	640.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779844	KAISER PERMANENTE OHSS	PHYSICAL EXAMS	610.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779845	KELLY SERVICES INC	SALARIES-PART TIME TEMP.	1,167.60	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779845	KELLY SERVICES INC	SALARIES-PART TIME TEMP.	1,575.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779846	KELLY-MOORE PAINT CO., INC	BUILDING MATERIALS	19.82	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779846	KELLY-MOORE PAINT CO., INC	BUILDING MATERIALS	69.73	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779846	KELLY-MOORE PAINT CO., INC	BUILDING MATERIALS	9.74	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779846	KELLY-MOORE PAINT CO., INC	BUILDING MATERIALS	19.44	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779846	KELLY-MOORE PAINT CO., INC	BUILDING MATERIALS	21.34	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779849	KYLE WYLIE	K-9	185.94	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779850	L.N.CURTIS & SONS	CLOTHING & UNIFORMS	428.08	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779850	L.N.CURTIS & SONS	CLOTHING & UNIFORMS	994.88	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779850	L.N.CURTIS & SONS	OTHER SUPPLIES	1,525.92	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779853	LAW OFFICES OF BURKE, WILLIAMS,	LEGAL FEES	1,001.74	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779854	LAW OFFICES OF COLANTUONO.HIG	LEGAL FEES	728.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779856	LAW OFFICES OF RICHARDS WATSO	LEGAL FEES	880.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779858	LEAGUE OF CHEFS	OTHER SERVICES	1,222.03	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779859	LENNAR MARE ISLAND	OFFICE SPACE RENT	390.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779860	LEXISNEXIS	OTHER SERVICES	117.16	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779861	LEXISNEXIS MATTHEW BENDER	LAW LIBRARY PUBLICATIONS	29.80	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779861	LEXISNEXIS MATTHEW BENDER	LAW LIBRARY PUBLICATIONS	29.80	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779865	MARK GRAHAM	RECRUITMENT SERVICES	600.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779870	MINUTEMAN PRESS	PRINTING & BINDING	136.95	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779870	MINUTEMAN PRESS	OTHER SERVICES	214.16	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779928	MISC ACCOUNTS PAYABLE	TRAINING & CONFERENCES	250.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779808	MISC ACCOUNTS PAYABLE	MISC PLANNING REVENUE	234.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779833	MISC ACCOUNTS PAYABLE	PERMIT COORDINATION FEE	22.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779808	MISC ACCOUNTS PAYABLE	PERMIT COORDINATION FEE	40.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779833	MISC ACCOUNTS PAYABLE	GENERAL PLAN UPDATE FEE	38.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779808	MISC ACCOUNTS PAYABLE	GENERAL PLAN UPDATE FEE	67.50	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779808	MISC ACCOUNTS PAYABLE	MAPS	707.50	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779833	MISC ACCOUNTS PAYABLE	MINOR USE PERMIT	756.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779808	MISC ACCOUNTS PAYABLE	ENGINEERING FEES	398.50	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779848	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	57.36	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779866	MISC EMPLOYEE REIMBURSEMENT	TELECOMMUNICATIONS	60.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779805	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	370.42	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779872	MORGAN ALARM COMPANY, INC.	OTHER SERVICES	196.05	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779872	MORGAN ALARM COMPANY, INC.	OTHER SERVICES	111.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779873	MOTOROLA SOLUTIONS,INC	RADIO R/M SERVICES	1,394.79	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779874	MUNICIPAL RESOURCE GROUP LLC	CONTRACTED SERVICES	5,772.72	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779876	NAPA VALLEY COMMUNITY COLLEGE	TRAINING-POST REIMB.	364.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779876	NAPA VALLEY COMMUNITY COLLEGE	TRAINING-POST REIMB.	1,076.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779877	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP.	1,880.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779877	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP.	1,052.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779878	NET TRANSCRIPTS INC.	OTHER SERVICES	115.89	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779881	O'CONNOR LUMBER-ACE HARDWAR	GROUNDS R/M SERVICES	72.58	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779881	O'CONNOR LUMBER-ACE HARDWAR	OTHER SUPPLIES	28.17	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779881	O'CONNOR LUMBER-ACE HARDWAR	MISC. EXPENSES	81.01	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779881	O'CONNOR LUMBER-ACE HARDWAR	MISC. EXPENSES	9.72	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779882	OFFICE DEPOT	OFFICE SUPPLIES	225.31	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779882	OFFICE DEPOT	OFFICE SUPPLIES	18.41	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779882	OFFICE DEPOT	OFFICE SUPPLIES	151.66	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779882	OFFICE DEPOT	OFFICE SUPPLIES	141.79	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779882	OFFICE DEPOT	OFFICE SUPPLIES	54.18	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779882	OFFICE DEPOT	OFFICE SUPPLIES	236.68	10/24/2018	10/24/2018	10/24/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
GENERAL FUND	779882	OFFICE DEPOT	OFFICE SUPPLIES	3.87	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779882	OFFICE DEPOT	OFFICE SUPPLIES	57.80	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779882	OFFICE DEPOT	COMPUTER EQUIPMENT	231.16	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	7,096.74	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	15,383.59	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779887	PACIFIC STORAGE	OFFICE SUPPLIES	1.40	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779888	PARODI INVESTIGATIVE SOLUTIONS	RECRUITMENT SERVICES	2,400.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779889	PEARSON'S APPLIANCE INC	GENERAL R/M SUPPLIES	527.79	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779890	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,300.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779890	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,414.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779890	PEOPLEREADY INC	FOUNDATIONS R/M SERVICES	558.32	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779890	PEOPLEREADY INC	FOUNDATIONS R/M SERVICES	1,168.20	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779890	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,414.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779890	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,300.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779891	PITNEY BOWES PURCHASE POWER	POSTAGE	3,300.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779895	PREFERRED ALLIANCE INC	PHYSICAL EXAMS	42.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779898	R & S ERECTION OF VALLEJO, INC	BUILDING R & M SERVICES	618.50	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779899	RAY MORGAN COMPANY	MACHINERY & EQUIP RENTAL	2,084.89	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779901	ROCHESTER MIDLAND CORP.	BUILDING R & M SERVICES	474.03	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779901	ROCHESTER MIDLAND CORP.	CLEANING & JANITORIAL	531.69	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779901	ROCHESTER MIDLAND CORP.	CLEANING & JANITORIAL	208.05	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779901	ROCHESTER MIDLAND CORP.	CLEANING & JANITORIAL	300.51	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779901	ROCHESTER MIDLAND CORP.	CLEANING & JANITORIAL	184.94	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779902	SHERWIN WILLIAMS	BUILDING MATERIALS	8.31	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779904	SITEONE LANDSCAPE SUPPLY, LLC	OTHER SERVICES	2,885.96	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779906	STAPLES BUSINESS ADVANTAGE	CLEANING SUPPLIES	85.81	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779907	STEVE SHAIN	OTHER SUPPLIES	750.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779909	SUSAN G. MAYER	OTHER PROFESSIONAL SERV	4,856.25	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779910	SVT GRUPPE, INC.	OTHER SERVICES	67.20	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779911	T-MOBILE USA	OTHER SERVICES	51.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779915	TERRY SCHILLINGER	OFFICIAL TRAVEL	1,153.76	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779915	TERRY SCHILLINGER	OFFICIAL TRAVEL	(1,153.76)	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779915	TERRY SCHILLINGER	OFFICIAL TRAVEL	1,170.86	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779916	THE OFFICE CITY	OFFICE SUPPLIES	731.24	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779916	THE OFFICE CITY	OFFICE SUPPLIES	65.55	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779917	THOMSON WEST	LAW LIBRARY PUBLICATIONS	1,521.61	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779919	TOP DOG POLICE K9 TRAINING & CO	K-9	1,400.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779920	TRANSPORT PRODUCTS UNLIMITED	OTHER SUPPLIES	108.38	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779923	UNIVERSAL BUILDING SERVICES	CLEANING & JANITORIAL	87.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779923	UNIVERSAL BUILDING SERVICES	CLEANING & JANITORIAL	87.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779923	UNIVERSAL BUILDING SERVICES	CLEANING & JANITORIAL	5,312.65	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779929	VALLEJO CONV & VISITORS BUREAU	VJO TOURISM BID (FR TOT)	34,274.53	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779931	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	54.41	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779931	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	96.34	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779931	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	306.25	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779931	VALLEJO TIMES HERALD	PRINTING & BINDING	643.13	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779931	VALLEJO TIMES HERALD	MISC. EXPENSES	117.11	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779931	VALLEJO TIMES HERALD	PRINTING & BINDING	179.38	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779935	WARNER CONSULTING SERVICES	OTHER PROFESSIONAL SERV	660.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779935	WARNER CONSULTING SERVICES	OTHER PROFESSIONAL SERV	3,396.25	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779935	WARNER CONSULTING SERVICES	OTHER PROFESSIONAL SERV	1,105.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779937	WHEELER-SONOMA PRINTERS	PRINTING & BINDING	689.27	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779941	YOLO CANINE ACADEMY	K-9	90.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND	779941	YOLO CANINE ACADEMY	K-9	210.00	10/24/2018	10/24/2018	10/24/2018
Sub total of:GENERAL FUND				208,823.58			
GENERAL FUND MEASURE B	779777	BERT WILLIAMS & SONS INC.	TRAFFIC SIGNS & SIGNALS	70.12	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND MEASURE B	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	1,632.38	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND MEASURE B	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	1,632.38	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND MEASURE B	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	2,541.18	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND MEASURE B	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	2,541.18	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND MEASURE B	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	2,768.38	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND MEASURE B	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	1,632.38	10/24/2018	10/24/2018	10/24/2018

City of Vallejo Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
GENERAL FUND MEASURE B	779801	CSU SACRAMENTO SCHOLARSHIP C	TRAINING & CONFERENCES	399.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND MEASURE B	779818	FORCE SCIENCE INSITUTE, LTD.	TRAINING & CONFERENCES	3,300.00	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND MEASURE B	779835	JASON BAUER	TRAINING & CONFERENCES	5.66	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND MEASURE B	779839	JODI BROWN	TRAINING & CONFERENCES	5.66	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND MEASURE B	779890	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,238.80	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND MEASURE B	779890	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,161.38	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND MEASURE B	779902	SHERWIN WILLIAMS	TRAFFIC SIGNS & SIGNALS	2,094.24	10/24/2018	10/24/2018	10/24/2018
GENERAL FUND MEASURE B	779936	WESLEY SIMPSON	TRAINING-POST REIMB.	24.78	10/24/2018	10/24/2018	10/24/2018
Sub total of:GENERAL FUND MEASURE B				21,047.52			
COMMUNITY DEV BLOCK GRANT	779831	INLAND BUSINESS MACHINES, INC	OFFICE SUPPLIES	28.46	10/24/2018	10/24/2018	10/24/2018
COMMUNITY DEV BLOCK GRANT	779931	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	286.44	10/24/2018	10/24/2018	10/24/2018
COMMUNITY DEV BLOCK GRANT	779931	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	362.25	10/24/2018	10/24/2018	10/24/2018
COMMUNITY DEV BLOCK GRANT	779931	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	341.12	10/24/2018	10/24/2018	10/24/2018
COMMUNITY DEV BLOCK GRANT	779940	XEROX CORPORATION	OFFICE SUPPLIES	10.25	10/24/2018	10/24/2018	10/24/2018
Sub total of:COMMUNITY DEV BLOCK GRANT				1,028.52			
FEDERAL HOME PROGRAM	779869	MENEMSHA EQUITY, LLC	SECURITY DEPOSITS	624.00	10/24/2018	10/24/2018	10/24/2018
FEDERAL HOME PROGRAM	779869	MENEMSHA EQUITY, LLC	SECURITY DEPOSITS	639.00	10/24/2018	10/24/2018	10/24/2018
FEDERAL HOME PROGRAM	779869	MENEMSHA EQUITY, LLC	SECURITY DEPOSITS	624.00	10/24/2018	10/24/2018	10/24/2018
FEDERAL HOME PROGRAM	779869	MENEMSHA EQUITY, LLC	SECURITY DEPOSITS	594.00	10/24/2018	10/24/2018	10/24/2018
FEDERAL HOME PROGRAM	779922	TRINITY MGMT & REAL ESTATE SERV	SECURITY DEPOSITS	1,827.00	10/24/2018	10/24/2018	10/24/2018
Sub total of:FEDERAL HOME PROGRAM				4,308.00			
MARE ISLAND BASE REUSE FD	779859	LENNAR MARE ISLAND	PROPERTY-CFD2002-1 LEVY	249.00	10/24/2018	10/24/2018	10/24/2018
MARE ISLAND BASE REUSE FD	779859	LENNAR MARE ISLAND	PROPERTY-CFD2002-1 LEVY	3,028.00	10/24/2018	10/24/2018	10/24/2018
MARE ISLAND BASE REUSE FD	779859	LENNAR MARE ISLAND	PROPERTY-CFD2002-1 LEVY	875.00	10/24/2018	10/24/2018	10/24/2018
MARE ISLAND BASE REUSE FD	779859	LENNAR MARE ISLAND	PROPERTY-CFD2002-1 LEVY	497.00	10/24/2018	10/24/2018	10/24/2018
Sub total of:MARE ISLAND BASE REUSE FD				4,649.00			
MARE ISLAND CFD 2002-1	779765	ALL-CAL EQUIPMENT SERVICE	OTHER SERVICES	2,100.00	10/24/2018	10/24/2018	10/24/2018
MARE ISLAND CFD 2002-1	779795	CONSOLIDATED ELECTRICAL DIST.	OTHER R/M SUPPLIES	4,082.71	10/24/2018	10/24/2018	10/24/2018
MARE ISLAND CFD 2002-1	779859	LENNAR MARE ISLAND	C A M - LEVY	806.00	10/24/2018	10/24/2018	10/24/2018
MARE ISLAND CFD 2002-1	779881	O'CONNOR LUMBER-ACE HARDWAR	OTHER R/M SUPPLIES	34.89	10/24/2018	10/24/2018	10/24/2018
MARE ISLAND CFD 2002-1	779881	O'CONNOR LUMBER-ACE HARDWAR	OTHER R/M SUPPLIES	51.47	10/24/2018	10/24/2018	10/24/2018
MARE ISLAND CFD 2002-1	779892	PLATT ELECTRIC SUPPLY	OTHER R/M SUPPLIES	174.58	10/24/2018	10/24/2018	10/24/2018
MARE ISLAND CFD 2002-1	779925	USDA,APHIS,FSO,ACCTG SERVICES	OTHER PROFESSIONAL SERV	10,232.33	10/24/2018	10/24/2018	10/24/2018
Sub total of:MARE ISLAND CFD 2002-1				17,481.98			
MARE IS 2005 1A CFD SERVC	779879	NEW IMAGE LANDSCAPE INC	GROUNDS R/M SERVICES	8,012.98	10/24/2018	10/24/2018	10/24/2018
Sub total of:MARE IS 2005 1A CFD SERVC				8,012.98			
HOUSING ADMINISTRATION	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	727.04	10/24/2018	10/24/2018	10/24/2018
HOUSING ADMINISTRATION	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	704.32	10/24/2018	10/24/2018	10/24/2018
HOUSING ADMINISTRATION	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	487.80	10/24/2018	10/24/2018	10/24/2018
HOUSING ADMINISTRATION	779790	CLARK PEST CONTROL	BUILDING R & M SERVICES	101.00	10/24/2018	10/24/2018	10/24/2018
HOUSING ADMINISTRATION	779790	CLARK PEST CONTROL	BUILDING R & M SERVICES	490.00	10/24/2018	10/24/2018	10/24/2018
HOUSING ADMINISTRATION	779829	I STERLING INC	OTHER PROFESSIONAL SERV	225.00	10/24/2018	10/24/2018	10/24/2018
HOUSING ADMINISTRATION	779831	INLAND BUSINESS MACHINES, INC	OFFICE SUPPLIES	327.28	10/24/2018	10/24/2018	10/24/2018
HOUSING ADMINISTRATION	779875	NAN MCKAY AND ASSOC	SOFTWARE PROGRAMS	349.00	10/24/2018	10/24/2018	10/24/2018
HOUSING ADMINISTRATION	779877	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	1,100.11	10/24/2018	10/24/2018	10/24/2018
HOUSING ADMINISTRATION	779912	TALX CORPORATION	OTHER PROFESSIONAL SERV	3,853.32	10/24/2018	10/24/2018	10/24/2018
HOUSING ADMINISTRATION	779931	VALLEJO TIMES HERALD	PUBLICITY & ADVERTISING	643.13	10/24/2018	10/24/2018	10/24/2018
HOUSING ADMINISTRATION	779939	XEROX CORPORATION	OFFICE SUPPLIES	117.90	10/24/2018	10/24/2018	10/24/2018
Sub total of:HOUSING ADMINISTRATION				9,125.90			
OUTSIDE FUNDED SERVICES	779864	MANAGEMENT PARTNERS INC	PLANNING-AHLC TRAINING	8,300.00	10/24/2018	10/24/2018	10/24/2018
Sub total of:OUTSIDE FUNDED SERVICES				8,300.00			
STATE GAS TAX	779775	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	17.88	10/24/2018	10/24/2018	10/24/2018
STATE GAS TAX	779817	FLEET SOLUTIONS, LLC	GENERAL R/M SUPPLIES	179.12	10/24/2018	10/24/2018	10/24/2018

City of Vallejo Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
STATE GAS TAX	779820	FOSTER LUMBER YARDS, INC	GENERAL R/M SUPPLIES	54.18	10/24/2018	10/24/2018	10/24/2018
STATE GAS TAX	779820	FOSTER LUMBER YARDS, INC	GENERAL R/M SUPPLIES	21.66	10/24/2018	10/24/2018	10/24/2018
STATE GAS TAX	779881	O'CONNOR LUMBER-ACE HARDWAR	ELECTRICAL SUPPLIES	26.20	10/24/2018	10/24/2018	10/24/2018
STATE GAS TAX	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	206.04	10/24/2018	10/24/2018	10/24/2018
STATE GAS TAX	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	368.33	10/24/2018	10/24/2018	10/24/2018
STATE GAS TAX	779892	PLATT ELECTRIC SUPPLY	GENERAL R/M SUPPLIES	174.58	10/24/2018	10/24/2018	10/24/2018
STATE GAS TAX	779913	TAPCO	GENERAL R/M SUPPLIES	1,060.99	10/24/2018	10/24/2018	10/24/2018
STATE GAS TAX	779934	W W GRAINGER INC.	ELECTRICAL SUPPLIES	62.94	10/24/2018	10/24/2018	10/24/2018
Sub total of:STATE GAS TAX				2,171.92			
SOLID WASTE DISPOSAL	779809	EMERGENCY CONSTRUCTION SERV	BEAUTIFICATION	3,200.00	10/24/2018	10/24/2018	10/24/2018
Sub total of:SOLID WASTE DISPOSAL				3,200.00			
HIDDENBROOKE COMM SVC DST	779851	LANDCARE USA, LLC	GROUNDS R/M SERVICES	9,898.20	10/24/2018	10/24/2018	10/24/2018
HIDDENBROOKE COMM SVC DST	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	853.07	10/24/2018	10/24/2018	10/24/2018
HIDDENBROOKE COMM SVC DST	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	13.65	10/24/2018	10/24/2018	10/24/2018
Sub total of:HIDDENBROOKE COMM SVC DST				10,764.92			
ASSET SEIZURE PROGRAM	779840	JOHN WHITNEY	TRAINING & CONFERENCES	282.30	10/24/2018	10/24/2018	10/24/2018
Sub total of:ASSET SEIZURE PROGRAM				282.30			
JUSTICE ASSISTANCE GRANT	779788	CITY OF FAIRFIELD	OTHER SERVICES	595.00	10/24/2018	10/24/2018	10/24/2018
Sub total of:JUSTICE ASSISTANCE GRANT				595.00			
LANDSCAPE MAINT DIST-ADM	779817	FLEET SOLUTIONS, LLC	OTHER PROFESSIONAL SERV	67.17	10/24/2018	10/24/2018	10/24/2018
Sub total of:LANDSCAPE MAINT DIST-ADM				67.17			
SANDPIPER POINT LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	19.14	10/24/2018	10/24/2018	10/24/2018
Sub total of:SANDPIPER POINT LMD				19.14			
TOWN & COUNTRY LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	10.28	10/24/2018	10/24/2018	10/24/2018
Sub total of:TOWN & COUNTRY LMD				10.28			
GREENMONT/SEAPORT LMD	779880	NORTH BAY LANDSCAPE MANAGEME	GROUNDS R/M SERVICES	1,087.68	10/24/2018	10/24/2018	10/24/2018
Sub total of:GREENMONT/SEAPORT LMD				1,087.68			
RIDGECREST LMD	779930	VALLEJO RIDGECREST HOMEOWNEI	GROUNDS R/M SERVICES	4,523.80	10/24/2018	10/24/2018	10/24/2018
Sub total of:RIDGECREST LMD				4,523.80			
CIMARRON HILL/MADIGAN LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	9.79	10/24/2018	10/24/2018	10/24/2018
CIMARRON HILL/MADIGAN LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	100.66	10/24/2018	10/24/2018	10/24/2018
Sub total of:CIMARRON HILL/MADIGAN LMD				110.45			
FLEM HILL/SPRINGTREE LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	68.89	10/24/2018	10/24/2018	10/24/2018
FLEM HILL/SPRINGTREE LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	10.24	10/24/2018	10/24/2018	10/24/2018
Sub total of:FLEM HILL/SPRINGTREE LMD				79.13			
SOMMERSET I & II LMD	779880	NORTH BAY LANDSCAPE MANAGEME	GROUNDS R/M SERVICES	3,371.19	10/24/2018	10/24/2018	10/24/2018
SOMMERSET I & II LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	30.88	10/24/2018	10/24/2018	10/24/2018
Sub total of:SOMMERSET I & II LMD				3,402.07			
COLLEGE HILLS LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	9.53	10/24/2018	10/24/2018	10/24/2018
Sub total of:COLLEGE HILLS LMD				9.53			
BORDONI RANCH LMD	779772	AT&T CALNET2	TELECOMMUNICATIONS	20.89	10/24/2018	10/24/2018	10/24/2018
BORDONI RANCH LMD	779772	AT&T CALNET2	TELECOMMUNICATIONS	20.36	10/24/2018	10/24/2018	10/24/2018
BORDONI RANCH LMD	779822	GREATER VALLEJO RECREATION	GROUNDS R/M SERVICES	2,200.00	10/24/2018	10/24/2018	10/24/2018
BORDONI RANCH LMD	779880	NORTH BAY LANDSCAPE MANAGEME	GROUNDS R/M SERVICES	1,195.83	10/24/2018	10/24/2018	10/24/2018
BORDONI RANCH LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	15.77	10/24/2018	10/24/2018	10/24/2018
BORDONI RANCH LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	17.81	10/24/2018	10/24/2018	10/24/2018

City of Vallejo Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
Sub total of:BORDONI RANCH LMD				3,470.66			
N/E QUADRANT LMD	779880	NORTH BAY LANDSCAPE MANAGEM	GROUNDS R/M SERVICES	17,942.09	10/24/2018	10/24/2018	10/24/2018
N/E QUADRANT LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	21.83	10/24/2018	10/24/2018	10/24/2018
N/E QUADRANT LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	13.06	10/24/2018	10/24/2018	10/24/2018
N/E QUADRANT LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	13.41	10/24/2018	10/24/2018	10/24/2018
N/E QUADRANT LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	16.26	10/24/2018	10/24/2018	10/24/2018
N/E QUADRANT LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	9.87	10/24/2018	10/24/2018	10/24/2018
N/E QUADRANT LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	21.83	10/24/2018	10/24/2018	10/24/2018
Sub total of:N/E QUADRANT LMD				18,038.35			
GARTHE RANCH LMD	779880	NORTH BAY LANDSCAPE MANAGEM	GROUNDS R/M SERVICES	7,067.86	10/24/2018	10/24/2018	10/24/2018
GARTHE RANCH LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	210.36	10/24/2018	10/24/2018	10/24/2018
Sub total of:GARTHE RANCH LMD				7,278.22			
GLEN COVE I & II-CTRY PL	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	123.64	10/24/2018	10/24/2018	10/24/2018
Sub total of:GLEN COVE I & II-CTRY PL				123.64			
GLEN COVE III LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	13.18	10/24/2018	10/24/2018	10/24/2018
GLEN COVE III LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	14.38	10/24/2018	10/24/2018	10/24/2018
Sub total of:GLEN COVE III LMD				27.56			
MARINE WORLD LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	12.37	10/24/2018	10/24/2018	10/24/2018
Sub total of:MARINE WORLD LMD				12.37			
GARTHE RANCH ESTATE LMD	779880	NORTH BAY LANDSCAPE MANAGEM	GROUNDS R/M SERVICES	1,848.85	10/24/2018	10/24/2018	10/24/2018
GARTHE RANCH ESTATE LMD	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	60.70	10/24/2018	10/24/2018	10/24/2018
Sub total of:GARTHE RANCH ESTATE LMD				1,909.55			
CAPITAL OUTLAY FUND	779804	DYETT & BHATIA URBAN& REGIONAL	GENERAL PLAN UPDATE	10,620.49	10/24/2018	10/24/2018	10/24/2018
CAPITAL OUTLAY FUND	779863	MAMAVA, INC.	SITE IMPROVEMENTS	10,675.00	10/24/2018	10/24/2018	10/24/2018
CAPITAL OUTLAY FUND	779881	O'CONNOR LUMBER-ACE HARDWAR	SITE IMPROVEMENTS	392.29	10/24/2018	10/24/2018	10/24/2018
Sub total of:CAPITAL OUTLAY FUND				21,687.78			
TRAFFIC CONGESTION RELIEF	779931	VALLEJO TIMES HERALD	SITE IMPROVEMENTS	598.30	10/24/2018	10/24/2018	10/24/2018
Sub total of:TRAFFIC CONGESTION RELIEF				598.30			
EMPRESS THEATER	779853	LAW OFFICES OF BURKE, WILLIAMS,	LEGAL FEES	3,864.04	10/24/2018	10/24/2018	10/24/2018
EMPRESS THEATER	779853	LAW OFFICES OF BURKE, WILLIAMS,	LEGAL FEES	59.00	10/24/2018	10/24/2018	10/24/2018
Sub total of:EMPRESS THEATER				3,923.04			
WATER	779760	A.M. ACCESS CONTROL INC.	OTHER SERVICES	1,643.00	10/24/2018	10/24/2018	10/24/2018
WATER	779762	ACE INDUSTRIAL SUPPLY	MISC SUPPLIES	1,432.46	10/24/2018	10/24/2018	10/24/2018
WATER	779762	ACE INDUSTRIAL SUPPLY	MISC SUPPLIES	519.84	10/24/2018	10/24/2018	10/24/2018
WATER	779762	ACE INDUSTRIAL SUPPLY	MISC SUPPLIES	17.98	10/24/2018	10/24/2018	10/24/2018
WATER	779763	AIRGAS USA, LLC	MACHINERY & EQUIP RENTAL	26.25	10/24/2018	10/24/2018	10/24/2018
WATER	779766	ALPHAANALYTICAL LABORATORIES,	LABORATORY SERVICES	80.00	10/24/2018	10/24/2018	10/24/2018
WATER	779766	ALPHAANALYTICAL LABORATORIES,	LABORATORY SERVICES	330.00	10/24/2018	10/24/2018	10/24/2018
WATER	779766	ALPHAANALYTICAL LABORATORIES,	LABORATORY SERVICES	15.00	10/24/2018	10/24/2018	10/24/2018
WATER	779766	ALPHAANALYTICAL LABORATORIES,	LABORATORY SERVICES	366.68	10/24/2018	10/24/2018	10/24/2018
WATER	779766	ALPHAANALYTICAL LABORATORIES,	LABORATORY SERVICES	60.00	10/24/2018	10/24/2018	10/24/2018
WATER	779766	ALPHAANALYTICAL LABORATORIES,	LABORATORY SERVICES	400.00	10/24/2018	10/24/2018	10/24/2018
WATER	779766	ALPHAANALYTICAL LABORATORIES,	LABORATORY SERVICES	210.00	10/24/2018	10/24/2018	10/24/2018
WATER	779766	ALPHAANALYTICAL LABORATORIES,	LABORATORY SERVICES	505.68	10/24/2018	10/24/2018	10/24/2018
WATER	779768	AMERICAN RESCUE INSTITUTE	SAFETY TRAINING SUPPLIES	225.00	10/24/2018	10/24/2018	10/24/2018
WATER	779769	AMERIGAS-SEBASTOPOLE	GAS & ELECTRICITY	114.88	10/24/2018	10/24/2018	10/24/2018
WATER	779770	APEX COMPANIES, LLC	OTHER PROFESSIONAL SERV	3,320.63	10/24/2018	10/24/2018	10/24/2018
WATER	779771	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	163.34	10/24/2018	10/24/2018	10/24/2018
WATER	779771	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	163.34	10/24/2018	10/24/2018	10/24/2018
WATER	779771	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	267.74	10/24/2018	10/24/2018	10/24/2018
WATER	779771	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	163.34	10/24/2018	10/24/2018	10/24/2018

City of Vallejo Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
WATER	779771	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	227.94	10/24/2018	10/24/2018	10/24/2018
WATER	779771	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	227.94	10/24/2018	10/24/2018	10/24/2018
WATER	779771	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	227.94	10/24/2018	10/24/2018	10/24/2018
WATER	779776	BELL PRODUCTS, INC.	BUILDING R & M SERVICES	905.55	10/24/2018	10/24/2018	10/24/2018
WATER	779777	BERT WILLIAMS & SONS INC.	GENERAL R/M SUPPLIES	9.95	10/24/2018	10/24/2018	10/24/2018
WATER	779777	BERT WILLIAMS & SONS INC.	GENERAL R/M SUPPLIES	78.75	10/24/2018	10/24/2018	10/24/2018
WATER	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	1,874.40	10/24/2018	10/24/2018	10/24/2018
WATER	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	1,022.40	10/24/2018	10/24/2018	10/24/2018
WATER	779785	CCP INDUSTRIES	MISC SUPPLIES	687.41	10/24/2018	10/24/2018	10/24/2018
WATER	779787	CHEMTRADE CHEMICALS US LLC	CHEMICAL SUPPLIES	2,875.89	10/24/2018	10/24/2018	10/24/2018
WATER	779787	CHEMTRADE CHEMICALS US LLC	CHEMICAL SUPPLIES	2,799.39	10/24/2018	10/24/2018	10/24/2018
WATER	779787	CHEMTRADE CHEMICALS US LLC	CHEMICAL SUPPLIES	2,951.37	10/24/2018	10/24/2018	10/24/2018
WATER	779787	CHEMTRADE CHEMICALS US LLC	CHEMICAL SUPPLIES	2,890.68	10/24/2018	10/24/2018	10/24/2018
WATER	779788	CITY OF FAIRFIELD	WATER	605.62	10/24/2018	10/24/2018	10/24/2018
WATER	779790	CLARK PEST CONTROL	BUILDING R & M SERVICES	346.00	10/24/2018	10/24/2018	10/24/2018
WATER	779794	COMPLETE WELDER SUPPLY, INC.	GENERAL R/M SUPPLIES	44.50	10/24/2018	10/24/2018	10/24/2018
WATER	779798	CORE & MAIN LP	SITE IMPROVEMENTS	3,263.17	10/24/2018	10/24/2018	10/24/2018
WATER	779798	CORE & MAIN LP	SITE IMPROVEMENTS	869.17	10/24/2018	10/24/2018	10/24/2018
WATER	779807	E Z TREE INC	OTHER SERVICES	895.00	10/24/2018	10/24/2018	10/24/2018
WATER	779807	E Z TREE INC	OTHER SERVICES	900.00	10/24/2018	10/24/2018	10/24/2018
WATER	779814	FASTENAL COMPANY	GENERAL R/M SUPPLIES	176.36	10/24/2018	10/24/2018	10/24/2018
WATER	779821	FRANKS SEPTIC SERVICE INC	OTHER SERVICES	800.00	10/24/2018	10/24/2018	10/24/2018
WATER	779824	HARBOR FREIGHT TOOLS	OTHER R/M SUPPLIES	24.34	10/24/2018	10/24/2018	10/24/2018
WATER	779824	HARBOR FREIGHT TOOLS	OTHER R/M SUPPLIES	74.16	10/24/2018	10/24/2018	10/24/2018
WATER	779825	HDR ENGINEERING, INC.	OTHER PROFESSIONAL SERV	955.65	10/24/2018	10/24/2018	10/24/2018
WATER	779828	HUNT & SONS, INC.	FUEL & LUBE SUPPLIES	366.78	10/24/2018	10/24/2018	10/24/2018
WATER	779830	IDEXX DISTRIBUTION CORP	LABORATORY SUPPLIES	146.91	10/24/2018	10/24/2018	10/24/2018
WATER	779831	INLAND BUSINESS MACHINES, INC	OTHER SERVICES	906.70	10/24/2018	10/24/2018	10/24/2018
WATER	779832	ISLAND ENERGY	GAS & ELECTRICITY	202.87	10/24/2018	10/24/2018	10/24/2018
WATER	779834	JACK ANTHONY INDUSTRIES INC	OTHER SERVICES	36.00	10/24/2018	10/24/2018	10/24/2018
WATER	779834	JACK ANTHONY INDUSTRIES INC	OTHER SERVICES	6.00	10/24/2018	10/24/2018	10/24/2018
WATER	779834	JACK ANTHONY INDUSTRIES INC	OTHER SERVICES	12.00	10/24/2018	10/24/2018	10/24/2018
WATER	779836	JAYGAV EMBROIDERY	MISC SUPPLIES	2,113.81	10/24/2018	10/24/2018	10/24/2018
WATER	779836	JAYGAV EMBROIDERY	CLOTHING & UNIFORMS	180.00	10/24/2018	10/24/2018	10/24/2018
WATER	779841	JOHNNY ON THE SPOT	BUILDING R & M SERVICES	222.56	10/24/2018	10/24/2018	10/24/2018
WATER	779841	JOHNNY ON THE SPOT	BUILDING R & M SERVICES	162.56	10/24/2018	10/24/2018	10/24/2018
WATER	779841	JOHNNY ON THE SPOT	BUILDING R & M SERVICES	162.56	10/24/2018	10/24/2018	10/24/2018
WATER	779855	LAW OFFICES OF GALLERY & BARTO	LEGAL FEES	483.00	10/24/2018	10/24/2018	10/24/2018
WATER	779862	LINDE	CHEMICAL SUPPLIES	1,629.20	10/24/2018	10/24/2018	10/24/2018
WATER	779867	MCGARD, INC	MISC SUPPLIES	503.27	10/24/2018	10/24/2018	10/24/2018
WATER	779867	MCGARD, INC	OTHER SUPPLIES	124.07	10/24/2018	10/24/2018	10/24/2018
WATER	779868	MCMASTER-CARR SUPPLY COMPAN	GENERAL R/M SUPPLIES	333.64	10/24/2018	10/24/2018	10/24/2018
WATER	779868	MCMASTER-CARR SUPPLY COMPAN	GENERAL R/M SUPPLIES	517.18	10/24/2018	10/24/2018	10/24/2018
WATER	779868	MCMASTER-CARR SUPPLY COMPAN	GENERAL R/M SUPPLIES	507.38	10/24/2018	10/24/2018	10/24/2018
WATER	779847	MISC EMPLOYEE REIMBURSEMENT	DUES & PUBLICATIONS	155.00	10/24/2018	10/24/2018	10/24/2018
WATER	779847	MISC EMPLOYEE REIMBURSEMENT	DUES & PUBLICATIONS	105.00	10/24/2018	10/24/2018	10/24/2018
WATER	779871	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	39.33	10/24/2018	10/24/2018	10/24/2018
WATER	779872	MORGAN ALARM COMPANY, INC.	CONSERVATION SERVICES	58.00	10/24/2018	10/24/2018	10/24/2018
WATER	779872	MORGAN ALARM COMPANY, INC.	BUILDING R & M SERVICES	116.00	10/24/2018	10/24/2018	10/24/2018
WATER	779877	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	2,010.06	10/24/2018	10/24/2018	10/24/2018
WATER	779877	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	270.58	10/24/2018	10/24/2018	10/24/2018
WATER	779877	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	2,396.61	10/24/2018	10/24/2018	10/24/2018
WATER	779881	O'CONNOR LUMBER-ACE HARDWAR	FUEL & LUBE SUPPLIES	4.97	10/24/2018	10/24/2018	10/24/2018
WATER	779881	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	27.28	10/24/2018	10/24/2018	10/24/2018
WATER	779881	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	182.47	10/24/2018	10/24/2018	10/24/2018
WATER	779881	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	8.56	10/24/2018	10/24/2018	10/24/2018
WATER	779881	O'CONNOR LUMBER-ACE HARDWAR	OTHER R/M SUPPLIES	40.58	10/24/2018	10/24/2018	10/24/2018
WATER	779882	OFFICE DEPOT	OFFICE SUPPLIES	222.75	10/24/2018	10/24/2018	10/24/2018
WATER	779883	OMEGA INDUSTRIAL SUPPLY INC	MISC SUPPLIES	1,491.20	10/24/2018	10/24/2018	10/24/2018
WATER	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	1,736.85	10/24/2018	10/24/2018	10/24/2018
WATER	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	9,057.93	10/24/2018	10/24/2018	10/24/2018
WATER	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	623.79	10/24/2018	10/24/2018	10/24/2018
WATER	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	18.20	10/24/2018	10/24/2018	10/24/2018

City of Vallejo Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
WATER	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	119.71	10/24/2018	10/24/2018	10/24/2018
WATER	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	14.01	10/24/2018	10/24/2018	10/24/2018
WATER	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	179.69	10/24/2018	10/24/2018	10/24/2018
WATER	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	79.11	10/24/2018	10/24/2018	10/24/2018
WATER	779890	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,300.00	10/24/2018	10/24/2018	10/24/2018
WATER	779894	PRAXAIR, INC.	CHEMICAL SUPPLIES	1,341.68	10/24/2018	10/24/2018	10/24/2018
WATER	779894	PRAXAIR, INC.	CHEMICAL SUPPLIES	1,343.92	10/24/2018	10/24/2018	10/24/2018
WATER	779897	R & B COMPANY	MISC SUPPLIES	147.74	10/24/2018	10/24/2018	10/24/2018
WATER	779897	R & B COMPANY	MISC SUPPLIES	1,909.63	10/24/2018	10/24/2018	10/24/2018
WATER	779897	R & B COMPANY	MISC SUPPLIES	3,413.81	10/24/2018	10/24/2018	10/24/2018
WATER	779905	SOLANO COUNTY RESOURCE MANA	OTHER SERVICES	49.00	10/24/2018	10/24/2018	10/24/2018
WATER	779908	SUSAN ALFELD CONSULTING	CONSERVATION SERVICES	553.62	10/24/2018	10/24/2018	10/24/2018
WATER	779923	UNIVERSAL BUILDING SERVICES	BUILDING R & M SERVICES	155.80	10/24/2018	10/24/2018	10/24/2018
WATER	779924	USA BLUEBOOK	OTHER SUPPLIES	149.10	10/24/2018	10/24/2018	10/24/2018
WATER	779926	VALLEJO ALOHA SAW AND MOWER	GROUNDS R/M SERVICES	143.66	10/24/2018	10/24/2018	10/24/2018
WATER	779926	VALLEJO ALOHA SAW AND MOWER	GROUNDS R/M SERVICES	103.53	10/24/2018	10/24/2018	10/24/2018
WATER	779926	VALLEJO ALOHA SAW AND MOWER	GROUNDS R/M SERVICES	94.29	10/24/2018	10/24/2018	10/24/2018
WATER	779926	VALLEJO ALOHA SAW AND MOWER	GROUNDS R/M SERVICES	88.73	10/24/2018	10/24/2018	10/24/2018
WATER	779926	VALLEJO ALOHA SAW AND MOWER	GROUNDS R/M SERVICES	153.50	10/24/2018	10/24/2018	10/24/2018
WATER	779926	VALLEJO ALOHA SAW AND MOWER	GROUNDS R/M SERVICES	262.14	10/24/2018	10/24/2018	10/24/2018
WATER	779932	VICTORY STORES INC	OTHER R/M SUPPLIES	135.44	10/24/2018	10/24/2018	10/24/2018
WATER	779932	VICTORY STORES INC	OTHER R/M SUPPLIES	200.00	10/24/2018	10/24/2018	10/24/2018
WATER	779933	VWR INTERNATIONAL, LLC	LABORATORY SUPPLIES	25.25	10/24/2018	10/24/2018	10/24/2018
WATER	779934	W W GRAINGER INC.	MISC SUPPLIES	359.80	10/24/2018	10/24/2018	10/24/2018
WATER	779934	W W GRAINGER INC.	OTHER R/M SUPPLIES	49.90	10/24/2018	10/24/2018	10/24/2018
WATER	779934	W W GRAINGER INC.	GENERAL R/M SUPPLIES	47.86	10/24/2018	10/24/2018	10/24/2018
WATER	779938	WINE COUNTRY BALANCE	LABORATORY SERVICES	175.00	10/24/2018	10/24/2018	10/24/2018
Sub total of:WATER				75,536.31			
TRAVIS WATER OPERATING	779766	ALPHAANALYTICAL LABORATORIES,	LABORATORY SERVICES	15.00	10/24/2018	10/24/2018	10/24/2018
TRAVIS WATER OPERATING	779766	ALPHAANALYTICAL LABORATORIES,	LABORATORY SERVICES	136.66	10/24/2018	10/24/2018	10/24/2018
TRAVIS WATER OPERATING	779766	ALPHAANALYTICAL LABORATORIES,	LABORATORY SERVICES	377.66	10/24/2018	10/24/2018	10/24/2018
TRAVIS WATER OPERATING	779787	CHEMTRADE CHEMICALS US LLC	CHEMICAL SUPPLIES	2,877.42	10/24/2018	10/24/2018	10/24/2018
TRAVIS WATER OPERATING	779830	IDEXX DISTRIBUTION CORP	LABORATORY SUPPLIES	146.90	10/24/2018	10/24/2018	10/24/2018
TRAVIS WATER OPERATING	779862	LINDE	CHEMICAL SUPPLIES	6,189.67	10/24/2018	10/24/2018	10/24/2018
TRAVIS WATER OPERATING	779884	OZONE SYSTEMS SERVICE GRP INC	GENERAL R/M SUPPLIES	4,200.00	10/24/2018	10/24/2018	10/24/2018
TRAVIS WATER OPERATING	779933	VWR INTERNATIONAL, LLC	LABORATORY SUPPLIES	25.24	10/24/2018	10/24/2018	10/24/2018
TRAVIS WATER OPERATING	779934	W W GRAINGER INC.	GENERAL R/M SUPPLIES	75.93	10/24/2018	10/24/2018	10/24/2018
TRAVIS WATER OPERATING	779938	WINE COUNTRY BALANCE	LABORATORY SERVICES	175.00	10/24/2018	10/24/2018	10/24/2018
Sub total of:TRAVIS WATER OPERATING				14,219.48			
GREEN VALLEY/CURRY LAKES	779766	ALPHAANALYTICAL LABORATORIES,	LABORATORY SERVICES	20.00	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779766	ALPHAANALYTICAL LABORATORIES,	LABORATORY SERVICES	216.66	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779766	ALPHAANALYTICAL LABORATORIES,	LABORATORY SERVICES	170.00	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779766	ALPHAANALYTICAL LABORATORIES,	LABORATORY SERVICES	501.66	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779773	AT&T PAYMENT CENTER	TELECOMMUNICATIONS	180.18	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779788	CITY OF FAIRFIELD	WATER	5,813.25	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779812	ERIKS NORTH AMERICA,INC.	GENERAL R/M SUPPLIES	177.19	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779813	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	695.00	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779821	FRANKS SEPTIC SERVICE INC	WASTE DISPOSAL	885.00	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779828	HUNT & SONS, INC.	FUEL & LUBE SUPPLIES	666.87	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779830	IDEXX DISTRIBUTION CORP	LABORATORY SUPPLIES	146.90	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779841	JOHNNY ON THE SPOT	BUILDING R & M SERVICES	104.50	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779841	JOHNNY ON THE SPOT	BUILDING R & M SERVICES	161.63	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779868	MCMASTER-CARR SUPPLY COMPAN	GENERAL R/M SUPPLIES	146.43	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779881	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	9.95	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	253.41	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	993.99	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779900	REPUBLIC SERVICES, INC	OTHER SERVICES	57.11	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779903	SIGNATURE TREE SOLUTIONS	ATLAS FIRE	9,798.00	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779933	VWR INTERNATIONAL, LLC	LABORATORY SUPPLIES	25.24	10/24/2018	10/24/2018	10/24/2018
GREEN VALLEY/CURRY LAKES	779938	WINE COUNTRY BALANCE	LABORATORY SERVICES	175.00	10/24/2018	10/24/2018	10/24/2018

City of Vallejo Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
Sub total of:GREEN VALLEY/CURRY LAKES				21,197.97			
WATER FAC TAX/CONNECT FEE	779782	CALIFORNIA TRENCHLESS INC.	WATERMAIN CIP FY 15-16	14,742.25	10/24/2018	10/24/2018	10/24/2018
Sub total of:WATER FAC TAX/CONNECT FEE				14,742.25			
LAKES CAPITAL FUND	779931	VALLEJO TIMES HERALD	PRSSRE REG STY & SYS REPL	463.00	10/24/2018	10/24/2018	10/24/2018
Sub total of:LAKES CAPITAL FUND				463.00			
MARINA	779779	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	444.98	10/24/2018	10/24/2018	10/24/2018
MARINA	779819	FOSTER BROS SECURITY SYSTEMS	SECURITY SERVICES	227.04	10/24/2018	10/24/2018	10/24/2018
MARINA	779852	LATITUDE 38 MEDIA, LLC	PUBLICITY & ADVERTISING	754.00	10/24/2018	10/24/2018	10/24/2018
MARINA	779870	MINUTEMAN PRESS	PRINTING & BINDING	73.35	10/24/2018	10/24/2018	10/24/2018
MARINA	779881	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	110.51	10/24/2018	10/24/2018	10/24/2018
MARINA	779881	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	92.91	10/24/2018	10/24/2018	10/24/2018
MARINA	779881	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	28.96	10/24/2018	10/24/2018	10/24/2018
MARINA	779881	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	574.14	10/24/2018	10/24/2018	10/24/2018
MARINA	779881	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	15.43	10/24/2018	10/24/2018	10/24/2018
MARINA	779881	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	184.23	10/24/2018	10/24/2018	10/24/2018
MARINA	779886	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	(719.50)	10/24/2018	10/24/2018	10/24/2018
MARINA	779890	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,414.00	10/24/2018	10/24/2018	10/24/2018
MARINA	779905	SOLANO COUNTY RESOURCE MANA	FUEL & LUBE SUPPLIES	89.00	10/24/2018	10/24/2018	10/24/2018
MARINA	779914	TELSTAR	EQUIPMENT R/M SERVICES	2,184.00	10/24/2018	10/24/2018	10/24/2018
Sub total of:MARINA				5,473.05			
VJO STATION PRKG STRCTURE	779792	CODE THREE FIRE PROTECTION	BUILDING R & M SERVICES	216.00	10/24/2018	10/24/2018	10/24/2018
VJO STATION PRKG STRCTURE	779923	UNIVERSAL BUILDING SERVICES	CLEANING & JANITORIAL	4,273.13	10/24/2018	10/24/2018	10/24/2018
Sub total of:VJO STATION PRKG STRCTURE				4,489.13			
CORPORATION SHOP	779767	AMERICAN CANYON TIRE	VEHICLE SUPPLIES	1,212.54	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779777	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	59.50	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779777	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	127.51	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779777	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	13.25	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779777	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	8.34	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779777	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	121.46	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779777	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	(121.46)	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779777	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	62.80	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779777	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	30.76	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779777	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	11.91	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779777	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	8.29	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779777	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	38.20	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779777	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	38.74	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779777	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	177.03	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779781	CALIF. STATE BOARD OF EQUILIZATIO	FUEL & LUBE SUPPLIES	125.42	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779784	CASCADE FIRE EQUIPMENT CO	VEHICLE SUPPLIES	384.73	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779810	EMERGENCY VEHICLE OUTFITTERS	AUTO R/M SERVICES	663.79	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779828	HUNT & SONS, INC.	FUEL & LUBE SUPPLIES	24,050.99	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779857	LAWSON PRODUCTS, INC	VEHICLE SUPPLIES	142.71	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779881	O'CONNOR LUMBER-ACE HARDWAR	VEHICLE SUPPLIES	16.84	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779893	POWER PLAN	VEHICLE SUPPLIES	65.12	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779893	POWER PLAN	VEHICLE SUPPLIES	43.66	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779896	PROFORMA ELEMENT3	CLOTHING & UNIFORMS	180.00	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779918	TOOLS 2 YOU	SMALL TOOL & INSTRUMENTS	37.88	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779921	TRIMON INC	VEHICLE SUPPLIES	13.95	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779921	TRIMON INC	FUEL & LUBE SUPPLIES	63.75	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779927	VALLEJO AUTO PARTS	VEHICLE SUPPLIES	63.39	10/24/2018	10/24/2018	10/24/2018
CORPORATION SHOP	779927	VALLEJO AUTO PARTS	VEHICLE SUPPLIES	87.55	10/24/2018	10/24/2018	10/24/2018
Sub total of:CORPORATION SHOP				27,728.65			
SELF INSURANCE	779917	THOMSON WEST	DUES & PUBLICATIONS	380.40	10/24/2018	10/24/2018	10/24/2018
SELF INSURANCE	779942	YORK RISK SERVICES GROUP INC	CLAIM ADMINISTRATOR FEES	9,988.42	10/24/2018	10/24/2018	10/24/2018
SELF INSURANCE	779942	YORK RISK SERVICES GROUP INC	CLAIM ADMINISTRATOR FEES	16,945.83	10/24/2018	10/24/2018	10/24/2018

City of Vallejo Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
Sub total of:SELF INSURANCE				27,314.65			
ADMINISTRATIVE FUND	779919	TOP DOG POLICE K9 TRAINING & CO	POLICE - K-9 COMPETITION	9,169.38	10/24/2018	10/24/2018	10/24/2018
Sub total of:ADMINISTRATIVE FUND				9,169.38			
RD OBLIGATION RETIRMT ADM	779853	LAW OFFICES OF BURKE, WILLIAMS,	LEGAL FEES	285.42	10/24/2018	10/24/2018	10/24/2018
Sub total of:RD OBLIGATION RETIRMT ADM				285.42			
Grand Total:				\$566,789.63			

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
GENERAL FUND	780177	707 EMBROIDERY ZONE	SAFETY TRAINING SUPPLIES	5,320.70	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779950	ADVANCE CRIME SCENE RESTORAT	OTHER SERVICES	150.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779951	AHS RESCUE LLC	SAFETY TRAINING SUPPLIES	236.84	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779960	ARAMARK UNIFORM SERVICES, INC	CLEANING & JANITORIAL	97.80	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779960	ARAMARK UNIFORM SERVICES, INC	CLEANING & JANITORIAL	96.69	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779962	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	722.64	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779962	AT&T MOBILITY - ROC	TELECOMMUNICATIONS	40.74	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779966	BAY ALARM CO.	MACHINERY & EQUIP RENTAL	325.50	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779966	BAY ALARM CO.	BUILDING R & M SERVICES	612.66	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779966	BAY ALARM CO.	OTHER SERVICES	141.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779966	BAY ALARM CO.	OTHER SERVICES	472.65	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779973	BOB MURRAY & ASSOCIATES	RECRUITMENT SERVICES	1,401.04	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779973	BOB MURRAY & ASSOCIATES	RECRUITMENT SERVICES	8,531.25	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779974	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	1,109.38	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779974	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	852.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779974	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	1,760.80	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779974	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	2,000.80	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779974	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	1,988.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779975	BPXPRESS REPROGRAPHICS	OTHER SERVICES	187.98	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	1.16	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	1.17	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	1.84	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	1.84	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	24.49	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	18.84	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	TRAINING & CONFERENCES	3.36	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	5.53	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	2.10	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	DUES & PUBLICATIONS	25.80	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	4.84	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	COMPUTER EQUIPMENT	1.85	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	CLOTHING & UNIFORMS	22.65	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	CLOTHING & UNIFORMS	5.05	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	CLOTHING & UNIFORMS	23.45	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	CLOTHING & UNIFORMS	2.47	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	CLOTHING & UNIFORMS	9.98	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	3.18	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	6.41	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	9.54	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	1.59	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	MEASURE B FUND	5.55	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	MEASURE B FUND	51.24	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	MEASURE B FUND	5.55	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	MEASURE B FUND	1.48	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	COMPUTER EQUIPMENT	10.99	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	COMPUTER EQUIPMENT	28.39	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	COMPUTER EQUIPMENT	17.37	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	4.51	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	4.52	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	SAFETY TRAINING SUPPLIES	445.31	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	SAFETY TRAINING SUPPLIES	16.80	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	SAFETY TRAINING SUPPLIES	26.77	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	SAFETY TRAINING SUPPLIES	1.35	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	DUES & PUBLICATIONS	1.87	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	8.55	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	32.98	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	14.07	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	COMPUTER SUPPLIES	6.50	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	COMPUTER SUPPLIES	25.48	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	6.70	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	6.70	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	2.73	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	2.73	10/31/2018	10/31/2018	10/31/2018

City of Vallejo Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER PROFESSIONAL SERV	7.96	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	COMPUTER SUPPLIES	1.84	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	COMPUTER SUPPLIES	1.88	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	COMPUTER EQUIPMENT	296.86	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	STREET R/M SERVICES	215.24	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	CLOTHING & UNIFORMS	4.52	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	12.35	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	2.93	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	1.84	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	4.14	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	2.87	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	3.34	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	K-9	102.59	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	K-9	58.62	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	BUILDING R & M SERVICES	9.78	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE EQUIP ACQUISITION	3.95	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	FIELD EQUIPMENT	30.85	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	FIELD EQUIPMENT	24.97	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	FIELD EQUIPMENT	10.12	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	5.94	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	2.51	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	5.95	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	2.51	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	26.37	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	1.42	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	17.99	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	3.10	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	17.80	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	6.71	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SERVICES	297.31	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	BUILDING MATERIALS	4.19	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	BUILDING MATERIALS	1.42	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	BUILDING MATERIALS	1.06	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	BUILDING MATERIALS	7.53	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	BUILDING MATERIALS	1.42	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	BUILDING MATERIALS	7.87	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	182.28	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	41.46	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	19.18	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	19.18	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779979	CALIFORNIA GLASS OF VALLEJO	BUILDING R & M SERVICES	460.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779979	CALIFORNIA GLASS OF VALLEJO	BUILDING R & M SERVICES	590.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779985	CLARK PEST CONTROL	BUILDING R & M SERVICES	93.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779985	CLARK PEST CONTROL	BUILDING R & M SERVICES	100.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779987	COAST LANDSCAPE MANAGEMENT	R/M IRRIGATION	785.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779989	CONCORD UNIFORMS LLC	CLOTHING & UNIFORMS	129.94	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779990	CONTINUING CHALLENGE	TRAINING & CONFERENCES	2,250.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779991	CONTINUING EDUC OF THE BAR	LAW LIBRARY PUBLICATIONS	249.01	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779993	COPWARE INC	EQUIPMENT R/M SERVICES	800.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779997	COUNTY OF SAN MATEO	LABORATORY SERVICES	8,561.44	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780003	DIGITECH REPROGRAPHICS LLC	PUBLICITY & ADVERTISING	256.78	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780004	DIRECTV LLC	OTHER SERVICES	68.83	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780005	DIVISION OF THE STATE ARCHITECT	STATE SB 1186 FEE	1,187.60	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780009	DUNBAR ARMORED, INC	OTHER SERVICES	616.42	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780014	ENVIRONMENTAL RISK SERVICES CO	OTHER PROFESSIONAL SERV	1,720.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780020	FEDERAL EXPRESS	POSTAGE & MAILING	28.74	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780020	FEDERAL EXPRESS	POSTAGE & MAILING	45.67	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780032	HOUSE OF ACTS	GROUNDS R/M SERVICES	3,583.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780038	INLAND BUSINESS MACHINES, INC	PRINTING & BINDING	216.56	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780038	INLAND BUSINESS MACHINES, INC	PRINTING & BINDING	284.52	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780038	INLAND BUSINESS MACHINES, INC	MACHINERY & EQUIP RENTAL	19.34	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780038	INLAND BUSINESS MACHINES, INC	PRINTING & BINDING	401.56	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780038	INLAND BUSINESS MACHINES, INC	MISC. EXPENSES	13.43	10/31/2018	10/31/2018	10/31/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
GENERAL FUND	780038	INLAND BUSINESS MACHINES, INC	OTHER PROFESSIONAL SERV	433.65	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780040	INTERWEST CONSULTING GROUP,IN	OTHER PROFESSIONAL SERV	222.50	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780040	INTERWEST CONSULTING GROUP,IN	OTHER PROFESSIONAL SERV	5,675.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780040	INTERWEST CONSULTING GROUP,IN	OTHER PROFESSIONAL SERV	675.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780040	INTERWEST CONSULTING GROUP,IN	OTHER PROFESSIONAL SERV	303.75	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780040	INTERWEST CONSULTING GROUP,IN	OTHER PROFESSIONAL SERV	560.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780040	INTERWEST CONSULTING GROUP,IN	OTHER PROFESSIONAL SERV	13,510.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780040	INTERWEST CONSULTING GROUP,IN	OTHER PROFESSIONAL SERV	10,235.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780040	INTERWEST CONSULTING GROUP,IN	OTHER PROFESSIONAL SERV	1,080.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780040	INTERWEST CONSULTING GROUP,IN	OTHER PROFESSIONAL SERV	1,350.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780040	INTERWEST CONSULTING GROUP,IN	OTHER PROFESSIONAL SERV	1,215.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780042	JACK ANTHONY INDUSTRIES INC	OTHER SUPPLIES	18.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780048	JAYGAV EMBROIDERY	CLOTHING & UNIFORMS	178.75	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780055	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	187.50	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780055	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	200.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780055	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	800.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780055	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	320.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780055	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	480.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780055	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	2,400.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780055	JPDR CONSULTING INC	OTHER PROFESSIONAL SERV	640.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780056	KELLY SERVICES INC	SALARIES-PART TIME TEMP.	1,167.60	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780056	KELLY SERVICES INC	SALARIES-PART TIME TEMP.	1,076.40	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780057	KELLY-MOORE PAINT CO., INC	BUILDING MATERIALS	14.32	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780057	KELLY-MOORE PAINT CO., INC	BUILDING MATERIALS	48.31	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780061	L.N.CURTIS & SONS	OTHER SUPPLIES	158.77	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780061	L.N.CURTIS & SONS	OTHER SUPPLIES	97.54	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780061	L.N.CURTIS & SONS	SAFETY TRAINING SUPPLIES	1,932.33	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780061	L.N.CURTIS & SONS	SAFETY TRAINING SUPPLIES	278.52	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780061	L.N.CURTIS & SONS	SAFETY TRAINING SUPPLIES	54.19	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780061	L.N.CURTIS & SONS	MISC EQUIPMENT	1,056.53	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780063	LAW OFFICES OF BURKE, WILLIAMS,	LEGAL FEES	837.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780066	LEXIPOL,LLC	EQUIPMENT R/M SERVICES	14,452.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780082	MINUTEMAN PRESS	OFFICE SUPPLIES	67.19	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780082	MINUTEMAN PRESS	PRINTING & BINDING	30.59	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780082	MINUTEMAN PRESS	PRINTING & BINDING	74.17	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779949	MISC ACCOUNTS PAYABLE	SMIP - EARTHQUAKE FEE	3.15	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779949	MISC ACCOUNTS PAYABLE	STATE BLDG STANDARDS FEE	0.90	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779949	MISC ACCOUNTS PAYABLE	DUE TO COUNTY GOVERNMENT	4,575.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779949	MISC ACCOUNTS PAYABLE	VUSD - SCHOOL MITIGATION	963.20	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779949	MISC ACCOUNTS PAYABLE	BUILDING PERMITS	387.59	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779949	MISC ACCOUNTS PAYABLE	ELECTRICAL PERMITS	77.52	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779949	MISC ACCOUNTS PAYABLE	MECHANICAL PERMITS	96.90	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779949	MISC ACCOUNTS PAYABLE	PLUMBING PERMITS	116.28	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779949	MISC ACCOUNTS PAYABLE	TECH SURCHARGE FEE	15.50	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	779949	MISC ACCOUNTS PAYABLE	MISC. REVENUES	0.10	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780054	MISC ACCOUNTS PAYABLE	PERMIT COORDINATION FEE	30.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780111	MISC ACCOUNTS PAYABLE	PERMIT COORDINATION FEE	5.25	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780054	MISC ACCOUNTS PAYABLE	GENERAL PLAN UPDATE FEE	50.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780111	MISC ACCOUNTS PAYABLE	GENERAL PLAN UPDATE FEE	8.25	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780111	MISC ACCOUNTS PAYABLE	OTHER PERMITS & FEES	168.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780054	MISC ACCOUNTS PAYABLE	AHLC-NEW CONSTRUCTION	100.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780053	MISC EMPLOYEE REIMBURSEMENT	TELECOMMUNICATIONS	60.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780073	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	187.24	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780059	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	87.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780059	MISC EMPLOYEE REIMBURSEMENT	AUTO MILEAGE REIMBURSE	105.40	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780047	MISC EMPLOYEE REIMBURSEMENT	OTHER PROFESSIONAL SERV	875.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780088	MUNICIPAL CODE CORPORATION	OTHER PROFESSIONAL SERV	3,365.79	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780090	NAPA-SOLANO S.A.N.E./S.A.R.T.	OTHER SERVICES	2,080.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780090	NAPA-SOLANO S.A.N.E./S.A.R.T.	OTHER SERVICES	2,080.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780091	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP.	1,410.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780091	NELSON FAMILY OF COMPANIES	OTHER PROFESSIONAL SERV	455.40	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780094	O'CONNOR LUMBER-ACE HARDWAR	OTHER SUPPLIES	128.06	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780094	O'CONNOR LUMBER-ACE HARDWAR	OTHER SUPPLIES	50.91	10/31/2018	10/31/2018	10/31/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
GENERAL FUND	780094	O'CONNOR LUMBER-ACE HARDWAR	OTHER SUPPLIES	77.90	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780094	O'CONNOR LUMBER-ACE HARDWAR	ELECTRICAL SUPPLIES	25.99	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780094	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	268.67	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780094	O'CONNOR LUMBER-ACE HARDWAR	OTHER R/M SUPPLIES	72.82	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780094	O'CONNOR LUMBER-ACE HARDWAR	OTHER R/M SUPPLIES	81.80	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780094	O'CONNOR LUMBER-ACE HARDWAR	OTHER R/M SUPPLIES	15.16	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780094	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	59.88	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780096	OFFICE DEPOT	OFFICE SUPPLIES	127.52	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780096	OFFICE DEPOT	OFFICE SUPPLIES	31.34	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780096	OFFICE DEPOT	OFFICE SUPPLIES	43.03	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780096	OFFICE DEPOT	OFFICE SUPPLIES	38.99	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780096	OFFICE DEPOT	OFFICE SUPPLIES	58.77	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780096	OFFICE DEPOT	OFFICE SUPPLIES	30.97	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780096	OFFICE DEPOT	OFFICE SUPPLIES	12.17	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780096	OFFICE DEPOT	OFFICE SUPPLIES	16.03	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780096	OFFICE DEPOT	OFFICE SUPPLIES	40.94	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780096	OFFICE DEPOT	OFFICE SUPPLIES	19.50	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780096	OFFICE DEPOT	OFFICE SUPPLIES	57.21	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780096	OFFICE DEPOT	OFFICE SUPPLIES	87.09	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780096	OFFICE DEPOT	OFFICE SUPPLIES	34.12	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780099	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	178.72	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780099	PACIFIC GAS & ELECTRIC-SACRAME	PROP MANAGEMENT FEES	555.20	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780100	PACIFIC STORAGE	OTHER PROFESSIONAL SERV	328.51	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780100	PACIFIC STORAGE	OFFICE SUPPLIES	18.79	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780104	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,414.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780104	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,300.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780113	QUENVOLD'S SAFETY SHOES	CLOTHING & UNIFORMS	130.05	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780133	SEROLOGICAL RESEARCH INSTITUT	LABORATORY SERVICES	1,155.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780139	SOLANO COUNTY AUDITOR-CONTRC	SOLANO CNTY-PARK FINE FEE	880.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780139	SOLANO COUNTY AUDITOR-CONTRC	SOLANO CNTY-PARK FINE FEE	880.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780139	SOLANO COUNTY AUDITOR-CONTRC	SOLANO CNTY-PARK FINE FEE	1,584.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780139	SOLANO COUNTY AUDITOR-CONTRC	SOLANO CNTY-PARK FINE FEE	1,056.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780139	SOLANO COUNTY AUDITOR-CONTRC	SOLANO CNTY-PARK FINE FEE	328.50	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780139	SOLANO COUNTY AUDITOR-CONTRC	SOLANO CNTY-PARK FINE FEE	435.80	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780140	SOLANO COUNTY DOG LICENSING	DOG LICENSE	290.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780141	SOLANO COUNTY RESOURCE MANA	POSTAGE & MAILING	132.25	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780142	SOLANO COUNTY SHERIFF'S OFFICE	FIRE DEPT-HAZARDOUS WASTE	10,000.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780148	T-MOBILE USA	OTHER SERVICES	153.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780161	VALLEJO ALOHA SAW AND MOWER	OTHER R/M SUPPLIES	43.90	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780161	VALLEJO ALOHA SAW AND MOWER	OTHER R/M SUPPLIES	16.25	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780163	VALLEJO CONV & VISITORS BUREAU	VJO TOURISM BID (FR TOT)	47,123.69	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780164	VALLEJO FIRE EXTINGUISHER, INC	OTHER R/M SUPPLIES	194.45	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780164	VALLEJO FIRE EXTINGUISHER, INC	OTHER R/M SUPPLIES	66.50	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780164	VALLEJO FIRE EXTINGUISHER, INC	OTHER R/M SUPPLIES	66.50	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780169	WATER ONE INDUSTRIES, INC.	BUILDING R & M SERVICES	150.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780169	WATER ONE INDUSTRIES, INC.	BUILDING R & M SERVICES	150.00	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND	780172	WORK WORLD AMERICA INC	CLOTHING & UNIFORMS	195.05	10/31/2018	10/31/2018	10/31/2018
Sub total of:GENERAL FUND				200,222.55			
GENERAL FUND MEASURE B	779999	DANIEL ACFALLE	TRAINING & CONFERENCES	35.25	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND MEASURE B	780011	DYNELLE JONES	TRAINING & CONFERENCES	6,275.06	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND MEASURE B	780031	HERC RENTALS, INC.	MEASURE B FUND	901.58	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND MEASURE B	780046	JASON SCOTT	TRAINING & CONFERENCES	258.57	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND MEASURE B	780060	KUBRA DATA TRANSFER LTD	MEASURE B FUND	1,420.98	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND MEASURE B	780061	L.N.CURTIS & SONS	FIELD EQUIPMENT	1,278.83	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND MEASURE B	780119	RICHARD BOTELLO	TRAINING & CONFERENCES	35.25	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND MEASURE B	780126	SAN FRANCISCO CHRONICLE/SF GA	PUBLICITY & ADVERTISING	5,165.67	10/31/2018	10/31/2018	10/31/2018
GENERAL FUND MEASURE B	780138	SLATER MATZKE	OTHER PROFESSIONAL SERV	15,000.00	10/31/2018	10/31/2018	10/31/2018
Sub total of:GENERAL FUND MEASURE B				30,371.19			
COMMUNITY DEV BLOCK GRANT	780135	SHRED-IT US HOLDCO, INC	OFFICE SUPPLIES	9.50	10/31/2018	10/31/2018	10/31/2018
Sub total of:COMMUNITY DEV BLOCK GRANT				9.50			

City of Vallejo Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
MARE ISLAND BASE REUSE FD	779985	CLARK PEST CONTROL	BUILDING R & M SERVICES	116.00	10/31/2018	10/31/2018	10/31/2018
MARE ISLAND BASE REUSE FD	780041	ISLAND ENERGY	BUILDING R & M SERVICES	192.41	10/31/2018	10/31/2018	10/31/2018
Sub total of:MARE ISLAND BASE REUSE FD				308.41			
MARE ISLAND CFD 2002-1	780004	DIRECTV LLC	OTHER SERVICES	68.24	10/31/2018	10/31/2018	10/31/2018
MARE ISLAND CFD 2002-1	780041	ISLAND ENERGY	GAS & ELECTRICITY	84.64	10/31/2018	10/31/2018	10/31/2018
Sub total of:MARE ISLAND CFD 2002-1				152.88			
MARE IS 2005 1A CFD SERVC	780041	ISLAND ENERGY	GAS & ELECTRICITY	14.20	10/31/2018	10/31/2018	10/31/2018
MARE IS 2005 1A CFD SERVC	780041	ISLAND ENERGY	GAS & ELECTRICITY	16.27	10/31/2018	10/31/2018	10/31/2018
MARE IS 2005 1A CFD SERVC	780041	ISLAND ENERGY	GAS & ELECTRICITY	16.79	10/31/2018	10/31/2018	10/31/2018
MARE IS 2005 1A CFD SERVC	780041	ISLAND ENERGY	GAS & ELECTRICITY	13.42	10/31/2018	10/31/2018	10/31/2018
MARE IS 2005 1A CFD SERVC	780041	ISLAND ENERGY	GAS & ELECTRICITY	15.49	10/31/2018	10/31/2018	10/31/2018
MARE IS 2005 1A CFD SERVC	780041	ISLAND ENERGY	GAS & ELECTRICITY	13.68	10/31/2018	10/31/2018	10/31/2018
MARE IS 2005 1A CFD SERVC	780041	ISLAND ENERGY	GAS & ELECTRICITY	13.17	10/31/2018	10/31/2018	10/31/2018
MARE IS 2005 1A CFD SERVC	780041	ISLAND ENERGY	GAS & ELECTRICITY	13.68	10/31/2018	10/31/2018	10/31/2018
MARE IS 2005 1A CFD SERVC	780041	ISLAND ENERGY	GAS & ELECTRICITY	12.02	10/31/2018	10/31/2018	10/31/2018
Sub total of:MARE IS 2005 1A CFD SERVC				128.72			
HOUSING ADMINISTRATION	779974	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	545.28	10/31/2018	10/31/2018	10/31/2018
HOUSING ADMINISTRATION	779974	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	727.04	10/31/2018	10/31/2018	10/31/2018
HOUSING ADMINISTRATION	779946	CALIF. STATE BOARD OF EQUILIZATIO	TRAINING & CONFERENCES	95.27	10/31/2018	10/31/2018	10/31/2018
HOUSING ADMINISTRATION	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	2.30	10/31/2018	10/31/2018	10/31/2018
HOUSING ADMINISTRATION	780034	I STERLING INC	OTHER PROFESSIONAL SERV	278.00	10/31/2018	10/31/2018	10/31/2018
HOUSING ADMINISTRATION	780124	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	172.83	10/31/2018	10/31/2018	10/31/2018
HOUSING ADMINISTRATION	780081	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	172.83	10/31/2018	10/31/2018	10/31/2018
HOUSING ADMINISTRATION	780091	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	1,477.12	10/31/2018	10/31/2018	10/31/2018
HOUSING ADMINISTRATION	780135	SHRED-IT US HOLDCO, INC	OFFICE SUPPLIES	109.35	10/31/2018	10/31/2018	10/31/2018
Sub total of:HOUSING ADMINISTRATION				3,580.02			
OUTSIDE FUNDED SERVICES	779980	CALIFORNIA STATE LANDS COMMISS	PLANNING WATERFRONT DDA	22,000.00	10/31/2018	10/31/2018	10/31/2018
Sub total of:OUTSIDE FUNDED SERVICES				22,000.00			
STATE GAS TAX	779967	BAY AREA BARRICADE, INC	GENERAL R/M SUPPLIES	688.18	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	779968	BAYSHORE MATERIALS, INC.	ELECTRICAL SUPPLIES	80.20	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	779968	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	125.70	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	779968	BAYSHORE MATERIALS, INC.	ELECTRICAL SUPPLIES	64.48	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	779968	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	110.54	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	779946	CALIF. STATE BOARD OF EQUILIZATIO	ELECTRICAL SUPPLIES	136.25	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	780104	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,238.80	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	780104	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,238.80	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	780147	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	1,179.12	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	780147	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	1,573.18	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	780147	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	65.71	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	780147	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	80.89	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	780147	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	844.69	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	780147	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	118.67	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	780147	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	644.96	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	780147	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	182.06	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	780147	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	748.65	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	780147	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	608.36	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	780147	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	731.10	10/31/2018	10/31/2018	10/31/2018
STATE GAS TAX	780158	ULINE	GENERAL R/M SUPPLIES	1,300.27	10/31/2018	10/31/2018	10/31/2018
Sub total of:STATE GAS TAX				11,760.61			
HIDDENBROOKE COMM SVC DST	780040	INTERWEST CONSULTING GROUP,IN	SITE IMPROVEMENTS	810.00	10/31/2018	10/31/2018	10/31/2018
HIDDENBROOKE COMM SVC DST	780062	LANDCARE USA, LLC	R/M REHABILITATION	1,295.26	10/31/2018	10/31/2018	10/31/2018
HIDDENBROOKE COMM SVC DST	780160	UNIVERSAL PROTECTION SERVICE, I	BUILDING R & M SERVICES	16,384.98	10/31/2018	10/31/2018	10/31/2018
Sub total of:HIDDENBROOKE COMM SVC DST				18,490.24			
ASSET SEIZURE PROGRAM	779963	AXON ENTERPRISE, INC.	MISC EQUIPMENT	97,667.64	10/31/2018	10/31/2018	10/31/2018
ASSET SEIZURE PROGRAM	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	5.30	10/31/2018	10/31/2018	10/31/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
ASSET SEIZURE PROGRAM	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	7.96	10/31/2018	10/31/2018	10/31/2018
Sub total of:ASSET SEIZURE PROGRAM				97,680.90			
TRAFFIC OFFENDER VEH-VETO	779946	CALIF. STATE BOARD OF EQUILIZATIO	MISC EQUIPMENT	1.09	10/31/2018	10/31/2018	10/31/2018
Sub total of:TRAFFIC OFFENDER VEH-VETO				1.09			
HAZMAT REVOLVING FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	FIRE DEPT-HAZARDOUS WASTE	36.02	10/31/2018	10/31/2018	10/31/2018
Sub total of:HAZMAT REVOLVING FUND				36.02			
OFFICE OF TRFC SFTY GRANT	779946	CALIF. STATE BOARD OF EQUILIZATIO	MISC EQUIPMENT	27.60	10/31/2018	10/31/2018	10/31/2018
OFFICE OF TRFC SFTY GRANT	779946	CALIF. STATE BOARD OF EQUILIZATIO	MISC EQUIPMENT	23.10	10/31/2018	10/31/2018	10/31/2018
Sub total of:OFFICE OF TRFC SFTY GRANT				50.70			
SUP LAW ENFORCEMENT GRANT	779946	CALIF. STATE BOARD OF EQUILIZATIO	MISC EQUIPMENT	63.64	10/31/2018	10/31/2018	10/31/2018
SUP LAW ENFORCEMENT GRANT	779946	CALIF. STATE BOARD OF EQUILIZATIO	MISC EQUIPMENT	88.36	10/31/2018	10/31/2018	10/31/2018
Sub total of:SUP LAW ENFORCEMENT GRANT				152.00			
CADET PROGRAM	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	64.37	10/31/2018	10/31/2018	10/31/2018
CADET PROGRAM	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SUPPLIES	64.37	10/31/2018	10/31/2018	10/31/2018
Sub total of:CADET PROGRAM				128.74			
LANDSCAPE MAINT DIST-ADM	779946	CALIF. STATE BOARD OF EQUILIZATIO	DUES & PUBLICATIONS	3.02	10/31/2018	10/31/2018	10/31/2018
LANDSCAPE MAINT DIST-ADM	779946	CALIF. STATE BOARD OF EQUILIZATIO	DUES & PUBLICATIONS	4.18	10/31/2018	10/31/2018	10/31/2018
LANDSCAPE MAINT DIST-ADM	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	3.10	10/31/2018	10/31/2018	10/31/2018
LANDSCAPE MAINT DIST-ADM	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	3.96	10/31/2018	10/31/2018	10/31/2018
LANDSCAPE MAINT DIST-ADM	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	3.10	10/31/2018	10/31/2018	10/31/2018
LANDSCAPE MAINT DIST-ADM	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	2.69	10/31/2018	10/31/2018	10/31/2018
LANDSCAPE MAINT DIST-ADM	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	2.19	10/31/2018	10/31/2018	10/31/2018
LANDSCAPE MAINT DIST-ADM	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	58.95	10/31/2018	10/31/2018	10/31/2018
LANDSCAPE MAINT DIST-ADM	779946	CALIF. STATE BOARD OF EQUILIZATIO	COMPUTER SUPPLIES	2.77	10/31/2018	10/31/2018	10/31/2018
LANDSCAPE MAINT DIST-ADM	779946	CALIF. STATE BOARD OF EQUILIZATIO	COMPUTER SUPPLIES	2.70	10/31/2018	10/31/2018	10/31/2018
LANDSCAPE MAINT DIST-ADM	779946	CALIF. STATE BOARD OF EQUILIZATIO	COMPUTER SUPPLIES	1.99	10/31/2018	10/31/2018	10/31/2018
LANDSCAPE MAINT DIST-ADM	780048	JAYGAV EMBROIDERY	CLOTHING & UNIFORMS	194.91	10/31/2018	10/31/2018	10/31/2018
LANDSCAPE MAINT DIST-ADM	780082	MINUTEMAN PRESS	PRINTING & BINDING	37.09	10/31/2018	10/31/2018	10/31/2018
LANDSCAPE MAINT DIST-ADM	780044	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	330.00	10/31/2018	10/31/2018	10/31/2018
LANDSCAPE MAINT DIST-ADM	780045	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	542.33	10/31/2018	10/31/2018	10/31/2018
LANDSCAPE MAINT DIST-ADM	780129	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	542.33	10/31/2018	10/31/2018	10/31/2018
LANDSCAPE MAINT DIST-ADM	780130	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	330.00	10/31/2018	10/31/2018	10/31/2018
Sub total of:LANDSCAPE MAINT DIST-ADM				2,065.31			
N/E QUADRANT LMD	780099	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	10.77	10/31/2018	10/31/2018	10/31/2018
Sub total of:N/E QUADRANT LMD				10.77			
GLEN COVE III LMD	780040	INTERWEST CONSULTING GROUP,IN	SITE IMPROVEMENTS	1,653.75	10/31/2018	10/31/2018	10/31/2018
Sub total of:GLEN COVE III LMD				1,653.75			
GARTHE RANCH ESTATE LMD	780092	NORTH BAY LANDSCAPE MANAGEM	IRM REHABILITATION	2,250.00	10/31/2018	10/31/2018	10/31/2018
Sub total of:GARTHE RANCH ESTATE LMD				2,250.00			
CAPITAL OUTLAY FUND	779952	ALL COUNTY FLOORING	SITE IMPROVEMENTS	9,662.54	10/31/2018	10/31/2018	10/31/2018
CAPITAL OUTLAY FUND	779946	CALIF. STATE BOARD OF EQUILIZATIO	SITE IMPROVEMENTS	38.11	10/31/2018	10/31/2018	10/31/2018
CAPITAL OUTLAY FUND	779992	CONTRA COSTA COUNTY OFFICE OF	OTHER PROFESSIONAL SERV	246.37	10/31/2018	10/31/2018	10/31/2018
CAPITAL OUTLAY FUND	780008	DRS MARINE INC.	SITE IMPROVEMENTS	11,227.50	10/31/2018	10/31/2018	10/31/2018
CAPITAL OUTLAY FUND	780010	DYETT & BHATIA URBAN& REGIONAL	GENERAL PLAN UPDATE	7,373.34	10/31/2018	10/31/2018	10/31/2018
CAPITAL OUTLAY FUND	780019	FALL CREEK ENGINEERING INC	SITE IMPROVEMENTS	1,216.50	10/31/2018	10/31/2018	10/31/2018
CAPITAL OUTLAY FUND	780040	INTERWEST CONSULTING GROUP,IN	GENERAL PLAN UPDATE	3,480.00	10/31/2018	10/31/2018	10/31/2018
CAPITAL OUTLAY FUND	780064	LEACH MOUNCE ARCHITECTS	SITE IMPROVEMENTS	2,680.00	10/31/2018	10/31/2018	10/31/2018
CAPITAL OUTLAY FUND	780071	MISC EMPLOYEE REIMBURSEMENT	OTHER PROFESSIONAL SERV	344.10	10/31/2018	10/31/2018	10/31/2018
CAPITAL OUTLAY FUND	779961	MISC EMPLOYEE REIMBURSEMENT	OTHER PROFESSIONAL SERV	74.55	10/31/2018	10/31/2018	10/31/2018
CAPITAL OUTLAY FUND	780094	O'CONNOR LUMBER-ACE HARDWAR	SITE IMPROVEMENTS	46.58	10/31/2018	10/31/2018	10/31/2018
CAPITAL OUTLAY FUND	780094	O'CONNOR LUMBER-ACE HARDWAR	SITE IMPROVEMENTS	281.44	10/31/2018	10/31/2018	10/31/2018

City of Vallejo Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
CAPITAL OUTLAY FUND	780094	O'CONNOR LUMBER-ACE HARDWAR	SITE IMPROVEMENTS	19.38	10/31/2018	10/31/2018	10/31/2018
CAPITAL OUTLAY FUND	780094	O'CONNOR LUMBER-ACE HARDWAR	SITE IMPROVEMENTS	36.64	10/31/2018	10/31/2018	10/31/2018
CAPITAL OUTLAY FUND	780106	PIERCE ELECTRIC INC	MISC EQUIPMENT	119,788.24	10/31/2018	10/31/2018	10/31/2018
CAPITAL OUTLAY FUND	780107	PLACEWORKS	GENERAL PLAN UPDATE	1,014.90	10/31/2018	10/31/2018	10/31/2018
CAPITAL OUTLAY FUND	780155	TRC SOLUTIONS , INC	SITE IMPROVEMENTS	5,678.50	10/31/2018	10/31/2018	10/31/2018
Sub total of:CAPITAL OUTLAY FUND				163,208.69			
HIDDENBROOK/S.V.OVERPASS	780021	FEHR & PEERS	OTHER PROFESSIONAL SERV	855.75	10/31/2018	10/31/2018	10/31/2018
Sub total of:HIDDENBROOK/S.V.OVERPASS				855.75			
CAPITAL GRANT & CONTRIBTN	779992	CONTRA COSTA COUNTY OFFICE OF	OTHER PROFESSIONAL SERV	1,901.62	10/31/2018	10/31/2018	10/31/2018
CAPITAL GRANT & CONTRIBTN	780071	MISC EMPLOYEE REIMBURSEMENT	SITE IMPROVEMENTS	2,655.90	10/31/2018	10/31/2018	10/31/2018
CAPITAL GRANT & CONTRIBTN	779961	MISC EMPLOYEE REIMBURSEMENT	SITE IMPROVEMENTS	575.45	10/31/2018	10/31/2018	10/31/2018
Sub total of:CAPITAL GRANT & CONTRIBTN				5,132.97			
WATER	779953	ALL STAR RENTS	MACHINERY & EQUIP RENTAL	190.95	10/31/2018	10/31/2018	10/31/2018
WATER	779954	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	60.00	10/31/2018	10/31/2018	10/31/2018
WATER	779954	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	80.00	10/31/2018	10/31/2018	10/31/2018
WATER	779954	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	60.00	10/31/2018	10/31/2018	10/31/2018
WATER	779958	AMWA	DUES & PUBLICATIONS	4,259.00	10/31/2018	10/31/2018	10/31/2018
WATER	779960	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	163.34	10/31/2018	10/31/2018	10/31/2018
WATER	779960	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	267.74	10/31/2018	10/31/2018	10/31/2018
WATER	779960	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	227.94	10/31/2018	10/31/2018	10/31/2018
WATER	779964	BACKFLOW DISTRIBUTORS, INC.	GENERAL R/M SUPPLIES	7,313.15	10/31/2018	10/31/2018	10/31/2018
WATER	779964	BACKFLOW DISTRIBUTORS, INC.	GENERAL R/M SUPPLIES	1,895.48	10/31/2018	10/31/2018	10/31/2018
WATER	779964	BACKFLOW DISTRIBUTORS, INC.	GENERAL R/M SUPPLIES	499.30	10/31/2018	10/31/2018	10/31/2018
WATER	779968	BAYSHORE MATERIALS, INC.	GENERAL R/M SUPPLIES	73.70	10/31/2018	10/31/2018	10/31/2018
WATER	779972	BETH A. SCHOENBERGER	OTHER PROFESSIONAL SERV	21,375.00	10/31/2018	10/31/2018	10/31/2018
WATER	779974	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP.	408.96	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	MISC SUPPLIES	2.42	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	MISC SUPPLIES	10.02	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	TRAINING & CONFERENCES	31.83	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	TRAINING & CONFERENCES	6.70	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	TRAINING & CONFERENCES	141.16	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	1.15	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	1.15	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	OFFICE SUPPLIES	3.44	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	4.99	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	114.82	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	5.73	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER R/M SUPPLIES	16.67	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER R/M SUPPLIES	4.43	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	SAFETY TRAINING SUPPLIES	11.19	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	SAFETY TRAINING SUPPLIES	11.98	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	SAFETY TRAINING SUPPLIES	11.20	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	SAFETY TRAINING SUPPLIES	11.98	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	TRAINING & CONFERENCES	5.91	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	MISC. EXPENSES	1.99	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	MISC. EXPENSES	1.99	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	MISC. EXPENSES	2.84	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	MISC. EXPENSES	2.26	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	1.67	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	GENERAL R/M SUPPLIES	27.47	10/31/2018	10/31/2018	10/31/2018
WATER	779946	CALIF. STATE BOARD OF EQUILIZATIO	TELECOMMUNICATIONS	5.32	10/31/2018	10/31/2018	10/31/2018
WATER	779985	CLARK PEST CONTROL	BUILDING R & M SERVICES	109.00	10/31/2018	10/31/2018	10/31/2018
WATER	779985	CLARK PEST CONTROL	BUILDING R & M SERVICES	87.00	10/31/2018	10/31/2018	10/31/2018
WATER	779988	COMPLETE WELDER SUPPLY, INC.	OTHER R/M SUPPLIES	39.20	10/31/2018	10/31/2018	10/31/2018
WATER	779994	CORE & MAIN LP	MISC SUPPLIES	487.68	10/31/2018	10/31/2018	10/31/2018
WATER	779994	CORE & MAIN LP	MISC SUPPLIES	130.05	10/31/2018	10/31/2018	10/31/2018
WATER	779994	CORE & MAIN LP	MISC SUPPLIES	468.19	10/31/2018	10/31/2018	10/31/2018
WATER	779996	COUGHRAN MECHANICAL SERVICES	OTHER SERVICES	6,012.07	10/31/2018	10/31/2018	10/31/2018
WATER	780000	DATASAFE,INC	COMPUTER SUPPLIES	25.00	10/31/2018	10/31/2018	10/31/2018
WATER	780007	DREAM RIDE ENGINEERING INC	BUILDING R & M SERVICES	240.00	10/31/2018	10/31/2018	10/31/2018

**City of Vallejo
Check Register**

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
WATER	780015	ERIKS NORTH AMERICA, INC.	GENERAL R/M SUPPLIES	658.92	10/31/2018	10/31/2018	10/31/2018
WATER	780017	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	144.00	10/31/2018	10/31/2018	10/31/2018
WATER	780020	FEDERAL EXPRESS	POSTAGE & MAILING	36.59	10/31/2018	10/31/2018	10/31/2018
WATER	780023	FLEET SOLUTIONS, LLC	COMPUTER SUPPLIES	209.70	10/31/2018	10/31/2018	10/31/2018
WATER	780028	HARBOLT INDUSTRIAL SUPPORT SV	GENERAL R/M SUPPLIES	2,196.59	10/31/2018	10/31/2018	10/31/2018
WATER	780037	INDUSTRIAL SAFETY SUPPLY	SAFETY TRAINING SUPPLIES	1,879.35	10/31/2018	10/31/2018	10/31/2018
WATER	780048	JAYGAV EMBROIDERY	OTHER SUPPLIES	248.50	10/31/2018	10/31/2018	10/31/2018
WATER	780048	JAYGAV EMBROIDERY	CLOTHING & UNIFORMS	180.00	10/31/2018	10/31/2018	10/31/2018
WATER	780056	KELLY SERVICES INC	SALARIES-PART TIME TEMP.	750.38	10/31/2018	10/31/2018	10/31/2018
WATER	780056	KELLY SERVICES INC	SALARIES-PART TIME TEMP.	750.38	10/31/2018	10/31/2018	10/31/2018
WATER	780056	KELLY SERVICES INC	SALARIES-PART TIME TEMP.	600.30	10/31/2018	10/31/2018	10/31/2018
WATER	780068	LIPPINCOTT SUPPLY CO INC	GENERAL R/M SUPPLIES	103.66	10/31/2018	10/31/2018	10/31/2018
WATER	780077	MCMASTER-CARR SUPPLY COMPAN	GENERAL R/M SUPPLIES	267.52	10/31/2018	10/31/2018	10/31/2018
WATER	780079	METRON-FARNIER LLC	GENERAL R/M SUPPLIES	16,988.30	10/31/2018	10/31/2018	10/31/2018
WATER	780080	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	55.69	10/31/2018	10/31/2018	10/31/2018
WATER	780120	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	69.00	10/31/2018	10/31/2018	10/31/2018
WATER	780080	MISC EMPLOYEE REIMBURSEMENT	DUES & PUBLICATIONS	220.00	10/31/2018	10/31/2018	10/31/2018
WATER	780043	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	60.00	10/31/2018	10/31/2018	10/31/2018
WATER	780001	MISC EMPLOYEE REIMBURSEMENT	TRAINING & CONFERENCES	145.00	10/31/2018	10/31/2018	10/31/2018
WATER	780016	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	96.33	10/31/2018	10/31/2018	10/31/2018
WATER	779984	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	75.50	10/31/2018	10/31/2018	10/31/2018
WATER	780152	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	17.04	10/31/2018	10/31/2018	10/31/2018
WATER	780157	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	20.34	10/31/2018	10/31/2018	10/31/2018
WATER	780128	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	60.62	10/31/2018	10/31/2018	10/31/2018
WATER	780070	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	35.57	10/31/2018	10/31/2018	10/31/2018
WATER	780030	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	11.64	10/31/2018	10/31/2018	10/31/2018
WATER	780087	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	76.88	10/31/2018	10/31/2018	10/31/2018
WATER	780121	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	40.00	10/31/2018	10/31/2018	10/31/2018
WATER	780002	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	22.81	10/31/2018	10/31/2018	10/31/2018
WATER	780125	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	54.59	10/31/2018	10/31/2018	10/31/2018
WATER	780101	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	47.55	10/31/2018	10/31/2018	10/31/2018
WATER	780176	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	68.67	10/31/2018	10/31/2018	10/31/2018
WATER	780052	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	88.95	10/31/2018	10/31/2018	10/31/2018
WATER	779982	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	91.97	10/31/2018	10/31/2018	10/31/2018
WATER	780050	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	37.24	10/31/2018	10/31/2018	10/31/2018
WATER	780051	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	74.54	10/31/2018	10/31/2018	10/31/2018
WATER	780075	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	32.02	10/31/2018	10/31/2018	10/31/2018
WATER	780022	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	85.60	10/31/2018	10/31/2018	10/31/2018
WATER	780127	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	42.02	10/31/2018	10/31/2018	10/31/2018
WATER	780102	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	92.47	10/31/2018	10/31/2018	10/31/2018
WATER	780173	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	184.75	10/31/2018	10/31/2018	10/31/2018
WATER	780116	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	47.21	10/31/2018	10/31/2018	10/31/2018
WATER	780134	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	813.85	10/31/2018	10/31/2018	10/31/2018
WATER	779970	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	54.59	10/31/2018	10/31/2018	10/31/2018
WATER	779995	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	47.05	10/31/2018	10/31/2018	10/31/2018
WATER	780069	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	47.81	10/31/2018	10/31/2018	10/31/2018
WATER	780026	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	71.01	10/31/2018	10/31/2018	10/31/2018
WATER	780132	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	72.02	10/31/2018	10/31/2018	10/31/2018
WATER	779976	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	63.47	10/31/2018	10/31/2018	10/31/2018
WATER	780012	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	82.08	10/31/2018	10/31/2018	10/31/2018
WATER	780136	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	109.57	10/31/2018	10/31/2018	10/31/2018
WATER	779998	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	80.07	10/31/2018	10/31/2018	10/31/2018
WATER	780149	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	118.96	10/31/2018	10/31/2018	10/31/2018
WATER	780027	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	81.58	10/31/2018	10/31/2018	10/31/2018
WATER	779957	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	997.80	10/31/2018	10/31/2018	10/31/2018
WATER	780105	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	84.59	10/31/2018	10/31/2018	10/31/2018
WATER	780137	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	69.01	10/31/2018	10/31/2018	10/31/2018
WATER	779983	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	91.13	10/31/2018	10/31/2018	10/31/2018
WATER	779977	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	117.62	10/31/2018	10/31/2018	10/31/2018
WATER	780083	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	64.55	10/31/2018	10/31/2018	10/31/2018
WATER	780006	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	39.34	10/31/2018	10/31/2018	10/31/2018
WATER	780084	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	42.86	10/31/2018	10/31/2018	10/31/2018
WATER	780072	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	72.02	10/31/2018	10/31/2018	10/31/2018

City of Vallejo Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
WATER	780112	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	35.82	10/31/2018	10/31/2018	10/31/2018
WATER	780146	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	73.03	10/31/2018	10/31/2018	10/31/2018
WATER	780078	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	105.39	10/31/2018	10/31/2018	10/31/2018
WATER	780171	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	61.59	10/31/2018	10/31/2018	10/31/2018
WATER	780170	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	67.16	10/31/2018	10/31/2018	10/31/2018
WATER	780074	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	102.87	10/31/2018	10/31/2018	10/31/2018
WATER	780067	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	38.83	10/31/2018	10/31/2018	10/31/2018
WATER	780076	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	76.05	10/31/2018	10/31/2018	10/31/2018
WATER	780086	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	21.90	10/31/2018	10/31/2018	10/31/2018
WATER	780117	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	38.16	10/31/2018	10/31/2018	10/31/2018
WATER	780024	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	43.86	10/31/2018	10/31/2018	10/31/2018
WATER	780154	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	99.35	10/31/2018	10/31/2018	10/31/2018
WATER	780131	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	105.55	10/31/2018	10/31/2018	10/31/2018
WATER	780143	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	82.75	10/31/2018	10/31/2018	10/31/2018
WATER	780103	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	66.32	10/31/2018	10/31/2018	10/31/2018
WATER	780150	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	72.86	10/31/2018	10/31/2018	10/31/2018
WATER	780175	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	111.59	10/31/2018	10/31/2018	10/31/2018
WATER	780058	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	27.57	10/31/2018	10/31/2018	10/31/2018
WATER	780151	MISC UTILITY BILLING REFUNDS	MISC ACCOUNTS RECEIVABLE	1,165.59	10/31/2018	10/31/2018	10/31/2018
WATER	780091	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP	1,662.16	10/31/2018	10/31/2018	10/31/2018
WATER	780091	NELSON FAMILY OF COMPANIES	SALARIES-PART TIME TEMP.	1,150.40	10/31/2018	10/31/2018	10/31/2018
WATER	780091	NELSON FAMILY OF COMPANIES	OTHER PROFESSIONAL SERV	455.40	10/31/2018	10/31/2018	10/31/2018
WATER	780094	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	16.23	10/31/2018	10/31/2018	10/31/2018
WATER	780094	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	27.90	10/31/2018	10/31/2018	10/31/2018
WATER	780094	O'CONNOR LUMBER-ACE HARDWAR	GENERAL R/M SUPPLIES	55.21	10/31/2018	10/31/2018	10/31/2018
WATER	780096	OFFICE DEPOT	OFFICE SUPPLIES	215.84	10/31/2018	10/31/2018	10/31/2018
WATER	780096	OFFICE DEPOT	OFFICE SUPPLIES	1.40	10/31/2018	10/31/2018	10/31/2018
WATER	780096	OFFICE DEPOT	OFFICE SUPPLIES	73.88	10/31/2018	10/31/2018	10/31/2018
WATER	780096	OFFICE DEPOT	OFFICE SUPPLIES	251.45	10/31/2018	10/31/2018	10/31/2018
WATER	780096	OFFICE DEPOT	OFFICE SUPPLIES	31.42	10/31/2018	10/31/2018	10/31/2018
WATER	780098	PACE SUPPLY CORPORATION	GENERAL R/M SUPPLIES	187.74	10/31/2018	10/31/2018	10/31/2018
WATER	780099	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	131.78	10/31/2018	10/31/2018	10/31/2018
WATER	780099	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	94,151.16	10/31/2018	10/31/2018	10/31/2018
WATER	780099	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	4,243.53	10/31/2018	10/31/2018	10/31/2018
WATER	780104	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,040.00	10/31/2018	10/31/2018	10/31/2018
WATER	780108	PLATT ELECTRIC SUPPLY	OTHER R/M SUPPLIES	56.36	10/31/2018	10/31/2018	10/31/2018
WATER	780108	PLATT ELECTRIC SUPPLY	OTHER R/M SUPPLIES	281.80	10/31/2018	10/31/2018	10/31/2018
WATER	780108	PLATT ELECTRIC SUPPLY	OTHER R/M SUPPLIES	(36.61)	10/31/2018	10/31/2018	10/31/2018
WATER	780114	R & B COMPANY	MISC SUPPLIES	1,057.31	10/31/2018	10/31/2018	10/31/2018
WATER	780114	R & B COMPANY	MISC SUPPLIES	682.73	10/31/2018	10/31/2018	10/31/2018
WATER	780115	R & S ERECTION OF VALLEJO, INC	BUILDING R & M SERVICES	1,940.00	10/31/2018	10/31/2018	10/31/2018
WATER	780144	STATE WATER RESOURCES CONTRL	DUES & PUBLICATIONS	80.00	10/31/2018	10/31/2018	10/31/2018
WATER	780147	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	329.04	10/31/2018	10/31/2018	10/31/2018
WATER	780147	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	201.37	10/31/2018	10/31/2018	10/31/2018
WATER	780147	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	413.50	10/31/2018	10/31/2018	10/31/2018
WATER	780147	SYAR INDUSTRIES, INC. - NAPA	GENERAL R/M SUPPLIES	1,177.52	10/31/2018	10/31/2018	10/31/2018
WATER	780158	ULINE	OTHER SUPPLIES	23.85	10/31/2018	10/31/2018	10/31/2018
WATER	780159	UNION PACIFIC RAILROAD COMPANY	MISC. EXPENSES	521.92	10/31/2018	10/31/2018	10/31/2018
WATER	780161	VALLEJO ALOHA SAW AND MOWER	GROUNDS R/M SERVICES	108.56	10/31/2018	10/31/2018	10/31/2018
WATER	780174	ZEE MEDICAL CO	GENERAL R/M SUPPLIES	472.54	10/31/2018	10/31/2018	10/31/2018
Sub total of:WATER				188,503.86			
TRAVIS WATER OPERATING	779969	BEARING ENINGERING COMPANY	GENERAL R/M SUPPLIES	39.95	10/31/2018	10/31/2018	10/31/2018
TRAVIS WATER OPERATING	780017	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	143.00	10/31/2018	10/31/2018	10/31/2018
TRAVIS WATER OPERATING	780017	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	540.00	10/31/2018	10/31/2018	10/31/2018
TRAVIS WATER OPERATING	780097	OZONE SYSTEMS & TECHNOLOGY IN	MISC EQUIPMENT	15,037.01	10/31/2018	10/31/2018	10/31/2018
TRAVIS WATER OPERATING	780099	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	4,741.69	10/31/2018	10/31/2018	10/31/2018
TRAVIS WATER OPERATING	780099	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	298.40	10/31/2018	10/31/2018	10/31/2018
TRAVIS WATER OPERATING	780108	PLATT ELECTRIC SUPPLY	GENERAL R/M SUPPLIES	114.69	10/31/2018	10/31/2018	10/31/2018
TRAVIS WATER OPERATING	780109	POWER INDUSTRIES, INC	GENERAL R/M SUPPLIES	46.63	10/31/2018	10/31/2018	10/31/2018
Sub total of:TRAVIS WATER OPERATING				20,961.37			
GREEN VALLEY/CURRY LAKES	779948	ACME RIGGING & SUPPLY CO	GENERAL R/M SUPPLIES	358.07	10/31/2018	10/31/2018	10/31/2018

City of Vallejo
Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
GREEN VALLEY/CURRY LAKES	779954	ALPHA ANALYTICAL LABORATORIES,	LABORATORY SERVICES	20.00	10/31/2018	10/31/2018	10/31/2018
GREEN VALLEY/CURRY LAKES	779969	BEARING ENGINEERING COMPANY	GENERAL R/M SUPPLIES	436.49	10/31/2018	10/31/2018	10/31/2018
GREEN VALLEY/CURRY LAKES	780017	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	143.00	10/31/2018	10/31/2018	10/31/2018
GREEN VALLEY/CURRY LAKES	780017	EUROFINS EATON ANALYTICAL, INC	LABORATORY SERVICES	1,050.00	10/31/2018	10/31/2018	10/31/2018
GREEN VALLEY/CURRY LAKES	780025	FRANK A OLSEN COMPANY	MISC EQUIPMENT	14,340.75	10/31/2018	10/31/2018	10/31/2018
GREEN VALLEY/CURRY LAKES	780098	PACE SUPPLY CORPORATION	GENERAL R/M SUPPLIES	80.68	10/31/2018	10/31/2018	10/31/2018
Sub total of:GREEN VALLEY/CURRY LAKES				16,428.99			
WATER FAC TAX/CONNECT FEE	780008	DRS MARINE INC.	SITE IMPROVEMENTS	11,227.50	10/31/2018	10/31/2018	10/31/2018
WATER FAC TAX/CONNECT FEE	780029	HARRINGTON INDUSTRIAL PLASTICS	FH CONTROL VALVE UPGRADES	1,378.02	10/31/2018	10/31/2018	10/31/2018
WATER FAC TAX/CONNECT FEE	780031	HERC RENTALS, INC.	GRIP PUMP CONVERSION PROJ	953.70	10/31/2018	10/31/2018	10/31/2018
WATER FAC TAX/CONNECT FEE	780031	HERC RENTALS, INC.	GRIP PUMP CONVERSION PROJ	953.70	10/31/2018	10/31/2018	10/31/2018
WATER FAC TAX/CONNECT FEE	780031	HERC RENTALS, INC.	GRIP PUMP CONVERSION PROJ	619.91	10/31/2018	10/31/2018	10/31/2018
WATER FAC TAX/CONNECT FEE	780068	LIPPINCOTT SUPPLY CO INC	FH CONTROL VALVE UPGRADES	252.68	10/31/2018	10/31/2018	10/31/2018
WATER FAC TAX/CONNECT FEE	780068	LIPPINCOTT SUPPLY CO INC	FH CONTROL VALVE UPGRADES	55.65	10/31/2018	10/31/2018	10/31/2018
WATER FAC TAX/CONNECT FEE	780098	PACE SUPPLY CORPORATION	FH CONTROL VALVE UPGRADES	2,531.55	10/31/2018	10/31/2018	10/31/2018
WATER FAC TAX/CONNECT FEE	780166	VALLEJO SANITATION & FLOOD	MARE ISLAND FORCE MAIN	200,000.00	10/31/2018	10/31/2018	10/31/2018
WATER FAC TAX/CONNECT FEE	780166	VALLEJO SANITATION & FLOOD	MARE ISLAND FORCE MAIN	237,618.00	10/31/2018	10/31/2018	10/31/2018
WATER FAC TAX/CONNECT FEE	780167	W W GRAINGER INC.	FH CONTROL VALVE UPGRADES	358.41	10/31/2018	10/31/2018	10/31/2018
Sub total of:WATER FAC TAX/CONNECT FEE				455,949.12			
MARINA	779966	BAY ALARM CO.	SECURITY SERVICES	201.03	10/31/2018	10/31/2018	10/31/2018
MARINA	779966	BAY ALARM CO.	SECURITY SERVICES	201.03	10/31/2018	10/31/2018	10/31/2018
MARINA	779974	BOLT STAFFING SERVICE INC	SALARIES-PART TIME TEMP	492.09	10/31/2018	10/31/2018	10/31/2018
MARINA	779946	CALIF. STATE BOARD OF EQUILIZATIO	PUBLICITY & ADVERTISING	50.06	10/31/2018	10/31/2018	10/31/2018
MARINA	779946	CALIF. STATE BOARD OF EQUILIZATIO	BUILDING MATERIALS	14.18	10/31/2018	10/31/2018	10/31/2018
MARINA	779946	CALIF. STATE BOARD OF EQUILIZATIO	OTHER SERVICES	12.14	10/31/2018	10/31/2018	10/31/2018
MARINA	780033	HUNT & SONS, INC.	FUEL & LUBE SUPPLIES	12,261.92	10/31/2018	10/31/2018	10/31/2018
MARINA	780085	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	177.24	10/31/2018	10/31/2018	10/31/2018
MARINA	780085	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	30.00	10/31/2018	10/31/2018	10/31/2018
MARINA	779986	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	201.88	10/31/2018	10/31/2018	10/31/2018
MARINA	780145	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	142.85	10/31/2018	10/31/2018	10/31/2018
MARINA	779959	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	318.60	10/31/2018	10/31/2018	10/31/2018
MARINA	779959	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	15.00	10/31/2018	10/31/2018	10/31/2018
MARINA	780049	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	310.07	10/31/2018	10/31/2018	10/31/2018
MARINA	779955	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	248.50	10/31/2018	10/31/2018	10/31/2018
MARINA	779955	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	45.00	10/31/2018	10/31/2018	10/31/2018
MARINA	780122	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	401.44	10/31/2018	10/31/2018	10/31/2018
MARINA	780122	MISC MARINA REFUNDS	CUSTOMER DEPOSITS	109.68	10/31/2018	10/31/2018	10/31/2018
MARINA	779986	MISC MARINA REFUNDS	MARINA BERTH RENTAL	211.38	10/31/2018	10/31/2018	10/31/2018
MARINA	779955	MISC MARINA REFUNDS	MARINA BERTH RENTAL	491.22	10/31/2018	10/31/2018	10/31/2018
MARINA	780094	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	872.10	10/31/2018	10/31/2018	10/31/2018
MARINA	780094	O'CONNOR LUMBER-ACE HARDWAR	BUILDING MATERIALS	28.57	10/31/2018	10/31/2018	10/31/2018
MARINA	780099	PACIFIC GAS & ELECTRIC-SACRAME	GAS & ELECTRICITY	6,819.07	10/31/2018	10/31/2018	10/31/2018
MARINA	780104	PEOPLEREADY INC	SALARIES-PART TIME TEMP	1,414.00	10/31/2018	10/31/2018	10/31/2018
MARINA	780118	RECREATION PUBLICATIONS INC.	PUBLICITY & ADVERTISING	680.00	10/31/2018	10/31/2018	10/31/2018
MARINA	780168	WAGONER MARITIME	OTHER SERVICES	225.00	10/31/2018	10/31/2018	10/31/2018
Sub total of:MARINA				25,974.05			
VJO STATION PRKG STRCTURE	779946	CALIF. STATE BOARD OF EQUILIZATIO	FIELD EQUIPMENT	6.93	10/31/2018	10/31/2018	10/31/2018
VJO STATION PRKG STRCTURE	780040	INTERWEST CONSULTING GROUP,IN	MISC EQUIPMENT	2,025.00	10/31/2018	10/31/2018	10/31/2018
Sub total of:VJO STATION PRKG STRCTURE				2,031.93			
CORPORATION SHOP	779947	A-1 COLLISION	AUTO R/M SERVICES	2,035.91	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779956	AMERICAN CANYON TIRE	VEHICLE SUPPLIES	822.80	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779960	ARAMARK UNIFORM SERVICES, INC	LAUNDRY & SANITATION	177.43	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779965	BARNES & BARNES INC	VEHICLE SUPPLIES	11,574.51	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779965	BARNES & BARNES INC	VEHICLE SUPPLIES	775.41	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	56.63	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	(44.44)	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	(25.41)	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	24.36	10/31/2018	10/31/2018	10/31/2018

