Mayor
Carolyn Wysinger
Mayor Pro Tem
Gabe Quinto

THE CITY OF EL CERRITO

AGENDA

Councilmembers
William Ktsanes
Lisa Motoyama
Rebecca Saltzman

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TUESDAY, JUNE 17, 2025

SPECIAL CITY COUNCIL MEETING (5:00 PM)
Hillside Conference Room - 10890 San Pablo Ave, El Cerrito

CONCURRENT PUBLIC FINANCING AUTHORITY SPECIAL MEETING AND REGULAR CITY COUNCIL MEETING (6:00 PM)
Council Chambers - 10890 San Pablo Ave, El Cerrito
Closed Captions Available Via Zoom:
https://us06web.zoom.us/j/83313959926?pwd=uaPsyWTYYx74NGLUlUoZnjaWoUM5T8.1
Meeting ID: 833 1395 9926 **Password:** 879411 **Dial in:** 1-408-638-0968

View (Regular Meeting Only):
1. Cable T.V. Broadcast on KCRT Channel 28
2. Livestream Online at www.el-cerrito.org/CouncilMeetingMaterials

Accommodations: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 510-215-4305. Notification 48 hours prior to the meeting will enable the City to make reasonable accommodations. Closed Captions available via zoom.

Conduct: This meeting shall be conducted pursuant to the El Cerrito City Council Rules of Order and Procedure, including adjourning by 11:00 PM unless extended to a specific time determined by a majority of the Council.

Public Comments:
1. *In-person* by submitting a request to speak to the City Clerk.
2. *By Email* to cityclerk@ci.el-cerrito.ca.us identified in the subject line as **Public Comments – Agenda Item #.**

Written comments received by **2:00 p.m. the day of the meeting** will be provided to the City Council and posted online in advance of the meeting. Comments received after the deadline will be provided to the City Council and will be posted **after the meeting.**

5:00 PM ROLL CALL - CONVENE SPECIAL CITY COUNCIL MEETING

1. CONSIDER AND TAKE ACTION ON ANY REQUEST FROM A COUNCILMEMBER TO PARTICIPATE IN THE MEETING REMOTELY DUE TO EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449

2. ORAL COMMUNICATIONS FROM THE PUBLIC
All persons wishing to speak should sign up with the City Clerk. Remarks are typically limited to 3 minutes per person and to items on the special meeting agenda only.

3. CLOSED SESSION CONFERENCE WITH NEGOTIATORS
Pursuant to Government Code Section 54957.6

Agency Designated Representatives: Karen Pinkos, City Manager; Alexandra Orologas, Assistant City Manager; Shannon Bassi, Senior Human Resources Analyst; Glenn Berkheimer, Labor Negotiator; and Sky Woodruff, City Attorney.
Employee Organizations: Public Safety Management Association; and United Professional Firefighters Local 1230.
Contact: Sky Woodruff, City Attorney, City Management

4. ADJOURN SPECIAL CITY COUNCIL MEETING

6:00 PM ROLL CALL – CONVENE CONCURRENT PUBLIC FINANCING AUTHORITY SPECIAL MEETING AND REGULAR CITY COUNCIL MEETING

1. CONSIDER AND TAKE ACTION ON ANY REQUEST FROM A COUNCILMEMBER TO PARTICIPATE IN THE MEETING REMOTELY DUE TO EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449

2. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF A MOMENT OF SILENCE

3. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS

4. COUNCIL/STAFF COMMUNICATIONS
Reports of closed session, commission appointments and informational reports on matters of general interest which are announced by the City Council and staff.

5. ORAL COMMUNICATIONS FROM THE PUBLIC

Remarks are typically limited to 3 minutes per person. The Mayor may reduce the time limit per speaker depending upon the number of speakers and may limit the total time for public comment to facilitate the completion of business on the agenda. Comments regarding non-agenda, presentation and consent calendar items will be heard first. Comments related to items appearing on the Public Hearing or Policy Matter portions of the Agenda will be heard prior to the City Council taking action on each item.

6. PRESENTATIONS

7. ADOPTION OF THE CONSENT CALENDAR

All items on the consent calendar shall be acted upon in one motion, unless a member of the City Council or staff request separate consideration.

A. Financial Advisory Board Recommendation

Action Proposed: Receive and file recommendations from the Financial Advisory Board.
Contact: Kimberly White, Chair, Financial Advisory Board; Crystal Reams, Finance Director/Staff Liaison, Finance Department

B. Board, Commission, and Committee Workplan(s) and/or Accomplishments

Action Proposed: Receive and file adopted workplan(s) and accomplishments from applicable Boards, Commissions, and Committees of the City.

- Arts and Culture Commission
- Human Relations Commission
- Environmental Quality Commission
- Committee on Aging

Contact: Holly M. Charléty, City Clerk, City Management

C. Economic Development Committee Appointment

Action Proposed: Approve an Economic Development Committee recommendation to appoint Ahmed Qureshi, effective June 1, 2025.
Contact: Aissia Ashoori, Housing-Economic Development Manager, Community Development Department

D. Monthly Disbursement and Check Register Report for May 2025

Action Proposed: Receive and file the Monthly Disbursement and Check Register Report for the month of May 2025.
Contact: Crystal Reams, Finance Director/City Treasurer, Finance Department

E. Juneteenth Proclamation

Action Proposed: Approve a proclamation in support and recognition of Juneteenth on Thursday, June 19, 2025 and further recognize Juneteenth by flying the flag at City Hall June 18-20, 2025.
Contact: Shannon Bassi, Human Resources Manager, City Management

F. Parks Make Life Better Month Proclamation

Action Proposed: Approve a proclamation recognizing the importance of equitable access to local parks, trails, open space, and recreation facilities for the positive development of El Cerritans and all Californians.
Contact: Chris Jones, Recreation Director, Recreation Department

G. Revisions to Citywide Records Retention Schedule

Action Proposed: Adopt a Resolution to approve an update to the Citywide Records Retention Schedule and rescind Resolution No. 2023-33.
Contact: Holly M. Charléty, City Clerk, City Management

H. SB 1 - The Road Repair and Accountability Act, List of Projects for Fiscal Year 2025-26

Action Proposed: Approve a resolution adopting a list of projects for Fiscal Year 2025-26 to receive funding from Senate Bill 1 – The Road Repair and Accountability Act of 2017 through the Local Streets and Roads Program.
Contact: Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

I. Designate One On-Street Parking Space for Zipcar on Kearney Street South of Manila Avenue

Action Proposed: Adopt a resolution designating one on-street parking space for Zipcar on the east side of Kearney Street south of Manila Avenue, fronting the California Department of Motor Vehicles.

Contact: Jarrett Mullen, Sustainable Transportation Program Manager, Community Development Department; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

J. Amendment to Agreement with Napa Recycling and Waste Services, LLC (NRWS) for Commingled Recyclable Materials Processing Services

Action Proposed: Adopt a resolution authorizing the City Manager to amend the agreement with Napa Recycling and Waste Services, LLC (NRWS) for commingled recyclable materials processing services to extend the contract term by six months through December 31, 2025, in an amount not to exceed $110,000.

Contact: Christina Leard, Management Analyst III; Amelia Timbers, Operations and Environmental Services Division Manager; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

K. Amendment to Agreement with East Bay Sanitary Company, Inc. for Street Sweeping Services

Action Proposed: Adopt a resolution approving and authorizing the City Manager to execute an amendment to the agreement with East Bay Sanitary Company, Inc. for street sweeping services to extend the contract term by one additional year through June 30, 2026, in an amount not to exceed $112,716.19.

Contact: Christina Leard, Management Analyst III; Amelia Timbers, Operations & Environmental Services Division Manager; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

8. PUBLIC HEARINGS

A. Fire Hazard Abatement Hearing and Declaration

Action Proposed: Staff requests that the City Council:

1. Adopt a resolution declaring weeds, rubbish, litter, or other flammable material on certain real property identified in the resolution constitutes a public nuisance; and
2. Conduct a public hearing and upon conclusion, adopt a resolution overriding objections by property owners and ordering the City Manager or their designee to abate certain public nuisances pursuant to El Cerrito Municipal Code Chapter 16.26.

Contact: Thomas Wade, Fire Prevention Officer; Chase Beckman, Fire Marshal, Fire Department

B. An Ordinance regarding Defensible Space and Home Hardening Inspections within the High and Very High Fire Hazard Severity Zones as Designated by CalFire and Designating Fire Hazard Severity Zones

Exempt from review under the California Environmental Quality Act (CEQA Guidelines Section15061(b)(3)) Notice published 5/24/2025

Action Proposed: Conduct a public hearing and, upon conclusion, introduce an Ordinance titled:

AN ORDINANCE OF THE CITY OF EL CERRITO AMENDING CHAPTER 8.30 OF THE EL CERRITO MUNICIPAL CODE TO DESIGNATE FIRE HAZARD SEVERITY ZONES PURSUANT TO GOVERNMENT CODE SECTION 51179 AND TO ESTABLISH PROCEDURES FOR DEFENSIBLE SPACE AND HOME HARDENING INSPECTIONS WITHIN THE HIGH AND VERY HIGH FIRE HAZARD SEVERITY ZONES

Contact: Chase Beckman, Fire Marshal; Eric Saylors, Fire Chief, Fire Department

9. POLICY MATTERS

A. CITY COUNCIL/PUBLIC FINANCING AUTHORITY ITEM Approval of the City's Fiscal Year 2025-26 Budget Update and Spending Authority by Fund for the City, Public Financing Authority, and Approval of the FY 2025-26 Annual Gann Appropriation Limit.

Action Proposed: Staff requests that the City Council:

1. Adopt a City Council resolution authorizing Fiscal Year 2025-26 spending authority by fund for the City of El Cerrito
2. Adopt an El Cerrito Public Financing Authority resolution authorizing Fiscal Year 2025-26 spending authority by fund
3. Adopt a City Council resolution approving the calculation and establishing the FY 2025-26 annual Gann appropriation limit

Contact: Crystal Reams, Finance Director/City Treasurer, Finance Department

B. Spending Authority for Certain Vendors Expected to Exceed $45,000 for FY 2025-26

Action Proposed: Adopt a resolution approving spending authority for vendors expected to exceed $45,000 in Fiscal Year 2025-26.

Contact: Crystal Reams, Finance Director/City Treasurer, Finance Department

C. Construction Contract Award for 2025 Surface Seal Project, City Project No. C3027.24

Action Proposed: Adopt a resolution approving plans and specifications for the 2025 Surface Seal Project, City Project No. C3027.24 (Project); acknowledging the sole bidder, Pavement Coating Co. (Pavement Coatings), as the lowest responsive and responsible bidder; accepting the negotiated price from Pavement Coatings; and authorizing the City Manager to execute a contract with Pavement Coatings in the amount of $2,400,898.27 and to approve potential change orders in an amount not to exceed $240,100.

Contact: Roland Lambert, Associate Engineer, Public Works Department; Yvetteh Ortiz, Public Works Director/City Engineer

D. Consulting Services Agreement with Rogers Stringer & McClelland, Inc. for Swim Center Design Services

Action Proposed: Adopt a resolution approving and authorizing the City Manager to execute a professional services agreement with Rogers Stringer & McClelland, Inc. (RSM) for the design of the Emery G. Weed, III Lap Pool's replaster, deck replacement, accessibility and egress improvements, parking lot electric vehicle charging infrastructure, and associated work in an amount not to exceed $220,000.

Contact: Christopher Jones, Recreation Director, Recreation Department; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

10. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS

Mayor and City Council communications regarding local and regional liaison assignments, committee reports, and any required reporting under AB 1234 for meetings (as defined by the Brown Act) attended at the public's expense.

11. ADJOURN CONCURRENT PUBLIC FINANCING AUTHORITY SPECIAL MEETING AND REGULAR CITY COUNCIL MEETING

The next regularly scheduled City Council meeting is Tuesday, July 15, 2025 at 6:00 p.m.

The City of El Cerrito serves our diverse community by providing exceptional services that create a safe and resilient future for all.

THE CITY OF EL CERRITO

Financial Advisory Board

Date: June 17, 2025
To: El Cerrito City Council
From: Financial Advisory Board
Subject: Receive and File Board Recommendation

ACTION PROPOSED

Receive and file the following recommendations from the Financial Advisory Board.

POLICY

Pursuant to City Council Resolution 2024-16, Section 4, Advisory Body Recommendations shall be provided to the City Council on the consent calendar as a "receive and file" and if a member of the City Council wishes to further discuss any recommendation received, it may be requested as an agenda item at a future meeting.

RECOMMENDATIONS

On May 27, 2025, the Financial Advisory Board voted on the following recommendation(s) to the City Council:

1. Regarding the previous FAB recommendation for the General Fund Budget, the Financial Advisory Board recommends that the City Council:

    a. Annually adopt a General Fund Budget that sets aside two percent of the (current) General Fund's operating expenditures to cover mid-year expenses or one-time needs.
    b. The FAB recommends that the City Council place this recommendation as a Policy Item for discussion.

Moved/Second: Vice-Chair Carvel/Member Szlatenyi. **Ayes:** Chair White; Vice-Chair Carvel; Member Szlatenyi; **Noes:** Member McDougall **Absent:** None
Youth Member: Watson-Lamprey Singer expressed support for the action.

ASSOCIATED WORKPLAN GOAL(S)/AREA(S) OF RESPONSIBILITY

1. Work Plan Goals

2. El Cerrito Municipal Code 2.04.300 Financial Advisory Board

    There shall be a financial advisory board consisting of five members who reside in the city and have demonstrated expertise in financial management, accounting, fiscal analysis, computer applications, economic analysis or related skills.

The financial advisory board shall have the powers and duties stated below, and such other duties and the council shall decide:

1. To conduct a review and make recommendations on the proposed annual budget and long -term financial plan for the city and all component units to assist the city council in making decisions on major expenditures and revenue sources, and to include a review of city council compensation consistent with county-wide recommendations included in Contra Costa Grand Jury Report No. 1104.

Attachment(s):

1. Rationale for Recommendation

From: David Carvel <[redacted]>
Sent: Saturday, May 31, 2025 12:22 PM
To: Crystal Reams <CReams@ci.el-cerrito.ca.us>
Cc: kimberly white <[redacted]>
Subject: FAB Recommendation for 6/17 meeting

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Recommendation: We recommend the council agendize an item to discuss the FAB's guidance around budgeting for future one-time expenditures.

Rationale:

- At the 5/20 City Council meeting, the FAB recommended the City Council consider setting aside an additional 2% of its budget to cover one-time expenses. Some Councilors wanted to discuss this but, since it was on the consent calendar, no meaningful discussion could be held. Agendizing an item will allow the Council not only to discuss the FAB's 2% request but also engage the FAB members in a short discussion on our recommendation.
- The 2% suggestion came about as the FAB has noticed that, often, there are one-time requests totaling ~$1-2M each year. Rather than set a budget and then fall short when these one-time items emerge, the FAB suggests that the Council engage in more thoughtful budgeting. Hence, the recommendation to set aside 2% of the budget to cover these one-time expenses, should they arise (we all know they will).
    - '24-25: $1M
    - Would it be possible to for staff to send us a summary of the amount of one-time expenses each year for the last 5 years by 6/17 (we would like to have this backpocket as a reference we can use at the meeting)?
- Also, in regards to budgeting, the FAB feels that the City is not fully taking into account (and budgeting for) the replacement cost of major items. For example, we have seen recent one-time expenses for items such as a police car, fire truck, pool replacement, and self-contained breathing apparatuses. The FAB would like to discuss with the Council, the idea of setting aside funds each year to cover the future cost of replacement (e.g. if we need a new fire truck in 20 years and it costs $1M, we would like the city to set aside $50K per year ($1M / 20) to account for these items gradually rather than taking a massive hit in a one-time expense line.
- We also wish to discuss why the City Council is proposing a deficit budget of $5M for FY25-26. We would like to discuss how the City plans to fill this deficit and whether they plan to adopt an unbalanced budget.

AGENDA BILL

Agenda Item No. 7.B.

Date: June 17, 2025
To: El Cerrito City Council
From: Holly M. Charléty, City Clerk, City Management
Subject: Board, Commission, and Committee Workplan(s) and/or Accomplishments

ACTION PROPOSED

Receive and file adopted workplan(s) and accomplishments from applicable Boards, Commissions, and Committees of the City.

- Arts and Culture Commission
- Human Relations Commission
- Environmental Quality Commission
- Committee on Aging

BACKGROUND/ANALYSIS

Resolution 2024-16, Section 3, adopted by the City Council on March 21, 2024, implemented procedures by which City of El Cerrito Boards, Commissions, and Committees (Advisory Bodies) adopt a two-year workplan. The workplan shall be developed within the Advisory Body's scope of responsibility and be aligned with the City's adopted Strategic Plan. The workplan shall be adopted by the Advisory Body (and posted on the Advisory Body website) no later than July 1st of applicable years. The workplan shall also include a section to provide annual accomplishments of the Advisory Body which shall be updated and posted annually by July 1st. Subsequent to adoption by the Advisory Body, the workplan and/or accomplishments shall be transmitted to the City Council on consent as a received and file item. The applicable advisory body chair(s) or designee(s) shall be in attendance at the meeting.

This item includes transmission of the following item(s):

- Arts and Culture Commission Workplan (FY25/26-26/27) and Accomplishments (FY24/25)
  - Chair: Renée LeVesque
  - Staff Liaison: Will Provost, Assistant to the City Manager

- Human Relations Commission Workplan (FY25/26-26/27) and Accomplishments (FY24/25)
  - Vice - Chair: Champagne Brown
  - Staff Liaison: Shannon Bassi, Human Resources Manager

- Environmental Quality Committee Workplan (FY25/26-26/27) and Accomplishments (FY24/25)
    - Chair: Fred Bialy
    - Staff Liaison: Christina Leard, Management Analyst III

- Committee on Aging Accomplishments (FY24/25)
    - Chair: Dr. Pansy Wong
    - Staff Liaison: Bridget Cooney, Recreation Supervisor

STRATEGIC PLAN CONSIDERATIONS
This action supports the City's Strategic Plan Goal(s) of:

- *High Performing Organization.*

ENVIRONMENTAL CONSIDERATIONS
This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS
This section is not applicable to this agenda item.

LEGAL CONSIDERATIONS
This section is not applicable to this agenda item.

Reviewed by:

Karen Pinkos, City Manager

Attachments:
1. Arts and Culture Commission Workplan & Accomplishments
2. Human Relations Commission Workplan & Accomplishments
3. Environmental Quality Committee Workplan & Accomplishments
4. Committee on Aging Accomplishments

THE CITY OF EL CERRITO

ARTS & CULTURE COMMISSION

Staff Liaison
Will Provost | (510) 215-4318
wprovost@ci.el-cerrito.ca.us
City Manager's Office

BIENNUAL WORK PLAN
FISCAL YEAR 2025/2026 – 2026/2027

ARTS & CULTURE COMMISSION

Chair Renée LeVesque;
Vice-Chair Ruth Cazden;
Members Courtney Helion, Kim Settles, and
Juno Rabinovici (Youth Member)

MISSION STATEMENT: It is the mission of the Arts & Culture Commission to advise the City Council of the needs of the artistic and cultural community; encourage and promote arts programs and events that engage community members and local businesses to build a flourishing and vibrant arts and cultural environment; provide advice to artists and arts/cultural organizations by sponsoring forums, programs, and events; carry out the Arts in Public Places program, and upon request, advise the City with respect to possible sources of funding.

HISTORICAL BACKGROUND: The Arts and Culture Commission (ACC) consists of up to seven members who demonstrate a commitment to various arts disciplines, including but not limited to fine arts, visual arts, performing arts, literary arts, art history, and arts education. The ACC is charged with oversight of the Arts in Public Places Program, which requires certain development projects to contribute 1% of construction costs to public art, and is responsible for acquisition, funding, and placement of public art in the City on public property. The ACC also juries the City Hall Gallery Space, located on the second floor of City Hall at 10890 San Pablo Avenue.

History as described in 2017-18 Workplan: In 2002, a group of citizens petitioned the El Cerrito City Council to establish an arts and culture commission. Their proposal included the idea of advising the Council on arts and culture within the City and collaboration with existing organizations within the community: “By establishing an art and culture commission the City of El Cerrito would be providing support and encouragement for the growth of all arts. We would be joining the greater Bay Area in dedicating our time and involvement to the promotion of arts, artists and varied arts programs that would enrich our community and enhance our city.” In 2003, the City Council created the Arts and Culture Commission. In 2013, the Commission adopted an Arts and Culture Master Plan to shape a vision for arts and culture in the City of El Cerrito.

FISCAL YEAR (2025/2026)

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion
No additional projects identified for Fiscal Year 2025/2026. Please see table for Ongoing Projects listed below.				

FISCAL YEAR (2026/2027)

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion
No additional projects identified for Fiscal Year 2026/2027. Please see table for Ongoing Projects listed below.				

ONGOING PROJECTS

Project	Activities	Funding and other Resources requested	Estimated Staff time needed
Maintain Arts & Culture Signature Programs	Poet Laureate, ECCRU Artist in Residency, 4th of July/worldOne Festival, Utility Box Public Art Program, Develop Public Art Fund Database for Increased Transparency	Funding, excluding Staff time, provided by the Arts in Public Places Program, Public Art Fund (213)	60 hours
Increase Access/Inclusivity to Public Art in the Community	City Hall Gallery Space Call for Artists/Program. El Cerrito Art Organizations and Venues Database. Focus on promoting Mini-Grant Program.	Funding, excluding Staff time, provided by the Arts in Public Places Program, Public Art Fund (213)	50 hours
Leverage Partnerships with Other Organizations	Partnering with schools, library, community organizations and non-profits on community events/projects such as Messy Art Day, Free Folk Festival, EC Art Association Art Show, Makers Faires, etc.	Funding, excluding Staff time, provided by the Arts in Public Places Program, Public Art Fund (213)	15 hours
Supporting the Local Artistic and Cultural Community	Events (Art/Music/Food/Culture), Gallery Space, Database, Sponsorship of 4th of July/worldOne Festival, October Arts Month, etc.	Funding, excluding Staff time, provided by the Arts in Public Places Program, Public Art Fund (213)	15 hours
Beautify El Cerrito	Utility Box Public Art Program, Pilot Pavement Art Program, Community Center Mural Project	Funding, excluding Staff time, provided by the Arts in Public Places Program, Public Art Fund (213)	40 hours

PRIOR FISCAL YEAR ACCOMPLISHMENTS

Goal/Objective	Activities Supporting Goal	Status
Maintain Arts & Culture Signature Programs	Poet Laureate, ECCRU Artist in Residency, 4th of July/worldOne Festival, Utility Box Public Art Program.	• Completed Utility Box Public Art Project on Ashbury Ave. at Fairmount Ave. • Supported Tess Taylor as 2024-2025 Poet Laureate • Supported Zona Sage and Lisa Zimmer-Chu as 2024-2025 ECCRU Artists in Residence • Provided financial support for the City of El Cerrito/worldOne 4th of July Festival, worldOne Stage Performances
Increase Access/Inclusivity to Public Art in the Community	City Hall Gallery Space Call for Artists/Program. El Cerrito Art Organizations and Venues Database. Focus on promoting Mini-Grant Program.	• Completed Gallery Space Call for Artists and Selected 6 additional artists to show their work • Developed and published an El Cerrito Arts Organization Database • Promoted and utilized mini-grant program to leverage efforts already underway in the community
Leverage Partnerships with Other Organizations	Partnering with schools, library, community organizations and non-profits on community events/projects such as Messy Art Day, Free Folk Festival, EC Art Association Art Show, Makers Faires, etc.	• Mini Grant applications approved for Messy Art Day, the EC Art Association Annual Art Show, the El Cerrito Free Folk Festival, and the Summer Kick-off / Makers Faire Event
Supporting the Local Artistic and Cultural Community	Events (Art/Music/Food/Culture), Gallery Space, Database, Sponsorship of 4th of July/worldOne Festival, October Arts Month, etc.	• Relaunched October Arts Month with poster and outreach efforts in 2024 • Hosted 4 Gallery Shows for local artists in FY 2024-25 • Hosted booth at 4th of July/worldOne Festival
Beautify El Cerrito	Utility Box Public Art Program, Pilot Pavement Art Program	• Repaired 5 broken wind sculptures along San Pablo Avenue • Completed Call for Artists and successfully painted an additional Utility Box Location in FY 2024-25 • Completed CFA and selected artwork for City's first pilot Pavement Art project

Workplan adopted on May 29, 2025 by the following vote:

Moved/Second: Vice-Chair Cazden/Member Settles
Ayes: Chair LeVesque, Vice Chair Cazden,
Members Helion and Settles
Noes: None
Absent: None
Youth Member: Rabinovici expressed support for the action

Human Relations Commission

Staff Liaison
Shannon Bassi | 510-215-4315
sbassi@ci.el-cerrito.ca.us
City Manager's Office

BIENNUAL WORK PLAN
FISCAL YEAR 2025-2026 & 2026-2027
Human Relations Commission

Interim-Chair: Champagne Brown
Members: Commissioner Mina Wilson, Commissioner Champagne Brown, Commissioner Diane Boodrookas, Commissioner Renee LeVesque, Student Commissioner Juno Rabinovici, Commissioner: Rebecca Curry

MISSION STATEMENT:

The Human Relations Commission develops positive human relations through education, encouragement of greater respect and understanding between people, their equal opportunity rights under the law and the recognition of the racial, ethnic, religious and cultural diversity of the El Cerrito community.

The purpose of the Human Relations Commission is to initiate educational and cultural programs, promote tolerance and mutual respect between all persons. When requested by the City Council, the Commission will evaluate and make recommendations regarding discrimination charges levied against the City, upon the direction of the council. Commission members shall be generally representative of the demographics of the City including the racial, religious, age, gender, ethnic, and other groups.

The goal of the Commission is to support positive human relations by promoting recognition, education, respect, understanding and appreciation of the rich diversity of our community. Contributing to the City's vibrancy, diversity is reflected in areas such as ethnicity, race, language, gender, sexual orientation, physical and mental ability status, religion, and age.

Enabling Legislation: E.C.M.C. 2.04.270

HISTORICAL BACKGROUND:

The Commission discussed the Historical Background section for the HRC, how the commission was established, and how it has evolved over time. With adoption of the workplan, the Historical Background was drafted at a previous meeting and subsequently inadvertently lost. In order to meet the July 1, 2025 workplan deadline set forth by City Council, the workplan is being presented without this portion fully completed. This section will be re-approved and incorporated by the Human Relations Commission at a later date.

FISCAL YEAR 2025-2026
Items listed in priority order

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion
2026 Dr. Martin Luther King Jr. Parade and Event	Host a Parade, Event, and Rally Honoring Dr. Martin Luther King Jr.	$2,500 to cover decorations, performers, honorarium, flyers, videographer etc.	50 hours	January 19, 2026
2026 Loving Day Event	Movie Film Screening Event	No Cost/No Resources Requested	20 hours	June 12, 2026
2025 United Against Hate Week Event	Movie Film Screening Event	No cost/No Resources Requested	20 hours	September 2025
2026 Annual Janet Abelson Walk	January 2026 Host a walk to honor late Council Member Janet Abelson	No Cost/No Resources Requested. Outreach needed via social media	3 hours	January 18, 2026
Annual Proclamations Review	Hispanic Heritage Month, Loving Day, LGBQTIA Month, Lunar New Year, Jewish American Heritage Month, Black History Month, Tibetan Uprising Month, United Against Hate Week, Women's History Month, National Arts and Humanities Month, Suicide Prevention Month, Asian Pacific Islander Month Review by a subcommittee to recommend changes to language and/or create new Proclamations	No Cost/No Resources Requested	10 hours	2-year cycle complete June 2027
Review the current HRC Mission Statement	Review and update the current HRC Mission Statement	No Cost/No Resources Requested	10 Hours	2-year cycle completed June 2027

Review and examine ways to make the history of the HRC accessible to commissioners and the public	Review and examine ways to make the history of the HRC accessible to commissioners and the public	Total costs and resources need to be determined and identified to complete this project.	To be determined and identified	2-year cycle completed June 2027
Review and examine the possibility of creating a successful city-wide Equity Plan	Establish a city-wide Equity Plan	Total costs and resources need to be determined and identified to complete this project.	To be determined and identified	2-year cycle completed June 2027
Ongoing recruitment and promotion of the HRC	Attend various community events	No Cost/No Resources Requested	20 hours	2-year cycle completed June 2027
Examine and review ways to diversify and create new events for the HRC	Goal is diversify events that the HRC hosts, such as music, art, education or celebratory events and represent all cultures within the City.	Total costs and resources need to be determined and identified to complete this project.	To be determined and identified	2-year cycle completed June 2027

FISCAL YEAR 2026-2027

Items listed in priority order

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion
2027 Dr. Martin Luther King Jr. Parade and Event	Host a Parade, Event, and Rally Honoring Dr. Martin Luther King Jr.	$2,500 to cover decorations, performers, honorarium, flyers, videographer etc.	50 hours	January 19, 2027
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2026 United Against Hate Week Event	Movie Film Screening Event	No cost/No Resources Requested	20 hours	September 2026
2027 Annual Janet Abelson Walk	January 2026 Host a walk to honor late Council Member Janet Abelson	No Cost/No Resources Requested. Outreach needed via social media	3 hours	January 18, 2027

Annual Proclamations Review	Hispanic Heritage Month, Loving Day, LGBQTIA Month, Lunar New Year, Jewish American Heritage Month, Black History Month, Tibetan Uprising Month, United Against Hate Week, Women's History Month, National Arts and Humanities Month, Suicide Prevention Month, Asian Pacific Islander Month Review by a subcommittee to recommend changes to language and/or create new Proclamations	No Cost/No Resources Requested	10 hours	2-year cycle complete June 2027
Review the current HRC Mission Statement	Review and update the current HRC Mission Statement	No Cost/No Resources Requested	10 Hours	2-year cycle completed June 2027
Review and examine ways to make the history of the HRC accessible to commissioners and the public	Review and examine ways to make the history of the HRC accessible to commissioners and the public	Total costs and resources need to be determined and identified to complete this project.	To be determined and identified	2-year cycle completed June 2027
Review and examine the possibility of creating a successful city-wide Equity Plan	Establish a city-wide Equity Plan	Total costs and resources need to be determined and identified to complete this project.	To be determined and identified	2-year cycle completed June 2027
Ongoing recruitment and promotion of the HRC	Attend various community events	No Cost/No Resources Requested	20 hours	2-year cycle completed June 2027

Examine and review ways to diversify and create new events for the HRC	Goal is diversify events that the HRC hosts, such as music, art, education or celebratory events and represent all cultures within the City.	Total costs and resources need to be determined and identified to complete this project.	To be determined and identified	2-year cycle completed June 2027

Workplan adopted on May 14, 2025 by the following vote:

Moved/Second: Commissioner Wilson/Commissioner LeVesque
Ayes: Interim Chair Brown, Commission Boodrookas, Commissioner LeVesque, Commissioner Willson **Noes:** None
Absent: Commissioner Curry **Youth Member:** Rabinovici expressed support for the action.

PRIOR FISCAL YEAR ACCOMPLISHMENTS

Updated annually by July 1 and provided to City Council on Consent

Goal/Objective	Activities Supporting Goal	Status
Annual Proclamations	Hispanic Heritage Month, Loving Day, LGBQTIA Month, Lunar New Year, Jewish American Heritage Month, Black History Month, Tibetan Uprising Month, United Against Hate Week, Women's History Month, National Arts and Humanities Month, Suicide Prevention Month, Asian Pacific Islander Month	Completed
2024 United Against Hate Week Film Event	September 26, 2024: Free movie screening of the Not In Our Town film Repairing the World: Stories From the Tree of Life.	Completed
Advocacy for new Stege Elementary School- WCCUSD	*Voiced advocacy for a new school at the Stege Elementary- attend Committee Meetings*	In progress
2025 Dr. Martin Luther King Jr. Parade and Event	36th Annual Parade, Event, and Rally Celebration to honor Dr. Martin Luther King Jr.	Completed
2025 Loving Day Movie Screening	Host a Movie Screening Event to show the film The Loving Story in partnership with WCCUSD.	Completed

Accomplishments adopted on May 14, 2025 by the following vote:

Moved/Second: Commissioner Wilson/Commissioner LeVesque
Ayes: Interim Chair Brown, Commission Boodrookas, Commissioner LeVesque, Commissioner Willson **Noes:** None
Absent: Commissioner Curry **Youth Member:** Rabinovici expressed support for the action.

ENVIRONMENTAL QUALITY COMMITTEE

Staff Liaison
Christina Leard | (510) 215-4338
cleard@ci.el-cerrito.ca.us
Public Works Department

BIENNUAL WORK PLAN
FISCAL YEAR 2025/2026 - 2026/2027

Environmental Quality Committee

Chair **Fred Bialy**; Vice-Chair **Pamela Austin**; Members **Simrun Dhoot, Howdy Goudey, Heather Hayashi, Sean O'Connor, Eleanor Pilling-Chappelear (Youth Member), Sheila Tarbet**

MISSION STATEMENT: The Environmental Quality Committee's **mission**, as established by Resolution 2008-13, is the following:

- To serve in an advisory capacity to the City Council, staff, other boards, commissions, and committees, and the citizens of the City with regard to environmental quality issues within the City of El Cerrito;
- To recommend programs, policies, and ordinances to the City Council and promote the City's environmental quality efforts; and
- Promote and foster public awareness, education, interest and support for environmental quality efforts, foster volunteer opportunities, and educate El Cerrito citizens regarding environmental quality and issues relating to environmental impacts.

HISTORICAL BACKGROUND: Since the EQC's establishment in 2008, the committee's emphasis has cycled between public education, community volunteer organization, and environmental policy, but the general commitment to all forms of action envisioned for the EQC has remained consistent over time. The committee has also consistently maintained a high fraction of the 15-member capacity, with both long-serving members and a rotation of new members.

FISCAL YEAR 2025/2026

Items listed in priority order

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion	Lead Committee Member
Promote Environmental Awareness and Education	1) Participate in or Promote Public Engagement Events: ● Promote public events such as films, lectures, and workshops to raise awareness about environmental issues, climate change, and sustainability. ○ Organize or promote a film showing in Spring 2026. ● Explore offering activities like EV car and bike test-drives to showcase sustainable transportation options, possibly in Library parking lot.	1) $400 No cost	1) 4 hours 1 hour	1) Spring 2026 Ongoing	1) Pam
	2) Provide Outreach and Resources: ● Inform residents about tax incentives and rebates for electrification and sustainable practices. ○ Develop a fact sheet about available incentives/rebates ● Offer education materials on active transportation alternatives and programs for reducing car ownership. ○ Summary fact sheet based on materials from the Go Green! Active transportation fair.	2) $50 $50	2) 1 hour 1 hour	2) Dec 2025 Dec 2025	2) Fred
	3) Engage Youth and Schools: ● Collaborate with schools and youth organizations to expand environmental education programs and involve young residents in climate initiatives. ○ Support effort by EQC Youth Member to pass a climate literacy resolution for the WCCSD	3) No Cost No cost	3) None None	3) Ongoing Dec 2025	3) Fred & Eleanor

	4) Community Outreach and Collaboration: ● Engage with the public at city events and through other outreach activities to raise awareness about environmental conservation. ○ Tabling at EC 4th of July Festival and other city events as they occur. ● Co-sponsor relevant community events such as the Hillside Festival, hikes, Fix-it Clinics, and Free Market events.	4) No cost No cost No cost	4) None None None	4) Ongoing Annual Ongoing	4) Howdy
Facilitate Community Engagement through Volunteer Work Parties	1) Organize Regular Green Teams Work Parties with Diverse Habitat Improvement Projects ● Hold Green Teams work parties every other month to establish a consistent schedule. 2) Collaborate with other environmentally focused community groups (Trail Trekkers, Friends of Five Creeks, Baxter Creek Volunteers, Friends of Hillside Natural Area) in habitat improvement projects (e.g. Broom pulls, removal of other invasive species) 3) Stewardship of Hillside Natural Area ● Expand stewardship efforts in the Hillside Natural Area. ● Support the implementation of the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan and collaborate with the Urban Forest Committee.	1) No cost 2) No cost 3) No cost No cost	1) 2 hours per month 2) 1 hour 3) None None	1) Every other month 2) Ongoing 3) Ongoing Ongoing	1) Sean 2) Howdy 3) Pam & Heather
Advocate for Implementation of CAAP Policies and other Policy Change	1) Advocate for policies in the CAAP update to accelerate progress toward zero net greenhouse gas emissions, promote electrification, and prioritize equity. ● Collaborate with EC staff to implement city CAAP priorities and receive regular updates on implementation. 2) Engage in Budget Process to Support CAAP Goals: ● Advocate for CAAP goals during the budget process to ensure allocation of resources for achieving social, racial, and environmental justice objectives. 3) Support efforts to electrify new and existing buildings and transportation in El Cerrito.	1) No cost 2) No cost 3) No cost	1) Monthly updates 2) None 3) None	1) Ongoing 2) June 2026 3) Ongoing	1) Fred 2) Howdy & Eleanor 3) Fred & Howdy

	4) Support implementation of Hillside Natural Area Fire Resilience and Forest Conservation Management Plan recommendations: 5) Explore alignment with local and global climate policies.	4) No cost 5) No cost	4) None 5) 1 hour	4) Ongoing 5) Ongoing	4) Heather & Pam 5) Eleanor

FISCAL YEAR 2026/2027

Items listed in priority order

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion	Lead Committee Member
Promote Environmental Awareness and Education	1) Participate in or Promote Public Engagement Events: ● Promote public events such as films, lectures, and workshops to raise awareness about environmental issues, climate change, and sustainability. ● Explore offering activities like EV car and bike test-drives to showcase sustainable transportation options, possibly in Library parking lot. 2) Provide Outreach and Resources: ● Inform residents about tax incentives and rebates for electrification and sustainable practices. ● Offer education materials on active transportation alternatives and programs for reducing car ownership. 3) Engage Youth and Schools: ● Collaborate with schools and youth organizations to expand environmental education programs and involve young residents in climate initiatives. 4) Community Outreach and Collaboration: ● Engage with the public at city events and through other outreach activities to raise awareness about environmental conservation. ○ Tabling at EC 4th of July Festival and other city events as they occur.	1) $400 No cost 2) $50 3) No Cost 4) No cost No cost	1) 4 hours 1 hour 2) 1 hour 3) None 4) None 1 hour	1) Spring 2027 Ongoing 2) Ongoing 3) Ongoing 4) Ongoing Annual	1) Pam 2) Fred 3) Fred 4) Howdy

	● Co-sponsor relevant community events such as the Hillside Festival, hikes, Fix-it Clinics, and Free Market events.	No cost	None	Ongoing	
Facilitate Community Engagement through Volunteer Work Parties	1) Organize Regular Green Teams Work Parties with Diverse Habitat Improvement Projects ● Hold Green Teams work parties every other month to establish a consistent schedule. 2) Collaborate with other environmentally focused community groups (Trail Trekkers, Friends of Five Creeks, Baxter Creek Volunteers, Friends of Hillside Natural Area) in habitat improvement projects (e.g. Broom pulls, removal of other invasive species) 3) Stewardship of Hillside Natural Area ● Expand stewardship efforts in the Hillside Natural Area. ● Support the implementation of the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan and collaborate with the Urban Forest Committee.	1) No cost 2) No cost 3) No cost No cost	1) 2 hours per month 2) 1 hour 3) None None	1) Every 2 months 2) Ongoing 3) Ongoing Ongoing	1) Sean 2) Howdy 3) Pam & Heather
Advocate for Implementation of CAAP Policies and other Policy Change	1) Advocate for policies in the CAAP update to accelerate progress toward zero net greenhouse gas emissions, promote electrification, and prioritize equity. ● Collaborate with EC staff to implement city CAAP priorities and receive regular updates on implementation. 2) Support efforts to electrify new and existing buildings and transportation in El Cerrito. 3) Support implementation of Hillside Natural Area Fire Resilience and Forest Conservation Management Plan recommendations:	1) No cost 2) No cost 3) No cost	1) Monthly updates 2) None 3) None	1) Ongoing 2) Ongoing 3) Ongoing	1) Fred 2) Fred & Howdy 3) Heather & Pam

ONGOING PROJECTS

Project	Activities	Funding and other Resources requested	Estimated Staff time needed	Lead Committee Member
Green Team Work Parties	Coordinate roughly six trash clean-up events each year in various City parks, the Ohlone Greenway, and City streets. Organize other volunteer work parties focused on weed/invasive plant removal, pollinator habitat restoration/stewardship, tree planting (in collaboration with the Urban Forest Committee and City arborist), and maintenance/stewardship of the Hillside Natural Area.	None	2 hours per month	Sean
Hillside Festival	Assist Trail Trekkers in production of the annual event celebrating the Hillside Natural Area with many hikes, talks, and activities.	None	1 hour	Pam
Climate Action and Adaptation Implementation and Progress Metrics	Work with City staff to implement strategies and tasks identified in the CAAP adopted in July, 2024. Explore opportunities to reduce residential natural gas use and promote electrification of home appliances, automobiles, and landscaping equipment as a complement to 100% renewable electrical power. Promote improved municipal electric vehicle infrastructure/readiness and fleet management. Explore ways to achieve greater social, racial, and environmental justice.	None	1 hour/ month	Fred & Howdy

PRIOR FISCAL YEAR (FY 24-25) ACCOMPLISHMENTS

Updated annually by July 1 and provided to City Council on Consent

Goal/Objective	Activities Supporting Goal	Status
Public Education and Outreach	a) Tabled at the WorldOne 4th of July festival to promote electrification of vehicles, home heating and cooking, including induction cooktop loaner programs. b) Sponsored the water refill station at the 2024 WorldOne 4th of July festival. c) Received a presentation on El Cerrito's participation in the Cleaner Contra Costa Challenge at the August meeting. d) Co-sponsored Albany FilmFest at the Rialto Cinemas Cerrito that included Albany GreenFest, a showing of five environmental short films on October 10, 2024. e) Co-sponsored and co-organized the April 26 GO GREEN! Mobility Fair at El Cerrito BART f) Promoted the Annual Hillside Festival, co-sponsored with El Cerrito Trail Trekkers. g) Co-sponsored June 7, 2025 Green@Home East Bay Electrification Tour. h) Maintained steady coordination with the Urban Forest Committee, including participation in the March, 2025 Arbor Week event. i) Received a presentation from City Staff at the December 2024 joint meeting with the Urban Forest Committee on the Hillside Natural Area Fire Resilience And Forest Conservation Management Plan. j) Continued to Co-sponsor El Cerrito Free Market events. k) Co-sponsored Fix-it event on March 22, 2025 at El Cerrito Community Center. l) Tabled at Bike to Work Day 2025. m) Provided input for public information about all-electric ADU's for City distribution.	a) Recurring b) Complete c) Complete d) Complete e) Complete f) Recurring g) Recurring h) Ongoing i) Complete j) Recurring k) Complete l) Complete m) Complete
Volunteer Work Parties	a) Organized eight (8) in-person Green Teams work parties that focused on trash removal from streets, parks, and creeks (including participation in Coastal Clean-up Day).	a) Ongoing
Policy Development and Recommendations	a) Provided a member to represent the EQC on the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan Stakeholder Advisory Group. • Received a presentation from City Staff at a joint meeting with the Urban Forest Committee on the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan. b) Received a presentation on the Richmond Complete Streets project at the September 2024 meeting and offered feedback.	a) Ongoing b) Ongoing
Implementation of City Environmental Programs	a) Supported City programs through public education, outreach, and work parties.	a) Ongoing

THE CITY OF EL CERRITO

Committee on Aging

Staff Liaison
Bridget Cooney | (510) 559-7008
bcooney@ci.el-cerrito.ca.us
Recreation Department

ACCOMPLISHMENTS
FISCAL YEAR 2024-2025

COMMITTEE ON AGING

Chair **Dr. Pansy Kwong**; Vice-Chair **Mark Watson**; Members **Buddy Akacic, Linda Cain, Katherine Cesa, Carol Kehoe, Steve Lipson, Lisa Martinengo, Pamela Wagner, Bruce Yow**

MISSION STATEMENT: The El Cerrito Committee on Aging was formed by City Council Resolution 3559 in June 1973 to advise the Council about the needs of older and/or disabled adult residents. The Committee on Aging addresses immediate concerns and issues concerning senior residents and adults with disabilities and addresses and supports the improvement of their quality of life. When appropriate, recommendations for action are made to the City Council.

The primary duties and purposes for which the Committee on Aging was established are as follows:

- To identify and establish regular communication with El Cerrito's older and/or disabled adults.
- To document needs of older and/or disabled adults living in El Cerrito and identify resources and benefits available from all agencies.
- To develop plans for programs that utilize the resource of talents among El Cerrito's older and/or disabled adults through volunteer opportunities for inclusion in the General Plan and other plans and programs as may be developed.
- To review and evaluate existing and proposed programs within their responsibility and make recommendations to the Council on City action and funding.
- To serve as liaisons with other interested and concerned groups.

HISTORICAL BACKGROUND: The members of the Committee on Aging are appointed by the City Council upon recommendation by the Committee. Membership is open to all interested adult residents of El Cerrito. Anyone wishing to join the Committee is encouraged to attend meetings so that they may become familiar with the members and activities of the Committee before making their decision to join.

The Committee's regular meeting date is the third Wednesday of the month. The meeting starts at 3 p.m. The Committee meets at the El Cerrito City Hall, Council Chambers, 10890 San Pablo Ave. The public is invited to attend the meetings. The Chair person and Vice-Chairperson are elected annually. The Committee on Aging does not meet in June, July, August or December.

Goal/Objective	Activites Supporting Goal	Status
Share information and resources with seniors living in El Cerrito that support the various needs of the aging community, including health and wellness, support services, food instability, and transportation. ***Strategic Plan Goal: Livability and Belonging*** ***Community Safety*** ***Environmental Sustainability***	Support Recreation Department Staff by distributing Senior Resource Fair flyers and information about the event with seniors and service providers in the community. Participate at the Senior Resource Fair by volunteering at the event.	**Accomplished – October 2024** On Friday, October 25, 2024, the Recreation Department Senior Services Division hosted a successful Senior Resource Fair with 42 vendors and over 200 seniors in attendance. City departments including Recreation,the City Manager's Office, Recycling, Police and Fire, participated, offering information and services. COA Members Akacic, Cain and Kehoe, volunteered alongside West Contra Costa Adult Education to promote Christ Lutheran and St. John's Senior Centers and support lifelong learning. COA Vice Chair Cesa and member Wagner also volunteered, helping promote city programs, services and the COA.
Recognize residents turning 100-years or older through the Mayoral Certificate of Recognition Program. ***Strategic Plan Goal: Livability and Belonging***	In partnership with the City Clerk's office, Committee on Aging members submitted names of seniors living in El Cerrito who are turning 100-years old or older for recognition through the Mayoral Cerfiticate of Recognition Program. Committee members shared names of additional Centenarian's to staff liaison as they became away of seniors eligible for recognition. City Clerk maintains list of Centenarian's and sends to the Committee for verification quarterly. Committee members confirm residents on the list are still living in El Cerrito and report back on their findings. City Council recognizes Centenarian's quarterly.	**Accomplished - FY 2024-2025** Quarter 1 – Recognized 2 Centenarians Quarter 2 – Recognized 2 Centenarians Quarter 3 – Recognized 1 Centenarians Quarter 4 – Recognized 2 Centenarian This is an on-going program.

Improve communication and outreach to seniors living in El Cerrito by publishing and distributing a Committee on Aging Senior Snippets Newsletter. ***Strategic Plan Goal: Livability and Belonging***	Committee on Aging members identify items of interest including upcoming events, programs, services, and activities for senior living in El Cerrito and compile a quarterly newsletter for distribution. Committee members cite all sources and provide contact information for seniors to get more information on all items included in published COA Newsletters. Committee members review draft newsletters and edit the content before approving for distribution. Staff Liaison prints COA newsletters once approved for publication and COA members pick up copies of the newsletters and distribute them to seniors in the community.	**Accomplished - FY 2024-2025** Published 4 COA Senior Snippets Newsletters Aug-Sept 2024 Oct-Dec 2024 Late Jan-Mar 2025 Apr-May 2025 Approximately 200 COA Newsletters were distributed to seniors in the Community by COA three committee members. COA Newsletters were also posted on the City's website and posted on the community bulletin board at the Community Center. May 21, 2025 – COA passed a motion to discontinue publication and distribution of the COA Senior Snippets Newsletter.
Advocate for improved conditions and experiences for seniors using public spaces in El Cerrito. Identify City parks that lack adequate seating for older adults, and disabled residents using the space. Identify safety concerns including trip hazards in City Parks and on City streets. **Strategic Plan Goal: Community Safety, Livability and Belonging**	Develop an Age-Friendly Park Evaluation checklist to assess accessibility and safety for older adults. Conduct Park Assessments COA members will visit City parks to evaluate features impacting senior safety and comfort including: • Trip hazards (e.g., uneven pavement, raised sidewalks) • Signage visibility • Handrail placement • Availability and condition of seating, drinking fountains and restrooms. Collaborate with ADA Subcommitteee	**Accomplished – April 2025:** Develop an Age-Friendly Park Checklist to assess the accessibility, safety and overall usability of City parks for older adults. The checklist includes criteria such as trip hazards, visibility of signage, condition of seating, drinking fountains, and restrooms. **Accomplished – September 2024:** Chair Dr. Kwong and Member Kehoe participated in two meetings of the City's ADA Subcommittee. Following the departure of Staff Liaison Marielle Cushing from the City, the ADA Subcommittee ceased meeting.

	Consult with the City's Public Works ADA Subcommittee to align recommendations with accessibility standards and ensure inclusivity for seniors and people with disabilities. Provide Recommendations Submit findings and improvement suggestions to the Park and Recreation Commission, City Council, City Maintenance Department and Recreation Department, focusing on enhancing safety and accessibility for seniors and all park users.	

Accomplishments adopted on 05/21/2025 by the following vote:

Moved/Second: Member Wagner / Member Martinengo
Ayes: 10: Chair Dr. Kwong, Vice Chair Watson, Members: Akacic, Cain, Cesa, Kehoe, Lipson, Martinengo, Wagner, Yow
Nos: 0
Absent: 0

AGENDA BILL

Agenda Item No. 7.C.

Date: June 17, 2025
To: El Cerrito City Council
From: Aissia Ashoori, Housing-Economic Development Manager, Community Development Department
Subject: Economic Development Committee Appointment

ACTION PROPOSED

Approve an Economic Development Committee recommendation to appoint Ahmed Qureshi, effective June 1, 2025.

BACKGROUND/ANALYSIS

Ahmed Qureshit has been an El Cerrito resident for 2 years. He is an entrepreneur and founder of a local healthcare business. His extensive experience in business development and operations pairs well with the EDC in supporting El Cerrito businesses.

The applicant has demonstrated their commitment to economic prosperity which is aligned with the mission of EDC. The Economic Development Committee voted unanimously to recommend the appointment of Qureshit at its regular meeting on May 19, 2025. If the City Council approves this recommendation, the number of committee members will be 9 out of a possible membership total of 15, as established by Resolution 2013-66.

STRATEGIC PLAN CONSIDERATIONS

This action supports the City's Strategic Plan Goal of:

- *Livability and Belonging*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

This section is not applicable to this agenda item.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

Karen Pinkos, City Manager

Attachments:
Application(s) on file with the City Clerk

AGENDA BILL

Agenda Item No. 7.D.

Date: June 17, 2025
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: Monthly Disbursement and Check Register Report for May 2025

ACTION PROPOSED

Receive and file the Monthly Disbursement and Check Register Report for the month of May 2025.

BACKGROUND/ANALYSIS

California Government Code, Title 4. Government of Cities, Division 3, Part 3, Chapter 3, Section 41004 states, "Regularly, at least once each month, the city treasurer shall submit to the city clerk a written report and accounting of all receipts, disbursements, and fund balances. The city treasurer shall file a copy with the legislative body." In addition, the City's Comprehensive Financial Policy, Item 5.1 Accounting Standards indicates the City's accounting and financial reporting systems shall be maintained in conformance with all state and federal laws.

- Month ending May 31, 2025, reflecting 334 Accounts Payable General Warrant Nos. 92950 through 93283, 37 ACH/EFT transactions, and 916 payroll-related checks and EFTs for a grand total of $6,136,885.87.

STRATEGIC PLAN CONSIDERATIONS

The City's Comprehensive Financial Policy, which includes ensuring policies, procedures, and systems represent best practices in financial management, is aligned with requirements referenced in California Government Code, Title 4, Chapter 3, Section 41004.

This action supports the City's Strategic Plan Goal(s) of:

- *High Performing Organization* by ensuring the City maintains a strong financial position and a high-preforming organization where employees feel a sense of inclusion and belonging.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

There is no fiscal impact associated with acceptance of the Monthly Disbursement and Check Register Report.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

Karen Pinkos, City Manager

Attachments:

1. Monthly Payment Register May 2025

City of El Cerrito

Payment Register

From Payment Date: 5/1/2025 - To Payment Date: 5/31/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
Accounts Payable - Checks								
Check								
92950	05/01/2025	Open			Accounts Payable	APB GENERAL ENGINEERING	RELEASE OF BONDS - APR 2025 PART 1	$1,871.00
92951	05/01/2025	Open			Accounts Payable	BESS TESTLAB, INC.	RELEASE OF BONDS - APR 2025 PART 1	$5,088.00
92952	05/01/2025	Open			Accounts Payable	CABLECOM	RELEASE OF BONDS - APR 2025 PART 1	$2,469.00
92953	05/01/2025	Open			Accounts Payable	EAGLE CONSTRUCTION CO.	RELEASE OF BONDS - APR 2025 PART 1	$823.00
92954	05/01/2025	Open			Accounts Payable	ERNIE'S PLUMBING & SEWER SVC	RELEASE OF BONDS - APR 2025 PART 1	$1,871.00
92955	05/01/2025	Open			Accounts Payable	EVEREST PLUMBING & DRAIN	RELEASE OF BONDS - APR 2025 PART 1	$5,613.00
92956	05/01/2025	Open			Accounts Payable	JOE FARRELL PAVING & GRADING	RELEASE OF BONDS - APR 2025 PART 1	$1,871.00
92957	05/01/2025	Open			Accounts Payable	KATO PLUMBING	RELEASE OF BONDS - APR 2025 PART 1	$3,392.00
92958	05/01/2025	Open			Accounts Payable	PG&E	RELEASE OF BONDS - APR 2025 PART 1	$10,159.77
92959	05/01/2025	Open			Accounts Payable	SONIC TELECOM	RELEASE OF BONDS - APR 2025 PART 1	$2,663.00
92960	05/01/2025	Open			Accounts Payable	STAR ROOTER AND PLUMBING	RELEASE OF BONDS - APR 2025 PART 1	$3,742.00
92961	05/01/2025	Open			Accounts Payable	TERRA NOVA ENGINEERING INC	RELEASE OF BONDS - APR 2025 PART 1	$3,392.00
92962	05/01/2025	Open			Accounts Payable	TOTO'S PLUMBING	RELEASE OF BONDS - APR 2025 PART 1	$1,871.00
92963	05/01/2025	Open			Accounts Payable	WARD CONSTRUCTION, INC.	RELEASE OF BONDS - APR 2025 PART 1	$823.00
92964	05/01/2025	Open			Accounts Payable	OAKLAND ROOTER & PLUMBING	RELEASE OF BONDS - APR 2025 PART 1	$823.00
92965	05/01/2025	Open			Accounts Payable	PRO ROOTER INC	RELEASE OF BONDS - APR 2025 PART 1	$823.00
92966	05/01/2025	Open			Accounts Payable	AMAZON CAPITAL SERVICES, INC.	RECYCLING CENTER OFFICE SUPPLIES MARKERS, WASTE CONTAINERS, FILE	$111.37
92967	05/01/2025	Open			Accounts Payable	AMERIGAS PROPANE INC	PROPANE FOR FORKLIFTS	$499.90
92968	05/01/2025	Open			Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	USED MOTOR OIL RECYCLING 3/21/25	$274.00
92969	05/01/2025	Open			Accounts Payable	BATTALION ONE FIRE PROTECTION	RECYCLING CENTER QUARTERLY FIRE SPRINKLER INSPECT. ON 4/7/25	$880.00
92970	05/01/2025	Open			Accounts Payable	CARROLL, JAMES	BACKGROUND	$1,850.00
92971	05/01/2025	Open			Accounts Payable	CHILDCARE CAREERS, LLC	MADERA CHILDCARE TEMPS	$607.20
92972	05/01/2025	Open			Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	UNIFORM ITEMS FOR JAMIE: RAINJACKET	$1,172.08
92973	05/01/2025	Open			Accounts Payable	COMMUNITY CONSERVATION CENTERS, INC.	MIXED PAPER + NON-CRV HDPE RECYCLING PROCESSING FEB 2025	$420.86
92974	05/01/2025	Open			Accounts Payable	CONCENTRA MEDICAL CENTERS	PRE EMPLOYMENT MED EXAM -VSTICK	$3,494.00
92975	05/01/2025	Open			Accounts Payable	CONCORD UNIFORMS	UNIFORMS	$843.70
92976	05/01/2025	Open			Accounts Payable	CONSTABLE, MARIANNE	FELDENKRAIS ATM MAR 2025	$144.00
92977	05/01/2025	Open			Accounts Payable	COUNTY CLERK-ELECTIONS DIV	2024 ELECTION EXPENSES	$61,247.10
92978	05/01/2025	Open			Accounts Payable	CPS HR CONSULTING	RECRUITING	$2,907.47
92979	05/01/2025	Open			Accounts Payable	CUMMINS WEST, INC.	E55 REPAIRS/ WARRANTY	$3,986.56
92980	05/01/2025	Open			Accounts Payable	DON'S TIRE SERVICE, INC.	CAR #36 ALIGNMENT INSPECTION	$60.00
92981	05/01/2025	Open			Accounts Payable	E&J TRUCK AND EQUIPMENT REPAIR LLC	RECYCLING TRUCK C1 SVCS	$2,632.22
92982	05/01/2025	Open			Accounts Payable	EAST BAY SANITARY CO. INC.	MONTHLY STREET SWEEPING MAR 2025	$9,172.95
92983	05/01/2025	Open			Accounts Payable	EHSD-CC SENIOR NUTRITION	CAFE COSTA SENIOR LUNCH PROGRAM CONTRIBUTION REIMB MAR 2025	$560.50
92984	05/01/2025	Open			Accounts Payable	ELOCK TECHNOLOGIES, LLC	ANNUAL RENEWAL OF SVCS & OPERATIONS AGMNT CITY BIKE LOCKER	$1,440.00
92985	05/01/2025	Open			Accounts Payable	ENTHALPHY ANALYTICAL, LLC	RECYCLING CENTER/CORP YARD STORMWATER TESTING SAMPLE #4	$703.00
92986	05/01/2025	Open			Accounts Payable	FASTRAK INVOICE PROCESSING DEPARTMENT	BRIDGE TOLL RECREATION -CPRS FORD	$8.00
92987	05/01/2025	Open			Accounts Payable	FLEET MANAGEMENTHOLDINGS, LLC	R1: EMISSION CONTROLS	$15,221.80
92988	05/01/2025	Open			Accounts Payable	GARDA CL WEST,INC.	ARMORED TRANSPORTATION SVCS MAY 2025	$294.30
92989	05/01/2025	Open			Accounts Payable	HILLYARD	CITYWIDE CUSTODIAL SUPPLIES	$2,776.87
92990	05/01/2025	Open			Accounts Payable	HONEY BUCKET	CENTRAL PARK SERVICES 4/1/25-4/28/25	$241.05
92991	05/01/2025	Open			Accounts Payable	J & O'S COMMERCIAL TIRE CENTER	C4: INSTALLED RECAPS RF	$2,785.35
92992	05/01/2025	Open			Accounts Payable	JADSON SOUZA DE JESUS	CAPOEIRA DEC-JAN 2025	$1,986.02
92993	05/01/2025	Open			Accounts Payable	KASSIRER ENTERTAINMENT COMPANY	HASEP & FASEP KASSIRER SPORTS S2 2025	$4,349.80
92994	05/01/2025	Open			Accounts Payable	LEADSONLINE LLC (42-1720332)	CELL HAWK RENEWAL 7/1/25-6/30/26	$3,337.00
92995	05/01/2025	Open			Accounts Payable	LSA ASSOCIATES, INC.	PHASE 2	$1,485.00
92996	05/01/2025	Open			Accounts Payable	MIDAS OF EL CERRITO	FD VEHICLE REPAIR	$6,374.81
92997	05/01/2025	Open			Accounts Payable	MORTON'S URBAN PEST MANAGEMENT	CITY HALL PEST CONTROL SVCS MAR 2025	$810.00

92998	05/01/2025	Open	Accounts Payable	NAPA RECYCLING & WASTE SERVICES, LLC	CURBSIDE RECYCLING PROCESSING MAR 2025	$13,994.20
92999	05/01/2025	Open	Accounts Payable	OIL CHANGERS	R&R ENG OIL + FILTER	$72.40
93000	05/01/2025	Open	Accounts Payable	PASTIME HARDWARE	REPAIR PARTS	$9.91
93001	05/01/2025	Open	Accounts Payable	PINNACLE LEADERSHIP GROUP, INC	DEL NORTE PARTNERING SERVICES	$5,000.00
93002	05/01/2025	Open	Accounts Payable	PLACEWORKS	SAFETY ELEMENT UPDATE SVC 02/01-02/28/25	$4,926.60
93003	05/01/2025	Open	Accounts Payable	PLAZA AUTO SERVICE INC	MAINTENANCE TRUCK M35 -ANNUAL SVCS	$2,524.63
93004	05/01/2025	Open	Accounts Payable	PREMIER GRAPHICS	MOBILITY FAIR POSTERS & BANNERS	$625.12
93005	05/01/2025	Open	Accounts Payable	REEVES, KATY	FASEP MIXED MEDIA ARTS S2 2025	$1,425.60
93006	05/01/2025	Open	Accounts Payable	RIVERA, NICOLE	WOMEN'S WORKOUT MARCH 2025	$420.00
93007	05/01/2025	Open	Accounts Payable	ROADSAFE TRAFFIC SYSTEMS, INC.	TRAFFIC CONES 50 QTY & WOODEN BARRICADES 30 QTY	$2,942.39
93008	05/01/2025	Open	Accounts Payable	ROSTAD, KIKI	SPRING CLAY MARCH-APRIL 2025	$801.43
93009	05/01/2025	Open	Accounts Payable	SINGLE CYLINDER REPAIR INC	REPAIR RAM FAN	$149.23
93010	05/01/2025	Open	Accounts Payable	SLIM CHANCE CIRCUS	HASEP + FASEP CIRCUS S2 2025	$2,167.20
93011	05/01/2025	Open	Accounts Payable	SPANISH ACADEMY	HASEP SPANISH S2 2025	$1,188.00
93012	05/01/2025	Open	Accounts Payable	SSD ALARM	TASSAJARA CLUBHOUSE ALARM SVCS MAY 2025 #339947-1	$950.99
93013	05/01/2025	Open	Accounts Payable	ST. FRANCIS ELECTRIC	TS & SL MAINTENANCE & RESPONSE MAR 2025	$12,848.50
93014	05/01/2025	Open	Accounts Payable	SUPER SOCCER STARS	HASEP + MASEP SOCCER S2 2025	$3,242.43
93015	05/01/2025	Open	Accounts Payable	SWRCB	SWRCB ANNUAL INDUSTRIAL SW PERMIT 4/1/25-3/31/26	$1,723.00
93016	05/01/2025	Open	Accounts Payable	The Sourcing Group	72 HOUR DETENTION FORMS	$281.63
93017	05/01/2025	Open	Accounts Payable	Total Industries	TOYOTA 7FGU25 FORKLIFT REPAIRS: HYDRAULIC HOSES, BRAKE INSPECTIO	$3,669.75
93018	05/01/2025	Open	Accounts Payable	TYLER TECHNOLOGIES	MAINTENANCE, USER LICENSE 06/01-06/30/25	$150.00
93019	05/01/2025	Open	Accounts Payable	UNIVERSAL BUILDING SERVICE	JANITORIAL SERVICES -SWIM CENTER FEB 2025	$7,513.79
93020	05/01/2025	Open	Accounts Payable	VILLAGOMEZ NUNEZ, ANTONIO	ARLINGTON TENNIS CT IRRIGATION MOD.	$1,271.00
93021	05/01/2025	Open	Accounts Payable	WILLIAMS, LEWIS	MASEP DRAMA S2 2025	$3,628.80
93022	05/01/2025	Open	Accounts Payable	WARREN, ELISE	PER DIEM - CAL CHIEFS CONFERENCE MAR 9-12 2025	$150.00
93023	05/01/2025	Open	Accounts Payable	LIS, PATRICIA	FELDENKRAIS REFUND	$44.20
93024	05/02/2025	Open	Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	$43.62
93025	05/02/2025	Open	Accounts Payable	HEALTH CARE DENTAL TRUST	DEN1 - Dental 1*	$18,431.27
93026	05/02/2025	Open	Accounts Payable	IAFF LOCAL 1230	DUE4 - UNION LOCAL 1230	$5,895.40
93027	05/02/2025	Open	Accounts Payable	KAISER FOUNDATION HEALTH PLAN	K1 - Kaiser 1*	$270,436.29
93028	05/02/2025	Open	Accounts Payable	LEGALSHIELD	LEGL - PRE-PAID LEGAL SRVC	$153.50
93029	05/02/2025	Open	Accounts Payable	MUNICIPAL POOLING AUTHORITY	LIFE - Supp Life Insu - Inv# 920-40691_May 2025	$14,489.96
93030	05/02/2025	Open	Accounts Payable	NATIONWIDE TRUST COMPANY, FSB	FHEA - Fire Health Savings Acct	$18,175.00
93031	05/02/2025	Open	Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	$1,822.04
93032	05/02/2025	Open	Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	$2,753.18
93033	05/08/2025	Open	Accounts Payable	AMAZON CAPITAL SERVICES, INC.	OFFICE SUPPLIES	$183.31
93034	05/08/2025	Open	Accounts Payable	AT&T	FIBER FROM 51 TO RICHMOND	$660.66
93035	05/08/2025	Open	Accounts Payable	BAUER COMPRESSORS, INC.	COMPRESSOR REPAIR	$45.13
93036	05/08/2025	Open	Accounts Payable	BAY ALARM COMPANY	STA 52 INSTALL BALANCE	$1,050.00
93037	05/08/2025	Open	Accounts Payable	BERKHEIMER LABOR RELATIONS, LLC	MOU & LABOR CONTRACT 2ND QTR 2025	$10,000.00
93038	05/08/2025	Open	Accounts Payable	BEST EQUIPMENT	ANNUAL FIRE EXTINGUISHER SVCS	$259.00
93039	05/08/2025	Open	Accounts Payable	BLAISDELL'S BUSINESS PRODUCTS	OFFICE SUPPLIES	$152.08
93040	05/08/2025	Open	Accounts Payable	BOUNDTREE MEDICAL LLC	MEDICAL SUPPLIES	$5,374.00
93041	05/08/2025	Open	Accounts Payable	CALIFORNIA BUILDING STANDARDS COMMISSION	CBSC FEES FY2024-25 Q3	$523.80
93042	05/08/2025	Open	Accounts Payable	CALIFORNIA ROOFING CO., INC.	COMMUNITY CENTER ROOF REPAIR C5055	$16,318.80
93043	05/08/2025	Open	Accounts Payable	CHILDCARE CAREERS, LLC	CHILDCARE CAREERS TEMP	$910.80
93044	05/08/2025	Open	Accounts Payable	COLLINS, ROBERT	BUSINESS CARDS	$66.45
93045	05/08/2025	Open	Accounts Payable	COREY JOHN MASON	7/4 WORLDONE COORDINATION	$2,500.00
93046	05/08/2025	Open	Accounts Payable	DANA SAFETY SUPPLY	SIM MASKS	$1,039.11
93047	05/08/2025	Open	Accounts Payable	DUNNIGAN PSYCHOLOGICAL & THREAT ASSESSMENTS	PSYCH EVAL	$625.00
93048	05/08/2025	Open	Accounts Payable	ENGBERG, GERI	MASEP IMPROV S2 2025	$1,843.20