City of Vallejo Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	(40.42)	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	17.51	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	40.42	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	57.98	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	65.84	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	68.02	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	209.14	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	(209.14)	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	16.25	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	12.44	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	121.46	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	21.00	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	29.74	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	(22.69)	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	20.11	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	160.38	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	VEHICLE SUPPLIES	8.82	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	FUEL & LUBE SUPPLIES	65.01	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779971	BERT WILLIAMS & SONS INC.	SMALL TOOL & INSTRUMENTS	29.97	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779978	BURTON'S FIRE, INC.	VEHICLE SUPPLIES	250.72	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779978	BURTON'S FIRE, INC.	VEHICLE SUPPLIES	326.15	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779946	CALIF. STATE BOARD OF EQUILIZATIO	VEHICLE SUPPLIES	9.40	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779946	CALIF. STATE BOARD OF EQUILIZATIO	VEHICLE SUPPLIES	161.28	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779946	CALIF. STATE BOARD OF EQUILIZATIO	VEHICLE SUPPLIES	24.43	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779946	CALIF. STATE BOARD OF EQUILIZATIO	VEHICLE SUPPLIES	46.45	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779946	CALIF. STATE BOARD OF EQUILIZATIO	VEHICLE SUPPLIES	26.59	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779946	CALIF. STATE BOARD OF EQUILIZATIO	VEHICLE SUPPLIES	9.40	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779946	CALIF. STATE BOARD OF EQUILIZATIO	VEHICLE SUPPLIES	2.73	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779946	CALIF. STATE BOARD OF EQUILIZATIO	VEHICLE SUPPLIES	1.58	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779946	CALIF. STATE BOARD OF EQUILIZATIO	VEHICLE SUPPLIES	20.10	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	779946	CALIF. STATE BOARD OF EQUILIZATIO	EQUIPMENT R/M SERVICES	41.46	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780018	FACTORY MOTOR PARTS	VEHICLE SUPPLIES	381.25	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780018	FACTORY MOTOR PARTS	VEHICLE SUPPLIES	116.18	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780033	HUNT & SONS, INC.	FUEL & LUBE SUPPLIES	319.92	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780033	HUNT & SONS, INC.	FUEL & LUBE SUPPLIES	1,871.50	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780039	INTERSTATE BATTERIES OF TRI-VALLE	VEHICLE SUPPLIES	114.41	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780065	LEHR AUTO ELECTRIC	VEHICLE SUPPLIES	60.07	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780089	NAPA FORD LINCOLN MERCURY	VEHICLE SUPPLIES	484.65	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780093	O'CONNELL JETTING SYSTEMS	VEHICLE SUPPLIES	62.69	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780094	O'CONNOR LUMBER-ACE HARDWAR	VEHICLE SUPPLIES	4.91	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780094	O'CONNOR LUMBER-ACE HARDWAR	VEHICLE SUPPLIES	22.90	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780094	O'CONNOR LUMBER-ACE HARDWAR	SMALL TOOL & INSTRUMENTS	15.16	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780095	O'REILLY AUTO PARTS	VEHICLE SUPPLIES	130.02	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780110	POWER PLAN	VEHICLE SUPPLIES	156.21	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780123	RON DUPRATT FORD	VEHICLE SUPPLIES	63.97	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780123	RON DUPRATT FORD	VEHICLE SUPPLIES	18.42	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780123	RON DUPRATT FORD	VEHICLE SUPPLIES	397.05	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780123	RON DUPRATT FORD	VEHICLE SUPPLIES	140.39	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780123	RON DUPRATT FORD	VEHICLE SUPPLIES	(650.25)	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780123	RON DUPRATT FORD	VEHICLE SUPPLIES	(4.88)	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780123	RON DUPRATT FORD	VEHICLE SUPPLIES	(1,083.75)	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780123	RON DUPRATT FORD	VEHICLE SUPPLIES	3,901.50	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780123	RON DUPRATT FORD	VEHICLE SUPPLIES	(3,901.50)	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780123	RON DUPRATT FORD	AUTO R/M SERVICES	1,558.82	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780123	RON DUPRATT FORD	AUTO R/M SERVICES	(81.28)	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780123	RON DUPRATT FORD	AUTO R/M SERVICES	(81.28)	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780123	RON DUPRATT FORD	AUTO R/M SERVICES	39.70	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780156	TRIMON INC	VEHICLE SUPPLIES	90.67	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780162	VALLEJO AUTO PARTS	VEHICLE SUPPLIES	66.28	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780162	VALLEJO AUTO PARTS	VEHICLE SUPPLIES	12.08	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780162	VALLEJO AUTO PARTS	VEHICLE SUPPLIES	148.90	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780162	VALLEJO AUTO PARTS	VEHICLE SUPPLIES	118.35	10/31/2018	10/31/2018	10/31/2018
CORPORATION SHOP	780162	VALLEJO AUTO PARTS	VEHICLE SUPPLIES	(63.39)	10/31/2018	10/31/2018	10/31/2018

City of Vallejo Check Register

Fund Description	Check No.	Vendor Name	Object Description	Amount	Check Date	2018-08-15	Check Date - Calc 2018-08-29
CORPORATION SHOP	780167	W W GRAINGER INC.	VEHICLE SUPPLIES	42.81	10/31/2018	10/31/2018	10/31/2018
Sub total of:CORPORATION SHOP				21,461.81			
SELF INSURANCE	780153	MISC EMPLOYEE REIMBURSEMENT	LEGAL FEES	182.98	10/31/2018	10/31/2018	10/31/2018
Sub total of:SELF INSURANCE				182.98			
PAYROLL BENEFITS	779981	CAMP ASSOCIATION OF VALLEJO	UNION DUES - CAMP	530.00	10/31/2018	10/31/2018	10/31/2018
PAYROLL BENEFITS	780013	EMPLOYEE BENEFIT SPECIALISTS, IN	FLEX BENEFIT	2,788.05	10/31/2018	10/31/2018	10/31/2018
PAYROLL BENEFITS	780035	IAFF, LOCAL 1186	UNION DUES-IAFF	7,200.00	10/31/2018	10/31/2018	10/31/2018
PAYROLL BENEFITS	780036	IBEW LOCAL 1245	UNION DUES-IBEW	8,621.17	10/31/2018	10/31/2018	10/31/2018
PAYROLL BENEFITS	780165	VALLEJO POLICE OFFICERS ASSOC	UNION DUES-VPOA	7,101.73	10/31/2018	10/31/2018	10/31/2018
Sub total of:PAYROLL BENEFITS				26,240.95			
Grand Total:				\$1,317,985.87			

City of Vallejo - 8356

Claim No.	LIT	Claimant	Transaction Date	Transaction Type	Description	Amount	Trans #	Location	Payee	Loss Date
CTVL-4599A1	LIT	Joseph And Jeannie Ledesma	10/11/18	Void	58 - MISC. LEGAL EXP.	(1,082.60)	10023	POLICE	WEST COAST MCI	12/8/15
CTVL-4932A2		Moreira, Nuno	10/1/18	Check	100 - ISO REPORTS	12.00	10083	PBWKS	YORK RISK SERVICES GROUP	9/5/18
CTVL-4933A2		Perkins, Joyce	10/1/18	Check	100 - ISO REPORTS	12.00	10083	PBWKS	YORK RISK SERVICES GROUP	9/4/18
CTVL-4863A2		Koch, Richard	10/4/18	Check	1 - INDEMNITY	14,176.50	10084	PBWKS	RICHARD KOCH	10/27/17
CTVL-4341A1		Ketchum, Charles	10/5/18	Check	57 - LEGAL FEES	43.52	10085	FIRE	BERTRAND, FOX & ELLIOT	9/29/11
CTVL-4641A1	LIT	Johnson Jr, John	10/5/18	Check	57 - LEGAL FEES	9,101.71	10086	PBWKS	BERTRAND, FOX & ELLIOT	2/16/16
CTVL-4928A2		Goncalves, Keila	10/9/18	Check	1 - INDEMNITY	784.00	10087	POLICE	GONCALVES, KEILA	8/26/18
CTVL-4935A2		The Hartford, A/S/O Calvin Harrell, Jr.	10/10/18	Check	100 - ISO REPORTS	12.00	10088	PBWKS	YORK RISK SERVICES GROUP	8/21/18
CTVL-4512A1	LIT	Demarest, David	10/11/18	Check	58 - MISC. LEGAL EXP.	396.65	10089	POLICE	CLARK REPORTING &	9/26/14
CTVL-4512A1	LIT	Demarest, David	10/11/18	Check	58 - MISC. LEGAL EXP.	427.00	10090	POLICE	DOUCETTE & ASSOCIATES	9/26/14
CTVL-4767A1	LIT	Evans, Annice	10/11/18	Check	58 - MISC. LEGAL EXP.	753.50	10091	POLICE	DOUCETTE & ASSOCIATES	1/23/17
CTVL-4554A1	LIT	Mendez, Juana	10/11/18	Check	58 - MISC. LEGAL EXP.	7,875.12	10092	PBWKS	INSCITECH, INC.	3/31/15
CTVL-4591A1	LIT	Brooks, Jimmy	10/11/18	Check	57 - LEGAL FEES	16,903.20	10093	POLICE	BERTRAND, FOX & ELLIOT	8/30/15
CTVL-4599A1	LIT	Joseph And Jeannie Ledesma	10/12/18	Check	58 - MISC. LEGAL EXP.	1,082.60	10094	POLICE	WEST COAST MCI	12/8/15
CTVL-4786A1	LIT	Webb, Regina	10/12/18	Check	110 - MEDIATION FEES	1,600.00	10095	PBWKS	LAVDIOTIS MEDIATION	6/8/17
CTVL-4941A1		Dept of Ind. Relations,RE, Kenneth McKay	10/12/18	Check	1 - INDEMNITY	750.00	10096	HR	KENNETH MCKAY	8/14/18
CTVL-4850A1	LIT	Hengst, Eric	10/15/18	Check	58 - MISC. LEGAL EXP.	150.00	10097	PBWKS	SOLANO COUNTY SUPERIOR COURT	8/18/17
CTVL-4926A2		Itzep, Lesbia	10/15/18	Check	1 - INDEMNITY	2,250.00	10098	PBWKS	LESBIA ITZEP	3/12/18
CTVL-4939A2		Bigham, Brian	10/15/18	Check	1 - INDEMNITY	2,860.00	10099	POLICE	BRIAN BIGHAM	9/1/18
CTVL-4938A1		Maria Reynolds Represented By Patrick R Campbell	10/15/18	Check	100 - ISO REPORTS	12.00	10100	UNK	YORK RISK SERVICES GROUP	6/8/18
CTVL-4939A2		Bigham, Brian	10/15/18	Check	100 - ISO REPORTS	12.00	10100	POLICE	YORK RISK SERVICES GROUP	9/1/18
CTVL-4941A1		Dept of Ind. Relations,RE, Kenneth McKay	10/15/18	Check	100 - ISO REPORTS	12.00	10100	HR	YORK RISK SERVICES GROUP	8/14/18

City of Vallejo - 8356

Claim No.	LIT	Claimant	Transaction Date	Transaction Type	Description	Amount	Trans #	Location	Payee	Loss Date
CTVL-4926A2		Itzep, Lesbia	10/15/18	Check	61 - MISC. ALL OTHER	37.50	10101	PBWKS	EXECUTIVE LINGUIST	3/12/18
CTVL-4776A1		Carter, Martha	10/16/18	Check	1 - INDEMNITY	2,500.00	10102	PBWKS	LAW OFFICES OF MARK R.	6/1/17
CTVL-4912A2		Alvarez, Jorge	10/16/18	Check	1 - INDEMNITY	6,000.00	10103	PBWKS	JORGE ALVAREZ	7/18/18
CTVL-4767A1	LIT	Evans, Annice	10/17/18	Check	58 - MISC. LEGAL EXP.	595.75	10104	POLICE	STUART PETTIGREW	1/23/17
CTVL-4937A1		Daniels, Keith	10/17/18	Check	100 - ISO REPORTS	12.00	10105	PBWKS	YORK RISK SERVICES GROUP	8/15/18
CTVL-4554A1	LIT	Mendez, Juana	10/18/18	Check	57 - LEGAL FEES	33.86	10106	PBWKS	BERTRAND, FOX & ELLIOT	3/31/15
CTVL-4767A1	LIT	Evans, Annice	10/19/18	Check	58 - MISC. LEGAL EXP.	350.00	10107	POLICE	DOUCETTE & ASSOCIATES	1/23/17
CTVL-4767A1	LIT	Evans, Annice	10/19/18	Check	58 - MISC. LEGAL EXP.	629.44	10108	POLICE	NET TRANSCRIPTS INC	1/23/17
CTVL-4767A1	LIT	Evans, Annice	10/19/18	Check	58 - MISC. LEGAL EXP.	410.04	10109	POLICE	NET TRANSCRIPTS INC	1/23/17
CTVL-4767A1	LIT	Evans, Annice	10/19/18	Check	58 - MISC. LEGAL EXP.	350.00	10110	POLICE	DOUCETTE & ASSOCIATES	1/23/17
CTVL-4512A1	LIT	Demarest, David	10/22/18	Check	58 - MISC. LEGAL EXP.	550.96	10111	POLICE	BALLERINI COURT REPORTERS	9/26/14
CTVL-4767A1	LIT	Evans, Annice	10/22/18	Check	58 - MISC. LEGAL EXP.	50.00	10112	POLICE	SPECIAL INVESTIGATIONS	1/23/17
CTVL-4341A1		Ketchum, Charles	10/23/18	Check	57 - LEGAL FEES	141.86	10113	FIRE	BERTRAND, FOX & ELLIOT	9/29/11
CTVL-4641A1	LIT	Johnson Jr, John	10/23/18	Check	57 - LEGAL FEES	3,785.57	10114	PBWKS	BERTRAND, FOX & ELLIOT	2/16/16
CTVL-4820A1		Decarlo, Kevin	10/23/18	Check	56 - EXPERTS	1,414.00	10115	UNK	STUART PETTIGREW	5/31/17
CTVL-4820A1		Decarlo, Kevin	10/24/18	Check	58 - MISC. LEGAL EXP.	37.95	10116	UNK	MARY E. ARGYROPOULOS	5/31/17
CTVL-4767A1	LIT	Evans, Annice	10/24/18	Check	58 - MISC. LEGAL EXP.	747.75	10117	POLICE	STUART PETTIGREW	1/23/17
CTVL-4942A2		Davis, Kashiff Lamar	10/24/18	Check	100 - ISO REPORTS	12.00	10118	POLICE	YORK RISK SERVICES GROUP	10/11/18
CTVL-4943A1		Singleton, Alfreda K.	10/24/18	Check	100 - ISO REPORTS	12.00	10118	PBWKS	YORK RISK SERVICES GROUP	8/11/18
CTVL-4944A2		PG & E	10/24/18	Check	100 - ISO REPORTS	12.00	10118	PBWKS	YORK RISK SERVICES GROUP	7/31/18
CTVL-4591A1	LIT	Brooks, Jimmy	10/26/18	Check	56 - EXPERTS	6,450.00	10119	POLICE	JARED L ZWICKEY	8/30/15
CTVL-4591A1	LIT	Brooks, Jimmy	10/26/18	Check	57 - LEGAL FEES	12,020.28	10120	POLICE	BERTRAND, FOX & ELLIOT	8/30/15

Transaction Report Standard

City of Vallejo - 8356

Claim No.	LIT	Claimant	Transaction Date	Transaction Type	Description	Amount	Trans #	Location	Payee	Loss Date
CTVL-4930A2		Fischer, David R.	10/26/18	Check	100 - ISO REPORTS	12.00	10121	PLAN	YORK RISK SERVICES GROUP	6/13/18
CTVL-4937A2		Daniels, Juanita	10/26/18	Check	100 - ISO REPORTS	12.00	10121	PBWKS	YORK RISK SERVICES GROUP	8/15/18
CTVL-4937A2		Daniels, Juanita	10/29/18	Check	1 - INDEMNITY	1,000.00	10122	PBWKS	JUANITA DANIELS	8/15/18
CTVL-4937A1		Daniels, Keith	10/29/18	Check	1 - INDEMNITY	600.00	10123	PBWKS	KEITH DANIELS	8/15/18

City of Vallejo - 8356

Transaction Type	Item Count	Totals
Checks	47	97,002.76
Voids	1	(1,082.60)
Stop Payments	0	0.00
Refunds	0	0.00
Refund Revrs	0	0.00
ACH	0	0.00
ACH Revrs	0	0.00
ACH1	0	0.00
Debit Card	0	0.00
Debit Card Revrs	0	0.00
SE EFT	0	0.00
SE EFT Revrs	0	0.00
Sub Total	48	95,920.16
Recoveries	0	0.00
Recov Revrs	0	0.00
Corrections	0	0.00
Vouchers	0	0.00
Voucher Revrs	0	0.00
Invoices	0	0.00
Sub Total	0	0.00
Corrections	0	0.00
Sub Total	0	0.00
Total	48	95,920.16

WORK COMP OCTOBER CHECK REGISTER

Transaction Date	Void	Pay Code	Amount
10/1/2018	Yes	PHYSICAL THERAPY	125.09
10/1/2018	No	RADIOLOGY, SCANS ETC	25.48
10/1/2018	No	TREATING PHYSICIAN	84.46
10/1/2018	No	PHYSICAL THERAPY	193.24
10/1/2018	No	PHYSICAL THERAPY	124.32
10/1/2018	No	PPD	580.00
10/1/2018	No	PPD-STIP AWARD	580.00
10/1/2018	No	TREATING PHYSICIAN	86.19
10/1/2018	No	TREATING PHYSICIAN	64.89
10/1/2018	No	SURGERY-OP	141.58
10/1/2018	No	TREATING PHYSICIAN	113.86
10/1/2018	Yes	TREATING PHYSICIAN	71.00
10/1/2018	No	TREATING PHYSICIAN	101.40
10/1/2018	Yes	DURABLE MEDICAL EQUIPMENT	28.20
10/1/2018	No	TREATING PHYSICIAN	101.40
10/1/2018	No	TREATING PHYSICIAN	28.09
10/1/2018	No	4850-TTD	520.83
10/1/2018	No	4850-Diff	262.32
10/2/2018	No	PHARMACY	38.75
10/2/2018	No	IMR FEE	345.00
10/2/2018	No	IMR FEE	345.00
10/2/2018	No	CHIROPRACTIC	77.10
10/2/2018	No	IMR FEE	345.00
10/2/2018	No	LEGAL	122.50
10/2/2018	No	TREATING PHYSICIAN	96.03
10/2/2018	No	LEGAL	35.00
10/2/2018	No	PHARMACY	32.77
10/2/2018	No	IMR FEE	390.00
10/2/2018	No	LEGAL	52.50
10/2/2018	No	PPD-STIP AWARD	460.00
10/2/2018	No	LEGAL	3,501.65
10/2/2018	No	IMR FEE	390.00
10/2/2018	No	LEGAL	175.00
10/2/2018	No	PPD	580.00
10/2/2018	No	LEGAL	805.00
10/2/2018	No	TREATING PHYSICIAN	33.52
10/2/2018	No	DURABLE MEDICAL EQUIPMENT	38.81
10/2/2018	No	4850-TTD	1,340.08
10/2/2018	No	4850-TTD	837.55
10/2/2018	No	4850-Diff	1,079.76
10/2/2018	No	4850-TTD	-1,340.08
10/2/2018	No	4850-Diff	1,727.62
10/2/2018	No	4850-Diff	-1,727.62
10/2/2018	No	4850-Diff	-1,079.76
10/2/2018	No	4850-TTD	-837.55
10/2/2018	No	TREATING PHYSICIAN	79.37
10/2/2018	Yes	RADIOLOGY, SCANS ETC	11.72
10/2/2018	No	TREATING PHYSICIAN	101.40
10/2/2018	No	TREATING PHYSICIAN	101.40

WORK COMP OCTOBER CHECK REGISTER

Transaction Date	Void	Pay Code	Amount
10/2/2018	No	RADIOLOGY, SCANS ETC	101.17
10/2/2018	Yes	TREATING PHYSICIAN	101.40
10/2/2018	Yes	TREATING PHYSICIAN	54.71
10/2/2018	No	TREATING PHYSICIAN	149.04
10/2/2018	No	TREATING PHYSICIAN	28.09
10/2/2018	No	HOSPITAL OUT-PATIENT	409.21
10/2/2018	No	TREATING PHYSICIAN	149.04
10/3/2018	No	RADIOLOGY, SCANS ETC	20.41
10/3/2018	No	DEPOSITION COSTS	640.00
10/3/2018	No	TREATING PHYSICIAN	12.21
10/3/2018	No	SURGERY-OP	119.95
10/3/2018	No	HOSPITAL OUT-PATIENT	1,139.64
10/4/2018	No	TREATING PHYSICIAN	146.86
10/4/2018	No	RADIOLOGY, SCANS ETC	204.70
10/4/2018	No	PPD-STIP AWARD	580.00
10/4/2018	No	PHYSICAL THERAPY	126.53
10/4/2018	No	IMR FEE	431.98
10/4/2018	No	TREATING PHYSICIAN	103.72
10/4/2018	No	HOSPITAL OUT-PATIENT	765.82
10/4/2018	No	TREATING PHYSICIAN	413.53
10/4/2018	No	TREATING PHYSICIAN	101.40
10/4/2018	Yes	HOSPITAL OUT-PATIENT	9,517.41
10/4/2018	No	RADIOLOGY, SCANS ETC	101.17
10/4/2018	No	HOSPITAL OUT-PATIENT	338.16
10/4/2018	No	TREATING PHYSICIAN	101.40
10/4/2018	Yes	TREATING PHYSICIAN	61.68
10/4/2018	Yes	HOSPITAL OUT-PATIENT	310.41
10/4/2018	Yes	TREATING PHYSICIAN	113.86
10/4/2018	Yes	PHARMACY	9.11
10/4/2018	Yes	PHARMACY	52.75
10/4/2018	Yes	RADIOLOGY, SCANS ETC	11.97
10/4/2018	Yes	RADIOLOGY, SCANS ETC	101.17
10/4/2018	Yes	RADIOLOGY, SCANS ETC	115.91
10/4/2018	No	TREATING PHYSICIAN	54.71
10/4/2018	No	TREATING PHYSICIAN	28.09
10/4/2018	No	RADIOLOGY, SCANS ETC	23.94
10/4/2018	No	TREATING PHYSICIAN	61.68
10/4/2018	No	TREATING PHYSICIAN	81.68
10/4/2018	No	TREATING PHYSICIAN	104.53
10/4/2018	No	RADIOLOGY, SCANS ETC	14.85
10/4/2018	No	TREATING PHYSICIAN	81.68
10/4/2018	No	RADIOLOGY, SCANS ETC	14.85
10/4/2018	No	HOSPITAL OUT-PATIENT	206.98
10/4/2018	No	TREATING PHYSICIAN	149.04
10/5/2018	No	MEDICAL REVIEW	292.50
10/5/2018	Yes	IMR FEE	390.00
10/5/2018	Yes	IMR FEE	390.00
10/5/2018	No	MEDICAL REVIEW	247.50
10/5/2018	No	MEDICAL REVIEW	247.50

WORK COMP OCTOBER CHECK REGISTER

Transaction Date	Void	Pay Code	Amount
10/5/2018	No	MEDICAL REVIEW	247.50
10/5/2018	No	MEDICAL REVIEW	315.00
10/5/2018	No	MEDICAL REVIEW	292.50
10/5/2018	No	MEDICAL REVIEW	379.50
10/5/2018	No	MEDICAL REVIEW	247.50
10/5/2018	No	MED MANAGEMENT	306.90
10/5/2018	No	IMR FEE	390.00
10/5/2018	No	MEDICAL REVIEW	247.50
10/5/2018	No	IMR FEE	345.00
10/5/2018	No	IMR FEE	345.00
10/5/2018	No	MEDICAL REVIEW	247.50
10/5/2018	No	MEDICAL REVIEW	247.50
10/5/2018	No	MED MANAGEMENT	693.00
10/5/2018	No	MED MANAGEMENT	198.00
10/5/2018	No	PHYSICAL THERAPY	149.11
10/5/2018	No	MED MANAGEMENT	168.30
10/5/2018	No	MEDICAL REVIEW	247.50
10/5/2018	Yes	RADIOLOGY, SCANS ETC	11.97
10/5/2018	Yes	SURGERY-OP	1,058.60
10/5/2018	Yes	4850-TTD	5,208.30
10/5/2018	Yes	4850-Diff	7,684.50
10/5/2018	Yes	MEDICAL TRANSPORT	621.59
10/5/2018	No	HOSPITAL OUT-PATIENT	206.98
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	13.62
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	UTILIZATION	149.00
10/8/2018	Yes	MEDICAL REVIEW	53.73
10/8/2018	Yes	PPO-PPN FEE	33.14
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	UTILIZATION	149.00
10/8/2018	Yes	MEDICAL REVIEW	6.46
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	MEDICAL REVIEW	6.46
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	MEDICAL REVIEW	4.09
10/8/2018	Yes	PPO-PPN FEE	0.50
10/8/2018	Yes	MEDICAL REVIEW	6.46
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18

WORK COMP OCTOBER CHECK REGISTER

Transaction Date	Void	Pay Code	Amount
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	0.99
10/8/2018	No	MEDICAL REVIEW	25.62
10/8/2018	No	MEDICAL REVIEW	5.81
10/8/2018	No	PPO-PPN FEE	1.22
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	2.45
10/8/2018	No	RADIOLOGY, SCANS ETC	32.94
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	0.33
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	1.16
10/8/2018	No	PPO-PPN FEE	23.41
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	-9.18
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	4.96
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	30.01
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	PPO-PPN FEE	5.48
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	4.78
10/8/2018	No	MEDICAL REVIEW	5.65
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	5.65
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	4.78
10/8/2018	No	PPO-PPN FEE	9.41

WORK COMP OCTOBER CHECK REGISTER

Transaction Date	Void	Pay Code	Amount
10/8/2018	No	MEDICAL REVIEW	9.44
10/8/2018	No	VOC REHAB VENDOR	615.00
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	MEDICAL REVIEW	10.17
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	8.47
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	1.85
10/8/2018	No	PPO-PPN FEE	3.38
10/8/2018	No	PPO-PPN FEE	5.26
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	PPD-STIP AWARD	460.00
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	14.72
10/8/2018	No	MEDICAL REVIEW	10.77
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	2.48
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	3.65
10/8/2018	No	MEDICAL REVIEW	10.77
10/8/2018	No	PPO-PPN FEE	2.01
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	9.24
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	7.31
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	5.65
10/8/2018	No	MEDICAL REVIEW	-33.85
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	0.30
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	0.50
10/8/2018	No	MEDICAL REVIEW	31.03
10/8/2018	No	PPO-PPN FEE	2.48
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	9.10
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	41.08
10/8/2018	No	PPO-PPN FEE	3.65
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	1.84

WORK COMP OCTOBER CHECK REGISTER

Transaction Date	Void	Pay Code	Amount
10/8/2018	No	MEDICAL REVIEW	16.15
10/8/2018	No	PPO-PPN FEE	4.53
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	48.45
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	11.37
10/8/2018	No	PPO-PPN FEE	38.53
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	5.54
10/8/2018	No	PPO-PPN FEE	5.54
10/8/2018	No	PPO-PPN FEE	5.57
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	4.89
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	0.06
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	PPO-PPN FEE	3.72
10/8/2018	No	PPO-PPN FEE	9.10
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	108.01
10/8/2018	No	PPO-PPN FEE	2.26
10/8/2018	No	MEDICAL REVIEW	27.03
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	30.33
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	2.26
10/8/2018	No	MEDICAL REVIEW	26.82
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	PPO-PPN FEE	16.74
10/8/2018	No	PPO-PPN FEE	0.15
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	9.73
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	PPO-PPN FEE	1.83
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	9.28
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	5.92
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	7.68
10/8/2018	No	BILL REVIEW	9.18

WORK COMP OCTOBER CHECK REGISTER

Transaction Date	Void	Pay Code	Amount
10/8/2018	No	MEDICAL REVIEW	8.15
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	8.97
10/8/2018	No	MEDICAL REVIEW	8.31
10/8/2018	No	PPO-PPN FEE	10.78
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	11.94
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	5.39
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	16.62
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	3.23
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	8.86
10/8/2018	No	PPO-PPN FEE	9.87
10/8/2018	No	MEDICAL REVIEW	8.87
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	4.85
10/8/2018	No	MEDICAL REVIEW	9.69
10/8/2018	No	PPO-PPN FEE	25.23
10/8/2018	No	MEDICAL REVIEW	9.69
10/8/2018	No	PPO-PPN FEE	9.87
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	3.65
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	19.74
10/8/2018	No	PPO-PPN FEE	3.65
10/8/2018	No	MEDICAL REVIEW	4.85
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	5.58
10/8/2018	No	PPO-PPN FEE	5.58
10/8/2018	No	PPD-STIP AWARD	5,261.43
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	UTILIZATION	149.00

WORK COMP OCTOBER CHECK REGISTER

Transaction Date	Void	Pay Code	Amount
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	23.72
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	3.61
10/8/2018	No	PPO-PPN FEE	8.00
10/8/2018	No	MEDICAL REVIEW	10.77
10/8/2018	No	PPO-PPN FEE	4.21
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	16.29
10/8/2018	No	PPO-PPN FEE	5.20
10/8/2018	No	PPO-PPN FEE	4.35
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	MEDICAL REVIEW	2.82
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	188.45
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	144.48
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	7.86
10/8/2018	No	MEDICAL REVIEW	9.84
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	MEDICAL REVIEW	9.52
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	PPO-PPN FEE	6.60
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	3.23
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	3.23
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	8.47

WORK COMP OCTOBER CHECK REGISTER

Transaction Date	Void	Pay Code	Amount
10/8/2018	No	MEDICAL REVIEW	5.57
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	UTILIZATION	149.00
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	1.80
10/8/2018	No	PPO-PPN FEE	1.19
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	6.05
10/8/2018	No	PPO-PPN FEE	1.46
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	8.96
10/8/2018	No	PPO-PPN FEE	1.57
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	1.75
10/8/2018	No	MEDICAL REVIEW	9.28
10/8/2018	No	MEDICAL REVIEW	21.42
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	MEDICAL REVIEW	7.59
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	1.36
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	PPO-PPN FEE	2.67
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	Yes	TREATING PHYSICIAN	101.40
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	Yes	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18

WORK COMP OCTOBER CHECK REGISTER

Transaction Date	Void	Pay Code	Amount
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/8/2018	No	BILL REVIEW	9.18
10/9/2018	No	PHARMACY	517.14
10/9/2018	No	LIFE PENSION	579.44
10/9/2018	No	CHIROPRACTIC	94.80
10/9/2018	No	MED PHOTO COPY	30.00
10/9/2018	No	PHYSICAL THERAPY	115.41
10/9/2018	Yes	TRANSPORTATION-CLMNT REIMBURS	44.25
10/9/2018	No	TREATING PHYSICIAN	12.21
10/9/2018	No	PPD-STIP AWARD	580.00
10/9/2018	No	TREATING PHYSICIAN	64.89
10/9/2018	No	DURABLE MEDICAL EQUIPMENT	1,410.48
10/9/2018	No	PHYSICAL THERAPY	55.77
10/9/2018	No	PHYSICAL THERAPY	59.63
10/9/2018	No	PHYSICAL THERAPY	72.59
10/9/2018	No	TREATING PHYSICIAN	113.86
10/9/2018	No	4850-Diff	-848.90
10/9/2018	No	4850-Diff	509.34
10/9/2018	No	4850-TTD	1,018.67
10/9/2018	No	4850-TTD	-1,697.79
10/10/2018	No	MEDICAL SUPPLIES	7,320.00
10/10/2018	No	PPD	460.00
10/10/2018	No	TREATING PHYSICIAN	146.86
10/10/2018	No	CHIROPRACTIC	10.61
10/10/2018	No	PPD	540.00
10/10/2018	No	PPD	468.20
10/10/2018	No	LEGAL	1,987.54
10/10/2018	No	TREATING PHYSICIAN	69.90
10/10/2018	No	PHYSICAL THERAPY	130.64
10/11/2018	No	TREATING PHYSICIAN	142.37
10/11/2018	No	AME-PANEL QME	250.00
10/11/2018	No	DURABLE MEDICAL EQUIPMENT	512.10
10/11/2018	No	PPD-STIP AWARD	460.00
10/11/2018	No	TREATING PHYSICIAN	151.38
10/11/2018	No	TREATING PHYSICIAN	103.72
10/12/2018	No	TRANSPORTATION-CLMNT REIMBURS	186.62
10/12/2018	No	MED PHOTO COPY	30.00
10/12/2018	No	PHYSICAL THERAPY	344.04
10/12/2018	No	TTD	1,963.88
10/12/2018	No	CHIROPRACTIC	549.79

WORK COMP OCTOBER CHECK REGISTER

Transaction Date	Void	Pay Code	Amount
10/12/2018	No	PPD-STIP AWARD	580.00
10/12/2018	No	PPD	580.00
10/12/2018	No	TTD	2,430.54
10/12/2018	No	PPD	580.00
10/12/2018	No	PPD	580.00
10/12/2018	No	PPD	580.00
10/12/2018	No	PPD	580.00
10/12/2018	No	TTD	1,886.70
10/12/2018	No	PPD	580.00
10/12/2018	No	PPD-STIP AWARD	580.00
10/12/2018	No	PPD	580.00
10/12/2018	No	4850-TTD	277.47
10/12/2018	No	4850-Diff	138.74
10/12/2018	No	4850-Diff	1,354.40
10/12/2018	No	4850-TTD	2,345.14
10/12/2018	No	4850-TTD	2,345.14
10/12/2018	No	4850-Diff	3,023.34
10/12/2018	No	4850-TTD	303.16
10/12/2018	No	4850-Diff	151.58
10/12/2018	No	4850-Diff	4,061.32
10/12/2018	No	4850-TTD	2,345.14
10/12/2018	No	4850-Diff	1,605.64
10/12/2018	No	4850-TTD	2,345.14
10/12/2018	No	PHYSICAL THERAPY	72.59
10/12/2018	Yes	4850-TTD	347.22
10/12/2018	Yes	4850-Diff	512.30
10/12/2018	No	HOSPITAL OUT-PATIENT	210.90
10/12/2018	No	4850-Diff	1,538.40
10/12/2018	No	4850-TTD	2,430.54
10/12/2018	No	4850-TTD	520.83
10/12/2018	No	4850-Diff	307.83
10/15/2018	No	PHARMACY	19.37
10/15/2018	No	PHARMACY	15.79
10/15/2018	No	PHARMACY	29.39
10/15/2018	No	PHARMACY	110.76
10/15/2018	No	PHARMACY	455.36
10/15/2018	No	SURGERY-OP	779.90
10/15/2018	No	PHARMACY	10.64
10/15/2018	No	PHARMACY	26.29
10/15/2018	No	PHARMACY	12.61
10/15/2018	No	PPD	580.00
10/15/2018	No	DURABLE MEDICAL EQUIPMENT	730.95
10/15/2018	No	PPD-STIP AWARD	580.00
10/15/2018	No	C.R. MEDICAL	25,000.00
10/15/2018	No	HOSPITAL OUT-PATIENT	777.96
10/15/2018	No	HOSPITAL OUT-PATIENT	777.96
10/15/2018	Yes	TREATING PHYSICIAN	113.86
10/16/2018	Yes	MEDICAL SUPPLIES	6,500.00
10/16/2018	No	PHARMACY	8.82

WORK COMP OCTOBER CHECK REGISTER

Transaction Date	Void	Pay Code	Amount
10/16/2018	No	MED PHOTO COPY	5.00
10/16/2018	No	MED PHOTO COPY	30.00
10/16/2018	No	PHARMACY	45.34
10/16/2018	No	PPD-STIP AWARD	460.00
10/16/2018	No	ANESTHESIA	282.61
10/16/2018	No	PPD	580.00
10/16/2018	No	TREATING PHYSICIAN	149.33
10/16/2018	No	PHARMACY	8.74
10/16/2018	No	PHARMACY	11.11
10/17/2018	No	PHARMACY	61.03
10/17/2018	No	PHARMACY	7.29
10/17/2018	No	DURABLE MEDICAL EQUIPMENT	-76.43
10/17/2018	No	RADIOLOGY, SCANS ETC	-325.09
10/17/2018	No	MISC. MEDICAL	-2,500.00
10/17/2018	No	TREATING PHYSICIAN	83.03
10/17/2018	No	CHIROPRACTIC	207.72
10/17/2018	No	RADIOLOGY, SCANS ETC	-319.07
10/17/2018	Yes	PHARMACY	36.53
10/17/2018	No	PHARMACY	9.01
10/17/2018	No	PHARMACY	9.68
10/18/2018	No	PHARMACY	28.05
10/18/2018	No	SURGERY-OP	113.02
10/18/2018	No	LAB AND PATHOLOGY -PROF,TECH-	286.87
10/18/2018	No	RADIOLOGY, SCANS ETC	18.18
10/18/2018	No	TREATING PHYSICIAN	143.45
10/18/2018	No	RADIOLOGY, SCANS ETC	100.51
10/18/2018	No	PPD-STIP AWARD	580.00
10/18/2018	No	MED PHOTO COPY	181.89
10/18/2018	No	AME-PANEL QME	1,796.99
10/18/2018	No	TREATING PHYSICIAN	1,277.26
10/18/2018	No	AME-PANEL QME	1,376.61
10/18/2018	Yes	PHOTOCOPY - WITNESS	140.15
10/18/2018	No	HOSPITAL OUT-PATIENT	498.42
10/18/2018	No	HOSPITAL OUT-PATIENT	477.39
10/19/2018	No	DURABLE MEDICAL EQUIPMENT	190.00
10/19/2018	No	TREATING PHYSICIAN	370.39
10/19/2018	No	PHYSICAL THERAPY	185.57
10/19/2018	No	TREATING PHYSICIAN	370.39
10/19/2018	No	PHYSICAL THERAPY	172.02
10/19/2018	No	AME-PANEL QME	312.50
10/19/2018	No	TREATING PHYSICIAN	52.43
10/19/2018	No	PHYSICAL THERAPY	95.62
10/19/2018	Yes	PD RATING	99.00
10/19/2018	No	SURGERY-OP	111.56
10/19/2018	No	TREATING PHYSICIAN	101.40
10/22/2018	No	EXCESS REIMB	-10,804.62
10/22/2018	No	PPD	-460.00
10/22/2018	No	PPD	-540.00
10/22/2018	No	PPD-STIP AWARD	460.00

WORK COMP OCTOBER CHECK REGISTER

Transaction Date	Void	Pay Code	Amount
10/22/2018	No	PPD-STIP AWARD	580.00
10/22/2018	No	RADIOLOGY, SCANS ETC	111.81
10/22/2018	No	TREATING PHYSICIAN	113.86
10/22/2018	No	PHYSICAL THERAPY	89.95
10/22/2018	No	TREATING PHYSICIAN	225.95
10/22/2018	No	TREATING PHYSICIAN	470.05
10/22/2018	No	TREATING PHYSICIAN	463.64
10/22/2018	No	TREATING PHYSICIAN	62.48
10/23/2018	No	LIFE PENSION	579.44
10/23/2018	No	TRANSPORTATION-CLMNT REIMBURS	50.43
10/23/2018	No	PPD-STIP AWARD	580.00
10/24/2018	Yes	TREATING PHYSICIAN	98.65
10/24/2018	Yes	RADIOLOGY, SCANS ETC	344.81
10/24/2018	No	PPD	460.00
10/24/2018	No	PPD	460.00
10/24/2018	No	PPD	540.00
10/24/2018	No	PPD	540.00
10/24/2018	No	PPD	468.20
10/24/2018	No	DEPOSITION COSTS	852.30
10/24/2018	No	TREATING PHYSICIAN	64.89
10/24/2018	No	TREATING PHYSICIAN	115.70
10/24/2018	No	4850-Diff	3,023.34
10/24/2018	No	4850-Diff	-3,023.34
10/25/2018	No	PPD-STIP AWARD	460.00
10/25/2018	No	PHYSICAL THERAPY	191.24
10/25/2018	No	TREATING PHYSICIAN	154.81
10/25/2018	No	TREATING PHYSICIAN	61.68
10/25/2018	No	TREATING PHYSICIAN	149.33
10/26/2018	No	LEGAL	720.00
10/26/2018	No	LEGAL	1,384.00
10/26/2018	No	CHIROPRACTIC	10.53
10/26/2018	No	PHYSICAL THERAPY	64.48
10/26/2018	No	TTD	1,963.88
10/26/2018	No	PPD-STIP AWARD	580.00
10/26/2018	No	PPD	580.00
10/26/2018	No	TTD	2,430.54
10/26/2018	No	PPD	580.00
10/26/2018	No	TREATING PHYSICIAN	98.65
10/26/2018	No	PPD	580.00
10/26/2018	No	IMR FEE	390.00
10/26/2018	No	PPD	580.00
10/26/2018	No	LEGAL	396.00
10/26/2018	No	PPD	580.00
10/26/2018	No	TTD	1,886.70
10/26/2018	No	PPD	580.00
10/26/2018	No	PPD-STIP AWARD	580.00
10/26/2018	No	PPD	580.00
10/26/2018	No	LEGAL	2,935.05
10/26/2018	No	4850-TTD	2,345.14

WORK COMP OCTOBER CHECK REGISTER

Transaction Date	Void	Pay Code	Amount
10/26/2018	No	4850-Diff	1,354.40
10/26/2018	No	4850-TTD	2,345.14
10/26/2018	No	4850-Diff	3,023.34
10/26/2018	No	AME-PANEL QME	1,875.12
10/26/2018	No	4850-TTD	2,345.14
10/26/2018	No	4850-Diff	4,061.32
10/26/2018	No	4850-Diff	1,605.64
10/26/2018	No	4850-TTD	2,345.14
10/26/2018	No	TREATING PHYSICIAN	195.52
10/26/2018	Yes	TREATING PHYSICIAN	180.42
10/26/2018	Yes	PHYSICAL THERAPY	34.87
10/26/2018	No	4850-TTD	2,430.54
10/26/2018	No	4850-Diff	1,538.40
10/29/2018	No	TREATING PHYSICIAN	76.05
10/29/2018	No	TREATING PHYSICIAN	58.56
10/29/2018	No	TREATING PHYSICIAN	92.89
10/29/2018	No	TREATING PHYSICIAN	92.89
10/29/2018	No	TREATING PHYSICIAN	143.08
10/29/2018	No	PPD	580.00
10/29/2018	No	PPD-STIP AWARD	580.00
10/29/2018	No	PHARMACY	11.00
10/29/2018	No	SURGERY-OP	1,660.64
10/29/2018	No	TREATING PHYSICIAN	260.22
10/29/2018	No	PHYSICAL THERAPY	117.24
10/29/2018	No	PHARMACY	8.89
10/29/2018	No	PHARMACY	9.45
10/30/2018	No	TREATING PHYSICIAN	79.37
10/30/2018	No	HOSPITAL OUT-PATIENT	1,863.96
10/30/2018	No	PHYSICAL THERAPY	165.50
10/30/2018	No	PPD-STIP AWARD	460.00
10/30/2018	No	TREATING PHYSICIAN	149.49
10/30/2018	No	PPD	580.00
10/30/2018	No	LEGAL	2,539.95
10/30/2018	No	TRANSPORTATION-CLMNT REIMBURS	669.81
10/31/2018	No	PHARMACY	52.76
10/31/2018	No	PHARMACY	932.68
10/31/2018	No	TREATING PHYSICIAN	67.97
10/31/2018	No	DURABLE MEDICAL EQUIPMENT	164.41
10/31/2018	No	CHIROPRACTIC	103.86
10/31/2018	No	PD RATING	150.00
10/31/2018	No	RADIOLOGY, SCANS ETC	913.59
		TOTAL	214,468.82



DATE: December 11, 2018
TO: Mayor and Members of the City Council
FROM: Mike Malone, Water Director
SUBJECT: **WATER MAINS CIP FY 2018-2019 PROJECT BUDGET ADJUSTMENT**

RECOMMENDATION

Receive and file the request to amend the FY2018-19 Water Enterprise budget to appropriate \$200,000 from unrestricted, unencumbered City Water Operating Fund 401 balance to the Water Mains CIP FY2018-19 Project.

REASONS FOR RECOMMENDATION

The funding request is needed to augment the existing \$1 million dollar project appropriation in order to cover the lowest responsible and responsive bid obtained to construct the project.

BACKGROUND AND DISCUSSION

Each fiscal year, the Water Department undertakes the replacement and reconstruction of old and undersized water mains within the City of Vallejo's water system. With an approved budget of \$1 million available this fiscal year, the Water Department has scheduled the replacement of the water mains on Edgemont Avenue, Maurer Way, Mountainview Avenue, and Bayview Avenue to improve water system service and reliability, and increase fire flows in the vicinity of the improvements.

The Department prepared the plans, specifications and bid documents for the project, which includes the installation of approximately 4,754 linear feet of 8" pipe and appurtenances, trench paving, and all other work and facilities necessary or incidental to construct and complete the project.

On October 25, 2018, the City received nine (9) bids for the Water Mains Capital Improvements Project. Team Ghilotti, Inc., of Petaluma, CA, submitted the lowest responsible and responsive bid in the amount of \$1,138,270. Staff reviewed Team Ghilotti's bid documents, confirmed the validity of their Contractor's License, and verified the Contractor's relevant work experience and found them to be in order. Therefore, staff will be recommending awarding the contract to Team Ghilotti at a future council meeting. However, given the lowest bid amount, the project budget needs to be increased by \$200,000, to \$1.2 million.

Next Steps

This is the first step in a two-step process to amend the project budget. If approved, Water staff will return to Council to complete the \$200,000 amendment and to obtain approval of plans and specifications for the Water Mains CIP FY2018-19 Project and to award a construction contract to Team Ghilotti, Inc.

FISCAL IMPACT

Approval of this item will increase FY 2018-19 Water Enterprise Fund expenditures by \$200,000 for the Water Main CIP FY2018-19 Project. The source of the funding is unreserved, unencumbered fund balance in the City Water Operating Fund (#401). The mechanism required is a \$200,000 increase in funds transferred from the City Water Operating Fund (#401) to the City Water Capital Fund (#404) to support water capital improvement projects.

There is no fiscal impact on the City's General Fund.

ENVIRONMENTAL REVIEW

As this is a budget action only; this action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

None

CONTACT

Mike Malone, Water Director, 707-648-4308

mike.malone@cityofvallejo.net



DATE: December 11, 2018
TO: Mayor and Members of the City Council
FROM: Andrew J. Bidou, Chief of Police
SUBJECT: PURCHASE ORDERS TO MOTOROLA SOLUTIONS, INC. FOR RADIO SUPPLIES

RECOMMENDATION

Authorize the City Manager to issue purchase orders in an amount not to exceed \$150,000 to Motorola Solutions, Inc. for Fiscal Year 2018-19 for the purchase of parts, supplies, and small equipment. This amount does not include the \$550,000 authorized in May 2018 for the 9-1-1 dispatch radio consoles project which is in progress and spans multiple fiscal years.

REASONS FOR RECOMMENDATION

The City of Vallejo utilizes Motorola Solutions, Inc. for the purchase of public safety radio goods. City Council authority is required to spend amounts in excess of \$100,000 to a vendor in a Fiscal Year. These goods are essential to the daily operations of the Police and Fire Department.

BACKGROUND AND DISCUSSION

Motorola Solutions, Inc. provides the City with parts, supplies, and equipment that are compatible with and integral to the City's public safety radio system. The Police, Fire, and Public Works Departments all purchase equipment and supplies from Motorola Solutions as part of daily operations. Example of goods purchased include: vehicle radio antennas, portable/handheld radios, mobile radios, batteries, and chargers. Goods are purchased by departments based on need as determined by the replacement of broken or outdated equipment, the hiring of new personnel, or changes in technology/ necessary upgrades.

The departments plan on purchasing the following during Fiscal Year 2018-19:

- 25 portable handheld radios for field officers and personnel \$78,000
- 10 mobile radios for police fleet vehicles \$52,000
- Batteries, chargers, microphones, antennas, and misc. accessories \$20,000

In May 2018, the City Council authorized staff to purchase seven 9-1-1 dispatch consoles in an amount of \$550,000. This project began in fiscal year 2017-18 and will be completed by the end of this fiscal year. The total amount of this action does not include the dispatch consoles. Furthermore, staff agrees to come back to City Council for authority to spend funds on larger projects related to the public safety radio system and/or if services are requested from Motorola Solutions, Inc. Current action only covers goods purchased through Motorola Solutions, Inc.

All goods purchased through Motorola Solutions, Inc. come with a manufacturer's warranty specific to the item

purchased. Warranties are tracked via the items make, model, and serial number.

Vendor Selection

Vallejo Municipal Code Section 3.20.090(A)(7) allows for staff to forego competitive bidding for materials, equipment, and services obtained through a cooperative or another public agency purchasing agreement so long as it substantially complies with this chapter. These purchases will be made from the HGAC-Buy Program, a regional council of governments operating under the laws of the State of Texas, that awards contracts by the virtue of a public competitive procurement process in compliance with California State statutes and VMC. HGAC is authorized to contract with eligible entities to perform certain functions including the purchase of goods and services. HGAC has created a cooperative purchasing program that other government entities may join by executing an Interlocal Contract. The City of Vallejo executed an Interlocal Contract in 2015. Member agencies of the HGAC may purchase equipment from official contract holders of HGAC. The HGAC program operates similar to the California cooperative purchasing program known as the California Multiple Award Schedules (CMAS) program. There is no cost to participate in the HGAC-Buy program.

FISCAL IMPACT

There is no additional fiscal impact associated with this action, as all necessary funding has been previously budgeted and approved in the Fiscal Year 2018-19 Adopted Budget.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	HGAC Interlocal Agreement
----	---------------------------

CONTACT

Bonnie Mirante, Administrative Manager (707) 648-5565
bonnie.mirante@cityofvallejo.net



**INTERLOCAL CONTRACT
FOR COOPERATIVE PURCHASING**

ILC **15-4853**
No.: _____
Permanent Number assigned by H-GAC

THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and * the City of Vallejo _____, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at * 555 Santa Clara Street Vallejo, California 94590 _____

WITNESSETH

WHEREAS, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

WHEREAS, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

WHEREAS, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

WHEREAS, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on * 09/17/2015 _____ (Date), and that it desires to contract with H-GAC on the terms set forth below;

NOW, THEREFORE, H-GAC and the End User do hereby agree as follows:

ARTICLE 1: LEGAL AUTHORITY

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

ARTICLE 2: APPLICABLE LAWS

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

ARTICLE 3: WHOLE AGREEMENT

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

ARTICLE 4: PERFORMANCE PERIOD

The period of this Contract shall be for the balance of the fiscal year of the End User, which began * 07/01/2015 _____ and ends * 06/30/2016 _____. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

ARTICLE 5: SCOPE OF SERVICES

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through HGACBuy.com and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

(over)

ARTICLE 6: PAYMENTS

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC's contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H-GAC contractor.

ARTICLE 7: CHANGES AND AMENDMENTS

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

ARTICLE 8: TERMINATION PROCEDURES

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC's contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

ARTICLE 9: SEVERABILITY

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

ARTICLE 10: FORCE MAJEURE

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.

ARTICLE 11: VENUE

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

THIS INSTRUMENT HAS BEEN EXECUTED IN TWO ORIGINALS BY THE PARTIES HERETO AS FOLLOWS:

*** City of Vallejo**

Name of End User (local government, agency, or non-profit corporation)

* 555 Santa Clara Street

Mailing Address

* Vallejo CA 94590

City State ZIP Code

*By:  Signature of chief elected or appointed official

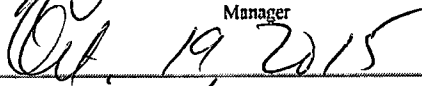
* Daniel E. Keen, City Manager 09/17/2015

Typed Name & Title of Signatory Date

Houston-Galveston Area Council
3555 Timmons Lane, Suite 120, Houston, TX 77027

By:  Executive Director

Attest: _____ Manager

Date:  09/19/2015

*Denotes required fields

rev. 03/11



DATE: December 11, 2018
TO: Mayor and Members of the City Council
FROM: Andrew Bidou, Acting Fire Chief
SUBJECT: **ASSISTANCE TO FIREFIGHTERS GRANT BUDGET ADJUSTMENT**

RECOMMENDATION

Adopt a Resolution to amend FY 2018-19 Fire Department General Fund budget in the amount of \$108,296 to permit receipt and disbursement of Federal Emergency Management Agency (FEMA) grant funds.

REASONS FOR RECOMMENDATION

As the second of a two-part budget adjustment that came before Council on November 13, 2018, amending the Fire Department's budget to accept the FY 2017 Assistance to Firefighters Grant (AFG) will allow the Department to replace two self-contained breathing apparatus' (SCBA) oxygen air compressors, both of which are over 25 years old. This equipment is vital to firefighter's ability to enter dangerous situations to perform life and property saving maneuvers.

BACKGROUND AND DISCUSSION

Tonight's action is the second step of the charter-required two-step budget amendment process.

In September 2018, the Vallejo Fire Department was awarded a one-year grant in the amount of \$108,296, with a required local match of \$10,000, bringing the total grant to \$118,296, to assist with the purchase of safety and operations equipment. The Fire Department will use the funds to replace the department's breathing air filling system (air compressor).

The current system, which includes one compressor at Station 21 and one at Station 27, are each over 25 years old. One compressor system was purchased by the Fire Department in 1988, and the other was handed down to the department after the closure of the Mare Island Naval base in 1995. Due to the age of the compressors, they cannot fill air cylinders to the current National Fire Protection Association (NFPA) standard of 5,500 PSI. This means that firefighters are not able to carry as much oxygen on their person as they should.

The acceptance of these grant funds will allow the department to purchase a breathing air filling system with two, fixed cascade SCBA (self-contained breathing apparatus) filling stations that meet current NFPA and NIOSH (National Institute for Occupational Safety and Health) filling system standards. The units can charge four cylinders at a time, up to 6,000 PSI. The total estimated cost to purchase and install the system is \$120,000.

FISCAL IMPACT

The proposed amendment to the General Fund Fiscal Year 2018-2019 Fire Department budget will increase revenue by \$108,296 and increase expenditures by \$108,296. If approved, this grant will enable the Vallejo Fire Department to receive \$108,296 of funding to purchase safety and operations equipment. The local match in the amount of \$10,000 and any additional cost overage will be funded by the Fire Department's existing Fiscal Year 2018-2019 approved budget.

The recommended budget amendment to the General Fund is as follows:

General Fund (#001)	Revenues	Expenditures
Federal Grant	\$108,296	
Expenditures		\$108,296

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	Fire Grant Resolution_11.13.18 stamped
----	--

CONTACT

Mark Sharpe, Deputy Fire Chief (707) 648-4526

Mark.Sharpe@cityofvallejo.net

RESOLUTION NO. _____ N.C.

A RESOLUTION AMENDING THE FIRE DEPARTMENT BUDGET TO RECOGNIZE GRANT REVENUE AND APPROPRIATE FUNDS

WHEREAS, in June 2018, the City Council adopted a budget for the Fiscal Year 2018-2019; and

WHEREAS, City Charter Section 703 required that available funds not included in the budget may be appropriated by the City Council after giving one week's notice of intention to do so; and

WHEREAS, the Fire Department has subsequently received a grant totaling \$108,296 from the Federal Emergency Management Agency (FEMA) to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards; and

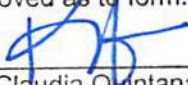
WHEREAS, the grant requires a local match of \$10,000 from the City of Vallejo over the period of the grant; and

WHEREAS, the grant will provide funding to the department to replace outdated air compressor units currently used by firefighting staff to refill oxygen bottles that are vital to allowing them to fight fires; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Vallejo does hereby amend the Fire Department Fiscal Year 2018-2019 budget by changing certain revenue and expenditure accounts in the amount of \$108,296 to permit receipt and disbursement of Federal Emergency Management Agency (FEMA) grant funds.

Approved as to form:

By:



Claudia Quintana
City Attorney



DATE: December 11, 2018
TO: Mayor and Members of the City Council
FROM: Greg Nyhoff, City Manager
SUBJECT: **APPOINTMENT TO THE COMMUNITY ACTION PLAN SOLANO JOINT POWERS AUTHORITY AND HOUSING FIRST SOLANO CONTINUUM OF CARE**

RECOMMENDATION

Adopt a resolution appointing Judy Shepard-Hall, Housing and Community Development (HCD) Manager, to the Community Action Partnership Solano Joint Powers Authority (CAP Solano JPA) Board and the Housing First Solano Continuum of Care (HFS CoC), and LaTanya Terrones, Housing Specialist Supervisor, to remain as alternate to both entities.

REASONS FOR RECOMMENDATION

A resolution appointing the Interim HCD Manager was adopted at the City Council's Regular Meeting on July 10, 2018. Staff recommends appointing the new HCD Manager, Judy Shepard-Hall, as the primary representative member to CAP Solano JPA and HFS CoC, replacing previous appointee, Will Morat, to a two-year term to expire on June 30, 2020.

BACKGROUND AND DISCUSSION

In 1999, Solano County and the cities of Fairfield, Suisun City, Vallejo, Benicia, and Dixon formed the Solano Safety Net Consortium, a Joint Powers Authority to develop and implement strategies, services, and systems that assist low-income and homeless persons become self-sufficient. In 2006, the JPA was renamed CAP Solano reflecting a national trend of community organizations and local governments working in partnership to reduce homelessness and provide basic safety net services.

As the designated Community Action Agency (CAA) for Solano County, CAP Solano administers U.S. Department of Housing and Urban Development (HUD) and Community Services Block Grant (CSBG) funding and contracts, and the coordination of services.

In March 2017, CAP Solano JPA published a 5-year Regional Strategic Plan to address homelessness and poverty in Solano County. The 5-year Regional Strategic Plan uses many methods to examine the needs of the homeless population within the county. Through this process, they were able to develop a vision which is "improve the quality of life in Solano County by ensuring no one has to sleep outside". Through this vision, the county identifies three main principles: 1) Housing First, 2) County-wide cooperation, and 3) Solutions tailored for each community. The first manifestation of the 5-Year Regional Strategic Plan was the initiation of Coordinated Entry in Solano County. Coordinated Entry provides a proven, standardized approach to comprehensively assess, screen and process the housing and service needs of homeless individuals and

**Subject: APPOINTMENT TO THE COMMUNITY ACTION PLAN SOLANO JOINT POWERS AUTHORITY
AND HOUSING FIRST SOLANO CONTINUUM OF CARE**

families, and to refer them to appropriate available resources. Working much like a hub and spokes, Coordinated Entry creates a network of service providers, helping to navigate homeless individuals through the system, eliminating redundancies, reducing inefficiencies, and identifying gaps in service.

CAP Solano JPA issued a request for proposal for a Coordinated Entry provider, and funded the early phase of the program, which effectively split one case manager between the three main cities of Solano County. In Fiscal Year (FY) 2017-18, the City of Vallejo allocated \$30,000 of the Cycle 2 Participatory Budget Project funding “Help the Homeless” to increase the available Coordinated Entry navigation staff available specifically for Vallejo (adding 0.5 full-time equivalent for FY 17-18). Solano County’s Coordinated Entry system – Resource Connect Solano – has been up and running since December 2017, but is in need of additional resources to meet the needs in the community. The adopted FY 2018-19 Budget includes an additional \$100,000 from the General Fund to boost Coordinated Entry services in Vallejo.

HFS Coc is a regional planning body of representative stakeholders in Solano County that coordinates the community’s policies, strategies and activities toward preventing and ending homelessness. The City recognizes the importance of CAP Solano JPA and HFS CoC and their work dealing with homeless issues in Solano County. It is essential to maintain the commitment to CAP Solano JPA and HFS CoC and to represent the interests of the City of Vallejo.

FISCAL IMPACT

There is no fiscal impact associated with appointing City staff to the Board other than staff time spent. Staff salaries are paid through HUD grant funds and have no fiscal impact on the General Fund.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	Resolution to Appoint new HCD Manager to CAP Solano JPA and HFS CoC
----	---

CONTACT

Judy Shepard-Hall, Housing and Community Development Manager (707) 648-4408
Judy.Shepard-Hall@cityofvallejo.net

RESOLUTION NO. 18-_____ N.C.

**APPOINTING THE NEW HOUSING AND COMMUNITY DEVELOPMENT MANAGER
AS A CITY OF VALLEJO REPRESENTATIVE TO THE
COMMUNITY ACTION PARTNERSHIP OF SOLANO JOINT POWERS AUTHORITY
BOARD AND THE HOUSING FIRST SOLANO CONTINUUM OF CARE BOARD,
TO COMPLETE A TWO-YEAR TERM TO EXPIRE JUNE 30, 2020**

WHEREAS, the City of Vallejo fully supports the efforts and objectives of the Community Action Partnership of Solano Joint Powers Authority (CAP Solano JPA) and the Housing First Solano Continuum of Care (HFS CoC), and desires to remain a partner in addressing the needs and issues of homeless individuals; and

WHEREAS, the cities of Solano County recognize a need to coordinate with the County on the provision of services to all residents of Solano County; and

WHEREAS, in 1999, Solano County established the Solano Safety Net Consortium, a Joint Powers Authority joined by the cities of Fairfield, Suisun City, Vallejo, Benicia, and Dixon to develop and implement strategies to assist low-income and homeless persons to become more self-sufficient; and

WHEREAS, in 2006, the Joint Powers Authority was renamed Community Action Partnership of Solano, reflecting a national trend of community organizations and local government working in partnership to reduce homelessness and provide basic safety net services; and

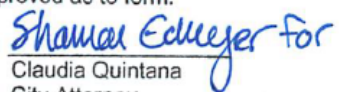
WHEREAS, CAP Solano JPA is the State designated Community Action Agency for Solano County responsible for administering HUD and Community Service Block Grant funding and contracts to reduce poverty and homelessness in Solano County; and

WHEREAS, CAP Solano JPA requires all representatives serve a two-year term from July 1 – June 30 of the following year by appointment of their governing body; and

WHEREAS, the HFS CoC is a regional planning body of representative stakeholders in Solano County that coordinates the community's policies, strategies and activities toward preventing and ending homelessness.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Vallejo does appoint Judy Shepard-Hall as the new representative member and LaTanya Terrones to remain as an alternate member of the CAP Solano JPA Board for the City of Vallejo for a two-year term to expire June 30, 2020.

Approved as to form:

By: 
Claudia Quintana
City Attorney

BE IT FURTHER RESOLVED that the City Council of Vallejo does appoint Judy Shepard-Hall as the new representative member and LaTanya Terrones to remain as an alternate member of the HFS CoC for the City of Vallejo for a two-year term to expire June 30, 2020.

Adopted by the Council of the City of Vallejo at a regular meeting held on December 11, 2018 with the following vote:

AYES:

NOES:

ABSENT

ABSTAIN:

BOB SAMPAYAN, MAYOR

ATTEST:

DAWN G. ABRAHAMSON, SECRETARY



DATE: December 11, 2018
TO: Mayor and Members of the City Council
FROM: Dawn G. Abrahamson, City Clerk
SUBJECT: RECORDS RETENTION SCHEDULE REVISIONS

RECOMMENDATION

Adopt a Resolution approving the revised City of Vallejo Records Retention Schedule for all City departments.

REASONS FOR RECOMMENDATION

The purpose of tonight's resolution (Attachment 1) is to approve a revised and updated records retention and indexing schedule for all City departments. Section 34090 of the State of California Government Code authorizes destruction of records by public entities after specified time periods, most often after two years, with Council approval and separate, written authorization by the City Attorney. For ease of compliance with state law, cities adopt a records retention schedule in lieu of seeking Council authorization for records destruction throughout the year.

BACKGROUND AND DISCUSSION

The City's Records Retention Schedule provides a retention period for each type of record. Pursuant to State law, records must be retained a minimum of two years. The proposed Schedule (Attachment 3) is a comprehensive inventory of those records which are managed by city departments that include revisions being proposed to the City Council for approval. The Schedule describes each record type and a mandatory retention period for each type. Variations in the retention periods, so long as they meet the minimum period required by statute, are often recommended by staff for business reasons. This standard balances transparency to ensure public access to the activities of the City with efficient business operations regarding records retention. The schedules all comply with state and federal statutes.

On May 13, 2014, the City Council adopted Resolution No. 14-044 N.C. adopting a revised and updated Records Retention and Indexing Schedule for all City departments. Periodically departments or divisions propose revisions to retention schedules to comply with changes in legislation governing retention of certain records, add or delete records series, eliminate redundancies, or accommodate a change in the City's departmental and divisional structure.

Revisions are being proposed to the following retention schedules (Attachment 2):

- City Management
- Legal & Legislative
- Finance Department
- Human Resources Department

- Planning Division
- Building Division
- Economic Development Department
- Water Department
- Housing & Community Development
- Police Department
- Public Works Department

The City Clerk and City Attorney comprehensively reviewed the proposed revisions to the retention schedules. The proposed revisions meet the minimum period required by state and federal statutes and balances the transparency to ensure public access to the activities of the City with efficient business operations. Upon approval of the revised Retention Schedules, departments will still be required to report to the City Clerk and City Attorney on a periodic basis those records that have reached the end of their retention periods, and will request destruction of those records. Once the City Attorney's Office validates that records proposed for destruction meet the appropriate definitions in each Retention Schedule and are due for destruction, they will approve the action in writing and the documents will be destroyed.

It is anticipated that staff will return to the City Council periodically to approve revisions to departmental retention schedules.

FISCAL IMPACT

There is no fiscal impact associated with the approval of the revised City Records Retention Schedule.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	Draft Resolution Adopting Records Retention Schedules 112718_v1 (002)
2.	Copy of Vallejo - Retention Schedules Updates 12-5-18 Updates Only
3.	Copy of Vallejo - Retention Schedules Updates 12-5-18

CONTACT

Dawn G. Abrahamson, City Clerk (707) 648-4528

Dawn.Abrahamson@cityofvallejo.net

RESOLUTION NO. 18- N.C.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALLEJO
ADOPTING REVISED AND UPDATED RECORDS RETENTION AND
INDEXING SCHEDULE FOR ALL CITY DEPARTMENTS**

BE IT RESOLVED by the City Council of the City of Vallejo as follows:

WHEREAS, California Government Code Section 34090 allows for the destruction of any city record, document, instrument, book or paper without making a copy thereof, after the same is no longer required and after a specified time period, with the approval of the legislative body by resolution and the written consent of the City Attorney; and

WHEREAS, on April 10, 1990, the City Council adopted Resolution No. 90-195 N.C. adopting a records retention schedule for the various City departments, including the approval of a Records Management Program as outlined in Administrative Rule 1.11, as amended; and

WHEREAS, on November 10, 2009, the City Council adopted Resolution No. 09-261 N.C. governing the procedures for the destruction of certain Police Department reports, documents and papers; and

WHEREAS, on May 13, 2014, the City Council adopted Resolution No. 14-044 N.C. adopting a revised and updated Records Retention and Indexing Schedule for all city departments; and

WHEREAS, staff has been engaged in reviewing and amending the records retention schedules for all City Departments, which facilitate the orderly and efficient retention and destruction of the records of the City of Vallejo.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Vallejo approves the revised and updated Records Retention and Indexing Schedule for all city departments, copies of which are attached hereto as **Exhibit 1**, and incorporated herein by reference, and grants approval for the destruction of records in accordance with the Retention Schedule, subject to the review and consent of the City Attorney.


BE IT FURTHER RESOLVED by the City Council of the City of Vallejo that -Resolution No. 14-044 N.C. is hereby RESCINDED.

ADOPTED by the City Council of the City of Vallejo at a regular meeting held on November 27, 2018 by the following vote:

AYES:
NOES:
ABSTAIN: ABSENT:

BOB SAMPAYAN, MAYOR


ATTEST:

Approved as to Form
By: 

City Attorney

DAWN G. ABRAHAMSON, CITY CLERK

Approved as to Form

By: 
City Attorney

The City of Vallejo
Records Retention Schedules and UFIRST™ Index

02-00-00 CITY MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
02-01-00	City Council / RDA & Successor Agency / VPFA / MWJPA / Housing Authority							
02-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-01-02	Agenda/Agenda Packets	Agenda, staff reports and all other supporting documentation for regular and special meetings.	Clerk		CY+20		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 20 years for reference purposes.
02-01-03	Minutes	1911 to 1991 is on microfiche.	Clerk	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
02-01-04	Speaker Cards	Speaker's comments recorded in the minutes. Stored with the agenda packets.	Clerk		CY+2		CY+2	GC 34090; 2 year minimum requirement CCP 1094.6; 90 days to file petition, 190 days to respond to petition State of California Guidelines; Maintain for the Current Year plus 2 years
02-01-06	Council Ad Hoc Committees	Includes Senior Citizens Center Committee, Retail Development Committee, Citizens Task Force on Funding Police Services, Customer Task Force, and other Council ad hoc committees.	Clerk		LOB+2	3	LOB+5	GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-01-07	Ceremonial Items	Includes proclamations, scholarships, awards, commendations, presentations, certificates of recognition and other ceremonial items presented to or by the Council. The City Clerk does Council related items, and the Mayor does items for individuals.	Clerk / Mayor		EY+2		EY+2	GC 34090; 2 years minimum
02-01-08	Condolences/In Memoriam		Clerk		EY+2		EY+2	GC 34090; 2 years minimum
02-01-09	Meeting Recordings	Supports the agenda packet and action minutes. Stored with Granicus.	Clerk		CY+5		CY+5	GC 54953.5; 30 days after recording Administrative Decision: Maintain for the Current Year plus 5 years to support potential litigation and statutes of limitations.
02-01-10	Sister Cities	Includes correspondence and general information from sister cities.	Mayor	H	CY+2, AR		CY+2, AR	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Current year plus 2 years, review annually for historical content
02-01-11	Mayor's Correspondence	General correspondence to or from outside sources.	Mayor		CY+2		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-01-12	Council Correspondence	General correspondence to or from outside sources.	Manager		CY+2		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines

The City of Vallejo
Records Retention Schedules and UFIRST™ Index

02-00-00 CITY MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
02-02-00	Boards, Commissions & Committees							
02-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	Administrative Record; Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
02-02-02	Rosters, Membership & Oaths	Attendance reports, communications to staff liaisons, training and resource materials, appointment, oaths of office, termination and leave of absense correspondence, programmatic rules review, research and analysis.			LOB	5	LOB+5	GC 34090; 2 years minimum GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-03	Recruitment Materials	Includes annual Maddy Act Notices, annual and periodic notices of vacancy, press releases and other vacancy information.			CY+2		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-02-04	Applications, Selected				AT+5		AT+5	GC 34090; 2 years minimum GC 40801; Maintain record of proceedings State of California Guidelines; 5 years after term of office
02-02-05	Applications, Not Selected				AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; maintain not selected applications for 2 years after completion
02-02-06	Correspondence				CY+2		CY+2	GC 34090; 2 year minimum requirement
02-02-07	Agendas / Agenda Packets	Agendas and agenda packets for boards, commissions and committees. Does not include City Council, Planning Commission or other boards, commissions or committees not listed elsewhere in the retention schedules.			CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
02-02-08	Minutes				P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
02-02-02	Commission on Aging	Inactive. Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-03	Architectural Heritage & Landmarks Commission - AHLCC	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-04	Abandoned Vehicles Board	Inactive. Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-05	Beautification Advisory & Code Enforcement Commission	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-06	Civil Service Commission - CSC	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-07	Community Development Commission - CDC	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-08	Cultural Activities Commission - CAC	Inactive. Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved.

The City of Vallejo
Records Retention Schedules and UFIRST™ Index

02-00-00 CITY MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
02-02-09	Economic Vitality Commission – CDC	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-10	Housing & Redevelopment Commission – HRC	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-11	Interagency Commission – IAC	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-12	Library Board – LB	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-13	Mobile Home Rent Review Board – MHRRB	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-14	Planning Commission – PC	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-15	Sister City Commission – SCC	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-16	Central Core Restoration Committee	Inactive. Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-17	Charter Review Committee – CRC	Inactive. Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-18	Youth Activities Commission – YAC	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-19	Code Enforcement Appeals Board	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-20	Local Assessment Committee	Inactive. Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-21	Solid Waste Management Commission	Inactive. Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-22	Human Relations Commission	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-23	Alcohol Outlet Advisory Board	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-24	Downtown Advisory Group for Triad-Downtown	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-25	Design Review Board	Combined with the Beautification Advisory Commission. Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum. State of California Guidelines; 5 years after board, commission or committee is dissolved.

The City of Vallejo
Records Retention Schedules and UFIRST™ Index

02-00-00 CITY MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
02-02-26	Public Safety Committee	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum- State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-27	Ad-hoc Public Safety Citizens Committee	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum- State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-28	Vallejo Tourism Business Improvement District Advisory Board	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum- State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-29	SolTrans Public Advisory Committee	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum- State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-30	Oversight Board Committee	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum- State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-31	Participatory Budgeting Steering Committee	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum- State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-32	Marina Advisory Committee	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum- State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-33	Greater Vallejo Recreation District Board	Includes applications and recruitment documents only.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum- State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-34	General Plan Working Group	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum- State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-35	Solano Open Space Citizen's Advisory Committee	Includes applications and recruitment documents only.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum- State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-36	Beautification & Design Review Board	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum- State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-37	Housing Authority Board	Includes member listings, appointments, resignations, rosters and other membership information.	Clerk		LOB	5	LOB+5	GC 34090; 2 years minimum- State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-02-38	Red Ribbon Committee	Committee now inactive. Entry for retention purposes.						
02-03-00	General City Management Materials							
02-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-03-02	Council Goals		Manager		S+5		S+5	GC 34090; 2 year minimum Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
02-03-03	City Manager Bi-weekly Reports to Council	Maintained in electronic form	Manager		CY+2		CY+2	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
02-03-04	Strategic Planning		Manager		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after strategic plan is superseded.

The City of Vallejo
 Records Retention Schedules and UFIRST™ Index

02-00-00 CITY MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
02-03-05	Measure B Reports	Prepared as a narrative and sent to the City Manager for reporting to the public and to Council.	Manager		CY+2		CY+2	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
02-03-06	Measure E Charter Amendment	Includes education materials and backup information for the amendment to the City charter.	Manager		CY+2		CY+2	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
02-04-00 Group available for use								
02-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-05-00 Commission on Aging								
02-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-05-02	Agendas/Agenda Packets		Clerk		CY+5		CY+5	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain for the Current Year plus 5 years for historical tracking and reference.
02-05-03	Minutes		Clerk	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
02-05-04	Meeting Audio Recordings	Stored through Granicus	Clerk		CY+2		CY+2	GC 54953.5; 30 days after recording Administrative Decision: Maintain for the Current Year plus 2 years to meet potential litigation.

The City of Vallejo
 Records Retention Schedules and UFIRST™ Index

02-00-00 CITY MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
02-06-00	Cultural Activities Commission - CAC							
02-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-06-02	Agendas/Agenda Packets		Clerk		CY+5		CY+5	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain for the Current Year plus 5 years for historical tracking and reference.
02-06-03	Minutes		Clerk	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
02-06-04	Meeting Audio Recordings	Stored through Granicus	Clerk		CY+2		CY+2	GC 54953.5; 30 days after recording Administrative Decision: Maintain for the Current Year plus 2 years to meet potential litigation.
02-07-00	Interagency Committee - IAC							
02-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-07-02	Agendas/Agenda Packets		Clerk		CY+5		CY+5	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain for the Current Year plus 5 years for historical tracking and reference.
02-07-03	Minutes		Clerk	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent

02-00-00 CITY MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
02-08-00	Sister City Commission - SCC							
02-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-08-02	Agendas/Agenda Packets		Mayor		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
02-08-03	Minutes		Mayor	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
02-09-00	Youth Activities Commission - YAC							
02-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-09-02	Agendas/Agenda Packets		Clerk		CY+5		CY+5	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain for the Current Year plus 5 years for historical tracking and reference.
02-09-03	Minutes		Clerk	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
02-10-00	Oversight Board Committee							
02-10-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-10-02	Agendas/Agenda Packets		Clerk		CY+20		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain for the Current Year plus 20 years for historical tracking and reference.
02-10-03	Minutes		Clerk	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent

The City of Vallejo
Records Retention Schedules and UFIRST™ Index

02-00-00 CITY MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
02-10-04	Meeting Recordings	Stored through Granicus	Clerk		CY+2		CY+2	GC 54953.5; 30 days after recording Administrative Decision: Maintain for the Current Year plus 2 years to meet potential litigation.
02-11-00	Vallejo Public Financing Authority							
02-11-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-11-02	Agendas/Agenda Packets		Clerk		CY+20		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain for the Current Year plus 20 years for historical tracking and reference.
02-11-03	Minutes		Clerk	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
02-11-04	Resolutions		Clerk	V, H	P	P	P	GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
02-11-05	Meeting Recordings	Stored through Granicus	Clerk		CY+2		CY+2	GC 54953.5; 30 days after recording Administrative Decision: Maintain for the Current Year plus 2 years to meet potential litigation.
02-12-00	Vallejo Housing Authority							
02-12-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-12-02	Agendas/Agenda Packets		Clerk		CY+20		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain for the Current Year plus 20 years for historical tracking and reference.
13-12-03	Minutes		Clerk	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
13-12-04	Meeting Audio Recordings	Stored through Granicus	Clerk		CY+2		CY+2	GC 54953.5; 30 days after recording Administrative Decision: Maintain for the Current Year plus 2 years to meet potential litigation.

The City of Vallejo
Records Retention Schedules and UFIRST™ Index

02-00-00 CITY MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
13-12-05	Bylaws		Clerk	V	P	P	P	GC 34090(e); Permanent for decisions of the City GC 34460; Maintain charter in archives GC 40801; Maintain State of California Guidelines; Permanent
02-13-00 Ad-hoc Citizens Public Safety Advisory Committee								
02-13-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-13-02	Agendas/Agenda Packets		Manager		LOB	5	LOB+5	GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-13-03	Minutes		Manager	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
02-13-04	Meeting Recordings	Stored through Granicus	Manager		CY+2		CY+2	GC 54953.5; 30 days after recording Administrative Decision: Maintain for the Current Year plus 2 years to meet potential litigation.
02-14-00 Participatory Budgeting Steering Committee								
02-14-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-14-02	Agendas/Agenda Packets		Manager		CY+5		CY+5	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agendas and agenda packets for the current year plus 5 years for reference purposes.
02-14-03	Minutes		Manager	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
02-14-04	Meeting Recordings	Stored through Granicus	Manager		CM+1M		CM+1M	GC 54953.5; 30 days after recording

03-00-00 LEGAL & LEGISLATIVE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
03-01-00	Legislative Information							
03-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-01-02	Ordinances	In some cases, documents were scanned and destroyed. Currently documents are scanned and the paper is maintained. From 1870 to 1991 documents were microfilmed.	Clerk	V	P	P	P	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent
03-01-03	Resolutions - City Council	In some cases, documents were scanned and destroyed. Currently documents are scanned and the paper is maintained. From 1925 to 2006 documents were microfilmed.	Clerk	V	P	P	P	GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
03-01-04	Resolutions - Planning Commission		Planning	V	P	P	P	GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
03-01-05	Resolutions - Redevelopment Agency / Successory Agency / Housing Authority	In some cases, documents were scanned and destroyed. Currently documents are scanned and the paper is maintained. Some documents were microfilmed.	Clerk	V	P	P	P	GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
03-01-06	Resolutions - Oversight Board	In some cases, documents were scanned and destroyed. Currently documents are scanned and the paper is maintained.	Clerk	V	P	P	P	GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
03-01-07	City Charter	Includes the charter, articles of incorporation and any amendments to the charter.	Clerk	V	P	P	P	GC 34090(e); Permanent for decisions of the City GC 34460; Maintain charter in archives GC 40801; Maintain State of California Guidelines; Permanent
03-01-08	Municipal Code	Maintained in paper form by the City Clerk, and electronically on the City website.	Clerk	V	S	P	P	GC 34090(e); Permanent for decisions of the City State of California Guidelines; Permanent
03-02-00	Elections Materials							
03-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-02-02	Municipal Elections (General & Special)	Includes ballot material copies, certification of votes, council appointment oaths, correspondence, and election legal publications. Original canvass information including records used to compile final election results are approved by Council and attached to the resolution.	Clerk		AC+2	3	AC+5	EC 17000-1; Affidavits and indexes are 5 years EC 17300; 5 years after election for election rosters EC 17302-6; 6 months after election, if no contest, for election records GC 81009; Campaign reports, not including candidate's campaign statements GC 34090.7; Duplicate copies may be destroyed at any time if the City Council has prescribed a procedure for destruction of duplicates per GC 34090.7. Non-records may be destroyed at any time. For all election documents where the State's requirement is permanent, but for which the County maintains the original documents.

03-00-00 LEGAL & LEGISLATIVE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
03-02-03	Nomination Papers	Elected Not Successful	Clerk		AT+4 AC+2		AT+4 AC+2	GC 34090; 2 year minimum requirement EC 17100; 4 years after term ends
03-02-04	Candidates Statement of Qualifications		Clerk		CY+5		CY+5	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 5 years for administration/campaign statements
03-02-05	Council Sponsored Measures - Charter		Clerk		P		P	GC 34090(e); Permanent for decisions of the City GC 34460; Maintain charter in archives GC 40801; Maintain State of California Guidelines; Permanent
03-02-06	Council Sponsored Measures - General	Charter-related Measures Other Measures	Clerk		P AC+2	P 3	P AC+5	GC 34460; Indefinite. Maintain copy of charter related documents in archives. EC 17000-1; Affidavits and indexes are 5 years EC 17300; 5 years after election for election rosters EC 17302-6; 6 months after election, if no contest, for election records GC 81009; Campaign reports, not including candidate's campaign statements Administrative Decision: Maintain council sponsored measures not related to the City charter for 5 years after closure of the election to match retention for Municipal Election materials.
03-02-07	Initiative Measures	Includes petitions	Clerk		AC+8M		AC+8M	EC 17200; 8 months after election closes for initiative and referendum petitions. EC 17400; 8 months after election/final examination for election recall petitions.
03-02-08	Referendums	Includes petitions	Clerk		AC+8M		AC+8M	EC 17200; 8 months after election closes for initiative and referendum petitions. EC 17400; 8 months after election/final examination for election recall petitions.
03-02-09	Recalls	Includes petitions	Clerk		AC+8M		AC+8M	EC 17200; 8 months after election closes for initiative and referendum petitions. EC 17400; 8 months after election/final examination for election recall petitions.
03-02-10	Council Candidate Handbook		Clerk		AC+2		AC+2	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period. Administrative Decision: Maintain for 2 years after election closes for relevance to subsequent elections.
03-02-11	Election Accounting	Includes fees and invoicing.	Finance		AA+1	3	AA+4	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit

03-00-00 LEGAL & LEGISLATIVE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
03-03-00	City Attorney Records							
03-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-03-02	City Law Software	Software by Cycom Inc. Content is confidential information due to attorney-client work product. Contains images of litigation and advisory records, including general and high profile litigation cases, general departmental and subject assignments, subpoenas duces tecum, pitchess motions, bankruptcy proceedings, legal service agreements, amicus curiae briefs, neighborhood law program documents, legal opinions and other work product documents.	Attorney	C	P		P	GC 34090; 2 year minimum requirement EC 952; lawyer-client privilege, definitions EC 954; lawyer-client privilege, right to release and definitions Administrative Decision: Maintain all documents in CityLaw software permanently to support potential future litigation. Confidential attorney-client privileged documents.
03-03-03	Subpoena and Public Request Log	Log started in the 1980's and is maintained indefinitely.	Clerk		CY+2		CY+2	GC 34090; 2 year minimum requirement
03-04-00	General Legal Matters							
03-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-04-02	Proof of Publication/Advertising	Includes notices of public meetings	Clerk		CY+2	2	CY+4	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years
03-04-03	Notices of Completion	Recorded documents	Clerk		AC+2	P	P	GC 34090(a); Permanent for land and property records State of California Guidelines; Permanent (CEQA)
03-04-04	Public Records Requests		Clerk		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion
03-05-00	Agreements / Contracts / MOUs / Recordations							
03-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-05-02	General City Agreements/Contracts	Includes product acquisitions, services, professional services and consultants and all other general City agreements.	Clerk		AC+5		AC+5	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000

03-00-00 LEGAL & LEGISLATIVE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
03-05-03	Development Agreements	Includes Disposition & Development Agreements, Owner Participation Agreements and Development Agreements	Clerk		AC+2	P	P	GC 34090(a), Real property records, maintain CCP337, 337.1(a), 337.15; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. H&S 19850; Life of Building, with exceptions.
03-05-04	Franchise Agreements		Clerk		AE+2	P	P	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000 State of California Guidelines; Permanent
03-05-05	Subdivision Agreements		Clerk		AC+4	P	P	GC 34090(a), Real property records, maintain CCP337, 337.1(a), 337.15; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. H&S 19850; Life of Building, with exceptions.
03-05-06	Bond Agreements		Clerk		AC+2	8	AC+10	GC 34090; 2 years minimum GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statutes of limitations, 6 years after expiration FC 3368; Maintain FC 30210; Maintain State of California Guidelines; 10 years after closure/ expiration
03-05-07	Capital Improvement Project Agreements	Includes Public Works Improvement Project contracts, bonds and insurance certificates. Specifications and all other project related documents are maintained by Public Works.	Clerk		P	P	P	Authority- GC 34090(a); Real property records, maintain H&S 19850; Life of Building, with exceptions CCP 337.15; 10 years State of California Guidelines; Permanent
03-05-08	Non-CIP Construction Contracts & Agreements		Clerk		AC+2	8	AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after project completion
03-05-09	Lease & License Agreements		Clerk		AE+2	3	AE+5	CCP 337.2; Statutes of limitations, leases 4 years CCP 343; Statutes of limitations, general 4 years 48 CFR 4.601; 5 years for procurements exceeding \$25,000
03-05-10	Settlement Agreements	General settlements Recorded settlements	Clerk	C	AC+2 P	3	AC+5 P	CCP 343; Statutes of limitations, general 4 years State of California Guidelines; Permanent for recorded documents Administrative Decision: Maintain general settlement agreements for 5 years after closure/completion to coincide with other general city agreements.
03-05-11	Joint Powers & Mutual Aid Agreements		Clerk		AC+2	P	P	State of California Guidelines; Permanent for joint powers authorities for insurance.
03-05-12	MOU / Employment Agreements		Clerk		AE+2	P	P	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent

03-00-00 LEGAL & LEGISLATIVE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
03-05-13	Grant Agreements		Clerk		AFP+1 *	P	P	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD.
03-06-00	Property Related Records							
03-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-06-02	Right-of-Way		Public Works		P	P	P	GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent
03-06-03	Vacations/Abandonments		Public Works		AC+2	P	P	GC 34090(a); Permanent for land and property records. State of California Guidelines; Permanent
03-06-04	Easements, Deeds, Grant Deeds & Quitclaim Deeds		Clerk		P	P	P	GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent
03-06-05	Encroachment Permits - Construction		Public Works		AC+2	P	P	GC 34090(a) Real property records, maintain Permanently GC 4003, 4004; Maintain H&S 19850; Life of Building, with exceptions State of California Guidelines; Permanent for construction based encroachment permits.
03-06-06	Real Property Acquisitions/Dispositions		Econ Dev		AC+2	8	AC+10	GC 34090; 2 years minimum GC 6254; Record disclosure CCP 337.1; 4 years after completion of construction or improvement CCP 337.15; 10 years after completion of construction or improvement 36 CFR 64.11; 3 years after last payment for public property acquisition. State of California Guidelines; Completion expiration + 10 years for acquisitions.

03-00-00 LEGAL & LEGISLATIVE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
03-06-07	City-owned Property	Includes the deeds and other backup information on acquisition of City-owned property.	Econ Dev		AC+2	P	P	GC 34090(a); Permanent for land and property records State of California Guidelines; 10 years after completion for property acquisition and disposition supporting documents.
03-06-08	Appraisals		Econ Dev		AC+2		AC+2	GC 34090; 2 year minimum requirement GC 6254(h); PRA, confidential record designation until acquisition complete.
03-06-09	Annexations		Clerk		AC+2	P	P	GC 34090(a); Permanent for land and property records. State of California Guidelines; Permanent
03-06-10	Assessment Districts Formation		Clerk		CY+2	P	P	GC 34090(a); Permanent for land and property records CCP 338; 3 year statute of limitations State of California Guidelines; Permanent
03-06-11	Prop 218 Ballots & Protests		Clerk		AC+2		AC+2	GC 53753; 2 years after completion for ballots GC 53755; 2 years after completion for protests
03-07-00	Fair Political Practices Commission Materials							
03-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-07-02	Statement of Economic Interest (Form 700) - Elected Officials	Mayor, city council members, planning commissioners, city manager and city attorney. GC 87200 filers. Electronic submission started in 2014.	Clerk/FPPC		AC+2	5	AC+7	GC 81009(f); 4 year requirement for copies Administrative Decision: Maintain all forms for 7 years per GC 81009(e) for consistency
03-07-03	Statement of Economic Interest (Form 700) - Designated	Designated Positions. Electronic submission started in 2014	Clerk		AC+2	5	AC+7	GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for copies
03-07-04	Campaign Statements - Elected	Elected officials and committees supporting elected officials.	Clerk		P	P	P	GC 81009(b); maintain elected indefinitely
03-07-05	Campaign Statements - Unsuccessful	Unsuccessful candidates for office and committees supporting unsuccessful candidates for office.	Clerk		AC+2	3	AC+5	GC 81009(b); 5 years for unsuccessful candidates
03-07-06	Campaign Statements - Committees	Committees formed to support or oppose a ballot measure.	Clerk		AC+2	3	AC+5	GC 81009(b); 5 years for unsuccessful Administrative Decision: Maintain committees campaign statements for 5 years after closure of the committee
03-07-07	Ethics Training	Filed by official.	Clerk		AC+5		AC+5	GC 53235(b); 5 years
03-07-08	Oaths of Office - Elected		Clerk		AT+6		AT+6	GC 34090; 2 year minimum requirement State of California Guidelines; 6 years after termination for elected officials.
03-07-09	Oaths of Office - Designated/Appointed		Clerk		AT+6		AT+6	GC 34090; 2 year minimum requirement State of California Guidelines; 6 years after termination for elected officials. Administrative Decision: Maintain designated or appointed position oaths of office for 6 years after termination to follow elected official retention requirements.

03-00-00 LEGAL & LEGISLATIVE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
03-08-00	Risk Management Records							
03-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement. Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-08-02	CJPRMA Information	General information and correspondence with the JPA and program documents for the City's excess liability, environmental, property, vehicle and machinery insurance.	Attorney		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement. State of California Guidelines; Administrative Record
03-08-03	CJPRMA Program Documents	Includes bylaws, contract originals, MOUs and other documents establishing the program.	Attorney		P	P	P	GC 34090; 2 year minimum requirement. State of California Guidelines; Permanent for joint powers agreements for excess liability insurance.
03-08-04	Third Party Administrator	Includes correspondence and information on claims and adjustments for activities over the year, York Risk Services.	Attorney		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement. State of California Guidelines; Administrative Record
03-08-05	Claims Against the City	Includes non-litigated claims. Filed individually by claim.	Clerk		AC+2	4	AC+6	GC 34090; 2 year minimum requirement. 29- USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure
03-08-06	Recovery Claims By the City	Claims by the City for damages from another person or entity. Filed by the department seeking reimbursement for damages.	Attorney		AC+2	4	AC+6	GC 34090; 2 year minimum requirement. 29- USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure
03-08-07	Incident Reports	Reports submitted by the associated department.	Attorney		AC+2	5	AC+7	GC 34090; 2 year minimum requirement. 42- USC 1983; Definitions. 29- CFR 1904.2-7; OSHA recordkeeping. GC 25105.5; 5 years after closure/completion. 29- USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California Guideline; 7 years after settlement or closure
03-08-08	General Liability Loss Run Reports	Reports of litigated and non-litigated claims.	Attorney		CY+2	3	CY+5	GC 34090; 2 year minimum requirement. 29- CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8- CCR 10102; whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final. State of California Guideline; 5 years after completed

03-00-00 LEGAL & LEGISLATIVE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
03-08-09	General City Insurance Policies	Includes facilities, auto and other general insurance policies	Attorney		CY+2	P	P	GC 34090; 2 year minimum State of California Guidelines; Permanent for liability and property insurance
03-08-10	Certificates of Insurance	Certificates provided by contractors and vendors for liability coverage.	Attorney		AE+3	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for insurance certificates filed separately from contracts/agreements, including insurance filed by licensees.

Record Retention Schedules and UFIRST™ Index

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-01-00	General Accounting Records							
04-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-01-02	H T E Sungard Financial System		Finance		ACT		ACT	Transitory Record; Databases are maintained while active
04-01-03	Journal Entries		Finance		AA+2	3	AA+5	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit Administrative Decision: Maintain journal entries for 5 years after audit for reference purposes.
04-01-04	Trial Balance	Paper copies can be destroyed. Maintained on demand electronically in HTE	Finance		ACT		ACT	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
04-01-05	Financial Reports	General administrative financial reports. Not mandated. Paper copies can be destroyed after immediate use, since report maintained on demand electronically in HTE	Finance		ACT		ACT	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
04-02-00	Accounts Payable Records							
04-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-02-02	A/P Vouchers	Includes invoices from vendors, filed by date and check number. EXCEPTION: Grant-related and construction project-related invoices are maintained by the grant or project manager for the required retention period to support potential auditing.	Finance		AA+1	3	AA+4	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit
04-02-03	A/P Posting Reports	Kept electronically by fiscal year by type report. Includes invoice posting, check posting, void posting and positive pay reports.	Finance		ACT		ACT	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
04-02-04	Quarterly Tax Payments	Includes payments on sales, fuel, use and other taxes due.	Finance		AA+1	4	AA+5	GC 34090; 2 year minimum 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-02-05	Credit Card Statements	Statements are received by the Accounting Supervisor, then paid by wire/autopay. Statements are attached to journal entries.	Finance		AA+4		AA+4	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit
04-02-06	W-9 / 1099 Reporting	Also includes 1096 summary forms, which are now submitted electronically.	Finance		AA+1	3	AA+4	GC 34090; 2 year minimum requirement 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit

Record Retention Schedules and UFIRST™ Index

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-02-07	A/P Check Registers	Paper copies can be destroyed after immediate use. Maintained on demand electronically in HTE.			AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-02-08	Vendor Garnishments	Inquiries by an outside agency for garnishments or other levies.	Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-03-00	Budgeting Records							
04-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-03-02	Annual Budget	Includes the Budget in Brief, which is a summary high-level overview of the budget, the fiscal model and the final operations budget. Includes the RDA budget.	Finance		CY+1	P	P	GC 34090; 2 years minimum GC 53901; Budgets copy must be filed with the County State of California Guidelines; Permanent Permanent refers to one final copy of the approved budget. Working copies can be destroyed after use.
04-03-03	Budget Workpapers - Finance	Both confidential and non-confidential folders. Includes the City and RDA budget.	Finance		AA+2		AA+2	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
04-03-04	Budget Workpapers - Departmental	Documents used by departments to create the department's budget.	All Depts		AA+2		AA+2	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
04-03-05	Budget Adjustments	Includes mid-year budget reports to Council.	Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-03-06	Monthly Departmental Budget Reports	Purely for the department's use to manage their budgets. Potentially a duplication of information from the financial system.	All Depts		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-04-00	Revenue & Collections Records							
04-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-04-02	Utility Tax	Includes invoices, payments and remittance forms.	Finance		AA+1	2	AA+3	GC 34090; 2 year minimum requirement CCP 338; Statute of limitations, 3 years for action State of California Guidelines; 3 years after audit
04-04-03	Transient Occupancy Tax	Includes invoices, payments and remittance forms.	Finance		AA+1	2	AA+3	GC 34090; 2 year minimum requirement CCP 338; Statute of limitations, 3 years for action State of California Guidelines; 3 years after audit
04-04-04	Sales Tax Remittance	Printed to PDF off of the State's website.	Finance		AA+1	2	AA+3	GC 34090; 2 year minimum requirement CCP 338; Statute of limitations, 3 years for action State of California Guidelines; 3 years after audit
04-04-05	Medical Marijuana Tax	Includes invoices, payments and remittance forms.	Finance		AA+1	2	AA+3	GC 34090; 2 year minimum requirement CCP 338; Statute of limitations, 3 years for action State of California Guidelines; 3 years after audit
04-04-06	Franchise Fees	Includes invoices, payments and remittance forms.	Finance		AA+1	3	AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit

Record Retention Schedules and UFIRST™ Index

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-04-07	Cash Receipts/Credit Card Transactions	Includes marina transactions.	Finance		AA+1	3	AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
04-04-08	Miscellaneous Receivables		Finance		AA+1	3	AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
04-04-09	Monthly Closing Reports	Reports used to reconcile accounts.	Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-04-10	Tax Reports	Includes reports from an outside service for sales and property taxes.	Finance		AA+1	4	AA+5	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-04-11	Community Facilities District Reports	Includes reports for utility users, sales and property taxes, and business license revenue, provided by an outside service for credits to Mare Island for revenues received.	Finance		AA+1	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for assessment district information in Finance.
04-04-12	Collection Activities		Finance		AC+1	3	AC+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit Administrative Decision: Maintain for 4 years after closure or collection.
04-04-13	Developer Escrow Accounts	Includes holding accounts for final payments for developers.	Finance		AA+1	3	AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
04-05-00	Debt Financing Records							
04-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-05-02	General City Bond Statements & Reports	Includes official statements, arbitrage, annual statements, bond disclosure, bond pay-offs, bond covenant and cash/surety bonds. Bond issues	Finance		AC+1 P	9 P	AC+10 P	GC 34090; 2 year minimum requirement GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statutes of limitations, 10 years after expiration FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration, and Permanent for bond issues
04-05-03	Successor Agency Tax Allocation Bond Statements & Reports	Includes official statements, arbitrage, annual statements, bond disclosure, bond pay-offs, bond covenant and cash/surety bonds. Bond issues	Finance		AC+1 P	9 P	AC+10 P	GC 34090; 2 year minimum requirement GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statutes of limitations, 10 years after expiration FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration, and Permanent for bond issues

Record Retention Schedules and UFIRST™ Index

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-05-04	Water Revenue Bond Statements & Reports	Includes official statements, arbitrage, annual statements, bond disclosure, bond pay-offs, bond covenant and cash/surety bonds. Bond issues	Finance		AC+1 P	9 P	AC+10 P	GC 34090; 2 year minimum requirement GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statutes of limitations, 10 years after expiration FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration, and Permanent for bond issues
04-05-05	Capital Lease Payable	For equipment leases	Finance		AE+1	4	AE+5	CCP 337; Statute of limitations of 4 years after termination CCP 343; Statute of limitations of 4 years 48 CFR 4; 5 years for procurements exceeding \$25,000 State of California Guidelines; 5 years after completion/expiration of the lease
04-06-00	Audits Group							
04-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-06-02	CAFR Annual Financial Statement	Includes the Management Representation Letters and Auditor Management Letters.	Finance		AA+1	P	P	GC 34090; 2 years minimum State of California Guidelines; 7 years after audit Administrative Decision: Maintain annual financial statements permanently.
04-06-03	Single Audit		Finance		AA+1	P	P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-06-04	Transit Audit	Inactive audit report only.	Finance		AA+1	P	P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-06-05	Year End Work Papers	Year end materials used to compile the CAFR. Includes CAFR template, GL printout, assets, liabilities, Mid Year Budget Reports, and correspondence and notes.	Finance		AA+5		AA+5	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit. Administrative Decision: Maintain journal entries for 5 years after the annual audit for simplicity of destruction.
04-07-00	Payroll Group							
04-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

Record Retention Schedules and UFIRST™ Index

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-07-02	Employee Time Sheets	Maintained by the department and signed by the employee.	All Depts		AA+1	5	AA+6	GC 34090; 2 year minimum requirement 29 CFR 516.2; Maintain 29 CFR 516.6; 2 years R&T 19530; 3 years after tax return due R&T 19704; 6 year statute of limitations LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit
04-07-03	Leave Requests		Finance		AA+1	5	AA+6	GC 34090; 2 year minimum requirement 29 CFR 516.2; Maintain 29 CFR 516.6; 2 years R&T 19530; 3 years after tax return due R&T 19704; 6 year statute of limitations LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit
04-07-04	Payroll Certifications	Includes a spreadsheet that compiles employee time bi-weekly.	Finance		AA+1	5	AA+6	GC 34090; 2 year minimum requirement 29 CFR 516.2; Maintain 29 CFR 516.6; 2 years R&T 19530; 3 years after tax return due R&T 19704; 6 year statute of limitations LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit
04-07-05	Employee Payroll Files	Includes deductions and changes to payroll, PARS and correspondence. Filed by employee.	Finance		AT+1	5	AT+6	GC 34090; 2 year minimum requirement LC 1174; 3 years for payroll records LC 1197.5(d); 2 years for payroll records 22 CCR 1085.2(c); 4 years for unemployment contributions 29 CFR 516.2(a)(10); Maintain 29 CFR 516.6; 2 years LC 1174; 2 years after pay period 29 USC 255(a); 2 to 3 years statute of limitations for minimum and unpaid wages State of California Guidelines; 4 years after termination Administrative Decision: Maintain employee payroll files for 6 years after termination for reference to the quarterly returns.

Record Retention Schedules and UFIRST™ Index

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-07-06	Quarterly Returns	Includes Form 941, DE9, BCJPIA Wages Paid Report and other quarterly returns. Currently in Paper form, with the intent of scanning to electronic.	Finance		AA+2	4	AA+6	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-07-07	W-4 / DE-4 Forms		Finance		AA+2	4	AA+6	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-07-08	W-2s / W-2 Reporting		Finance		AA+2	4	AA+6	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-07-09	Payroll Process Reports	Includes the payroll register, deduction register, additional pay register, benefit register, tax register, adjustments before tax register, payroll distribution reports and other payroll process reports. City switched to HTE Financial Software on 1/1/2000. If report is reproducible from HTE, maintain the report electronically and destroy paper copies immediately after use.	Finance		CY+5	P	P	GC 34090; 2 years minimum GC 12946; 2 years after termination 29 CFR 516.2-6; 4 years after tax return filing 29 CFR 1627; 3 years State of California Guidelines; Permanent
04-07-10	Payroll Distribution Log	Wet signature log.	Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement Administrative Decision; Maintain logs for 2 years after the annual audit
04-07-11	Check & Direct Deposit Registers		Finance		AA+2		AA+2	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement. State of California Guidelines; Maintain warrant registers for 2 years after audit. State considers these duplicate records.
04-07-12	Withholding Orders	Includes active garnishments, child support, IRS liens, FTB liens, vehicle registration liens, etc.	Finance		AFP	AT+6	AT+6	GC 34090; 2 years minimum R&T 19704; 6 year statute of limitations 29 USC 436; 5 years 26 CFR 31.6001-1; 4 years 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 3 years after termination
04-08-00	Banking & Investing Group							

Record Retention Schedules and UFIRST™ Index

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-08-02	Bank Statements & Reconciliations		Finance		AA+1	4	AA+5	GC 34090; 2 years minimum 26 CFR 31.6001-1(e)(2); 4 years State of California Guidelines; 5 years after audit
04-08-03	Investments	Broker notices, transaction confirmations.	Finance		AA+2	P	P	GC34090; 2 year minimum requirement CCP 337; Statutes of limitations, 4 years for action State of California Guidelines; Permanent
04-08-04	Treasure's Report to Council		Finance		AA+2		AA+2	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
04-08-05	Investment Policy	Presented to Council annually.	Finance		S	5	S+5	GC 34090; 2 year minimum requirement CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
04-09-00	Financial Reporting							
04-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-09-02	Financial Raw Data Dump		Finance		ACT		ACT	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
04-09-03	State Controllers Reports - City	Submitted electronically to the State, but maintained in paper form by the City along with the work papers.	Finance		CY+1	P	P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-09-04	Annual GASB Reports		Finance		CY+1	P	P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-09-05	Use Tax Reports	Maintained with the checks and separated when checks are destroyed. Reported to the BOE electronically and printed for reference. Includes sales, use and fuel tax reporting.	Finance		AA+1	4	AA+5	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-09-06	Annual Street Reports - SCO		Finance		CY+1	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent
04-09-07	Maintenance of Effort for Public Safety Report - Prop 172	Relates to an assembly bill. Required report for the annual street report.	Finance		CY+1	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent
04-09-08	Development Impact Reports - General Code 6600	Created in Excel and reviewed by the City Council. Not submitted to any outside agency, but the State requires review by the City Council.	Finance		AA+7		AA+7	GC 34090; 2 year minimum requirement State of California Guidelines; 7 years after audit for annual financial reports, stating GC 34090.7
04-09-09	Grant Reconciliation Workpapers	Individual department grant administrators maintain the grant files and paperwork. Finance reconciles the financials.	Finance		AA+2	P	P	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD.

Record Retention Schedules and UFIRST™ Index

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-09-10	OPEB Actuarial Reports		Finance		CY+2	3	CY+5	GC 34090; 2 year minimum requirement State of California Guideline: 5 years after completed
04-10-00	Business Licensing Records							
04-10-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-10-02	Business License Files	Includes the applications, customer correspondence and the license. Retention period starts after closure of the business.	Finance		AC+1	3	AC+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations State of California Guidelines; 4 years after termination
04-10-03	Renewals	Separated by gross or flat rate fees.	Finance		CY+1	3	CY+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations State of California Guidelines; 4 years after termination Administrative Decision: Maintain renewals for the current year plus 4 years to support the business license files and to simplify retention.
04-10-04	Changes	Includes name, address and ownership changes filed in bulk by alphabet and fiscal year.	Finance		CY+1	3	CY+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations State of California Guidelines; 4 years after termination Administrative Decision: Maintain renewals for the current year plus 4 years to support the business license files and to simplify retention.
04-11-00	Utility Billing Records							
04-11-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-11-02	Cash Receipts/Edits		Finance		AA+2	2	AA+4	GC 34090; 2 years minimum State of California Guidelines; 4 years after audit
04-11-03	Lock Box Payments	Maintained electronically. Includes copies of checks and payment stubs. Processed through an outside service.	Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-11-04	Leak Allowances	Includes copies of repairs and account adjustments.	Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-11-05	Water Service Records	Includes connection and disconnection records	Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-12-00	Fixed Assets Records							

Record Retention Schedules and UFIRST™ Index

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-12-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-12-02	Depreciation Schedules		Finance		AA+4		AA+4	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit for fixed asset inventories, no specific retention for depreciation schedules.
04-12-03	Asset Workpapers - City	Includes the depreciation expense report and other supporting documents.	Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement Administrative Decision; Maintain workpapers for 2 years after the annual audit
04-12-04	General Balance Sheets		Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement Administrative Decision; Maintain workpapers for 2 years after the annual audit
04-13-00	Successor Agency Reporting							
04-13-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-13-02	State Controllers Reports - RDA	Submitted electronically to the State, but maintained in paper form by the City along with the work papers. Inactive reports only.	Finance		CY+1	P	P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-13-03	Statement of Indebtedness	Inactive reports only.	Finance		AA+7		AA+7	GC 34090; 2 years minimum State of California Guidelines; 7 years after audit for annual financial reports
04-13-04	Recognized Obligation of Payment Schedule - ROPS	6 month budget provided to the State Controller's Office. State provided form submitted electronically and printed for signature by Finance.	Finance		CY+1	P	P	GC 34090; 2 years minimum GC 53901; Budgets copy must be filed with the County State of California Guidelines; Permanent Permanent refers to one final copy of the approved budget. Working copies can be destroyed after use.
04-13-05	ROPS True Up Report	6 month budget-to-actual report sent to the county, who then sends it to the State Controller's Office. Required reporting.	Finance		CY+1	P	P	GC 34090; 2 years minimum GC 53901; Budgets copy must be filed with the County State of California Guidelines; Permanent Permanent refers to one final copy of the approved budget. Working copies can be destroyed after use.
04-13-06	Due Dilligence Reviews	Audit required by state law. Submitted to the county and the State Controller's Office.	Finance		AA+1	6	AA+7	GC 34090; 2 years minimum State of California Guidelines; 7 years after audit
04-13-07	Asset Reports		Finance		CY+1	P	P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-13-08	Audit Reports		Finance		CY+1	P	P	GC 34090; 2 years minimum State of California Guidelines; Permanent

Records Retention Schedule and UFIRST™ Index

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-01-00	Personnel Data Records							
06-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-01-02	Personnel Files - Full Time, Regular, Regular Part Time & Provisional Employees	Includes benefit plan paperwork, Action Request Forms, original application, training certificates, educational incentive programs, performance evaluations, employment contracts /agreements (not including union negotiations and resulting contracts/ agreements), insurance information, I-9, payroll forms (tax, deferred compensation, direct deposit and benefit payments), and miscellaneous communications.	HR	C	AT+3	3	AT+6	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination
06-01-03	Personnel Files - Part Time	Includes benefit plan paperwork, Action Request Forms, original application, training certificates, educational incentive programs, performance evaluations, employment contracts /agreements (not including union negotiations and resulting contracts/ agreements), insurance information, I-9, payroll forms (tax, deferred compensation, direct deposit and benefit payments), and miscellaneous communications.	HR	C	AT+3	3	AT+6	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination
06-01-04	Personnel Files - Temporary/Seasonal	Includes benefit plan paperwork, Action Request Forms, original application, training certificates, educational incentive programs, performance evaluations, employment contracts /agreements (not including union negotiations and resulting contracts/ agreements), insurance information, I-9, payroll forms (tax, deferred compensation, direct deposit and benefit payments), and miscellaneous communications.	HR	C	AT+3	2	AT+5	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination
06-01-05	Personnel Files - Retiree Annuitants	Includes benefit plan paperwork, Action Request Forms, original application, training certificates, educational incentive programs, performance evaluations, employment contracts /agreements (not including union negotiations and resulting contracts/ agreements), insurance information, I-9, payroll forms (tax, deferred compensation, direct deposit and benefit payments), and miscellaneous communications.	HR	C	AT+3	3	AT+6	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-01-06	Employee Medical Files	Includes FMLA physician certifications and other medical information for hired employees.	HR	C	AT+2	28	AT+30	8 CCR 15400; Maintain reports LC 110 - 139.6; 5 years for auditing LC 6410; OSHA, maintain 29 CFR 1627.3(b)(1); 1 year from action 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 30 after completion/ closure
06-01-07	Disciplinary Actions	Maintained in a separate file folder in the employee's personnel file for confidentiality. Non-safety Employees Safety Employees	HR		AT+2 AT+5		AT+2 AT+5	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees.
06-01-08	I-9 Forms	Maintained in a separate file folder in the employee's personnel file for confidentiality.	HR		AT+3		AT+3	GC 12946; 2 years after completion/position filled GC 6250; Public Records Act, release of confidential information 29 CFR 1602.14; 1 year after position filled 29 CFR 1607; Maintain 29 CFR 1627.3(b)(1); 1 year from action 29 USC 211c; Maintain, no retention period stated USCIS Form I-9; Maintain for 3 years after completion or 1 year after employment is terminated, whichever is longer. Administrative Decision: Maintain for 3 years after separation to follow the longest retention on the I-9 Form guidelines.
06-01-09	Exit Interview Questionnaire Form	Entered into an Access database and then kept in paper form.	HR		CY+2		CY+2	GC 34090; 2 year minimum requirement
06-02-00	Personnel Management Records							
06-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-02-02	Position Information/Specifications/Job Descriptions		HR		S+2		S+2	GC 34090; 2 year minimum requirement State Recommendation; 2 years after superceded
06-02-03	Employee Training Programs	Sign-in sheets, handouts, consultant training programs and other program information for general employee training. Does not include safety personnel.	HR		CY+7		CY+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.

Records Retention Schedule and UFIRST™ Index

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-02-04	Salary Schedules	Includes the compensation plan for the City. Classifications are assigned to a range within the structure.	HR		CY+2	P	P	GC 34090; 2 year minimum GC 12946; 2 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years. Administrative Decision: Maintain permanently for historical tracking purposes and support contract negotiations.
06-02-05	Reclassifications	Approved reclassifications are maintained in the employee's file. Unapproved reclassifications are maintained with the quarterly organizational changes. May include salary survey information.	HR	C	AT+2 AC+2	3	AT+5 AC+2	GC 34090; 2 year minimum GC 12946; 2 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.
06-02-06	Salary/Benefit Surveys	Requests from other cities	HR		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for public record requests.
06-02-07	EEOC Claims	Hired employees, non-sworn: Hired employees, sworn: Applicants who filed a complaint:	HR		CY+3 CY+3 AC+2	AT+2 AT+5	AT+2 AT+5 AC+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees
06-02-08	EDD Claim Forms		HR		AT+3		AT+3	GC 12946; 2 years after completion 29 CFR 516.2; Maintain, indefinite 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 3 years after termination/separation for unemployment records
06-02-09	Employment Verification		HR		CY+2		CY+2	GC 34090; 2 year minimum retention GC 12946; 2 years after completion

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-02-10	FMLA Physician Certifications	Medical certifications for Family Medical Leave.	HR		AT+2	28	AT+30	8 CCR 15400; Maintain reports LC 110 - 139.6; 5 years for auditing- LC 6410; OSHA, maintain- 29 CFR 1627.3(b)(1); 1 year from action- 29 CFR 1910.1020; 30 years after employee termination- State of California Guidelines; 30 after completion/ closure
06-02-10	Harrassment Claims	Hired employees, non-sworn: Hired employees, sworn: Applicants who filed a complaint:	HR		CY+3 CY+3 AC+2	AT+2 AT+5	AT+2 AT+5 AC+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees
06-03-00	Personnel Recruitment Records							
06-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-03-02	Analyst Recruitment Files	Includes job flyers and announcements, job analysis, practical test and assessment centers, oral board, applications, recruitment response letters and general correspondence relating to the recruitment.	HR		AC+3		AC+3	GC 12946; 2 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/ position filled
06-03-03	Applications	Includes general applications for positions and applications not selected for the position.	HR		AC+3		AC+3	GC 12946; 2 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/ position filled
06-03-04	NEOGOV Application System	Applications and documents printed from the system for use by the City.	HR		IND		IND	Transitory Record; Databases are maintained while active
06-03-05	Eligibility Lists	Lists are separated by position.	HR		AC+3		AC+3	GC 12946; 2 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/ position filled
06-03-06	Background Check Information	Includes DOJ fingerprinting, pre-employment physicals and other background checks for hired and non-hired candidates. Hired general employees Hired safety employees Not hired applicants	HR	C	AT+3 AT+2 AC+2	P	AT+3 P AC+2	GC 34090; 2 year minimum PC 832.5; 5 years for officer complaints State of California Guidelines; 3 years after termination/ separation for hired general employees, Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired.

Records Retention Schedule and UFIRST™ Index

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-04-00	Workers Compensation & Safety							
06-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-04-02	Injury & Illness Prevention Program		HR		S+2	3	S+5	GC 34090; 2 year minimum, 8 CCR 3204; 1 year for IIPP training records State of California Guideline: 5 years after superseded or expired
06-04-03	Local Agency Workers Compensation Services JPA	Includes excess workers compensation claims, audits, agreements, amendments and other formation documents. Used for claims over \$500,000. TPA maintains materials tracking the claims. LAWCS general administrative documents and correspondence.	HR		P CY+2, AR	P	P CY+2, AR	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for joint powers agreements for excess liability insurance. GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Record
06-04-04	Audit Reports	Annual audits from LAWCS on the Third Party Administrator.	HR		AC+2	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for joint powers agreements for excess liability insurance. Administrative Decision: Maintain audit reports permanently to support the joint powers agreement.
06-04-05	Third Party Administrator	Includes correspondence and information on claims and adjustments for activities over the year. York Risk Services.	HR		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Record
06-04-06	Workers Compensation Claims	Organized by year, then alphabetically and separated by public safety and general employees. Includes claim correspondence, doctor notes and other information on the claim. Maintained by the Third Party Administrator, and accessible electronically by the City.	HR	C	AT+2	P	P	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; Permanent for workers compensation working files (claim files, reports, incidents). Originals filed with third party administrator.
06-04-07	Incident Reports	Reports submitted by the associated department.	HR		AC+2	5	AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions 29 CFR 1904.2-7; OSHA recordkeeping GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California Guideline; 7 years after settlement or closure

Records Retention Schedule and UFIRST™ Index

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-04-08	Random Drug Pulls - DOT	Records of inspection, maintenance, and calibration of EBTs Records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02 Records of alcohol test results indicating an alcohol concentration of 0.02 or greater; records of verified positive drug test results; documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results); SAP reports; and all follow-up tests and schedules for follow-up tests. All filed by year completed.	HR	C	CY+2 CY+1 CY+2	3	CY+2 CY+1 CY+5	49 CFR 40.333; 1 to 5 years depending upon document type. All documents must be maintain in a secured area.
06-04-09	DMV Pull Notice Program		HR		S		S	VC 1808.1; must pull record at least every 12 months GC 34090; 2 year minimum requirement
06-04-10	Workers Compensation Loss Reports	Received from the third party administrator	HR		CY+5		CY+5	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; State recommends Permanent retention, but no relevant statues; Risk Management Reports (including Loss Analysis Reports) are 5 years after completion/closure.
06-04-11	OSHA 300 Logs	Received from the third party administrator	HR		CY+5		CY+5	GC 34090; 2 year minimum requirement 29 CFR 1904.33; 5 years for OSHA reports 8 CCR 14300.33; 5 years for OSHA 300 reports 8 CCR 10102;5 years from date of injury State of California Guideline: 5 years after completed
06-04-12	Industrial Self-insurance Reports	Sent to the State annually. State requests which department needs to be audited, and information is pulled from the OSHA logs. City performs the audit and sends the report to the State.	HR		CY+5		CY+5	GC 34090; 2 year minimum requirement 29 CFR 1904.33; 5 years for OSHA reports 8 CCR 14300.33; 5 years for OSHA 300 reports 8 CCR 10102;5 years from date of injury State of California Guideline: 5 years after completed Administrative Decision: Maintain reports as long as OSHA and Workers Compensation reports.

Records Retention Schedule and UFIRST™ Index

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-04-13	Return to Work Program Reports	Includes reports received from a contractor providing the program.	HR		CY+5		CY+5	GC 34090; 2 year minimum requirement 29 CFR 1904.33; 5 years for OSHA reports 8 CCR 14300.33; 5 years for OSHA 300 reports 8 CCR 10102; 5 years from date of injury State of California Guideline: 5 years after completed Administrative Decision: Maintain reports as long as OSHA and Workers Compensation reports.
06-04-14	Safety & Training Program	Includes program information and rosters of attendees.	HR		CY+7		CY+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.
06-04-15	Safety Inspections	Includes binders with photos and comments on construction and other safety inspections performed by a third party safety consultant. Required by OSHA.	HR		AC+2	3	AC+5	GC 34090; 2 year minimum requirement 29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8 CCR 14300.33; current year plus 5 years for OSHA 300 reports 8 CCR 10102; whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final. State of California Guideline: 5 years after completed Administrative Decision: Maintain safety inspections for 5 years after completion to support OSHA reports.
06-04-16	Hearing Tests		HR		AT+2	28	AT+30	8 CCR 15400; Maintain reports LC 110 - 139.6; 5 years for auditing LC 6410; OSHA, maintain 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 30 years after termination
06-05-00	CalPERS Records							
06-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-05-02	Plan Contracts & Plan Amendments		HR		P	P	P	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
06-05-03	Correspondence		HR		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Record
06-05-04	Circular Letters		HR		ACT		ACT	GC 34090.7; Duplicates may be destroyed within the 2 year minimum period.
06-05-05	Rate Changes	Supplied by PERS for rate changes.	HR		P	P	P	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
06-05-06	Valuation Reports	Supplied by PERS for rate changes.	HR		P	P	P	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
06-05-07	Board of Elections	Proof of distribution of election notices for the board.	HR		CY+2		CY+2	GC 34090; 2 year minimum requirement
06-05-08	Audits	Performed at the request of CalPERS. Not completed on a regular basis.	HR		P	P	P	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents Administrative Decision: Maintain audits permanently to support the PERS plan.
06-05-09	Industrial Disability Retirement		HR		AT+3	27	AT+30	8 CCR 15400.2; Maintain workers compensation claims 8 CCR 10102; 5 years after injury 8 CCR 3204(d)(1)(A), (B); 30 years after termination 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 30 years after termination
06-05-10	Membership Statement Report	Annual membership report received from CalPERS.	HR		P	P	P	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
06-06-00	Benefit Records							

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-06-02	Benefit Information	Includes medical, dental, vision, flexible benefits, long term disability, life insurance, retiree medical, employee assistance program, deferred compensation, and other MOU related benefit information, brochures and handouts for employee reference.	HR		S+2		S+2	GC 34090; 2 year minimum GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after action
06-06-03	Dental		HR		S+2		S+2	GC 34090; 2 year minimum- GC 12946; 2 years after submission or creation- 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination- State of California Guidelines; 2 years after action
06-06-04	Vision		HR		S+2		S+2	GC 34090; 2 year minimum- GC 12946; 2 years after submission or creation- 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination- State of California Guidelines; 2 years after action
06-06-05	Flexible Benefits	Includes IRS 125 flexible benefit plan	HR		S+2		S+2	GC 34090; 2 year minimum- GC 12946; 2 years after submission or creation- 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination- State of California Guidelines; 2 years after action
06-06-06	Long Term Disability		HR		S+2		S+2	GC 34090; 2 year minimum- GC 12946; 2 years after submission or creation- 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination- State of California Guidelines; 2 years after action
06-06-07	Life Insurance		HR		S+2		S+2	GC 34090; 2 year minimum- GC 12946; 2 years after submission or creation- 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination- State of California Guidelines; 2 years after action
06-06-08	Retiree Medical	Includes tracking information on rates and plan benefits and types for retirees.	HR		S+2		S+2	GC 34090; 2 year minimum- GC 12946; 2 years after submission or creation- 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination- State of California Guidelines; 2 years after action

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-06-03	COBRA Election Notices	Notices sent to former employees that they are eligible for COBRA. Elected - 36 month maximum for coverage Declined / No Response	HR		CY+3 CY+4		CY+3 CY+4	GC 34090; 2 year minimum requirement 29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 1650.202; 10 years from date of action for tax payments 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action State of California Guidelines; 4 years after completion/closure for denied benefit plan enrollment, permanent for benefit plan claims. Administrative Decision: Maintain notices for elected coverage for the current year plus 3 years to meet the maximum coverage period for COBRA.
06-06-10	Employee Assistance Program	United Behavioral	HR		S+2		S+2	GC 34090; 2 year minimum GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after action
06-06-11	Deferred Compensation	Plan information and correspondence. Does not include individual contributions.	HR		S+2		S+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after action
06-06-04	Deferred Compensation Withdrawal Requests	Maintained by carrier. Includes withdrawal requests, distribution, confirmation and distribution reports, emergency loan program, 457 loan program and quarterly financial reports.	HR		AT+2	4	AT+6	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 1650.202; 10 years from date of action for tax payments 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination
06-06-05	Medicare / Medicaid Services	Includes subsidy reimbursements and social security eligibility forms.	HR		AT+2	4	AT+6	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 1650.202; 10 years from date of action for tax payments 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination
06-06-06	PARS	Includes election notices, plan contracts, plan amendments, requests for distribution and other administrative documents.	HR		CY+2	P	P	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-06-15	Other-MOU-Related-Benefits	Uniform allowance, holiday buyback, IBW-Leave Bank, IBW educational reimbursement, special-leave bank DRIVE, sick leave conversion, acting pay reports, general flex-benefits and other miscellaneous benefits.	HR		S+2		S+2	GC 34090; 2 year minimum requirement- GC 12946; 2 years after submission or creation- 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination- State of California Guidelines; 2 years after action
06-07-00	Labor Relations Records							
06-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-07-02	Union Representatives / Organizations	Includes correspondence and reviews with labor organizations. Does not include negotiation information.	HR		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Policy: Maintain correspondence and communications for the current year plus 2 years. Review annually for relevant content.
06-07-03	Memorandums of Understanding		HR		P		P	29 USC 211c; Maintain, indefinite 29 CFR 516.5(b); 3 years State of California Guidelines; Recommend Permanent retention without relevant statutes or regulations cited.
06-07-04	Negotiations		HR		CY+4	P	P	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent
06-07-05	Grievances	General Employees Safety Employees	HR		AT+2 AT+5		AT+2 AT+5	GC 12946; 2 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees
06-07-06	Equity Studies	Requested by an employee to verify salary range.	HR		CY+2		CY+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.
06-07-07	Appeals	Appeals based on grievances, disciplinary actions or other labor relations issues.	HR		AT+2	3	AT+5	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-07-08	Salary Surveys	Includes City requested salary surveys to outside agencies or sources. Required based on the MOU.	HR	C	CY+4	P	P	GC 34090; 2 year minimum GC 12946; 2 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.
06-07-09	Interest Arbitrations Award	Awards and compensation given to units based on settled complaints.	HR		CY+4	P	P	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent
06-08-00 Civil Service Commission								
06-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-08-02	Agendas/Agenda Packets	Include Civil Service Rules staff reports.	HR		CY+20		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 20 years for reference purposes.
06-08-03	Minutes		HR		P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
06-08-04	Meeting Recordings		HR		CM+1M		CM+1M	GC 54953.5; 30 days after recording
06-09-00 Human Relations Commission								
06-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-09-02	Agendas/Agenda Packets		HR		CY+20		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 20 years for reference purposes.
06-09-03	Minutes		HR		P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
06-09-04	Meeting Recordings		HR		CM+1M		CM+1M	GC 54953.5; 30 days after recording

08-00-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
08-01-00	Planning Administration Records							
08-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-01-02	CRW Database		Planning		ACT		ACT	Transitory Record; Databases are maintained while active
08-01-03	Card File System	Physical card file system for tracking projects. Used for reference purposes.	Planning		ACT		ACT	Transitory Record; Databases are maintained while active
08-01-04	Log Books Database	MS Access database similar to the Card File Database. Used to track project types. Somewhat redundant, but each system contains differing levels of detail. Includes project opening, parcel number	Planning		ACT		ACT	Transitory Record; Databases are maintained while active
08-01-05	Public Noticing	Standalone application used as a courtesy notice to the public of changes, such as property changes that impact neighbors. Used to gather the neighborhoods input.	Planning		CY+2	2	CY+4	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years
08-02-00	Planning Permit Applications & Project Records							
08-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-02-02	Appeals		Planning		P		P	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
08-02-03	Annexations		Planning		P		P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-04	Design Review Projects	Includes preliminary reviews	Planning		AC+4	P	P	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
08-02-05	Sign Permits		Planning		AC+4	P	P	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
08-02-06	Development Agreements	Includes backup documentation for the agreement and a copy of the agreement, which is maintained by the City Clerk.	Planning		AC+4	P	P	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent

08-00-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, HI - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
08-02-07	Code Text Amendments	Approved Denied Compiled into the Municipal Code by the City Clerk after approval.	Planning		AP+2 CY+2	P	P CY+2	GC 34090(e); maintain Permanently State of California Guidelines; Permanent GC 34090; 2 year minimum requirement
08-02-08	Environmental Reviews		Planning		CY+5	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent recommendation for environmental related documents.
08-02-09	Lot Line Adjustments		Planning		CY+5	P	P	GC 34090(a), Real property records, maintain
08-02-10	Specific Plan & Amendments		Planning		AP+5	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-11	Tentative Maps - Parcel & Tract		Planning		CY+5	P	P	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
08-02-12	Variances		Planning		CY+5	P	P	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
08-02-13	Use Permits	Major use permits.	Planning		P		P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Current year plus 2 years for forms and documents related to federal and state agency permits
08-02-14	Minor Use Permits	Commercial and industrial	Planning		AE+2		AE+2	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Use Permits Administrative Decision: Maintain use permits for 2 years after expiration.
08-02-15	Zoning Letters		Planning		CY+2		CY+2	GC 34090; 2 year minimum requirement
08-02-16	Zoning Map Amendments	Includes amendment petitions and other zoning amendments.	Planning		AP+5	P	P	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
08-02-17	Administrative Permits	Includes temporary and access use permits for taco trucks, christmas tree lots and other temporary use activities. May be the precursor to a major use permit.	Planning		AE+2	P	P	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Temporary Use Permits Administrative Decision: Maintain Administrative Permits permanently since documents relate to property, user and/or a major use permit.
08-02-18	Home Occupation Permits		Planning		AE+2		AE+2	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Use Permits Administrative Decision: Maintain use permits for 2 years after expiration.

Records Retention Schedules and UFIRST Index

08-00-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
08-02-19	Certificates of Appropriateness	Includes historical preservation activities.	Planning		AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-20	Certificates of Conformity		Planning		AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-21	Certificates of Compliance		Planning		AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-22	Minor Exceptions	Includes garage conversions.	Planning		AC+4	P	P	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
08-02-23	Landscape Reviews	Design review for landscaping. Can include conditions for approval.	Planning		CY+5	P	P	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
08-02-24	Site Development		Planning		AC+4	P	P	GC 34090(a); Real property records, maintain permanently GC 4003, 4004; Maintain H&S 19850; Life of Building, with exceptions CC 1351; definitions, community property
08-02-25	Planned Developments	Includes unit and master plans.	Planning		AC+4	P	P	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
08-02-26	Unit Investigations	Investigations of the number of units allowed within a parcel. Includes entitlements, "Sanborn" maps, property history and other inquiries about a property. Maintained for reference purposes and City planning.	Planning		P		P	GC 34090; 2 year minimum requirement Administrative Decision: Maintain permanently for the history of the property. Used for public reference and City planning purposes.
08-02-27	Deed Restrictions	Requirement for the property owner to record second dwelling restrictions to the deed.	Planning		CY+5	P	P	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
08-02-28	Second Units	Ties into the Unit Investigations to confirm second units on a property and cross referenced with Building Permits.	Planning		AC+4	P	P	GC 34090(a); Real property records, maintain permanently GC 4003, 4004; Maintain H&S 19850; Life of Building, with exceptions CC 1351; definitions, community property
08-02-29	Abandonments				AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-30	Mills Act Applications				AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent

08-00-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
08-02-31	Public Convenience or Necessity	Used for alcohol sales determinations.			AE+2	P	P	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Temporary Use Permits Administrative Decision: Maintain Administrative Permits permanently since documents relate to property, user and/or a major use permit.
08-02-32	Preliminary Review	Precursor to site developments or planned developments.			AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-33	Resolutions of Intent				AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-34	Public Noticing				CY+2	2	CY+4	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years
08-02-35	Amendment Petitions				AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-36	Historic Resources Inventory				AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-37	Zoning Violations				AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/ completion.

08-00-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
08-03-00	General Plan Records							
08-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-03-02	General Plan & Elements	Includes elements, goals and policies report, EIR and other general plan documents.	Planning	V	AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-03-03	Plan Amendments	Approved Denied	Planning	V	AC+5 CY+5		P P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-03-04	District Plan & Amendments	For regions within the City. Approved Denied	Planning	V	AC+5 CY+5		P P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-04-00	Planning Commission Records							
08-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-04-02	Agendas		Planning		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
08-04-03	Staff Reports		Planning		CY+20		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 20 years for reference purposes.
08-04-04	Minutes	Currently not action minutes. Moving towards action minutes in the future.	Planning		P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
08-04-05	Resolutions		Planning		P	P	P	GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
08-04-06	Meeting Audio Recordings	Maintain to support action minutes.	Planning		CM+1		CM+1	GC 54953.5; 30 days after recording

Records Retention Schedules and UFIRST Index

08-00-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
08-05-00 Architectural Heritage & Landmarks Commission Records								
08-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-05-02	Agendas		Planning		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
08-05-03	Staff Reports		Planning		CY+20		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 20 years for reference purposes.
08-05-04	Minutes	Currently not action minutes. Moving towards action minutes in the future.	Planning		P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
08-05-05	Resolutions		Planning		P	P	P	GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
08-05-06	Meeting Audio Recordings	Maintain to support action minutes.	Planning		CM+1		CM+1	GC 54953.5; 30 days after recording
08-06-00 Design Review Board Records								
08-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-06-02	Agendas		Planning		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
08-06-03	Staff Reports		Planning		CY+20		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 20 years for reference purposes.
08-06-04	Minutes	Currently not action minutes. Moving towards action minutes in the future.	Planning		P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent

08-00-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
08-07-00	General Plan Working Group							
08-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-07-02	Agenda / Agenda Packets		Planning		CY+20		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain for the Current Year plus 20 years for historical tracking and reference.
08-07-03	Minutes		Planning	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
08-07-04	Meeting Recordings		Planning		CY+2		CY+2	GC 54953.5; 30 days after recording Administrative Decision: Maintain for the Current Year plus 2 years to meet potential litigation.
08-08-00	Project Areas & Subdivisions Group							
08-08-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-08-02	Northgate		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-03	Downtown		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-04	Waterfront		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-05	Mare Island		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-06	Sky Valley - Hiddenbrooke		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-07	Boroni Ranch		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-08	Touro		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-09	Solano 360		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-10	Marine World		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-11	South Solano County Study		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent

Records Retention Schedules and UFIRST™ Index

09-00-00 BUILDING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
09-01-00	General Building Records							
09-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-01-02	Building Permits & Applications	Entered into and assigned by CRW. Includes Site Plan, Floor Plan, Structural Plans, Structural Calculations, Soils Reports, Title 24 Energy Report, Land Surveys, Pad Elevations, Special Inspection Reports, Plan Check Comments / Responses, Request for Waiver for Accessibility Requirements, Inspection Reports and Cards with wet signatures, and other documents for building projects. Also maintained in paper format for reference for payments. Reference copy is maintained for 2 years.	Building		ACT	P	P	H&S 19850; Building plans - Life of Building, with exceptions CC 1351; definitions, community property State of California Guidelines; Permanent
09-01-03	Building Permit Maps/Drawing - Incompleted Projects		Building		CY+2		CY+2	GC 34090; 2 year minimum requirement
09-01-04	Certificates of Occupancy	Certificate pertains to the business, not building.	Building		LOB		LOB	GC 34090(a); Real property records, maintain State of California Guidelines; Life of building Administrative Decision: Maintain certificates of occupancy for the life of the associated business, since the certificate depends upon the business operations.
09-01-05	Daily Inspection Schedules	Log of inspections. Similar to a field log.	Building		P	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion Administrative Decision: Maintain daily inspection logs permanently to track progress of projects on a property.
09-01-06	Building Code Enforcement Complaints	Includes complaints, inspections and correspondence for potential building code violations.	Building		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/ completion.

Records Retention Schedules and UFIRST™ Index

10-00-00 ECONOMIC DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
10-01-00 General Economic Development Records								
10-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-01-02	Service Agreements	Includes copies of the agreement and all supporting documentation for Economic Development partners, such as Solano EDC, SBDC and other partner agencies.	Econ Dev		AC+5		AC+5	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000
10-01-03	Business Attraction Correspondence	Includes letters to businesses and inquires from businesses about City programs	Econ Dev		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
10-01-04	Grant Applications & Agreement Documents	Includes grant-related documents such as the EPA grant. Approved grant applications: Denied grant applications:	Econ Dev		AFP+1 * CY+2	P	P CY+2	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Administrative Decision: Maintain grant agreements and administrator documents permanently for auditing purposes.
10-01-05	Owner Participation Agreement Workpapers	Original OPA is maintained in the City Clerk's Office. Series includes workpapers supporting the management of the OPA.	Econ Dev		AC+5		AC+5	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000
10-02-00 Property Management Records								
10-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-02-02	City-owned Properties - Working Documents	Includes lease copies, licenses, insurance certificates from the lessee.	Econ Dev		AE+2	3	AE+5	CCP 337.2; Statutes of limitations, leases 4 years CCP 343; Statutes of limitations, general 4 years 48 CFR 4.601; 5 years for procurements exceeding \$25,000
10-02-03	Agency-owned Properties	Includes leases, licenses, insurance certificates from the lessee.	Econ Dev		AE+2	3	AE+5	CCP 337.2; Statutes of limitations, leases 4 years CCP 343; Statutes of limitations, general 4 years 48 CFR 4.601; 5 years for procurements exceeding \$25,000

Records Retention Schedules and UFIRST™ Index

10-00-00 ECONOMIC DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
10-02-04	Surplus Property Sales		Econ Dev		AC+2	8	AC+10	GC 34090(a); Permanent for land related documents State of California Guidelines; 10 years after completion/ closure for documents supporting property acquisition/ disposition.
10-02-05	Feasibility & Technical Studies		Econ Dev	C	AC+5, AR		AC+5, AR	GC 34090; 2 years minimum State of California Guidelines; Administrative Record, 5 years for feasibility studies. No citation given for retention period. Administrative Decision: Maintain for 5 years after completion, review annually for historical tracking and project reference.
10-02-06	City Appraisals	Purchased Property Land Not Purchased	Econ Dev		AC+2 AC+2	8	AC+10 AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 10 years after closure for supporting documents
10-02-07	Lease Payments	Maintained in a binder by Economic Development. Includes memos to Commercial Services, copies of the check and receipts of payment.	Econ Dev		AA+1	3	AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
10-02-08	Telecommunications Antennae Leases	Includes backup information for the lease. Original lease retained by the City Clerk.	Econ Dev		ACT		ACT	GC 34090.7; Duplicates and reference materials may be destroyed within the 2 year minimum.
10-02-09	Land Use Leases	Includes grazing field and other land use leases. Includes backup information for the lease. Original lease retained by the City Clerk.	Water Div		AE+2	3	AE+5	CCP 337.2; Statutes of limitations, leases 4 years CCP 343; Statutes of limitations, general 4 years 48 CFR 4.601; 5 years for procurements exceeding \$25,000
10-03-00	Project Areas							
10-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-03-02	Waterfront	Includes the DDA and amendments, fiscal impact reporting, correspondence and supporting documents.	Econ Dev		AC+2	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
10-03-03	Downtown Area	Includes the DDA and amendments, fiscal impact reporting, correspondence and supporting documents.	Econ Dev		AC+2	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
10-03-04	Northeast Quadrant	Includes the DDA and amendments, fiscal impact reporting, correspondence and supporting documents.	Econ Dev		AC+2	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
10-03-05	Solano County Fairgrounds	Includes the DDA and amendments, fiscal impact reporting, correspondence and supporting documents.	Econ Dev		AC+2	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
10-04-00	Mare Island Conversion Records	MOVED TO ITS OWN FUNCTION						

Records Retention Schedules and UFIRST™ Index

10-00-00 ECONOMIC DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
10-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement. Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-04-02	Grant Applications & Agreement Documents	Includes federal and state grant monies and funds.	Econ-Dev		AFP+1*	4*	AFP+5*	21 CFR 1403.36(i)(11); 3 years after last payment. 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan. 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report. 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
10-04-03	General Projects	Includes supporting documentation for professional service, construction and general services agreements.	Econ-Dev		AC+5		AC+5	CCP 337.2; Statutes of limitations. CCP 343; Statutes of limitations. 48 CFR 4.601; 5 years for procurements exceeding \$25,000
10-04-04	Mare Island Futures Project Group	Includes meeting information and documentation leading up to the Mare Island specific plan.	Econ-Dev		AP+5	P	P	GC 34090(a); Real property records, maintain permanently. State of California Guidelines; Permanent
10-04-05	Final Reuse Plan		Econ-Dev		AC+4	P	P	GC 34090(a); Real property records, maintain permanently. GC 4003, 4004; Maintain. H&S 19850; Life of Building, with exceptions. State of California Guidelines; Permanent for specific plans.
10-04-06	Environmental Remediation & Management	Includes hazardous materials, environmental permits, underground storage tanks, waste water, emergency plans and other environmental issues.	Econ-Dev		AC+2	P	P	GC 34090; 2 year minimum requirement. State of California Guidelines; Permanent; 2 years after completion for environmental conservation and issues, but with the caveat of permanent for environmentally sensitive documents.
10-04-07	Infrastructure	Includes rail, road, water, utilities, bridges, districts and other infrastructure information.	Econ-Dev		AC+2	P	P	GC 34090(a); Real property records, maintain. GC 4003, 4004; Maintain. H&S 19850; Building Plans - Life of Building, with exceptions. CCP 337.15; 10 years. State of California Guidelines; Permanent
10-04-08	Advertising & Outreach		Econ-Dev		EY+2, AR	5	EY+7, AR	GC 34090; 2 years minimum. State of California Guidelines; Current year plus 7 for external promotional marketing; 2 years after superseded for publications. Administrative Decision: Maintain for the current year plus 7 years, review annually for historical or current content.

Records Retention Schedules and UFIRST™ Index

10-00-00 ECONOMIC DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis

Records Retention Schedules and UFIRST™ Index

10-00-00 ECONOMIC DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
10-04-00	Economic Vitality Commission Records							
10-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-04-02	Agendas/Agenda Packets		Manager		CY+5		CY+5	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agendas and agenda packets for the current year plus 5 years for reference purposes.
10-04-03	Minutes		Manager	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
10-04-04	Meeting Recordings	Stored through Granicus	Manager		CM+1M		CM+1M	GC 54953.5; 30 days after recording

City of Vallejo
Records Retention Schedules and UFIRST™ Index

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-01-00	General Maintenance Administration & Operations							
12-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-01-02	MaintStar	Database to manage maintenance activities and work orders	Maintenance		ACT		ACT	Transitory Record; Databases are maintained while active
12-01-03	Work Orders		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for service requests for maintenance.
12-01-04	Maintenance & Operations Projects	Includes completed maintenance and operations work for specific projects.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for service requests for maintenance.
12-01-05	Service Billing	Used for interdepartmental and outside billing to company that handles claims. Some information is maintained by Finance.	Maintenance		AA+2	2	AA+4	GC 34090; 2 years minimum State of California Guidelines; 4 years after audit
12-01-06	Allocation Reports	Internal management report on funds from other sources, such as the marina.	Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for management reports.
12-01-07	Grant Applications & Agreements	Includes management information, applications and agreements for grants.	Maintenance		AFP+1 *	P	P	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Administrative Decision: Maintain grant agreements and administrator documents permanently for auditing purposes.
12-01-08	MSDS		Maintenance		CY+2	28	CY+30	29 CFR 1910.1020; Retain MSDS records for 30 years unless another record of what, where and when a chemical was used is maintained.
12-01-09	Mare Island Maintenance	Includes funding for maintenance projects.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-01-20	Land Use Permits	Includes only temporary use of City facilities.	Maintenance		AE+2		AE+2	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Use Permits Administrative Decision: Maintain use permits for 2 years after expiration or termination of the license.

City of Vallejo
Records Retention Schedules and UFIRST™ Index

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LO/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-01-11	Emergency Response	Emergency response to events requiring maintenance. Includes an emergency plan, FEMA forms and correspondence, and vendor/contractor contacts.	Maintenance	V	S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for emergency management and mutual aid strategic plans, 2 years plus the current year for maintenance and operations projects.
12-01-12	Underground Service Alerts	Maintained in the work order files for project reference until project completed.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-01-13	Volunteer Program	Includes review and selection of volunteers, time tracking, waivers, emergency contacts and other volunteer maintenance information.	Maintenance	C	AT+2		AT+2	GC 12946; 2 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1602.13; Maintain EEOC demographic information 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 2 years after completion/position filled
12-01-14	Agency Collaboration	Coordination of clean up activities with other local agencies. Includes correspondence and work orders between agencies and outside organizations.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-01-15	Weekly Work Schedules		Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for daily schedules
12-01-16	Warehouse Inventories	Includes inventory lists of tools, electrical equipment and warehouse stock.	Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for equipment inventory
12-01-17	Utilities	Includes correspondence with utility providers	Maintenance		CY+2 AR		CY+2 AR	GC 34090; 2 year minimum State of California Guidelines; Administrative Record
12-01-18	Efficient Maintenance Tasks	Notes and correspondence for management system.	Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for management reports.
12-02-00	Facilities Maintenance							
12-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-02-02	Facility Maintenance Records	Includes work orders, inspection, repairs, cleaning, reports, preventative maintenance and complaints.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-02-03	Contractor Services	Includes janitorial, pest control, elevator servicing, Predator Management Reports and other contract services.	Maintenance		AC+5		AC+5	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000
12-02-04	City Facility / Equipment Permits & Inspections	Includes elevator, vehicle, underground storage tank and other permits required for operation of City property, and inspections of the facilities.	Maintenance		AE+2		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits
12-02-05	Underground Storage Tanks	Includes work orders, inspection, repairs, cleaning, reports, preventative maintenance and complaints.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-02-06	Plans & Specifications	Duplicates of materials maintained in Engineering.	Engineering		ACT		ACT	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.

Records Retention Schedules and UFIRST™ Index

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LO/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-02-07	Mare Island Maintenance	Includes funding for maintenance projects.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.

Records Retention Schedules and UFIRST™ Index

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-03-00	Grounds Maintenance							
12-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-03-02	City Owned Property Maintenance		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-03	Median Maintenance		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-04	Right of Way Maintenance		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-05	Cemetery Maintenance		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-06	Landscape Maintenance	Includes maintenance for landscaping in public right of ways, parking lots, and alleys.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-07	Spray Logs		Maintenance		CY+2	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent recommendation for environmental related documents. Administrative Decision: Maintain spray logs permanently for potential exposure record support.
12-03-08	Pesticide Usage Reports		Maintenance		CY+2	P	P	GC 34090; 2 year minimum requirement F&AC 14011.5 - 12, maintain and submit Pesticide Use Reports F&AC 14007, Restricted Materials Permits issued for 1 to 3 years.
12-03-09	Illegal Dumping	Includes work orders and correspondence for clean up of dumping and trash in the public right of way.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/ completion.
12-03-10	Irrigation Maintenance & Control		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-11	Tree Permits	Includes tree trimming and removal permits.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for maintenance projects, and for temporary use permits.
12-03-12	Mare Island Maintenance	Includes funding for maintenance projects.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.

Records Retention Schedules and UFIRST™ Index

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-04-00	Fleet Services							
12-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-04-02	Certified Fleet Analysis Database (CFA)	Includes inventories from the warehouse, and all work order and vehicle information.	Maintenance		ACT		ACT	Transitory Record; Databases are maintained while active
12-04-03	Vehicle Pink Slips	Maintained in a vault.	Maintenance		LOV	4	LOV+4	GC 34090; 2 year minimum requirement CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations. Administrative Decision: Maintain original pink slip until the vehicle is disposed. Copy pink slip prior to transfer of ownership.
12-04-04	Vehicle Registration	Kept separately from the vehicle maintenance records.	Maintenance		LOV	4	LOV+4	GC 34090; 2 year minimum requirement CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations.
12-04-05	Vehicle / Equipment Maintenance Records	Paper history of equipment and vehicles. Includes maintenance and other specific vehicle and equipment related information.	Maintenance		LOV	4	LOV+4	GC 34090; 2 year minimum requirement CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations.
12-04-06	Vehicle Insurance Records	Potentially maintained in Risk Management, but Maintenance does the leg work through the JPA.	Maintenance		CY+2	P	P	GC 34090; 2 year minimum State of California Guidelines; Permanent for liability and property insurance
12-04-07	Biennial Inspection of Terminals (BIT) Records	Inspection of vehicles by the DOT.	Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement VC 3450.12; maintain inspection reports for at least 2 years. 25 month inspection period.
12-04-08	BIT Audits	Annual CHP audit of BIT records. Review drivers licenses, drug pull records, driver training and medical records for drivers.	Maintenance		AA+2		AA+2	GC 34090; 2 year minimum requirement VC 3450.12; maintain inspection reports for at least 2 years. 25 month inspection period.
12-04-09	BAR Inspections	Combined with California Air Resources Board.	Maintenance		AA+2		AA+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Administrative Decision: Maintain inspection records for 2 years after completion to follow State retention for the CARB permit.

Records Retention Schedules and UFIRST™ Index

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-04-10	Portable Diesel Equipment	BAAQMD inspects these records periodically (if there is a change or addition to the equipment).	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Administrative Decision: Maintain inspection records for 2 years after completion to follow State retention for the CARB permit.
12-04-11	Diesel & Gas Smog Inspections	Maintained in CFA and in hard copy form	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Administrative Decision: Maintain inspection records for 2 years after completion to follow State retention for the CARB permit.
12-04-12	Diesel Vehicle Retrofit Records	Maintained in a binder for BBAAQMD purposes. Recommend Life of Vehicle.	Maintenance		LOV	4	LOV+4	GC 34090; 2 year minimum requirement CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations.
12-04-13	Daily Vehicle Inspection Log	Inspection of vehicles by drivers prior to driving. Required by the DOT. Includes safety equipment, liquid levels, tire condition, appearance, operations, lights. Maintain the old and new books in the vehicle.	Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.
12-04-14	Phoenix Fuel System Printouts	Preventative maintenance and management activities reports.	Maintenance		AA+3		AA+3	GC 34090; 2 year minimum requirement CCP 337; SOL of 4 years State of California Guidelines; 3 years after audit
12-04-15	Weekly Fuel Island Inspections	Includes inspections of gas and diesel fuel tanks. County inspects the tanks monthly and maintains the records. No records maintain by the City.	Maintenance		AA+3		AA+3	GC 34090; 2 year minimum requirement CCP 337; SOL of 4 years State of California Guidelines; 3 years after audit
12-04-16	Fuel Usage & Tax Reports	Includes underground storage tank reports and other fuel tax reports.	Maintenance		AA+3		AA+3	GC 34090; 2 year minimum requirement CCP 337; SOL of 4 years State of California Guidelines; 3 years after audit
12-04-17	Hazardous Waste Manifests	Used for disposal of oil filters, used oil, sweeping compound and other hazardous waste materials.	Maintenance		CY+2	8	CY+10	GC 34090; 2 year minimum requirement 40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.
12-04-18	Tire Disposal Records	Release slips from the recycler.	Maintenance		CY+2	8	CY+10	GC 34090; 2 year minimum requirement 40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.
12-04-19	Mare Island Maintenance	Includes funding for maintenance projects.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-05-00	Water Maintenance							
12-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-05-02	Planned Construction	Includes maintenance activities for new meter installations, cross connection controls, equipment manuals, meters in cages, water maps, water outage reports, and old meters.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-05-03	Preventative Maintenance	Includes hydrant testing and monitoring, leak detection, backflow monitoring and testing, backflow cards, backflow paint & bag, flushing program, and pressure testing.	Maintenance		CY+3		CY+3	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for maintenance projects. 40 CFR 141.33; 3 years after last action taken for drinking water violation corrections. Administrative Decision: Maintain backflow monitoring and testing records for the current year plus 3 years to match 40 CFR 141.33 citation retention requirements.
12-05-04	Water Emergency Maintenance	Includes water maps, upcountry discing, photos/pictures, scale tickets, damage claims and leaks.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-05-05	Utility Warehouse	Includes parts inventories.	Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for equipment inventory.
12-05-06	Service & Meter Repairs	Includes work orders for the activities and an inventory of parts for repairs.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-05-07	Temporary Hydrant Meters		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-05-08	NPDES	Includes the Water Discharge Report and other backup information for the report. Some information forwarded to Water Admin for State report preparation and submission.	Maintenance		CY+2	3	CY+5	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records and reports.
12-05-09	Storm Water	Includes Storm Water Pollution Prevention program and locations of markers and catchbasins.	Maintenance		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for flood control engineering records
12-05-10	Mare Island Maintenance	Includes funding for maintenance projects.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.

Records Retention Schedules and UFIRST™ Index

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-06-00	Safety Committee & Training							
12-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-06-02	Agendas/Agenda Packets		Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
12-06-03	Minutes		Maintenance		P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
12-06-04	Incident Reports	Includes incident reports involving maintenance activities. Not forwarded to Risk Management.	Maintenance		AC+2	5	AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions 29 CFR 1904.2-7; OSHA recordkeeping GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California Guideline; 7 years after settlement or closure
12-06-05	Certifications	Includes CPR, smog testing and other annually renewed certifications.	Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for certifications and designations.
12-06-06	Tailgate Meetings		Maintenance		CY+7		CY+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records.
12-06-07	Personal Development Training	Includes Star 12 seminars for management and supervision training, and other personal development training.	Maintenance		CY+7		CY+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records.

City of Vallejo
Records Retention Schedules and UFIRST™ Index

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-07-00	Streets							
12-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-07-02	Street Sweeping		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-07-03	Pavement Management System	Includes slurry seal and other pavement maintenance and repairs.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-07-04	Sidewalks, Curbs & Gutters		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-07-05	Water Dig-outs	Repair from water leak/break damage. Includes Sire Tags for hot patch, and work orders.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-07-06	Work Release Program	Assistance through the Sherrifs Department.	Maintenance		CY+2		CY+2	CGC 34090; 2 year minimum requirement
12-07-07	Bridge Maintenance & Monitoring	Includes maintenance and APWA 38.2 records.	Maintenance		LOS+2		LOS+2	GC 34090; 2 year minimum requirement State of California Guidelines; Life of system
12-07-08	Alleys	Includes maintenance of City alleys.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-07-09	Parking Lots	Includes listings of parking lots	Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for parking lots
12-07-10	Corp Yard Parking	Parking space assignments	Maintenance		S+2		S+2	GC 34090; 2 year minimum requirement Administrative Decision: Maintain parking spot assignments for 2 years after superseded to meet the minimum document requirement.
12-07-11	Mare Island Maintenance	Includes funding for maintenance projects.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-07-12	Intersections	Includes inspections and reasoning justifying corrective actions or no corrections.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.

City of Vallejo
Records Retention Schedules and UFIRST™ Index

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-08-00	Traffic							
12-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-08-02	ATMO Work Orders	From the Traffic Engineer. Used for requests for new installations, including signs, markings, speed bumps/traffic calming, and to track accomplishments.	Maintenance		LOS+2		LOS+2	GC 34090; 2 year minimum requirement CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years
12-08-04	Street Lights	Includes installation of LED street light program, night light surveys, inventory and locations.	Maintenance		LOS+2		LOS+2	GC 34090; 2 year minimum requirement CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years
12-08-05	Traffic Signals/Controllers	Includes yearly preventative maintenance, conflict monitor tests and claims for signal knock-downs.	Maintenance		LOS+2		LOS+2	GC 34090; 2 year minimum requirement CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years
12-08-06	Signs & Signage	Includes sign inventory and locations.	Maintenance		LOS+3		LOS+3	GC 34090; 2 year minimum requirement CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years
12-08-07	Striping & Markings	Includes cross walks, stop-and-bar, and other striping	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-08-08	Blue Hydrant Buttons	Markers for locations of hydrants.	Maintenance		LOS+2		LOS+2	GC 34090; 2 year minimum requirement CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years
12-08-09	Graffiti Removal	Includes volunteers and Measure B, and photos of graffiti.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-08-10	Copper Stopper Device	Used to discourage copper theft. GPS device left on or in copper materials to track theft. Tracked by Copper Stopper vendor who sends reports for tracking.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-08-11	Waterfront Maintenance	Maintenance records including asset lists for lights poles and trash bins.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-08-12	Mare Island Maintenance	Includes funding for maintenance projects.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-09-00	Marina Operations							
12-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-09-02	Marina Database	Database of available berths and information on customers.	Marina		ACT		ACT	Transitory Record; Databases are maintained while active
12-09-03	ALX Key & Gate Access System	Security management database for access to the facilities.	Marina		ACT		ACT	Transitory Record; Databases are maintained while active
12-09-04	Insurance & Registration Tracking Database		Marina		ACT		ACT	Transitory Record; Databases are maintained while active

Records Retention Schedules and UFIRST™ Index

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-09-05	Customer Files	Includes rental applications, vessel registration/documentation, proof of insurance, delinquency letters, photos of vessel and copy of the renter's photo ID. The photo ID is for proof of ownership and does not need to be maintained after the application is approved.	Marina		AT+2		AT+2	GC 34090; 2 year minimum retention State of California Guidelines; Current year plus 2 years for slip rental information, including payment invoices, inventory listings, billing correspondence and other related documents.
12-09-06	Rental Payments	Copies of payment information sent to Finance for processing	Finance		ACT		ACT	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
12-09-07	Gas/Diesel Inventory Worksheets	Original worksheets maintained at the Marina.	Marina		AA+3		AA+3	GC 34090; 2 year minimum requirement CCP 337; SOL of 4 years State of California Guidelines; 3 years after audit
12-09-08	Liens & Disposals	Includes liens against vessels for non-payment of rent, and sales/disposal of vessels due to non-payment. Liens are recorded at the DMV and potentially at the County. Marina documents are supporting the lien and, if necessary, an eviction.	Marina		ACT	AC+5	AC+5	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for lien recovery. Administrative Decision: Maintain liens until payments are recovered, or property is disposed, plus 5 years to support the recorded lien.
12-09-09	Dock Walk Log	Inventory of berths and vessels performed monthly.	Marina		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for management reports.
12-09-10	Delinquent Letter Log	Excel spreadsheet tracking currently delinquent customers. Customer information is removed from the log after payment or when property goes to lien.	Marina		ACT		ACT	Transitory Record; Databases are maintained while active
12-10-00	Marina Advisory Committee							
12-10-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-10-02	Agenda Packets	Includes incident reports and occupancy reports for committee review.	Marina		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
12-10-03	Minutes		Marina	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
12-10-04	Meeting Recordings		Marina		CM+1		CM+1	GC 54953.5; 30 days after recording

13-00-00 WATER DIVISION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
13-01-00	Water Division - Administration							
13-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-01-02	Vendor Payment Files	For general non-project related invoices, file by vendor and maintain for	Water Div		CY+1	3	CY+4	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit
13-01-03	Project Invoice Files	For projects, once completed, the vendor/contractor file is combined into the project file.	Water Div		ACT		ACT	Transitory Record; Records are maintained while active
13-01-04	Water Rate Study & Financing Plan	5 year rate and financing plans for the city water system. Backup information for the study. Rate Study & Plan	Water Div		S+5 S+10		S+5 S+10	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded. Administrative Decision: Maintain superseded rate studies and financing plans for 10 years after superseded for reference purposes, and all backup information for 5 years after superseded to support the most recent plan.
13-01-05	Contract Water Billing	Invoicing provided by Water Management for contracted water services. Not billed by Finance, but monies received and tracked in Water Management, then sent on to Finance for processing. Includes monthly, quarterly and annual invoicing for Travis Air Force Base, City of Benicia, Hiddenbrook Golf Course, American Canyon, Fairfield and other contract-related services.	Water Div		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
13-01-06	Entitlement Accounts	Includes notifications, tracking and calculations of amounts due for water use in excess of the allotted amounts for specific accounts.	Water Div		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
13-01-07	Visit Waivers	Includes Save Harmless Agreement & Covenant Not To Sue waivers for facility tours and grounds visits by the public.	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.
13-01-08	Water Conservation	Urban Water Management Plans, USBR Water Management Plans, Annual USBR Plan Update Submittals, Water Conservation Program Records including basic water system statistics and supporting documentation of plan implementation by Best Management Practice (budget, expenditures, level of effort, program results).	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for conservation reports.
13-01-09	Regulatory Reporting	Reports sent to the Dept of Health Services, Dept of Water Resources, State Water Resources Control Board and other regulatory bodies. Includes all backup information for creation of the report. NPDES related reporting.	Water Div		CY+2	10	CY+12	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.

13-00-00 WATER DIVISION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
13-01-10	Non-Fleet Vehicle Registration & Ownership	Includes pink slips and registration for trailers and ATVs	Water Div		LOV	4	LOV+4	GC 34090; 2 year minimum requirement CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations. Administrative Decision: Maintain original pink slip until the vehicle is disposed. Copy pink slip prior to transfer of ownership.
13-01-11	Work Scheduling	Includes employee shift records.	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement
13-01-12	MSDS / SDS Sheets		Water Div		CY+2	28	CY+30	29 CFR 1910.1020; Retain MSDS records for 30 years unless another record of what, where and when a chemical was used is maintained.
13-01-13	Safety Training Records	Includes hearing conservation, heat illness prevention, insect bites, CPR, confined space and other safety training. Maintained by session.	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for certifications and designations.
13-02-00 Water Engineering								
13-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-02-02	CIP Projects	Includes all backup information for the project, such as as-built plans, specifications, submittals and other documents. REVIEW ALL CITATIONS & DESCRIPTIONS BELOW PRIOR TO DESTRUCTION: CIP Construction Records including planning, design, construction, conversion or modification of local government-owned facilities, structures & systems; environmental / CEQA reports and documents (ie. streets, curbs, gutters, sidewalks, storm drains, etc.); CIP Engineering Project Records. Supporting documents including appraisal reports, bidders lists, non-environmental reports, work orders, schedules, exhibits, construction staking documentation and correspondence:	Water Div		AC+4	P	P	GC 34090(a); Real property records, maintain GC 4003, 4004, Maintain H&S 19850; Life of Building, with exceptions, CC 1351; Definitions, community property CCP 337.15; 10 years State of California Guidelines; Permanent
					AC+4	6	AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after project completion
13-02-03	Development Files	Includes plan checks, final reviews and as-builts of developer submitted plans. Reference copy maintained by Water	Public Works Admin		ACT		ACT	Transitory Record; Records are maintained while active
13-02-04	Will Serve Letters	Includes connection requests for water use.	Water Div		AT+2	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for water connection records, including water line connections and maps.
13-02-05	Telecommunications Antennae Leases	Includes backup information for the lease. Original lease retained by the City Clerk.	Econ-Dev		ACT		ACT	GC 34090.7; Duplicates and reference materials may be destroyed within the 2-year minimum.

13-00-00 WATER DIVISION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
13-02-05	Land Use Leases	Includes grazing field and other land use leases. Includes backup information for the lease. Original lease retained by the City Clerk.	Water Div		AE+2	3	AE+5	CCP 337.2; Statutes of limitations, leases 4 years CCP 343; Statutes of limitations, general 4 years 48 CFR 4.601; 5 years for procurements exceeding \$25,000
13-02-06	Water System Master Plan		Water Div		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
13-02-07	Water Service Applications	Service applications for developers and individuals. Assigned a TAP number and bound after a period of time. Includes new applications, service relocations, backflow device installation.	Water Div		AT+2	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for water connection records, including water line connections and maps.
13-02-08	Backflow Notification	Letters sent to customers when backflow devices are required.	Water Div		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.
13-02-09	Source Water, Water Rights & Permits	Includes State water allocation to the City and individual water entitlement accounts	Water Div		AC+2	P	P	GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain CC 1351; definitions, community property
13-02-10	Dam Inspections	Inspections required by DSOD. Includes inspections and dam movement records.	Water Div		AC+5		AC+5	18 CFR 125.3; 5 years for internal statistical and operational reports, and for federal and state reports
13-03-00	Watershed & Lakes							
13-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-03-02	Daily Field Log Books	Includes activities of reservoir keepers including incidents and observations. Required for regulatory compliance.	Water Div		AC+2	P	P	GC 34090; 2 year minimum requirement. State of California Guidelines; Permanent for water surveyor field note books.
13-03-03	Water Level Records	Includes water levels of watershed lakes.	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement. State of California Guidelines; Current year plus 2 years for well level tracking.
13-03-04	Rainfall Tracking		Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement.
13-03-05	Discharge & Flow Rates	Includes discharge monitoring from the dams.	Water Div		CY+5		CY+5	40 CFR 122.41; 3 years after completion for other discharge record. State of California Guidelines; Current year plus 5
13-04-00	Water Facilities Maintenance							
13-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-04-02	Work Requests	Paper documents created	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for service requests for maintenance.
13-04-03	Maintenance Work Order System	Database system is in transition. Currently using an Access database to track work orders. Paper work order with resulting actions maintained in addition.	Water Div		ACT		ACT	Transitory Record; Databases are maintained while active

13-00-00 WATER DIVISION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
13-04-04	Equipment Records	Includes operating manuals, specifications and warranties for plant equipment. Maintained in a library in Maintenance.	Water Div		LOS+2		LOS+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for equipment parts and supplies under Transportation. Administrative Decision: Follow the State's guidelines for equipment records under Transportation.
13-04-05	Crane Certifications	Annual certifications	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.
13-04-06	Pressure Vessel Permits	Annual and biannual certifications	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.
13-04-07	Engine Emission & Testing	Required for inspections by CARB and BAAQMD for equipment.	Water Div		AC+2		AC+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Administrative Decision: Maintain inspection records for 2 years after completion to follow State retention for the CARB permit.
13-04-08	Safety Meetings	Includes tailgate meeting rosters, subject matter and other meeting information for weekly and monthly sessions.	Water Div / HR		CY+7		CY+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.
13-04-09	Chlorine Routine Maintenance	Includes maintenance of gas systems. Will be phased out for a hypochloride based system.	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.
13-05-00	Water Quality Laboratory							
13-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-05-02	Monthly Regulatory Compliance Reports	Submitted to CA Dept of Public Health.	Water Div		CY+2	10	CY+12	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for State certification compliance reports
13-05-03	Customer Complaints	Includes water quality complaints. Reported to the State for compliance.	Water Div		CY+2	10	CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for State certification compliance reports, Current year plus 2 years for maintenance and operations including complaints.

13-00-00 WATER DIVISION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
13-05-04	Sample Log Book	Used to track date, time, location and temperature of samples taken from sources. Required for compliance.	Water Div		CY+2	10	CY+12	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records. 40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis Current year plus 12 years for compliance records.
13-05-05	Sample Chain of Custody		Water Div		CY+2	10	CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
13-05-06	Bacteriological Analysis	Include raw data of the analysis.	Water Div		CY+2	3	CY+5	40 CFR 141.33; 5 years after completion State of California Guidelines; Current year plus 5 years for bacteriological analysis.
13-05-07	Chemical Analysis	Includes inorganic and organic analysis of water.	Water Div		CY+2	8	CY+10	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
13-05-08	Sanitary Surveys		Water Div		CY+2	8	CY+10	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 years for sanitary surveys.
13-05-09	Lead & Copper Analysis		Water Div		CY+2	10	CY+12	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
13-05-10	Positive Coliform Records		Water Div		CY+2	8	CY+10	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
13-05-11	Lab Equipment Log Books	Includes history of equipment, calibration log, purchase date, specifications, manuals and other equipment information.	Water Div		LOS+2	10	LOS+12	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records. 40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 Administrative Decision: Maintain equipment records for 12 years after equipment use is terminated to follow retention period of calibration and temperature records.
13-05-12	Lab Certification Records	Includes log books for instruments on maintenance and calibration. Required for certification by the State/ELAP.	Water Div		CY+2	10	CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
13-05-13	Water Quality & Distribution Monitoring Plans		Water Div		S+2	10	S+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents. Administrative Decision: Maintain plans for 12 years after superseded to support compliance documents.

13-00-00 WATER DIVISION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
13-05-14	Regulatory Compliance Plans	Includes the Chemical Hygiene Plan, Public Health Goals and other compliance plans. Updated regularly according to compliance requirements.	Water Div		S+2	10	S+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents. Administrative Decision: Maintain plans for 12 years after superseded to support compliance documents.
13-05-15	Other Required Reporting	Includes Regional Water Quality Control Board NPDES permit and CDPH Title 22 reporting.	Water Div		CY+2	10	CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
13-06-00	Water Treatment Operations							
13-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-06-02	Operations Plan		Water Div		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
13-06-03	Daily Operations Log		Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for maintenance and operations records.
13-06-04	Triennial Certificate Renewals	Includes water treatment plant, water treatment and water distribution operator certifications.	Water Div		CY+3		CY+3	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for certifications and designations. Administrative Decision: Maintain certification training for the current year plus 3 years to support a three-year renewal schedule.
13-06-05	Daily Consumption/System Demand		Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for water consumption records.
13-06-06	Water Storage Levels		Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for water consumption records.
13-06-07	Flow Monitoring	Includes raw water from intake sources through the plant.	Water Div		CY+2	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for hydrograph reports and daily flow of streams.
13-06-08	Equipment Calibration Logs	Maintained on a clipboard near the equipment until sheet is completed, then stored in the Operations office. Maintenance information also maintained in the work order database.	Water Div		CY+2	10	CY+12	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records. 40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis Current year plus 12 years for compliance records.

Records Retention Schedules and UFIRST™ Index

13-00-00 WATER DIVISION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
13-06-09	Chemical Inventory		Water Div		CY+2	8	CY+10	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 for drinking water corrections. Administrative Decision: Maintain for the current year plus 10 years to support drinking water corrections and chemical analysis.
13-06-10	Daily Consumption of Chemicals		Water Div		CY+2	8	CY+10	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 for drinking water corrections. Administrative Decision: Maintain for the current year plus 10 years to support drinking water corrections.
13-06-11	Monthly Chemical Summaries		Water Div		CY+2	8	CY+10	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 for drinking water corrections. Administrative Decision: Maintain for the current year plus 10 years to support drinking water corrections.
13-06-12	Floride Usage Reports	Required by the State.	Water Div		CY+2	10	CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
13-06-13	Wholesale Meter Readings	Readings for wholesale water distribution to American Canyon, Travis, Benicia and other agencies.	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for meter readings and operations.
13-06-14	SCADA Reports	Used to track system status.	Water Div		CY+2	10	CY+12	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents. Administrative Decision: Maintain SCADA reports for the current year plus 12 years to support water quality.
13-06-15	Exception Reporting	Reporting for alarms, monitoring equipment and sensors.	Water Div		CY+2	8	CY+10	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 for drinking water corrections.

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
14-01-00	General Housing							
14-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
14-01-02	Annual Community Assessment	Provided by HUD to the City	HUD		AC+3		AC+3	GC 34090; 2 year minimum requirement
14-01-03	Outreach	Includes C D Week, landlord, lender and realtor briefings, letters, and breakfast meetings.	H&CD		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
14-01-04	Legal Documents	General cases High profile cases	H&CD		AC+2 AC+2	5 P	AC+7 P	GC 34090; 2 year minimum requirement State of California Guidelines; 7 years after closure for case records; maintain high profile cases permanently.
14-02-00	Housing Authority Group							
14-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
14-02-02	Housing Pro Database System	Developed by Happy Software	H&CD		IND		IND	Transitory Record; Databases are maintained while active
14-02-03	5 Year Strategic Plans	Required submission to HUD.	H&CD		S+3		S+3	GC 34090; 2 year minimum requirement 24 CFR 982.158(f); 3 years for HUD reports under Section 8 State of California Guidelines; 2 years after strategic plan is superseded.
14-02-04	Client Files	Includes applications, landlord contracts, inspections, correspondence, birth certificates and information on other tenancy.	H&CD	C	AT+3		AT+3	24 CFR 982.158(f); 3 years for HUD reports under Section 8 24 CFR 5.514(h) 5 years for USCIS appeals and/or informal review
14-02-05	Annual Strategic Plans	Required submission to HUD.	H&CD		S+3		S+3	GC 34090; 2 year minimum requirement 24 CFR 982.158(f); 3 years for HUD reports under Section 8 State of California Guidelines; 2 years after strategic plan is superseded.
14-02-06	Annual Action Plans	Required submission to HUD for entitled grant monies.	H&CD		S+3		S+3	GC 34090; 2 year minimum requirement 24 CFR 570.490; 3 years for reports State of California Guidelines; 2 years after strategic plan is superseded.
14-02-07	Financial Documents	Includes audits, correspondence, regulations, and other administrative information for Housing Choice Voucher Program, Family Sewif Sufficiency Program, and Veterans Affairs Supportive Housing Program.	H&CD	C	AC+6Y3M		AC+6Y3M	24 CFR 982.158(f); 3 years for HUD reports HUD Notice PIH98-48 & PIH99-49; Current year plus 6 years and 3 months for Section 8 financial documents.
14-02-08	Section 8 Management Assessment Program, SEMAP	Required report and audit by HUD	H&CD		AC+3		AC+3	24 CFR 982.158(f); 3 years for HUD reports under Section 8
14-02-09	HUD Funding Documents & Correspondence	Supplied by HUD to Housing.	H&CD		AC+6Y3M		AC+6Y3M	24 CFR 982.158(f); 3 years for HUD reports HUD Notice PIH98-48 & PIH99-49; Current year plus 6 years and 3 months for Section 8 financial documents.

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
14-02-10	VMS Reporting	Voucher Management System reporting sent to and required by HUD. Includes audits, financial documents, correspondence, regulations, and other administrative information.	H&CD		AC+6Y3M		AC+6Y3M	24 CFR 982.158(f); 3 years for HUD reports HUD Notice PIH98-48 & PIH99-49; Current year plus 6 years and 3 months for Section 8 financial documents.
14-02-11	Scholarships	Filed by individual.	H&CD		AT+2		AT+2	GC 34090; 2 year minimum requirement Administrative Decision: Maintain scholarship records for 2 years after scholar completes schooling.
14-02-12	Legal & Litigation Documents	General cases High profile cases	H&CD		AC+2 AC+2	5 P	AC+7 P	GC 34090; 2 year minimum requirement State of California Guidelines; 7 years after closure for case records; maintain high profile cases permanently.
14-02-13	Project Base Vouchers				AC+6Y3M		AC+6Y3M	24 CFR 982.158(f); 3 years for HUD reports HUD Notice PIH98-48 & PIH99-49; Current year plus 6 years and 3 months for Section 8 financial documents.
14-03-00 Successor Housing Agency Group								
14-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
14-03-02	Affordable Unit Rehabilitations	May contain DDAs, construction contracts, compliance monitoring, lease agreements, rental agreements, property management and other affordable housing information	H&CD		AC+2	P	P	24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 24 CFR 982.158(f); 3 years State of California Guidelines; Closure of loan plus 3 years Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD.
14-03-03	Affordable Housing	New construction properties including loans, construction, land purchase, maps, DDAs, monitoring, GAP loans and other information for construction financing tax credits	H&CD		AC+2	P	P	24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 24 CFR 982.158(f); 3 years State of California Guidelines; Closure of loan plus 3 years Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD.
14-03-04	Property Compliance Monitoring		H&CD		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for code enforcement

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
14-03-05	Project Files	Includes all project information from the former Redevelopment Agency, and associated documents. Proposed Projects - Not Completed Includes renderings, correspondence and legal documents, any other project related documents. * Project files may include feasibility studies, which are confidential documents.	H&CD	C*	AC+2 CY+3	8	AC+10 CY+3	GC 34090; 2 year minimum requirement CCP 337.15; SOL of 10 years for construction defect actions GC 34090; 2 year minimum requirement CCP 343; SOL of 4 years
14-03-06	Successor Agency Formation Documents		H&CD	V	P	P	P	GC 34090(e); Permanent for ordinances and resolutions State of California Guidelines; Permanent for administrative records and for decisions made by public agencies
14-03-07	Property Management Documents	Reimbursements, financial expenditures, rent receipts, general maintenance, improvements	H&CD		CY+4		CY+4	GC 34090; 2 year minimum requirement CCP 337; Statute of Limitations of 4 years State of California Guidelines; Current year plus 2 years for code enforcement
14-04-00	Community Development Block Grants							
14-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
14-04-02	Grant Project Files	Includes applications and agreements and other financial documents and correspondence for monies provided by the City. Also includes Neighborhood Stabilization Program documents.	H&CD		AFP+4 *	P	P	21 CFR 1403.36(i)(ii); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD, but in no event less than 3 years per 21 CFR 1403.36(i)(ii).
14-04-03	Consolidated 5 Year Plan	Required by HUD	H&CD		S+3		S+3	24 CFR 570.490; 3 years for reports
14-04-04	CAPER	Includes program and financial information and produced by H&CD.	H&CD		AC+3		AC+3	24 CFR 570.490; 3 years for reports
14-04-05	Annual Action Plans	Required submission to HUD for entitled grant monies.	H&CD		S+3		S+3	GC 34090; 2 year minimum requirement 24 CFR 570.490; 3 years for reports State of California Guidelines; 2 years after strategic plan is superseded.

Records Retention Schedules and UFIRST Index

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
14-04-06	HUD Funding Documents & Correspondence	Supplied by HUD to Housing.	H&CD		CY+3		CY+3	24 CFR 570.490; 3 years for reports
14-04-07	Grant Reimbursement & Draw Requests	Departments are responsible for maintaining copies of invoices paid toward grants and longer retention term records series, as needed.	H&CD		AFP+5 *	P	P	21 CFR 1403.36(i)(ii); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD, but in no event less than 3 years per 21 CFR 1403.36(i)(ii).
14-04-08	Neighborhood Stabilization Program, NSP1	Includes NSP 1 and projects where both NSP1 & 3 are used.			AFP+5 *	P	P	21 CFR 1403.36(i)(ii); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD, but in no event less than 3 years per 21 CFR 1403.36(i)(ii).

Records Retention Schedules and UFIRST Index

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
14-04-09	Neighborhood Stabilization Program, NSP2	Only NSP3 projects.			AFP+5 *	P	P	<p>21 CFR 1403.36(i)(ii); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.</p> <p>Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD, but in no event less than 3 years per 21 CFR 1403.36(i)(ii).</p>

Records Retention Schedules and UFIRST Index

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
14-05-00	HOME Programs							
14-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
14-05-02	Project Files	Includes agreements, invoicing, payments, reports and other documents from subrecipients.			AC+3 *	P	P	21 CFR 1403.36(i)(ii); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD, but in no event less than 3 years per 21 CFR 1403.36(i)(ii).
14-05-03	Affordable Housing	Funding comes directly from HUD for distribution by the City.	H&CD		AC+5	P	P	24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD.
14-05-04	First Time Homebuyer Program	Loan files-- Including deed copies, loan information, applications and recorded documents. Funding comes directly from HUD for distribution by the City.	H&CD		AC+5	P	P	24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD.

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
14-05-05	Residential Rehabilitation Loans	Great Neighborhood and other property improvement programs. Loan files--Including deed copies, loan information, applications and recorded documents. Funding comes directly from HUD for distribution by the City.	H&CD		AC+5	P	P	24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD.
14-05-06	Grant Reimbursement/Draw Requests	Departments are responsible for maintaining copies of invoices paid toward grants and longer retention term records series, as needed.	H&CD		AC+5 *	P	P	21 CFR 1403.36(i)(ii); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD, but in no event less than 3 years per 21 CFR 1403.36(i)(ii).
14-05-07	HUD Funding Documents & Correspondence	Supplied by HUD to Housing.	H&CD		CY+3		CY+3	24 CFR 982.158(f); 3 years for HUD reports
14-05-08	Down Payment Assistance				AC+5 *	P	P	21 CFR 1403.36(i)(ii); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD, but in no event less than 3 years per 21 CFR 1403.36(i)(ii).
14-06-00	Homelessness							

Records Retention Schedules and UFIRST Index

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
14-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
14-06-02	Community Outreach	Includes activities that address homelessness.	H&CD		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
14-06-03	Permanent Supportive Housing Project	Administrative fees funded out of HUD Section 8. Cooperative agreements, loans and documents related to the project.	H&CD		AC+3	P	P	24 CFR 982.158(f); 3 years for HUD reports under Section 8 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD.

Records Retention Schedules and UFIRST Index

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
14-07-00	Property Management							
14-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
14-07-02	Deeds		H&CD		P	P	P	GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent
14-07-03	Maintenance & Operations Projects		H&CD		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
14-07-04	Building Improvement Projects	Includes construction documents for the H&CD building.	H&CD		ACT	P	P	H&S 19850; Building plans - Life of Building, with exceptions CC 1351; definitions, community property State of California Guidelines; Permanent
14-08-00	Housing & Redevelopment Commission							
14-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
14-08-02	Agendas/Agenda Packets		H&CD		CY+5		CY+5	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 5 years for reference purposes.
14-08-03	Minutes	Action minutes	H&CD	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
14-08-04	Bylaws		H&CD	V	P	P	P	GC 34090(e); Permanent for decisions of the City GC 34460; Maintain charter in archives GC 40801; Maintain State of California Guidelines; Permanent

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
14-09-00	Mobile Home Rent Review Board							
14-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
14-09-02	Agendas/Agenda Packets		H&CD		CY+5		CY+5	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 5 years for reference purposes.
14-09-03	Minutes	Action minutes	H&CD	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
14-09-04	Bylaws		H&CD	V	P	P	P	GC 34090(e); Permanent for decisions of the City GC 34460; Maintain charter in archives GC 40801; Maintain State of California Guidelines; Permanent
14-09-05	Park Owner Correspondence	Correspondence from renters regarding increases in rent. Relates to the Board convening.	H&CD		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
14-09-06	Petitions to the Board		H&CD		CY+2		CY+2	CCP 1094.6; 90 days to file petition, 190 days to respond to petition State of California Guidelines; Maintain for the Current Year plus 2 years
14-10-00	Fair Housing							
14-10-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
14-10-02	Analysis of Impediments		HC&D		AC+3		AC+3	24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 24 CFR 982.158(f); 3 years State of California Guidelines; Closure of loan plus 3 years Administrative Decision: Maintain analysis of impediments for 3 years after completion to support housing project records.

Records Retention Schedules and UFIRST Index

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
14-10-03	Lawsuits & Conciliation Agreements	General settlements Recorded settlements	Clerk	C	AC+2 P	3	AC+5 P	CCP 343; Statutes of limitations, general 4 years State of California Guidelines; Permanent for recorded documents Administrative Decision: Maintain general settlement agreements for 5 years after closure/completion to coincide with other general city agreements.
14-11-00	Rental Inspection Program							
14-11-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-01-00	Administration / Chief of Police Records							
16-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-01-02	Velocity Identification System	Identification for police employees and retirees for carrying firearms, and access cards for employees. Retirees need to qualify for carrying. Electronic system used to track the officer.	Chief		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-01-07	Administrative Staff Memos	General status updates on current projects and items of interest.	Chief		CY+2		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
16-01-08	Supervisor Staff Memos	General status updates on current projects and items of interest produced and maintained by the supervisors. Pertains mainly to operational issues. Reviewed by the Chief's office.	Chief		CY+2		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
16-02-00	Records							*** Maintain all case files confidential while active. California Public Records Act to be consulted.
16-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-02-02	RIMS	New records management system. Started in 2013.	Records		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-02-03	NetRMS	Motorola online case management system used as of May 2008. Will be phased out and replaced with a new system.	Records		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-02-04	LRMS	Law Records Management System. Also through Motorola. Used April 2004 to April 2008.	Records		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-02-05	Disc Image Software	Used for imaging documents from 1995 through 2004. Not attached to the case management system	Records		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-02-06	Case Reports - Traffic Collision	Involving injury, non-fatal and/or misdemeanor violations. Collisions involving fatalities	Records	C ***, V C ***, V, H	CY+3 P	 P	CY+3 P	GC 34090; 2 year minimum requirement CA Law Enforcement Warrant Officers Association recommends keeping for an additional 3 years, and permanently for collisions involving fatalities.
16-02-07	Case Reports - All Other	Crime reports, DUI's, incidents, mandatory registrants, bookings/arrests, missing persons, restraining orders, criminal protective orders, NCIC entries. May include property, photos, field interview cards, additional documents and any other elements for the case. All files scanned and stored in the RMS system, and paper destroyed after scanning. Currently no capability to purge records. Older case files from 1995 and previous are stored offsite at storage provider. See specific case retention periods listed below this heading:	Records		Varies	Varies	Varies	See specific case retention periods and citations listed below this heading:

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
	187 - Murders		Records	C ***	P	P	P	PC 187; Definitions PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc.
	Officer Involved Shootings		Records	C ***	AC+5	20	AC+25 - AC+5	EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. GC 12946; Personnel records, 2 years after termination. PC 801.5; 4 years to commence prosecution PC 832.5; 5 years after case closure, confidential document not for public exposure. VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. State Recommendation; Closure of case plus 25 years. DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file. Administrative Decision: The City will maintain officer involved shooting records for 5 years after closure of the case, following specific citations EVC 1045 and PC 832.5.
	Child Molestation		Records	C ***	AC+5	5	AC+10	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions
	Drug / Sex Crime Registration	Sex offenders - Adult Sex offenders - Juvenile	Records	C ***	LOR+2 * Varies		LOR+2 * Varies	GC 34090; 2 years minimum * PC 290; definitions and references W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
	City Employee Cases		Records	C ***	AC+2	5	AC+7	GC 34090, 2 year minimum requirement 29 CFR 1904; OSHA reports, maintain 29 CFR 1904.33; OSHA reports maintained for the current year plus 5 years. State of California Guidelines; 7 years after closure
	Sex Crimes		Records	C ***	AC+5	P	P	PC 261; Definitions PC 220; Definitions & punishments PC 286; Definitions & punishments PC 289; Definitions & punishments W&I 781; Juvenile records, when offender reaches age 38, or 5 years after records are sealed. Department of Justice recommends 25 years. Administrative Policy: Based on registration requirements, maintain sex crime cases Permanently for adult offenders.

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
	Weapon Crimes	Possession of illegal weapons, carrying concealed weapons, and other crimes relating to the possession or use of illegal weapons where no other crime has occurred.	Records	C ***	AC+5	5	AC+10	GC 34090; 2 year minimum requirement Administrative Policy: Retain weapon crime information for 10 years to track potentially violent individuals.
	Crimes with Death		Records	C ***, V, H	P	P	P	PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent
	Child Abuse		Records	C ***, V	AC+10		AC+10	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions
	Missing Persons		Records	C ***	AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for non-criminal occurrences, including missing persons where person has been returned/found. DOJ recommends permanent for unsolved missing persons.
	Unattended Death / Suicide	Suspicious No suspicious circumstances	Records	C ***, V, H C ***, V	P AC+2	P	P AC+2	PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent GC 34090; 2 year minimum requirement
	Robberies / Burglary		Records	C ***	AC+3		AC+3	GC 34090, 2 year minimum requirement CCP 338 et al.; up to 3 years after commission of offense or after realization of offense. State Recommendation; Closure of case plus 3 years.
	Stolen Vehicles		Records	C ***	AC+10		AC+10	GC 34090; 2 year minimum requirement CA Law Enforcement Warrant Officers Association recommends keeping for 10 years.
	Misdemeanors / Petty Theft		Records	C ***	AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons.
	Marijuana Related Crimes		Records	C ***	AC+2 *		AC+2 *	HS 11361.5, 11357 B, C, D, or E; 2 years after case closure, * or until offender reaches the age of 18 years provided there are no active warrants associated with the case. Destroy Juvenile marijuana cases after age 18. Combined cases may be retained for the longest applicable retention period.
16-02-08	Traffic Citations	Data entered into RMS and original citation shredded if not related to a case file.	Records		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations.
16-02-09	Cash Flow Statements	Forwarded to Finance for processing. PD scans documents for reconciliation. Duplicate record.	Finance		ACT		ACT	GC 34090.7; Duplicates and reference materials may be destroyed within the 2 year minimum.

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-02-10	Subpoenas Duces Tecum	Subpoenas for records. Scanned to electronic and placed on a shared drive.	Records		CY+2		CY+2	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current year plus 2 years. Courts/County maintain the original record.
16-02-11	Record Sealings	Adults Juveniles	Records	C ***	AC+3 * AC+5 **		AC+3 * AC+5 **	PC 851.8(a); Factually innocent records, 3 years after arrest, * with district attorney approval. Date of court ordered destruction GC 68152(g); 5 years after sealed W&IC 781; 5 years after sealed by court order for at-risk youth; ** W&IC 781; When juvenile reaches the age of 38 for murder and/or sex crimes occurring before the child is 14 years of age ** W&IC 781; For murder and/or sex crimes occurring on or after the child reaches age 14, DO NOT DESTROY.
16-02-12	Monthly DOJ/UCR Report	Maintained in RMS, printed to hardcopy and scanned for submission to the DOJ.	Records		CY+10		CY+10	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly, and annual activity/statistical reports, including UCR reports. Administrative Policy: Maintain copies of UCR Reports for the Current Year plus 10 years for historical trending.
16-02-13	DOJ Audit Reports	National Crime Information Computer. DOJ requires reporting monthly for stolen weapons, missing persons and restraining orders. Inhouse audit performed and results faxed to DOJ.	Records		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly, and annual activity/statistical reports, and for property control documents and logs.
14-02-14	Criminal Case Disposition Notification/Reports	Case disposition confirmation from the District Attorney or court system. DOJ 8715 & 8716 disposition forms. Documents scanned in to Disc Image.	Records		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for case tracking records
16-02-15	Confidential Medical Form	Used to initially evaluate prisoner's medical status prior to incarceration.	Records	C	AC+2 *	5 *	AC+7 *	H&S 123155; * Under 18 - 1 year after 18th birthday or 7 years, whichever is longer. Over 18 - 7 years after discharge. 15 CCR 1205; Maintain separately from inmate files, no retention listed 15 CCR 1207; Maintain, no retention listed California "Minimum Guidelines for Local Detention Facilities" state "There is no Title 15 regulation related to records retention" for these records.
16-02-16	Arrest Logs	Holding cell logs scanned into Disc Image.	Records		CY+2	4	CY+6	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 6 years for jail logs
16-02-17	Child Abuse/Elder Abuse Referrals	Hardcopy log for requests from Child Protective Services and Adult Protective Services. Draw a case number and become part of the case file.	Records		CY+3		CY+3	GC 34090; 2 year minimum retention State of California Guidelines; Current year plus 2 years for most Public Safety logs. Administrative Decision: Maintain referral logs for the current year plus 3 years to support cases.

Records Retention Schedules and UFIRST™ Index

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-02-18	Vehicle Repossession Notifications	Maintained electronically in CLETS.	Records		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain repossession and private impound records for the current year plus 2 years.
16-02-19	District Attorney Requests	Information requested by the DA for records. Once completed, scanned into the case file.	Records		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion
16-02-20	Criminal Background Checks	Requests for criminal history from an outside agency or the public. Processed and destroyed after completion.	Records		CY+3		CY+3	GC 34090; 2 year minimum requirement CCP 340; 1 year statute of limitations 11 CCR 707(c); 3 years after release of record
16-02-21	11590 H&S Registration	For drug registrants.	Records		L+2		L+2	GC 34090; 2 years minimum H&S 11594; 5 years after termination of parole or probation PC 186.32; 5 years after last registration requirement State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
16-03-00	Internal Affairs Unit							
16-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-03-02	IA Pro Database	System that tracks administrative investigations, citizen complaints, claims, critical incidents, uses of force, and collision reviews. After the retention period for the investigation, the paper is purged and any connections to the officer are removed in the database.	IA	C	IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-03-03	Internal Investigations	Includes citizen complaints and all investigative documents related to the complaint. Maintained in paper, scanned electronic and/or electronically created documents. Paper is scanned into Disc Image upon completion of the case.	IA	C	CY+5		CY+5	PC 832.5(b) Statutory minimum is 5 years. EVC 1045; 5 years for conduct PC 801.5; 4 years to commence prosecution PC 803(c); public officer, crime descriptions VC 2547; SOL of 3 years for officer fraud GC 12946; 2 years after completion/position filled
16-03-04	Collision Reviews	Internal review.	IA	C	CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for incident history reports

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-03-05	Critical Incidents	Includes any time that an officer intentional or unintentional discharges their firearm and death in custody reporting and logs.	IA	C	P - AC+5	P	P - AC+5	EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. GC 12946; Personnel records, 2 years after termination. PC 801.5; 4 years to commence prosecution PC 832.5; 5 years after case closure, confidential document not for public exposure. VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. State Recommendation; Closure of case plus 25 years, 2 years plus the current year for death in custody reporting. DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file. Administrative Decision: Maintain all critical incidents permanently for case support and liability of the City.
16-03-06	Pitchess Motion In-camera Disclosure Letter	Includes a copy of the pitchess motion. Letter is not sent to the City Attorney, but is available for reproduction if required.	IA	C	CY+2		CY+2	GC 34090; 2 year minimum requirement
16-03-07	Potential Complaints & Claims	Includes exchanges between the public and the watch commander. Watch commander or supervisor sends the information to IA notifying the potential of a claim. Not subject to discovery or PRA if no formal complaint is filed.	IA	C	CY+2		CY+2	GC 34090; 2 year minimum requirement
16-03-08	CHP 187 Vehicle Pursuits	Includes a log tracking filing and sending the report, a summary of the actions, and proof of delivery from the CHP.	IA		IND	IND	IND	VC 17004.7; Maintain vehicle pursuit records, no retention.
16-03-09	Use of Force Reports	Information entered into IA Pro from the paper forms, and then paper is scanned into Disc Image. Paper is shredded after scanning.	IA		P		P	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for use of force files Administrative Decision: Maintain use of force permanently due to difficulties in purging process and for historical trending.
16-03-10	Citizen Feedback Notifications Log	Excel log used for web based form for citizen feedback through the PD website. Form electronically completed by a citizen. Complaints become formal investigations. Non-complaints are forwarded to other divisions or departments, as needed.	IA		ACT		ACT	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-03-11	Livescan Arrest Notifications	Web based e-mail box used for fingerprinting on all hired employees, volunteers, and janitorial and service staff. Tracks any criminal activity associated with an employee with access to the PD. Includes No Longer Interested forms releasing notification rights on former employees. Mostly for former or past prospective employees.	IA		CY+4		CY+4	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for supervisory review files including arrest report copies, logs and review forms. Administrative Decision: Maintain arrest notifications and No Longer Interested forms for the current year plus 4 years for former and past prospective employees. Background checks on hired employees are retained permanently.

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-03-12	POST Reimbursement Reports	Reimbursement report printed from the POST website. Used to reconcile the training cost reports. Maintained in IA for audits by the State Controller.	IA		AA+4		AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit
16-03-13	Carry Concealed Weapon (CCW) Files	National permits require qualification annually. Qualification may occur in City or at outside locations. Includes renewal notification and copies of the current policy which are sent to the applicant. Maintained indefinitely for trending. Denied permit applications	IA		AE+2 CY+2		AE+2 CY+2	GC 34090; 2 year minimum requirement PC 12071, Maintain records PC 12078, Maintain records State Recommendation, 2 years after the license expires.
16-03-14	Internal Affairs Statistical Reports		IA		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.
16-04-00 Traffic Division & Fleet Management								
16-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-04-02	CARS Traffic Reporting System	Created by the CHP and linked to NetRMS. Paper version sent to SWTRS. Used to create and distribute all traffic reports.	Traffic		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-04-03	Crossroads Tracking System	Used to track accidents and incidents on City roads.	Traffic		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-04-04	Equipment Calibrations	Preliminary Alcohol Screening Device and radar calibration.	Traffic		AT+2		AT+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination for radar calibration records
16-04-05	Equipment Inventory	Includes alcohol screening, radar calibration, batteries, Crash Data Retrieval, reconstruction and other equipment used in Traffic.	Traffic		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for equipment inventory records
16-04-06	Taxi Cabs & Tow Trucks	Includes vehicle inspections for service providers.	Traffic		CY+2		CY+2	GC 34090; 2 year minimum requirement
16-04-07	State Route Encroachment Permit		Traffic		AC+2		AC+2	GC 34090; 2 years minimum State of California Guidelines; 2 years after completion for non-construction encroachment permits
16-04-08	Hit & Run Notification		Traffic		CY+3		CY+3	CCP 338; 3 year statute of limitations
16-04-09	Parking Citations		Traffic		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking & traffic citation duplicates.
16-04-10	Vehicle Impound		Traffic		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for impound records
16-04-11	Fatal Collisions	Hardcopies maintained permanently.	Traffic		P	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for traffic collisions with fatalities.
16-04-12	Officer Collisions	Duplicate of records maintained in IA.	IA		CY+7		CY+7	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for incident history reports Administrative Decision: Maintain officer-involved accidents for the current year plus 7 years for training purposes.

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-04-13	Vehicle Assignments	Excel database tracking vehicles assigned to areas. Does not track current location of vehicle through a vehicle tracking system.	Traffic		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for daily activity logs.
16-05-00	Professional Standards							
16-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-05-02	General Orders	All policies and procedures for the PD. Migrating to Lexipol.	Prof Stand	C, V	P	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.
16-05-03	Recruitment Files	Includes job flyers and announcements, job analysis, practical test and assessment centers, oral board, applications, recruitment response letters and general correspondence relating to the recruitment.	Prof Stand		AC+3		AC+3	GC 12946; 2 years after completion/position filled 29 CFR 1602.15; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
16-05-04	Applicant Disqualifications		Prof Stand		AC+3		AC+3	GC 12946; 2 years after completion/position filled 29 CFR 1602.15; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
16-05-05	Background Checks	Includes DOJ fingerprinting, pre-employment physicals and other background checks for hired and non-hired candidates. Hired general employees Hired safety employees Not hired applicants	Prof Stand	C	AT+3 AT+2 AC+2	P	AT+3 P AC+2	GC 34090; 2 year minimum PC 832.5; 5 years for officer complaints State of California Guidelines; Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired.
16-05-06	Personnel Records		Prof Stand	C	AT+3	4	AT+7	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination
16-05-07	Disciplinary Actions	Not part of an internal investigation or critical incident.	Prof Stand	C	AC+5		AC+5	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 5 years after termination for safety employees.
16-05-08	SpeedShift Time Tracking System	Includes paid overtime and vacation tracking.	Prof Stand		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-05-09	Emergency Contact Cards	Separate from employee personnel files. Accessed by supervisors when needed.	Prof Stand		ACT		ACT	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period
16-05-10	Training Management Program	Includes date of training, type of training, training number and hours trained for POST and inhouse non-POST training. Includes lethal & non-lethal weapons, qualifications and defensive tactics qualification, active shooter, CPR qualifications and perishable skills.	Prof Stand		IND		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-05-11	Field Training Officer Manuals	Includes class outline, tests, percentages, roster, handouts, instructor's qualifications and resumes, qualification criteria and training scenarios, range lesson plans, firearms safety plan, weapon maintenance, firearm training manuals, simulation training, range master and safety officer for firearms and less-lethal weapons.	Prof Stand		AC+2	13	AC+15	GC 34090; 2 year minimum requirement State of California Guidelines; 15 years after completion for range lesson plans. No citation given.
16-05-12	Personnel Training Records	Individual records by employee. Includes certificates, program attendance, equipment, diploma copies, oaths of office, duty assignments, CLETS Full / Less-than-full Operator Exams, POST and all other training records for the PD. Do you maintain individual training files separate from the personnel file?	Prof Stand		AT+2	5	AT+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status State of California Guidelines; 7 years after termination, no specific citation given. 2 years after termination for certificates and designations training.
16-05-13	Cadet Program	Includes application, background authorization, supplemental background information form, criminal history and records checks, LiveScan fingerprinting, training, community service records, performance evaluations, correspondence, background letters to neighboring agencies, and ID cards. Exit the program when they turn 21 or sooner. Does not include suspension information and reason for exiting the program.	Prof Stand		AT+2	3	AT+5	CCP 335.1; 2 years for action on injuries caused by neglect. 29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 5 years after termination
16-05-14	Ride-along Waivers		Prof Stand		CY+2		CY+2	GC 34090; 2 year minimum retention State of California Guidelines; 2 years plus the current year
16-06-00	Investigations Records							
16-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-06-02	Informant Files	Maintained in paper form and reviewed annually for activity. Includes vice crimes (gang, narcotics, prostitution, robbery).	Investigations	C	AT+2	8	AT+10	GC 34090; 2 year minimum requirement State of California Guidelines; 10 years after termination for informant files, no citation stated
16-06-03	Gang Unit Field Interrogations	Discoverable documents different from the registration files.	Investigations		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for field interview cards.
16-06-04	290 PC Registration	For sex offenders. Activity based on ORI status. Adults Juvenile	Investigations		L+2 * Varies		L+2 * Varies	GC 34090; 2 years minimum * PC 290; definitions and references W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
16-06-05	Criminal Subpoenas Log	Any subpoenas having to do with a criminal case. Logged on paper by calendar year and by defendant name. Maintained for 2 years and then shredded.	Investigations		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for copies of subpoenas.
16-06-06	Asset Seizure/Forfeiture Form	For monies seized over a certain amount. Requested from a major crimes task force, and ultimately scanned to Records with the case file.	Investigations		ACT		ACT	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum retention period

Records Retention Schedules and UFIRST™ Index

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-06-07	Arson Registration	Arson - Adults Arson - Juveniles	Investigations		L+2 * Varies		L+2 * Varies	GC 34090; 2 years minimum H&S 11594; 5 years after termination of parole or probation PC 186.32; 5 years after last registration requirement * PC 457; Arson registration for juveniles, 25 years of age or when records are sealed per W&IC 781 State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
16-06-08	Pawn Slips		Investigations		CY+2		CY+2	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Secondhand Dealers and Pawn Brokers.
16-07-00	Property & Evidence							
16-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-07-02	Evidence Purge/Disposition Logs	Includes weapons destruction logs, drug destruction logs, deposit receipts, property disposition memorandums and returns to owners.	P&E		P	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for gun destruction. No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.
16-07-03	Evidence Review Logs	Tracks review of evidence by the District Attorney or private attorneys.	P&E		CY	10	CY+10	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for property control logs recording items coming into and going out of property rooms. Administrative Decision: Maintain for 10 years plus the current year to assist in murder/homicide cases.
16-07-04	Sworn Release Log	Tracks evidence used in cases and checked out to officers for court purposes.	P&E		CY	10	CY+10	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for property control logs recording items coming into and going out of property rooms. Administrative Decision: Maintain for 10 years plus the current year to assist in murder/homicide cases.
16-07-05	Auction Reports	Report of materials released to auctioneer. Copy kept to show the release.	P&E		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after financial audit for surplus property auctions including listings of property.
16-07-06	Audio & Video Recordings - Personal Recording Units	View recordings by officers using recording devices controlled by the officer.	P&E		CY+2		CY+2	GC 34090.6; 100 days. * If a claim is filed or pending litigation, retain with the case file. State of California Guidelines; 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6 Administrative Decision: Maintain for the current year plus 2 years to support potential cases.

Records Retention Schedules and UFIRST™ Index

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-07-07	Crime Scene Photographs	Maintained for major cases in VeriPic.	P&E		Varies	Varies	Varies	Review retention under Case Files in Records. Administrative Policy: Periodically review photographs for relevance to current cases or events.
16-07-08	Vallejo Police Department Inventory Database	Tracks all equipment issued to officers.	P&E		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-07-09	Property Inventory Form	Equipment issued to officers and other department equipment. Equipment tracked through a software system after entered in from the form. Includes locker and riot locker assignments.	P&E		CY+2		CY+2	GC 34090; 2 year minimum requirement State Recommendation; 2 years after superseded for listings of equipment assigned to divisions and officers. Administrative Decision: Maintain forms for the current year plus 2 years since inventory and changes are tracked in the software.
16-07-10	DOJ Property Audits	Primarily spot audits and an occasional full audit. Available for review by the DOJ upon request.	P&E		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly, and annual activity/statistical reports.
16-07-11	General Statistical Reports	Requests for information from the Chief and other units on incoming items processed, disposed of, and/or purged.	P&E		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.
16-07-12	Evidence Building Surveillance System	Includes buildings, holding cells, sally port and evidence section.	P&E		1Y		1Y	GC 34090.6; 1 year. If a claim is filed or pending litigation, retain with the case file for 100 days after conclusion of court action. State of California Guidelines; Current Month plus 13 months for surveillance recordings Administrative Decision: Maintain evidence building surveillance for 1 year due to limitations of the recording system.
16-08-00	Communications							
16-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-08-02	Vesta Gold Elite	Phone and radio dispatch and 911 system.	Comm		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-08-03	PrinTrak Motorola CAD System	Contains daily officer activity and reports, be on the lookout, tow logs, board-up logs, call out logs, and other dispatch originated documents. No paper documents are maintained after entry into PrinTrak.	Comm		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-08-04	JEI Surveillance System	Windows based system to track and maintain routine audio recordings. Includes radio traffic and phone calls. Includes radio and telephone communications.	Comm		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-08-05	Biweb Reporting	Used for public records requests for information on police response and call for service. Printed copy of information given to the requestor. All requests are received via e-mail or phone call. Includes a redacted version of the call for service.	Comm		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion

Records Retention Schedules and UFIRST™ Index

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-08-06	False Alarm Claims	Communications is the alarm administrator for false alarms. PD bills for false alarms through CryWolf service.	Comm		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for false alarm duplicates.
16-09-00	Planning & Research Unit							
16-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-09-02	Asset Forfeiture	Monies held until the case is settled, and returned if found not guilty.	P&R Unit		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Closure of the case plus 2 years.
16-09-03	Grants & Grant Applications		P&R Unit		AFP+1 *	P	P	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Administrative Decision: Maintain grant agreements and administrator documents permanently for auditing purposes.
16-09-04	POBAR Reimbursement (SB 90) Files	Statistical information generated from NetRMS for the state. Reimbursements for responding to certain types of incidents.	P&R Unit		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for statistical reports

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-10-00	Police Information Technologies							
16-10-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-10-02	Holding Cell & Building Surveillance System	Includes buildings, holding cells, sally port and evidence section.	PDIT		CM+13		CM+13	GC 34090.6; 1 year. If a claim is filed or pending litigation, retain with the case file for 100 days after conclusion of court action. State of California Guidelines; Current Month plus 13 months for surveillance recordings
16-10-03	City Camera System	Used to track intersections and other City areas.	PDIT		1M		1M	GC 34090.6; 1 year. If a claim is filed or pending litigation, retain with the case file for 100 days after conclusion of court action. State of California Guidelines; Current Month plus 13 months for surveillance recordings Administrative Decision: Maintain city camera system recordings for 1 month due to the large quantity of routine data stored by the system.
16-11-00	Code Enforcement Records							
16-11-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-11-02	Property Maintenance Violations	Includes Warning Notices, Notices of Violation, Citations, Proofs of Mailing and Acceptance, Warrants, Photos, Liens and other code enforcement information. Complainant's information is confidential. Documents scanned into CRW and paper destroyed as of 2016.	Code Enf	C*	AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/ completion.
16-11-03	Forclosed/Vacant Property Registration Program	Includes Application Forms, Photos, Reports, Warning Notices, Notices of Violation, Citations, Proofs of Mailing and Acceptance, and other code enforcement information. Complainant's information is confidential	Code Enf	C*	AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/ completion.
16-11-04	Special Assessments & Tax Notices - Abatement Related Liens	Includes liens against properties.	Code Enf		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/ completion for abatement liens
16-11-05	Special Assessments & Tax Notices - Recorded Liens	Includes liens against properties.	Code Enf		AC+2	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for recorded liens
16-11-06	Weed Abatement	Includes Warning Notices, Notices of Violation, Citations, Proofs of Mailing and Acceptance, Warrants, Photos, Liens and other code enforcement information. Complainant's information is confidential Documents scanned into CRW and paper destroyed as of 2016.	Code Enf	C*	AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/ completion.

17-00-00 RISK MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
17-01-00	Risk Management Records							
17-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
17-01-02	CJPRMA Information	General information and correspondence with the JPA and program documents for the City's excess liability, environmental, property, vehicle and machinery insurance.	Attorney		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Record
17-01-03	CJPRMA Program Documents	Includes bylaws, contract originals, MOUs and other documents establishing the program.	Attorney		P	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for joint powers agreements for excess liability insurance.
17-01-04	Third Pary Administrator	Includes correspondence and information on claims and adjustments for activities over the year. York Risk Services.	Attorney		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Record
17-01-05	Claims Against the City	Includes non-litigated claims. Filed individually by claim.	Clerk		AC+2	4	AC+6	GC 34090; 2 year minimum requirement 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure
17-01-06	Recovery Claims By the City	Claims by the City for damages from another person or entity. Filed by the department seeking reimbursement for damages.	Attorney		AC+2	4	AC+6	GC 34090; 2 year minimum requirement 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure
17-01-07	Incident Reports	Reports submitted by the associated department.	Attorney		AC+2	5	AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions 29 CFR 1904.2-7; OSHA recordkeeping GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California Guideline; 7 years after settlement or closure
17-01-08	General Liability Loss Run Reports	Reports of litigated and non-litigated claims.	Attorney		CY+2	3	CY+5	GC 34090; 2 year minimum requirement 29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8 CCR 10102; whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final. State of California Guideline: 5 years after completed
17-01-09	General City Insurance Policies	Includes facilities, auto and other general insurance policies	Attorney		CY+2	P	P	GC 34090; 2 year minimum State of California Guidelines; Permanent for liability and property insurance

17-00-00 RISK MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
17-01-10	Certificates of Insurance	Certificates provided by contractors and vendors for liability coverage.	Attorney		AE+3	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for insurance certificates filed separately from contracts/agreements, including insurance filed by licensees.