93049	05/08/2025	Open	Accounts Payable	FLEET MANAGEMENTHOLDINGS, LLC	RECYCLING TRUCK R1: HYDRAULIC SYSTEMS: CYLINDER, RESERVOIR	$3,890.08
93050	05/08/2025	Open	Accounts Payable	FORENSIC SERVICES DIVISION	FORENSICS 2/1/25-2/28/25	$4,529.86
93051	05/08/2025	Open	Accounts Payable	HDL COREN & CONE	CONTRACT SVCS PROPERTY TAX APR-JUNE 2025	$2,999.04
93052	05/08/2025	Open	Accounts Payable	LANER ELECTRIC SUPPLY	LIGHTBULBS - HARDING AND COM CTR OFFICE	$219.77
93053	05/08/2025	Open	Accounts Payable	LEHR AUTO ELECTRIC & EMERGENCY	VEHICLE OUTFITTING	$6,546.31
93054	05/08/2025	Open	Accounts Payable	NBS	PROFESSIONAL SVCS 04/1-6/30/2025 STORM & SWIM	$2,880.79
93055	05/08/2025	Open	Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	$176.65
93056	05/08/2025	Open	Accounts Payable	OIL CHANGERS	R&R ENG OIL + FILTER	$72.40
93057	05/08/2025	Open	Accounts Payable	PASTIME HARDWARE	WINDOW LOCKS FOR CLUBHOUSES	$105.75
93058	05/08/2025	Open	Accounts Payable	PIGONI, MICHAEL	REFUND FOR DOUBLE PAYMENT HEALTHCARE PREMIUM APR 2025	$3,104.51
93059	05/08/2025	Open	Accounts Payable	PLAZA AUTO SERVICE INC	MAINTENANCE TRUCK M38 -BOLT KIT-N & WHEEL ALIGNMENT	$334.08
93060	05/08/2025	Open	Accounts Payable	SIGNS BY SCOTT	MLK EVENT 2025 - ENGRAVED PLAQUE	$212.06
93061	05/08/2025	Open	Accounts Payable	Soundwizard Production, LLC	7/4 WORLDONE STAGE SOUND PROD. DOWN PAYMENT	$4,548.13
93062	05/08/2025	Open	Accounts Payable	STERICYCLE, INC.	MEDICAL WASTE	$837.25
93063	05/08/2025	Open	Accounts Payable	VERMONT SYSTEMS, INC.	MAY SERVICES 2025	$1,291.36
93064	05/08/2025	Open	Accounts Payable	West Contra Costa Transportation (WCCTC)	STMP FEES PROJECTS JAN-MAR 2025	$6,916.00
93065	05/08/2025	Open	Accounts Payable	BROSAS, DONOVAN	PER DIEM -SUPERVISORY LEADERSHIP APR 24-26 2025	$150.00
93066	05/08/2025	Open	Accounts Payable	CAPUTO, LAUREN	PER DIEM LEADERSHIP SUMMIT APR 24 2025	$50.00
93067	05/08/2025	Open	Accounts Payable	QUINTO, GABRIEL	CALCITIES POLICY MEETING BURBANK 3/28/2025	$76.44
93068	05/08/2025	Open	Accounts Payable	WENTWORTH, DAVID	PER DIEM LEADERSHIP SUMMIT APR 24 2025	$50.00
93069	05/08/2025	Open	Accounts Payable	SALTZMAN , REBECCA	CALCITIES SUMMIT APR 23-24, 2025	$589.14
93070	05/08/2025	Open	Accounts Payable	YEN GEN CHENG	REFUND -ELECTRICAL PERMIT FEE 4/23/25	$87.00
93071	05/08/2025	Open	Accounts Payable	DADUL, JIGME	MILEAGE AND MEAL REIMBURSEMENT 3/24/25-4/25/25	$1,372.50
93072	05/15/2025	Open	Accounts Payable	A3 PIPELINE	ENERGY DISSIPATER REPAIR	$99,913.25
93073	05/15/2025	Open	Accounts Payable	EBMUD	EBMUD 3/4/25-5/1/25	$4,619.69
93074	05/15/2025	Open	Accounts Payable	GHILOTTI BROS, INC	DEL NORTE TOD COMPLETE STREETS IMPROVEMENT	$408,809.99
93075	05/15/2025	Open	Accounts Payable	AMERIGAS PROPANE INC	PROPANE FOR RECYCL CTR FORKFLITS REF:747983831 & 749030226	$568.27
93076	05/15/2025	Open	Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	USED MOTOR OIL RECYCLING 4/17/2025	$137.00
93077	05/15/2025	Open	Accounts Payable	ATCO Pest Control	COMMUNITY CENTER PEST CONTROL SVCS APRIL 2025	$750.00
93078	05/15/2025	Open	Accounts Payable	AVILA PROJECT MANAGEMENT	2023 MISC STORM DRAIN REPAIRS	$19,680.50
93079	05/15/2025	Open	Accounts Payable	BALTZ, LEONARD	KARATE YOUTH JAN, FEB & MAR 2025	$2,311.80
93080	05/15/2025	Open	Accounts Payable	BLUECOSMO	FD SATELLITE PHONES 05/1-5/31/25	$133.90
93081	05/15/2025	Open	Accounts Payable	BOLT STAFFING SERVICE, INC.	TEMPORARY CLERICAL HELP	$814.30
93082	05/15/2025	Open	Accounts Payable	CALIFORNIA PUBLIC POLICY GROUP INC.	GRANT WRITING & LEGISLATIVE ADVOCACY APRIL 2025	$6,500.00
93083	05/15/2025	Open	Accounts Payable	California Resource Recovery Association	CRRA ANNUAL CONFERENCE REGISTRATION	$775.00
93084	05/15/2025	Open	Accounts Payable	CHEN, CHANG	MASEP CANCELLATION FROM 2023	$142.00
93085	05/15/2025	Open	Accounts Payable	CHILDCARE CAREERS, LLC	MADERA CHILDCARE TEMPS	$759.00
93086	05/15/2025	Open	Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	UNIFORM ITEMS FOR LAMBERTO PANTS	$1,162.94
93087	05/15/2025	Open	Accounts Payable	CITY OF RICHMOND	CAD	$70,605.42
93088	05/15/2025	Open	Accounts Payable	Cogent Investigations	BACKGROUND -GARIBAY	$2,000.00
93089	05/15/2025	Open	Accounts Payable	COMCAST	COMCAST BUSINESS INTERNET	$3,936.14
93090	05/15/2025	Open	Accounts Payable	CONCENTRA MEDICAL CENTERS	PRE EMPLOYMENT PHYSICALS KARKI	$1,197.00
93091	05/15/2025	Open	Accounts Payable	CONCORD UNIFORMS	BRIONES UNIFORMS	$843.70
93092	05/15/2025	Open	Accounts Payable	DIVISION OF STATE ARCHITECT	DISABILITY ACCESS & EDU FEE FOR Q1 2025 & 2024 ANNUAL FILING RPT	$213.60
93093	05/15/2025	Open	Accounts Payable	DON'S TIRE SERVICE, INC.	R& R (2) TIRES PATROL CAR #2	$363.17
93094	05/15/2025	Open	Accounts Payable	FAILSAFE TESTING LLC	LADDER TESTING	$2,332.70
93095	05/15/2025	Open	Accounts Payable	FLEET MANAGEMENTHOLDINGS, LLC	R3: HYDRAULIC HOSE REPAIR	$1,491.50
93096	05/15/2025	Open	Accounts Payable	GODBE RESEARCH	SURVEY OF REGISTERED VOTERS	$38,000.00
93097	05/15/2025	Open	Accounts Payable	GRAINGER	INFRASTRUCTURE SUPPLIES COLD PATCH 60 LB BAGS	$796.12
93098	05/15/2025	Open	Accounts Payable	GRAUL, BELINDA	GYMNASTICS MAR-APR 2025	$5,168.00
93099	05/15/2025	Open	Accounts Payable	HILLTOP FORD KIA	CAR #24 MAVERICK R&R SHIELD ENGINE	$99.27

93100	05/15/2025	Open	Accounts Payable	HONEY BUCKET	PORTAPOTTIES FOR MOBILITY FAIR/EARTH DAY	$978.38
93101	05/15/2025	Open	Accounts Payable	INTREPID ELECTRONIC SYSTEMS	CITY HALL ANNUAL FIRE ALARM & SPINKLER INSPECTION	$2,244.00
93102	05/15/2025	Open	Accounts Payable	IRON MOUNTAIN	OFF-SITE RECORDS STORAGE AND SERVICES	$773.22
93103	05/15/2025	Open	Accounts Payable	JADSON SOUZA DE JESUS	CAPOEIRA YOUTH FEB-MAR 2025	$1,833.60
93104	05/15/2025	Open	Accounts Payable	JOHNSON CONTROLS SECURITY SOLUTIONS	CITY HALL ALARM SVCS 5/1/25-7/31/25	$533.92
93105	05/15/2025	Open	Accounts Payable	JONES, HIROMI	HATHA YOGA CLASSES APRIL 2025	$1,140.00
93106	05/15/2025	Open	Accounts Payable	KATOM RESTAURANT SUPPLY, INC.	REC OPEN PURCHASE KATOM RE	$5,380.00
93107	05/15/2025	Open	Accounts Payable	KEL-AIRE	HARDING CLUBHOUSE HVAC SVCS 4/16/25	$3,196.03
93108	05/15/2025	Open	Accounts Payable	KENNEDY, GREG, C	APRIL EMS CALL REVIEW	$2,000.00
93109	05/15/2025	Open	Accounts Payable	KNORR SYSTEMS, INC.	CO2 ORDER#305531	$2,997.02
93110	05/15/2025	Open	Accounts Payable	LARRIETA SANITATIION CONSTRUCTION	REFUND - CANCELED PERMIT ISSUANCE ON 4/16/2025	$2,305.00
93111	05/15/2025	Open	Accounts Payable	LEHR AUTO ELECTRIC & EMERGENCY	VEHICLE OUTFITTING	$10,299.43
93112	05/15/2025	Open	Accounts Payable	MERCURIO BROS. PRINTING, INC,	WEED ABATEMENT FORMS	$113.56
93113	05/15/2025	Open	Accounts Payable	Metropolitan transportation Commision	4902 -P-TAP 26	$4,743.00
93114	05/15/2025	Open	Accounts Payable	MMANC	MMANC ANNUAL DUES - CHRISTINA	$95.00
93115	05/15/2025	Open	Accounts Payable	NICHOLS CONSULTING ENGINEERS	2025 SURFACE SEAL & REHAB PROJECT	$27,688.75
93116	05/15/2025	Open	Accounts Payable	NORGE CLEANERS	DRY CLEANING	$572.25
93117	05/15/2025	Open	Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	$173.66
93118	05/15/2025	Open	Accounts Payable	OIL CHANGERS	R&R TIRE & TPMS CAR 5	$117.63
93119	05/15/2025	Open	Accounts Payable	OLIVER'S TOW INC.	DISABLED PATROL VEH #7 TOWEO TO W.C FOR	$256.66
93120	05/15/2025	Open	Accounts Payable	OLIVERO PLUMBING	CONTRA COSTA CIVIC THEATRE TEST & CERTIFY RP DEVICE ON 1/16/25	$200.00
93121	05/15/2025	Open	Accounts Payable	PASTIME HARDWARE	CUSTODIAL SUPPLIES	$82.72
93122	05/15/2025	Open	Accounts Payable	PETERSON TRUCKS, INC.	E352 REPAIRS	$9,248.73
93123	05/15/2025	Open	Accounts Payable	PINNACLE LEADERSHIP GROUP, INC	DEL NORTE PARTNERING SERVICES	$2,500.00
93124	05/15/2025	Open	Accounts Payable	PLAZA AUTO SERVICE INC	M23 SMOG INSPECTION, STEERING GEAR BOX, PITTMAN ARM, STEERING	$3,139.91
93125	05/15/2025	Open	Accounts Payable	R.S. HUGHES CO.	SCBA HOSE ASSEMBLY	$1,106.18
93126	05/15/2025	Open	Accounts Payable	R3 CONSULTING GROUP	SOLID WASTE CONSULTING SERVICES APR 2025	$600.00
93127	05/15/2025	Open	Accounts Payable	RAFTELIS	CC RETREAT & REPORT -FINAL PAYMENT PROJ R-04585CA24.02	$400.00
93128	05/15/2025	Open	Accounts Payable	REX KEY & SECURITY	FRONT DOOR RE-KEY APR 2025	$236.34
93129	05/15/2025	Open	Accounts Payable	RICOH USA, INC	OVERAGE FOR MPC307 AT 7550 SCHMIDT LANE	$3,536.62
93130	05/15/2025	Open	Accounts Payable	RINGCENTRAL, INC.	VOLP PHONE SERVICE FOR CITY STAFFS	$2,073.48
93131	05/15/2025	Open	Accounts Payable	ROADSAFE TRAFFIC SYSTEMS, INC.	SIGNAGE FOR RECYCLING CENTER: SPEED LIMITS NO DUMP/NO TRESP	$316.47
93132	05/15/2025	Open	Accounts Payable	RUBICON ENTERPRISES INC	LANDSCAPE MAINTENANCE -EXTRA WORK 3/17/25 VINE INSTALL	$41,219.72
93133	05/15/2025	Open	Accounts Payable	S.P. AUTOMOTIVE	RECYCLING TRUCK SUPPLIES: HYDRAULIC & DIESEL EXHAUST, MOTER OIL	$1,794.19
93134	05/15/2025	Open	Accounts Payable	SCHINDLER ELEVATOR CORPORATION	CITY HALL ELEVATOR WITNESS FIRE LIFE SAFETY TEST	$3,320.48
93135	05/15/2025	Open	Accounts Payable	SEWER MASTER	REFUND - CANCELED PERMIT RECT#B42474	$3,459.00
93136	05/15/2025	Open	Accounts Payable	SINGLE CYLINDER REPAIR INC	LIGHT EQUIP PURCHASED	$1,871.06
93137	05/15/2025	Open	Accounts Payable	SSP DATA PRODUCTS	RECOMMENDED FIREWALL IMPROVEMENT IMPLEMT.	$1,537.50
93138	05/15/2025	Open	Accounts Payable	STAPLES	CORK BOARD FOR RECYCLING CENTER LOBBY	$77.15
93139	05/15/2025	Open	Accounts Payable	STERICYCLE, INC.	HAZARDOUS WASTE	$277.33
93140	05/15/2025	Open	Accounts Payable	TALENTNOOK INC.	TALLENTNOOK ART INT & CINECRAFT S2 2025	$4,211.98
93141	05/15/2025	Open	Accounts Payable	THE FLYING LOCKSMITHS - SAN JOSE	INSTALL CITY HALL'S PERMIT COUNTER FRONT DOOR ON BRIVO PANEL	$7,600.33
93142	05/15/2025	Open	Accounts Payable	THEIS ENGINEERING & ASSOCIATES	RICHMOND ST. PROJECT DEL NORTE TOD PROJECT	$13,016.00
93143	05/15/2025	Open	Accounts Payable	TWO BROTHERS POOL & SPA, INC	APRIL SVCS REAGENT + CALCIUM	$4,134.07
93144	05/15/2025	Open	Accounts Payable	UNIVERSAL BUILDING SERVICE	JANITORIAL SERVICES -RECYCLE CENTER APR 2025	$7,017.00
93145	05/15/2025	Open	Accounts Payable	VERIZON WIRELESS	WIRELESS PHONE BILL 02/20-03/19/25	$8,226.46
93146	05/15/2025	Open	Accounts Payable	WALNUT CREEK FORD INC	CAR #2 PATROL R&R AWD MODULE	$985.63
93147	05/15/2025	Open	Accounts Payable	GAGNE, JOSEPH	REIMBURSE EMPLOYEE FOR PARAMEDIC LICENSE RENEWAL	$250.00
93148	05/15/2025	Open	Accounts Payable	WAHRLICH, JOHN-TRACY	PERDIEM -ORAL BOARD PANEL APR 29-30 2025	$100.00
93149	05/15/2025	Open	Accounts Payable	ROWLANDS, CHERI	REFUND FOR RESTROOM KEY RCPT#1047832 4/30/25	$24.00
93150	05/16/2025	Open	Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	$43.62

93151	05/16/2025	Open	Accounts Payable	EL CERRITO FIRE DEPT MGMT GRP	MGT1 - FIRE DEPT MGMT GROUP	$50.00
93152	05/16/2025	Open	Accounts Payable	EL CERRITO PUBLIC SFTY EE MGMT	MGT2 - SAFETY EMPLYEE MGMT GROUP	$513.00
93153	05/16/2025	Open	Accounts Payable	FIRE ASSOCIATION	DUE2 - FIRE ASSN DUES	$525.00
93154	05/16/2025	Open	Accounts Payable	LIFE INSURANCE OF NORTH AMERICA	ACCD - Accidental Death & Dismembermt	$52.50
93155	05/16/2025	Open	Accounts Payable	POLICE ASSN.	DUE1 - POLICE ASSN DUES	$5,466.99
93156	05/16/2025	Open	Accounts Payable	PRO FIREFIGHTERS ASSN DUES	DUE3 - EC PRO FIREFIGHTERS DUES	$300.00
93157	05/16/2025	Open	Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	$1,864.03
93158	05/16/2025	Open	Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	$3,034.39
93159	05/22/2025	Open	Accounts Payable	24 HOUR FITNESS USA, LLC	GYM MEMEBERSHIPS	$359.90
93160	05/22/2025	Open	Accounts Payable	4LEAF, INC.	PLAN CHECK/ARCH/ENGINEERING 03/01-03/31/25	$3,811.15
93161	05/22/2025	Open	Accounts Payable	ALL STAR FIRE EQUIPMENT, INC.	ENGINE PARTS	$3,255.81
93162	05/22/2025	Open	Accounts Payable	AMAZON CAPITAL SERVICES, INC.	SAFETY WORK BOOTS FOR JUSTIN	$721.85
93163	05/22/2025	Open	Accounts Payable	AT&T	AT&T LAND TELEPHONE LINE 3/20/25 - 4/19/25	$1,044.46
93164	05/22/2025	Open	Accounts Payable	AVANTPAGE INC.	DOCUMENT TRANSLATION FOR DELEGATION VISIT	$159.30
93165	05/22/2025	Open	Accounts Payable	BAUM, MONICA	PARTIAL REFUND FOR APPLICATION PL25-0009	$1,639.00
93166	05/22/2025	Open	Accounts Payable	BAY AREA NEWS GROUP EAST BAY	LEGAL ADVERTISING 2025 SURFACE SEAL 4/1/25 - 4/30/25	$832.26
93167	05/22/2025	Open	Accounts Payable	BLAISDELL'S BUSINESS PRODUCTS	GENERAL OFFICE SUPPLIES	$325.18
93168	05/22/2025	Open	Accounts Payable	BOLT STAFFING SERVICE, INC.	TEMPORARY CLERICAL HELP 05/05/25-05/11/25	$1,097.07
93169	05/22/2025	Open	Accounts Payable	BOUNDTREE MEDICAL LLC	MEDICAL SUPPLIES	$523.71
93170	05/22/2025	Open	Accounts Payable	BPX PRINTING & GRAPHICS	PLANROOM 30-001 TO 30-006	$307.45
93171	05/22/2025	Open	Accounts Payable	CANN, COLETTE	OPEN CERAMICS - FRIDAYS APR 2025	$153.60
93172	05/22/2025	Open	Accounts Payable	CHILDCARE CAREERS, LLC	MADERA TEMP	$759.00
93173	05/22/2025	Open	Accounts Payable	CITY OF PLEASANT HILL	CONFER. MAYOR PRO TEM QUINTO -CM MOTOYAMA	$140.00
93174	05/22/2025	Open	Accounts Payable	CLAYPEOPLE	TASSAJARA POTTERY STUDIO KILN - REPAIRS	$548.44
93175	05/22/2025	Open	Accounts Payable	CONCENTRA MEDICAL CENTERS	PRE-EMPLOYMENT MED EXAM - KARKI	$129.00
93176	05/22/2025	Open	Accounts Payable	CONCORD UNIFORMS	UNIFORMS DADUL	$940.12
93177	05/22/2025	Open	Accounts Payable	CONSTABLE, MARIANNE	FEIDENKRAIS ATM APR 2025	$120.00
93178	05/22/2025	Open	Accounts Payable	CONTRA COSTA COUNTY HEALTH SERVICES DEPT	CORE HOMELESS OUTREACH DEC - FEB 2025	$30,600.43
93179	05/22/2025	Open	Accounts Payable	CONTRA COSTA COUNTY LIBRARY	Q3 LIBRARY ADDITIONAL HOURS LIBRARY TECHNOLOGY	$20,803.02
93180	05/22/2025	Open	Accounts Payable	CSI Ergonomic Furniture, Inc.	ERGO ITEMS - MIZUTANI	$807.99
93181	05/22/2025	Open	Accounts Payable	DATA TICKET, INC.	BUILDING & SAFETY MAR 2025	$411.16
93182	05/22/2025	Open	Accounts Payable	Dixon Resources Unlimited	PARKING MANAGEMENT ACTION PLAN	$28,786.25
93183	05/22/2025	Open	Accounts Payable	EAST BAY BLUE PRINT & SUPPLY CO.	HP SERVICE FEB 2025	$225.00
93184	05/22/2025	Open	Accounts Payable	EBMUD	EBMUD 3/8/25-5/8/25	$16,039.50
93185	05/22/2025	Open	Accounts Payable	EKI ENVIRONMENT & WATER, INC.	STORMWATER COMPLIANCE SUPPORT 2024-2025	$1,450.00
93186	05/22/2025	Open	Accounts Payable	FLEET MANAGEMENTHOLDINGS, LLC	RECYCLING TRUCK C1: GAUGES + WARNING DEVICES	$3,140.00
93187	05/22/2025	Open	Accounts Payable	FUJIWARA, PATTY	INTRO TO HANDBUILDING, OPEN CERAMICS + MATERIALS FEES	$1,178.40
93188	05/22/2025	Open	Accounts Payable	GABRIEL, BARBARA, A.	BALLET ADULT APRIL 2025	$642.00
93189	05/22/2025	Open	Accounts Payable	GARDA CL WEST,INC.	EXCESS PREMISE TIME	$40.15
93190	05/22/2025	Open	Accounts Payable	Green Halo Systems Inc,	HOSTING & MAINTENANCE APR 2025	$171.00
93191	05/22/2025	Open	Accounts Payable	HAAKER EQUIPMENT COMPANY	TRUCK PARTS FOR SIGNAGE INSTALL	$1,803.26
93192	05/22/2025	Open	Accounts Payable	JACKSON, DOUGLAS, W.	CHESS BASICS APR 2025	$24.00
93193	05/22/2025	Open	Accounts Payable	JAFFE, SCOT	OPEN CERAMICS TA APR 2025	$374.40
93194	05/22/2025	Open	Accounts Payable	KI RESEARCH INSTITUTE	AIKIDO APR 2025	$306.00
93195	05/22/2025	Open	Accounts Payable	KIDS for the BAY	WATERSHED ACTION PROGRAM FOR 3RD GRADERS	$4,000.00
93196	05/22/2025	Open	Accounts Payable	KINSEY, KATHRYNE ANN	BRIDGE CLASS APR 2025	$441.60
93197	05/22/2025	Open	Accounts Payable	KNORR SYSTEMS, INC.	CO2 ON 5/3/2025	$434.55
93198	05/22/2025	Open	Accounts Payable	KREISBERG LAW FIRM	LEGAL SERVICES FOR APR 2025	$337.50
93199	05/22/2025	Open	Accounts Payable	LACK, CHRIS	OPEN CERAMICS - APRIL INTRO TO THROWING	$768.00
93200	05/22/2025	Open	Accounts Payable	LEHR AUTO ELECTRIC & EMERGENCY	VEHICLE OUTFITTING	$11,575.82
93201	05/22/2025	Open	Accounts Payable	LSA ASSOCIATES, INC.	RMA BIOLOGICAL SURVEYS & TRAINING	$502.13

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93202	05/22/2025	Open	Accounts Payable	MCGEOY, MICHELE	PICKLEBALL DEC-APR 2025	$2,865.00
93203	05/22/2025	Open	Accounts Payable	MITCHELL, BONNIE	AQUA ZUMBA APR 2025	$241.50
93204	05/22/2025	Open	Accounts Payable	OLIVER'S TOW INC.	CAR #27 DET FUSION BLK TOW FOR SVC INOP	$115.50
93205	05/22/2025	Open	Accounts Payable	PASTIME HARDWARE	SPARE KEYS LOCK BOX PATROL CARS	$13.16
93206	05/22/2025	Open	Accounts Payable	PAYMENTUS CORPORATION	CREDIT CARD PROCESSING FEES MAR 2025	$2,690.40
93207	05/22/2025	Open	Accounts Payable	PLACEWORKS	SAFETY ELEMENT UPDATE SVC 03/01-03/31/25	$7,646.18
93208	05/22/2025	Open	Accounts Payable	PREMIER GRAPHICS	BUSINESS CARDS	$557.77
93209	05/22/2025	Open	Accounts Payable	PROSPECT SIERRA SCHOOL	REFUND-TENNIS COURT	$90.60
93210	05/22/2025	Open	Accounts Payable	RECORDS CONTROL SERVICES, INC.	RECORDS MANAGEMENT NEEDS ASSESSMENT	$2,949.39
93211	05/22/2025	Open	Accounts Payable	REDWOOD PUBLIC LAW, LLP	CITY COUNCIL (LABOR) 4/9-4/30/25	$41,063.16
93212	05/22/2025	Open	Accounts Payable	RILE, KATHRYN	OPEN CERAMICS MOM AFTERNOON APR 2025	$1,239.60
93213	05/22/2025	Open	Accounts Payable	RIVERA, NICOLE	WOMEN'S WORKOUT APRIL 2025	$480.00
93214	05/22/2025	Open	Accounts Payable	SHABABO, TRACEY, ELISE	ASEP TEXTILE + COMMUNITY CENTER SVCS 4/14-5/2	$2,032.20
93215	05/22/2025	Open	Accounts Payable	STAPLES	OFFICE SUPPLIES	$611.55
93216	05/22/2025	Open	Accounts Payable	STATE OF CA DEPT OF JUSTICE	FINGERPRINTING	$2,123.00
93217	05/22/2025	Open	Accounts Payable	THREE O'CLOCK ROCK LLC	HASEP 3 O' CLOCK ROCK 4/15-5/16 2025 S3	$1,040.00
93218	05/22/2025	Open	Accounts Payable	Total Industries	BALER CONVEYOR BELT REPAIR	$1,283.55
93219	05/22/2025	Open	Accounts Payable	TRANSUNION RISK AND ALTERNATIVE DATA SOLUTION, INC	TECH SERVICES APR 1- 30 2025	$105.00
93220	05/22/2025	Open	Accounts Payable	TRB AND ASSOCIATES, INC.	PLAN REVIEW/ARCH/ENGINEERING 03/01-03/31/25	$44,098.95
93221	05/22/2025	Open	Accounts Payable	TRIPEPI SMITH AND ASSOCIATES, INC.	COMMUNICATION SUPPORT	$3,750.00
93222	05/22/2025	Open	Accounts Payable	TYLER TECHNOLOGIES	PROJECT MANAGEMENT	$390.00
93223	05/22/2025	Open	Accounts Payable	UNIVERSAL BUILDING SERVICE	BUILDING SUPPLIES	$589.66
93224	05/22/2025	Open	Accounts Payable	Urban37, Inc.	PROFESSIONAL SERVICES - STAFFING MAR 2025	$19,839.00
93225	05/22/2025	Open	Accounts Payable	ELLIOTT, MARIELLE	LUNCH FOR POST SUPERVISORY 04/28-05/09/25	$80.00
93226	05/22/2025	Open	Accounts Payable	PAUL KEITH	PER DIEM REIMB FOR COMMAND COLLEGE APR 14-18 2025	$200.00
93227	05/22/2025	Open	Accounts Payable	NICHOLAS, JACOB	REAL PROPERTY TAX REBATE FOR 545 LIBERTY STREET	$2,720.00
93228	05/22/2025	Open	Accounts Payable	MUELLER, PUJA	REIMB FOR CSMFO MEMBERSHIP REGISTRATION	$60.00
93229	05/29/2025	Open	Accounts Payable	ADVANCED TRENCHLESS	RELEASE OF BONDS - MAY 2025	$6,512.12
93230	05/29/2025	Open	Accounts Payable	BILL'S UNDERGROUND	RELEASE OF BONDS - MAY 2025	$1,871.00
93231	05/29/2025	Open	Accounts Payable	EVEREST PLUMBING & DRAIN	RELEASE OF BONDS - MAY 2025	$7,484.00
93232	05/29/2025	Open	Accounts Payable	KATO PLUMBING	RELEASE OF BONDS - MAY 2025	$3,742.00
93233	05/29/2025	Open	Accounts Payable	PIPE SPY INC	RELEASE OF BONDS - MAY 2025	$2,663.00
93234	05/29/2025	Open	Accounts Payable	SEWER CONNECTION INC	RELEASE OF BONDS - MAY 2025	$2,768.00
93235	05/29/2025	Open	Accounts Payable	SONIC TELECOM	RELEASE OF BONDS - MAY 2025	$2,663.00
93236	05/29/2025	Open	Accounts Payable	WARD CONSTRUCTION, INC.	RELEASE OF BONDS - MAY 2025	$823.00
93237	05/29/2025	Open	Accounts Payable	ALAMEDA COUNTY FIRE DEPARTMENT	FD28 REPAIRS	$24,657.56
93238	05/29/2025	Open	Accounts Payable	AMAZON CAPITAL SERVICES, INC.	IPAD CASES+ APPLIED CREDIT MEMO#1PTD-L9FC-9WG6 -$89.46	$121.07
93239	05/29/2025	Open	Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	USED MOTOR OIL RECYCLING 5/1/25	$137.00
93240	05/29/2025	Open	Accounts Payable	BEND MAILING	GREENER EL CERRITO NEWSLETTER SPRING/SUMMER 2025 VOL 43	$973.25
93241	05/29/2025	Open	Accounts Payable	CHILDCARE CAREERS, LLC	MADERA CHILDCARE TEMPS	$1,082.60
93242	05/29/2025	Open	Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	UNIFORM ITEMS FOR ABEL - RAIN JACKET & PANTS	$792.01
93243	05/29/2025	Open	Accounts Payable	CITY OF PINOLE	CONTRACT	$6,240.00
93244	05/29/2025	Open	Accounts Payable	CONTRA COSTA COUNTY OFFICE OF SHERIFF-CORONER	CAL ID FY24-25	$43,776.00
93245	05/29/2025	Open	Accounts Payable	CORODATA SHREDDING INC.	SHREDDING SVCS APR 2025	$239.19
93246	05/29/2025	Open	Accounts Payable	COUNTY TREASURER	ANIMAL CONTROL SVCS JAN-MAR 2025	$139,131.00
93247	05/29/2025	Open	Accounts Payable	CPR TRAINING CENTER INC.	STAFF PALS/ ACLS RENEWAL APRIL 2025	$6,840.00
93248	05/29/2025	Open	Accounts Payable	CSW/STUBER-STROEH ENGINEERING GROUP INC	OHLONE GREENWAY PAVEMENT REPAIR	$3,072.00
93249	05/29/2025	Open	Accounts Payable	DON'S TIRE SERVICE, INC.	R&R RR TIRE CAR #14	$200.59
93250	05/29/2025	Open	Accounts Payable	DUNNIGAN PSYCHOLOGICAL & THREAT ASSESSMENTS	PSYCH EVAL 5/15/25	$625.00
93251	05/29/2025	Open	Accounts Payable	E&J TRUCK AND EQUIPMENT REPAIR LLC	RECYCLING TRUCK R1 REPAIRS: R-R CYLANDER	$6,807.15
93252	05/29/2025	Open	Accounts Payable	EAST BAY SANITARY CO. INC.	MONTHLY STREET SWEEPING APR 2025	$9,172.95

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93253	05/29/2025	Open	Accounts Payable	EHSD-CC SENIOR NUTRITION	CAFE COSTA SENIOR LUNCH PROGRAM CONTRIBUTION REIMB APR 2025	$660.00
93254	05/29/2025	Open	Accounts Payable	GHIRARDELLI ASSOCIATES	DEL NORTE TOD SVCS FEB 1-28 2025	$195,362.69
93255	05/29/2025	Open	Accounts Payable	Griffin Structures, Inc.	EL CERRITO LIBRARY OWNER'S REP SVCS APR 2025	$18,094.10
93256	05/29/2025	Open	Accounts Payable	HI-TECH INC.	E55 REPAIRS	$13,398.43
93257	05/29/2025	Open	Accounts Payable	J & O'S COMMERCIAL TIRE CENTER	E71 TIRE MOUNT /DISMOUNT	$363.41
93258	05/29/2025	Open	Accounts Payable	L.N. CURTIS & SONS	FD PANTS	$4,694.19
93259	05/29/2025	Open	Accounts Payable	LSA ASSOCIATES, INC.	PHASE 2 APR 2025	$3,386.25
93260	05/29/2025	Open	Accounts Payable	NAPA RECYCLING & WASTE SERVICES, LLC	CURBSIDE RECYCLING PROCESSING APR 2025	$14,400.10
93261	05/29/2025	Open	Accounts Payable	NAPA SOLANO S.A.N.E/S.A.R.T.	SART EXAM 5/18/2025	$2,400.00
93262	05/29/2025	Open	Accounts Payable	NORTHERN CALIFORNIA SPELMANSLAG	SCAN. COUPLE FOLK DANCE JAN - APR 2025	$306.09
93263	05/29/2025	Open	Accounts Payable	OLD REPUBLIC TITLE COMPANY	GUARANTEE # A04008-CTG-35046 CONLON ABATEMENT	$1,200.00
93264	05/29/2025	Open	Accounts Payable	OLIVERO PLUMBING	TEST 33 RP BACKFLOW DEVICES ON 5/5/25	$2,407.00
93265	05/29/2025	Open	Accounts Payable	PINNACLE PETROLEUM INC	UNLEADED FUEL 5/14/25	$17,129.63
93266	05/29/2025	Open	Accounts Payable	PROFORCE	FIREARMS 5/9/25	$4,134.38
93267	05/29/2025	Open	Accounts Payable	R.S. HUGHES CO.	SCBA PARTS	$2,344.05
93268	05/29/2025	Open	Accounts Payable	RAMOS, STEPHANIE, R	ZUMBA APRIL 2025	$5,153.55
93269	05/29/2025	Open	Accounts Payable	S.P. AUTOMOTIVE	RECYCLING TRUCK SUPPLIES: HYDRAULIC FLUID, DIESEL, MOTOR OIL	$1,430.53
93270	05/29/2025	Open	Accounts Payable	SHANNON LAYER POLYGRAPH	POLYGRAPHS	$1,500.00
93271	05/29/2025	Open	Accounts Payable	SSD ALARM	RECYCLING CENTER BURGLAR & FIRE ALARMS JUN 2025	$950.99
93272	05/29/2025	Open	Accounts Payable	The Construction Zone, LLC	DTO SUPPLIES- MARKERS CUSTOM SIGNS & U CLAMPS	$1,132.82
93273	05/29/2025	Open	Accounts Payable	THEIS ENGINEERING & ASSOCIATES	DEL NORTE TOD SVCS APR 2025	$12,911.00
93274	05/29/2025	Open	Accounts Payable	TRB AND ASSOCIATES, INC.	PROFESSIONAL SERVICES - STAFFING 2/1/25-2/28/25	$26,225.00
93275	05/29/2025	Open	Accounts Payable	UNIVERSAL BUILDING SERVICE	LIBRARY CUSTODIAL SUPPLIES -TISSUE ROLL,PAPER TOWELS & FOAMING	$756.87
93276	05/29/2025	Open	Accounts Payable	WESTERN STATES OIL COMPANY	RENEWABLE DIESEL	$17,020.60
93277	05/29/2025	Open	Accounts Payable	WILLDAN FINANCIAL SERVICES	CITYWIDE COST ALLOC PLAN & COMPREHENSIVE STUDY APR 5-MAY 2 2025	$5,460.00
93278	05/29/2025	Open	Accounts Payable	CHESHARECK, BRIAN	REIMBURSEMENT FOR TRANSPORTATION ON 3/25/25	$31.94
93279	05/29/2025	Open	Accounts Payable	WIEGMANN, WENDY	MATERIALS TO BECOME AN OFFICANT	$203.85
93280	05/30/2025	Open	Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	$43.62
93281	05/30/2025	Open	Accounts Payable	FRANCHISE TAX BOARD	GA158 - FTB_Williams, Domi_21E515120221	$136.00
93282	05/30/2025	Open	Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	$1,839.13
93283	05/30/2025	Open	Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	$2,745.23
TOTAL CHECKS			**334 Transactions**			$2,453,280.02

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Accounts Payable EFTs

3265	05/02/2025	Open	Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	$48,877.44
3266	05/02/2025	Open	Accounts Payable	IRS	FED - Fed Tax*	$200,927.62
3267	05/02/2025	Open	Accounts Payable	MIssionSquare (name chg 03-2021 formerly ICMA)	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	$68,462.77
3268	05/02/2025	Open	Accounts Payable	P E R S	PE1% - PERS SEIU*	$206,346.56
3269	05/16/2025	Open	Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	$39,519.91
3270	05/16/2025	Open	Accounts Payable	IRS	FED - Fed Tax*	$167,720.83
3271	05/16/2025	Open	Accounts Payable	MIssionSquare (name chg 03-2021 formerly ICMA)	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	$63,630.59
3272	05/16/2025	Open	Accounts Payable	P E R S	PE CM PEPRA - PERS CM PEPRA*	$206,003.47
3274	05/07/2025	Open	Accounts Payable	EDD - CA Employment Development Dept	EDD UI BENEFIT CHARGE 1/1/25-3/31/25	$7,672.00
3275	05/21/2025	Open	Accounts Payable	PG&E	PG&E 04/02/25-05/01/25	$23,148.16
3276	05/20/2025	Open	Accounts Payable	CAPITAL ONE PUBLIC FUNDING, LLC	2025 FIRE TRUCK-EQ LSE	$136,590.21
3277	05/27/2025	Open	Accounts Payable	CAPITAL ONE PUBLIC FUNDING, LLC	SOLAR PHOTOVOLTAIC CAPITAL LEASE 12/01/24-06/01/25	$65,236.25
3278	05/27/2025	Open	Accounts Payable	SUTTER HEALTH PLUS	SUTTER HEALTH PLAN - JUNE PAYMENT	$32,966.20
3279	05/23/2025	Open	Accounts Payable	PG&E	PG&E 04/01/25-04/30/25	$27,159.36
3280	05/28/2025	Open	Accounts Payable	KS STATEBANK	2023 CHEVROLET TAHOE SPECIAL SERVICE VEHICLES WITH UPFITTING	$4,907.41
3281	05/28/2025	Open	Accounts Payable	STRYKER CORPORATION	STRYKER EQUIPMENT/ SVC LEASE AGRMNT MAY 2025	$6,308.59
3282	05/28/2025	Open	Accounts Payable	U.S. BANK - CORPORATE PAYMENT SYS	CALCARD MAY 2025 PAYMENT	$58,816.02
3283	05/30/2025	Open	Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	$43,916.88
3284	05/30/2025	Open	Accounts Payable	IRS	FED - Fed Tax*	$180,320.31
3285	05/30/2025	Open	Accounts Payable	MIssionSquare (name chg 03-2021 formerly ICMA)	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	$64,904.24
3286	05/30/2025	Open	Accounts Payable	P E R S	PE1% - PERS SEIU*	$208,736.29
3287	05/31/2025	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - APRIL 2025	$916.83
3288	05/31/2025	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - APRIL 2025	$40.21
3289	05/31/2025	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - APRIL 2025	$521.21
3290	05/31/2025	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - APRIL 2025	$115.45
3291	05/31/2025	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - APRIL 2025	$180.31
3292	05/31/2025	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - APRIL 2025	$38.37
3293	05/31/2025	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - APRIL 2025	$38.39
3294	05/31/2025	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - APRIL 2025	$38.39
3295	05/31/2025	Open	Accounts Payable	AMEX/AMERICAN EXPRESS	MERCHANT FEE EXPENSE - APRIL 2025	$41.13
3296	05/31/2025	Open	Accounts Payable	CLOVER	MERCHANT FEE EXPENSE - APRIL 2025	$23.90
3297	05/31/2025	Open	Accounts Payable	AUTHORIZE.NET	MERCHANT FEE EXPENSE - APRIL 2025	$34.90
3298	05/31/2025	Open	Accounts Payable	AUTHORIZE.NET	MERCHANT FEE EXPENSE - APRIL 2025	$20.00
3299	05/31/2025	Open	Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - APRIL 2025	$7,951.60
3300	05/31/2025	Open	Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - APRIL 2025	$2,334.48
3301	05/31/2025	Open	Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - APRIL 2025	$9,696.28
3302	05/31/2025	Open	Accounts Payable	MECHANICS BANK	MERCHANT FEE EXPENSE - APRIL 2025	$436.24
TOTAL EFT's:			**37 Transactions**			$1,884,598.80

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Payment Register

From Payment Date: 5/1/2025 - To Payment Date: 5/31/2025

ACCOUNTS PAYABLE	Checks & EFT's	Status	Count	Transaction Amount
		Open	371	$4,337,878.82
		Voided	0	$0.00
		Total	371	$4,337,878.82

PAYROLL	All	Status	Count	Transaction Amount
		Total Checks	144	$122,888.41
		Voided Checks	0	$0.00
		Total EFT's	772	$1,676,118.64
		Total	916	$1,799,007.05

GRAND TOTAL			1287	$6,136,885.87

EL CERRITO CITY COUNCIL PROCLAMATION

Proclaiming recognition and support of Juneteenth on Thursday, June 19, 2025

WHEREAS, the first enslaved Africans were brought as captives to what is now the Commonwealth of Virginia in 1619 where they were bought and sold as slave labor for 250 years suffering unspeakable acts of violence; and

WHEREAS, President Abraham Lincoln issued the Emancipation Proclamation on January 1, 1863, declaring "that all persons held as slaves within the rebellious states are, and henceforward shall be free"; and

WHEREAS, the Emancipation Proclamation was the vehicle used to pass the 13th Amendment to the U.S. Constitution abolishing slavery in this nation on January 31, 1865; and

WHEREAS, on June 19, 1865, Major General Gordon Granger arrived in Galveston, Texas, announcing General Order Number 3 which ended both the Civil War and slavery; and

WHEREAS, June 19 is known as Juneteenth Day and is now celebrated in all 50 States and the District of Columbia as a special day of observance in recognition of the emancipation of all slaves in the United States, and in 2021 the Federal Government recognized Juneteenth Day as a Federal Legal Public Holiday which is observed in the City of El Cerrito; and

WHEREAS, our nation is facing a new reckoning as the legacy of sharecropping, Jim Crow, redlining and police violence against Black Bodies continues to pervade and permeate our society, institutions, and systems of law; and

WHEREAS, although the 13th Amendment provided for freedom, it also laid the groundwork for mass incarceration within the African American community by stating “Neither slavery nor involuntary servitude, except as a punishment for crime whereof the party shall have been duly convicted, shall exist within the United States, or any place subject to their jurisdiction”; and

WHEREAS, the Black community of El Cerrito held the first Martin Luther King Day March over 30 years ago when the City of El Cerrito refused to recognize the holiday and the community is proud that 30 plus years later, in collaboration with the City of El Cerrito, it is the longest continuously running MLK Day celebration; and

WHEREAS, the City of El Cerrito acknowledges the impact that this history of racism has had in shaping and continuing to shape our society, institutions, and systems of laws, fostering many of the current-day disparities in education, health care, housing, and employment.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby recognize Thursday, June 19, 2025, as Juneteenth to acknowledge the historical significance of the day and commit to working toward the dismantling of institutionalized racism, and further, recognizes Juneteenth by flying the Juneteenth flag at City Hall June 18-20, 2025.

Dated: June 17, 2025

_____

Carolyn Wysinger, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION

Recognizing the importance of equitable access to local parks, trails, open space, and recreation facilities for the positive development of El Cerritans and all Californians

WHEREAS, Parks and Recreation ***promotes physical, emotional, and mental health and wellness*** through organized and self-directed fitness, play, and activity; and

WHEREAS, Parks and Recreation ***supports the economic vitality of communities*** by partnering with local businesses and non-profits, and offering events for public engagement; and

WHEREAS, Parks and Recreation ***creates memorable experiences*** through youth sports and enrichment activities, teen programs, senior activities and services, adult fitness, and enrichment programs, community events, and beyond; and

WHEREAS, Parks and Recreation ***fosters social cohesiveness*** in communities by celebrating diversity, providing spaces to come together peacefully, modeling compassion, promoting social equity, connecting social networks, and ensuring all people have access to its benefits; and

WHEREAS, Parks and Recreation ***supports human development*** and endless learning opportunities that foster social, intellectual, physical, and emotional growth in people of all ages and abilities; and

WHEREAS, Parks and Recreation ***strengthens community identity*** by providing facilities and services that reflect and celebrate community character, heritage, culture, history, aesthetics, and landscape; and

WHEREAS, Parks and Recreation ***sustains and stewards our natural resources*** by protecting habitats and open space, connecting people to nature, and promoting the ecological function of parkland; and

WHEREAS, Parks and Recreation ***supports safe, vibrant, attractive, progressive communities*** that make life better through positive alternatives offered in their recreational opportunities; and

WHEREAS, Parks and Recreation remains ***versatile and innovative*** in providing vital services to communities through local, national, or global emergencies, all while adhering to guidelines set forth by governing agencies; and

WHEREAS, The California Park & Recreation Society has released a statewide public awareness campaign, ***"Parks Make Life Better!®"*** to inform citizens of the many benefits of utilizing parks, facilities, programs, and services.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby recognize the importance of access to local parks, trails, open space, and facilities for the health, wellness, development, inspiration, and safety of El Cerrito residents and all Californians, and further, declares the month of July 2025 as "Parks Make Life Better!®" Month.

Parks Make Life Better!®

Dated: June 17, 2025

_____

Carolyn Wysinger, Mayor

AGENDA BILL

Agenda Item No. 7.G.

Date: June 17, 2025
To: El Cerrito City Council
From: Holly M. Charléty, City Clerk, City Management
Subject: Revisions to Citywide Records Retention Schedule

ACTION PROPOSED

Adopt a Resolution to approve an update to the Citywide Records Retention Schedule and rescind Resolution No. 2023-33.

BACKGROUND/ANALYSIS

The City's Records Retention Schedule provides legal authority to dispose of specified records that no longer have administrative, legal, fiscal, or historical value and are eligible for destruction by law. Retention schedules should be reviewed on a regular basis to ensure that all classifications of records are included and that all legal citations are current. The current Records Retention Schedule was adopted on May 2, 2023. Over the past several months, a comprehensive review with department staff and legal counsel was completed which has identified a need to add, remove, or revise some classifications of records, adjust the period of time certain records are retained, as well as add or modify some legal citations.

The following provides an overview of the proposed modifications:

- The document legend and reference on applicable record series, have been revised to include "PII (Personal Identifying Information)." This is to provide another means for staff to identify records that potentially contain protected information and ensure that they are properly stored and destroyed when eligible.
- Removal of certain record series that are identified as transitory records. Pursuant to the City's adopted Records Management Policy, this type of record has only transitory (short-lived) value as the information is used for a relatively short period of time. As the current policy does not require these types of records to be formally disposed of under the retention schedule, it is appropriate to remove these referenced record series.
- Remove references to formats in which records are stored, or specific software used. This information can quickly become outdated as processes and technology advancements are made, and is not relevant for the purpose of determining the amount of time the record must be retained.
- Clarity to certain descriptions of documents to increase ability for staff to identify documents that are retained under a given record series.
- Incorporation of new records related to recent legislation, such as a Workplace Violence Prevention Program.

- Removal of certain records that are no longer produced by the city, such as agenda materials for disbanded advisory bodies.

Pursuant to the City's Administrative Policy governing the Records and Information Management Program, the City Council is responsible for review and approval of the Records Retention Schedule. City Council's adoption of the proposed Records Retention Schedule (Attachment 2) will provide staff with the authority to identify and destroy records identified in the Records Retention Schedule, once they have been deemed to no longer have administrative, legal, fiscal or historical value. Pursuant to the Administrative Policy, destruction can only be completed upon written approval of the head of the department, the City Attorney, and the City Clerk.

STRATEGIC PLAN CONSIDERATIONS
This action supports the City's Strategic Plan Goal(s) of:

- *High Performing Organization*

ENVIRONMENTAL CONSIDERATIONS
This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS
This section is not applicable to this agenda item.

LEGAL CONSIDERATIONS
Government Code Section 34090 provides that the agency's legislative body, by resolution and with the written consent of the city attorney, may give the head of a department authority to destroy certain records when they are no longer required. The Council's adoption of a proposed Records Retention Schedule provides this authority to staff to destroy those records identified in the Records Retention Schedule, with approval from the head of the department, the city attorney, and the City Clerk.

Reviewed by:

Karen Pinkos, City Manager

Attachments:
1. Resolution
2. Exhibit A to Resolution
3. 2025 Retention Schedule Revisions (Redline)

RESOLUTION NO. 2025–XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING A RECORDS RETENTION SCHEDULE AND RESCINDING RESOLUTION NO. 2023-33

WHEREAS, the City has an obligation to maintain and store records in accordance with government laws and regulations and accepted records management practices; and

WHEREAS, a records retention schedule is an agency's legal authority to dispose of official records that no longer have administrative, legal, fiscal or historical value and are eligible for destruction by law; and

WHEREAS, Government Code Section 34090 provides a procedure whereby City records which have served their purpose and are no longer required may be destroyed; and

WHEREAS, on May 2, 2023, by Resolution No. 2023-33, the City of El Cerrito adopted a Records Retention Schedule; and

WHEREAS, the City conducts periodic reviews of the Records Retention Schedule to ensure it is accurate as well as in compliance applicable regulations; and

WHEREAS, City staff, in consultation with legal counsel, has conducted a review of the existing Records Retention Schedule and identified areas that required revision.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of El Cerrito adopts the City's new Records Retention Schedule, Exhibit A, which is attached herein and made a part thereof.

BE IT FURTHER RESOLVED, that the City Council of the City of El Cerrito rescinds Resolution No. 2023-33 in its entirety. Rescinding Resolution No. 2023-33 shall have no effect on records destruction determinations or other decisions made pursuant to the Records Retention Schedule approved by Resolution No. 2023-33.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on June 17, 2025 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on_____.

_____
Holly M. Charléty, City Clerk

APPROVED:

_____
Carolyn Wysinger, Mayor

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

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AD - After Disposition, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AS - After Separation, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EY - Event Year, H - Historical, IND - Indefinite, L - Life of Board, Building, Vehicle, Registrant, Improvement or System, P - Permanent, PII - Personal Identifying Information, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
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		**AR**	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.
01-01-02	Correspondence & Reports - External		All Depts		**CY+2, AR**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
01-01-03	Correspondence & Reports - Internal		All Depts		**CY+2, AR**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
01-01-04	Departmental Goals/Objectives		All Depts		**S+5**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
01-01-05	Staff, Interdepartmental & Internal Committee Meetings	Includes informal meeting agendas.	All Depts		**EY+2**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
01-01-06	Surveys, Studies & Questionnaires - General City		All Depts		**AC+2**	GC 34090; 2 year minimum State of California Guidelines; 2 years after completion for general studies and surveys
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		**AR**	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.
01-02-02	Chronological Files		All Depts		**ACT**	GC 34090.7; Duplicates may be destroyed within the 2 year minimum period. Administrative Record, State of California Guidelines
01-02-03	Professional Associations/Organizations		All Depts		**CY+2**	GC 34090d; 2 year minimum requirement Administrative Record, State of California Guidelines
01-02-04	Community Organizations/Foundations		All Depts		**CY+2**	GC 34090d; 2 year minimum requirement Administrative Record, State of California Guidelines
01-02-05	Complaint Files	General complaints to City departments. Does not include claims against the City or formal complaints with the Police Department.	All Depts	PII	**AC+7**	42 USC 1983; Settlement of complaint plus 7 years
01-02-06	Mailing Lists		All Depts		**S**	Administrative Record, State of California Guidelines
03-90-84	Community Information/Events		All Depts		**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
01-02-08	Historical Information/Events		All Depts		**P**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Retain permanently for historical value.
01-02-09	Public Relations Information/Handouts/Speeches/Biographies		All Depts		**EY+7, AR**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 7 Administrative Decision: Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record.
01-02-10	Technical Reference		All Depts		**ACT**	GC 34090.7; Duplicates and reference materials may be destroyed within the 2 year minimum.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
01-02-11	Informational Brochures, Leaflets & Handouts		All Depts		**CY+2**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
01-03-00	**Materials from Agencies & Other Cities - Non-project Related**					
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		**AR**	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.
01-03-02	Federal Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		**CY+2, AR**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record
01-03-03	State Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		**CY+2, AR**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record
01-03-04	Regional/National Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		**CY+2, AR**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record
01-03-05	County Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		**CY+2, AR**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record
01-03-06	Adjacent Cities	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		**CY+2, AR**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record
01-03-07	Special Districts	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		**CY+2, AR**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record
01-04-00	**Grant Administration**					
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		**AR**	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.
01-04-02	Grant Applications & Agreements	Departments are responsible for maintaining copies of invoices paid toward grants and longer retention term applies, as needed.	All Depts		**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 must be kept for 3 years after final expenditure report. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
01-04-03	CDBG Grant Applications & Agreements	Departments are responsible for maintaining copies of invoices paid toward grants and longer retention term applies, as needed.	All Depts		**AFP+4 ***	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 must be kept for 3 years after final expenditure report. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
01-05-00	**Purchasing & Material Acquisition**					
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		**AR**	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.
01-05-02	RFPs / RFIs / RFQs	Includes competitive bid quotes.	All Depts		**AC+5**	GC 34090; 2 years minimum CCP 337; Statute of limitations State of California Guidelines; 5 years after audit for successful bids. Administrative Decision: 5 years after completion of project associated with the bid.
01-05-03	Bids - Successful		All Depts		**AC+5**	GC 34090; 2 years minimum CCP 337; Statute of limitations State of California Guidelines; 5 years after audit for successful bids. Administrative Decision: 5 years after completion of project associated with the bid.
01-05-04	Bids - Unsuccessful		All Depts		**CY+2**	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 for unsuccessful bids

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02-00-00 CITY CLERK

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-01-00	**Clerk Administration**					
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		**AR**	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	Information Requests	Routine requests from staff and the public for general information and city operations. Transitory in nature.	Clerk		**ACT**	Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
02-01-03	Informational Brochures & Pamphlets		Clerk		**CY+2**	GC 34090; 2 year minimum requirement
02-01-04	Public Hearing Notices / Proof of Publication		Clerk		**CY+4**	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years
02-02-00	**City Council & Governing Bodies**					
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		**AR**	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.
02-02-02	Agenda Packets	Agenda, staff reports, speaker cards, supplemental communications and all other supporting documentation for City Council / Redevelopment Agency / Redevelopment Successor Agency, Public Financing Authority, Employee Pension Trust Board, Municipal Services Corporation and Oversight Board regular and special meetings. Includes letters to the state or federal legislators supporting or opposing legislation. Final actions reflected in official minutes, resolutions and ordinances are kept permanently.	Clerk		**CY + 30**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agenda packets for the current year plus 30 years for reference purposes.
02-02-03	Affidavits of Posting, Mailing and/or Publication	Affidavits of Posting, Mailing and/or Publication Declarations indicating agendas and other notices are completed in compliance with state law and City Clerk department guidelines.	Clerk		**CY+4**	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years
02-02-04	Ceremonial Items	Includes Mayoral certificates of special commendation, certificates of recognition.	Clerk	H	**EY+2**	GC 34090; 2 years minimum
02-02-06	Minutes	Includes City Council / Redevelopment Agency / Redevelopment Successor Agency Oversight Board, Public Financing Authority, Employee Pension Trust Board, ~~and~~ Municipal Services Corporation, Official Written Minutes – Bound Volumes.	Clerk	V, H	**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
02-02-07	Meeting Recordings	Videostream Archives stored with CivicPlus, Video Tapes and DVD (legacy) and Audio Tapes (legacy).	Clerk		**CY+30**	GC 54953.5; 30 days after recording Administrative Decision: Maintain recordings for the current year plus 30 years for public and staff reference.
02-02-08	Ordinances	Law, statute or regulation enacted by the City Council. Bound Ordinance Books maintained by the City Clerk.	Clerk	V, H	**P**	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent

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02-00-00 CITY CLERK

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-02-09	Municipal Code	El Cerrito Municipal Code – Codification and Supplementation of the City's Municipal Code.	Clerk	V, H	**CY+2**	GC 34090(e); Permanent for decisions of the City State of California Guidelines; Permanent
02-02-10	Resolutions	Resolutions are separate from ordinances and record decisions, opinions or wishes of the Council or Governing Body and express the municipality's position on various issues or concerns about government policy, regulations or funding and also provide direction to staff. Resolutions are enacted by the City Council, Redevelopment Agency (legacy)/Redevelopment Successor Agency, Public Financing Authority Employee Pension Trust Board, Municipal Services Corporation and Oversight Board.	Clerk	V, H	**P**	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent
02-02-11	Mayor & Councilmember Correspondence	General correspondence to or from outside sources including individual member coorespondance in support or opposition of legislation.	Clerk / Council		**CY+2**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-02-12	Council Events	Mayors Conference, Commissioner Dinner, Wall of Fame, Other – planning timelines, invitations, program, script, attendance lists, recognition lists, invoices and follow up correspondence.	Clerk	H	**CY+3**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Maintain for the current year plus 3 years for historical reference. Retain one copy of the invitation and program for historical purposes.
02-02-13	Council Portraits	Official portraits taken at the time Councilmembers begin their service on the City Council.	Clerk	H	**P**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Maintain council photographs permanently for historical purposes.
02-02-14	Oaths of Office	Administered upon certification of election results. Employee oaths are kept with personnel files. See HR.	Clerk		**AT+6**	GC 34090; 2 year minimum requirement State of California Guidelines; 6 years after termination for elected officials.
02-02-15	West County Mayors and Supervisors Association	Agendas, meeting materials, and other records pertaining to organizing and facilitating the meeting. Minutes for meetings hosted by the City.	Clerk		**EY+2** **P**	GC 34090; 2 year minimum
02-03-00	**Boards, Commissions & Committees - Membership 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		**AR**	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	Administrative Files	Attendance reports, web page development, communications to staff liaisons, training and resource materials, programmatic rules review, research and analysis.	Clerk	PII	**CY+5**	GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-03-03	Appointment History Database	Database includes appointment, service and termination history and contact information for applicants and appointments to advisory bodies	Clerk	PII	**IND**	Transitory Record; Databases are maintained while active

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02-00-00 CITY CLERK

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-03-04	Rosters	Reflects current membership. Transitory in nature.	Clerk	PII	**ACT**	Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
02-03-05	Meeting Calendars	Meeting calendar and staff liaison contact information maintained in brochure format for the public's ease of reference.	Clerk		**CY+2**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-03-06	Recruitment Materials	Includes annual Maddy Act Notices, annual and periodic notices of vacancy, press releases and other vacancy information.	Clerk		**CY+2**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-03-07	Member Files	Includes applications, oath of office, training certificates, coorespondance, and other records related to the appointment and service of city advisory members. Retention applies after the member has not served on any advisory body for a period of 6 years.	Clerk	PII	**AT+6**	GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved. Administrative Decision: Keep the same period of time as employee files.
02-03-08	Applications, Reserved	Additional applications kept on file should an unexpected vacancy occur.	Clerk	PII	**CY+4**	GC 34090; 2 year minimum; GC 12926; 4 years minimum Administrative Record, State of California Guidelines
02-03-08	Member Handbook Manual	Retain one copy permanently for historical reference.	Clerk		**P**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Maintain one copy permanently for historical purposes.
02-04-00	**Agreements / Contracts / MOUs**					
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		**AR**	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.
02-04-02	Bid Summaries	Summary listing all project bid results for a particular project. Used for announcing lowest apparent bidder. Primarily public works and capital projects.	Clerk		**AC+5**	GC 34090; 2 years minimum CCP 337; Statute of limitations State of California Guidelines; 5 years after audit for successful bids. Administrative Decision: 5 years after completion of project associated with the bid.
02-04-03	Services, Equipment, Supplies Agreements	Contracts with vendors and consultants – includes related records such as disclosure forms, change orders, term amendments and certificates of insurance.	Clerk/Depts		**AC+5**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding $25,000
02-04-04	Lease, Loan and License Agreements		Clerk		**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

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-04-05	Settlement Agreements, General		Clerk		**AC+5**	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.
02-04-06	Settlement Agreements, Recorded		Clerk		**P**	CCP 343; Statutes of limitations, general 4 years State of California Guidelines; Permanent for recorded documents
02-04-07	Franchise Agreements		Clerk		**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
02-04-08	Capital Improvement Projects	Contracts in which the contractor develops real property, or constructs or provides design consultation or construction management services for improvement to real property. Includes change orders and term amendments.	Clerk		**P**	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
02-04-09	Non-CIP Construction Contracts & Agreements		Clerk		**AC+10**	CCP 337.15; 10 years State of California Guidelines; 10 years after project completion
02-04-10	Public Agency Funding Agreements	Revenue agreements, joint powers, mutual aid and subcontracts with public agencies.	Clerk		**P**	State of California Guidelines; Permanent for joint powers authorities for insurance.
02-04-11	Real Property Purchase Agreements	Property purchased and maintained by the City.	Clerk		**P**	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
02-04-12	Real Property Sale Agreements	Property sold by the City	Clerk		**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.
02-04-13	Property Development Agreements	Includes Subdivision Agreements, Disposition & Development Agreements, Owner Participation Agreements and Development Agreements under Subdivision Map Act, approved, amended or cancelled by resolution.	Clerk		**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.
02-04-14	Agreements Granting Easements		Clerk / Public Works		**P**	GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-04-15	Bond Agreements		Clerk		**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
02-04-16	Labor Agreements & MOUs		Clerk		**P**	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent
02-05-00	**Elections Materials**					
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		**AR**	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	Assessment District Elections	Prop. 218 proceedings and election materials.	Clerk / Public Works		**P**	GC 34090(a); Permanent for land and property records CCP 338; 3 year statute of limitations State of California Guidelines; Permanent
02-05-03	Assessment District Ballots & Protest Letters		Clerk		**AC+2**	GC 53753; 2 years after completion for ballots GC 53755; 2 years after completion for protests
02-05-04	Municipal Elections (General & Special)	Includes ballot material copies, voter rosters, official precinct materials, correspondence, and election signs, notices and legal publications. Original canvass information and statement of votes from the County Registrar of Voters are approved and incorporated by reference by City Council resolution. City Clerk administrative, research and working files retained for future reference. Certification of votes maintained permanently with the approved resolution.	Clerk		**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.
02-05-05	Certificates of Election	Presentation to successful candidates required by Government Code. Incorporated into agenda packet.	Clerk		**CY+7**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain certificates for the current year plus 7 years to follow retention of the Council agenda packets.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-05-06	Candidate Filing Forms and Nomination Documents, Elected Officials	Elected officials. Submitted in order to qualify for candidacy; includes nomination petition, declaration of candidacy, optional candidate statement, signature and residency verification, consent forms, ballot designation worksheet, optional Code of Fair Campaign Practices declaration, filing checklists and candidate statement receipt. Nomination petitions may be viewed by the public but not copied or distributed.	Clerk	PII	**AT+4**	GC 34090; 2 year minimum requirement EC 17100; 4 years after term ends
02-05-07	Candidate Filing Forms and Nomination Documents, Unsuccessful Candidates	Unsuccessful candidates.	Clerk	PII	**AC+2**	GC 34090; 2 year minimum requirement EC 17100; 4 years after term ends
02-05-08	Council Sponsored Measures, Charter-related		Clerk		**P**	GC 34460; Indefinite. Maintain copy of charter related documents in archives. EC 17000-1; Affidavits and indexes are 5 years EC 17302-6; 6 months after election, if no contest, for election records GC 81009; Campaign reports, not including candidate's campaign statements
02-05-09	Council Sponsored Measures, Other	Ballot Question is approved by Council resolution. Direct Arguments for and against measures, and argument rebuttal filer and author are filed with the City Clerk. Does not include charter related measures.	Clerk		**AC+5**	EC 17000-1; Affidavits and indexes are 5 years 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.
02-05-10	Initiative Measures, Referendums & Recall Petitions	Includes petitions with original signatures.	Clerk	C	**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.
02-05-11	Council Candidate Handbook	Information relating to running for and qualifying for City Council and filing requirements and obligations. Revised and replaced each election.	Clerk		**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.
02-05-12	Measure Handbook	Information regarding filing of direct arguments and rebuttals and timelines. Revised and replaced each election.	Clerk		**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.

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02-05-13	Historical Election Files	Voting statistics for each election.	Clerk		**P**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decison: Maintain historical election files permanently for historical purposes.
02-06-00	**Fair Political Practices Commission**					
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		**AR**	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	Campaign Statements – Elected (Forms 410, 460, 470, 501, 497)	FPPC Campaign Financial Disclosure Statements for Elected officials and candidate controlled and/or committees primarily formed to support or oppose them. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	Clerk		**P**	GC 81009(b); maintain elected indefinitely
02-06-03	Campaign Statements – Unsuccessful (Forms 410, 460, 470, 501, 497)	FPPC Campaign Financial Disclosure Statements for unsuccessful candidates for office including committees that directly support or oppose them. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	Clerk		**AT+5**	GC 81009(b); 5 years for unsuccessful candidates
02-06-04	Campaign Statements – Committees (Forms 410, 460, 470, 497)	FPPC Campaign Financial Disclosure Statements for general purpose and ballot measure committees. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	Clerk		**AC+7**	GC 81009€; 7 years for all other reports or statements not specified 81009 (a-d)
02-06-06	Statement of Economic Interests (Form 700) – Elected Officials & 87200 Filers	Mayor, City Councilmembers, Planning Commissioners, City Manager and City Attorney. Since 2016 Govt. Code Section 87200 filers file electronically with the FPPC. Copies retained on file.	Clerk		**AC+7**	GC 81009(f); 4 year requirement for copies Administrative Decision: Maintain all forms for 7 years per GC 81009(e) for consistency in retention.
02-06-07	Statement of Economic Interests (Form 700) – Employees & Commissioners, Consultants as applicable	Positions designated in the City's Conflict of Interest Code file with the City Clerk.	Clerk		**AC+7**	GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for copies
02-06-08	Statement of Economic Interests (Form 700) – Candidates for Elective Office	Prior to election, Candidates' Statement of Economic Interests are filed with the City Clerk along with other election forms [see Elections]. (Originals are filed with the FPPC).	Clerk		**AC+7**	GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for copies
02-06-09	Ethics Training Certifications	Mayor and City Councilmembers are required to file with City Clerk every two years by state law. All city board, commission, and committee members are also obligated to file with City Clerk (Resolution No. 2021-56)	Clerk		**AC+6**	GC 53235(b); 5 years
02-06-10	Forms 801, 802 and 806	Gift to Agency Reports (Form 801), Ceremonial Role Events and Tickets (Form 802) and Public Official Appointments (Form 806) as applicable and necessary.	Clerk		**AC+7**	FPPC Recommendation; 7 years as relates to 2 CCR 18944

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02-07-00	**Records Management**					
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		**AR**	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	Laserfiche EDMS	Repository for official electronic records.	All Depts		**IND**	Transitory Record; Databases are maintained while active
02-07-03	Administration	Program planning and policy development research and reference materials. (Reference library of manuals, catalogs, magazines, books, pamphlets, etc. Training materials). Purged/updated as needed.	All Depts		**CY+2**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-07-04	Deeds of Gift	Certificates of gifts or transfers to outside agencies of City of El Cerrito records which are deemed to have historical value. Examples: El Cerrito Historical Society, Bancroft Library, California Local Government Records Program and archives.	Clerk		**P**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Retain permanently for historical value
02-07-05	Forms/Form Control	Records Inventory, transfer and disposition forms and worksheets. Records retention update forms.	Clerk		**S**	Administrative Record, State of California Guidelines
02-07-06	Destruction Certificates, Destruction Documentation and Department Destruction Logs		Clerk		**P**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded Administrative Decision: Permanent for destruction approvals for tracking purposes.
02-07-07	Public Records Act and Information Requests	Log and requests, correspondence, documentation and responses that require city-wide coordination across departments by the City Clerk. *(Department specific Public Records Act Requests and Responses are maintained by the Department.)*	All Depts		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion
02-07-08	Records Center Inventories	Index to all permanent and inactive records maintained in offsite storage.	Clerk		**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded
02-07-09	Records Management Manual	Manual of Records Management procedures and policy including instructions and forms. City Clerk will maintain one copy permanently. Departments to maintain current edition only.	Clerk		**S+5**	GC 34090; 2 year minimum CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
03-01-00	**General City Management Materials**					
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		**AR**	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	City Manager Off-Agenda Reports to Council	Periodic operational news and off-agenda reports to Council from all City departments. Maintained electronically.	Clerk		**CY+2**	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
03-01-03	Strategic Planning		Manager		**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after strategic plan is superseded.
03-01-04	Administrative Policies & Procedures		Manager		**S+5**	GC 34090; 2 year minimum CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
03-01-05	Grand Jury	Responses to routine Grand Jury requests that are sent to all cities in the County.	Manager		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
03-01-06	Public Outreach	Includes flyers, brochures and other community outreach.	Manager		**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded
03-01-07	Press Releases		Manager		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
03-01-08	Newsletters	Retain one copy for historical purposes.	Manager	H	**CY+2, AR**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded Administrative Decision: Maintain newsletters for the current year plus 2 years; review annually for historical content.
03-01-09	Event Planning		Manager		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
03-01-10	Grand Jury	Responses to routine Grand Jury requests for information that are sent to all cities in the county.	Manager		**CY+5**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years Administrative Decision: Maintain requests for the current year plus 5 years for reference purposes.
03-01-11	Certificates of Insurance, Contractors	Certificates provided by contractors and vendors for liability coverage.	Manager	PII	**CY + 10**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for insurance certificates filed separately from contracts/agreements, including insurance filed by licensees.
03-01-12	Tobacco License Renewal		Manager	PII	**CY+5**	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for temporary use permits Administrative Decision: Maintain for the current year plus 5 years for reference purposes.
03-02-00	**City Attorney Records**					
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		**AR**	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	Legal Opinions		Attorney		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded Administrative Decision: Maintain legal opinions for 2 years after the matter is closed. The State's guideline is inconsistent with the type of documents.
03-02-03	Litigation	Duplicate of originals on file with the County. General cases High profile cases	Attorney	PII	**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.
03-02-04	City Attorney Correspondence	Attorney / Client privelige	Attorney	C	**CY+2**	GC 34090; 2 year minimum requirement

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03-02-05	Subpoenas Duces Tecum, Summons and Bankruptcy Notices	Subpoenas and supoenas for records or property.	Records		**CY+2**	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Current year plus 2 years. Courts/County maintain the original record.
03-03-00	**General Information Techologies**					
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		**AR**	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.
03-04-00	**IT Projects & Licensing Records**					
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		**AR**	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	Software Installation	Includes executable software systems.	IT		**S+2**	Transitory Record; Maintain as long as necessary for current business activities. Administrative Decision: Maintain software executables for 2 years after updates are released and installed to allow for roll-backs if errors occur.
03-04-03	Licenses & Support	Includes software EULA licenses, and maintenance and support agreements. Also may available on the vendor's website.	IT		**AT+5**	CCP 337.2; Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years 48 CFR 4.601; 5 years after completion for procurements exceeding $25,000
03-04-05	IT Initiated Projects	Projects directly associated with IT and infrastructure management.	IT		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for maintenance and operations
03-04-06	IT Supported Projects	Assistance with departments on software acquisition and evaluation.	IT		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for maintenance and operations

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
03-05-00	**Backup and Recovery Plans**					
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		**AR**	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	Daily backup	1 week incremental (for system recovery only, not retained as a record, automatically written over at 1 week)	IT		**1 Week Rotating**	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current month plus 2 months for daily backups Administrative Decision: Maintain a 1 week rotating set of daily backups to allow for recovery. Information is duplicated on the file servers.
03-05-03	Weekly Backup	8 weeks full (for system recovery only, not retained as a record, automatically written over at 8 weeks)	IT		**8 Weeks Rotating**	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current Month plus 6 months for weekly backups Administrative Decision: Maintain an 8 week rotating set of weekly backups to allow for recovery. Information is duplicated on the file servers.
03-05-04	Monthly Backup	Currently 12 month rotation full backup (for system recovery only, not retained as a record, automatically written over at 12 weeks)	IT		**12 Months Rotating**	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current month plus 1 year for monthly backups Administrative Decision: Maintain a 12 month rotating backup set to allow for electronic record retention compliance.
03-05-05	E-mail Backup System	See e-mail policy for inbox and archive retention periods.	IT		**Varies**	City Policy
03-06-00	**Arts & Culture Commission**					
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		**AR**	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.

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03-00-00 CITY MANAGEMENT

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
03-06-02	Agendas & Agenda Packets		Clerk		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
03-06-03	Minutes		Clerk		**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
03-07-00	**Centenial Task Force**					
03-07-03	Minutes		Clerk		**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
03-08-00	**Charter Committee**					
03-08-03	Minutes		Clerk		**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

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04-00-00 FINANCIAL SERVICES RECORDS

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-01-00	**General Accounting Group**					
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		**AR**	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	Enterprise Resource Planning (ERP) Software	Financial software used for day-to-day operations including accounts payable, accounts receivable, payroll, procurement, budget, and other accounting and financial work.	Finance	PII	**IND**	Transitory Record; Databases are maintained while active
04-01-03	Journal Entries	Records of all city financial transactions	Finance		**AA+2**	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
04-02-00	**Accounts Payable**					
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		**AR**	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	Accounts Payable Files	Includes invoices and vendor information, and payroll related AP charges.	Finance		**AA+4**	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit
04-02-03	Payment Registers	Check registers.	Finance		**AA+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-02-04	Petty Cash	Includes petty cash requests, receipts, approvals and other backup documentation. Maintained by administrative staff in each department.	Finance		**AA+4**	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit
04-02-05	Quarterly Tax Payments	Includes payments on sales and other taxes due.	Finance		**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
04-02-06	CalCard Statements	Statements from bank regarding all credit card purchases and transactions made with City credit cards.	Finance		**AA+4**	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit
04-02-07	W-9 / 1099 Reporting	Also includes 1096 summary forms.	Finance	PII	**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
04-02-08	Purchase Orders		Finance		**AA+4**	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations State of California Guidelines; 4 years after audit
04-03-00	**Budgeting**					
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		**AR**	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 general City budget, and PFA, MSC, Employee Pension Trust Board, and RDA/Successor Agency budgets.	Finance		**AA+2**	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-03-03	Budget Workpapers	Includes workpapers, forecasts and other budget creation related documents maintained by the departments.	Finance		**AA+2**	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
04-03-05	Budget Adjustments & Journal Entries	Includes any budget adjustment journal entries made at adoption or throughout the fiscal year	Finance		**AA+2**	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
04-04-00	**Accounts Receivable**					
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		**AR**	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	Tax Revenues	Includes sales, transactions & use, utility user, and other tax revenues and reports received.	Finance	PII	**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	Master Fee Schedule		Finance		**CY+2**	GC 34090; 2 year minimum requirement
04-04-04	Miscellaneous Receivables		Finance	PII	**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
04-04-05	Cash Receipts & Deposits	Includes cash, credit cards, credit card receipts and other miscellaneous revenue.	Finance	PII	**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
04-04-06	Collections		Finance	PII	**AA+6**	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 6 years after the annual audit to follow credit improvement time periods.
04-04-07	Adjustments & Accruals		Finance		**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	Trust Accounts	Includes developer escrow, police asset seizure and other trust accounts maintained by the City.	Finance		**AC+4**	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after completion
04-05-00	**Debt Financing**					
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		**AR**	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	Bond Issues		Finance		**P**	GC 43900-43903; Destruction guidelines for bonds FC 30210; Maintain State of California Guidelines; Permanent for bond issues
04-05-03	Bond Statements & Reports	Includes official statements, arbitrage, annual statements, bond disclosure, bond pay-offs, bond covenance and cash/surety bonds.	Finance		**AC+10**	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

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-05-04	Capital Lease Payable	For equipment leases	Finance		**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	**Auditing**					
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		**AR**	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	Annual Comprehensive Financial Report (ACFR)		Finance		**AC+30**	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	Includes the general audit of City financials.	Finance		**P**	GC 34090; 2 years minimum State of Calfornia Guidelines; Permanent
04-06-04	Annual Individual Audits	Includes sales tax, utility users and other annual audits.	Finance		**P**	GC 34090; 2 years minimum State of Calfornia Guidelines; Permanent
04-06-05	IRS Audits		Finance		**P**	GC 34090; 2 years minimum State of Calfornia Guidelines; Permanent
04-06-06	Year-End Work Papers		Finance		**AA+2**	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit.
04-07-00	**Payroll**					
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		**AR**	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. Includes time spreadsheets and working documents for time tracking.	Finance		**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	Payroll Registers	For reference and retention of old payroll processes and printouts.	Finance	PII	**P**	GC 34090; 2 years minimum GC 12946; 4 years after termination 29 CFR 516.2-6; 4 years after tax return filing 29 CFR 1627; 3 years State of California Guidelines; Permanent

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-07-04	PERS Retirement Reports	Employer contribution reports and circulars.	Finance	PII	**P**	GC 34090; 2 year minimum requirement GC 12946; 4 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 working documents, 4 years after termination for employee deduction reports.
04-07-05	Quarterly Returns	Includes Form 941, DE9 and other quarterly returns.	Finance	PII	**P**	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
04-07-06	W-4 / DE-4 Forms		Finance	PII	**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-2s / W-2 Reporting		Finance	PII	**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	Accrual Report	Management report for fringe benefit accruals.	Finance		**AA+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for management reports Administrative Decision: Maintain accrual reports for 2 years after the annual audit to follow common finance retention periods.
04-07-09	Withholding Orders	Includes active garnishments, child support, IRS liens, FTB liens, vehicle registration liens, etc.	Finance	PII	**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**					
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		**AR**	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+5**	GC 34090; 2 years minimum 26 CFR 31.6001-1(e)(2); 4 years State of California Guidelines; 5 years after audit

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-08-03	Investments	Broker notices, transaction confirmations.	Finance		**P**	GC34090; 2 year minimum requirement CCP 337; Statutes of limitations, 4 years for action State of California Guidelines; Permanent
04-08-04	Quarterly Treasurer's Report to Council	Management report included in the agenda packet.	Finance		**AA+2**	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
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		**AR**	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	State Controllers Reports		Finance		**P**	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-09-03	GASB 45, 68 & 72		Finance		**P**	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-09-04	Annual Street Reports - SCO		Finance		**P**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent
04-09-05	Maintenance of Effort for Public Safety Report	Relates to an assembly bill. Required report for the annual street report.	Finance		**P**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent
04-09-06	CCTA Transit Reports - SCO	Includes reports on fuel and depreciation for fleet vehicles. Goes to the State Controller, MPC and the federal government.	Finance		**P**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent
04-09-07	Use Tax Reports	Reported to the BOE electronically and printed for reference. Includes sales & use tax reporting.	Finance		**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
04-09-08	Underground Storage Tank Reports	BOE fuel usage reports.	Finance		**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
04-11-00	**Fixed Assets**					
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		**AR**	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	Capital Assets	Includes the depreciation schedule spreadsheet.	Finance		**AA+4**	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit for tax reporting. Administrative Decision: Maintain depreciation schedules for 4 years after the annual audit to follow retention for tax reporting.
04-11-03	Fixed Asset Inventory		Finance		**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.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-12-00	**Financial Advisory Board**					
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		**AR**	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	Agendas & Agenda Packets		Clerk		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
04-12-03	Minutes		Clerk		**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

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05-00-00 HUMAN RESOURCES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-01-00	**Personnel Files**					
05-01-01	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		**AR**	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.
05-01-02	Full & Part Time Employees	Includes Personnel Action Forms, original application, training certificates, educational incentive programs & tuition reimbursement, performance evaluations, disciplinary actions, EDD claims, DOJ fingerprinting, employment contracts / agreements (not including union negotiations and resulting contracts/agreements), insurance information, fingerprints and miscellaneous communications.	HR	C, PII	**AS+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; 4 years after termination or action State of California Guidelines; 3 years after termination
05-01-03	Temporary & Seasonal Employees	Non-benefited, hourly employees. Filed alphabeticallly by employee in one file.	HR	C, PII	**AS+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; 4 years after termination or action State of California Guidelines; 3 years after termination
05-01-04	Councilmembers	Includes minimal pay structure.	HR	C	**AS+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; 4 years after termination or action State of California Guidelines; 3 years after termination
05-01-05	Employee Medical Files	FMLA, exposure, doctor's notes, worker's compensation claim approvals and other medical information.	HR	C, PII	**AS+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
05-01-06	I-9 Forms - Full Time and Part Time Employees		HR	PII	**AS+4**	GC 12946; 4 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.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-02-00	**Personnel Management Records**					
05-02-01	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		**AR**	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.
05-02-02	Personnel Rules & Regulations		HR		**S+2**	GC 34090; 2 year minimum requirement State Recommendation; 2 years after superseded
05-02-03	Job Descriptions		HR		**S+2**	GC 34090; 2 year minimum requirement Administrative Decision: Maintain job description for 2 years after superseded to meet the minimum requirement and method of managing the documents.
05-02-04	Salary Schedule	Specific for each job and broken down by bargaining unit.	HR		**S+10**	GC 34090; 2 year minimum GC 12946; 4 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 salary schedules for 10 years after superseded for trending reference and relation to current and previous contracts.
05-02-05	Salary Surveys		HR		**AC+4**	GC 34090; 2 year minimum GC 12946; 4 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 State of California Guidelines; Retain records for the current year plus 2 years.
05-02-06	EEOC Claims	Hired employees, non-sworn: Hired employees, sworn: Applicants who filed a complaint:	HR		**AT+4** **AT+5** **AT+4**	GC 34090; 2 year minimum requirement GC 12946; 4 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

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-02-07	Employee Complaints	Including harrassment complaints. Hired employees, non-sworn: Hired employees, sworn:	HR	PII	 **AT+4** **AT+5**	GC 34090; 2 year minimum requirement GC 12946; 4 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
05-03-00	**Personnel Recruitment Records**					
05-03-01	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		**AR**	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.
05-03-02	Recruitment File	Physical files include applications, practical test and assessment centers, oral board, rejection letters and eligibility lists. Remaining documents managed in Human Resources Information Software System	HR		**AC+4**	GC 12946; 4 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled
05-04-00	**Safety & Training Records**					
05-04-01	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		**AR**	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.
05-04-02	Injury & Illness Prevention Plan	Workers compensation policy and general safety information.	HR		**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
05-04-03	Employee Training Programs	Sign-in sheets, handouts, consultant training programs, workplace violence prevention training, tailgate meetings and other program information for general employee training and lunchtime workshops. Does not include Police or Fire training.	HR		**CY+7**	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 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.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-04-04	Random Drug Pulls - Department of Transportation (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, PII	**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.
05-04-05	DMV Pull Notice Program		HR	C, PII	**S**	VC 1808.1; must pull record at least every 12 months
05-04-06	Workplace Violance Prevention Plan	Records of workplace violance identification, evaluation, and correction; violent incident logs; incident investigation. Prevention Plan Document.	HR	C	**CY+5** **S+5**	LAB 6401.9 5 year minimum
05-05-00	**Worker's Compensation Records**					
05-05-01	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		**AR**	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.
05-05-02	Workers Compensation Claims	Includes copies of information from the TPA on the employee claim. Doctor's notes stored in the employee's medical file.	HR	C, PII	**AS+30**	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.
05-05-03	Third Pary Administrator - MPA	Correspondence, reports and general information from the TPA.	HR	PII	**CY+2, AR**	GC 34090; 2 year minimum requirement State of California Guidlines; Administrative Record
05-05-04	OSHA 300 Reports & Logs	Maintained electronically as attachments to e-mail. Also includes quarterly audit reports.	HR		**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

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-05-05	Workers Compensation Loss Run Reports	Monthly reports	HR		**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.
05-06-00	**CalPERS & PARS Records**					
05-06-01	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		**AR**	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.
05-06-02	Plan Contracts & Plan Amendments	Accessible electronically on the myCalPERS website. Original hardcopy maintained by the City Clerk.	Clerk		**P**	GC 34090; 2 year minimum requirement GC 12946; 4 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
05-06-03	Rate Changes	Supplied by PERS for rate changes. Accessible electronically on the myCalPERS website.	HR		**P**	GC 34090; 2 year minimum requirement GC 12946; 4 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
05-06-04	Valuation Reports	Supplied by PERS for rate changes. Accessible electronically on the myCalPERS website.	HR		**P**	GC 34090; 2 year minimum requirement GC 12946; 4 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
05-07-00	**Benefit Records**					
05-07-01	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		**AR**	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.
05-07-02	Employee Benefits	Includes the benefits guide and plan documents given to employees for medical, dental, vision, flexible benefits, short & long term disability, life insurance, deferred compensation, employee assistance program and other benefit plans. Also includes the annual benefit renewals from the broker.	HR	PII	**S+4**	GC 34090; 2 year minimum GC 12946; 4 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
05-08-00	**Labor Relations Records**					
05-08-01	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	PII	**AR**	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.
05-08-02	Negotiations		HR		**P**	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent

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05-08-03	Memorandums of Understanding	Includes management / confidential resolution.	HR		**P**	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent
05-08-04	Grievances	Hired employees, non-sworn: Hired employees, sworn:	HR		**AS+4** **AS+5**	GC 12946; 4 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
05-09-00	**Risk Management Records**					
05-09-01	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		**AR**	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.
05-09-02	MPA Correspondence & Reports	Municipal Pooling Authority is the third party administrator. General information and correspondence with the JPA. Does not include liability loss reports.	HR		**CY+2, AR**	GC 34090; 2 year minimum requirement State of California Guidlines; Administrative Record
05-09-03	Claims Against the City	Filed individually by claim.	HR	PII	**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
05-09-04	Recovery Claims	Claims by the City for damages from another person or entity.	HR	PII	**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
05-09-05	Incident Reports	Reports submitted by the associated department.	HR	PII	**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

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05-09-06	Liability Loss Reports		HR		**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
05-09-07	General City Insurance Policies & Certificates	Includes facilities, auto and other general insurance policies	HR		**CY+10**	GC 34090; 2 year minimum State of California Guidelines; Permanent for liability and property insurance
05-09-08	Ergonomic Requests & Accommodations		HR	PII	**AC+2**	GC 34090; 2 year minimum State of California Guidelines; Current year plus 2 years for employee statistics, benefit activity and liability loss reports. Administrative Decision: Maintain requests for 2 years after completed.
05-10-00	**Civil Service Board**					
05-10-01	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		**AR**	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.
05-10-02	Agendas & Agenda Packets		Clerk		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
05-10-03	Minutes		Clerk		**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
05-11-00	**Human Relations Commission**					
05-12-01	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		**AR**	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.
05-12-02	Agendas & Agenda Packets		Clerk		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
05-12-03	Minutes		Clerk		**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

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06-01-00	**Community Development Administration**					
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		**AR**	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	CRW Trackit Database		CD Admin	PII	**IND**	Transitory Record; Databases are maintained while active
06-01-03	Community Surveys		CD Admin		**AC+2**	GC 34090; 2 year minimum State of California Guidelines; 2 years after completion for general studies and surveys
06-01-04	Public Noticing		CD Admin		**CY+4**	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years
06-01-05	Business License Files	Includes applications, renewals, notices, zoning information/questionaire, and other supporting documentation.	CD Admin	PII	**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 activity and to simplify retention.
06-01-06	Residential Parking Permit Program	Includes resident's vehicle and address documentation as part of the application.	CD Admin	PII	**CY+5**	GC 34090; 2 year minimum requirement
06-01-07	Rental Registry	Includes general rental property information including rents and occupancy data submitted to the City annually. May also include letters/notices. Annual Statistical Report run from the database.	CD Admin	PII	**CY+2** **CY+15**	GC 34090; 2 year minimum requirement Administrative Decision: 15 years, older data would not be relevent.
06-01-08	Progressive Solutions Incorporated (PSI) Database	Residential Parking Permits, Rental Registry and Business License database	CD Admin	PII	**IND**	Transitory Record; Databases are maintained while active
06-02-00	**Planning Applications & Projects**					
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		**AR**	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.
06-02-03	Certificate of Compliance		Planning		**P**	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
06-02-05	Design Review	Administrative and Board approved	Planning		**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
06-02-06	Development Agreements	Includes Inclusionary Housing Agreements to demonstrate affordable housing compliance.	Planning		**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

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06-02-07	Environmental Review	Includes initial studies, draft and final EIRs, mitigated negative declarations, notices of determination, initial studies and other environmental documents.	Planning		**P**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent recommendation for environmental related documents.
06-02-13	Lot Line Adjustments		Planning		**P**	GC 34090(a), Real property records, maintain Permanently
06-02-14	Lot Merger		Planning		**P**	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
06-02-16	Subdivision / Parcel Maps	Including tentative subdivision maps (major and minor)	Planning		**P**	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
06-02-17	Rebuild or Interpretation Letter		Planning		**P**	GC 34090(a), Real property records, maintain Permanently
06-02-19	Sign Permits - Temporary		Planning		**AC+2**	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Temporary Use Permits
06-02-20	Specific Plans		Planning		**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
06-02-21	Street Vacations		Planning		**P**	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
06-02-22	Temporary Use Permits	Including temporary COVID outdoor dining and retail.	Planning		**AC+2**	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Temporary Use Permits
06-02-26	Use Permits	Administrative and commission approved. Includes conditional use permits and notice of approval. Administrative and supporting documentation for approval.	Planning		**P** **CY+2**	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
06-02-27	Variances		Planning		**P**	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
06-02-28	Zoning Map & Ordinance Amendments		Planning		**P**	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent

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06-02-29	Ministerial Land Use Permits	Permits issued for determinations in compliance with established standards. Includes, but not limited to, Fence, Goat Weed Abatement, Honeybee and Chicken clearances, home occupancy permits, large family daycare, massage operator, signs, Residential Architectural Design Review (RAD), Accessory Dwelling Units, SB9 compliance, Individual Business Signs, etc. Includes notice of approval. Administrative and supporting documentation for permits.		PII	**P** **CY+2**	GC 34090; 2 years minimum; 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; Current year plus 2 years for temporary use permits, property records permanent. Administrative Decision: Maintain permanently.
06-03-00	**Plans & Policies**					
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		**AR**	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	General Plan	Includes elements.	Planning		**P**	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
06-03-03	General Plan Amendments		Planning		**P**	GC 34090(a); Real property records, maintain State of California Guidelines; Completion plus 2 years for approved, current year plus 3 years for denied. Administrative Decision: Maintain amendments permanently to support the general plan.
06-03-04	Annual Reports	Required reports for compliance with state policies on reporting regarding the General Plan and Housing Element.	Planning		**P**	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
06-03-05	Plan Development Workpapers	General plan formation documents.	Planning		**CY+2**	GC 34090; 2 year minimum requirement
06-03-06	Plans & Plan Amendments	Includes specific plans, urban greening plans, active transportation plans and associated amendments.	Planning		**P**	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
06-03-07	Written Interpretations	Written interpretations of plans and policies.	Planning		**P**	Agency Determination to keep permanent as each is relevent as long as the specific regulation or portion of the plan is in place.
06-04-00	**Building Records**					
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		**AR**	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	Building Permits - Not Issued/Withdrawn		Building	PII	**CY+2**	GC 34090; 2 year minimum requirement

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06-00-00 COMMUNITY DEVELOPMENT

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
06-04-03	Building Permits - Residential	Includes Site Plan, Floor Plan, Structural Plans, Structural Calculations, Soils Reports, 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. Other administrative and supporting documentation for approval.	Building	PII	**P** **CY+2**	H&S 19850; Building plans - Life of Building, with exceptions CC 1351; definitions, community property State of California Guidelines; Permanent
06-04-04	Building Permits - Commercial	Includes Site Plan, Floor Plan, Structural Plans, Structural Calculations, Soils Reports, 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. Administrative and supporting documentation for approval.		PII	**P** **CY+2**	H&S 19850; Building plans - Life of Building, with exceptions CC 1351; definitions, community property State of California Guidelines; Permanent
06-04-05	Certificates of Occupancy		Building		**LOB+2**	GC 34090; 2 year minimum requirement 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.
06-05-00	**Neighboorhood Preservation 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		**AR**	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	Code Violations	Includes courtesy letters, compliance orders, citations, recordations, and other code enforcement information.	Code	PII	**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.
06-05-03	Administrative Appeals	Appeals for code enforcement violations.	Code	PII	**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.
06-05-04	Rental Inspections	Includes inspection notices, inspection results, correction notices, certificates of compliance and tenant authorizations. Completed bi-annually.		PII	**AR**	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.
06-06-00	**Economic Development**					
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		**AR**	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.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
06-06-02	Project Files	Completed Projects; May include feasibility studies. Proposed Projects - Not Completed Includes renderings, correspondence and legal documents, any other project related documents. May include feasibility studies.	ED	C	**AC+5** **AT+2**	GC 34090; 2 year minimum requirement CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding $25,000 Administrative Decision: Maintain proposed and not completed projects for 2 years after termination of the project.
06-06-03	Marketing Materials	Includes advertisements, promotional brochures, property profile reports and other marketing materials.	ED		**EY+7, AR**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 7
06-06-04	Workshops & Events	Community outreach.	ED		**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 for event records.
06-07-00	**Redevelopment / Successor Agency**					
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		**AR**	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	Loan Agreements		SA / Clerk	PII	**AC+5**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding $25,000
06-07-03	Disposition & Development Agreements		SA / Clerk		**P**	GC 34090(a), Real property records, maintain H&S 19850; Life of Building, with exceptions.
06-07-04	Feasibility & Technical Studies	Attorney work product. Includes potential parking use, potential recreation use, engineering studies, proposed retail use and all other feasibility studies and reports.	SA	C	**AC+5**	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines; 5 years
06-07-05	City Appraisals		SA		**AC+2**	GC 34090; 2 year minimum requirement GC 6254(h); PRA, confidential record designation until acquisition complete. State of California Guidelines; 2 years after completion
06-07-06	RDA Projects	Includes correspondence and supporting documents. All disposition agreements, contracts, construction contracts, future agreements and deeds are maintained by the City Clerk.	SA		**AC+10**	CCP 337.15; SOL of 10 years for construction defect actions
06-07-07	Soils & Geological Reports	Agency sponsored reports.	SA		**P**	GC 34090(a); Permanent for land related documents State of California Guidelines; Permanent for soils reports.
06-07-08	General Surveys & Studies		SA		**AC+2**	GC 34090; 2 year minimum State of California Guidelines; 2 years after completion for general studies and surveys

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06-08-00	**Planning 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		**AR**	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	Agenda Packet	Includes agenda bills and staff reports.	CD Admn		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
06-08-03	Minutes		CD Admn		**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	Resolutions		CD Admn		**P**	GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
06-08-05	Meeting Audio Recordings		CD Admn		**EY+2**	GC 54953.5; 30 days after recording Administrative need to keep longer
06-09-00	**Design Review Board**					
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		**AR**	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		CD Admin		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
06-09-03	Minutes		CD Admin		**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	Resolutions		CD Admin		**P**	GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
06-09-05	Meeting Audio Recordings		CD Admin		**30 Days**	GC 54953.5; 30 days after recording
06-10-00	**Subdivision Subcommittee**					
06-10-01	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		**AR**	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.
06-10-02	Agendas & Agenda Packets		CD Admin		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
06-10-03	Minutes		CD Admin		**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

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
06-10-04	Resolutions		CD Admin		**P**	GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
06-10-05	Meeting Audio Recordings		CD Admin		**30 Days**	GC 54953.5; 30 days after recording
06-11-00	**Economic Development Committee**					
06-11-01	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		**AR**	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.
06-11-02	Agendas & Agenda Packets		CD Admin		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
06-11-03	Minutes		CD Admin		**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

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07-01-00	**Public Works Administration**					
07-01-01	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 Divisions		**AR**	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.
07-01-03	Trakit Project Management System	Work order system and citizen requests.	All Divisions		**IND**	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
07-01-04	General Studies		All Divisions		**CY+2, AR**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for general studies and reports. Administrative Decision; Current year plus 2 years, review annually for relevance to projects.
07-01-05	Nuisance Abatement/Code Enforcement	Abatement of graffiti, illigal dumping, homeless encampments and other nuisances. Includes letters to residents for: i) Illegal Dumping ii) Vegetation Management iii) Sidewalk Repairs	PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
07-01-06	Outreach, Education & Notifications	Documents include: i) Graphics ii) Maps iii) Newsletter Articles iv) Photos v) Public Notices & Signs vi) Special Events - includes Earth Day, 4th of July, Hillside Festival, and other City wide events. vii) Website Resources	All Divisions		**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 for event records.
07-01-07	Safety Programs & Procedures	Includes sign-in sheets, attendance rosters, training materials for safety training classes and events. Includes IIPP.	All Divisions		**CY+7**	GC 34090; 4 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 training records.
07-01-08	Material Safety Data Sheets		All Divisions		**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.
07-01-09	Uniform and IT Logs	Records of who has what equipment	All Divisions		**CY+2**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record
07-01-10	Emergency Management	EOC Organizational Chart, CCC EOC Exercise.	All Divisions		**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after strategic plan is superseded.
07-01-11	Interagency Coordination	WCCUSD, CCEAC and Private Schools. Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Divisions		**CY+2, AR**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record

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07-01-12	Damage Events/Incidents	Includes repairs to City property.	All Divisions		**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
07-01-13	Climate Action Implementation	Includes the climate action plan, technical data, outreach, 5 year inventories, tracking information and working documents.	PW Ops		**S+2**	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years after superseded for various programs.
07-02-00	**Engineering Administration**					
07-02-01	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 Divisions		**AR**	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.
07-02-02	Master Plans		PW Eng		**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
07-02-03	Geotechnical & Soils Reports		PW Eng		**P**	GC 34090(a) Real property records, maintain Permanently State of California Guidelines; Permanent
07-02-04	Surveys & Studies - General		PW Eng		**CY+2, AR**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for general studies and reports. Administrative Decision; Current year plus 2 years, review annually for relevance to projects.
07-02-05	Underground Services Alert Reports		PW Eng		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
07-02-06	GIS / Mapping	Includes truck routes and circulation maps. Hosted on the GIS web server.	PW Eng		**S**	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system. Administrative Decision: Maintain on the GIS system until superseded.
07-02-07	Infrastructure Maps	Maps for storm drains, lighting, utilities and other infrastructure maps.	PW Eng		**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
07-03-00	**Citizen Streets Oversight Committee**					
07-03-01	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 Divisions		**AR**	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.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-03-02	Agendas and Agenda Materials		PW Eng		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agendas for 5 years for reference purposes.
07-03-03	Minutes		PW Eng		**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
07-03-04	Meeting Recordings		PW Eng		**30 Days**	GC 54953.5; 30 days after recording
07-04-00	**Environmental Quality Committee**					
07-04-01	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 Divisions		**AR**	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.
07-04-02	Agendas and Agenda Materials		All Divisions		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agendas for 5 years for reference purposes.
07-04-03	Minutes		All Divisions		**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
07-04-04	Meeting Recordings		All Divisions		**30 Days**	GC 54953.5; 30 days after recording
07-05-00	**Urban Forest Committee**					
07-05-01	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 Divisions		**AR**	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.
07-05-02	Agendas and Agenda Materials		All Divisions		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agendas for 5 years for reference purposes.
07-05-03	Minutes		All Divisions		**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
07-05-04	Meeting Recordings		All Divisions		**30 Days**	GC 54953.5; 30 days after recording
07-06-00	**ADA Program**					
07-06-01	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 Divisions		**AR**	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.

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07-06-02	ADA Transition Plan		PW Eng		**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
07-06-03	ADA Working Group		PW Eng		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
07-06-04	Citizen Requests		PW Eng	PII	**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
07-07-00	**City Facilities**					
07-07-01	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 Divisions		**AR**	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.
07-07-02	Maintenance Contracts	Includes contracts under City Manager's authority for services maintained within Public Works.	PW Ops		**AC+20**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.473(a); 4 years after final payment
07-07-03	Inventory & Assessments	Includes facility asset and condition inventories.	PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
07-07-04	Buildings	Includes permits and regulatory compliance documents for City buildings and facilities. Also include backflow testing.	PW Ops		**AE+2**	GC 34090; 2 year minimum requirement State of California Guidlines; Current year plus 2 years for municipal facility use permits and licenses
07-07-05	Utility Tracking	Tracking of utility usage and efficiency throughout City facilities.	PW Ops		**CY+2**	GC 34090; 2 year minimum requirement
07-07-06	Inspection Calendar	Spreadsheet tracking inspections.	PW Ops		**CY+2**	GC 34090; 2 year minimum requirement
07-07-07	Facility Safety Checklist Inspection Form	Filed by year.	PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
07-08-00	**Parks, Public Landcapes & Urban Forest**					
07-08-01	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 Divisions		**AR**	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.
07-08-02	Park, Natural Area & Greenway History Files	General information and history of City parks, natural areas, pedestrian pathways and greenways. Includes Arlington Park, Canyon Trail, Castro Park, Central, Cerrito Vista, Dorothy Rosenberg Park, Harding, Hillside Natural Area, Cerrito Creek Greenway, Ohlone Greenway and other City parks, natural areas and greenways.	PW Ops		**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
07-08-03	Parks Maintenance Projects	Includes landscape, irrigation and general maintenance project documents.	PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.
07-08-04	Maintenance Contracts	Includes contracts under City Manager's authority for services maintained within Public Works.	PW Ops		**AC+20**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.473(a); 4 years after final payment

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07-08-05	Play Structure Inspection & Maintenance		PW Ops		**AC+3**	CCP 338; 3 years for action State of California Guidelines; Completion plus 2 years for inspection records in Parks, and 2 years after audit for equipment inventories.
07-08-06	Integrated Pest Management	Documents for the policy, reference materials, notifications and other working documents.	PW Ops		**CY+2**	GC 34090; 2 year minimum requirement
07-08-07	Pesticide Usage Reports		PW Ops		**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.
07-08-08	Street Landscape Maintenance		PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.
07-08-09	Tree Inventory Maintenance and Urban Forest Program	Includes general management reports submitted to the City for tree status. And on Urban Forest Program	PW Ops		**CY+2**	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
07-08-10	Tree Permits	Encroachment permits for planting or removing trees.	All Divisions		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for temporary use permits.
07-09-00	**Stormwater, Drainage & Creeks**					
07-09-01	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 Divisions		**AR**	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.
07-09-02	Inspections & Assessments	Records of inspections and condition assessments.	PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
07-09-03	Maintenance Contracts	Includes contracts under City Manager's authority for services maintained within Public Works.	PW Ops		**AC+20**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.473(a); 4 years after final payment
07-09-04	Storm Season Preparation & Maintenance	Includes storm season preparation projects, outreach to the public, and maintenance of the trash rack on EBMUD property.	PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
07-09-05	Storm Drain Issues, Private Property		All Divisions		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion for code issues, 2 years plus the current year for maintenance projects.
07-09-06	Creeks	Includes issues and general information on creeks.	PW Ops		**P**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for dams, lakes, basins and creeks.
07-10-00	**Transportation System**					
07-10-01	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 Divisions		**AR**	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.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-10-02	Transportation Programs	Safe Routes to School, Car Share, Transportation Demand Management and other tranportation programs.	All Divisions		**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for traffic safety programs.
07-10-03	Maintenance Contracts	Includes contracts under City Manager's authority for services maintained within Public Works.	PW Ops		**AC+20**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.473(a); 4 years after final payment
07-10-04	Pavement Management System	Includes planning, studies and assessments for pavement management. Completed every 2 to 3 years.	PW Eng		**S+5**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan or traffic safety program is superseded. Administrative Decision: Maintain assessments for 5 years after superseded to reference previous actions.
07-10-05	Sidewalks		PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.
07-10-06	Signs, Striping & Pavement Markings		PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
07-10-07	Street Lighting		PW Ops		**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
07-10-08	Traffic Signals		PW Ops		**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
07-10-09	Detailed Traffic Order, (DTO)	Includes implementation of traffic requests and other city-led traffic changes	PW Eng		**P**	GC 34090; 2 year minimum requirement CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years Administrative Decision: Maintain DTO's permanently for tracking the infrastructure.
07-10-10	Neighborhood Traffic & Parking Programs	Traffic calming, residential parking, blue curb and other neighborhood traffic management systems. Documents include requests, petitions, public meetings and other documents associated with instigating the traffic device.	PW Eng	PII	**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance and operations projects.
07-10-11	Interagency Transportation Coordination	Including BART, CalTrans, CCTA, AC Transit, WCCTAC, FHWA and other local agencies.	PW Eng		**CY+2, AR**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record
07-10-14	Traffic Engineering Studies & Surveys		PW Eng		**AC+10**	GC 34090; 2 year minimum requirement State of California Guidelines; Completion of survey plus 2 years Administrative Decision: Maintain traffic studies and surveys for 10 years after completion for trending purposes.

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07-11-00	**Fleet Management**					
07-11-01	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 Divisions		**AR**	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.
07-11-02	Maintenance Contracts	Includes contracts under City Manager's authority for services maintained within Public Works.	PW Ops		**AC+20**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.473(a); 4 years after final payment
07-11-03	Vehicle & Equipment Maintenance Records	Paper history of equipment and vehicles. Includes registration, purchase, maintenance and other specific vehicle and equipment related information. Also tracked in Hansen.	PW Ops		**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.
07-11-04	Vehicle Maintenance Reports	Received by the contractor summarizing work performed on the fleet.	PW Ops		**CY+2**	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
07-11-05	Daily & Quarterly Inspection Forms		PW Ops		**CY+2**	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.
07-12-00	**Clean Water Program**					
07-12-01	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 Divisions		**AR**	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.
07-12-02	Annual Reporting	Compilation of information from C.2 - C.10 subsections for County reporting	PW Ops		**CY+5**	40 CFR 122.21; 3 years after approval 40 CFR 122.41; 3 years after report State of California Guidelines; Current year plus 5 years for discharge monitoring reports
07-12-03	C.2 Program - Municipal Operations		PW Ops		**CY+5**	40 CFR 122.21; 3 years after approval 40 CFR 122.41; 3 years after report State of California Guidelines; Current year plus 5 years for discharge monitoring reports
07-12-04	C.3 Program - New Development	Includes Stormwater Treatment Facility O&M Agreement & Plans	PW Eng		**P**	GC 34090a; Real property records, maintain Permanently GC 4003, 4004; Maintain H&S 19850; Life of Building, with exceptions CC 1351; definitions, community property State of California Guidelines; Permanent Administrative Decision: Maintain development projects permanently to coincide with CEQA guidelines and environmental recommendations.
07-12-05	C.4 Program - Industrial & Commercial Inspections		PW Ops		**CY+5**	40 CFR 122.21; 3 years after approval 40 CFR 122.41; 3 years after report State of California Guidelines; Current year plus 5 years for discharge monitoring reports

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07-12-06	C.5 Program - Industrial & Illicit Discharge		PW Ops		**AC+5**	40 CFR 122.21; 3 years after approval 40 CFR 122.41; 3 years after report State of California Guidelines; Current year plus 5 years for discharge monitoring reports Administrative Decision: Maintain incidents for 5 years after correction or resolve.
07-12-07	C.6 Program - Construction		PW Eng		**CY+5**	40 CFR 122.21; 3 years after approval 40 CFR 122.41; 3 years after report State of California Guidelines; Current year plus 5 years for discharge monitoring reports
07-12-08	C.7 Program - Public Information & Outreach		PW Ops		**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 for event records.
07-12-09	C.9 Program - Pesticide Toxicity Control		PW Ops		**CY+5**	40 CFR 122.21; 3 years after approval 40 CFR 122.41; 3 years after report State of California Guidelines; Current year plus 5 years for discharge monitoring reports
07-12-10	C.10 Program - Trash Load Reduction		PW Ops		**CY+5**	40 CFR 122.21; 3 years after approval 40 CFR 122.41; 3 years after report State of California Guidelines; Current year plus 5 years for discharge monitoring reports
07-13-00	**Engineering Permits**					
07-13-01	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 Divisions		**AR**	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.
07-13-02	Encroachment Permits - Concrete/Utility Pole Replacement	Permanent construction encroachment permits for Concrete Work and Utility Pole Replacements.	PW Eng	PII	**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.
07-13-03	Encroachment Permits - Paving/Street Cut	Includes traffic control, street cuts and paving temporary encroachments.	PW Eng	PII	**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.
07-13-04	Oversize Transportation Permits	Temporary use permit for access of oversized vehicles.	PW Eng		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for temporary use permits.
07-13-05	Hold Harmless Agreements	Non-standard permanent encroachments in City right-of-way.	PW Eng		**P**	GC 34090(a) Real property records, maintain Permanently State of California Guidelines; Permanent for construction based encroachment permits.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-13-06	Encroachment Permits - Other Large Projects	Off the Grid, Large Fiber Optic Projects, Large Utility Projects	PW Eng		**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.
07-14-00	**Capital Improvement Program**					
07-14-01	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 Divisions		**AR**	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.
07-14-02	Capital Improvement Projects - Grant Funded	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:	PW Eng	PII	**P** **AC+10**	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 CCP 337.15; 10 years State of California Guidelines; 10 years after project completion
07-14-03	Capital Improvement Projects - Non-grant Funded	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:	PW Eng	PII	**P** **AC+10**	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 CCP 337.15; 10 years State of California Guidelines; 10 years after project completion
07-15-00	**Private Developments**					
07-15-01	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 Divisions		**AR**	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.
07-15-02	Grading & Transportation Permits	Includes haul routes and the permit for transportation of 50 cubic yards or more of materials.	PW Eng		**P**	GC 34090(a), Real property records, maintain CCP337, 337.1(a), 337.15; Statutes of limitations GC 4003, 4004; Maintain State of California Guidelines; Permanent
07-15-03	Plan Review/Working Files		PW Eng		**ACT**	Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-15-04	Subdivision Working Files	Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects.	PW Eng		**ACT**	Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
07-15-05	Parcel Maps	Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects.	PW Eng		**ACT**	Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
07-15-06	Lot Line Adjustments	Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects.	PW Eng		**ACT**	Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
07-16-00	**Integrated Waste Management**					
07-16-01	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 Divisions		**AR**	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.
07-16-02	Hazardous Material Waste Management	Includes the hazardous materials business plan, HHW permits, DTSC e-waste, medical waste and other compliance permits and reports to agencies.	Int. Waste Mgmt		**P**	GC 34090; 2 year minimum requirement State of California Guidelines: Current year plus 2 years, with caveat recommendation of permanent for environmentally sensitive documents.
07-16-03	Stormwater Pollution Prevention Plan	SWPP, Visual Inspection Reports, COC's, PH Tests, Training Docs.	Int. Waste Mgmt		**P**	GC 34090; 2 year minimum requirement State of California Guidelines: Current year plus 2 years, with caveat recommendation of permanent for environmentally sensitive documents.
07-16-04	Recycling Purchase Agreements	Small contracts for recycling services to the City. Includes materials tracking database and recycling purchase and disposal agreements.	Int. Waste Mgmt		**AC+5**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding $25,000
07-16-05	Franchise Agreement Management	Documents include: 1) Year by year calculation of Solid Waste Rate and IWM Fees, including annual rate application from Franchise Hauler and Post-Collection Vendor; public hearing notices; data. 2) Rate Studies	Int. Waste Mgmt		**CY+2**	GC 34090; 2 year minimum requirement
07-16-06	Solid Waste Ordinance, Policy & Code Enforcement	Documents include: 1) Solid Waste Ordinance - current copy and background for any revisions 2) Solid Waste Exemptions - users excluded from solid waste pick-up 3) Code Enforcement - warning letters and enforcement actions based on address and customer 4) Policy and Legislative LOS or Letters of Opposition	Int. Waste Mgmt		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-16-07	Recycling Programs	Includes working documents, data and reporting for recycling programs for CalRecycle, commercial, multi-family, single family, C&D recycling, HHW and Unwaste and city facilities.	Int. Waste Mgmt		**CY+4**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for tonnage reports and management reports. Administrative Decision: Maintain reporting and information for the current year plus 4 years for reference and trending.
07-16-08	Community Events & Outreach	Materials include brochures and graphics, newsletters, photos, public notices & signs, special events, website resources, presentations and archives	Int. Waste Mgmt	H	**CY+2, AR**	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 for event records. Administrative Decision: Review annually for historical content.
07-16-09	Bills of Lading	HHW and other materials.	Int. Waste Mgmt		**CY+10**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for tonnage reports, current year plus 10 years for hazardous waste disposal referencing 40 CFR 122.21
07-16-10	Batching Reports	Semi-monthly report sent to Finance to balance cash transactions with money stored at the facility. Receipts maintained by Integrated Waste Management.	Int. Waste Mgmt		**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
07-16-11	Route Sheets	Driver routes and addresses for recycling pickup.	Int. Waste Mgmt		**S+2**	GC 34090; 2 year minimum requirement Administrative Decision: Maintain route sheets for 2 years after superseded.
07-16-12	Stop Lists	Lists from garbage providers for users who have not paid their bill.	Int. Waste Mgmt		**CY+2**	GC 34090; 2 year minimum requirement
07-16-13	Tipping Wall Binder	Tipping Wall Daily Logs, Monthly Inspection Reports, Training Docs. Compliance for the County's 5 year environmental health permit.	Int. Waste Mgmt		**CY+5**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance and operations activities Administrative Decision: Maintain logs, inspection reports and training materials for the current year plus 5 years to meet the County 5 year environmental health permit cycle.
07-16-14	IIPP Compliance Binder	Training docs and sign-in sheets	Int. Waste Mgmt		**CY+7**	GC 34090; 4 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.

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07-17-00	**Utilities**					
07-17-01	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 Divisions		**AR**	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.
07-17-02	PG&E	Includes correspondence, reports and communications with utility for non-City facilities.	PW Eng		**CY+2, AR**	GC 34090; 2 year minimum requirement Review annually for relevance to current projects.
07-17-03	AT&T	Includes correspondence, reports and communications with utility for non-City facilities.	PW Eng		**CY+2, AR**	GC 34090; 2 year minimum requirement
07-17-04	EBMUD	Includes correspondence, reports and communications with utility for non-City facilities.	PW Eng		**CY+2, AR**	GC 34090; 2 year minimum requirement
07-17-05	Stege Sanitary	Includes correspondence, reports and communications with utility for non-City facilities.	PW Eng		**CY+2, AR**	GC 34090; 2 year minimum requirement
07-17-06	Telecom Other	Includes correspondence, reports and communications with utility for non-City facilities.	PW Eng		**CY+2, AR**	GC 34090; 2 year minimum requirement

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08-00-00 RECREATION

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
08-01-00	**Parks & Recreation Administration**					
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		**AR**	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	Recreation Registration Database	Classes, reservations, facility rentals, enrollment, events and other recreation activities used by members of the public.	Recreation	PII	**IND**	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
08-01-04	Programs Records	Includes program rules, code of conduct, curriculum, City contact information, attendee sign in sheets and rosters, emergency contact information, and evaluation forms filed by program. Not for licensed programs.	Recreation	PII	**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.
08-01-06	Registration Documentation	Includes applications, registration scolarships (and supporting documentation), waivers, schedule change forms, names, address, emergency contacts, field trip forms and other registration related information for individuals.	Recreation	C, PII	**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.
08-01-08	Payment Plan Agreements	Used for payment assistance.	Recreation		**AC+5**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding $25,000
08-01-09	Cash Receipts	Written receipts for individuals.	Recreation		**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
08-01-10	Volunteers	Includes the application, contact information, fingerprint verification, correspondence and any general information about the volunteer. Accepted applications: Denied applications:	Recreation	C, PII	 **AT+2** **AC+2**	GC 12946; 4 years after completion/position filled State of California Guidelines; 2 years after completion/position filled
08-01-11	Co-sponsorship	Includes organizations that co-sponsor services with the City. Tennis, soccor, garden club, youth baseball and other organizations working with the City.	Recreation		**CY+2**	GC 34090; 2 year minimum requirement
08-01-12	Instructors Agreements	Includes contracts, W-9, Livescan and other instructor information.	Recreation	PII	**AT+4**	CCP 337.2; Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years Administrative Decision: Maintain instructor files for 4 years after the instructor terminates the class.
08-01-13	Marketing Materials	Includes program fliers, brochures, and activity guides	Recreation		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
08-01-15	Accident / Incident Reports	Includes accidents, incidents, water rescue and other incident related reports.	Recreation	PII	**AC+7**	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions 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; 7 years after closure for accident/incident reports
08-01-16	Training & Certifications, Volunteers & Staff	Includes documentation of required employee certifications, driver training, red shirt lifeguard training, skill audits and other training for certificates and regular training.	Recreation		**AT+7**	GC 34090; 4 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.
08-01-17	Training & Certifications, Paid Participants	Includes documentation of certifications fo lifeguard training, red cross, babysitters and other external certifications to the public.	Recreation		**CY+2**	GC 34090; 2 year minimum requirement
08-02-00	**Special Events**					
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		**AR**	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	Special Event Organization	Includes contact information, planning, supply acquisition, staffing, copies of contracts and other event organization information.	Recreation		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-02-03	Vendor Applications		Recreation	PII	**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-02-04	ABC Liquor Licenses		Recreation		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits
08-02-05	Health Department Inspections		Recreation		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-02-06	Health Department Permits		Recreation		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-02-07	Event Outreach		Recreation		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-03-00	**Facilities**					
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		**AR**	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	Rental Agreements	Includes applications, proof of insurance and other rental documents for picnic, clubhouses, room rentals and other facility rentals.	Recreation	PII	**AE+2**	GC 34090; 2 year minimum requirement State of California Guidlines; Current year plus 2 years for municipal facility rental / use permits

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08-03-03	Facility Operation Permits	Includes health certificates, slides, pool lifts, CUPA, hazardous materials and other permits for facility operations.	Recreation		**AE+2**	GC 34090; 2 year minimum requirement State of California Guidlines; Current year plus 2 years for various permits required by federal and state agencies
08-03-05	Inspections	Includes County health department, OSHA, SERS and other regulatory inspections.	Recreation		**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 Guidelines; 3 to 5 years after completion of inspection
08-03-06	Daily Opening / Closing Checklist	Checklists by lifeguards for pool conditions. Includes daily chemical and water testing logs.	Recreation		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
08-03-07	SDS Information	Similar to an MSDS.	Recreation		**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.
08-03-08	Staff Logs	Tracks staff attendance and work schedules, daily issues and unusual activities, and other communications between staff.	Recreation		**CY+2**	GC 34090; 2 year minimum requirement
08-04-00	**Paratransit & Vehicles**					
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		**AR**	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	Vehicle Maintenance	Includes all maintenance records, smog certificates and Bureau of Automotive Repair documentation for Parks & Recreation vehicles.	Recreation		**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.
08-04-03	Daily Vehicle Inspection Logs		Recreation		**CY+2**	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.
08-04-04	Paratransit Driver Manifest	Includes listings of drivers and who they drive for the day.	Recreation		**CY+2**	GC 34090; 2 year minimum requirement.
08-04-05	Paratransit Annual Report	Measure J sales tax funding report.	Recreation		**CY+2**	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
08-05-00	**Adult Services**					
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		**AR**	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	Senior Nutrition Program Registration	Files on seniors who participate in the program. Annual forms include the name, address, phone number, birth date, emergency contact information, nutritional assessments, and other information on seniors.	Recreation	C, PII	**AT+5**	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. Contra Costa County; Current year plus 5 years. Administrative Decision: Maintain while applicant is actively participating in programs plus 5 years.
08-05-03	Senior Nutrition Program	Includes menus, sign-in sheets, County daily activity forms, monthly activity summaries, county reimbursement forms, staff and volunteer program training materials, site inspections and other general program information.	Recreation	PII	**CY+5**	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; 2 years after completion Contra Costa County; Current year plus 5 years
08-05-08	APS Mandated Reporting	Required reporting for child abuse to APS.	Recreation	C, PII	**AC+10**	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions Administrative Decision: Maintain senior/elder abuse reports for the same retention as child abuse reports.
08-06-00	**Child Care Facility**					
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		**AR**	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	State Licensing	Childcare license and associated documents to maintain the license.	Recreation	PII	**CY+5**	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years
08-06-03	Caregivers	Includes permits, credentials, LiveScan fingerprinting, and other information regarding caregivers. Also for special needs aides.	Recreation	C, PII	**AT+5**	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years California Social Services Recommendation: 3 years after termination for personnel records.
08-06-04	Childrens Files	Includes registration and licensing for child care.	Recreation	C, PII	**AT+5**	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years 22 CCR 101221; 3 years after termination
08-06-05	Sign In Sheets	Also includes emergency contact information.	Recreation	C, PII	**CY+2**	GC 34090; 2 year minimum requirement 22 CCR 101229.1; maintain sign-in sheet for 1 month State of California Guidelines; Current year plus 2 years

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08-06-06	Incidents / Accidents	Required by the State licensing for serious medical incidents.	Recreation	C, PII	**AC+7**	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions 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; 7 years after closure for accident/incident reports
08-06-07	CPS Mandated Reporting	Required reporting for child abuse to CPS.	Recreation	C, PII	**AC+10**	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions
08-06-08	Emergency Action Plans	For active shooter, disaster, fire and other emergency actions.	Recreation		**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded
08-07-00	**Park & Recreation Commission**					
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		**AR**	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	Agendas/Agenda Packets		Recreation		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
08-07-03	Minutes		Recreation		**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		Recreation		**30 Days**	GC 54953.5; 30 days after recording
08-08-00	**Committee on Aging**					
08-08-01	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		**AR**	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	Agendas/Agenda Packets		Recreation		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
08-08-03	Minutes		Recreation		**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

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09-00-00 FIRE SERVICES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
09-01-00	**Fire Administration**					
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		**AR**	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	Incident Management Software	Used for incidents and personnel. All training sessions and individuals are tracked through software program.	Fire		**IND**	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
09-01-03	Department Personnel Files	Includes employee backgrounds, physical ability tests (upon hire), psychological evaluations, history, training, certifications and license cards.	Fire	C, PII	**AS+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; 4 years after termination or action State of California Guidelines; 3 years after termination
09-01-04	Strike Team Activities	Used to submit forms for reimbursement from the State and Federal government. Filed by incident.	Fire		**CY+4**	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years
09-01-05	Ride Alongs Forms	Includes release waivers.	Fire		**CY+2**	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect.
09-01-06	Communications Binder	Includes policies, procedures and directives from the Fire Chief	Fire		**P**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.
09-01-07	Disaster Preparedness Plan	Including Local Hazard Mitigation and Emergency Operation	Fire		**S+2**	GC 34090; 2 year minimum State of California Guidelines; 2 years after superseded
09-01-08	Mutual Aid and Automatic Aid Agreements		Clerk/Fire		**AC+4**	CCP 335.1; Statutes of limitations, 2 years CCP 343; Statutes of limitations, 4 years
09-01-09	CPR / First Aid Class Rosters	Used for public certification.	Fire		**CY+2**	GC 34090; 2 year minimum requirement
09-01-10	Background Checks - Unsuccessful Candidates		Fire	C, PII	**AC+4**	29 CFR 1627.3 - 3 years 8 CCR 11040 (7)(C) - 3 years GC 12946 - 4 years
09-01-11	Department Personnel Medical Records	Similar to HR Medical files and may include records such as FMLA, exposure, doctor's notes, worker's compensation claim approvals and other medical information.	Personnel	C, PII	**AS+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
09-02-00	**Fire Prevention**					
09-02-01	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		**AR**	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.

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09-02-02	Fire Investigations	Includes photographs. Non-Arson Arson with Great Bodily Harm Arson with Homicide	Fire		 **AC+3** **AC+6** **P**	CCP 338; 3 year statute of limitations for action PC 800; 6 year statute of limitations after commission of the offense PC 799; No statutes of limitations on actions for murder. Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc.
09-02-03	Pending Construction	Includes plan checks on new construction.	Fire		**ACT**	GC 34090.7; Duplicates may be destroyed within the 2 year minimum period.
09-02-04	Building Inspections	Includes fire alarm plans, fire sprinkler plans and other inspection documents.	Fire		**AC+5**	UFC 103.34 New construction/alterations of buildings; Retain inspection records for 3 years. IFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection
09-02-05	School Inspections	Includes fire alarm plans, fire sprinkler plans and other inspection documents.	Fire		**AC+5**	UFC 103.34 New construction/alterations of buildings; Retain inspection records for 3 years. IFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection
09-02-06	Special Permits	Includes christmas tree lots, temporary tents, demolition permits, rocket launching and other temporary use permits related for Fire.	Fire		**AE+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits
09-02-07	Weed Abatement	Commercial and vacant land, and residential abatement.	Fire		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.
09-03-00	**Fire Suppression & Equipment**					
09-03-01	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		**AR**	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.
09-03-02	Station Log Books	Maintained by the stations.	Fire		**CY+3**	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers is 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 8 CCR 3203(b)(1); Injury & Illness Prevention Program inspection records, maintain at least 1 year.

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09-03-03	Personal Protective Equipment Logs	Individual replacement dates.	Fire		**CY+5**	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 8 CCP 3203(b)(1); Injury & Illness Prevention Program inspection records, maintain at least 1 year. Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years
09-03-04	SCBA Fit & Flow Test	Annual tests for both person and unit.	Fire		**P**	8 CCR 3203; IIPP training, at least 1 year State of California Guidelines; 2 years after superseded for training materials. Individual training information maintained by employee is retained for termination/separation plus 2 years, per State of California Guidelines Administrative Decision: Permanent for long term potential medical issues and varying retention periods of the citations.
09-03-05	Hose Testing Records	Annual tests	Fire		**CY+5**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for equipment and gear logs.
09-03-06	Ladder Testing	Annual tests	Fire		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for equipment and gear logs.
09-03-07	Daily Vehicle & Equipment 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. Also includes HURST, SCBA and air compressor forms.	Fire		**CY+2**	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.
09-03-08	Breathing Compressor / SCBA Fill Station	Inspection by an outside company with resulting certificate of compliance.	Fire		**AC+5**	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. State of California Guidelines; Current year plus 2 years for equipment and gear logs.
09-04-00	**Training & EMS**					
09-04-01	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	PII	**AR**	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.

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09-04-02	Electronic Training and Tracking Database	Computerized training on general city and fire specific training sessions as well as documentation for other trainings completed by the individual,.	Fire	PII	**IND**	29 CFR 1627.3(b); 1 year for training records GC 34090; 2 year minimum requirement GC 12946; 4 years minimum State of California Guidelines; Current year plus 7 for non-safety training, and 2 years for certificates and designations training. Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system. Such transfer must include at least 7 year history of data.
09-04-03	CERT Training	Community Emergency Response Team training. Records for individual public classes of non-employees.	Fire		**CY+2**	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 6250; PRA, confidential record status
09-04-04	Patient Care Reports	Includes refusal of care and the patient care report. Reports for minors are kept for the total retention beginning when they turn 18 years of age.	Fire	C, PII	**AC+7**	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 22 CCR § 70751(c) maintain patient records for 7 years
09-04-05	Paramedic Check Sheets	Forms used by paramedics to document equipment checks, narcotics inventories, order supplies. Daily and monthly reports.	Fire		**AC+5**	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years
09-04-06	Narcotic Administration Form	Log of administration of narcotics and distribution of remaining narcotics.	Fire		**AC+5**	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years

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10-00-00 POLICE SERVICES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
10-01-00	**Administration / Chief of Police**					
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		**AR**	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	Administrative Staff Memos	General status updates on current projects and items of interest.	COP/Admin		**CY+2**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Maintain permanently for reference purposes.
10-01-03	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.	COP/Admin	PII	**IND**	VC 17004.7; Maintain vehicle pursuit records, no retention.
10-01-04	Concealed Weapons Permits	Includes application, background and records checks reviewed by the Chief of Police for the issuance of the permit. Also includes notification from the Sheriff's Department of the County of Alameda advising they have issued a Concealed Weapons Permit for a subject residing, employed in or owing a business in the City. Denied permit applications	COP/Admin	PII	**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.
10-01-05	Equipment Inventory	Equipment issued to officers and other department equipment.	COP/Admin		**S+2**	GC 34090; 2 year minimum requirement State Recommendation; 2 years after superseded for listings of equipment assigned to divisions and officers.
10-01-06	General Orders	Maintained in Lexipol.	COP/Admin	C	**P**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.
10-01-07	Internal Affairs / Investigations	Also includes officer involved deaths, traffic collision internal review documents Sustained findings of misconduct.	COP/Admin	C, PII	**AC+5** **AC+15**	PC 832.5(b) Statutory minimum is 5 years, 15 years for sustained misconduct. EVC 1045; 5 years for conduct PC 801.5; SOL of 4 years after event PC 803(c); public officer, crime descriptions VC 2547; SOL of 3 years for officer fraud GC 12946; 2 4 years after completion/position filled
10-01-08	Livescan Fingerprinting	Includes fingerprinting for massage, medical marijuana and taxi permits.	COP/Admin	C, PII	**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain fingerprint information for city employment for 2 years after termination.
10-01-09	Locker & Riot Locker Logs	Includes combinations and assigned lockers	COP/Admin	C	**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; After superseded
10-01-10	Operation Orders	Includes vacation sign ups and special details. Moves the bulk of staff all at once based on the event / order.	COP/Admin		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for watch assignments, daily schedules and timekeeping records.
10-01-11	Paid Overtime Signup Sheet	Maintained by the individual division. Includes special details.	COP/Admin		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for timekeeping records.
10-01-12	Pitchess Motions	Copy maintained with the officer's file.	COP/Admin	PII	**CY+2**	GC 34090; 2 year minimum requirement

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
10-01-13	Retiree Qualification Permits	Identification for police employees and retirees for carrying firearms. Retirees need to qualify for carrying.	COP/Admin	PII	**AE+2**	GC 34090; 2 year minimum requirement PC 12071, Maintain records PC 12078, Maintain records State Recommendation, 2 years after the license expires.
10-01-14	Ride Along Requests		COP/Admin	PII	**CY+2**	GC 34090; 2 year minimum requirement retention State of California Guidelines; 2 years plus the current year
10-01-15	Rules & Regulations		COP/Admin	C	**P**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.
10-01-16	Supervisor Staff Memos	General status updates on current projects and items of interest. Pertains mainly to operational issues.	COP/Admin		**CY+2**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
10-01-17	Video Surveillance Recordings - City Facilities and Parks	Includes buildings, parking lots and city parks and pathways. (automatically written over at 366 days)	COP/Admin		**366 days ***	GC 34090.6; 1 year * 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
10-01-18	Unusual Incident Reports	Completed with Use of Force, CHP 187, injuries to employees and other unusual events.	COP/Admin	PII	**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for use of force files
10-01-19	Use of Force Reports		COP/Admin	PII	**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for use of force files
10-01-20	Vehicle Records	Includes registration documents, equipment installation, maintenance records and other associated documentation.	COP/Admin		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for daily activity logs.
10-01-21	Volunteer Program	Includes application, ride-along waiver, background authorization, supplemental background information form, criminal history and records checks, LiveScan fingerprinting, training, community service records, background letters to neighboring agencies, and ID cards. Denied volunteer applications	COP/Admin	PII	**AT+3** **AC+3**	GC 12946; 4 years after completion/position filled State of California Guidelines; 2 years after termination Administrative Decision: Maintain volunteer files for 3 years after termination for hired, 3 years after position filled for denied applications to follow recruitment retention.
10-01-22	Work & Duty Schedules		COP/Admin		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for watch assignments, daily schedules and timekeeping records.
10-02-00	**Records**	***** Maintain all case files confidential while active. California Public Records Act to be consulted.**				
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		**AR**	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	Mark43 Database	Electronic case management system.	Records	C, PII	**IND**	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
10-02-03	Case Reports	Crime reports, DUI's, incidents, manditory 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.	Records	V, PII	**Varies**	See specific case retention periods and citations listed below this heading:
	187 - Murders		Records	V, C ***, PII	**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	Records	V, C ***, PII	**AC+25**	EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. 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.
	Child Molestation		Records	V, C ***	**AC+10**	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation
	Drug / Sex Crime Registration	Sex offenders - Adult Sex offenders - Juvenile	Records	V, C ***	**L+2** *** Varies**	GC 34090; 2 year minimum requirement * 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.
	Sex Crimes		Records	V, C ***	**L+2**	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 Decision: Maintain sex crime cases for 2 years after proof of offender's death.
	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	V, C ***	**AC+10**	GC 34090; 2 year minimum requirement Administrative Decision: Retain weapon crime information for 10 years to track potentially violent individuals.
	Crimes with Death		Records	V, H, C ***	**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

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	Child Abuse		Records	V, C ***	**AC+10**	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions
	Missing Persons		Records	V, C ***	**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	Records	V, H, C ***	**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
		No suspicious circumstances		V, C ***	**AC+2**	GC 34090; 2 year minimum requirement
	Robberies / Burglary		Records	V, C ***	**AC+3**	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	V, C ***	**AC+10**	CA Law Enforcement Warrant Officers Association recommends keeping for 10 years.
	Misdemeanors / Petty Theft		Records	V, C ***	**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	V, C ***	**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.
	Miscellaneous / Non-Criminal reports	Includes Miscellaneous Civil/Juvenile/Investigation/Officer, Found Property, Lost Property, Abandoned Vehicle Abatement, 5150 WI, Private Property Tows, Repossessed Vehicles, vehicle and traffic collisions, etc. Any type of report listed in this category description that pertains to a criminal case would be retained for the period of time indicated in the applicable case reports type described above.	Records/ Traffic	C	**AC+2**	GC 34090; 2 year minimum requirement

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
10-02-04	Audio Recordings - Litigation/Case Related	Includes telephone and radio communications for criminal cases only. Recordings determined by the City Attorney for litigation or the District Attorney for crime prosecution. Cases involving Murder	Records		**366 Days *** **P**	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. Administrative Decision: Maintain for 366 day to meet restriction of the storage system and to satisfy statutes of limitations.
10-02-05	Cash Receipt Books	Log of monies receive at the PD counter.	Records		**CY+4**	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after annual audit
10-02-06	Clearance Letters	Includes requests from persons residing in the City asking for a cursory records check through our RMS system to ascertain if the person has any negative information on file in our RMS system. This request results in a letter stating the results of the records check.	Records		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for requests for criminal history
10-02-07	Criminal Background Checks	Requests for criminal history from an outside agency.	Records		**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
10-02-08	Criminal Subpoenas	Any subpoenas having to do with a criminal case.	Records		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain subpoena logs and subpoena duplicates for the current year plus 2 years.
10-02-09	DOJ Audit Reports / NCIC Entries	National Crime Information Computer. DOJ requires reporting monthly for stolen vehicles/license plates, stolen weapons, warrants, missing persons and restraining orders. Inhouse audit performed and results faxed to DOJ.	Records		**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.
10-02-10	False Alarm Claims		Records		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for false alarm duplicates.
10-02-11	Monthly DOJ/UCR/BACS (MACR) Report	Electronic statistical report maintained on a flash drive for future analysis. MACR - Monthly Arrest & Citations Register - DOJ form JUS 750.	Records		**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.
10-02-12	Record Sealings	Adults Juveniles	Records	V, C ***	**AC+3 *** **AC+5 ** **	PC 851.8(a); Factually innocent records, 3 years after arrest, * with district attorney approval. Date of court ordered destruction 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 occuring before the child is 14 years of age ** W&IC 781; For murder and/or sex crimes occuring on or after the child reaches age 14, DO NOT DESTROY.

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10-02-13	Statistical Report Requests	Reports and data generated internally and distributed to requesting divisions/units, departments, agencies or the public.	Records		**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.
10-02-14	Subpoenas Duces Tecum	Subpoenas for records or property.	Records		**CY+2**	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Current year plus 2 years. Courts/County maintain the original record.
10-03-00	**Traffic Unit**					
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		**AR**	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	Commercial Vehicle Inspections	Form used for inspection of commercial vehicles stopped for a purpose.	Traffic		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations. Administrative Decision: Maintain commercial vehicle inspections for the current year plus 2 years to support traffic citations.
10-03-03	Equipment Calibrations	Preliminary Alcohol Screening Device and radar calibration.	Traffic		**AT+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination for radar calibration records
10-03-04	Taxi Permits & Inspections	Includes vehicle inspections for service providers.	Traffic		**CY+2**	GC 34090; 2 year minimum requirement
10-03-05	Traffic Citations	Includes Citations and supporting documents such as Certified Copies of DMV Order of Suspension / Revocation	Traffic	PII	**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations.
10-03-06	Traffic Data Collection	Used to monitor traffic speed and data for specific locations.	Traffic		**CY+2**	GC 34090; 2 year minimum requirement
10-04-00	**Personnel & Training 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		**AR**	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	Department Personnel Records	Includes equipment released, employee transaction forms, step increases, corrective performance evaluations, background checks, and other materials related to the employee. Similar to the files maintained by HR but contains other confidential information on officers.	Personnel	C	**AS+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; 4 years after termination or action PC 832.5; 5 years for officer complaints State of California Guidelines; 3 years after termination for non-safety employees; 5 years after termination for safety employees.
10-04-03	Background Checks - Unsuccessful Candidates		Personnel	C	**AC+4**	29 CFR 1627.3 - 3 years 8 CCR 11040 (7)(C) - 3 years GC 12946 - 4 years
10-04-04	Citizen Inquires	Form completed by a citizen. Complaints become formal investigations. Non-complaints are forwarded to other divisions or departments, as needed.	Personnel		**ACT**	Transitory Record: Maintain indefinitely or until data is transferred to record series.

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10-04-05	Field Training	Includes binders filed by officer containing class outline, tests, precentages, roster, handouts, instructor's qualifications and resumes, daily evaluations, 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.	Personnel		**AC+15**	State of California Guidelines; 15 years after completion for range lesson plans. No citation given.
10-04-06	Supervisory Notes / Records of Discussion	Maintained under lock and key by each division for employees. Notes and observations on performance related issues for the deployment period. Cycle varies and results are maintained by the highest level supervisor of the officer. Related to training.	Personnel	C	**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; 4 years after termination or action State of California Guidelines; 3 years after termination for non-safety employees; 5 years after termination for safety employees.
10-04-07	Training Management System Database (TMS)	Used to track all training for officers, including inhouse, POST and other training sessions.	Personnel		**IND**	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
10-04-08	Training Reimbursement Forms	Used for officer training reimbursements. Duplicated information that is sent to Finance for processing. Maintained for 1 year in PD.	Personnel		**AC+1**	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum retention period
10-04-09	Department Personnel Medical Records	Similar to HR Medical files and may include records such as FMLA, exposure, doctor's notes, worker's compensation claim approvals and other medical information.	Personnel	C	**AS+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
10-05-00	**Criminal Investigation Services**					
10-05-01	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		**AR**	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.
10-05-02	Alcohol Licensing - Temporary Use	Includes one day events. ABC form 221.	CIS		**AE+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for temporary use permits
10-05-03	Annual Card Room Permits		CIS		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for bingo licenses. Administrative Decision: Maintain annual card room permits for the current year plus 2 years to follow bingo retention requirements by the State.

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10-05-04	Audio Recordings - Routine	Includes telephone and radio communications. If crime related, the District Attorney must request audio within 100 days of the date. The City Attorney will inform the PD about pending litigation, and will approve destruction of recordings on a monthly basis.	Comm		**1 year**	GC 34090.6; 100 days. If a claim is filed or pending litigation, retain until pending litigation is resolved and * destroy with consent of the City Attorney. 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 1 year to meet statute of limitations for misdemeanors.
10-05-05	Body Worn Cameras	Includes all recording systems whether body worn, handheld, or integrated into portable equipment. Records or logs of access and deletion of data.	Traffic		**366 Days *** **P**	PC 832.18; GC 3301; GC 34090.6; 1 year * 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.
10-05-06	Cabaret Permits - Annual	Approved annually by Council.	CIS		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for certain licenses. Administrative Decision: Maintain cabaret permits for the current year plus 2 years to follow similar retention required by the State.
10-05-07	Cabaret Permits - Temporary		CIS		**AE+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for temporary use permits
10-05-08	Informant Files	Maintained in paper form and reviewed annually for activity. Includes vice crimes (gang, narcotics, prostitution, robbery).	CIS	C	**AT+10**	GC 34090; 2 year minimum requirement State of California Guidelines; 10 years after termination for informant files, no citation stated
10-05-09	Massage Parlor Establishments		CIS		**AE+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Completion plus 2 years for massage parlor permits.
10-05-10	Patrol Bulletins	Informational notice about crimes in areas of the City.	CIS		**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.
10-05-11	Pawn Slips		CIS		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Secondhand Dealers and Pawn Brokers.
10-05-12	Registration Files - 11590 HS	Drug registrants	CIS	PII	**L+2**	GC 34090; 2 year minimum requirement 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.