Records Retention Schedules and UFIRST™ Index

01-00-00 CITYWIDE ADMINISTRATIVE RECORDS (ALL DEPARTMENTS)

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
01-01-00	Administrative Materials						
01-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
01-01-02	Correspondence & Reports - External		All Depts		CY+2		CY+2
01-01-03	Correspondence & Reports - Internal		All Depts		CY+2		CY+2
01-01-04	Departmental Goals/Objectives		All Depts		S	5	S+5
01-01-05	Administrative Rules, Policies & Procedures		All Depts	V	S	5	S+5
01-01-06	Staff & Interdepartmental Meetings	Includes informal meeting agendas.	All Depts		EY	2	EY+2
01-01-07	Calendars/Schedules		All Depts		CY+2		CY+2
01-01-08	Surveys & Studies - General City		All Depts		AC+2		AC+2

Records Retention Schedules and UFIRST™ Index

01-00-00 CITYWIDE ADMINISTRATIVE RECORDS (ALL DEPARTMENTS)

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
01-02-00	Reference Materials						
01-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
01-02-02	Chronological Files		All Depts		ACT		ACT
01-02-03	Professional Associations/Organizations		All Depts		CY+2		CY+2
01-02-04	Community Organizations/Foundations		All Depts		CY+2		CY+2
01-02-05	Complaint Files	General complaints to City departments. Does not include claims against the City.	All Depts		AC+2	5	AC+7
01-02-06	Mailing Lists		All Depts		S		S
01-02-07	Community Information/Events		All Depts	H	CY+2, AR		CY+2, AR
01-02-08	Historical Information/Events		All Depts	H	CY+2	P	P

Records Retention Schedules and UFIRST™ Index

01-00-00 CITYWIDE ADMINISTRATIVE RECORDS (ALL DEPARTMENTS)

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
01-02-09	Public Relations Information/Handouts/Speeches/Biographies		All Depts	H	EY+2, AR	5	EY+7, AR
01-02-10	Technical Reference		All Depts		S		S
01-02-11	Dues/Subscriptions		All Depts		CY+2		CY+2

Records Retention Schedules and UFIRST™ Index

01-00-00 CITYWIDE ADMINISTRATIVE RECORDS (ALL DEPARTMENTS)

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
01-03-00	Records & Information Management Program						
01-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
01-03-02	UFIRST Index		All Depts		S		S
01-03-03	Inactive Records and Archives		All Depts		S+2		S+2
01-03-04	Active Filing System		All Depts		S+2		S+2
01-03-05	Retention Review & Destruction Request Forms	City Clerk maintains the original signed destruction request forms.	Clerk		P	P	P
01-03-06	Certificates of Destruction		Clerk		P	P	P
01-03-07	Business Continuation Plan & Vital Records Program		All Depts	V	S	5	S+5

Records Retention Schedules and UFIRST™ Index

01-00-00 CITYWIDE ADMINISTRATIVE RECORDS (ALL DEPARTMENTS)

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
01-04-00	Forms/Labels/Graphics						
01-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
01-04-02	Samples		All Depts		ACT		ACT
01-04-03	Blank Forms		All Depts		S		S
01-04-04	Form Letters		All Depts		S		S
01-04-05	Form Master/Originals		All Depts		S		S
01-04-06	Labels		All Depts		S		S
01-05-00	Materials from Agencies & Other Cities						
01-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
01-05-02	Federal Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		CY+2, AR		CY+2, AR
01-05-03	State Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		CY+2, AR		CY+2, AR
01-05-04	Regional Agencies/Districts	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		CY+2, AR		CY+2, AR
01-05-05	County Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		CY+2, AR		CY+2, AR
01-05-06	Adjacent Cities	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		CY+2, AR		CY+2, AR

Records Retention Schedules and UFIRST™ Index

01-00-00 CITYWIDE ADMINISTRATIVE RECORDS (ALL DEPARTMENTS)

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
01-05-07	Special Districts	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		CY+2, AR		CY+2, AR

02-00-00 CITY MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
02-01-00	City Council / RDA & Successor Agency / VPFA / MWJPA / Housing Authority						
02-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
02-01-02	Agenda/Agenda Packets	Agenda, staff reports and all other supporting documentation for regular and special meetings.	Clerk		CY+20		CY+20
02-01-03	Minutes	1911 to 1991 is on microfiche.	Clerk	V, H	P	P	P
02-01-04	Speaker Cards	Speaker's comments recorded in the minutes. Stored with the agenda packets.	Clerk		CY+2		CY+2
02-01-06	Council Ad Hoc Committees	Includes Senior Citizens Center Committee, Retail Development Committee, Citizens Task Force on Funding Police Services, Customer Task Force, and other Council ad hoc committees.	Clerk		LOB+2	3	LOB+5
02-01-07	Ceremonial Items	Includes proclamations, scholarships, awards, commendations, presentations, certificates of recognition and other ceremonial items presented to or by the Council. The City Clerk does Council related items, and the Mayor does items for individuals.	Clerk / Mayor		EY+2		EY+2
02-01-08	Condolences/In Memoriam		Clerk		EY+2		EY+2
02-01-09	Meeting Recordings	Supports the agenda packet and action minutes. Stored with Granicus.	Clerk		CY+5		CY+5
02-01-10	Sister Cities	Includes correspondence and general information from sister cities.	Mayor	H	CY+2, AR		CY+2, AR
02-01-11	Mayor's Correspondence	General correspondence to or from outside sources.	Mayor		CY+2		CY+2
02-01-12	Council Correspondence	General correspondence to or from outside sources.	Manager		CY+2		CY+2
02-02-00	Boards, Commissions & Committees						

02-00-00 CITY MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
02-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
02-02-02	Rosters, Membership & Oaths	Attendance reports, communications to staff liaisons, training and resource materials, appointment, oaths of office, termination and leave of absense correspondence, programmatic rules review, research and analysis.			LOB	5	LOB+5
02-02-03	Recruitment Materials	Includes annual Maddy Act Notices, annual and periodic notices of vacancy, press releases and other vacancy information.			CY+2		CY+2
02-02-04	Applications, Selected				AT+5		AT+5
02-02-05	Applications, Not Selected				AC+2		AC+2
02-02-06	Correspondence				CY+2		CY+2
02-02-07	Agendas / Agenda Packets	Agendas and agenda packets for boards, commissions and committees. Does not include City Council, Planning Commission or other boards, commissions or committees not listed elsewhere in the retention schedules.			CY+2		CY+2
02-02-08	Minutes				P	P	P
02-03-00	General City Management Materials						
02-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
02-03-02	Council Goals		Manager		S+5		S+5
02-03-03	City Manager Bi-weekly Reports to Council	Maintained in electronic form	Manager		CY+2		CY+2
02-03-04	Strategic Planning		Manager		S+2		S+2
02-03-05	Measure B Reports	Prepared as a narrative and sent to the City Manager for reporting to the public and to Council.	Manager		CY+2		CY+2

02-00-00 CITY MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
02-03-06	Measure E Charter Amendment	Includes education materials and backup information for the amendment to the City charter.	Manager		CY+2		CY+2
02-04-00	Group available for use						
02-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
02-05-00	Commission on Aging						
02-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
02-05-02	Agendas/Agenda Packets		Clerk		CY+5		CY+5
02-05-03	Minutes		Clerk	V, H	P	P	P
02-05-04	Meeting Audio Recordings	Stored through Granicus	Clerk		CY+2		CY+2
02-06-00	Cultural Activities Commission - CAC						
02-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
02-06-02	Agendas/Agenda Packets		Clerk		CY+5		CY+5
02-06-03	Minutes		Clerk	V, H	P	P	P

02-00-00 CITY MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
02-06-04	Meeting Audio Recordings	Stored through Granicus	Clerk		CY+2		CY+2
02-07-00	Interagency Committee - IAC						
02-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
02-07-02	Agendas/Agenda Packets		Clerk		CY+5		CY+5
02-07-03	Minutes		Clerk	V, H	P	P	P
02-08-00	Sister City Commission - SCC						
02-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
02-08-02	Agendas/Agenda Packets		Mayor		CY+2		CY+2
02-08-03	Minutes		Mayor	V, H	P	P	P

02-00-00 CITY MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
02-09-00	Youth Activities Commission - YAC						
02-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
02-09-02	Agendas/Agenda Packets		Clerk		CY+5		CY+5
02-09-03	Minutes		Clerk	V, H	P	P	P
02-10-00	Oversight Board Committee						
02-10-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
02-10-02	Agendas/Agenda Packets		Clerk		CY+20		CY+20
02-10-03	Minutes		Clerk	V, H	P	P	P
02-10-04	Meeting Recordings	Stored through Granicus	Clerk		CY+2		CY+2

02-00-00 CITY MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
02-11-00	Vallejo Public Financing Authority						
02-11-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
02-11-02	Agendas/Agenda Packets		Clerk		CY+20		CY+20
02-11-03	Minutes		Clerk	V, H	P	P	P
02-11-04	Resolutions		Clerk	V, H	P	P	P
02-11-05	Meeting Recordings	Stored through Granicus	Clerk		CY+2		CY+2
02-12-00	Vallejo Housing Authority						
02-12-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
02-12-02	Agendas/Agenda Packets		Clerk		CY+20		CY+20
13-12-03	Minutes		Clerk	V, H	P	P	P
13-12-04	Meeting Audio Recordings	Stored through Granicus	Clerk		CY+2		CY+2
13-12-05	Bylaws		Clerk	V	P	P	P

02-00-00 CITY MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
02-13-00	Ad-hoc Citizens Public Safety Advisory Committee						
02-13-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
02-13-02	Agendas/Agenda Packets		Manager		LOB	5	LOB+5
02-13-03	Minutes		Manager	V, H	P	P	P
02-13-04	Meeting Recordings	Stored through Granicus	Manager		CY+2		CY+2
02-14-00	Participatory Budgeting Steering Committee						
02-14-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
02-14-02	Agendas/Agenda Packets		Manager		CY+5		CY+5
02-14-03	Minutes		Manager	V, H	P	P	P
02-14-04	Meeting Recordings	Stored through Granicus	Manager		CM+1M		CM+1M

Citations & Legal Basis
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 20 years for reference purposes.
GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
GC 34090; 2 year minimum requirement CCP 1094.6; 90 days to file petition, 190 days to respond to petition State of California Guidelines; Maintain for the Current Year plus 2 years
GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved.
GC 34090; 2 years minimum
GC 34090; 2 years minimum GC 54953.5; 30 days after recording Administrative Decision: Maintain for the Current Year plus 5 years to support potential litigation and statutes of limitations.
GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Current year plus 2 years, review annually for historical content
GC 34090; 2 year minimum Administrative Record, State of California Guidelines
GC 34090; 2 year minimum Administrative Record, State of California Guidelines

Citations & Legal Basis
Administrative Record; Review annually for relevance to a project, inclusion in an associated record series, or creation of a new record series. Keep while current.
GC 34090; 2 years minimum GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; 5 years after board, commission or committee is dissolved.
GC 34090; 2 year minimum Administrative Record, State of California Guidelines
GC 34090; 2 years minimum GC 40801; Maintain record of proceedings State of California Guidelines; 5 years after term of office
GC 34090; 2 year minimum requirement State of California Guidelines; maintain not selected applications for 2 years after completion
GC 34090; 2 year minimum requirement GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 year minimum Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after strategic plan is superseded.
GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports

Citations & Legal Basis
GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain for the Current Year plus 5 years for historical tracking and reference.
GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
GC 54953.5; 30 days after recording Administrative Decision: Maintain for the Current Year plus 2 years to meet potential litigation.
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain for the Current Year plus 5 years for historical tracking and reference.
GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent

Citations & Legal Basis
GC 54953.5; 30 days after recording Administrative Decision: Maintain for the Current Year plus 2 years to meet potential litigation.
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain for the Current Year plus 5 years for historical tracking and reference.
GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent

Citations & Legal Basis
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain for the Current Year plus 5 years for historical tracking and reference.
GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain for the Current Year plus 20 years for historical tracking and reference.
GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
GC 54953.5; 30 days after recording Administrative Decision: Maintain for the Current Year plus 2 years to meet potential litigation.

Citations & Legal Basis
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain for the Current Year plus 20 years for historical tracking and reference.
GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
GC 54953.5; 30 days after recording Administrative Decision: Maintain for the Current Year plus 2 years to meet potential litigation.
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain for the Current Year plus 20 years for historical tracking and reference.
GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
GC 54953.5; 30 days after recording Administrative Decision: Maintain for the Current Year plus 2 years to meet potential litigation.
GC 34090(e); Permanent for decisions of the City GC 34460; Maintain charter in archives GC 40801; Maintain State of California Guidelines; Permanent

Citations & Legal Basis
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved.
GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
GC 54953.5; 30 days after recording Administrative Decision: Maintain for the Current Year plus 2 years to meet potential litigation.
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agendas and agenda packets for the current year plus 5 years for reference purposes.
GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
GC 54953.5; 30 days after recording

03-00-00 LEGAL & LEGISLATIVE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
03-01-00	Legislative Information						
03-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
03-01-02	Ordinances	In some cases, documents were scanned and destroyed. Currently documents are scanned and the paper is maintained. From 1870 to 1991 documents were microfilmed.	Clerk	V	P	P	P
03-01-03	Resolutions - City Council	In some cases, documents were scanned and destroyed. Currently documents are scanned and the paper is maintained. From 1925 to 2006 documents were microfilmed.	Clerk	V	P	P	P
03-01-04	Resolutions - Planning Commission		Planning	V	P	P	P
03-01-05	Resolutions - Redevelopment Agency / Successory Agency / Housing Authority	In some cases, documents were scanned and destroyed. Currently documents are scanned and the paper is maintained. Some documents were microfilmed.	Clerk	V	P	P	P
03-01-06	Resolutions - Oversight Board	In some cases, documents were scanned and destroyed. Currently documents are scanned and the paper is maintained.	Clerk	V	P	P	P
03-01-07	City Charter	Includes the charter, articles of incorporation and any amendments to the charter.	Clerk	V	P	P	P
03-01-08	Municipal Code	Maintained in paper form by the City Clerk, and electronically on the City website.	Clerk	V	S	P	P

03-00-00 LEGAL & LEGISLATIVE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
03-02-00	Elections Materials						
03-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
03-02-02	Municipal Elections (General & Special)	Includes ballot material copies, certification of votes, council appointment oaths, correspondence, and election legal publications. Original canvass information including records used to compile final election results are approved by Council and attached to the resolution.	Clerk		AC+2	3	AC+5
03-02-03	Nomination Papers	Elected Not Successful	Clerk		AT+4 AC+2		AT+4 AC+2
03-02-04	Candidates Statement of Qualifications		Clerk		CY+5		CY+5
03-02-05	Council Sponsored Measures - Charter		Clerk		P		P
03-02-06	Council Sponsored Measures - General	Charter-related Measures Other Measures	Clerk		P AC+2	P 3	P AC+5
03-02-07	Initiative Measures	Includes petitions	Clerk		AC+8M		AC+8M

03-00-00 LEGAL & LEGISLATIVE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
03-02-08	Referendums	Includes petitions	Clerk		AC+8M		AC+8M
03-02-09	Recalls	Includes petitions	Clerk		AC+8M		AC+8M
03-02-10	Council Candidate Handbook		Clerk		AC+2		AC+2
03-02-11	Election Accounting	Includes fees and invoicing.	Finance		AA+1	3	AA+4
03-03-00	City Attorney Records						
03-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
03-03-02	City Law Software	Software by Cycom Inc. Content is confidential information due to attorney-client work product. Contains images of litigation and advisory records, including general and high profile litigation cases, general departmental and subject assignments, subpoenas duces tecum, pitchess motions, bankruptcy proceedings, legal service agreements, amicus curiae briefs, neighborhood law program documents, legal opinions and other work product documents.	Attorney	C	P		P
03-03-03	Subpoena and Public Request Log	Log started in the 1980's and is maintained indefinitely.	Clerk		CY+2		CY+2
03-04-00	General Legal Matters						
03-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
03-04-02	Proof of Publication/Advertising	Includes notices of public meetings	Clerk		CY+2	2	CY+4
03-04-03	Notices of Completion	Recorded documents	Clerk		AC+2	P	P

03-00-00 LEGAL & LEGISLATIVE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
03-04-04	Public Records Requests		Clerk		AC+2		AC+2
03-05-00	Agreements / Contracts / MOUs / Recordations						
03-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
03-05-02	General City Agreements/Contracts	Includes product acquisitions, services, professional services and consultants and all other general City agreements.	Clerk		AC+5		AC+5
03-05-03	Development Agreements	Includes Disposition & Development Agreements, Owner Participation Agreements and Development Agreements	Clerk		AC+2	P	P
03-05-04	Franchise Agreements		Clerk		AE+2	P	P
03-05-05	Subdivision Agreements		Clerk		AC+4	P	P
03-05-06	Bond Agreements		Clerk		AC+2	8	AC+10
03-05-07	Capital Improvement Project Agreements	Includes Public Works Improvement Project contracts, bonds and insurance certificates. Specifications and all other project related documents are maintained by Public Works.	Clerk		P	P	P
03-05-08	Non-CIP Construction Contracts & Agreements		Clerk		AC+2	8	AC+10

03-00-00 LEGAL & LEGISLATIVE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
03-05-09	Lease & License Agreements		Clerk		AE+2	3	AE+5
03-05-10	Settlement Agreements	General settlements Recorded settlements	Clerk	C	AC+2 P	3	AC+5 P
03-05-11	Joint Powers & Mutual Aid Agreements		Clerk		AC+2	P	P
03-05-12	MOU / Employment Agreements		Clerk		AE+2	P	P
03-05-13	Grant Agreements		Clerk		AFP+1 *	P	P
03-06-00	Property Related Records						
03-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
03-06-02	Right-of-Way		Public Works		P	P	P
03-06-03	Vacations/Abandonments		Public Works		AC+2	P	P

03-00-00 LEGAL & LEGISLATIVE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
03-06-04	Easements, Deeds, Grant Deeds & Quitclaim Deeds		Clerk		P	P	P
03-06-05	Encroachment Permits - Construction		Public Works		AC+2	P	P
03-06-06	Real Property Acquisitions/Dispositions		Econ Dev		AC+2	8	AC+10
03-06-07	City-owned Property	Includes the deeds and other backup information on acquisition of City-owned property.	Econ Dev		AC+2	P	P
03-06-08	Appraisals		Econ Dev		AC+2		AC+2
03-06-09	Annexations		Clerk		AC+2	P	P
03-06-10	Assessment Districts Formation		Clerk		CY+2	P	P
03-06-11	Prop 218 Ballots & Protests		Clerk		AC+2		AC+2
03-07-00	Fair Political Practices Commission Materials						
03-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
03-07-02	Statement of Economic Interest (Form 700) - Elected Officials	Mayor, city council members, planning commissioners, city manager and city attorney. GC 87200 filers. Electronic submission started in 2014.	Clerk/FPPC		AC+2	5	AC+7
03-07-03	Statement of Economic Interest (Form 700) - Designated	Designated Positions. Electronic submission started in 2014	Clerk		AC+2	5	AC+7

03-00-00 LEGAL & LEGISLATIVE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
03-07-04	Campaign Statements - Elected	Elected officials and committees supporting elected officials.	Clerk		P	P	P
03-07-05	Campaign Statements - Unsuccessful	Unsuccessful candidates for office and committees supporting unsuccessful candidates for office.	Clerk		AC+2	3	AC+5
03-07-06	Campaign Statements - Committees	Committees formed to support or oppose a ballot measure.	Clerk		AC+2	3	AC+5
03-07-07	Ethics Training	Filed by official.	Clerk		AC+5		AC+5
03-07-08	Oaths of Office - Elected		Clerk		AT+6		AT+6
03-07-09	Oaths of Office - Designated/Appointed		Clerk		AT+6		AT+6

Citations & Legal Basis
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent
GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
GC 34090(e); Permanent for decisions of the City GC 34460; Maintain charter in archives GC 40801; Maintain State of California Guidelines; Permanent
GC 34090(e); Permanent for decisions of the City State of California Guidelines; Permanent

Citations & Legal Basis

GC 34090; 2 year minimum requirement
Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

EC 17000-1; Affidavits and indexes are 5 years
EC 17300; 5 years after election for election rosters
EC 17302-6; 6 months after election, if no contest, for election records
GC 81009; Campaign reports, not including candidate's campaign statements
GC 34090.7; Duplicate copies may be destroyed at any time if the City Council has prescribed a procedure for destruction of duplicates per GC 34090.7. Non-records may be destroyed at any time.
For all election documents where the State's requirement is permanent, but for which the County maintains the original documents.

GC 34090; 2 year minimum requirement
EC 17100; 4 years after term ends

GC 34090; 2 year minimum requirement
State of California Guidelines; Current year plus 5 years for administration/campaign statements

GC 34090(e); Permanent for decisions of the City
GC 34460; Maintain charter in archives
GC 40801; Maintain
State of California Guidelines; Permanent

GC 34460; Indefinite. Maintain copy of charter related documents in archives.
EC 17000-1; Affidavits and indexes are 5 years
EC 17300; 5 years after election for election rosters
EC 17302-6; 6 months after election, if no contest, for election records
GC 81009; Campaign reports, not including candidate's campaign statements

Administrative Decision: Maintain council sponsored measures not related to the City charter for 5 years after closure of the election to match retention for Municipal Election materials.

EC 17200; 8 months after election closes for initiative and referendum petitions.
EC 17400; 8 months after election/final examination for election recall petitions.

Citations & Legal Basis
<p>EC 17200; 8 months after election closes for initiative and referendum petitions. EC 17400; 8 months after election/final examination for election recall petitions.</p>
<p>EC 17200; 8 months after election closes for initiative and referendum petitions. EC 17400; 8 months after election/final examination for election recall petitions.</p>
<p>GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period.</p> <p>Administrative Decision: Maintain for 2 years after election closes for relevance to subsequent elections.</p>
<p>GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit</p>
<p>GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.</p>
<p>GC 34090; 2 year minimum requirement EC 952; lawyer-client privilege, definitions EC 954; lawyer-client privilege, right to release and definitions</p> <p>Administrative Decision: Maintain all documents in CityLaw software permanently to support potential future litigation. Confidential attorney-client privileged documents.</p>
<p>GC 34090; 2 year minimum requirement</p>
<p>GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.</p>
<p>GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years</p>
<p>GC 34090(a); Permanent for land and property records State of California Guidelines; Permanent (CEQA)</p>

Citations & Legal Basis
GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000
GC 34090(a), Real property records, maintain CCP337, 337.1(a), 337.15; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. H&S 19850; Life of Building, with exceptions.
CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000 State of California Guidelines; Permanent
GC 34090(a), Real property records, maintain CCP337, 337.1(a), 337.15; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. H&S 19850; Life of Building, with exceptions.
GC 34090; 2 years minimum GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statutes of limitations, 6 years after expiration FC 3368; Maintain FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration
Authority- GC 34090(a); Real property records, maintain H&S 19850; Life of Building, with exceptions CCP 337.15; 10 years State of California Guidelines; Permanent
CCP 337.15; 10 years State of California Guidelines; 10 years after project completion

Citations & Legal Basis

CCP 337.2; Statutes of limitations, leases 4 years
 CCP 343; Statutes of limitations, general 4 years
 48 CFR 4.601; 5 years for procurements exceeding \$25,000

CCP 343; Statutes of limitations, general 4 years
 State of California Guidelines; Permanent for recorded documents

Administrative Decision: Maintain general settlement agreements for 5 years after closure/completion to coincide with other general city agreements.

State of California Guidelines; Permanent for joint powers authorities for insurance.

29 USC 211c; Maintain, indefinite
 29 USC 203m; Definitions
 29 USC 207g; Definitions
 State of California Guidelines; Permanent

21 CFR 1403.36(i)(11); 3 years after last payment
 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled.
 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan
 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report
 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years.
 State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.

Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD.

GC 34090; 2 year minimum requirement
 Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

GC 34090(a); Permanent for land and property related documents
 24 CFR 1710; Permanent

GC 34090(a); Permanent for land and property records.
 State of California Guidelines; Permanent

Citations & Legal Basis
GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent
GC 34090(a) Real property records, maintain Permanently GC 4003, 4004; Maintain H&S 19850; Life of Building, with exceptions State of California Guidelines; Permanent for construction based encroachment permits.
GC 34090; 2 years minimum GC 6254; Record disclosure CCP 337.1; 4 years after completion of construction or improvement CCP 337.15; 10 years after completion of construction or improvement 36 CFR 64.11; 3 years after last payment for public property acquisition. State of California Guidelines; Completion expiration + 10 years for acquisitions.
GC 34090(a); Permanent for land and property records State of California Guidelines; 10 years after completion for property acquisition and disposition supporting documents.
GC 34090; 2 year minimum requirement GC 6254(h); PRA, confidential record designation until acquisition complete.
GC 34090(a); Permanent for land and property records. State of California Guidelines; Permanent
GC 34090(a); Permanent for land and property records CCP 338; 3 year statute of limitations State of California Guidelines; Permanent
GC 53753; 2 years after completion for ballots GC 53755; 2 years after completion for protests
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 81009(f); 4 year requirement for copies Administrative Decision: Maintain all forms for 7 years per GC 81009(e) for consistency
GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for copies

Citations & Legal Basis
GC 81009(b); maintain elected indefinitely
GC 81009(b); 5 years for unsuccessful candidates
GC 81009(b); 5 years for unsuccessful Administrative Decision: Maintain committees campaign statements for 5 years after closure of the committee
GC 53235(b); 5 years
GC 34090; 2 year minimum requirement State of California Guidelines; 6 years after termination for elected officials.
GC 34090; 2 year minimum requirement State of California Guidelines; 6 years after termination for elected officials. Administrative Decision: Maintain designated or appointed position oaths of office for 6 years after termination to follow elected official retention requirements.

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-01-00	General Accounting Records							
04-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-01-02	H T E Sungard Financial System		Finance		ACT		ACT	Transitory Record; Databases are maintained while active
04-01-03	Journal Entries		Finance		AA+2	3	AA+5	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit Administrative Decision: Maintain journal entries for 5 years after audit for reference purposes.
04-01-04	Trial Balance	Paper copies can be destroyed. Maintained on demand electronically in HTE	Finance		ACT		ACT	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
04-01-05	Financial Reports	General administrative financial reports. Not mandated. Paper copies can be destroyed after immediate use, since report maintained on demand electronically in HTE	Finance		ACT		ACT	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
04-02-00	Accounts Payable Records							
04-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-02-02	A/P Vouchers	Includes invoices from vendors, filed by date and check number. EXCEPTION: Grant-related and construction project-related invoices are maintained by the grant or project manager for the required retention period to support potential auditing.	Finance		AA+1	3	AA+4	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit
04-02-03	A/P Posting Reports	Kept electronically by fiscal year by type report. Includes invoice posting, check posting, void posting and positive pay reports.	Finance		ACT		ACT	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
04-02-04	Quarterly Tax Payments	Includes payments on sales, fuel, use and other taxes due.	Finance		AA+1	4	AA+5	GC 34090; 2 year minimum 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-02-05	Credit Card Statements	Statements are received by the Accounting Supervisor, then paid by wire/autopay. Statements are attached to journal entries.	Finance		AA+4		AA+4	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit
04-02-06	W-9 / 1099 Reporting	Also includes 1096 summary forms, which are now submitted electronically.	Finance		AA+1	3	AA+4	GC 34090; 2 year minimum requirement 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-02-07	A/P Check Registers	Paper copies can be destroyed after immediate use. Maintained on demand electronically in HTE.			AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-02-08	Vendor Garnishments	Inquiries by an outside agency for garnishments or other levies.	Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-03-00	Budgeting Records							
04-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-03-02	Annual Budget	Includes the Budget in Brief, which is a summary high-level overview of the budget, the fiscal model and the final operations budget. Includes the RDA budget.	Finance		CY+1	P	P	GC 34090; 2 years minimum GC 53901; Budgets copy must be filed with the County State of California Guidelines; Permanent Permanent refers to one final copy of the approved budget. Working copies can be destroyed after use.
04-03-03	Budget Workpapers - Finance	Both confidential and non-confidential folders. Includes the City and RDA budget.	Finance		AA+2		AA+2	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
04-03-04	Budget Workpapers - Departmental	Documents used by departments to create the department's budget.	All Depts		AA+2		AA+2	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
04-03-05	Budget Adjustments	Includes mid-year budget reports to Council.	Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-03-06	Monthly Departmental Budget Reports	Purely for the department's use to manage their budgets. Potentially a duplication of information from the financial system.	All Depts		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-04-00	Revenue & Collections Records							
04-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-04-02	Utility Tax	Includes invoices, payments and remittance forms.	Finance		AA+1	2	AA+3	GC 34090; 2 year minimum requirement CCP 338; Statute of limitations, 3 years for action State of California Guidelines; 3 years after audit
04-04-03	Transient Occupancy Tax	Includes invoices, payments and remittance forms.	Finance		AA+1	2	AA+3	GC 34090; 2 year minimum requirement CCP 338; Statute of limitations, 3 years for action State of California Guidelines; 3 years after audit
04-04-04	Sales Tax Remittance	Printed to PDF off of the State's website.	Finance		AA+1	2	AA+3	GC 34090; 2 year minimum requirement CCP 338; Statute of limitations, 3 years for action State of California Guidelines; 3 years after audit
04-04-05	Medical Marijuana Tax	Includes invoices, payments and remittance forms.	Finance		AA+1	2	AA+3	GC 34090; 2 year minimum requirement CCP 338; Statute of limitations, 3 years for action State of California Guidelines; 3 years after audit
04-04-06	Franchise Fees	Includes invoices, payments and remittance forms.	Finance		AA+1	3	AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-04-07	Cash Receipts/Credit Card Transactions	Includes marina transactions.	Finance		AA+1	3	AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
04-04-08	Miscellaneous Receivables		Finance		AA+1	3	AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
04-04-09	Monthly Closing Reports	Reports used to reconcile accounts.	Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-04-10	Tax Reports	Includes reports from an outside service for sales and property taxes.	Finance		AA+1	4	AA+5	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-04-11	Community Facilities District Reports	Includes reports for utility users, sales and property taxes, and business license revenue, provided by an outside service for credits to Mare Island for revenues received.	Finance		AA+1	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for assessment district information in Finance.
04-04-12	Collection Activities		Finance		AC+1	3	AC+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit Administrative Decision: Maintain for 4 years after closure or collection.
04-04-13	Developer Escrow Accounts	Includes holding accounts for final payments for developers.	Finance		AA+1	3	AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
04-05-00 Debt Financing Records								
04-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-05-02	General City Bond Statements & Reports	Includes official statements, arbitrage, annual statements, bond disclosure, bond pay-offs, bond covenant and cash/surety bonds. Bond issues	Finance		AC+1 P	9 P	AC+10 P	GC 34090; 2 year minimum requirement GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statutes of limitations, 10 years after expiration FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration, and Permanent for bond issues
04-05-03	Successor Agency Tax Allocation Bond Statements & Reports	Includes official statements, arbitrage, annual statements, bond disclosure, bond pay-offs, bond covenant and cash/surety bonds. Bond issues	Finance		AC+1 P	9 P	AC+10 P	GC 34090; 2 year minimum requirement GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statutes of limitations, 10 years after expiration FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration, and Permanent for bond issues

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-05-04	Water Revenue Bond Statements & Reports	Includes official statements, arbitrage, annual statements, bond disclosure, bond pay-offs, bond covenant and cash/surety bonds. Bond issues	Finance		AC+1 P	9 P	AC+10 P	GC 34090; 2 year minimum requirement GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statutes of limitations, 10 years after expiration FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration, and Permanent for bond issues
04-05-05	Capital Lease Payable	For equipment leases	Finance		AE+1	4	AE+5	CCP 337; Statute of limitations of 4 years after termination CCP 343; Statute of limitations of 4 years 48 CFR 4; 5 years for procurements exceeding \$25,000 State of California Guidelines; 5 years after completion/expiration of the lease
04-06-00	Audits Group							
04-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-06-02	CAFR Annual Financial Statement	Includes the Management Representation Letters and Auditor Management Letters.	Finance		AA+1	P	P	GC 34090; 2 years minimum State of California Guidelines; 7 years after audit Administrative Decision: Maintain annual financial statements permanently.
04-06-03	Single Audit		Finance		AA+1	P	P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-06-04	Transit Audit	Inactive audit report only.	Finance		AA+1	P	P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-06-05	Year End Work Papers	Year end materials used to compile the CAFR. Includes CAFR template, GL printout, assets, liabilities, Mid Year Budget Reports, and correspondence and notes.	Finance		AA+5		AA+5	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit. Administrative Decision: Maintain journal entries for 5 years after the annual audit for simplicity of destruction.

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-07-00	Payroll Group							
04-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-07-02	Employee Time Sheets	Maintained by the department and signed by the employee.	All Depts		AA+1	5	AA+6	GC 34090; 2 year minimum requirement 29 CFR 516.2; Maintain 29 CFR 516.6; 2 years R&T 19530; 3 years after tax return due R&T 19704; 6 year statute of limitations LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit
04-07-03	Leave Requests		Finance		AA+1	5	AA+6	GC 34090; 2 year minimum requirement 29 CFR 516.2; Maintain 29 CFR 516.6; 2 years R&T 19530; 3 years after tax return due R&T 19704; 6 year statute of limitations LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit
04-07-04	Payroll Certifications	Includes a spreadsheet that compiles employee time bi-weekly.	Finance		AA+1	5	AA+6	GC 34090; 2 year minimum requirement 29 CFR 516.2; Maintain 29 CFR 516.6; 2 years R&T 19530; 3 years after tax return due R&T 19704; 6 year statute of limitations LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-07-05	Employee Payroll Files	Includes deductions and changes to payroll, PARS and correspondence. Filed by employee.	Finance		AT+1	5	AT+6	GC 34090; 2 year minimum requirement LC 1174; 3 years for payroll records LC 1197.5(d); 2 years for payroll records 22 CCR 1085.2(c); 4 years for unemployment contributions 29 CFR 516.2(a)(10); Maintain 29 CFR 516.6; 2 years LC 1174; 2 years after pay period 29 USC 255(a); 2 to 3 years statute of limitations for minimum and unpaid wages State of California Guidelines; 4 years after termination Administrative Decision: Maintain employee payroll files for 6 years after termination for reference to the quarterly returns.
04-07-06	Quarterly Returns	Includes Form 941, DE9, BCJPIA Wages Paid Report and other quarterly returns. Currently in Paper form, with the intent of scanning to electronic.	Finance		AA+2	4	AA+6	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-07-07	W-4 / DE-4 Forms		Finance		AA+2	4	AA+6	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-07-08	W-2s / W-2 Reporting		Finance		AA+2	4	AA+6	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-07-09	Payroll Process Reports	Includes the payroll register, deduction register, additional pay register, benefit register, tax register, adjustments before tax register, payroll distribution reports and other payroll process reports. City switched to HTE Financial Software on 1/1/2000. If report is reproducible from HTE, maintain the report electronically and destroy paper copies immediately after use.	Finance		CY+5	P	P	GC 34090; 2 years minimum GC 12946; 2 years after termination 29 CFR 516.2-6; 4 years after tax return filing 29 CFR 1627; 3 years State of California Guidelines; Permanent
04-07-10	Payroll Distribution Log	Wet signature log.	Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement Administrative Decision; Maintain logs for 2 years after the annual audit

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-07-11	Check & Direct Deposit Registers		Finance		AA+2		AA+2	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement. State of California Guidelines; Maintain warrant registers for 2 years after audit. State considers these duplicate records.
04-07-12	Withholding Orders	Includes active garnishments, child support, IRS liens, FTB liens, vehicle registration liens, etc.	Finance		AFP	AT+6	AT+6	GC 34090; 2 years minimum R&T 19704; 6 year statute of limitations 29 USC 436; 5 years 26 CFR 31.6001-1; 4 years 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 3 years after termination
04-08-00 Banking & Investing Group								
04-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-08-02	Bank Statements & Reconciliations		Finance		AA+1	4	AA+5	GC 34090; 2 years minimum 26 CFR 31.6001-1(e)(2); 4 years State of California Guidelines; 5 years after audit
04-08-03	Investments	Broker notices, transaction confirmations.	Finance		AA+2	P	P	GC34090; 2 year minimum requirement CCP 337; Statutes of limitations, 4 years for action State of California Guidelines; Permanent
04-08-04	Treasure's Report to Council		Finance		AA+2		AA+2	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
04-08-05	Investment Policy	Presented to Council annually.	Finance		S	5	S+5	GC 34090; 2 year minimum requirement CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
04-09-00 Financial Reporting								
04-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-09-02	Financial Raw Data Dump		Finance		ACT		ACT	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
04-09-03	State Controllers Reports - City	Submitted electronically to the State, but maintained in paper form byt the City along with the work papers.	Finance		CY+1	P	P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-09-04	Annual GASB Reports		Finance		CY+1	P	P	GC 34090; 2 years minimum State of California Guidelines; Permanent

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-09-05	Use Tax Reports	Maintained with the checks and separated when checks are destroyed. Reported to the BOE electronically and printed for reference. Includes sales, use and fuel tax reporting.	Finance		AA+1	4	AA+5	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-09-06	Annual Street Reports - SCO		Finance		CY+1	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent
04-09-07	Maintenance of Effort for Public Safety Report - Prop 172	Relates to an assembly bill. Required report for the annual street report.	Finance		CY+1	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent
04-09-08	Development Impact Reports - General Code 6600	Created in Excel and reviewed by the City Council. Not submitted to any outside agency, but the State requires review by the City Council.	Finance		AA+7		AA+7	GC 34090; 2 year minimum requirement State of California Guidelines; 7 years after audit for annual financial reports, stating GC 34090.7
04-09-09	Grant Reconciliation Workpapers	Individual department grant administrators maintain the grant files and paperwork. Finance reconciles the financials.	Finance		AA+2	P	P	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD.
04-09-10	OPEB Actuarial Reports		Finance		CY+2	3	CY+5	GC 34090; 2 year minimum requirement State of California Guideline: 5 years after completed
04-10-00	Business Licensing Records							
04-10-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-10-02	Business License Files	Includes the applications, customer correspondence and the license. Retention period starts after closure of the business.	Finance		AC+1	3	AC+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations State of California Guidelines; 4 years after termination
04-10-03	Renewals	Separated by gross or flat rate fees.	Finance		CY+1	3	CY+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations State of California Guidelines; 4 years after termination Administrative Decision: Maintain renewals for the current year plus 4 years to support the business license files and to simplify retention.
04-10-04	Changes	Includes name, address and ownership changes filed in bulk by alphabet and fiscal year.	Finance		CY+1	3	CY+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations State of California Guidelines; 4 years after termination Administrative Decision: Maintain renewals for the current year plus 4 years to support the business license files and to simplify retention.
04-11-00	Utility Billing Records							

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-11-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-11-02	Cash Receipts/Edits		Finance		AA+2	2	AA+4	GC 34090; 2 years minimum State of California Guidelines; 4 years after audit
04-11-03	Lock Box Payments	Maintained electronically. Includes copies of checks and payment stubs. Processed through an outside service.	Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-11-04	Leak Allowances	Includes copies of repairs and account adjustments.	Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-11-05	Water Service Records	Includes connection and disconnection records	Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-12-00	Fixed Assets Records							
04-12-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-12-02	Depreciation Schedules		Finance		AA+4		AA+4	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit for fixed asset inventories, no specific retention for depreciation schedules.
04-12-03	Asset Workpapers - City	Includes the depreciation expense report and other supporting documents.	Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement Administrative Decision; Maintain workpapers for 2 years after the annual audit
04-12-04	General Balance Sheets		Finance		AA+2		AA+2	GC 34090; 2 year minimum requirement Administrative Decision; Maintain workpapers for 2 years after the annual audit
04-13-00	Successor Agency Reporting							
04-13-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-13-02	State Controllers Reports - RDA	Submitted electronically to the State, but maintained in paper form byt the City along with the work papers. Inactive reports only.	Finance		CY+1	P	P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-13-03	Statement of Indebtedness	Inactive reports only.	Finance		AA+7		AA+7	GC 34090; 2 years minimum State of California Guidelines; 7 years after audit for annual financial reports

04-00-00 FINANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
04-13-04	Recognized Obligation of Payment Schedule - ROPS	6 month budget provided to the State Controller's Office. State provided form submitted electronically and printed for signature by Finance.	Finance		CY+1	P	P	GC 34090; 2 years minimum GC 53901; Budgets copy must be filed with the County State of California Guidelines; Permanent Permanent refers to one final copy of the approved budget. Working copies can be destroyed after use.
04-13-05	ROPS True Up Report	6 month budget-to-actual report sent to the county, who then sends it to the State Controller's Office. Required reporting.	Finance		CY+1	P	P	GC 34090; 2 years minimum GC 53901; Budgets copy must be filed with the County State of California Guidelines; Permanent Permanent refers to one final copy of the approved budget. Working copies can be destroyed after use.
04-13-06	Due Dilligence Reviews	Audit required by state law. Submitted to the county and the State Controller's Office.	Finance		AA+1	6	AA+7	GC 34090; 2 years minimum State of California Guidelines; 7 years after audit
04-13-07	Asset Reports		Finance		CY+1	P	P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-13-08	Audit Reports		Finance		CY+1	P	P	GC 34090; 2 years minimum State of California Guidelines; Permanent

Record Retention Schedules and UFIRST™ Index

05-00-00 PURCHASING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
05-01-00	Purchasing & Material Acquisition Records						
05-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
05-01-02	RFPs / RFIs / RFQs	Includes competitive bid quotes.	All Depts		AC+5		AC+5
05-01-03	Bids - Successful		All Depts		AC+5		AC+5
05-01-04	Bids - Unsuccessful		All Depts		CY+2		CY+2
05-01-05	Purchase Order Files	Generated from HTE and sent to the requestor. Printed for reference in Purchasing.	Finance		AA+4		AA+4

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-01-00	Personnel Data Records							
06-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-01-02	Personnel Files - Full Time, Regular, Regular Part Time & Provisional Employees	Includes benefit plan paperwork, Action Request Forms, original application, training certificates, educational incentive programs, performance evaluations, employment contracts /agreements (not including union negotiations and resulting contracts/ agreements), insurance information, I-9, payroll forms (tax, deferred compensation, direct deposit and benefit payments), and miscellaneous communications.	HR	C	AT+3	3	AT+6	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination
06-01-03	Personnel Files - Part Time	Includes benefit plan paperwork, Action Request Forms, original application, training certificates, educational incentive programs, performance evaluations, employment contracts /agreements (not including union negotiations and resulting contracts/ agreements), insurance information, I-9, payroll forms (tax, deferred compensation, direct deposit and benefit payments), and miscellaneous communications.	HR	C	AT+3	3	AT+6	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination
06-01-04	Personnel Files - Temporary/Seasonal	Includes benefit plan paperwork, Action Request Forms, original application, training certificates, educational incentive programs, performance evaluations, employment contracts /agreements (not including union negotiations and resulting contracts/ agreements), insurance information, I-9, payroll forms (tax, deferred compensation, direct deposit and benefit payments), and miscellaneous communications.	HR	C	AT+3	2	AT+5	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination
06-01-05	Personnel Files - Retiree Annuitants	Includes benefit plan paperwork, Action Request Forms, original application, training certificates, educational incentive programs, performance evaluations, employment contracts /agreements (not including union negotiations and resulting contracts/ agreements), insurance information, I-9, payroll forms (tax, deferred compensation, direct deposit and benefit payments), and miscellaneous communications.	HR	C	AT+3	3	AT+6	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-01-06	Employee Medical Files	Includes FMLA physician certifications and other medical information for hired employees.	HR	C	AT+2	28	AT+30	8 CCR 15400; Maintain reports LC 110 - 139.6; 5 years for auditing LC 6410; OSHA, maintain 29 CFR 1627.3(b)(1); 1 year from action 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 30 after completion/closure
06-01-07	Disciplinary Actions	Maintained in a separate file folder in the employee's personnel file for confidentiality. Non-safety Employees Safety Employees	HR		AT+2 AT+5		AT+2 AT+5	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees.
06-01-08	I-9 Forms	Maintained in a separate file folder in the employee's personnel file for confidentiality.	HR		AT+3		AT+3	GC 12946; 2 years after completion/position filled GC 6250; Public Records Act, release of confidential information 29 CFR 1602.14; 1 year after position filled 29 CFR 1607; Maintain 29 CFR 1627.3(b)(1); 1 year from action 29 USC 211c; Maintain, no retention period stated USCIS Form I-9; Maintain for 3 years after completion or 1 year after employment is terminated, whichever is longer. Administrative Decision: Maintain for 3 years after separation to follow the longest retention on the I-9 Form guidelines.
06-01-09	Exit Interview Questionnaire Form	Entered into an Access database and then kept in paper form.	HR		CY+2		CY+2	GC 34090; 2 year minimum requirement

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-02-00	Personnel Management Records							
06-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-02-02	Position Information/Specifications/Job Descriptions		HR		S+2		S+2	GC 34090; 2 year minimum requirement State Recommendation; 2 years after superceded
06-02-03	Employee Training Programs	Sign-in sheets, handouts, consultant training programs and other program information for general employee training. Does not include safety personnel.	HR		CY+7		CY+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.
06-02-04	Salary Schedules	Includes the compensation plan for the City. Classifications are assigned to a range within the structure.	HR		CY+2	P	P	GC 34090; 2 year minimum GC 12946; 2 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years. Administrative Decision: Maintain permanently for historical tracking purposes and support contract negotiations.
06-02-05	Reclassifications	Approved reclassifications are maintained in the employee's file. Unapproved reclassifications are maintained with the quarterly organizational changes. May include salary survey information.	HR	C	AT+2 AC+2	3	AT+5 AC+2	GC 34090; 2 year minimum GC 12946; 2 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.
06-02-06	Salary/Benefit Surveys	Requests from other cities	HR		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for public record requests.

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-02-07	EEOC Claims	Hired employees, non-sworn: Hired employees, sworn: Applicants who filed a complaint:	HR		CY+3 CY+3 AC+2	AT+2 AT+5	AT+2 AT+5 AC+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees
06-02-08	EDD Claim Forms		HR		AT+3		AT+3	GC 12946; 2 years after completion 29 CFR 516.2; Maintain, indefinite 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 3 years after termination/separation for unemployment records
06-02-09	Employment Verification		HR		CY+2		CY+2	GC 34090; 2 year minimum retention GC 12946; 2 years after completion
06-02-10	Harrassment Claims	Hired employees, non-sworn: Hired employees, sworn: Applicants who filed a complaint:	HR		CY+3 CY+3 AC+2	AT+2 AT+5	AT+2 AT+5 AC+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees
06-03-00	Personnel Recruitment Records							
06-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-03-02	Analyst Recruitment Files	Includes job flyers and announcements, job analysis, practical test and assessment centers, oral board, applications, recruitment response letters and general correspondence relating to the recruitment.	HR		AC+3		AC+3	GC 12946; 2 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
06-03-03	Applications	Includes general applications for positions and applications not selected for the position.	HR		AC+3		AC+3	GC 12946; 2 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
06-03-04	NEOGOV Application System	Applications and documents printed from the system for use by the City.	HR		IND		IND	Transitory Record; Databases are maintained while active

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-03-05	Eligibility Lists	Lists are separated by position.	HR		AC+3		AC+3	GC 12946; 2 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
06-03-06	Background Check Information	Includes DOJ fingerprinting, pre-employment physicals and other background checks for hired and non-hired candidates. Hired general employees Hired safety employees Not hired applicants	HR	C	AT+3 AT+2 AC+2	P	AT+3 P AC+2	GC 34090; 2 year minimum PC 832.5; 5 years for officer complaints State of California Guidelines; 3 years after termination/separation for hired general employees, Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired.
06-04-00	Workers Compensation & Safety							
06-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-04-02	Injury & Illness Prevention Program		HR		S+2	3	S+5	GC 34090; 2 year minimum, 8 CCR 3204; 1 year for IIPP training records State of California Guideline: 5 years after superceded or expired
06-04-03	Local Agency Workers Compensation Services JPA	Includes excess workers compensation claims, audits, agreements, amendments and other formation documents. Used for claims over \$500,000. TPA maintains materials tracking the claims. LAWCS general administrative documents and correspondence.	HR		P CY+2, AR	P	P CY+2, AR	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for joint powers agreements for excess liability insurance. GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Record
06-04-04	Audit Reports	Annual audits from LAWCS on the Third Party Administrator.	HR		AC+2	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for joint powers agreements for excess liability insurance. Administrative Decision: Maintain audit reports permanently to support the joint powers agreement.
06-04-05	Third Party Administrator	Includes correspondence and information on claims and adjustments for activities over the year. York Risk Services.	HR		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Record

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-04-06	Workers Compensation Claims	Organized by year, then alphabetically and separated by public safety and general employees. Includes claim correspondence, doctor notes and other information on the claim. Maintained by the Third Party Administrator, and accessible electronically by the City.	HR	C	AT+2	P	P	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; Permanent for workers compensation working files (claim files, reports, incidents). Originals filed with third party administrator.
06-04-07	Incident Reports	Reports submitted by the associated department.	HR		AC+2	5	AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions 29 CFR 1904.2-7; OSHA recordkeeping GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California Guideline; 7 years after settlement or closure
06-04-08	Random Drug Pulls - DOT	Records of inspection, maintenance, and calibration of EBTs Records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02 Records of alcohol test results indicating an alcohol concentration of 0.02 or greater; records of verified positive drug test results; documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results); SAP reports; and all follow-up tests and schedules for follow-up tests. All filed by year completed.	HR	C	CY+2 CY+1 CY+2	 3	CY+2 CY+1 CY+5	49 CFR 40.333; 1 to 5 years depending upon document type. All documents must be maintain in a secured area.
06-04-09	DMV Pull Notice Program		HR		S		S	VC 1808.1; must pull record at least every 12 months GC 34090; 2 year minimum requirement
06-04-10	Workers Compensation Loss Reports	Received from the third party administrator	HR		CY+5		CY+5	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; State recommends Permanent retention, but no relevant statues; Risk Management Reports (including Loss Analysis Reports) are 5 years after completion/closure.

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-04-11	OSHA 300 Logs	Received from the third party administrator	HR		CY+5		CY+5	GC 34090; 2 year minimum requirement 29 CFR 1904.33; 5 years for OSHA reports 8 CCR 14300.33; 5 years for OSHA 300 reports 8 CCR 10102; 5 years from date of injury State of California Guideline: 5 years after completed
06-04-12	Industrial Self-insurance Reports	Sent to the State annually. State requests which department needs to be audited, and information is pulled from the OSHA logs. City performs the audit and sends the report to the State.	HR		CY+5		CY+5	GC 34090; 2 year minimum requirement 29 CFR 1904.33; 5 years for OSHA reports 8 CCR 14300.33; 5 years for OSHA 300 reports 8 CCR 10102; 5 years from date of injury State of California Guideline: 5 years after completed Administrative Decision: Maintain reports as long as OSHA and Workers Compensation reports.
06-04-13	Return to Work Program Reports	Includes reports received from a contractor providing the program.	HR		CY+5		CY+5	GC 34090; 2 year minimum requirement 29 CFR 1904.33; 5 years for OSHA reports 8 CCR 14300.33; 5 years for OSHA 300 reports 8 CCR 10102; 5 years from date of injury State of California Guideline: 5 years after completed Administrative Decision: Maintain reports as long as OSHA and Workers Compensation reports.
06-04-14	Safety & Training Program	Includes program information and rosters of attendees.	HR		CY+7		CY+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.
06-04-15	Safety Inspections	Includes binders with photos and comments on construction and other safety inspections performed by a third party safety consultant. Required by OSHA.	HR		AC+2	3	AC+5	GC 34090; 2 year minimum requirement 29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8 CCR 14300.33; current year plus 5 years for OSHA 300 reports 8 CCR 10102; whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final. State of California Guideline: 5 years after completed Administrative Decision: Maintain safety inspections for 5 years after completion to support OSHA reports.

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-04-16	Hearing Tests		HR		AT+2	28	AT+30	8 CCR 15400; Maintain reports LC 110 - 139.6; 5 years for auditing LC 6410; OSHA, maintain 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 30 years after termination
06-05-00	CalPERS Records							
06-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-05-02	Plan Contracts & Plan Amendments		HR		P	P	P	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
06-05-03	Correspondence		HR		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Record
06-05-04	Circular Letters		HR		ACT		ACT	GC 34090.7; Duplicates may be destroyed within the 2 year minimum period.
06-05-05	Rate Changes	Supplied by PERS for rate changes.	HR		P	P	P	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
06-05-06	Valuation Reports	Supplied by PERS for rate changes.	HR		P	P	P	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
06-05-07	Board of Elections	Proof of distribution of election notices for the board.	HR		CY+2		CY+2	GC 34090; 2 year minimum requirement
06-05-08	Audits	Performed at the request of CalPERS. Not completed on a regular basis.	HR		P	P	P	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents Administrative Decision: Maintain audits permanently to support the PERS plan.

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-05-09	Industrial Disability Retirement		HR		AT+3	27	AT+30	8 CCR 15400.2; Maintain workers compensation claims 8 CCR 10102; 5 years after injury 8 CCR 3204(d)(1)(A), (B); 30 years after termination 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 30 years after termination
06-05-10	Membership Statement Report	Annual membership report received from CalPERS.	HR		P	P	P	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
06-06-00	Benefit Records							
06-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-06-02	Benefit Information	Includes medical, dental, vision, flexible benefits, long term disability, life insurance, retiree medical, employee assistance program, deferred compensation, and other MOU related benefit information, brochures and handouts for employee reference.	HR		S+2		S+2	GC 34090; 2 year minimum GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after action
06-06-03	COBRA Election Notices	Notices sent to former employees that they are eligible for COBRA. Elected - 36 month maximum for coverage Declined / No Response	HR		CY+3 CY+4		CY+3 CY+4	GC 34090: 2 year minimum requirement 29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 1650.202; 10 years from date of action for tax payments 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action State of California Guidelines; 4 years after completion/closure for denied benefit plan enrollment, permanent for benefit plan claims. Administrative Decision: Maintain notices for elected coverage for the current year plus 3 years to meet the maximum coverage period for COBRA.
06-06-04	Deferred Compensation Withdrawal Requests	Maintained by carrier. Includes withdrawal requests, distribution, confirmation and distribution reports, emergency loan program, 457 loan program and quarterly financial reports.	HR		AT+2	4	AT+6	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 1650.202; 10 years from date of action for tax payments 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-06-05	Medicare / Medicaid Services	Includes subsidy reimbursements and social security eligibility forms.	HR		AT+2	4	AT+6	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 1650.202; 10 years from date of action for tax payments 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination
06-06-06	PARS	Includes election notices, plan contracts, plan amendments, requests for distribution and other administrative documents.	HR		CY+2	P	P	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
06-07-00	Labor Relations Records							
06-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-07-02	Union Representatives / Organizations	Includes correspondence and reviews with labor organizations. Does not include negotiation information.	HR		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Policy: Maintain correspondence and communications for the current year plus 2 years. Review annually for relevant content.
06-07-03	Memorandums of Understanding		HR		P		P	29 USC 211c; Maintain, indefinite 29 CFR 516.5(b); 3 years State of California Guidelines; Recommend Permanent retention without relevant statutes or regulations cited.
06-07-04	Negotiations		HR		CY+4	P	P	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent
06-07-05	Grievances	General Employees Safety Employees	HR		AT+2 AT+5		AT+2 AT+5	GC 12946; 2 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-07-06	Equity Studies	Requested by an employee to verify salary range.	HR		CY+2		CY+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.
06-07-07	Appeals	Appeals based on grievances, disciplinary actions or other labor relations issues.	HR		AT+2	3	AT+5	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees
06-07-08	Salary Surveys	Includes City requested salary surveys to outside agencies or sources. Required based on the MOU.	HR	C	CY+4	P	P	GC 34090; 2 year minimum GC 12946; 2 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite State of California Guidelines; Retain records for the current year they are drafted, plus two additional years. Permanent for information relating to the negotiations.
06-07-09	Interest Arbitrations Award	Awards and compensation given to units based on settled complaints.	HR		CY+4	P	P	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent
06-08-00 Civil Service Commission								
06-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-08-02	Agendas/Agenda Packets	Include Civil Service Rules staff reports.	HR		CY+20		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 20 years for reference purposes.
06-08-03	Minutes		HR		P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
06-08-04	Meeting Recordings		HR		CM+1M		CM+1M	GC 54953.5; 30 days after recording
06-09-00 Human Relations Commission								

06-00-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
06-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-09-02	Agendas/Agenda Packets		HR		CY+20		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 20 years for reference purposes.
06-09-03	Minutes		HR		P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
06-09-04	Meeting Recordings		HR		CM+1M		CM+1M	GC 54953.5; 30 days after recording

07-00-00 INFORMATION TECHNOLOGIES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
07-01-00	General Information Technologies Records						
07-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
07-01-02	Track IT Database	Database for management of inventory, maintenance and operations for network, software and hardware systems, and helpdesk activities.	IT		IND		IND
07-01-03	Active Directory & Exchange Databases	Tracks hardware locations and users. Separate from the Novel system.	IT		IND		IND
07-01-04	I-Manager	Manages e-mail, creating volumes, batch files, access requirements on Novel.	IT		IND		IND
07-01-05	Zenworks	Manages end user software and security access based on the department.	IT		IND		IND
07-01-06	Meraki & Cisco Management System	Used to manage the City network for hardware.	IT		IND		IND
07-01-07	Network Diagrams	CLETS diagrams for the Police Department	IT	C	CY+4		CY+4

07-00-00 INFORMATION TECHNOLOGIES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
07-02-00	Projects & Licensing Records						
07-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
07-02-02	IT Projects	Includes all project related documents.	IT		AC+2		AC+2
07-02-03	Process Documentation	Includes inhouse documentation on how to run a process or protocol for systems.	IT		ACT		ACT
07-02-04	How-to Guides	Handouts on how to use equipment or software.	IT		AT+2		AT+2
07-02-05	Annual Maintenance	Includes documents related to annual maintenance contracts for software and hardware.	IT		AT	5	AT+5
07-02-06	End User License Agreements	All EULAs are maintained by IT.	IT		AT	5	AT+5
07-02-07	Service Level Maintenance	Includes agreements for hardware and non-software related service and maintenance.	IT		AT	5	AT+5
07-02-08	Office Equipment Leasing Workpapers	Includes copier lease agreements for the Police Department.	IT		AE	5	AE+5

07-00-00 INFORMATION TECHNOLOGIES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
07-03-00	Backup and Recovery Plans						
07-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
07-03-02	Daily Financial Backup Tape	Complete daily incremental, weekly full and monthly tape backup. Monthly backups stored at Iron Mountain.	IT		CM+2M		CM+2M
07-03-03	COMVault	Internal removable drive backup system used for all backups outside of the Finance system. Includes daily incrementals and weekly full backups.	IT		CM+1M		CM+1M
07-03-04	E-Vault	Used for the Finance HTE system backups. Hosted system for hot spot and disaster recovery.	IT	V	ACT		ACT

08-00-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
08-01-00	Planning Administration Records							
08-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-01-02	CRW Database		Planning		ACT		ACT	Transitory Record; Databases are maintained while active
08-01-03	Card File System	Physical card file system for tracking projects. Used for reference purposes.	Planning		ACT		ACT	Transitory Record; Databases are maintained while active
08-01-04	Log Books Database	MS Access database similar to the Card File Database. Used to track project types. Somewhat redundant, but each system contains differing levels of detail. Includes project opening, parcel number	Planning		ACT		ACT	Transitory Record; Databases are maintained while active
08-01-05	Public Noticing	Standalone application used as a courtesy notice to the public of changes, such as property changes that impact neighbors. Used to gather the neighborhoods input.	Planning		CY+2	2	CY+4	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years
08-02-00	Planning Permit Applications & Project Records							
08-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-02-02	Appeals		Planning		P		P	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
08-02-03	Annexations		Planning		P		P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-04	Design Review Projects	Includes preliminary reviews	Planning		AC+4	P	P	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
08-02-05	Sign Permits		Planning		AC+4	P	P	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent

08-00-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
08-02-06	Development Agreements	Includes backup documentation for the agreement and a copy of the agreement, which is maintained by the City Clerk.	Planning		AC+4	P	P	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
08-02-07	Code Text Amendments	Approved Denied Compiled into the Municipal Code by the City Clerk after approval.	Planning		AP+2 CY+2	P	P CY+2	GC 34090(e); maintain Permanently State of California Guidelines; Permanent GC 34090; 2 year minimum requirement
08-02-08	Environmental Reviews		Planning		CY+5	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent recommendation for environmental related documents.
08-02-09	Lot Line Adjustments		Planning		CY+5	P	P	GC 34090(a), Real property records, maintain
08-02-10	Specific Plan & Amendments		Planning		AP+5	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-11	Tentative Maps - Parcel & Tract		Planning		CY+5	P	P	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
08-02-12	Variances		Planning		CY+5	P	P	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
08-02-13	Use Permits	Major use permits.	Planning		P		P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Current year plus 2 years for forms and documents related to federal and state agency permits
08-02-14	Minor Use Permits	Commercial and industrial	Planning		AE+2		AE+2	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Use Permits Administrative Decision: Maintain use permits for 2 years after expiration.
08-02-15	Zoning Letters		Planning		CY+2		CY+2	GC 34090; 2 year minimum requirement
08-02-16	Zoning Map Amendments	Includes amendment petitions and other zoning amendments.	Planning		AP+5	P	P	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent

08-00-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
08-02-17	Administrative Permits	Includes temporary and access use permits for taco trucks, christmas tree lots and other temporary use activities. May be the precursor to a major use permit.	Planning		AE+2	P	P	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Temporary Use Permits Administrative Decision: Maintain Administrative Permits permanently since documents relate to property, user and/or a major use permit.
08-02-18	Home Occupation Permits		Planning		AE+2		AE+2	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Use Permits Administrative Decision: Maintain use permits for 2 years after expiration.
08-02-19	Certificates of Appropriateness	Includes historical preservation activities.	Planning		AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-20	Certificates of Conformity		Planning		AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-21	Certificates of Compliance		Planning		AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-22	Minor Exceptions	Includes garage conversions.	Planning		AC+4	P	P	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
08-02-23	Landscape Reviews	Design review for landscaping. Can include conditions for approval.	Planning		CY+5	P	P	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
08-02-24	Site Development		Planning		AC+4	P	P	GC 34090(a); Real property records, maintain permanently GC 4003, 4004; Maintain H&S 19850; Life of Building, with exceptions CC 1351; definitions, community property
08-02-25	Planned Developments	Includes unit and master plans.	Planning		AC+4	P	P	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans H&S 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent
08-02-26	Unit Investigations	Investigations of the number of units allowed within a parcel. Includes entitlements, "Sanborn" maps, property history and other inquiries about a property. Maintained for reference purposes and City planning.	Planning		P		P	GC 34090; 2 year minimum requirement Administrative Decision: Maintain permanently for the history of the property. Used for public reference and City planning purposes.

08-00-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
08-02-27	Deed Restrictions	Requirement for the property owner to record second dwelling restrictions to the deed.	Planning		CY+5	P	P	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
08-02-28	Second Units	Ties into the Unit Investigations to confirm second units on a property and cross referenced with Building Permits.	Planning		AC+4	P	P	GC 34090(a); Real property records, maintain permanently GC 4003, 4004; Maintain H&S 19850; Life of Building, with exceptions CC 1351; definitions, community property
08-02-29	Abandonments				AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-30	Mills Act Applications				AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-31	Public Convenience or Necessity	Used for alcohol sales determinations.			AE+2	P	P	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Temporary Use Permits Administrative Decision: Maintain Administrative Permits permanently since documents relate to property, user and/or a major use permit.
08-02-32	Preliminary Review	Precursor to site developments or planned developments.			AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-33	Resolutions of Intent				AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-34	Public Noticing				CY+2	2	CY+4	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years
08-02-35	Amendment Petitions				AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-36	Historic Resources Inventory				AC+4	P	P	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
08-02-37	Zoning Violations				AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/ completion.

08-00-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
08-03-00	General Plan Records							
08-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-03-02	General Plan & Elements	Includes elements, goals and policies report, EIR and other general plan documents.	Planning	V	AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-03-03	Plan Amendments	Approved Denied	Planning	V	AC+5 CY+5		P P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-03-04	District Plan & Amendments	For regions within the City. Approved Denied	Planning	V	AC+5 CY+5		P P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-04-00	Planning Commission Records							
08-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-04-02	Agendas		Planning		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
08-04-03	Staff Reports		Planning		CY+20		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 20 years for reference purposes.
08-04-04	Minutes	Currently not action minutes. Moving towards action minutes in the future.	Planning		P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
08-04-05	Resolutions		Planning		P	P	P	GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
08-04-06	Meeting Audio Recordings	Maintain to support action minutes.	Planning		CM+1		CM+1	GC 54953.5; 30 days after recording
08-05-00	Architectural Heritage & Landmarks Commission Records							
08-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

08-00-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
08-05-02	Agendas		Planning		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
08-05-03	Staff Reports		Planning		CY+20		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Adminsitrative Decision: Current Year plus 20 years for reference purposes.
08-05-04	Minutes	Currently not action minutes. Moving towards action minutes in the future.	Planning		P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
08-05-05	Resolutions		Planning		P	P	P	GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
08-05-06	Meeting Audio Recordings	Maintain to support action minutes.	Planning		CM+1		CM+1	GC 54953.5; 30 days after recording
08-06-00	Design Review Board Records							
08-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-06-02	Agendas		Planning		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
08-06-03	Staff Reports		Planning		CY+20		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Adminsitrative Decision: Current Year plus 20 years for reference purposes.
08-06-04	Minutes	Currently not action minutes. Moving towards action minutes in the future.	Planning		P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
08-07-00	General Plan Working Group							
08-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

08-00-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
08-07-02	Agenda / Agenda Packets		Planning		CY+20		CY+20	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain for the Current Year plus 20 years for historical tracking and reference.
08-07-03	Minutes		Planning	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
08-07-04	Meeting Recordings		Planning		CY+2		CY+2	GC 54953.5; 30 days after recording Administrative Decision: Maintain for the Current Year plus 2 years to meet potential litigation.
08-08-00	Project Areas & Subdivisions Group							
08-08-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-08-02	Northgate		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-03	Downtown		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-04	Waterfront		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-05	Mare Island		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-06	Sky Valley - Hiddenbrooke		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-07	Boroni Ranch		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-08	Touro		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-09	Solano 360		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-10	Marine World		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
08-08-11	South Solano County Study		Planning		AP+10	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent

City of Vallejo
 Records Retention Schedules and UFIRST™ Index

09-00-00 BUILDING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
09-01-00	General Building Records							
09-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-01-02	Building Permits & Applications	Entered into and assigned by CRW. Includes Site Plan, Floor Plan, Structural Plans, Structural Calculations, Soils Reports, Title 24 Energy Report, Land Surveys, Pad Elevations, Special Inspection Reports, Plan Check Comments / Responses, Request for Waiver for Accessibility Requirements, Inspection Reports and Cards with wet signatures, and other documents for building projects. Also maintained in paper format for reference for payments. Reference copy is maintained for 2 years.	Building		ACT	P	P	H&S 19850; Building plans - Life of Building, with exceptions CC 1351; definitions, community property State of California Guidelines; Permanent
09-01-03	Building Permit Maps/Drawing - Incompleted Projects		Building		CY+2		CY+2	GC 34090; 2 year minimum requirement
09-01-04	Certificates of Occupancy	Certificate pertains to the business, not building.	Building		LOB		LOB	GC 34090(a); Real property records, maintain State of California Guidelines; Life of building Administrative Decision: Maintain certificates of occupancy for the life of the associated business, since the certificate depends upon the business operations.
09-01-05	Daily Inspection Schedules	Log of inspections. Similar to a field log.	Building		P	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion Administrative Decision: Maintain daily inspection logs permanently to track progress of projects on a property.
09-01-06	Building Code Enforcement Complaints	Includes complaints, inspections and correspondence for potential building code violations.	Building		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/ completion.

10-00-00 ECONOMIC DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +(Number) - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
10-01-00	General Economic Development Records							
10-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-01-02	Service Agreements	Includes copies of the agreement and all supporting documentation for Economic Development partners, such as Solano EDC, SBDC and other partner agencies.	Econ Dev		AC+5		AC+5	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000
10-01-03	Business Attraction Correspondence	Includes letters to businesses and inquires from businesses about City programs	Econ Dev		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
10-01-04	Grant Applications & Agreement Documents	Includes grant-related documents such as the EPA grant. Approved grant applications: Denied grant applications:	Econ Dev		AFP+1 * CY+2	P	P CY+2	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Administrative Decision: Maintain grant agreements and administrator documents permanently for auditing purposes.
10-01-05	Owner Participation Agreement Workpapers	Original OPA is maintained in the City Clerk's Office. Series includes workpapers supporting the management of the OPA.	Econ Dev		AC+5		AC+5	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000
10-02-00	Property Management Records							
10-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-02-02	City-owned Properties - Working Documents	Includes lease copies, licenses, insurance certificates from the lessee.	Econ Dev		AE+2	3	AE+5	CCP 337.2; Statutes of limitations, leases 4 years CCP 343; Statutes of limitations, general 4 years 48 CFR 4.601; 5 years for procurements exceeding \$25,000
10-02-03	Agency-owned Properties	Includes leases, licenses, insurance certificates from the lessee.	Econ Dev		AE+2	3	AE+5	CCP 337.2; Statutes of limitations, leases 4 years CCP 343; Statutes of limitations, general 4 years 48 CFR 4.601; 5 years for procurements exceeding \$25,000

10-00-00 ECONOMIC DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
10-02-04	Surplus Property Sales		Econ Dev		AC+2	8	AC+10	GC 34090(a); Permanent for land related documents State of California Guidelines; 10 years after completion/closure for documents supporting property acquisition/disposition.
10-02-05	Feasibility & Technical Studies		Econ Dev	C	AC+5, AR		AC+5, AR	GC 34090; 2 years minimum State of California Guidelines; Administrative Record, 5 years for feasibility studies. No citation given for retention period. Administrative Decision: Maintain for 5 years after completion, review annually for historical tracking and project reference.
10-02-06	City Appraisals	Purchased Property Land Not Purchased	Econ Dev		AC+2 AC+2	8	AC+10 AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 10 years after closure for supporting documents
10-02-07	Lease Payments	Maintained in a binder by Economic Development. Includes memos to Commercial Services, copies of the check and receipts of payment.	Econ Dev		AA+1	3	AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
10-02-08	Telecommunications Antennae Leases	Includes backup information for the lease. Original lease retained by the City Clerk.	Econ Dev		ACT		ACT	GC 34090.7; Duplicates and reference materials may be destroyed within the 2 year minimum.
10-02-09	Land Use Leases	Includes grazing field and other land use leases. Includes backup information for the lease. Original lease retained by the City Clerk.	Water Div		AE+2	3	AE+5	CCP 337.2; Statutes of limitations, leases 4 years CCP 343; Statutes of limitations, general 4 years 48 CFR 4.601; 5 years for procurements exceeding \$25,000
10-03-00 Project Areas								
10-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-03-02	Waterfront	Includes the DDA and amendments, fiscal impact reporting, correspondence and supporting documents.	Econ Dev		AC+2	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
10-03-03	Downtown Area	Includes the DDA and amendments, fiscal impact reporting, correspondence and supporting documents.	Econ Dev		AC+2	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
10-03-04	Northeast Quadrant	Includes the DDA and amendments, fiscal impact reporting, correspondence and supporting documents.	Econ Dev		AC+2	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
10-03-05	Solano County Fairgrounds	Includes the DDA and amendments, fiscal impact reporting, correspondence and supporting documents.	Econ Dev		AC+2	P	P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
10-04-00 Group Available for Use								

10-00-00 ECONOMIC DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
10-04-00	Economic Vitality Commission Records							
10-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-04-02	Agendas/Agenda Packets		Manager		CY+5		CY+5	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agendas and agenda packets for the current year plus 5 years for reference purposes.
10-04-03	Minutes		Manager	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
10-04-04	Meeting Recordings	Stored through Granicus	Manager		CM+1M		CM+1M	GC 54953.5; 30 days after recording

Records Retention Schedules and UFIRST™ Index

11-00-00 PUBLIC WORKS ADMINISTRATION, ENGINEERING & SOLID WASTE MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
11-01-10	Public Works Administration						
11-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
11-01-02	Grants Applications & Agreements		PW Admin		AFP+3 *	P	P
11-01-03	General Studies		PW Admin		CY+2, AR		CY+2, AR
11-01-04	Emergency After Hour Callouts	Communications with stand-by personnel for emergency purposes.	PW Admin		CY+2		CY+2
11-02-00	Capital Improvement Projects	Prior to 2007, all records within this group are maintained in paper format.					

Records Retention Schedules and UFIRST™ Index

11-00-00 PUBLIC WORKS ADMINISTRATION, ENGINEERING & SOLID WASTE MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
11-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
11-02-02	Safety	Emergency information form	Engineering		AC+2	8	AC+10
11-02-03	Consultant Agreement Workpapers	Geotechnical reports, surveying/field notes, design consultant and reproduction services working documents. Consultant agreement original is maintained by the City Clerk.	Engineering		AC+2	P	P
11-02-04	General Correspondence	To and from CalTRANS, property owners, utility companies, and/or the county.	Engineering		AC+2	8	AC+10
11-02-05	Public Relations	Public notices, emergency response, press releases, complaints and other public correspondence	Engineering		AC+2	8	AC+10
11-02-06	Pre Bid Activities	Bid advertisements, bidders lists, pre bid addendum, bid summary reports, bid tabulations, project cost estimates and engineers estimates	Engineering		AC+2	8	AC+10
11-02-07	Start of Project Information	Project requirements and information, list of submittals, CEQA, NOI and other environmental documents	Engineering		AC+4	P	P
11-02-08	Contractor	Council agenda items and action reports, contract documents, bid specs, pre-construction meetings, correspondence to/ from contractor, 20-day preliminary and stop notices, notices to proceed, notices of completion and bond inquires.	Engineering		AC+4	6	AC+10

Records Retention Schedules and UFIRST™ Index

11-00-00 PUBLIC WORKS ADMINISTRATION, ENGINEERING & SOLID WASTE MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
11-02-09	As-built Drawings				AC+4	P	P
11-02-10	Photograph Records	Records the visual history of the project.	Engineering		AC+4	P	P
11-02-11	Utility Work Performed	Notifications, responses and utility agreements	Engineering		AC+4	6	AC+10
11-02-12	License Agreements/Permits	City construction permits, business licenses, CalTRANS encroachment permits, SBC Trans/Flood Control permits, NPDES permits, railroad license agreements and other agreements.	Engineering		AC+4	6	AC+10
11-02-13	Construction Contracts	Includes the contract, specification, plans, insurance documents, bonds, warranties and contract change orders.	Engineering		AC+4	P	P
11-02-14	Funding Applications	Includes the application only.	Engineering		AFP+3 *	P	P

Records Retention Schedules and UFIRST™ Index

11-00-00 PUBLIC WORKS ADMINISTRATION, ENGINEERING & SOLID WASTE MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
11-02-15	Labor Compliance and EEO	Employee interviews, EEO and contractor's certified payroll	Engineering		AC+4	6	AC+10
11-02-16	Progress Schedule/Payment	Schedules, payments, weekly status reports and other payments	Engineering		AC+4	6	AC+10
11-02-17	Weekly Statement of Working Days		Engineering		AC+4	6	AC+10
11-02-18	Material Submittal/Assurance Tests	Material submittals, certificates of compliance, independent assurance tests and special inspection reports	Engineering		AC+4	P	P
11-02-19	City Furnished Materials	Includes any materials that the City provides to contractors to complete an installation as part of a project, such as traffic signal poles, traffic signal controllers, etc.	Engineering		AC+4	P	P
11-02-20	Inspector's Daily Reports	Inspector's daily reports	Engineering		AC+4	6	AC+10
11-02-21	Extra Work Reports		Engineering		AC+4	6	AC+10
11-02-22	Protests/Potential Claims/Claims	From the contractor against the City.	Engineering		AC+4	6	AC+10
11-03-00	Current Development						
11-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR

Records Retention Schedules and UFIRST™ Index

11-00-00 PUBLIC WORKS ADMINISTRATION, ENGINEERING & SOLID WASTE MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
11-03-02	Developer Agreement Working Papers	Includes copies of agreements maintained by the City Clerk, and all working papers relating to the developer agreement.	Engineering		AC+4	P	P
11-03-03	Address Naming Requests		Engineering		AC+2	P	P
11-03-04	FEMA mapping	Includes elevations, LOMR	Engineering		S	P	P
11-03-05	Commercial Plan Review	Review by engineering and returned to Planning	Planning		ACT		ACT
11-03-06	Residential Plan Review	Review by engineering and returned to Building	Building		ACT		ACT
11-03-07	Environmental Reviews		Planning		ACT		ACT
11-04-00	Traffic						
11-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
11-04-02	Parking Studies		PW Admin		AC+2		AC+2
11-04-03	Administrative Traffic Maintenance Orders		PW Admin		CY+2		CY+2
11-04-04	Traffic Calming	Speed bumps, pedestrian medians and bulb-outs	PW Admin		LOS	2	LOS+2
11-04-05	Traffic Counts & Surveys		PW Admin		AC+2		AC+2

Records Retention Schedules and UFIRST™ Index

11-00-00 PUBLIC WORKS ADMINISTRATION, ENGINEERING & SOLID WASTE MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
11-04-06	Signage & Signals		PW Admin		LOS	2	LOS+2
11-04-07	Accident Reports	Used to track intersections and traffic areas for traffic control.	PW Admin		CY+2		CY+2
11-04-08	Truck Routes		PW Admin		S+2		S+2
11-04-09	School Speed Zones		PW Admin		S+2		S+2
11-04-10	Bicycle Master Plan		PW Admin		S+2		S+2
11-05-00	Stormwater Management						
11-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
11-05-02	NPDES Permit		PW Admin		AE+2	P	P
11-05-03	Storm Event Activity Reports		PW Admin		AC+2		AC+2
11-06-00	Assessment Districts						

Records Retention Schedules and UFIRST™ Index

11-00-00 PUBLIC WORKS ADMINISTRATION, ENGINEERING & SOLID WASTE MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
11-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
11-06-02	Landscape Maintenance Districts	Includes contracts, engineers reports, district formation documents and other district operating documents.	PW Admin		CY+2	P	P
11-06-03	Community Facilities Districts	Mare island facilities. Includes contracts, district formation documents and other district operating documents.	PW Admin		CY+2	P	P
11-07-00 Solid Waste Administration							
11-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
11-07-02	Franchise Hauler Agreement	Include all backup information for the agreement and rate setting. Rate setting is an annual process.	Solid Waste		CY+5	P	P
11-07-03	Annual Report	Overview of all programs completed during the year. Submitted to CalRecycle. Includes landfill disposal quantity reports.	Solid Waste		CY+2		CY+2
11-07-04	Solano County Local Task Force	City is not the secretary. Used for County-wide waste management activities. Includes results of meetings, updates to the solid waste management plan and other general administrative records.	Solid Waste		CY+2, AR		CY+2, AR
11-07-05	Napa Vallejo Waste Management Authority	Includes tonnage reports reports back to Council on the current state. The City owns a portion of the Devlin Road Transfer Station and Household Hazardous Waste Facility.	Solid Waste		CY+2		CY+2

Records Retention Schedules and UFIRST™ Index

11-00-00 PUBLIC WORKS ADMINISTRATION, ENGINEERING & SOLID WASTE MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
11-07-06	Form 303 - Household Hazardous Waste Reports	Completed by the City and submitted to Department of Toxic Substance Control. Tracks tonnage received of household hazardous waste materials.	Solid Waste & State of California		CY+2	8	CY+10
11-08-00 Construction & Demolition							
11-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
11-08-02	Waste Management Plans	Submitted by the builders for demolition work and estimates of tonnage and weight tags. Signed off by Solid Waste for final inspection approval by Building.	Solid Waste		CY+2		CY+2
11-09-00 Solid Waste Programs & Community Outreach							
11-09-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
11-09-02	Program Summaries		Solid Waste		CY+2		CY+2
11-09-03	General Recycling & Waste Programs	Sharps disposal, christmas tree recycling, e-waste, recycling art contest, Shred-It services and other non-grant based waste and recycling programs. Can includes summaries of weights and types of materials, and event agreements.	Solid Waste		S+2		S+2

Records Retention Schedules and UFIRST™ Index

11-00-00 PUBLIC WORKS ADMINISTRATION, ENGINEERING & SOLID WASTE MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
11-09-04	Oil Opportunity Grants	Includes used oil block grants.	Solid Waste		AFP+1 *	4 *	AFP+5 *
11-09-05	Department of Conservation Grants	Includes litter reduction and bottle/cans recycling.	Solid Waste		AFP+1 *	4 *	AFP+5 *
11-09-06	Earth Day Activities		Solid Waste		S+2		S+2
11-09-07	Education & Community Outreach		Solid Waste		S+2		S+2

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-01-00	General Maintenance Administration & Operations							
12-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-01-02	MaintStar	Database to manage maintenance activities and work orders	Maintenance		ACT		ACT	Transitory Record; Databases are maintained while active
12-01-03	Work Orders		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for service requests for maintenance.
12-01-04	Maintenance & Operations Projects	Includes completed maintenance and operations work for specific projects.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for service requests for maintenance.
12-01-05	Service Billing	Used for interdepartmental and outside billing to company that handles claims. Some information is maintained by Finance.	Maintenance		AA+2	2	AA+4	GC 34090; 2 years minimum State of California Guidelines; 4 years after audit
12-01-06	Allocation Reports	Internal management report on funds from other sources, such as the marina.	Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for management reports.
12-01-07	Grant Applications & Agreements	Includes management information, applications and agreements for grants.	Maintenance		AFP+1 *	P	P	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Administrative Decision: Maintain grant agreements and administrator documents permanently for auditing purposes.
12-01-08	MSDS		Maintenance		CY+2	28	CY+30	29 CFR 1910.1020; Retain MSDS records for 30 years unless another record of what, where and when a chemical was used is maintained.
12-01-09	Mare Island Maintenance	Includes funding for maintenance projects.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-01-20	Land Use Permits	Includes only temporary use of City facilities.	Maintenance		AE+2		AE+2	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Use Permits Administrative Decision: Maintain use permits for 2 years after expiration or termination of the license.

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-01-11	Emergency Response	Emergency response to events requiring maintenance. Includes an emergency plan, FEMA forms and correspondence, and vendor/contractor contacts.	Maintenance	V	S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for emergency management and mutual aid strategic plans, 2 years plus the current year for maintenance and operations projects.
12-01-12	Underground Service Alerts	Maintained in the work order files for project reference until project completed.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-01-13	Volunteer Program	Includes review and selection of volunteers, time tracking, waivers, emergency contacts and other volunteer maintenance information.	Maintenance	C	AT+2		AT+2	GC 12946; 2 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1602.13; Maintain EEOC demographic information 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 2 years after completion/ position filled
12-01-14	Agency Collaboration	Coordination of clean up activities with other local agencies. Includes correspondence and work orders between agencies and outside organizations.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-01-15	Weekly Work Schedules		Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for daily schedules
12-01-16	Warehouse Inventories	Includes inventory lists of tools, electrical equipment and warehouse stock.	Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for equipment inventory
12-01-17	Utilities	Includes correspondence with utility providers	Maintenance		CY+2 AR		CY+2 AR	GC 34090; 2 year minimum State of California Guidelines; Administrative Record
12-01-18	Efficient Maintenance Tasks	Notes and correspondence for management system.	Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for management reports.
12-02-00	Facilities Maintenance							
12-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-02-02	Facility Maintenance Records	Includes work orders, inspection, repairs, cleaning, reports, preventative maintenance and complaints.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-02-03	Contractor Services	Includes janitorial, pest control, elevator servicing, Predator Management Reports and other contract services.	Maintenance		AC+5		AC+5	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000
12-02-04	City Facility / Equipment Permits & Inspections	Includes elevator, vehicle, underground storage tank and other permits required for operation of City property, and inspections of the facilities.	Maintenance		AE+2		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits
12-02-05	Underground Storage Tanks	Includes work orders, inspection, repairs, cleaning, reports, preventative maintenance and complaints.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-02-06	Plans & Specifications	Duplicates of materials maintained in Engineering.	Engineering		ACT		ACT	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
12-02-07	Mare Island Maintenance	Includes funding for maintenance projects.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-00	Grounds Maintenance							
12-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-03-02	City Owned Property Maintenance		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-03	Median Maintenance		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-04	Right of Way Maintenance		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-05	Cemetery Maintenance		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-06	Landscape Maintenance	Includes maintenance for landscaping in public right of ways, parking lots, and alleys.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-07	Spray Logs		Maintenance		CY+2	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent recommendation for environmental related documents. Administrative Decision: Maintain spray logs permanently for potential exposure record support.
12-03-08	Pesticide Usage Reports		Maintenance		CY+2	P	P	GC 34090; 2 year minimum requirement F&AC 14011.5 - 12, maintain and submit Pesticide Use Reports F&AC 14007, Restricted Materials Permits issued for 1 to 3 years.
12-03-09	Illegal Dumping	Includes work orders and correspondence for clean up of dumping and trash in the public right of way.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/ completion.
12-03-10	Irrigation Maintenance & Control		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-03-11	Tree Permits	Includes tree trimming and removal permits.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for maintenance projects, and for temporary use permits.

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LO/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-03-12	Mare Island Maintenance	Includes funding for maintenance projects.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-04-00	Fleet Services							
12-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-04-02	Certified Fleet Analysis Database (CFA)	Includes inventories from the warehouse, and all work order and vehicle information.	Maintenance		ACT		ACT	Transitory Record; Databases are maintained while active
12-04-03	Vehicle Pink Slips	Maintained in a vault.	Maintenance		LOV	4	LOV+4	GC 34090; 2 year minimum requirement CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations. Administrative Decision: Maintain original pink slip until the vehicle is disposed. Copy pink slip prior to transfer of ownership.
12-04-04	Vehicle Registration	Kept separately from the vehicle maintenance records.	Maintenance		LOV	4	LOV+4	GC 34090; 2 year minimum requirement CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations.
12-04-05	Vehicle / Equipment Maintenance Records	Paper history of equipment and vehicles. Includes maintenance and other specific vehicle and equipment related information.	Maintenance		LOV	4	LOV+4	GC 34090; 2 year minimum requirement CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations.
12-04-06	Vehicle Insurance Records	Potentially maintained in Risk Management, but Maintenance does the leg work through the JPA.	Maintenance		CY+2	P	P	GC 34090; 2 year minimum State of California Guidelines; Permanent for liability and property insurance
12-04-07	Biennial Inspection of Terminals (BIT) Records	Inspection of vehicles by the DOT.	Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement VC 3450.12; maintain inspection reports for at least 2 years. 25 month inspection period.
12-04-08	BIT Audits	Annual CHP audit of BIT records. Review drivers licenses, drug pull records, driver training and medical records for drivers.	Maintenance		AA+2		AA+2	GC 34090; 2 year minimum requirement VC 3450.12; maintain inspection reports for at least 2 years. 25 month inspection period.
12-04-09	BAR Inspections	Combined with California Air Resources Board.	Maintenance		AA+2		AA+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Administrative Decision: Maintain inspection records for 2 years after completion to follow State retention for the CARB permit.

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-04-10	Portable Diesel Equipment	BAAQMD inspects these records periodically (if there is a change or addition to the equipment).	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Administrative Decision: Maintain inspection records for 2 years after completion to follow State retention for the CARB permit.
12-04-11	Diesel & Gas Smog Inspections	Maintained in CFA and in hard copy form	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Administrative Decision: Maintain inspection records for 2 years after completion to follow State retention for the CARB permit.
12-04-12	Diesel Vehicle Retrofit Records	Maintained in a binder for BBAAQMD purposes. Recommend Life of Vehicle.	Maintenance		LOV	4	LOV+4	GC 34090; 2 year minimum requirement CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations.
12-04-13	Daily Vehicle Inspection Log	Inspection of vehicles by drivers prior to driving. Required by the DOT. Includes safety equipment, liquid levels, tire condition, appearance, operations, lights. Maintain the old and new books in the vehicle.	Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.
12-04-14	Phoenix Fuel System Printouts	Preventative maintenance and management activities reports.	Maintenance		AA+3		AA+3	GC 34090; 2 year minimum requirement CCP 337; SOL of 4 years State of California Guidelines; 3 years after audit
12-04-15	Weekly Fuel Island Inspections	Includes inspections of gas and diesel fuel tanks. County inspects the tanks monthly and maintains the records. No records maintain by the City.	Maintenance		AA+3		AA+3	GC 34090; 2 year minimum requirement CCP 337; SOL of 4 years State of California Guidelines; 3 years after audit
12-04-16	Fuel Usage & Tax Reports	Includes underground storage tank reports and other fuel tax reports.	Maintenance		AA+3		AA+3	GC 34090; 2 year minimum requirement CCP 337; SOL of 4 years State of California Guidelines; 3 years after audit
12-04-17	Hazardous Waste Manifests	Used for disposal of oil filters, used oil, sweeping compound and other hazardous waste materials.	Maintenance		CY+2	8	CY+10	GC 34090; 2 year minimum requirement 40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.
12-04-18	Tire Disposal Records	Release slips from the recycler.	Maintenance		CY+2	8	CY+10	GC 34090; 2 year minimum requirement 40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.
12-04-19	Mare Island Maintenance	Includes funding for maintenance projects.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-05-00	Water Maintenance							

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-05-02	Planned Construction	Includes maintenance activities for new meter installations, cross connection controls, equipment manuals, meters in cages, water maps, water outage reports, and old meters.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-05-03	Preventative Maintenance	Includes hydrant testing and monitoring, leak detection, backflow monitoring and testing, backflow cards, backflow paint & bag, flushing program, and pressure testing.	Maintenance		CY+3		CY+3	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for maintenance projects. 40 CFR 141.33; 3 years after last action taken for drinking water violation corrections. Administrative Decision: Maintain backflow monitoring and testing records for the current year plus 3 years to match 40 CFR 141.33 citation retention requirements.
12-05-04	Water Emergency Maintenance	Includes water maps, upcountry discing, photos/pictures, scale tickets, damage claims and leaks.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-05-05	Utility Warehouse	Includes parts inventories.	Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for equipment inventory.
12-05-06	Service & Meter Repairs	Includes work orders for the activities and an inventory of parts for repairs.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-05-07	Temporary Hydrant Meters		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-05-08	NPDES	Includes the Water Discharge Report and other backup information for the report. Some information forwarded to Water Admin for State report preparation and submission.	Maintenance		CY+2	3	CY+5	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records and reports.
12-05-09	Storm Water	Includes Storm Water Pollution Prevention program and locations of markers and catchbasins.	Maintenance		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for flood control engineering records
12-05-10	Mare Island Maintenance	Includes funding for maintenance projects.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-06-00	Safety Committee & Training							
12-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-06-02	Agendas/Agenda Packets		Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-06-03	Minutes		Maintenance		P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
12-06-04	Incident Reports	Includes incident reports involving maintenance activities. Not forwarded to Risk Management.	Maintenance		AC+2	5	AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions 29 CFR 1904.2-7; OSHA recordkeeping GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California Guideline; 7 years after settlement or closure
12-06-05	Certifications	Includes CPR, smog testing and other annually renewed certifications.	Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for certifications and designations.
12-06-06	Tailgate Meetings		Maintenance		CY+7		CY+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records.
12-06-07	Personal Development Training	Includes Star 12 seminars for management and supervision training, and other personal development training.	Maintenance		CY+7		CY+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records.
12-07-00	Streets							
12-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-07-02	Street Sweeping		Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-07-03	Pavement Management System	Includes slurry seal and other pavement maintenance and repairs.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-07-04	Sidewalks, Curbs & Gutters	Includes inspections and reasoning justifying corrective actions or no corrections.	Maintenance		AC+2	18	AC+20	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects. Administrative Decision: Maintain sidewalk, curb and gutter inspections and repairs for 20 years after completion to support City Attorney litigation defense.

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-07-05	Water Dig-outs	Repair from water leak/break damage. Includes Sire Tags for hot patch, and work orders.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-07-06	Work Release Program	Assistance through the Sherrifs Department.	Maintenance		CY+2		CY+2	CGC 34090; 2 year minimum requirement
12-07-07	Bridge Maintenance & Monitoring	Includes maintenance and APWA 38.2 records.	Maintenance		LOS+2		LOS+2	GC 34090; 2 year minimum requirement State of California Guidelines; Life of system
12-07-08	Alleys	Includes maintenance of City alleys.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-07-09	Parking Lots	Includes listings of parking lots	Maintenance		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for parking lots
12-07-10	Corp Yard Parking	Parking space assignments	Maintenance		S+2		S+2	GC 34090; 2 year minimum requirement Administrative Decision: Maintain parking spot assignments for 2 years after superseded to meet the minimum document requirement.
12-07-11	Mare Island Maintenance	Includes funding for maintenance projects.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-07-12	Intersections	Includes inspections and reasoning justifying corrective actions or no corrections.	Maintenance		AC+2	18	AC+20	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects. Administrative Decision: Maintain intersection inspections and repairs for 20 years after completion to support City Attorney litigation defense.
12-08-00	Traffic							
12-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-08-02	ATMO Work Orders	From the Traffic Engineer. Used for requests for new installations, including signs, markings, speed bumps/traffic calming, and to track accomplishments.	Maintenance		LOS+2		LOS+2	GC 34090; 2 year minimum requirement CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years
12-08-04	Street Lights	Includes installation of LED street light program, night light surveys, inventory and locations.	Maintenance		LOS+2		LOS+2	GC 34090; 2 year minimum requirement CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years
12-08-05	Traffic Signals/Controllers	Includes yearly preventative maintenance, conflict monitor tests and claims for signal knock-downs.	Maintenance		LOS+2		LOS+2	GC 34090; 2 year minimum requirement CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years
12-08-06	Signs & Signage	Includes sign inventory and locations.	Maintenance		LOS+3		LOS+3	GC 34090; 2 year minimum requirement CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-08-07	Striping & Markings	Includes cross walks, stop-and-bar, and other striping	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-08-08	Blue Hydrant Buttons	Markers for locations of hydrants.	Maintenance		LOS+2		LOS+2	GC 34090; 2 year minimum requirement CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years
12-08-09	Graffiti Removal	Includes volunteers and Measure B, and photos of graffiti.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-08-10	Copper Stopper Device	Used to discourage copper theft. GPS device left on or in copper materials to track theft. Tracked by Copper Stopper vendor who sends reports for tracking.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-08-11	Waterfront Maintenance	Maintenance records including asset lists for lights poles and trash bins.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-08-12	Mare Island Maintenance	Includes funding for maintenance projects.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-07-12	Intersections	Includes inspections and reasoning justifying corrective actions or no corrections.	Maintenance		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
12-09-00	Marina Operations							
12-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-09-02	Marina Database	Database of available berths and information on customers.	Marina		ACT		ACT	Transitory Record; Databases are maintained while active
12-09-03	ALX Key & Gate Access System	Security management database for access to the facilities.	Marina		ACT		ACT	Transitory Record; Databases are maintained while active
12-09-04	Insurance & Registration Tracking Database		Marina		ACT		ACT	Transitory Record; Databases are maintained while active
12-09-05	Customer Files	Includes rental applications, vessel registration/documentation, proof of insurance, delinquency letters, photos of vessel and copy of the renter's photo ID. The photo ID is for proof of ownership and does not need to be maintained after the application is approved.	Marina		AT+2		AT+2	GC 34090; 2 year minimum retention State of California Guidelines; Current year plus 2 years for slip rental information, including payment invoices, inventory listings, billing correspondence and other related documents.
12-09-06	Rental Payments	Copies of payment information sent to Finance for processing	Finance		ACT		ACT	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
12-09-07	Gas/Diesel Inventory Worksheets	Original worksheets maintained at the Marina.	Marina		AA+3		AA+3	GC 34090; 2 year minimum requirement CCP 337; SOL of 4 years State of California Guidelines; 3 years after audit

12-00-00 MAINTENANCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
12-09-08	Liens & Disposals	Includes liens against vessels for non-payment of rent, and sales/disposal of vessels due to non-payment. Liens are recorded at the DMV and potentially at the County. Marina documents are supporting the lien and, if necessary, an eviction.	Marina		ACT	AC+5	AC+5	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for lien recovery. Administrative Decision: Maintain liens until payments are recovered, or property is disposed, plus 5 years to support the recorded lien.
12-09-09	Dock Walk Log	Inventory of berths and vessels performed monthly.	Marina		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for management reports.
12-09-10	Delinquent Letter Log	Excel spreadsheet tracking currently delinquent customers. Customer information is removed from the log after payment or when property goes to lien.	Marina		ACT		ACT	Transitory Record; Databases are maintained while active
12-10-00	Marina Advisory Committee							
12-10-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
12-10-02	Agenda Packets	Includes incident reports and occupancy reports for committee review.	Marina		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
12-10-03	Minutes		Marina	V, H	P	P	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
12-10-04	Meeting Recordings		Marina		CM+1		CM+1	GC 54953.5; 30 days after recording

13-00-00 WATER DIVISION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
13-01-00	Water Division - Administration							
13-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-01-02	Vendor Payment Files	For general non-project related invoices, file by vendor and maintain for	Water Div		CY+1	3	CY+4	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit
13-01-03	Project Invoice Files	For projects, once completed, the vendor/contractor file is combined into the project file.	Water Div		ACT		ACT	Transitory Record; Records are maintained while active
13-01-04	Water Rate Study & Financing Plan	5 year rate and financing plans for the city water system. Backup information for the study. Rate Study & Plan	Water Div		S+5 S+10		S+5 S+10	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded. Administrative Decision: Maintain superseded rate studies and financing plans for 10 years after superseded for reference purposes, and all backup information for 5 years after superseded to support the most recent plan.
13-01-05	Contract Water Billing	Invoicing provided by Water Management for contracted water services. Not billed by Finance, but monies received and tracked in Water Management, then sent on to Finance for processing. Includes monthly, quarterly and annual invoicing for Travis Air Force Base, City of Benicia, Hiddenbrook Golf Course, American Canyon, Fairfield and other contract-related services.	Water Div		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
13-01-06	Entitlement Accounts	Includes notifications, tracking and calculations of amounts due for water use in excess of the allotted amounts for specific accounts.	Water Div		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
13-01-07	Visit Waivers	Includes Save Harmless Agreement & Covenant Not To Sue waivers for facility tours and grounds visits by the public.	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.
13-01-08	Water Conservation	Urban Water Management Plans, USBR Water Management Plans, Annual USBR Plan Update Submittals, Water Conservation Program Records including basic water system statistics and supporting documentation of plan implementation by Best Management Practice (budget, expenditures, level of effort, program results).	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for conservation reports.
13-01-09	Regulatory Reporting	Reports sent to the Dept of Health Services, Dept of Water Resources, State Water Resources Control Board and other regulatory bodies. Includes all backup information for creation of the report. NPDES related reporting.	Water Div		CY+2	10	CY+12	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.

13-00-00 WATER DIVISION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
13-01-10	Non-Fleet Vehicle Registration & Ownership	Includes pink slips and registration for trailers and ATVs	Water Div		LOV	4	LOV+4	GC 34090; 2 year minimum requirement CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations. Administrative Decision: Maintain original pink slip until the vehicle is disposed. Copy pink slip prior to transfer of ownership.
13-01-11	Work Scheduling	Includes employee shift records.	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement
13-01-12	MSDS / SDS Sheets		Water Div		CY+2	28	CY+30	29 CFR 1910.1020; Retain MSDS records for 30 years unless another record of what, where and when a chemical was used is maintained.
13-01-13	Safety Training Records	Includes hearing conservation, heat illness prevention, insect bites, CPR, confined space and other safety training. Maintained by session.	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for certifications and designations.
13-02-00	Water Engineering							
13-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-02-02	CIP Projects	Includes all backup information for the project, such as as-built plans, specifications, submittals and other documents. REVIEW ALL CITATIONS & DESCRIPTIONS BELOW PRIOR TO DESTRUCTION: CIP Construction Records including planning, design, construction, conversion or modification of local government-owned facilities, structures & systems; environmental / CEQA reports and documents (ie. streets, curbs, gutters, sidewalks, storm drains, etc.); CIP Engineering Project Records. Supporting documents including appraisal reports, bidders lists, non-environmental reports, work orders, schedules, exhibits, construction staking documentation and correspondence:	Water Div		AC+4	P	P	GC 34090(a); Real property records, maintain GC 4003, 4004, Maintain H&S 19850; Life of Building, with exceptions, CC 1351; Definitions, community property CCP 337.15; 10 years State of California Guidelines; Permanent
					AC+4	6	AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after project completion
13-02-03	Development Files	Includes plan checks, final reviews and as-builts of developer submitted plans. Reference copy maintained by Water	Public Works Admin		ACT		ACT	Transitory Record; Records are maintained while active
13-02-04	Will Serve Letters	Includes connection requests for water use.	Water Div		AT+2	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for water connection records, including water line connections and maps.

13-00-00 WATER DIVISION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
13-02-05	Land Use Leases	Includes grazing field and other land use leases. Includes backup information for the lease. Original lease retained by the City Clerk.	Water Div		AE+2	3	AE+5	CCP 337.2; Statutes of limitations, leases 4 years CCP 343; Statutes of limitations, general 4 years 48 CFR 4.601; 5 years for procurements exceeding \$25,000
13-02-06	Water System Master Plan		Water Div		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
13-02-07	Water Service Applications	Service applications for developers and individuals. Assigned a TAP number and bound after a period of time. Includes new applications, service relocations, backflow device installation.	Water Div		AT+2	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for water connection records, including water line connections and maps.
13-02-08	Backflow Notification	Letters sent to customers when backflow devices are required.	Water Div		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.
13-02-09	Source Water, Water Rights & Permits	Includes State water allocation to the City and individual water entitlement accounts	Water Div		AC+2	P	P	GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain CC 1351; definitions, community property
13-02-10	Dam Inspections	Inspections required by DSOD. Includes inspections and dam movement records.	Water Div		AC+5		AC+5	18 CFR 125.3; 5 years for internal statistical and operational reports, and for federal and state reports
13-03-00	Watershed & Lakes							
13-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-03-02	Daily Field Log Books	Includes activities of reservoir keepers including incidents and observations. Required for regulatory compliance.	Water Div		AC+2	P	P	GC 34090; 2 year minimum requirement. State of California Guidelines; Permanent for water surveyor field note books.
13-03-03	Water Level Records	Includes water levels of watershed lakes.	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement. State of California Guidelines; Current year plus 2 years for well level tracking.
13-03-04	Rainfall Tracking		Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement.
13-03-05	Discharge & Flow Rates	Includes discharge monitoring from the dams.	Water Div		CY+5		CY+5	40 CFR 122.41; 3 years after completion for other discharge record. State of California Guidelines; Current year plus 5
13-04-00	Water Facilities Maintenance							
13-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-04-02	Work Requests	Paper documents created	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for service requests for maintenance.
13-04-03	Maintenance Work Order System	Database system is in transition. Currently using an Access database to track work orders. Paper work order with resulting actions maintained in addition.	Water Div		ACT		ACT	Transitory Record; Databases are maintained while active

13-00-00 WATER DIVISION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
13-04-04	Equipment Records	Includes operating manuals, specifications and warranties for plant equipment. Maintained in a library in Maintenance.	Water Div		LOS+2		LOS+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for equipment parts and supplies under Transportation. Administrative Decision: Follow the State's guidelines for equipment records under Transportation.
13-04-05	Crane Certifications	Annual certifications	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.
13-04-06	Pressure Vessel Permits	Annual and biannual certifications	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.
13-04-07	Engine Emission & Testing	Required for inspections by CARB and BAAQMD for equipment.	Water Div		AC+2		AC+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Administrative Decision: Maintain inspection records for 2 years after completion to follow State retention for the CARB permit.
13-04-08	Safety Meetings	Includes tailgate meeting rosters, subject matter and other meeting information for weekly and monthly sessions.	Water Div / HR		CY+7		CY+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.
13-04-09	Chlorine Routine Maintenance	Includes maintenance of gas systems. Will be phased out for a hypochloride based system.	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.
13-05-00	Water Quality Laboratory							
13-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-05-02	Monthly Regulatory Compliance Reports	Submitted to CA Dept of Public Health.	Water Div		CY+2	10	CY+12	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for State certification compliance reports
13-05-03	Customer Complaints	Includes water quality complaints. Reported to the State for compliance.	Water Div		CY+2	10	CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for State certification compliance reports, Current year plus 2 years for maintenance and operations including complaints.

13-00-00 WATER DIVISION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
13-05-04	Sample Log Book	Used to track date, time, location and temperature of samples taken from sources. Required for compliance.	Water Div		CY+2	10	CY+12	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records. 40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis Current year plus 12 years for compliance records.
13-05-05	Sample Chain of Custody		Water Div		CY+2	10	CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
13-05-06	Bacteriological Analysis	Include raw data of the analysis.	Water Div		CY+2	3	CY+5	40 CFR 141.33; 5 years after completion State of California Guidelines; Current year plus 5 years for bacteriological analysis.
13-05-07	Chemical Analysis	Includes inorganic and organic analysis of water.	Water Div		CY+2	8	CY+10	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
13-05-08	Sanitary Surveys		Water Div		CY+2	8	CY+10	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 years for sanitary surveys.
13-05-09	Lead & Copper Analysis		Water Div		CY+2	10	CY+12	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
13-05-10	Positive Coliform Records		Water Div		CY+2	8	CY+10	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
13-05-11	Lab Equipment Log Books	Includes history of equipment, calibration log, purchase date, specifications, manuals and other equipment information.	Water Div		LOS+2	10	LOS+12	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records. 40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 Administrative Decision: Maintain equipment records for 12 years after equipment use is terminated to follow retention period of calibration and temperature records.
13-05-12	Lab Certification Records	Includes log books for instruments on maintenance and calibration. Required for certification by the State/ELAP.	Water Div		CY+2	10	CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.

13-00-00 WATER DIVISION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
13-05-13	Water Quality & Distribution Monitoring Plans		Water Div		S+2	10	S+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents. Administrative Decision: Maintain plans for 12 years after superseded to support compliance documents.
13-05-14	Regulatory Compliance Plans	Includes the Chemical Hygiene Plan, Public Health Goals and other compliance plans. Updated regularly according to compliance requirements.	Water Div		S+2	10	S+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents. Administrative Decision: Maintain plans for 12 years after superseded to support compliance documents.
13-05-15	Other Required Reporting	Includes Regional Water Quality Control Board NPDES permit and CDPH Title 22 reporting.	Water Div		CY+2	10	CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
13-06-00 Water Treatment Operations								
13-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-06-02	Operations Plan		Water Div		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
13-06-03	Daily Operations Log		Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for maintenance and operations records.
13-06-04	Triennial Certificate Renewals	Includes water treatment plant, water treatment and water distribution operator certifications.	Water Div		CY+3		CY+3	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for certifications and designations. Administrative Decision: Maintain certification training for the current year plus 3 years to support a three-year renewal schedule.
13-06-05	Daily Consumption/System Demand		Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for water consumption records.
13-06-06	Water Storage Levels		Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for water consumption records.
13-06-07	Flow Monitoring	Includes raw water from intake sources through the plant.	Water Div		CY+2	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for hydrograph reports and daily flow of streams.

13-00-00 WATER DIVISION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
13-06-08	Equipment Calibration Logs	Maintained on a clipboard near the equipment until sheet is completed, then stored in the Operations office. Maintenance information also maintained in the work order database.	Water Div		CY+2	10	CY+12	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records. 40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis Current year plus 12 years for compliance records.
13-06-09	Chemical Inventory		Water Div		CY+2	8	CY+10	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 for drinking water corrections. Administrative Decision: Maintain for the current year plus 10 years to support drinking water corrections and chemical analysis.
13-06-10	Daily Consumption of Chemicals		Water Div		CY+2	8	CY+10	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 for drinking water corrections. Administrative Decision: Maintain for the current year plus 10 years to support drinking water corrections.
13-06-11	Monthly Chemical Summaries		Water Div		CY+2	8	CY+10	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 for drinking water corrections. Administrative Decision: Maintain for the current year plus 10 years to support drinking water corrections.
13-06-12	Floride Usage Reports	Required by the State.	Water Div		CY+2	10	CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
13-06-13	Wholesale Meter Readings	Readings for wholesale water distribution to American Canyon, Travis, Benicia and other agencies.	Water Div		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for meter readings and operations.
13-06-14	SCADA Reports	Used to track system status.	Water Div		CY+2	10	CY+12	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents. Administrative Decision: Maintain SCADA reports for the current year plus 12 years to support water quality.
13-06-15	Exception Reporting	Reporting for alarms, monitoring equipment and sensors.	Water Div		CY+2	8	CY+10	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 for drinking water corrections.