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10-05-13	Registration Files - 290	For sex offenders. Activity based on ORI status. Adults Juvenile	CIS	PII	 **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.
10-05-14	Registration Files - 457.1	Arson - Adults Arson - Juveniles	CIS	PII	**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.
10-05-15	Second Hand Dealer Licenses	Includes licenses for antique dealers and other second hand sellers.	Property		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Secondhand Dealers and Pawn Brokers.
10-05-16	Track Fliers	Includes BOLOs from to other agencies.	CIS	PII	**CY+2**	GC 34090; 2 year minimum requirement
10-06-00	**Property & Evidence**					
10-06-01	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		**AR**	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.
10-06-02	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. Originals are maintained by the DA, a copy is maintained by the City.	Property		**ACT**	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum retention period
10-06-03	Auction Reports		Property		**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.
10-06-04	Criminal Case Disposition Notification/Reports	Case disposition confirmation from the District Attorney or court system. DOJ form 8715.	Property	PII	**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for case tracking records
10-06-05	Evidence Purge/Disposition	Includes weapons destruction logs, drug destruction logs, deposit receipts, property disposition memorandums and returns to owners.	Property		**P**	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.
10-06-06	Property Record / Receipts	Tracks property releases and dispositions. Used to permanently track history of evidence. Not destroyed with the case file.	Property		**P**	GC 34090; 2 year minimum requirement State of California Guidelines; No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.
10-07-00	**Crime Prevention Committee**					
10-07-01	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		**AR**	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.

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10-00-00 POLICE SERVICES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
10-07-02	Agendas & Agenda Packets		Clerk		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
10-07-03	Minutes		Clerk		**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
10-08-00	**Community Safety Committee**					
10-08-01	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		**AR**	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.
10-08-02	Agendas & Agenda Packets		Clerk		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
10-08-03	Minutes		Clerk		**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

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

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
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		**AR**	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.
01-01-02	Correspondence & Reports - External		All Depts		**CY+2, AR**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
01-01-03	Correspondence & Reports - Internal		All Depts		**CY+2, AR**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
01-01-04	Departmental Goals/Objectives		All Depts		**S+5**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
01-01-05	Staff, Interdepartmental & Internal Committee Meetings	Includes informal meeting agendas.	All Depts		**EY+2**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
01-01-06	Surveys, Studies & Questionnaires - General City		All Depts		**AC+2**	GC 34090; 2 year minimum State of California Guidelines; 2 years after completion for general studies and surveys
~~01-01-07~~	~~Supervisor's Files~~	~~Includes supervisor files on employees. File sent to HR after employee separates from the City.~~	~~All Depts~~		**~~ACT~~**	~~Transitory Record; Maintain as long as necessary for current business activities.~~ ~~GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.~~
~~01-01-08~~	~~Transitory Electronic Communications~~	~~Includes e-mail, social media, calendars, texts and other transitory communications via electronic sources.~~	~~All Depts~~		**~~IND~~**	~~Reference Administrative Procedure 1B4 for retention of electronic communications.~~
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		**AR**	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.
01-02-02	Chronological Files		All Depts		**ACT**	GC 34090.7; Duplicates may be destroyed within the 2 year minimum period. Administrative Record, State of California Guidelines
01-02-03	Professional Associations/Organizations		All Depts		**CY+2**	GC 34090d; 2 year minimum requirement Administrative Record, State of California Guidelines
01-02-04	Community Organizations/Foundations		All Depts		**CY+2**	GC 34090d; 2 year minimum requirement Administrative Record, State of California Guidelines
01-02-05	Complaint Files	General complaints to City departments. Does not include claims against the City or formal complaints with the Police Department.	All Depts	**PII**	**AC+7**	42 USC 1983; Settlement of complaint plus 7 years
01-02-06	Mailing Lists		All Depts		**S**	Administrative Record, State of California Guidelines
03-90-84	Community Information/Events		All Depts		**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

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01-02-08	Historical Information/Events		All Depts		**P**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Retain permanently for historical value.
01-02-09	Public Relations Information/Handouts/Speeches/Biographies		All Depts		**EY+7, AR**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 7 Administrative Decision: Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record.
01-02-10	Technical Reference		All Depts		**ACT**	GC 34090.7; Duplicates and reference materials may be destroyed within the 2 year minimum.
01-02-11	Informational Brochures, Leaflets & Handouts		All Depts		**CY+2**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
01-03-00	**Materials from Agencies & Other Cities - Non-project Related**					
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		**AR**	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.
01-03-02	Federal Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		**CY+2, AR**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record
01-03-03	State Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		**CY+2, AR**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record
01-03-04	Regional/National Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		**CY+2, AR**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record
01-03-05	County Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		**CY+2, AR**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record
01-03-06	Adjacent Cities	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		**CY+2, AR**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record
01-03-07	Special Districts	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		**CY+2, AR**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record
01-04-00	**Grant Administration**					
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		**AR**	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.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
01-04-02	Grant Applications & Agreements	Departments are responsible for maintaining copies of invoices paid toward grants and longer retention term applies, as needed.	All Depts		**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 must be kept for 3 years after final expenditure report. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
01-04-03	CDBG Grant Applications & Agreements	Departments are responsible for maintaining copies of invoices paid toward grants and longer retention term applies, as needed.	All Depts		**AFP+4 ***	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 must be kept for 3 years after final expenditure report. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
01-05-00	**Purchasing & Material Acquisition**					
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		**AR**	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.
01-05-02	RFPs / RFIs / RFQs	Includes competitive bid quotes.	All Depts		**AC+5**	GC 34090; 2 years minimum CCP 337; Statute of limitations State of California Guidelines; 5 years after audit for successful bids. Administrative Decision: 5 years after completion of project associated with the bid.
01-05-03	Bids - Successful		All Depts		**AC+5**	GC 34090; 2 years minimum CCP 337; Statute of limitations State of California Guidelines; 5 years after audit for successful bids. Administrative Decision: 5 years after completion of project associated with the bid.
01-05-04	Bids - Unsuccessful		All Depts		**CY+2**	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 for unsuccessful bids

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02-00-00 CITY CLERK

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02-01-00	**Clerk Administration**					
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		**AR**	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	Information Requests	Routine requests from staff and the public for general information and city operations. Transitory in nature.	Clerk		**ACT**	Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
02-01-03	Informational Brochures & Pamphlets		Clerk		**CY+2**	GC 34090; 2 year minimum requirement
02-01-04	Public Hearing Notices / Proof of Publication		Clerk		**CY+4**	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years
02-02-00	**City Council & Governing Bodies**					
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		**AR**	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.
02-02-02	Agenda Packets	Agenda, staff reports, speaker cards, supplemental communications and all other supporting documentation for City Council / Redevelopment Agency / Redevelopment Successor Agency, Public Financing Authority, Employee Pension Trust Board, Municipal Services Corporation and Oversight Board regular and special meetings. Includes letters to the state or federal legislators supporting or opposing legislation. Final actions reflected in official minutes, resolutions and ordinances are kept permanently.	Clerk		**CY + 30**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agenda packets for the current year plus 30 years for reference purposes.
02-02-03	Affidavits of Posting, Mailing and/or Publication	Affidavits of Posting, Mailing and/or Publication Declarations indicating agendas and other notices are completed in compliance with state law and City Clerk department guidelines.	Clerk		**CY+4**	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years
02-02-04	Ceremonial Items	Includes Mayoral certificates of special commendation, certificates of recognition.	Clerk	H	**EY+2**	GC 34090; 2 years minimum
02-02-06	Minutes	Includes City Council / Redevelopment Agency / Redevelopment Successor Agency Oversight Board, Public Financing Authority, Employee Pension Trust Board, ~~and~~ Municipal Services Corporation, Official Written Minutes – Bound Volumes.	Clerk	V, H	**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
02-02-07	Meeting Recordings	Videostream Archives stored with CivicPlus, Video Tapes and DVD (legacy) and Audio Tapes (legacy).	Clerk		**CY+30**	GC 54953.5; 30 days after recording Administrative Decision: Maintain recordings for the current year plus 30 years for public and staff reference.
02-02-08	Ordinances	Law, statute or regulation enacted by the City Council. Bound Ordinance Books maintained by the City Clerk.	Clerk	V, H	**P**	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-02-09	Municipal Code	El Cerrito Municipal Code – Codification and Supplementation of the City's Municipal Code. ~~Maintained in paper form by the City Clerk, and electronically on the City's website.~~	Clerk	V, H	**CY+2**	GC 34090(e); Permanent for decisions of the City State of California Guidelines; Permanent
02-02-10	Resolutions	Resolutions are separate from ordinances and record decisions, opinions or wishes of the Council or Governing Body and express the municipality's position on various issues or concerns about government policy, regulations or funding and also provide direction to staff. Resolutions are enacted by the City Council, Redevelopment Agency (legacy)/Redevelopment Successor Agency, Public Financing Authority Employee Pension Trust Board, Municipal Services Corporation and Oversight Board.	Clerk	V, H	**P**	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent
02-02-11	Mayor & Councilmember Correspondence	General correspondence to or from outside sources including individual member coorespondance in support or opposition of legislation.	Clerk / Council		**CY+2**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-02-12	Council Events	Mayors Conference, Commissioner Dinner, Wall of Fame, Other – planning timelines, invitations, program, script, attendance lists, recognition lists, invoices and follow up correspondence.	Clerk	H	**CY+3**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Maintain for the current year plus 3 years for historical reference. Retain one copy of the invitation and program for historical purposes.
02-02-13	Council Portraits	Official portraits taken at the time Councilmembers begin their service on the City Council.	Clerk	H	**P**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Maintain council photographs permanently for historical purposes.
02-02-14	Oaths of Office	Administered upon certification of election results. Employee oaths are kept with personnel files. See HR.	Clerk		**AT+6**	GC 34090; 2 year minimum requirement State of California Guidelines; 6 years after termination for elected officials.
02-02-15	West County Mayors and Supervisors Association	Agendas, meeting materials, and other records pertaining to organizing and facilitating the meeting. Minutes for meetings hosted by the City.	Clerk		**EY+2** **P**	GC 34090; 2 year minimum
02-03-00	**Boards, Commissions & Committees - Membership 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		**AR**	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	Administrative Files	Attendance reports, web page development, communications to staff liaisons, training and resource materials, programmatic rules review, research and analysis.	Clerk	PII	**CY+5**	GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-03-03	Appointment History Database	Database includes appointment, service and termination history and contact information for applicants and appointments to advisory bodies	Clerk	PII	**IND**	Transitory Record; Databases are maintained while active

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-03-04	Rosters	Reflects current membership. Transitory in nature.	Clerk	PII	ACT	Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
02-03-05	Meeting Calendars	Meeting calendar and staff liaison contact information maintained in brochure format for the public's ease of reference.	Clerk		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-03-06	Recruitment Materials	Includes annual Maddy Act Notices, annual and periodic notices of vacancy, press releases and other vacancy information.	Clerk		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-03-07	Member Files	Includes applications, oath of office, training certificates, coorespondance, and other records related to the appointment and service of city advisory members. Retention applies after the member has not served on any advisory body for a period of 6 years.	Clerk	PII	AT+6	GC 34090; 2 years minimum State of California Guidelines; 5 years after board, commission or committee is dissolved. Administrative Decision: Keep the same period of time as employee files.
02-03-08	Applications, Reserved	Additional applications kept on file should an unexpected vacancy occur.	Clerk	PII	CY+4	GC 34090; 2 year minimum; GC 12926; 4 years minimum Administrative Record, State of California Guidelines
02-03-08	Member Handbook Manual	Retain one copy permanently for historical reference.	Clerk		P	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Maintain one copy permanently for historical purposes.
02-04-00	**Agreements / Contracts / MOUs**					
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		AR	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.
02-04-02	Bid Summaries	Summary listing all project bid results for a particular project. Used for announcing lowest apparent bidder. Primarily public works and capital projects.	Clerk		AC+5	GC 34090; 2 years minimum CCP 337; Statute of limitations State of California Guidelines; 5 years after audit for successful bids. Administrative Decision: 5 years after completion of project associated with the bid.
02-04-03	Services, Equipment, Supplies Agreements	Contracts with vendors and consultants – includes related records such as disclosure forms, change orders, term amendments and certificates of insurance.	Clerk/Depts		AC+5	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding $25,000
02-04-04	Lease, Loan and License Agreements		Clerk		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

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-04-05	Settlement Agreements, General		Clerk		**AC+5**	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.
02-04-06	Settlement Agreements, Recorded		Clerk		**P**	CCP 343; Statutes of limitations, general 4 years State of California Guidelines; Permanent for recorded documents
02-04-07	Franchise Agreements		Clerk		**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
02-04-08	Capital Improvement Projects	Contracts in which the contractor develops real property, or constructs or provides design consultation or construction management services for improvement to real property. Includes change orders and term amendments.	Clerk		**P**	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
02-04-09	Non-CIP Construction Contracts & Agreements		Clerk		**AC+10**	CCP 337.15; 10 years State of California Guidelines; 10 years after project completion
02-04-10	Public Agency Funding Agreements	Revenue agreements, joint powers, mutual aid and subcontracts with public agencies.	Clerk		**P**	State of California Guidelines; Permanent for joint powers authorities for insurance.
02-04-11	Real Property Purchase Agreements	Property purchased and maintained by the City.	Clerk		**P**	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
02-04-12	Real Property Sale Agreements	Property sold by the City	Clerk		**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.
02-04-13	Property Development Agreements	Includes Subdivision Agreements, Disposition & Development Agreements, Owner Participation Agreements and Development Agreements under Subdivision Map Act, approved, amended or cancelled by resolution.	Clerk		**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.
02-04-14	Agreements Granting Easements		Clerk / Public Works		**P**	GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-04-15	Bond Agreements		Clerk		**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
02-04-16	Labor Agreements & MOUs		Clerk		**P**	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent
02-05-00	**Elections Materials**					
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		**AR**	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	Assessment District Elections	Prop. 218 proceedings and election materials.	Clerk / Public Works		**P**	GC 34090(a); Permanent for land and property records CCP 338; 3 year statute of limitations State of California Guidelines; Permanent
02-05-03	Assessment District Ballots & Protest Letters		Clerk		**AC+2**	GC 53753; 2 years after completion for ballots GC 53755; 2 years after completion for protests
02-05-04	Municipal Elections (General & Special)	Includes ballot material copies, voter rosters, official precinct materials, correspondence, and election signs, notices and legal publications. Original canvass information and statement of votes from the County Registrar of Voters are approved and incorporated by reference by City Council resolution. City Clerk administrative, research and working files retained for future reference. Certification of votes maintained permanently with the approved resolution.	Clerk		**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.
02-05-05	Certificates of Election	Presentation to successful candidates required by Government Code. Incorporated into agenda packet.	Clerk		**CY+7**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain certificates for the current year plus 7 years to follow retention of the Council agenda packets.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-05-06	Candidate Filing Forms and Nomination Documents, Elected Officials	Elected officials. Submitted in order to qualify for candidacy; includes nomination petition, declaration of candidacy, optional candidate statement, signature and residency verification, consent forms, ballot designation worksheet, optional Code of Fair Campaign Practices declaration, filing checklists and candidate statement receipt. Nomination petitions may be viewed by the public but not copied or distributed.	Clerk	PII	AT+4	GC 34090; 2 year minimum requirement EC 17100; 4 years after term ends
02-05-07	Candidate Filing Forms and Nomination Documents, Unsuccessful Candidates	Unsuccessful candidates.	Clerk	PII	AC+2	GC 34090; 2 year minimum requirement EC 17100; 4 years after term ends
02-05-08	Council Sponsored Measures, Charter-related		Clerk		P	GC 34460; Indefinite. Maintain copy of charter related documents in archives. EC 17000-1; Affidavits and indexes are 5 years EC 17302-6; 6 months after election, if no contest, for election records GC 81009; Campaign reports, not including candidate's campaign statements
02-05-09	Council Sponsored Measures, Other	Ballot Question is approved by Council resolution. Direct Arguments for and against measures, and argument rebuttal filer and author are filed with the City Clerk. Does not include charter related measures.	Clerk		AC+5	EC 17000-1; Affidavits and indexes are 5 years 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.
02-05-10	Initiative Measures, Referendums & Recall Petitions	Includes petitions with original signatures.	Clerk	C	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.
02-05-11	Council Candidate Handbook	Information relating to running for and qualifying for City Council and filing requirements and obligations. Revised and replaced each election.	Clerk		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.
02-05-12	Measure Handbook	Information regarding filing of direct arguments and rebuttals and timelines. Revised and replaced each election.	Clerk		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.

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02-05-13	Historical Election Files	Voting statistics for each election.	Clerk		**P**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decison: Maintain historical election files permanently for historical purposes.
02-06-00	**Fair Political Practices Commission**					
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		**AR**	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	Campaign Statements – Elected (Forms 410, 460, 470, 501, 497)	FPPC Campaign Financial Disclosure Statements for Elected officials and candidate controlled and/or committees primarily formed to support or oppose them. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	Clerk		**P**	GC 81009(b); maintain elected indefinitely
02-06-03	Campaign Statements – Unsuccessful (Forms 410, 460, 470, 501, 497)	FPPC Campaign Financial Disclosure Statements for unsuccessful candidates for office including committees that directly support or oppose them. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	Clerk		**AT+5**	GC 81009(b); 5 years for unsuccessful candidates
02-06-04	Campaign Statements – Committees (Forms 410, 460, 470, 497)	FPPC Campaign Financial Disclosure Statements for general purpose and ballot measure committees. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	Clerk		**AC+7**	GC 81009€; 7 years for all other reports or statements not specified 81009 (a-d)
~~02-06-05~~	~~Campaign and Form 700 tracking databases.~~	~~Tracks noticing, correspondence and filing dates.~~	~~Clerk~~		~~**IND**~~	~~Transitory Record; Databases are maintained while active~~
02-06-06	Statement of Economic Interests (Form 700) – Elected Officials & 87200 Filers	Mayor, City Councilmembers, Planning Commissioners, City Manager and City Attorney. Since 2016 Govt. Code Section 87200 filers file electronically with the FPPC. Copies retained on file.	Clerk		**AC+7**	GC 81009(f); 4 year requirement for copies Administrative Decision: Maintain all forms for 7 years per GC 81009(e) for consistency in retention.
02-06-07	Statement of Economic Interests (Form 700) – Employees & Commissioners, Consultants as applicable	Positions designated in the City's Conflict of Interest Code file with the City Clerk.	Clerk		**AC+7**	GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for copies
02-06-08	Statement of Economic Interests (Form 700) – Candidates for Elective Office	Prior to election, Candidates' Statement of Economic Interests are filed with the City Clerk along with other election forms [see Elections]. (Originals are filed with the FPPC).	Clerk		**AC+7**	GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for copies
02-06-09	Ethics Training Certifications	Mayor and City Councilmembers are required to file with City Clerk every two years by state law. All city board, commission, and committee members are also obligated to file with City Clerk (Resolution No. 2021-56)	Clerk		**AC+6**	GC 53235(b); 5 years
02-06-10	Forms 801, 802 and 806	Gift to Agency Reports (Form 801), Ceremonial Role Events and Tickets (Form 802) and Public Official Appointments (Form 806) as applicable and necessary.	Clerk		**AC+7**	FPPC Recommendation; 7 years as relates to 2 CCR 18944
02-07-00	**Records Management**					

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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		**AR**	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	Laserfiche EDMS	Repository for official electronic records.	All Depts		**IND**	Transitory Record; Databases are maintained while active
02-07-03	Administration	Program planning and policy development research and reference materials. (Reference library of manuals, catalogs, magazines, books, pamphlets, etc. Training materials). Purged/updated as needed.	All Depts		**CY+2**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-07-04	Deeds of Gift	Certificates of gifts or transfers to outside agencies of City of El Cerrito records which are deemed to have historical value. Examples: El Cerrito Historical Society, Bancroft Library, California Local Government Records Program and archives.	Clerk		**P**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Retain permanently for historical value
02-07-05	Forms/Form Control	Records Inventory, transfer and disposition forms and worksheets. Records retention update forms.	Clerk		**S**	Administrative Record, State of California Guidelines
02-07-06	Destruction Certificates, Destruction Documentation and Department Destruction Logs		Clerk		**P**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded Administrative Decision: Permanent for destruction approvals for tracking purposes.
02-07-07	Public Records Act and Information Requests	Log and requests, correspondence, documentation and responses that require city-wide coordination across departments by the City Clerk. *(Department specific Public Records Act Requests and Responses are maintained by the Department.)*	All Depts		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion
02-07-08	Records Center Inventories	Index to all permanent and inactive records maintained in offsite storage.	Clerk		**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded
02-07-09	Records Management Manual	Manual of Records Management procedures and policy including instructions and forms. City Clerk will maintain one copy permanently. Departments to maintain current edition only.	Clerk		**S+5**	GC 34090; 2 year minimum CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.

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03-01-00	**General City Management Materials**					
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		**AR**	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	City Manager Off-Agenda Reports to Council	Periodic operational news and off-agenda reports to Council from all City departments. Maintained electronically.	Clerk		**CY+2**	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
03-01-03	Strategic Planning		Manager		**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after strategic plan is superseded.
03-01-04	Administrative Policies & Procedures		Manager		**S+5**	GC 34090; 2 year minimum CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
03-01-05	Grand Jury	Responses to routine Grand Jury requests that are sent to all cities in the County.	Manager		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
03-01-06	Public Outreach	Includes flyers, brochures and other community outreach.	Manager		**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded
03-01-07	Press Releases		Manager		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
03-01-08	Newsletters	Retain one copy for historical purposes.	Manager	H	**CY+2, AR**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded Administrative Decision: Maintain newsletters for the current year plus 2 years; review annually for historical content.
03-01-09	Event Planning		Manager		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years

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03-01-10	Grand Jury	Responses to routine Grand Jury requests for information that are sent to all cities in the county.	Manager		**CY+5**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years Administrative Decision: Maintain requests for the current year plus 5 years for reference purposes.
03-01-11	Certificates of Insurance, Contractors	Certificates provided by contractors and vendors for liability coverage.	Manager	**PII**	**CY + 10**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for insurance certificates filed separately from contracts/agreements, including insurance filed by licensees.
03-01-12	Tobacco License Renewal		Manager	**PII**	**~~P~~ CY+5**	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for temporary use permits Administrative Decision: Maintain for the current year plus 5 years for reference purposes.
03-02-00	**City Attorney Records**					
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		**AR**	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	Legal Opinions		Attorney		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded Administrative Decision: Maintain legal opinions for 2 years after the matter is closed. The State's guideline is inconsistent with the type of documents.
03-02-03	Litigation	Duplicate of originals on file with the County. General cases High profile cases	Attorney	**PII**	**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.
03-02-04	City Attorney Correspondence	Attorney / Client privelige	Attorney	C	**CY+2**	GC 34090; 2 year minimum requirement

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03-02-05	Subpoenas Duces Tecum, Summons and Bankruptcy Notices	Subpoenas and supoenas for records or property.	Records		**CY+2**	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Current year plus 2 years. Courts/County maintain the original record.
03-03-00	**General Information Techologies**					
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		**AR**	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~~	~~IT Help Desk~~	~~Support database that tracks requests for service and support.~~	~~IT~~		~~**IND**~~	~~Transitory Record; Databases are maintained while active~~
~~03-03-03~~	~~Technical Network Diagrams~~	~~Documents related to network configuration.~~	~~IT~~	~~C~~	~~**IND**~~	~~Transitory Record; Databases are maintained while active~~
03-04-00	**IT Projects & Licensing Records**					
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		**AR**	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	Software Installation	Includes executable software systems.	IT		**S+2**	Transitory Record; Maintain as long as necessary for current business activities. Administrative Decision: Maintain software executables for 2 years after updates are released and installed to allow for roll-backs if errors occur.
03-04-03	Licenses & Support	Includes software EULA licenses, and maintenance and support agreements. Also may available on the vendor's website.	IT		**AT+5**	CCP 337.2; Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years 48 CFR 4.601; 5 years after completion for procurements exceeding $25,000
~~03-04-04~~	~~Process / Users Guides~~	~~Includes vendor provided manuals and in-house created how-to guides.~~	~~IT~~		~~**ACT**~~	~~Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.~~
03-04-05	IT Initiated Projects	Projects directly associated with IT and infrastructure management.	IT		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for maintenance and operations

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03-04-06	IT Supported Projects	Assistance with departments on software acquisition and evaluation.	IT		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for maintenance and operations
03-05-00	**Backup and Recovery Plans**					
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		**AR**	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	Daily backup	1 week incremental (for system recovery only, not retained as a record, automatically written over at 1 week)	IT		**1 Week Rotating**	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current month plus 2 months for daily backups Administrative Decision: Maintain a 1 week rotating set of daily backups to allow for recovery. Information is duplicated on the file servers.
03-05-03	Weekly Backup	8 weeks full (for system recovery only, not retained as a record, automatically written over at 8 weeks)	IT		**8 Weeks Rotating**	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current Month plus 6 months for weekly backups Administrative Decision: Maintain an 8 week rotating set of weekly backups to allow for recovery. Information is duplicated on the file servers.
03-05-04	Monthly Backup	Currently 12 month rotation full backup (for system recovery only, not retained as a record, automatically written over at 12 weeks)	IT		**12 Months Rotating**	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current month plus 1 year for monthly backups Administrative Decision: Maintain a 12 month rotating backup set to allow for electronic record retention compliance.
03-05-05	E-mail Backup System	See e-mail policy for inbox and archive retention periods.	IT		**Varies**	City Policy
03-06-00	**Arts & Culture Commission**					

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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		**AR**	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	Agendas & Agenda Packets		Clerk		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
03-06-03	Minutes		Clerk		**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
03-07-00	**Centenial Task Force**					
~~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~~		~~**AR**~~	~~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~~	~~Agendas & Agenda Packets~~		~~Clerk~~		~~**CY+2**~~	~~GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years~~
03-07-03	Minutes		Clerk		**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
03-08-00	**Charter Committee**					
~~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~~		~~**AR**~~	~~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~~	~~Agendas & Agenda Packets~~		~~Clerk~~		~~**CY+2**~~	~~GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years~~

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03-00-00 CITY MANAGEMENT

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
03-08-03	Minutes		Clerk		**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

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04-00-00 FINANCIAL SERVICES RECORDS

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-01-00	**General Accounting Group**					
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		**AR**	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	~~New World Systems Financial Database~~ Enterprise Resource Planning (ERP) Software	~~Tyler Technologies~~ Financial software used for day-to-day operations including accounts payable, accounts receivable, payroll, procurement, budget, and other accounting and financial work.	Finance	**PII**	**IND**	Transitory Record; Databases are maintained while active
04-01-03	Journal Entries	Records of all city financial transactions	Finance		**AA+2**	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
04-02-00	**Accounts Payable**					
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		**AR**	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	Accounts Payable Files	Includes invoices and vendor information, and payroll related AP charges. ~~Hardcopy checks, invoices and backup information are maintained.~~	Finance		**AA+4**	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit
04-02-03	Payment Registers	~~Paper format~~ Check registers.	Finance		**AA+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit
04-02-04	Petty Cash	Includes petty cash requests, receipts, approvals and other backup documentation. Maintained by administrative staff in each department.	~~All Depts~~ Finance		**AA+4**	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit
04-02-05	Quarterly Tax Payments	Includes payments on sales and other taxes due.	Finance		**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
04-02-06	CalCard Statements	~~Currently in paper format. Moving to electronic statements.~~ Statements from bank regarding all credit card purchases and transactions made with City credit cards.	Finance		**AA+4**	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit
04-02-07	W-9 / 1099 Reporting	Also includes 1096 summary forms.	Finance	**PII**	**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
04-02-08	Purchase Orders		Finance		**AA+4**	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations State of California Guidelines; 4 years after audit
04-03-00	**Budgeting**					
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		**AR**	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 general City budget, and PFA, MSC, Employee Pension Trust Board, and RDA/Successor Agency budgets.	Finance		**AA+2**	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-03-03	Budget Workpapers~~, Finance~~	Includes workpapers, forecasts and other budget creation related documents maintained by the departments.	Finance		**AA+2**	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
~~04-03-04~~	~~Budget Workpapers, Departmental~~		~~All Depts~~		~~**CY+2**~~	~~Transitory Record; Maintain as long as necessary for current business activities.~~ ~~GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.~~
04-03-05	Budget Adjustments & Journal Entries	~~Includes documentation on sales tax and Measure I receipts.~~ Includes any budget adjustment journal entries made at adoption or throughout the fiscal year	Finance		**AA+2**	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
04-04-00	**Accounts Receivable**					
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		**AR**	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	Tax ~~Billing~~ Revenues	Includes sales, transactions & use, utility user, and other taxes ~~billed~~ revenues and reports received.	Finance	**PII**	**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	Master Fee Schedule		Finance		**CY+2**	GC 34090; 2 year minimum requirement
04-04-04	Miscellaneous Receivables		Finance	**PII**	**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
04-04-05	Cash Receipts & Deposits	Includes cash, credit cards, credit card receipts and other miscellaneous revenue.	Finance	**PII**	**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
04-04-06	Collections		Finance	**PII**	**AA+6**	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 6 years after the annual audit to follow credit improvement time periods.
04-04-07	Adjustments & Accruals		Finance		**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	Trust Accounts	Includes developer escrow, police asset seizure and other trust accounts maintained by the City.	Finance		~~**AA+4**~~ **AC+4**	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after ~~audit~~ completion
04-05-00	**Debt Financing**					
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		**AR**	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	Bond Issues		Finance		**P**	GC 43900-43903; Destruction guidelines for bonds FC 30210; Maintain State of California Guidelines; Permanent for bond issues

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-05-03	Bond Statements & Reports	Includes official statements, arbitrage, annual statements, bond disclosure, bond pay-offs, bond covenance and cash/surety bonds.	Finance		**AC+10**	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
04-05-04	Capital Lease Payable	For equipment leases	Finance		**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	**Auditing**					
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		**AR**	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 Comprehensive Financial Report (ACFR) ~~Financial Statement~~		Finance		~~**P**~~ **AC+30**	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	Includes the general audit of City financials.	Finance		**P**	GC 34090; 2 years minimum State of Calfornia Guidelines; Permanent
04-06-04	Annual Individual Audits	Includes sales tax, utility users and other annual audits.	Finance		**P**	GC 34090; 2 years minimum State of Calfornia Guidelines; Permanent
04-06-05	IRS Audits		Finance		**P**	GC 34090; 2 years minimum State of Calfornia Guidelines; Permanent
04-06-06	Year-End Work Papers		Finance		**AA+2**	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit.
04-07-00	**Payroll**					
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		**AR**	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. Includes time spreadsheets and working documents for time tracking. ~~Soon to be electronic submissions.~~	Finance		**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

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-07-03	Payroll Registers	For reference and retention of old payroll processes and printouts.	Finance	PII	P	GC 34090; 2 years minimum GC 12946; 4 years after termination 29 CFR 516.2-6; 4 years after tax return filing 29 CFR 1627; 3 years State of California Guidelines; Permanent
04-07-04	PERS Retirement Reports	Employer contribution reports and circulars.	Finance	PII	P	GC 34090; 2 year minimum requirement GC 12946; 4 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 working documents, 4 years after termination for employee deduction reports.
04-07-05	Quarterly Returns	Includes Form 941, DE9 and other quarterly returns.	Finance	PII	P	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
04-07-06	W-4 / DE-4 Forms		Finance	PII	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-2s / W-2 Reporting		Finance	PII	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	Accrual Report	Management report for fringe benefit accruals.	Finance		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for management reports Administrative Decision: Maintain accrual reports for 2 years after the annual audit to follow common finance retention periods.
04-07-09	Withholding Orders	Includes active garnishments, child support, IRS liens, FTB liens, vehicle registration liens, etc.	Finance	PII	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**					

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total 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		**AR**	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+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		**P**	GC34090; 2 year minimum requirement CCP 337; Statutes of limitations, 4 years for action State of California Guidelines; Permanent
04-08-04	Quarterly Treasurer's Report to Council	Management report included in the agenda packet.	Finance		**AA+2**	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
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		**AR**	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	State Controllers Reports		Finance		**P**	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-09-03	GASB 45, 68 & 72		Finance		**P**	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-09-04	Annual Street Reports - SCO		Finance		**P**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent
04-09-05	Maintenance of Effort for Public Safety Report	Relates to an assembly bill. Required report for the annual street report.	Finance		**P**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent
04-09-06	CCTA Transit Reports - SCO	Includes reports on fuel and depreciation for fleet vehicles. Goes to the State Controller, MPC and the federal government.	Finance		**P**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent
04-09-07	Use Tax Reports	Reported to the BOE electronically and printed for reference. Includes sales & use tax reporting.	Finance		**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
04-09-08	Underground Storage Tank Reports	BOE fuel usage reports.	Finance		**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
04-11-00	**Fixed Assets**					
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		**AR**	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.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-11-02	Capital Assets	Includes the depreciation schedule spreadsheet.	Finance		**AA+4**	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit for tax reporting. Administrative Decision: Maintain depreciation schedules for 4 years after the annual audit to follow retention for tax reporting.
04-11-03	Fixed Asset Inventory		Finance		**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.
04-12-00	**Financial Advisory Board**					
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		**AR**	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	Agendas & Agenda Packets		Clerk		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
04-12-03	Minutes		Clerk		**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

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05-00-00 HUMAN RESOURCES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-01-00	**Personnel Files**					
05-01-01	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		**AR**	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.
05-01-02	Full & Part Time Employees	Includes Personnel Action Forms, original application, training certificates, educational incentive programs & tuition reimbursement, performance evaluations, disciplinary actions, EDD claims, DOJ fingerprinting, employment contracts / agreements (not including union negotiations and resulting contracts/agreements), insurance information, fingerprints and miscellaneous communications.	HR	C, PII	**AS+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; 4 years after termination or action State of California Guidelines; 3 years after termination
05-01-03	Temporary & Seasonal Employees	Non-benefited, hourly employees. Filed alphabeticallly by employee in one file.	HR	C, PII	**AS+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; 4 years after termination or action State of California Guidelines; 3 years after termination
05-01-04	Councilmembers	Includes minimal pay structure.	HR	C	**AS+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; 4 years after termination or action State of California Guidelines; 3 years after termination
05-01-05	Employee Medical Files	FMLA, exposure, doctor's notes, worker's compensation claim approvals and other medical information.	HR	C, PII	**AS+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

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-01-06	I-9 Forms - Full Time and Part Time Employees	~~Maintained in a binder.~~	HR	PII	**AS+4**	GC 12946; 4 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.
05-02-00	**Personnel Management Records**					
05-02-01	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		**AR**	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.
05-02-02	Personnel Rules & Regulations		HR		**S+2**	GC 34090; 2 year minimum requirement State Recommendation; 2 years after superseded
05-02-03	Job Descriptions		HR		**S+2**	GC 34090; 2 year minimum requirement Administrative Decision: Maintain job description for 2 years after superseded to meet the minimum requirement and method of managing the documents.
05-02-04	Salary Schedule	Specific for each job and broken down by bargaining unit.	HR		**S+10**	GC 34090; 2 year minimum GC 12946; 4 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 salary schedules for 10 years after superseded for trending reference and relation to current and previous contracts.
05-02-05	Salary Surveys		HR		**AC+4**	GC 34090; 2 year minimum GC 12946; 4 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 State of California Guidelines; Retain records for the current year plus 2 years.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-02-06	EEOC Claims	Hired employees, non-sworn: Hired employees, sworn: Applicants who filed a complaint:	HR		**AT+4** **AT+5** **AT+4**	GC 34090; 2 year minimum requirement GC 12946; 4 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
05-02-07	Employee Complaints	Including harrassment complaints. Hired employees, non-sworn: Hired employees, sworn:	HR	PII	**AT+4** **AT+5**	GC 34090; 2 year minimum requirement GC 12946; 4 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
05-03-00	**Personnel Recruitment Records**					
05-03-01	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		**AR**	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.
05-03-02	Recruitment File	Physical files include applications, practical test and assessment centers, oral board, rejection letters and eligibility lists. Remaining documents managed in Human Resources Information Software System ~~NEOGOV~~	HR		**AC+4**	GC 12946; 4 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.~~
05-04-00	**Safety & Training Records**					
05-04-01	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		**AR**	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.
05-04-02	Injury & Illness Prevention Plan	Workers compensation policy and general safety information.	HR		**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
05-04-03	Employee Training Programs	Sign-in sheets, handouts, consultant training programs, workplace violence prevention training, tailgate meetings and other program information for general employee training and lunchtime workshops. Does not include Police or Fire training.	HR		**CY+7**	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 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.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-04-04	Random Drug Pulls - Department of Transportation (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, PII	**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.
05-04-05	DMV Pull Notice Program		HR	C, PII	**S**	VC 1808.1; must pull record at least every 12 months
05-04-06	Workplace Violance Prevention Plan	Records of workplace violance identification, evaluation, and correction; violent incident logs; incident investigation. Prevention Plan Document.	HR	C	**CY+5** **S+5**	LAB 6401.9 5 year minimum
05-05-00	**Worker's Compensation Records**					
05-05-01	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		**AR**	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.
05-05-02	Workers Compensation Claims	Includes copies of information from the TPA on the employee claim. Doctor's notes stored in the employee's medical file.	HR	C, PII	**AS+30**	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.
05-05-03	Third Pary Administrator - MPA	Correspondence, reports and general information from the TPA.	HR	PII	**CY+2, AR**	GC 34090; 2 year minimum requirement State of California Guidlines; Administrative Record
05-05-04	OSHA 300 Reports & Logs	Maintained electronically as attachments to e-mail. Also includes quarterly audit reports.	HR		**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

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-05-05	Workers Compensation Loss Run Reports	Monthly reports	HR		**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.
05-06-00	**CalPERS & PARS Records**					
05-06-01	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		**AR**	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.
05-06-02	Plan Contracts & Plan Amendments	Accessible electronically on the myCalPERS website. Original hardcopy maintained by the City Clerk.	Clerk		**P**	GC 34090; 2 year minimum requirement GC 12946; 4 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
05-06-03	Rate Changes	Supplied by PERS for rate changes. Accessible electronically on the myCalPERS website.	HR		**P**	GC 34090; 2 year minimum requirement GC 12946; 4 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
05-06-04	Valuation Reports	Supplied by PERS for rate changes. Accessible electronically on the myCalPERS website.	HR		**P**	GC 34090; 2 year minimum requirement GC 12946; 4 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
05-07-00	**Benefit Records**					
05-07-01	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		**AR**	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.
05-07-02	Employee Benefits	Includes the benefits guide and plan documents given to employees for medical, dental, vision, flexible benefits, short & long term disability, life insurance, deferred compensation, employee assistance program and other benefit plans. Also includes the annual benefit renewals from the broker.	HR	PII	**S+4**	GC 34090; 2 year minimum GC 12946; 4 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
05-08-00	**Labor Relations Records**					
05-08-01	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	PII	**AR**	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.
05-08-02	Negotiations		HR		**P**	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-08-03	Memorandums of Understanding	Includes management / confidential resolution.	HR		**P**	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent
05-08-04	Grievances	Hired employees, non-sworn: Hired employees, sworn:	HR		**AS+4** **AS+5**	GC 12946; 4 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
05-09-00	**Risk Management Records**					
05-09-01	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		**AR**	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.
05-09-02	MPA Correspondence & Reports	Municipal Pooling Authority is the third party administrator. General information and correspondence with the JPA. Does not include liability loss reports.	HR		**CY+2, AR**	GC 34090; 2 year minimum requirement State of California Guidlines; Administrative Record
05-09-03	Claims Against the City	Filed individually by claim.	HR	PII	**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
05-09-04	Recovery Claims	Claims by the City for damages from another person or entity.	HR	PII	**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
05-09-05	Incident Reports	Reports submitted by the associated department.	HR	PII	**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

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05-09-06	Liability Loss Reports		HR		**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
05-09-07	General City Insurance Policies & Certificates	Includes facilities, auto and other general insurance policies	HR		**CY+10**	GC 34090; 2 year minimum State of California Guidelines; Permanent for liability and property insurance
05-09-08	Ergonomic Requests & Accommodations		HR	PII	**AC+2**	GC 34090; 2 year minimum State of California Guidelines; Current year plus 2 years for employee statistics, benefit activity and liability loss reports. Administrative Decision: Maintain requests for 2 years after completed.
05-10-00	**Civil Service Board**					
05-10-01	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		**AR**	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.
05-10-02	Agendas & Agenda Packets		Clerk		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
05-10-03	Minutes		Clerk		**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
05-11-00	**Human Relations Commission**					
05-12-01	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		**AR**	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.
05-12-02	Agendas & Agenda Packets		Clerk		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
05-12-03	Minutes		Clerk		**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

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06-01-00	**Community Development Administration**					
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		**AR**	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	CRW Trackit Database		CD Admin	**PII**	**IND**	Transitory Record; Databases are maintained while active
06-01-03	Community Surveys		CD Admin		**AC+2**	GC 34090; 2 year minimum State of California Guidelines; 2 years after completion for general studies and surveys
06-01-04	Public Noticing		CD Admin		**CY+4**	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years
06-01-05	Business License Files	Includes applications, renewals, notices, zoning information/questionaire, and other supporting documentation.	CD Admin	**PII**	**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 activity and to simplify retention.
06-01-06	Residential Parking Permit Program	Includes resident's vehicle and address documentation as part of the application.	CD Admin	**PII**	**CY+5**	GC 34090; 2 year minimum requirement
06-01-07	Rental Registry	Includes general rental property information including rents and occupancy data submitted to the City annually. May also include letters/notices. Annual Statistical Report run from the database.	CD Admin	**PII**	**CY+2** **CY+15**	GC 34090; 2 year minimum requirement Administrative Decision: 15 years, older data would not be relevent.
06-01-08	Progressive Solutions Incorporated (PSI) Database	Residential Parking Permits, Rental Registry and Business License database	CD Admin	**PII**	**IND**	Transitory Record; Databases are maintained while active
06-02-00	**Planning Applications & Projects**					
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		**AR**	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.
06-02-03	Certificate of Compliance		Planning		**P**	GC 34090(a); Real property records, maintain Permanently State of California Guidelines; Permanent
06-02-05	Design Review	Administrative and Board approved	Planning		**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
06-02-06	Development Agreements	Includes Inclusionary Housing Agreements to demonstrate affordable housing compliance.	Planning		**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

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06-02-07	Environmental Review	Includes initial studies, draft and final EIRs, mitigated negative declarations, notices of determination, initial studies and other environmental documents.	Planning		**P**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent recommendation for environmental related documents.
06-02-13	Lot Line Adjustments		Planning		**P**	GC 34090(a), Real property records, maintain Permanently
06-02-14	Lot Merger		Planning		**P**	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
06-02-16	Subdivision / Parcel Maps	Including tentative subdivision maps (major and minor)	Planning		**P**	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
06-02-17	Rebuild or Interpretation Letter		Planning		**P**	GC 34090(a), Real property records, maintain Permanently
06-02-19	Sign Permits - Temporary		Planning		**AC+2**	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Temporary Use Permits
06-02-20	Specific Plans		Planning		**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
06-02-21	Street Vacations		Planning		**P**	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
06-02-22	Temporary Use Permits	Including temporary COVID outdoor dining and retail.	Planning		**AC+2**	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 years for Temporary Use Permits
~~06-02-23~~	~~Tentative Maps - Major~~		~~Planning~~		~~**P**~~	~~GC 34090(a); Real property records, maintain Permanently~~ ~~CC 1351; definitions, community property~~ ~~State of California Guidelines; Permanent~~
~~06-02-24~~	~~Tentative Maps - Minor~~		~~Planning~~		~~**P**~~	~~GC 34090(a); Real property records, maintain Permanently~~ ~~CC 1351; definitions, community property~~ ~~State of California Guidelines; Permanent~~
06-02-26	Use Permits	Administrative and commission approved. Includes conditional use permits and notice of approval. Administrative and supporting documentation for approval.	Planning		**P** **CY+2**	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
06-02-27	Variances		Planning		**P**	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
06-02-28	Zoning Map & Ordinance Amendments		Planning		P	GC 34090(a); Real property records, maintain Permanently CC 1351; definitions, community property State of California Guidelines; Permanent
06-02-29	Ministerial Land Use Permits	Permits issued for determinations in compliance with established standards. Includes, but not limited to, Fence, Goat Weed Abatement, Honeybee and Chicken clearances, home occupancy permits, large family daycare, massage operator, signs, Residential Architectural Design Review (RAD), Accessory Dwelling Units, SB9 compliance, Individual Business Signs, etc. Includes notice of approval. Administrative and supporting documentation for permits.		PII	P CY+2	GC 34090; 2 years minimum; 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; Current year plus 2 years for temporary use permits, property records permanent. Administrative Decision: Maintain permanently.
06-03-00	**Plans & Policies**					
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		AR	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	General Plan	Includes elements.	Planning		P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
06-03-03	General Plan Amendments		Planning		P	GC 34090(a); Real property records, maintain State of California Guidelines; Completion plus 2 years for approved, current year plus 3 years for denied. Administrative Decision: Maintain amendments permanently to support the general plan.
06-03-04	Annual Reports	Required reports for compliance with state policies on reporting regarding the General Plan and Housing Element.	Planning		P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
06-03-05	Plan Development Workpapers	General plan formation documents.	Planning		CY+2	GC 34090; 2 year minimum requirement
06-03-06	Plans & Plan Amendments	Includes specific plans, urban greening plans, active transportation plans and associated amendments.	Planning		P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
06-03-07	Written Interpretations	Written interpretations of plans and policies.	Planning		P	Agency Determination to keep permanent as each is relevent as long as the specific regulation or portion of the plan is in place.
06-04-00	**Building Records**					
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		AR	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	Building Permits - Not Issued/Withdrawn		Building	PII	CY+2	GC 34090; 2 year minimum requirement

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06-00-00 COMMUNITY DEVELOPMENT

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
06-04-03	Building Permits - Residential	Includes Site Plan, Floor Plan, Structural Plans, Structural Calculations, Soils Reports, 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. Other administrative and supporting documentation for approval.	Building	PII	P CY+2	H&S 19850; Building plans - Life of Building, with exceptions CC 1351; definitions, community property State of California Guidelines; Permanent
06-04-04	Building Permits - Commercial	Includes Site Plan, Floor Plan, Structural Plans, Structural Calculations, Soils Reports, 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. Administrative and supporting documentation for approval.		PII	P CY+2	H&S 19850; Building plans - Life of Building, with exceptions CC 1351; definitions, community property State of California Guidelines; Permanent
06-04-05	Certificates of Occupancy		Building		LOB+2	GC 34090; 2 year minimum requirement 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.
06-05-00	**Neighboorhood Preservation 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		AR	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	Code Violations	Includes ~~warning~~ courtesy letters, ~~notice of correction~~ compliance orders, citations, ~~liens~~ recordations, and other code enforcement information.	Code	PII	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.
06-05-03	Administrative Appeals	Appeals for code enforcement violations.	Code	PII	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.
06-05-04	Rental Inspections	Includes inspection notices, inspection results, correction notices, certificates of compliance and tenant authorizations. Completed bi-annually.		PII	AR	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.
06-06-00	**Economic Development**					
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		AR	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.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
06-06-02	Project Files	Completed Projects; May include feasibility studies. Proposed Projects - Not Completed Includes renderings, correspondence and legal documents, any other project related documents. May include feasibility studies.	ED	C	**AC+5** **AT+2**	GC 34090; 2 year minimum requirement CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding $25,000 Administrative Decision: Maintain proposed and not completed projects for 2 years after termination of the project.
06-06-03	Marketing Materials	Includes advertisements, promotional brochures, property profile reports and other marketing materials.	ED		**EY+7, AR**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 7
06-06-04	Workshops & Events	Community outreach.	ED		**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 for event records.
06-07-00	**Redevelopment / Successor Agency**					
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		**AR**	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	Loan Agreements		SA / Clerk	PII	**AC+5**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding $25,000
06-07-03	Disposition & Development Agreements		SA / Clerk		**P**	GC 34090(a), Real property records, maintain H&S 19850; Life of Building, with exceptions.
06-07-04	Feasibility & Technical Studies	Attorney work product. Includes potential parking use, potential recreation use, engineering studies, proposed retail use and all other feasibility studies and reports.	SA	C	**AC+5**	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines; 5 years
06-07-05	City Appraisals		SA		**AC+2**	GC 34090; 2 year minimum requirement GC 6254(h); PRA, confidential record designation until acquisition complete. State of California Guidelines; 2 years after completion
06-07-06	RDA Projects	Includes correspondence and supporting documents. All disposition agreements, contracts, construction contracts, future agreements and deeds are maintained by the City Clerk.	SA		**AC+10**	CCP 337.15; SOL of 10 years for construction defect actions
06-07-07	Soils & Geological Reports	Agency sponsored reports.	SA		**P**	GC 34090(a); Permanent for land related documents State of California Guidelines; Permanent for soils reports.
06-07-08	General Surveys & Studies		SA		**AC+2**	GC 34090; 2 year minimum State of California Guidelines; 2 years after completion for general studies and surveys
06-08-00	**Planning Commission**					

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
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		**AR**	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	Agenda Packet	Includes agenda bills and staff reports.	CD Admn		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
06-08-03	Minutes		CD Admn		**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	Resolutions		CD Admn		**P**	GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
06-08-05	Meeting Audio Recordings		CD Admn		**EY+2**	GC 54953.5; 30 days after recording Administrative need to keep longer
06-09-00	**Design Review Board**					
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		**AR**	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		CD Admin		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
06-09-03	Minutes		CD Admin		**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	Resolutions		CD Admin		**P**	GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
06-09-05	Meeting Audio Recordings		CD Admin		**30 Days**	GC 54953.5; 30 days after recording
06-10-00	**Subdivision Subcommittee**					
06-10-01	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		**AR**	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.
06-10-02	Agendas & Agenda Packets		CD Admin		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
06-10-03	Minutes		CD Admin		**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

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
06-10-04	Resolutions		CD Admin		**P**	GC 34090(e); Permanent for decisions of the City GC 40801; Maintain State of California Guidelines; Permanent
06-10-05	Meeting Audio Recordings		CD Admin		**30 Days**	GC 54953.5; 30 days after recording
06-11-00	**Economic Development Committee**					
06-11-01	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		**AR**	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.
06-11-02	Agendas & Agenda Packets		CD Admin		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
06-11-03	Minutes		CD Admin		**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

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07-01-00	**Public Works Administration**					
07-01-01	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 Divisions		**AR**	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.
07-01-03	Trakit Project Management System	Work order system and citizen requests.	All Divisions		**IND**	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
07-01-04	General Studies		All Divisions		**CY+2, AR**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for general studies and reports. Administrative Decision; Current year plus 2 years, review annually for relevance to projects.
07-01-05	Nuisance Abatement/Code Enforcement	Abatement of graffiti, illigal dumping, homeless encampments and other nuisances. Includes letters to residents for: i) Illegal Dumping ii) Vegetation Management iii) Sidewalk Repairs	PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
07-01-06	Outreach, Education & Notifications	Documents include: i) Graphics ii) Maps iii) Newsletter Articles iv) Photos v) Public Notices & Signs vi) Special Events - includes Earth Day, 4th of July, Hillside Festival, and other City wide events. vii) Website Resources	All Divisions		**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 for event records.
07-01-07	Safety Programs & Procedures	Includes sign-in sheets, attendance rosters, training materials for safety training classes and events. Includes IIPP.	All Divisions		**CY+7**	GC 34090; 4 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 training records.
07-01-08	Material Safety Data Sheets		All Divisions		**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.
07-01-09	Uniform and IT Logs	Records of who has what equipment	All Divisions		**CY+2**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record
07-01-10	Emergency Management	EOC Organizational Chart, CCC EOC Exercise.	All Divisions		**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after strategic plan is superseded.
07-01-11	Interagency Coordination	WCCUSD, CCEAC and Private Schools. Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Divisions		**CY+2, AR**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record

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07-01-12	Damage Events/Incidents	Includes repairs to City property.	All Divisions		**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
07-01-13	Climate Action Implementation	Includes the climate action plan, technical data, outreach, 5 year inventories, tracking information and working documents.	PW Ops		**S+2**	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years after superseded for various programs.
07-02-00	**Engineering Administration**					
07-02-01	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 Divisions		**AR**	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.
07-02-02	Master Plans		PW Eng		**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
07-02-03	Geotechnical & Soils Reports		PW Eng		**P**	GC 34090(a) Real property records, maintain Permanently State of California Guidelines; Permanent
07-02-04	Surveys & Studies - General		PW Eng		**CY+2, AR**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for general studies and reports. Administrative Decision; Current year plus 2 years, review annually for relevance to projects.
07-02-05	Underground Services Alert Reports		PW Eng		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
07-02-06	GIS / Mapping	Includes truck routes and circulation maps. Hosted on the GIS web server.	PW Eng		**S**	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system. Administrative Decision: Maintain on the GIS system until superseded.
07-02-07	Infrastructure Maps	Maps for storm drains, lighting, utilities and other infrastructure maps.	PW Eng		**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
07-03-00	**Citizen Streets Oversight Committee**					
07-03-01	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 Divisions		**AR**	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.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-03-02	Agendas and Agenda Materials		PW Eng		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agendas for 5 years for reference purposes.
07-03-03	Minutes		PW Eng		**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
07-03-04	Meeting Recordings		PW Eng		**30 Days**	GC 54953.5; 30 days after recording
07-04-00	**Environmental Quality Committee**					
07-04-01	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 Divisions		**AR**	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.
07-04-02	Agendas and Agenda Materials		All Divisions		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agendas for 5 years for reference purposes.
07-04-03	Minutes		All Divisions		**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
07-04-04	Meeting Recordings		All Divisions		**30 Days**	GC 54953.5; 30 days after recording
07-05-00	**Urban Forest Committee**					
07-05-01	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 Divisions		**AR**	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.
07-05-02	Agendas and Agenda Materials		All Divisions		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agendas for 5 years for reference purposes.
07-05-03	Minutes		All Divisions		**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
07-05-04	Meeting Recordings		All Divisions		**30 Days**	GC 54953.5; 30 days after recording
07-06-00	**ADA Program**					
07-06-01	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 Divisions		**AR**	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.

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07-06-02	ADA Transition Plan		PW Eng		**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
07-06-03	ADA Working Group		PW Eng		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
07-06-04	Citizen Requests		PW Eng	PII	**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
07-07-00	**City Facilities**					
07-07-01	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 Divisions		**AR**	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.
07-07-02	Maintenance Contracts	Includes contracts under City Manager's authority for services maintained within Public Works.	PW Ops		**AC+20**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.473(a); 4 years after final payment
07-07-03	Inventory & Assessments	Includes facility asset and condition inventories.	PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
07-07-04	Buildings	Includes permits and regulatory compliance documents for City buildings and facilities. Also include backflow testing.	PW Ops		**AE+2**	GC 34090; 2 year minimum requirement State of California Guidlines; Current year plus 2 years for municipal facility use permits and licenses
07-07-05	Utility Tracking	Tracking of utility usage and efficiency throughout City facilities.	PW Ops		**CY+2**	GC 34090; 2 year minimum requirement
07-07-06	Inspection Calendar	Spreadsheet tracking inspections.	PW Ops		**CY+2**	GC 34090; 2 year minimum requirement
07-07-07	Facility Safety Checklist Inspection Form	Filed by year.	PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
07-08-00	**Parks, Public Landcapes & Urban Forest**					
07-08-01	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 Divisions		**AR**	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.
07-08-02	Park, Natural Area & Greenway History Files	General information and history of City parks, natural areas, pedestrian pathways and greenways. Includes Arlington Park, Canyon Trail, Castro Park, Central, Cerrito Vista, Dorothy Rosenberg Park, Harding, Hillside Natural Area, Cerrito Creek Greenway, Ohlone Greenway and other City parks, natural areas and greenways.	PW Ops		**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
07-08-03	Parks Maintenance Projects	Includes landscape, irrigation and general maintenance project documents.	PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.
07-08-04	Maintenance Contracts	Includes contracts under City Manager's authority for services maintained within Public Works.	PW Ops		**AC+20**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.473(a); 4 years after final payment

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07-08-05	Play Structure Inspection & Maintenance		PW Ops		**AC+3**	CCP 338; 3 years for action State of California Guidelines; Completion plus 2 years for inspection records in Parks, and 2 years after audit for equipment inventories.
07-08-06	Integrated Pest Management	Documents for the policy, reference materials, notifications and other working documents.	PW Ops		**CY+2**	GC 34090; 2 year minimum requirement
07-08-07	Pesticide Usage Reports		PW Ops		**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.
07-08-08	Street Landscape Maintenance		PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.
07-08-09	Tree Inventory Maintenance and Urban Forest Program	Includes general management reports submitted to the City for tree status. And on Urban Forest Program	PW Ops		**CY+2**	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
07-08-10	Tree Permits	Encroachment permits for planting or removing trees.	All Divisions		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for temporary use permits.
07-09-00	**Stormwater, Drainage & Creeks**					
07-09-01	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 Divisions		**AR**	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.
07-09-02	Inspections & Assessments	Records of inspections and condition assessments.	PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
07-09-03	Maintenance Contracts	Includes contracts under City Manager's authority for services maintained within Public Works.	PW Ops		**AC+20**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.473(a); 4 years after final payment
07-09-04	Storm Season Preparation & Maintenance	Includes storm season preparation projects, outreach to the public, and maintenance of the trash rack on EBMUD property.	PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
07-09-05	Storm Drain Issues, Private Property		All Divisions		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion for code issues, 2 years plus the current year for maintenance projects.
07-09-06	Creeks	Includes issues and general information on creeks.	PW Ops		**P**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for dams, lakes, basins and creeks.
07-10-00	**Transportation System**					
07-10-01	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 Divisions		**AR**	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.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-10-02	Transportation Programs	Safe Routes to School, Car Share, Transportation Demand Management and other tranportation programs.	All Divisions		**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for traffic safety programs.
07-10-03	Maintenance Contracts	Includes contracts under City Manager's authority for services maintained within Public Works.	PW Ops		**AC+20**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.473(a); 4 years after final payment
07-10-04	Pavement Management System	Includes planning, studies and assessments for pavement management. Completed every 2 to 3 years.	PW Eng		**S+5**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan or traffic safety program is superseded. Administrative Decision: Maintain assessments for 5 years after superseded to reference previous actions.
07-10-05	Sidewalks		PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.
07-10-06	Signs, Striping & Pavement Markings		PW Ops		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
07-10-07	Street Lighting		PW Ops		**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
07-10-08	Traffic Signals		PW Ops		**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
07-10-09	Detailed Traffic Order, (DTO)	Includes implementation of traffic requests and other city-led traffic changes	PW Eng		**P**	GC 34090; 2 year minimum requirement CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years Administrative Decision: Maintain DTO's permanently for tracking the infrastructure.
07-10-10	Neighborhood Traffic & Parking Programs	Traffic calming, residential parking, blue curb and other neighborhood traffic management systems. Documents include requests, petitions, public meetings and other documents associated with instigating the traffic device.	PW Eng	PII	**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance and operations projects.
07-10-11	Interagency Transportation Coordination	Including BART, CalTrans, CCTA, AC Transit, WCCTAC, FHWA and other local agencies.	PW Eng		**CY+2, AR**	GC 34090; 2 year minimum State of California Guidlines; Administrative Record
07-10-14	Traffic Engineering Studies & Surveys		PW Eng		**AC+10**	GC 34090; 2 year minimum requirement State of California Guidelines; Completion of survey plus 2 years Administrative Decision: Maintain traffic studies and surveys for 10 years after completion for trending purposes.
07-11-00	**Fleet Management**					

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-11-01	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 Divisions		**AR**	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.
07-11-02	Maintenance Contracts	Includes contracts under City Manager's authority for services maintained within Public Works.	PW Ops		**AC+20**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.473(a); 4 years after final payment
07-11-03	Vehicle & Equipment Maintenance Records	Paper history of equipment and vehicles. Includes registration, purchase, maintenance and other specific vehicle and equipment related information. Also tracked in Hansen.	PW Ops		**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.
07-11-04	Vehicle Maintenance Reports	Received by the contractor summarizing work performed on the fleet.	PW Ops		**CY+2**	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
07-11-05	Daily & Quarterly Inspection Forms		PW Ops		**CY+2**	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.
07-12-00	**Clean Water Program**					
07-12-01	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 Divisions		**AR**	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.
07-12-02	Annual Reporting	Compilation of information from C.2 - C.10 subsections for County reporting	PW Ops		**CY+5**	40 CFR 122.21; 3 years after approval 40 CFR 122.41; 3 years after report State of California Guidelines; Current year plus 5 years for discharge monitoring reports
07-12-03	C.2 Program - Municipal Operations		PW Ops		**CY+5**	40 CFR 122.21; 3 years after approval 40 CFR 122.41; 3 years after report State of California Guidelines; Current year plus 5 years for discharge monitoring reports
07-12-04	C.3 Program - New Development	Includes Stormwater Treatment Facility O&M Agreement & Plans	PW Eng		**P**	GC 34090a; Real property records, maintain Permanently GC 4003, 4004; Maintain H&S 19850; Life of Building, with exceptions CC 1351; definitions, community property State of California Guidelines; Permanent Administrative Decision: Maintain development projects permanently to coincide with CEQA guidelines and environmental recommendations.
07-12-05	C.4 Program - Industrial & Commercial Inspections		PW Ops		**CY+5**	40 CFR 122.21; 3 years after approval 40 CFR 122.41; 3 years after report State of California Guidelines; Current year plus 5 years for discharge monitoring reports

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-12-06	C.5 Program - Industrial & Illicit Discharge		PW Ops		**AC+5**	40 CFR 122.21; 3 years after approval 40 CFR 122.41; 3 years after report State of California Guidelines; Current year plus 5 years for discharge monitoring reports Administrative Decision: Maintain incidents for 5 years after correction or resolve.
07-12-07	C.6 Program - Construction		PW Eng		**CY+5**	40 CFR 122.21; 3 years after approval 40 CFR 122.41; 3 years after report State of California Guidelines; Current year plus 5 years for discharge monitoring reports
07-12-08	C.7 Program - Public Information & Outreach		PW Ops		**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 for event records.
07-12-09	C.9 Program - Pesticide Toxicity Control		PW Ops		**CY+5**	40 CFR 122.21; 3 years after approval 40 CFR 122.41; 3 years after report State of California Guidelines; Current year plus 5 years for discharge monitoring reports
07-12-10	C.10 Program - Trash Load Reduction		PW Ops		**CY+5**	40 CFR 122.21; 3 years after approval 40 CFR 122.41; 3 years after report State of California Guidelines; Current year plus 5 years for discharge monitoring reports
07-13-00	**Engineering Permits**					
07-13-01	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 Divisions		**AR**	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.
07-13-02	Encroachment Permits - Concrete/Utility Pole Replacement	Permanent construction encroachment permits for Concrete Work and Utility Pole Replacements.	PW Eng	**PII**	**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.
07-13-03	Encroachment Permits - Paving/Street Cut	Includes traffic control, street cuts and paving temporary encroachments.	PW Eng	**PII**	**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.
07-13-04	Oversize Transportation Permits	Temporary use permit for access of oversized vehicles.	PW Eng		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for temporary use permits.
07-13-05	Hold Harmless Agreements	Non-standard permanent encroachments in City right-of-way.	PW Eng		**P**	GC 34090(a) Real property records, maintain Permanently State of California Guidelines; Permanent for construction based encroachment permits.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-13-06	Encroachment Permits - Other Large Projects	Off the Grid, Large Fiber Optic Projects, Large Utility Projects	PW Eng		**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.
07-14-00	**Capital Improvement Program**					
07-14-01	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 Divisions		**AR**	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.
07-14-02	Capital Improvement Projects - Grant Funded	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:	PW Eng	PII	**P** **AC+10**	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 CCP 337.15; 10 years State of California Guidelines; 10 years after project completion
07-14-03	Capital Improvement Projects - Non-grant Funded	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:	PW Eng	PII	**P** **AC+10**	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 CCP 337.15; 10 years State of California Guidelines; 10 years after project completion
07-15-00	**Private Developments**					
07-15-01	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 Divisions		**AR**	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.
07-15-02	Grading & Transportation Permits	Includes haul routes and the permit for transportation of 50 cubic yards or more of materials.	PW Eng		**P**	GC 34090(a), Real property records, maintain CCP337, 337.1(a), 337.15; Statutes of limitations GC 4003, 4004; Maintain State of California Guidelines; Permanent
07-15-03	Plan Review/Working Files		PW Eng		**ACT**	Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-15-04	Subdivision Working Files	Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects.	PW Eng		**ACT**	Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
07-15-05	Parcel Maps	Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects.	PW Eng		**ACT**	Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
07-15-06	Lot Line Adjustments	Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects.	PW Eng		**ACT**	Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
07-16-00	**Integrated Waste Management**					
07-16-01	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 Divisions		**AR**	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.
07-16-02	Hazardous Material Waste Management	Includes the hazardous materials business plan, HHW permits, DTSC e-waste, medical waste and other compliance permits and reports to agencies.	Int. Waste Mgmt		**P**	GC 34090; 2 year minimum requirement State of California Guidelines: Current year plus 2 years, with caveat recommendation of permanent for environmentally sensitive documents.
07-16-03	Stormwater Pollution Prevention Plan	SWPP, Visual Inspection Reports, COC's, PH Tests, Training Docs.	Int. Waste Mgmt		**P**	GC 34090; 2 year minimum requirement State of California Guidelines: Current year plus 2 years, with caveat recommendation of permanent for environmentally sensitive documents.
07-16-04	Recycling Purchase Agreements	Small contracts for recycling services to the City. Includes materials tracking database and recycling purchase and disposal agreements.	Int. Waste Mgmt		**AC+5**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding $25,000
07-16-05	Franchise Agreement Management	Documents include: 1) Year by year calculation of Solid Waste Rate and IWM Fees, including annual rate application from Franchise Hauler and Post-Collection Vendor; public hearing notices; data. 2) Rate Studies	Int. Waste Mgmt		**CY+2**	GC 34090; 2 year minimum requirement
07-16-06	Solid Waste Ordinance, Policy & Code Enforcement	Documents include: 1) Solid Waste Ordinance - current copy and background for any revisions 2) Solid Waste Exemptions - users excluded from solid waste pick-up 3) Code Enforcement - warning letters and enforcement actions based on address and customer 4) Policy and Legislative LOS or Letters of Opposition	Int. Waste Mgmt		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.

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07-16-07	Recycling Programs	Includes working documents, data and reporting for recycling programs for CalRecycle, commercial, multi-family, single family, C&D recycling, HHW and Unwaste and city facilities.	Int. Waste Mgmt		**CY+4**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for tonnage reports and management reports. Administrative Decision: Maintain reporting and information for the current year plus 4 years for reference and trending.
07-16-08	Community Events & Outreach	Materials include brochures and graphics, newsletters, photos, public notices & signs, special events, website resources, presentations and archives	Int. Waste Mgmt	H	**CY+2, AR**	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 for event records. Administrative Decision: Review annually for historical content.
07-16-09	Bills of Lading	HHW and other materials.	Int. Waste Mgmt		**CY+10**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for tonnage reports, current year plus 10 years for hazardous waste disposal referencing 40 CFR 122.21
07-16-10	Batching Reports	Semi-monthly report sent to Finance to balance cash transactions with money stored at the facility. Receipts maintained by Integrated Waste Management.	Int. Waste Mgmt		**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
07-16-11	Route Sheets	Driver routes and addresses for recycling pickup.	Int. Waste Mgmt		**S+2**	GC 34090; 2 year minimum requirement Administrative Decision: Maintain route sheets for 2 years after superseded.
07-16-12	Stop Lists	Lists from garbage providers for users who have not paid their bill.	Int. Waste Mgmt		**CY+2**	GC 34090; 2 year minimum requirement
07-16-13	Tipping Wall Binder	Tipping Wall Daily Logs, Monthly Inspection Reports, Training Docs. Compliance for the County's 5 year environmental health permit.	Int. Waste Mgmt		**CY+5**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance and operations activities Administrative Decision: Maintain logs, inspection reports and training materials for the current year plus 5 years to meet the County 5 year environmental health permit cycle.
07-16-14	IIPP Compliance Binder	Training docs and sign-in sheets	Int. Waste Mgmt		**CY+7**	GC 34090; 4 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.
07-17-00	**Utilities**					

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07-17-01	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 Divisions		**AR**	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.
07-17-02	PG&E	Includes correspondence, reports and communications with utility for non-City facilities.	PW Eng		**CY+2, AR**	GC 34090; 2 year minimum requirement Review annually for relevance to current projects.
07-17-03	AT&T	Includes correspondence, reports and communications with utility for non-City facilities.	PW Eng		**CY+2, AR**	GC 34090; 2 year minimum requirement
07-17-04	EBMUD	Includes correspondence, reports and communications with utility for non-City facilities.	PW Eng		**CY+2, AR**	GC 34090; 2 year minimum requirement
07-17-05	Stege Sanitary	Includes correspondence, reports and communications with utility for non-City facilities.	PW Eng		**CY+2, AR**	GC 34090; 2 year minimum requirement
07-17-06	Telecom Other	Includes correspondence, reports and communications with utility for non-City facilities.	PW Eng		**CY+2, AR**	GC 34090; 2 year minimum requirement

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08-00-00 RECREATION

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
08-01-00	**Parks & Recreation Administration**					
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		**AR**	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	Recreation Registration Database	Classes, reservations, facility rentals, enrollment, events and other recreation activities used by members of the public.	Recreation	PII	**IND**	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
~~08-01-03~~	~~Key Sign In/Out Log~~		~~Recreation~~		~~**IND**~~	~~Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.~~
08-01-04	Programs Records	Includes program rules, code of conduct, curriculum, City contact information, attendee sign in sheets and rosters, emergency contact information, and evaluation forms filed by program. Not for licensed programs.	Recreation	PII	**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.
08-01-06	Registration Documentation	Includes applications, registration scolarships (and supporting documentation), waivers, schedule change forms, names, address, emergency contacts, field trip forms and other registration related information for individuals.	Recreation	C, PII	**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.
08-01-08	Payment Plan Agreements	Used for payment assistance.	Recreation		**AC+5**	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding $25,000
08-01-09	Cash Receipts	Written receipts for individuals.	Recreation		**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
08-01-10	Volunteers	Includes the application, contact information, fingerprint verification, correspondence and any general information about the volunteer. Accepted applications: Denied applications:	Recreation	C, PII	 **AT+2** **AC+2**	GC 12946; 4 years after completion/position filled State of California Guidelines; 2 years after completion/position filled
08-01-11	Co-sponsorship	Includes organizations that co-sponsor services with the City. Tennis, soccor, garden club, youth baseball and other organizations working with the City.	Recreation		**CY+2**	GC 34090; 2 year minimum requirement
08-01-12	Instructors Agreements	Includes contracts, W-9, Livescan and other instructor information.	Recreation	PII	**AT+4**	CCP 337.2; Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years Administrative Decision: Maintain instructor files for 4 years after the instructor terminates the class.
08-01-13	Marketing Materials	Includes program fliers, brochures, and activity guides	Recreation		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
08-01-15	Accident / Incident Reports	Includes accidents, incidents, water rescue and other incident related reports.	Recreation	PII	AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions 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; 7 years after closure for accident/incident reports
08-01-16	Training & Certifications, Volunteers & Staff	Includes documentation of required employee certifications, driver training, red shirt lifeguard training, skill audits and other training for certificates and regular training.	Recreation		AT+7	GC 34090; 4 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.
08-01-17	Training & Certifications, Paid Participants	Includes documentation of certifications fo lifeguard training, red cross, babysitters and other external certifications to the public.	Recreation		CY+2	GC 34090; 2 year minimum requirement
08-02-00	**Special Events**					
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		AR	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	Special Event Organization	Includes contact information, planning, supply acquisition, staffing, copies of contracts and other event organization information.	Recreation		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-02-03	Vendor Applications		Recreation	PII	CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-02-04	ABC Liquor Licenses		Recreation		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits
08-02-05	Health Department Inspections		Recreation		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-02-06	Health Department Permits		Recreation		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-02-07	Event Outreach		Recreation		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-03-00	**Facilities**					
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		AR	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	Rental Agreements	Includes applications, proof of insurance and other rental documents for picnic, clubhouses, room rentals and other facility rentals.	Recreation	PII	AE+2	GC 34090; 2 year minimum requirement State of California Guidlines; Current year plus 2 years for municipal facility rental / use permits

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
08-03-03	Facility Operation Permits	Includes health certificates, slides, pool lifts, CUPA, hazardous materials and other permits for facility operations.	Recreation		**AE+2**	GC 34090; 2 year minimum requirement State of California Guidlines; Current year plus 2 years for various permits required by federal and state agencies
~~08-03-04~~	~~Trust Fund Accounts~~	~~For facility rental security deposits. Copies sent to Finance to process. May be used for audits of receipts.~~	~~Recreation~~		**~~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~~
08-03-05	Inspections	Includes County health department, OSHA, SERS and other regulatory inspections.	Recreation		**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 Guidelines; 3 to 5 years after completion of inspection
08-03-06	Daily Opening / Closing Checklist	Checklists by lifeguards for pool conditions. Includes daily chemical and water testing logs.	Recreation		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
08-03-07	SDS Information	Similar to an MSDS.	Recreation		**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.
08-03-08	Staff Logs	Tracks staff attendance and work schedules, daily issues and unusual activities, and other communications between staff.	Recreation		**CY+2**	GC 34090; 2 year minimum requirement
08-04-00	**Paratransit & Vehicles**					
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		**AR**	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	Vehicle Maintenance	Includes all maintenance records, smog certificates and Bureau of Automotive Repair documentation for Parks & Recreation vehicles.	Recreation		**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.
08-04-03	Daily Vehicle Inspection Logs		Recreation		**CY+2**	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.
08-04-04	Paratransit Driver Manifest	Includes listings of drivers and who they drive for the day.	Recreation		**CY+2**	GC 34090; 2 year minimum requirement.
08-04-05	Paratransit Annual Report	Measure J sales tax funding report.	Recreation		**CY+2**	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
08-05-00	**Adult Services**					

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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		**AR**	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	Senior Nutrition Program Registration	Files on seniors who participate in the program. Annual forms include the name, address, phone number, birth date, emergency contact information, nutritional assessments, and other information on seniors.	Recreation	**C, PII**	**AT+5**	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. Contra Costa County; Current year plus 5 years. Administrative Decision: Maintain while applicant is actively participating in programs plus 5 years.
08-05-03	Senior Nutrition Program	Includes menus, sign-in sheets, County daily activity forms, monthly activity summaries, county reimbursement forms, staff and volunteer program training materials, site inspections and other general program information.	Recreation	**PII**	**CY+5**	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; 2 years after completion Contra Costa County; Current year plus 5 years
08-05-08	APS Mandated Reporting	Required reporting for child abuse to APS.	Recreation	**C, PII**	**AC+10**	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions Administrative Decision: Maintain senior/elder abuse reports for the same retention as child abuse reports.
08-06-00	**Child Care Facility**					
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		**AR**	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	State Licensing	Childcare license and associated documents to maintain the license.	Recreation	**PII**	**CY+5**	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years
08-06-03	Caregivers	Includes permits, credentials, LiveScan fingerprinting, and other information regarding caregivers. Also for special needs aides.	Recreation	**C, PII**	**AT+5**	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years California Social Services Recommendation: 3 years after termination for personnel records.
08-06-04	Childrens Files	Includes registration and licensing for child care.	Recreation	**C, PII**	**AT+5**	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years 22 CCR 101221; 3 years after termination
08-06-05	Sign In Sheets	Also includes emergency contact information.	Recreation	**C, PII**	**CY+2**	GC 34090; 2 year minimum requirement 22 CCR 101229.1; maintain sign-in sheet for 1 month State of California Guidelines; Current year plus 2 years

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08-06-06	Incidents / Accidents	Required by the State licensing for serious medical incidents.	Recreation	C, PII	AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions 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; 7 years after closure for accident/incident reports
08-06-07	CPS Mandated Reporting	Required reporting for child abuse to CPS.	Recreation	C, PII	AC+10	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions
08-06-08	Emergency Action Plans	For active shooter, disaster, fire and other emergency actions.	Recreation		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded
08-07-00	**Park & Recreation Commission**					
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		AR	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	Agendas/Agenda Packets		Recreation		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
08-07-03	Minutes		Recreation		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		Recreation		30 Days	GC 54953.5; 30 days after recording
08-08-00	**Committee on Aging**					
08-08-01	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		AR	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	Agendas/Agenda Packets		Recreation		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
08-08-03	Minutes		Recreation		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

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09-00-00 FIRE SERVICES

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09-01-00	**Fire Administration**					
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		**AR**	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	~~FireRMS~~ Incident Management Software	Used for incidents and personnel. All training sessions and individuals are tracked through ~~FireRMS~~ software program.	Fire		**IND**	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
09-01-03	Department Personnel Files	Includes employee backgrounds, physical ability tests (upon hire), psychological evaluations, history, training, certifications and license cards.	Fire	**C, PII**	**AS+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; 4 years after termination or action State of California Guidelines; 3 years after termination
09-01-04	Strike Team Activities	Used to submit forms for reimbursement from the State and Federal government. Filed by incident.	Fire		**CY+4**	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years
09-01-05	Ride Alongs Forms	Includes release waivers.	Fire		**CY+2**	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect.
09-01-06	Communications Binder	Includes policies, procedures and directives from the Fire Chief	Fire		**P**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.
09-01-07	Disaster Preparedness Plan	Including Local Hazard Mitigation and Emergency Operation	Fire		**S+2**	GC 34090; 2 year minimum State of California Guidelines; 2 years after superseded
09-01-08	Mutual Aid and Automatic Aid Agreements		Clerk/Fire		**AC+4**	CCP 335.1; Statutes of limitations, 2 years CCP 343; Statutes of limitations, 4 years
09-01-09	CPR / First Aid Class Rosters	Used for public certification.	Fire		**CY+2**	GC 34090; 2 year minimum requirement
09-01-10	Background Checks - Unsuccessful Candidates		Fire	**C, PII**	**AC+4**	29 CFR 1627.3 - 3 years 8 CCR 11040 (7)(C) - 3 years GC 12946 - 4 years
09-01-11	Department Personnel Medical Records	Similar to HR Medical files and may include records such as FMLA, exposure, doctor's notes, worker's compensation claim approvals and other medical information.	Personnel	**C, PII**	**AS+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
09-02-00	**Fire Prevention**					
09-02-01	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		**AR**	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.

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09-02-02	Fire Investigations	Includes photographs. Non-Arson Arson with Great Bodily Harm Arson with Homicide	Fire		 **AC+3** **AC+6** **P**	CCP 338; 3 year statute of limitations for action PC 800; 6 year statute of limitations after commission of the offense PC 799; No statutes of limitations on actions for murder. Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc.
09-02-03	Pending Construction	Includes plan checks on new construction.	Fire		**ACT**	GC 34090.7; Duplicates may be destroyed within the 2 year minimum period.
09-02-04	Building Inspections	Includes fire alarm plans, fire sprinkler plans and other inspection documents.	Fire		**AC+5**	UFC 103.34 New construction/alterations of buildings; Retain inspection records for 3 years. IFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection
09-02-05	School Inspections	Includes fire alarm plans, fire sprinkler plans and other inspection documents.	Fire		**AC+5**	UFC 103.34 New construction/alterations of buildings; Retain inspection records for 3 years. IFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection
09-02-06	Special Permits	Includes christmas tree lots, temporary tents, demolition permits, rocket launching and other temporary use permits related for Fire.	Fire		**AE+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits
09-02-07	Weed Abatement	Commercial and vacant land, and residential abatement.	Fire		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.
09-03-00	**Fire Suppression & Equipment**					
09-03-01	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		**AR**	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.
09-03-02	Station Log Books	Maintained by the stations.	Fire		**CY+3**	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers is 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 8 CCR 3203(b)(1); Injury & Illness Prevention Program inspection records, maintain at least 1 year.

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09-03-03	Personal Protective Equipment Logs	Individual replacement dates.	Fire		**CY+5**	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 8 CCP 3203(b)(1); Injury & Illness Prevention Program inspection records, maintain at least 1 year. Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years
09-03-04	SCBA Fit & Flow Test	Annual tests for both person and unit.	Fire		**P**	8 CCR 3203; IIPP training, at least 1 year State of California Guidelines; 2 years after superseded for training materials. Individual training information maintained by employee is retained for termination/separation plus 2 years, per State of California Guidelines Administrative Decision: Permanent for long term potential medical issues and varying retention periods of the citations.
09-03-05	Hose Testing Records	Annual tests	Fire		**CY+5**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for equipment and gear logs.
09-03-06	Ladder Testing	Annual tests	Fire		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for equipment and gear logs.
09-03-07	Daily Vehicle & Equipment 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. Also includes HURST, SCBA and air compressor forms.	Fire		**CY+2**	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.
09-03-08	Breathing Compressor / SCBA Fill Station	Inspection by an outside company with resulting certificate of compliance.	Fire		**AC+5**	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. State of California Guidelines; Current year plus 2 years for equipment and gear logs.
09-04-00	**Training & EMS**					
09-04-01	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	PII	**AR**	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.

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09-04-02	Electronic Training and Tracking Database	Computerized training on general city and fire specific training sessions as well as documentation for other trainings completed by the individual,.	Fire	PII	IND	29 CFR 1627.3(b); 1 year for training records GC 34090; 2 year minimum requirement GC 12946; 4 years minimum State of California Guidelines; Current year plus 7 for non-safety training, and 2 years for certificates and designations training. Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system. Such transfer must include at least 7 year history of data.
09-04-03	CERT Training	Community Emergency Response Team training. Records for individual public classes of non-employees.	Fire		CY+7 ~~2~~	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records ~~GC 12946; 4 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~~.
09-04-04	Patient Care Reports	Includes refusal of care and the patient care report. Reports for minors are kept for the total retention beginning when they turn 18 years of age.	Fire	C, PII	AC+7	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 22 CCR § 70751(c) maintain patient records for 7 years
09-04-05	Paramedic Check Sheets	Forms used by paramedics to document equipment checks, narcotics inventories, order supplies. Daily and monthly reports.	Fire		AC+5	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years
09-04-06	Narcotic Administration Form	Log of administration of narcotics and distribution of remaining narcotics.	Fire		AC+5	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. Administrative Decision: Possibility of defending an equitable indemnity claim up to 5 years

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
10-01-00	**Administration / Chief of Police**					
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		**AR**	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	Administrative Staff Memos	General status updates on current projects and items of interest.	COP/Admin		**CY+2**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Maintain permanently for reference purposes.
10-01-03	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.	COP/Admin	PII	**IND**	VC 17004.7; Maintain vehicle pursuit records, no retention.
10-01-04	Concealed Weapons Permits	Includes application, background and records checks reviewed by the Chief of Police for the issuance of the permit. Also includes notification from the Sheriff's Department of the County of Alameda advising they have issued a Concealed Weapons Permit for a subject residing, employed in or owing a business in the City. Denied permit applications	COP/Admin	PII	**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.
10-01-05	Equipment Inventory	Equipment issued to officers and other department equipment.	COP/Admin		**S+2**	GC 34090; 2 year minimum requirement State Recommendation; 2 years after superseded for listings of equipment assigned to divisions and officers.
10-01-06	General Orders	Maintained in Lexipol.	COP/Admin	C	**P**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.
10-01-07	Internal Affairs / Investigations	Also includes officer involved deaths, traffic collision internal review documents Sustained findings of misconduct.	COP/Admin	C, PII	**AC+5** **AC+15**	PC 832.5(b) Statutory minimum is 5 years, 15 years for sustained misconduct. EVC 1045; 5 years for conduct PC 801.5; SOL of 4 years after event PC 803(c); public officer, crime descriptions VC 2547; SOL of 3 years for officer fraud GC 12946; 2 4 years after completion/position filled
10-01-08	Livescan Fingerprinting	Includes fingerprinting for massage, medical marijuana and taxi permits.	COP/Admin	C, PII	**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain fingerprint information for city employment for 2 years after termination.
10-01-09	Locker & Riot Locker Logs	Includes combinations and assigned lockers	COP/Admin	C	**S+2**	GC 34090; 2 year minimum requirement State of California Guidelines; After superseded
10-01-10	Operation Orders	Includes vacation sign ups and special details. Moves the bulk of staff all at once based on the event / order.	COP/Admin		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for watch assignments, daily schedules and timekeeping records.
10-01-11	Paid Overtime Signup Sheet	Maintained by the individual division. Includes special details.	COP/Admin		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for timekeeping records.
10-01-12	Pitchess Motions	Copy maintained with the officer's file.	COP/Admin	PII	**CY+2**	GC 34090; 2 year minimum requirement

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
10-01-13	Retiree Qualification Permits	Identification for police employees and retirees for carrying firearms. Retirees need to qualify for carrying.	COP/Admin	PII	**AE+2**	GC 34090; 2 year minimum requirement PC 12071, Maintain records PC 12078, Maintain records State Recommendation, 2 years after the license expires.
10-01-14	Ride Along Requests		COP/Admin	PII	**CY+2**	GC 34090; 2 year minimum requirement retention State of California Guidelines; 2 years plus the current year
10-01-15	Rules & Regulations		COP/Admin	C	**P**	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.
10-01-16	Supervisor Staff Memos	General status updates on current projects and items of interest. Pertains mainly to operational issues.	COP/Admin		**CY+2**	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
10-01-17	Video Surveillance Recordings - City Facilities and Parks	Includes buildings, parking lots and city parks and pathways. (automatically written over at 366 days)	COP/Admin		**366 days ***	GC 34090.6; 1 year * 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
10-01-18	Unusual Incident Reports	Completed with Use of Force, CHP 187, injuries to employees and other unusual events.	COP/Admin	PII	**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for use of force files
10-01-19	Use of Force Reports		COP/Admin	PII	**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for use of force files
10-01-20	Vehicle Records	Includes registration documents, equipment installation, maintenance records and other associated documentation.	COP/Admin		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for daily activity logs.
10-01-21	Volunteer Program	Includes application, ride-along waiver, background authorization, supplemental background information form, criminal history and records checks, LiveScan fingerprinting, training, community service records, background letters to neighboring agencies, and ID cards. Denied volunteer applications	COP/Admin	PII	**AT+3** **AC+3**	GC 12946; 4 years after completion/position filled State of California Guidelines; 2 years after termination Administrative Decision: Maintain volunteer files for 3 years after termination for hired, 3 years after position filled for denied applications to follow recruitment retention.
10-01-22	Work & Duty Schedules		COP/Admin		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for watch assignments, daily schedules and timekeeping records.
10-02-00	**Records**	***** Maintain all case files confidential while active. California Public Records Act to be consulted.**				
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		**AR**	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	Mark43 Database	Electronic case management system.	Records	C, PII	**IND**	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
10-02-03	Case Reports	Crime reports, DUI's, incidents, manditory 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.	Records	**V, PII**	**Varies**	See specific case retention periods and citations listed below this heading:
	187 - Murders		Records	V, C ***, PII	**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	Records	V, C ***, PII	**AC+25**	EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. 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.
	Child Molestation		Records	V, C ***	**AC+10**	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation
	Drug / Sex Crime Registration	Sex offenders - Adult Sex offenders - Juvenile	Records	V, C ***	**L+2** *** Varies**	GC 34090; 2 year minimum requirement * 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.
	Sex Crimes		Records	V, C ***	**L+2**	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 Decision: Maintain sex crime cases for 2 years after proof of offender's death.
	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	V, C ***	**AC+10**	GC 34090; 2 year minimum requirement Administrative Decision: Retain weapon crime information for 10 years to track potentially violent individuals.
	Crimes with Death		Records	V, H, C ***	**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

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
	Child Abuse		Records	V, C ***	**AC+10**	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions
	Missing Persons		Records	V, C ***	**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	V, H, C *** V, C ***	**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	V, C ***	**AC+3**	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	V, C ***	**AC+10**	CA Law Enforcement Warrant Officers Association recommends keeping for 10 years.
	Misdemeanors / Petty Theft		Records	V, C ***	**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	V, C ***	**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.
	Miscellaneous / Non-Criminal reports	Includes Miscellaneous Civil/Juvenile/Investigation/Officer, Found Property, Lost Property, Abandoned Vehicle Abatement, 5150 WI, Private Property Tows, Repossessed Vehicles, vehicle and traffic collisions, etc. Any type of report listed in this category description that pertains to a criminal case would be retained for the period of time indicated in the applicable case reports type described above.	Records/ Traffic	C	**AC+2**	GC 34090; 2 year minimum requirement

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
10-02-04	Audio Recordings - Litigation/Case Related	Includes telephone and radio communications for criminal cases only. Recordings determined by the City Attorney for litigation or the District Attorney for crime prosecution. Cases involving Murder	Records		**366 Days *** **P**	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. Administrative Decision: Maintain for 366 day to meet restriction of the storage system and to satisfy statutes of limitations.
10-02-05	Cash Receipt Books	Log of monies receive at the PD counter.	Records		**CY+4**	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after annual audit
10-02-06	Clearance Letters	Includes requests from persons residing in the City asking for a cursory records check through our RMS system to ascertain if the person has any negative information on file in our RMS system. This request results in a letter stating the results of the records check.	Records		**AC+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for requests for criminal history
10-02-07	Criminal Background Checks	Requests for criminal history from an outside agency.	Records		**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
10-02-08	Criminal Subpoenas	Any subpoenas having to do with a criminal case.	Records		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain subpoena logs and subpoena duplicates for the current year plus 2 years.
10-02-09	DOJ Audit Reports / NCIC Entries	National Crime Information Computer. DOJ requires reporting monthly for stolen vehicles/license plates, stolen weapons, warrants, missing persons and restraining orders. Inhouse audit performed and results faxed to DOJ.	Records		**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.
10-02-10	False Alarm Claims		Records		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for false alarm duplicates.
10-02-11	Monthly DOJ/UCR/BACS (MACR) Report	Electronic statistical report maintained on a flash drive for future analysis. MACR - Monthly Arrest & Citations Register - DOJ form JUS 750.	Records		**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.
10-02-12	Record Sealings	Adults Juveniles	Records	V, C ***	**AC+3 *** **AC+5 ** **	PC 851.8(a); Factually innocent records, 3 years after arrest, * with district attorney approval. Date of court ordered destruction 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 occuring before the child is 14 years of age ** W&IC 781; For murder and/or sex crimes occuring on or after the child reaches age 14, DO NOT DESTROY.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
10-02-13	Statistical Report Requests	Reports and data generated internally and distributed to requesting divisions/units, departments, agencies or the public.	Records		**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.
10-02-14	Subpoenas Duces Tecum	Subpoenas for records or property.	Records		**CY+2**	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Current year plus 2 years. Courts/County maintain the original record.
10-03-00	**Traffic Unit**					
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		**AR**	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	Commercial Vehicle Inspections	Form used for inspection of commercial vehicles stopped for a purpose.	Traffic		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations. Administrative Decision: Maintain commercial vehicle inspections for the current year plus 2 years to support traffic citations.
10-03-03	Equipment Calibrations	Preliminary Alcohol Screening Device and radar calibration.	Traffic		**AT+2**	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination for radar calibration records
10-03-04	Taxi Permits & Inspections	Includes vehicle inspections for service providers.	Traffic		**CY+2**	GC 34090; 2 year minimum requirement
10-03-05	Traffic Citations	Includes Citations and supporting documents such as Certified Copies of DMV Order of Suspension / Revocation	Traffic	PII	**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations.
10-03-06	Traffic Data Collection	Used to monitor traffic speed and data for specific locations.	Traffic		**CY+2**	GC 34090; 2 year minimum requirement
10-04-00	**Personnel & Training 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		**AR**	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	Department Personnel Records	Includes equipment released, employee transaction forms, step increases, corrective performance evaluations, background checks, and other materials related to the employee. Similar to the files maintained by HR but contains other confidential information on officers.	Personnel	C	**AS+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; 4 years after termination or action PC 832.5; 5 years for officer complaints State of California Guidelines; 3 years after termination for non-safety employees; 5 years after termination for safety employees.
10-04-03	Background Checks - Unsuccessful Candidates		Personnel	C	**AC+4**	29 CFR 1627.3 - 3 years 8 CCR 11040 (7)(C) - 3 years GC 12946 - 4 years
10-04-04	Citizen Inquires	Form completed by a citizen. Complaints become formal investigations. Non-complaints are forwarded to other divisions or departments, as needed.	Personnel		**ACT**	Transitory Record: Maintain indefinitely or until data is transferred to record series.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
10-04-05	Field Training	Includes binders filed by officer containing class outline, tests, precentages, roster, handouts, instructor's qualifications and resumes, daily evaluations, 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.	Personnel		**AC+15**	State of California Guidelines; 15 years after completion for range lesson plans. No citation given.
10-04-06	Supervisory Notes / Records of Discussion	Maintained under lock and key by each division for employees. Notes and observations on performance related issues for the deployment period. Cycle varies and results are maintained by the highest level supervisor of the officer. Related to training.	Personnel	C	**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; 4 years after termination or action State of California Guidelines; 3 years after termination for non-safety employees; 5 years after termination for safety employees.
10-04-07	Training Management System Database (TMS)	Used to track all training for officers, including inhouse, POST and other training sessions.	Personnel		**IND**	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
10-04-08	Training Reimbursement Forms	Used for officer training reimbursements. Duplicated information that is sent to Finance for processing. Maintained for 1 year in PD.	Personnel		**AC+1**	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum retention period
10-04-09	Department Personnel Medical Records	Similar to HR Medical files and may include records such as FMLA, exposure, doctor's notes, worker's compensation claim approvals and other medical information.	Personnel	C	**AS+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
10-05-00	**Criminal Investigation Services**					
10-05-01	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		**AR**	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.
10-05-02	Alcohol Licensing - Temporary Use	Includes one day events. ABC form 221.	CIS		**AE+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for temporary use permits
10-05-03	Annual Card Room Permits		CIS		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for bingo licenses. Administrative Decision: Maintain annual card room permits for the current year plus 2 years to follow bingo retention requirements by the State.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
10-05-04	Audio Recordings - Routine	Includes telephone and radio communications. If crime related, the District Attorney must request audio within 100 days of the date. The City Attorney will inform the PD about pending litigation, and will approve destruction of recordings on a monthly basis.	Comm		**1 year**	GC 34090.6; 100 days. If a claim is filed or pending litigation, retain until pending litigation is resolved and * destroy with consent of the City Attorney. 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 1 year to meet statute of limitations for misdemeanors.
10-05-05	Body Worn Cameras	Includes all recording systems whether body worn, handheld, or integrated into portable equipment. Records or logs of access and deletion of data.	Traffic		**366 Days *** **P**	PC 832.18; GC 3301; GC 34090.6; 1 year * 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.
10-05-06	Cabaret Permits - Annual	Approved annually by Council.	CIS		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for certain licenses. Administrative Decision: Maintain cabaret permits for the current year plus 2 years to follow similar retention required by the State.
10-05-07	Cabaret Permits - Temporary		CIS		**AE+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for temporary use permits
10-05-08	Informant Files	Maintained in paper form and reviewed annually for activity. Includes vice crimes (gang, narcotics, prostitution, robbery).	CIS	C	**AT+10**	GC 34090; 2 year minimum requirement State of California Guidelines; 10 years after termination for informant files, no citation stated
10-05-09	Massage Parlor Establishments		CIS		**AE+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Completion plus 2 years for massage parlor permits.
10-05-10	Patrol Bulletins	Informational notice about crimes in areas of the City.	CIS		**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.
10-05-11	Pawn Slips		CIS		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Secondhand Dealers and Pawn Brokers.
10-05-12	Registration Files - 11590 HS	Drug registrants	CIS	**PII**	**L+2**	GC 34090; 2 year minimum requirement 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.

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10-00-00 POLICE SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AD - After Disposition, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AS - After Separation, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EY - Event Year, H - Historical, IND - Indefinite, L - Life of Board, Building, Vehicle, Registrant, Improvement or System, P - Permanent, PII - Personal Identifying Information, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
10-05-13	Registration Files - 290	For sex offenders. Activity based on ORI status. Adults Juvenile	CIS	PII	 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.
10-05-14	Registration Files - 457.1	Arson - Adults Arson - Juveniles	CIS	PII	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.
10-05-15	Second Hand Dealer Licenses	Includes licenses for antique dealers and other second hand sellers.	Property		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Secondhand Dealers and Pawn Brokers.
10-05-16	Track Fliers	Includes BOLOs from to other agencies.	CIS	PII	CY+2	GC 34090; 2 year minimum requirement
10-06-00	**Property & Evidence**					
10-06-01	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		AR	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.
10-06-02	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. Originals are maintained by the DA, a copy is maintained by the City.	Property		ACT	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum retention period
10-06-03	Auction Reports		Property		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.
10-06-04	Criminal Case Disposition Notification/Reports	Case disposition confirmation from the District Attorney or court system. DOJ form 8715.	Property	PII	CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for case tracking records
10-06-05	Evidence Purge/Disposition	Includes weapons destruction logs, drug destruction logs, deposit receipts, property disposition memorandums and returns to owners.	Property		P	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.
10-06-06	Property Record / Receipts	Tracks property releases and dispositions. Used to permanently track history of evidence. Not destroyed with the case file.	Property		P	GC 34090; 2 year minimum requirement State of California Guidelines; No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.
10-07-00	**Crime Prevention Committee**					
10-07-01	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		AR	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.

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10-00-00 POLICE SERVICES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
10-07-02	Agendas & Agenda Packets		Clerk		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
10-07-03	Minutes		Clerk		**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
10-08-00	**Community Safety Committee**					
10-08-01	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		**AR**	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.
10-08-02	Agendas & Agenda Packets		Clerk		**CY+2**	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
10-08-03	Minutes		Clerk		**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

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AGENDA BILL

Agenda Item No. 7.H.

Date: June 17, 2025
To: El Cerrito City Council
From: Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department
Subject: SB 1 - The Road Repair and Accountability Act, List of Projects for Fiscal Year 2025-26

ACTION PROPOSED

Approve a resolution adopting a list of projects for Fiscal Year 2025-26 to receive funding from Senate Bill 1 – The Road Repair and Accountability Act of 2017 through the Local Streets and Roads Program.

BACKGROUND

Senate Bill 1 (SB 1) – The Road Repair and Accountability Act of 2017, was passed by the California Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide. SB 1 provided the first significant, stable, and on-going increase in state transportation funding in more than two decades by increasing per gallon fuel excise taxes, increasing diesel fuel sales taxes and vehicle registration fees, stabilizing the problematic price-based fuel tax rates, and providing for inflationary adjustments to tax rates in future years. Beginning in November 2017, the new funding was deposited into the Road Maintenance and Rehabilitation Account (RMRA), and a percentage of this new funding is apportioned monthly by formula by the State Controller pursuant to eligible cities and counties for basic road maintenance, rehabilitation, and critical safety projects on local streets and roads. This funding, along with associated requirements described below, is known as the Local Streets and Roads Program (LSRP).

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, to be eligible for SB 1 LSRP funding, the statute requires cities to provide basic annual project reporting to the California Transportation Commission (Commission) to ensure that El Cerrito residents are aware of the projects proposed for funding and those completed each fiscal year. Prior to receiving an apportionment of LSRP funds from the Controller in a fiscal year, a city must adopt by resolution a list of projects to be funded with RMRA revenues and submit it to the Commission. LSRP funds must be prioritized for expenditure on basic road maintenance and rehabilitation projects, and on critical safety projects. More specifically, LSRP allocations must be used for projects that include, but are not limited to, the following:

- Road maintenance and rehabilitation
- Safety projects

- Railroad grade separations
- Traffic control devices
- Complete street components (including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and storm-water capture projects in conjunction with any other allowable project).
- LSRP funds may also be used to satisfy a match requirement to obtain state or federal funds for eligible projects.

SB 1 requires a maintenance of effort (MOE) for funds allocated through the LSRP to ensure that these new funds do not supplant existing levels of General Fund (discretionary) spending on streets and roads. The Controller computed the official MOE requirements for all local agencies based on a review of General Fund spending for the period of July 1, 2009, through June 30, 2012. In February 2018, the Controller determined the average annual expenditure from the General Fund for street purposes to be $279,446 for the City of El Cerrito. This amount is a portion of Public Works Department expenditures within the General Fund and will be the City's MOE for SB 1 moving forward.

ANALYSIS

As indicated above, prior to receiving an apportionment of LSRP funds from the Controller in each fiscal year, a city must submit to the Commission a list of projects proposed to be funded with these funds pursuant to an adopted resolution. The list must include for each project: description, location, schedule, and estimated useful life. The project list does not limit the flexibility of a city to spend on projects in accordance with local needs and priorities, so long as the projects are consistent with LSRP priorities and expenditures are reported on an annual basis.

The City has through various efforts, undergone a robust public process to ensure public input into our community's transportation priorities, including, as part of the development of the City's Americans with Disabilities Act (ADA) Transition Plan adopted by the City Council in 2009, the San Pablo Avenue Specific Plan adopted by the City Council in 2014 and updated in 2022, the Active Transportation Plan adopted by the City Council in 2016, and the five-year Capital Improvement Program (CIP) adopted by the City Council a biennial basis. The City has significant needs for maintaining, repairing, rehabilitating, and improving pedestrian, bicycle, and vehicle infrastructure, which includes sidewalks, street pavement, traffic signal and street light equipment, and traffic signs. City staff reviewed the numerous transportation infrastructure needs and priorities identified in these plans, the CIP, and on-going maintenance services and repairs to develop the proposed project list.

SB 1 transportation funding is limited relative to the City's substantial transportation needs, especially considering that a portion of SB 1 funding was needed to backfill previous declines in the Highway Users Tax Account (also known as Gas Tax) revenues in relation to increasing expenses.

Gas Tax revenues have been sensitive to the price and volume of motor fuel purchases and were unstable and began declining in Fiscal Year 2013-14 as fuel prices were decreasing and drivers migrated to alternative fuel vehicles. Detailed information regarding Gas Tax and SB 1 revenues is provided in the California Local Government Finance Almanac, principal fiscal policy advisor for the League of California Cities, provided as an attachment to this report.

The RMRA revenues are now enabling the City to continue providing essential street maintenance services, to address deferred transportation infrastructure repair and safety projects and to implement active transportation (pedestrian and bicycle) improvement projects that would not have been possible without SB 1. Six projects adopted by the City Council in the prior fiscal years will continue to use LSRP funds in addition to those for which funds have already been encumbered, such as the Del Norte Transit-Oriented Development (TOD) Complete Streets Improvement Project. These include three annual maintenance programs for sidewalks, street lights and traffic signals, and capital improvement projects for access modifications, active transportation, and complete streets projects. City staff propose the following projects be partially or solely funded by SB 1:

- Active Transportation Program
- Richmond Street Improvements
- Access Modifications – Streets & Sidewalk
- Street Light, Traffic Signal & Street Sign Replacement and Upgrades
- Street Light & Traffic Signal Maintenance
- Sidewalk Infrastructure Maintenance

Detailed information about each project is contained in Exhibit A to the Resolution. To be eligible for LSRP funding in Fiscal Year 2025-26, the City must submit a resolution adopting the list of projects to the Commission by July 1, 2025.

STRATEGIC PLAN CONSIDERATIONS

This action supports the City's Strategic Plan Goal(s) of:

- *High Performing Organization; and*
- *Infrastructure and Amenities; and*
- *Environmental Sustainability.*

ENVIRONMENTAL CONSIDERATIONS

The proposed action does not require review under the California Environmental Quality Act (CEQA) because it is not a project. Adoption of the resolution designates projects for funding with SB 1 funds but does not commit the City to those projects. The resolution is a form of government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).) If SB 1 funds were used for a purpose that would have such effect, the City would undertake the required

CEQA review for that particular project at the earliest feasible time prior to the approval of the project. Some of the projects for which the resolution designates funding are themselves exempt from CEQA because they involve maintenance of existing facilities. (CEQA Guidelines Section 15301). Other projects designated to receive funding have already been reviewed under CEQA.

FINANCIAL CONSIDERATIONS

The California Local Government Finance Almanac has used California Department of Finance (DOF) estimates to develop city-level estimates of RMRA revenues.

These were updated on May 15, 2025, based on the Governor's May Revision to the Proposed 2025-26 Budget (released May 14, 2025).

As described in the Almanac, fuel consumption has largely recovered to its prior, slightly declining trajectory prior to the COVID-19 pandemic. Fuel prices no longer have a direct effect on local streets and roads revenues because all rates are per gallon, regardless of price. SB 1 adopted annual inflationary adjustments beginning July 1, 2020, to all per-gallon motor vehicle fuel excise taxes, including the rates allocated through the Gas Tax. As such, despite flat or slightly declining fuel consumption, modest growth is expected in SB 1 revenues in the upcoming years. For FY 2025-26, El Cerrito's SB 1 funding is estimated to be $703,600, up approximately 3.6% from $679,291 projected for FY 2024-25 year-end. The Controller will continuously apportion these SB 1 funds monthly to eligible local agencies using a process and system like that of the Gas Tax.

The SB 1 fund revenues and expenditure appropriations for the projects are being considered by the City Council as part of the FY 2025-26 budget process in separate policy items at the City Council's regular meetings on June 3 and 17, 2025. The revenue assumptions in the budget are based on prior, slightly lower revenue assumptions.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the proposed action and found that legal considerations have been addressed.

Reviewed by:

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Exhibit A to Resolution
3. California Local Government Finance Almanac

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-26 TO RECEIVE FUNDING FROM SENATE BILL 1 – THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017, THROUGH THE LOCAL STREETS AND ROADS PROGRAM

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of El Cerrito are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, specifically through the Local Streets and Roads Program (LSRP), which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, as of May 15, 2025, the City is anticipated to receive an estimated $703,600 in RMRA, LSRP funding in Fiscal Year 2025-26 from SB 1; and

WHEREAS, this is the ninth year in which the City is receiving SB 1 funding and it will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has through various efforts undergone a robust public process to ensure public input into our community's transportation priorities including as part of the development of the City's American with Disabilities Act (ADA) Transition Plan adopted by the City Council in 2009, the San Pablo Avenue Specific Plan adopted by the City Council in 2014 and updated in 2022, the Active Transportation Plan adopted by the City Council in 2016, and the five-year Capital Improvement Program (CIP) adopted by the City Council on a biennial basis; and

WHEREAS, the City has significant needs in maintaining, repairing, rehabilitating, and improving pedestrian, bicycle, and vehicle infrastructure, which include sidewalks, street pavement, traffic signal and street light equipment, and traffic signs; and

WHEREAS, the City reviewed adopted plans, the CIP, and on-going maintenance services and repairs to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment found that the City's street pavement was in "At Lower Risk" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a "Good" condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using innovative technology, materials, and practices, will have significant positive co-benefits statewide; and

WHEREAS, the City Council finds that the proposed action does not require review under the California Environmental Quality Act (CEQA) because it is not a project. Adoption of the resolution designates projects for funding with SB 1 funds but does not commit the City to those projects. The resolution is a form of government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).) If SB 1 funds were used for a purpose that would have such effect, the City would undertake the required CEQA review for that particular project at the earliest feasible time prior to the approval of the project. Some of the projects for which the resolution designates funding are themselves exempt from CEQA because they involve maintenance of existing facilities. (CEQA Guidelines Section 15301). Other projects designated to receive funding have already been reviewed under CEQA.

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

1. The foregoing recitals are true and correct and made a part of this resolution.

2. The list of previously proposed and adopted projects attached as Exhibit A will be funded in-part or solely with Fiscal Year 2025-26 Road Maintenance and Rehabilitation Account revenues. With the relisting of these projects in the adopted Fiscal Year 2025-26 resolution, the City is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on June 17, 2025 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on_____.

_____
Holly M. Charléty, City Clerk

APPROVED:

_____
Carolyn Wysinger, Mayor

Exhibit A

City of El Cerrito

Senate Bill (SB) 1 - Local Streets and Roads Program
Fiscal Year 2025-26 Submission

Previously Proposed and Adopted Project List

Title	Description	Location	Component	Estimated Project Schedule		Estimated Useful Life	
				Start	Complete	Min	Max
Active Transportation Program	This project will include: Cost Estimating, Preliminary Design, Project Scope Development * Implement the Active Transportation Plan, adopted by the City Council in April 2016, and includes access, safety and other enhancements to pedestrian and bicycle infrastructure. * Funding is for preliminary engineering and design needed to help us apply for and leverage various grant and external funding sources. In FY25, used for grant applications related to transportation improvements to complement housing at the El Cerrito Plaza BART Station and collaborative projects with City of Richmond and Caltrans.	On major Pedestrian and Bicycle Routes as identified in the City's Active Transportation Plan including San Pablo Avenue, BART to Bay Trail connection along Fairmount Avenue-Carlson Blvd-Cerrito Creek path-Lassen St-San Diego Street-Belmont Ave- Central Ave, Richmond St, Fairmount Ave, Key Blvd, Arlington Blvd and Lincoln Ave. Locations have yet to be finalized and will be selected based on grant funding criteria and prioritization criteria in the Active Transportation Plan.	Pre-Construction	07/2022	06/2030	7	25
Richmond Street Complete Streets Improvement	This project will include: ADA Curb Ramp Rehab/Repair (Existing), Bicycle Lane (New), Cost Estimating, Document Preparation, Environmental Study/Documents, Paving and/or Striping Rehab/Repair (Existing Safety), Preliminary Design, Project Scope Development, Sidewalk and/or Crosswalk Rehab/Repair (Existing), Storm Drain and/or Culvert Rehab/Repair (Existing), Traffic Signals, Lights, and/or Signage Installation (New Safety), Traffic Signals, Lights, and/or Signage Rehab/Repair (Existing Safety) * Intersection safety and accessibility improvements including curb ramp upgrades, corner bulb-outs, ped- activated flashing beacons, safety lighting, high-visibility signing and striping, and/or raised intersections; bike facility improvements; mid-block traffic calming; repair and resurface pavement; sidewalk repair; street trees and bioretention facilities; traffic signal upgrades at Elm/Key/Hill; and minor utility adjustments and repairs.	Richmond-Elm Street between Hill Street/Key Blvd and Fairmount Avenue	Pre-Construction and Construction	10/2021 06/2026	05/2026 06/2027	7	25

Title	Description	Location	Component	Estimated Project Schedule		Estimated Useful Life	
				Start	Complete	Min	Max
Street Light, Traffic Signal & Street Sign Replacement and Upgrades	This project will include: Procurement of Public Works Equipment, Repair and Servicing of Public Works Equipment * Replacement, repair and upgrades of street light equipment, traffic signal equipment and street signs includes procurement of supplies and materials.	Arterials: Carlson Bl, Central Av, Fairmount Av, San Pablo Av, Ashbury Av, Arlington Bl, Barrett Av, Colusa Av, Cutting Bl, Elm St, Hill St, Key Bl, Moeser Ln, Potrero Av, Richmond St; & Collectors: Alta Punta, Ashbury Av, Avis Dr, Buckingham Dr, Colusa Av, Edwards Av, Eureka Av, Fairview Dr, Ganges Av, Jordan Av, King Dr, Macdonald Av, Manila Av, Navellier St, San Mateo St, SeaView Dr, Shevlin Dr, South 55thSt, Stockton- Terrace Dr, Tulare Av. Locations are to be finalized on an annual basis.	Procurement/ Operational Needs	07/2025	06/2026	10	25
Street Light & Traffic Signal Maintenance	This project will include: Repair and Servicing of Public Works Equipment * Street light and traffic signal on-going maintenance service and response	Citywide for on-going maintenance of 12 traffic signalized intersections on San Pablo Ave, Central Ave, Moeser Ln, Fairmount Ave, Richmond St, and Key Blvd; 526 City-owned street and pedestrian lights on all city streets, and 23 flashing beacons/in-roadway lights/radar speed feedback signs locations on Moeser Ln, Cutting Blvd, Arlington Blvd, San Pablo Ave, Central Ave, Stockton Ave, Potrero Ave, Barrett Ave, Hill Stand Fairmount Ave.	Procurement/ Operational Needs	07/2025	06/2026	10	20
Sidewalk Infrastructure Maintenance	This project will include: Project Scope Development, Sidewalk and/or Crosswalk Rehab/Repair (Existing) * Repair sidewalk displacement to remove tripping hazards by concrete cutting and other methods that not requiring sidewalk removal and replacement.	Locations are on major pedestrian routes and as requested: San Pablo Ave, Central Ave, Potrero Ave, Cutting Blvd, Richmond St, Ashbury Ave, Lincoln Ave and Waldo Ave. Locations will be finalized based on a methodology that prioritizes locations on major Pedestrian Routes designated in the City's Active Transportation Plan, and based on their proximity to schools, the severity of the sidewalk damage and repair method, and other factors (e.g. requests received).	Pre-Construction and Construction	07/2025 01/2026	12/2025 06/2026	20	25
Access Modification s - Streets & Sidewalks	This project will include: ADA Curb Ramp Installation (New), ADA Curb Ramp Rehab/Repair (Existing), Cost Estimating, Document Preparation, Preliminary Design, Project Scope Development, Sidewalk and/or Crosswalk Rehab/Repair (Existing) * Remove physical barriers to accessibility along the street right-of-way including at intersections and mid- block. Work includes installation and reconstruction of curb ramps, sidewalk removal and replacement including street tree removal and replacement, and related access modifications.	Curb Ramps at 5 Locations: Colusa Ave at Rockway Ave; Eureka Ave at Pomona Ave; Lassen St at Yosemite Ave; Lassen St at Santa Clara Ave; and Lassen St at Belmont Ave; and Sidewalk Repairs at 5 locations: 10351 San Pablo Ave; 1728 Manor Ave; 1241 Norvell St; 734 Ashbury Ave; and 330 Ramona Ave.	Pre-Construction and Construction	07/2024 08/2025	07/2025 06/2026	10	25

CaliforniaCityFinance.com
Updated May 15, 2025
The California Local Government Finance Almanac

Shared Revenue Estimates: State Revenue Allocations to Cities and Counties

Local Streets and Roads Estimates: 2024-25, 2025-26 Including Highway Users Tax Account (HUTA) and Road Maintenance and Rehabilitation Account (RMRA)

The state of California imposes per-gallon excise taxes on gasoline and diesel fuel, sales taxes on gasoline and diesel fuel and registration taxes on motor vehicles with allocations dedicated to transportation purposes.[1] The local (city and county) portions of these allocations flow through the Highway Users Tax Account (HUTA), the familiar gasoline tax revenues that have been in place for decades, and the Road Maintenance and Rehabilitation Account (RMRA) which allocates much of the revenue from the Road Repair and Accountability Act of 2017 (SB1 Beall).

State taxes transferred to and allocated through the state Highway Users Tax Account (HUTA) include:

- The per gallon "gasoline tax" and "diesel fuel tax" imposed on the use of vehicle fuels.
- The "use fuel tax," imposed on vendors and users of motor vehicle fuels that are not taxed under either the gasoline or diesel fuel tax, such as liquefied petroleum gas, ethanol, methanol and natural gas (both liquid and gaseous) for use on state highways. Use Fuel Tax rates vary depending on the type of fuel.
- Variable rate per gallon gasoline diesel fuel excise taxes imposed in 2010-11 in a complicated arrangement known as the "fuel tax swap." This rate replaced the previous Proposition 42 sales tax on gasoline.

Transportation taxes allocated to cities and counties through the Road Maintenance and Rehabilitation Account (RMRA) established by the Road Repair and Accountability Act of 2017 (SB1 Beall) include:

- An additional 12 cent per gallon increase to the gasoline excise tax effective November 1, 2017 with annual inflation adjustments beginning July 1, 2020.
- An additional 20 cent per gallon increase to the diesel fuel excise tax effective November 1, 2017 with half of the revenues going to the state Trade Corridor Enhancement Account (TCEA) and half to the RMRA. Annual inflation adjustments beginning July 1, 2020.
- An additional vehicle registration tax called the "Transportation Improvement Fee" with rates based on the value of the motor vehicle effective January 1, 2018 with annual inflation adjustments beginning July 1, 2020.
- An additional $100 vehicle registration tax on zero emissions vehicles of model year 2020 or later effective July 1, 2020 with annual inflation adjustments beginning July 1, 2021.

The Road Repair and Accountability Act of 2017 (SB1 Beall) also adopted annual inflationary adjustments beginning July 1, 2020 to all per-gallon motor vehicle fuel excise taxes including the rates allocated through the Highway Users Tax Account (HUTA).

[1] Taxes on aircraft jet fuel are transferred to the state Aeronautics Account.

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Highway Users Tax Account (HUTA)

Revenue Allocations – Streets & Highways Code Sec 2103-2108 "HUTA"

Cities and counties receive revenue from the motor vehicle fuel taxes imposed pursuant to Revenue and Taxation Code Section 7360(a) and (b) through the Highway User Tax Account under the following formulas outlined in the Streets and Highways code and illustrated in Figure 1.

Section 2104. Section 2104 allocates funds to counties with designated allotments for engineering and administration, snow removal, heavy rainfall / storm damage as well as county streets, roads and public mass transit guideways and facilities.

Section 2105. Section 2105(a) allocates 11.5 percent of the tax revenues in excess of 9 cents per gallon (i.e. the Proposition 111 rate) monthly among counties based on population.

Section 2105(b) allocates 11.5 percent of the tax revenues in excess of 9 cents per gallon (i.e. the Proposition 111 rate) monthly among cities based on population.

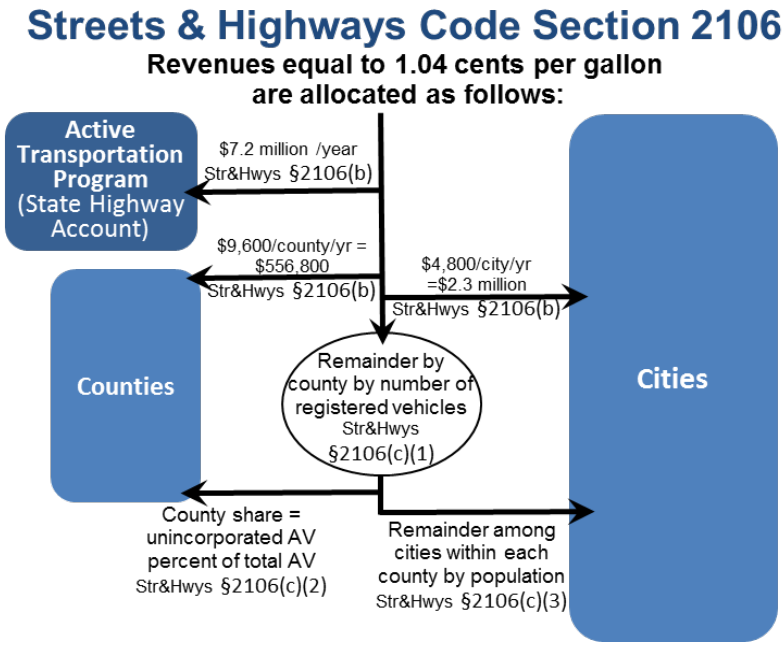
Section 2106. Revenues equal to 1.04 cents per gallon are allocated as follows:

a. $7.2 million per year to the State Bicycle Transportation Account.

b. $400 per month to each city ($2,308,800 per year among the 481 eligible cities[2])

c. $800 per month to each county ($556,800 per year among the 58 counties)

d. The residual amount to each county and the cities in that county based on registered vehicles. In each county, from this amount, the county receives an allotment based on the share of assessed value of the county which is in the unincorporated area. The remainder is allocated to the cities within the county based on population.



[2] The city of Rolling Hills has only private streets and is therefor not eligible to receive these allocations.

Section 2107. This section provides monthly allocations to cities of 1.315 cents per gallon of gasoline, 1.8 cents per gallon of diesel, and 2.59 cents per liquefied petroleum gas (LPG), as follows.

a. Each city with snow removal costs in excess of $5,000 is allocated 50 percent of the cost exceeding $5,000.

b. The remainder is allocated to cities based on population.

Section 2107.5. These funds (about $2.7 million per year) are allocated to cities annually in July based on population as follows:

Streets & Highway Code §2107.5

City Population	Annual Allocation
over 500,000	$ 20,000
100,000 to 500,000	$ 10,000
50,000 to 99.999	$ 7,500
25,000 to 49,999	$ 6,000
20,000 to 24,999	$ 5,000
15,000 to 19,999	$ 4,000
10,000 to 14,999	$ 3,000
5,000 to 9,999	$ 2,000
less than 5,000	$ 1,000

Section 2107.5 funds must be used for engineering costs and administrative expenses related to city streets. Cities with populations under 10,000 may also expend the moneys for street construction or acquisition of street rights-of-way.

Section 2103 HUTA and the 2010 Gasoline Sales Tax – Excise Tax Swap

In March 2010 as a part of a special budget session called by Governor Schwarzenegger, the Legislature enacted a swap of state sales taxes on gasoline for a gasoline excise tax. Intended to be "revenue neutral," the fuel tax swap provided the Legislature with greater flexibility in the use of funds, in particular relieving the general fund from the cost of state transportation debt service payments. The fuel tax swap:

1. Repealed the state sales tax on gasoline (local rates including the Bradley Burns are NOT affected);
2. Increased the excise tax on gasoline by 17.322 cents and added an annual adjustment mechanism intended to ensure the new excise tax provides, over time, the same amount of revenues expected from the sales tax on gas (no more, no less);
3. Increased the sales tax on diesel by 1.75 percent and allocated 75 percent to local transit agencies and 25 percent to state transit programs. The excise tax on diesel was reduced from 18 cents to 13.6 cents. Sales tax revenues from diesel must go to transit funding.
4. Provided for a specific allocation of the funds among state and local transportation needs.

Revenues from the new Section 2103 excise tax rate are now allocated as follows:

1. State transportation debt service;
2. Remainder allocated:
   a. 44 percent to the State Transportation Improvement Program (STIP);
   b. 12 percent State Highway Operation and Protection Program (SHOPP);
   c. 44 percent evenly split between cities and counties using current HUTA formulas.

Section 2103 funds are allocated to cities on a per capita basis and to counties 75 percent based on the proportion of registered vehicles and 25 percent based on the proportion of maintained county road miles.

The law included expressed legislative intent to fully replace the local streets and road funds cities and counties would have received under Proposition 42 state sales tax on gasoline with allocations from the new higher motor vehicle excise tax (HUTA) rate.

However, the swap created certain revenue effects related to the timing and receipt of revenues. In particular, the law provided that the new excise tax rate be adjusted annually by the BOE to garner an amount of revenues equal to what Prop42 would have provided in the prior year. Thus, the annual Sec 2103 funds were always "looking backward." If the Section 2103 amounts generated less than Prop42 would have, the difference was made up until the following year.

In the years following the swap, there were a number of snafus and changes in interpretation of the Section 2103 allocation. In FY2011-12 SCO allocated more money to cities and counties and did not fully backfill state transportation programs for weight fees that were used for debt service and loans that those funds would have otherwise received. This was contrary to the Legislature's intention, but the statute was not clear. The statute was clarified in the 2013 budget to clarify the original intent of the weight fee swap to fully backfill state transportation funds. [Streets & Highways Code 2103 (a)(1)(D)].

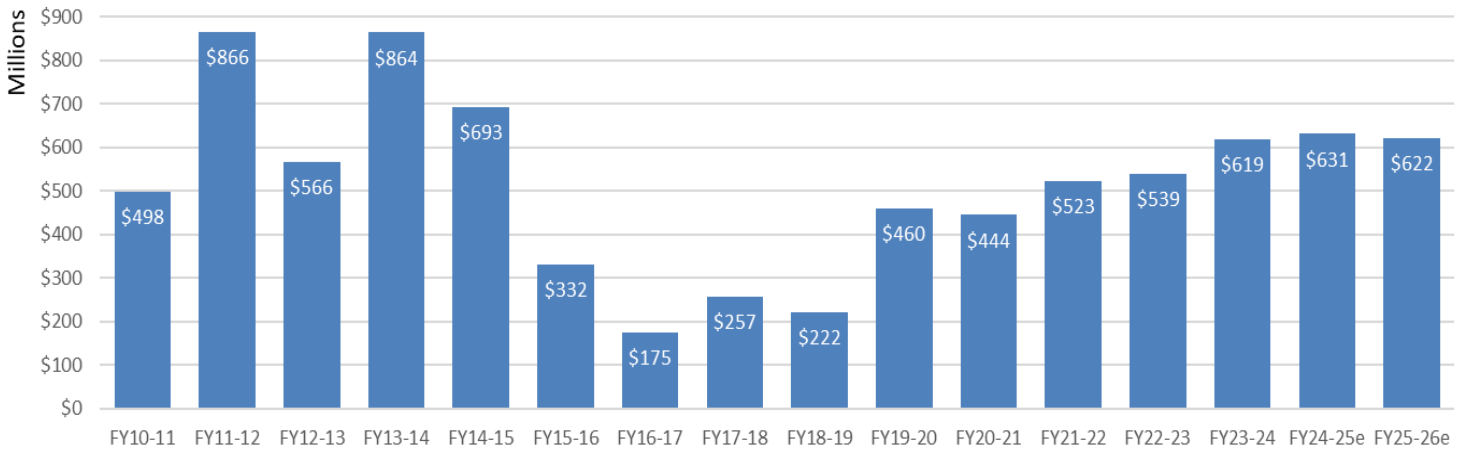
Changes to HUTA Allocated Rates, Including the Variable Rate by the Road Repair and Accountability Act of 2017 (SB1 Beall)

In addition to increasing various fuel and motor vehicle registration taxes, the Road Repair and Accountability Act of 2017 (SB1 Beall) removed BOE's discretionary rate setting role over the Section 2103 variable rate and reset the variable rate at 17.3 cents per gallon on July 1, 2019, up from the current 11.7 cents. This adjustment more than doubled Section 2103 revenue allocations for FY2019-20 over the prior year.

With regard to diesel fuel taxes, SB1 also eliminated the price-based adjustment mechanism applied to the diesel fuel tax rate.

Since 2020, gasoline and diesel fuel excise tax rates are increased on July 1 by the change in the California Consumer Price Index from the prior year. These include the 18 cent per gallon base rate, the 17.3 percent per gallon rate, the diesel fuel excise tax rate and vehicle registration taxes.

Streets & Highways Code Section 2103 Variable Gas Tax Allocations to Cities and Counties

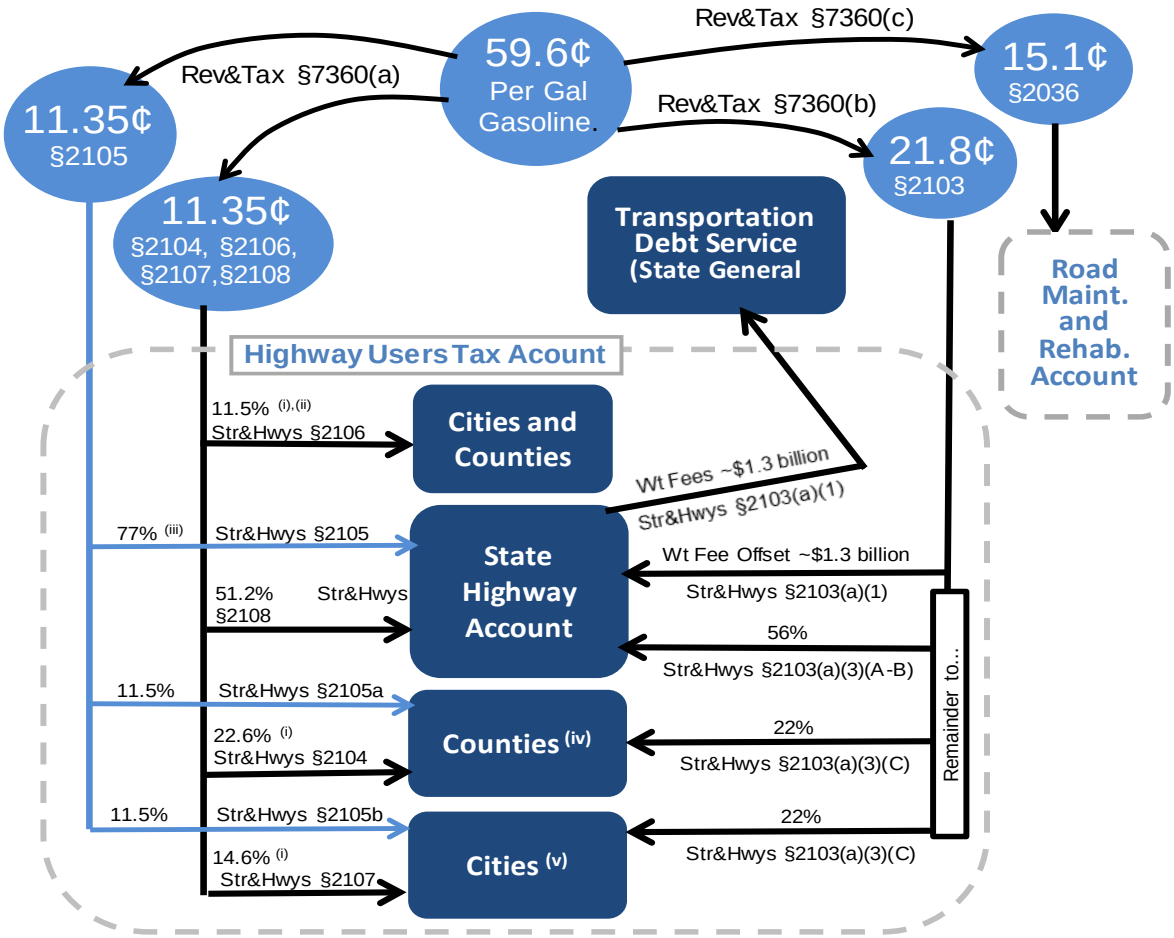


California Gasoline Excise Tax Rates - Per Gallon				
Effective Date	Base Rate	Sec2103	SB1 Rate	Total
July 1, 2015	$ 0.180	$ 0.120		$ 0.300
July 1, 2016	$ 0.180	$ 0.098		$ 0.278
July 1, 2017	$ 0.180	$ 0.117		$ 0.297
Nov 1, 2017*	$ 0.180	$ 0.117	$ 0.120	$ 0.417
July 1, 2019	$ 0.180	$ 0.173	$ 0.120	$ 0.473
July 1, 2020	$ 0.192	$ 0.185	$ 0.128	$ 0.505
July 1, 2021	$ 0.194	$ 0.187	$ 0.130	$ 0.511
July 1, 2022	$ 0.205	$ 0.197	$ 0.137	$ 0.539
July 1, 2023	$ 0.220	$ 0.212	$ 0.147	$ 0.579
July 1, 2024	$ 0.227	$ 0.218	$ 0.151	$ 0.596
July 1, 2025e	$ 0.233	$ 0.224	$ 0.155	$ 0.612

California Diesel Excise Tax Rates			
Effective Date	Base Rate	SB1 Rate	Total
July 1, 2017	$ 0.160		$ 0.160
Nov 1, 2017*	$ 0.160	$ 0.200	$ 0.360
July 1, 2019	$ 0.160	$ 0.200	$ 0.360
July 1, 2020	$ 0.171	$ 0.214	$ 0.385
July 1, 2021	$ 0.173	$ 0.216	$ 0.389
July 1, 2022	$ 0.182	$ 0.228	$ 0.410
July 1, 2023	$ 0.196	$ 0.245	$ 0.441
July 1, 2024	$ 0.202	$ 0.252	$ 0.454
July 1, 2025e	$ 0.207	$ 0.259	$ 0.466

Allocation of Gasoline Excise Tax Revenues

rates effecive July 1, 2024



(ii) Str&Hwy Code §2106 funds are distributed based on registered vehicles, assessed property valuation, and population.

(iii) A portion of funds in State Highway Account is allocated among counties and cities for Regional Transportation Improvement Programs.

(iv) County apportionments are based on numbers of registered vehicles and county road mileage.

(v) City apportionments are based on population.

(vi) These rates are adjusted annually on July 1 for inflation (consumer price index).

CaliforniaCityFinance.com

Use of Funds: HUTA

The use of local Motor Vehicle Fuel Tax funds is restricted by Article XIX of the California State Constitution and by Streets and Highways Code Section 2101. All Motor Vehicle Fuel Tax funds allocated from the Highway Users Tax Account must be expended for the following:

(a) The research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for nonmotorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.

(b) The research and planning for exclusive public mass transit guideways (and their related fixed facilities), the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.

(c) The construction and improvement of exclusive public mass transit guideways (and their related fixed facilities), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, the administrative costs necessarily incurred in the foregoing purposes, and the maintenance of the structures and the immediate right-of-way for the public mass transit guideways.

(d) The payment of principal and interest on voter-approved bonds issued for the purposes specified above.

Three Year State General Fund TCRF Loan Repayment Funds

SB1 stipulated the repayment of $706 million by the state General Fund to transportation funds over three fiscal years: 2017-18, 2018-19, and 2019-20. Under SB1, $75 million was allocated to local streets and roads from repayments of Transportation Congestion Relief Funds (TCRF) in each of these three years. These funds were allocated half to cities and half to counties with the city funds allocated among cities on a per capita basis, the county funds allocated among counties based on numbers of registered vehicles and county road mileage.

These TCRF revenues may be deposited in local HUTA funds.[3] However, these TCRF funds carried slightly different use requirements than HUTA funds. TCRF funds could be expended only for street and highway maintenance, rehabilitation, reconstruction or storm damage repair. For these purposes,

- "Maintenance" means patching and/or overlay and sealing.
- "Reconstruction" includes any overlay, sealing or widening of the roadway, if the widening is necessary to bring the roadway width to the state minimum standards, but does not include widening for the purpose of traffic capacity.
- "Storm damage repair" is repair or reconstruction of local streets and highways and related drainage improvements that have been damaged due to winter storms and flooding, and construction of drainage improvements to mitigate future roadway flooding and damage problems, in those jurisdictions that have been declared disaster areas by the President of the United States.

[3] Note that the "loan repayment" is between the state general fund and state transportation funds. From an accounting standpoint this is NOT a debt repayment to local agencies, it is simply revenue.

Road Maintenance and Rehabilitation Account (RMRA)

Revenue Allocations – Streets & Highways Code Sec 2031 "RMRA"

The Road Repair and Accountability Act of 2017 (SB1 Beall) represented a significant additional investment in California's transportation systems of over $5 billion per year. The Act increased per gallon fuel excise taxes, diesel fuel sales taxes and vehicle registration taxes, stabilized the problematic price-based fuel tax rates and provided for inflationary adjustments to rates in future years. The Act is more than doubling local streets and road funds allocated through the Highway Users Tax Account (HUTA) and through the Road Maintenance and Rehabilitation Account (RMRA) which it established.

The RMRA receives funds[4] from the following new taxes imposed under the Road Repair and Accountability Act of 2017:

- A 12 cent per gallon increase to the gasoline excise tax effective November 1, 2017.
- A 20 cent per gallon increase to the diesel fuel excise tax effective November 1, 2017, half of which will be allocated to Trade Corridors Enhancement Account (TCEA) with the remaining half to the RMRA.
- A new vehicle registration tax called the "transportation improvement fee," effective January 1, 2018, based on the market value of the vehicle.
- An additional new $100 vehicle registration tax on zero emission vehicles model year 2020 and later effective July 1, 2020.
- Annual rate increases to these taxes every July 1 (January 1 for the registration fees) for the change in the California Consumer Price Index. The first adjustment made on July 1, 2020 covered CPI change for two years: November 1, 2017 through November 12, 2019.