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Required Retention
14-01-00	General Housing						
14-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
14-01-02	Annual Community Assessment	Provided by HUD to the City	HUD		AC+3		AC+3
14-01-03	Outreach	Includes C D Week, landlord, lender and realtor briefings, letters, and breakfast meetings.	H&CD		CY+2		CY+2
14-01-04	Legal Documents	General cases High profile cases	H&CD		AC+2 AC+2	5 P	AC+7 P
14-02-00	Housing Authority Group						
14-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
14-02-02	Housing Pro Database System	Developed by Happy Software	H&CD		IND		IND
14-02-03	5 Year Strategic Plans	Required submission to HUD.	H&CD		S+3		S+3
14-02-04	Client Files	Includes applications, landlord contracts, inspections, correspondence, birth certificates and information on other tenancy.	H&CD	C	AT+3		AT+3
14-02-05	Annual Strategic Plans	Required submission to HUD.	H&CD		S+3		S+3
14-02-06	Annual Action Plans	Required submission to HUD for entitled grant monies.	H&CD		S+3		S+3
14-02-07	Financial Documents	Includes audits, correspondence, regulations, and other administrative information for Housing Choice Voucher Program, Family Sewlf Sufficiency Program, and Veterans Affairs Supportive Housing Program.	H&CD	C	AC+6Y3M		AC+6Y3M
14-02-08	Section 8 Management Assessment Program, SEMAP	Required report and audit by HUD	H&CD		AC+3		AC+3

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Required Retention
14-02-09	HUD Funding Documents & Correspondence	Supplied by HUD to Housing.	H&CD		AC+6Y3M		AC+6Y3M
14-02-10	VMS Reporting	Voucher Management System reporting sent to and required by HUD. Includes audits, financial documents, correspondence, regulations, and other administrative information.	H&CD		AC+6Y3M		AC+6Y3M
14-02-11	Scholarships	Filed by individual.	H&CD		AT+2		AT+2
14-02-12	Legal & Litigation Documents	General cases High profile cases	H&CD		AC+2 AC+2	5 P	AC+7 P
14-02-13	Project Base Vouchers				AC+6Y3M		AC+6Y3M
14-03-00	Successor Housing Agency Group						
14-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
14-03-02	Affordable Unit Rehabilitations	May contain DDAs, construction contracts, compliance monitoring, lease agreements, rental agreements, property management and other affordable housing information	H&CD		AC+2	P	P

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Required Retention
14-03-03	Affordable Housing	New construction properties including loans, construction, land purchase, maps, DDAs, monitoring, GAP loans and other information for construction financing tax credits	H&CD		AC+2	P	P
14-03-04	Property Compliance Monitoring		H&CD		CY+2		CY+2
14-03-05	Project Files	Includes all project information from the former Redevelopment Agency, and associated documents. Proposed Projects - Not Completed Includes renderings, correspondence and legal documents, any other project related documents. * Project files may include feasibility studies, which are confidential documents.	H&CD	C*	AC+2 CY+3	8	AC+10 CY+
14-03-06	Successor Agency Formation Documents		H&CD	V	P	P	P
14-03-07	Property Management Documents	Reimbursements, financial expenditures, rent receipts, general maintenance, improvements	H&CD		CY+4		CY+4

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Required Retention
14-04-00	Community Development Block Grants						
14-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
14-04-02	Grant Project Files	Includes applications and agreements and other financial documents and correspondence for monies provided by the City. Also includes Neighborhood Stabilization Program documents.	H&CD		AFP+4 *	P	P
14-04-03	Consolidated 5 Year Plan	Required by HUD	H&CD		S+3		S+3
14-04-04	CAPER	Includes program and financial information and produced by H&CD.	H&CD		AC+3		AC+3
14-04-05	Annual Action Plans	Required submission to HUD for entitled grant monies.	H&CD		S+3		S+3
14-04-06	HUD Funding Documents & Correspondence	Supplied by HUD to Housing.	H&CD		CY+3		CY+3

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Required Retention
14-04-07	Grant Reimbursement & Draw Requests	Departments are responsible for maintaining copies of invoices paid toward grants and longer retention term records series, as needed.	H&CD		AFP+5 *	P	P
14-04-08	Neighborhood Stabilization Program, NSP1	Includes NSP 1 and projects where both NSP1 & 3 are used.			AFP+5 *	P	P

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Required Retention
14-04-09	Neighborhood Stabilization Program, NSP2	Only NSP3 projects.			AFP+5 *	P	P
14-05-00	HOME Programs						
14-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
14-05-02	Project Files	Includes agreements, invoicing, payments, reports and other documents from subrecipients.			AC+3 *	P	P

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Required Retention
14-05-03	Affordable Housing	Funding comes directly from HUD for distribution by the City.	H&CD		AC+5	P	P
14-05-04	First Time Homebuyer Program	Loan files-- Including deed copies, loan information, applications and recorded documents. Funding comes directly from HUD for distribution by the City.	H&CD		AC+5	P	P
14-05-05	Residential Rehabilitation Loans	Great Neighborhood and other property improvement programs. Loan files--Including deed copies, loan information, applications and recorded documents. Funding comes directly from HUD for distribution by the City.	H&CD		AC+5	P	P
14-05-06	Grant Reimbursement/Draw Requests	Departments are responsible for maintaining copies of invoices paid toward grants and longer retention term records series, as needed.	H&CD		AC+5 *	P	P

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Required Retention
14-05-07	HUD Funding Documents & Correspondence	Supplied by HUD to Housing.	H&CD		CY+3		CY+3
14-05-08	Down Payment Assistance				AC+5 *	P	P
14-06-00	Homelessness						
14-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
14-06-02	Community Outreach	Includes activities that address homelessness.	H&CD		CY+2		CY+2
14-06-03	Permanent Supportive Housing Project	Administrative fees funded out of HUD Section 8. Cooperative agreements, loans and documents related to the project.	H&CD		AC+3	P	P

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Required Retention
14-07-00	Property Management						
14-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
14-07-02	Deeds		H&CD		P	P	P
14-07-03	Maintenance & Operations Projects		H&CD		AC+2		AC+2
14-07-04	Building Improvement Projects	Includes construction documents for the H&CD building.	H&CD		ACT	P	P
14-08-00	Housing & Redevelopment Commission						
14-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
14-08-02	Agendas/Agenda Packets		H&CD		CY+5		CY+5
14-08-03	Minutes	Action minutes	H&CD	V, H	P	P	P
14-08-04	Bylaws		H&CD	V	P	P	P

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Required Retention
14-09-00	Mobile Home Rent Review Board						
14-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
14-09-02	Agendas/Agenda Packets		H&CD		CY+5		CY+5
14-09-03	Minutes	Action minutes	H&CD	V, H	P	P	P
14-09-04	Bylaws		H&CD	V	P	P	P
14-09-05	Park Owner Correspondence	Correspondence from renters regarding increases in rent. Relates to the Board convening.	H&CD		CY+2		CY+2
14-09-06	Petitions to the Board		H&CD		CY+2		CY+2
14-10-00	Fair Housing						
14-10-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
14-10-02	Analysis of Impediments		HC&D		AC+3		AC+3

14-00-00 HOUSING & COMMUNITY DEVELOPMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Required Retention
14-10-03	Lawsuits & Conciliation Agreements	General settlements Recorded settlements	Clerk	C	AC+2 P	3	AC+5 P
14-11-00	Rental Inspection Program						
14-11-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR

Citations & Legal Basis
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 year minimum requirement GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
GC 34090; 2 year minimum requirement State of California Guidelines; 7 years after closure for case records; maintain high profile cases permanently.
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
Transitory Record; Databases are maintained while active
GC 34090; 2 year minimum requirement 24 CFR 982.158(f); 3 years for HUD reports under Section 8 State of California Guidelines; 2 years after strategic plan is superseded.
24 CFR 982.158(f); 3 years for HUD reports under Section 8 24 CFR 5.514(h) 5 years for USCIS appeals and/or informal review
GC 34090; 2 year minimum requirement 24 CFR 982.158(f); 3 years for HUD reports under Section 8 State of California Guidelines; 2 years after strategic plan is superseded.
GC 34090; 2 year minimum requirement 24 CFR 570.490; 3 years for reports State of California Guidelines; 2 years after strategic plan is superseded.
24 CFR 982.158(f); 3 years for HUD reports HUD Notice PIH98-48 & PIH99-49; Current year plus 6 years and 3 months for Section 8 financial documents.
24 CFR 982.158(f); 3 years for HUD reports under Section 8

Citations & Legal Basis
24 CFR 982.158(f); 3 years for HUD reports HUD Notice PIH98-48 & PIH99-49; Current year plus 6 years and 3 months for Section 8 financial documents.
24 CFR 982.158(f); 3 years for HUD reports HUD Notice PIH98-48 & PIH99-49; Current year plus 6 years and 3 months for Section 8 financial documents.
GC 34090; 2 year minimum requirement Administrative Decision: Maintain scholarship records for 2 years after scholar completes schooling.
GC 34090; 2 year minimum requirement State of California Guidelines; 7 years after closure for case records; maintain high profile cases permanently.
24 CFR 982.158(f); 3 years for HUD reports HUD Notice PIH98-48 & PIH99-49; Current year plus 6 years and 3 months for Section 8 financial documents.
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 24 CFR 982.158(f); 3 years State of California Guidelines; Closure of loan plus 3 years Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD.

Citations & Legal Basis
24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 24 CFR 982.158(f); 3 years State of California Guidelines; Closure of loan plus 3 years Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD.
GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for code enforcement
GC 34090; 2 year minimum requirement CCP 337.15; SOL of 10 years for construction defect actions GC 34090; 2 year minimum requirement CCP 343; SOL of 4 years
GC 34090(e); Permanent for ordinances and resolutions State of California Guidelines; Permanent for administrative records and for decisions made by public agencies
GC 34090; 2 year minimum requirement CCP 337; Statute of Limitations of 4 years State of California Guidelines; Current year plus 2 years for code enforcement

Citations & Legal Basis
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
21 CFR 1403.36(i)(ii); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD, but in no event less than 3 years per 21 CFR 1403.36(i)(ii).
24 CFR 570.490; 3 years for reports 24 CFR 570.490; 3 years for reports
GC 34090; 2 year minimum requirement 24 CFR 570.490; 3 years for reports State of California Guidelines; 2 years after strategic plan is superseded.
24 CFR 570.490; 3 years for reports

Citations & Legal Basis

21 CFR 1403.36(i)(ii); 3 years after last payment
21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled.
24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan
24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report
29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years.
State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.

Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD, but in no event less than 3 years per 21 CFR 1403.36(i)(ii).

21 CFR 1403.36(i)(ii); 3 years after last payment
21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled.
24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan
24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report
29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years.
State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.

Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD, but in no event less than 3 years per 21 CFR 1403.36(i)(ii).

Citations & Legal Basis

21 CFR 1403.36(i)(ii); 3 years after last payment
21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled.
24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan
24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report
29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years.
State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.

Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD, but in no event less than 3 years per 21 CFR 1403.36(i)(ii).

GC 34090; 2 year minimum requirement
Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

21 CFR 1403.36(i)(ii); 3 years after last payment
21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled.
24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan
24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report
29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years.
State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.

Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD, but in no event less than 3 years per 21 CFR 1403.36(i)(ii).

Citations & Legal Basis

24 CFR 92.508; 5 years
24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report
State of California Guidelines; Closure of loan plus 3 years

Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD.

24 CFR 92.508; 5 years
24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report
State of California Guidelines; Closure of loan plus 3 years

Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD.

24 CFR 92.508; 5 years
24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report
State of California Guidelines; Closure of loan plus 3 years

Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD.

21 CFR 1403.36(i)(ii); 3 years after last payment
21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled.
24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan
24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report
29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years.
State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.

Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD, but in no event less than 3 years per 21 CFR 1403.36(i)(ii).

Citations & Legal Basis
24 CFR 982.158(f); 3 years for HUD reports
<p>21 CFR 1403.36(i)(ii); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.</p> <p>Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD, but in no event less than 3 years per 21 CFR 1403.36(i)(ii).</p>
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
<p>24 CFR 982.158(f); 3 years for HUD reports under Section 8 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years</p> <p>Administrative Decision: Grant documents should be maintained permanently as there is a present or reasonably foreseeable need to produce evidence or historical records to HUD.</p>

Citations & Legal Basis
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent
GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
H&S 19850; Building plans - Life of Building, with exceptions CC 1351; definitions, community property State of California Guidelines; Permanent
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 5 years for reference purposes.
GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
GC 34090(e); Permanent for decisions of the City GC 34460; Maintain charter in archives GC 40801; Maintain State of California Guidelines; Permanent

Citations & Legal Basis
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 5 years for reference purposes.
GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
GC 34090(e); Permanent for decisions of the City GC 34460; Maintain charter in archives GC 40801; Maintain State of California Guidelines; Permanent
GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
CCP 1094.6; 90 days to file petition, 190 days to respond to petition State of California Guidelines; Maintain for the Current Year plus 2 years
GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 24 CFR 982.158(f); 3 years State of California Guidelines; Closure of loan plus 3 years Administrative Decision: Maintain analysis of impediments for 3 years after completion to support housing project records.

Citations & Legal Basis

CCP 343; Statutes of limitations, general 4 years
State of California Guidelines; Permanent for recorded documents

Administrative Decision: Maintain general settlement agreements for 5 years after closure/completion to coincide with other general city agreements.

GC 34090; 2 year minimum requirement
Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

15-00-00 FIRE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
15-01-00	Fire Administration						
15-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
15-01-02	Firehouse Software	Used for incidents, inspection tracking and resident contact information. All training sessions and individuals are tracked through Firehouse.	Fire		IND		IND
15-01-03	Trakit Software	CRW software system used to track plan reviews, inspections, fees and other building/facility related actions.	Fire		IND		IND
15-01-04	Incident Records (Fires)	Includes investigation summaries and reports, photos, witness statements, evidence logs and other incident related records for older fire incidents. New records are maintained electronically in Firehouse software permanently due to the restrictions of the software.	Fire		AC+3		AC+3
15-01-05	Communications Binder	Includes interoffice procedures and directives from the Fire Chief.	Fire		P	P	P
15-01-06	Station Logs		Fire		CY+3		CY+3
15-01-07	Disaster Preparedness/Emergency Operations		Fire	V	S+2		S+2

15-00-00 FIRE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
15-01-08	Union Business Leave	Used for employees leave for union negotiations. Similar to a leave notice.	Fire		AA+1	5	AA+6
15-01-09	Daily Attendance Reports		Fire		CY+2		CY+2
15-01-10	Shift Rosters		Fire		S+2		S+2
15-01-11	Overtime Reports	Signed document for overtime tracking for FLSA.	Fire		CY+2		CY+2
15-01-12	Daily Supply Requisitions		Fire		CY+2		CY+2
15-01-13	Strike Team Activities	Used to submit forms for reimbursement from the State.	Fire		CY+2	2	CY+4
15-01-14	Ride Alongs Forms		Fire		CY+3		CY+3
15-01-15	Annual Attendance Cards	Information used to determine overtime eligibility by the firefighter's union. Payroll maintains the permanent information.	Payroll		CY+2		CY+2

15-00-00 FIRE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
15-02-00	Fire Prevention						
15-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
15-02-02	Fire Investigations	Non-Arson Arson with Great Bodily Harm Arson with Homicide	Fire		AC+3 AC+3 AC+3	3 P	AC+3 AC+6 P
15-02-03	Plan Reviews - Fire	Includes plan checks for new construction or improvements to fire-related systems, such as sprinklers, fire alarms, underground sprinkler work, etc. Fire Prevention maintains the plans after approval. Permit issued on approval, which is good for 1 year. Renewed only if construction is not completed. Continuing business is then handled under Business License Inspections. Located in the individual Street Files.	Fire		AC+2	3	AC+5
15-02-04	Plan Reviews - Building/Planning	Includes plan checks for new construction or improvements from Building and/or Planning. Review is at their discretion.	Bldg / Planning		ACT		ACT
15-02-05	Business License Inspections	Includes Fire Life Safety Inspections for new businesses, including copies of the inspection and approvals. Located in the individual Street Files.	Fire		AC+2	3	AC+5
15-02-06	Annual Inspections	Includes inspection documents for schools, hotels & motels, multi-family (R2), apartments and other types of business as required by law and/or fire code. Located in the individual Street Files.	Fire		AC+2	3	AC+5
15-02-07	Special Permits	Includes christmas tree lots, firework shows, temporary tents and other temporary use permits related for Fire. Located in the individual Street Files.	Fire		AE+2		AE+2

15-00-00 FIRE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
15-03-00	Fire Suppression & Equipment						
15-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
15-03-02	Personal Protective Equipment Inspections	Annual tests	Fire		CY+2	3	CY+5
15-03-04	SCBA Fit & Flow Test	Annual tests for both person and unit.	Fire		CY+2	P	P
15-03-05	Hose Testing Records		Fire		CY+2		CY+2
15-03-06	Ladder Testing		Fire		CY+2		CY+2
15-03-08	Daily Vehicle Inspection Log	Inspection of vehicles by drivers prior to driving. Required by the DOT. Includes safety equipment, liquid levels, tire condition, appearance, operations, lights and other aspects.	Fire		CY+2		CY+2

15-00-00 FIRE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
15-03-09	Fresh Air Compressor / SCBA Fill Station Inspections	Inspection by an outside company with resulting certificate of compliance.	Fire		AC+2	3	AC+5
15-04-00 Emergency Medical Services							
15-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
15-04-02	Pre-hospital Care Reports	Includes refusal of care and the patient care report. Original document maintained by the County.	Fire	C	AC+3		AC+3
15-04-03	Narcotic Administration Form	Log of administration of narcotics and distribution of remaining narcotics.	Fire		AC+2	3	AC+5
15-04-04	Exposure Records		Fire	C	AT+2	28	AT+30

15-00-00 FIRE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
15-04-05	Paramedic Check Sheets	Forms used by paramedics to document equipment checks, narcotics inventories, order supplies. Three reports: Daily, monthly, medical supply order forms.	Fire		AC+2	3	AC+5
15-05-00	Training						
15-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
15-05-02	Lesson Plans		Fire		CY+7		CY+7
15-05-03	Instructors Guides	Support the training session and/or lesson plans.	Fire		S+7		S+7
15-05-04	Training Academy Class Files	Filed by employee. Proof of attendance and apprenticeship.	Fire		AT+2		AT+2
15-05-05	EMT-I/EMT-Basic Certification & Paramedic License Cards	Certification records and continued education records to validate requirements. Maintained in personnel file.	Fire	C	AT+2		AT+2

15-00-00 FIRE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention
15-05-06	3-Year Apprenticeship Program	Includes evaluation score sheets and other apprenticeship documents. Non-hired candidates Hired candidates	Fire		AC+2 AT+2	3 5	AC+5 AT+7
15-06-00	Joint Apprenticeship Training Committee						
15-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR
15-06-02	Agendas		Fire		CY+2		CY+2
15-06-03	Minutes		Fire		P	P	P

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-01-00	Administration / Chief of Police Records							
16-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-01-02	Velocity Identification System	Identification for police employees and retirees for carrying firearms, and access cards for employees. Retirees need to qualify for carrying. Electronic system used to track the officer.	Chief		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-01-07	Administrative Staff Memos	General status updates on current projects and items of interest.	Chief		CY+2		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
16-01-08	Supervisor Staff Memos	General status updates on current projects and items of interest produced and maintained by the supervisors. Pertains mainly to operational issues. Reviewed by the Chief's office.	Chief		CY+2		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
16-02-00	Records							*** Maintain all case files confidential while active. California Public Records Act to be consulted.
16-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-02-02	RIMS	New records management system. Started in 2013.	Records		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-02-03	NetRMS	Motorola online case management system used as of May 2008. Will be phased out and replaced with a new system.	Records		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-02-04	LRMS	Law Records Management System. Also through Motorola. Used April 2004 to April 2008.	Records		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-02-05	Disc Image Software	Used for imaging documents from 1995 through 2004. Not attached to the case management system	Records		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-02-06	Case Reports - Traffic Collision	Involving injury, non-fatal and/or misdemeanor violations. Collisions involving fatalities	Records	C ***, V C ***, V, H	CY+3 P	 P	CY+3 P	GC 34090; 2 year minimum requirement CA Law Enforcement Warrant Officers Association recommends keeping for an additional 3 years, and permanently for collisions involving fatalities.
16-02-07	Case Reports - All Other	Crime reports, DUI's, incidents, mandatory registrants, bookings/arrests, missing persons, restraining orders, criminal protective orders, NCIC entries. May include property, photos, field interview cards, additional documents and any other elements for the case. All files scanned and stored in the RMS system, and paper destroyed after scanning. Currently no capability to purge records. Older case files from 1995 and previous are stored offsite at storage provider. See specific case retention periods listed below this heading:	Records		Varies	Varies	Varies	See specific case retention periods and citations listed below this heading:

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
187 - Murders			Records	C ***	P	P	P	PC 187; Definitions PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc.
Officer Involved Shootings		Includes shootings Officer Involved Shootings are covered under Critical Incidents. Should this series be removed?	Records	C ***	AC+5		AC+5	EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. GC 12946; Personnel records, 2 years after termination. PC 801.5; 4 years to commence prosecution PC 832.5; 5 years after case closure, confidential document not for public exposure. VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. State Recommendation; Closure of case plus 25 years. DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file. Administrative Decision: The City will maintain officer involved shooting records for 5 years after closure of the case, following specific citations EVC 1045 and PC 832.5.
Child Molestation			Records	C ***	AC+5	5	AC+10	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions
Drug / Sex Crime Registration		Sex offenders - Adult Sex offenders - Juvenile	Records	C ***	LOR+2 * Varies		LOR+2 * Varies	GC 34090; 2 years minimum * PC 290; definitions and references W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
City Employee Cases			Records	C ***	AC+2	5	AC+7	GC 34090, 2 year minimum requirement 29 CFR 1904; OSHA reports, maintain 29 CFR 1904.33; OSHA reports maintained for the current year plus 5 years. State of California Guidelines; 7 years after closure
Sex Crimes			Records	C ***	AC+5	P	P	PC 261; Definitions PC 220; Definitions & punishments PC 286; Definitions & punishments PC 289; Definitions & punishments W&I 781; Juvenile records, when offender reaches age 38, or 5 years after records are sealed. Department of Justice recommends 25 years. Administrative Policy: Based on registration requirements, maintain sex crime cases Permanently for adult offenders.

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
	Weapon Crimes	Possession of illegal weapons, carrying concealed weapons, and other crimes relating to the possession or use of illegal weapons where no other crime has occurred.	Records	C ***	AC+5	5	AC+10	GC 34090; 2 year minimum requirement Administrative Policy: Retain weapon crime information for 10 years to track potentially violent individuals.
	Crimes with Death		Records	C ***, V, H	P	P	P	PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent
	Child Abuse		Records	C ***, V	AC+10		AC+10	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions
	Missing Persons		Records	C ***	AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for non-criminal occurrences, including missing persons where person has been returned/found. DOJ recommends permanent for unsolved missing persons.
	Unattended Death / Suicide	Suspicious No suspicious circumstances	Records	C ***, V, H C ***, V	P AC+2	P	P AC+2	PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent GC 34090; 2 year minimum requirement
	Robberies / Burglary		Records	C ***	AC+3		AC+3	GC 34090, 2 year minimum requirement CCP 338 et al.; up to 3 years after commission of offense or after realization of offense. State Recommendation; Closure of case plus 3 years.
	Stolen Vehicles		Records	C ***	AC+10		AC+10	GC 34090; 2 year minimum requirement CA Law Enforcement Warrant Officers Association recommends keeping for 10 years.
	Misdemeanors / Petty Theft		Records	C ***	AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons.
	Marijuana Related Crimes		Records	C ***	AC+2 *		AC+2 *	HS 11361.5, 11357 B, C, D, or E; 2 years after case closure, * or until offender reaches the age of 18 years provided there are no active warrants associated with the case. Destroy Juvenile marijuana cases after age 18. Combined cases may be retained for the longest applicable retention period.
16-02-08	Traffic Citations	Data entered into RMS and original citation shredded if not related to a case file.	Records		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations.
16-02-09	Cash Flow Statements	Forwarded to Finance for processing. PD scans documents for reconciliation. Duplicate record.	Finance		ACT		ACT	GC 34090.7; Duplicates and reference materials may be destroyed within the 2 year minimum.

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-02-10	Subpoenas Duces Tecum	Subpoenas for records. Scanned to electronic and placed on a shared drive.	Records		CY+2		CY+2	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current year plus 2 years. Courts/County maintain the original record.
16-02-11	Record Sealings	Adults Juveniles	Records	C ***	AC+3 * AC+5 **		AC+3 * AC+5 **	PC 851.8(a); Factually innocent records, 3 years after arrest, * with district attorney approval. Date of court ordered destruction GC 68152(g); 5 years after sealed W&IC 781; 5 years after sealed by court order for at-risk youth; ** W&IC 781; When juvenile reaches the age of 38 for murder and/or sex crimes occurring before the child is 14 years of age ** W&IC 781; For murder and/or sex crimes occurring on or after the child reaches age 14, DO NOT DESTROY.
16-02-12	Monthly DOJ/UCR Report	Maintained in RMS, printed to hardcopy and scanned for submission to the DOJ.	Records		CY+10		CY+10	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly, and annual activity/statistical reports, including UCR reports. Administrative Policy: Maintain copies of UCR Reports for the Current Year plus 10 years for historical trending.
16-02-13	DOJ Audit Reports	National Crime Information Computer. DOJ requires reporting monthly for stolen weapons, missing persons and restraining orders. Inhouse audit performed and results faxed to DOJ.	Records		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly, and annual activity/statistical reports, and for property control documents and logs.
14-02-14	Criminal Case Disposition Notification/Reports	Case disposition confirmation from the District Attorney or court system. DOJ 8715 & 8716 disposition forms. Documents scanned in to Disc Image.	Records		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for case tracking records
16-02-15	Confidential Medical Form	Used to initially evaluate prisoner's medical status prior to incarceration.	Records	C	AC+2 *	5 *	AC+7 *	H&S 123155; * Under 18 - 1 year after 18th birthday or 7 years, whichever is longer. Over 18 - 7 years after discharge. 15 CCR 1205; Maintain separately from inmate files, no retention listed 15 CCR 1207; Maintain, no retention listed California "Minimum Guidelines for Local Detention Facilities" state "There is no Title 15 regulation related to records retention" for these records.
16-02-16	Arrest Logs	Holding cell logs scanned into Disc Image.	Records		CY+2	4	CY+6	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 6 years for jail logs
16-02-17	Child Abuse/Elder Abuse Referrals	Hardcopy log for requests from Child Protective Services and Adult Protective Services. Draw a case number and become part of the case file.	Records		CY+3		CY+3	GC 34090; 2 year minimum retention State of California Guidelines; Current year plus 2 years for most Public Safety logs. Administrative Decision: Maintain referral logs for the current year plus 3 years to support cases.

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-02-18	Vehicle Repossession Notifications	Maintained electronically in CLETS.	Records		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain repossession and private impound records for the current year plus 2 years.
16-02-19	District Attorney Requests	Information requested by the DA for records. Once completed, scanned into the case file.	Records		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion
16-02-20	Criminal Background Checks	Requests for criminal history from an outside agency or the public. Processed and destroyed after completion.	Records		CY+3		CY+3	GC 34090; 2 year minimum requirement CCP 340; 1 year statute of limitations 11 CCR 707(c); 3 years after release of record
16-02-21	11590 H&S Registration	For drug registrants.	Records		L+2		L+2	GC 34090; 2 years minimum H&S 11594; 5 years after termination of parole or probation PC 186.32; 5 years after last registration requirement State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
16-03-00 Internal Affairs Unit								
16-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-03-02	IA Pro Database	System that tracks administrative investigations, citizen complaints, claims, critical incidents, uses of force, and collision reviews. After the retention period for the investigation, the paper is purged and any connections to the officer are removed in the database.	IA	C	IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-03-03	Internal Investigations	Includes citizen complaints and all investigative documents related to the complaint. Maintained in paper, scanned electronic and/or electronically created documents. Paper is scanned into Disc Image upon completion of the case.	IA	C	CY+5		CY+5	PC 832.5(b) Statutory minimum is 5 years. EVC 1045; 5 years for conduct PC 801.5; 4 years to commence prosecution PC 803(c); public officer, crime descriptions VC 2547; SOL of 3 years for officer fraud GC 12946; 2 years after completion/position filled
16-03-04	Collision Reviews	Internal review.	IA	C	CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for incident history reports

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-03-05	Critical Incidents	Includes any time that an officer intentional or unintentional discharges their firearm and death in custody reporting and logs.	IA	C	AC+5		AC+5	EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. GC 12946; Personnel records, 2 years after termination. PC 801.5; 4 years to commence prosecution PC 832.5; 5 years after case closure, confidential document not for public exposure. VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. State Recommendation; Closure of case plus 25 years, 2 years plus the current year for death in custody reporting. DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file.
16-03-06	Pitchess Motion In-camera Disclosure Letter	Includes a copy of the pitchess motion. Letter is not sent to the City Attorney, but is available for reproduction if required.	IA	C	CY+2		CY+2	GC 34090; 2 year minimum requirement
16-03-07	Potential Complaints & Claims	Includes exchanges between the public and the watch commander. Watch commander or supervisor sends the information to IA notifying the potential of a claim. Not subject to discovery or PRA if no formal complaint is filed.	IA	C	CY+2		CY+2	GC 34090; 2 year minimum requirement
16-03-08	CHP 187 Vehicle Pursuits	Includes a log tracking filing and sending the report, a summary of the actions, and proof of delivery from the CHP.	IA		IND	IND	IND	VC 17004.7; Maintain vehicle pursuit records, no retention.
16-03-09	Use of Force Reports	Information entered into IA Pro from the paper forms, and then paper is scanned into Disc Image. Paper is shredded after scanning.	IA		P		P	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for use of force files Administrative Decision: Maintain use of force permanently due to difficulties in purging process and for historical trending.
16-03-10	Citizen Feedback Notifications Log	Excel log used for web based form for citizen feedback through the PD website. Form electronically completed by a citizen. Complaints become formal investigations. Non-complaints are forwarded to other divisions or departments, as needed.	IA		ACT		ACT	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-03-11	Livescan Arrest Notifications	Web based e-mail box used for fingerprinting on all hired employees, volunteers, and janitorial and service staff. Tracks any criminal activity associated with an employee with access to the PD. Includes No Longer Interested forms releasing notification rights on former employees. Mostly for former or past prospective employees.	IA		CY+4		CY+4	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for supervisory review files including arrest report copies, logs and review forms. Administrative Decision: Maintain arrest notifications and No Longer Interested forms for the current year plus 4 years for former and past prospective employees. Background checks on hired employees are retained permanently.
16-03-12	POST Reimbursement Reports	Reimbursement report printed from the POST website. Used to reconcile the training cost reports. Maintained in IA for audits by the State Controller.	IA		AA+4		AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-03-13	Carry Concealed Weapon (CCW) Files	National permits require qualification annually. Qualification may occur in City or at outside locations. Includes renewal notification and copies of the current policy which are sent to the applicant. Maintained indefinitely for trending. Denied permit applications	IA		AE+2 CY+2		AE+2 CY+2	GC 34090; 2 year minimum requirement PC 12071, Maintain records PC 12078, Maintain records State Recommendation, 2 years after the license expires.
16-03-14	Internal Affairs Statistical Reports		IA		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.
16-04-00	Traffic Division & Fleet Management							
16-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-04-02	CARS Traffic Reporting System	Created by the CHP and linked to NetRMS. Paper version sent to SWTRS. Used to create and distribute all traffic reports.	Traffic		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-04-03	Crossroads Tracking System	Used to track accidents and incidents on City roads.	Traffic		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-04-04	Equipment Calibrations	Preliminary Alcohol Screening Device and radar calibration.	Traffic		AT+2		AT+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination for radar calibration records
16-04-05	Equipment Inventory	Includes alcohol screening, radar calibration, batteries, Crash Data Retrieval, reconstruction and other equipment used in Traffic.	Traffic		S+2		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for equipment inventory records
16-04-06	Taxi Cabs & Tow Trucks	Includes vehicle inspections for service providers.	Traffic		CY+2		CY+2	GC 34090; 2 year minimum requirement
16-04-07	State Route Encroachment Permit		Traffic		AC+2		AC+2	GC 34090; 2 years minimum State of California Guidelines; 2 years after completion for non-construction encroachment permits
16-04-08	Hit & Run Notification		Traffic		CY+3		CY+3	CCP 338; 3 year statute of limitations
16-04-09	Parking Citations		Traffic		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking & traffic citation duplicates.
16-04-10	Vehicle Impound		Traffic		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for impound records
16-04-11	Fatal Collisions	Hardcopies maintained permanently.	Traffic		P	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for traffic collisions with fatalities.
16-04-12	Officer Collisions	Duplicate of records maintained in IA.	IA		CY+7		CY+7	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for incident history reports Administrative Decision: Maintain officer-involved accidents for the current year plus 7 years for training purposes.

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-04-13	Vehicle Assignments	Excel database tracking vehicles assigned to areas. Does not track current location of vehicle through a vehicle tracking system.	Traffic		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for daily activity logs.
16-05-00	Professional Standards							
16-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-05-02	General Orders	All policies and procedures for the PD. Migrating to Lexipol.	Prof Stand	C, V	P	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.
16-05-03	Recruitment Files	Includes job flyers and announcements, job analysis, practical test and assessment centers, oral board, applications, recruitment response letters and general correspondence relating to the recruitment.	Prof Stand		AC+3		AC+3	GC 12946; 2 years after completion/position filled 29 CFR 1602.15; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
16-05-04	Applicant Disqualifications		Prof Stand		AC+3		AC+3	GC 12946; 2 years after completion/position filled 29 CFR 1602.15; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
16-05-05	Background Checks	Includes DOJ fingerprinting, pre-employment physicals and other background checks for hired and non-hired candidates. Hired general employees Hired safety employees Not hired applicants	Prof Stand	C	AT+3 AT+2 AC+2	P	AT+3 P AC+2	GC 34090; 2 year minimum PC 832.5; 5 years for officer complaints State of California Guidelines; Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired.
16-05-06	Personnel Records		Prof Stand	C	AT+3	3	AT+6	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination
16-05-07	Disciplinary Actions	Not part of an internal investigation or critical incident.	Prof Stand	C	AC+5		AC+5	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 5 years after termination for safety employees.
16-05-08	SpeedShift Time Tracking System	Includes paid overtime and vacation tracking.	Prof Stand		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-05-09	Emergency Contact Cards	Separate from employee personnel files. Accessed by supervisors when needed.	Prof Stand		ACT		ACT	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period
16-05-10	Training Management Program	Includes date of training, type of training, training number and hours trained for POST and inhouse non-POST training. Includes lethal & non-lethal weapons, qualifications and defensive tactics qualification, active shooter, CPR qualifications and perishable skills.	Prof Stand		IND		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-05-11	Field Training Officer Manuals	Includes class outline, tests, percentages, roster, handouts, instructor's qualifications and resumes, qualification criteria and training scenarios, range lesson plans, firearms safety plan, weapon maintenance, firearm training manuals, simulation training, range master and safety officer for firearms and less-lethal weapons.	Prof Stand		AC+2	13	AC+15	GC 34090; 2 year minimum requirement State of California Guidelines; 15 years after completion for range lesson plans. No citation given.
16-05-12	Personnel Training Records	Individual records by employee. Includes certificates, program attendance, equipment, diploma copies, oaths of office, duty assignments, CLETS Full / Less-than-full Operator Exams, POST and all other training records for the PD. Do you maintain individual training files separate from the personnel file?	Prof Stand		AT+2	5	AT+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status State of California Guidelines; 7 years after termination, no specific citation given. 2 years after termination for certificates and designations training.
16-05-13	Cadet Program	Includes application, background authorization, supplemental background information form, criminal history and records checks, LiveScan fingerprinting, training, community service records, performance evaluations, correspondence, background letters to neighboring agencies, and ID cards. Exit the program when they turn 21 or sooner. Does not include suspension information and reason for exiting the program.	Prof Stand		AT+2	3	AT+5	CCP 335.1; 2 years for action on injuries caused by neglect. 29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 5 years after termination
16-05-14	Ride-along Waivers		Prof Stand		CY+2		CY+2	GC 34090; 2 year minimum retention State of California Guidelines; 2 years plus the current year
16-06-00	Investigations Records							
16-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-06-02	Informant Files	Maintained in paper form and reviewed annually for activity. Includes vice crimes (gang, narcotics, prostitution, robbery).	Investigations	C	AT+2	8	AT+10	GC 34090; 2 year minimum requirement State of California Guidelines; 10 years after termination for informant files, no citation stated
16-06-03	Gang Unit Field Interrogations	Discoverable documents different from the registration files.	Investigations		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for field interview cards.
16-06-04	290 PC Registration	For sex offenders. Activity based on ORI status. Adults Juvenile	Investigations		L+2 * Varies		L+2 * Varies	GC 34090; 2 years minimum * PC 290; definitions and references W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
16-06-05	Criminal Subpoenas Log	Any subpoenas having to do with a criminal case. Logged on paper by calendar year and by defendant name. Maintained for 2 years and then shredded.	Investigations		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for copies of subpoenas.

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-06-06	Asset Seizure/Forfeiture Form	For monies seized over a certain amount. Requested from a major crimes task force, and ultimately scanned to Records with the case file.	Investigations		ACT		ACT	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum retention period
16-06-07	Arson Registration	Arson - Adults Arson - Juveniles	Investigations		L+2 * Varies		L+2 * Varies	GC 34090; 2 years minimum H&S 11594; 5 years after termination of parole or probation PC 186.32; 5 years after last registration requirement * PC 457; Arson registration for juveniles, 25 years of age or when records are sealed per W&IC 781 State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
16-06-08	Pawn Slips		Investigations		CY+2		CY+2	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Secondhand Dealers and Pawn Brokers.
16-07-00	Property & Evidence							
16-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-07-02	Evidence Purge/Disposition Logs	Includes weapons destruction logs, drug destruction logs, deposit receipts, property disposition memorandums and returns to owners.	P&E		P	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for gun destruction. No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.
16-07-03	Evidence Review Logs	Tracks review of evidence by the District Attorney or private attorneys.	P&E		CY	10	CY+10	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for property control logs recording items coming into and going out of property rooms. Administrative Decision: Maintain for 10 years plus the current year to assist in murder/homicide cases.
16-07-04	Sworn Release Log	Tracks evidence used in cases and checked out to officers for court purposes.	P&E		CY	10	CY+10	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for property control logs recording items coming into and going out of property rooms. Administrative Decision: Maintain for 10 years plus the current year to assist in murder/homicide cases.
16-07-05	Auction Reports	Report of materials released to auctioneer. Copy kept to show the release.	P&E		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after financial audit for surplus property auctions including listings of property.

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-07-06	Audio & Video Recordings - Personal Recording Units	View recordings by officers using recording devices controlled by the officer.	P&E		CY+2		CY+2	GC 34090.6; 100 days. * If a claim is filed or pending litigation, retain with the case file. State of California Guidelines; 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6 Administrative Decision: Maintain for the current year plus 2 years to support potential cases.
16-07-07	Crime Scene Photographs	Maintained for major cases in VeriPic.	P&E		Varies	Varies	Varies	Review retention under Case Files in Records. Administrative Policy: Periodically review photographs for relevance to current cases or events.
16-07-08	Vallejo Police Department Inventory Database	Tracks all equipment issued to officers.	P&E		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-07-09	Property Inventory Form	Equipment issued to officers and other department equipment. Equipment tracked through a software system after entered in from the form. Includes locker and riot locker assignments.	P&E		CY+2		CY+2	GC 34090; 2 year minimum requirement State Recommendation; 2 years after superseded for listings of equipment assigned to divisions and officers. Administrative Decision: Maintain forms for the current year plus 2 years since inventory and changes are tracked in the software.
16-07-10	DOJ Property Audits	Primarily spot audits and an occasional full audit. Available for review by the DOJ upon request.	P&E		AA+2		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly, and annual activity/statistical reports.
16-07-11	General Statistical Reports	Requests for information from the Chief and other units on incoming items processed, disposed of, and/or purged.	P&E		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.
16-07-12	Evidence Building Surveillance System	Includes buildings, holding cells, sally port and evidence section.	P&E		1Y		1Y	GC 34090.6; 1 year. If a claim is filed or pending litigation, retain with the case file for 100 days after conclusion of court action. State of California Guidelines; Current Month plus 13 months for surveillance recordings Administrative Decision: Maintain evidence building surveillance for 1 year due to limitations of the recording system.
16-08-00	Communications							
16-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-08-02	Vesta Gold Elite	Phone and radio dispatch and 911 system.	Comm		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-08-03	PrinTrak Motorola CAD System	Contains daily officer activity and reports, be on the lookout, tow logs, board-up logs, call out logs, and other dispatch originated documents. No paper documents are maintained after entry into PrinTrak.	Comm		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-08-04	JEI Surveillance System	Windows based system to track and maintain routine audio recordings. Includes radio traffic and phone calls. Includes radio and telephone communications.	Comm		IND	IND	IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
16-08-05	Biweb Reporting	Used for public records requests for information on police response and call for service. Printed copy of information given to the requestor. All requests are received via e-mail or phone call. Includes a redacted version of the call for service.	Comm		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion
16-08-06	False Alarm Claims	Communications is the alarm administrator for false alarms. PD bills for false alarms through CryWolf service.	Comm		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for false alarm duplicates.
16-09-00	Planning & Research Unit							
16-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-09-02	Asset Forfeiture	Monies held until the case is settled, and returned if found not guilty.	P&R Unit		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Closure of the case plus 2 years.
16-09-03	Grants & Grant Applications		P&R Unit		AFP+1 *	P	P	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Administrative Decision: Maintain grant agreements and administrator documents permanently for auditing purposes.
16-09-04	POBAR Reimbursement (SB 90) Files	Statistical information generated from NetRMS for the state. Reimbursements for responding to certain types of incidents.	P&R Unit		CY+2		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for statistical reports
16-10-00	Police Information Technologies							
16-10-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-10-02	Holding Cell & Building Surveillance System	Includes buildings, holding cells, sally port and evidence section.	PDIT		CM+13		CM+13	GC 34090.6; 1 year. If a claim is filed or pending litigation, retain with the case file for 100 days after conclusion of court action. State of California Guidelines; Current Month plus 13 months for surveillance recordings
16-10-03	City Camera System	Used to track intersections and other City areas.	PDIT		1M		1M	GC 34090.6; 1 year. If a claim is filed or pending litigation, retain with the case file for 100 days after conclusion of court action. State of California Guidelines; Current Month plus 13 months for surveillance recordings Administrative Decision: Maintain city camera system recordings for 1 month due to the large quantity of routine data stored by the system.

16-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
16-11-00	Code Enforcement Records							
16-11-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
16-11-02	Property Maintenance Violations	Includes Warning Notices, Notices of Violation, Citations, Proofs of Mailing and Acceptance, Warrants, Photos, Liens and other code enforcement information. Complainant's information is confidential. Documents scanned into CRW and paper destroyed as of 2016.	Code Enf	C*	AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/ completion.
16-11-03	Forclosed/Vacant Property Registration Program	Includes Application Forms, Photos, Reports, Warning Notices, Notices of Violation, Citations, Proofs of Mailing and Acceptance, and other code enforcement information. Complainant's information is confidential	Code Enf	C*	AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/ completion.
16-11-04	Special Assessments & Tax Notices - Abatement Related Liens	Includes liens against properties.	Code Enf		AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/ completion for abatement liens
16-11-05	Special Assessments & Tax Notices - Recorded Liens	Includes liens against properties.	Code Enf		AC+2	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for recorded liens
16-11-06	Weed Abatement	Includes Warning Notices, Notices of Violation, Citations, Proofs of Mailing and Acceptance, Warrants, Photos, Liens and other code enforcement information. Complainant's information is confidential Documents scanned into CRW and paper destroyed as of 2016.	Code Enf	C*	AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/ completion.

17-00-00 RISK MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
17-01-00	Risk Management Records							
17-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
17-01-02	CJPRMA Information	General information and correspondence with the JPA and program documents for the City's excess liability, environmental, property, vehicle and machinery insurance.	Attorney		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Record
17-01-03	CJPRMA Program Documents	Includes bylaws, contract originals, MOUs and other documents establishing the program.	Attorney		P	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for joint powers agreements for excess liability insurance.
17-01-04	Third Pary Administrator	Includes correspondence and information on claims and adjustments for activities over the year. York Risk Services.	Attorney		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Record
17-01-05	Claims Against the City	Includes non-litigated claims. Filed individually by claim.	Clerk		AC+2	4	AC+6	GC 34090; 2 year minimum requirement 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure
17-01-06	Recovery Claims By the City	Claims by the City for damages from another person or entity. Filed by the department seeking reimbursement for damages.	Attorney		AC+2	4	AC+6	GC 34090; 2 year minimum requirement 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure
17-01-07	Incident Reports	Reports submitted by the associated department.	Attorney		AC+2	5	AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions 29 CFR 1904.2-7; OSHA recordkeeping GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California Guideline; 7 years after settlement or closure
17-01-08	General Liability Loss Run Reports	Reports of litigated and non-litigated claims.	Attorney		CY+2	3	CY+5	GC 34090; 2 year minimum requirement 29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8 CCR 10102; whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final. State of California Guideline; 5 years after completed

17-00-00 RISK MANAGEMENT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis
17-01-09	General City Insurance Policies	Includes facilities, auto and other general insurance policies	Attorney		CY+2	P	P	GC 34090; 2 year minimum State of California Guidelines; Permanent for liability and property insurance
17-01-10	Certificates of Insurance	Certificates provided by contractors and vendors for liability coverage.	Attorney		AE+3	P	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for insurance certificates filed separately from contracts/agreements, including insurance filed by licensees.



DATE: December 11, 2018
TO: Mayor and Members of the City Council
FROM: Terrance Davis, Public Works Director
SUBJECT: **IN-N-OUT BURGER TRAFFIC SIGNAL REIMBURSEMENT BUDGET AMENDMENT**

RECOMMENDATION

Receive and file the City Manager's request to amend the Fiscal Year 2018-19 Adopted Budget to allocate and appropriate \$516,000 from the Traffic Impact Mitigation Fee (TIMF) Fund for the In-N-Out Traffic Signal reimbursement.

REASONS FOR RECOMMENDATION

This action is the first of a two step process to amend the budget. This action would declare the City's intention to amend the Fiscal Year 2018-19 TIMF Fund in the amount of \$516,000.

BACKGROUND AND DISCUSSION

On August 21, 2017, the City of Vallejo Planning Commission through Resolution No. PC17-14, approved the construction of an In-N-Out Burger Restaurant located at 720 Admiral Callaghan Way.

As a Condition of Approval for the project, the City has required the developer to construct a traffic signal at the intersection of Admiral Callaghan and Rotary Way. A portion of the traffic signal improvements, which are required to mitigate the traffic impacts created by the project, also benefit the residents of the City of Vallejo by improving general traffic flow control in the area.

In-N-Out Burger has agreed to design, install, and construct the traffic signal improvements, provided it is reimbursed for their share of the cost of improvements in excess of those required to mitigate the traffic impacts of the project by the City.

On May 22, 2018, City Council authorized the City Manager to execute an agreement to reimburse In-N-Out Burger for up to 85% of the cost of the traffic signal, estimated to be \$430,000. The maximum authority to reimburse is 20% above the estimated price, which is \$516,000 and was authorized to pay the reimbursement amount out of the Traffic Impact Mitigation Fee Fund.

This is the first step of the two step process to amend the budget to allocate and appropriate \$516,000 from the TIMF fund to the In-N-Out reimbursement agreement.

FISCAL IMPACT

The notice of intent does not have any fiscal impact. A future recommended action to amend the budget will include the anticipated fiscal impact associated with the recommended budget amendment.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	(EXECUTED COPY) Agreement For Reimbursement of Traffic Signal Improvement Cost
----	--

CONTACT

Melissa Tigbao, Assistant Public Works Director / City Engineer (707) 648-4085

Melissa.Tigbao@cityofvallejo.net

AGREEMENT FOR REIMBURSEMENT OF TRAFFIC SIGNAL IMPROVEMENTS COSTS

THIS AGREEMENT FOR REIMBURSEMENT OF TRAFFIC SIGNAL IMPROVEMENTS COSTS ("Agreement") is made and entered into this 22 day of May, 2018 (the "Effective Date"), by and between the CITY OF VALLEJO, a municipal corporation (hereinafter referred to as "City"), and IN-N-OUT BURGERS, a California corporation (hereinafter referred to as "Developer") (collectively, "Parties"), for the reimbursement of traffic signal improvement costs.

WITNESSETH

WHEREAS, Developer has constructed, or will soon construct, certain improvements related to that project known as "IN-N-OUT BURGERS" which is a drive through restaurant (the "Project"), located at 720 Admiral Callaghan Way, Vallejo, California. The real property upon which the Project will be located is more particularly described and/or depicted on Exhibit A attached hereto (the "Developer Property"); and

WHEREAS, the City has conditioned its approval of the Project on the construction of a traffic signal at the intersection of Admiral Callaghan and Rotary Way, which improvements are more particularly described in Exhibit B, attached hereto and incorporated herein (the "Traffic Signal Improvements"); and

WHEREAS, while a portion of the Traffic Signal Improvements is required to mitigate the traffic impacts created by the Project, the Traffic Signal Improvements will also benefit the residents of the City of Vallejo; and

WHEREAS, Developer agrees to design, install and construct (total project cost) the Traffic Signal Improvements, provided it is reimbursed for the cost of design, installing and constructing improvements in excess of those required to mitigate the traffic impacts of the Project ("Excess Improvements") by the City; and

WHEREAS, Developer estimates that the total project cost of the Traffic Signal Improvements is Four Hundred Thirty Thousand dollars (\$430,000.00), but the parties recognize that the economic conditions at the time of bidding and construction conditions could result in a final cost that is higher or lower than the estimate; and

WHEREAS, Developer is constructing the Project and must promptly complete portions of the Traffic Signal Improvements. It is uneconomical and impractical for the City to bid the Excess Improvements separately from the Project and the portion of the Traffic Signal Improvements required to mitigate the impacts of the Project; and

WHEREAS, in consideration of the benefits the Traffic Signal Improvements will provide to the residents of the City of Vallejo as a whole, the City has agreed to share in the financial cost to complete the Traffic Signal Improvements.

NOW, THEREFORE, FOR VALUABLE CONSIDERATION, THE RECEIPT AND ADEQUACY OF WHICH IS HEREBY ACKNOWLEDGED BY THE PARTIES, IT IS AGREED AND COVENANTED AS FOLLOWS:

1. The Parties agree that the foregoing recitals are true and correct and fully incorporated herein.
2. Developer shall construct and install the Traffic Signal Improvements in accordance with plans and specifications approved by the City Engineer and subject to the terms of this Agreement.
3. Developer shall bid the work to install the Traffic Signal Improvements and select the lowest responsible bidder. The developer shall submit for inspection to the City the bid packet and bids prior to the start of construction. The developer shall also submit for inspection to the City the certified payroll to verify the prevailing wage rates payments prior to acceptance by the City of Vallejo.
4. Upon the completion of the Traffic Signal Improvements and acceptance by the City of Vallejo, Developer shall submit to the Director of Public Works documentation establishing the actual costs associated with the design, permitting and construction of the Traffic Signal Improvements (the "Traffic Signal Costs" or "Reimbursable Costs"), which costs may include, but are not limited to costs for design, traffic signal equipment, construction, and inspection and all invoices and other documentation as reasonably required by the Director of Public Works which support the Reimbursable Costs actually incurred. City shall reimburse Developer for the Reimbursable Costs as provided in this Agreement.
5. Within thirty (30) days following City's receipt of documentation of Reimbursable Costs, City agrees to refund to Developer a portion of the traffic impact fees for the Project previously paid by Developer to the City, or offset traffic impact fees for the Project if not yet paid by Developer to City, in an amount equal to eighty-five percent (85%) of the Reimbursable Costs (the "City's Pro Rata Share of Reimbursable Costs"). If the City's Pro Rata Share of Reimbursable Costs exceeds the total traffic impact fees for the Project, then City shall pay the difference to Developer within thirty (30) days following City's receipt of documentation of Reimbursable Costs. This portion reflects the benefits that the Traffic Signal Improvements provides to residents of the City of Vallejo at large.
6. Each party shall indemnify, protect and hold harmless the other party, its officers, officials, employees and volunteers from and against any and all claims, demands, losses, defense costs or expenses, or liability of any kind or nature, including but not limited to reasonable attorney fees and litigation costs, which the indemnified party, its officers, agents and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property arising out of other party's negligent or wrongful acts or omissions in performing or failing to perform under the terms of this Agreement, excepting only liability arising out of the indemnified party's own negligence or wrongful conduct.

7. Until acceptance of the work by the CITY, the Developer shall have the charge and care of the work and of the materials to be used therein. The Developer shall bear the risk of injury, loss or damage to materials or work until acceptance of the work by the City. City shall accept the work promptly following Developer's completion of the Traffic Signal Improvements in accordance with the plans and specifications approved by the City Engineer.

8. Insurance shall conform to the following requirements: the Developer shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Developer, his/her agents, representatives, employees or subcontractors. Such insurance shall not be construed to relieve the Developer of any liability in excess of such coverage. Developer shall name CITY as additional insured.
 - a. Minimum Scope of Insurance Coverage shall be at least as broad as:
 - i. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001).
 - ii. Insurance Services Office form number CA 0001 (Ed. 1na) covering Automobile Liability, code 1 "any auto" and endorsement CA 0025.
 - iii. Workers' Compensation insurance as required by the Labor Code of the State of California and Employers Liability insurance.

 - b. Minimum Limits of Insurance

The Developer shall maintain limits no less than:

 - i. General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 - ii. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
 - iii. Workers' Compensation and Employers Liability: Workers' compensation limits as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.

 - c. Intentionally omitted

d. Other Insurance Provisions

The policies are to contain, or be endorsed to contain the following provisions:

i. General Liability and Automobile Liability Coverage

1. The CITY, its officers, directors, officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Developer, including the insured's general supervision of the Developer; products and completed operations of the Developer, premises owned, occupied or used by the Developer. The coverage shall contain no special limitations on the scope of protection afforded to the Developer, its officers, officials, employees or volunteers and the City, its officers, directors, officials, employees and volunteers.
2. The Developer's insurance coverage shall be primary insurance as respects the CITY, its officers, directors, officials, employees, and volunteers. Any insurance or self- insurance maintained by the CITY, its officers, directors, officials, employees or volunteers shall be excess of the Developer's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CITY, its officers, directors, officials, employees or volunteers.
4. The Developer's coverage applies separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

ii. Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from work performed by the Developer for the CITY, its officers, directors, employees and sub-consultants.

iii. All Coverage

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the CITY.

e. Acceptability of Insurers

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

f. Verification of Coverage

Developer shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by this section. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and accepted by the CITY before work commences. The CITY reserves the right to require complete, certified copies of all required insurance policies, at any time.

g. Subcontractors

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

The Developer shall ensure that all subcontractors include the City as additional insured.

7. **Notices.** Any payments or notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, FedEx, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice:

To City: City of Vallejo
555 Santa Clara Street
Vallejo, CA 94590
Attention: Terrance Davis, Director of Public Works

To Developer: In-N-Out Burgers
13502 Hamburger Lane
Baldwin Park, CA 91706
Attention: Jim Lockington and Andy Dawson

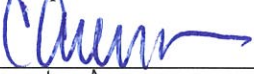
8. This Agreement may be amended only by a written instrument executed by Developer and City.
9. This Agreement shall be construed and governed under the laws of the State of California. Venue shall be in Solano County, California.
10. The provisions of this Agreement shall be binding upon the Developer and City, and shall inure to the benefit of and be binding upon the respective heirs, representatives, successors and assigns of Developer.

11. Nothing in this Agreement shall be interpreted as creating any form of partnership, joint venture, or other relationship between City and Developer.
12. This Agreement supersedes and cancels any and all prior or contemporaneous negotiations, arrangements, representations and understandings, oral or written, if any, between the parties relating to the subject matter hereof.


IN WITNESS WHEREOF, the undersigned have executed this Agreement to be effective as of the Effective Date.

DEVELOPER

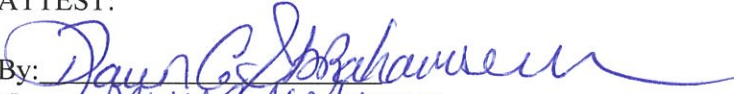
IN-N-OUT BURGERS, a
California corporation

By: 
Name: Carl Arena
Title: Vice President of
Real Estate


CITY OF VALLEJO

By: 
Name: Greg Nighoff
Title: City Manager

ATTEST:

By: 
Name: Dawn C. Abrahamson
Title: City Clerk

APPROVED AS TO FORM:

By: 
Name: Donna Money
Title: City Attorney

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
) ss.
County of Los Angeles)

On April 17, 2018, before me, Lori Brazzill, Notary Public, personally appeared Carl Arena who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/~~she~~/they executed the same in his/~~her~~/their authorized capacity(ies); and that by his/~~her~~/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.



Lori Brazzill
Notary Public

[Notary Seal]

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
) ss.
County of _____)

On _____, before me, _____, Notary Public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Notary Public

[Notary Seal]

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
) ss.
County of _____)

On _____, before me, _____, Notary Public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Notary Public

[Notary Seal]

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
) ss.
County of _____)

On _____, before me, _____, Notary Public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Notary Public

[Notary Seal]

EXHIBIT A
DEVELOPER PROPERTY
[See attached]

Real property in the City of Vallejo, County of Solano, State of California, described as follows:

A PORTION OF PARCEL X, AS SHOWN ON THAT CERTAIN PARCEL MAP IN THE CITY OF VALLEJO, COUNTY OF SOLANO, STATE OF CALIFORNIA FILED JULY 22, 1981 IN BOOK OF PARCEL MAPS, PAGE 54 IN THE OFFICE COUNTY RECORDER OF SAID COUNTY DESCRIBED AS FOLLOWS.

COMMENCING AT THE SOUTHWEST CORNER OF SAID PARCEL X BEING A POINT ON THE EASTERLY RIGHT OF WAY LINE OF ADMIRAL CALLAGHAN LANE AS SHOWN ON SAID PARCEL MAP;

THENCE NORTH 09°25'39" WEST ALONG THE WESTERLY LINE OF SAID PARCEL X AND SAID EASTERLY RIGHT OF WAY LINE 152.73 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE EAST HAVING A RADIUS OF 1,000.00 FEET;
THENCE NORTHERLY 31.21 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 01°47'17" TO THE TRUE POINT OF BEGINNING OF THIS DESCRIPTION;
THENCE SOUTH 84°31'51" EAST 40.36 FEET;
THENCE SOUTH 81°06'39" EAST 102.68 FEET;
THENCE SOUTH 89°47'04" EAST 48.00 FEET;
THENCE NORTH 29°30'28" WEST 20.27 FEET;
THENCE SOUTH 89°47'04" EAST 40.00 FEET;

First American Title Insurance Company

1402.06
Owner's Policy (6-17-06)

Policy Page 6
Policy Number: 654194

THENCE NORTH 29°30'28" WEST 50.00 FEET;
THENCE SOUTH 89°47'04" EAST 3.75 FEET;
THENCE NORTH 29°30'28" WEST 133.00 FEET;
THENCE NORTH 89°47'04" WEST 34.75 FEET;
THENCE NORTH 30°00'37" EAST 42.20 FEET;
THENCE NORTH 29°30'28" WEST 62.50 FEET;
THENCE NORTH 89°47'04" WEST 109.71 FEET; TO A POINT ON THE WESTERLY LINE OF SAID PARCEL X AND SAID EASTERLY RIGHT OF WAY LINE. SAID POINT BEING THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE EAST HAVING A RADIUS OF 548.00 FEET AND TO WHICH BEGINNING A RADIAL LINE BEARS SOUTH 89°46'22" WEST;
THENCE SOUTHERLY 45.65 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 04°46'22"; THENCE SOUTH 05°00'00" EAST ALONG THE WESTERLY LINE OF SAID PARCEL X AND SAID EASTERLY RIGHT OF WAY LINE 157.55 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE EAST HAVING A RADIUS OF 1,000.00 FEET PASSING THROUGH THE TRUE POINT OF BEGINNING.
THE AREA OF THE ABOVE DESCRIBED LEGAL DESCRIPTION CONSISTS OF APPROXIMATELY 42,511 SQUARE FEET OR 0.976 ACRES.
PORTION OF ASSESSOR'S PARCEL NUMBER 0069-340-370

APN: 0069-340-370 and 0069-340-380

EXHIBIT B
TRAFFIC SIGNAL IMPROVEMENT PLANS

[See attached]

CONDUCTOR TABLE

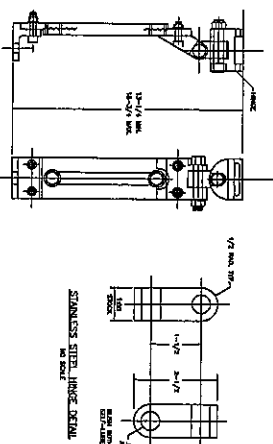
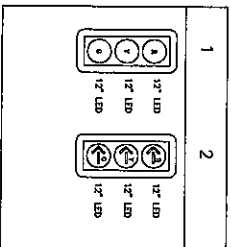
AWG	CIRCUIT	RUNS						
		1	2	3	4	5	6	7
NO. 8	#1	3	3	6	6	3	3	3
	#2	3	3	6	6	3	3	3
	#6	3	3	3	3	3	3	3
	#8	3	3	6	6	3	3	3
NO. 14	#2P			2	2	2	2	2
	APS(#2P)			2	2	2	2	2
	PPB COMMON			1	1	1	1	1
	ISSNS	2	2	2				
	PEU	3	3	6	6	3	3	3
	SPARES	3	3	6	6	3	3	3
	TOTAL No. 14	17	17	37	32	17	14	12
	SIGNAL NEUTRAL	1	1	2	2	1	1	1
	LUMINAIRE	2	2	4	4	2	2	2
	TOTAL No. 8	3	3	6	6	3	3	3
OPTICOM CABLE	EVA	1	1	1	1			
	EVC	1	1	1	1			
	EVD	1	1	1	1			
	TOTAL CABLES	2	2	3	3			
	VIDEO/POWER CABLE	1	1	1	1			
VIDEO DETECTION	4"	4"	4"	2-4"	4"	4"	4"	
CONDUIT SIZE (INCHES)	4"	4"	4"	2-4"	4"	4"	4"	
PERCENT CONDUIT FILL	6%	7%	12%	6%	5%	4%	2%	

POLE AND EQUIPMENT SCHEDULE


No.	STANDARD	VEH SIG		FEED SIGNAL		PPB		SPECIAL REQUIREMENTS *
		Type	SMA LMA	#	MTG	#	ARROW	
A	26-4-100	40'	15'	MAS	1	2	87W	** INSTALL LED "Ridley" W ² , E ² Channel "C" AND R3-3(C) ON SMA FURNISH AND INSTALL GRID SMART CAMERA AND E ² Channel "A" ON POLE. INSTALL #2 SIGNAL POLE AT 15'
B	19-4-100	25'	15'	MAS	8	3	87W	** INSTALL LED "Ridley" W ² , E ² Channel "B" ON SMA
C	19-4-100	30'	15'	MAS	2	1	87W	** INSTALL LED "Ridley" W ² , AND R3-4
D	1-A	-	-	-	-	-	-	-
E	15TS	-	-	-	-	-	2 LEFT	87W
F	1-A	-	-	-	-	-	-	-

* CONTRACTOR SHALL VERIFY EXACT WORKING FOR ISSNS PRIOR TO ORDERING THE EQUIPMENT.
 ** SEE ISSNS MOUNTING BRACKET DETAIL BELOW
 *** THE CONTRACTOR SHALL CONSTRUCT APPROVED REMAINING WALL BEHIND SIGNAL POLES AS REQUIRED BY THE CITY.

SIGNAL HEAD CONFIGURATION (CFG) NUMBERS



ADJUSTABLE LENGTH LED MOUNTING BRACKET



TJKM
 5252 Highway 101, Suite 552
 Vallejo, CA 94592
 (707) 311-1111

Mark D. Kistler
 S.E.E. 1547
 DESIGNER: ESB
 CHECKED: ESB

CITY OF VALLEJO
 ADMIRAL CALLAGHAN LANE AT ROTARY WAY
 CONDUCTOR AND EQUIPMENT SCHEDULES

DRAWING NO. 085-083
 DATE: 7/7/18
 SCALE: N/A
 SHEET: TS-2 OF 3
 PROJECT NO. 085-083

FILE NO.: 11-454

STRIPING NOTES

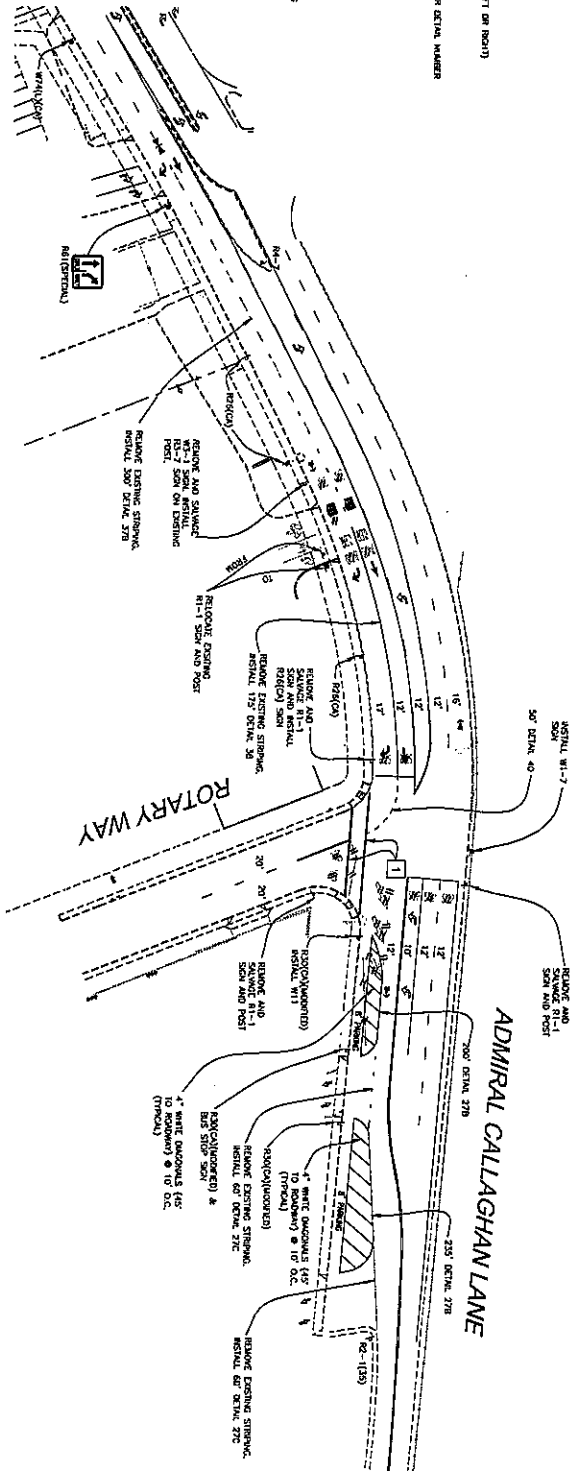
1. STOPPING AND STRIPING SHALL CONFORM TO THE APPROVED PLAN AND SPECIFICATIONS OF THE CALIFORNIA HIGHWAY PATROL (CALIFORNIA STANDARD PLANS, STANDARD SPECIFICATIONS, LATEST EDITIONS, AND THE SPECIAL PROVISIONS).
2. ALL STOPPING SHALL BE IN ACCORDANCE WITH THE APPROVED PLAN AND SPECIFICATIONS OF THE CALIFORNIA HIGHWAY PATROL.
3. METAL SIGNS ON STREET LIGHT POLE, WHEREVER POSSIBLE, SHALL NOT OCCUR STREET LIGHT 20 FEET HIGHER.
4. ALL CROSSWALK AND STOP SIGN STRIPES SHALL BE 12" WHITE CROSSWALKS SHALL BE 11" OR 10" WIDE. ALL CROSSWALKS SHALL BE 11" OR 10" WIDE.
5. THE REMOVAL OF STOP SIGNS AND LEGIONS SHALL BE DONE AT SOON AS TURN ON OR TEMPORARY DEVICES INSTALLED.


PROJECT NOTES:

- 1. INSTALL 12" WHITE CROSSWALK STRIPES AT 11' O.C.

LEGEND

- 1. EXISTING SIGN
- 2. EXISTING PAVEMENT MARKING (TYPE W LEFT OR RIGHT)
- 3. EXISTING PAVEMENT MARKING (TYPE V)
- 4. EXISTING NEW MECHANISTIC STRIPING FOR DETAIL NUMBER
- 5. EXISTING STRIPING TO REMAIN
- 6. REMOVE EXISTING STRIPING
- 7. REMOVE TYPE W RIGHT ARROW
- 8. REMOVE TYPE L-10 ARROW
- 9. REMOVE STOPPING PAVEMENT MARKING
- 10. REMOVE "KEEP CLEAR" PAVEMENT MARKING



 TJCM 4851 Redwood Drive, Suite 300 Fremont, CA 94538 Professional Engineer No. 13247 Exp. 12/31/19	CITY OF VALLEJO	
	ADMIRAL CALLAGHAN LANE AT ROTARY WAY SIGNING AND STRIPING PLAN	
<i>Max D. Escobar</i> P.E., CIVIL RECORD: E39 EXPIRES: 07/18 OFFICE: 121	ISSUED: NO. 085-083 DATE: 4/1/18	SHEET: SS-1 OF 3 PROJECT NO. 085-083

BEFORE EXCAVATING
UNDERGROUND SERVICE ALERT
300-227-2800
TWO WORKING DAYS BEFORE ALL
PLANNED WORK OPERATIONS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/23/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Insurance Services West, Inc. 707 Wilshire Blvd., Suite 2600 Los Angeles CA 90017-0460		CONTACT NAME: PHONE A/C, No, Ext): (866) 283-7122 FAX A/C, No): (847) 953-5390 E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE INSURER A: Zurich American Insurance Company INSURER B: American Zurich Insurance Company INSURER C: Continental Insurance Company INSURER D: INSURER E: INSURER F:	NAIC # 16535 40142 20443

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			GLO9137898-11	6/1/2017	6/1/2018	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ Excluded
	<input checked="" type="checkbox"/> SIR \$150,000						PERSONAL & ADV INJURY	\$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$ 2,000,000
<input type="checkbox"/> POLICY <input type="checkbox"/> PROJ-ECT <input checked="" type="checkbox"/> LOC							PRODUCTS - COMPI/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY			BAP3808168-13	6/1/2017	6/1/2018	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			L4017439061	6/1/2017	6/1/2018	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$ 1,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC3808167-13	6/1/2017	6/1/2018	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: With respects to In-N-Out Agreement for reimbursement of traffic signal improvements.

City of Vallejo, its officers, directors, officials, employees and volunteers are included as additional insured excluding Workers' Compensation and Employer's Liability as required by written contract but limited to the operations of the Insured under said contract, and always subject to the policy terms, conditions and exclusions, but only with respects to negligence of In-N-Out Burgers, or its associates. Primary and non-contributory per the attached additional insured endorsement.

CERTIFICATE HOLDER City of Vallejo 555 Santa Clara Street Vallejo, CA 94590 Attn: Terrance Davis, Director of Public Works	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Aon Risk Insurance Services West, Inc.
---	--



Additional Insured – Automatic – Owners, Lessees Or Contractors

Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Producer No.	Add'l. Prem	Return Prem.
GLO 9137898-11	06-01-2017	06-01-2018	06-01-2017	75272-000		

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

Named Insured: In-N-Out Burger
Address (including ZIP Code): 4199 Campus Drive
Irvine, CA 92612

This endorsement modifies insurance provided under the:

Commercial General Liability Coverage Part

A. Section II – Who Is An Insured is amended to include as an additional insured any person or organization whom you are required to add as an additional insured on this policy under a written contract or written agreement. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf,

in the performance of your ongoing operations or "your work" as included in the "products-completed operations hazard", which is the subject of the written contract or written agreement.

However, the insurance afforded to such additional insured:

1. Only applies to the extent permitted by law; and
2. Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to:

"Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or failure to render, any professional architectural, engineering or surveying services including:

- a. The preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
- b. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.

C. The following is added to Paragraph 2. Duties In The Event Of Occurrence, Offense, Claim Or Suit of Section IV – **Commercial General Liability Conditions:**

The additional insured must see to it that:

1. We are notified as soon as practicable of an "occurrence" or offense that may result in a claim;
2. We receive written notice of a claim or "suit" as soon as practicable; and
3. A request for defense and indemnity of the claim or "suit" will promptly be brought against any policy issued by another insurer under which the additional insured may be an insured in any capacity. This provision does not apply to insurance on which the additional insured is a Named Insured if the written contract or written agreement requires that this coverage be primary and non-contributory.

D. For the purposes of the coverage provided by this endorsement:

1. The following is added to the Other Insurance Condition of Section IV – **Commercial General Liability Conditions:**

Primary and Noncontributory insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured provided that:

- a. The additional insured is a Named Insured under such other insurance; and
- b. You are required by written contract or written agreement that this insurance be primary and not seek contribution from any other insurance available to the additional insured.

2. The following paragraph is added to Paragraph 4.b. of the Other Insurance Condition of Section IV – **Commercial General Liability Conditions:**

This insurance is excess over:

Any of the other insurance, whether primary, excess, contingent or on any other basis, available to an additional insured, in which the additional insured on our policy is also covered as an additional insured on another policy providing coverage for the same "occurrence", offense, claim or "suit". This provision does not apply to any policy in which the additional insured is a Named Insured on such other policy and where our policy is required by a written contract or written agreement to provide coverage to the additional insured on a primary and non-contributory basis.

E. This endorsement does not apply to an additional insured which has been added to this policy by an endorsement showing the additional insured in a Schedule of additional insureds, and which endorsement applies specifically to that identified additional insured.

F. With respect to the insurance afforded to the additional insureds under this endorsement, the following is added to Section III – **Limits Of Insurance:**

The most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the written contract or written agreement referenced in Paragraph A. of this endorsement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations,
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions of this policy remain unchanged.



DATE: December 11, 2018
TO: Mayor and Members of the City Council
FROM: Terrance Davis, Public Works Director
SUBJECT: SAFE ROUTES TO SCHOOL VALLEJO & BENICIA SCHOOLS IMPROVEMENT PROJECT BUDGET AMENDMENT

RECOMMENDATION

Adopt a Resolution amending the FY2018-19 Capital Outlay Fund #201 Budget appropriating \$200,000 to the Safe Routes to School Vallejo & Benicia Schools Improvement Project (SR2S Project).

REASONS FOR RECOMMENDATION

This action is the second of a two-step process to amend the FY 2018-19 budget. Approval of this Resolution shall allow the City to complete the design stage of the SR2S Project.

BACKGROUND AND DISCUSSION

The SR2S Project was a collaboration between Solano Transportation Authority (STA), City of Vallejo, and the City of Benicia. STA submitted an application to the Metropolitan Transportation Commission (MTC) for a Safe Routes to School (SR2S) infrastructure project to be constructed in the Cities of Vallejo and Benicia. STA is responsible for countywide transportation planning, programming transportation funds, managing and providing transportation programs and services, delivering transportation projects, and setting transportation priorities in Solano County. MTC awarded this grant under the regional Active Transportation Program (ATP) and programmed \$2.667 million in ATP funding for the project.

Upon award of the federal ATP funding, STA prepared a three-party Funding and Management Agreement between the Solano Transportation Authority and Cities of Benicia and Vallejo for ATP Cycle 2 SR2S Project, identifying City of Vallejo as the project manager and outlining the scope and funding for the project. The agreement was approved by City Council on December 20, 2016 by Resolution 16-132 N.C.

The SR2S Project includes two Vallejo schools (Cooper and Lincoln Elementary Schools) and five Benicia schools. The improvements include installation of American Disabilities Act compliant curb ramps, installation of high visibility crosswalks, and installation of pedestrian count heads. Bulb-outs will be installed at the intersection of Tuolumne Street and Del Mar Street near Cooper Elementary School, and along Sonoma Boulevard at Florida Street, Carolina Street, and Capitol Street.

On February 27, 2018, City Council awarded the engineering design services to Harrison Engineering, Inc., in the amount of \$176,400 to complete 35% of the design and environmental phases. On November 27, 2018, City Council amended the Design Professional Services Agreement with Harrison Engineering, Inc., to an amount not to exceed \$376,400 to complete 100% of the design work for the SR2S Project.

**Subject: SAFE ROUTES TO SCHOOL VALLEJO & BENICIA SCHOOLS IMPROVEMENT PROJECT
BUDGET AMENDMENT**

Staff is recommending to appropriate the additional \$200,000 from the Capital Outlay Fund #201 to the SR2S Project (PW9747) increasing the project expenditures by the additional \$200,000.

FISCAL IMPACT

Amending the Capital Outlay Fund #201 FY18-19 Budget by appropriating \$200,000 of the unencumbered fund balance will have no fiscal impact on the General Fund.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	PW9747 SR2S Budget Adjust Reso Rev-CC 111418 (1)
----	--

CONTACT

Melissa Tigbao, Assistant to Public Works Director / City Engineer (707) 648-4085

Melissa.Tigbao@cityofvallejo.net

RESOLUTION NO. _____ N.C.

RESOLUTION AMENDING THE FISCAL YEAR 2018-19 BUDGET OF THE CAPITAL OUTLAY FUND AND APPROPRIATING FUNDING TO THE SAFE ROUTES TO SCHOOL VALLEJO & BENICIA SCHOOLS IMPROVEMENT PROJECT BUDGET (PW9747)

WHEREAS, City Council approved the Safe Routes to School Vallejo & Benicia Schools Improvement Project (SR2S Project) (PW9747) through the FY16-17 adopted budget; and

WHEREAS Solano Transportation Authority(STA) submitted an application to the Metropolitan Transportation Commission (MTC) for a Safe Routes to School project for the Cities of Vallejo and Benicia; and

WHEREAS, the SR2S Project for the City of Vallejo & Benicia was awarded the federal Active Transportation Program (ATP) Cycle 2 Safe Routes to School funding; and

WHEREAS on December 30, 2016, the City of Vallejo entered into an agreement with STA & City of Benicia for the management of the federal ATP Cycle 2 Safe Routes to School funding; and

WHEREAS, on February 5, 2018, the City of Vallejo entered into an agreement with Harrison Engineering for the SR2S Project for a not to exceed amount of \$176,400 for 35% of the design completion; and

WHEREAS, an additional \$200,000 is needed for Harrison Engineering, Inc., to complete 100% of the design for the SR2S project; and

WHEREAS, on November 27, 2018, City Council approved the Amendment to the Harrison Engineering Agreement for the SR2S Project increasing the agreement by an additional \$200,000 for a not to exceed amount of \$376,400, and a new agreement end date of March 31, 2019; and

WHEREAS, on November 27, 2018 the City Council was provided a notice of intent to amend the Capital Outlay Fund # 201 for Fiscal Year 2018-19.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby amends the SR2S Project (PW9747) by appropriating \$200,000 of the unencumbered Capital Outlay Fund # 201 Budget for Fiscal Year 2018-19 to the SR2S Project.

Adopted by the City Council of the City of Vallejo at a regular meeting held on _____, 2018 with the following vote:

AYES:
NOES:
ABSENT:

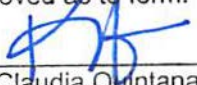
BOB SAMPAYAN, MAYOR

ATTEST:

DAWN G. ABRAHAMSON, CITY CLERK

Approved as to form:

By:



Claudia Quintana
City Attorney



DATE: December 11, 2018
TO: Mayor and Members of the City Council
FROM: Judy Shepard-Hall, Housing & Community Development Manager
SUBJECT: **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM BUDGET ADJUSTMENT**

RECOMMENDATION

Receive and file the City Manager's request to amend FY 2018-19 Community Development Block Grant (CDBG) Program Budget.

REASONS FOR RECOMMENDATION

Amending the budget requires a public notice of intent under the City's Charter Section 703 prior to any action taken. A staff report and recommendation to amend the budget will be presented to City Council at the next regularly-scheduled City Council meeting.

BACKGROUND AND DISCUSSION

On July 24, 2018 the City Council approved CDBG Program activities for FY 2018-19 for the period beginning July 1, 2018 and ending June 30, 2019. Some of the activities completed in the prior fiscal year (2017-18) are completed and may be closed out. Other activities may be in progress or are not yet underway, and may be carried over. Funds for some activities may be reallocated if the activity does not proceed for any reason.

This item was scheduled for review by the Housing and Community Development Commission on December 6, 2018.

FISCAL IMPACT

There is no fiscal impact associated with this notice of intent.

A future recommended action to amend the budget will include the anticipated fiscal impact associated with the recommended budget change.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

None

CONTACT

Judy Shepard-Hall, Housing and Community Development Manager (707) 648-4408

judy.shepard-hall@cityofvallejo.net



DATE: December 11, 2018
TO: Mayor and Members of the City Council
FROM: Judy Shepard-Hall, Housing & Community Development Manager
SUBJECT: HOME INVESTMENT PARTNERSHIPS PROGRAM BUDGET ADJUSTMENT

RECOMMENDATION

Receive and file the City Manager's request to amend FY 2018-19 Home Investment Partnerships (HOME) Program Budget.

REASONS FOR RECOMMENDATION

Amending the budget requires a public notice of intent under the City's Charter Section 703 prior to any action taken. A staff report and recommendation to amend the budget will be presented to City Council at the next regularly-scheduled City Council meeting.

BACKGROUND AND DISCUSSION

On July 24, 2018 the City Council approved HOME Program activities for FY 2018-19 for the period beginning July 1, 2018 and ending June 30, 2019. Some of the activities completed in the prior fiscal year (2017-18) are completed and may be closed out. Other activities may be in progress or are not yet underway, and may be carried over. Funds for some activities may be reallocated if the activity does not proceed for any reason.

This item was scheduled for review by the Housing and Community Development Commission on December 6, 2018.

FISCAL IMPACT

There is no fiscal impact associated with this notice of intent.

A future recommended action to amend the budget will include the anticipated fiscal impact associated with the recommended budget change.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

None

CONTACT

Judy Shepard-Hall, Housing and Community Development Manager (707) 648-4408
judy.shepard-hall@cityofvallejo.net



DATE: December 11, 2018
TO: Mayor and Members of the City Council
FROM: Will Morat, Assistant to the City Manager
SUBJECT: NORTH MARE ISLAND - NIMITZ GROUP PROGRESS REPORT

RECOMMENDATION

Receive and accept an update report from The Nimitz Group, LLC (Nimitz Group) and City staff on progress of negotiations and development activity on North Mare Island.

REASONS FOR RECOMMENDATION

The [ENA](#) with the Nimitz Group for development of the 157-acres on North Mare Island requires regular progress reports to City Council (Attachment 1).

BACKGROUND AND DISCUSSION

Following the City's [Request for Qualifications](#) for the development of 157-acres of City-owned land on North Mare Island, the City received eight submittals. Staff recommended the Nimitz Group due to their local development of the Savage & Cooke distillery on South Mare Island, the inclusion of letters of interest from local users that could anchor up to 75% of the 1.2 million square foot development on North Mare Island, initial job creation during Phase I was estimated at 1,500 - 1,600 jobs, and realistic timelines and revenue streams were identified.

On May 15, 2018, City Council directed staff to negotiate an ENA with the Nimitz Group, and on July 24, 2018, the [ENA](#) was authorized by City Council to be executed by the City Manager. On October 9, 2018, City Council received the [first progress report](#), and amended the ENA [timeline](#).

The next progress report is scheduled for February 2019.

FISCAL IMPACT

There is no fiscal impact on the General Fund or any other City of Vallejo fund, associated with receiving this progress report.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	City of Vallejo December 2018 ENA updated 12032018
----	--

CONTACT

Will Morat, Assistant to the City Manager, 707-648-4109

will.morat@cityofvallejo.net



THE NIMITZ GROUP

1195 Walnut Ave, Quarters H, Mare Island, Vallejo 94592

December 3, 2018

Will Morat, MPA

Assistant to the City Manager

Economic Development Division

City of Vallejo / City Managers Office

Overview:

The Nimitz Group (“Nimitz”) continues to work to advance the development of the North Mare Island Project. In October 2018, Nimitz entered into a purchase and sale agreement to purchase through a series of transactions the Mare Island, Vallejo property currently owned and under development by Lennar Mare Island, LLC (“LMI”).

ENA Timeline Milestones:

- The Engineering Team selected in September has completed a substantial amount of the diligence work specific to the North Island. The scope of their studies has been expanded due to current negotiations with LMI;
- Infrastructure and financing plans are underway;
- Nimitz has met with multiple master planners and anticipates making a final selection prior to year-end. Preliminary design discussions focus on the Island’s strategic location, historic core, working waterfront, sustainable and renewable energy and infrastructure, and diverse live/work/play opportunities;
- As disclosed on October 2, 2018, Nimitz and LMI have entered into a period of due diligence specific to a Purchase and Sale Agreement that will provide for the transfer of ownership and control of the land currently held for development by LMI;
- In order to ensure that appropriate agreements are in place to accommodate the planning necessary for the design and implementation of a comprehensive infrastructure plan incorporating both the northern and southern parcels of the Island, Nimitz and the City of Vallejo have entered into discussions to expedite the negotiation of a Site Acquisition Agreement for the North Mare Island parcel. Preliminarily, it is anticipated that the Agreement will incorporate the same milestones and deliverables from the current ENA and will culminate with a development agreement between Nimitz and the City for the continued development of Mare Island, while allowing Nimitz to demonstrate full site control in order to capitalize on funding and infrastructure opportunities.



THE NIMITZ GROUP

Other Action Items:

On December 6th Nimitz will hold Meet & Greet events for Mare Island based businesses and residents to provide the Mare Island community with information regarding the anticipated transaction with LMI.

Best regards,

A handwritten signature in black ink that reads "smg-madigan".

Stacy Madigan
Chief Financial Officer
The Nimitz Group, LLC



DATE: December 11, 2018
TO: Mayor and Members of the City Council
FROM: Terrance Davis, Public Works Director
SUBJECT: **QUARTERLY RIDGECREST REPORT -- FY 2017-18 THIRD & FOURTH QUARTERS**

RECOMMENDATION

Accept the Ridgecrest Quarterly Report as documentation of the reimbursement from the Landscape Maintenance District Program for non-Landscape Maintenance District inspection services during the third & fourth quarters of FY 2017-18 in the total amount of \$10,240.16.

REASONS FOR RECOMMENDATION

Pursuant to the Final Judgment in Ridgecrest Homeowners Association v. City of Vallejo, stipulated to by the parties, it was agreed that the City General Fund would reimburse the LMD program for inspection services provided to non LMD areas of the City.

BACKGROUND AND DISCUSSION

When time is spent on non-Landscape Maintenance District (LMD) services, it has been agreed that the appropriate fund will be charged and the LMD program account will be reimbursed. The Public Works Department maintains project based time sheets for all non-management employees including LMD inspectors. On a quarterly basis, non-LMD costs are tabulated and reimbursed using a Public Works/Engineering account which was set up as part of the annual budget process.

Under the Final Judgment, a quarterly report accounting for non-LMD related activity must be prepared and considered as an administrative item, at the next regularly scheduled Council meeting following issuance of the report. Supporting documentation must include a printout of the revenue detail reports and general ledger detail reports for the LMD Administration Fund which documents that the required fund transfers have been made, documentation of time for City personnel being paid with LMD funds, and a memorandum describing how those calculations were made.

The following is a list of the positions in the LMD and the proportion of their salaries that are paid from LMD funds for the third & fourth quarters:

POSITION	PERCENTAGE OF LMD FUNDING
Acting Landscape Manager	100%
Landscape Inspector	100%
Landscape Inspector	100%
Accounting Clerk	50%

The reimbursement calculations for landscape inspectors include wages, benefits, vehicle costs and other overhead charges.

The cost as described above for the third & fourth quarters of FY 2017-18 ending June 30, 2018 is \$10,240.16, which has been transferred from the General Fund into the Landscape Maintenance Fund.

By approving this report and through the execution of the attached affidavit, the Finance Director has verified that the required fund transfers for the subject quarter have occurred.

FISCAL IMPACT

The total reimbursement to the LMD program for the third & fourth quarters ending June 30, 2018 is \$10,240.16. A breakdown of each quarter is listed below:

PERIOD	AMOUNT TRANSFERRED
Q3	\$ 4,808.61
Q3 Correction	\$ 42.42
Q4	\$ <u>5,389.13</u>
TOTAL	\$10,240.16

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	Ridgecrest Q3 complete packet FY 17-18
2.	Ridgecrest Q3 UPDATED complete packet FY 17-18
3.	Ridgecrest Q4 complete packet FY 17-18

CONTACT

Terrance Davis, Public Works Director, (707) 648-4301

Terrance.Davis@cityofvallejo.net

DECLARATION OF RON MILLARD

1
2 1. I, Ron Millard, declare that I am the Finance Director for the City of
3 Vallejo, and have been so at all relevant times for the purposes of this
4 Declaration.

5 2. In my capacity as Finance Director, I am responsible, among other
6 things, for overseeing that the City's Landscape Maintenance Administration
7 Fund is reimbursed on an ongoing basis, presently quarterly, from the General
8 Fund for expenses the LMD Fund "advanced" the General Fund in the form of LMD
9 inspector work that did not benefit the LMD program.

10 3. On June 25, 2018 my Department caused a transfer from the General Fund
11 of \$4,808.61 to the LMD Fund. The purpose of this was to make the
12 reimbursement described above. Further evidence of this transfer is contained
13 in the documentation that will be placed before the City Council on July 24,
14 2018 referring to the transfer, and giving background as to how it was
15 calculated. I am informed and believe that this amount reflects the time,
16 overhead and related expenses of the City's LMD inspectors during the
17 previous quarter working on all projects other than those that contribute to
18 the LMD Administrative Account.

19
20 Under penalty of perjury, I declare that the foregoing is true and
21 Correct and that this Declaration was executed on June 25 , 2018 in
22 Vallejo, California.

23 
24 Ron Millard
25 Finance Director
City of Vallejo


CITY OF VALLEJO
JOURNAL ENTRY CONTROL FORM - FISCAL YEAR 2017/18


#	Ref	Account Number	Description	Debit	Credit
1		161-0000-101.01-00	Cash Account	4,808.61	
2		161.3302.431.20.47	Landscape Dev plan-Ridgecrest		4,808.61
3		001.2502.431.20.47	Landscape Dev plan-Ridgecrest	4,808.61	
4		001-0000-101.01-00	Cash Account		4,808.61
3rd quarter ending March 31, 2018 for Ridgecrest per report submitted by PW.					
Total				9,617.22	9,617.22

PER 11
 JE NO. 90
 Group No. 6100
 Updated On: 6-25-2018

NOTES AND OTHER SUPPORTING INFORMATION

J:\FINANCE\Accounting\FY 17-18\Special Revenue Funds\LMD funds\RidgeCrest Report\3rd Quarter\Journal entry.xlsx

Prepared by: 
 Winnie D
 Sr. Accountant

Approved By: 
 Florita Cruz
 Deputy Finance Director



MEMORANDUM
LANDSCAPE MAINTENANCE DIVISION

DATE: June 21, 2018
 TO: Ron Millard, Finance Director
 FROM: Terrance Davis, Public Works Director
 SUBJECT: Ridgecrest Third Quarter Personnel Charges - General Fund

The memo servers as a request to transfer the following personnel charges for the period January 1, 2018 through March 31, 2018 from the Landscape Maintenance District Fund to the General Fund (001) as follows:

<u>8D MI Landscape Improvement</u>			
Hours		49	
	Labor		\$ 3,117.87
	Overhead		\$ 1,617.24
	Vehicle		\$ <u>73.50</u>
Total			\$ 4,808.61

LMD Ridgecrest

Data as of: Jun 15, 2018 2:39:27 PM
 Access Level: Project Access

Date Range: Jan 1, 2018 - Mar 31, 2018
 Program: CD
 CIP
 Permitting
 WATER
 Department: Dept. of Public Works / LMD

Project Name	Project Code	User Name	Hourly Rate	Hours Worked	Total Cost	OH @51.87%	Vehical @ \$1.5/Hr	Total Billable (LMD)
MI 8D LANDSCAPE IMPROVEMENT	PW 17-0046	Amott, Sean	\$ 63.63	49.00	\$ 3,117.87	\$ 1,617.24	73.50	\$ 4,808.61
Full Summary								
				49.00	\$ 3,117.87	\$ 1,617.24	73.50	\$ 4,808.61

GENERAL LEDGER ACTIVITY

FISCAL YEAR: 2018

ACCOUNT NUMBER SELECTION
FROM: 161-0000-000.00-00 TO: 161-9999-999.99-99
TYPE: R (O-ONLY, R-RANGE, S-SELECTIVE)

PERIOD...FROM: 11 TO: 11

PRINT SUMMARY TOTALS ONLY (Y/N): N
SUPPRESS PRINTING OF ACCOUNTS WITHOUT ACTIVITY (Y/N): N
EXCLUDE REVENUE AND EXPENSE SUMMARY ACCOUNTS (Y/N): N
PRINT PERIOD BALANCE (Y/N): N
PAGE BREAK ON ACCOUNT (Y/N): N
PAGE BREAK BY FUND (Y/N): Y

GENERAL LEDGER ACTIVITY LISTING

PREPARED 06/25/2018, 15:19:52
 PROGRAM GM362LA
 City of Vallejo, California

BEGINNING
 /ENDING
 BALANCE

DEBITS

CREDITS

DEBITS

CREDITS

DEBITS

CREDITS

DEBITS

CREDITS

208,726.97

2,804.00

7,227.00

3,255.00

3,533.00

26.00

1,203.00

5,127.00

1,084.00

845.00

87,805.00

1,254.60

19,189.99

137.88

158.09

442.44

241.02

19,585.39

1,017.85

136.68

136.68

440.83

925.51

255.85

4,808.61

69,955.88

92,613.61

231,384.70

ACCOUNT TOTAL

161-0000-101.03-00 CASH HELD BY CITY / GASB 31 ADJUSTMENTS

3rd qtr ending 3/31/18for
 Ridgcrest per PW

.00

GENERAL LEDGER ACTIVITY LISTING

PREPARED 06/25/2018, 15:19:52
 PROGRAM GM362LA
 City of Vallejo, California

FUND 161 LANDSCAPE MAINT DIST-ADM
 GROUP ACCTG -----TRANSACTION-----
 APP NUMBER PER. CD DATE NUMBER D E S C R I P T I O N DEBITS CREDITS BEGINNING / ENDING BALANCE

APP NUMBER PER. CD DATE NUMBER	D E S C R I P T I O N	DEBITS	CREDITS	BEGINNING / ENDING BALANCE
161-0000-101.03-00	CASH HELD BY CITY / GASB 31 ADJUSTMENTS			.00
	ACCOUNT TOTAL			.00
161-0000-103.01-01	ACCOUNTS RECEIVABLE / MISC ACCOUNTS RECEIVABLE			.00
	ACCOUNT TOTAL			.00
161-0000-103.03-01	ACCRUED INT RECEIVABLE / ACCRUED INT RECEIVABLE			.00
	ACCOUNT TOTAL			.00
161-0000-105.09-01	PREPAIDS / PREPAIDS			.00
	ACCOUNT TOTAL			.00
161-0000-107.14-03	DUE FROM OTHER FUNDS / DUE FROM NEGATIVE CASH			.00
	ACCOUNT TOTAL			.00
161-0000-121.29-01	MACHINERY & EQUIPMENT / MACHINERY & EQUIPMENT			.00
	ACCOUNT TOTAL			.00
161-0000-121.31-01	ACCUMULATED DEPRECIATION / ACCUMULATED DEPRECIATION			.00
	ACCOUNT TOTAL			.00
161-0000-202.00-00	CURRENT LIABILITIES / ACCOUNTS/VOUCHERS PAYABLE			1,254.60CR
GM 05101 11/18 AJ 05/02/18 **OFFSET**	AP DISBURSEMENT 65	1,254.60		
GM 05157 11/18 AP 05/04/18 **OFFSET**	AP PW-ENG/LMD JC		241.02	
	BATCH TYPE AP			
GM 05299 11/18 AP 05/11/18 **OFFSET**	AP PW-ENG/LMD JC		86.85	
	BATCH TYPE AP			
GM 05374 11/18 AJ 05/16/18 **OFFSET**	AP DISBURSEMENT 67	241.02		
GM 05418 11/18 AP 05/18/18 **OFFSET**	IT AP BATCH		931.00	
	BATCH TYPE AP			
GM 05409 11/18 AP 05/18/18 **OFFSET**	AP PW-ENG/LMD JC		255.85	
	BATCH TYPE AP			
GM 05475 11/18 AJ 05/23/18 **OFFSET**	AP DISBURSEMENT 68	1,017.85		
GM 05620 11/18 AJ 05/30/18 **OFFSET**	AP DISBURSEMENT 70	255.85		
	ACCOUNT TOTAL	2,769.32	1,514.72	.00

FUND 161 LANDSCAPE MAINT DIST-ADM
 GROUP ACCTG -----TRANSACTION-----
 APP NUMBER PER. CD DATE NUMBER D E S C R I P T I O N DEBITS CREDITS BEGINNING / ENDING BALANCE

161-0000-202.01-01 ACCOUNTS PAYABLE / ACCRUED EXPENSES PAYABLE .00
 ACCOUNT TOTAL .00

161-0000-202.01-05 ACCOUNTS PAYABLE / UTILITIES .00
 ACCOUNT TOTAL .00

161-0000-203.00-00 CURRENT LIABILITIES / RETENTIONS PAYABLE .00
 ACCOUNT TOTAL .00

161-0000-204.01-01 ACCRUED WAGES PAYABLE / ACCRUED WAGES PAYABLE .00
 ACCOUNT TOTAL .00

161-0000-204.04-01 SICK/ANNUAL PAYABLE / SICK/ANNUAL PAYABLE .00
 ACCOUNT TOTAL .00

161-0000-241.00-00 SYSTEM OFFSET / REVENUE CONTROL .00
 ACCOUNT TOTAL .00

161-0000-242.00-00 SYSTEM OFFSET / EXPENDITURES
 GM 05438 11/18 AJ 05/01/18 **OFFSET** CITYWIDE OVERHEAD ALLOC/R 18,048.00
 GM 05439 11/18 AJ 05/01/18 **OFFSET** BATCH TYPE AJ 5,127.00
 GM 05443 11/18 AJ 05/01/18 **OFFSET** PW ADMIN COST ALLOC/R C/R 1,084.00
 GM 05444 11/18 AJ 05/01/18 **OFFSET** VEHICLE MNTCE COST ALLC/R 845.00
 GM 05446 11/18 AJ 05/01/18 **OFFSET** BATCH TYPE AJ 19,189.99
 GM 05136 11/18 AJ 05/02/18 **OFFSET** LMD ADMIN COST ALLOC/RC/R 241.02
 GM 05157 11/18 AP 05/04/18 **OFFSET** PR AJ BATCH 929.07
 GM 05265 11/18 AJ 05/10/18 **OFFSET** AP PW-ENG/LMD JC 137.88
 GM 05291 11/18 AJ 05/11/18 **OFFSET** MISC PERS UAL PD:5/4/18 158.09
 GM 05292 11/18 AJ 05/11/18 **OFFSET** BATCH TYPE AJ
 TRUE UP WC PD:5/4/18

202,628.78CR

FUND 161 LANDSCAPE MAINT DIST-ADM

GROUP ACCTG ---TRANSACTION---

APP NUMBER PER. CD DATE NUMBER D E S C R I P T I O N

BEGINNING
/ENDING
BALANCE

CREDITS

DEBITS

APP NUMBER PER. CD DATE NUMBER	D E S C R I P T I O N	DEBITS	CREDITS	BEGINNING /ENDING BALANCE
161-0000-242.00-00	SYSTEM OFFSET / EXPENDITURES			
GM 05297 11/18 AJ 05/11/18 **OFFSET**	BATCH TYPE AJ MISC PERS NORML PP:5/4/18	442.44		
GM 05299 11/18 AP 05/11/18 **OFFSET**	BATCH TYPE AJ AP PW-ENG/LMD JC	86.85		
GM 05388 11/18 AJ 05/17/18 **OFFSET**	BATCH TYPE AP PR AJ BATCH	19,585.39		
GM 05418 11/18 AP 05/18/18 **OFFSET**	BATCH TYPE AJ IT AP BATCH	931.00		
GM 05409 11/18 AP 05/18/18 **OFFSET**	BATCH TYPE AP AP PW-ENG/LMD JC	255.85		
GM 05494 11/18 AJ 05/23/18 **OFFSET**	BATCH TYPE AP TRUE UP WC	136.68		
GM 05526 11/18 AJ 05/24/18 **OFFSET**	BATCH TYPE AJ TRUE UP RETIREE HLTH	136.68		
GM 05527 11/18 AJ 05/24/18 **OFFSET**	BATCH TYPE AJ PERS MISC NORM TRUE UP	440.83		
GM 05529 11/18 AJ 05/24/18 **OFFSET**	BATCH TYPE AJ PERS UAL-MISC TRUE UP	925.51		
GM 06100 11/18 AJ 05/31/18 **OFFSET**	BATCH TYPE AJ 3rd qtr-3/31/18 Ridgecrst		4,808.61	
	ACCOUNT TOTAL	68,701.28	92,613.61	226,541.11CR

161-0000-243.00-00	SYSTEM OFFSET / ENCUMBRANCE CONTROL			
GM 05407 11/18 EN 05/17/18 **OFFSET**	PI PO ENTRY BATCH TYPE EN	970.00		.00
	ACCOUNT TOTAL	970.00		970.00

161-0000-245.00-00	SYSTEM OFFSET / RESERVE FOR ENCUMBRANCES			
GM 05407 11/18 EN 05/17/18 **OFFSET**	PI PO ENTRY BATCH TYPE EN		970.00	.00
	ACCOUNT TOTAL		970.00	970.00CR

161-0000-249.00-00	SYSTEM OFFSET / PRIOR YEAR RESERVE ENCUMB			
	ACCOUNT TOTAL			.00

161-0000-253.00-00	FUND BALANCE / FUND BALANCE			
	ACCOUNT TOTAL			4,843.59CR

4,843.59CR

FUND 161 LANDSCAPE MAINT DIST-ADM
 GROUP ACCTG -----TRANSACTION-----
 APP NUMBER PER. CD DATE NUMBER D E S C R I P T I O N DEBITS CREDITS BEGINNING / ENDING BALANCE

161-0000-253.04-02 RESERVE FUND BALANCE / RESERVE FOR ENCUMBRANCES
 ACCOUNT TOTAL .00

161-0000-310.30-13 DEVELOPMENT-RELATED / FIELD INSPECTION
 ACCOUNT TOTAL .00

161-0000-360.75-01 INVESTMENT INCOME / INVEST INCOME-POOLED
 ACCOUNT TOTAL .00

161-0000-360.75-03 INVESTMENT INCOME / UNREALIZED MV GAIN(LOSS)
 ACCOUNT TOTAL .00

161-0000-369.99-00 OTHER REVENUE / OTHER REVENUE
 ACCOUNT TOTAL .00

161-0000-380.88-15 OTHER REVENUES / ABAG POWER
 ACCOUNT TOTAL .00

161-0000-399.90-02 TRANSFERS FROM OTHER FUND / OPERATING TRANSFERS IN
 ACCOUNT TOTAL .00

161-2606-431.01-02 WAGES & SALARIES / SALARIES-IBEW
 ACCOUNT TOTAL .00

161-2606-431.02-01 OVERTIME / OVERTIME
 ACCOUNT TOTAL .00

161-2606-431.03-01 03 OTHER PAY / SHIFT DIFFERENTIAL
 ACCOUNT TOTAL .00

GENERAL LEDGER ACTIVITY LISTING

PREPARED 06/25/2018, 15:19:52
 PROGRAM GM362LA
 City of Vallejo, California
 FUND 161 LANDSCAPE MAINT DIST-ADM
 GROUP ACCIG
 APP NUMBER PER. CD DATE TRANSACTION

APP NUMBER PER. CD DATE TRANSACTION	DESCRIPTION	DEBITS	CREDITS	BEGINNING / ENDING BALANCE
161-2606-431.03-02	03 OTHER PAY / ACTING PAY			.00
	ACCOUNT TOTAL			.00
161-2606-431.03-03	03 OTHER PAY / STANDBY PAY			.00
	ACCOUNT TOTAL			.00
161-2606-431.03-04	03 OTHER PAY / OTHER PAY			.00
	ACCOUNT TOTAL			.00
161-2606-431.03-09	03 OTHER PAY / CAFETERIA PLAN			.00
	ACCOUNT TOTAL			.00
161-2606-431.03-15	03 OTHER PAY / MEDICAL FLEX			.00
	ACCOUNT TOTAL			.00
161-2606-431.04-01	COMPENSATED ABSENCES / VACATION LEAVE			.00
	ACCOUNT TOTAL			.00
161-2606-431.04-02	COMPENSATED ABSENCES / SICK LEAVE			.00
	ACCOUNT TOTAL			.00
161-2606-431.04-03	COMPENSATED ABSENCES / HOLIDAY PAY			.00
	ACCOUNT TOTAL			.00
161-2606-431.04-05	COMPENSATED ABSENCES / OTHER LEAVE			.00
	ACCOUNT TOTAL			.00
161-2606-431.05-01	PAYROLL BENEFITS / PAYROLL BENEFITS			.00
	ACCOUNT TOTAL			.00

GENERAL LEDGER ACTIVITY LISTING

PREPARED 06/25/2018, 15:19:52
PROGRAM GM3621A
City of Vallejo, California

FUND 161 LANDSCAPE MAINT DIST-ADM		GROUP ACCTG		APP NUMBER PER.		CD	DATE	NUMBER	D E S C R I P T I O N	DEBITS	CREDITS	BEGINNING / ENDING BALANCE
		-----TRANSACTION-----										
161-2606-431.05-02		PAYROLL BENEFITS / PERS BENEFITS										.00
		ACCOUNT TOTAL										.00
161-2606-431.05-04		PAYROLL BENEFITS / HEALTH INSURANCE BENEFIT										.00
		ACCOUNT TOTAL										.00
161-2606-431.05-05		PAYROLL BENEFITS / DENTAL INSURANCE BENEFIT										.00
		ACCOUNT TOTAL										.00
161-2606-431.05-06		PAYROLL BENEFITS / RETIREE MEDICAL EXPENSE										.00
		ACCOUNT TOTAL										.00
161-2606-431.05-07		PAYROLL BENEFITS / EMPLOYEE ASSISTANCE										.00
		ACCOUNT TOTAL										.00
161-2606-431.05-10		PAYROLL BENEFITS / LIFE INSURANCE										.00
		ACCOUNT TOTAL										.00
161-2606-431.05-11		PAYROLL BENEFITS / ACC DEATH & DISMEMBERMENT										.00
		ACCOUNT TOTAL										.00
161-2606-431.05-12		PAYROLL BENEFITS / LONG TERM DISABILITY										.00
		ACCOUNT TOTAL										.00
161-2606-431.05-13		PAYROLL BENEFITS / UNEMPLOYMENT BENEFITS										.00
		ACCOUNT TOTAL										.00
161-2606-431.05-14		PAYROLL BENEFITS / WORKER'S COMPENSATION										.00
		ACCOUNT TOTAL										.00

PROGRAM GM362LA
 City of Vallejo, California
 FUND 161 LANDSCAPE MAINT DIST-ADM
 GROUP ACCTG
 APP NUMBER PER. CD DATE

 BEGINNING
 /ENDING
 BALANCE

 DEBITS

CREDITS

 D E S C R I P T I O N

161-2606-431.14-20	MATERIALS, SUPP & SERV / OTHER SUPPLIES			.00
	ACCOUNT TOTAL			.00
161-2606-431.15-24	SERVICES / OTHER SERVICES			.00
	ACCOUNT TOTAL			.00
161-2606-431.20-07	INDIRECT COST / T:PUB WORKS COST DISTRIB			.00
	ACCOUNT TOTAL			.00
161-2606-431.20-12	INDIRECT COST / T:COST & VEHICLE			.00
	ACCOUNT TOTAL			.00
161-2606-431.20-13	INDIRECT COST / T:REPLACMNT COST-VEHICLE			.00
	ACCOUNT TOTAL			.00
161-2606-431.20-22	INDIRECT COST / E: M.I. COOP ALLOCATION			.00
	ACCOUNT TOTAL			.00
161-2606-431.20-23	INDIRECT COST / E:LEAVE LIAB DISTRIBUTION			.00
	ACCOUNT TOTAL			.00
161-2606-431.20-43	INDIRECT COST / GROUNDS SVC - ONGOING			.00
	ACCOUNT TOTAL			.00
161-2606-431.20-44	INDIRECT COST / GROUNDS SVC -NONRECURNG			.00
	ACCOUNT TOTAL			.00
161-3301-431.01-02	WAGES & SALARIES / SALARIES-IBEW			.00
	ACCOUNT TOTAL			.00