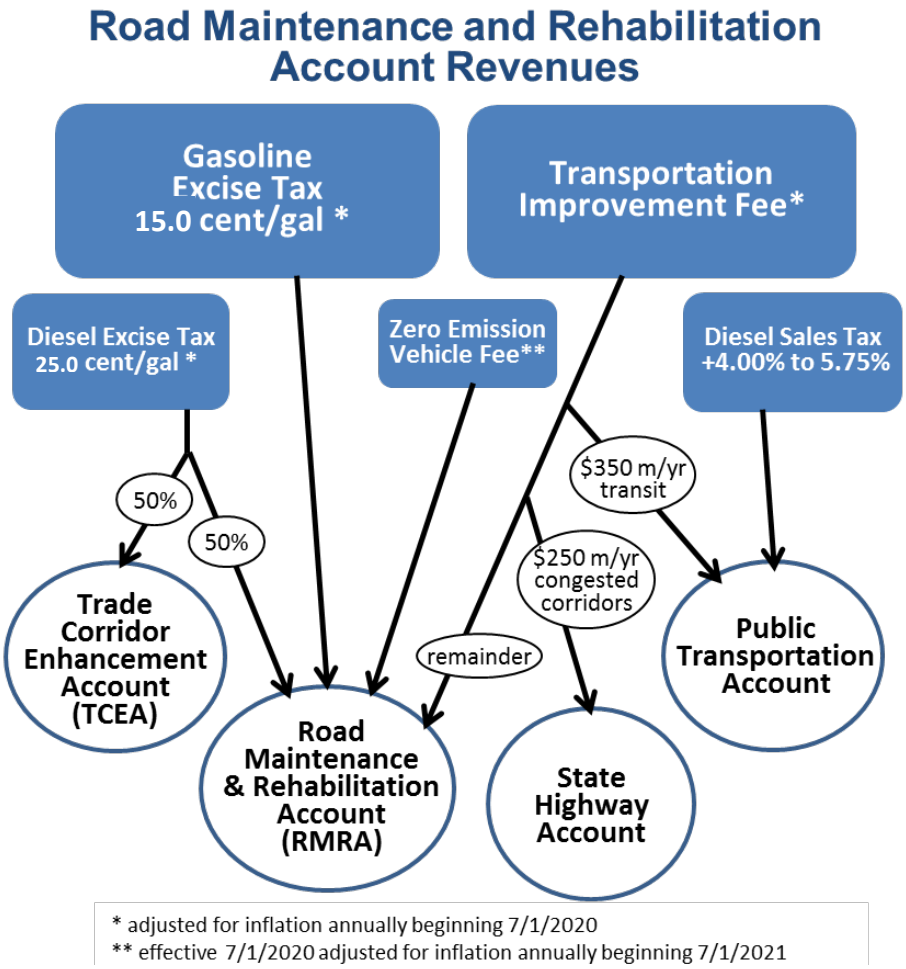
SB1 Transportation Improvement Fee

Vehicle Value	Jan 2018	Jan 2020	Jan 2021	Jan 2022	Jan 2023	Jan 2024	Jan 2025
0 - $4,999	$ 25	$ 27	$ 27	$ 28	$ 29	$ 32	$ 32
$5,000 - $24,999	$ 52	$ 54	$ 55	$ 56	$ 59	$ 65	$ 65
$25,000 - $34,999	$ 105	$ 107	$ 110	$ 112	$ 118	$ 129	$ 129
$35,000 - $59,999	$ 157	$ 161	$ 165	$ 168	$ 177	$ 194	$ 194
$60,000 & over	$ 183	$ 188	$ 192	$ 196	$ 206	$ 227	$ 227

SB1 Road Improvement Fee (RIF)

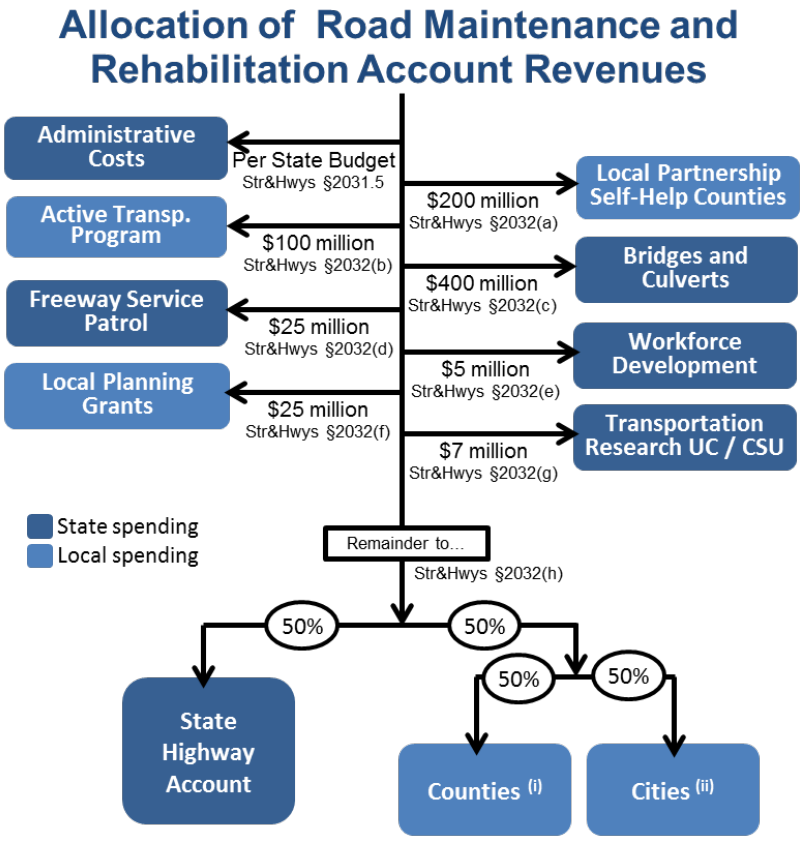
	Jan 2020	Jan 2021	Jan 2022	Jan 2023	Jan 2024	Jan 2025
ZEV vehicle*	$ 100	$ 101	$ 103	$ 108	$ 118	$ 118

[4] In addition, funds from a 4 percent increase in the diesel sales tax to 5.75 percent from the prior 1.75 percent effective November 1, 2017 are allocated to the Public Transportation Account.



The Road Repair and Accountability Act directs the State Controller to allocate, on a monthly basis, fifty percent of the revenues in the RMRA to the State Highway Operation and Protection Program (SHOP) in the State Highway Account and half to cities and counties. But there are a series of specific program allocations, subject to appropriation in the annual state budget, to be taken out first:

1. Administrative costs.
2. $200 million for the State-Local-Partnership Program for existing and aspiring self-help jurisdictions.
3. $100 million annually for the Active Transportation Program for the purpose of encouraging increased use of active modes of transportation, such as biking and walking.
4. $400 million for state bridge and culvert maintenance and rehabilitation.
5. $25 million for the state's Freeway Service Patrol program.
6. $5 million for five years through FY 2021-22 for pre-apprenticeship training programs of the California Workforce Development Board.
7. $25 million for local planning grants to encourage local and regional planning.
8. $7 million for transportation research and transportation-related workforce education, training, and development including $5 million to the University of California and $2 million to the California State University.



Use of Funds: RMRA [Streets and Highways Code Section 2030]

The use of RMRA local streets and roads funds is similar but, not identical, to HUTA use rules. Pursuant to Streets and Highways Code Section 2030, RMRA local streets and roads allocations must be used for projects "that include, but are not limited to," the following

- Road maintenance and rehabilitation
- Safety projects
- Railroad grade separations
- Traffic control devices
- Complete street components, "including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and storm-water capture projects in conjunction with any other allowable project."

RMRA funds may also be used to satisfy a match requirement for projects eligible for state or federal funds.

SB1 also contains non-obligatory intent language regarding the use of funds. "To the extent possible and cost effective," cities and counties are to use a use:

- advanced recycling techniques that reduce greenhouse gas emissions;
- automotive technologies, ZEV fueling, infrastructure-to-vehicle;
- communications autonomous vehicle systems;
- resiliency re climate change, fires, floods, sea level rise; and
- complete street elements, access for bicycles, pedestrians.

If a city or county has an average Pavement Condition Index that meets or exceeds 80, the city or county may spend its RMRA funds on transportation priorities other than these. [Streets and Highways Code Sec 2037]

Maintenance of Effort: RMRA [Streets and Highways Code Sec 2036]

The Road Repair and Accountability Act contains a local agency maintenance of effort (MOE) requirement that applies to funds allocated through the RMRA. The Act states that the MOE requirement is to ensure that these new roads funds do not supplant existing levels of city and county general revenue spending on streets and roads. The MOE for the receipt of RMRA funds state that a city or county must maintain general fund spending for street, road, and highway purposes at no less than average of 2009–10, 2010–11, and 2011–12 years. In making this calculation an agency may exclude one-time funds. A city or county that fails to comply in a particular year may make it up with in additional expenditures in the following year.

The Act provides that the State Controller may perform audits to ensure compliance with these MOE rules. If the State Controller determines that a city or county has not met its MOE, the agency will be required to reimburse the state for the funds it received during that fiscal year. However, a city or county that fails to comply in a particular fiscal year may expend during that fiscal year and the following fiscal year a total amount that is sufficient to comply. Any funds withheld or returned as a result of a failure to comply will be reapportioned to the other counties and cities whose expenditures are in compliance.

For further guidance, see the State Controller's "*Guidelines Relating to Gas Tax Expenditures for Cities and Counties*."

Spending Plans and Reports: RMRA [Streets and Highways Code Sec 2034]

The Road Repair and Accountability Act stipulates that, prior to receiving RMRA funds in a fiscal year, a city or county must submit to the California Transportation Commission (CTC) a project list pursuant to an adopted budget. The list must include for each project: description, location, schedule, useful life. [Streets and Highways Code Sec 2034(a)]

The Road Repair and Accountability Act also requires that a city or county submit to the CTC an annual report of project completion in order to receive RMRA funds. The report must include descriptions of all projects for which RMRA funds were expended including: description, location, funds expended, completion date, estimated useful life of the project.

Budgeting and Accounting for RMRA Funds: The ~60 Day Delay

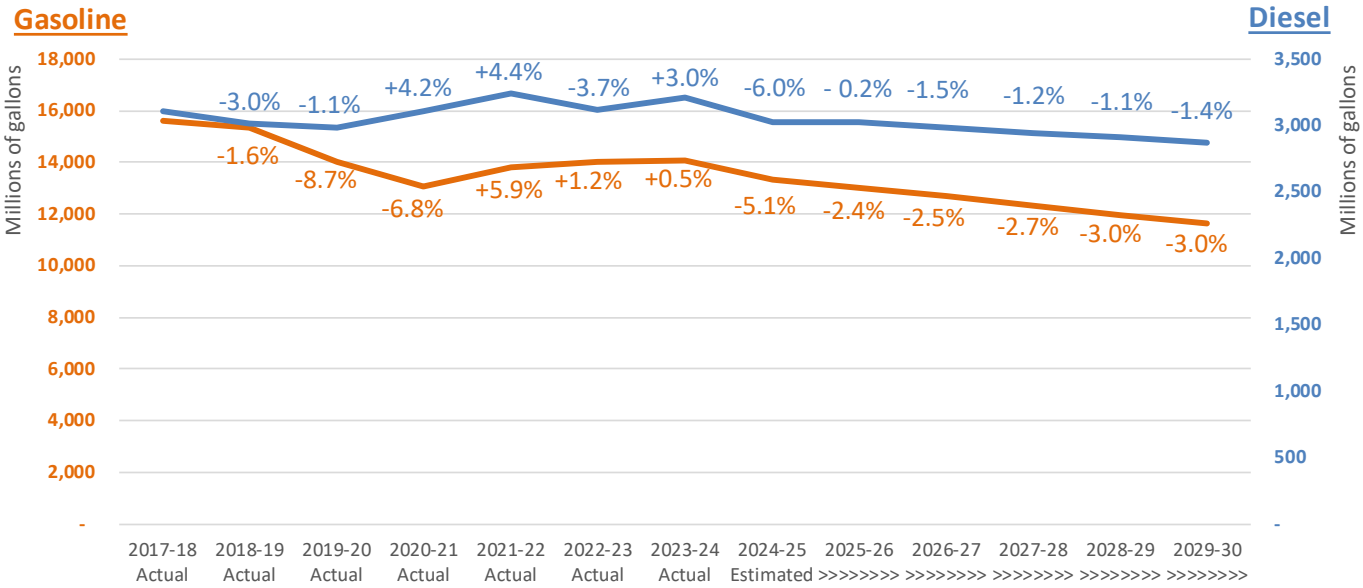
The allocation of Road Maintenance and Rehabilitation Account (RMRA) revenues to cities and counties takes many weeks. It takes the State Controller's Office roughly 30 to 60 days from the time of revenue collection by the state, through the various statutory set asides to distribute the funds to cities and counties in monthly allocations. Consequently, the estimates shown in this report are for revenues collected for July through June are not received on a cash basis by local agencies until September through August. That is, for example, the FY2022-23 figure for your agency is revenues collected in and for July 2022 through June 2023 but distributed in monthly allocations September 2022 through August 2023. Cities and counties thus have two choices in the budgeting and accounting of RMRA revenues:

1) apply a 60 day accrual policy to RMRA funds (*recommended*); or
2) adjust RMRA budgets (especially in FY2017-18) to reflect a distributed cash basis.

Local Streets and Roads (HUTA and RMRA) Revenue Estimates for FY2024-25 and FY2025-26

We have computed revenue estimates for each city and county using a model reflecting the local allocation formulas, latest population figures used by the State Controller for allocations and estimates by the state Department of Finance (DOF) of statewide HUTA and RMRA tax revenues provided with the ***Governor's May Revision to the Proposed 2025-26 Budget (released May 14, 2025)*** and analyses of SB1(Beall), The Road Repair and Accountability Act of 2017.

Fuel consumption was sharply down during the height of the COVID-19 pandemic but has largely recovered to its prior, slightly declining trajectory. Recently, fuel prices have increased steeply but the price of fuel no longer has a direct effect on local streets and roads revenues because all rates are per gallon, regardless of price.



Despite lower fuel consumption, scheduled rate increases stipulated in SB1 have kept local allocations of revenue growing at a modest pace. Total LSR allocations (including HUTA, TCRF, and RMRA) were up 6.7 percent in 2022-23 and 10.8 percent in 2023-24. Nevertheless, as fuel consumption gradually declines, revenue growth will soften. The Department of Finance projects total LSR allocations to cities and counties in 2024-25 will be 5.1 percent above FY 2023-24. For the budget year FY2025-26, DOF estimates total statewide local streets and roads allocations will grow just 1.7 percent.

HUTA (Highway Users Tax Account)

HUTA revenues are allocated to cities and counties pursuant to Sections 2103-2107 of the Streets and Highways Code. The per gallon excise tax rates that provide HUTA revenues are adjusted annually on July 1 as described above. Revenue changes depend on the combined effects of 1) these rate adjustments, 2) taxable gallonage, and 3) the relative change of statutory transfers including the "weight fee offset" that pays state transportation bond debt.

Sec2103-2108 HUTA allocations (not including RMRA) grew 12.6 percent in FY2023-24 largely reflecting the post-pandemic economic recovery. HUTA revenue growth is now flattening and will begin to decline in a few years. DOF estimates 2.6 percent HUTA growth in current year FY2024-25, leveling off to 0.01 percent growth in budget year FY2024-25.

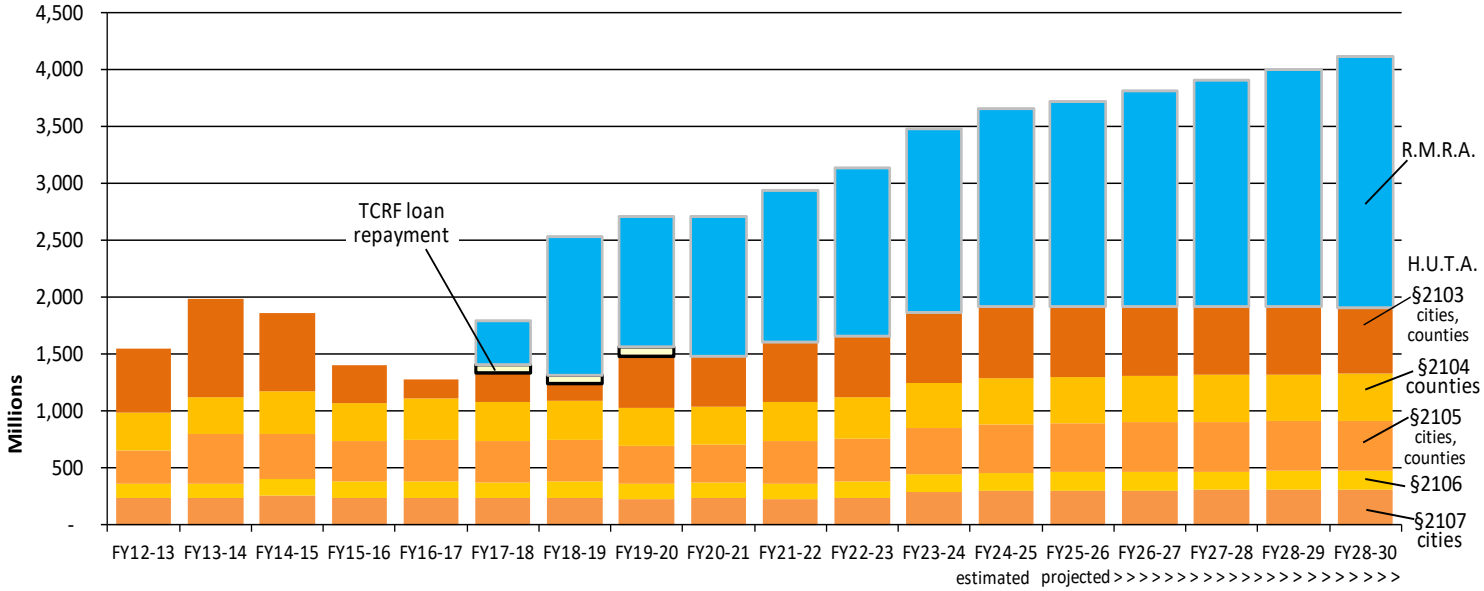
RMRA (Road Maintenance and Rehabilitation Account)[5]

The Road Repair and Accountability Act (SB1) taxes that provide funding to cities and counties through the RMRA began on November 1, 2017 when the new per-gallon fuel excise taxes took effect. It also includes allocations from the SB1 vehicle registration tax ("Transportation Improvement Fee") and the zero emission vehicle registration tax ("Road Improvement Fee").

DOF estimates FY2024-25 RMRA revenues will be 8.1 percent higher than FY2023-24 actuals and that FY2025-26 revenues will grow by 3.6 percent over the current year.

Why does city/county RMRA growth differ from city/county HUTA growth? Under SB1, various fixed-amount statutory allocations are made from the new SB1 tax rates prior to the city and county allocations. In addition, the $1.3 million and growing "weight fee transfer" that is used to pay state transportation debt service is projected to grow more than the modest growth in HUTA revenues impacting the local allocations which follow.

California Local Streets and Roads Program - State Funds to Cities and Counties


4,500
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Millions
TCRF loan repayment
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H.U.T.A.
§2103 cities, counties
§2104 counties
§2105 cities, counties
§2106
§2107 cities
FY12-13 FY13-14 FY14-15 FY15-16 FY16-17 FY17-18 FY18-19 FY19-20 FY20-21 FY21-22 FY22-23 FY23-24 FY24-25 FY25-26 FY26-27 FY27-28 FY28-29 FY28-30
estimated
projected > > >

transportation program planning, we estimate transportation allocations to cities and counties will increase in outyears at the following growth rates:

Estimated Annual Revenue Growth Rate over prior year

	2025-26	2026-27	2027-28	2028-29	2029-30
HUTA 2103	-1.4%	-1.2%	-2.0%	-2.1%	-2.5%
HUTA 2104	0.7%	0.7%	0.9%	0.6%	0.5%
HUTA 2105	0.7%	0.7%	0.9%	0.6%	0.5%
HUTA 2106	0.7%	0.7%	0.9%	0.6%	0.5%
HUTA 2107	0.7%	0.7%	0.9%	0.6%	0.5%
RMRA	3.6%	5.0%	5.1%	5.1%	6.1%

Your ~~Mileage~~ *Revenues* May Vary

Long-term, in addition to the growth in statewide local streets and roads revenue collections, the allocations to each particular city will be primarily related to changes in the city's population relative to the change in state population in cities. The current forecast for California population, provided by the Demographics Unit of the California Department of Finance is as follows:[6]

California	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Population	39,185,605	38,990,487	38,991,721	39,024,054	39,068,081	39,131,779	39,213,804	39,323,647	39,430,871	39,532,028
..... in Cities	32,713,003	33,118,970	33,120,018	33,182,482	33,219,919	33,274,082	33,343,828	33,437,229	33,528,402	33,614,417
percent change		1.24%	0.00%	0.19%	0.11%	0.16%	0.21%	0.28%	0.27%	0.26%

	2032	2033	2034	2035	2036	2037	2038	2039	2040
Population	39,626,155	39,719,558	39,800,683	39,872,787	39,936,372	39,991,277	40,037,385	40,076,005	40,106,449
Population in Cities	33,694,454	33,773,875	33,842,856	33,904,167	33,958,234	34,004,920	34,044,126	34,076,965	34,102,852
percent change	0.24%	0.24%	0.20%	0.18%	0.16%	0.14%	0.12%	0.10%	0.08%

If you think your city's population growth will be significantly different from the statewide average in cities, then you should adjust accordingly. For example, the City of Buenavida's planning department estimates the city will see average annual residential population growth of 1.5 percent annually over the next ten years. The city's estimated HUTA 2105 allocation for FY2025-26 is $381,200. The long term projection of Section 2105 revenue would be:

$381,200 x Sec2105 growth x Buenavida Population Growth ÷ Statewide City Population Growth

So, for 2026-27, the city would estimate $381,200 x 1.007 x 1.015 ÷ 1.0019 = $388,829

And long term …

City of Buenavida EXAMPLE							
	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
HUTA Sec2015	$ 381,200						
2105 growth		0.7%	0.9%	0.6%	0.5%	0.0%	0.0%
Buenavida pop		1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Cities pop		0.19%	0.11%	0.16%	0.21%	0.28%	0.27%
HUTA Sec2015		$ 388,829	$397,707	$405,350	$412,680	$417,701	$422,824

[6] See http://www.dof.ca.gov/Forecasting/Demographics/projections/ . California population in cities estimated by author based on recent historic trend of proportion of population in cities.

Changes for in allocations to an individual county will be affected by many things including: the population of the county relative to the total population of the state, proportion of population in the unincorporated area of the county, as well as relative numbers of vehicle registrations, assessed values and maintained road miles.

Next Update

The next update to these revenue estimates will be in January 2026.

mjgc

ATTACHMENTS:

A) Local Streets and Roads - Projected Individual City Revenues – FY2024-25
B) Local Streets and Roads - Projected Individual City Revenues – FY2025-26
C) Local Streets and Roads - Projected Individual County Revenues – FY2024-25 (from CSAC)
D) Local Streets and Roads - Projected Individual County Revenues – FY2025-26 (from CSAC)

ATTACHMENT A

Local Streets and Roads - Projected FY2024-25 Revenues

Based on State Dept of Finance statewide revenue projections

Estimated May 2025	**Highway Users Tax Acct (HUTA)[1] Streets & Highways Code**					**TOTAL HUTA**	**Road Mntnc Rehab Acct**	**TOTAL**
	Sec2103 [5]	**Sec2105 [3]**	**Sec2106 [3]**	**Sec2107 [3]**	**Sec2107.5 [4]**			
CONTRA COSTA COUNTY								
ANTIOCH	1,098,582	742,139	439,725	1,005,760	10,000	3,296,207	3,023,512	6,319,719
BRENTWOOD	615,748	415,964	248,573	563,722	7,500	1,851,508	1,694,659	3,546,167
CLAYTON	105,115	71,010	46,415	96,234	3,000	321,774	289,298	611,073
CONCORD	1,192,525	805,602	476,917	1,091,765	10,000	3,576,809	3,282,061	6,858,870
DANVILLE	414,866	280,260	169,044	379,813	6,000	1,249,983	1,141,792	2,391,775
EL CERRITO	246,818	166,736	102,515	225,964	6,000	748,033	679,291	1,427,324
HERCULES	247,616	167,275	102,830	226,694	6,000	750,416	681,488	1,431,904
LAFAYETTE	241,555	163,181	100,431	221,145	6,000	732,311	664,806	1,397,117
MARTINEZ	356,646	240,930	145,995	326,512	6,000	1,076,082	981,559	2,057,641
MORAGA	164,390	111,053	69,882	150,500	4,000	499,825	452,434	952,259
OAKLEY	434,523	293,539	176,826	397,809	6,000	1,308,697	1,195,892	2,504,589
ORINDA	185,463	125,288	78,224	169,792	4,000	562,767	510,430	1,073,197
PINOLE	179,895	121,527	76,020	164,695	4,000	546,138	495,107	1,041,245
PITTSBURG	724,388	489,356	291,583	663,183	7,500	2,176,010	1,993,659	4,169,669
PLEASANT HILL	327,887	221,502	134,610	300,183	6,000	990,182	902,410	1,892,592
RICHMOND	1,101,128	743,859	440,733	1,008,091	10,000	3,303,812	3,030,520	6,334,332
SAN PABLO	305,969	206,695	125,932	280,117	6,000	924,714	842,087	1,766,801
SAN RAMON	803,748	542,966	323,001	735,837	7,500	2,413,052	2,212,070	4,625,122
WALNUT CREEK	667,954	451,232	269,241	611,517	7,500	2,007,445	1,838,341	3,845,786
DEL NORTE COUNTY								
CRESCENT CITY	63,959	43,207	24,850	58,555	2,000	192,570	176,026	368,596
EL DORADO COUNTY								
PLACERVILLE	102,797	69,444	70,881	94,112	3,000	340,234	282,918	623,153
SOUTH LAKE TAHOE	203,542	137,502	135,644	2,062,990	5,000	2,544,677	560,189	3,104,866

Local Streets and Roads - Projected FY2025-26 Revenues

Based on State Dept of Finance statewide revenue projections

Estimated May 2025

	Highway Users Tax Acct (HUTA)[1] Streets & Highways Code					TOTAL HUTA	Road Mntnc Rehab Acct	TOTAL
	Sec2103 [5]	Sec2105 [3]	Sec2106 [3]	Sec2107 [3]	Sec2107.5 [4]			
CONTRA COSTA COUNTY								
ANTIOCH	1,082,905	747,398	442,864	1,019,024	10,000	3,302,191	3,131,708	6,433,899
BRENTWOOD	606,962	418,912	250,332	571,157	7,500	1,854,862	1,755,302	3,610,164
CLAYTON	103,615	71,513	46,715	97,503	3,000	322,347	299,651	621,998
CONCORD	1,175,508	811,310	480,324	1,106,164	10,000	3,583,305	3,399,509	6,982,814
DANVILLE	408,946	282,246	170,229	384,822	6,000	1,252,243	1,182,651	2,434,894
EL CERRITO	243,296	167,918	103,220	228,944	6,000	749,377	703,600	1,452,977
HERCULES	244,083	168,461	103,538	229,684	6,000	751,765	705,875	1,457,640
LAFAYETTE	238,108	164,337	101,121	224,062	6,000	733,627	688,595	1,422,222
MARTINEZ	351,557	242,637	147,014	330,818	6,000	1,078,025	1,016,684	2,094,709
MORAGA	162,044	111,840	70,351	152,485	4,000	500,720	468,624	969,344
OAKLEY	428,322	295,619	178,068	403,055	6,000	1,311,064	1,238,686	2,549,751
ORINDA	182,816	126,176	78,754	172,032	4,000	563,778	528,695	1,092,473
PINOLE	177,328	122,388	76,534	166,868	4,000	547,118	512,824	1,059,942
PITTSBURG	714,052	492,823	293,653	671,929	7,500	2,179,956	2,065,001	4,244,957
PLEASANT HILL	323,208	223,071	135,546	304,142	6,000	991,968	934,702	1,926,671
RICHMOND	1,085,415	749,130	443,879	1,021,386	10,000	3,309,811	3,138,966	6,448,777
SAN PABLO	301,603	208,160	126,806	283,811	6,000	926,381	872,221	1,798,602
SAN RAMON	792,278	546,813	325,297	745,541	7,500	2,417,430	2,291,229	4,708,659
WALNUT CREEK	658,423	454,429	271,149	619,582	7,500	2,011,084	1,904,126	3,915,209
DEL NORTE COUNTY								
CRESCENT CITY	63,046	43,513	24,994	59,327	2,000	192,880	182,325	375,205
EL DORADO COUNTY								
PLACERVILLE	101,330	69,936	71,358	95,760	3,000	341,384	293,042	634,427
SOUTH LAKE TAHOE	200,638	138,476	136,588	1,718,806	5,000	2,199,507	580,235	2,779,742

AGENDA BILL

Agenda Item No. 7.I.

Date: June 17, 2025
To: El Cerrito City Council
From: Jarrett Mullen, Sustainable Transportation Program Manager, Community Development Department; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department
Subject: Designate One On-Street Parking Space for Zipcar on Kearney Street South of Manila Avenue

ACTION PROPOSED

Adopt a resolution designating one on-street parking space for Zipcar on the east side of Kearney Street south of Manila Avenue, fronting the California Department of Motor Vehicles.

BACKGROUND

Car sharing is a service that provides members with access to a fleet of vehicles on an hourly basis. Members reserve a car online, walk to the nearest parking space, open the door with their phone or keycard, and drive off. They are billed at the end of their trip. By providing an alternative to car ownership, car sharing is proven to reduce parking demand and complement walking, bicycling, and public transit use. Research shows that each car share vehicle can replace as many as 11 private vehicles and on average, are shared among 19 unique users. In contrast, a typical private car is shared between two unique users.

El Cerrito was previously served by two car share companies: Zipcar and Gig Car Share, both of which withdrew from the City in 2024. Gig Car Share ended operations in all markets due to shifting travel patterns and rising costs, while Zipcar paused operations at several Bay Area locations, including its two El Cerrito locations, to address operational and safety issues, which have since been resolved. To support the City's sustainable transportation policies, City staff engaged Zipcar to discuss returning service to El Cerrito and identified an opportunity to site a Zipcar in a designated on-street parking space on the east side of Kearney Street south of Manila Avenue, fronting the California Department of Motor Vehicles (6400 Manila Avenue).

ANALYSIS

Because of car share's proven sustainable mobility benefits, many public agencies allow car share operators curb access in the public right-of-way, including public parking. The City is no exception. Between 2022 and 2024, the City created a pilot program agreement that authorized Gig Car Share to operate in the City, joining Gig's broader service area in the Bay Area. Gig operated a "one-way" service model where members could end their rentals at most public parking spaces within the service area and start trips by using an app to find nearby cars.

Prior to the end of Gig service in 2024, Gig's data showed strong demand for car share in El Cerrito. During an average month, each Gig vehicle was shared by 11 unique users who took an average of 1.4 trips per vehicle per day, meaning that each vehicle was shared among many users and was not sitting idle for long periods of time, both important benchmarks for successful car share markets. Gig representatives confirmed to City staff that El Cerrito demand was meeting their expectations, but a range of factors ultimately led to Gig's decision to end service in all markets, including shifting travel patterns following COVID-19 shelter-in-place mandates, increasing costs, and changes in business strategy and priorities from Gig's parent company, AAA.

In contrast to Gig's "one-way" service model, Zipcar employs a "round trip" service model where vehicles are positioned at designated parking spaces and members start and end trips at the same location. Zipcar is looking to reactivate its two prior El Cerrito locations, one at each of the City's BART station rider parking lots, later this year. Zipcar's BART station locations, however, leave a gap in coverage for the Midtown area. To serve this area, City staff and Zipcar representatives identified one on-street parking space along the east side of Kearney Street south of Manila Avenue fronting the California Department of Motor Vehicles (DMV) as an ideal site for a designated Zipcar location.

This location would serve residents and employees alike. City Hall and DMV employees who commute to work without a vehicle could use Zipcar for daytime appointments or errands, while residents of nearby multifamily buildings such as Cerrito Vista, Civic Plaza, Village at Town Center, and complexes along Liberty Street would now have access to a shared vehicle. By designating one on-street parking space for Zipcar, the vehicle would be shared among many users and support the City's mobility objectives to provide transportation choices, reducing driving and parking demand.

The relationship between Zipcar and the City is shaped by the California Vehicle Code (CVC) and documented by an agreement between the two parties. CVC Section 22507.1 authorizes a local authority to designate, by ordinance or resolution, certain public parking spaces for the exclusive use of motor vehicles participating in a car share vehicle program, while the agreement defines the terms and conditions of Zipcar's use of the public right-of-way, which will be reviewed and approved by the City Manager and City Attorney per El Cerrito Municipal Code Chapter 13.12.

STRATEGIC PLAN CONSIDERATIONS

This action supports the City's Strategic Plan Goal(s) of:

- *High Performing Organization; and*
- *Livability and Belonging; and*
- *Infrastructure and Amenities; and*
- *Environmental Sustainability.*

ENVIRONMENTAL CONSIDERATIONS

Adopting this resolution is exempt from review under the California Environmental Quality Act (CEQA). The actions contemplated consist of maintenance and operation of existing facilities and authorization of use of those facilities (CEQA Guidelines Section 15301).

FINANCIAL CONSIDERATIONS

Zipcar is required, at their sole cost, to install and maintain (and in the event service ends, remove) all parking signage and markings to the satisfaction of the City Engineer.

LEGAL CONSIDERATIONS

The City Attorney has reviewed and the proposed action and found that legal considerations have been addressed. The City Attorney will review and approve the final form of the agreement between the City and Zipcar that outlines the terms and conditions of Zipcar's use of the public right-of-way.

Reviewed by:

Karen Pinkos, City Manager

Attachments:

1. Resolution

RESOLUTION 2025–XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING DESIGNATED ON-STREET PARKING SPACE FOR ZIPCAR

WHEREAS, by providing an alternative to car ownership, car share is proven to reduce the number of vehicles on the road and complement walking, bicycling, and public transit use; and

WHEREAS, the City intends to enter into an agreement ("Agreement") with Zipcar to provide car share services within the City; and

WHEREAS, as a condition of the Agreement, the City must provide Zipcar with one designated on-street parking space within the City; and

WHEREAS, Vehicle Code section 22507.1 authorizes a local authority to designate certain streets for the exclusive parking of motor vehicles participating in a car share vehicle program or ridesharing program; and

WHEREAS, pursuant to Vehicle Code section 22507.1, the City intends to designate a parking space on Kearney Street in front of the Department of Motor Vehicles that will be marked by signage; and

WHEREAS, adopting this resolution is exempt from review under the California Environmental Quality Act (CEQA). The actions contemplated consist of maintenance and operation of existing facilities and authorization of use of those facilities (CEQA Guidelines Section 15301).

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that the foregoing recitals are true and correct and made a part of this resolution.

BE IT FURTHER RESOLVED, that the City Council approves the designation of an exclusive parking spot for Zipcar on Kearney Street fronting the Department of Motor Vehicles, to be specifically sited by the Public Works Director, including but not limited to installation of any signage and curb painting.

BE IT FURTHER RESOLVED, that the City Council hereby authorizes the Public Works Director / City Engineer to modify the location of the designated exclusive parking spot for Zipcar.

BE IT FURTHER RESOLVED, that this Resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on June 17, 2025, the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on_____.

_____
Holly M. Charléty, City Clerk

APPROVED:

_____
Carolyn Wysinger, Mayor

AGENDA BILL

Agenda Item No. 7.J.

Date: June 17, 2025
To: El Cerrito City Council
From: Christina Leard, Management Analyst III; Amelia Timbers, Operations and Environmental Services Division Manager; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department
Subject: Amendment to Agreement with Napa Recycling and Waste Services, LLC (NRWS) for Commingled Recyclable Materials Processing Services

ACTION PROPOSED

Adopt a resolution authorizing the City Manager to amend the agreement with Napa Recycling and Waste Services, LLC (NRWS) for commingled recyclable materials processing services to extend the contract term by six months through December 31, 2025, in an amount not to exceed $110,000.

BACKGROUND/ANALYSIS

The City of El Cerrito operates the City's recycling programs, including the curbside recycling collection for El Cerrito residents and businesses and the daily operations of the Recycling + Environmental Resource Center (Recycling Center).

In the spring of 2019, the City requested proposals from recyclable materials processors within reasonable distance of El Cerrito. Based on evaluation of the four submitted proposals, NRWS was found to provide the best value to the City. As a result, on June 18, 2019, the City Council approved an agreement with NRWS to process (namely to sort, bale, market, and transport) the commingled recyclable materials from the City's curbside collection (Resolution 2019-39).

On June 16, 2020, the City Council approved a First Amendment to the agreement that increased the pricing from $25 to $55 per ton to incorporate additional government fees from the City of Napa and extended the term through June 30, 2021 (Resolution 2020-35). On June 1, 2021, the City Council approved a Second Amendment to the Agreement, extending the term through June 30, 2022, and with no change in the pricing (Resolution 2021-28). On June 21, 2022, the City Council approved a new one-year agreement with NRWS that would annually renew for two successive one-year terms through June 30, 2025 (Resolution 2022-45). Both in 2020 and 2022, City staff engaged R3 Consulting Group Inc., a solid waste consulting firm, to confirm that pricing terms with NRWS were the most competitive available to the City. Even considering higher operational costs for transportation and staff time, NRWS's price of $55 per ton remained the most competitive total price given the market conditions.

On April 1, 2025, the City Council authorized the West Contra Costa Integrated Waste Management Authority (Authority), also known as RecycleMore, to negotiate and enter into a regional post-collection agreement for solid waste including garbage, recycling, and green waste (Resolution 2025-20). In the prior fall, RecycleMore released a Request for Proposals (RFP) for post-collection services for the RecycleMore service area, which is comprised of the cities of El Cerrito, San Pablo, Richmond, Pinole, and Hercules and parts of unincorporated Contra Costa County. El Cerrito was included in the RecycleMore RFP because the City is interested in joining the regional PCA due to the potential economies of scale for the City, RecycleMore, and the other RecycleMore member agencies. RecycleMore received a sole proposal from Republic Services, reviewed the proposal, and requested authorization to begin negotiations with Republic Services. Negotiations are underway and are not expected to be completed for several months.

In the interim, the City must maintain services to process commingled recyclable materials from its curbside collection. City staff have been satisfied with the performance of NRWS under the agreement, and NRWS has been pleased with the quality of El Cerrito's material. Both parties desire to extend the agreement and NRWS has offered to maintain the current rate of compensation of $55 per ton, which is still competitive. As a result, City staff propose that the term of the agreement with NRWS be extended by six months through December 31, 2025, for a not-to-exceed amount of $110,000. This expiration date would align with that of the City's current post-collection agreement for the processing of curbside garbage and green waste.

STRATEGIC PLAN CONSIDERATIONS

This action supports the City's Strategic Plan Goal(s) of:

- *High Performing Organization* by ensuring the lowest possible cost for the processing of recyclable material, and
- *Infrastructure and Amenities*; by maintaining an emphasis on providing excellent customer service and by ensuring the City's solid waste programs, including recycling services, are delivered in a continuous and dependable manner, and
- *Environmental Sustainability* by continuing to invest in the City's recycling programs and serving El Cerrito community members as they continue to divert waste from the landfill.

ENVIRONMENTAL CONSIDERATIONS

All jurisdictions in California are required by law to provide recycling services for their residents and businesses through mandates established by AB 989, AB 341, and most recently SB 1383. In particular, SB 1383 mandates higher recycling and organics diversion compliance and required local governments to make recycling mandatory for all solid waste generators. Reliable and proper disposal, processing, and diversion of solid waste is necessary to protect the health and welfare of the community and environment. Contracting with NRWS for the processing of the City's curbside material will ensure the continuity of the City's recycling programs.

Pursuant to Title 14, the California Code of Regulations, Section 15378(b)(5) of the California Environmental Quality Act (CEQA) guidelines, the proposed action is an administrative activity of the City that will not result in direct or indirect physical changes to the environment. It is also exempt from review under Guidelines Section 15301 for operation of existing facilities.

FINANCIAL CONSIDERATIONS

Funding for the costs to process the City's commingled recyclable materials has been incorporated into the Integrated Waste Management (IWM) Fee setting effective January 1, 2025 (Resolution 2024-89) and are included in the IWM Fund as part of the Fiscal Year 2025-26 Budget.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the proposed action and found that legal considerations have been addressed.

Reviewed by:

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Draft Amendment

RESOLUTION 2025-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT OF THE AGREEMENT WITH NAPA RECYCLING AND WASTE SERVICES, LLC FOR COMMINGLED RECYCLABLE MATERIALS PROCESSING SERVICES TO EXTEND THE CONTRACT TERM BY SIX MONTHS THROUGH DECEMBER 31, 2025 IN AN AMOUNT NOT TO EXCEED $110,000

WHEREAS, the City of El Cerrito (City) provides Integrated Waste Management Services for residents and businesses in its jurisdiction, including curbside collection of recyclable materials and operation of the El Cerrito Recycling + Environmental Resource Center; and

WHEREAS, in June 2019, the City approved a one-year agreement with Napa Recycling and Waste Services (NRWS) to process (namely to sort, bale, market, and transport) commingled recyclable materials from the City's curbside collection (Resolution 2019-39); and

WHEREAS, in response to additional government fees from the City of Napa, the price for materials processing at NRWS increased from $25 to $55 per ton effective July 1, 2020; and

WHEREAS, after determining that the contract pricing continued to be the most competitive pricing available to the City, the City agreed to extend the contract term through June 30, 2021 (Resolution 2020-35) and then again through June 20, 2022 (Resolution 2021-28), and then approved a new agreement effective through June 30, 2025 (Resolution 2022-45); and

WHEREAS, in April 2025, the City authorized the West Contra Costa Integrated Waste Management Authority, also known as RecycleMore, to negotiate and enter into new regional post-collection agreement for solid waste including garbage, recycling, and green waste (Resolution 2025-20); and

WHEREAS, RecycleMore's efforts on the regional post-collection agreement are underway and not expected to be completed for several months and, in the interim, the City must maintain services to process commingled recyclable materials from its curbside collection; and

WHEREAS, the City remains satisfied with NRWS's performance and both the City and NRWS desire to continue their contracting relationship at the current rate of compensation, which remains competitive; and

WHEREAS, the annual amount of recyclable materials collected by the City and processed at $55 per ton by NRWS does not exceed $220,000 per year; and

WHEREAS, to provide the City with contracting stability, NRWS has agreed to an initial term through December 31, 2025, which aligns with expiration date of the City's current post-collection agreement for processing of curbside garbage and green waste; and

WHEREAS, funding for the costs to process the City's commingled recyclable materials has been incorporated into the Integrated Waste Management (IWM) Fee effective January 1, 2025 (Resolution 2024-89); and such funds will be appropriated in the IWM Fund as part of the Fiscal Year 2025-26 Budget; and

WHEREAS, the proposed action is an administrative activity of the City that will not result in direct or indirect physical changes to the environment and relates to the operation of existing facilities. It is therefore exempt from review under the California Environmental Quality Act (CEQA) (CEQA Guidelines Sections 15378(b)(5) and 15301).

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that the foregoing recitals are true and correct and made a part of this resolution.

BE IT FURTHER RESOLVED that the City Council of the City of El Cerrito hereby authorizes the City Manager to execute an amendment to the agreement with Napa Recycling and Waste Services to extend the contract term by six months through December 31, 2025, in an amount not to exceed $110,000.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on June 17, 2025 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on _____.

_____
Holly M. Charléty, City Clerk

APPROVED:

_____
Carolyn Wysinger, Mayor

FIRST AMENDMENT

TO

AGREEMENT WITH NAPA RECYCLING AND WASTE SERVICES, LLC FORPROCESSING RECYCLABLE MATERIALS FROM THE CITY OF EL CERRITO

This First Amendment (Amendment) is entered into and effective as of June 30, 2025, and amends that certain Agreement for Processing Recyclable Materials From the City of El Cerrito (Agreement) by and between Napa Recycling and Waste Services (Processor) and the City of El Cerrito (City) dated July 1, 2022.

RECITALS

WHEREAS, in 2022, the City and Processor entered into the Agreement for processing of commingled curbside recyclable materials is set at $55.00 per ton for the Acceptable Materials listed in Exhibit 1; and

WHEREAS, the Agreement term is through June 30, 2023, with automatic extensions of the contract on an annual basis for up to two (2) consecutive terms; and

WHEREAS, the City has determined that it requires an agreement for processing of commingled curbside recyclable materials through December 31, 2025 to align with the City's current post-collection agreement for processing of curbside garbage and green waste that expires December 31, 2025, with an option to terminate at any time at the discretion of the City of El Cerrito's per the terms of the current Agreement, and

WHEREAS, the City remains satisfied with NRWS's performance and services and both the City of El Cerrito and NRWS desire to continue their contracting relationship; and

WHEREAS, the annual amount of recyclable material collected by the City and processed at $55.00 per ton by Processor does not exceed approximately $220,000 per year; and

NOW THEREFORE, in consideration of the mutual covenants and agreements contained the Agreement and in this Amendment, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the City and Processor hereby agree as follows:

Section 1. The above recitals are true and correct and incorporated in this Amendment by this reference.

Section 2. Section 6.1 (erm) is amended to read as follows:

> The term of this Agreement shall commence upon execution and terminate on December 31, 2025, unless the Agreement is otherwise terminated or modified, as provided for herein.

Section 3. Section 3.1 (price), Exhibit 2 of the Agreement is amended to add the following:

The Total Compensation for the period July 1, 2025, through December 31, 2025, shall not to exceed $110,000.

Section 4. Except as set forth herein, all other terms and conditions of the Agreement remain unchanged and in full force and effect.

SIGNATURES ON FOLLOWING PAGE

CITY:

City of El Cerrito

_____

Karen Pinkos, City Manager

PROCESSOR:

Napa Recycling and Waste Services, LLC.

_____

Name, Title

AGENDA BILL

Agenda Item No. 7.K.

Date: June 17, 2025
To: El Cerrito City Council
From: Christina Leard, Management Analyst III; Amelia Timbers, Operations & Environmental Services Division Manager; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department
Subject: Amendment to Agreement with East Bay Sanitary Company, Inc. for Street Sweeping Services

ACTION PROPOSED

Adopt a resolution approving and authorizing the City Manager to execute an amendment to the agreement with East Bay Sanitary Company, Inc. for street sweeping services to extend the contract term by one additional year through June 30, 2026, in an amount not to exceed $112,716.19.

BACKGROUND/ANALYSIS

Per the terms of the City's National Pollutant Discharge Elimination System (NPDES) Municipal Regional Permit (MRP), the City of El Cerrito (City) is responsible for keeping its streets, gutters, storm drains, creeks, and waterways free of trash, debris and other pollutants. Trash, debris, and other pollutants on City streets can easily be mobilized by rain and wind to gutters and storm drain inlets, ending up in storm drain pipes flowing to creeks and the San Francisco Bay. Regular street sweeping of residential and commercial streets is an effective method of removing trash, debris, and other pollutants from City streets before they can enter the storm drain system.

After a Request for Proposals (RFP) process in November 2014, the City of El Cerrito City Council (Resolution No. 2014-71) approved an agreement with East Bay Sanitary Company Inc. ("Contractor") to provide street sweeping services in an amount not to exceed $86,132.76 adjusted for Consumer Price Index (CPI) increases through June 30, 2020, with automatic extensions of up to five additional one-year terms. The contract period will expire as of June 30, 2025. Accounting for CPI increases, the current contract amount is $110,074.40 in Fiscal Year 2024-25.

City staff propose that the term of the agreement be extended by one year through June 30, 2026, to allow staff sufficient time and flexibility to conduct another RFP process for street sweeping services. The Contractor has agreed to continue to provide the services provided in Exhibit A of the original Agreement, adjusted for a CPI of 2.4% in the amount of $2,641.79 (October 2024 for the San Francisco-Oakland-San Jose All Items Consumer Price Index).

To improve the effectiveness of street sweeping as part of a separate effort, City staff are investigating the implementation and enforcement of parking restrictions for street sweeping purposes as part of the El Cerrito Parking Management Action Plan (PMAP), which is being developed to modernize the City's on-street parking program in preparation for the El Cerrito Plaza BART Station Transit Oriented Development. In the meantime, staff is developing updated outreach and education to residents about the street sweeping program to increase awareness and participation.

STRATEGIC PLAN CONSIDERATIONS

This action supports the City's Strategic Plan Goal(s) of:

- *Infrastructure and Amenities; and*
- *Environmental Sustainability.*

ENVIRONMENTAL CONSIDERATIONS

The regular street sweeping services of East Bay Sanitary Company, Inc. are an effective method of removing trash, debris, and other pollutants from City streets before they can enter the storm drain system. This proposed action is categorically exempt from review under the California Environmental Quality Act (CEQA) because it continues current maintenance of existing roads (CEQA Guidelines Section 15301).

FINANCIAL CONSIDERATIONS

Fiscal Year 2025-26 funding for street sweeping services is available as follows:

- General Fund in the amount of $110,074.40 (same as in Fiscal Year 2024-25)
- National Pollutant Discharge Elimination System in the amount of $2,641.79 for a 2.4% CPI increase.

LEGAL CONSIDERATIONS

The City Attorney has reviewed this action and found that legal considerations have been addressed.

Reviewed by:

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Draft Amendment

RESOLUTION NO. 2025-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH EAST BAY SANITARY COMPANY, INC. FOR STREET SWEEPING SERVICES TO EXTEND THE CONTRACT TERM BY ONE ADDITIONAL YEAR THROUGH JUNE 30, 2026 IN AN AMOUNT NOT TO EXCEED $112,716.19

WHEREAS, per the terms of the City's National Pollutant Discharge Elimination System (NPDES) Municipal Regional Permit (MRP), the City of El Cerrito (City) is responsible for keeping its streets, gutters, storm drains, creeks, and waterways free of trash, debris, and other pollutants; and

WHEREAS, trash, debris and other pollutants on City streets can easily be mobilized by rain and wind to gutters and storm drain inlets, and end up in storm drain pipes flowing to creeks and San Francisco Bay; and

WHEREAS, regular street sweeping of residential and commercial streets is an effective tool at removing trash, debris, and other pollutants from City streets before they can enter the storm drain system; and

WHEREAS, the agreement with East Bay Sanitary Company Inc. to provide street sweeping services for an annual amount not to exceed $86,132.76 adjusted for Consumer Price Index (CPI) increases became effective January 1, 2015 through June 30, 2020, with automatic extensions of up to five additional one-year terms and is set to expire as of June 30, 2025 (Resolution No. 2014-71); and

WHEREAS, accounting for CPI increases, the current contract amount is $110,074.40 in Fiscal Year 2024-25; and

WHEREAS, the City seeks to maintain current NPDES compliance levels while City staff conducts a new Request for Proposals process within the next year; and

WHEREAS, East Bay Sanitary Company, Inc. agrees to provide ongoing street sweeping services through June 30, 2026 for an amount not to exceed $112,716.19 ($110,074.40 plus 2.4% CPI increase) in Fiscal Year 2025-26; and

WHEREAS, Fiscal Year 2025-26 funding for street sweeping services is available in the General Fund and NPDES Fund; and

WHEREAS, this action is categorically exempt from review under the California Environmental Quality Act (CEQA) because it continues current maintenance of existing roads (CEQA Guidelines Section 15301).

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that the foregoing recitals are true and correct and made a part of this resolution.

BE IT FURTHER RESOLVED that the City Council hereby approves and authorizes the City Manager to execute an amendment to the agreement with East Bay Sanitary Company Inc. to extend the contract term by one additional year through June 30, 2026 for an amount not to exceed $112,716.19.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on June 17, 2025 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on_____.

_____
Holly M. Charléty, City Clerk

APPROVED:

_____
Carolyn Wysinger, Mayor

FIRST AMENDMENT
to
AGREEMENT FOR GENERAL SERVICES
BETWEEN THE CITY OF EL CERRITO AND
EAST BAY SANITARY COMPANY, INC.

This First Amendment (Amendment) is entered into and effective as of _____, 2025 and amends that certain Agreement for Services (Agreement) between the City of El Cerrito (City) and East Bay Sanitary Company, Inc. (Contractor) dated November 25, 2014.

RECITALS

WHEREAS, in 2014, the City and Contractor entered into the Agreement to provide street sweeping services in an amount not to exceed $86,132.76 adjusted annually for the Consumer Price Index (CPI) as specified; and

WHEREAS, the Agreement term extends through June 30, 2020, with automatic extensions of up to five additional one-year terms, and is set to expire on June 30, 2025; and

WHEREAS, accounting for CPI increases, the current contract amount is $110,074.40 in Fiscal Year 2024-25; and

WHEREAS, the City desires to extend the Agreement through June 30, 2026 to maintain current levels of compliance with City's National Pollutant Discharge Elimination System Municipal Regional Permit; and

WHEREAS, the Contractor agrees to continue to provide the services, provided in Exhibit A of the Agreement, adjusted for the most current CPI of 2.4% in the amount of $2,641.79 (October 2024 for the San Francisco-Oakland-San Jose All Items Consumer Price Index).

NOW THEREFORE, for and in consideration of the mutual covenants and agreements contained the Agreement and in this Amendment, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the City and Contractor hereby agree as follows:

Section 1. The above recitals are true and correct and incorporated in this Amendment by this reference.

Section 2. Section 2 (Term) of the Agreement is amended to extend the agreement for an additional year through June 30, 2026.

Section 3. Section 3 (Compensation) of the Agreement is amended to increase the compensation by $2,641.79, bringing the total compensation for the period July 1, 2025, through June 30, 2026, to an amount not to exceed $112,716.19.

Section 4. Except as otherwise expressly set forth herein, all other terms and conditions of the Agreement remain unchanged and in full force and effect.

SIGNATURES ON FOLLOWING PAGE

CITY:

CITY OF EL CERRITO

_____

Karen Pinkos, City Manager

CONTRACTOR

EAST BAY SANITARY COMPANY, INC.

_____

Mark Figone, President

AGENDA BILL

Agenda Item No. 8.A.

Date: June 17, 2025
To: El Cerrito City Council
From: Thomas Wade, Fire Prevention Officer; Chase Beckman, Fire Marshal, Fire Department
Subject: Fire Hazard Abatement Hearing and Declaration

ACTION PROPOSED

Staff requests that the City Council:

1. Adopt a resolution declaring weeds, rubbish, litter, or other flammable material on certain real property identified in the resolution constitutes a public nuisance; and
2. Conduct a public hearing and upon conclusion, adopt a resolution overriding objections by property owners and ordering the City Manager or their designee to abate certain public nuisances pursuant to El Cerrito Municipal Code Chapter 16.26.

BACKGROUND

Following the Oakland/Berkeley Hills Fire in October 1991, El Cerrito needed a comprehensive citywide program to reduce hill area fire hazards in the City. The "fire storm" in the Oakland/Berkeley Hills was in fact an urban conflagration, fueled by vegetation among homes and large acreage properties that was driven by seasonally strong dry winds from the east. The fire destroyed over 3,000 dwellings. At the time of the Oakland/Berkeley Hills Fire, El Cerrito faced similar fire hazard conditions in its hill area. The City Council was determined to reduce those fire hazards by all reasonable means.

El Cerrito's comprehensive fire hazard reduction program focused upon reducing fire hazards in four areas: (1) on City property, (2) on property owned by other agencies (3) large landowners and (4) on residential property. The City began a comprehensive planning process to reduce fire hazards on City property, other agencies' properties and large landholders. These property owners were approached about reducing fire hazards on their properties. Prior efforts at fire hazard reduction on private residential property relied on voluntary compliance by the owners. The City Council concluded that stronger measures were necessary to enforce the laws regarding abatement of fire hazards on residential private property.

The Fire Hazard Abatement Program is designed to reduce fire hazards on a large number of private properties during the spring and early summer months. A process of advance notice and hearings for property owners is coupled with a public education program involving the promulgation of standards for vegetation management in

residents' yards and vacant lots.

This program seeks to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by creating a public nuisance and a fire hazard.

Most property owners voluntarily abate these hazards without Fire Department involvement. However, we anticipate that a small number of owners are content to have the City do the work and place the costs on their tax bill. For 30 years, the City's annual Fire Hazard Abatement Program has been very successful in reducing fire hazards throughout the hill neighborhoods of El Cerrito. Indeed, this program has become a model program which other fire jurisdictions have borrowed from.

ANALYSIS

Beginning in April of this year, the Fire Department conducted fire hazard inspections with a focus on the Very High Fire Hazard Severity Zone (as last adopted). The inspections began on April 9th and have continued due to re-growth and citizen complaints. As a result of the on-going inspections, a list of properties containing public nuisances was generated, which continues to be amended as additional properties are identified. Between April 24th and May 1st, the identified properties determined to be in violation of El Cerrito Municipal Code Chapter 16.26 were notified in writing of the hazards on their property and to abate those hazardous conditions. The El Cerrito Vegetation Management Standards Checklist was included with the notification (Attachment 6). Additionally, these property owners were informed in the letter from the Fire Marshal (Attachment 4) of the time, date, and location of the upcoming City Council meeting where their properties would be declared a public nuisance and abatement would be ordered. Property owners were directed to complete the necessary measures to bring their property into compliance prior to the second round of the re-inspection process which began in May 27th and continued through the date of the June 17, 2025 meeting. Only those properties that were not voluntarily abated with the first notice are contained within the Master Abatement List, Exhibit A to the proposed Resolution (List of Properties.)

This public hearing is the next step in the process to eliminate hazards on private properties that were identified as a public nuisance and have not voluntarily abated said violations. In order to achieve full compliance, the City Council is asked to declare the properties to be a public nuisance and direct the City Manager or their designee to abate such public nuisance conditions. Actual City-ordered abatement of fire hazards occurs only after all efforts at providing notice, information, and a public hearing have failed to induce voluntary compliance by the property owner.

The Fire Hazard Abatement process, under the direction of the Fire Department, should proceed according to El Cerrito Municipal Code Chapter 16.26, which specifies the following:

1. The Fire Department determines that hazards must be abated. Pursuant to these

code sections, "hazards" are defined as weeds, rubbish, litter, or other flammable materials which create a fire hazard or are otherwise noxious or dangerous and which exist on specific parcels of property within the City.

2. The Fire Department shall post notice on each property or send notice /by mail that the El Cerrito Fire Department has determined the existence of a public nuisance which must be abated and that a hearing will be held to consider any objections prior to the City Council declaring the properties to be a public nuisance and ordering the City Manager or their designee to perform abatement.
3. At the June 17, 2025 City Council meeting, the City Council shall first adopt a resolution Declaring that Weeds, Rubbish, Litter, or Other Flammable Material on Certain Real Property Constitutes a Public Nuisance (Attachment 1 and 2).
4. At the same meeting, but after adoption of the first resolution, the City Council shall conduct a public hearing to hear and consider all objections to declaration of public nuisances or the procedures proposed for abatement of the same. After the hearing, the Council shall adopt a resolution Overriding Objections by Property Owners and Ordering the City Manager or their Designee to Abate Certain Public Nuisances Pursuant to Chapter 16.26 (Attachment 3).
5. At the conclusion of the June 17, 2025 hearing, a second and final notice shall be sent to each property owner prior to abatement (Attachment 7). This notice will order the immediate abatement of nuisance conditions. This notice will clearly state that if nuisance conditions are ignored, the City shall cause abatement and costs for removal will be assessed against the property as a lien and special assessment. It will also indicate that if the conditions are voluntarily abated, the property shall be removed from the process.
6. If the nuisance is not abated between June 18, 2025 and July 16, 2025, prior to the arrival of the hazard abatement crew, the City of El Cerrito shall cause the weeds, rubbish, refuse, and other flammable material to be removed and shall keep an account of the cost of abatement for each parcel of land where such work is performed according to the City Council adopted Fire Department Master Fee Schedule.
7. At the August 19, 2025 City Council meeting the City Manager or their designee shall submit to the City Council for confirmation an itemized written report showing the cost of abatement work performed. A copy of this report shall be posted for at least ten (10) days prior to its submission to the City Council. Each property owner upon whose property abatement work was performed shall be sent written notice by mail of a hearing by the City Council to consider the cost of abatement work performed on their property.
8. At the City Council Meeting on August 19, 2025, the City Council shall receive and consider the written staff report on abatement actions taken by the City and shall hear any objections from the property owners liable to be assessed for the abatement. The City Council may modify the cost report if deemed appropriate and then confirm the report by motion or resolution.
9. After City Council confirmation of the report, a certified copy of the report shall be filed with the Contra Costa County auditor-tax collector who shall add the amount

of the assessment to the next regular tax bill levied against the parcel.

STRATEGIC PLAN CONSIDERATIONS
This action supports the City's Strategic Plan Goal(s) of:

- *High Performing Organization; and*
- *Community Safety.*

ENVIRONMENTAL CONSIDERATIONS
The Fire Hazard Abatement Program is exempt from California Environmental Quality Act (CEQA) pursuant to Sections 15304 and 15308 of the CEQA Guidelines. Therefore, no further CEQA review is required.

FINANCIAL CONSIDERATIONS
The abatement program will be administered by Fire Department staff with minimum costs expended for printing and mailing. Abatement work will be completed by City maintenance staff or private contract labor as appropriate. Program costs will be recovered through the special assessment and lien process.

LEGAL CONSIDERATIONS
The City Attorney has reviewed and approved the process.

Reviewed by:

Karen Pinkos, City Manager

Attachments:
1. Resolution (Declaring Public Nuisance)
2. Exhibit A to Resolution (List of Properties)
3. Resolution (Overriding Objections)
4. First Letter from Fire Marshal
5. Abatement Inspection Form
6. Vegetation Management Standards Checklist
7. Second Letter from Fire Marshal

RESOLUTION NO. 2025 - XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO DECLARING THAT WEEDS, RUBBISH, LITTER OR OTHER FLAMMABLE MATERIAL ON CERTAIN REAL PROPERTY CONSTITUTES A PUBLIC NUISANCE

WHEREAS, El Cerrito Municipal Code Chapter 16.26 provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material that creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, the City of El Cerrito Fire Marshal has identified certain real property, by street name, lot and block number, on which the presence of weeds, rubbish, litter or other flammable material creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous as defined in Chapter 16.26 of the El Cerrito Municipal Code and therefore constitutes a public nuisance; and

WHEREAS, pursuant to El Cerrito Municipal Code Section 16.26.160 and Government Code Section 39560-39588, the City Council shall adopt this resolution declaring that certain real property within the City constitutes a public nuisance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that the properties identified on Exhibit A, attached hereto, are declared to be public nuisances pursuant to El Cerrito Municipal Code Section 16.26.160.

BE IT FURTHER RESOLVED that on this same date of June 17, 2025 at 6:00 P.M., or as soon thereafter as the matter may be considered, in the City of El Cerrito, the City Council shall hold a hearing at which owners of the real property identified in Exhibit A hereto may object to the designation of their properties as public nuisances and object to the abatement actions proposed by the City.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on June 17, 2025 the El Cerrito City Council passed this resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on_____.

_____
Holly M. Charléty, City Clerk

APPROVED:

_____
Carolyn Wysinger, Mayor

EXHIBIT A
As of 6/04/2025
City of El Cerrito Fire Department
List of Real Property Constituting Public Nuisance

APN	STREET ADDRESS
505-351-012-8	8532 Betty Ln
505-201-006-2	1201 Brewster Dr
505-212-013-5	1009 Contra Costa Dr
505-212-005-1	1012 King Dr
505-102-004-7	1109 King Dr
505-102-001-3	1143 King Dr
573-133-007-1	1467 Rifle Range Rd
505-362-001-8	1355 Rifle Range Rd
573-132-011-4	8405 Bel View Ct
573-132-016-3	8430 Bel View Ct
573-132-030-4	8441 Wildcat Dr
505-371-008-2	1375 Summit Park Ct
505-361-025-8	8615 Thors Bay Rd
505-361-053-0	8635 Thors Bay Rd
505-361-036-5	1139 James Pl
573-112-003-5	1015 Leneve Pl
505-302-010-2	836 Craft Ave
505-322-011-6	8636 Arbor Dr
505-332-003-1	1012 Villa Nueva Dr
505-372-030-5	1385 Club View Ct

EXHIBIT A
As of 6/04/2025
City of El Cerrito Fire Department
List of Real Property Constituting Public Nuisance

505-372-034-7	1388 Club View Ct
505-372-028-9	1401 Atwell Dr
505-372-031-3	1395 Rifle Range Rd
505-390-010-5	1452 Club View Ct
505-390-001-4	1475 Vista Rd
505-390-011-3	1455 Vista Rd
573-133-005-5	1477 Rifle Range Rd
500-132-007-5	6536 Alta Vista Dr
500-120-017-8	2630 Monte Vista Av
500-190-020-7	6523 Barrett Ave
500-190-001-7	2665 Tamalpais Ave
500-132-014-1	2675 Tamalpais Ave
505-163-007-6	1637 Arlington Blvd
505-421-010-8	1557 Arlington Blvd
505-173-006-6	1437 Arlington Blvd
505-173-010-8	1421 Arlington Blvd
505-381-002-3	1401 Arlington Blvd
505-310-001-1	1057 Arlington Blvd
505-181-007-4	1401 Devonshire Dr
505-383-024-5	1366 Brewster Dr
505-382-008-9	1300 Devonshire Dr
505-181-001-7	1341 Brewster Dr

EXHIBIT A
As of 6/04/2025
City of El Cerrito Fire Department
List of Real Property Constituting Public Nuisance

505-181-003-3	1349 Brewster Dr
505-383-025-2	1352 Brewster Dr
505-351-012-8	8532 Betty Ln
505-352-005-1	8523 Betty Ln
505-181-018-1	1324 Contra Costa Dr
505-181-032-2	1304 Contra Costa Dr
505-122-014-2	8360 Kent Dr
505-130-017-5	1534 Regency Ct
505-130-015-9	1550 Regency Ct
505-422-007-3	1522 Madera Ct
505-422-008-1	1518 Madera Ct
505-422-006-5	1523 Madera Ct
505-422-009-9	1514 Madera Ct
505-422-014-9	1506 Madera Ct
503-050-013-5	1201 Richmond St
503-413-015-2	625 Richmond St
504-062-027-9	524 Richmond St
504-06-02-3	516 Richmond St

RESOLUTION NO. 2025 - XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO OVERRIDING OBJECTIONS BY PROPERTY OWNERS AND ORDERING THE CITY MANAGER OR DESIGNEE TO ABATE CERTAIN PUBLIC NUISANCES PURSUANT TO CHAPTER 16.26

WHEREAS, El Cerrito Municipal Code Chapter 16.26 provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material that creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, the City of El Cerrito Fire Marshal has identified certain real property, by street name, lot and block number, on which the presence of weeds, rubbish, litter or other flammable material creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous as defined in Chapter 16.26 of the El Cerrito Municipal Code and therefore constitutes a public nuisance; and

WHEREAS, on June 17, 2025, pursuant to El Cerrito Municipal Code Section 16.26.160 and Government Code Sections 39560-39588, the City Council adopted Resolution 2025-XX declaring that certain real property within the City constitutes a public nuisance; and

WHEREAS, El Cerrito Municipal Code Chapter 16.26 provides that notice shall be sent to owners of the real property declared a nuisance pursuant to Resolution 2025-XX providing those owners with the following: description of the nuisance; explanation of how the nuisance must be abated; explanation that if the nuisance is not abated; the City shall abate the public nuisance and the cost of abatement shall be assessed against the property as a special assessment; and informing the owners that the City Council shall hold a hearing at a certain date, time, and place at which the owners may present objections to the designation of their properties as public nuisances or to the proposed abatement of the nuisance; and

WHEREAS, between April 9 and 24, 2025, the City's Fire Department sent written notice to those property owners describing the weeds, rubbish, refuse, or other flammable material that presented a fire hazard and public nuisance; explaining that the Fire Department had determined a public nuisance that must be removed; informing the owners that if they did not abate by May 27, 2025, the City Council would hold a hearing on June 17, 2025 at which the owners could present objections to the declaration of the nuisance or the proposed abatement measures and further explained the City could abate the nuisance and collect the costs as an assessment on the property; and

WHEREAS, on June 17, 2025, the City Council adopted Resolution 2025-XX confirming the nuisance declarations of the City Fire Department and declaring a public nuisance on certain real property pursuant to Chapter 16.26; and

WHEREAS, El Cerrito Municipal Code Section 16.26.160 and Government Code Sections 39560-39588 provide that after adoption of a resolution declaring a public nuisance and notice to affected property owners of the Council's hearing of objections, the Council may overrule any objections and order the City Manager or their designee to abate the public nuisances.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it overrides any objections by owners of that certain real property on which public nuisances were declared in Resolution 2025-XX, including Exhibit A attached thereto (adopted on the same date herewith).

BE IT FURTHER RESOLVED that the City Manager and their designee is hereby ordered to abate the public nuisances by having the weeds, rubbish, refuse, dirt, or other fire hazard or noxious or dangerous materials removed.

BE IT FURTHER RESOLVED that pursuant to El Cerrito Municipal Code Section 16.26.160 and Government Code Section 39574, the City Manager or their designee shall keep an account of the cost of abatement for each parcel of land on which work is performed. The City Manager or their designee shall then prepare an itemized written report to be presented to the City Council so that, after the notice and hearing during the City Council meeting of August 19, 2025 these abatement costs can be confirmed as a special assessment against those parcels.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on June 17, 2025 the El Cerrito City Council passed this resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on _____.

_____
Holly M. Charléty, City Clerk

APPROVED:

_____
Carolyn Wysinger, Mayor

EL CERRITO-KENSINGTON FIRE DEPARTMENT
Fire Prevention Office
10900 San Pablo Avenue, El Cerrito, CA 94530
(510) 215-4457 FAX (510) 232-4917 fpo@ci.el-cerrito.ca.us

April 29, 2025

Parcel Number: **«APN»**
Property Address: «Parcel_Address», El Cerrito, CA 94530
Property Owner: «Legal_Property_Owner»
Property Owner's Address: «Mailing_Address», «Mailing_City», «Mailing_State» «Mailing_Zip»

Dear El Cerrito Property Owner:

With the State's winter rain, the community is facing unprecedented vegetation growth as we head into peak fire danger season. To reduce the fire danger on private property and provide greater community safety, the Fire Department has been inspecting properties and checking for fire hazards. Recently your property listed above was found that it **does not comply** with the Vegetation Management Guidelines set forth in the City of El Cerrito Vegetation Management Standards. You are being notified now so that you may, if you have not already done so, take steps to remove those fire hazard conditions found on your property.

Enclosed is a copy of the Fire Hazard Reduction Inspection form specifying those areas that are not in compliance as well as the Fire Hazard Reduction Guidelines and Fire Hazard Reductions Checklist that can assist you in bringing your property into compliance. More information on the Vegetation Management Standards and Guidelines may be found on the City's website at: www.el-cerrito.org under Vegetation Management Standards. Additional information is also available at www.readyforwildfire.org or www.cafiresafecouncil.org as well as many others.

If you have recently completed the work to meet these standards, no further action is required. If not, your property is required to be brought into compliance no later than May 27, 2025. There is no need to contact the Fire Department upon completion as we will be re-inspecting all properties. When the Fire Department has cleared your property, you will be removed from our non-compliant list.

On June 17, 2025 at 6:00PM the El Cerrito City Council will hold a public hearing to declare those properties still not in compliance as a public nuisance. Your property is at risk of being declared a public nuisance and subject to further abatement actions. In accordance with the Government Code, you may appear before the Board at this public hearing to dispute this declaration. The location and remote access information can be found on the City's website: https://www.el-cerrito.org/114/City-Council-Meetings

If you have not done so already, please take immediate action to remove those fire hazard conditions and we thank you for your cooperation helping us make El Cerrito a more fire safe community.

Sincerely,

Chase Beckman

Chase Beckman
Battalion Chief / Fire Marshal

EL CERRITO FIRE DEPARTMENT
KENSINGTON FIRE PROTECTION DISTRICT

10900 San Pablo Avenue, El Cerrito, Ca. 94530 (510)215-4450

Fire Hazard Reduction Inspection

Owner/Tenant	Site Address	City	State	Zip Code

Legal Propety Owner	Mailing Address	City	State	Zip Code

APN #

YOUR PROPERTY IS NOT IN COMPLIANCE WITH THE FIRE CODE.