FUND 161 LANDSCAPE MAINT DIST-ADM
 APP GROUP ACCTG CD DATE NUMBER D E S C R I P T I O N DEBITS CREDITS BEGINNING /ENDING BALANCE

161-3301-431.02-01	OVERTIME / OVERTIME								.00
	ACCOUNT TOTAL								.00
161-3301-431.04-01	COMPENSATED ABSENCES / VACATION LEAVE								.00
	ACCOUNT TOTAL								.00
161-3301-431.04-02	COMPENSATED ABSENCES / SICK LEAVE								.00
	ACCOUNT TOTAL								.00
161-3301-431.04-03	COMPENSATED ABSENCES / HOLIDAY PAY								.00
	ACCOUNT TOTAL								.00
161-3301-431.05-01	PAYROLL BENEFITS / PAYROLL BENEFITS								.00
	ACCOUNT TOTAL								.00
161-3301-431.05-02	PAYROLL BENEFITS / PERS BENEFITS								.00
	ACCOUNT TOTAL								.00
161-3301-431.05-04	PAYROLL BENEFITS / HEALTH INSURANCE BENEFIT								.00
	ACCOUNT TOTAL								.00
161-3301-431.05-05	PAYROLL BENEFITS / DENTAL INSURANCE BENEFIT								.00
	ACCOUNT TOTAL								.00
161-3301-431.05-07	PAYROLL BENEFITS / EMPLOYEE ASSISTANCE								.00
	ACCOUNT TOTAL								.00
161-3301-431.05-10	PAYROLL BENEFITS / LIFE INSURANCE								.00
	ACCOUNT TOTAL								.00

FUND 161 LANDSCAPE MAINT DIST-ADM
 GROUP ACCIG ---TRANSACTION---
 APP NUMBER PER. CD DATE NUMBER D E S C R I P T I O N DEBITS CREDITS BEGINNING /ENDING BALANCE

161-3301-431.05-11 PAYROLL BENEFITS / ACC DEATH & DISMEMBERMENT .00
 ACCOUNT TOTAL .00

161-3301-431.05-12 PAYROLL BENEFITS / LONG TERM DISABILITY .00
 ACCOUNT TOTAL .00

161-3301-431.05-14 PAYROLL BENEFITS / WORKER'S COMPENSATION .00
 ACCOUNT TOTAL .00

161-3302-325.20-37 INDIRECT COSTS / T:LANDSCP MAINT DIST ADM .00
 ACCOUNT TOTAL .00

161-3302-431.01-01 WAGES & SALARIES / SALARIES-EXEMPT 424.96CR
 ACCOUNT TOTAL 424.96CR

161-3302-431.01-02 WAGES & SALARIES / SALARIES-IBEW 154,354.92
 PR 05136 11/18 AJ 05/04/18 PR0504 PAYROLL SUMMARY 9,102.14
 PR 05388 11/18 AJ 05/18/18 PR0518 PAYROLL SUMMARY 9,761.70
 ACCOUNT TOTAL 18,863.84

161-3302-431.01-06 WAGES & SALARIES / SALARIES-PART TIME TEMP .00
 ACCOUNT TOTAL .00

161-3302-431.01-07 WAGES & SALARIES / CONTRACTED SERVICES .00
 ACCOUNT TOTAL .00

161-3302-431.01-09 WAGES & SALARIES / MID-YEAR ADJUSTMENT .00
 ACCOUNT TOTAL .00

161-3302-431.02-01 OVERTIME / OVERTIME 8,512.67
 PR 05136 11/18 AJ 05/04/18 PR0504 PAYROLL SUMMARY 522.47
 ACCOUNT TOTAL 522.47

PROGRAM GM362LA
City of Vallejo, California

FUND 161 LANDSCAPE MAINT DIST-ADM
GROUP ACCTG -----TRANSACTION-----
APP NUMBER PER. CD DATE NUMBER D E S C R I P T I O N DEBITS CREDITS BEGINNING / ENDING BALANCE

161-3302-431.03-01 03 OTHER PAY / SHIFT DIFFERENTIAL ACCOUNT TOTAL .00 .00

161-3302-431.03-02 03 OTHER PAY / ACTING PAY PAYROLL SUMMARY 9,410.41
PR 05136 11/18 AJ 05/04/18 PR0504 131.19
PR 05388 11/18 AJ 05/18/18 PR0518 875.17
ACCOUNT TOTAL 1,006.36

161-3302-431.03-04 03 OTHER PAY / OTHER PAY ACCOUNT TOTAL .00 .00

161-3302-431.03-09 03 OTHER PAY / CAFETERIA PLAN ACCOUNT TOTAL .00 .00

161-3302-431.03-11 03 OTHER PAY / CELLULAR PHONE STIPEND PAYROLL SUMMARY 900.00
PR 05388 11/18 AJ 05/18/18 PR0518 150.00
ACCOUNT TOTAL 150.00

161-3302-431.03-15 03 OTHER PAY / MEDICAL FLEX ACCOUNT TOTAL .00 .00

161-3302-431.03-19 03 OTHER PAY / BILINGUAL PAY ACCOUNT TOTAL .00 .00

161-3302-431.04-01 COMPENSATED ABSENCES / VACATION LEAVE PAYROLL SUMMARY 12,007.83
PR 05136 11/18 AJ 05/04/18 PR0504 270.77
PR 05388 11/18 AJ 05/18/18 PR0518 70.29
ACCOUNT TOTAL 341.06

161-3302-431.04-02 COMPENSATED ABSENCES / SICK LEAVE PAYROLL SUMMARY 12,076.91
PR 05136 11/18 AJ 05/04/18 PR0504 22.56
PR 05388 11/18 AJ 05/18/18 PR0518 67.69
ACCOUNT TOTAL 90.25

GROUP ACCIG	CD	DATE	TRANSACTION	DESCRIPTION	DEBITS	CREDITS	BEGINNING / ENDING BALANCE
FUND 161 LANDSCAPE MAINT DIST-ADM							
161-3302-431.04-03				HOLIDAY PAY			
PR 05136	11/18	AJ	05/04/18 PR0504	PAYROLL SUMMARY	242.88		13,128.87
ACCOUNT TOTAL					242.88		13,371.75
161-3302-431.04-05				OTHER LEAVE			
PR 05136	11/18	AJ	05/04/18 PR0504	PAYROLL SUMMARY	362.87		4,175.66
PR 05388	11/18	AJ	05/18/18 PR0518	PAYROLL SUMMARY	101.54		
ACCOUNT TOTAL					464.41		4,640.07
161-3302-431.04-06				WORKERS COMPENSATION			
ACCOUNT TOTAL							.00
161-3302-431.04-07				FURLOUGH LEAVE			
ACCOUNT TOTAL							.00
161-3302-431.05-01				PAYROLL BENEFITS			
PR 05136	11/18	AJ	05/04/18 PR0504	PAYROLL SUMMARY	735.95		19,072.30
PR 05388	11/18	AJ	05/18/18 PR0518	PAYROLL SUMMARY	752.89		
ACCOUNT TOTAL					1,488.84		20,561.14
161-3302-431.05-02				PERS BENEFITS			
ACCOUNT TOTAL							.00
161-3302-431.05-04				HEALTH INSURANCE BENEFIT			
PR 05136	11/18	AJ	05/04/18 PR0504	PAYROLL SUMMARY	3,041.48		56,051.07
PR 05388	11/18	AJ	05/18/18 PR0518	PAYROLL SUMMARY	3,041.48		
ACCOUNT TOTAL					6,082.96		62,134.03
161-3302-431.05-05				DENTAL INSURANCE BENEFIT			
PR 05136	11/18	AJ	05/04/18 PR0504	PAYROLL SUMMARY	291.68		5,848.86
PR 05388	11/18	AJ	05/18/18 PR0518	PAYROLL SUMMARY	291.68		
ACCOUNT TOTAL					583.36		6,432.22
161-3302-431.05-06				RETIREE MEDICAL EXPENSE			
ACCOUNT TOTAL							17,922.55

FUND 161 LANDSCAPE MAINT DIST-ADM
 GROUP ACCTG -----TRANSACTION-----
 APP NUMBER PER. CD DATE NUMBER D E S C R I P T I O N D E B I T S C R E D I T S B E G I N N I N G / E N D I N G B A L A N C E

161-3302-431.05-06 PAYROLL BENEFITS / RETIREE MEDICAL EXPENSE
 PR 05136 11/18 AJ 05/04/18 PR0504 PAYROLL SUMMARY 729.53
 GM 05291 11/18 AJ 05/10/18 JE38SP/IF True up Retiree Health 137.88
 PPE: 04/27/1/18 PD: 05
 PR 05388 11/18 AJ 05/18/18 PR0518 PAYROLL SUMMARY 730.73
 GM 05494 11/18 AJ 05/23/18 JE55SP/IF True up Retiree Health 136.68
 PPE: 05/11/2018 PD: 05/18
 GM 05526 11/18 AJ 05/24/18 JE57SP/JM PERS Nisc-Norm-Trueup 136.68
 PPE:5/11/18 PD:5/18/18
 ACCOUNT TOTAL 1,871.50 19,794.05

161-3302-431.05-07 PAYROLL BENEFITS / EMPLOYEE ASSISTANCE
 PR 05136 11/18 AJ 05/04/18 PR0504 PAYROLL SUMMARY 8.24
 PR 05388 11/18 AJ 05/18/18 PR0518 PAYROLL SUMMARY 8.24
 ACCOUNT TOTAL 16.48 174.68

161-3302-431.05-08 PAYROLL BENEFITS / MANAGEMENT BENEFIT
 ACCOUNT TOTAL .00 191.16

161-3302-431.05-09 PAYROLL BENEFITS / VISION
 PR 05136 11/18 AJ 05/04/18 PR0504 PAYROLL SUMMARY 48.20
 PR 05388 11/18 AJ 05/18/18 PR0518 PAYROLL SUMMARY 48.20
 ACCOUNT TOTAL 96.40 973.73

161-3302-431.05-10 PAYROLL BENEFITS / LIFE INSURANCE
 PR 05136 11/18 AJ 05/04/18 PR0504 PAYROLL SUMMARY 11.60
 PR 05388 11/18 AJ 05/18/18 PR0518 PAYROLL SUMMARY 11.60
 ACCOUNT TOTAL 23.20 245.96

161-3302-431.05-11 PAYROLL BENEFITS / ACC DEATH & DISMEMBERMENT
 PR 05136 11/18 AJ 05/04/18 PR0504 PAYROLL SUMMARY 2.20
 PR 05388 11/18 AJ 05/18/18 PR0518 PAYROLL SUMMARY 2.20
 ACCOUNT TOTAL 4.40 269.16

161-3302-431.05-12 PAYROLL BENEFITS / LONG TERM DISABILITY
 PR 05136 11/18 AJ 05/04/18 PR0504 PAYROLL SUMMARY 37.76
 PR 05388 11/18 AJ 05/18/18 PR0518 PAYROLL SUMMARY 37.76
 ACCOUNT TOTAL 75.52 800.58

ACCOUNT TOTAL 1,070.13 876.10

FUND 161 LANDSCAPE MAINT DIST-ADM
 GROUP ACCTG -----TRANSACTION-----
 APP NUMBER PER. CD DATE NUMBER DESCRIPTION DEBITS CREDITS BEGINNING / ENDING BALANCE

161-3302-431.05-13 PAYROLL BENEFITS / UNEMPLOYMENT BENEFITS .00
 ACCOUNT TOTAL .00

161-3302-431.05-14 PAYROLL BENEFITS / WORKER'S COMPENSATION 10,718.80
 PR 05136 11/18 AJ 05/04/18 PR0504 PAYROLL SUMMARY 364.78
 GM 05292 11/18 AJ 05/10/18 JE39SP/JM True up Workers' Comp 158.09
 PPE: 04/27/1/18 PD: 05
 PR 05388 11/18 AJ 05/18/18 PR0518 PAYROLL SUMMARY 365.37
 ACCOUNT TOTAL 888.24

161-3302-431.05-16 PAYROLL BENEFITS / EDUCATIONAL REIMBURSEMENT .00
 ACCOUNT TOTAL .00

161-3302-431.05-25 PAYROLL BENEFITS / SHORT-TERM DISABILITY .00
 ACCOUNT TOTAL .00

161-3302-431.05-26 PAYROLL BENEFITS / LONG-TERM CARE .00
 ACCOUNT TOTAL .00

161-3302-431.05-29 PAYROLL BENEFITS / FRINGE BENEFIT .00
 ACCOUNT TOTAL .00

161-3302-431.05-32 PAYROLL BENEFITS / RETIRMT HEALTH SAVING PLN 2,070.10
 PR 05136 11/18 AJ 05/04/18 PR0504 PAYROLL SUMMARY 107.84
 PR 05388 11/18 AJ 05/18/18 PR0518 PAYROLL SUMMARY 107.84
 ACCOUNT TOTAL 215.68

161-3302-431.05-36 PAYROLL BENEFITS / PERS NORMAL-MISC 29,474.03
 PR 05136 11/18 AJ 05/04/18 PR0504 PAYROLL SUMMARY 995.32
 GM 05297 11/18 AJ 05/10/18 JE37SP/JM PERS Misc Normal trueup 442.44
 PPE: 04/27/1/18 PD: 05
 PR 05388 11/18 AJ 05/18/18 PR0518 PAYROLL SUMMARY 996.93
 GM 05527 11/18 AJ 05/24/18 JE58SP/JM PERS Misc-Norm-Trueup 440.83
 PPE:5/11/18 PD:5/18/18
 ACCOUNT TOTAL 2,875.52

FUND 161 LANDSCAPE MAINT DIST-ADM
 GROUP ACCTG ----- TRANSACTION -----
 APP NUMBER PER. CD DATE NUMBER D E S C R I P T I O N DEBITS CREDITS BEGINNING / ENDING BALANCE

161-3302-431.05-38 PAYROLL BENEFITS / PERS UAL-MISC 63,336.73
 PR 05136 11/18 AJ 05/04/18 PR0504 PAYROLL SUMMARY 2,160.53
 GM 05265 11/18 AJ 05/10/18 JE36SP/IF PERS UAL- Misc true up 929.07
 PPE: 04/27/1/18 PD: 05
 PR 05388 11/18 AJ 05/18/18 PR0518 PAYROLL SUMMARY 2,164.08
 GM 05529 11/18 AJ 05/24/18 JE59SP/JM PERS UAL-Misc Trueup 925.51
 PPE:5/11/18 PD:5/18/18

ACCOUNT TOTAL 6,179.19

161-3302-431.06-01 PROFESSIONAL SERVICES / OTHER PROFESSIONAL SERV 2,129.62
 GM 05157 11/18 AP 05/04/18 0774892 FLEET SOLUTIONS, LLC 67.17
 32121 MONTHLY GPS TRACKING 86.85
 GM 05299 11/18 AP 05/11/18 0775114 FLEET SOLUTIONS, LLC
 30642 MONTHLY TRACKING MAY 2018 154.02

ACCOUNT TOTAL 2,283.64

161-3302-431.06-14 PROFESSIONAL SERVICES / COMPUTER SOFTWARE MAINT .00
 GM 05418 11/18 AP 05/18/18 0775214 SIGNAL SOLUTIONS CORPORAT 931.00
 41925 INSTALLED CAT 5 - LMD 931.00

ACCOUNT TOTAL .00

161-3302-431.07-02 OFFICE EXPENSE / POSTAGE & MAILING .00
 ACCOUNT TOTAL .00

161-3302-431.07-03 OFFICE EXPENSE / PRINTING & BINDING 74.18
 ACCOUNT TOTAL 74.18

161-3302-431.07-04 OFFICE EXPENSE / SOFTWARE PROGRAMS 435.53
 ACCOUNT TOTAL 435.53

161-3302-431.08-01 TRAINING & TRAVEL / TRAINING & CONFERENCES 4,935.88
 ACCOUNT TOTAL 4,935.88

161-3302-431.09-01 DUES & PUBLICATIONS / DUES & PUBLICATIONS 920.00
 ACCOUNT TOTAL 920.00

FUND 161 LANDSCAPE MAINT DIST-ADM
 GROUP ACCTG TRANSACTION
 APP NUMBER PER. CD DATE NUMBER D E S C R I P T I O N DEBITS CREDITS BEGINNING / ENDING BALANCE

161-3302-431.11-05 ADMINISTRATIVE EXPENSES / BANK SERVICE CHARGES .00
 ACCOUNT TOTAL .00

161-3302-431.14-01 MATERIALS, SUPP & SERV / OFFICE SUPPLIES 1,340.65
 ACCOUNT TOTAL 1,340.65

161-3302-431.14-02 MATERIALS, SUPP & SERV / COMPUTER SUPPLIES 1,188.11
 ACCOUNT TOTAL 1,188.11

161-3302-431.14-05 MATERIALS, SUPP & SERV / CLOTHING & UNIFORMS 1,123.67
 GM 05157 11/18 AP 05/04/18 0774915 JAYGAV EMBROIDERY 173.85
 EMB9255 FY 17-18, ST
 GM 05409 11/18 AP 05/18/18 0775365 JAYGAV EMBROIDERY 255.85
 EMB9249 LMD ORDER EMB9249

ACCOUNT TOTAL 1,553.37

161-3302-431.14-08 MATERIALS, SUPP & SERV / VEHICLE SUPPLIES .00
 ACCOUNT TOTAL .00

161-3302-431.14-20 MATERIALS, SUPP & SERV / OTHER SUPPLIES 738.31
 ACCOUNT TOTAL 738.31

161-3302-431.15-24 SERVICES / OTHER SERVICES .00
 ACCOUNT TOTAL .00

161-3302-431.16-02 UTILITIES / TELECOMMUNICATIONS 6,059.88
 ACCOUNT TOTAL 6,059.88

161-3302-431.17-01 DEPRECIATION / DEPRECIATION .00
 ACCOUNT TOTAL .00

161-3302-431.20-01 INDIRECT COST / GENERAL COST DISTRIB 536.56CR

FUND 161 LANDSCAPE MAINT DIST-ADM		TRANSACTION		D E S C R I P T I O N		DEBITS	CREDITS	BEGINNING / ENDING BALANCE
GROUP ACCTG	CD	DATE	NUMBER					
161-3302-431.20-01				INDIRECT COST /	GENERAL COST DISTRIB			536.56CR
ACCOUNT TOTAL								
161-3302-431.20-05				INDIRECT COST / T:PERSONNEL COST DISTRIB				28,040.00
GM 05438	11/18	AJ	05/01/18	JE01WD/IF	CITYWIDE OVERHEAD COST ALLOCATION	2,804.00		
ACCOUNT TOTAL								
161-3302-431.20-06				INDIRECT COST / T:FINANCE COST DISTRIB				72,270.00
GM 05438	11/18	AJ	05/01/18	JE01WD/IF	CITYWIDE OVERHEAD COST ALLOCATION	7,227.00		
ACCOUNT TOTAL								
161-3302-431.20-07				INDIRECT COST / T:PUB WORKS COST DISTRIB				79,497.00
ACCOUNT TOTAL								
161-3302-431.20-12				INDIRECT COST / T:COST & VEHICLE				10,840.00
GM 05443	11/18	AJ	05/01/18	JE06WD/IF	VEHICLE MAINTNCE COST MONTHLY ALLOCATION	1,084.00		
ACCOUNT TOTAL								
161-3302-431.20-13				INDIRECT COST / T:REPLACEMENT COST-VEHICLE				8,450.00
GM 05444	11/18	AJ	05/01/18	JE07WD/IF	VEHICLE REPLACE COST MONTHLY ALLOCATION	845.00		
ACCOUNT TOTAL								
161-3302-431.20-15				INDIRECT COST / T:LEGAL & MGMT ADMIN				32,550.00
GM 05438	11/18	AJ	05/01/18	JE01WD/IF	CITYWIDE OVERHEAD COST ALLOCATION	3,255.00		
ACCOUNT TOTAL								
161-3302-431.20-18				INDIRECT COST / T: DATA PROCESSING				35,330.00
GM 05438	11/18	AJ	05/01/18	JE01WD/IF	CITYWIDE OVERHEAD COST ALLOCATION	3,533.00		
ACCOUNT TOTAL								
ACCOUNT TOTAL								
38,863.00								

FUND 161 LANDSCAPE MAINT DIST-ADM		D E S C R I P T I O N		DEBITS	CREDITS	BEGINNING / ENDING BALANCE
GROUP ACCTG	CD	DATE	NUMBER			
APP NUMBER PER.						
161-3302-431.20-19		INDIRECT COST / T: NON-DEPARTMENT				260.00
GM 05438	11/18	AJ 05/01/18 JE01WD/IF		26.00		
		CITYWIDE OVERHEAD COST ALLOCATION				
		ACCOUNT TOTAL		26.00		286.00
161-3302-431.20-23		INDIRECT COST / E:LEAVE LIAB DISTRIBUTION				.00
		ACCOUNT TOTAL				.00
161-3302-431.20-25		INDIRECT COST / T: PUBLIC BUILDINGS				12,030.00
GM 05438	11/18	AJ 05/01/18 JE01WD/IF		1,203.00		
		CITYWIDE OVERHEAD COST ALLOCATION				
		ACCOUNT TOTAL		1,203.00		13,233.00
161-3302-431.20-37		INDIRECT COST / LANDSCAPE MAINT DST ADM				878,050.00CR
GM 05446	11/18	AJ 05/01/18 JE09WD/IF		87,805.00		
		LMD ADMIN COST MONTHLY ALLOCATION				
		ACCOUNT TOTAL		87,805.00		965,855.00CR
161-3302-431.20-43		INDIRECT COST / GROUNDS SVC - ONGOING				.00
		ACCOUNT TOTAL				.00
161-3302-431.20-44		INDIRECT COST / GROUNDS SVC -NONRECURNG				.00
		ACCOUNT TOTAL				.00
161-3302-431.20-45		INDIRECT COST / P W ADMIN COST PLAN				51,270.00
GM 05439	11/18	AJ 05/01/18 JE02WD/IF		5,127.00		
		PW ADMIN COST PLAN MONTHLY ALLOCATION				
		ACCOUNT TOTAL		5,127.00		56,397.00
161-3302-431.20-47		INDIRECT COST / LNDSCPE DEV PLAN RVM-RCT				14,906.40CR
GM 06100	11/18	AJ 05/31/18 JE90WD/JM		4,808.61		
		3rd qtr ending 3/31/18for Ridgecrest per PW				
		ACCOUNT TOTAL		4,808.61		19,715.01CR

FUND 161 LANDSCAPE MAINT DIST-ADM
 GROUP ACCTG CD DATE TRANSACTION NUMBER DESCRIPTION DEBITS CREDITS BEGINNING / ENDING BALANCE

161-3302-431.31-03 NON CAPITAL ASSETS (<\$5K) / COMPUTER EQUIPMENT

ACCOUNT TOTAL .00

161-3302-431.36-03 FIXED ASSET ACQUISITIONS / COMPUTER EQUIPMENT

ACCOUNT TOTAL .00

161-3302-431.36-06 FIXED ASSET ACQUISITIONS / AUTO EQUIP ACQUISITIONS

ACCOUNT TOTAL .00

161-9001-990.05-06 PAYROLL BENEFITS / RETIREE MEDICAL EXPENSE

ACCOUNT TOTAL .00

161-9001-990.37-01 TRANSFERS OUT / TRANSFERS OUT

ACCOUNT TOTAL .00

FUND TOTAL .00 233,755.49 257,667.82 226,541.11CR


**CITY OF VALLEJO
JOURNAL ENTRY CONTROL FORM - FISCAL YEAR 2017/18**


#	Ref	Account Number	Description	Debit	Credit
1		161-0000-101.01-00	Cash Account	42.42	
2		161.3302.431.20.47	Landscape Dev plan-Ridgecrest		42.42
3		001.2502.431.20.47	Landscape Dev plan-Ridgecrest	42.42	
4		001-0000-101.01-00	Cash Account		42.42
<i>Adjustment for</i>					
3rd quarter ending March 31, 2018 for Ridgecrest per report submitted by PW.					
Total				84.84	84.84

PER 13
JE NO. 324
Group No. 6856
Updated On: 09/12/2018

NOTES AND OTHER SUPPORTING INFORMATION

J:\FINANCE\Accounting\FY 17-18\Special Revenue Funds\LMD funds\RidgeCrest Report\3rd Quarter\JE to adjust Ridgecrest 3rd Qtr.xlsx\JE

Prepared by: 
Ivette Fuentes
Temp Accountant

Approved By: 
Winnie Daba
Acting Accounting Manager

LMD Ridgcrest

Date as of: Sep 8, 2018 1:50:24 PM
 Access Level: Project Access

Date Range: Jan 1, 2018 - Mar 31, 2018
 Program: CD
 CIP
 Pending
 WATER
 Department: Dept. of Public Works / LMD

Project Name	Project Code	User Name	Hourly Rate	Hours Worked	Total Cost	OH @51.87%	Vehicle @ \$1.5/Hr	Total Billable (LMD)
MI 8D LANDSCAPE IMPROVMENT	PW 17-0046	Arnott, Sean	\$ 84.20	49.00	\$ 3,145.80	\$ 1,631.73	73.50	\$ 4,851.03
				49.00	\$ 3,145.80	\$ 1,631.73	73.50	\$ 4,851.03
				49.00	\$ 3,145.80	\$ 1,631.73	73.50	\$ 4,851.03



MEMORANDUM
LANDSCAPE MAINTENANCE DIVISION

DATE: September 5, 2018
TO: Ron Millard, Finance Director
FROM: Terrance Davis, Public Works Director
SUBJECT: Ridgcrest Third Quarter Personnel Charges - General Fund

The memo serves as a request to transfer the following personnel charges for the period January 1, 2018 through March 31, 2018 from the Landscape Maintenance District Fund to the General Fund (001) as follows:

<u>8D MI Landscape Improvement</u>			
Hours		49	
	Labor		\$ 3,145.80
	Overhead		\$ 1,631.73
	Vehicle		\$ <u>73.50</u>
Total			\$ 4,851.03

The previous amount, \$4,808.61, requested to transfer on June 21, 2018 did not use the correct hourly rate. The amount above does include the correct hourly rate.

LMD Ridgecrest

Date as of: Jun 15, 2018 2:30:27 PM
Access Level: Project Access

Date Range: Jan 1, 2018 - Mar 31, 2018
Program: CO
CIP
Permitting
WATER
Department: Dept. of Public Works / LMD

Project Name	Project Code	User Name	Hourly Rate	Hours Worked	Total Cost	OH @ 51.87%	Vehicle @ \$15/Hr	Total Billable (LMD)
MI 8D LANDSCAPE IMPROVMENT	PW 17-0046	Arnott, Sean	\$ 63.63	49.00	\$ 3,117.87	\$ 1,617.24	73.50	\$ 4,808.61
				49.00	\$ 3,117.87	\$ 1,617.24	73.50	\$ 4,808.61

Handwritten annotations:

- 64.20 (with arrow pointing to Hourly Rate)
- 3,145.80 (with arrow pointing to Total Cost)
- 1,631.73 (with arrow pointing to OH @ 51.87%)
- 73.50 (with arrow pointing to Vehicle @ \$15/Hr)
- 4,851.03 (with arrow pointing to Total Billable)
- (4,808.61) (with arrow pointing to Total Billable)
- 42.42 (with arrow pointing to Total Billable)

GROUP NUMBER : 06856 Adj 3thQtr'18 Ridgecrest
 GROUP USER : OGORINOFF Olga Gorinoff, Temp, Fina

TRANS NO	TRANS DATE	DOCUMENT BANK	ACCOUNT NUMBER	DESCRIPTION 1	PROJECT	DEBIT AMOUNT	CREDIT AMOUNT
DESCRIPTION 2	TYPE						
0000100	06/30/2018	JE324IF/OG	161-0000-101.01-00	Adj 3rdQtr 03/31/18 per		42.42	
PW report Ridgecrest							
0000200	06/30/2018	JE324IF/OG	161-3302-431.20-47	Adj 3rdQtr 03/31/18 per		42.42	
PW report Ridgecrest							
WARNING! Transaction exceeds account budget.							
0000300	06/30/2018	JE324IF/OG	001-2502-431.20-47	Adj 3rdQtr 03/31/18 per		42.42	
PW report Ridgecrest							
0000400	06/30/2018	JE324IF/OG	001-0000-101.01-00	Adj 3rdQtr 03/31/18 per		42.42	
PW report Ridgecrest							

TOTALS: AMOUNT CALCULATED AMOUNT ENTERED DIFFERENCE

COUNT: 4
 DEBITS: 84.84
 CREDITS: 84.84

*** WARNINGS exist in this Group. ***



MEMORANDUM
LANDSCAPE MAINTENANCE DIVISION

DATE: September 5, 2018
TO: Ron Millard, Finance Director
FROM: Terrance Davis, Public Works Director
SUBJECT: Ridgecrest Fourth Quarter Personnel Charges - General Fund

The memo servers as a request to transfer the following personnel charges for the period April 1, 2018 through June 30, 2018 from the Landscape Maintenance District Fund to the General Fund (001) as follows:

<u>MI 8D Coral Sea Village</u>			
Hours		6	
	Labor		\$ 395.76
	Overhead		\$ 205.28
	Vehicle		\$ <u>9.00</u>
Total			\$ 610.04

<u>MI Club Drive Park</u>			
Hours		7	
	Labor		\$ 461.72
	Overhead		\$ 239.49
	Vehicle		\$ <u>10.50</u>
Total			\$ 711.71

<u>MI 8D Landscape Improvement</u>			
Hours		21	
	Labor		\$ 1,348.20
	Overhead		\$ 699.31
	Vehicle		\$ <u>31.50</u>
Total			\$ 2,079.01

<u>MI B4 Basin Stormwater</u>			
<u>Basin</u>			
Hours		5	
	Labor		\$ 329.80
	Overhead		\$ 171.07
	Vehicle		\$ 7.50
Total			\$ 508.37

<u>Alden Creek Road – PG&E</u>			
Hours		2	
	Labor		\$ 131.92
	Overhead		\$ 68.43
	Vehicle		\$ 3.00
Total			\$ 203.35

<u>SR2T Curtola Parkway</u>			
<u>Bike Path</u>			
Hours		11	
	Labor		\$ 695.86
	Overhead		\$ 360.94
	Vehicle		\$ 16.50
Total			\$ 1,073.30

<u>Waterstone 1C</u>			
Hours		2	
	Labor		\$ 131.92
	Overhead		\$ 68.43
	Vehicle		\$ 3.00
Total			\$ 203.35

LMD Ridgcrest

Data as of: Sep 5, 2018 1:58:32 PM

Access Level: Project Access

Date Range: Apr 1, 2018 - Jun 30, 2018

Program: CD

CIP

Permitting

WATER

Department: Dept. of Public Works / LMD

Project Name	Project Code	User Name	Hourly Rate	Hours Worked	Total Cost	OH @51.87%	Vehicle @ \$1.5/Hr	Total Billable (LMD)
8D MI CORAL SEA VILLAGE				6.00	\$ 395.76	\$ 205.28	9.00	\$ 610.04
	PW 09-0190	Lacey, Jason	\$ 65.96	6.00	\$ 395.76	\$ 205.28	9.00	\$ 610.04
Mare Island Club Drive Park PW08-0502				7.00	\$ 461.72	\$ 239.49	10.50	\$ 711.71
		Lacey, Jason	\$ 65.96	7.00	\$ 461.72	\$ 239.49	10.50	\$ 711.71
MI 8D LANDSCAPE IMPROVMENT				21.00	\$ 1,348.20	\$ 699.31	31.50	\$ 2,079.01
	PW 17-0046	Arnott, Sean	\$ 64.20	21.00	\$ 1,348.20	\$ 699.31	31.50	\$ 2,079.01
MI B4 BASIN STORMWATER BASIN - PW17-0783				5.00	\$ 329.80	\$ 171.07	7.50	\$ 508.37
	PW17-0783	Lacey, Jason	\$ 65.96	5.00	\$ 329.80	\$ 171.07	7.50	\$ 508.37
PG&E- Alden Creek Road- PW17-0531				2.00	\$ 131.92	\$ 68.43	3.00	\$ 203.35
	PW 17-0531	Lacey, Jason	\$ 65.96	2.00	\$ 131.92	\$ 68.43	3.00	\$ 203.35
SR2T CURTOLA PARKWAY BIKE PATH				11.00	\$ 695.86	\$ 360.94	16.50	\$ 1,073.30
	PW 9810	Taylor, Sean	\$ 63.26	11.00	\$ 695.86	\$ 360.94	16.50	\$ 1,073.30
WATERSTONE 1C				2.00	\$ 131.92	\$ 68.43	3.00	\$ 203.35
	PW 13-0270	Lacey, Jason	\$ 65.96	2.00	\$ 131.92	\$ 68.43	3.00	\$ 203.35
Full Summary				54.00	\$ 3,495.18	\$ 1,812.95	91.00	\$ 5,389.13

PREPARED 11/01/2018, 15:17:36
PROGRAM GM362LA

GENERAL LEDGER ACTIVITY

FISCAL YEAR: 2018

ACCOUNT NUMBER SELECTION
FROM: 161-0000-000.00-00 TO: 161-9999-999.99-99
TYPE: R (O-ONLY, R-RANGE, S-SELECTIVE)

PERIOD...FROM: 12 TO: 15

PRINT SUMMARY TOTALS ONLY (Y/N) : N
SUPPRESS PRINTING OF ACCOUNTS WITHOUT ACTIVITY . . . (Y/N) : N
EXCLUDE REVENUE AND EXPENSE SUMMARY ACCOUNTS . . . (Y/N) : N
PRINT PERIOD BALANCE (Y/N) : N
PAGE BREAK ON ACCOUNT (Y/N) : N
PAGE BREAK BY FUND (Y/N) : Y

FUND 161 LANDSCAPE MAINT DIST-ADM							BEGINNING	
GROUP ACCTG ----TRANSACTION----							/ENDING	
APP NUMBER	PER.	CD	DATE	NUMBER	D E S C R I P T I O N	DEBITS	CREDITS	BALANCE
161-0000-101.01-00					CASH HELD BY CITY / CASH ACCOUNTS			229,716.84
PR 05602	12/18	AJ	06/01/18	PRO601	PAYROLL SUMMARY		20,610.47	
GM 05650	12/18	AJ	06/01/18	JE01WD/IF	CITYWIDE OVERHEAD COST ALLOCATION		2,804.00	
GM 05650	12/18	AJ	06/01/18	JE01WD/IF	CITYWIDE OVERHEAD COST ALLOCATION		7,227.00	
GM 05650	12/18	AJ	06/01/18	JE01WD/IF	CITYWIDE OVERHEAD COST ALLOCATION		3,255.00	
GM 05650	12/18	AJ	06/01/18	JE01WD/IF	CITYWIDE OVERHEAD COST ALLOCATION		3,533.00	
GM 05650	12/18	AJ	06/01/18	JE01WD/IF	CITYWIDE OVERHEAD COST ALLOCATION		26.00	
GM 05650	12/18	AJ	06/01/18	JE01WD/IF	CITYWIDE OVERHEAD COST ALLOCATION		1,203.00	
GM 05651	12/18	AJ	06/01/18	JE02WD/IF	PW ADMIN COST PLAN MONTHLY ALLOCATION		5,127.00	
GM 05656	12/18	AJ	06/01/18	JE06WD/IF	VEHICLE MAINTNCE COST MONTHLY ALLOCATION		1,084.00	
GM 05657	12/18	AJ	06/01/18	JE07WD/IF	VEHICLE REPLACE COST MONTHLY ALLOCATION		845.00	
GM 05659	12/18	AJ	06/01/18	JE09WD/IF	LMD ADMIN COST MONTHLY ALLOCATION	87,805.00		
GM 06360	12/18	AJ	06/01/18	JE82AH/SP	Calcard Activity Apr 2018		2,699.90	
GM 05750	12/18	AJ	06/06/18	JE35SP/JM	TrueUP Workers' Comp PPE 5/25/18 PD 6/01/18		316.93	
GM 05751	12/18	AJ	06/06/18	JE36SP/JM	True up Retiree Health. PPE5/25/18 PD6/1/18		3.86	
GM 05760	12/18	AJ	06/07/18	JE37SP/JM	PERS Misc-Norm-TrueUp PPE 5/25/18 PD 6/1/18		442.44	
GM 05761	12/18	AJ	06/07/18	JE38SP/JM	PERS UAL-Misc true up PPE5/25/18 PD6/1/18		929.08	
GM 05855	12/18	AJ	06/13/18	**OFFSET**	AP DISBURSEMENT 73		68.67	
GM 05884	12/18	AJ	06/14/18	JE42IF/JM	Reclass - Correct Acct Replicon Inv#SI46223		264.00	
PR 05863	12/18	AJ	06/15/18	PRO615	PAYROLL SUMMARY		20,068.68	
GM 05968	12/18	AJ	06/20/18	**OFFSET**	AP DISBURSEMENT 74		264.00	
GM 06707	12/18	AJ	06/22/18	JE31AH/CR	06/22/18		1,091.91	
GM 06179	12/18	AJ	06/27/18	**OFFSET**	AP DISBURSEMENT 75		2,446.90	
PR 06164	12/18	AJ	06/29/18	PRO629	PAYROLL SUMMARY		16,781.78	
GM 06274	12/18	AJ	06/30/18	JE73JM/SP	FY 17-18 Cost Plan True u FY 17-18 (Full Cost) and True up Workers' Comp		70,085.00	
GM 06302	12/18	AJ	06/30/18	JE80SP/JM	PPE:06/22/18 PD:06/29/18		313.59	
GM 06303	12/18	AJ	06/30/18	JE75SP/JM	PERS UAL - Misc true up PPE:6/22/18 PD:6/29/18		1,835.17	
GM 06304	12/18	AJ	06/30/18	JE76SP/JM	True up Retiree Health. PPE:6/22/2018 PD:6/29/201		268.91	
GM 06305	12/18	AJ	06/30/18	JE80SP/JM	PERS Misc - Norm True Up PPE:6/22/2018 PD:6/29/201		874.48	
GM 06635	12/18	AJ	06/30/18	JE156SP/OG	True Up WC		77.16	

FUND 161 LANDSCAPE MAINT DIST-ADM								BEGINNING
GROUP ACCTG -----TRANSACTION-----								/ENDING
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-0000-101.01-00 CASH HELD BY CITY / CASH ACCOUNTS								
GM 06641	12/18	AJ	06/30/18	JE161SP/OF	Misc PERS Normal PP071318		207.74	
GM 06647	12/18	AJ	06/30/18	JE164SP/OG	True up Retiree Health		65.23	
GM 06648	12/18	AJ	06/30/18	JE165SP/OG	Misc PERS-UAL(PD:07/13/18 incl'd Final Spl't PR)		434.95	
GM 06695	12/18	AJ	06/30/18	JE190IF/SP	Interest Alloc FY17/18 Period Ending June30 2018	705.00		
GM 06744	12/18	AJ	06/30/18	JE232OG/IF	Close Delta Dental Balance FY17/18	1,424.26		
GM 06751	12/18	AJ	06/30/18	JE211NT/OG	FY 17-18 Special Leave Donations		549.92	
GM 06751	12/18	AJ	06/30/18	JE211NT/OG	FY 17-18 Special Leave Donations		133.63	
GM 06801	13/18	AJ	06/30/18	JE279IF/OG	Charge 20% City Engineers Payroll to LMD		52,297.10	
GM 06801	13/18	AJ	06/30/18	JE279IF/OG	Charge 25% Admin Analyst Payroll to LMD		38,652.32	
GM 06855	13/18	AJ	06/30/18	JE323IF/OG	Adj 4thQtr'18 06/30/18 per Ridgecrest PW report	5,389.13		
GM 06856	13/18	AJ	06/30/18	JE324IF/OG	Adj 3rdQtr 03/31/18 per PW report Ridgecrest	42.42		
GM 06913	13/18	AJ	06/30/18	JE378IF/SP	Record FY17-18 LMD allocation trueup		47,249.00	
ACCOUNT TOTAL						95,365.81	304,136.82	20,945.83
161-0000-101.03-00 CASH HELD BY CITY / GASB 31 ADJUSTMENTS								.00
ACCOUNT TOTAL								.00
161-0000-103.01-01 ACCOUNTS RECEIVABLE / MISC ACCOUNTS RECEIVABLE								.00
ACCOUNT TOTAL								.00
161-0000-103.03-01 ACCRUED INT RECEIVABLE / ACCRUED INT RECEIVABLE								.00
ACCOUNT TOTAL								.00
161-0000-105.09-01 PREPAIDS / PREPAIDS								.00
ACCOUNT TOTAL								.00
161-0000-107.14-03 DUE FROM OTHER FUNDS / DUE FROM NEGATIVE CASH								.00
ACCOUNT TOTAL								.00

FUND 161 LANDSCAPE MAINT DIST-ADM								BEGINNING
GROUP ACCTG ----TRANSACTION----								/ENDING
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-0000-121.29-01					MACHINERY & EQUIPMENT / MACHINERY & EQUIPMENT			.00
					ACCOUNT TOTAL			.00
161-0000-121.31-01					ACCUMULATED DEPRECIATION / ACCUMULATED DEPRECIATION			.00
					ACCOUNT TOTAL			.00
161-0000-202.00-00					CURRENT LIABILITIES / ACCOUNTS/VOUCHERS PAYABLE			875.63CR
GM 05707	12/18	AP	06/05/18	**OFFSET**	AP ENG/REC TJ		68.67	
					BATCH TYPE AP			
GM 05816	12/18	AP	06/11/18	**OFFSET**	AP ENG/REC TJ		264.00	
					BATCH TYPE AP			
GM 05855	12/18	AJ	06/13/18	**OFFSET**	AP DISBURSEMENT	73	68.67	
GM 05925	12/18	AP	06/15/18	**OFFSET**	AP PW-ENG/LMD JC		1,124.10	
					BATCH TYPE AP			
GM 05927	12/18	AP	06/15/18	**OFFSET**	AP PW-ENG/LMD JC		447.17	
					BATCH TYPE AP			
GM 05968	12/18	AJ	06/20/18	**OFFSET**	AP DISBURSEMENT	74	264.00	
GM 06179	12/18	AJ	06/27/18	**OFFSET**	AP DISBURSEMENT	75	2,446.90	
GM 06319	12/18	AP	06/30/18	**OFFSET**	AP PW-ENG/LMD JC		3,704.45	
					BATCH TYPE AP			
GM 06361	12/18	AP	06/30/18	**OFFSET**	AP PW-ENG/LMD JC		1,199.25	
					BATCH TYPE AP			
GM 06485	12/18	AP	06/30/18	**OFFSET**	AP PW-ENG/LMD JC		104.85	
					BATCH TYPE AP			
GM 06581	12/18	AP	06/30/18	**OFFSET**	SALES TAX 2Q18	C/R	31.83	
					BATCH TYPE AP			
					ACCOUNT TOTAL	2,779.57	6,944.32	5,040.38CR
161-0000-202.01-01					ACCOUNTS PAYABLE / ACCRUED EXPENSES PAYABLE			.00
					ACCOUNT TOTAL			.00
161-0000-202.01-05					ACCOUNTS PAYABLE / UTILITIES			.00
					ACCOUNT TOTAL			.00
161-0000-203.00-00					CURRENT LIABILITIES / RETENTIONS PAYABLE			.00
					ACCOUNT TOTAL			.00
161-0000-204.01-01					ACCRUED WAGES PAYABLE / ACCRUED WAGES PAYABLE			.00

FUND 161 LANDSCAPE MAINT DIST-ADM							BEGINNING	
GROUP ACCTG ----TRANSACTION----							/ENDING	
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-0000-204.01-01					ACCRUED WAGES PAYABLE / ACCRUED WAGES PAYABLE			
PR 06382	12/18	AJ	07/13/18	PRO713	PAYROLL SUMMARY		10,355.48	
ACCOUNT TOTAL							10,355.48	10,355.48CR
161-0000-204.04-01					SICK/ANNUAL PAYABLE / SICK/ANNUAL PAYABLE			.00
PR 06524	12/18	AJ	06/30/18	PRO710	REVERSE COMP ABS ENTRY		144,370.33	
PR 06369	12/18	AJ	07/10/18	PRO710	ON 7-10-18 PAYROLL SUMMARY		144,370.33-	
ACCOUNT TOTAL								.00
161-0000-241.00-00					SYSTEM OFFSET / REVENUE CONTROL			.00
GM 06695	12/18	AJ	08/10/18	**OFFSET**	INTEREST ALLOCATION 17/18 BATCH TYPE AJ		705.00	
ACCOUNT TOTAL							705.00	705.00CR
161-0000-242.00-00					SYSTEM OFFSET / EXPENDITURES			223,997.62CR
GM 05602	12/18	AJ	05/30/18	**OFFSET**	PR AJ BATCH	20,610.47		
					BATCH TYPE AJ			
GM 05650	12/18	AJ	06/01/18	**OFFSET**	CITYWIDE OVERHEAD ALLOC/R	18,048.00		
					BATCH TYPE AJ			
GM 05651	12/18	AJ	06/01/18	**OFFSET**	PW ADMIN COST ALLOC/R C/R	5,127.00		
					BATCH TYPE AJ			
GM 05656	12/18	AJ	06/01/18	**OFFSET**	VEHICLE MNTCE COST ALLC/R	1,084.00		
					BATCH TYPE AJ			
GM 05657	12/18	AJ	06/01/18	**OFFSET**	VEHICLE RPLC COST ALLOC/R	845.00		
					BATCH TYPE AJ			
GM 05659	12/18	AJ	06/01/18	**OFFSET**	LMD ADMIN COST ALLOC/RC/R		87,805.00	
					BATCH TYPE AJ			
GM 06360	12/18	AJ	06/01/18	**OFFSET**	APRIL CALCARD JE	2,699.90		
					BATCH TYPE AJ			
GM 05707	12/18	AP	06/05/18	**OFFSET**	AP ENG/REC TJ	68.67		
					BATCH TYPE AP			
GM 05750	12/18	AJ	06/07/18	**OFFSET**	TRUE UP WC	316.93		
					BATCH TYPE AJ			
GM 05751	12/18	AJ	06/07/18	**OFFSET**	TRUE UP RETIREE HEALTH	3.86		
					BATCH TYPE AJ			
GM 05760	12/18	AJ	06/07/18	**OFFSET**	PERS MISC NORM TRUE UP	442.44		
					BATCH TYPE AJ			
GM 05761	12/18	AJ	06/07/18	**OFFSET**	MISC PERS UAL PD6/1/18	929.08		
					BATCH TYPE AJ			
GM 05816	12/18	AP	06/11/18	**OFFSET**	AP ENG/REC TJ	264.00		
					BATCH TYPE AP			
GM 05863	12/18	AJ	06/13/18	**OFFSET**	PR AJ BATCH	20,068.68		
					BATCH TYPE AJ			

FUND 161 LANDSCAPE MAINT DIST-ADM								BEGINNING
GROUP ACCTG ----TRANSACTION----								/ENDING
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-0000-242.00-00 SYSTEM OFFSET / EXPENDITURES								
GM 05884	12/18	AJ	06/14/18	**OFFSET**	Reclas RepliconInvSI46223	264.00		
					BATCH TYPE AJ			
GM 05925	12/18	AP	06/15/18	**OFFSET**	AP PW-ENG/LMD JC	1,124.10		
					BATCH TYPE AP			
GM 05927	12/18	AP	06/15/18	**OFFSET**	AP PW-ENG/LMD JC	447.17		
					BATCH TYPE AP			
GM 06164	12/18	AJ	06/27/18	**OFFSET**	PR AJ BATCH	16,781.78		
					BATCH TYPE AJ			
GM 06302	12/18	AJ	06/30/18	**OFFSET**	TRUEUP WC PPE6/22PD6/29	313.59		
					BATCH TYPE AJ			
GM 06303	12/18	AJ	06/30/18	**OFFSET**	PERS UAL MISC TRUE UP	1,835.17		
					BATCH TYPE AJ			
GM 06319	12/18	AP	06/30/18	**OFFSET**	AP PW-ENG/LMD JC	3,704.45		
					BATCH TYPE AP			
GM 06361	12/18	AP	06/30/18	**OFFSET**	AP PW-ENG/LMD JC	1,199.25		
					BATCH TYPE AP			
GM 06485	12/18	AP	06/30/18	**OFFSET**	AP PW-ENG/LMD JC	104.85		
					BATCH TYPE AP			
GM 06581	12/18	AP	06/30/18	**OFFSET**	SALES TAX 2Q18 C/R	31.83		
					BATCH TYPE AP			
GM 06635	12/18	AJ	06/30/18	**OFFSET**	True Up WC	77.16		
					BATCH TYPE AJ			
GM 06641	12/18	AJ	06/30/18	**OFFSET**	MiscPERS Nrml PP071318	207.74		
					BATCH TYPE AJ			
GM 06647	12/18	AJ	06/30/18	**OFFSET**	True up Retire Health	65.23		
					BATCH TYPE AJ			
GM 06648	12/18	AJ	06/30/18	**OFFSET**	Misc PERS-UAL 071318	434.95		
					BATCH TYPE AJ			
GM 06744	12/18	AJ	06/30/18	**OFFSET**	Close Delta Dental Blnce		1,424.26	
					BATCH TYPE AJ			
GM 06801	13/18	AJ	06/30/18	**OFFSET**	Charge Payroll to LMD	52,297.10		
					BATCH TYPE AJ			
GM 06801	13/18	AJ	06/30/18	**OFFSET**	Charge Payroll to LMD	38,652.32		
					BATCH TYPE AJ			
PROJECT#:					PW9744			
GM 06855	13/18	AJ	06/30/18	**OFFSET**	Adj 4thQtr'18 Ridgecrest		5,389.13	
					BATCH TYPE AJ			
GM 06856	13/18	AJ	06/30/18	**OFFSET**	Adj 3thQtr'18 Ridgecrest		42.42	
					BATCH TYPE AJ			
GM 06913	13/18	AJ	06/30/18	**OFFSET**	Record LMD Admin alloctn	47,249.00		
					BATCH TYPE AJ			
GM 06274	12/18	AJ	07/03/18	**OFFSET**	COST ALLOCATION TRUE UP	70,085.00		
					BATCH TYPE AJ			
GM 06304	12/18	AJ	07/05/18	**OFFSET**	TRUE UP RETIREE HLTH	268.91		
					BATCH TYPE AJ			
GM 06305	12/18	AJ	07/05/18	**OFFSET**	PERS MISC NORM TRUE UP	874.48		
					BATCH TYPE AJ			
GM 06369	12/18	AJ	07/10/18	**OFFSET**	PR AJ BATCH		144,370.33	
					BATCH TYPE AJ			

FUND 161 LANDSCAPE MAINT DIST-ADM								BEGINNING
GROUP ACCTG -----TRANSACTION-----								/ENDING
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-0000-242.00-00 SYSTEM OFFSET / EXPENDITURES								
GM 06524	12/18	AJ	07/10/18	**OFFSET**	PR AJ BATCH C/R	144,370.33		
					BATCH TYPE AJ			
GM 06382	12/18	AJ	07/11/18	**OFFSET**	PR AJ BATCH	10,355.48		
					BATCH TYPE AJ			
GM 06707	12/18	AJ	08/13/18	**OFFSET**	JUNE CAL CARD JE	1,091.91		
					BATCH TYPE AJ			
GM 06751	12/18	AJ	08/22/18	**OFFSET**	FY17-18 SPECIAL LEAVE	683.55		
					BATCH TYPE AJ			
ACCOUNT TOTAL						463,027.38	239,031.14	1.38CR
161-0000-243.00-00 SYSTEM OFFSET / ENCUMBRANCE CONTROL								
GM 06781	13/18	EN	06/30/18	**OFFSET**	ENCUMB/ROLLOVER LIQ		970.00	970.00
					BATCH TYPE EN			
ACCOUNT TOTAL							970.00	.00
161-0000-245.00-00 SYSTEM OFFSET / RESERVE FOR ENCUMBRANCES								
GM 06781	13/18	EN	06/30/18	**OFFSET**	ENCUMB/ROLLOVER LIQ	970.00		970.00CR
					BATCH TYPE EN			
ACCOUNT TOTAL						970.00		.00
161-0000-249.00-00 SYSTEM OFFSET / PRIOR YEAR RESERVE ENCUMB								
ACCOUNT TOTAL								.00
161-0000-253.00-00 FUND BALANCE / FUND BALANCE								
GM 06787	13/18	AJ	06/30/18	JE2600G/IF	To reserve FY17/18	970.00		4,843.59CR
					Encumbrance			
ACCOUNT TOTAL						970.00		3,873.59CR
161-0000-253.04-02 RESERVE FUND BALANCE / RESERVE FOR ENCUMBRANCES								
GM 06787	13/18	AJ	06/30/18	JE2600G/IF	To reserve FY17/18		970.00	.00
					Encumbrance			
ACCOUNT TOTAL							970.00	970.00CR
161-0000-310.30-13 DEVELOPMENT-RELATED / FIELD INSPECTION								
ACCOUNT TOTAL								.00

FUND 161 LANDSCAPE MAINT DIST-ADM								BEGINNING
GROUP ACCTG -----TRANSACTION-----								/ENDING
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-0000-360.75-01					INVESTMENT INCOME / INVEST INCOME-POOLED			.00
GM 06695	12/18	AJ	06/30/18	JE190IF/SP	Interest Alloc FY17/18 Period Ending June30 2018		705.00	
ACCOUNT TOTAL							705.00	705.00CR
161-0000-360.75-03					INVESTMENT INCOME / UNREALIZED MV GAIN(LOSS)			.00
ACCOUNT TOTAL								.00
161-0000-369.99-00					OTHER REVENUE / OTHER REVENUE			.00
ACCOUNT TOTAL								.00
161-0000-380.88-15					OTHER REVENUES / ABAG POWER			.00
ACCOUNT TOTAL								.00
161-0000-399.90-02					TRANSFERS FROM OTHER FUND / OPERATING TRANSFERS IN			.00
ACCOUNT TOTAL								.00
161-2606-431.01-02					WAGES & SALARIES / SALARIES-IBEW			.00
ACCOUNT TOTAL								.00
161-2606-431.02-01					OVERTIME / OVERTIME			.00
ACCOUNT TOTAL								.00
161-2606-431.03-01				03	OTHER PAY / SHIFT DIFFERENTIAL			.00
ACCOUNT TOTAL								.00
161-2606-431.03-02				03	OTHER PAY / ACTING PAY			.00
ACCOUNT TOTAL								.00
161-2606-431.03-03				03	OTHER PAY / STANDBY PAY			.00
ACCOUNT TOTAL								.00

FUND 161 LANDSCAPE MAINT DIST-ADM							BEGINNING	
GROUP ACCTG -----TRANSACTION-----							/ENDING	
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-2606-431.03-04			03		OTHER PAY / OTHER PAY			.00
					ACCOUNT TOTAL			.00
161-2606-431.03-09			03		OTHER PAY / CAFETERIA PLAN			.00
					ACCOUNT TOTAL			.00
161-2606-431.03-15			03		OTHER PAY / MEDICAL FLEX			.00
					ACCOUNT TOTAL			.00
161-2606-431.04-01					COMPENSATED ABSENCES / VACATION LEAVE			.00
					ACCOUNT TOTAL			.00
161-2606-431.04-02					COMPENSATED ABSENCES / SICK LEAVE			.00
					ACCOUNT TOTAL			.00
161-2606-431.04-03					COMPENSATED ABSENCES / HOLIDAY PAY			.00
					ACCOUNT TOTAL			.00
161-2606-431.04-05					COMPENSATED ABSENCES / OTHER LEAVE			.00
					ACCOUNT TOTAL			.00
161-2606-431.05-01					PAYROLL BENEFITS / PAYROLL BENEFITS			.00
					ACCOUNT TOTAL			.00
161-2606-431.05-02					PAYROLL BENEFITS / PERS BENEFITS			.00
					ACCOUNT TOTAL			.00
161-2606-431.05-04					PAYROLL BENEFITS / HEALTH INSURANCE BENEFIT			.00
					ACCOUNT TOTAL			.00

FUND 161 LANDSCAPE MAINT DIST-ADM							BEGINNING	
GROUP ACCTG ----TRANSACTION----							/ENDING	
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-2606-431.05-05					PAYROLL BENEFITS / DENTAL INSURANCE BENEFIT			.00
					ACCOUNT TOTAL			.00
161-2606-431.05-06					PAYROLL BENEFITS / RETIREE MEDICAL EXPENSE			.00
					ACCOUNT TOTAL			.00
161-2606-431.05-07					PAYROLL BENEFITS / EMPLOYEE ASSISTANCE			.00
					ACCOUNT TOTAL			.00
161-2606-431.05-10					PAYROLL BENEFITS / LIFE INSURANCE			.00
					ACCOUNT TOTAL			.00
161-2606-431.05-11					PAYROLL BENEFITS / ACC DEATH & DISMEMBERMENT			.00
					ACCOUNT TOTAL			.00
161-2606-431.05-12					PAYROLL BENEFITS / LONG TERM DISABILITY			.00
					ACCOUNT TOTAL			.00
161-2606-431.05-13					PAYROLL BENEFITS / UNEMPLOYMENT BENEFITS			.00
					ACCOUNT TOTAL			.00
161-2606-431.05-14					PAYROLL BENEFITS / WORKER'S COMPENSATION			.00
					ACCOUNT TOTAL			.00
161-2606-431.14-20					MATERIALS, SUPP & SERV / OTHER SUPPLIES			.00
					ACCOUNT TOTAL			.00
161-2606-431.15-24					SERVICES / OTHER SERVICES			.00
					ACCOUNT TOTAL			.00

FUND 161 LANDSCAPE MAINT DIST-ADM								BEGINNING
GROUP ACCTG ----TRANSACTION----								/ENDING
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-2606-431.20-07					INDIRECT COST / T:PUB WORKS COST DISTRIB			.00
					ACCOUNT TOTAL			.00
161-2606-431.20-12					INDIRECT COST / T:COST & VEHICLE			.00
					ACCOUNT TOTAL			.00
161-2606-431.20-13					INDIRECT COST / T:REPLACEMNT COST-VEHICLE			.00
					ACCOUNT TOTAL			.00
161-2606-431.20-22					INDIRECT COST / E: M.I. COOP ALLOCATION			.00
					ACCOUNT TOTAL			.00
161-2606-431.20-23					INDIRECT COST / E:LEAVE LIAB DISTRIBUTION			.00
					ACCOUNT TOTAL			.00
161-2606-431.20-43					INDIRECT COST / GROUNDS SVC - ONGOING			.00
					ACCOUNT TOTAL			.00
161-2606-431.20-44					INDIRECT COST / GROUNDS SVC -NONRECURNG			.00
					ACCOUNT TOTAL			.00
161-3301-431.01-02					WAGES & SALARIES / SALARIES-IBEW			.00
					ACCOUNT TOTAL			.00
161-3301-431.02-01					OVERTIME / OVERTIME			.00
					ACCOUNT TOTAL			.00
161-3301-431.04-01					COMPENSATED ABSENCES / VACATION LEAVE			.00
					ACCOUNT TOTAL			.00

FUND 161 LANDSCAPE MAINT DIST-ADM								BEGINNING
GROUP ACCTG ----TRANSACTION----								/ENDING
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-3301-431.04-02					COMPENSATED ABSENCES / SICK LEAVE			.00
					ACCOUNT TOTAL			.00
161-3301-431.04-03					COMPENSATED ABSENCES / HOLIDAY PAY			.00
					ACCOUNT TOTAL			.00
161-3301-431.05-01					PAYROLL BENEFITS / PAYROLL BENEFITS			.00
					ACCOUNT TOTAL			.00
161-3301-431.05-02					PAYROLL BENEFITS / PERS BENEFITS			.00
					ACCOUNT TOTAL			.00
161-3301-431.05-04					PAYROLL BENEFITS / HEALTH INSURANCE BENEFIT			.00
					ACCOUNT TOTAL			.00
161-3301-431.05-05					PAYROLL BENEFITS / DENTAL INSURANCE BENEFIT			.00
					ACCOUNT TOTAL			.00
161-3301-431.05-07					PAYROLL BENEFITS / EMPLOYEE ASSISTANCE			.00
					ACCOUNT TOTAL			.00
161-3301-431.05-10					PAYROLL BENEFITS / LIFE INSURANCE			.00
					ACCOUNT TOTAL			.00
161-3301-431.05-11					PAYROLL BENEFITS / ACC DEATH & DISMEMBERMENT			.00
					ACCOUNT TOTAL			.00
161-3301-431.05-12					PAYROLL BENEFITS / LONG TERM DISABILITY			.00
					ACCOUNT TOTAL			.00

FUND 161 LANDSCAPE MAINT DIST-ADM								BEGINNING
GROUP ACCTG ----TRANSACTION----								/ENDING
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-3301-431.05-14					PAYROLL BENEFITS / WORKER'S COMPENSATION			.00
					ACCOUNT TOTAL			.00
161-3302-325.20-37					INDIRECT COSTS / T:LANDSCP MAINT DIST ADM			.00
					ACCOUNT TOTAL			.00
161-3302-431.01-01					WAGES & SALARIES / SALARIES-EXEMPT			424.96CR
					ACCOUNT TOTAL			424.96CR
161-3302-431.01-02					WAGES & SALARIES / SALARIES-IBEW			173,218.76
PR 05602	12/18	AJ	06/01/18	PRO601	PAYROLL SUMMARY	9,529.94		
PR 05863	12/18	AJ	06/15/18	PRO615	PAYROLL SUMMARY	8,233.49		
PR 06164	12/18	AJ	06/29/18	PRO629	PAYROLL SUMMARY	6,986.85		
GM 06751	12/18	AJ	06/30/18	JE211NT/OG	FY 17-18 Special Leave	464.27		
					Donations			
GM 06751	12/18	AJ	06/30/18	JE211NT/OG	FY 17-18 Special Leave	112.82		
					Donations			
PR 06382	12/18	AJ	07/13/18	PRO713	PAYROLL SUMMARY	3,816.28		
					ACCOUNT TOTAL	29,143.65		202,362.41
161-3302-431.01-06					WAGES & SALARIES / SALARIES-PART TIME TEMP			.00
					ACCOUNT TOTAL			.00
161-3302-431.01-07					WAGES & SALARIES / CONTRACTED SERVICES			.00
					ACCOUNT TOTAL			.00
161-3302-431.01-09					WAGES & SALARIES / MID-YEAR ADJUSTMENT			.00
					ACCOUNT TOTAL			.00
161-3302-431.02-01					OVERTIME / OVERTIME			9,035.14
PR 05602	12/18	AJ	06/01/18	PRO601	PAYROLL SUMMARY	711.10		
PR 05863	12/18	AJ	06/15/18	PRO615	PAYROLL SUMMARY	592.02		
PR 06164	12/18	AJ	06/29/18	PRO629	PAYROLL SUMMARY	358.22		
PR 06382	12/18	AJ	07/13/18	PRO713	PAYROLL SUMMARY	456.92		
					ACCOUNT TOTAL	2,118.26		11,153.40

FUND 161 LANDSCAPE MAINT DIST-ADM								BEGINNING
GROUP ACCTG ----TRANSACTION----								/ENDING
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-3302-431.03-01			03		OTHER PAY / SHIFT DIFFERENTIAL			.00
ACCOUNT TOTAL								.00
161-3302-431.03-02			03		OTHER PAY / ACTING PAY			10,416.77
PR 05602	12/18	AJ	06/01/18	PRO601	PAYROLL SUMMARY	1,265.81		
PR 05863	12/18	AJ	06/15/18	PRO615	PAYROLL SUMMARY	742.09		
PR 06164	12/18	AJ	06/29/18	PRO629	PAYROLL SUMMARY	974.85		
PR 06382	12/18	AJ	07/13/18	PRO713	PAYROLL SUMMARY	677.45		
ACCOUNT TOTAL								3,660.20
161-3302-431.03-04			03		OTHER PAY / OTHER PAY			.00
ACCOUNT TOTAL								.00
161-3302-431.03-09			03		OTHER PAY / CAFETERIA PLAN			.00
ACCOUNT TOTAL								.00
161-3302-431.03-11			03		OTHER PAY / CELLULAR PHONE STIPEND			1,050.00
PR 05863	12/18	AJ	06/15/18	PRO615	PAYROLL SUMMARY	150.00		
ACCOUNT TOTAL								150.00
161-3302-431.03-15			03		OTHER PAY / MEDICAL FLEX			.00
ACCOUNT TOTAL								.00
161-3302-431.03-19			03		OTHER PAY / BILINGUAL PAY			.00
ACCOUNT TOTAL								.00
161-3302-431.04-01					COMPENSATED ABSENCES / VACATION LEAVE			12,348.89
PR 05602	12/18	AJ	06/01/18	PRO601	PAYROLL SUMMARY	175.73		
PR 05863	12/18	AJ	06/15/18	PRO615	PAYROLL SUMMARY	388.41		
PR 06164	12/18	AJ	06/29/18	PRO629	PAYROLL SUMMARY	1,546.40		
PR 06524	12/18	AJ	06/30/18	PRO710	REVERSE COMP ABS ENTRY	29,467.20		
PR 06369	12/18	AJ	07/10/18	PRO710	ON 7-10-18 PAYROLL SUMMARY	29,467.20		
ACCOUNT TOTAL								2,110.54

FUND 161 LANDSCAPE MAINT DIST-ADM								BEGINNING
GROUP ACCTG ----TRANSACTION----								/ENDING
APP NUMBER	PER.	CD	DATE	NUMBER	D E S C R I P T I O N	DEBITS	CREDITS	BALANCE
161-3302-431.04-02 COMPENSATED ABSENCES / SICK LEAVE								12,167.16
PR 05602	12/18	AJ	06/01/18	PR0601	PAYROLL SUMMARY	295.56		
PR 05863	12/18	AJ	06/15/18	PR0615	PAYROLL SUMMARY	416.54		
PR 06164	12/18	AJ	06/29/18	PR0629	PAYROLL SUMMARY	1,243.23		
PR 06524	12/18	AJ	06/30/18	PR0710	REVERSE COMP ABS ENTRY ON 7-10-18	29,953.00		
PR 06369	12/18	AJ	07/10/18	PR0710	PAYROLL SUMMARY	29,953.00-		
PR 06382	12/18	AJ	07/13/18	PR0713	PAYROLL SUMMARY	1,020.08		
ACCOUNT TOTAL						2,975.41		15,142.57
161-3302-431.04-03 COMPENSATED ABSENCES / HOLIDAY PAY								13,371.75
PR 05863	12/18	AJ	06/15/18	PR0615	PAYROLL SUMMARY	819.60		
ACCOUNT TOTAL						819.60		14,191.35
161-3302-431.04-05 COMPENSATED ABSENCES / OTHER LEAVE								4,640.07
PR 05863	12/18	AJ	06/15/18	PR0615	PAYROLL SUMMARY	143.18		
PR 06164	12/18	AJ	06/29/18	PR0629	PAYROLL SUMMARY	332.51		
PR 06524	12/18	AJ	06/30/18	PR0710	REVERSE COMP ABS ENTRY ON 7-10-18		8,659.77	
PR 06369	12/18	AJ	07/10/18	PR0710	PAYROLL SUMMARY	8,659.77		
ACCOUNT TOTAL						9,135.46	8,659.77	5,115.76
161-3302-431.04-06 COMPENSATED ABSENCES / WORKERS COMPENSATION								.00
ACCOUNT TOTAL								.00
161-3302-431.04-07 COMPENSATED ABSENCES / FURLOUGH LEAVE								.00
ACCOUNT TOTAL								.00
161-3302-431.05-01 PAYROLL BENEFITS / PAYROLL BENEFITS								20,561.14
PR 05602	12/18	AJ	06/01/18	PR0601	PAYROLL SUMMARY	837.18		
PR 05863	12/18	AJ	06/15/18	PR0615	PAYROLL SUMMARY	788.01		
PR 06164	12/18	AJ	06/29/18	PR0629	PAYROLL SUMMARY	875.31		
GM 06751	12/18	AJ	06/30/18	JE211NT/OG	FY 17-18 Special Leave Donations	85.65		
GM 06751	12/18	AJ	06/30/18	JE211NT/OG	FY 17-18 Special Leave Donations	20.81		
PR 06382	12/18	AJ	07/13/18	PR0713	PAYROLL SUMMARY	416.74		
ACCOUNT TOTAL						3,023.70		23,584.84

FUND 161 LANDSCAPE MAINT DIST-ADM								BEGINNING
GROUP ACCTG -----TRANSACTION-----								/
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	ENDING
								BALANCE
161-3302-431.05-02 PAYROLL BENEFITS / PERS BENEFITS								.00
PR 06524	12/18	AJ	06/30/18	PR0710	REVERSE COMP ABS ENTRY	93,609.90		
					ON 7-10-18			
PR 06369	12/18	AJ	07/10/18	PR0710	PAYROLL SUMMARY	93,609.90-		
ACCOUNT TOTAL								.00
161-3302-431.05-04 PAYROLL BENEFITS / HEALTH INSURANCE BENEFIT								62,134.03
PR 05602	12/18	AJ	06/01/18	PR0601	PAYROLL SUMMARY	3,041.48		
PR 05863	12/18	AJ	06/15/18	PR0615	PAYROLL SUMMARY	3,041.48		
PR 06382	12/18	AJ	07/13/18	PR0713	PAYROLL SUMMARY	1,538.17		
ACCOUNT TOTAL								69,755.16
161-3302-431.05-05 PAYROLL BENEFITS / DENTAL INSURANCE BENEFIT								6,432.22
PR 05602	12/18	AJ	06/01/18	PR0601	PAYROLL SUMMARY	291.68		
PR 05863	12/18	AJ	06/15/18	PR0615	PAYROLL SUMMARY	291.68		
GM 06744	12/18	AJ	06/30/18	JE232OG/IF	Close Delta Dental		1,424.26	
					Balance FY17/18			
PR 06382	12/18	AJ	07/13/18	PR0713	PAYROLL SUMMARY	147.50		
ACCOUNT TOTAL								5,738.82
161-3302-431.05-06 PAYROLL BENEFITS / RETIREE MEDICAL EXPENSE								19,794.05
PR 05602	12/18	AJ	06/01/18	PR0601	PAYROLL SUMMARY	726.87		
GM 05751	12/18	AJ	06/06/18	JE36SP/JM	True up Retiree Health.	3.86		
					PPES/25/18 PD6/1/18			
PR 05863	12/18	AJ	06/15/18	PR0615	PAYROLL SUMMARY	727.00		
PR 06164	12/18	AJ	06/29/18	PR0629	PAYROLL SUMMARY	737.29		
GM 06304	12/18	AJ	06/30/18	JE76SP/JM	True up Retiree Health.	268.91		
					PPE:6/22/2018 PD:6/29/201			
GM 06647	12/18	AJ	06/30/18	JE164SP/OG	True up Retiree Health	65.23		
PR 06382	12/18	AJ	07/13/18	PR0713	PAYROLL SUMMARY	368.54		
ACCOUNT TOTAL								22,691.75
161-3302-431.05-07 PAYROLL BENEFITS / EMPLOYEE ASSISTANCE								191.16
PR 05602	12/18	AJ	06/01/18	PR0601	PAYROLL SUMMARY	8.24		
PR 05863	12/18	AJ	06/15/18	PR0615	PAYROLL SUMMARY	8.24		
PR 06164	12/18	AJ	06/29/18	PR0629	PAYROLL SUMMARY	8.24		
PR 06382	12/18	AJ	07/13/18	PR0713	PAYROLL SUMMARY	4.17		
ACCOUNT TOTAL								220.05
161-3302-431.05-08 PAYROLL BENEFITS / MANAGEMENT BENEFIT								.00

FUND 161 LANDSCAPE MAINT DIST-ADM								BEGINNING
GROUP ACCTG ----TRANSACTION----								/ENDING
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-3302-431.05-08 PAYROLL BENEFITS / MANAGEMENT BENEFIT								
ACCOUNT TOTAL								.00
161-3302-431.05-09 PAYROLL BENEFITS / VISION								1,070.13
PR 05602	12/18	AJ	06/01/18	PR0601	PAYROLL SUMMARY	48.20		
PR 05863	12/18	AJ	06/15/18	PR0615	PAYROLL SUMMARY	48.20		
PR 06382	12/18	AJ	07/13/18	PR0713	PAYROLL SUMMARY	24.40		
ACCOUNT TOTAL								120.80
161-3302-431.05-10 PAYROLL BENEFITS / LIFE INSURANCE								269.16
PR 05602	12/18	AJ	06/01/18	PR0601	PAYROLL SUMMARY	11.60		
PR 05863	12/18	AJ	06/15/18	PR0615	PAYROLL SUMMARY	11.60		
PR 06164	12/18	AJ	06/29/18	PR0629	PAYROLL SUMMARY	11.60		
PR 06382	12/18	AJ	07/13/18	PR0713	PAYROLL SUMMARY	5.88		
ACCOUNT TOTAL								40.68
161-3302-431.05-11 PAYROLL BENEFITS / ACC DEATH & DISMEMBERMENT								51.05
PR 05602	12/18	AJ	06/01/18	PR0601	PAYROLL SUMMARY	2.20		
PR 05863	12/18	AJ	06/15/18	PR0615	PAYROLL SUMMARY	2.20		
PR 06164	12/18	AJ	06/29/18	PR0629	PAYROLL SUMMARY	2.20		
PR 06382	12/18	AJ	07/13/18	PR0713	PAYROLL SUMMARY	1.12		
ACCOUNT TOTAL								7.72
161-3302-431.05-12 PAYROLL BENEFITS / LONG TERM DISABILITY								876.10
PR 05602	12/18	AJ	06/01/18	PR0601	PAYROLL SUMMARY	37.76		
PR 05863	12/18	AJ	06/15/18	PR0615	PAYROLL SUMMARY	37.76		
PR 06164	12/18	AJ	06/29/18	PR0629	PAYROLL SUMMARY	37.76		
PR 06382	12/18	AJ	07/13/18	PR0713	PAYROLL SUMMARY	19.11		
ACCOUNT TOTAL								132.39
161-3302-431.05-13 PAYROLL BENEFITS / UNEMPLOYMENT BENEFITS								.00
ACCOUNT TOTAL								.00
161-3302-431.05-14 PAYROLL BENEFITS / WORKER'S COMPENSATION								11,607.04
PR 05602	12/18	AJ	06/01/18	PR0601	PAYROLL SUMMARY	363.44		
GM 05750	12/18	AJ	06/06/18	JE35SP/JM	TrueUP Workers' Comp	316.93		
					PPE 5/25/18 PD 6/01/18			
PR 05863	12/18	AJ	06/15/18	PR0615	PAYROLL SUMMARY	363.50		

FUND 161 LANDSCAPE MAINT DIST-ADM							BEGINNING	
GROUP ACCTG ----TRANSACTION----							/ENDING	
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-3302-431.05-14 PAYROLL BENEFITS / WORKER'S COMPENSATION								
PR 06164	12/18	AJ	06/29/18	PR0629	PAYROLL SUMMARY	368.65		
GM 06302	12/18	AJ	06/30/18	JE80SP/JM	True up Workers' Comp	313.59		
					PPE:06/22/18 PD:06/29/18			
GM 06635	12/18	AJ	06/30/18	JE156SP/OG	True Up WC Includ PR	77.16		
PR 06382	12/18	AJ	07/13/18	PR0713	PAYROLL SUMMARY	184.27		
ACCOUNT TOTAL						1,987.54		13,594.58
161-3302-431.05-16 PAYROLL BENEFITS / EDUCATIONAL REIMBURSEMENT								.00
ACCOUNT TOTAL								.00
161-3302-431.05-25 PAYROLL BENEFITS / SHORT-TERM DISABILITY								.00
ACCOUNT TOTAL								.00
161-3302-431.05-26 PAYROLL BENEFITS / LONG-TERM CARE								.00
ACCOUNT TOTAL								.00
161-3302-431.05-29 PAYROLL BENEFITS / FRINGE BENEFIT								.00
ACCOUNT TOTAL								.00
161-3302-431.05-32 PAYROLL BENEFITS / RETIRMT HEALTH SAVING PLN								2,285.78
PR 05602	12/18	AJ	06/01/18	PR0601	PAYROLL SUMMARY	107.84		
PR 05863	12/18	AJ	06/15/18	PR0615	PAYROLL SUMMARY	107.84		
PR 06164	12/18	AJ	06/29/18	PR0629	PAYROLL SUMMARY	109.46		
PR 06382	12/18	AJ	07/13/18	PR0713	PAYROLL SUMMARY	53.86		
ACCOUNT TOTAL						379.00		2,664.78
161-3302-431.05-36 PAYROLL BENEFITS / PERS NORMAL-MISC								32,349.55
PR 05602	12/18	AJ	06/01/18	PR0601	PAYROLL SUMMARY	995.32		
GM 05760	12/18	AJ	06/07/18	JE37SP/JM	PERS Misc-Norm-TrueUp	442.44		
					PPE 5/25/18 PD 6/1/18			
PR 05863	12/18	AJ	06/15/18	PR0615	PAYROLL SUMMARY	995.32		
PR 06164	12/18	AJ	06/29/18	PR0629	PAYROLL SUMMARY	1,005.71		
GM 06305	12/18	AJ	06/30/18	JE80SP/JM	PERS Misc - Norm True Up	874.48		
					PPE:6/22/2018 PD:6/29/201			
GM 06641	12/18	AJ	06/30/18	JE161SP/OF	Misc PERS Normal PP071318	207.74		
PR 06382	12/18	AJ	07/13/18	PR0713	PAYROLL SUMMARY	511.14		
ACCOUNT TOTAL						5,032.15		37,381.70

FUND 161 LANDSCAPE MAINT DIST-ADM								BEGINNING
GROUP ACCTG ----TRANSACTION----								/ENDING
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-3302-431.05-38					PAYROLL BENEFITS / PERS UAL-MISC			69,515.92
PR 05602	12/18	AJ	06/01/18	PR0601	PAYROLL SUMMARY	2,160.52		
GM 05761	12/18	AJ	06/07/18	JE38SP/JM	PERS UAL-Misc true up	929.08		
					PPE5/25/18 PD6/1/18			
PR 05863	12/18	AJ	06/15/18	PR0615	PAYROLL SUMMARY	2,160.52		
PR 06164	12/18	AJ	06/29/18	PR0629	PAYROLL SUMMARY	2,183.50		
GM 06303	12/18	AJ	06/30/18	JE75SP/JM	PERS UAL - Misc true up	1,835.17		
					PPE:6/22/18 PD:6/29/18			
GM 06648	12/18	AJ	06/30/18	JE165SP/OG	Misc PERS-UAL(PD:07/13/18	434.95		
					incl Final Splt PR)			
PR 06382	12/18	AJ	07/13/18	PR0713	PAYROLL SUMMARY	1,109.85		
ACCOUNT TOTAL						10,813.59		80,329.51
161-3302-431.06-01					PROFESSIONAL SERVICES / OTHER PROFESSIONAL SERV			2,283.64
GM 05927	12/18	AP	06/15/18	0776069	FLEET SOLUTIONS, LLC	67.17		
					32563			
GM 06485	12/18	AP	06/30/18	0776876	MONTHLY GPS TRACKING	104.85		
					32419			
					536/540/550: INSTLL/SETUP			
ACCOUNT TOTAL						172.02		2,455.66
161-3302-431.06-14					PROFESSIONAL SERVICES / COMPUTER SOFTWARE MAINT			931.00
GM 05927	12/18	AP	06/15/18	0776164	SITEONE LANDSCAPE SUPPLY,	380.00		
					86119484			
GM 06581	12/18	AP	06/30/18	0776844	INSTLL RPTR CAB & ANTENNA	31.83		
					2Q18SLSTAX			
					04/01/18-06/30/18			
ACCOUNT TOTAL						411.83		1,342.83
161-3302-431.07-02					OFFICE EXPENSE / POSTAGE & MAILING			.00
ACCOUNT TOTAL								.00
161-3302-431.07-03					OFFICE EXPENSE / PRINTING & BINDING			74.18
GM 05925	12/18	AP	06/15/18	0776192	VALLEJO TIMES HERALD	408.02		
					0006163694			
GM 05925	12/18	AP	06/15/18	0776192	RESO18-038 PUB DT 5/30/18	116.10		
					0006163438			
GM 05925	12/18	AP	06/15/18	0776192	RESO18-037 PUB DT 5/30/18	210.13		
					0006163425			
GM 05925	12/18	AP	06/15/18	0776192	VALLEJO TIMES HERALD	238.55		
					0006163397			
GM 05925	12/18	AP	06/15/18	0776192	RESO18-035 PUB DT 5/30/18	151.30		
					0006163377			
					VALLEJO TIMES HERALD			
					RESO18-034 PUB DT 5/30/18			
ACCOUNT TOTAL						1,124.10		1,198.28

FUND 161 LANDSCAPE MAINT DIST-ADM							BEGINNING	
GROUP ACCTG ----TRANSACTION----							/ENDING	
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-3302-431.07-04 OFFICE EXPENSE / SOFTWARE PROGRAMS							435.53	
GM 05816	12/18	AP	06/11/18	0775960	REPLICON INC	264.00		
				0260701A	GEN3 TIMEBILL			
GM 05884	12/18	AJ	06/14/18	JE42IF/JM	Reclass - Correct Acct	264.00		
					Replicon Inv#SI46223			
ACCOUNT TOTAL						528.00		963.53
161-3302-431.08-01 TRAINING & TRAVEL / TRAINING & CONFERENCES							5,095.88	
GM 06360	12/18	AJ	06/01/18	JE82AH/SP	Calcard Activity Apr 2018	160.00		
GM 06360	12/18	AJ	06/01/18	JE82AH/SP	Calcard Activity Apr 2018	25.00		
GM 06360	12/18	AJ	06/01/18	JE82AH/SP	Calcard Activity Apr 2018	1,425.00		
GM 06360	12/18	AJ	06/01/18	JE82AH/SP	Calcard Activity Apr 2018	1,425.00		
GM 06360	12/18	AJ	06/01/18	JE82AH/SP	Calcard Activity Apr 2018	160.00		
GM 06360	12/18	AJ	06/01/18	JE82AH/SP	Calcard Activity Apr 2018	160.00		
GM 06360	12/18	AJ	06/01/18	JE82AH/SP	Calcard Activity Apr 2018		1,425.00	
GM 05707	12/18	AP	06/05/18	0775692	JUSTINE CERTEZA	68.67		
				052018	DAILY MILEAGE LOG 5/2018			
GM 06707	12/18	AJ	06/22/18	JE31AH/CR	06/22/18	199.00		
ACCOUNT TOTAL						3,622.67	1,425.00	7,293.55
161-3302-431.09-01 DUES & PUBLICATIONS / DUES & PUBLICATIONS							1,372.80	
GM 06360	12/18	AJ	06/01/18	JE82AH/SP	Calcard Activity Apr 2018	45.00		
GM 06360	12/18	AJ	06/01/18	JE82AH/SP	Calcard Activity Apr 2018	155.00		
GM 06360	12/18	AJ	06/01/18	JE82AH/SP	Calcard Activity Apr 2018	90.00		
GM 06360	12/18	AJ	06/01/18	JE82AH/SP	Calcard Activity Apr 2018		25.00	
GM 06707	12/18	AJ	06/22/18	JE31AH/CR	06/22/18	29.48		
GM 06707	12/18	AJ	06/22/18	JE31AH/CR	06/22/18	60.95		
ACCOUNT TOTAL						380.43	25.00	1,728.23
161-3302-431.11-05 ADMINISTRATIVE EXPENSES / BANK SERVICE CHARGES							.00	
ACCOUNT TOTAL								.00
161-3302-431.14-01 MATERIALS, SUPP & SERV / OFFICE SUPPLIES							1,718.03	
GM 06360	12/18	AJ	06/01/18	JE82AH/SP	Calcard Activity Apr 2018	504.90		
GM 06707	12/18	AJ	06/22/18	JE31AH/CR	06/22/18	294.76		
GM 06707	12/18	AJ	06/22/18	JE31AH/CR	06/22/18		23.99	
GM 06707	12/18	AJ	06/22/18	JE31AH/CR	06/22/18	27.62		
ACCOUNT TOTAL						827.28	23.99	2,521.32
161-3302-431.14-02 MATERIALS, SUPP & SERV / COMPUTER SUPPLIES							1,293.34	

FUND 161 LANDSCAPE MAINT DIST-ADM							BEGINNING	
GROUP ACCTG ----TRANSACTION----							/ENDING	
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-3302-431.14-02 MATERIALS, SUPP & SERV / COMPUTER SUPPLIES								
ACCOUNT TOTAL							1,293.34	
161-3302-431.14-05 MATERIALS, SUPP & SERV / CLOTHING & UNIFORMS							1,553.37	
ACCOUNT TOTAL							1,553.37	
161-3302-431.14-08 MATERIALS, SUPP & SERV / VEHICLE SUPPLIES							.00	
ACCOUNT TOTAL							.00	
161-3302-431.14-20 MATERIALS, SUPP & SERV / OTHER SUPPLIES							1,310.76	
GM 06707	12/18	AJ	06/22/18	JE31AH/CR	06/22/18	129.92		
GM 06707	12/18	AJ	06/22/18	JE31AH/CR	06/22/18	116.78		
GM 06707	12/18	AJ	06/22/18	JE31AH/CR	06/22/18	34.66		
GM 06707	12/18	AJ	06/22/18	JE31AH/CR	06/22/18	37.89		
GM 06707	12/18	AJ	06/22/18	JE31AH/CR	06/22/18	122.03		
GM 06707	12/18	AJ	06/22/18	JE31AH/CR	06/22/18	62.81		
GM 06319	12/18	AP	06/30/18	0776658	LARRY KUDRNA ENTERPRISES	3,704.45		
				29957 A	(3) BED COVERS-536/540/550			
GM 06361	12/18	AP	06/30/18	0776658	LARRY KUDRNA ENTERPRISES	1,199.25		
				29957 B	(3) BED COVER - ACCESS			
ACCOUNT TOTAL							5,407.79	6,718.55
161-3302-431.15-24 SERVICES / OTHER SERVICES							.00	
ACCOUNT TOTAL							.00	
161-3302-431.16-02 UTILITIES / TELECOMMUNICATIONS							6,935.51	
ACCOUNT TOTAL							6,935.51	
161-3302-431.17-01 DEPRECIATION / DEPRECIATION							.00	
ACCOUNT TOTAL							.00	
161-3302-431.20-01 INDIRECT COST / GENERAL COST DISTRIB							536.56CR	
GM 06801	13/18	AJ	06/30/18	JE279IF/OG	Charge 20% City Engineers	52,297.10		
					Payroll to LMD			
GM 06801	13/18	AJ	06/30/18	JE279IF/OG	Charge 25% Admin Analyst	38,652.32		
					payroll to LMD			

FUND 161 LANDSCAPE MAINT DIST-ADM							BEGINNING	
GROUP ACCTG -----TRANSACTION-----							/ENDING	
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-3302-431.20-01 INDIRECT COST / GENERAL COST DISTRIB								
PROJECT#: PW9744								
ACCOUNT TOTAL						90,949.42		90,412.86
161-3302-431.20-05 INDIRECT COST / T:PERSONNEL COST DISTRIB								
GM 05650	12/18	AJ	06/01/18	JE01WD/IF	CITYWIDE OVERHEAD COST	2,804.00		30,844.00
					ALLOCATION			
GM 06274	12/18	AJ	06/30/18	JE73JM/SP	FY 17-18 Cost Plan True u		3,740.00	
					FY 17-18 (Full Cost) and			
ACCOUNT TOTAL						2,804.00	3,740.00	29,908.00
161-3302-431.20-06 INDIRECT COST / T:FINANCE COST DISTRIB								
GM 05650	12/18	AJ	06/01/18	JE01WD/IF	CITYWIDE OVERHEAD COST	7,227.00		79,497.00
					ALLOCATION			
GM 06274	12/18	AJ	06/30/18	JE73JM/SP	FY 17-18 Cost Plan True u	3,852.00		
					FY 17-18 (Full Cost) and			
ACCOUNT TOTAL						11,079.00		90,576.00
161-3302-431.20-07 INDIRECT COST / T:PUB WORKS COST DISTRIB								
ACCOUNT TOTAL								.00
161-3302-431.20-12 INDIRECT COST / T:COST & VEHICLE								
GM 05656	12/18	AJ	06/01/18	JE06WD/IF	VEHICLE MAINTNCE COST	1,084.00		11,924.00
					MONTHLY ALLOCATION			
ACCOUNT TOTAL						1,084.00		13,008.00
161-3302-431.20-13 INDIRECT COST / T:REPLACEMNT COST-VEHICLE								
GM 05657	12/18	AJ	06/01/18	JE07WD/IF	VEHICLE REPLACE COST	845.00		9,295.00
					MONTHLY ALLOCATION			
ACCOUNT TOTAL						845.00		10,140.00
161-3302-431.20-15 INDIRECT COST / T:LEGAL & MGMT ADMIN								
GM 05650	12/18	AJ	06/01/18	JE01WD/IF	CITYWIDE OVERHEAD COST	3,255.00		35,805.00
					ALLOCATION			
GM 06274	12/18	AJ	06/30/18	JE73JM/SP	FY 17-18 Cost Plan True u		12,690.00	
					FY 17-18 (Full Cost) and			
ACCOUNT TOTAL						3,255.00	12,690.00	26,370.00

FUND 161 LANDSCAPE MAINT DIST-ADM							BEGINNING	
GROUP ACCTG -----TRANSACTION-----							/ENDING	
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
161-3302-431.20-18					INDIRECT COST / T: DATA PROCESSING			38,863.00
GM 05650	12/18	AJ	06/01/18	JE01WD/IF	CITYWIDE OVERHEAD COST	3,533.00		
					ALLOCATION			
GM 06274	12/18	AJ	06/30/18	JE73JM/SP	FY 17-18 Cost Plan True u	3,958.00		
					FY 17-18 (Full Cost) and			
ACCOUNT TOTAL						7,491.00		46,354.00
161-3302-431.20-19					INDIRECT COST / T: NON-DEPARTMENT			286.00
GM 05650	12/18	AJ	06/01/18	JE01WD/IF	CITYWIDE OVERHEAD COST	26.00		
					ALLOCATION			
GM 06274	12/18	AJ	06/30/18	JE73JM/SP	FY 17-18 Cost Plan True u	15,514.00		
					FY 17-18 (Full Cost) and			
ACCOUNT TOTAL						15,540.00		15,826.00
161-3302-431.20-23					INDIRECT COST / E:LEAVE LIAB DISTRIBUTION			.00
ACCOUNT TOTAL								.00
161-3302-431.20-25					INDIRECT COST / T: PUBLIC BUILDINGS			13,233.00
GM 05650	12/18	AJ	06/01/18	JE01WD/IF	CITYWIDE OVERHEAD COST	1,203.00		
					ALLOCATION			
GM 06274	12/18	AJ	06/30/18	JE73JM/SP	FY 17-18 Cost Plan True u		4,249.00	
					FY 17-18 (Full Cost) and			
ACCOUNT TOTAL						1,203.00	4,249.00	10,187.00
161-3302-431.20-37					INDIRECT COST / LANDSCAPE MAINT DST.ADM			965,855.00CR
GM 05659	12/18	AJ	06/01/18	JE09WD/IF	LMD ADMIN COST		87,805.00	
					MONTHLY ALLOCATION			
GM 06913	13/18	AJ	06/30/18	JE378IF/SP	Record FY17-18 LMD	47,249.00		
					allocation trueup			
ACCOUNT TOTAL						47,249.00	87,805.00	1,006,411.00CR
161-3302-431.20-43					INDIRECT COST / GROUNDS SVC - ONGOING			.00
ACCOUNT TOTAL								.00
161-3302-431.20-44					INDIRECT COST / GROUNDS SVC -NONRECURNG			.00
ACCOUNT TOTAL								.00

FUND 161 LANDSCAPE MAINT DIST-ADM							BEGINNING		
GROUP ACCTG -----TRANSACTION-----							/ENDING		
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE	
161-3302-431.20-45					INDIRECT COST / P W ADMIN COST PLAN			56,397.00	
GM 05651	12/18	AJ	06/01/18	JE02WD/IF	PW ADMIN COST PLAN	5,127.00			
					MONTHLY ALLOCATION				
GM 06274	12/18	AJ	06/30/18	JE73JM/SP	FY 17-18 Cost Plan True u	67,440.00			
					FY 17-18 (Full Cost) and				
ACCOUNT TOTAL						72,567.00		128,964.00	
161-3302-431.20-47					INDIRECT COST / LNDSCPE DEV PLAN RVW-RCT			19,715.01CR	
GM 06855	13/18	AJ	06/30/18	JE323IF/OG	Adj 4thQtr'18 06/30/18		5,389.13		
					per Ridgecrest PW report				
GM 06856	13/18	AJ	06/30/18	JE324IF/OG	Adj 3rdQtr 03/31/18 per		42.42		
					PW report Ridgecrest				
ACCOUNT TOTAL							5,431.55	25,146.56CR	
161-3302-431.31-03					NON CAPITAL ASSETS (<\$5K) / COMPUTER EQUIPMENT			.00	
ACCOUNT TOTAL								.00	
161-3302-431.36-03					FIXED ASSET ACQUISITIONS / COMPUTER EQUIPMENT			.00	
ACCOUNT TOTAL								.00	
161-3302-431.36-06					FIXED ASSET ACQUISITIONS / AUTO EQUIP ACQUISITIONS			.00	
ACCOUNT TOTAL								.00	
161-9001-990.05-06					PAYROLL BENEFITS / RETIREE MEDICAL EXPENSE			.00	
ACCOUNT TOTAL								.00	
161-9001-990.37-01					TRANSFERS OUT / TRANSFERS OUT			.00	
ACCOUNT TOTAL								.00	
FUND TOTAL						.00	912,582.57	689,291.33	706.38CR



DATE: December 11, 2018
TO: Mayor and Members of the City Council
FROM: Joanna Altman, Assistant to the City Manager
Afshan Hamid, Planning Manager
SUBJECT: ORDINANCE AMENDMENTS TO ADD CANNABIS RETAIL AND LABORATORY TESTING, RESOLUTIONS AMENDING THE NORTHGATE SPECIFIC AREA PLAN AND CANNABIS PERMIT FEES

RECOMMENDATION

Introduce three ordinances amending the Vallejo Municipal Code (VMC) as follows: 1) Retail sales of cannabis; 2) Cannabis testing laboratories; and 3) Transferability of local regulatory permit. Adopt two Resolutions as follows: 1) Eliminate the Application Review Meeting fee for the cannabis regulatory permit; and 2) Amend the Northgate Specific Plan to regulate retail sales of cannabis.

REASONS FOR RECOMMENDATION

On June 7, 2017 and February 6, 2018, the City Council held a special meeting to provide policy direction to staff on cannabis businesses in Vallejo and formed an Ad-Hoc Committee of the City Council to evaluate the economic diversification, range of industries and tax generating businesses. The Ad-Hoc Committee directed staff to facilitate amendments to the VMC adding cannabis use types for manufacturing, cultivation, distribution, testing laboratory and retail. This recommendation would align with the existing approach approved and adopted by the City Council in 2017 and 2018 to regulate uses in Title 7 and Title 16 of the VMC.

BACKGROUND AND DISCUSSION

Background on Title 7 and Title 16 Amendments

In July 2015, the City Council adopted an ordinance adding Chapter 7.100 to the VMC to provide limited immunity from civil land-use prosecution to medical marijuana dispensaries that met specified criteria. Following significant changes to California State law, the City Council provided direction to staff regarding additional amendments to the VMC.

The Medicinal and Adult-Use Cannabis Regulatory and Safety Act (MAUCRSA) eliminated a number of differences between the Medical Cannabis Regulatory and Safety Act (MCRSA) and the Adult Use of Marijuana Act (AUMA, Proposition 64) in 2017. MAUCRSA preserves the authority of cities to adopt business and land use regulations for commercial cannabis business activities or ban them altogether. It defines a range of business license types, including: retailers, cultivators, manufacturers, distributors, transporters and testing laboratories. Cities may expressly ban or adopt for business and/or land use regulations pertaining to any or all of the State license types. The State administrative agencies authorized to implement MAUCRSA have iterated emergency regulations over the last year and begun issuing licenses for cannabis activities on

**Subject: ORDINANCE AMENDMENTS TO ADD CANNABIS RETAIL AND LABORATORY TESTING,
RESOLUTIONS AMENDING THE NORTHGATE SPECIFIC AREA PLAN AND CANNABIS
PERMIT FEES**

January 1, 2018.

On June 7, 2017, the City Council held a special meeting to provide policy direction to staff on cannabis businesses in Vallejo and formed an Ad-Hoc Committee of the City Council to direct further amendments to the VMC to streamline state licensing activity, and add retail, cultivation, distribution and manufacturing to Title 16. On February 6, 2018, the City Council held a special meeting where they directed staff to return with amendments to permit adult-use sales and amend Title 16 use types. Dispensing of recreational use was approved by the City Council on February 27, 2018. On April 16 and May 22, 2018, the Planning Commission and City Council adopted amendments to Title 16 permitting adult-use and medicinal cannabis cultivation, distribution and manufacturing, subject to a minor use permit, within the zoning districts in VMC sections 16.33.030, 16.34.030, and 16.110.021, Intensive Use – Limited (IU-L), Intensive Use (IU), and Planned Development Industrial (PDI).

On November 19, the Planning Commission adopted a resolution identifying consistency finding with the General Plan for Title 16 and Northgate Specific Plan amendments. The Planning Commission recommended additions to Title 16 as described below. Tonight's action would support the addition of retail sales of cannabis in the "Commercial districts" where "retail sales: general" are currently permitted, which include: limited office, neighborhood shopping and service, linear commercial, pedestrian shopping and service, and freeway shopping and service. Additionally, staff recommends adding retail sales of cannabis and cannabis testing laboratories to the districts previously approved for cultivation, manufacturing and distribution, intensive use – limited, intensive use, and planned development industrial. These amendments would support the industry by aligning with Title 7 to allow transfer of existing businesses to new entities, expansion, and relocation, like any other retail use.

Recommended Ordinance Amendments

Staff recommends amending Title 16, and repealing and replacing Chapter 7.100 and Chapter 7.200 given the number of recommended changes.

Ordinance Amending Title 7, Public Health, Safety and Welfare

Cannabis operators indicating proof of compliance have received limited immunity from civil prosecution for illegal land use and later permits to operate dispensaries in Vallejo, all regulated in Chapter 7.100 (Attachment 1) since August 2015. Staff recommends transitioning the regulatory structure from Chapter 7.100 to Chapter 7.200 and Title 16, and minimizing Chapter 7.100 primarily for historic purposes in identifying the operators who may do cannabis business in Vallejo. Moving forward, staff recommends an amortization period for operators to transition from Chapter 7.100, to dual permitting land-use structure in Title 16 and Chapter 7.200. Operators would have until December 31, 2020 to apply for a minor use permit, and until December 31, 2021 to come into full compliance.

Chapter 7.200 (Attachment 2), contains code amendments that would allow the sale or transfer of the local regulatory permit for cannabis business activity, as approved by the City Manager in compliance with the same structure that other permitted businesses are required to adhere. Upon transfer, an original permit

**Subject: ORDINANCE AMENDMENTS TO ADD CANNABIS RETAIL AND LABORATORY TESTING,
RESOLUTIONS AMENDING THE NORTHGATE SPECIFIC AREA PLAN AND CANNABIS
PERMIT FEES
Page 3**

holder would terminate all rights to operate a cannabis business in Vallejo.

In order to transfer, relocate or expand, an original permit holder would be required to begin the transition process from the permit in Chapter 7.100 to the minor use permit in Title 16 and regulatory permit in Chapter 7.200. The Chapter 7.100 permit would remain non-transferable.

VMC Chapter 7.200 and Title 16 are expanded to incorporate many of Chapter 7.100 regulations for retail, and minor additions for testing labs. The cannabis business permit would be subject to annual review as the case has been. Chapter 7.200 would maintain prohibited activities, compliance requirements, some operating conditions, and the application, renewal, denial, revocation, and appeal processes for the permit. Site and use standards have been transferred to Title 16. Chapter 7.100 has been reduced down and references Title 16 and Chapter 7.200 where text would otherwise be duplicated.

Staff recommends allowing delivery for local operators as well as non-local operators. At the time of writing this report, the State is considering mandates that would allow delivery in every municipality in California regardless of local ordinance. The ability to regulate and enforce on delivery services that originate outside of Vallejo is extremely difficult and would burden already limited law enforcement services. Staff recommends requiring non-local delivery companies to apply for businesses licenses and tax certificates to ensure compliance with Measure C.

Throughout the code, the words marijuana, medical, recreational and dispensary are replaced with cannabis, retail, retail sales, and property, among other definitions. Some references to dispensary and medical remain, in particular to preserve the historic structure of Chapter 7.100.

Draft Ordinance Amending Title 16 on Zoning

The City recognizes that providing permits to applicants for certain specified cannabis activities is harmonious with State law and regulations. If approved, the ordinance would establish land use regulations for retail sales: cannabis and cannabis testing laboratories. The Ad-Hoc Committee has been working with staff to provide feedback on amendments to Title 7, Public Health, Safety and Welfare, and Title 16, Zoning (Attachment 3). A business would need to apply for and maintain both a Title 16 minor use permit as well as a Title 7 permit to operate.

Use Classifications, Definitions and Permit Requirements

The draft ordinance would amend subsection 16.06.020(C), Listing of use classifications – Commercial use types adding “Retail sales: cannabis, and Cannabis testing laboratory” and would establish the new use types in Sections 16.06.465 and 16.06.305, under Article IV, Commercial Use Types:

- Retail sales: cannabis: Any storefront use that dispenses, sells, makes available, delivers, infuses, packages, re-packages, labels, re-labels, or distributes cannabis for medicinal or recreational purposes. This use classification may include businesses that obtain a Retailer, Manufacturer, Distributor, or Microbusiness license from the State pursuant to Section 26050(a) of the Cal. Bus. &

**Subject: ORDINANCE AMENDMENTS TO ADD CANNABIS RETAIL AND LABORATORY TESTING,
RESOLUTIONS AMENDING THE NORTHGATE SPECIFIC AREA PLAN AND CANNABIS
PERMIT FEES
Page 4**

Prof. Code, subject to the restrictions identified in Section 16.82.060.

- Cannabis testing laboratory. A testing laboratory, facility, or entity which offers or performs tests of cannabis goods to determine its chemical profile, the presence of contaminants, or other similar information. This use must obtain and maintain proper licenses from the State of California.

The ordinance would also amend VMC section 16.54.040 defining accessory use types to allow Cannabis Distribution and Manufacturing in limited capacities nearly identical to what was permitted in Chapter 7.100. Manufacturing would not exceed 10 percent of the total floor area of the primary retail use or 500 square feet, whichever is less, and within this space 100 square feet or less for the non-volatile extraction process. As for distribution, the not exceed would be 30 percent of the total floor area of the primary retail use or 1,500 square feet, whichever is less. Operators could still have the second code compliant location for the full use types in addition to these accessory uses at the retail site.

The draft ordinance would amend the zoning districts (Attachment 4) in following VMC sections adding retail sales of cannabis under sub-section uses subject to a minor use permit:

- 16.18.050 (A.2.) Limited Office District
- 16.20.050 (A.2.) Neighborhood Shopping and Service District
- 16.22.050 (A.3.) Linear Commercial District
- 16.24.050 Pedestrian Shopping and Service District
- 16.28.050 (A.2.) Freeway Shopping and Service District

Equivalent General Plan 2040 Designations (Attachment 5) per the Interim Zoning Policy are as follows:

- Central Corridor
- Neighborhood Corridor
- Retail/ Entertainment

As proposed, all cannabis uses would be permitted in the following districts:

- 16.33.050 Intensive use – limited
- 16.34.050 Intensive use
- 16.110.026 Planned development industrial

Equivalent General Plan 2040 Designations per the Interim Zoning Policy are as follows:

- Business/Limited Residential
- Business/Light Industrial
- Industrial

The draft ordinance amends existing Chapters 16.33 Intensive-Use Limited District, 16.34 Intensive-Use District and 16.110 Planned Development Industrial District, eliminating VMC Sections 16.33.030 (B) and

**Subject: ORDINANCE AMENDMENTS TO ADD CANNABIS RETAIL AND LABORATORY TESTING,
RESOLUTIONS AMENDING THE NORTHGATE SPECIFIC AREA PLAN AND CANNABIS
PERMIT FEES
Page 5**

16.34.030 (C), and Section 16.110.021, permitted uses subject to limitations. Staff recommends adding new sections 16.33.050, 16.34.050, and 16.110.026, uses subject to a minor use permit, as provided in Chapter 16.82, to remain consistent with Title 7 as follows:

A. Commercial Use Types.

1. Cannabis testing laboratory
2. Retail sales: cannabis

B. Industrial Use Types

2. Cannabis cultivation
3. Cannabis distribution
4. Cannabis manufacturing

The draft ordinance would also amend VMC Section 16.82.150 to specify that a use permit authorizing retail sales of cannabis and cannabis testing laboratories would be deemed to be abandoned if the use ceases operation for one year in line with the other cannabis uses adopted by the City Council.

The Planning Commission added requirements for retail sites to replace non-functioning bulbs within 48 hours, not allowing entertainment and not allowing private security guards to be posted in front of the business. While staff is recommending to the City Council the bulb replacement, staff believes it will be very difficult to regulate and enforce entertainment and security guards. Additionally, in MAUCRSA, state law does not explicitly require security be outside, it does reference several sections of the business and professional code, which describes requirements that security personnel must be compliant to the business in which they are working. Staff recommends against this provision in particular because in addition to enforceability concerns, requiring them to be indoors could conflict with state law.

Standards and Criteria for Certain Conditionally Permitted Uses

As indicated above, moving these uses to conditionally permitted uses from uses subject to limitation, would maintain consistency between Title 7 and State licensing. This section also specifies that revocation of either a State license or the local cannabis business permit is grounds for revocation of the minor use permit in Title 16, and vice versa.

Cannabis testing laboratory would have the same development and operational standards as cannabis cultivation, distribution, and manufacturing. Retail sales of cannabis development and operational standards would maintain the same sensitive use buffer of 600-feet from places where children and youth are present, odor control, signs, lighting, maintenance, and noise requirements as cannabis cultivation, distribution, and manufacturing uses. Additionally, retail sales of cannabis would have similar screening and landscaping requirements.

Finally, general provisions would differ in some ways, specifically to limit visibility of product and transactions from outside the building, specifies the amount of floor space to no more than 50 percent for retail sales of

**Subject: ORDINANCE AMENDMENTS TO ADD CANNABIS RETAIL AND LABORATORY TESTING,
RESOLUTIONS AMENDING THE NORTHGATE SPECIFIC AREA PLAN AND CANNABIS
PERMIT FEES**

cannabis in the Intensive Use-Limited, Intensive Use, and Planned Development Industrial Districts, sets hours of operation consistent with Title 7 from nine o'clock (9:00) a.m. to eight o'clock (8:00) p.m. and prohibits cannabis consumption and offerings. Primary differences are attributed to the nature of the business type being open to the public.

In addition, the proposed amendments to VMC section 16.110.030 would indicate that, although VMC Chapters 16.70 (Screening and Landscaping Regulations) and 16.75 (Site Development Standards) are not generally applicable to the PDI zoning district, cannabis testing laboratory, retail sales of cannabis, cannabis marijuana cultivation, distribution, and manufacturing uses in that zoning district would be subject to those regulations and standards.

Finally, the proposed amendments to VMC section 16.62.100 would specify that cannabis testing laboratory, retail sales of cannabis, cannabis cultivation, distribution, and manufacturing uses would be subject to the same off-street parking requirements as other retail and industrial uses, respectively.

Cannabis Retail Design Toolkit

As part of the review, and in light of the former request of “good neighbor policy,” staff and the Ad-Hoc Committee propose a Cannabis Retail Design Toolkit (Attachment 6) as a method for incorporating the new business types into existing retail areas. The intent and purpose of the toolkit is to have cannabis retail similar in retail character to all other retail uses and fits with the context and surrounding. The toolkit encourages improvements for property owners and tenants in any retail setting with a set of design tools for façade, signage and landscaping improvements. Regardless of size, or stand-alone building or within a shopping center, tenants and owners are encouraged to apply best practices and design principles outlined in the toolkit. The overall goal is to assist property owners and tenants in a timely review of proposed high quality improvements, so that cannabis retail can continue to grow and stay vital in Vallejo.

Northgate Specific Plan Area

Staff recommends amending the Northgate Specific Plan (Attachment 6) via adoption of a resolution (Attachment 7) to allow retail cannabis uses to the Northgate Specific Plan’s commercial center. This amendment is necessary for this use to be an option in the area of Vallejo. The management company, Brixmor, would still need to authorize the lease of their space.

Resolution Amending Cannabis Fees

Staff recommends the City Council approve a Resolution (Attachment 8) eliminating the existing marijuana application review meeting fee and refunding the operators that have paid the City this fee for Chapter 7.200 regulatory applications. The minor use permit fee substantially covers the time and cost of these applications.

Community & Stakeholder Meeting

**Subject: ORDINANCE AMENDMENTS TO ADD CANNABIS RETAIL AND LABORATORY TESTING,
RESOLUTIONS AMENDING THE NORTHGATE SPECIFIC AREA PLAN AND CANNABIS
PERMIT FEES**

Staff conducted several meetings to gather feedback from the existing operators at the beginning of the process, and towards the end, the community via public meetings and the online forum Open City Hall (Attachment 9), and the Planning Commission, focusing all conversation on both zoning code concepts and a design guidelines tool kit.

Two Community Workshops (workshops) were held on October 11 and October 20. A study session was held with the Planning Commission on October 15. An operator’s meeting was held on October 10 and November 7. The workshops and study sessions sought early feedback on retail land use locations and incorporated a Visual Preference Survey with input and feedback on retail images in various categories. Based upon the feedback, the toolkit incorporates the input. The Planning Commission adopted Title 16 (Attachment 10) and Northgate Specific Plan (Attachment 11) consistency findings on November 19.

FISCAL IMPACT

The adoption of the proposed ordinances would impact the General Fund but the exact impact of the ordinances are unknown at this time. Measure C tax is collected on cannabis sales, but multiple variables can and do influence sales volume. For instance, increased interest from other local jurisdictions and addition of business types could both negatively and positively impact Vallejo tax revenues. The volatility of the industry makes it very difficult to predict how revenues could be impacted.

The projected Measure C General Fund tax revenue in the FY 2017-18 Adopted Budget was \$2.4 million. Following the addition of recreational dispensing in February 2018, the City saw an increase in month-over-month Measure C tax revenues, and nearly \$300,000 for the Fiscal Year.

Year over year revenues, for the month of 'June' and 'in total' are included in the table below:

June 2017	June 2018	Total FY 16-17	Total FY 17-18
\$205,342	\$288,156	\$2,519,863	\$2,696,039

Current, Fiscal Year 18-19 comparison are included as follows:

October 2017	October 2018	YTD FY 7-18	YTD FY 18-19
\$212,790	\$247,280	\$878,805	\$1,030,525

Staff is negotiating an agreement with a consultant to conduct an economic analysis to review tax structures, fees, and other related variables. Staff will return with a report by February.

**Subject: ORDINANCE AMENDMENTS TO ADD CANNABIS RETAIL AND LABORATORY TESTING,
RESOLUTIONS AMENDING THE NORTHGATE SPECIFIC AREA PLAN AND CANNABIS
PERMIT FEES
Page 8**

ENVIRONMENTAL REVIEW

Adoption of the proposed amendments to Title 16 is exempt from the California Environmental Quality Act (CEQA). Section 26055(h) of the California Public Resources Code states: “Without limiting any other statutory exemption or categorical exemption, Division 13 (commencing with Section 21000) of the Public Resources Code does not apply to the adoption of an ordinance, rule, or regulation by a local jurisdiction that requires discretionary review and approval of permits, licenses, or other authorizations to engage in commercial cannabis activity. To qualify for this exemption, the discretionary review in any such law, ordinance, rule, or regulation shall include any applicable environmental review pursuant to Division 13 (commencing with Section 21000) of the Public Resources Code. This subdivision shall become inoperative on July 1, 2019.”

By applying this exemption to the adoption of the proposed amendments, any future land use applications for cannabis uses will be subject to CEQA review.

ATTACHMENTS

1.	Chapter 7.100
2.	Chapter 7.200
3.	Title 16
4.	Exiting Zoning Districts
5.	General Plan 2040 Interim Zoning Policy Map
6.	Cannabis Retail Design Toolkit
7.	Northgate Specific Plan
8.	Northgate Specific Plan Resolution
9.	2018 Marijuana Business Fees Resolution
10.	Open City Hall - retail sales of cannabis
11.	Planning Commission Title 16 Resolution of Intent
12.	Planning Commission Northgate Resolution of Intent

CONTACT

Joanna Altman, Assistant to the City Manager, (707) 648-4362
joanna.altman@cityofvallejo.net

ORDINANCE NO. __ N.C. (2d)

AN ORDINANCE AMENDING CHAPTER 7.100 OF THE
VALLEJO MUNICIPAL CODE TO REGULATE CANNABIS BUSINESSES
DURING A PERIOD OF AMORTIZATION

WHEREAS, the Compassionate Use Act adopted by voters in 1996, and the Medical Marijuana Program Act, enacted by the state legislature in 2003, provided California's qualified patients and their primary caregivers with limited immunities to specified criminal prosecutions under state law for purposes including to ensure that qualified patients and their primary caregivers who obtain and use marijuana for medical purposes are not subject to state criminal prosecution; and

WHEREAS, in November 2011, City of Vallejo voters passed Measure C, a marijuana business tax-revenue ordinance which provides that payment of a business license tax and its acceptance by the City shall not entitle any person to carry on a marijuana business in a zone or locality in which the conduct of such marijuana business is in violation of any law; and

WHEREAS, in 2011, the zoning ordinance of the City of Vallejo did not allow marijuana dispensaries as a use, which rendered any such use an illegal public nuisance per se; and

WHEREAS, prior to the initial passage of VMC Chapter 7.100, according to police sightings, neighborhood complaints, and internet information, more than 40 unpermitted marijuana businesses were operating in the City of Vallejo without any land use approval under the Vallejo Municipal Code, and an unknown number of businesses continued to open, close, and reopen in Vallejo with no regulatory authorization from the City; and

WHEREAS, in July 2015, Chapter 7.100 was added to the Vallejo Municipal Code to offer immunity from prosecution to certain medical marijuana dispensaries, while also providing that neither permits of any kind, nor fire inspections, nor payment of taxes in any way bestowed a legal right to use land for a medical marijuana dispensary; and

WHEREAS, in June 2017, the California State legislature passed a budget trailer bill, Senate Bill 94, that integrated MCRSA with AUMA and created the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA) (Cal. Bus. & Prof. Code section 26000 et seq.) setting forth a state licensing framework for commercial marijuana activity; and

WHEREAS, in August 2017, Chapter 7.100 was amended to authorize issuance of a regulatory permit, without vested rights, to each medical marijuana dispensary that had been issued a letter of limited immunity, even though the land use ordinance did not include cannabis business activity as an allowed land use; and

Approved as to Form

By: 
City Attorney

WHEREAS, MAUCRSA sets forth a comprehensive scheme allowing and regulating the sale of cannabis for adult use, and medical marijuana dispensaries could apply for permits to engage in cannabis retail business, either for medical or for adult us; and

WHEREAS, MAUCRSA required state licensing agencies to begin issuing state licenses by January 1, 2018; and

WHEREAS, the state licensing agencies issued emergency regulations on November 16, 2017, and the Office of Administrative Law issued its final decision on the adoption of the regulations before January 1, 2018, and re-adopted emergency regulations effective June 6, 2018; and

WHEREAS, on May 22, 2018, Vallejo amended its zoning ordinance to allow cultivation, distribution, and manufacturing uses in compliance with the state regulatory scheme and local land-use requirements; and

WHEREAS, the City Council is, concurrently with this ordinance, amending its zoning ordinance to provide that certain cannabis related land uses are permitted land uses in designated zones within the city of Vallejo as long as local and state regulatory permits are also obtained; and

WHEREAS, it is the City Council’s desire to end illegal nonconforming land uses for cannabis business retailers who have been issued a local regulatory permit pursuant to Chapter 7.100 of the Vallejo Municipal Code, while at the same time affording these cannabis business retailers a reasonable amortization period in order to either relocate or legalize the land use, as needed, before ending the currently illegal land use; and

WHEREAS, during the amortization period, cannabis business retailers should seek to apply for and obtain the required local regulatory permits under VMC Chapter 7.200 and the required land use entitlements under the city’s zoning ordinance to ensure the continuance of their cannabis business activity.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF VALLEJO DOES ORDAIN AS FOLLOWS:

SECTION 1. Vallejo Municipal Code Chapter 7.100 is hereby repealed and replaced with a new Chapter 7.100 to read as follows:

7.100.010 Purpose and Intent.

It is the purpose and intent of this chapter to limit the proliferation of unregulated cannabis businesses and exercise local police power and authority to the full extent allowed by the California Constitution and Medicinal and Adult-Use Cannabis Regulation and Safety Act of 2017. This ordinance is not intended to conflict with federal or state law. Nothing in this ordinance purports to permit activities that are otherwise illegal under federal, state, or local law. As amended on December 11, 2018, this ordinance establishes a period of amortization during which cannabis businesses who have obtained a local regulatory permit under this chapter, and who have obtained the required state license(s) may continue to operate. The amortization period

begins on the effective date of this ordinance and ends on January 1, 2022. This chapter, and any local regulatory permits issued pursuant to it, shall cease to have any effect after January 1, 2022.

7.100.020 Definitions.

Unless a different definition is set forth below or in Chapter 16.06 of the Vallejo Municipal Code, whenever cannabis industry-related words or phrases appear in this chapter, they shall be given a meaning that is consistent with the definitions contained in Cal. Bus. & Prof. Code section 26001.

“Amortization period” is the period of time after which all non-conforming cannabis businesses must cease. For purposes of this ordinance, the amortization period begins upon the effective date of this ordinance and ends on January 1, 2022.

“Applicant” is an owner who is applying for the local regulatory permit issued under this chapter or Chapter 7.200.

“Cannabis” has the same meaning as marijuana in section 5.05.100 of the Vallejo Municipal Code. Cannabis includes *Cannabis indica*, and *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin.

“Cannabis business” is a store or location engaged in cannabis business activity.

“Cannabis business retailer” is a store or business engaged in authorized retail sales of cannabis.

“Cannabis business activity” is commercial cannabis activity including retail sales, delivery, distribution, storage, dispensing, selling, manufacturing, infusing, packaging, re-packaging, labeling, re-labeling, cultivating, delivering and distributing cannabis, cannabis concentrate, cannabis products and cannabis accessories as licensed and permitted in accordance with the Vallejo Municipal Code, its zoning ordinances, and as further regulated by the State of California pursuant to the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA).

“Cannabis concentrate” means cannabis that has undergone a process to concentrate one or more active cannabinoids, thereby increasing the product’s potency. Resin from granular trichomes from a cannabis plant is a concentrate. A cannabis concentrate is not considered food, as defined by Section 109935 of the California Health and Safety Code, or a drug, as defined by Section 109925 of the California Health and Safety Code.

“Cannabis products” has the same meaning as in Section 11018.1 of the California Health and Safety Code.

“Local regulatory permit” is the regulatory permit issued by the City of Vallejo to permit specific kinds of cannabis business activity in accordance with this chapter.

“Manager” means a person hired by or accountable to the cannabis business who is responsible for its establishment, organization, registration, supervision, or including but not limited to persons who perform the functions of president, vice president, director, operating officer, financial officer, secretary, treasurer, or manager of the cannabis business.

“Nonconforming cannabis business(es)” are those cannabis businesses who have not obtained their land use entitlement under the city’s zoning ordinance or are not in full compliance with the Vallejo Municipal Code and the State of California’s Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA).

“Owner” means any of the following:

1. A natural person with a majority ownership interest in the business entity.
2. The chief executive officer of a nonprofit or other entity.

“Property” as used in this chapter means the location at which the cannabis business activity occurs.

7.100.030 Unregulated cannabis business activity prohibited, unlawful to make false statements.

A. It is prohibited to engage in cannabis business activity without paying the applicable tax, obtaining the required local permits and the required state licenses.

B. The use of any building, structure, location, premises or land to conduct cannabis business activity without the proper license(s) and local regulatory permit(s) required under this code and under state law shall be deemed to be unregulated cannabis business activity and is prohibited.

C. It is unlawful for any person knowingly to make any false, misleading or inaccurate statement or representation in any form, record, filing or documentation required to be maintained, filed or provided to the City under this chapter or any applicable section of the Vallejo Municipal Code.

7.100.040 No vested or nonconforming rights.

The local regulatory permit authorizing the cannabis retail business shall not create, confer, or convey any vested or nonconforming right or benefit or land use entitlement running with the land.

7.100.050 Local regulatory permit authorizing cannabis business activity.

A. Only those persons who received a limited immunity authorization letter from the City of Vallejo on or before August 22, 2017, are eligible to receive a local regulatory permit under this chapter.

B. Local regulatory permits are subject to revocation pursuant to section 7.100.090. Permits are valid upon issuance and for the remainder of the fiscal year and must be renewed annually on

or by June 30 for the next fiscal year (e.g., for applications submitted by June 30, 2019, the permit shall be valid until June 30, 2020). However, for Chapter 7.100 permit applications submitted by June 30, 2021, the permit will expire on December 31, 2021.

C. Effective January 1, 2022, all Chapter 7.100 cannabis regulatory permits authorizing the cannabis business activity shall expire and will no longer have any effect.

D. Effective January 1, 2022, nonconforming cannabis business owners must terminate their nonconforming use.

E. Subject to an amortization period that begins as of the effective date of this ordinance, and concludes on January 1, 2022, cannabis business owners may continue to operate as long as they continue to hold a valid, unexpired regulatory permit issued under this section, and continue to comply with applicable state law and adhere to the following requirements made hereby specifically applicable to such Chapter 7.100 cannabis regulatory permit holders:

1. Adhere to all applicable standards and criteria for cannabis retailers under sections 16.82.060(U)(3) and 16.82.060(V)(3).
2. Adhere to all accessory use standards under section 16.58.040(H) for those cannabis business owners engaged in accessory cannabis manufacturing and/or distribution.

F. Cannabis business owners who currently hold a local regulatory permit issued under this chapter must do the following in order to retain their ability to conduct authorized cannabis business activity beyond January 1, 2022:

1. Apply for and obtain the required land use entitlements as set forth in Title 16 of the Vallejo Municipal Code. Owners must apply no later than January 1, 2021, in order to ensure processing in a timely manner.
2. Apply for and obtain the applicable permits as required in Chapter 7.200 of the Vallejo Municipal Code. Owners must apply no later than January 1, 2021, in order to ensure processing in a timely manner.
3. Apply for and obtain the applicable licenses and permits from the State of California.

G. Cannabis business owners who do not obtain all required permits by January 1, 2022, will lose their ability to engage in authorized cannabis business activity in compliance with this chapter.

H. All cannabis business owners who hold a local regulatory permit under this chapter must fulfill the following requirements continuously, and include in their annual application to renew the tax certificate, a request to renew the local regulatory permit issued under this chapter. This local regulatory permit must be obtained initially and thereafter renewed every year together with the annual tax certificate renewal. Renewal applications must be submitted at least 60 days before the end of the fiscal year. A cannabis business retailer who submits a renewal application late (less than 60 days before the end of the fiscal year) will be required to submit a new application and pay a new application fee. Cannabis business owners must include information showing compliance with each requirement below in their initial application as well as each renewal.

Cannabis business owners must include the following information indicating compliance with the following:

1. Maintain on file, and present if requested, a tax certificate issued by the City to the dispensary before April 23, 2013.
2. Maintain on file, and present if requested, evidence that the medical marijuana dispensary operated prior to April 23, 2013.
3. Maintain on file, and present if requested, evidence demonstrating the medical marijuana dispensary paid quarterly taxes from the date of opening until the City ceased accepting tax in February 2015.
4. Together with its renewal application, and within two weeks of any changes, update the City with any changes to the address of the property where the medical marijuana dispensary is operating.
5. Together with its renewal application, and within two weeks of any changes, update the City with any changes made to the name, address, telephone number, title and function(s) of each manager. For each manager, a fully legible copy of one (1) valid government-issued form of photo identification, such as a driver license shall be submitted.
6. Together with its renewal application, and within two weeks of any changes, update the City with any changes to the criminal status of any of its managers in the event any of them is charged with or has been convicted within the previous ten (10) years of a crime of moral turpitude (such as theft, fraud, or assault), or a crime involving the sale or distribution of any controlled substance.
7. Together with its renewal application, and within two weeks of any changes, submit a summary criminal history (“LiveScan”) for each manager prepared not more than two (2) weeks prior to the date of submission and demonstrating that there are no pending charges or convictions for any crime (including, without limitation, theft, fraud, or assault) within the previous ten (10) years, and that the manager is not currently on parole or probation for the sale or distribution of a controlled substance.
8. Together with its renewal application, and within two weeks of any changes, update the City with any changes to the incorporation status of the cannabis business retailer, including the original and any changes to its filed articles of incorporation with the Secretary of State, any amendments, statements of information, by-laws, charter and constitution.
9. A seller’s permit from the California Department of Tax and Fee Administration.
10. The name and address of the applicant’s current agent for service of process.
11. A statement dated and signed by each manager, under penalty of perjury, he or she has read, understands and shall ensure compliance with all operating conditions as referenced in subsection E above and all the requirements in this subsection.
12. A statement of whether edible cannabis is prepared onsite and, if so, evidence of approval from the applicable regulatory agency pursuant to state law.

7.100.060 Additional cannabis business regulations.

- A. All transactions shall designate Vallejo as the point of sale and be completed through a single, fully integrated point of sale software system acceptable to the finance director.
- B. Inspections by a representative of the City may be conducted anytime during the business's regular business hours, to the full extent allowed by state and federal law.
- C. Cannabis business owners and cannabis laboratory owners may only engage in cannabis business activity, apply for local and state licenses, advertise, and operate a cannabis laboratory, as applicable under one business name. The name of the business and the name of the owner must both be included as such on their local permit(s) and on their state license(s).
- D. No person who is currently charged with or has been convicted within the previous ten (10) years of a crime of moral turpitude (such as theft, fraud, or assault), or a crime involving the sale or distribution of any controlled substance, shall be engaged directly or indirectly in the management of the cannabis business, nor shall any such person manage or handle the receipts and expenses of the cannabis business or cannabis laboratory.
- E. Each cannabis business retailer must post in a public place, a prohibited activity checklist signed by each manager acknowledging responsibility for and compliance with all applicable requirements of sections 16.82.060, 16.58,040 and 16.64 provided that additional conditions may be imposed by the City as necessary to preserve the public health, safety, and welfare.
- F. No cannabis business activity of any kind other than as described in the corresponding local regulatory permit and its application may be conducted on the cannabis business site.
- G. A cannabis business owner may only operate one cannabis retail business on one site. Multiple retail sites owned by the same owner are prohibited.

7.100.070 Delivery.

- A. Each authorized cannabis business is authorized to deliver cannabis.
- B. Deliveries originating outside of Vallejo shall comply with all local and state law requirements, including obtaining a Vallejo business license and paying Vallejo business license tax.
- C. Every person making a delivery of cannabis in Vallejo shall carry a copy of the local and state license authorizing delivery and shall submit a copy of such licenses to the city manager prior to engaging in deliveries.

7.100.080 Location.

- A. Cannabis businesses shall not be located within a six hundred (600) foot radius of a school providing instruction in kindergarten or any grades 1 through 12, daycare center, or youth center. The distance specified in this section shall be the horizontal distance measured in a straight line

from the property line of the school to the closest property line of the lot on which the property is located without regard to intervening structures.

B. Any cannabis business who is conducting cannabis business activity and who has obtained a local regulatory permit and is otherwise compliant with the provisions of this chapter, but whose cannabis business activity is located on property that does not comply with subsection A and California Health & Safety Code section 26054(b), or is located in a zone that prohibits the cannabis business activity must relocate to a location that both: 1) complies with state law and 2) complies with the city’s zoning ordinance by January 1, 2022. During the period of amortization, these businesses will not be required to relocate as long as they remain in compliance with this chapter.

C. Any person who has received a local regulatory permit must conduct all medical and adult-use retail sales operations at one site.

7.100.090 Revocation of Permit.

A. The city manager may revoke a permit issued under this chapter for any of the following reasons:

- 1. Failure or inability to comply with the provisions of Chapter 7.100.
- 2. Failure to obtain or maintain required state license(s).
- 3. Failure to provide information required by the City.
- 4. Failure to obtain or maintain the required land use entitlements under Title 16 of the Vallejo Municipal Code.
- 5. Charge or conviction of a criminal offense (within 10 years) involving a crime of moral turpitude (such as theft, fraud, or assault), or crimes involving the sale or distribution of any controlled substance by the owner or any manager of the cannabis business.
- 6. Failure to submit local regulatory permit renewals under this chapter, or the application(s) pursuant to Chapter 7.200 and land use applications as required under Title 16 by January 1, 2021.

B. No revocation shall occur unless the city manager has issued a written warning sent by U.S. mail to the cannabis business and the cannabis business has failed to comply within 30 calendar days of mailing.

7.100.100 Appeal.

A. Any person aggrieved by the decision of the city manager to revoke the permit may appeal the city manager’s written decision to a hearing officer selected by the City. The hearing officer shall render a decision affirming or reversing the decision of the city manager. The hearing officer may direct the reconsideration of the matter in the light of his or her decision but the decision shall not limit or control in any way the discretion vested by law in the city.

B. Any person aggrieved by the decision of the hearing officer may seek judicial review of the decision by filing a petition with a court of competent jurisdiction pursuant to California Code of Civil Procedure sections 1094.5 and 1094.6.

7.100.110 Transfer or Relocation.

Cannabis business owners in possession of a Chapter 7.100 permit may not relocate or transfer their permit, except that they may seek and obtain a local regulatory permit in accordance with Chapter 7.200 and all applicable requirements of the city’s zoning ordinance. Permits obtained in accordance with Chapter 7.200 are transferable as set forth therein. However, any attempt to transfer the Chapter 7.100 permit shall void the permit.

7.100.120 Maintenance of Records.

A. A cannabis business owner shall maintain the following accurate and truthful records on the Property:

1. The full legal entity name of the cannabis business as recorded with the California Secretary of State, the name and address of its agent named for service of process, and the address of the property where the cannabis business activity is conducted.
2. The full name, all residential and business address(es), and telephone number(s) of each cannabis business owner(s) and manager(s), date of joining, date of birth, and the exact nature of the participation in the ownership of and the management of the cannabis business.
3. The current address of all sites at which cannabis is cultivated for the cannabis business.
4. A written accounting of all cash and in-kind contributions, reimbursements, and compensation provided by or to the cannabis business owners, managers and members to or from the cannabis business, and all expenditures and costs incurred by the cannabis business.
5. An inventory record documenting the dates and amounts of cannabis sold, stored delivered or distributed on or from the property.
6. These records shall be maintained by the cannabis business for a period of five (5) years and shall be made available by the manager to the City upon request.

7.100.130 Inspection Authority.

City representatives may enter and inspect the property where cannabis business activity takes place between the hours of nine o’clock (9:00) a.m. and seven o’clock (7:00) p.m., or at any reasonable time to ensure compliance and enforcement of the provisions of this chapter. It is unlawful for any Property owner, landlord, lessee, member or manager or any other person having any responsibility over the operation of the cannabis business to refuse to allow, impede, obstruct or interfere with an inspection.

7.100.140 Public Nuisance.

Any cannabis business that is not in compliance with this chapter is an illegal public nuisance.

7.100.150 Enforcement.

A. Any person violating any provision of this chapter or misrepresenting any material fact in demonstrating compliance with requirements of this chapter shall be deemed guilty of a misdemeanor punishable by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than twelve (12) months, or by both such fine and imprisonment.

B. A building, structure or location that is being used to conduct unregulated cannabis business activity is deemed to be a public nuisance.

C. Any cannabis business owner, landlord, lessor, lessee, owner, manager, employee or person who violates this chapter shall be subject to prosecution. Violations of this chapter may be abated through injunctive relief, revocation of the applicable permit(s), disgorgement and payment to the City of any and all monies unlawfully obtained, costs of abatement, costs of investigation, attorney fees, and any other relief or remedy available at law or equity.

SECTION 2. Severability.

If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed and adopted this ordinance, and each and all provisions hereof, irrespective of the fact one or more provisions may be declared invalid.

SECTION 3. Effective Date.

Adopted on second reading by the City Council of the City of Vallejo at a regular meeting held on _____, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

BOB SAMPAYAN, MAYOR

ATTEST:

DAWN G. ABRAHAMSON, CITY CLERK

ORDINANCE NO. _____ N.C. (2d)

AN ORDINANCE ESTABLISHING LOCAL REGULATORY PERMITS FOR CANNABIS BUSINESS ACTIVITY

WHEREAS, the Compassionate Use Act adopted by voters in 1996, and the Medical Marijuana Program Act, enacted by the state legislature in 2003, provided California’s qualified patients and their primary caregivers with limited immunities to specified criminal prosecutions under state law for purposes including to ensure that qualified patients and their primary caregivers who obtain and use marijuana for medical purposes are not subject to state criminal prosecution; and

WHEREAS, in November 2011, City of Vallejo voters passed Measure C, a marijuana business tax-revenue ordinance which provides that payment of a business license tax and its acceptance by the City shall not entitle any person to carry on a marijuana business in a zone or locality in which the conduct of such marijuana business is in violation of any law; and


WHEREAS, in 2011, the zoning ordinance of the City of Vallejo did not allow marijuana dispensaries as a use, which rendered any such use an illegal public nuisance per se; and

WHEREAS, prior to the initial passage of VMC Chapter 7.100, according to police sightings, neighborhood complaints, and internet information, more than 40 unpermitted marijuana businesses were operating in the City of Vallejo without any land use approval under the Vallejo Municipal Code, and an unknown number of businesses continued to open, close, and reopen in Vallejo with no regulatory authorization from the City; and

WHEREAS, in July 2015, Chapter 7.100 was added to the Vallejo Municipal Code to offer immunity from prosecution to certain medical marijuana dispensaries, while also providing that neither permits of any kind, nor fire inspections, nor payment of taxes in any way bestowed a legal right to use land for a medical marijuana dispensary; and

WHEREAS, in June 2017, the California State legislature passed a budget trailer bill, Senate Bill 94, that integrated MCRSA with AUMA and created the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA) (Cal. Bus. & Prof. Code section 26000 et seq.) setting forth a state licensing framework for commercial marijuana activity; and

WHEREAS, in August 2017, Chapter 7.100 was amended to authorize issuance of a regulatory permit, without vested rights, to each medical marijuana dispensary that had been issued a letter of limited immunity, even though the land use ordinance did not include cannabis business activity as an allowed land use; and

Approved as to Form
By: 
City Attorney

WHEREAS, MAUCRSA sets forth a comprehensive scheme allowing and regulating the sale of cannabis for adult use, and medical marijuana dispensaries could apply for permits to engage in cannabis retail business, either for medical or for adult us; and

WHEREAS, MAUCRSA required state licensing agencies to begin issuing state licenses by January 1, 2018; and

WHEREAS, the state licensing agencies issued emergency regulations on November 16, 2017, and the Office of Administrative Law issued its final decision on the adoption of the regulations before January 1, 2018, and re-adopted emergency regulations effective June 6, 2018; and

WHEREAS, on May 22, 2018, Vallejo amended its zoning ordinance to allow cultivation, distribution, and manufacturing uses in compliance with the state regulatory scheme and local land-use requirements; and

WHEREAS, the City Council is, concurrently with this ordinance, amending its zoning ordinance to provide that certain cannabis related land uses are permitted land uses in designated zones within the city of Vallejo as long as local and state regulatory permits are also obtained; and

WHEREAS, it is the City Council’s desire to end illegal nonconforming land uses for cannabis business retailers who have been issued a local regulatory permit pursuant to Chapter 7.100 of the Vallejo Municipal Code, while at the same time affording these cannabis business retailers a reasonable amortization period in order to either relocate or legalize the land use, as needed, before ending the currently illegal land use; and

WHEREAS, during the amortization period, cannabis business retailers should seek to apply for and obtain the required local regulatory permits under VMC Chapter 7.200 and the required land use entitlements under the city’s zoning ordinance to ensure the continuance of their cannabis business activity; and

WHEREAS, Cal. Bus. & Prof. Code section 26200 expressly recognizes the authority of a city to regulate cannabis business activities; and

WHEREAS, the City Council may consider the issuance of additional local regulatory permits in the future if the number of cannabis businesses declines.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF VALLEJO DOES ORDAIN AS FOLLOWS:

SECTION 1. Vallejo Municipal Code Chapter 7.200 is hereby repealed and replaced with a new Chapter 7.200 to read as follows:

7.200.010 Purpose and intent.

It is the purpose and intent of this chapter to exercise local police power and authority to the full extent allowed by the California Constitution and the Medicinal and Adult-Use Cannabis Regulation and Safety Act of 2017, to facilitate safe access to and regulate certain businesses

engaged in cannabis business activity and to regulate cannabis laboratories while preventing the proliferation of noncompliant and nonconforming illegal cannabis businesses and negative secondary effects associated with them including crime, code violations, and strain on municipal staff and resources. This ordinance is not intended to conflict with federal or state law. Nothing in this ordinance purports to permit activities that are otherwise illegal under federal, state, or local law.

7.200.020 Definitions.

Unless a different definition is set forth below or in Chapter 16.06 of the Vallejo Municipal Code, whenever cannabis industry-related words or phrases appear in this chapter, they shall be given a meaning that is consistent with the definitions contained in Cal. Bus. & Prof. Code section 26001.

“Amortization period” is the period of time after which all non-conforming cannabis businesses must cease. For purposes of this ordinance, the amortization period begins upon the effective date of this ordinance and ends on January 1, 2022.

“Applicant” is an owner who is applying for the local regulatory permit issued under this chapter.

“Cannabis” has the same meaning as marijuana in section 5.05.100 of the Vallejo Municipal Code. Cannabis includes *Cannabis indica*, and *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin.

“Cannabis concentrate” means cannabis that has undergone a process to concentrate one or more active cannabinoids, thereby increasing the product’s potency. Resin from granular trichomes from a cannabis plant is a concentrate. A cannabis concentrate is not considered food, as defined by Section 109935 of the California Health and Safety Code, or a drug, as defined by Section 109925 of the California Health and Safety Code.

“Cannabis business” is a store or location engaged in cannabis business activity.

“Cannabis business activity” is commercial cannabis activity consisting of retail sales, delivery, distribution, storage, dispensing, selling, manufacturing, infusing, packaging, re-packaging, labeling, re-labeling, cultivating, delivering and distributing cannabis, cannabis concentrate, cannabis products and cannabis accessories as defined, licensed and permitted in accordance with the Vallejo Municipal Code, its zoning ordinances, and as further regulated by the State of California pursuant to the Medical and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA). Cannabis business activity does not include “cannabis testing laboratory”

“Cannabis business retailer” is a store or business engaged in authorized retail sales of adult-use cannabis goods to individuals who are at least 21 years of age, and medicinal cannabis goods to individuals at least 18 years of age who possess a valid physician’s recommendation for himself or herself or a person for whom he or she is a primary caregiver.

“Cannabis cultivation” is the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.

“Cannabis distribution” is the procurement, sale and transport of cannabis and cannabis products between persons who have the required State and Local licenses and permits.

“Cannabis manufacturing” refers exclusively to the non-volatile production, preparation, propagation, or compounding of cannabis or cannabis products whether done directly or indirectly or by extraction methods, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis, at a fixed location. This classification also includes infusion, consisting of the direct incorporation of cannabis, cannabinoids, or cannabis concentrates into an edible, topical or other product to produce a cannabis product as well as the packaging or repackaging of cannabis or cannabis products and the labeling or re-labeling of cannabis containers.

“Cannabis products” has the same meaning as in Section 11018.1 of the California Health and Safety Code.

“Cannabis testing laboratory” means a testing laboratory, facility, or entity which offers or performs tests of cannabis, cannabis concentrate or cannabis products to determine chemical profile, the presence of contaminants, or other similar information.

“Local regulatory permit” is the regulatory permit issued by the City of Vallejo to permit specific kinds of cannabis business activity and cannabis testing laboratories in accordance with this chapter.

“Manager” means a person hired by or accountable to the cannabis business or laboratory who is responsible for its establishment, organization, registration, supervision, or oversight, including but not limited to persons who perform the functions of president, vice president, director, operating officer, financial officer, secretary, treasurer, or manager of the cannabis business.

“Nonconforming cannabis business(es)” are those cannabis businesses who have not obtained their land use entitlement under the city’s zoning ordinance or are not in full compliance with the Vallejo Municipal Code and the State of California’s Medical and Adult Use Cannabis Regulation and Safety Act (MAUCRSA).

“Owner” means any of the following:

1. A natural person with a majority ownership interest in the business entity.
2. The chief executive officer of a nonprofit or other entity.

“Property” as used in this chapter means the location at which the cannabis business activity occurs.

7.200.030 Unregulated cannabis business activity prohibited.

A. It is prohibited to engage in cannabis business activity or to operate a cannabis testing laboratory, without paying the applicable tax, obtaining the required local regulatory permit(s) and the required state license(s). Cannabis business activity that is permitted under this chapter is solely that cannabis business activity that is defined in section 7.200.020.

B. The use of any building, structure, location, premises or land to conduct cannabis business activity or to operate a cannabis testing laboratory without the proper license(s) and local regulatory permit(s) required under this code and under state law shall be deemed to be unregulated cannabis business activity and is prohibited.

C. It is unlawful for any person knowingly to make any false, misleading or inaccurate statement or representation in any form, record, filing or documentation required to be maintained, filed or provided to the City under this chapter or any applicable section of the Vallejo Municipal Code. A violation of this subsection may be prosecuted as a misdemeanor punishable by imprisonment in the county jail not exceeding six months, or by a fine not exceeding one thousand dollars (\$1,000), or by both.

D. It is prohibited to engage in cannabis manufacturing involving volatile methods of production, preparation, propagation, compounding or infusion.

7.200.040 No Vested or Nonconforming Rights.

The local regulatory permit authorizing the cannabis business activity or the cannabis testing laboratory shall not create, confer, or convey any vested or nonconforming right or benefit or land use entitlement running with the land.

7.200.050 Local regulatory permit authorizing cannabis business activity and cannabis testing laboratory.

A. A local regulatory permit is required to conduct any type of cannabis business activity or to operate a cannabis testing laboratory.

B. Annual term. Local regulatory permits are valid upon issuance for the remainder of the fiscal year and must be renewed annually on or by June 30 for the next fiscal year (e.g., for applications submitted by June 30, 2019, the permit shall be valid until June 30, 2020.)

C. Permit types. The following permits are issued by the City of Vallejo:

<i>7.200 Table of Cannabis Permits</i>	
<i>Cannabis business Retailer</i>	<i>CR</i>
<i>Cannabis Cultivation</i>	<i>CC</i>
<i>Cannabis Distribution</i>	<i>CD</i>
<i>Cannabis Manufacturing</i>	<i>CM</i>
<i>Cannabis Testing Laboratory</i>	<i>CT</i>

D. Permits for cannabis business activity. An eligible applicant wishing to engage in cannabis business activity must apply and obtain a CR permit. A CR business retailer is eligible to apply for and obtain a CC, a CD, or a CM permit, or any combination thereof.

1. Eligibility.

a. The following applicants are eligible to receive a CR permit authorizing retail sales of cannabis.

- i. Those cannabis business owners who received a limited immunity authorization letter from the City of Vallejo on or before August 22, 2017.
 - ii. Those cannabis business owners who received written authorization from the city manager to receive a transferred CR permit issued under Chapter 7.200 of this Code as described in section 7.200.100.
 - b. Applicants for a CC, CD or CM permit must also hold a CR permit.
 - c. Applicants must meet the requirements of 7.200.060(C) and 7.200.070.
 - 2. Revocation. Local regulatory permits are subject to revocation pursuant to section 7.200.120.
 - 3. Co-location. A CR cannabis business retailer may locate its cannabis business activity for which a CC, CD and/or CM is required either on its existing location, or in one other location as long as zoning permits are obtained and the other location, like the primary location, complies with all applicable local and state laws.
 - 4. Relationship with zoning ordinance. A CR cannabis business retailer must obtain a minor use permit to conduct manufacturing and distribution cannabis business activities, whether at its primary cannabis business retailer location or at the one other additional site. However, as limited by VMC section 16.58.040(H)(Accessory uses), manufacturing and distribution activities may be conducted at the primary cannabis business retail site.
- E. Permits for cannabis testing laboratory.
- 1. Eligibility.
 - a. A cannabis testing laboratory applicant may not be affiliated with, a subsidiary of, a business partner, a manager or employee of a cannabis business retailer.
 - b. Applicants must meet the requirements of 7.200.070(D).
 - 2. Location. A cannabis testing laboratory may not co-locate with any other cannabis business conducting cannabis business activity.

7.200.060 Application/Renewal Requirements.

A. All cannabis business retailers who held a local regulatory permit under VMC Chapter 7.100 must apply no later than January 1, 2021, for the CR permit described in this chapter and comply with the requirements of 7.200.060(C) continuously. This local regulatory permit must be obtained initially and thereafter renewed every year together with the annual tax certificate renewal. Renewal applications must be submitted at least 60 days before the end of the fiscal year. A cannabis business retailer who submits a renewal application late (less than 60 days before the end of the fiscal year) will be required to submit a new application and pay a new application fee. Cannabis business owners must include information showing compliance with each requirement in 7.200.060(C) below in their initial application as well as each renewal.

B. All applicants for a CT cannabis testing laboratory must submit an application, which must be renewed every year together with the annual tax certificate renewal. Applicants must

include the information showing compliance with each requirement in 7.200.060(C) below in their initial application as well as each renewal.

C. Each applicant for a local regulatory permit and for renewal of that permit shall have one owner who must use his or her natural name in the application, and whose name must be the same name appearing in the City's business license, must be named as one of the principals in the Secretary of State filings, and must sign a declaration under penalty of perjury attesting to the truthfulness in meeting every requirement hereunder. The following submissions and requirements apply to applicants who apply for or renew the local regulatory permit issued pursuant to this chapter in order to conduct cannabis business activity or operate a cannabis laboratory:

1. For businesses engaged in cannabis business activity only:
 - a. A copy of the limited immunity authorization letter issued by the City of Vallejo received on or before August 22, 2017, if applicant is an original person who received it, or, a copy of the limited immunity authorization letter issued by the City of Vallejo plus a copy of the authorization letter from the city manager authorizing transfer of the local regulatory permit as described in section 7.200.100 if the applicant is not the original person who received it.
 - b. A copy of the tax certificate issued by the City to the cannabis business when it operated as a medical marijuana certificate, before April 23, 2013.
 - c. A statement of whether edible cannabis is prepared onsite and, if so, evidence of approval from the applicable regulatory agency pursuant to state law.
2. For businesses engaged in cannabis business activity and for cannabis laboratories:
 - a. An approved land use permit(s), together with the conditions of approval authorizing the applicable cannabis business activity for which a local regulatory permit is being sought.
 - b. A copy of the Bureau of Cannabis Control license(s) for the applicable cannabis business activity or for the cannabis testing laboratory for which a local regulatory permit is being sought.
 - c. A copy of documents showing current taxes paid to the City and to the State.
 - d. Upon application, and together with any renewal application, or within two weeks of any changes, applicant must update the City with any changes to the address of the property where the cannabis business is operating.
 - e. Upon application, and together with any renewal application, or within two weeks of any changes, provide to or update the City with the name, address, telephone number, title and function(s) of each manager. For each manager, a fully legible copy of one (1) valid government-issued form of photo identification, such as a driver's license shall be submitted.
 - f. Upon application, and together with any renewal application, or within two weeks of any changes, provide to or update the City with any changes to the criminal status of any of its owner or manager(s) in the event any of them is charged with or has been convicted within the previous ten (10) years of a crime of moral turpitude (such as theft, fraud, or assault), or has

been charged or convicted of crimes involving the sale or distribution of any controlled substance.

- g. Upon application, and together with any renewal application, or within two weeks of any changes, submit a summary criminal history (“LiveScan”) for each owner or manager prepared not more than two (2) weeks prior to the date of submission and demonstrating that there are no pending charges or convictions for any crime (including, without limitation, theft, fraud, or assault) within the previous 10 years, and that the owner or manager has been charged or convicted of crimes involving the sale or distribution of any controlled substance.
- h. Upon application, and together with any renewal application, or within two weeks of any changes, provide to or update the City providing all relevant documents reflecting the initial business entity creation or any changes to its business entity, including changes in principals, changes to the incorporation status, its filed articles of incorporation with the Secretary of State, statements of information, by-laws, charter, constitution etc.
- i. For those cannabis businesses engaged in cannabis business activity, a valid seller’s permit from the California Board of Equalization.
- j. The name, telephone number, and address of the applicant's current agent for service of process.

D. If any of the application or renewal requirements are not met, the city manager shall notify the applicant of the deficiency within 30 calendar days of submission of the application or the renewal, after which the applicant will have 14 calendar days from receipt of notice to correct the deficiency. If the deficiency is not corrected within 14 calendar days, the city manager may deny the permit and notify the applicant of this determination in writing.

7.200.070 Additional cannabis business regulations.

A. All transactions shall designate Vallejo as the point of sale and be completed through a single, fully integrated point of sale software system acceptable to the finance director.

B. Inspections by a representative of the City may be conducted anytime during the business’s regular business hours, to the full extent allowed by state and federal law.

C. Cannabis business owners and cannabis laboratory owners may only engage in cannabis business activity, apply for local and state licenses, advertise, and operate a cannabis laboratory, as applicable under one business name. The name of the business and the name of the owner must both be included as such on their local permit(s) and on their state license(s).

D. No person who is currently charged with or has been convicted within the previous ten (10) years of a crime of moral turpitude (such as theft, fraud, or assault), or a crime involving the sale or distribution of any controlled substance, shall be engaged directly or indirectly in the management of the cannabis business, nor shall any such person manage or handle the receipts and expenses of the cannabis business or cannabis laboratory.

E. No cannabis business activity of any kind other than as described in the corresponding local regulatory permit application and the local regulatory permit may be conducted on the cannabis business site.

7.200.080 Delivery.

A. Each authorized cannabis business is authorized to deliver cannabis.

B. Deliveries originating outside of Vallejo shall comply with all local and state law requirements, including obtaining a Vallejo business license and paying Vallejo business license tax.

C. Every person making a delivery of cannabis in Vallejo shall carry a copy of the local and state license authorizing delivery and shall submit a copy of such licenses to the city manager prior to engaging in deliveries.

7.200.090 Conditional regulatory permit.

Notwithstanding the land use approval requirement under section 7.200.060(C)(2)(a), the city manager in his or her reasonable discretion, may authorize the issuance of a conditional local regulatory permit under this chapter to any applicant who has submitted all the required information and met all other applicable requirements of this chapter if the applicant has submitted a complete land use entitlement application and paid its fee but the City has not yet ruled on its approval. If the City issues the required land use entitlement, the temporary conditional regulatory permit shall become the local regulatory permit issued under this chapter. If the City denies the land use entitlement, the temporary conditional use permit shall be revoked.

7.200.100 Transfer of local regulatory permit for cannabis business activity.

A. All transfers of the local regulatory permit for CR from one owner engaged in cannabis business activity to another owner must be approved by the city manager. A transfer of the local regulatory permit without city manager approval voids the local regulatory permit. A cannabis laboratory local regulatory permit may not be transferred.

B. Subject to the following conditions, the city manager may approve a transfer of the local regulatory permit to another cannabis business owner.

C. The subsequent cannabis business owner must submit a joint application for transfer of the local regulatory permit, and pay the initial application fee to demonstrate compliance with all the requirements contained in 7.200.060 and 7.200.070 in a form provided by the city manager at least three months prior to the desired date of transfer, or, a shorter time period as may be provided by the city manager in his or her discretion.

D. The local regulatory permit may not be shared or split between two or more owners. Only one owner at a time may hold the local regulatory permit.

E. The original business owner and the subsequent business owner must provide a notarized letter signed by each of them declaring their intent to transfer the business, and their joint request that the local regulatory permit be approved for transfer by the City of Vallejo.

F. At the time of the transfer request, payment of all city and state taxes must be current, and the cannabis business must be in good standing, and in compliance with all state and local laws.

G. The original business owner must cease all cannabis business activity within the city of Vallejo and may not be employed by or involved in the new business owner's cannabis business activity for a period of one year.

H. The subsequent business owner may not begin to conduct cannabis business activity within the city of Vallejo until the city manager approves the transfer in writing.

I. Upon approval of the transfer, the new business owner shall be subject to the same requirements as the original business owner.

J. If the transfer is not approved, the original business owner may either 1) immediately remedy the condition(s) which led to the denial of the transfer or 2) retain the local regulatory permit if the original cannabis business is in full compliance.

7.200.110 Maintenance of Records.

A. An original permit holder or their assignee or a cannabis testing laboratory permittee shall maintain the following accurate and truthful records on the Property:

1. The full legal entity name of the cannabis business as recorded with the California Secretary of State, the name and address of its agent named for service of process, and the address of the property where the cannabis business activity is conducted.
2. The full name, all residential and business address(es), and telephone number(s) of each cannabis business owner(s) and manager(s); date of joining, date of birth, and the exact nature of the participation in the ownership of and the management of the cannabis business.
3. The current address of all sites at which cannabis is cultivated for the cannabis business retailer.
4. A written accounting of all cash and in-kind contributions, reimbursements, and compensation provided by or to the cannabis business owners, managers and members to or from the cannabis business retailer cannabis, and all expenditures and costs incurred by the cannabis business retailer.
5. An inventory record documenting the dates and amounts of cannabis sold, stored, delivered or distributed from the property.

B. These records shall be maintained for a period of five (5) years and shall be made available by the manager to the City upon request.

7.200.120 Revocation of Permit to operate.

- A. The City Manager may revoke a permit if any of the following conditions apply:
1. Failure or inability to comply with the provisions of Chapter 7.200 any other applicable provision of the Vallejo Municipal Code or applicable state law;
 2. Failure to provide information required by the City;

3. Conviction of an offense listed in Section 7.200.070(D) of the Vallejo Municipal Code;
4. Suspension or revocation of a required state license pursuant to MAUCRSA;
5. Failure to pay City marijuana tax; or
6. Failure to maintain valid State seller's permit.
7. Failure to maintain all applicable State License types.

B. No revocation shall occur unless the city manager has issued a written warning sent by U.S. mail to the holder of the permit to operate and the permit holder has failed to comply within 30 calendar days of mailing.

7.200.130 Appeal of Denial or revocation of a permit to operate.

A. Any person aggrieved by the decision of the city manager or his/her designee to deny or revoke the permit to operate may appeal the city manager or his/her designee's written decision within 14 calendar days of the date of issuance.

B. The appeal shall be heard by a hearing officer selected by the City. The hearing officer shall render a written decision affirming or reversing the decision of the city manager or his/her designee.

C. Any person aggrieved by the decision of the hearing officer may seek judicial review of the decision by filing a petition with a court of competent jurisdiction pursuant to California Code of Civil Procedure sections 1094.5 and 1094.6.

7.200.140 Inspection Authority.

City representatives may enter and inspect the property of every original permit holder or their assignee or cannabis testing laboratory containing cannabis activity between the hours of nine o'clock (9:00) a.m. and seven o'clock (7:00) p.m., or at any reasonable time to ensure compliance and enforcement of the provisions of this chapter. It is unlawful for any Property owner, landlord, lessee, member or manager or any other person having any responsibility over the operation to refuse to allow, impede, obstruct or interfere with an inspection.

7.200.150 Public Nuisance.

Any original permit holder or their assignee that is not in compliance with this chapter or Title 16 or MAUCRSA is an illegal public nuisance.

7.200.160 Enforcement.

A. Any person violating any provision of this chapter or misrepresenting any material fact in demonstrating compliance with permit requirements shall be deemed guilty of a misdemeanor punishable by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than twelve (12) months, or by both such fine and imprisonment.

B. As a nuisance per se, any violation of this chapter shall be subject to injunctive relief, revocation of the certificate of occupancy for the property, disgorgement and payment to the City of any and all monies unlawfully obtained, costs of abatement, costs of investigation, attorney fees, and any other relief or remedy available at law or equity. The City may also pursue any and all remedies and actions available and applicable under local and state law for any violation committed by the operator, its managers, members or any person related or associated with the operations.

SECTION 2. Severability.

If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed and adopted this Ordinance, and each and all provisions hereof, irrespective of the fact one or more provisions may be declared invalid.

SECTION 3. Effective Date.

This Emergency Ordinance shall take effect and be in full force and effect on December 12, 2018.

Adopted by the City Council of the City of Vallejo as an emergency ordinance at a regular meeting held on December 11, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

BOB SAMPAYAN, MAYOR

ATTEST:

DAWN G. ABRAHAMSON, CITY CLERK

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF VALLEJO MUNICIPAL CODE AMENDING
TITLE 16 RELATED TO CANNABIS USES

[Deleted text is shown in ~~striketrough~~
Added text is shown in ***bold italic***]

THE COUNCIL OF THE CITY OF VALLEJO DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 16.06.020 of the Vallejo Municipal Code is hereby amended to read as follows:

16.06.020 - Listing of use classifications.

All uses are classified into the following use types, which are described in Section 16.06.050 through Section 16.06.630, inclusive. See Section 16.06.030 for classification of combinations of uses resembling different types.

C. Commercial Use Types:

- Administrative and professional services
- Agricultural supplies and services
- Animal sales and services: auctioning
- Animal sales and services: grooming
- Animal sales and services: horse stables
- Animal sales and services: kennels
- Animal sales and services: veterinary (large animals)
- Animal sales and services: veterinary (small animals)
- Automotive and equipment: cleaning
- Automotive and equipment: fleet storage
- Automotive and equipment: parking
- Automotive and equipment: repairs, heavy equipment
- Automotive and equipment: repairs, light equipment
- Automotive and equipment: sales/rentals, farm equipment

Approved as to Form

By: 
City Attorney

Automotive and equipment: sales/rentals, heavy equipment

Automotive and equipment: sales/rentals, light equipment

Automotive and equipment: storage, nonoperating vehicles

Building maintenance services

Business equipment sales and services

Business support services

Cannabis testing laboratory

Communications services

Construction sales and services

Convenience sales and personal services

Eating and drinking establishments

Explosive storage

Financial, insurance and real estate services

Food and beverage retail sales

Funeral and interment services: cremating

Funeral and interment services: interring

Funeral and interment services: undertaking

Gasoline sales

Laundry services

Live/work

Medical services

Participant sports and recreation: indoor

Participant sports and recreation: outdoor

Personal services, general

Personal services, consumer

Public entertainment

Research services

Retail sales: general

Retail sales: swap meets

Retail sales: cannabis

Scrap operations

Spectator sports and entertainment: limited

Spectator sports and entertainment: general

Transient habitation: campground

Transient habitation: lodging

Transient habitation: resort

Wholesaling, storage and distribution: light

Wholesaling, storage and distribution: heavy

SECTION 2. Chapter 16.06 of Article I is hereby amended adding Section 16.06.305 and Section 16.06.460(D) to the Vallejo Municipal Code to read as follows:

16.06.305 – Cannabis testing laboratory.

A testing laboratory, facility, or entity which offers or performs tests of cannabis goods to determine its chemical profile, the presence of contaminants, or other similar information. This use must obtain and maintain proper licenses from the State of California.

16.06.460 – Retail sales.

Retail sales refers to places of business primarily engaged in the sale of commonly used goods and merchandise, but excludes those classified as agricultural supplies and services, animal sales and services, automotive and equipment, business equipment sales and services, food and beverage retail sales and gasoline sales. ~~This use type also excludes retail sales of marijuana.~~ The following are retail sales use types:

- A. General. The retail sale or rental, from the premises, of goods and merchandise for personal or household use, but excluding those uses listed above. Typical uses include department stores, apparel stores or furniture stores.
- B. Swap Meets. The display, exchange, barter or sale of new or used common household items or office equipment and furnishings, providing that such activity is carried on in a swap lot. Typical uses include flea markets where clothing, personal effects, household furnishings and household appliances are sold or otherwise exchanged.
- C. Adult Uses. The retail sale or rental, from the premises, of goods and merchandise for adult use as defined and regulated by Chapter 16.59.

D. Cannabis. The retail sale or dispensation of cannabis and cannabis products.

SECTION 3. Section 16.06.500 of the Vallejo Municipal Code is hereby amended to read as follows:

16.06.500 - Wholesaling, storage, and distribution.

Wholesaling, storage, and distribution refers to establishments or places of business primarily engaged in wholesaling, storage, distribution and open-air handling of materials and equipment other than live animals and plants. This use type also excludes wholesaling, storage, and distribution of *cannabis marijuana*. The following are wholesaling, storage and distribution use types:

- A. Light. Wholesaling, storage and warehousing services within enclosed structures. Typical uses include wholesale distributors, food and beverage processing and manufacturing plants, storage warehouse or moving and storage firms.
- B. Heavy. Open-air storage, distribution and handling of materials and equipment. Typical uses include monument or stone yards, grain elevators or open storage yards.

SECTION 4. Section 16.06.510 of the Vallejo Municipal Code is hereby amended to read as follows:

16.06.510 - General description of industrial use types.

Industrial use types include the on-site production of goods by methods that are not agricultural or extractive in nature. However, *cannabis medical-marijuana* cultivation, medical marijuana distribution, and medical marijuana manufacturing are included in industrial use types. They also include certain uses accessory to the above, as specified in Chapter 16.58, Accessory and Temporary Use Regulations, except *cannabis marijuana* cultivation, distribution and manufacturing.

SECTION 5. Sections 16.06.544, 16.06.545, and 16.06.546 of the Vallejo Municipal Code are hereby amended to read as follows:

16.06.544 – ~~Medical-marijuana~~ Cannabis cultivation.

The ~~medical-marijuana~~ *cannabis* cultivation use type refers to commercial activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of ~~medical-marijuana~~ *cannabis*.

16.06.545 – ~~Medical-marijuana~~ Cannabis distribution.

The ~~medical-marijuana~~ *cannabis* distribution use type refers to the procurement, sale, and transport of ~~medical-marijuana~~ *cannabis* and ~~medical-marijuana~~ *cannabis* products

between *persons who are* holders of state licenses and local permits, ~~but excludes retail sales to medical marijuana customers.~~

16.06.546 – ~~Medical marijuana Cannabis~~ manufacturing.

The ~~medical marijuana~~ *cannabis* manufacturing use type refers *exclusively* to the non-volatile production, preparation, propagation, or compounding of ~~medical marijuana cannabis~~ or ~~medical marijuana cannabis~~ products *whether done* either directly or indirectly or by extraction methods, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis, at a fixed location. ~~that~~ *This classification also includes infusion consisting of the direct incorporation of cannabis, cannabinoids, or cannabis concentrates into an edible, topical or other product to produce a cannabis product as well as packaging or repackaging* ~~medical marijuana cannabis~~ or ~~medical marijuana cannabis~~ products *and/or labels or re-labels its container. Volatile methods of production, preparation, propagation, compounding or infusion are prohibited.*

SECTION 6. Section 16.06.550 of the Vallejo Municipal Code is hereby amended to read as follows:

16.06.550 - General description of agricultural use types.

Agricultural use types include the on-site production of plant and animal products by agricultural methods. They also include certain uses accessory to the above as specified in Chapter 16.58, Accessory and Temporary Use Regulations. *Agricultural use types excludes cannabis cultivation.*

SECTION 7. Chapter 16.18 Limited Office District is hereby amended adding Sub-Section 16.18.050 (A.2.) to the Vallejo Municipal Code to read as follows:

16.18.050 - Uses subject to a minor use permit.

The following use types are permitted upon issuance of a minor use permit, as provided in Chapter 16.82:

- A. Commercial Use Types.
 - 1. Live/work.
 - 2. *Retail sales: cannabis*

SECTION 8. Chapter 16.20 Neighborhood Shopping and Service District is hereby amended adding Sub-Section 16.20.050 (A.2.) to the Vallejo Municipal Code to read as follows:

16.20.050 - Uses subject to a minor use permit.

The following use types are permitted upon issuance of a minor use permit, as provided in Chapter 16.82:

- A. Commercial Use Types.

1. Live/work.
2. ***Retail sales: cannabis***

SECTION 9. Chapter 16.22 Linear Commercial District is hereby amended adding Sub-Section 16.22.050 (A.3.) to the Vallejo Municipal Code to read as follows:

16.22.050 - Uses subject to a minor use permit.

The following use types are permitted upon issuance of a minor use permit, as provided in Chapter 16.82:

- A. Commercial Use Types.
 1. Live/work.
 2. Construction sales and services: home improvement materials
 3. ***Retail sales: cannabis.***

SECTION 10. Chapter 16.24 Pedestrian Shopping and Service District is hereby amended adding Sub-Section 16.24.050 to the Vallejo Municipal Code to read as follows:

16.24.050 - Uses subject to a minor use permit.

None.

The following use types are permitted upon issuance of a minor use permit, as provided in Chapter 16.82:

- A. ***Commercial Use Types.***
 1. ***Retail sales: cannabis.***

SECTION 11. Chapter 16.28 Freeway Shopping and Service District is hereby amended adding Sub-Section 16.28.050 (A.2.) to the Vallejo Municipal Code to read as follows:

16.28.050 - Uses subject to a minor use permit.

The following use types are permitted upon issuance of a minor use permit, as provided in Chapter 16.82:

- A. Commercial Use Types.
 1. Construction sales and services: home improvement materials
 2. ***Retail sales: cannabis.***

SECTION 12. Chapter 16.33 Intensive-Use Limited District is hereby amended eliminating Sub-Section 16.33.030(B) and amending Section 16.33.050 of the Vallejo Municipal Code to read as follows:

16.33.030 - Permitted uses subject to limitations.

The following use types are permitted subject to complying with the intent and purpose of this chapter and to the applicable provisions of Chapter 16.57 (the letter in parentheses following the use type refers to the subsection of Section 16.57.020 which applies):

A. Commercial Use Types.

1. Animal sales and services: kennels (D);
2. Automotive and equipment: cleaning (F);
3. Food and beverage retail sales (L);
4. Retail sales: adult uses (R).

~~B. Industrial Types.~~

- ~~1. Marijuana cultivation (H);~~
- ~~2. Marijuana distribution (H);~~
- ~~3. Marijuana manufacturing (H).~~

16.33.050 - Uses subject to a minor use permit.

~~None.~~

The following use types are permitted upon issuance of a minor use permit, as provided in Chapter 16.82:

A. *Commercial Use Types.*

- 1. Cannabis testing laboratory*
- 2. Retail sales: cannabis*

B. *Industrial Use Types*

- 3. Cannabis cultivation*
- 4. Cannabis distribution*
- 5. Cannabis manufacturing*

SECTION 13. Chapter 16.34 is hereby amended eliminating Sub-Section 16.34.030(C) and amending Section 16.34.050 of the Vallejo Municipal Code to read as follows:

16.34.030 - Uses subject to limitations.

The following use types are permitted subject to complying with the intent and purpose of this chapter and to the applicable provisions of Chapter 16.57 (the letter in parenthesis following the use type refers to the subsection of Section 16.57.020 which applies):

A. Civic Use Types.

1. Administrative services.
2. Clinic services.
3. Community education (X).

B. Commercial Use Types.

1. Animal sales and services: kennels (D);
2. Animal sales and services: veterinary (small animals - outdoor kennels and runs) (E);
3. Automotive and equipment: cleaning (F);
4. Eating and drinking establishments (J), (K);
5. Food and beverage retail sales (L);
6. Transient habitation: emergency shelter for homeless (FF);
7. Wholesaling, storage, and distribution: light (S).

~~C. Industrial Types.~~

- ~~1. Marijuana cultivation (H);~~
- ~~2. Marijuana distribution (H);~~
- ~~3. Marijuana manufacturing (H).~~

16.34.050 - Uses subject to a minor use permit.

~~None.~~

The following use types are permitted upon issuance of a minor use permit, as provided in Chapter 16.82:

A. Commercial Use Types.

- 1. Cannabis testing laboratory**
- 2. Retail sales: cannabis.**

B. Industrial Use Types

- 1. Cannabis cultivation.**
- 2. Cannabis distribution**
- 3. Cannabis manufacturing**

SECTION 14. Chapter 16.57 Limitations on Permitted Uses is hereby amended deleting Sub-Section 16.57.020 (II) of the Vallejo Municipal Code as follows:

16.57.020 – Applicability

The following limitations shall apply to uses indicated by the corresponding letter in parentheses in the previous sections entitled "Permitted uses subject to limitations."

- A. Family Residential. All multiple dwelling developments of three to eight units, inclusive, shall be subject to review by the planning department as prescribed in Chapter 16.90, Site Development Plan Approval. All multiple dwelling developments of nine or more units and all condominium projects shall be subject

to review by the planning commission, as prescribed in Chapter 16.82, Conditional Use Permit Procedure.

- B. Family Residential. Dwelling units shall be permitted only when located on other than the street level of the building; except in the waterfront shopping and service district where ground level dwelling units associated with the waterfront may be permitted, upon issuance of a major use permit, as prescribed in Chapter 16.82.
- C. Cultural Exhibits and Library Services. Limited to marine museums and marine-related exhibits.
- D. Animal Sales and Services: Kennels. There shall be no kennels within two hundred feet of a residential use or residentially zoned district.
- E. Animal Sales and Services: Veterinary (small animals). There shall be no veterinary facilities within two hundred feet of a residential use or residentially zoned district.
- F. Automotive and Equipment: Cleaning. There shall be no automated car washes located within two hundred feet of any residential use or residentially zoned district.
- G. Automotive and Equipment: Repairs, Light Equipment. Limited to activities conducted indoors and accessory to retail uses.
- H. Automotive and Equipment: Sales/rental, Light Equipment. Limited to activities conducted indoors.
- I. Business Equipment Sales and Services. Limited to establishments dispensing marine products, supplies and services.
- J. Eating and Drinking Establishments.
 - 1. Eating and drinking establishments offering live entertainment, dancing or late night alcohol beverage service and stand-alone banquet facilities offering alcohol beverage service, and bars, nightclubs, lounges, taverns, and taprooms offering alcohol beverage service in the Neighborhood Shopping and Service District shall require a major conditional use permit, as prescribed in Chapter 16.82. The planning commission may only grant such a permit if it finds, based on the substantial evidence in the record, that the conditions described in Section 16.82.050 exist. The planning commission shall also find that the location and operating characteristics of the proposed alcohol sales will not adversely affect sensitive land uses in the surrounding area, including, but not limited to, residences, schools, parks, playgrounds, places of religious assembly, hospitals, and convalescent homes. For the purposes of this section, "adversely affect" means to impact in a substantial, negative manner the economic value, habitability, or enjoyment of properties in the immediate area.
 - 2. Bars, nightclubs, lounges, taverns, and taprooms offering alcoholic beverage service shall require an administrative permit, as prescribed in Chapter 16.96.

- K. Eating and Drinking Establishments [with a Drive-Through]: All restaurants with a drive-through are subject to a major conditional use permit, as prescribed in Chapter 16.82.
- L. Food and Beverage Retail Sales.
 - 1. Liquor stores, convenience stores, and mini-markets associated with fuel sales offering alcoholic beverages for off-premise consumption shall be subject to a major conditional use permit, as prescribed in Chapter 16.82. The planning commission may grant such a permit only if, from the facts presented with the application, at the public hearing, or as determined by investigation, it finds that the conditions described in Section 16.82.050 exist. In addition, the commission must find that the location and operating characteristics of the proposed alcohol sales will not adversely affect sensitive land uses in the immediate area, including, but not limited to, residences, schools, parks, playgrounds, places of religious assembly, hospitals, and convalescent homes. For the purposes of this section, "adversely affect" shall mean to impact in a substantial, negative manner the economic value, habitability, or enjoyability of properties in the immediate area.
 - 2. No liquor store, except for a large format liquor store, or convenience store, or minimarket associated with fuel sales offering alcoholic beverages for off-premise consumption shall be established within one thousand feet of a property containing an existing or approved liquor store, convenience store or mini-market associated with fuel sales offering alcoholic beverages for off-premise consumption.
- M. Personal Services: General. The following uses are subject to a major use permit, as prescribed in Chapter 16.82: any practice of massage, alcohol rub, or similar treatment, fomentation, bath, or electric or magnetic treatment; except when such offices are an integral part of and operated by a hospital, convalescent home, sanitarium, medical clinic, medical laboratory, medical education facility, or other medical facility licensed as such by the state or other competent and lawful authority.
- N. Personal Services: General. The following uses are not permitted: any practice of massage, alcohol rub, or similar treatment, fomentation, bath, or magnetic treatment; except when such offices are an integral part of and operated by a hospital, convalescent home, sanitarium, medical clinic, medical laboratory, medical education facility, or other medical facility licensed as such by the state or other competent and lawful authority.
- O. Repair Services: Consumer. Consumer repair services excludes appliance, radio and T.V. repair shops within this district.
- P. Repair Services: Consumer. Limited to establishments dispensing marine products, supplies, and services.
- Q. Retail Sales: General. Adult bookstores or adult theaters. This subsection was replaced by Chapter 16.59, Adult Uses.

- R. Retail Sales: adult uses, as defined in Chapter 16.59, are prohibited.
- S. Wholesaling, Storage, and Distribution: Light. The storage of equipment or materials out-of-doors shall be permitted when screened from view from public streets and other dissimilar uses, as prescribed in Chapter 16.70, screening and landscaping. Beer and wine manufacturing facilities that include on-site tasting rooms shall be subject to a major conditional use permit, as prescribed in Chapter 16.82.
- T. Animal Raising. Animal raising shall exclude animal feed yards and the keeping of hogs and turkeys.
- U. Custom Manufacturing. Must be in conjunction with retail sales.
- V. Automotive and Equipment: Repairs, Heavy Equipment; Automotive and Equipment: Sales/rentals, Heavy Equipment. Limited to boat sales and service.
- W. Scrap Operations: Collection Facilities. Small collection facilities are allowed subject to an administrative permit. Chapter 16.96, pursuant to Section 16.58.040G; large collection facilities are allowed upon obtaining development permit as set forth in Section 16.75.050.
- X. Community Education. Limited to establishments that offer day care, pre-school, and/or before and after school care services for children between the ages of newborn through twelve years of age; must be licensed by the State Department of Social Services; allowed after issuance of a major use permit, as prescribed in Chapter 16.82.
- Y. Group Care. Day care for seven to twelve children between the hours of six a.m. and eight p.m. is considered to be an accessory use, as described in Chapter 16.58, and is allowed subject to the provisions prescribed in Chapter 16.58. Day care for seven to twelve children between the hours of eight p.m. and six a.m. and all other group care is allowed subject to a minor use permit, as prescribed in Chapter 16.82.
- Z. Medical Offices. Medical offices are permitted subject to securing a minor use permit; provided however, that not more than ten percent of the gross floor area of a retail center may be devoted to this use. For the purposes of this definition, a retail center shall mean a building or group of buildings having a gross floor area of at least forty thousand square feet and at least five tenants. Applications for medical offices that collectively occupy more than ten percent are permitted subject to securing a major use permit.
- AA. Telecommunications facilities may be allowed, subject to the provisions of Section 16.75.100A.
- BB. Live/Work, Residential. Live/work occupancies in residential zones shall be limited to buildings that were originally constructed or had been previously legally converted for commercial purposes, subject to approval of a minor use permit.
- CC. Live/Work, Commercial. Live/work occupancies are not permitted in shopping centers. The front or public portion of any live/work space must be occupied by the "work" component of the occupancy. Approval of a minor use permit is required for all commercial live/work occupancies.

DD. Second Family Residential.

1. Required Standards. Any application for a second family residential unit or second unit that meets the following location and development standards shall be processed ministerially and shall not require a zoning permit, per Section 65852.2 of the California Government Code:
 - a. When there is an adopted neighborhood plan, prior to July 1, 2003, for an area of the city, no second unit shall be permitted unless specifically allowed by said neighborhood plan.
 - b. A single-family residential unit or primary unit must exist on the lot, or can be constructed on the lot in conjunction with the construction of the second unit. The second unit can either be attached to the primary unit and located within the living area of that dwelling unit, or detached from the primary unit and located on the same lot as the primary unit.
 - c. The provisions of Chapter 15.20 (regulations of the subdivision of developed lots into lots of less than five thousand square feet) shall not be applicable to any second unit; i.e., no lot with a second unit shall be subdivided into a lot less than five thousand square feet.
 - d. Number per lot: No more than one second unit may be located on any lot.
 - e. Lot Size: The minimum lot area upon which a second unit is located shall be five thousand square feet.
 - f. Unit Size: The floor area of the second unit shall not exceed six hundred forty square feet on lots less than ten thousand square feet, and eight hundred square feet on lots over ten thousand square feet. At no time, however, shall the applicable maximum lot coverage standard be exceeded. Efficiency units shall not contain less than one hundred fifty square feet.
 - g. Site Development standards: (a) Yards, Lot Coverage and Height. The required yards, lot coverage, and structure height standards of the primary unit shall also apply to an attached second unit. Required yards and coverage standards shall apply to detached second units. At no time, however, shall a detached second unit exceed twenty-five feet in height. An existing structure converted to a detached second unit may be within three feet of any side or rear property line, with the approval of a minor exception permit. Detached second units shall be a minimum of five feet from the primary unit and shall not be located closer to the front property line than the primary unit. (b) Privacy. Any window or door of a second story second unit that faces adjacent residences shall utilize one or more of the following techniques to lessen the privacy impacts onto those properties: (1) use of opaque windows; (2) window placement above eye-level (five feet or below) if architecturally compatible;

(3) provision of vegetative or other screening treatment installed and effective prior to occupancy; and (4) location of windows and doors on second unit walls facing the interior rather than exterior of the subject lot.

- h. Architectural Treatment: Entrances to an attached second unit shall be located on the side or in the rear of the primary structure. The design of the second unit must be architecturally consistent with the existing primary unit. Architectural consistency is defined as having consistency in the (1) shape and style of exterior doors and windows; (2) level and type of architectural design details; (3) building materials and paint color; and (4) roof style and pitch.
 - i. Occupancy: The applicant of the second unit must be the owner-occupant. Either the primary unit or the second unit must be owner-occupied. The owner-occupant is defined as an individual who uses either the second unit or primary unit as his or her principal residence. The definition of principal residence shall be as established in Section 16.04.362 of the V.M.C. A deed restriction shall be placed on the property outlining the occupancy requirement.
 - j. Off-street Parking and Access: The second unit must be provided with one additional off-street parking space than required for a single-family dwelling unit. The additional space may be covered or uncovered. No required parking for the primary or second unit shall be located such that parking could block it for the other unit. No more than one covered space shall be provided for the second unit.
 - k. In order to encourage the development of housing units for disabled individuals and persons with limited mobility, the planning manager may determine that reasonable deviation from the above requirements is necessary to install features that facilitate access and mobility for disabled persons. Such deviations may include the construction of ramps within the minimum side and rear yards, the design of doors and windows which are not completely architecturally consistent, and others as deemed appropriate.
2. Enforcement. The enforcement of the development standards for second units shall be in accordance with Chapter 16.100 Enforcement Procedure.
- EE. Dredge disposal ponds. Dredge disposal pond operations shall be allowed on Mare Island, subject to a site development permit.
- FF. Emergency Shelter for Homeless. Any application for an emergency shelter facility that meets the following performance, development, design and managerial standards shall not require a discretionary permit, per Section 65583(a)(4) of the California Government Code:
- a. Emergency shelters shall obtain and maintain in good standing all required licenses, permits and approvals from city, county, state and federal agencies

or departments and demonstrate compliance with all applicable building and fire codes.

- b. The emergency shelter shall conform to all property development standards of the zoning district in which it is located, except as modified by these performance standards.
- c. The length of stay of an individual client shall not exceed six months within a twelve-month period.
- d. The maximum number of beds for emergency shelters shall be fifty unless a major conditional use permit is approved to permit additional beds.
- e. External lighting shall be provided for security purposes. The lighting shall be stationary and directed away from adjacent properties and the public right-of-way.
- f. No more than one emergency shelter shall be permitted within a radius of three hundred feet from another such shelter when measured from the closest property lines. An exception to this separation requirement may be granted if significant physical features act as barriers from said sensitive uses, such as a freeway, or railroad right-of-way.
- g. Parking facilities shall be designed to provide security for residents, visitors, and employees with parking spaces provided in the following ratios: one space per ten beds plus one space per staff member. A covered and secured area for bicycle parking shall be provided for use by staff and client, commensurate with demonstrated need, but no less than a minimum of eight parking spaces. No on-street parking shall be allowed.
- h. A client waiting and intake area shall be provided as interior space and contain a minimum of ten square feet per bed provided at the facility, and a minimum size of one hundred square feet of floor area.
- i. Outdoor charitable food distribution shall be conducted entirely on private property in a covered area during times that are approved by the city, and shall not block accessible pathways.
- j. Outdoor toilets and outdoor public telephones shall not be visible from the public right-of-way or public property.
- k. No signs shall be present on the property relating to its use as a shelter for the homeless.
- l. Donation/collection bins and areas shall be screened from public view and shall be open to the public between the hours of 9:00 a.m. to 6:00 p.m. A sign stating hours of operation shall be placed in a clear, visible location and shall be no larger than fifteen square feet.
- m. Adequate storage for personal belongings shall be provided.
- n. The city may inspect the facility during business hours for compliance with the management plan and any other applicable regulations and standards.

- o. A minimum of one staff person or agent shall be on-duty and awake when the facility is in operation.
- p. Management plan: The applicant or operator shall submit a management and operation plan for the emergency shelter for review and approval by the planning manager prior to approval of a business license. The plan shall include, but not be limited to, the following:
 - 1. Security.
 - 2. Staff training.
 - 3. Neighborhood relations.
 - 4. Pet policy.
 - 5. Client intake process.
 - 6. List of services provided.
 - 7. Facility maintenance.
 - 8. Refuse control.
 - 9. Amenities, such as hours of operation, cooking/dining facilities, laundry facilities and activity policies.
 - 10. Anti-discrimination policies.

The plan may be reviewed as needed by the city with revisions made by the operator.

- GG. Limited to assisted living facilities, subject to securing a major use permit.
- HH. Limited to assisted living facilities that include twenty-four hour nursing or other medical services, subject to securing a major use permit.
- ~~H. Where this code conflicts with Title 16 and MAUCRSA design and development standards, the more restrictive standards shall apply. Marijuana cultivation, distribution, and manufacturing uses are allowed subject to approval of a minor use permit as set forth in Chapter 16.82, as long as all applicable district requirements are met, together with the following requirements:~~
 - ~~1. Regulatory Permits. Marijuana cultivation (P-CLT), distribution (P-DST) and manufacturing (P-MFG) uses must obtain and maintain all required State and local permits and licenses including the local permit required under Chapter 7.200 of this code. Revocation of the State marijuana license (e.g. Microbusiness license) or the local permit under Chapter 7.200 of this code shall be grounds for revocation of the minor use permit for the marijuana cultivation, distribution, and manufacturing use. Valid and applicable State and local licenses and permits shall be publicly displayed at all times during hours of operation.~~
 - ~~2. Locational Limitation. Any marijuana cultivation, distribution, or manufacturing use may not be located within a six hundred foot radius of a school providing instruction in kindergarten or any grades 1 through 12, day~~

care center, or youth center as defined in Health & Safety Code Section 11353.1. The distance specified in this section shall be the horizontal distance measured in a straight line from the property line of the school or center to the closest property line of the lot on which the permittee is to be located without regard to intervening structures.

3. ~~Development and Operational Standards. Cultivation, distribution and manufacturing uses shall comply with site development standards specified in the applicable zoning district (i.e., Section 16.33.060 in the Intensive Use Limited District, Section 16.34.060 in the Intensive Use District, and Section 16.110.030 in the Planned Development Industrial District). Such uses shall also comply with the following standards:~~

a. ~~General:~~

i. ~~All activities shall occur within a secure fence at least eight feet in height that fully encloses the area. The fence must include a lockable gate(s) that is locked at all times, except for during times of active ingress/egress.~~

ii. ~~No person under age eighteen shall be allowed on the property.~~

iii. ~~The site shall not be open to the general public.~~

iv. ~~No transactions outside, or partially outside of an enclosed building are permitted. No transactions which are performed through walk-up or drive-through service are allowed.~~

v. ~~No use, inhalation, smoking, eating, ingestion, or otherwise consumption of marijuana on the property, including the parking areas of the property.~~

vi. ~~No exhibition or product sales area or retail sales are allowed on the premises.~~

b. ~~Cultivation:~~

i. ~~The canopy shall not exceed ten thousand square feet; and~~

ii. ~~All marijuana cultivation shall occur indoors, completely enclosed in a structure with opaque walls, and shall not be visible from any public right-of-way~~

c. ~~Lighting:~~

i. ~~Exterior perimeter lighting shall be in place prior to operation;~~

ii. ~~Exterior lighting shall be code compliant LED fixtures or high efficacy luminaries, and shall have an illumination intensity of between one and four foot candles;~~

iii. ~~Lights shall be directed and shielded so as not to illuminate into adjoining properties;~~

- iv. ~~Lights shall have a housing to protect against breakage;~~
- v. ~~Broken or burnt out lights shall be replaced within five calendar days;~~
- vi. ~~Transitional lighting shall be incorporated in exterior areas going to and from buildings or uses within a site; and~~
- vii. ~~Trees and shrubs shall not interfere with the distribution of lighting as required by this section.~~
- d. ~~Off street parking: as prescribed in Chapter 16.62.~~
- e. ~~Signs:~~
 - i. ~~A sign shall be posted on the door or in view of the entrance stating that no person under the age of eighteen is allowed on site; and~~
 - ii. ~~A sign shall be posted stating that the use or consumption of marijuana or marijuana products on or near the premises is prohibited; and~~
 - iii. ~~A sign shall be posted stating loitering on or near the premises is prohibited; and~~
 - iv. ~~Signs shall be limited to one wall sign and/or monument sign. Wall signs shall be pin mounted or individually mounted channel letters not to exceed fifty square feet in total area. Monument signs may not exceed six feet in height and twenty five total square feet, and must have landscaping along the base of the sign. Wall sign must face the principle building frontage adjacent to the public right of way.~~
 - v. ~~A sign shall be posted outside the facility in full public view containing city contact information for both in case of an emergency situations and city contact information for public concern of operations.~~
 - vi. ~~Other requirements as prescribed in Chapter 16.64.~~
- f. ~~Fencing, screening and landscaping:~~
 - i. ~~All fencing shall be eight feet tall, solid fence, masonry or board-on-board as approved by the Planning Manager or designee.~~
 - ii. ~~Shrubs located next to pedestrian walkways and other vulnerable areas as determined by the planning manager or his or her designee shall not exceed 3 feet in height at maturity;~~
 - iii. ~~Trees shall be pruned up to 6 feet above ground;~~
 - iv. ~~Trees and shrubs shall be pruned back from windows, doors and walkways;~~

- v. ~~Decorative stone, brick, and other masonry material shall be grouted to prevent removal by hand;~~
- vi. ~~Entrances to the site and parking lots shall be defined with landscaping or entry feature;~~
- vii. ~~Outdoor waste and recycle bins shall be contained within a locked structure to prevent unauthorized entry; and~~
- viii. ~~Other requirements as prescribed in Chapter 16.70.~~
- g. ~~Noise:~~
 - i. ~~The use of generators is prohibited, except as short term temporary emergency back-up systems; and~~
 - ii. ~~Other requirements as prescribed in Section 16.72.030.~~
- h. ~~Odor control: A sufficient odor-absorbing ventilation and exhaust system shall be installed to ensure that odor generated by the use is not detected outside the property, anywhere on adjacent properties or public rights-of-way, or within any other unit located within the same building as the marijuana use.~~
 - i. ~~Maintenance:~~
 - i. ~~Property shall be maintained free of debris, litter and trash; and~~
 - ii. ~~Comply with Chapter 7.54, Property Maintenance.~~
 - j. ~~Other performance standards: comply with all requirements prescribed in Chapter 16.72.~~

SECTION 14. Sub-Section 16.58.040 H. of the Vallejo Municipal Code is hereby added to read as follows:

16.58.040 - Specific accessory uses and standards.

The following accessory uses shall be permitted in all zoning districts, except as otherwise stated:

- A. Off-street parking for use by persons living, conducting business, or visiting the premises provided screening requirements described in Section 16.70.030 are met.
- B. Structures housing equipment and materials used exclusively on the premises;
- C. Structures for the conduct of recreational activities for use by persons living on the premises;
- D. The day care of seven to twelve children group care) shall be permitted with the issuance of an administrative permit, except as required in Section 16.57.020, and shall be subject to the criteria and the standards listed in this subsection:

1. The space and staffing standards shall at a minimum meet state requirements.
 2. The hours of operation of such child care dwelling shall be between six a.m. and eight p.m.
 3. The operator and the premises must be licensed or certified by the California department of social services.
 4. The operator must be a full-time resident of the dwelling unit in which the facility is located.
 5. The premises shall be subject to fire and health inspection by the city and the use permitted thereon shall be contingent upon compliance with fire and health regulations and requirements.
 6. Such use shall not adversely affect the neighborhood in which it is located. For the purposes of this subsection, "adversely affect" shall mean to impact in a substantial, negative manner the economic value, habitability, or enjoyability of properties in the immediate area.
- E. The total number of communications towers for the purpose of supporting amateur radio, television, or citizens band radio antennas which may be erected on the premises for the express use of the occupant of the premises may not exceed three, unless restricted or prohibited by state and/or federal regulations or applicable covenants, conditions and restrictions. Heights of the communications towers in residential districts shall not exceed the following limits: one, seventy-two feet; remaining two, sixty feet;
- F. A small collection facility is allowed subject to an administrative permit and to the criteria and the standards listed in this subsection:
1. Permit for multiple sites: A single administrative permit may be granted to allow more than one reverse vending machine or more than one small collection facility, even if located on different sites, but only if:
 - a. The operator of each of the proposed facilities is the same;
 - b. All of the applicable criteria and standards set forth in subdivision 2 of this subsection are met for each such proposed facility; and
 - c. The proposed facilities are determined by the planning director to be similar in nature, size and intensity of activity;
 2. Criteria and standards. A recycling facility permitted with an administrative permit shall meet all of the applicable criteria and standards listed in this subdivision. A recycling facility permitted with a site development permit or conditional use permit shall meet the applicable criteria and standards listed below; provided that the planning manager, planning commission or city council, as the case may be, may relax such standards or impose stricter standards, upon a finding that such modifications are reasonably necessary in order to implement the general intent of this part and the purposes of this title. The criteria and standards for a recycling facility are as follows:

- a. A reverse vending machine:
- i. Shall be located within thirty feet of the entrance of the host business and shall not obstruct pedestrian or vehicular circulation;
 - ii. Shall be constructed and maintained with durable waterproof and rustproof material and shall be covered;
 - iii. Shall be clearly marked to identify the type of material to be deposited;
 - iv. Shall have a sign area of no more than four square feet and sign(s) shall be attached to the machines;
 - v. Shall number no more than three machines per host business;
 - vi. Shall be no more than fifty cubic feet in bulk and no more than eight feet in height;
 - vii. Shall not occupy parking spaces required by the primary use;
 - viii. Shall be maintained in a clean, litter-free condition on a daily basis;
 - ix. Shall be illuminated to ensure comfortable and safe operation if operating hours are between dusk and dawn.

Reverse vending machines located indoors do not require any permits under this title.

- b. Small collection facility:
- i. Containers shall be constructed and maintained with durable, waterproof and rustproof material and shall be covered;
 - ii. Containers shall be clearly marked to identify the type of recyclable or recyclables which may be deposited;
 - iii. The facility shall be clearly marked to identify the name and telephone number of the facility operator;
 - iv. Site shall be swept and maintained in a dust-free, litter-free condition on a daily basis;
 - v. The facility shall be placed on a site so as not to obstruct on-site or off-site pedestrian or vehicular circulation;
 - vi. The facility shall be set back at least ten feet from any street line;
 - vii. The facility shall not impair the landscaping required for any concurrent use by this title or any permit issued pursuant thereto;

- viii. Noise level shall not at any time exceed fifty-five dBA as measured at the property line of residentially zoned or occupied property; otherwise shall not exceed seventy dBA;
- ix. The facility shall not include power-driven sorting and/or consolidation equipment such as crushers or balers, except bulk reverse vending machines;
- x. Signs shall be provided as follows:
 - (A) An unattended container not over fifty cubic feet in bulk and not over eight feet in height may have a maximum sign area of four feet, and
 - (B) Other containers or units may have one flat-mounted sign per side of container or wall of enclosure of twenty percent of the surface of the side or six square feet, whichever is greater;
- xi. The minimum average illumination of the site shall be one-half footcandle;
- xii. Use of the facility for collection of refuse or hazardous waste is prohibited;
- xiii. The facility shall be removed from the site on the day following permit expiration;
- xiv. An attended facility shall be in operation only during the hours of operation of the host business;
- xv. The facility shall conform to all development regulations for the zoning district in which it is located; for an attended facility, a minimum of one parking space per attendant shall be provided;
- xvi. The operator of any recycling collection facility shall, on a daily basis, remove any and all recyclable materials or refuse which has accumulated or is deposited outside the containers, bins or enclosures intended as receptacles for such materials;
- xvii. All recyclable material shall be stored in containers or in the mobile unit vehicle;
- xviii. Containers for the twenty-four hour donation of materials shall be at least thirty feet from any property zoned or occupied for residential use unless there is a recognized service corridor and acoustical shielding between the containers and the residential use;
- xix. Mobile recycling units shall have an area clearly marked to prohibit other vehicular parking during hours when the mobile unit is scheduled to be present.

3. Nonconforming small collection facilities.
 - a. The provisions of this section are applicable to any small collection facility which was lawfully erected and maintained prior to adoption of the ordinance codified in this subsection and which now fails to conform to all the provisions of this subsection. It is unlawful for any person to maintain a nonconforming small collection facility beyond the twelve-month period.
- G. Residents shall be allowed to hold a "garage sale" to sell personal and household items from their residence, subject to the following standards:
1. Residents of a one-unit or two-unit residence shall be allowed to hold a garage sale a maximum of three weekends (Friday, Saturday and Sunday - and Monday if it is a legal holiday) in a twelve consecutive month period.
 2. Residents of an apartment or condominium complex consisting of three or more units shall be allowed to hold a garage sale as many times as allowed by the apartment manager or owner's association board, but no more than six weekends in a twelve consecutive month period. However, the sale shall not be conducted in a manner which will preclude the use of any parking space, or interfere with traffic moving through the property.
 3. Neighborhood or "block" garage sales, where at least three households participate, shall be subject to the three weekend limit.
 4. Signage. Signage shall comply with the requirements of Chapter 16.64. However, signs advertising the garage sale, or giving directions thereto, shall not be erected before five p.m. the day before the sale and shall be removed before eight a.m. the day following the sale.
- H. ***The following accessory uses may be permitted, whenever the applicable state permit has been obtained, and subject to an administrative permit as described in this subsection, whenever the principal use is retail sales of cannabis.***
1. ***Cannabis manufacturing may be permitted as an accessory use subject to the following restrictions:***
 - a. ***The extraction process shall consist of separating cannabinoids from cannabis plant material solely by press or non-volatile solvent between the temperatures of 60 and 200 degrees Fahrenheit.***
 - b. ***The extraction shall take place in an area not to exceed one hundred square feet located within or attached and internally connected to the principal structure.***
 - c. ***The infusion process shall consist of the direct incorporation of cannabis, cannabinoids, or cannabis concentrates into an edible, topical or other product to produce a cannabis product.***
 - d. ***The cannabis manufacturing shall not exceed 10 percent of the total floor area of the principal use or 500 square feet, whichever is less.***

- e. *The manufacturing space is only accessible to employees and shall not be visible to the general public.*
- 2. *Cannabis distribution may be permitted as an accessory use subject to the following restrictions:*
 - a. *The area utilized for cannabis distribution shall not exceed 30 percent of the total floor area of the principal use or 1,500 square feet, whichever is lesser.*
 - b. *The distribution storage area shall be fully enclosed within or attached and internally connected to the principal structure.*
 - c. *The distribution storage area shall only be accessible to employees and shall not be visible to the general public.*
- 3. *A separate application for administrative permit will not be required if the retail sales of cannabis applicant includes manufacturing and/or distribution as accessory use (s) consistent with this chapter, in the initial minor use permit application.*
- 4. *The premises shall be subject to fire, building and health inspection by the city and other regulatory agencies and the accessory use permitted thereon shall be contingent upon compliance with fire, building and health regulations and requirements.*
- 5. *In conformance with the criteria and standards listed in the section, accessory uses shall not adversely affect the neighborhood in which they are located. For the purposes of this subsection, "adversely affect" shall mean to impact in a substantial, negative manner the economic value, habitability, or enjoyability of properties in the immediate area.*

SECTION 15. Section 16.62.100 of the Vallejo Municipal Code is hereby amended to read as follows:

16.62.100 - Table of off-street parking requirements and standards.

TABLE OF OFF-STREET PARKING REQUIREMENTS

Commercial Use Types	
Administrative & Professional Services	E
Agricultural Supplies & Services	F
Animal Sales & Services	E
Automotive & Equipment	G
Building Maintenance Services	E
Business Equipment Sales & Services	E
Business Support Services	F: CL
<i>Cannabis Testing Laboratory</i>	<i>F</i>

Communications Services	F: CL
	E: Other
Construction Sales & Services	E
Convenience Sales & Personal Services	F: C-N
	E: Other
Eating & Drinking Establishments	H
Explosive Storage	P
Financial, Insurance & Real	
Estate Services	F: C-N
	E: Other
Food & Beverage Retail Sales	F: C-N, C-L, C-P
	E: Other
Funeral & Interment Services	I
Gasoline Sales	Q
Laundry Services	E: C-L
Medical Services	M
Participant Sports & Recreation	K
Personal Services	F
Repair Services	F
Research Services	F
Retail Sales: General	E
Retail Sales: Swap Meets	F
<i>Retail sales: cannabis</i>	<i>E</i>
Scrap Operations	P
Spectator Sports & Entertainment	J
Transient Habitation	D
Wholesaling, Storage & Distribution	P
Industrial Use Types	
Custom Manufacturing	P
General Manufacturing	P
Heavy Industrial	P
Medical Marijuana <i>Cannabis</i> Cultivation	P

Medical Marijuana <i>Cannabis</i> Distribution	P
Medical Marijuana <i>Cannabis</i> Manufacturing	P

TABLE OF OFF-STREET PARKING STANDARDS
(Section 16.62.100)

	Standard	Requirement
E	one space for each 250 square feet of gross first floor area, plus one space for each 350 square feet of other floors, plus one space for each 300 square feet of covered accessory storage area, plus one space for each 2,000 square feet of outdoor sales area; one space for each 600 square feet of gross floor area for large item retail	
F	one space for each 350 square feet of gross first floor area, plus one space for each 450 square feet of other floors, plus one space for each 600 square feet of covered accessory storage area, plus one space for each 2,000 square feet of outdoor sales area	
P	four spaces for first 5,000 square feet of floor area and one space for each additional 2,000 square feet of floor area, or one space for each one and one-half employees, whichever is greater	

SECTION 15. Sub-Section 16.64.040 (N) of the Vallejo Municipal Code is hereby amended to read as follows:

16.64.040 - Regulations for special signs

A. Temporary Signs. A temporary sign shall not be permitted except as follows:

1. Except as provided in subsection A4, below, pennants, flags and other attention-getting devices may be permitted for no longer than sixty days immediately following the initial opening of a business on a particular site.
2. A limited number of properly maintained large flags and smaller banners may be permitted for commercial uses of land when such uses are normally conducted outdoors all the time. The development services director shall determine the number and size of flags and banners and determine whether such flags and banners are properly maintained.
3. Except as provided in subsection A2, above, a banner, not to exceed twenty square feet, may be permitted so long as it is not displayed for more than thirty days twice a calendar year.
4. A helium filled blimp or balloon, or a searchlight, may be permitted for fifteen consecutive days immediately following the initial opening of a business. Such blimp or balloon shall not exceed twenty feet in length nor be flown higher than one hundred fifty feet. The use of these blimps or balloons must comply with all applicable regulations of the Federal Aviation Administration.

5. Except as provided in subsection A4, above, a helium filled blimp or balloon, or searchlight, shall not be permitted except upon the issuance of an administrative permit pursuant to Chapter 16.96. In this latter event, such blimp, balloon or searchlight may be displayed or permitted for no more than three days twice a year. Such blimp or balloon shall not exceed twenty feet in length nor be flown higher than one hundred fifty feet. The use of these blimps or balloons must comply with all applicable regulations of the Federal Aviation Administration.
- B. Window Signs.
1. Permanent signs shall be permitted provided the total sign area square footage does not exceed fifteen percent of the total ground floor window area or twenty five percent of the second floor window area. These signs shall be subject to a sign permit and shall be included as part of the total sign area. For properties within the area designated as "Old Town" (as that area is described and designated in the "Old Town Master Plan"), permanent signs shall be permitted provided the total sign area square footage does not exceed twenty-five percent of the total ground floor window area or thirty percent of the second floor window area.
 2. Temporary signs shall be permitted provided the total sign area does not exceed fifteen percent of the ground floor window area and twenty percent of the second floor window area.
- C. Construction Signs. Construction sites may have one construction sign not to exceed sixty-four square feet in area.
- D. Electric Awning Signs. Electric awning signs may be attached to buildings or structures subject to the following standards:
1. Minimum clearance shall be eight feet unless projecting over a vehicular right-of-way in which case clearance shall be fourteen feet.
 2. Overall height may not exceed twenty-four inches above the established roof line or parapet wall of the building to which it is attached. In no case may the overall height of the electric awning sign exceed the allowable height of buildings in the zone in which it is installed.
 3. Such signs shall be limited to single-story buildings or to the first level only of multistory buildings unless, in the opinion of the development services director, treatment of additional levels is warranted.
 4. All letter copy, logos, insignias or other identifiable copy shall be considered in sign area square footage limitations. In no case shall the maximum sign copy exceed forty-five percent of total face area.
 5. When an electric awning sign covers multiple store fronts, each store or tenant shall be allowed copy space no more than seventy-five percent of the store width.
- E. Flags. Flags displaying emblems, insignias, logos or other copy or symbols identifying a business, corporation or non-political division or entity shall be

considered signs and are permitted provided the total area does not exceed twenty-four square feet. These signs shall be subject to a sign permit and shall be included as part of the total sign area.

- F. For Lease Signs. Subject to the regulations in Section 16.64.050, for lease signs shall be permitted provided such signs do not exceed thirty-two square feet in area.
- G. Gasoline and Service Station Price Signs. All gasoline and service stations shall be permitted one price sign per street frontage. Each sign shall not exceed fifteen square feet and shall be placed in a landscaping area whenever possible.
- H. Murals. Murals shall not be permitted except upon the issuance of an administrative use permit pursuant to Chapter 16.96.
- I. Movie and Theater Signs With Marquees. The sign area for movie and other type theaters with marquees may be permitted to exceed the limits of this chapter provided a comprehensive signing program for the use has been approved by the planning division.
- J. Political Signs. The provisions of Section 12.36.110 of this code apply.
- K. Shopping/Service Center Signs. All on-site signs for shopping/service center shall be submitted to and reviewed by the development services director as part of a comprehensive signing program. Each shopping center shall be permitted one master identification pole sign to identify the center but not any tenant located therein. Such master identification pole sign shall not exceed twenty-five feet in height nor exceed seventy-five square feet in total sign area. Centers with secondary street frontage may be permitted an additional pole sign. Tenants or businesses in a center may be identified as part of a monument directory sign, subject to the limitations of the height and square footage of such signs for the particular zoning district. ***In the presence of a Master Sign Program (MSP), the MSP standards shall prevail for all signs.***
- L. Subdivision Signs. All on-site subdivision signs shall be removed from the site within ten days after the last home is sold within the particular subdivision. The developer is required to deposit with the city the sum of one hundred dollars for each on-site identification sign which is placed on the site, which sum or sums shall be returned to the developer if the on-site signs are removed within the ten days as provided above. In the event such signs are not removed as provided above, the city shall remove the signs and the developer shall forfeit to the city the sum or sums deposited.
- M. Street Banner Signs. Street banner signs may be permitted in the public right-of-way upon issuance of an administrative permit pursuant to Chapter 16.96 and subject to the criteria established by the development services director and director of public works.
- N. ***Retail Sales of Cannabis:***
 - 1. ***Sign Area.***
 - a. ***The aggregate sign area for all permanent signs on a building or site housing a retail cannabis business:***

- i. *Shall not exceed one square foot of sign area per linear foot of principal building frontage adjacent to a public right-of-way, except that a building with twenty-five feet or less of street frontage shall be allowed a minimum of twenty-five square feet of total sign area. A business with secondary street frontage for a secondary elevation may be permitted an additional one-half square foot of sign per linear foot of building frontage on the second street frontage; and*
 - ii. *Shall not exceed one hundred fifty square feet for principal elevation. Shall in no event exceed seventy square feet for secondary elevation; and*
 - iii. *Shall not exceed two hundred fifty square feet total sign area for all signs per building.*
2. *Combination Signs. A maximum of two sign types shall be permitted:*
 - a. *Freestanding;*
 - b. *Wall sign;*
 - c. *Projecting sign;*
 - d. *Canopy sign.*
3. *Freestanding Signs. One monument sign is permitted not to exceed five feet in height and thirty square feet in area. The monument sign shall be landscaped around the entire base with a minimum of four feet out from the sign base or proportional amounts. The base of the sign shall architecturally match the principal building. Sign area is limited to the sign face.*
4. *Projecting Signs. One projecting sign may be permitted provided the sign does not project more than four feet from the building, nor two feet into the city right-of-way, nor project over the roof line, provided such sign meets all of the following requirements:*
 - a. *The minimum clearance under the sign shall be 10 feet.*
 - b. *The maximum sign area shall be nine square feet.*
 - c. *The minimum distance between two projecting signs shall be 25 feet.*
 - d. *The sign shall be mounted at a right angle to the building.*
5. *Canopy Signs.*
 - a. *On-canopy. One on-canopy sign may be permitted in lieu of a wall sign. The on-canopy sign shall not exceed 25 square feet.*
 - b. *Under-canopy. One under-canopy sign may be permitted when a minimum clearance from the grade or sidewalk to the bottom of the sign is at least eight feet and such sign does not extend beyond*

the edge of the canopy. The under-canopy sign shall not exceed six square feet with a maximum width or height of three feet.

- O. Cannabis Cultivation, Cannabis Distribution, Cannabis Manufacturing, and/or Cannabis Testing Laboratory.**
- 1. Sign Area.**
 - a. The aggregate sign area for all permanent signs on a building or site housing a cannabis cultivation, cannabis distribution, cannabis manufacturing and/or cannabis testing laboratory business:**
 - i. Shall not exceed one square foot per foot of principal building frontage adjacent to a public right-of-way, except that a building with twenty-five feet or less of street frontage shall be allowed a minimum of twenty-five square feet of sign area.; and**
 - ii. Shall not exceed fifty square feet per building.**
 - 2. Combination Signs. Signage shall be limited to one wall sign and/or monument sign.**
 - 3. Wall Signs. Wall signs shall be mounted on the principal building frontage adjacent to the public right-of-way and shall be pin mounted or individually mounted channel letters.**
 - 4. Freestanding Signs. One monument sign may be permitted not to exceed five feet in height and twenty-five square feet in area. The monument sign shall be landscaped around the base with a minimum depth of 4 feet.**

SECTION 16. Section 16.82.060 of the Vallejo Municipal Code is hereby amended to read as follows:

16.82.060 – Standards and criteria for certain conditionally permitted uses.

Whenever a use which is listed below requires a major or minor conditional use permit, the use permit application must demonstrate and the appropriate permit issuing authority shall certify that the use meets the following pertinent standards and criteria:

- A. Amusement arcades shall be subject to the following conditions:**
- 1. An amusement arcade having five or more amusement machines shall not be allowed except by a major conditional use permit issued pursuant to Section 16.82.030 of this chapter.**
 - 2. An amusement arcade having less than five amusement machines shall not be allowed except by a minor conditional use permit issued pursuant to Section 16.82.040 of this chapter.**
 - 3. An amusement arcade shall be permitted only in the linear commercial and the pedestrian and freeway shopping and service districts.**

4. No amusement arcade shall be allowed within one thousand feet of any elementary or junior high school unless the hours of operation are limited to after school.
 5. An amusement arcade may be required to close at nine p.m. depending on the types of adjoining uses, its hours of operation and the type of uses proposed in conjunction with the arcade.
 6. An amusement arcade with five or more machines may be required to have a security guard, who shall be armed, after seven p.m. and such additional adult supervision as required by the planning division and/or planning commission.
 7. Any use which constitutes an amusement arcade on the date the ordinance codified in this section becomes effective shall comply with the provisions of this subsection within sixty days thereafter.
 8. The fee for all permits for amusement arcades shall be waived for persons or businesses which have amusement machines on the effective date of the ordinance codified in this section and which apply for a permit within six months of the effective date of the ordinance codified in this section.
 9. The fee for all permits for amusement arcades shall be waived for persons or businesses which have amusement machines on the effective date of the ordinance codified in this section and which apply for a permit within six months of the effective date of the ordinance codified in this section.
- B. Car washes shall meet the following requirements:
1. Automated car washes shall be located at least one hundred feet distant from any residential use or residentially zoned district.
 2. The applicant for the conditional use permit agrees to maintain the premises and agrees that if the use of the car wash is abandoned and/or becomes a public nuisance, the city may provide for maintenance of the premises and place a lien against the property to cover the costs of maintenance.
- C. Cemeteries, crematories, mausoleums, and columbaria shall have direct access to a major street.
- D. Churches shall have direct access to a collector or major street.
- E. Convenience markets shall meet all of the following conditions:
1. The site shall be at least fifteen thousand square feet;
 2. The site shall be located on a collector street;
 3. Lighting and signs shall not adversely affect any residential area, traffic safety or crime deterrence;
 4. No automobile repairing/dismantling shall be permitted in or adjacent to the site;
 5. No outdoor storage shall be permitted;

6. Architectural features shall be similar to or blend in aesthetically with structures in the neighborhood and vicinity; and
 7. Comply with the provisions of subsection R. below relating to the sale of alcohol for off-site consumption.
- F. Day care of more than twelve children (community education) shall be subject to the following conditions:
1. The facility shall not exceed a total enrollment of seventy children.
 2. The facility shall provide a minimum of forty square feet of interior space per child, and a minimum of eighty-five square feet of exterior space per child.
 3. The ratio of children to teachers shall not exceed four children under the age of two years per one teacher and nine children over the age of two years per one teacher.
 4. The facility shall be designated to create a "residential" environment rather than an "institutional" environment through the use of design elements, such as color and materials, landscaping, and play equipment.
 5. The operator and the premises must be licensed or certified by the State Department of Social Services.
 6. The premises shall be subject to fire and health inspections by the city and the use permitted thereon shall be contingent upon compliance with fire and health regulations and requirements.
- G. Drive-in restaurants shall be located at least one hundred feet from a residential zoning district.
- H. Drive-in theaters shall have direct access to a major street.
- I. Dwelling units in commercial districts shall be located on other than the street level of a building, except that ground level dwellings may be permitted in commercial districts if they meet the following criteria:
1. The dwelling is attached to a commercial facility.
 2. The parcel of land upon which the dwelling is constructed abuts a residential zone.
 3. The dwelling faces the residential zone, although its entrance may be oriented to either the residential or the commercial zone.
- J. Quick service restaurants shall meet the following requirements:
1. The site shall be located on a major collector or arterial street.
 2. The proposed location of the quick service restaurant shall not create a traffic hazard or traffic nuisance because of its location in relation to similar uses, the necessity for turning movements due to the relation of its access to public roads and intersections, or its location in relation to other buildings or proposed buildings on or near the site and the traffic patterns from such

buildings; or cause frequent turning movements across sidewalks and pedestrian ways, thereby disrupting pedestrian circulation within a concentration of retail activity.

3. No quick service restaurant shall preempt frontage on any highway or public road in such manner so as to substantially reduce the visibility and accessibility of an interior commercial area zoned or proposed for commercial use which is oriented to the same highway or public road.
 4. All lighting located on the premises shall be shaded and screened so as to be directed away from all adjoining residentially zoned or developed property.
 5. An adequate number of litter and trash receptacles shall be provided on the premises, and the quick service restaurant shall maintain an off-premises litter collection program within a six-hundred-foot radius if premises to collect packages and containers which have been carried off the premises and improperly discarded by patrons of the restaurant.
 6. The design of the restaurant structure by its adaptability, absence of trademark architecture, and character shall facilitate its ready conversion to other commercial uses.
 7. The applicant for the conditional use permit agrees to maintain the premises, agrees that if the use of the quick service restaurant is abandoned and/or becomes a public nuisance, the city may provide for maintenance of the premises and place a lien against the property to cover the cost of maintenance.
 8. No quick service restaurant containing a drive-through service facility shall be permitted on lots less than fifteen thousand square feet.
- K. In authorizing use permits for junkyards, automobile wrecking, or storage of inoperative vehicles, the planning commission may impose the following conditions:
1. Screening from the public view and from abutting properties by a decorative fence approved by the development services director;
 2. Landscaping as prescribed by the zoning ordinance, and including trees around the perimeter of the site in a manner approved by the development services director;
 3. Hours of operation not earlier than six a.m., and not later than nine p.m.;
 4. Height of storage not to exceed the height of the perimeter fence;
 5. No storage outside and the conducting of all operations within the perimeter fence.

Such uses existing on June 1, 1971, shall not require a use permit; provided, however, that operators of such nonconforming uses, as a prerequisite to the issuance of a business license, shall exhibit to the city treasurer a certificate of

compliance with the conditions specified in subdivision 1 through 5, inclusive of this subsection.

- L. Mobile home parks are subject to the mobilehome park standards as adapted by the city council.
- M. Nongovernmental child nurseries and kindergartens, nongovernmental elementary and secondary schools, and nongovernmental institutions of higher learning shall have direct access from a collector or major street when in a residential district.
- N. Parking areas which are accessory to nonresidential uses and are located in residential zoning districts must meet the following conditions:
 - 1. The parking area must be located on or about the site of the use being served;
 - 2. The parking area must be directly across an alley from the use served; or
 - 3. The parking area must serve an existing use with inadequate parking and may be located across a street.
 - 4. Exterior lighting shall be high pressure sodium type, and shall have an illumination intensity of between one and four footcandles. Lights shall be directed and shielded so as not to glare onto adjoining residential properties. Lights shall have a housing to protect against breakage. Defective or removed lights shall be replaced within forty-eight business hours from the date of damage or removal.
- O. Automobile service stations and the sale of gasoline shall meet all of the following standards in order to obtain a major use permit except that no major use permit may be granted authorizing this use in any residential district.
 - 1. The use shall be located at the intersection of two major streets or a major and a collector street, or be part of a planned shopping center, freeway service complex, or other planned commercial concentration.
 - 2. Where the use abuts or is across an alley from a residential zoning district, it shall comply with all the following standards:
 - a. A six-foot masonry wall shall be constructed along the property line which abuts the residential zoning district, or along the property line which is across the alley from said zoning district;
 - b. All site lighting and lighted signs shall be directed away or shielded from the residential zoning district;
 - c. The use shall comply with the front and side yard requirements which apply to the affected residential zoning district. All required yards shall be appropriately landscaped.
 - 3. The use shall have a site area of at least fifteen thousand square feet when the use is not in conjunction with a planned complex.
 - 4. A self-service automobile service station or a partial self-service station, whether newly constructed or a conversion from an existing full-service

automobile service station, shall be permitted if the following findings are made:

- a. Minor emergency health and safety services, including public restrooms, will be available to the motoring public when the availability of such services are considered on a city-wide basis.
- P. Family residential at medium density in a low-density residential district may be allowed on vacant lots in certain areas designated by resolution of the city council; site development standards for medium-density residential district shall apply (Section 16.16.060).
- Q. Eating and drinking establishments that offer live entertainment, dancing and/or late night alcohol sales or service shall comply with the following restrictions:
1. Shall be permitted only after securing a major conditional use permit, as prescribed in Chapter 16.82.
 2. If adjacent to residential uses, the planning commission shall consider imposing appropriate permit conditions to limit the noise impact on the residential properties including but not limited to interior and exterior restrictions such as noise limitation, parking lot orientation, sound barriers and other performance standards.
- R. Liquor stores, convenience stores, mini-markets associated with fuel sales, and food and beverage retail establishments offering late night alcohol sales or service for off-site consumption shall comply with the following restrictions:
1. Shall be permitted only after securing a major conditional use permit, as prescribed in Chapter 16.82.
 2. If adjacent to residential uses, the planning commission shall consider imposing appropriate permit conditions to limit the noise impact on the residential properties including but not limited to interior and exterior restrictions such as noise limitation, parking lot orientation, sound barriers and other performance standards.
- S. Bed and breakfast inns shall comply with the following restrictions:
1. All bed and breakfast inns shall be owner- occupied or have a resident manager.
 2. Parking shall be provided at the following ratio:
 - a. Two spaces for property owner or resident manager.
 - b. One additional space for each guest room over two rooms. Alternative parking provisions may be approved if the applicant can show availability of on-street parking.
 3. Food service shall be limited to overnight guests and special events.
 4. Special events, as defined in Section 16.04.485, shall be permitted with approval of an administrative permit.

- a. Such events shall be limited to a maximum of six events per calendar year, with no more than one event per month.
 - b. Events shall be limited to the hours of ten a.m. to ten p.m. and may last no more than six hours.
 - c. No amplified music or speech shall be allowed in conjunction with special events.
 - d. The number of persons allowed at any event shall be limited to those approved in the administrative permit.
 - e. Attendance at events shall be limited to residents and guests of the inn and their invited guests.
 - f. No events that are open to the public without individual invitations shall be allowed.
5. Accessory structures may be used as guest lodging for bed and breakfast inns.
 6. All structures on property must meet all applicable health, fire, and building code requirements.
 7. All new development associated with the bed and breakfast use shall meet all site development requirements of the zoning district in which it is located.
- T. Tobacco retailers shall meet the following requirements.
1. No tobacco retailer shall be located within one thousand feet of any parcel zoned for residential use.
 2. No tobacco retailer shall be located within one thousand feet of any other tobacco retailer, as measured to and from property lines.
 3. No tobacco retailer shall be located within one thousand feet of any parcel of land that contains any of the following specific land uses:
 - a. Church(s)
 - b. Public recreation area(s)
 - c. School(s).
 4. No tobacco retailer shall operate between the hours of ten p.m. and nine a.m.
 5. Tobacco retailers shall be located only on the ground floor.
 6. No tobacco retailer shall violate any applicable provision of any other city, county, state, or federal regulation, ordinance, or statute, especially but not limited to Vallejo Municipal Code Chapters 7.69 (Restrictions on Accessibility to Cigarettes and other Tobacco Products) and 16.64 (Signs.)
 7. Tobacco retail clerks shall be the minimum legal age to purchase tobacco.

8. Tobacco retailers must be in compliance with all rules, regulations, laws, and administrative requirements of the state board of equalization and any other applicable state and/or federal agency.

U. Cannabis cultivation, cannabis distribution, cannabis manufacturing and cannabis testing laboratory establishments shall comply with the following restrictions:

Where this code conflicts with Title 16 and MAUCRSA design and development standards, the more restrictive standards shall apply. All applicable district requirements must be met, together with the following requirements:

1. ***Permits required to Operate. Cannabis cultivation, distribution, manufacturing, and testing laboratory uses must obtain and maintain all required State and local permits and licenses including the corresponding local permits required under Chapter 7.200 of this code: CC, CD, CM and CT. Revocation of the State cannabis license (e.g. Microbusiness license) or the local permit to operate under Chapter 7.200 of this code shall be grounds for revocation of the minor use permit for the cannabis cultivation, distribution, manufacturing and testing laboratory use. Valid and applicable State and local licenses and permits shall be publicly displayed at all times during hours of operation. Operations and location requirements must at all times comply with applicable regulations contained in Title 16 of the California Code of Regulations as those may be updated from time to time by the California Bureau of Cannabis Control.***
2. ***Locational Limitation. Any cannabis cultivation, distribution, manufacturing or testing laboratory use may not be located within a six hundred-foot radius of a school providing instruction in kindergarten or any grades 1 through 12, day care center, or youth center as defined in Health & Safety Code Section 11353.1. The distance specified in this section shall be the horizontal distance measured in a straight line from the property line of the school or center to the closest property line of the lot on which the permittee is to be located without regard to intervening structures.***
3. ***Development and Operational Standards:***
 - a. ***General:***
 - i. ***All activities shall occur within a secure fence at least eight feet in height that fully encloses the area. The fence must include a lockable gate(s) that is locked at all times, except for during times of active ingress/egress.***
 - ii. ***No person under age eighteen shall be allowed on the property.***
 - iii. ***The site shall not be open to the general public.***
 - iv. ***No transactions outside, or partially outside of an enclosed building are permitted. No transactions which are performed through walk-up or drive-through service are allowed.***

- v. *No use, inhalation, smoking, eating, ingestion, or otherwise consumption of cannabis on the property, including the parking areas of the property.*
 - vi. *No exhibition or product sales area or retail sales are allowed on the premises.*
- b. **Cultivation:**
- i. *The canopy shall not exceed ten thousand square feet; and*
 - ii. *All cannabis cultivation shall occur indoors, completely enclosed in a structure with opaque walls, and shall not be visible from any public right-of-way*
- c. **Lighting:**
- i. *Exterior perimeter lighting shall be in place prior to operation;*
 - ii. *Exterior lighting shall be code compliant LED fixtures or high efficacy luminaries, and shall have an illumination intensity of between one and four foot candles;*
 - iii. *Lights shall be directed and shielded so as not to illuminate into adjoining properties;*
 - iv. *Lights shall have a housing to protect against breakage;*
 - v. *Broken or burnt out lights shall be replaced within five calendar days;*
 - vi. *Transitional lighting shall be incorporated in exterior areas going to and from buildings or uses within a site; and*
 - vii. *Trees and shrubs shall not interfere with the distribution of lighting as required by this section.*
- d. **Signs:**
- i. *A sign shall be posted on the door or in view of the entrance stating that no person under the age of eighteen is allowed on site; and*
 - ii. *A sign shall be posted stating that the use or consumption of cannabis or cannabis products on or near the premises is prohibited; and*
 - iii. *A sign shall be posted stating loitering on or near the premises is prohibited; and*
 - iv. *A sign shall be posted outside the facility in full public view that contains contact information of the City Manager's Office for both in case of an emergency situations and for public concern of operations.*
 - v. *Other requirements as prescribed in Chapter 16.64.*
- e. **Fencing, screening and landscaping:**

- i. *All fencing shall be eight feet tall, solid fence, masonry or board-on-board as approved by the Planning Manager or designee.*
 - ii. *Shrubs located next to pedestrian walkways and other vulnerable areas as determined by the planning manager or his or her designee shall not exceed 3 feet in height at maturity;*
 - iii. *Trees shall be pruned up to 6 feet above ground;*
 - iv. *Trees and shrubs shall be pruned back from windows, doors and walkways;*
 - v. *Decorative stone, brick, and other masonry material shall be grouted to prevent removal by hand;*
 - vi. *Entrances to the site and parking lots shall be defined with landscaping or entry feature;*
 - vii. *Outdoor waste and recycle bins shall be contained within a locked structure to prevent unauthorized entry; and*
 - viii. *Other requirements as prescribed in Chapter 16.70.*
- f. *Noise:*
- i. *The use of generators is prohibited, except as short-term temporary emergency back-up systems; and*
 - ii. *Other requirements as prescribed in Section 16.72.030.*
- g. *Odor control: A sufficient odor-absorbing ventilation and exhaust system shall be installed to ensure that odor generated by the use is not detected outside the property, anywhere on adjacent properties or public rights-of-way, or within any other unit located within the same building as the \ cannabis use.*
- h. *Maintenance:*
- i. *Property shall be maintained free of debris, litter and trash; and*
 - ii. *Comply with Chapter 7.54, Property Maintenance.*
- i. *Other performance standards: comply with all requirements prescribed in Chapter 16.72.*

V. *Retail sales of cannabis. Where this code conflicts with Title 16 and MAUCRSA design and development standards, the more restrictive standards shall apply. All applicable district requirements are met, together with the following requirements:*

- 1. ***Regulatory Permits. Retail sales of cannabis uses must obtain and maintain all required State and local permits and licenses including the local regulatory permit to operate required under Chapter 7.200 of this code. Revocation of the State cannabis license or the local regulatory permit to operate under Chapter 7.200 of this code shall be grounds for revocation of the minor use permit for the Retail sales of cannabis use. Valid and applicable State and local licenses and permits shall be publicly displayed at all times during hours of operation.***

Operations and location requirements must at all times comply with applicable regulations contained in Title 16 of the California Code of Regulations as those may be updated from time to time by the California Bureau of Cannabis Control.

2. ***Locational Limitation.***
 - a. *Any Retail sales of cannabis use may not be located within a six hundred-foot radius of a school providing instruction in kindergarten or any grades 1 through 12, day care center, or youth center as defined in Health & Safety Code Section 11353.1. The distance specified in this section shall be the horizontal distance measured in a straight line from the property line of the school or center to the closest property line of the lot on which the permittee is to be located without regard to intervening structures.*
 - b. *Any applicant for a use permit to conduct retail sales of cannabis, whether for 'adult use' or medicinal purposes, must conduct all retail sales at one site.*

3. ***Development and Operational Standards. Retail sales of cannabis uses shall comply with site development standards specified in the applicable zoning district. Such uses shall also comply with the following standards:***
 - a. ***General:***
 - i. *No person under age eighteen (for medical Retail sales of cannabis) or twenty-one (for recreational Retail sales of cannabis) shall be allowed on the property.*
 - ii. *No transactions outside, or partially outside of an enclosed building are permitted. No transactions which are performed through walk-up or drive-through service are allowed.*
 - iii. *The property shall not include patio or café seating, unless used exclusively for employees in an area not accessible to the general public.*
 - iv. *No use, inhalation, smoking, eating, ingestion, or other consumption of cannabis in any form shall be allowed on the property, including the parking areas of the property.*
 - v. *No alcohol shall be consumed, made available, sold, offered for sale, given, distributed, traded, or otherwise provided to customers, employees, guests, visitors, or volunteers.*
 - vi. *No retail sales of cannabis use shall be open to or provide cannabis, in any form, to anyone between the hours of eight (8:00) p.m. and nine (9:00) a.m.*
 - vii. *The property complies with all applicable California State Building Code provisions, the city's property maintenance ordinance and is maintained free of debris, litter and trash.*
 - viii. *All transactions, including but not limited to cash or in-kind contributions, reimbursement or compensation, shall be fully documented.*
 - ix. *Each cannabis dispensary will have a written security plan including procedures for verifying identification and age of*

- purchasers. The plan must include a description of licensed and uniformed security guards who must be present on site, including their number, location and hours, as well as a theft prevention plan including locked exterior doors and windows during the times the business is closed. The licensed and uniformed security guard best practices shall comply with state law.*
- x. The point of sale software used to track retail sales must be acceptable to the finance director.*
 - xi. Retail sellers of cannabis may only use one name to identify themselves in the minor use permit, the local regulatory permit, the state license and any other state or local permit that may be required.*
 - b. Limitations on retail area in industrial zones. In the Intensive Use-Limited (IU-L), Intensive Use (IU), and Planned Development Industrial (PDI) Districts, no more than 50 percent of the floor area shall be devoted to retail sales.*
 - c. Lighting:

 - i. Exterior perimeter lighting shall be in place prior to operation;*
 - ii. Exterior lighting shall be code compliant LED fixtures or high efficiency luminaries, and shall have an illumination intensity of between one and four foot candles;*
 - iii. Lights shall be directed and shielded so as not to illuminate adjoining properties;*
 - iv. Lights shall include housing to protect against breakage;*
 - v. Broken or burnt out lights shall be replaced within 48 hours;*
 - vi. Transitional lighting shall be incorporated in exterior areas providing access to and from buildings or uses within a site; and*
 - vii. Trees and shrubs shall not interfere with the distribution of lighting as required by this section.**
 - d. Signs:

 - i. A sign shall be posted on the door or in view of the entrance stating that no person under the age of eighteen (for medical Retail sales of cannabis) or twenty-one (for recreational Retail sales of cannabis) is allowed on site.*
 - ii. A sign shall be posted stating that the use or consumption of cannabis or cannabis products on or near the premises is prohibited.*
 - iii. A sign shall be posted stating loitering on or near the premises is prohibited.*
 - iv. A sign shall be posted outside the facility in full public view containing City contact information for both emergency situations and information regarding public concern about operations.*
 - v. Other requirements as prescribed in Chapter 16.64.**
 - e. Windows. In order to promote a strong pedestrian connection for retail safety, visibility, Crime Prevention Through Environmental Design and a*

positive active environment, support natural lighting, and enhance curb appeal and value of retail space:

- i. No display of cannabis or cannabis product shall be permitted within 10 feet of the window.*
- ii. Storefronts must maintain transparent windows that allow visibility into the store, with a minimum of 60 percent transparency on the street frontage at the ground level and allow visibility into the building at a minimum of four feet above the ground.*
- f. Screening and landscaping:*
 - i. Shrubs located next to pedestrian walkways and other vulnerable areas as determined by the planning manager or his or her designee shall not exceed three feet in height at maturity.*
 - ii. Trees shall be pruned up to six feet above ground.*
 - iii. Trees and shrubs shall be pruned back from windows, doors and walkways.*
 - iv. Decorative stone, brick, and other masonry material shall be grouted to prevent removal by hand.*
 - v. Entrances to the site and parking lots shall be defined with landscaping or entry features.*
 - vi. Outdoor waste and recycle bins shall be contained within a locked structure to prevent unauthorized entry.*
 - vii. Other requirements as prescribed in Chapter 16.70.*
- g. Noise:*
 - i. The use of generators is prohibited, except as short-term temporary emergency back-up systems; and*
 - ii. Other requirements as prescribed in Section 16.72.030 shall apply.*
- h. Odor control: A sufficient odor-absorbing ventilation and exhaust system shall be installed and operated to ensure that odor generated by the use is not detected outside the property, anywhere on adjacent properties or public rights-of-way, or within any other separate use or unit located within the same building as the Retail sales of cannabis use.*
 - i. Maintenance:*
 - 1. Property shall be maintained free of debris, litter and trash; and*
 - 2. The use shall comply with Chapter 7.54, Property Maintenance.*
- j. Other performance standards: The use shall comply with all requirements prescribed in Chapter 16.72.*

SECTION 17. Sub-Section 16.82.150(C) of the Vallejo Municipal Code Use permit abandoned is hereby amended to read as follows:

C. A use permit, or portion of a use permit, authorizing *retail sales of cannabis, cannabis testing laboratory, cannabis marijuana* cultivation, distribution, or manufacturing uses shall be deemed to be abandoned if the use ceases operation and remains "not in use" for twelve

consecutive months. A new use permit shall be secured prior to the resumption of the *cannabis* marijuana cultivation, distribution, and manufacturing, *testing laboratory and/or retail sales of cannabis* use.

SECTION 18. Chapter 16.110 Planned Development and Industrial District is hereby amended moving Section 16.110.021 to section 16.110.026 of the Vallejo Municipal Code to read as follows:

16.110.021 - Permitted uses subject to limitations.

None.

~~The following use types are permitted subject to the applicable provisions of Chapter 16.57 (the letter in parentheses following the use type refers to the subsection of Section 16.57.020 which applies).~~

~~A. Industrial Types.~~

- ~~1. Marijuana cultivation (II);~~
- ~~2. Marijuana distribution (II);~~
- ~~3. Marijuana manufacturing (II).~~

16.110.026 - Permitted uses subject to a minor use permit.

~~None.~~

The following use types are permitted upon issuance of a minor use permit, as provided in Chapter 16.82:

A. Commercial Use Types.

- 1. Cannabis testing laboratory**
- 2. Retail sales: cannabis.**

B. Industrial Use Types

- 1. Cannabis Cultivation.**
- 2. Cannabis Distribution**
- 3. Cannabis Manufacturing**

SECTION 19. Vallejo Municipal Code Chapter 16.110 Planned Development and Industrial District notes section is hereby amended to read as follows:

16.110.030 - Development standards.

Note: The Screening and Landscaping Regulations (Chapter 16.70) and the Site Development Standards Chapter 16.75) are not applicable to this district. However, minor use permits involving marijuana, *cannabis* cultivation, distribution, and manufacturing, *testing laboratory and retails sales of cannabis* uses are subject to specific regulations and standards contained in those chapters.

Marijuana Dispensary Code Text Amendment

Zoning Designations in Consideration

Zoning Designations

- Limited Office District
- Neighborhood Shopping and Service District
- Linear Commercial District
- Pedestrian Shopping and Service District
- Freeway Shopping and Service District
- Intensive Use District
- Intensive Use - Limited
- Planned Development Industrial

Specific Plans

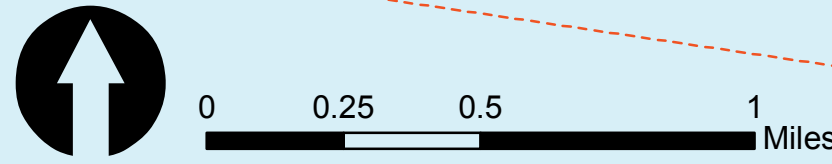
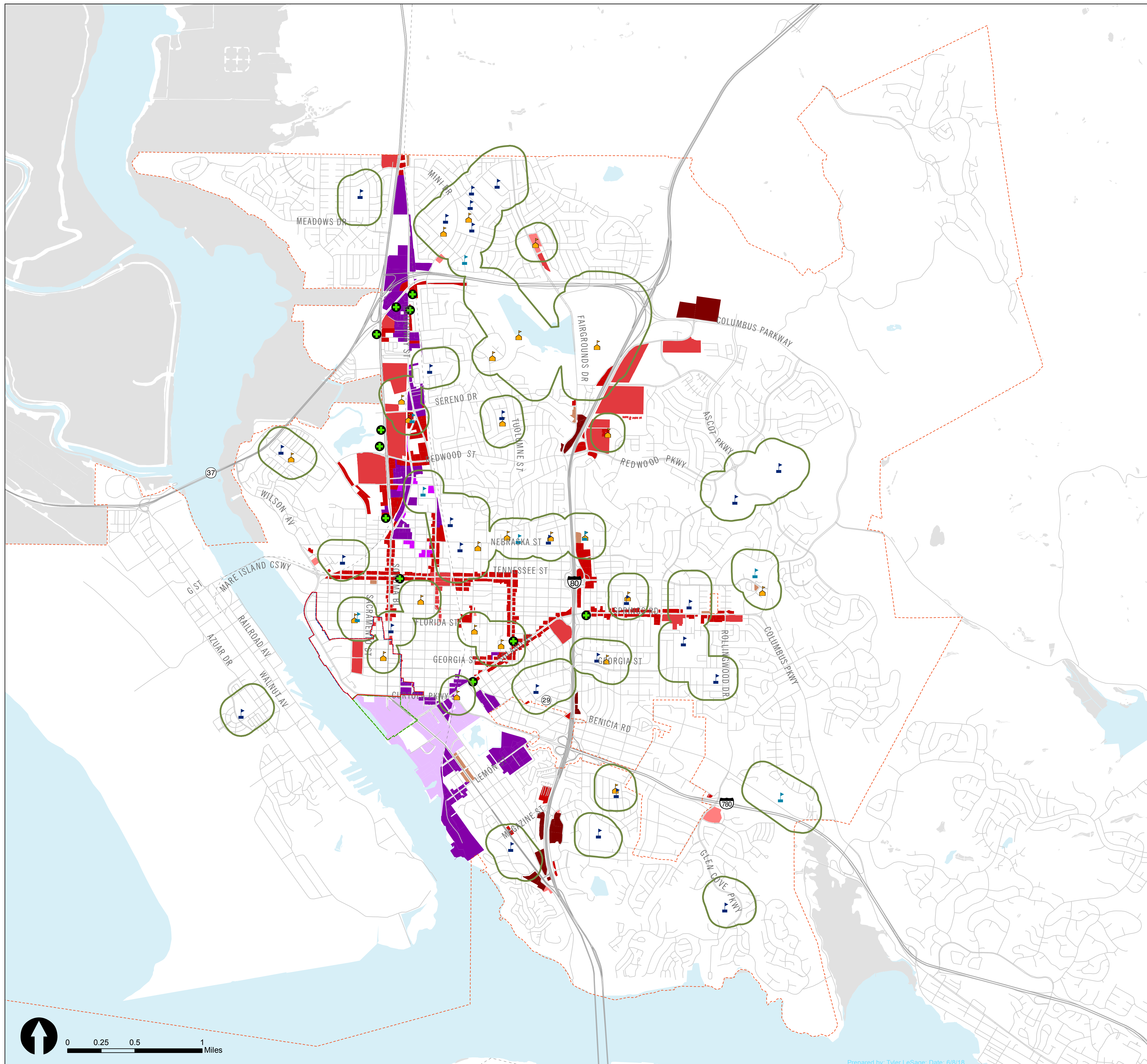
- Downtown/Central Waterfront District
- South Waterfront District

Marijuana Dispensaries

- Dispensary Location

Sensitive Land Use










- Public Schools
- Private Schools
- Child Care/ Youth Center Locations
- 600 ft. Sensitive Land Use Buffer



Marijuana Dispensary Code Text Amendment

General Plan 2040 Consistency





Zoning Designations

-  Limited Office District
-  Neighborhood Shopping and Service District
-  Linear Commercial District
-  Pedestrian Shopping and Service District
-  Freeway Shopping and Service District
-  Intensive Use District
-  Intensive Use - Limited
-  Planned Development Industrial
-  No General Plan 2040 Consistency



Marijuana Dispensaries

-  Dispensary Location

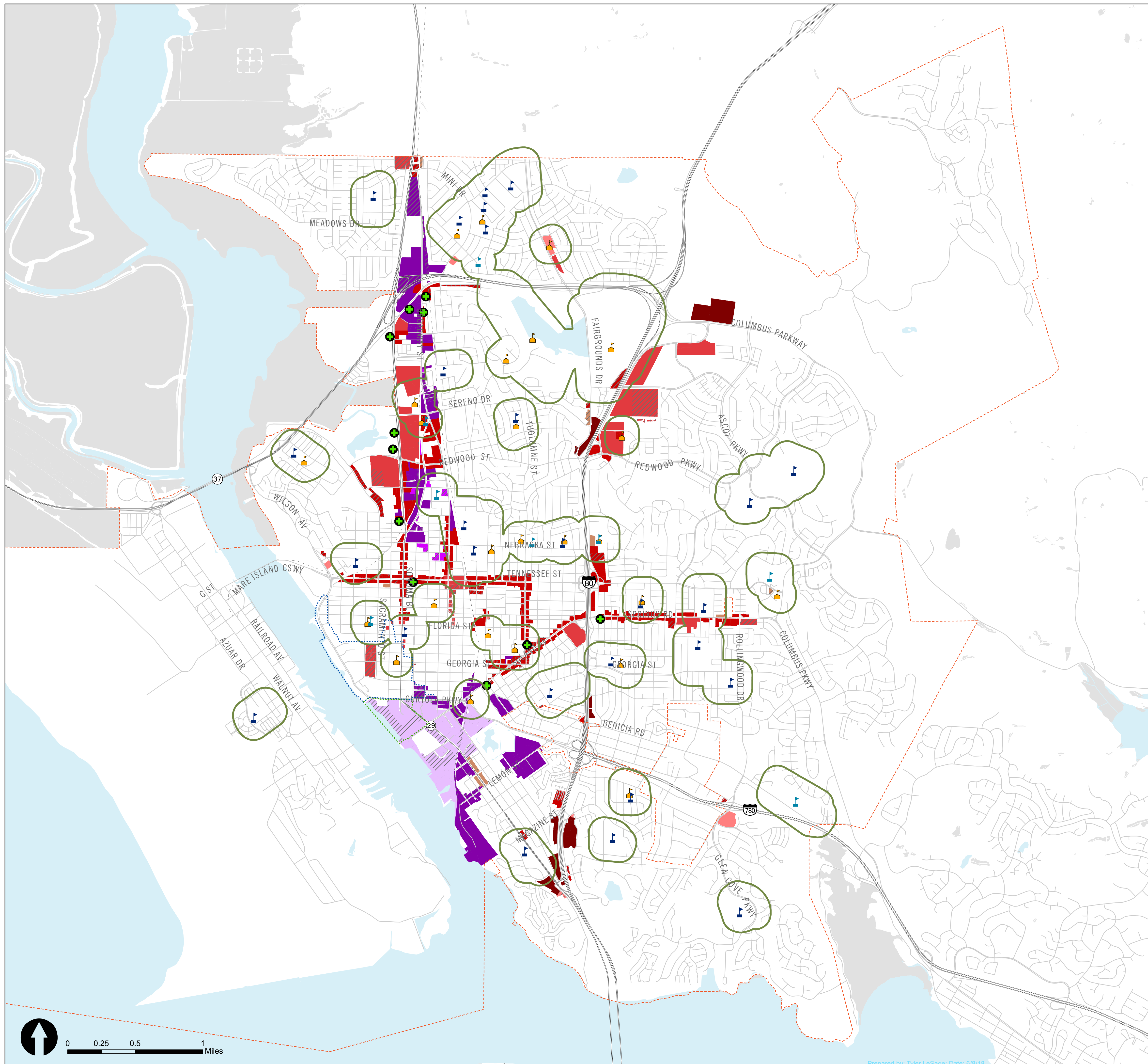
Sensitive Land Use

-  Public Schools
-  Private Schools
-  Child Care/ Youth Center Locations
-  600 ft. Sensitive Land Use Buffer

Specific Plans

-  Downtown/Central Waterfront District
-  South Waterfront District

Total General Plan 2040 Consistency - 2,400.31 Acers
 No General Plan 2040 Consistency - 278.21 Acers



DRAFT



CANNABIS RETAIL DESIGN TOOLKIT

City of Vallejo
Planning & Development Services Department

December 11, 2018

DRAFT

This page intentionally left blank

DRAFT

Table of Contents



01 | INTRODUCTION

- History 1
- Background 2
- Intent & Purpose 2
- Public Outreach 2

02 | BUILDING ELEMENTS

- A Form & Massing 3
- B Façade 4
- C Windows & Security 6
- D Materials & Color 7

03 | SITE ELEMENTS

- A Access & Circulation 8
- B Landscaping 9
- C Parking Areas 10
- D Lighting 10
- E Service & Utility Areas 11

04 | SIGNAGE

- A General 12
- B Placement 12
- C Illumination 13
- D Materials & Color 13
- E Sign Types..... 14

05 | RESOURCES

- Permit Process 16
- Contacts 16
- Tips for a Successful Project 16

01 | INTRODUCTION

HISTORY

November 9, 2016: California voters passed Proposition 64, the Adult Use of Marijuana Act (AUMA), which legalized cannabis use for recreational purposes by people ages 21 years and older. On December 13, 2016, the City Council received a legislative update on the provisions of AUMA, highlighting the City's authority (local control) component over adult-use cannabis operations, including retail dispensing, as well as cultivation, delivery, distribution, manufacturing, and testing.

June 15, 2017: The State Legislature passed SB 94, known as the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA). MAUCRSA eliminated a number of differences between the Medical Cannabis Regulation and Safety Act (MCRSA), passed on September 11, 2015, and AUMA. MAUCRSA preserves the authority of cities to adopt business and land use regulations for commercial cannabis business activities or ban them altogether. It defines a range of business license types, including: retail, cultivation, manufacturing, distribution, delivery, and testing laboratories. MAUCRSA was amended in September 2017, most significantly to allow recreational cannabis business on the same premises as medical cannabis business.

June 7, 2017: City Council held a special meeting to provide policy direction to staff on cannabis businesses in Vallejo and formed a Cannabis Ad-Hoc Sub-Committee of the City Council to direct further amendments. After several meetings with the Ad-Hoc Sub-Committee, a post on Open City Hall and a public meeting, City Council considered an ordinance on August 22, 2017, amending Vallejo Municipal Code (VMC) Chapter 7.100 related to medical cannabis dispensing. The purpose of the ordinance was to provide permits to those in possession of a limited immunity letter.

December 12, 2017: City Council took action to amend VMC Chapter 7.100 on medical cannabis dispensing, Chapter 7.200 on regulating medical cannabis cultivation, distribution and manufacturing, and Title 16 (Zoning Code) establishing medical cannabis cultivation, manufacturing and distribution uses within particular zoning districts/general plan land use

designations. These changes took effect on January 1, 2018. Additional information is available online at www.cityofvallejo.net/MMDCompliance.

February 6, 2018: City Council held a special study session to discuss the adult use of recreational cannabis in Vallejo. The City Council directed staff to return with amendments to Chapter 7.100 that would permit recreational dispensing and delivery service as soon as possible. On February 27, 2018, the City Council adopted an emergency ordinance.

May 22, 2018: City Council took action to amend VMC Chapter 7.200 and Title 16 to regulate all medicinal and recreational cannabis cultivation, as well as manufacturing and distribution uses. On July 11, 2018, the City Council adopted amendments to the White Slough Specific Plan to allow these three use types in the specific plan area, subject to the regulations set out in Chapter 7.200 and Title 16.

September 11, 2018: City Council adopted an emergency ordinance amending VMC Chapter 7.100 to add “cannabis infusion, packaging and labeling” to become effective September 12, 2018. On October 9, 2018 the City Council adopted an emergency ordinance amending VMC Chapter 7.100 to add custom cannabis manufacturing” to become effective October 10, 2018.

NOTE: ADD additional language here for City Council December 11, 2018 meeting.

DRAFT

BACKGROUND

The City of Vallejo undertook the development of a Cannabis Retail Design Toolkit as part of ordinance updates to Title 16 recommended by the Planning Commission on November 19, 2018 and adopted by the City Council on December 11, 2018. During 2017 and 2018, the City began looking at amending the zoning code to allow cannabis retail uses in the following districts:

- Limited Office
- Neighborhood Shopping and Service
- Linear Commercial
- Pedestrian Shopping and Service
- Freeway Shopping and Service

In addition, the City Council amended two specific plans to allow for cannabis retail use: the White Slough Specific Plan and the Northgate Specific Plan. The City recognizes cannabis retail is a key industry and the City Council would like to encourage cannabis retail along major corridors and in retail centers. The Cannabis Retail Design Toolkit envisions a continued vibrant cannabis retail that draws retail similar to other retail uses and fits with the surroundings. The Cannabis Retail Design Toolkit is intended to help cannabis retail stay vital in the economy of Vallejo.

This Toolkit is provided by the City of Vallejo to give guidance to property owners and/or tenants when they choose to enhance properties. This document is intended as “recommendations,” not as requirements. The goal is to create a more inviting area for customers to frequent and owners to invest in while recognizing the varying needs and capabilities of different businesses, building owners, and lease terms. Where there is conflict between the Toolkit and the Vallejo Municipal Code, the Vallejo Municipal Code shall supersede. The Toolkit envisions a continued vibrant business community that draws diverse retail to Vallejo.

INTENT & PURPOSE

The intent and purpose of this Cannabis Retail Design Toolkit is to provide property owners and tenants in any retail setting a set of design tools for façade, signage and landscape improvements, helping ensure that cannabis retail fits within its context and surroundings. Regardless of size, whether located in a stand-alone building or within a shopping center, tenants and owners are encouraged to apply best practices and design principles outlined in the Toolkit. The Toolkit provides many examples with varying degrees of improvements and styles so that a property owner and/or tenant may determine the direction and number of improvements to undertake. The Toolkit is written in a business friendly manner to support business vitality. The overall goal is to assist property owners and tenants in a timely review of proposed high quality improvements, so that cannabis retail can continue to grow and stay vital in Vallejo.

PUBLIC OUTREACH

As part of the development of the Cannabis Retail Design Toolkit, the City sought input from the dispensary owners, residents, and Planning Commission. The City conducted several workshops with a Visual Preference Survey to get input and feedback on the Toolkit. City staff from the Planning Division and City Manager’s Office held two community meetings (October 11, 2018 and October 20, 2018) and a Planning Commission Workshop session on October 15, 2018. The focus of these meetings was to obtain feedback from the community, businesses and stakeholders on the location and design standards for retail sales of cannabis in Vallejo. Feedback was considered and incorporated to determine 1) which zoning districts a cannabis retailer can locate within, 2) required permit types and 3) outline design standards and development criteria in a Cannabis Retail Design Toolkit. The comments were incorporated into a document and presented to the Planning Commission on November 19, 2018 and then to the City Council on December 11, 2018.

DRAFT

02 | BUILDING ELEMENTS

The following guidelines ensure that the physical design of buildings contributes visual interest, distinctiveness, and human scale.

A FORM & MASSING

The form and mass help to define the character of a building.

- Modulate building mass to create pleasing transitions between adjoining structures on the same lot and those on adjacent parcels.
- Incorporate building setbacks to respect heights on adjacent existing buildings.
- Use changes in mass and roof form to address significant areas (i.e. corners, entrances).
- Create roof forms which are in proportion to the building mass.
- Vary roof lines to create visual interest, reduce the mass of the building, and to screen mechanical equipment.



Variation in mass and roof lines adds visual interest to façade.



Strong corner treatment establishes visual prominence.

DRAFT

B FAÇADE

Building façades strengthen the character of an area and help create human scale.

- Provide visual interest through the use of color, texture, the arrangement of façade elements, or changes in materials.
- Use roof overhangs, recesses, openings and other changes in the wall plane to create shadow and add depth to the façade.

Building façades may be improved with varying levels from minor to moderate to major.

- It is encouraged that tenants work with owners on varying improvements that fit their needs.
- The examples on the right provide varying levels of improvements and styles so that a property owner or tenant may determine the best route for improvements.
- Minor improvements may consist of: wall repairs, repainting, lighting upgrades, and signage upgrades.
- Moderate improvements include everything in the minor category, plus façade material upgrades and installation of new storefronts.
- Major improvements include everything in the previous categories, plus roofline changes and major site work including landscaping.



Example of major improvements include updates to: signage, canopy, light fixtures, storefront system, and façade cladding.



Example of minor improvements include new signage and canopy.



Example of moderate improvements include updates to: signage, canopy, and façade cladding.

DRAFT

B FAÇADE

Building entrances and windows are key features in the composition of a façade.

- Define primary building entries with architectural elements such as recessing, columns, towers, and canopies.
- Use awnings and overhangs to provide protection from the weather, add visual interest and a sense of human scale.
- Awnings and canopies should not obscure architectural details, such as recesses, entries, structural bays, or fenestration.
- Awning colors may be varied and should be compatible with the colors of the building and of adjacent buildings.



Creative canopy above a primary entrance complements the façade.



Recessed building entrance protects customers from the weather and prevents doors from swinging open onto sidewalk.

DRAFT

C WINDOWS & SECURITY

Ensuring transparency while providing security is important to protect business investments and make potential customers feel safe and welcomed.

- Provide transparent fenestration (windows, glass storefronts, and doors) to visually connect to pedestrians.
- Integrate security elements into the façade design; they should be located as unobtrusively as possible and appear decorative or hidden during business hours.
- Security gates or grillwork on the inside or outside of fenestration should be primarily transparent (at least 75% open to perpendicular view).
- Solid roll down doors and metal bars for security purposes communicate the perception of crime and are commonly vandalized with graffiti.
- Incorporate principles of Crime Prevention Through Environmental Design (CPTED) - Natural Surveillance, Natural Access Control, Territorial Reinforcement, & Maintenance - to reduce opportunities for crime. For more information, go to www.cpted.net.



ENCOURAGED: Ballistic glass provides transparency and is resistant to being penetrated when struck.



ENCOURAGED: Interior decorative security grille can be folded away when not in use.



DISCOURAGED: Security grillwork which is not primarily transparent.



DISCOURAGED: Exterior metal bars for security communicate the perception of crime.

DRAFT

D MATERIALS & COLOR

Thoughtful variations in materials and colors help to create a visually engaging building.

- Use durable and high-quality materials on all exterior surfaces, with particular attention to areas located adjacent to pedestrian ways.
- Integrate accent materials on all façades of the building.
- Carefully detail areas where two materials come together, so that the materials retain integrity and a natural joint.
- Transition materials around building corners to create a natural end.
- Use changes in color, as well as materials to differentiate between different components of a building.
- Minimize the number of colors on a building. Smaller buildings should generally have no more than three exterior colors.
- For building exteriors, more muted colors such as earth tones should be used overall. Neon colors are discouraged, except for use as accents.



Use of complementary colors and variety in materials help to accentuate an entrance.



Façade detail of quality materials and the seamless transitions between the materials.



Recessed windows, awnings and decorative lighting help to frame an existing tenant space.

Site planning respects and enhances the natural environment and connects a project to its surroundings.

A ACCESS & CIRCULATION

Circulation describes the way people and vehicles access and move through a project site.

- Provide easily identifiable and accessible pedestrian paths of travel from the street, sidewalk, parking areas, and bus stops to building entrances and key areas within the site.
- Use distinctive paving materials to distinguish pedestrian zones from vehicular zones and minimize circulation conflict.



A clear path of travel, buffered from the roadway by landscaping, provides for easy pedestrian access.

DRAFT

B LANDSCAPING

Landscaped areas should be planned as integral parts of the development to enhance the aesthetics, provide relief from the elements, and soften the hardscape.

- Use native drought tolerant plants consistent with the City's Water Efficient Landscape Requirements.
- Use landscaping to define edges and along the base of buildings to add visual interest.
- Use potted plants and raised planters to accent building entrances and façades.
- In parking areas, design stormwater ponds and bioswales as landscape features.



Aesthetically pleasing streetscape design incorporating shade trees and landscaping.



Groups of potted plants add visual interest to a façade.



Planter boxes add texture and color to the streetscape.



A raised planter bed adds texture and color to the streetscape.

DRAFT

C PARKING AREAS

Where possible, parking areas should be located to the rear or side of a building in order to reduce the visual impact of parking.

- Screen parking areas with landscaping, knee-walls or fences.
- Provide landscaping both on the interior and around the perimeter of parking areas.
- Parking lot lighting should be directed down and be dark sky compliant.

D LIGHTING

Adequate lighting ensures visibility and safety. The design of lighting should contribute to the character of the surrounding area.

- Limit the intensity of lighting while providing for adequate site security and safety for pedestrian and vehicles.
- Shield light sources to prevent glare and illumination beyond the site boundaries.
- Lighting fixtures should complement the architecture of the building.



Landscaping screens parking area and provides bioswales to meet stormwater requirements.



Solar powered light located in a landscaped area within a parking lot.

By Miltondawson - Own work, CC BY-SA 3.0, <https://commons.wikimedia.org/w/index.php?curid=32067773>

DRAFT

E SERVICE & UTILITY AREAS

Service elements should be integrated into the overall site design to be as unobtrusive as possible.

- Buffer and screen service and utility areas from public view.
- Screening materials, colors and finishes should be consistent with the architecture of the main building(s).

Integrate architectural treatments and screening into the site design to minimize impacts to the surrounding area.

- Use landscaping to screen storage, trash, and utility areas.
- Fences and walls should complement the architecture of the building and surroundings.
- Employ wood, wrought iron or other natural materials in fences.



Front : Concrete block knee wall used to screen ground mechanical equipment.



Back : Ground mechanical equipment is screened from view with landscaping and a knee wall.



Sign colors complement overall façade design.

Signage is an opportunity to brand and visually express the identity of a business. The graphics of a logo, material choice, and placement on the building, lighting, and size all convey the image of the business to the public.

A GENERAL

Signs make a positive contribution to streets and commercial areas. A well-designed sign can be an asset to a building and a business.

- Create a strong business brand by integrating signage with the overall building and façade design.
- An effective sign does more than attract attention; it clearly communicates a message using text, symbols and colors.

B PLACEMENT

Sign placement is critical to attracting attention to the business and announcing presence. Signs should:

- Maintain the integrity of architectural details, such as recesses, entries, or structural bays.
- Allow visibility through windows and doorways.
- Be located below rooflines.

DRAFT

C ILLUMINATION

Appropriate illumination can add to a sign's legibility; however, the type and strength of illumination should be carefully considered.

- Use illumination only if necessary.
- Use the minimum illumination level required for nighttime readability.
- Shield the light source from view to reduce glare on the surrounding areas.
- Illuminate only the sign copy area. The sign background should be opaque with a non-gloss, non-reflective finish.
- Electrical transformer boxes and raceways should be concealed from public view and finished to match the background wall.

D MATERIALS & COLOR

Quality construction materials contribute to the sign's effectiveness and longevity.

- Use materials compatible with the design of the façade.
- Use durable materials that are able to withstand natural elements.
- Use colors which complement the materials and colors of the background.



Exterior lighting is shielded and directed on sign only.



Sign with exposed raceway painted to match background wall.



Sign with illuminated letters only on an opaque background.



Sign with letters individually pin mounted and illuminated internally.

DRAFT

E SIGN TYPES

The following sign types are permitted for Cannabis Retail businesses:

Canopy Sign

A sign attached above or below a canopy:

- An on-canopy sign is placed on a retractable or fixed light frame walkway cover or shade structure mounted on the wall of a building.
- An under-canopy/hanging sign is a pedestrian scaled sign placed or suspended below a canopy. It is used to help define entries and identify business names to pedestrians.



On-canopy sign



Under-canopy / hanging sign

Wall Sign

A sign attached to the wall or fascia of a building and parallel to the building face.

Projecting Sign

A pedestrian scaled sign that projects outward, typically at a ninety degree angle, and hangs from a bracket or support that is located over or near a building entrance.



Wall Sign



Projecting sign

DRAFT

Window Sign

A pedestrian scaled sign which consists of individual letters and/or logos painted, posted, displayed, etched or otherwise placed on the interior surface of a window and is intended to be viewed from the exterior.

Monument Sign

A freestanding sign with a low height configuration and incorporating a design and building material accentuating the architectural theme of the building or buildings on the premises. The sign requires a substantial base on the ground that is integrated with landscaping.



Window sign



Monument sign



Window sign



Monument sign

PERMIT PROCESS

STEP 1 - ZONING VERIFICATION LETTER

Obtain a zoning verification letter from the City of Vallejo Planning Division.

STEP 2 - CA STATE LICENSE + CITY OF VALLEJO REGULATORY PERMIT

Obtain the appropriate license (A-license for adult-use or M-license for medicinal) from the State Bureau of Cannabis Control, and visit the City of Vallejo City Manager's Office to complete a regulatory permit application.

STEP 3 - MINOR USE PERMIT

Visit the City of Vallejo Planning Division to apply for a minor use permit.

STEP 4 - BUILDING & FIRE REVIEW

Visit the City of Vallejo Building Division to apply for a Building & Fire review for life, safety, and ventilation.

STEP 5 - OPERATE YOUR BUSINESS

CONTACTS

California Bureau of Cannabis Control

<https://www.bcc.ca.gov/>

City of Vallejo Office of the City Manager

555 Santa Clara Street - Third Floor
Vallejo, CA 94590

Phone: (707) 648-4576

<http://www.cityofvallejo.net>

City of Vallejo Planning Division

555 Santa Clara Street - Second Floor
Vallejo, CA 94590

Phone: (707) 648-4374

<http://www.cityofvallejo.net>

City of Vallejo Building Division

555 Santa Clara Street - Second Floor
Vallejo, CA 94590

Phone: (707) 648-4326

<http://www.cityofvallejo.net>

TIPS FOR A SUCCESSFUL PROJECT

Tip 1: Consider Professional Design Assistance

Engage a licensed architect or other design professional for assistance in developing concepts. Consider a professional who has a portfolio of work similar to the size and scope you are working on. Use the Toolkit to inform the development of concepts.

Tip 2: Check City Codes and Regulations

The City of Vallejo has building and zoning code regulations that should be evaluated early on. Work with your design professional to understand the regulations and how they may impact your project. Check the City website for applicable documents, codes, and requirements.

Tip 3: Pre-Application Meeting with City Staff

Meet with the City Planning Division and Building Division to review your early concepts and get input and feedback. Discuss the application requirements, fees, submittal deadlines, and processing timelines, before submitting an application.

Tip 4: Plan Ahead and Budget

Develop a timeline and budget for your project. Provide adequate time to research, plan and design your project. Make sure you account for the time necessary to apply for, and obtain the appropriate approvals and permits from the City and other permitting agencies.

DRAFT



PLANNING & DEVELOPMENT SERVICES

555 Santa Clara Street

Vallejo, CA 94590

(707) 648-4326

<http://www.cityofvallejo.net>

**AMENDING THE NORTHGATE SPECIFIC PLAN/MASTER PLAN REGARDING
RETAIL SALES: CANNABIS**

[Deleted text is shown in ~~strikethrough~~
Added text is shown in ***bold italic***]

SECTION 1. Section 5.2 of the Northgate Specific Plan/Master Plan is hereby amended to read as follows:

5.2 COMMERCIAL CENTER

The Commercial Center site of 62.3 acres is located north of Turner Parkway and next to Vallejo Corners Shopping Center.

It is hoped that the uses within the commercial area include well-known retailers, a department store, and provide goods and services currently not available in Vallejo. It is also hoped that neighborhood services be kept to an acceptable minimum in order to encourage the regional nature of the site. Neighborhood services should be limited.

The FAR will not exceed .25 for the gross acreage, with a total buildout not to exceed approximately 678,000 square feet of commercial/retail space.

Primary access for the site will be from the proposed extension of Plaza Drive. The Center will be designed to minimize the access along Turner Parkway in order to reduce the impacts on the adjacent residential neighborhoods. All perimeter streets will be adequately landscaped in order to maintain a quality streetscape as well as compliment the landscapes of adjacent properties.

The uses that will be allowed in the Commercial Center with an approved Planned Development Unit Plan:

- Administrative and professional services;
- Animal sales and services (indoor);
- Building maintenance service;
- Building supplies;
- Business equipment sales and services;
- Business support services;
- Communications services;
- Convenience sales and personal services;
- Cultural exhibits;
- Eating and drinking establishments, if not described below;
- Fast food restaurants in attached buildings;
- Finance, insurance and real estate services,
- Food and beverage retail sales, if not described below;

Approved as to Form
By: 
City Attorney

Garden supplies;
Laundry services;
Lodging;
Participant sports and recreation (indoor);
Personal services, functional community training for the developmentally disabled;
Personal services, general;
Postal services;
Repair services, consumer;
Retail sales;
Wholesale sales when associated with retail sales;
Day care facilities;
Essential services.

***The uses that will be allowed in the Commercial Center with an approved Minor Use Permit
Retail Sales: Cannabis.***

The uses that will be allowed in the Commercial Center with an approved Major Use Permit
Eating and drinking establishments, with on-site or off-site sale of alcoholic beverages;
Food and beverage retail sales, with on-site or off-site sale of alcoholic beverages;
Participant sports and recreation (outdoor);
Major impact utilities and services.

Fast food restaurants (maximum of two) on freestanding pads under the following conditions:

- a. One fast food restaurant upon written confirmation from the project sponsor to the City that the Commercial Center has obtained written commitments for location in the Center from the following firms and/or their equivalent:

A Fry's grocery store;
A Long's drug store;
A Home Club home improvement store; and
A Ross and/or Marshall's retail clothing store.

- b. A second fast food restaurant upon occurrence of any one of the following events:

Verification from the project sponsor to the City that the project sponsor has secured a retail tenant for 80,000 or more square feet;

Verification from the project sponsor to the City that the project sponsor has secured two retail tenants of 15,000 square feet or more and retail tenant of 10,000 square feet or more; or a combination of three retail stores totaling a minimum of 40,000 square feet, or

Verification from the project sponsor to the City that the project sponsor has secured a “dinner house” restaurant within the Northgate project of at least 6,000 square feet and including a full bar/cocktail lounge.

The fast food restaurants shall be consistent with the rest of the center in terms of building design, materials, colors, details; landscaping; pedestrian paving surfaces, signage; street and pedestrian furniture. They shall not be allowed to maintain their corporate architecture.

c. Light automotive services under the following conditions:

It is limited to tune-ups, lubes and oil changes, muffler installations, brake repairs, and wheel alignments.

It is allowed in one area of the Center in one building, and no freestanding pads.

It is conducted entirely indoors with no overnight storage of vehicles.

The building shall be identical to the remainder of the approved Center in term building design, materials, colors, details; landscaping; pedestrian paving surfaces; signage, and street and pedestrian furniture.

The use shall not visually impact adjoining uses and/or properties. Service bays shall be screened from adjoining uses and/or properties by the orientation of the building and landscaping.

d. A gas station and car wash (maximum of one each) under the following conditions:

They are to be located on the east side of Plaza Drive only.

They are to be consistent with the Center in terms of building design, materials, colors, details; landscaping; pedestrian paving surfaces; signage, street and pedestrian furniture.

No residential, except lodging, or industrial uses will be allowed.

Commercial will typically be one or two stories with landscaped surface parking.

CITY OF VALLEJO CITY COUNCIL

RESOLUTION NO. CC

**A RESOLUTION AMENDING
NORTHGATE SPECIFIC AREA PLAN**

WHEREAS, on August 29, 2017 the City of Vallejo adopted the General Plan 2040; and

WHEREAS, the City Council, on June 7, 2017, directed staff to bring cannabis uses in the City of Vallejo into conformance where industries exist throughout the City, including the Northgate Specific Area Plan project area; and

WHEREAS, the City Council, on May 22, 2018, introduced and adopted two emergency ordinances amending the Vallejo Municipal Code Chapter 7.200 and Title 16 on recreational marijuana cultivation, manufacturing, and distribution regulations and zoning; and

WHEREAS, the Planning Commission, on November 18, 2018, adopted a resolution recommending City Council amend Northgate Specific Area Plan to include retail sales of cannabis as a conditionally permitted use in the commercial center.

WHEREAS, the City Council, on December 11, 2018, in the Vallejo Room, Basement Level, John F. Kennedy Library, 505 Santa Clara Street, held a duly noticed public hearing to consider revisions to White Slough Specific Area Plan; and

WHEREAS, all interested persons filed written comments with City staff at or before the hearing, all persons desiring to be heard were given an opportunity to be heard in this matter, and all such verbal and written testimony was considered by the Planning Commission; and

NOW, THEREFORE, BE IT RESOLVED that the City Council amends the Northgate Specific Area Plan as provided in Attachment 7 to this staff report.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Vallejo, State of California, on the 11th of December 2018, by the following vote to-wit:

Approved as to form:

By: *Shamari Edmeyer for*
Claudia Quintana
City Attorney

AYES:
NOES:
ABSTAIN:
ABSENT:

BOB SAMPAYAN, MAYOR
City of Vallejo City Council

Attest:

DAWN ABRAHAMSON
City of Vallejo City Council

RESOLUTION NO. 18-XX N.C.
AMENDING CANNABIS BUSINESS FEES

WHEREAS, on June 23, 2015, the City Council approved Resolution 15-072 N.C. adopting medical marijuana dispensary regulatory fees pertaining to the implementation of Ordinance No. 1709 adopted on May 26, 2015; and

WHEREAS, on July 28, 2015 the City Council adopted Ordinance No. 1715 N.C. (2d) adding Chapter 7.100 to the Vallejo Municipal Code pertaining to limited immunity for medical marijuana dispensaries and repealing Ordinance No. 1709 N.C. (2d); and

WHEREAS, regulatory fees were suspended with the repeal of Ordinance No. 1709 N.C. and never collected; and

WHEREAS, on December 12, 2017, the City Council modified the previously adopted fee scheduled (Exhibit 1) to recover costs associated with the implementation and regulation of cannabis ordinances; and

WHEREAS, the City Council approved Resolution 17-134 N.C. adopting amended regulatory fees.

NOW, THEREFORE, BE IT RESOLVED, that the City Council approves the fee scheduled associated with the application of cannabis permits and regulation of cannabis businesses.

Adopted by the City Council of the City of Vallejo at a regular meeting held on December 11, 2018, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

BOB SAMPAYAN, MAYOR

ATTEST:

DAWN G. ABRAHAMSON, CITY CLERK

Approved as to form:

By: *Shamuel Edmeyer for*
Claudia Quintana
City Attorney

Marijuana Cannabis Business Fee Table

Fee #	Fee Description	Notes	Fee Unit	Recommended Fee
Marijuana Cannabis Permits and Fees				
1	Application Review Meeting	1	Per Application, per Site	\$ 1,273.00
21	Annual Regulatory Permit	21	Per Permitted Site	\$ 8,288.00
32	Appeal of Revocation Decision		Per Appeal Request	\$ 4,773.00
43	Modification of Permit Conditions		Per Application	\$ 1,279.00
54	Appeal of Modification Decision		Per Appeal Request	\$ 1,464.00
65	Other Fees as Applicable LiveScan (summary criminal history for proposed Manager)	23	As Applicable	As Applicable
All Fees are non-refundable. Separate Permit, Public Noticing and LiveScan fees apply. Reference City's Master Fee Schedule for applicable fees. Fees subject to change with subsequent fee updates adopted by the Vallejo City Council.				
Notes:				
¹ Upon submission of application materials a meeting will be required with applicant and City Staff.				
² Fee shall be paid in quarterly installments. The first installment shall be paid upon receipt of permit. Any required fees or other costs of maintaining approved permit status are the responsibility of permittee.				
²³ City of Vallejo does not provide this service.				



Retail of Cannabis in Vallejo

December 3, 2018, 11:59 PM

Contents

i.	Summary of responses	2
ii.	Survey questions	5
iii.	Individual responses	6

Retail of Cannabis in Vallejo

The City is interested in receiving your feedback and recommendations about retail of cannabis in Vallejo.

Summary Of Responses

As of December 3, 2018, 11:59 PM, this forum had: **Topic Start**

Topic End

Attendees:	88	October 5, 2018, 9:18 AM	December 3, 2018, 11:59 PM
Responses:	24		
Hours of Public Comment:	1.2		

QUESTION 1






Where should retail sales of cannabis be allowed?

Failed to fetch image from <http://maps.googleapis.com/maps/api/staticmap?center=38.11264%2C-122.239929&maptype=roadmap&markers=color%3A0x0b9b53%7C38.121689%2C-122.256752%7C38.132897%2C-122.218729%7C38.123782%2C-122.23641%7C38.092146%2C-122.250106%7C38.092378%2C-122.278038%7C38.136137%2C-122.251259%7C38.098052%2C-122.251259%7C38.140154%2C-122.251552%7C38.104197%2C-122.258197%7C38.102543%2C-122.216051%7C38.138337%2C-122.23423%7C38.108048%2C-122.21006%7C38.098322%2C-122.262932%7C38.137757%2C-122.15324%7C38.101024%2C-122.256022%7C38.114058%2C-122.254391%7C38.096498%2C-122.271472%7C38.107778%2C-122.282158%7C38.102374%2C-122.258812%7C38.088054%2C-122.243706%7C38.096431%2C-122.233921%7C38.127225%2C-122.2504%7C38.149368%2C-122.24834%7C38.138683%2C-122.252083%7C38.102971%2C-122.237872%7C38.110163%2C-122.257395&sensor=false&size=860x400&zoom=12>

■ Retail

QUESTION 2

Allow retail sales but not near these places:

		%	Count
Downtown		21.7%	5
Mare Island		21.7%	5
Parks		52.2%	12
Plaza Drive Shopping Area (Target, Costco)		13.0%	3
Residential Neighborhoods		52.2%	12

Retail of Cannabis in Vallejo

The City is interested in receiving your feedback and recommendations about retail of cannabis in Vallejo.

		%	Count
Waterfront		30.4%	7
Other		73.9%	17

QUESTION 3

Currently there are 11 cannabis retailers in Vallejo. In the future, what total number of retailers do you think Vallejo should allow?

Average	9.64
Total	212.00
Count	22
Skipped	2

QUESTION 4

I think retail establishments should have certain site standards as follows:

		%	Count
Landscaping		4.3%	1
Allocated Parking		13.0%	3
Proper Signage		8.7%	2
No Window Displays		4.3%	1
Attractive Facade		30.4%	7
Other		39.1%	9

QUESTION 5

I have additional comments related to retail sales of cannabis not addressed in this survey:

Retail of Cannabis in Vallejo

The City is interested in receiving your feedback and recommendations about retail of cannabis in Vallejo.

Answered	17
Skipped	7

Retail of Cannabis in Vallejo

The City is interested in receiving your feedback and recommendations about retail of cannabis in Vallejo.

Survey Questions

QUESTION 1

Where should retail sales of cannabis be allowed?

Failed to fetch image from
<http://maps.googleapis.com/maps/api/staticmap?center=38.11264%2C-122.239929&maptype=roadmap&sensor=false&size=860x400&zoom=12>

 Retail

QUESTION 2

Allow retail sales but not near these places:

- Downtown
- Mare Island
- Parks
- Plaza Drive Shopping Area (Target, Costco)
- Residential Neighborhoods
- Waterfront
- Other

QUESTION 3

Currently there are 11 cannabis retailers in Vallejo. In the future, what total number of retailers do you think Vallejo should allow?

QUESTION 4

I think retail establishments should have certain site standards as follows:

- No Bars on the Windows
- Landscaping
- Allocated Parking
- Proper Signage
- No Window Displays
- Attractive Facade
- Other

QUESTION 5

I have additional comments related to retail sales of cannabis not addressed in this survey:

Retail of Cannabis in Vallejo

The City is interested in receiving your feedback and recommendations about retail of cannabis in Vallejo.

Individual Responses

Name not shown

inside Vallejo

October 5, 2018, 2:25 PM

Question 1

No response

Question 2

- Residential Neighborhoods

Question 3

15

Question 4

- Allocated Parking

Question 5

No response

Name not available

October 5, 2018, 2:43 PM

Question 1

No response

Question 2

- Other - Absolutely no marijuana in Vallejo.

Question 3

0

Question 4

- Other - No dope stores, please.

Question 5

These dope shops set a horrible example for our young people, no healthy community would allow them.

Name not available

October 5, 2018, 3:02 PM

Question 1

No response

Question 2

- Other - Other countries. USA has a federal law. Marijuana is illegal. If it's a medicine only give it out in a hospital or drug store. It severely affects people and is not something to be allowed.

Question 3

0

Question 4

- Other - Keep marijuana out of all establishments.

Question 5

Stop taking kickbacks from drug dealers.

Name not shown

outside Vallejo

October 5, 2018, 3:05 PM

Question 1

No response

Question 2

- Downtown
- Mare Island
- Plaza Drive Shopping Area (Target, Costco)
- Waterfront

Question 3

25

Question 4

- Attractive Facade

Question 5

Retail of Cannabis in Vallejo

The City is interested in receiving your feedback and recommendations about retail of cannabis in Vallejo.

No response

Name not shown

inside Vallejo

October 5, 2018, 3:08 PM

Question 1

No response

Question 2

- Parks
- Residential Neighborhoods
- Other - Schools

Question 3

15

Question 4

- Attractive Facade

Question 5

No response

Name not available

October 5, 2018, 3:09 PM

Question 1

Failed to fetch image from
<http://maps.googleapis.com/maps/api/staticmap?center=38.11264%2C-122.239929&maptype=roadmap&markers=color%3A0x0b9b53%7Clabel%3AA%7C38.121689%2C-122.256752&markers=color%3A0x0b9b53%7Clabel%3AB%7C38.132897%2C-122.218729&markers=color%3A0x0b9b53%7Clabel%3AC%7C38.123782%2C-122.23641&sensor=false&size=860x400&zoom=12>

- A In the retail area that is well lit and patrolled.
- B In the retail area that is well lit and patrolled.
- C In the retail area that is well lit and patrolled.

Question 2

- Downtown
- Mare Island
- Parks
- Residential Neighborhoods
- Waterfront
- Other - Not near any school.

Question 3

4

Question 4

- Other - ALL of the above. And educational signage that smoking in public is ILLEGAL.

Question 5

More education is needed. People assume legal means they can smoke in public. Or that they can smoke as they drive.

I do not care what a person does in the privacy of their own home. But don't pollute the air that others must breathe. Just like we cannot close our ears---we cannot close our lungs.

No smoking in apartment buildings. No smoking in retail establishments. No smoking in the street.

Eating cannabis only impacts the user. Just like drinking impacts only the user. (Of course no driving under the influence of either.)

Vallejo needs better protection of the air quality for all people.
<https://no-smoke.org/>

See page 13---it's shocking.
http://www.baaqmd.gov/~media/files/ab617-community-health/vallejoab617-presentation_green-pdf.pdf?la=en

Mary Jane Sucks

inside Vallejo

October 5, 2018, 3:15 PM

Question 1

Failed to fetch image from
<http://maps.googleapis.com/maps/api/staticmap?center=38.11264%2C-122.239929&maptype=roadmap&markers=color%3A0x0b9b53%7Clabel%3AA%7C38.092146%2C->

Retail of Cannabis in Vallejo

The City is interested in receiving your feedback and recommendations about retail of cannabis in Vallejo.

122.250106&sensor=false&size=860x400&zoom=12

A Sell it in the sewers only, if you must.

Question 2

- Other - Nowhere, it makes people retarded.

Question 3

0

Question 4

- Other - Zero tolerance for marijuana

Question 5

Anyone smoking pot is either stupid or else criminal, unless they truly have a doctor prescribing it for them. Anyone selling it that is not a licensed pharmacist or doctor is also criminal.

Name not available

October 5, 2018, 4:58 PM

Question 1

No response

Question 2

- Residential Neighborhoods

Question 3

No response

Question 4

- Attractive Facade

Question 5

No response

Name not available

October 5, 2018, 5:05 PM

Question 1

No response

Question 2

- Mare Island
- Parks
- Residential Neighborhoods
- Waterfront

Question 3

12

Question 4

- Allocated Parking

Question 5

No response

Name not shown

inside Vallejo

October 5, 2018, 5:25 PM

Question 1

No response

Question 2

- Other - Do not allow until it is federally legal

Question 3

0

Question 4

- Other - Do not allow until federally legal

Question 5

Do not allow until federally legal

Name not available

October 5, 2018, 10:56 PM

Question 1

Retail of Cannabis in Vallejo

The City is interested in receiving your feedback and recommendations about retail of cannabis in Vallejo.

No response

Question 2

- Downtown
- Mare Island
- Parks
- Plaza Drive Shopping Area (Target, Costco)
- Residential Neighborhoods
- Waterfront
- Other - No place not needed in Vallejo

Question 3

0

Question 4

- No Window Displays

Question 5

Even though it is legal, I don't think it is the right thing to do, we have tried hard to keep people and kids from using cannabis and the City should find other ways to receive revenue

Name not shown

inside Vallejo

October 6, 2018, 2:35 AM

Question 1

No response

Question 2

- Mare Island
- Parks
- Other - Schools

Question 3

4

Question 4

- Attractive Facade

Question 5

I hate that we have so many pot stores in town!! We had approx 3 dozen at the high point. We have no way of knowing if they're really paying

enough taxes to the city because it's all 'cash only' businesses.

Name not shown

inside Vallejo

October 6, 2018, 8:01 AM

Question 1

Failed to fetch image from
<http://maps.googleapis.com/maps/api/staticmap?center=38.11264%2C-122.239929&maptype=roadmap&markers=color%3A0x0b9b53%7Clabel%3AA%7C38.092378%2C-122.278038&markers=color%3A0x0b9b53%7Clabel%3AB%7C38.136137%2C-122.251259&markers=color%3A0x0b9b53%7Clabel%3AC%7C38.098052%2C-122.251259&sensor=false&size=860x400&zoom=12>

- A Mare Island commercial areas
- B BROADWAY COMMERCIAL AREA
- C Georgia commercial areas

Question 2

- Parks
- Residential Neighborhoods
- Waterfront

Question 3

35

Question 4

- Other - Get input from the industry. Current business practices are good.

Question 5

The City of Vallejo is the entry into Napa Valley and the North Bay. There is opportunity in this location that we should not be afraid to take advantage of. Lets embrace this industry and take our examples from the Netherlands and other cities around the world and design a district to allow adult recreational use of cannabis. We also need to look at expanding the hemp industry in this city and zone for industrial manufacturing and distribution of all the products that can come from that byproduct of cannabis. Lastly, explore the scientific and medical

Retail of Cannabis in Vallejo

The City is interested in receiving your feedback and recommendations about retail of cannabis in Vallejo.

research facilities being established on Mare Island. Putting Vallejo in the forefront of a new industry on the west coast and the nation.

Name not available

October 6, 2018, 5:19 PM

Question 1

Failed to fetch image from <http://maps.googleapis.com/maps/api/staticmap?center=38.11264%2C-122.239929&maptype=roadmap&markers=color%3A0x0b9b53%7Clabel%3AA%7C38.140154%2C-122.251552&sensor=false&size=860x400&zoom=12>

A 1988 Broadway

Question 2

- Other - Schools

Question 3

11

Question 4

- Attractive Facade

Question 5

Illegal grows should be prosecuted.

David Wolins

inside Vallejo

October 7, 2018, 12:14 PM

Question 1

Failed to fetch image from <http://maps.googleapis.com/maps/api/staticmap?center=38.11264%2C-122.239929&maptype=roadmap&markers=color%3A0x0b9b53%7Clabel%3AA%7C38.104197%2C-122.258197&markers=color%3A0x0b9b53%7Clabel%3AB%7C38.102543%2C-122.216051&markers=color%3A0x0b9b53%7Clabel%3AC%7C38.138337%2C->

122.23423&sensor=false&size=860x400&zoom=12

- A Downtown
- B East Vallejo
- C North Vallejo

Question 2

- Residential Neighborhoods
- Other - Schools

Question 3

20

Question 4

- Other - Security but treated like other businesses

Question 5

Oversight must be tight by a committee reporting to the city council.

Must track revenue closely

Name not shown

inside Vallejo

October 8, 2018, 6:03 AM

Question 1

Failed to fetch image from <http://maps.googleapis.com/maps/api/staticmap?center=38.11264%2C-122.239929&maptype=roadmap&markers=color%3A0x0b9b53%7Clabel%3AA%7C38.108048%2C-122.21006&markers=color%3A0x0b9b53%7Clabel%3AB%7C38.098322%2C-122.262932&sensor=false&size=860x400&zoom=12>

- A A close site near me is nice.
- B Near the ferry to allow tourists easy access.

Question 2

Retail of Cannabis in Vallejo

The City is interested in receiving your feedback and recommendations about retail of cannabis in Vallejo.

No response

Question 3

25

Question 4

No response

Question 5

Taxing medicines is unfair:
Those of us using cannabis for pain have experienced a sharp increase in our medical costs. I may need to switch to oxycodone because of the cost.

Name not shown

inside Vallejo

October 8, 2018, 11:00 AM

Question 1

Failed to fetch image from
<http://maps.googleapis.com/maps/api/staticmap?center=38.11264%2C-122.239929&maptype=roadmap&markers=color%3A0x0b9b53%7Clabel%3AA%7C38.137757%2C-122.15324&sensor=false&size=860x400&zoom=12>

A

Question 2

- Downtown
- Parks
- Residential Neighborhoods
- Waterfront
- Other - Do we really need more - we have 11 already - so no need for more

Question 3

10

Question 4

- Other - All of the above

Question 5

Those in business are not thriving as they thought due to the taxes and new regulations. No need to add anymore the "Pot Rush" is leveling out and Vallejo needs to focus on business that IMPROVE Vallejo.

Name not shown

inside Vallejo

October 8, 2018, 1:00 PM

Question 1

Failed to fetch image from
<http://maps.googleapis.com/maps/api/staticmap?center=38.11264%2C-122.239929&maptype=roadmap&markers=color%3A0x0b9b53%7Clabel%3AA%7C38.101024%2C-122.256022&markers=color%3A0x0b9b53%7Clabel%3AB%7C38.114058%2C-122.254391&markers=color%3A0x0b9b53%7Clabel%3AC%7C38.096498%2C-122.271472&sensor=false&size=860x400&zoom=12>

A

B

C

Question 2

- Parks
- Other - Schools

Question 3

12

Question 4

- Attractive Facade

Question 5

The city needs to reevaluate the tax structure. The Cannabis industry can be very lucrative for all players involved, but if the businesses are over-taxed it will ruin it for everyone. We also should have sanctioned smoking clubs/coffee shops.

Retail of Cannabis in Vallejo

The City is interested in receiving your feedback and recommendations about retail of cannabis in Vallejo.

Name not available

October 11, 2018, 4:02 PM

Question 1

No response

Question 2

- Other - None

Question 3

0

Question 4

- Other - Should not be allowed

Question 5

They should not be allowed

Name not shown

inside Vallejo

October 18, 2018, 10:16 AM

Question 1

Failed to fetch image from
<http://maps.googleapis.com/maps/api/staticmap?center=38.11264%2C-122.239929&maptype=roadmap&markers=color%3A0x0b9b53%7Clabel%3AA%7C38.107778%2C-122.282158&markers=color%3A0x0b9b53%7Clabel%3AB%7C38.102374%2C-122.258812&markers=color%3A0x0b9b53%7Clabel%3AC%7C38.088054%2C-122.243706&sensor=false&size=860x400&zoom=12>

A

B

C

Question 2

- Parks
- Residential Neighborhoods

- Other - schools

Question 3

5

Question 4

- Proper Signage

Question 5

taxes from retail cannabis should fund youth enrichment programs

Name not shown

inside Vallejo

October 19, 2018, 9:25 AM

Question 1

Failed to fetch image from
<http://maps.googleapis.com/maps/api/staticmap?center=38.11264%2C-122.239929&maptype=roadmap&markers=color%3A0x0b9b53%7Clabel%3AA%7C38.096431%2C-122.233921&markers=color%3A0x0b9b53%7Clabel%3AB%7C38.127225%2C-122.2504&markers=color%3A0x0b9b53%7Clabel%3AC%7C38.149368%2C-122.24834&sensor=false&size=860x400&zoom=12>

A

B

C

Question 2

- Downtown
- Parks
- Plaza Drive Shopping Area (Target, Costco)
- Residential Neighborhoods

Question 3

3

Question 4

- Proper Signage

Retail of Cannabis in Vallejo

The City is interested in receiving your feedback and recommendations about retail of cannabis in Vallejo.

Question 5

No response

Name not available

October 19, 2018, 1:37 PM

Question 1

No response

Question 2

- Residential Neighborhoods
- Waterfront
- Parks
- Other - schools and childcare locations

Question 3

4

Question 4

- Attractive Facade

Question 5

retail establishments should improve area with landscaping and provide attractive/updated facility for customer

Name not shown

inside Vallejo

October 19, 2018, 3:01 PM

Question 1

No response

Question 2

- Parks
- Other - Similar to other cities, prohibit cannabis retailers and sales 1000' from schools, libraries, health care/substance abuse/treatment facilities, and other minors and vulnerable population-sensitive locations.

Question 3

No response

Question 4

- Landscaping

Question 5

Consider prohibiting:

- Advertisements within 1000' of any child-centered facility (school, playground/recreation center, public park, library, etc.); or on a public transit vehicle/shelter; publicly owned property; substance abuse facility/treatment facility; colleges; etc.
- Use of giveaway coupons as promotional materials, price promotions or promotional activities to encourage sales.
- Advertisement directly handed to a person in a public place, left upon a vehicle, or posted upon any public or private property.
- Advertisement that depicts a person under 21 years of age consuming cannabis; or that includes an object or character designed to appeal to a person under 21 years of age promoting consumption of cannabis.

Name not available

October 19, 2018, 3:45 PM

Question 1

Failed to fetch image from

<http://maps.googleapis.com/maps/api/staticmap?center=38.11264%2C-122.239929&maptyp=roadmap&markers=color%3A0x0b9b53%7Clabel%3AA%7C38.138683%2C-122.252083&markers=color%3A0x0b9b53%7Clabel%3AB%7C38.102971%2C-122.237872&markers=color%3A0x0b9b53%7Clabel%3AC%7C38.110163%2C-122.257395&sensor=false&size=860x400&zoom=12>

A

B

C Nature's Love was the best dispensary in town. Y'all killed it.

Question 2

- Other - Schools

Question 3

12

Question 4

Retail of Cannabis in Vallejo

The City is interested in receiving your feedback and recommendations about retail of cannabis in Vallejo.

- Allocated Parking

Question 5

No response

CITY OF VALLEJO PLANNING COMMISSION

RESOLUTION NO. PC 18-12

A RESOLUTION OF INTENTION OF THE PLANNING COMMISSION TO INITIATE AMENDMENTS TO TITLE 16 REGARDING CANNABIS RETAIL, AND MAKING A STATEMENT OF FINDINGS OF CONSISTENCY WITH GENERAL PLAN 2040, AND RECOMMENDING TO CITY COUNCIL ADOPTION OF ORDINANCES

WHEREAS, the City Council seeks to provide for the use of land for the purpose of cannabis retail, and consistent with California State Law Senate Bill 94 Medical and Adult Use of Cannabis Regulatory and Safety Act (MAUCRSA); and

WHEREAS, the City Council on June 7, 2017 formed an Ad-Hoc Committee of the City Council and directed staff to amend Vallejo Municipal Code adding cannabis use types for manufacturing, cultivation, distribution, and retail that the will require local authorization for State licenses under MAUCRSA; and

WHEREAS, on August 29, 2017 the City of Vallejo adopted the General Plan 2040, and

WHEREAS, the City Council on February 6, 2018, held a special meeting and directed staff to amend Title 16 to permit adult-use sales, use types, and

WHEREAS, this resolution of intention finds that the amendments to the Vallejo Municipal Code Zoning Ordinance are consistent to the City of Vallejo’s General Plan 2040 as the amendments will generate new tax revenue, to support cannabis retail, custom cannabis distribution, custom cannabis manufacturing, microbusiness license and cannabis testing laboratory of existing Cannabis Dispensary industry, allowing the industry to operate in a code compliant manner with local and State laws pursuant to Section 26050(a) of the Business and Professions Code, subject to the restrictions identified in Section 16.82.06 and locate in prescribed zoning districts, and;

WHEREAS, this resolution of intention finds that the amendments to the Vallejo Municipal Code Zoning Ordinance is consistent to the City of Vallejo’s General Plan 2040 policies and zoning map; and

WHEREAS, this resolution of intention is only a precursor to the possible adoption of an ordinance at a future time, and therefore it is an action which may not cause either a direct physical change in the environment or a reasonable foreseeable indirect physical change in the environment, it is therefore not a ‘project’ within the meaning of CEQA Guidelines 21065.

NOW THEREFORE BE IT RESOLVED, that the City Planning Commission hereby expresses its intention to initiate amendments to Title 16 regarding retail cannabis.

BE IT FURTHER RESOLVED, the Planning Commission hereby finds consistency with the General Plan 2040 as follows:

- Policy EET-2.1 **Economic Diversification. Attract employment and tax generating businesses that support the economic diversity of the city.**
The proposed amendments will further diversify the economic base of the City of Vallejo (the City) and provide additional tax generating revenue for the City.
- Policy EET-2.2 **Good Jobs. Retain and attract new businesses offering high quality jobs.**
The proposed amendments will retain workforce to support businesses and jobs retaining existing Cannabis Dispensaries.
- Action EET-2.2A **Update City regulations to streamline project review as feasible for businesses that meet the City’s economic development and workforce support objectives.**
The proposed amendments to Title 16 of Zoning recognize the City as a business friendly community by allowing Cannabis Dispensaries a code compliant process that allows them to operate custom distribution, manufacturing and retail.
- Action EET-2.2B **Seek out businesses that build on Vallejo’s competitive advantages and offer high and living wage jobs in a range of industries such as advanced manufacturing, maritime industrial, biosciences/life sciences, and tourism/hospitality.**
The proposed amendments build and encourage the Cannabis Marijuana industry to locate in zoning districts similar to other retail uses.

BE IT FURTHER RESOLVED, that the Planning Commission recommends City Council adoption of ordinances amending Title 16.

ADOPTED by the City Planning Commission of the City of Vallejo at a regular meeting held on November 19, 2018 by the following vote:

- AYES: Chair Matulac, Vice-Chair Schussel, Commissioners Platzer, Cohen-Thompson
NOES: Commissioner Diohep

ABSENT: Commissioner Kinney, Larson
ABSTAIN: None

DIOSDADO "J.R." MATULAC, CHAIRPERSON
City of Vallejo Planning Commission

Attest:

AFSHAN HAMID, SECRETARY
City of Vallejo Planning Commission

DRAFT

CITY OF VALLEJO PLANNING COMMISSION

RESOLUTION NO. PC 18-13

**A RESOLUTION OF THE PLANNING COMMISSION
RECOMMENDING AMENDMENT OF
NORTHGATE SPECIFIC AREA PLAN**

WHEREAS, on August 29, 2017 the City of Vallejo adopted the General Plan 2040; and

WHEREAS, the City Council, on June 7, 2017, directed staff to bring cannabis uses in the City of Vallejo into conformance where industries exist throughout the City, including the Northgate Specific Area Plan project area; and

WHEREAS, the City Council, on May 22, 2018, introduced and adopted two emergency ordinances amending the Vallejo Municipal Code Chapter 7.200 and Title 16 on recreational marijuana cultivation, manufacturing, and distribution regulations and zoning; and

WHEREAS, the Planning Commission, on November 19, 2018, in the Vallejo Room, Basement Level, John F. Kennedy Library, 505 Santa Clara Street, held a duly noticed public hearing to consider revisions to Northgate Specific Area Plan; and

WHEREAS, all interested persons filed written comments with City staff at or before the hearing, all persons desiring to be heard were given an opportunity to be heard in this matter, and all such verbal and written testimony was considered by the Planning Commission; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission hereby recommends amendment of the Northgate Specific Area Plan by City Council, incorporating the revisions of the Northgate Specific Area Plan.

PASSED AND ADOPTED at a regular meeting of the Planning Commission of the City of Vallejo, State of California, on the 19th of November 2018, by the following vote to-wit:

AYES: Chair Matulac, Vice-Chair Schussel, Commissioners Platzter, Cohen-Thompson
NOES: Commissioner Diohep
ABSENT: Commissioner Kinney, Larson
ABSTAIN: None

DIOSDADO "J.R." MATULAC, CHAIRPERSON
City of Vallejo Planning Commission

Attest:

AFSHAN HAMID, SECRETARY
City of Vallejo Planning Commission



DATE: December 11, 2018
TO: Mayor and Members of the City Council
FROM: Greg Nyhoff, City Manager
SUBJECT: ADOPT A RESOLUTION REVISING UNREPRESENTED EXECUTIVE MANAGEMENT EMPLOYEE COMPENSATION, LEAVE, AND BENEFITS

RECOMMENDATION

Adopt a resolution revising compensation and benefits for Unrepresented Executive Management Employees.

REASONS FOR RECOMMENDATION

Salaries and benefits for the Unrepresented Executive Management employees have not been changed in over a year. Additionally, since then all other City bargaining units have received salary increases. The recommended changes are needed in order to maintain internal equity in salaries and to avoid compaction issues, as well as maintain competitive salary levels for recruitment and retention reasons.

BACKGROUND AND DISCUSSION

Council recently adopted newly negotiated agreements with the City's Confidential, Administrative, Managerial and Professional (CAMP) Association of Vallejo and the International Brotherhood of Electrical Workers (IBEW), providing both bargaining units with salary increases. Additionally, earlier this year the City negotiated agreements with Vallejo Police Officers Association (VPOA) and the International Association of Fire Fighters (IAFF). These units also received wage increases. The only group not covered by one of these Memoranda of Understanding (MOU) is the Unrepresented employees. These employees last received a wage increase in September of 2017.

Therefore, in order to keep internal equity, and avoid compaction issues, as well as to keep these employees competitive with the labor market, and following closed session discussion with the City Council staff is recommending the following changes to the resolution:

1. Establish new salary ranges for all covered classification to include a 2.5% pay increase effective January 4, 2019.
2. Establish an Administrative Leave benefit.
3. Establish a Deferred Compensation Contribution Match benefit equivalent to up to 1% of salary.
4. Modify the Dental and Vision Benefits to be 100% City paid to be equivalent to other employees.
5. Pay all covered employees a one time lump sum payment of \$950.

Additional amendments to the Resolution: 1) provides clarifying language addressing "Classic" and "PEPRA" employee formulas to be consistent with the CalPERS pension benefits contract, as required by current State law; and 3) makes minor clarifying language changes. In all other respects, the Resolution leaves all other benefits and provisions intact, including sections which address recognized holidays, work schedules, annual

and sick leave, and health benefits, including contribution rates towards such benefits.

It should be noted that approval of this Resolution would have no impact on the City Manager, City Attorney, or Mayor and City Council's compensation and benefits. These positions are included in Exhibit A to the Resolution to comply with State law.

FISCAL IMPACT

The projected fiscal impact of the proposed amendments is \$127,000 in Fiscal Year 2018-19.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	Unrep Resolution Final
2.	Exhibit A - Unrepresented Salary Schedule

CONTACT

Greg Nyhoff, City Manager (707) 648-4576

greg.nyhoff@cityofvallejo.net

RESOLUTION NO. ____ N.C.

RESOLUTION OF THE COUNCIL OF THE CITY OF VALLEJO REVISING THE UNREPRESENTED EXECUTIVE MANAGEMENT EMPLOYEE COMPENSATION, LEAVE, AND BENEFITS (UNREPRESENTED EMPLOYEES SALARY SCHEDULE AND MANAGEMENT COMPENSATION PLAN)

WHEREAS, on November 7, 2017, the City Council did adopt Resolution 17-126 revising the Management Compensation Plan and Salary Schedule for the Unrepresented Executive Management Employees; and

WHEREAS, it is necessary to update that resolution;

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

Section I Intent.

This Resolution is enacted in order to set forth certain compensation, leave, and benefits for the unrepresented executive management employees, as defined below, for the City of Vallejo.

Section II Citation of Resolution.

This Resolution shall be known and may be cited as the Unrepresented Executive Management Employees Compensation Plan Resolution and Schedule for the City of Vallejo.

Section III Superseding Resolutions.


The provisions of this Resolution supersede Resolution No. 09-317 N.C., and 17-126 and may be superseded in whole or in part by resolutions adopted by the Council of the City of Vallejo. Each such resolution shall be effective on the first day of the City pay period next succeeding its adoption, unless such resolution provides otherwise. Any provision of this Resolution superseded by resolution of the City Council shall be deemed repealed upon effective date of the superseding resolution.

Section IV Classes of Employment.

The provisions of this Resolution shall apply to the following classifications:

1. Executive Assistant to the Mayor
2. Law Office Supervisor
3. Executive Assistant to the City Manager
4. Human Resources Program Manager

Approved as to Form

By: 
City Attorney

5. Employee Relations Manager
6. Human Resources Operations Manager
7. Assistant to the City Manager
8. City Clerk
9. Deputy Finance Director
10. Assistant City Attorney 1- Exempt
11. Assistant Finance Director
12. Risk Manager & Safety Officer
13. Water Operations Manager
14. Development Services Director
15. Deputy Fire Chief
16. Water Utilities Director
17. Public Works Director
18. Finance Director
19. Community Development Director
20. Human Resources Director
21. Information & Technology Director
22. Chief Assistant City Attorney
23. Assistant City Manager
24. Fire Chief
25. Police Chief

These classifications shall be referred to herein as the Executive Management Employees.

Section V At-Will Employment.

- A. Employees filling Executive Management Employee positions are at-will and serve at the pleasure of the City. At-will employees acquire no property interests in their positions and have no guarantees, either implied or express, regarding continued employment, nor any guarantee of any particular level of benefit whatsoever, nor any right to appeal termination of such employment or any disciplinary action. Nothing herein shall abrogate the at-will status of these employees.
- B. It is understood and agreed that the City possesses the sole right and authority to operate and direct the employees of the City and its various departments in all aspects, including but not limited to:
 1. The right to determine its mission, policies, and to set forth all standards of service offered to the public;
 2. To plan, direct, control and determine the operations or services to be conducted by employees of the City;
 3. To change working conditions as deemed appropriate by the City;
 4. To determine the methods, means, number of personnel needed to carry out the mission of the City or the mission of any department;
 5. To direct the working forces;

6. To hire, promote, and assign or to transfer employees within the City or a department;
7. To lay-off, relieve employees due to lack of work or funds or for other reasons determined appropriate by the City;
8. To make, publish, and enforce rules and regulations;
9. To introduce new or improved methods, equipment, or facilities;
10. To contract out for goods and/or services.

Section VI Salaries and Other Pays.

- A. Wages. The salary of employees covered by this Resolution shall be set forth in the salary schedule attached as Exhibit A, which is attached hereto and incorporated herein by this reference, and shall remain in effect through June 30, 2019. The effective date of this salary schedule shall be January 4, 2019. This salary schedule includes a 2.5% increase to the salary ranges of all classifications covered by this Resolution. Exhibit A shall be posted on the City's website and made publicly available in the same manner as all other salary schedules for public employees.
- B. Effective January 4, 2019, all employees covered by this Resolution shall be entitled to a one-time lump sum payment of \$950. This payment shall not be considered as wages for purposes of retirement benefits.

Section VII Retirement.

- A. Classic Non-Safety Members. For those employees subject to this Resolution who were hired before January 1, 2013, or deemed by CalPERS to be "classic" or "legacy" members of the CalPERS system, the City shall continue to participate in the State of California Public Employees Retirement System (CalPERS). Currently, these employees covered by this Resolution are covered by the 2.7% at 55 retirement formula. Pursuant to Cal. Government Code section 20516 (Employee Sharing of Cost of Additional Benefit) the member contribution rate for all bargaining unit members who qualify as "classic" or "legacy" under the PEPRA shall be 9%.
- B. New or "PEPRA" Non-Safety Members. For those employees subject to this resolution who were hired after January 1, 2013, or are "new"¹ to the CalPERS retirement system, the City shall provide the California Public Employee Retirement System Local Miscellaneous 2% at 62. In this and all other relevant respects, the City will comply with Cal. Government Code section 7522 et seq., including but not limited to the employee cost-share, the cap on pension benefits, and the three year average for calculating final compensation. "New" or "PEPRA" members shall pay a member contribution rate equal to 50% of the normal cost for their retirement benefit.

¹ "New" is defined by CalPERS as 1) never having been a member of CalPERS, OR 2) having been out of the system for six months or more. The City shall look to CalPERS in interpreting its own regulations and definitions with regard to retirement benefits.

- C. Classic or Legacy Safety Employees. For those Public Safety Police employees subject to this resolution who were hired prior to January 1, 2013, or are deemed by CalPERS to be “classic” or “legacy” members, the City shall provide the California Public Employee Retirement System Safety 3% at 50. For those Public Safety Fire employees subject to this resolution who were hired prior to January 1, 2013, or are deemed by CalPERS to be “classic” members, the City shall provide the 2% at 50 formula, which became effective September 25, 2010.
- D. “New” or “PEPRA” Safety Members. For those Public Safety employees subject to this resolution who were hired after January 1, 2013, and who are deemed by CalPERS NOT to be “classic” or “legacy” members, AB340 will apply imposing a 2.7% @ 57 pension formula. “New” or “PEPRA” members shall pay a member contribution rate equal to 50% of the normal cost for their retirement benefit.
- E. With respect to retirement compensation and all other relevant respects, the City will comply with Cal. Government Code section 7522 et seq., including but not limited to the employee cost-share, the cap on pension benefits, and the three year average for calculating final compensation.
- F. Employee Retirement contribution amounts shall be deducted from the employee's paycheck pursuant to this Resolution.
- G. Social Security. Non-safety employees covered by this Resolution are covered by the Social Security Act. This benefit is in addition to the CalPERS Retirement Plan. The City and employee each pay the required amount required under the Social Security Act.
- H. Deferred Plans.
 - 1. 457 Plan. Employees covered by this Resolution may voluntarily participate in such plan.
 - 2. 401(A) Plan. Employees covered by this Resolution may voluntarily participate in such plan. The City will make a matching contribution to this plan on behalf of employees covered by this resolution in an amount up to the equivalent of 1% of salary.
 - 3. IRS 125 Plan. Employees covered by this Resolution may voluntarily participate in such plan.
 - 4. PARS Plan. Employees covered by this Resolution may voluntarily participate in such plan.

Section VIII Holidays.

- A. Declared Holidays. Employees covered by this Resolution shall observe the following eleven (11) holidays each fiscal year as set by the City Council in Resolution No. 99-26 N.C.:

Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11

Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Fourth Friday in November
Christmas Day	December 25
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May

- B. When a holiday falls on a Saturday, the preceding Friday shall be deemed a holiday. When the holiday falls on a Sunday, the following Monday shall be deemed a holiday. When an employee is required to work on a holiday and with the consent of the Department Head and/or City Manager, as applicable, the employee may select another day in lieu of the holiday.

Section IX Work Schedule.

- A. Employees covered by this Resolution are authorized to work a 9-80 schedule when workload permits and as approved by the Department Head and/or City Manager, as applicable.

Section X Annual Leave.

- A. Effective January 1, 2010, employees covered by this Resolution shall accumulate vacation leave in accordance with the following schedule:

<u>Pay Periods Completed</u>	<u>Accrued Annual Leave</u>
1 PP – 78 PP	80 hours
79 PP – 234 PP	120 hours
235 PP – 390 PP	160 hours
391 PP +	200 hours

- B. Employees shall begin to accrue vacation leave from the first day of employment and shall be eligible to use vacation from the point at which it is accrued.
- C. Limitation on Accumulation. Current employees shall be eligible to accumulate annual leave up to that which can be accumulated in four (4) years. For employees hired on or after January 1, 2010, employees shall be eligible to accumulate annual leave up to that which can be accumulated in three (3) years. No employee shall accrue annual leave beyond the maximum allowed.
- D. Separation from Service. An employee who is laid off, resigns, retires or is otherwise separated from service of the City shall receive vacation pay for all of their accrued vacation upon separation from employment. The amount of payment for all unused vacation shall be calculated based on the

employee's base hourly rate of pay in effect on the employee's last day of employment.

Section X Administrative Leave

- A. Effective January 1, 2019 employees covered by this Resolution shall receive 80 hours of administrative leave per calendar year. This leave must be used within the payroll calendar year, or be forfeited. There is no cash value to the leave.
- B. For employees that are hired during the year, the amount of leave they receive will be pro-rated based upon the number of pay periods remaining in the payroll calendar year.
- C. For employees that leave the City during the year, the amount of leave to which they are entitled will be adjusted according to the number of pay periods they worked in the payroll calendar year. If they have used more hours, the adjustment will be made as a part of their vacation payout.

Section XI Sick Leave.

- A. Employees covered by this Resolution shall accumulate sick leave at the rate of 8 hours per month. Employees begin accruing sick leave benefits on their first day of employment and shall be eligible to use sick leave from the point of accrual.
- B. Limitation on Accumulation. Employees shall be eligible to accumulate sick leave up to that which can be accumulated in three (3) years or 288 hours. For current employees, any leave accrued in excess to the maximum prior to 2009 shall be frozen and kept in a separate leave bank designated as "Pre-2009 Leave." Any sick leave accrued after the adoption of this Resolution shall be placed in a new leave bank. Sick leave shall first be deducted from the employee's Pre-2009 Leave bank prior to any deduction from the employee's new leave bank.
- C. Retirement from Service. Employees who retire from City service with Pre-2009 Leave may cash-out up to 50% of that leave balance. The remainder may be used to purchase PERS service credit. The amount of payment for Pre-2009 Leave shall be calculated based on the employee's base hourly rate of pay in effect on the employee's last day of employment. Any new sick leave hours or hours accrued after the adoption of this Resolution shall have no cash value and cannot be cashed-out upon retirement. Sick leave hours accrued after the adoption of this Resolution may be used to purchase PERS service credit.
- D. Bereavement Leave. Employees may use sick leave for the purpose of bereavement up to a maximum of three (3) working days per bereavement for the death of the employee's spouse, domestic partner, parent, brother, sister, child, grandparent or grandchild provided that the employee notifies the Department Head or City Manager of the purpose of his/her absence on the first day of such absence and, if requested, the employee furnishes proof satisfactory to the Department Head or City Manager of the death,

and the employee's relationship to the deceased.

Section XII Health Benefits and Other Insurance.

- A. Group Health Insurance. Effective February 1, 2010, the City shall cap its Public Employees Medical and Hospital Care Act ("PEMHCA") contribution toward medical premiums for employees and eligible dependents at \$300.00.
- B. The City shall provide the difference between \$300.00 and up to maximum of seventy-five (75%) of the Kaiser Bay Area/Sacramento rate at each level of coverage, i.e., employee only, employee plus one, or employee plus two or more to each employee through an IRS section 125 ("cafeteria") plan payment. If an employee selects a plan with a greater premium, the employee shall be responsible for the difference between the selected plan and the maximum City contribution. For example, if the Kaiser family rate is \$1000.00/month and an employee with family coverage chooses a plan costing \$1500.00/month, the City will pay \$750.00 (75% of the Kaiser premium) and the employee will pay \$750.00 (the difference between the selected plan and the City's maximum contribution) each month.
- C. Retiree Health Insurance. The City shall continue to participate in the retiree-annuitant portion of the PEMHCA provided for in Government Code section 22750 et seq. Retirees and current employees who retire from Vallejo and qualify under the PEMHCA shall continue to receive the same PEMHCA contribution as active employees (\$300.00/month effective February 1, 2010). If a retiree-annuitant and/or eligible dependent is enrolled in both Part A (Hospital) and Part B (Medical) of Medicare, the retiree-annuitant shall participate in the Medicare supplementary program as provided for in Government Code sections 22831, 22844, and 22859.
- D. Medical Insurance Flex. Employees shall be eligible to receive up to \$250.00/month in lieu of medical insurance premium contributions paid for by the City. In order to be eligible for this payment, the employee must decline coverage under the City's plan and prove to the City's satisfaction that they have medical coverage.
- E. Dental. Effective January 1, 2019, or as soon as possible thereafter, the City contribution toward dental care premiums shall be 100% of the amount of the total premium. F. Vision. Effective January 1, 2010, or as soon as possible thereafter, the City contribution toward dental care premiums shall be 100% of the amount of the total premium. G. Life Insurance. Effective October 1, 2017, or as soon as possible thereafter, the City shall provide for coverage of each employee with Life/Accidental Death & Disability Insurance, at a coverage level of 2 times the employee's base salary, up to a maximum of \$250,000. Additionally, the City shall provide for coverage of each employee, except public safety employees with Long Term Disability insurance, with a benefit of 60% up to a maximum monthly benefit of \$10,000.
- H. Employee Assistance Program. The City shall continue to provide an

Employee Assistance Program and pay the full cost of this coverage.

Section XIII Miscellaneous Provisions.

- A. Reimbursement for Mileage. Employees covered by this Resolution shall be reimbursed for all business miles driven at the rate set by the Internal Revenue Service.
- B. Uniform Replacement. The City shall replace dress uniforms for the Fire Chief and Police Chief once every two (2) years. The City shall replace daily uniforms for the Fire Chief and Police Chief as needed. The Fire Chief and Police Chief are responsible for maintaining uniforms in good and clean repair.

Section XIV. Effective Date.

Unless otherwise stated herein, all provisions of this Resolution will be effective January 1, 2019.

Section XV. Previous Resolutions.

All previous resolutions and parts of previous resolutions in conflict herewith are hereby repealed and replaced by this Resolution.

Section XVI. Distribution.

The City Clerk shall certify to the adoption of this Resolution and provide for the appropriate distribution thereof.

CITY OF VALLEJO							
Unrepresented Employees							
Proposed Schedule Effective January 5, 2019							
			2.50% Increase				
Grade	Classification Title		Entry Step 1	Step 2	Step 3	Step 4	Maximum Step 5
CCG	Mayor	Bi-weekly					565.38
		Annual					14,700.00
CCG	City Council members	Bi-weekly					565.38
		Annual					14,700.00
N/A	Mayor's Additional Compensation	Bi-weekly					876.92
		Annual					22,800.00
CAG	City Attorney	Hourly					100.6231
		Bi-weekly					8,049.85
		Monthly					17,441.35
		Annual					209,296.15
CMG	City Manager	Hourly					127.4038
		Bi-weekly					10,192.30
		Monthly					22,083.33
		Annual					265,000.00
D61	Executive Assistant to the Mayor	Hourly	32,545.4	34,172.7	35,881.3	37,675.4	39,559.2
		Bi-weekly	2,603.63	2,733.82	2,870.50	3,014.03	3,164.74
		Monthly	5,641.21	5,923.27	6,219.43	6,530.40	6,856.92
		Annual	67,694.47	71,079.19	74,633.15	78,364.81	82,283.05
D62		Hourly	33,963.7	35,661.9	37,445.0	39,317.3	41,283.1
		Bi-weekly	2,717.10	2,852.95	2,995.60	3,145.38	3,302.65
		Monthly	5,887.05	6,181.40	6,490.47	6,814.99	7,155.74
		Annual	70,644.57	74,176.80	77,885.64	81,779.92	85,868.92
D2A	Law Office Supervisor	Hourly	40,367.9	42,386.3	44,505.6	46,730.9	49,067.5
	Executive Assistant to the City Manager	Bi-weekly	3,229.43	3,390.90	3,560.45	3,738.47	3,925.40
		Monthly	6,997.11	7,346.96	7,714.31	8,100.03	8,505.03
		Annual	83,965.27	88,163.53	92,571.71	97,200.30	102,060.31
D5B	Human Resources Program Manager	Hourly	50,440.0	52,962.0	55,610.1	58,390.6	61,310.1
	Employee Relations Manager	Bi-weekly	4,035.20	4,236.96	4,448.81	4,671.25	4,904.81
		Monthly	8,742.93	9,180.08	9,639.08	10,121.04	10,627.09
		Annual	104,915.19	110,160.95	115,669.00	121,452.45	127,525.07
D6A	Human Resources Operations Manager	Hourly	53,858.1	56,551.1	59,378.6	62,347.5	65,464.9
	Assistant to the City Manager	Bi-weekly	4,308.65	4,524.09	4,750.29	4,987.80	5,237.19
		Monthly	9,335.41	9,802.18	10,292.29	10,806.91	11,347.25
		Annual	112,024.95	117,626.20	123,507.51	129,682.89	136,167.03
D7A	City Clerk	Hourly	54,321.8	57,037.9	59,889.8	62,884.3	66,028.5
		Bi-weekly	4,345.74	4,563.03	4,791.18	5,030.74	5,282.28
		Monthly	9,415.78	9,886.56	10,380.89	10,899.94	11,444.93
		Annual	112,989.30	118,638.76	124,570.70	130,799.24	137,339.20
D7B	Deputy Finance Director	Hourly	56,017.5	58,818.4	61,759.3	64,847.3	68,089.6
		Bi-weekly	4,481.40	4,705.47	4,940.74	5,187.78	5,447.17
		Monthly	9,709.70	10,195.19	10,704.94	11,240.19	11,802.20
		Annual	116,516.40	122,342.22	128,459.33	134,882.30	141,626.41
D6B	Assistant City Attorney I - Exempt	Hourly	59,265.5	62,228.8	65,340.2	68,607.3	72,037.6
		Bi-weekly	4,741.24	4,978.30	5,227.22	5,488.58	5,763.01
		Monthly	10,272.69	10,786.33	11,325.64	11,891.92	12,486.52
		Annual	123,272.29	129,435.90	135,907.70	142,703.09	149,838.24
D6C	Assistant Finance Director	Hourly	59,975.0	62,973.7	66,122.4	69,428.5	72,899.9
	Risk Manager & Safety Officer	Bi-weekly	4,798.00	5,037.90	5,289.79	5,554.28	5,831.99
		Monthly	10,395.66	10,915.44	11,461.22	12,034.28	12,635.99
		Annual	124,747.91	130,985.31	137,534.58	144,411.31	151,631.88
D64	Water Operations Manager	Hourly	65,839.8	69,131.8	72,588.4	76,217.8	80,028.7
		Bi-weekly	5,267.18	5,530.54	5,807.07	6,097.42	6,402.30
		Monthly	11,412.24	11,982.85	12,581.99	13,211.09	13,871.65
		Annual	136,946.87	143,794.21	150,983.92	158,533.12	166,459.78

CITY OF VALLEJO							
Unrepresented Employees							
Proposed Schedule Effective January 5, 2019							
			2.50% Increase				
Grade	Classification Title		Entry Step 1	Step 2	Step 3	Step 4	Maximum Step 5
D65	Development Services Director	Hourly	69,845.8	73,338.1	77,005.0	80,855.3	84,898.1
		Bi-weekly	5,587.66	5,867.05	6,160.40	6,468.42	6,791.85
		Monthly	12,106.61	12,711.94	13,347.54	14,014.92	14,715.66
		Annual	145,279.35	152,543.32	160,170.49	168,179.01	176,587.96
D66		Hourly	71,593.2	75,172.8	78,931.5	82,878.1	87,022.0
		Bi-weekly	5,727.46	6,013.82	6,314.52	6,630.25	6,961.76
		Monthly	12,409.49	13,029.96	13,681.46	14,365.53	15,083.81
		Annual	148,913.83	156,359.52	164,177.50	172,386.38	181,005.70
D71		Hourly	72,310.5	75,926.0	79,722.3	83,708.4	87,893.9
		Bi-weekly	5,784.84	6,074.08	6,377.78	6,696.67	7,031.51
		Monthly	12,533.82	13,160.51	13,818.54	14,509.46	15,234.94
		Annual	150,405.85	157,926.14	165,822.45	174,113.57	182,819.25
D67	Deputy Fire Chief	Hourly	72,433.0	76,054.6	79,857.4	83,850.2	88,042.7
		Bi-weekly	5,794.64	6,084.37	6,388.59	6,708.02	7,043.42
		Monthly	12,555.05	13,182.80	13,841.94	14,534.04	15,260.74
		Annual	150,660.59	158,193.62	166,103.30	174,408.46	183,128.88
D73	Water Utilities Director	Hourly	73,082.5	76,736.6	80,573.4	84,602.1	88,832.2
	Public Works Director	Bi-weekly	5,846.60	6,138.93	6,445.87	6,768.17	7,106.58
	Finance Director	Monthly	12,667.63	13,301.01	13,966.06	14,664.37	15,397.58
	Community Development Director	Annual	152,011.56	159,612.14	167,592.75	175,972.39	184,771.01
	Human Resources Director						
	Information & Technology Director						
D74	Chief Assistant City Attorney	Hourly	79,223.4	83,184.6	87,343.8	91,711.0	96,296.6
		Bi-weekly	6,337.87	6,654.77	6,987.50	7,336.88	7,703.73
		Monthly	13,732.06	14,418.67	15,139.60	15,896.58	16,691.41
		Annual	164,784.74	173,023.98	181,675.18	190,758.94	200,296.89
D8A		Hourly	81,127.3	85,183.7	89,442.8	93,915.0	98,610.7
		Bi-weekly	6,490.18	6,814.70	7,155.42	7,513.20	7,888.86
		Monthly	14,062.06	14,765.17	15,503.43	16,278.60	17,092.53
		Annual	168,744.76	177,182.00	186,041.10	195,343.15	205,110.31
D68	Fire Chief	Hourly	84,776.4	89,015.2	93,466.0	98,139.3	103,046.2
	Assistant City Manager	Bi-weekly	6,782.11	7,121.22	7,477.28	7,851.14	8,243.70
		Monthly	14,694.57	15,429.30	16,200.77	17,010.81	17,861.35
		Annual	176,334.88	185,151.62	194,409.20	204,129.66	214,336.14
D8B	Police Chief	Hourly	103,472.9	108,646.6	114,078.9	119,782.9	125,772.0
		Bi-weekly	8,277.83	8,691.73	9,126.31	9,582.63	10,061.76
		Monthly	17,935.31	18,832.08	19,773.68	20,762.37	21,800.48
		Annual	215,223.73	225,984.92	237,284.17	249,148.38	261,605.80