YOU MUST COMPLETE THE FOLLOWING REQUIREMENTS:

ZONE 1

Zero to 30 feet from buildings, structures, decks,etc. in all portions within El Cerrito and Kensington

____ **1.** Remove all dead plants, grass and weeds.

____ **2**. Remove dead or dying leaves and pine needles from your yard, roof and rain gutters.

____ **3**. Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.

____ **4**. Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter.

____ **5**. On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3 of their height up to 6' above the ground, but in no case less than 18" from the ground.

____ **6**. Relocate wood piles to Zone 2 if applicable.

____ **7**. Remove or prune flammable plants and shrubs near windows.

____ **8**. Remove vegetation and items that could catch fire from around and under decks.

____ **9.** Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials.

____ **10.** Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line.

ZONE 2

Thirty to 100 feet from buildings, structures, decks, etc. for all parcels within the Very High Fire Hazard Severity Zone. Zone 1 requirements shall be followed in addition to Zone 2 requirements.

____ **1.** Cut or mow weeds and grass to a maximum height of 6 inches.

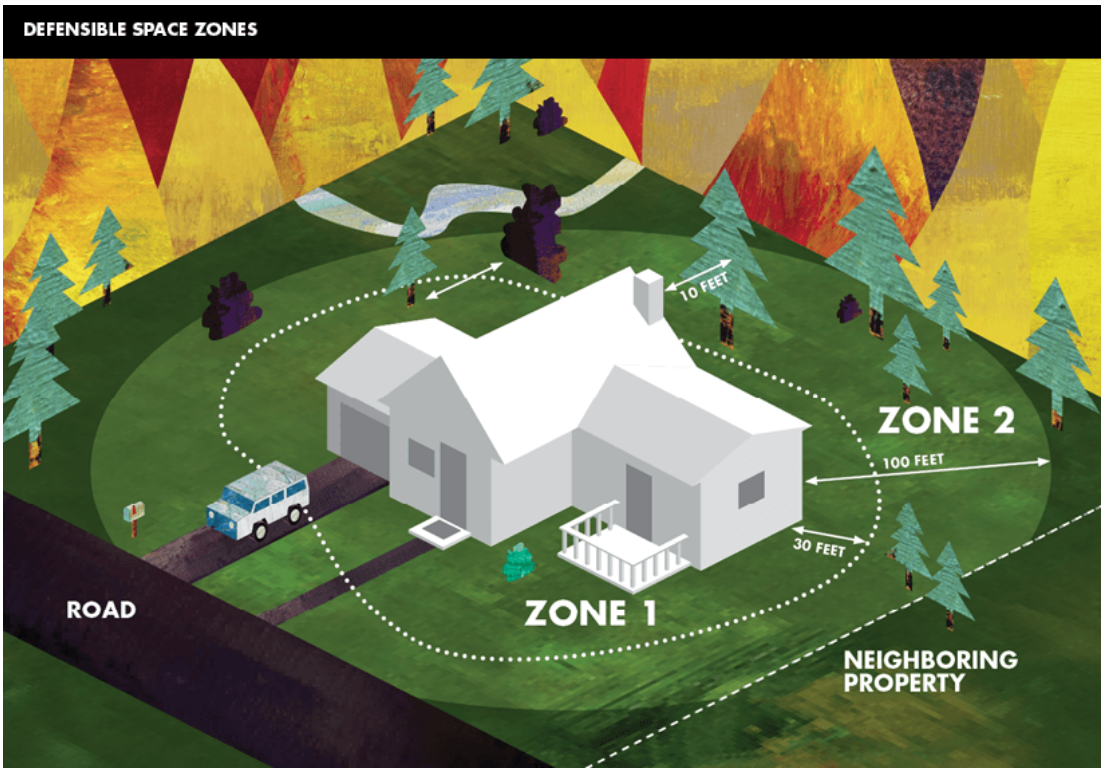
____ **2.** All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.

____ **3.** Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line.

COMMENTS:

Inspected by	**Inspection #**	**Date**	**Time**

City of El Cerrito Fire Hazard Reduction Guidelines



Zone 1

Zone 1 extends 30 feet from buildings, structures, decks, etc.in all portions within the City of El Cerrito including the designated Very High Fire Hazard Severity (VHFHS) Zones. Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line.

- Remove all dead plants, grass and weeds (vegetation).
- Remove dead or dry leaves and pine needles from your yard, roof and rain gutters.
- Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark.
- On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3rd of their height up to 6' above the ground, but in no case less than 18 inches from the ground.
- Relocate wood piles to Zone 2 if applicable.
- Remove or prune flammable plants and shrubs near windows.
- Remove vegetation and items that could catch fire from around and under decks.
- Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials.

Zone 2

Zone 2 extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in only those areas within the City of El Cerrito designated as the Very High Fire Hazard Severity (VHFHS) Zones. Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line. NOTE: All Zone 1 requirements shall be followed in addition to the following Zone 2 requirements:

- Cut or mow weeds and grass shall be cleared to a maximum height of 6 inches.
- All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.

Fire Hazard Reduction Checklist

Zone 1 Requirements

Definition: Zone 1 extends 30 feet from buildings, structures, decks, etc.in all portions within the City of El Cerrito including the designated Very High Fire Hazard Severity (VHFHS) Zones

- ☐ Remove all dead plants, grass and weeds within 30 feet of buildings, structures, decks, etc.
- ☐ Remove dead or dry leaves and pine needles from your yard, roof and rain gutters
- ☐ Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening
- ☐ Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark
- ☐ On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3rd of their height up to 6' above the ground, but in no case less than 18" from the ground
- ☐ Relocate wood piles to Zone 2 if applicable
- ☐ Remove or prune flammable plants and shrubs near windows
- ☐ Remove vegetation and items that could catch fire from around and under decks
- ☐ Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials
- ☐ Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line

Zone 2 Requirements

Definition: Zone 2 extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in only those areas within the City of El Cerrito designated as the Very High Fire Hazard Severity (VHFHS) Zones. NOTE: All Zone 1 requirements shall be followed in addition to the following Zone 2 requirements

- ☐ Cut or mow weeds and grass shall be cleared to a maximum height of 6 inches
- ☐ All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground
- ☐ Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line

For current Fire Hazard Severity Zone information, visit: : https://experience.arcgis.com/experience/6a9cb66bb1824cd98756812af41292a0 **On the upper left hand side, click on the search icon for Address Search. El Cerrito and Kensington revised maps have yet to be adopted by the local jurisdiction.**

CITY OF EL CERRITO
10900 San Pablo Avenue ▪ El Cerrito ▪ CA ▪ 94530
(510) 215-4457 ▪ FAX (510) 232-4917 ▪ fpo@ci.el-cerrito.ca.us

June 18, 2025

Parcel Number: **XXX-XX-XXX**
Property Address: XXXXXXXXXXXX, El Cerrito, CA 94530
Property Owner: XXXXXXXXXXX
Property Owner's Address: XXXXXXXXXXXXXX

NOTICE TO DESTROY WEEDS AND REMOVE RUBBISH, REFUSE AND OTHER FLAMMABLE MATERIAL

On **June 17, 2025** the El Cerrito City Council declared that your property in the City of El Cerrito, designated above by address and parcel number, constitutes a public nuisance because of the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

A previous notice was sent to you informing you of the June 17, 2025 hearing and further informing you of your obligation to remove the weeds, rubbish, refuse and other flammable material from your property. **If you do not immediately abate these nuisance conditions, the City will do so and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment.** These removal costs shall then be collected in the time and in the manner of ordinary municipal taxes.

You will not receive any further notices from the City prior to this removal. The City shall perform this removal either through its own staff or through private contract sometime between the dates of **July 15, 2025 to July 31, 2025**. It is impossible to predict what it will cost the City to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years these abatement costs have sometimes exceeded $8,000 per parcel for those parcels with severe nuisance conditions

The City Council will conduct a public hearing on **August 19, 2025** to confirm the cost of the abatement work performed on your property. The meeting may be held both via teleconference and in the **El Cerrito City Council Chambers at 10890 San Pablo Avenue in El Cerrito at 6:00 p.m.** Please refer to the agenda for meeting information at www.el-cerrito.org/CouncilMeetingMaterials. During this public hearing you will be given the opportunity to voice objections regarding the report and the assessment of the abatement costs for your property. At this hearing you will also be given the opportunity to object, protest and/or present evidence to support your arguments.

If you have any questions, contact the El Cerrito Fire Department at 10900 San Pablo Avenue. The phone number is (510) 215-4457.

Chase Beckman
Chase Beckman
Fire Marshal

AGENDA BILL

Agenda Item No. 8.B.

Date: June 17, 2025
To: El Cerrito City Council
From: Chase Beckman, Fire Marshal; Eric Saylors, Fire Chief, Fire Department
Subject: An Ordinance regarding Defensible Space and Home Hardening Inspections within the High and Very High Fire Hazard Severity Zones as Designated by CalFire and Designating Fire Hazard Severity Zones

ACTION PROPOSED

Conduct a public hearing and, upon conclusion, introduce an Ordinance titled:

AN ORDINANCE OF THE CITY OF EL CERRITO AMENDING CHAPTER 8.30 OF THE EL CERRITO MUNICIPAL CODE TO DESIGNATE FIRE HAZARD SEVERITY ZONES PURSUANT TO GOVERNMENT CODE SECTION 51179 AND TO ESTABLISH PROCEDURES FOR DEFENSIBLE SPACE AND HOME HARDENING INSPECTIONS WITHIN THE HIGH AND VERY HIGH FIRE HAZARD SEVERITY ZONES

BACKGROUND

California continues to experience increasingly severe and frequent wildfires that threaten lives, property, and infrastructure in communities with Wildland-Urban Interface (WUI). Scientific research and post-fire assessments have demonstrated that home hardening and vegetation management immediately surrounding a house significantly reduce the risk of ignition from embers cast during wildfires. The City of El Cerrito continues to promote home-hardening strategies and vegetation management that reduce structural loss during wildfires. In addition, the City of El Cerrito continually supports proactive wildfire risk reduction by aligning local regulations with state laws.

The California Department of Forestry and Fire Protection (CAL FIRE) identifies areas at elevated wildfire risk through Fire Hazard Severity Zone (FHSZ) maps. These maps classify land into Moderate, High, and Very High fire hazard categories based on fuel load, slope, topography, access, and historical fire data. Maps are produced for State Responsibility Areas (SRAs), primarily wildlands where CAL FIRE has primary jurisdiction, and Local Responsibility Areas (LRAs), areas managed by local governments. The new maps, released in February by the California State Fire Marshal, cover areas under the jurisdiction of all local fire departments and assign comparative levels of varying fire-hazard severity based on climate and topography. Under state law, the City is required to adopt or incorporate the new hazard designations of Moderate, High, and Very High into local ordinances within 120 days, to inform and guide local land-use planning, code enforcement and wildfire risk mitigation strategies.

Assembly Bill 38 (AB 38) requires sellers of real property located in High or Very High FHSZs to obtain a defensible space inspection and provide a disclosure report to the buyer about the home's fire-hardening improvements and potential vulnerabilities from wildfire prior to the sale. A mandated home inspection at the time of sale allows the fire department to issue a certificate of compliance or a written report detailing noncompliance to the buyer showing whether or not the property meets defensible space and home hardening requirements within the Public Resources Code and the California Code of Regulations.

The proposed ordinance for the City Council's consideration (Attachment 1) not only adopts the updated fire hazard severity zone (FHSZ) maps, but also creates local requirements to further protect the City from wildfires and provide a mechanism for compliance with AB 38. While the City already has a robust vegetation management program, this ordinance also updates vegetation management standards (including "Zone Zero"), repeals outdated roofing requirements for properties in very high FHSZs, and creates a local requirement for owners of real property in high or very high FHSZs to have a home hardening and defensible space inspection completed and to disclose the result of that inspection to buyers before prior to the time of sale per AB 38. The ordinance will align the City of El Cerrito with state law, decrease our vulnerability to wildfires, and assist residents in maintaining home insurance.

ANALYSIS
The proposed ordinance adopts the updated FHSZ maps per state law, which indicate which areas in the City are classified as Very High, High, and Moderate hazard areas. In addition, the ordinance sets forth the following elements:

AB 38 Home Inspections Prior to Sale
AB 38 requires inspections and disclosures for real estate transactions in wildfire-prone areas. The law applies to real properties in High and Very High FHSZs. It requires sellers to provide documentation disclosing the result of inspections to buyers indicating whether the property complies with the vegetation management and home hardening requirements of Public Resources Code Section 4291 or local vegetation management ordinances.

El Cerrito's current annual fire hazard inspection program includes inspections that require the removal of dead plants, trees trimmed back from structures, trees limbed to 6 feet above the ground, and six-foot separation of shrubs, trees, and vegetation in alignment with California Code of Regulations (CCR) Title 14, Section 1299.01. This ordinance will require a more thorough inspection by the Fire Department prior to sale to ensure the property meets the requirements of Public Resources Code Section 4291 and the implementing regulations from the CCR in High and Very High FHSZs.

Vegetation Management
The ordinance requires that any person who owns, leases, controls, operates, or maintains a building or structure within the City must maintain the building or structure in conformance with the vegetation management standards established by the applicable defensible space and harm hardening requirements of Public Resources Code Section 4291, Government Code Section 51182, CCR Title 14 Sections 1299.01-1299.05, and any other state regulations adopted pursuant to these codes and any regulations adopted by the City, as each is amended from time to time.

Roofing Requirements
The ordinance repeals an outdated requirement for properties within the Very High FHSZ to maintain a roof covering that is at least Class B as defined in the Uniform Building Code as adopted and amended by the State Building Standards Commission. This requirement is out of compliance with the City's updated Building Code, which requires that all properties within the City maintain Class A coverings.

Certificate of Compliance
A certificate of compliance is a formal document issued by the local fire authority confirming that a property meets the local and state wildfire requirements. Key elements of compliance include a Class A roof (the highest fire rating for roofing materials), a 5-foot ember-resistant zone, ember-resistant vents, enclosed eaves, and multi-paned windows. (These elements include standards set by Public Resources Code 4291 and its implementing regulations, the Building Code, and local standards.) After inspection by the Fire Department, the Department will issue a certificate of compliance or a written report detailing areas of noncompliance, which must be provided to the buyer of a property prior to its sale. The certificates of compliance will be valid for 90 days and can be given to the homeowner's insurance company, validating their efforts in home hardening and vegetation management. A certificate of compliance may help homeowners maintain insurance and may qualify them for a discount on annual premiums.

In addition, the inspections allow the Fire Department to help the homeowner understand any corrective actions needed to achieve a certificate of compliance. The Fire Department will maintain a database of inspected and certified properties so the City can quantify the progress of wildfire hardening efforts in El Cerrito.

STRATEGIC PLAN CONSIDERATIONS
This action supports the City's Strategic Plan Goal(s) of:

- *High Performing Organization; and*
- *Community Safety; and*
- *Livability and Belonging; and*
- *Infrastructure and Amenities; and*
- *Environmental Sustainability*

ENVIRONMENTAL CONSIDERATIONS

This action is exempt from CEQA under the "General Rule" exemption (CEQA Guidelines §15061(b)(3)) because it can be seen with certainty that there is no possibility the adoption of the ordinance may have a significant effect on the environment. In fact, the proposed ordinance may reduce environmental impacts by enhancing fire prevention.

FINANCIAL CONSIDERATIONS

There may be minor administrative costs associated with inspections and enforcement, offset by inspection fees or state grants for wildfire resilience. Long-term cost savings are anticipated through reduced fire suppression costs and property loss.

LEGAL CONSIDERATIONS

The City Attorney's Office has reviewed this report and the ordinance and found that all legal requirements have been met.

Reviewed by:

Karen Pinkos, City Manager

Attachments:

1. Ordinance

ORDINANCE 2025-XX

AN ORDINANCE OF THE CITY OF EL CERRITO AMENDING CHAPTER 8.30 OF THE EL CERRITO MUNICIPAL CODE TO DESIGNATE FIRE HAZARD SEVERITY ZONES PURSUANT TO GOVERNMENT CODE SECTION 51179 AND TO ESTABLISH PROCEDURES FOR DEFENSIBLE SPACE AND HOME HARDENING INSPECTIONS WITHIN THE HIGH AND VERY HIGH FIRE HAZARD SEVERITY ZONES

WHEREAS, California continues to experience increasingly severe and frequent wildfires that threaten lives, property, infrastructure, and ecosystems, particularly in Wildland-Urban Interface (WUI) and classified Fire Hazard Severity Zones (FHSZs); and

WHEREAS, pursuant to Government Code Section 51178, the State Fire Marshal identifies areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas; and

WHEREAS, Government Code Section 51179 requires the City to designate, by ordinance, moderate, high and very high fire severity zones in its jurisdiction within 120 days of receiving recommendations from the State Marshal pursuant to Section 51178.

WHEREAS, defensible space is an area where flammable material is removed or reduced to help protect people, homes, and communities from wildfire.

WHEREAS, Assembly Bill 38 (AB 38), effective January 1, 2021, promotes wildfire resilience by requiring sellers of real property located in high or very high FHSZs to provide buyers with documentation regarding compliance with applicable defensible space standards prior to the sale of the home.

WHEREAS, the City of El Cerrito (“City”) has further advanced fire risk mitigation through the promotion of home hardening strategies, which involve retrofitting buildings with ignition-resistant materials and design features proven to reduce structural loss during wildfires; and

WHEREAS, Government Code Section 51182, Public Resources Code Section 4291, and 14 Cal. Code Regs. Sections 1299.01-1299.05 establish defensible space standards for the 5-30 feet surrounding a property (“Zone 1”) to reduce wildfire risk by minimizing flammable materials and maintaining vegetation in a way that slows fire spread as well as standards for the 30-100 feet surrounding a property (“Zone 2”) to slow the spread of wildfire by reducing the amount of vegetation that could fuel flames.

WHEREAS, scientific research and post-fire assessments have demonstrated that the 0-5 feet immediately surrounding a property (“Zone Zero”) is the most vulnerable area to windborne embers and flame contact, and that keeping this area free of combustible material significantly reduces the risk of structural ignition; and

WHEREAS, the California Board of Forestry and Fire Protection will adopt regulations providing standards for Zone Zero by December 31, 2025 focusing on ember resistance and the removal of combustible materials adjacent to or touching a structure.

WHEREAS, the City supports proactive wildfire risk reduction and seeks to align local regulations with state law by adopting defensible space and home hardening measures that include Zone Zero standards; and

WHEREAS, the City will issue a certificate of compliance to owners of real property upon successful completion of a defensible space and home hardening inspection, providing formal documentation of fire safety compliance as required under AB 38; and

WHEREAS, establishing the City's authority to conduct AB 38 inspections and issuance of certificates of compliance will streamline real estate transactions, enhance public safety, and promote community wide wildfire resilience.

WHEREAS, the City will coordinate with CAL FIRE, the California State Fire Marshal and other relevant agencies to ensure consistency with state programs and to share data, best practices, and compliance information as needed.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CERRITO DOES HEREBY ORDAIN AS FOLLOWS:

Section 1: Incorporation of Recitals. The City Council finds that the above Recitals are true and correct and are incorporated herein by reference.

Section 2: Amendment of Municipal Code. Chapter 8.30 of the El Cerrito Municipal Code is hereby amended and restated to read as follows:

Chapter 8.30 FIRE HAZARD SEVERITY ZONES; DEFENSIBLE SPACE AND HOME HARDENING REQUIREMENTS

8.30.010 Designation of fire hazard severity zones.

The Fire Hazard Severity Zones located within the City of El Cerrito are hereby designated as recommended by the California Director of Forestry and Fire Protection pursuant to Government Code Section 51182. The maps of the Fire Hazard Severity Zones are hereby incorporated by reference and entitled "City of El Cerrito Fire Hazard Severity Zones." The official maps are available on the City's website. A copy of these maps shall be kept on file in the office of the fire chief and will also be made accessible through the building department.

8.30.020 Vegetation management standards.

A. Any person who owns, leases, controls, operates or maintains a building or structure shall maintain such building or structure in conformance with the vegetation maintenance standards established by the applicable defensible space and home hardening requirements of Public Resources Code Section 4291, Government Code Section 51182, 14 CCR Sections 1299.01-1299.05 and any other state regulations adopted pursuant to Public Resources Code Section 4291 or Government Code Section 51182, and any regulations adopted by the City, as each is amended from time to time

B. The El Cerrito Fire Department, through the Fire Chief, is hereby authorized and directed to increase defensible space requirements and implement a home hardening program for buildings or structures within the City.

8.30.030 Inspection and issuance of certificates of compliance.

A. Prior to the sale of any real property that is within a high or very high fire hazard severity zone as designated by the City of El Cerrito Fire Hazard Severity Zones map, the owner of the property must request a defensible space and home hardening inspection from the El Cerrito Fire Department and provide to the buyer a certificate of compliance or noncompliance report provided by the El Cerrito Fire Department pursuant to Section 8.30.030(C).

B. An owner of any real property that is within a high or very high fire hazard severity zone as designated by the City of El Cerrito Fire Hazard Severity Zones map may voluntarily request a defensible space and home hardening inspection from the El Cerrito Fire Department. Upon completion of the inspection, the El Cerrito Fire Department shall issue a certificate of compliance or a noncompliance report as described in Section 8.30.030(C).

C. Upon completion of a defensible space and home hardening inspection confirming full compliance with Public Resources Code Section 4291 and 14 CCR Sections 1299.01-1299.05 and Section 8.30.020(A), as each is amended from time to time, the El Cerrito Fire Department shall issue a certificate of compliance valid for a period of up to six (6) months. Upon completion of an inspection confirming noncompliance with Public Resources Code Section 4291 and 14 CCR Sections 1299.01-1299.05 and Section 8.30.020(A), as each is amended from time to time, the El Cerrito Fire Department shall issue a written noncompliance report summarizing each area of noncompliance.

D. The City may, by resolution of the City Council, adopt a fee to recover the costs required to implement this Section 8.30.030, including the costs of inspections, issuance of certificates of compliance, and preparation of noncompliance reports.

8.30.040 Violations and penalties.

A. A violation of this chapter shall constitute an infraction punishable by a fine of not less than one hundred dollars nor more than five hundred dollars.

B. Conviction of a second violation of this chapter within five years shall be punished by a fine of not less than two hundred dollars nor more than five hundred dollars.

C. Conviction of a third violation of this chapter within five years shall constitute a misdemeanor punishable by a fine of not less than five hundred dollars.

8.30.050 Public nuisance.

Any violation of this chapter shall constitute a public nuisance which may be abated, and abatement costs recovered, in the manner provided in Chapter 8.34, Chapter 16.26 relating to fire hazard abatement, or such other manner as authorized by state or local law.

Section 3: Severability. If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter. The city council hereby declares that it would have passed the ordinance codified in this chapter, and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to whether any portion of this chapter would be subsequently declared invalid or unconstitutional.

Section 4: Effective Date. This Ordinance shall take effect and be enforced thirty days after the date of its adoption. Prior to the expiration of fifteen days from the passage thereof, the ordinance or a summary thereof shall be posted or published as may be required by law, and thereafter the same shall be in full force and effect.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the City Council on June 17, 2025 and passed by the following vote:

AYES: Councilmembers
NOES: Councilmembers
ABSENT: Councilmembers
ABSTAIN: Councilmembers

ADOPTED AND ORDERED published at a regular meeting of the City Council held on July 15, 2025 and passed by the following vote:

AYES: Councilmembers
NOES: Councilmembers
ABSENT: Councilmembers
ABSTAIN: Councilmembers

APPROVED:

_____
Carolyn Wysinger, Mayor

ATTEST:

_____
Holly M. Charléty, City Clerk

ORDINANCE CERTIFICATION

I, Holly M. Charléty, City Clerk of the City of El Cerrito, do hereby certify that this Ordinance is the true and correct original Ordinance No. (2025-XX) of the City of El Cerrito; that said Ordinance was duly enacted and adopted by the City Council of the City of El Cerrito at a meeting of the City Council held on _____, 2025; and that said Ordinance has been published and/or posted in the manner required by law.

WITNESS my hand and Official Seal of the City of El Cerrito on_____.

_____
Holly M. Charléty, City Clerk

AGENDA BILL

Agenda Item No. 9.A.

Date: June 17, 2025
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: CITY COUNCIL/PUBLIC FINANCING AUTHORITY ITEM
Approval of the City's Fiscal Year 2025-26 Budget Update and Spending Authority by Fund for the City, Public Financing Authority, and Approval of the FY 2025-26 Annual Gann Appropriation Limit.

ACTION PROPOSED

Staff requests that the City Council:

1. Adopt a City Council resolution authorizing Fiscal Year 2025-26 spending authority by fund for the City of El Cerrito
2. Adopt an El Cerrito Public Financing Authority resolution authorizing Fiscal Year 2025-26 spending authority by fund
3. Adopt a City Council resolution approving the calculation and establishing the FY 2025-26 annual Gann appropriation limit

BACKGROUND

On June 18, 2024, the City Council adopted the Proposed Biennial Budget for Fiscal Years 2024-25 and 2025-26 by Resolution No. 2024-46. The budget included the operating and capital budgets for the City of El Cerrito, the Public Financing Authority, and the Employee Pension Board. The Employee Pension Board has no surviving members and has no budget for Fiscal Year 2025-26. The City's Strategic Plan continues to provide the foundation for developing the updated Budget for Fiscal Year 2025-26.

Biennial Budget

The annual budget is the City's service and financial plan for the fiscal year: a planning tool that matches the services described by the community to the resources required in order to provide those services. The City Council adopted a biennial budget beginning in FY 2024-25 that encompassed two fiscal years. The biennial budget allowed staff to provide a high emphasis on long-term planning and forecasting and provided a greater opportunity to focus on how the City's programs and services are working and complying with the Strategic Plan.

The biennial budget also reduced resources associated with annual budgeting, allowing staff the ability to focus on pressing priorities rather than producing a budget book. The previously approved budget document provides a plan that outlines how resources will be utilized to achieve the City's goals; however, adoption of the spending authority provides the legal authority to expend City revenues to realize these objectives. While

the budget document incorporates two fiscal years, the City Council is required per the El Cerrito Municipal Code to adopt and appropriate an annual budget for each fiscal year.

On June 3, 2025 staff presented an updated budget for FY 2025-26 based on actual financial performance to date, current levels of service, and recommendations for the next fiscal year. The City Council is requested to consider approval of the FY 2025-26 budget and spending authority.

ANALYSIS

General Fund Projected Fiscal Year 2024-25 and Proposed 2025-26 Budget

In April 2025, staff presented the third quarter budget update for FY 2024-25 and projected a General Fund reserve balance of $21.8 million. Table 1 below shows that the adopted FY 2025-26 General Fund budget has a $15,775 surplus with a year-end reserve ratio of 40.5%. There are no proposed updates to the General Fund budget for expenditures or revenue, only transfers between departments to absorb increased cost projections.

Table 1: Summary of General Fund Revenues, Expenses and Fund Balance

General Fund Summary	FY 2022-23 Actual	FY 2023-24 Actual	FY 2024-25 Projected	FY 2025-26 Adopted Budget (June 2024)
Beginning Fund Balance	$ 16,214,375	$ 23,143,081	$ 22,893,338	$ 20,764,918
Total Revenues	50,968,276	52,123,574	51,696,979	53,779,792
Total Expenses & Other Financing Sources (Uses)	44,039,570	52,373,317	53,825,399	53,764,017
Net Change in Fund Balance	6,928,706	(249,743)	(2,128,420)	15,775
Projected/Actual Total Fund Balance	**$ 23,143,081**	**$ 22,893,338**	**$ 20,764,918**	**$ 20,780,693**
Fund Balance Reserve %	**52.6%**	**43.7%**	**38.6%**	**38.7%**

A detailed General Fund balance projection is included in Attachment 5, showing the current trends of the General Fund that incorporate the FY 2025-26 budget (including the action taken on June 3, 2025 for one-time expenditures). As previously discussed, staff will be conducting a Service Delivery Study as well as doing further budget analysis in order to address any projected future deficits and to ensure compliance with the City's Comprehensive Financial Policies.

Capital Improvement Program (CIP)

The proposed expenditures for the FY 2025-26 CIP Budget are shown in Table 2. CIP expenditure increases total $5,003,759 and revenue increases total $1,620,000. Currently the CIP has 33 identified projects, including 20 active projects that are either in construction, design, or ongoing planning. Estimated FY 2025-26 expenditures total approximately $7.8 million for all projects. A variety of projects for transportation, recreation facilitates, Ohlone Greenway, and storm drain repairs are underway. The largest projects include Swim Center repairs and modifications, annual Street Improvement Program, Street & Sidewalk Access Modifications, and the Richmond Streets Complete Streets Improvement Project (led by the Contra Costa Transportation Authority).

The CIP Budget table identifies the appropriation of expenditures in various funds. The table also lists the projects to be funded by the City's Measure A Street Improvement Fund (Fund 211), which constitutes the Annual Program of Maintenance and Improvement pursuant to Measure A approved by the votes in 2008, which is updated annually.

Table
Capital Improvement Program Budget

		Project #	Category	Proposed 2025-26
204	**Measure J Return to Source (CCTA-Transportation)**			
	Ohlone Greenway Impr - Uptown	C3069/C3084	CR	**47,000**
	Smart & Safe Signals	C3086	ST	**50,000**
	SUBTOTAL Measure J Return to Source			**97,000**
205	**Measure J Storm Drain**			
	Storm Drain Program	C5036	SD	**225,000**
	SUBTOTAL Measure J Storm Drain			**225,000**
207	**Measure H Parks & Recreation Facilities**			
	Swim Center Enhancements	C3050	FA	**200,000**
	SUBTOTAL Measure H Parks & Rec			**200,000**
211	**Measure A Street Improvements****			
	Annual Street Improvement Program	C3027	ST	**3,415,000**
	Traffic Safety & Management Program	C3070	ST	**160,000**
	Richmond Street Improvements	C3080	ST	**475,000**
	SUBTOTAL Measure A Street Improvements			**4,050,000**
212	**SB 1 - Road Maintenance and Rehabilitation Account Fund**			
	Access Modifications - Streets & Sidewalks	C3024	ST	**1,070,000**
	Active Transportation Program (ATP)	tbd	ST	**75,000**
	Richmond Street Improvements	C3080	ST	**225,000**
	SUBTOTAL SB 1 - Road Maintenance and Rehabilitation Account			**1,370,000**
30X	**Capital Improvement Fund (Grant Sources - Secure)**			
	Ohlone Greenway Impr - Uptown	C3069/C3084	CR	**180,000**
	Richmond Street Improvements	C3080	ST	**1,400,000**
	EC Plaza BART to Bay Trail Connection/TOD ATP	tbd	ST	**300,000**
	SUBTOTAL Capital Improvement Fund (Grant Sources - Secure)			**1,880,000**
Total Capital Improvement Program Budget Appropriations				**$ 7,822,000**

**Also See Public Works & Finance Departments Budget for Non-Capital Expenditures in Annual Program of Maintenance and Improvement pursuant to the Measure A "El Cerrito Pothole Repair and Local Street Improvement and Maintenance" transactions and use tax ordinance.

Special Revenue and Debt Service and Enterprise Funds

Table 3 provides a summary of the change in fund balance for all other Special

Revenue, Debt Service and Enterprise Funds. The revenue and expenditure estimates for each of these funds are as per the adopted budget, except where minor revisions were needed due to timing of purchases or projects. Total increases in expenditures of $4,355,371, and an increase of $1,620,000 to revenues. Increases are due to SEIU labor agreement increases and various updates due to the timing of purchases or projects. Attachment 4 outlines all changes on a line item basis with department comments.

Table 3: Summary of Special Revenue and Other Funds

Fund	Fund Description	Beginning Fund Balance FY 2025	Projected Increase (Decrease) FY2025	Projected Ending Fund Balance FY2025	Increase (Decrease)	Proposed Increase (Decrease) FY26	Ending Projected Fund balance
201	Gas Tax Fund	361,965	(33,441)	328,524	(34,250)	(8,648)	285,626
202	Nat'l Pollut Dis Elim Sys	368,864	(130,423)	238,441	(142,181)	(103)	96,156
203	Land & Light Assess Distr	213,297	(117,635)	95,662	(20,639)	(5,814)	69,209
204	Measure J-Return to Source Fu	658,426	(302,622)	355,804	6,287	(117,465)	244,626
205	Measure J Storm Drain	1,094,638	(858,436)	236,202	(165,670)	(776)	69,756
206	Measure A Parcel Tax	3,793	(3,793)	-	-	-	-
207	Measure H Park & Rec Facilities	454,063	(291,431)	162,632	56,619	(150,000)	69,251
208	Asset Seizure Fund	322,298	(75,000)	247,298	(75,000)	-	172,298
209	Vehicle Abatement Fund	395,030	(199,890)	195,140	(32,000)	(138,000)	25,140
211	Street Improvement & Maint	3,868,662	-	3,868,662	86,084	(2,638,759)	1,315,987
212	SB1-Road Repair & Accountabili	1,379,868	(250,000)	1,129,868	(336,984)	(595,000)	197,884
213	Public Art Fund	142,329	(50,000)	92,329	(50,000)	-	42,329
214	Measure J-Paratransit Fund	610,949	(88,960)	521,989	49,619	(136,945)	434,663
221	Grants	46,039	(24,139)	21,900	-	-	21,900
222	C.O.P.S. Grant Fund	424,003	(208,003)	216,000	(166,000)	(90,000)	(40,000)
225	Donations	-	-	-	-	-	-
227	Grants - Environmental Services	-	-	-	-	-	-
230	Municipal Services Corp	48,573	(41,178)	7,395	35,737	1,333	44,465
231	City Housing Trust	2,985,000	-	2,985,000	-	-	2,985,000
232	City LMI Housing Fund	5,281,952	(35,033)	5,246,919	(385,000)	-	4,861,919
3*	Capital Improvement Funds	104,631	-	104,631	40,000	-	144,631
501	Integrated Waste Mgmt	3,387,603	-	3,387,603	163,972	(430,194)	3,121,381
601	Vehicle/Equip Replacement	581,323	45,000	626,323	(108,535)	(45,000)	472,788
835	City Hall Bond D/S	19,531	-	19,531	55,673	-	75,204
836	Street Imp Bond D/S	4,997	-	4,997	-	-	4,997
	Total	**$ 22,757,835**	**$ (2,664,984)**	**$ 20,092,851**	**$ (1,022,270)**	**$ (4,355,371)**	**$14,715,210**

Gann Appropriations Limit

Included in the recommended actions for adoption of the FY 2025-26 budget is the approval of the calculation and to establish the City's FY 2025-26 Gann Appropriation Limit as $195,961,530. Approved in 1979 and amended in 1990, the Gann Initiative sets an annual appropriation limit on City expenditures of specified revenues. This amount is adjusted each year based on changes in population and inflation. The California Government Code requires that the City adopt the Gann appropriations limit by resolution on an annual basis. In FY 2025-26, the respective State and County offices have provided the City with the following factors to establish the Gann limit computation:

Cost of Living
California Per Capita Personal Income = 6.44%
Population
Population Change, City of El Cerrito = (0.31%)
Population Change, County of Contra Costa = 0.00%

Next Steps

The resolutions for the City's spending authority and Gann Limit are presented for the City Council's consideration, and staff recommend approval of the Proposed FY2025-

26 Budget as amended. The City Council may choose to adopt the FY 2025-26 Budget as amended or provide further direction to staff.

STRATEGIC PLAN CONSIDERATIONS
This action supports the City's Strategic Plan Goal(s) of:

- *High Performing Organization; and*
- *Community Safety; and*
- *Livaability and Belonging; and*
- *Infrastructure and Amenities; and*
- *Environmental Sustainability*

ENVIRONMENTAL CONSIDERATIONS
This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS
With all funds combined, the Amended FY 2025-26 Budget recommends total expenditures of $74,859,180 an increase of $6,015,388 and provides funding for all City services, including Police, Fire, Recreation, Community Development, Public Works, and City Management. At this time, total revenues are projected to be $69,497,298 an increase of $1,660,000. These funds will continue to be monitored and updated as the impacts of inflation and uncertain economic conditions continue.

For FY 2025-26, staff is proposing a General Fund budget with revenues of $53,779,792 and expenditures of $53,764,017, resulting in a surplus of $15,775; no change from the originally adopted budget presented on June 18, 2024.

LEGAL CONSIDERATIONS
Approval of the attached resolutions is required to adopt the City's spending authority for Fiscal Year 2025-26. In addition to the Gann limit appropriation, there is also a separate resolution for the City's component unit which also must be considered and is presented for approval: the Public Financing Authority. The City Council is obligated to adopt a budget, including spending authority and Gann limit appropriation, by June 30, 2025.

Reviewed by:

Karen Pinkos, City Manager

Attachments:

1. Resolution (CC Spending Authority)
2. Resolution (PFA Spending Authority)
3. Resolution (Gann)
4. 2025-26 Proposed Budget
5. General Fund Projections

RESOLUTION 2025-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING THE ANNUAL BUDGET FOR FY 2025-26 AND SPENDING AUTHORITY FROM ALL FUNDS OF THE CITY OF EL CERRITO FOR FISCAL YEAR 2025-26

WHEREAS, City staff have prepared, transmitted, and presented the proposed FY 2025-26 Budget to the City Council of the City of El Cerrito for its consideration, and it has been reviewed and analyzed in public review session; and

WHEREAS, the City prepares and adopts a budget with the intent of providing a planned program for City services and a financial system to carry out the program of services; and

WHEREAS, the proposed budget represents anticipated revenues and proposed expenditures, including interfund transfers, from all funds of the City of El Cerrito; and

WHEREAS, proposed spending authority from tax proceeds are within the City's Fiscal Year 2025-26 Gann Appropriations Limit, as defined by the California State Constitution Article XIIIB.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito hereby adopts the FY 2024-25 Budget spending limits across funds as follows:

General Fund (101)	53,764,017
Gas Tax (201)	769,498
National Pollu. & Disch. Elimination (202)	439,244
Landscape and Lighting Assessment (203)	827,334
Measure J Return to Source (204)	723,178
Measure J Storm Drain (205)	875,846
Measure H Parcel Tax (207)	740,381
Asset Seizure (208)	75,000
Vehicle Abatement (209)	178,000
Street Improvements (211)	4,894,519
SB1-Road Repair & Account (212)	1,631,984

Public Art (213)	50,000
Paratransit (214)	366,976
Federal, State and Local Grants (221, 227)	190,000
C.O.P.S. Grant (222)	356,000
Donations (225)	100,000
Low & Moderate Income Housing (232)	385,000
Capital Improvements (301, 303, 304)	1,880,000
Vehicle /Equipment Replacement (601)	375,125
Integrated Waste Management (501)	4,850,083

BE IT FURTHER RESOLVED that the City Council of the City of El Cerrito hereby authorizes the City Manager or his/her designee to:

1. Create such appropriations into such new accounts as may be appropriate for proper accounting in the City's financial system and to make any necessary non-material changes to finalize the budget document.

2. Apply correct accounting rules for the proper classification of interfund transactions, including transfers between funds, or other financial transactions, as may be necessary to address bond or loan covenants, or any other requirements imposed by formal, legal agreements between the City any other parties, as previously entered into by the City.

3. Approve payment of goods and services received by the City in accordance with the City's approved budgets, programs, and policies, subject to a limitation of $45,000 for any single vendor in any one fiscal year, beyond which amount the City Council retains authority to approve payment with the exception of those items falling under other statutory authority (e.g., Public Works, State purchasing).

4. Shift expenditure authority within funds among departments, as may be necessary to meet the City's operational needs.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on June 17, 2025 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on_____.

_____
Holly M. Charléty, City Clerk

APPROVED:

_____
Carolyn Wysinger, Mayor

PFA RESOLUTION 2025-XX

RESOLUTION OF THE CITY OF EL CERRITO PUBLIC FINANCING AUTHORITY ADOPTING THE FISCAL YEAR 2025-26 BUDGET WITH SPENDING LIMITS FOR FY 2025-26

WHEREAS, the El Cerrito Public Financing Authority (Authority) provides for payment of long-term debt obligations; and

WHEREAS, the Authority Board wishes to maintain funding levels to support payments of principal and interest on those long-term obligations; and

WHEREAS, the Board wishes to adopt the Authority's budget for Fiscal Year 2025-26

NOW THEREFORE, BE IT RESOLVED that the El Cerrito Public Financing Authority adopts the Fiscal Year 2025-26 Budget with spending limits in FY 2025-26 across funds as follows:

Financing Authority City Hall Debt Svc	571,063
Financing Authority Street Improv Debt Svc	703,000
Total	**1,274,063**

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a special meeting on June 17, 2025 the Public Financing Authority of the City of El Cerrito passed this Resolution by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document on_____.

_____
Holly M. Charléty, Authority Clerk

APPROVED:

_____
Carolyn Wysinger, Mayor

RESOLUTION 2025-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO SETTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-26 AND SELECTING THE CALIFORNIA PER CAPITA PERSONAL INCOME AND CONTRA COSTA COUNTY POPULATION ADJUSTMENT FACTORS

WHEREAS, Article XIIIB of the California Constitution establishes a limitation on spending by cities of funds from proceeds of taxes; and

WHEREAS, in accordance with Government Code Section 7910, the City Council must establish an annual appropriations limit; and

WHEREAS, in accordance with Government Code Section 7910, the City Council must select annually the per capita change in the cost of living for purposes of calculating appropriations limit; and

WHEREAS, in accordance with Government Code Section 7910, the City Council must select annually the population growth factor for purposes of calculating the appropriations limit; and

WHEREAS, an appropriations limit has been calculated in accordance with applicable law.

NOW THEREFORE the City Council of the City of El Cerrito does hereby find, determine, and resolve as follows:

SECTION 1. In accordance with Article XIIIB of the Constitution and Government Code Section 7900 et seq., the adjustment factors to be applied to the appropriations limit for the 2025-26 fiscal year shall be the California Per Capita Personal Income adjustment factor and the Contra Costa County population adjustment factor.

SECTION 2. In accordance with Article XIIIB of the Constitution and Government Code Section 7902, the appropriations limit for the 2025-26 fiscal year shall be $195,961,530 which exceeds the City’s projected applicable appropriation amount by $156,473,563.

SECTION 3. The City Council reserves the right to change or revise any adjustment factors associated with the calculation of the appropriations limit if such changes or revisions would result in a more advantageous appropriations limit in the present or future.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on June 17, 2025 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on_____.

_____
Holly M. Charléty, City Clerk

APPROVED:

_____
Carolyn Wysinger, Mayor

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
Fund: 101 - General Fund						
REVENUES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental						
4000-Taxes - Property and Other Taxes						
101-00-00 40010	Property Tax-Cur Secured	10,536,113.00	10,949,311.56	10,949,311.56	-	
101-00-00 40020	Property Tax-Supplemental	230,000.00	230,000.00	230,000.00	-	
101-00-00 40030	Property Tax-Unitary	111,944.00	111,944.00	111,944.00	-	
101-00-00 40040	Property Tax-Cur Unsec	344,930.00	358,456.24	358,456.24	-	
101-00-00 40080	Property Tax-Homeowners'	62,000.00	62,000.00	62,000.00	-	
101-00-00 40085	Property Tax-RPTTF Pass Through Pmts	420,000.00	-	-	-	
101-00-00 40090	Property Tax-RPTFF Residual Pmts	1,125,264.00	2,600,000.00	2,600,000.00	-	
101-00-00 40095	Property Tax In-Lieu VLF	3,631,684.00	3,768,598.03	3,768,598.03	-	
101-00-00 40710	Real Property County Transfer Tx	3,000,000.00	3,200,000.00	3,200,000.00	-	
101-00-00 40210	Sales Tax-1% Bradley-Burns Local Share	3,591,458.00	3,690,049.00	3,690,049.00	-	
101-00-00 40220	Sales Tax-1/2% Prop 172	426,332.00	426,332.00	426,332.00	-	
101-00-00 40230	Sales & Use Tax In-Lieu	500,000.00	500,000.00	500,000.00	-	
101-00-00 40240	Sales Tax - District Tax - Measure R	4,459,000.00	4,581,000.00	4,581,000.00	-	
101-00-00 40410	Transient Occupancy Tax	100,000.00	100,000.00	100,000.00	-	
101-00-00 40510	Franchise Fees	1,350,000.00	1,350,000.00	1,350,000.00	-	
101-00-00 40515	IN KIND/PEG FEES	30,000.00	30,000.00	30,000.00	-	
101-00-00 40610	Business License Taxes	1,182,817.00	1,206,473.14	1,206,473.14	-	
101-00-00 40811	Utility Users' Tax - Energy	2,204,260.00	2,250,000.00	2,250,000.00	-	
101-00-00 40812	Utility Users' Tax - Water	590,000.00	550,000.00	550,000.00	-	
101-00-00 40813	Utility Users' Tax - Telecom	900,000.00	900,000.00	900,000.00	-	
Account Classification Total: 4000-Taxes - Property and Other Taxes		34,795,802.00	36,864,163.97	36,864,163.97	-	
4200-Lic & Perm - Licenses & Permits						
101-00-00 42285	Tobacco Retailer License	7,000.00	7,280.00	7,280.00	-	
Account Classification Total: 4200-Lic & Perm - Licenses & Permits		7,000.00	7,280.00	7,280.00	-	
4300-Fines/Forf - Fines & Forfeitures						
101-00-00 43925	Penalties-BLT	30,000.00	30,000.00	30,000.00	-	
Account Classification Total: 4300-Fines/Forf - Fines & Forfeitures		30,000.00	30,000.00	30,000.00	-	
4400-Use of Prp - Use of Money and Property						
101-00-00 44010	Interest Income	560,000.00	420,000.00	420,000.00	-	
101-00-00 44220	Rentals-Facilities	7,000.00	7,000.00	7,000.00	-	
Account Classification Total: 4400-Use of Prp - Use of Money and Property		567,000.00	427,000.00	427,000.00	-	
4500-Intergov'l - Intergovernmental Revenues						
101-00-00 45020	VLF In Lieu	30,000.00	30,000.00	30,000.00	-	
Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues		30,000.00	30,000.00	30,000.00	-	
4600-Chg for Svc - Charges for Services						
101-00-00 46510	Successor Agency Admin Allowance	250,000.00	-	-	-	
Account Classification Total: 4600-Chg for Svc - Charges for Services		250,000.00	-	-	-	
4800-Oth Revenu - Other Revenue						
101-00-00 48997	Cannabis Revenue	440,000.00	550,000.00	550,000.00	-	
Account Classification Total: 4800-Oth Revenu - Other Revenue		440,000.00	550,000.00	550,000.00	-	
4900-Oth Source - Other Financing Sources						
101-00-00 49990.501	Operating Xfer In-IWM	3,671.00	3,671.00	3,671.00	-	
101-00-00 49991.201	Indirect Xfer In-Gas	108,048.00	109,337.00	109,337.00	-	
101-00-00 49991.202	Indirect Xfer In-NPDES	75,000.00	75,000.00	75,000.00	-	
101-00-00 49991.203	Indirect Xfer In-LLAD	163,200.00	163,200.00	163,200.00	-	
101-00-00 49991.204	Indirect Xfer In-MEAS J	68,209.00	69,546.00	69,546.00	-	
101-00-00 49991.205	Indirect Xfer In-Storm Drain	74,000.00	74,000.00	74,000.00	-	
101-00-00 49991.207	Indirect Xfer In-Measure H Park & Facilities	50,000.00	50,000.00	50,000.00	-	
101-00-00 49991.501	Indirect Xfer In-IWM	422,034.00	447,356.00	447,356.00	-	
Account Classification Total: 4900-Oth Source - Other Financing Sources		964,162.00	992,110.00	992,110.00	-	
Division Total: 00 - Non-Departmental		37,083,964.00	38,900,553.97	38,900,553.97	-	
Department Total: 00 - Non-Departmental Revenue		37,083,964.00	38,900,553.97	38,900,553.97	-	
Department: 10 - Administration						
Division: 10 - City Council						
4600-Chg for Svc - Charges for Services						
101-10-10 46520	Program Fees	-	6,000.00	6,000.00	-	
Account Classification Total: 4600-Chg for Svc - Charges for Services		-	6,000.00	6,000.00	-	
Division Total: 10 - City Council		-	6,000.00	6,000.00	-	
Division: 40 - City Clerk						
4600-Chg for Svc - Charges for Services						
101-10-40 46520	Program Fees	1,500.00	-	-	-	
Account Classification Total: 4600-Chg for Svc - Charges for Services		1,500.00	-	-	-	
Division Total: 40 - City Clerk		1,500.00	-	-	-	
Division: 50 - Finance Department						
4800-Oth Revenu - Other Revenue						
101-10-50 48995	Cal Card Rebate Revenue	10,000.00	10,000.00	10,000.00	-	
Account Classification Total: 4800-Oth Revenu - Other Revenue		10,000.00	10,000.00	10,000.00	-	
Division Total: 50 - Finance Department		10,000.00	10,000.00	10,000.00	-	
Department Total: 10 - Administration		11,500.00	16,000.00	16,000.00	-	
Department: 20 - Police						
Division: 11 - Police Administration						
4500-Intergov'l - Intergovernmental Revenues						
101-20-11 45540	POST Reimbursement	15,000.00	15,000.00	15,000.00	-	
Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues		15,000.00	15,000.00	15,000.00	-	
4600-Chg for Svc - Charges for Services						
101-20-11 46210	Fingerprinting Services	15,000.00	15,000.00	15,000.00	-	
101-20-11 46520	Program Fees	52,000.00	54,080.00	54,080.00	-	
101-20-11 46910	Reproduction Fees	4,000.00	4,000.00	4,000.00	-	
Account Classification Total: 4600-Chg for Svc - Charges for Services		71,000.00	73,080.00	73,080.00	-	
Division Total: 11 - Police Administration		86,000.00	88,080.00	88,080.00	-	
Division: 12 - Police Operations						
4300-Fines/Forf - Fines & Forfeitures						
101-20-12 43010	Moving Vehicle Citations	50,000.00	50,000.00	50,000.00	-	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
101-20-12 43020	Parking Citations/Fines	50,000.00	50,000.00	50,000.00	-	
	Account Classification Total: 4300-Fines/Forf - Fines & Forfeitures	100,000.00	100,000.00	100,000.00	-	
	Division Total: 12 - Police Operations	100,000.00	100,000.00	100,000.00	-	
	Department Total: 20 - Police	186,000.00	188,080.00	188,080.00	-	
Department: 25 - Fire						
Division: 10 - Fire Administration						
4500-Intergov'l - Intergovernmental Revenues						
101-25-10 45550	OES Reimbursement	700,000.00	700,000.00	700,000.00	-	
101-25-10 45570	Fire Inspection Fees	90,000.00	100,000.00	100,000.00	-	
101-25-10 45720	Kensington Fire District	4,394,901.00	4,601,543.49	4,601,543.49	-	
101-25-10 45792	Measure H EMS Reimbursements	80,000.00	80,000.00	80,000.00	-	
	Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues	5,264,901.00	5,481,543.49	5,481,543.49	-	
4600-Chg for Svc - Charges for Services						
101-25-10 46010	Plan Check Fees	104,000.00	108,160.00	108,160.00	-	
101-25-10 46250	Weed Abatement	10,000.00	10,000.00	10,000.00	-	
101-25-10 46520	Program Fees	5,200.00	5,408.00	5,408.00	-	
	Account Classification Total: 4600-Chg for Svc - Charges for Services	119,200.00	123,568.00	123,568.00	-	
	Division Total: 10 - Fire Administration	5,384,101.00	5,605,111.49	5,605,111.49	-	
	Department Total: 25 - Fire	5,384,101.00	5,605,111.49	5,605,111.49	-	
Department: 30 - Public Works						
Division: 20 - Public Works Engineering						
4600-Chg for Svc - Charges for Services						
101-30-20 46520	Program Fees	553,000.00	575,120.00	575,120.00	-	
	Account Classification Total: 4600-Chg for Svc - Charges for Services	553,000.00	575,120.00	575,120.00	-	
	Division Total: 20 - Public Works Engineering	553,000.00	575,120.00	575,120.00	-	
Division: 30 - Public Works Maintenance						
4500-Intergov'l - Intergovernmental Revenues						
101-30-30 45590	Other State Reimbursement	24,500.00	24,500.00	24,500.00	-	
	Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues	24,500.00	24,500.00	24,500.00	-	
4600-Chg for Svc - Charges for Services						
101-30-30 46520	Program Fees	21,632.00	22,497.28	22,497.28	-	
	Account Classification Total: 4600-Chg for Svc - Charges for Services	21,632.00	22,497.28	22,497.28	-	
	Division Total: 30 - Public Works Maintenance	46,132.00	46,997.28	46,997.28	-	
	Department Total: 30 - Public Works	599,132.00	622,117.28	622,117.28	-	
Department: 40 - Community Development						
Division: 10 - Comm Dev-Econ Developmt						
4600-Chg for Svc - Charges for Services						
101-40-10 46520	Program Fees	194,464.00	202,222.28	202,222.28	-	
101-40-10 46930	Business License Admin	105,000.00	105,000.00	105,000.00	-	
	Account Classification Total: 4600-Chg for Svc - Charges for Services	299,464.00	307,222.28	307,222.28	-	
	Division Total: 10 - Comm Dev-Econ Developmt	299,464.00	307,222.28	307,222.28	-	
Division: 30 - Comm Dev-Planning						
4600-Chg for Svc - Charges for Services						
101-40-30 46010	Plan Check Fees	207,792.00	216,103.68	216,103.68	-	
101-40-30 46520	Program Fees	300,560.00	312,582.40	312,582.40	-	
	Account Classification Total: 4600-Chg for Svc - Charges for Services	508,352.00	528,686.08	528,686.08	-	
	Division Total: 30 - Comm Dev-Planning	508,352.00	528,686.08	528,686.08	-	
Division: 40 - Comm Dev-Building Svcs						
4000-Taxes - Property and Other Taxes						
101-40-40 40910	Construction Tax	1,500.00	1,500.00	1,500.00	-	
	Account Classification Total: 4000-Taxes - Property and Other Taxes	1,500.00	1,500.00	1,500.00	-	
4200-Lic & Perm - Licenses & Permits						
101-40-40 42210	Building Permits	850,000.00	916,000.00	916,000.00	-	
101-40-40 42220	Building Issuance Fee	50,000.00	50,000.00	50,000.00	-	
101-40-40 42230	Electrical Permits	50,000.00	50,000.00	50,000.00	-	
101-40-40 42240	Mechanical Permits	30,000.00	30,000.00	30,000.00	-	
101-40-40 42260	Plumbing Permits	20,000.00	20,000.00	20,000.00	-	
	Account Classification Total: 4200-Lic & Perm - Licenses & Permits	1,000,000.00	1,066,000.00	1,066,000.00	-	
4600-Chg for Svc - Charges for Services						
101-40-40 46010	Plan Check Fees	640,000.00	648,960.00	648,960.00	-	
101-40-40 46040	Rental Inspection Fees	30,000.00	30,000.00	30,000.00	-	
101-40-40 46190	Other Planning/Insp Fees	10,000.00	10,000.00	10,000.00	-	
101-40-40 46520	Program Fees	2,080.00	2,163.20	2,163.20	-	
101-40-40 46920	Document Imaging Fee	26,000.00	27,040.00	27,040.00	-	
	Account Classification Total: 4600-Chg for Svc - Charges for Services	708,080.00	718,163.20	718,163.20	-	
	Division Total: 40 - Comm Dev-Building Svcs	1,709,580.00	1,785,663.20	1,785,663.20	-	
	Department Total: 40 - Community Development	2,517,396.00	2,621,571.56	2,621,571.56	-	
Department: 50 - Recreation						
Division: 10 - Recreation-Admin						
4600-Chg for Svc - Charges for Services						
101-50-10 46520	Program Fees	16,640.00	17,305.60	17,305.60	-	
101-50-10 46542	Restroom Key Fees	8,320.00	8,652.80	8,652.80	-	
101-50-10 46543	Tennis Permit Fees	200.00	200.00	200.00	-	
	Account Classification Total: 4600-Chg for Svc - Charges for Services	25,160.00	26,158.40	26,158.40	-	
4800-Oth Revenu - Other Revenue						
101-50-10 48990	Other Misc Revenue	180,000.00	187,200.00	187,200.00	-	
	Account Classification Total: 4800-Oth Revenu - Other Revenue	180,000.00	187,200.00	187,200.00	-	
	Division Total: 10 - Recreation-Admin	205,160.00	213,358.40	213,358.40	-	
Division: 20 - Recreation-Chldcr Admin						
4600-Chg for Svc - Charges for Services						
101-50-20 46520	Program Fees	94,261.00	98,032.00	98,032.00	-	
101-50-20 46521.1	Teeter Tots Fees	70,000.00	72,800.00	72,800.00	-	
101-50-20 46521.3	Harding Childcare	528,320.00	549,452.00	549,452.00	-	
101-50-20 46521.5	Madera Childcare	877,300.00	854,880.00	854,880.00	-	
101-50-20 46521.6	Fairmount Childcare	451,500.00	323,752.00	323,752.00	-	
101-50-20 46522.1	Arlington Daycamp	173,800.00	180,752.00	180,752.00	-	
101-50-20 46522.2	Daycamp VIP	3,000.00	3,000.00	3,000.00	-	
101-50-20 46522.3	Harding Daycamp	231,300.00	213,200.00	213,200.00	-	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
101-50-20 46522.4	Mix & Match Camp	40,000.00	41,600.00	41,600.00	-	
101-50-20 46522.6	Discover Summer Camp	192,000.00	199,680.00	199,680.00	-	
Account Classification Total: 4600-Chg for Svc - Charges for Services		2,661,481.00	2,537,148.00	2,537,148.00	-	
Division Total: 20 - Recreation-Chldcr Admin		2,661,481.00	2,537,148.00	2,537,148.00	-	
Division: 30 - Recreation-Swim Center						
4400-Use of Prp - Use of Money and Property						
101-50-30 44227	Rentals-Swim Ctr	55,000.00	57,200.00	57,200.00	-	
Account Classification Total: 4400-Use of Prp - Use of Money and Property		55,000.00	57,200.00	57,200.00	-	
4600-Chg for Svc - Charges for Services						
101-50-30 46520	Program Fees	18,000.00	18,720.00	18,720.00	-	
101-50-30 46525	Recreation Swim	116,480.00	121,139.20	121,139.20	-	
101-50-30 46526	Lap Swim	373,000.00	387,920.00	387,920.00	-	
101-50-30 46526.1	Water Aerobics	21,000.00	21,840.00	21,840.00	-	
101-50-30 46527	Swim Teams	176,800.00	183,872.00	183,872.00	-	
101-50-30 46530	Training/Class Fees	2,600.00	2,704.00	2,704.00	-	
101-50-30 46537	Lesson Fees	290,000.00	301,600.00	301,600.00	-	
101-50-30 46550	Taxable Sales	1,000.00	1,000.00	1,000.00	-	
Account Classification Total: 4600-Chg for Svc - Charges for Services		998,880.00	1,038,795.20	1,038,795.20	-	
Division Total: 30 - Recreation-Swim Center		1,053,880.00	1,095,995.20	1,095,995.20	-	
Division: 40 - Recreation-Senior Svcs						
4400-Use of Prp - Use of Money and Property						
101-50-40 44220	Rentals-Facilities	10,000.00	10,400.00	10,400.00	-	
Account Classification Total: 4400-Use of Prp - Use of Money and Property		10,000.00	10,400.00	10,400.00	-	
4600-Chg for Svc - Charges for Services						
101-50-40 46520	Program Fees	52,000.00	54,080.00	54,080.00	-	
101-50-40 46532	Excursions/Trips	5,200.00	5,408.00	5,408.00	-	
Account Classification Total: 4600-Chg for Svc - Charges for Services		57,200.00	59,488.00	59,488.00	-	
4900-Oth Source - Other Financing Sources						
101-50-40 49991.214	Indirect Xfer In-Paratransit	37,877.00	39,392.00	39,392.00	-	
Account Classification Total: 4900-Oth Source - Other Financing Sources		37,877.00	39,392.00	39,392.00	-	
Division Total: 40 - Recreation-Senior Svcs		105,077.00	109,280.00	109,280.00	-	
Division: 50 - Recreation-Adult/Commnty						
4400-Use of Prp - Use of Money and Property						
101-50-50 44221	Rentals-Comm Center	60,000.00	62,400.00	62,400.00	-	
101-50-50 44222	Rentals-Field Reserv	65,000.00	67,600.00	67,600.00	-	
101-50-50 44223	Rentals-Clubhouse	40,000.00	41,600.00	41,600.00	-	
101-50-50 44224	Rentals-Picnic	50,000.00	50,000.00	50,000.00	-	
101-50-50 44226	Rentals-Tennis Crt	110,000.00	114,400.00	114,400.00	-	
Account Classification Total: 4400-Use of Prp - Use of Money and Property		325,000.00	336,000.00	336,000.00	-	
4600-Chg for Svc - Charges for Services						
101-50-50 46531	General Activities	248,000.00	257,920.00	257,920.00	-	
Account Classification Total: 4600-Chg for Svc - Charges for Services		248,000.00	257,920.00	257,920.00	-	
Division Total: 50 - Recreation-Adult/Commnty		573,000.00	593,920.00	593,920.00	-	
Division: 60 - Recreation-Youth Services						
4600-Chg for Svc - Charges for Services						
101-50-60 46520.2	Ravencliff Prgrm	85,000.00	88,400.00	88,400.00	-	
101-50-60 46531	General Activities	275,000.00	286,000.00	286,000.00	-	
101-50-60 46533	Special Programs	739,833.00	720,547.00	720,547.00	-	
101-50-60 46534	Sports Programs	216,455.00	181,709.00	181,709.00	-	
Account Classification Total: 4600-Chg for Svc - Charges for Services		1,316,288.00	1,276,656.00	1,276,656.00	-	
Division Total: 60 - Recreation-Youth Services		1,316,288.00	1,276,656.00	1,276,656.00	-	
Department Total: 50 - Recreation		5,914,886.00	5,826,357.60	5,826,357.60	-	
REVENUES Total		51,696,979.00	53,779,791.90	53,779,791.90	-	
EXPENSES						
Department: 10 - Administration						
Division: 10 - City Council						
5100-Persn - Personnel						
101-10-10 51110	Regular Salaries & Wages	39,000.00	39,000.00	39,000.00	-	
101-10-10 51210	PERS Contributions	1,739.00	1,738.80	1,738.80	-	
101-10-10 51211	PERS UAL	7,559.00	7,767.52	7,767.52	-	
101-10-10 51220	FICA/Medicare	2,840.00	2,839.92	2,839.92	-	
101-10-10 51150	Special Pay	250.00	250.00	250.00	-	
Account Classification Total: 5100-Persn - Personnel		51,388.00	51,596.24	51,596.24	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-10-10 52100	Budget Only - One Time Adjustments	-	-	(5,000.00)	(5,000.00)	GF Adj between departments
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		-	-	(5,000.00)	(5,000.00)	
5400-Other Svcs - Other Purchased Services						
101-10-10 54210	Telephone Expenses	192.00	182.00	182.00	-	
101-10-10 54220	Mobile/Wireless Expenses	9,000.00	4,360.00	4,360.00	-	
101-10-10 54410	Printing & Binding	500.00	500.00	500.00	-	
101-10-10 54610	Travel & Training	35,000.00	35,000.00	35,000.00	-	
101-10-10 54910	Dues & Subscriptions	47,332.00	48,477.00	48,477.00	-	
101-10-10 54920	Events & Field Trips	7,500.00	14,500.00	14,500.00	-	
101-10-10 54990	Other Administrative Svcs	38,528.00	40,157.00	40,157.00	-	
Account Classification Total: 5400-Other Svcs - Other Purchased Services		138,052.00	143,176.00	143,176.00	-	
5500-Supplies - Supplies						
101-10-10 55110	General Office Supplies	1,500.00	1,500.00	1,500.00	-	
Account Classification Total: 5500-Supplies - Supplies		1,500.00	1,500.00	1,500.00	-	
Division Total: 10 - City Council		190,940.00	196,272.24	191,272.24	(5,000.00)	
Division: 20 - City Manager						
5100-Persn - Personnel						
101-10-20 51110	Regular Salaries & Wages	538,527.21	554,683.02	554,683.02	-	
101-10-20 51210	PERS Contributions	59,979.03	61,760.05	61,760.05	-	
101-10-20 51211	PERS UAL	124,197.57	131,419.92	131,419.92	-	
101-10-20 51220	FICA/Medicare	34,105.22	35,509.86	35,509.86	-	
101-10-20 51230	Medical Benefits	74,496.62	76,359.03	76,359.03	-	
101-10-20 51235	Life & LTD Insurance	4,213.99	4,244.19	4,244.19	-	
101-10-20 51240	Workers Compensation Premiums	16,978.18	17,827.09	17,827.09	-	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
101-10-20 51237	Allowances & Other Benefits	4,725.00	4,725.00	4,725.00	-	
Account Classification Total: 5100-Persn - Personnel		857,222.81	886,528.16	886,528.16	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-10-20 52100	Budget Only - One Time Adjustments	50,000.00	-	3,450.00	3,450.00	GF Adj between departments
101-10-20 52120	Legal & Financial Svcs	15,000.00	15,000.00	15,000.00	-	
101-10-20 52190	Miscellaneous Prof Svcs	172,445.00	98,959.00	98,959.00	-	
101-10-20 52230	Other Technical Services	98,927.00	98,927.00	98,927.00	-	
101-10-20 52240	Miscellaneous Services	15,914.00	15,914.00	15,914.00	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		352,286.00	228,800.00	232,250.00	3,450.00	
5400-Other Svcs - Other Purchased Services						
101-10-20 54210	Telephone Expenses	8,057.00	7,500.00	7,500.00	-	
101-10-20 54220	Mobile/Wireless Expenses	4,500.00	4,500.00	4,500.00	-	
101-10-20 54230	Internet Services	19,500.00	19,500.00	19,500.00	-	
101-10-20 54410	Printing & Binding	5,000.00	5,000.00	5,000.00	-	
101-10-20 54610	Travel & Training	10,000.00	10,000.00	10,000.00	-	
101-10-20 54910	Dues & Subscriptions	5,314.00	5,314.00	5,314.00	-	
Account Classification Total: 5400-Other Svcs - Other Purchased Services		52,371.00	51,814.00	51,814.00	-	
5500-Supplies - Supplies						
101-10-20 55110	General Office Supplies	946.00	946.00	946.00	-	
101-10-20 55120	Postage & Delivery	568.00	568.00	568.00	-	
101-10-20 55130	Photocopying Charges	473.00	473.00	473.00	-	
101-10-20 55140	Recognition-EE/Volunteer	6,624.00	6,624.00	6,624.00	-	
101-10-20 55210	Fuel	220.00	231.00	231.00	-	
Account Classification Total: 5500-Supplies - Supplies		8,831.00	8,842.00	8,842.00	-	
5600-Prop & Cap - Property & Capital						
101-10-20 56410	Office Equipment <$10K	4,647.00	4,647.00	4,647.00	-	
Account Classification Total: 5600-Prop & Cap - Property & Capital		4,647.00	4,647.00	4,647.00	-	
Division Total: 20 - City Manager		1,275,357.81	1,180,631.16	1,184,081.16	3,450.00	
Division: 30 - City Attorney						
5200-Prof Svcs - Purchased Professional & Technical Services						
101-10-30 52120	Legal & Financial Svcs	350,000.00	350,000.00	350,000.00	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		350,000.00	350,000.00	350,000.00	-	
Division Total: 30 - City Attorney		350,000.00	350,000.00	350,000.00	-	
Division: 40 - City Clerk						
5100-Persn - Personnel						
101-10-40 51110	Regular Salaries & Wages	261,105.00	268,937.96	268,937.96	-	
101-10-40 51210	PERS Contributions	29,240.00	30,114.41	30,114.41	-	
101-10-40 51211	PERS UAL	63,182.00	66,851.47	66,851.47	-	
101-10-40 51220	FICA/Medicare	19,402.00	20,198.81	20,198.81	-	
101-10-40 51230	Medical Benefits	49,960.00	51,208.38	51,208.38	-	
101-10-40 51235	Life & LTD Insurance	2,541.00	2,564.82	2,564.82	-	
101-10-40 51240	Workers Compensation Premiums	13,061.00	13,713.14	13,713.14	-	
101-10-40 51150	Special Pay	1,300.00	1,300.00	1,300.00	-	
101-10-40 51237	Allowances & Other Benefits	721.00	720.20	720.20	-	
101-10-40 51990	Salary Savings	1,706.00	-	-	-	
Account Classification Total: 5100-Persn - Personnel		442,218.00	455,609.19	455,609.19	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-10-40 52100	Budget Only - One Time Adjustments	-	-	7,286.00	7,286.00	GF Adj between departments
101-10-40 52110	Collect & Admin Services	17,015.00	17,695.00	17,695.00	-	
101-10-40 52190	Miscellaneous Prof Svcs	77,230.00	55,000.00	55,000.00	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		94,245.00	72,695.00	79,981.00	7,286.00	
5400-Other Svcs - Other Purchased Services						
101-10-40 54210	Telephone Expenses	948.00	940.00	940.00	-	
101-10-40 54220	Mobile/Wireless Expenses	720.00	720.00	720.00	-	
101-10-40 54240	Software Licenses & Maintenance	13,089.00	13,743.00	13,743.00	-	
101-10-40 54310	Legal Notices & Advertise	3,000.00	3,000.00	3,000.00	-	
101-10-40 54610	Travel & Training	5,000.00	5,000.00	5,000.00	-	
101-10-40 54910	Dues & Subscriptions	1,300.00	575.00	575.00	-	
101-10-40 54990	Other Administrative Svcs	8,000.00	-	-	-	
Account Classification Total: 5400-Other Svcs - Other Purchased Services		32,057.00	23,978.00	23,978.00	-	
5500-Supplies - Supplies						
101-10-40 55110	General Office Supplies	1,000.00	1,000.00	1,000.00	-	
101-10-40 55120	Postage & Delivery	100.00	100.00	100.00	-	
Account Classification Total: 5500-Supplies - Supplies		1,100.00	1,100.00	1,100.00	-	
5600-Prop & Cap - Property & Capital						
101-10-40 56410	Office Equipment <$10K	1,650.00	1,715.00	1,715.00	-	
Account Classification Total: 5600-Prop & Cap - Property & Capital		1,650.00	1,715.00	1,715.00	-	
Division Total: 40 - City Clerk		571,270.00	555,097.19	562,383.19	7,286.00	
Division: 50 - Finance Department						
5100-Persn - Personnel						
101-10-50 51110	Regular Salaries & Wages	730,273.58	763,614.12	763,614.12	-	
101-10-50 51210	PERS Contributions	47,175.01	49,281.86	49,281.86	-	
101-10-50 51211	PERS UAL	164,477.27	176,331.69	176,331.69	-	
101-10-50 51220	FICA/Medicare	54,486.36	57,202.73	57,202.73	-	
101-10-50 51230	Medical Benefits	101,608.78	104,149.00	104,149.00	-	
101-10-50 51235	Life & LTD Insurance	7,151.07	7,413.39	7,413.39	-	
101-10-50 51240	Workers Compensation Premiums	39,180.40	41,139.42	41,139.42	-	
101-10-50 51140	Overtime Pay	4,413.55	4,545.96	4,545.96	-	
101-10-50 51150	Special Pay	4,699.76	4,699.76	4,699.76	-	
101-10-50 51155	One-Time Payouts	34,021.51	34,021.51	34,021.51	-	
101-10-50 51237	Allowances & Other Benefits	2,880.80	2,880.80	2,880.80	-	
101-10-50 51990	Salary Savings	4,879.00	-	-	-	
Account Classification Total: 5100-Persn - Personnel		1,195,247.09	1,245,280.24	1,245,280.24	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-10-50 52100	Budget Only - One Time Adjustments	(50,000.00)	-	(57,932.00)	(57,932.00)	GF Adj between departments
101-10-50 52110	Collect & Admin Services	123,000.00	118,000.00	118,000.00	-	
101-10-50 52120	Legal & Financial Svcs	100,000.00	100,000.00	100,000.00	-	
101-10-50 52190	Miscellaneous Prof Svcs	60,000.00	60,000.00	60,000.00	-	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		233,000.00	278,000.00	220,068.00	(57,932.00)	
5400-Other Svcs - Other Purchased Services						
101-10-50 54210	Telephone Expenses	4,518.00	4,120.00	4,120.00	-	
101-10-50 54220	Mobile/Wireless Expenses	825.00	825.00	825.00	-	
101-10-50 54230	Internet Services	500.00	500.00	500.00	-	
101-10-50 54240	Software Licenses & Maintenance	145,000.00	145,000.00	145,000.00	-	
101-10-50 54310	Legal Notices & Advertise	309.00	309.00	309.00	-	
101-10-50 54410	Printing & Binding	600.00	600.00	600.00	-	
101-10-50 54610	Travel & Training	15,000.00	15,000.00	15,000.00	-	
101-10-50 54910	Dues & Subscriptions	2,575.00	2,575.00	2,575.00	-	
Account Classification Total: 5400-Other Svcs - Other Purchased Services		169,327.00	168,929.00	168,929.00	-	
5500-Supplies - Supplies						
101-10-50 55110	General Office Supplies	2,000.00	2,000.00	2,000.00	-	
101-10-50 55120	Postage & Delivery	2,000.00	2,000.00	2,000.00	-	
Account Classification Total: 5500-Supplies - Supplies		4,000.00	4,000.00	4,000.00	-	
5600-Prop & Cap - Property & Capital						
101-10-50 56410	Office Equipment <$10K	10,000.00	10,000.00	10,000.00	-	
Account Classification Total: 5600-Prop & Cap - Property & Capital		10,000.00	10,000.00	10,000.00	-	
5800-Financing - Financing Costs						
101-10-50 58920	Bank & Credit Card Fees	50,000.00	50,000.00	50,000.00	-	
Account Classification Total: 5800-Financing - Financing Costs		50,000.00	50,000.00	50,000.00	-	
Division Total: 50 - Finance Department		1,661,574.09	1,756,209.24	1,698,277.24	(57,932.00)	
Division: 60 - Human Resources						
5100-Persn - Personnel						
101-10-60 51110	Regular Salaries & Wages	206,646.00	215,250.90	215,250.90	-	
101-10-60 51210	PERS Contributions	27,103.00	28,216.91	28,216.91	-	
101-10-60 51211	PERS UAL	48,495.00	51,813.27	51,813.27	-	
101-10-60 51220	FICA/Medicare	15,901.00	16,558.49	16,558.49	-	
101-10-60 51230	Medical Benefits	25,175.00	25,803.59	25,803.59	-	
101-10-60 51235	Life & LTD Insurance	2,127.00	2,208.57	2,208.57	-	
101-10-60 51240	Workers Compensation Premiums	13,061.00	13,713.14	13,713.14	-	
101-10-60 51150	Special Pay	1,200.00	1,199.90	1,199.90	-	
101-10-60 51237	Allowances & Other Benefits	1,441.00	1,440.40	1,440.40	-	
Account Classification Total: 5100-Persn - Personnel		341,149.00	356,205.17	356,205.17	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-10-60 52100	Budget Only - One Time Adjustments	-	-	261,623.00	261,623.00	GF Adj between departments
101-10-60 52110	Collect & Admin Services	43,000.00	43,000.00	43,000.00	-	
101-10-60 52210	Lab & Investigative Svcs	600.00	600.00	600.00	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		43,600.00	43,600.00	305,223.00	261,623.00	
5400-Other Svcs - Other Purchased Services						
101-10-60 54110	Insurance Premiums	1,899,900.00	2,089,890.00	2,089,890.00	-	
101-10-60 54120	Settlements & Judgements	50,000.00	50,000.00	50,000.00	-	
101-10-60 54130	Insurance-Workers Comp	8,000.00	8,000.00	8,000.00	-	
101-10-60 54210	Telephone Expenses	1,800.00	1,800.00	1,800.00	-	
101-10-60 54220	Mobile/Wireless Expenses	990.00	990.00	990.00	-	
101-10-60 54610	Travel & Training	5,000.00	5,000.00	5,000.00	-	
101-10-60 54910	Dues & Subscriptions	530.00	530.00	530.00	-	
101-10-60 54990	Other Administrative Svcs	291,000.00	231,000.00	231,000.00	-	
Account Classification Total: 5400-Other Svcs - Other Purchased Services		2,257,220.00	2,387,210.00	2,387,210.00	-	
5500-Supplies - Supplies						
101-10-60 55110	General Office Supplies	946.00	946.00	946.00	-	
101-10-60 55120	Postage & Delivery	487.00	487.00	487.00	-	
101-10-60 55130	Photocopying Charges	717.00	717.00	717.00	-	
101-10-60 55140	Recognition-EE/Volunteer	3,000.00	3,000.00	3,000.00	-	
101-10-60 55290	Other Operating Supplies	20,000.00	20,000.00	20,000.00	-	
Account Classification Total: 5500-Supplies - Supplies		25,150.00	25,150.00	25,150.00	-	
5600-Prop & Cap - Property & Capital						
101-10-60 56410	Office Equipment <$10K	4,000.00	4,000.00	4,000.00	-	
Account Classification Total: 5600-Prop & Cap - Property & Capital		4,000.00	4,000.00	4,000.00	-	
Division Total: 60 - Human Resources		2,671,119.00	2,816,165.17	3,077,788.17	261,623.00	
Division: 70 - Information Systems Div						
5100-Persn - Personnel						
101-10-70 51110	Regular Salaries & Wages	377,097.69	396,834.20	396,834.20	-	
101-10-70 51200	PARS Contribution	500.00	500.00	500.00	-	
101-10-70 51210	PERS Contributions	39,509.72	41,491.21	41,491.21	-	
101-10-70 51211	PERS UAL	91,531.00	98,575.55	98,575.55	-	
101-10-70 51220	FICA/Medicare	28,939.77	30,449.61	30,449.61	-	
101-10-70 51230	Medical Benefits	76,439.66	78,350.65	78,350.65	-	
101-10-70 51235	Life & LTD Insurance	3,804.86	3,974.77	3,974.77	-	
101-10-70 51240	Workers Compensation Premiums	19,590.20	20,569.71	20,569.71	-	
101-10-70 51150	Special Pay	1,199.90	1,199.90	1,199.90	-	
101-10-70 51155	One-Time Payouts	18,364.29	18,364.29	18,364.29	-	
101-10-70 51237	Allowances & Other Benefits	720.20	720.20	720.20	-	
Account Classification Total: 5100-Persn - Personnel		657,697.27	691,030.09	691,030.09	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-10-70 52100	Budget Only - One Time Adjustments	-	-	2,528.00	2,528.00	GF Adj between departments
101-10-70 52230	Other Technical Services	26,360.00	18,000.00	18,000.00	-	
101-10-70 54250	Hardware Maintenance & Support	45,000.00	45,000.00	45,000.00	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		71,360.00	63,000.00	65,528.00	2,528.00	
5300-Prop Svcs - Purchased Property Services						
101-10-70 53250	Vehicle & Equip Maint Svc	515.00	515.00	515.00	-	
101-10-70 53290	Miscellaneous R&M Svcs	500.00	500.00	500.00	-	
Account Classification Total: 5300-Prop Svcs - Purchased Property Services		1,015.00	1,015.00	1,015.00	-	
5400-Other Svcs - Other Purchased Services						
101-10-70 54210	Telephone Expenses	3,297.00	3,200.00	3,200.00	-	
101-10-70 54220	Mobile/Wireless Expenses	3,745.00	3,745.00	3,745.00	-	
101-10-70 54230	Internet Services	19,906.00	19,906.00	19,906.00	-	
101-10-70 54240	Software Licenses & Maintenance	303,277.48	312,375.80	312,375.80	-	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	330,225.48	339,226.80	339,226.80	-	
5500-Supplies - Supplies						
101-10-70 55110	General Office Supplies	500.00	500.00	500.00	-	
101-10-70 55210	Fuel	440.00	462.00	462.00	-	
	Account Classification Total: 5500-Supplies - Supplies	940.00	962.00	962.00	-	
5600-Prop & Cap - Property & Capital						
101-10-70 56420	Office Equipment >$10K	71,179.18	72,000.00	72,000.00	-	
	Account Classification Total: 5600-Prop & Cap - Property & Capital	71,179.18	72,000.00	72,000.00	-	
	Division Total: 70 - Information Systems Div	1,132,416.93	1,167,233.89	1,169,761.89	2,528.00	
	Department Total: 10 - Administration	7,852,677.84	8,021,608.89	8,233,563.89	211,955.00	
Department: 20 - Police						
Division: 11 - Police Administration						
5100-Persn - Personnel						
101-20-11 51110	Regular Salaries & Wages	1,478,859.57	1,530,074.22	1,530,074.22	-	
101-20-11 51120	Part-Time Permanent Salaries & Wages	75,692.64	77,963.42	77,963.42	-	
101-20-11 51200	PARS Contribution	50.00	50.00	50.00	-	
101-20-11 51210	PERS Contributions	240,209.19	247,624.08	247,624.08	-	
101-20-11 51211	PERS UAL	546,472.24	582,167.67	582,167.67	-	
101-20-11 51220	FICA/Medicare	60,266.05	62,592.46	62,592.46	-	
101-20-11 51230	Medical Benefits	227,287.52	232,969.71	232,969.71	-	
101-20-11 51235	Life & LTD Insurance	11,656.28	11,913.08	11,913.08	-	
101-20-11 51240	Workers Compensation Premiums	71,830.73	75,422.27	75,422.27	-	
101-20-11 51140	Overtime Pay	36,050.00	37,131.50	37,131.50	-	
101-20-11 51150	Special Pay	80,532.94	82,876.94	82,876.94	-	
101-20-11 51155	One-Time Payouts	31,019.49	31,019.49	31,019.49	-	
101-20-11 51237	Allowances & Other Benefits	82,398.28	83,833.75	83,833.75	-	
101-20-11 51990	Salary Savings	304,197.00	-	-	-	
	Account Classification Total: 5100-Persn - Personnel	3,246,521.93	3,055,638.59	3,055,638.59	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-20-11 52100	Budget Only - One Time Adjustments	-	-	(167,740.00)	(167,740.00)	GF Adj between departments
101-20-11 52110	Collect & Admin Services	1,345,000.00	1,466,050.00	1,466,050.00	-	
101-20-11 52190	Miscellaneous Prof Svcs	120,000.00	100,000.00	100,000.00	-	
101-20-11 52210	Lab & Investigative Svcs	10,000.00	10,000.00	10,000.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	1,475,000.00	1,576,050.00	1,408,310.00	(167,740.00)	
5300-Prop Svcs - Purchased Property Services						
101-20-11 53110	Utilities-Energy	12,000.00	13,200.00	13,200.00	-	
101-20-11 53230	Building Maint Services	40,000.00	40,000.00	40,000.00	-	
101-20-11 53290	Miscellaneous R&M Svcs	16,000.00	16,000.00	16,000.00	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	68,000.00	69,200.00	69,200.00	-	
5400-Other Svcs - Other Purchased Services						
101-20-11 54210	Telephone Expenses	16,312.00	15,000.00	15,000.00	-	
101-20-11 54220	Mobile/Wireless Expenses	10,000.00	10,000.00	10,000.00	-	
101-20-11 54230	Internet Services	20,500.00	20,500.00	20,500.00	-	
101-20-11 54240	Software Licenses & Maintenance	156,000.00	162,240.00	162,240.00	-	
101-20-11 54310	Legal Notices & Advertise	2,600.00	2,600.00	2,600.00	-	
101-20-11 54410	Printing & Binding	10,000.00	10,000.00	10,000.00	-	
101-20-11 54610	Travel & Training	110,000.00	110,000.00	110,000.00	-	
101-20-11 54910	Dues & Subscriptions	3,500.00	3,500.00	3,500.00	-	
101-20-11 54990	Other Administrative Svcs	20,000.00	20,000.00	20,000.00	-	
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	348,912.00	353,840.00	353,840.00	-	
5500-Supplies - Supplies						
101-20-11 55110	General Office Supplies	15,000.00	15,000.00	15,000.00	-	
101-20-11 55120	Postage & Delivery	4,000.00	4,000.00	4,000.00	-	
101-20-11 55130	Photocopying Charges	5,000.00	5,000.00	5,000.00	-	
101-20-11 55290	Other Operating Supplies	10,000.00	10,000.00	10,000.00	-	
	Account Classification Total: 5500-Supplies - Supplies	34,000.00	34,000.00	34,000.00	-	
5600-Prop & Cap - Property & Capital						
101-20-11 56410	Office Equipment <$10K	20,000.00	20,000.00	20,000.00	-	
101-20-11 56710	Other Equipment <$10K	10,000.00	10,000.00	10,000.00	-	
	Account Classification Total: 5600-Prop & Cap - Property & Capital	30,000.00	30,000.00	30,000.00	-	
5800-Financing - Financing Costs						
101-20-11 58920	Bank & Credit Card Fees	1,000.00	1,000.00	1,000.00	-	
	Account Classification Total: 5800-Financing - Financing Costs	1,000.00	1,000.00	1,000.00	-	
	Division Total: 11 - Police Administration	5,203,433.93	5,119,728.59	4,951,988.59	(167,740.00)	
Division: 12 - Police Operations						
5100-Persn - Personnel						
101-20-12 51110	Regular Salaries & Wages	4,020,354.11	4,200,368.18	4,200,368.18	-	
101-20-12 51210	PERS Contributions	665,955.30	693,676.11	693,676.11	-	
101-20-12 51211	PERS UAL	1,681,616.23	1,810,888.83	1,810,888.83	-	
101-20-12 51220	FICA/Medicare	71,527.47	74,802.94	74,802.94	-	
101-20-12 51230	Medical Benefits	720,379.10	738,388.58	738,388.58	-	
101-20-12 51235	Life & LTD Insurance	32,925.59	34,083.83	34,083.83	-	
101-20-12 51240	Workers Compensation Premiums	195,901.99	205,697.09	205,697.09	-	
101-20-12 51140	Overtime Pay	400,000.00	400,000.00	400,000.00	-	
101-20-12 51150	Special Pay	97,193.30	99,893.12	99,893.12	-	
101-20-12 51155	One-Time Payouts	101,241.61	101,241.61	101,241.61	-	
101-20-12 51237	Allowances & Other Benefits	183,449.13	188,230.10	188,230.10	-	
101-20-12 51990	Salary Savings	(516,634.09)	(288,474.80)	(288,474.00)	0.80	
	Account Classification Total: 5100-Persn - Personnel	7,653,909.75	8,258,795.59	8,258,796.39	0.80	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-20-12 52190	Miscellaneous Prof Svcs	2,000.00	2,000.00	2,000.00	-	
101-20-12 52230	Other Technical Services	2,500.00	2,500.00	2,500.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	4,500.00	4,500.00	4,500.00	-	
5300-Prop Svcs - Purchased Property Services						
101-20-12 53250	Vehicle & Equip Maint Svc	100,000.00	100,000.00	100,000.00	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	100,000.00	100,000.00	100,000.00	-	
5400-Other Svcs - Other Purchased Services						
101-20-12 54990	Other Administrative Svcs	6,000.00	6,000.00	6,000.00	-	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	6,000.00	6,000.00	6,000.00	-	
5500-Supplies - Supplies						
101-20-12 55210	Fuel	130,000.00	130,000.00	130,000.00	-	
101-20-12 55220	Safety Supplies	55,000.00	55,000.00	55,000.00	-	
101-20-12 55290	Other Operating Supplies	9,000.00	9,000.00	9,000.00	-	
	Account Classification Total: 5500-Supplies - Supplies	194,000.00	194,000.00	194,000.00	-	
5600-Prop & Cap - Property & Capital						
101-20-12 56520	Vehicles >$10K	322,624.00	150,000.00	150,000.00	-	
101-20-12 56710	Other Equipment <$10K	10,000.00	10,000.00	10,000.00	-	
	Account Classification Total: 5600-Prop & Cap - Property & Capital	332,624.00	160,000.00	160,000.00	-	
	Division Total: 12 - Police Operations	8,291,033.75	8,723,295.59	8,723,296.39	0.80	
Division: 13 - Police Investigations						
5100-Persn - Personnel						
101-20-13 51110	Regular Salaries & Wages	726,717.39	756,284.15	756,284.15	-	
101-20-13 51210	PERS Contributions	121,990.12	126,685.81	126,685.81	-	
101-20-13 51211	PERS UAL	301,099.10	323,343.45	323,343.45	-	
101-20-13 51220	FICA/Medicare	10,991.77	11,433.59	11,433.59	-	
101-20-13 51230	Medical Benefits	111,347.97	114,131.67	114,131.67	-	
101-20-13 51235	Life & LTD Insurance	5,845.33	6,002.92	6,002.92	-	
101-20-13 51240	Workers Compensation Premiums	32,650.33	34,282.85	34,282.85	-	
101-20-13 51140	Overtime Pay	93,000.00	94,000.00	94,000.00	-	
101-20-13 51150	Special Pay	21,618.04	22,230.59	22,230.59	-	
101-20-13 51155	One-Time Payouts	29,296.70	29,296.70	29,296.70	-	
101-20-13 51237	Allowances & Other Benefits	21,217.47	21,509.02	21,509.02	-	
	Account Classification Total: 5100-Persn - Personnel	1,475,774.23	1,539,200.75	1,539,200.75	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-20-13 52190	Miscellaneous Prof Svcs	7,500.00	8,500.00	8,500.00	-	
101-20-13 52210	Lab & Investigative Svcs	70,000.00	70,000.00	70,000.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	77,500.00	78,500.00	78,500.00	-	
5400-Other Svcs - Other Purchased Services						
101-20-13 54990	Other Administrative Svcs	5,000.00	5,000.00	5,000.00	-	
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	5,000.00	5,000.00	5,000.00	-	
	Division Total: 13 - Police Investigations	1,558,274.23	1,622,700.75	1,622,700.75	-	
	Department Total: 20 - Police	15,052,741.91	15,465,724.93	15,297,985.73	(167,739.20)	
Department: 25 - Fire						
Division: 10 - Fire Administration						
5100-Persn - Personnel						
101-25-10 51110	Regular Salaries & Wages	6,177,492.00	6,381,312.51	6,381,312.51	-	
101-25-10 51120	Part-Time Permanent Salaries & Wages	54,637.00	56,275.44	56,275.44	-	
101-25-10 51148	Back Fill Costs	955,000.00	1,087,000.00	1,087,000.00	-	
101-25-10 51210	PERS Contributions	1,214,261.00	1,253,027.70	1,253,027.70	-	
101-25-10 51211	PERS UAL	2,660,443.00	2,837,285.03	2,837,285.03	-	
101-25-10 51220	FICA/Medicare	106,371.00	109,829.84	109,829.84	-	
101-25-10 51230	Medical Benefits	1,148,592.00	1,177,305.93	1,177,305.93	-	
101-25-10 51235	Life & LTD Insurance	46,187.00	46,946.62	46,946.62	-	
101-25-10 51240	Workers Compensation Premiums	246,657.00	258,989.47	258,989.47	-	
101-25-10 51145	FLSA Overtime Pay	111,030.00	114,360.78	114,360.78	-	
101-25-10 51146	Fire Non-Supp OT	50,000.00	50,000.00	50,000.00	-	
101-25-10 51147	Fire OES Response	600,000.00	600,000.00	600,000.00	-	
101-25-10 51155	One-Time Payouts	79,871.00	79,870.57	79,870.57	-	
101-25-10 51237	Allowances & Other Benefits	299,246.00	300,406.89	300,406.89	-	
101-25-10 51242	Workers Compensation Pay (In Lieu of Salary)	103,000.00	103,000.00	103,000.00	-	
101-25-10 51990	Salary Savings	50,663.00	-	-	-	
	Account Classification Total: 5100-Persn - Personnel	13,903,450.00	14,455,610.78	14,455,610.78	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-25-10 52100	Budget Only - One Time Adjustments	-	-	201,102.00	201,102.00	GF Adj between departments
101-25-10 52190	Miscellaneous Prof Svcs	274,200.00	274,200.00	274,200.00	-	
101-25-10 52220	Medical Services	35,000.00	35,000.00	35,000.00	-	
101-25-10 52230	Other Technical Services	26,700.00	26,700.00	26,700.00	-	
101-25-10 52260	OES Equipment & Apparatus	100,000.00	100,000.00	100,000.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	435,900.00	435,900.00	637,002.00	201,102.00	
5300-Prop Svcs - Purchased Property Services						
101-25-10 53110	Utilities-Energy	33,866.00	37,252.60	37,252.60	-	
101-25-10 53230	Building Maint Services	20,000.00	20,000.00	20,000.00	-	
101-25-10 53240	Landscape/Park Maint Svcs	5,000.00	5,000.00	5,000.00	-	
101-25-10 53250	Vehicle & Equip Maint Svc	322,044.00	175,000.00	175,000.00	-	
101-25-10 53270	Weed Abatement	5,000.00	5,000.00	5,000.00	-	
101-25-10 53290	Miscellaneous R&M Svcs	65,655.00	63,100.00	63,100.00	-	
101-25-10 53330	Vehic Replcmt Rental Chrg	151,000.00	151,000.00	151,000.00	-	
101-25-10 53910	Solid Waste Services	9,600.00	10,584.00	10,584.00	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	612,165.00	466,936.60	466,936.60	-	
5400-Other Svcs - Other Purchased Services						
101-25-10 54210	Telephone Expenses	23,415.00	22,000.00	22,000.00	-	
101-25-10 54220	Mobile/Wireless Expenses	13,000.00	13,000.00	13,000.00	-	
101-25-10 54230	Internet Services	15,750.00	15,750.00	15,750.00	-	
101-25-10 54240	Software Licenses & Maintenance	17,500.00	17,500.00	17,500.00	-	
101-25-10 54310	Legal Notices & Advertise	2,500.00	2,500.00	2,500.00	-	
101-25-10 54410	Printing & Binding	10,000.00	10,000.00	10,000.00	-	
101-25-10 54610	Travel & Training	50,000.00	50,000.00	50,000.00	-	
101-25-10 54910	Dues & Subscriptions	9,000.00	9,000.00	9,000.00	-	
101-25-10 54990	Other Administrative Svcs	8,500.00	8,500.00	8,500.00	-	
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	149,665.00	148,250.00	148,250.00	-	
5500-Supplies - Supplies						
101-25-10 55110	General Office Supplies	3,000.00	3,000.00	3,000.00	-	
101-25-10 55120	Postage & Delivery	500.00	500.00	500.00	-	
101-25-10 55130	Photocopying Charges	100.00	100.00	100.00	-	
101-25-10 55210	Fuel	66,066.00	69,369.30	69,369.30	-	
101-25-10 55230	Medical Supplies	30,975.00	32,523.00	32,523.00	-	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
101-25-10 55240	Clothing & Uniform Supply	75,000.00	75,000.00	75,000.00	-	
101-25-10 55250	Vehicle & Equip Supplies	8,000.00	8,000.00	8,000.00	-	
101-25-10 55290	Other Operating Supplies	7,000.00	7,000.00	7,000.00	-	
101-25-10 55520	Building Supplies	6,000.00	6,000.00	6,000.00	-	
Account Classification Total: 5500-Supplies - Supplies		196,641.00	201,492.30	201,492.30	-	
5600-Prop & Cap - Property & Capital						
101-25-10 56310	Improvements, not Bldgs	15,000.00	15,000.00	15,000.00	-	
101-25-10 56410	Office Equipment <$10K	8,000.00	8,000.00	8,000.00	-	
101-25-10 56710	Other Equipment <$10K	7,100.00	7,100.00	7,100.00	-	
101-25-10 56720	Other Equipment >$10K	17,825.00	-	-	-	
Account Classification Total: 5600-Prop & Cap - Property & Capital		47,925.00	30,100.00	30,100.00	-	
5800-Financing - Financing Costs						
101-25-10 58220	Licenses & Permits	2,500.00	2,500.00	2,500.00	-	
Account Classification Total: 5800-Financing - Financing Costs		2,500.00	2,500.00	2,500.00	-	
5900-Oth Financ - Other Financing Uses						
101-25-10 59990.601	TRANSFER OUT-I/S	85,000.00	85,000.00	85,000.00	-	
Account Classification Total: 5900-Oth Financ - Other Financing Uses		85,000.00	85,000.00	85,000.00	-	
Division Total: 10 - Fire Administration		15,433,246.00	15,825,789.68	16,026,891.68	201,102.00	
Department Total: 25 - Fire		15,433,246.00	15,825,789.68	16,026,891.68	201,102.00	
Department: 30 - Public Works						
Division: 10 - Public Works Admin						
5200-Prof Svcs - Purchased Professional & Technical Services						
101-30-10 52100	Budget Only - One Time Adjustments	-	-	(71,672.00)	(71,672.00)	GF Adj between departments
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		-	-	(71,672.00)	(71,672.00)	
Division Total: 10 - Public Works Admin		-	-	(71,672.00)	(71,672.00)	
Division: 20 - Public Works Engineering						
5100-Persn - Personnel						
101-30-20 51110	Regular Salaries & Wages	185,467.77	195,023.11	195,023.11	-	
101-30-20 51210	PERS Contributions	10,746.65	11,303.80	11,303.80	-	
101-30-20 51211	PERS UAL	42,206.35	45,457.28	45,457.28	-	
101-30-20 51220	FICA/Medicare	14,004.74	14,744.64	14,744.64	-	
101-30-20 51230	Medical Benefits	29,937.85	30,686.30	30,686.30	-	
101-30-20 51235	Life & LTD Insurance	1,860.91	1,944.81	1,944.81	-	
101-30-20 51240	Workers Compensation Premiums	10,872.58	11,416.21	11,416.21	-	
101-30-20 51150	Special Pay	364.00	364.00	364.00	-	
101-30-20 51155	One-Time Payouts	2,674.85	2,674.85	2,674.85	-	
101-30-20 51237	Allowances & Other Benefits	954.46	954.46	954.46	-	
101-30-20 51990	Salary Savings	526.00	-	-	-	
Account Classification Total: 5100-Persn - Personnel		299,616.17	314,569.46	314,569.46	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-30-20 52190	Miscellaneous Prof Svcs	97,653.00	95,000.00	95,000.00	-	
101-30-20 52230	Other Technical Services	1,090.00	1,090.00	1,090.00	-	
101-30-20 52240	Miscellaneous Services	13,630.00	16,630.00	16,630.00	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		112,373.00	112,720.00	112,720.00	-	
5300-Prop Svcs - Purchased Property Services						
101-30-20 53250	Vehicle & Equip Maint Svc	4,000.00	4,000.00	4,000.00	-	
101-30-20 53320	Vehicle & Equipment Lease	4,160.00	4,160.00	4,160.00	-	
Account Classification Total: 5300-Prop Svcs - Purchased Property Services		8,160.00	8,160.00	8,160.00	-	
5400-Other Svcs - Other Purchased Services						
101-30-20 54210	Telephone Expenses	5,399.00	5,200.00	5,200.00	-	
101-30-20 54220	Mobile/Wireless Expenses	9,680.00	9,680.00	9,680.00	-	
101-30-20 54240	Software Licenses & Maintenance	1,680.00	1,680.00	1,680.00	-	
101-30-20 54610	Travel & Training	4,160.00	4,160.00	4,160.00	-	
101-30-20 54910	Dues & Subscriptions	1,300.00	1,300.00	1,300.00	-	
101-30-20 54920	Events & Field Trips	440.00	440.00	440.00	-	
Account Classification Total: 5400-Other Svcs - Other Purchased Services		22,659.00	22,460.00	22,460.00	-	
5500-Supplies - Supplies						
101-30-20 55110	General Office Supplies	840.00	840.00	840.00	-	
101-30-20 55120	Postage & Delivery	940.00	940.00	940.00	-	
101-30-20 55130	Photocopying Charges	630.00	630.00	630.00	-	
101-30-20 55220	Safety Supplies	520.00	520.00	520.00	-	
101-30-20 55290	Other Operating Supplies	110.00	110.00	110.00	-	
Account Classification Total: 5500-Supplies - Supplies		3,040.00	3,040.00	3,040.00	-	
5600-Prop & Cap - Property & Capital						
101-30-20 56410	Office Equipment <$10K	11,900.00	13,900.00	13,900.00	-	
101-30-20 56710	Other Equipment <$10K	320.00	320.00	320.00	-	
Account Classification Total: 5600-Prop & Cap - Property & Capital		12,220.00	14,220.00	14,220.00	-	
Division Total: 20 - Public Works Engineering		458,068.17	475,169.46	475,169.46	-	
Division: 30 - Public Works Maintenance						
5100-Persn - Personnel						
101-30-30 51110	Regular Salaries & Wages	322,449.00	336,696.02	336,696.02	-	
101-30-30 51120	Part-Time Permanent Salaries & Wages	57,751.00	59,482.54	59,482.54	-	
101-30-30 51200	PARS Contribution	150.00	150.00	150.00	-	
101-30-30 51210	PERS Contributions	29,099.00	30,314.68	30,314.68	-	
101-30-30 51211	PERS UAL	79,053.00	84,545.15	84,545.15	-	
101-30-30 51220	FICA/Medicare	24,361.00	25,472.74	25,472.74	-	
101-30-30 51230	Medical Benefits	73,200.00	75,029.01	75,029.01	-	
101-30-30 51235	Life & LTD Insurance	3,279.00	3,412.77	3,412.77	-	
101-30-30 51240	Workers Compensation Premiums	24,815.00	26,054.93	26,054.93	-	
101-30-30 51140	Overtime Pay	4,414.00	4,545.96	4,545.96	-	
101-30-30 51142	Straight OT	6,620.00	6,818.40	6,818.40	-	
101-30-30 51150	Special Pay	2,898.00	2,897.18	2,897.18	-	
101-30-30 51155	One-Time Payouts	4,377.00	4,376.04	4,376.04	-	
101-30-30 51237	Allowances & Other Benefits	487.00	486.20	486.20	-	
Account Classification Total: 5100-Persn - Personnel		632,953.00	660,281.62	660,281.62	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-30-30 52190	Miscellaneous Prof Svcs	4,160.00	4,160.00	4,160.00	-	
101-30-30 52230	Other Technical Services	4,610.00	4,610.00	4,610.00	-	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
101-30-30 52240	Miscellaneous Services	8,510.00	8,510.00	8,510.00	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		17,280.00	17,280.00	17,280.00	-	
5300-Prop Svcs - Purchased Property Services						
101-30-30 53110	Utilities-Energy	134,330.00	147,763.00	147,763.00	-	
101-30-30 53111	Utilities-Water & Sewer	125,600.00	125,600.00	125,600.00	-	
101-30-30 53210	Infrastructure Maint Svc	148,050.00	148,050.00	148,050.00	-	
101-30-30 53230	Building Maint Services	122,225.00	128,830.00	128,830.00	-	
101-30-30 53240	Landscape/Park Maint Svcs	518,672.00	644,780.00	644,780.00	-	
101-30-30 53250	Vehicle & Equip Maint Svc	59,106.00	58,630.00	58,630.00	-	
101-30-30 53260	Janitorial Services	26,610.00	29,610.00	29,610.00	-	
101-30-30 53290	Miscellaneous R&M Svcs	12,810.00	12,810.00	12,810.00	-	
101-30-30 53320	Vehicle & Equipment Lease	4,090.00	4,090.00	4,090.00	-	
101-30-30 53910	Solid Waste Services	41,110.00	41,110.00	41,110.00	-	
101-30-30 53990	Other Property Services	6,060.00	6,060.00	6,060.00	-	
Account Classification Total: 5300-Prop Svcs - Purchased Property Services		1,198,663.00	1,347,333.00	1,347,333.00	-	
5400-Other Svcs - Other Purchased Services						
101-30-30 54210	Telephone Expenses	13,976.00	13,010.00	13,010.00	-	
101-30-30 54220	Mobile/Wireless Expenses	10,690.00	10,690.00	10,690.00	-	
101-30-30 54230	Internet Services	7,690.00	7,690.00	7,690.00	-	
101-30-30 54240	Software Licenses & Maintenance	2,400.00	2,400.00	2,400.00	-	
101-30-30 54610	Travel & Training	6,970.00	6,970.00	6,970.00	-	
101-30-30 54910	Dues & Subscriptions	8,960.00	8,960.00	8,960.00	-	
101-30-30 54920	Events & Field Trips	3,960.00	3,960.00	3,960.00	-	
Account Classification Total: 5400-Other Svcs - Other Purchased Services		54,646.00	53,680.00	53,680.00	-	
5500-Supplies - Supplies						
101-30-30 55110	General Office Supplies	2,670.00	2,670.00	2,670.00	-	
101-30-30 55120	Postage & Delivery	810.00	810.00	810.00	-	
101-30-30 55130	Photocopying Charges	550.00	550.00	550.00	-	
101-30-30 55210	Fuel	20,977.00	22,025.85	22,025.85	-	
101-30-30 55220	Safety Supplies	7,090.00	7,090.00	7,090.00	-	
101-30-30 55250	Vehicle & Equip Supplies	7,790.00	7,790.00	7,790.00	-	
101-30-30 55290	Other Operating Supplies	9,710.00	9,710.00	9,710.00	-	
101-30-30 55520	Building Supplies	16,920.00	16,920.00	16,920.00	-	
Account Classification Total: 5500-Supplies - Supplies		66,517.00	67,565.85	67,565.85	-	
5600-Prop & Cap - Property & Capital						
101-30-30 56410	Office Equipment <$10K	14,490.00	14,490.00	14,490.00	-	
101-30-30 56620	Heavy Equipment >$10K	23,000.00	23,000.00	23,000.00	-	
101-30-30 56710	Other Equipment <$10K	7,770.00	8,770.00	8,770.00	-	
Account Classification Total: 5600-Prop & Cap - Property & Capital		45,260.00	46,260.00	46,260.00	-	
5800-Financing - Financing Costs						
101-30-30 58220	Licenses & Permits	7,700.00	7,700.00	7,700.00	-	
101-30-30 58920	Bank & Credit Card Fees	760.00	760.00	760.00	-	
Account Classification Total: 5800-Financing - Financing Costs		8,460.00	8,460.00	8,460.00	-	
Division Total: 30 - Public Works Maintenance		2,023,779.00	2,200,860.47	2,200,860.47	-	
Department Total: 30 - Public Works		2,481,847.17	2,676,029.93	2,604,357.93	(71,672.00)	
Department: 40 - Community Development						
Division: 10 - Comm Dev-Econ Developmt						
5100-Persn - Personnel						
101-40-10 51110	Regular Salaries & Wages	438,836.07	452,001.15	452,001.15	-	
101-40-10 51120	Part-Time Permanent Salaries & Wages	1,750.00	1,750.00	1,750.00	-	
101-40-10 51200	PARS Contribution	100.00	100.00	100.00	-	
101-40-10 51210	PERS Contributions	41,246.28	42,480.33	42,480.33	-	
101-40-10 51211	PERS UAL	100,292.54	106,109.81	106,109.81	-	
101-40-10 51220	FICA/Medicare	32,558.58	33,643.73	33,643.73	-	
101-40-10 51230	Medical Benefits	59,602.18	61,092.24	61,092.24	-	
101-40-10 51235	Life & LTD Insurance	4,282.33	4,371.10	4,371.10	-	
101-40-10 51240	Workers Compensation Premiums	24,161.25	25,369.32	25,369.32	-	
101-40-10 51150	Special Pay	260.00	260.00	260.00	-	
101-40-10 51237	Allowances & Other Benefits	1,440.40	1,440.40	1,440.40	-	
101-40-10 51990	Salary Savings	10,824.11	16,988.78	16,989.00	0.22	
Account Classification Total: 5100-Persn - Personnel		715,353.75	745,606.86	745,607.08	0.22	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-40-10 52100	Budget Only - One Time Adjustments	35,000.00	-	(15,364.00)	(15,364.00)	GF Adj between departments
101-40-10 52120	Legal & Financial Svcs	1,000.00	1,000.00	1,000.00	-	
101-40-10 52190	Miscellaneous Prof Svcs	51,047.00	25,000.00	25,000.00	-	
101-40-10 52230	Other Technical Services	30,000.00	30,000.00	30,000.00	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		117,047.00	56,000.00	40,636.00	(15,364.00)	
5400-Other Svcs - Other Purchased Services						
101-40-10 54210	Telephone Expenses	1,048.00	1,000.00	1,000.00	-	
101-40-10 54220	Mobile/Wireless Expenses	1,000.00	2,000.00	2,000.00	-	
101-40-10 54410	Printing & Binding	1,000.00	1,000.00	1,000.00	-	
101-40-10 54610	Travel & Training	8,000.00	8,000.00	8,000.00	-	
101-40-10 54910	Dues & Subscriptions	5,500.00	5,500.00	5,500.00	-	
101-40-10 54920	Events & Field Trips	5,000.00	5,000.00	5,000.00	-	
Account Classification Total: 5400-Other Svcs - Other Purchased Services		21,548.00	22,500.00	22,500.00	-	
5500-Supplies - Supplies						
101-40-10 55110	General Office Supplies	1,000.00	1,000.00	1,000.00	-	
101-40-10 55120	Postage & Delivery	2,500.00	2,500.00	2,500.00	-	
101-40-10 55130	Photocopying Charges	900.00	900.00	900.00	-	
101-40-10 55240	Clothing & Uniform Supply	600.00	600.00	600.00	-	
Account Classification Total: 5500-Supplies - Supplies		5,000.00	5,000.00	5,000.00	-	
5600-Prop & Cap - Property & Capital						
101-40-10 56410	Office Equipment <$10K	4,000.00	4,000.00	4,000.00	-	
Account Classification Total: 5600-Prop & Cap - Property & Capital		4,000.00	4,000.00	4,000.00	-	
5800-Financing - Financing Costs						
101-40-10 58925	Credit Card Processing Fees	35,000.00	35,000.00	35,000.00	-	
Account Classification Total: 5800-Financing - Financing Costs		35,000.00	35,000.00	35,000.00	-	
Division Total: 10 - Comm Dev-Econ Developmt		897,948.75	868,106.86	852,743.08	(15,363.78)	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
Division: 30 - Comm Dev-Planning						
5100-Persn - Personnel						
101-40-30 51110	Regular Salaries & Wages	455,486.81	478,602.02	478,602.02	-	
101-40-30 51210	PERS Contributions	41,055.10	43,212.09	43,212.09	-	
101-40-30 51211	PERS UAL	112,066.08	120,509.42	120,509.42	-	
101-40-30 51220	FICA/Medicare	34,467.83	36,275.16	36,275.16	-	
101-40-30 51230	Medical Benefits	108,024.30	110,724.91	110,724.91	-	
101-40-30 51235	Life & LTD Insurance	4,530.51	4,718.02	4,718.02	-	
101-40-30 51240	Workers Compensation Premiums	23,834.75	25,026.49	25,026.49	-	
101-40-30 51150	Special Pay	1,820.00	1,820.00	1,820.00	-	
101-40-30 51155	One-Time Payouts	5,643.76	5,643.76	5,643.76	-	
101-40-30 51237	Allowances & Other Benefits	720.20	720.20	720.20	-	
	Account Classification Total: 5100-Persn - Personnel	787,649.34	827,252.07	827,252.07	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-40-30 52130	Architect/Engineering Svc	8,000.00	8,000.00	8,000.00	-	
101-40-30 52190	Miscellaneous Prof Svcs	180,599.00	20,000.00	20,000.00	-	
101-40-30 52230	Other Technical Services	20,000.00	22,000.00	22,000.00	-	
101-40-30 52240	Miscellaneous Services	2,000.00	2,000.00	2,000.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	210,599.00	52,000.00	52,000.00	-	
5400-Other Svcs - Other Purchased Services						
101-40-30 54210	Telephone Expenses	1,148.00	1,051.00	1,051.00	-	
101-40-30 54220	Mobile/Wireless Expenses	250.00	250.00	250.00	-	
101-40-30 54240	Software Licenses & Maintenance	298.00	298.00	298.00	-	
101-40-30 54310	Legal Notices & Advertise	6,500.00	6,500.00	6,500.00	-	
101-40-30 54410	Printing & Binding	2,060.00	2,060.00	2,060.00	-	
101-40-30 54610	Travel & Training	6,000.00	6,000.00	6,000.00	-	
101-40-30 54910	Dues & Subscriptions	1,766.00	1,766.00	1,766.00	-	
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	18,022.00	17,925.00	17,925.00	-	
5500-Supplies - Supplies						
101-40-30 55110	General Office Supplies	473.00	473.00	473.00	-	
101-40-30 55120	Postage & Delivery	1,893.00	1,893.00	1,893.00	-	
101-40-30 55130	Photocopying Charges	2,500.00	2,500.00	2,500.00	-	
	Account Classification Total: 5500-Supplies - Supplies	4,866.00	4,866.00	4,866.00	-	
5600-Prop & Cap - Property & Capital						
101-40-30 56410	Office Equipment <$10K	2,000.00	2,000.00	2,000.00	-	
	Account Classification Total: 5600-Prop & Cap - Property & Capital	2,000.00	2,000.00	2,000.00	-	
	Division Total: 30 - Comm Dev-Planning	1,023,136.34	904,043.07	904,043.07	-	
Division: 40 - Comm Dev-Building Svcs						
5100-Persn - Personnel						
101-40-40 51110	Regular Salaries & Wages	803,433.00	840,096.65	840,096.65	-	
101-40-40 51210	PERS Contributions	63,572.00	66,342.93	66,342.93	-	
101-40-40 51211	PERS UAL	200,815.00	214,947.56	214,947.56	-	
101-40-40 51220	FICA/Medicare	61,063.00	63,906.58	63,906.58	-	
101-40-40 51230	Medical Benefits	219,958.00	225,456.55	225,456.55	-	
101-40-40 51235	Life & LTD Insurance	8,229.00	8,558.70	8,558.70	-	
101-40-40 51240	Workers Compensation Premiums	49,955.00	52,452.74	52,452.74	-	
101-40-40 51140	Overtime Pay	2,207.00	2,272.45	2,272.45	-	
101-40-40 51150	Special Pay	1,520.00	1,519.96	1,519.96	-	
101-40-40 51155	One-Time Payouts	10,662.00	10,661.34	10,661.34	-	
101-40-40 51990	Salary Savings	(157,133.00)	(151,885.08)	(151,885.00)	0.08	
	Account Classification Total: 5100-Persn - Personnel	1,264,281.00	1,334,330.38	1,334,330.46	0.08	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-40-40 52130	Architect/Engineering Svc	300,000.00	300,000.00	300,000.00	-	
101-40-40 52130.4	Solar Plan Review	9,506.00	-	-	-	
101-40-40 52190	Miscellaneous Prof Svcs	495,000.00	495,000.00	495,000.00	-	
101-40-40 52190.1	Temp Staff in City Hall	61,692.00	-	-	-	
101-40-40 52230	Other Technical Services	25,000.00	25,000.00	25,000.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	891,198.00	820,000.00	820,000.00	-	
5300-Prop Svcs - Purchased Property Services						
101-40-40 53250	Vehicle & Equip Maint Svc	4,500.00	4,500.00	4,500.00	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	4,500.00	4,500.00	4,500.00	-	
5400-Other Svcs - Other Purchased Services						
101-40-40 54210	Telephone Expenses	4,168.00	4,000.00	4,000.00	-	
101-40-40 54220	Mobile/Wireless Expenses	1,000.00	1,000.00	1,000.00	-	
101-40-40 54230	Internet Services	1,448.00	1,448.00	1,448.00	-	
101-40-40 54240	Software Licenses & Maintenance	2,000.00	2,000.00	2,000.00	-	
101-40-40 54410	Printing & Binding	500.00	500.00	500.00	-	
101-40-40 54610	Travel & Training	4,000.00	4,000.00	4,000.00	-	
101-40-40 54910	Dues & Subscriptions	6,000.00	6,000.00	6,000.00	-	
101-40-40 54990	Other Administrative Svcs	1,843.00	1,843.00	1,843.00	-	
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	20,959.00	20,791.00	20,791.00	-	
5500-Supplies - Supplies						
101-40-40 55110	General Office Supplies	1,419.00	1,419.00	1,419.00	-	
101-40-40 55120	Postage & Delivery	946.00	946.00	946.00	-	
101-40-40 55130	Photocopying Charges	2,000.00	2,000.00	2,000.00	-	
101-40-40 55210	Fuel	3,300.00	3,465.00	3,465.00	-	
101-40-40 55220	Safety Supplies	331.00	331.00	331.00	-	
101-40-40 55240	Clothing & Uniform Supply	709.00	709.00	709.00	-	
101-40-40 55290	Other Operating Supplies	4,000.00	4,000.00	4,000.00	-	
	Account Classification Total: 5500-Supplies - Supplies	12,705.00	12,870.00	12,870.00	-	
5600-Prop & Cap - Property & Capital						
101-40-40 56410	Office Equipment <$10K	4,000.00	4,000.00	4,000.00	-	
	Account Classification Total: 5600-Prop & Cap - Property & Capital	4,000.00	4,000.00	4,000.00	-	
5800-Financing - Financing Costs						
101-40-40 58920	Bank & Credit Card Fees	50,000.00	50,000.00	50,000.00	-	
	Account Classification Total: 5800-Financing - Financing Costs	50,000.00	50,000.00	50,000.00	-	
	Division Total: 40 - Comm Dev-Building Svcs	2,247,643.00	2,246,491.38	2,246,491.46	0.08	
	Department Total: 40 - Community Development	4,168,728.09	4,018,641.31	4,003,277.61	(15,363.70)	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
Department: 50 - Recreation						
Division: 10 - Recreation-Admin						
5100-Persn - Personnel						
101-50-10 51110	Regular Salaries & Wages	361,758.00	374,852.56	374,852.56	-	
101-50-10 51120	Part-Time Permanent Salaries & Wages	15,914.00	16,390.90	16,390.90	-	
101-50-10 51200	PARS Contribution	50.00	50.00	50.00	-	
101-50-10 51210	PERS Contributions	45,768.00	47,362.81	47,362.81	-	
101-50-10 51211	PERS UAL	87,157.00	92,685.40	92,685.40	-	
101-50-10 51220	FICA/Medicare	25,831.00	26,990.83	26,990.83	-	
101-50-10 51230	Medical Benefits	62,802.00	64,371.67	64,371.67	-	
101-50-10 51235	Life & LTD Insurance	3,373.00	3,440.09	3,440.09	-	
101-50-10 51240	Workers Compensation Premiums	20,570.00	21,598.20	21,598.20	-	
101-50-10 51140	Overtime Pay	531.00	546.36	546.36	-	
101-50-10 51150	Special Pay	1,950.00	1,950.00	1,950.00	-	
101-50-10 51155	One-Time Payouts	9,572.00	9,571.89	9,571.89	-	
101-50-10 51237	Allowances & Other Benefits	1,009.00	1,008.28	1,008.28	-	
101-50-10 51990	Salary Savings	4,415.00	-	-	-	
	Account Classification Total: 5100-Persn - Personnel	640,700.00	660,818.99	660,818.99	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-50-10 52100	Budget Only - One Time Adjustments	-	-	(169,281.00)	(169,281.00)	GF Adj between departments
101-50-10 52190	Miscellaneous Prof Svcs	18,000.00	18,000.00	18,000.00	-	
101-50-10 52230	Other Technical Services	15,000.00	15,000.00	15,000.00	-	
101-50-10 52240	Miscellaneous Services	10,000.00	10,000.00	10,000.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	43,000.00	43,000.00	(126,281.00)	(169,281.00)	
5300-Prop Svcs - Purchased Property Services						
101-50-10 53110	Utilities-Energy	16,419.00	18,060.90	18,060.90	-	
101-50-10 53111	Utilities-Water & Sewer	2,310.00	2,310.00	2,310.00	-	
101-50-10 53230	Building Maint Services	21,000.00	21,000.00	21,000.00	-	
101-50-10 53240	Landscape/Park Maint Svcs	5,000.00	5,000.00	5,000.00	-	
101-50-10 53250	Vehicle & Equip Maint Svc	4,000.00	4,000.00	4,000.00	-	
101-50-10 53990	Other Property Services	60,000.00	62,400.00	62,400.00	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	108,729.00	112,770.90	112,770.90	-	
5400-Other Svcs - Other Purchased Services						
101-50-10 54210	Telephone Expenses	15,353.00	14,049.00	14,049.00	-	
101-50-10 54220	Mobile/Wireless Expenses	2,080.00	2,080.00	2,080.00	-	
101-50-10 54230	Internet Services	25,000.00	25,000.00	25,000.00	-	
101-50-10 54240	Software Licenses & Maintenance	18,000.00	18,000.00	18,000.00	-	
101-50-10 54310	Legal Notices & Advertise	1,000.00	1,000.00	1,000.00	-	
101-50-10 54410	Printing & Binding	32,136.00	33,421.00	33,421.00	-	
101-50-10 54610	Travel & Training	5,150.00	5,150.00	5,150.00	-	
101-50-10 54910	Dues & Subscriptions	2,575.00	2,575.00	2,575.00	-	
101-50-10 54990	Other Administrative Svcs	14,000.00	14,000.00	14,000.00	-	
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	115,294.00	115,275.00	115,275.00	-	
5500-Supplies - Supplies						
101-50-10 55110	General Office Supplies	3,000.00	3,000.00	3,000.00	-	
101-50-10 55120	Postage & Delivery	25,000.00	25,000.00	25,000.00	-	
101-50-10 55130	Photocopying Charges	3,500.00	3,500.00	3,500.00	-	
101-50-10 55140	Recognition-EE/Volunteer	2,500.00	2,500.00	2,500.00	-	
101-50-10 55210	Fuel	2,750.00	2,887.50	2,887.50	-	
101-50-10 55290	Other Operating Supplies	8,000.00	8,000.00	8,000.00	-	
101-50-10 55520	Building Supplies	5,000.00	5,000.00	5,000.00	-	
	Account Classification Total: 5500-Supplies - Supplies	49,750.00	49,887.50	49,887.50	-	
5600-Prop & Cap - Property & Capital						
101-50-10 56410	Office Equipment <$10K	18,000.00	18,000.00	18,000.00	-	
101-50-10 56710	Other Equipment <$10K	18,000.00	18,000.00	18,000.00	-	
	Account Classification Total: 5600-Prop & Cap - Property & Capital	36,000.00	36,000.00	36,000.00	-	
5800-Financing - Financing Costs						
101-50-10 58220	Licenses & Permits	3,000.00	3,000.00	3,000.00	-	
101-50-10 58920	Bank & Credit Card Fees	195,000.00	200,850.00	200,850.00	-	
	Account Classification Total: 5800-Financing - Financing Costs	198,000.00	203,850.00	203,850.00	-	
5900-Oth Financ - Other Financing Uses						
101-50-10 59990.225	Operating Xfer Out-Donations	50,000.00	50,000.00	50,000.00	-	
	Account Classification Total: 5900-Oth Financ - Other Financing Uses	50,000.00	50,000.00	50,000.00	-	
	Division Total: 10 - Recreation-Admin	1,241,473.00	1,271,602.39	1,102,321.39	(169,281.00)	
Division: 20 - Recreation-Chldcr Admin						
5100-Persn - Personnel						
101-50-20 51110	Regular Salaries & Wages	445,995.89	459,375.76	459,375.76	-	
101-50-20 51120	Part-Time Permanent Salaries & Wages	780,600.00	764,400.00	764,400.00	-	
101-50-20 51200	PARS Contribution	6,200.00	6,200.00	6,200.00	-	
101-50-20 51210	PERS Contributions	67,696.23	69,679.08	69,679.08	-	
101-50-20 51211	PERS UAL	122,166.04	129,119.21	129,119.21	-	
101-50-20 51220	FICA/Medicare	34,700.07	35,723.63	35,723.63	-	
101-50-20 51230	Medical Benefits	140,769.81	144,289.05	144,289.05	-	
101-50-20 51235	Life & LTD Insurance	4,692.47	4,826.29	4,826.29	-	
101-50-20 51240	Workers Compensation Premiums	39,180.40	41,139.42	41,139.42	-	
101-50-20 51140	Overtime Pay	3,182.70	3,278.18	3,278.18	-	
101-50-20 51150	Special Pay	14,999.80	7,599.80	7,599.80	-	
101-50-20 51155	One-Time Payouts	10,560.75	10,560.75	10,560.75	-	
101-50-20 51237	Allowances & Other Benefits	2,880.80	2,880.80	2,880.80	-	
101-50-20 51990	Salary Savings	9,923.00	-	-	-	
	Account Classification Total: 5100-Persn - Personnel	1,683,547.95	1,679,071.97	1,679,071.97	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-50-20 52190	Miscellaneous Prof Svcs	75,000.00	28,000.00	28,000.00	-	
101-50-20 52220	Medical Services	2,000.00	2,000.00	2,000.00	-	
101-50-20 52250	Instructor Services	10,032.00	10,032.00	10,032.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	87,032.00	40,032.00	40,032.00	-	
5300-Prop Svcs - Purchased Property Services						
101-50-20 53110	Utilities-Energy	13,658.00	15,023.80	15,023.80	-	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
101-50-20 53230	Building Maint Services	15,000.00	-	-	-	
101-50-20 53310	Land & Building Lease	10,000.00	10,000.00	10,000.00	-	
101-50-20 53990	Other Property Services	2,472.00	2,472.00	2,472.00	-	
Account Classification Total: 5300-Prop Svcs - Purchased Property Services		41,130.00	27,495.80	27,495.80	-	
5400-Other Svcs - Other Purchased Services						
101-50-20 54210	Telephone Expenses	1,152.00	1,054.00	1,054.00	-	
101-50-20 54220	Mobile/Wireless Expenses	3,500.00	3,500.00	3,500.00	-	
101-50-20 54230	Internet Services	4,000.00	4,000.00	4,000.00	-	
101-50-20 54310	Legal Notices & Advertise	2,500.00	2,500.00	2,500.00	-	
101-50-20 54610	Travel & Training	5,000.00	5,000.00	5,000.00	-	
101-50-20 54910	Dues & Subscriptions	1,000.00	1,000.00	1,000.00	-	
101-50-20 54920	Events & Field Trips	48,464.00	50,403.00	50,403.00	-	
Account Classification Total: 5400-Other Svcs - Other Purchased Services		65,616.00	67,457.00	67,457.00	-	
5500-Supplies - Supplies						
101-50-20 55110	General Office Supplies	2,000.00	2,000.00	2,000.00	-	
101-50-20 55120	Postage & Delivery	500.00	500.00	500.00	-	
101-50-20 55130	Photocopying Charges	3,500.00	3,500.00	3,500.00	-	
101-50-20 55140	Recognition-EE/Volunteer	3,000.00	3,000.00	3,000.00	-	
101-50-20 55210	Fuel	2,750.00	2,887.50	2,887.50	-	
101-50-20 55230	Medical Supplies	5,000.00	5,000.00	5,000.00	-	
101-50-20 55240	Clothing & Uniform Supply	13,500.00	13,500.00	13,500.00	-	
101-50-20 55290	Other Operating Supplies	80,000.00	80,000.00	80,000.00	-	
101-50-20 55520	Building Supplies	2,000.00	2,000.00	2,000.00	-	
Account Classification Total: 5500-Supplies - Supplies		112,250.00	112,387.50	112,387.50	-	
5600-Prop & Cap - Property & Capital						
101-50-20 56410	Office Equipment <$10K	2,000.00	2,000.00	2,000.00	-	
101-50-20 56710	Other Equipment <$10K	8,000.00	8,000.00	8,000.00	-	
Account Classification Total: 5600-Prop & Cap - Property & Capital		10,000.00	10,000.00	10,000.00	-	
5800-Financing - Financing Costs						
101-50-20 58220	Licenses & Permits	2,000.00	2,000.00	2,000.00	-	
Account Classification Total: 5800-Financing - Financing Costs		2,000.00	2,000.00	2,000.00	-	
Division Total: 20 - Recreation-Chldcr Admin		2,001,575.95	1,938,444.27	1,938,444.27	-	
Division: 30 - Recreation-Swim Center						
5100-Persn - Personnel						
101-50-30 51110	Regular Salaries & Wages	121,526.35	129,948.97	129,948.97	-	
101-50-30 51120	Part-Time Permanent Salaries & Wages	670,000.00	644,800.00	644,800.00	-	
101-50-30 51200	PARS Contribution	6,500.00	6,500.00	6,500.00	-	
101-50-30 51210	PERS Contributions	12,389.20	13,207.57	13,207.57	-	
101-50-30 51211	PERS UAL	30,679.12	33,446.97	33,446.97	-	
101-50-30 51220	FICA/Medicare	9,296.77	9,941.10	9,941.10	-	
101-50-30 51230	Medical Benefits	31,957.64	32,756.58	32,756.58	-	
101-50-30 51235	Life & LTD Insurance	1,274.96	1,355.09	1,355.09	-	
101-50-30 51240	Workers Compensation Premiums	8,815.59	9,256.37	9,256.37	-	
101-50-30 51140	Overtime Pay	1,060.90	1,092.73	1,092.73	-	
101-50-30 51155	One-Time Payouts	3,490.42	3,490.42	3,490.42	-	
101-50-30 51237	Allowances & Other Benefits	432.12	432.12	432.12	-	
Account Classification Total: 5100-Persn - Personnel		897,423.06	886,227.92	886,227.92	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-50-30 52190	Miscellaneous Prof Svcs	2,080.00	2,080.00	2,080.00	-	
101-50-30 52220	Medical Services	1,500.00	1,500.00	1,500.00	-	
101-50-30 52250	Instructor Services	3,500.00	3,500.00	3,500.00	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		7,080.00	7,080.00	7,080.00	-	
5300-Prop Svcs - Purchased Property Services						
101-50-30 53110	Utilities-Energy	65,021.00	71,523.10	71,523.10	-	
101-50-30 53111	Utilities-Water & Sewer	39,699.00	41,287.00	41,287.00	-	
101-50-30 53990	Other Property Services	9,984.00	9,984.00	9,984.00	-	
Account Classification Total: 5300-Prop Svcs - Purchased Property Services		114,704.00	122,794.10	122,794.10	-	
5400-Other Svcs - Other Purchased Services						
101-50-30 54210	Telephone Expenses	2,584.00	2,364.00	2,364.00	-	
101-50-30 54220	Mobile/Wireless Expenses	500.00	500.00	500.00	-	
101-50-30 54230	Internet Services	3,538.00	3,538.00	3,538.00	-	
101-50-30 54310	Legal Notices & Advertise	1,753.00	1,753.00	1,753.00	-	
101-50-30 54610	Travel & Training	5,000.00	5,000.00	5,000.00	-	
101-50-30 54910	Dues & Subscriptions	3,120.00	3,245.00	3,245.00	-	
101-50-30 54920	Events & Field Trips	3,000.00	3,000.00	3,000.00	-	
Account Classification Total: 5400-Other Svcs - Other Purchased Services		19,495.00	19,400.00	19,400.00	-	
5500-Supplies - Supplies						
101-50-30 55110	General Office Supplies	2,000.00	2,000.00	2,000.00	-	
101-50-30 55120	Postage & Delivery	500.00	500.00	500.00	-	
101-50-30 55130	Photocopying Charges	3,000.00	3,000.00	3,000.00	-	
101-50-30 55140	Recognition-EE/Volunteer	3,000.00	3,000.00	3,000.00	-	
101-50-30 55210	Fuel	2,500.00	2,500.00	2,500.00	-	
101-50-30 55230	Medical Supplies	3,000.00	3,000.00	3,000.00	-	
101-50-30 55240	Clothing & Uniform Supply	6,000.00	6,000.00	6,000.00	-	
101-50-30 55290	Other Operating Supplies	24,000.00	24,000.00	24,000.00	-	
101-50-30 55520	Building Supplies	2,000.00	2,000.00	2,000.00	-	
101-50-30 55590	Other Maintenance Supply	6,000.00	6,000.00	6,000.00	-	
Account Classification Total: 5500-Supplies - Supplies		52,000.00	52,000.00	52,000.00	-	
5600-Prop & Cap - Property & Capital						
101-50-30 56410	Office Equipment <$10K	2,000.00	2,000.00	2,000.00	-	
101-50-30 56710	Other Equipment <$10K	5,000.00	5,000.00	5,000.00	-	
Account Classification Total: 5600-Prop & Cap - Property & Capital		7,000.00	7,000.00	7,000.00	-	
5800-Financing - Financing Costs						
101-50-30 58220	Licenses & Permits	3,500.00	3,500.00	3,500.00	-	
Account Classification Total: 5800-Financing - Financing Costs		3,500.00	3,500.00	3,500.00	-	
Division Total: 30 - Recreation-Swim Center		1,101,202.06	1,098,002.02	1,098,002.02	-	
Division: 40 - Recreation-Senior Svcs						
5100-Persn - Personnel						

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
101-50-40 51110	Regular Salaries & Wages	41,506.51	42,751.70	42,751.70	-	
101-50-40 51120	Part-Time Permanent Salaries & Wages	24,000.00	24,960.00	24,960.00	-	
101-50-40 51200	PARS Contribution	100.00	100.00	100.00	-	
101-50-40 51210	PERS Contributions	4,289.91	4,418.05	4,418.05	-	
101-50-40 51211	PERS UAL	10,472.91	11,074.08	11,074.08	-	
101-50-40 51220	FICA/Medicare	3,175.25	3,270.51	3,270.51	-	
101-50-40 51230	Medical Benefits	10,652.59	10,918.90	10,918.90	-	
101-50-40 51235	Life & LTD Insurance	432.05	443.62	443.62	-	
101-50-40 51240	Workers Compensation Premiums	2,938.54	3,085.46	3,085.46	-	
101-50-40 51140	Overtime Pay	530.45	546.36	546.36	-	
101-50-40 51155	One-Time Payouts	3,014.42	3,014.42	3,014.42	-	
101-50-40 51237	Allowances & Other Benefits	324.22	324.22	324.22	-	
101-50-40 51990	Salary Savings	847.00	-	-	-	
	Account Classification Total: 5100-Persn - Personnel	102,283.84	104,907.32	104,907.32	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-50-40 52220	Medical Services	500.00	500.00	500.00	-	
101-50-40 52250	Instructor Services	22,000.00	22,880.00	22,880.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	22,500.00	23,380.00	23,380.00	-	
5300-Prop Svcs - Purchased Property Services						
101-50-40 53110	Utilities-Energy	2,979.00	3,276.90	3,276.90	-	
101-50-40 53230	Building Maint Services	1,000.00	1,000.00	1,000.00	-	
101-50-40 53990	Other Property Services	832.00	832.00	832.00	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	4,811.00	5,108.90	5,108.90	-	
5400-Other Svcs - Other Purchased Services						
101-50-40 54220	Mobile/Wireless Expenses	1,269.00	1,269.00	1,269.00	-	
101-50-40 54410	Printing & Binding	3,000.00	3,000.00	3,000.00	-	
101-50-40 54610	Travel & Training	1,000.00	1,000.00	1,000.00	-	
101-50-40 54910	Dues & Subscriptions	1,000.00	1,000.00	1,000.00	-	
101-50-40 54920	Events & Field Trips	5,000.00	5,000.00	5,000.00	-	
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	11,269.00	11,269.00	11,269.00	-	
5500-Supplies - Supplies						
101-50-40 55110	General Office Supplies	1,000.00	1,000.00	1,000.00	-	
101-50-40 55120	Postage & Delivery	5,000.00	5,000.00	5,000.00	-	
101-50-40 55210	Fuel	880.00	924.00	924.00	-	
101-50-40 55290	Other Operating Supplies	5,000.00	5,000.00	5,000.00	-	
	Account Classification Total: 5500-Supplies - Supplies	11,880.00	11,924.00	11,924.00	-	
5600-Prop & Cap - Property & Capital						
101-50-40 56710	Other Equipment <$10K	3,000.00	3,000.00	3,000.00	-	
	Account Classification Total: 5600-Prop & Cap - Property & Capital	3,000.00	3,000.00	3,000.00	-	
	Division Total: 40 - Recreation-Senior Svcs	155,743.84	159,589.22	159,589.22	-	
Division: 50 - Recreation-Adult/Commnty						
5100-Persn - Personnel						
101-50-50 51110	Regular Salaries & Wages	143,941.56	149,064.32	149,064.32	-	
101-50-50 51120	Part-Time Permanent Salaries & Wages	40,000.00	41,600.00	41,600.00	-	
101-50-50 51200	PARS Contribution	100.00	100.00	100.00	-	
101-50-50 51210	PERS Contributions	12,154.23	12,552.70	12,552.70	-	
101-50-50 51211	PERS UAL	35,915.74	38,137.53	38,137.53	-	
101-50-50 51220	FICA/Medicare	11,036.37	11,428.26	11,428.26	-	
101-50-50 51230	Medical Benefits	37,098.33	38,025.79	38,025.79	-	
101-50-50 51235	Life & LTD Insurance	1,504.87	1,552.15	1,552.15	-	
101-50-50 51240	Workers Compensation Premiums	10,774.63	11,313.37	11,313.37	-	
101-50-50 51150	Special Pay	325.00	325.00	325.00	-	
101-50-50 51155	One-Time Payouts	162.59	162.59	162.59	-	
101-50-50 51237	Allowances & Other Benefits	1,008.28	1,008.28	1,008.28	-	
101-50-50 51990	Salary Savings	1,561.00	-	-	-	
	Account Classification Total: 5100-Persn - Personnel	295,582.60	305,269.99	305,269.99	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-50-50 52250	Instructor Services	130,000.00	135,200.00	135,200.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	130,000.00	135,200.00	135,200.00	-	
5300-Prop Svcs - Purchased Property Services						
101-50-50 53230	Building Maint Services	5,000.00	5,000.00	5,000.00	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	5,000.00	5,000.00	5,000.00	-	
5400-Other Svcs - Other Purchased Services						
101-50-50 54210	Telephone Expenses	4,727.00	4,325.00	4,325.00	-	
101-50-50 54220	Mobile/Wireless Expenses	800.00	800.00	800.00	-	
101-50-50 54230	Internet Services	4,058.00	4,058.00	4,058.00	-	
101-50-50 54610	Travel & Training	2,000.00	2,000.00	2,000.00	-	
101-50-50 54910	Dues & Subscriptions	500.00	500.00	500.00	-	
101-50-50 54920	Events & Field Trips	5,000.00	5,000.00	5,000.00	-	
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	17,085.00	16,683.00	16,683.00	-	
5500-Supplies - Supplies						
101-50-50 55110	General Office Supplies	1,500.00	1,500.00	1,500.00	-	
101-50-50 55120	Postage & Delivery	1,000.00	1,000.00	1,000.00	-	
101-50-50 55130	Photocopying Charges	1,000.00	1,000.00	1,000.00	-	
101-50-50 55290	Other Operating Supplies	10,000.00	10,000.00	10,000.00	-	
	Account Classification Total: 5500-Supplies - Supplies	13,500.00	13,500.00	13,500.00	-	
5600-Prop & Cap - Property & Capital						
101-50-50 56410	Office Equipment <$10K	3,000.00	3,000.00	3,000.00	-	
101-50-50 56710	Other Equipment <$10K	10,000.00	10,000.00	10,000.00	-	
	Account Classification Total: 5600-Prop & Cap - Property & Capital	13,000.00	13,000.00	13,000.00	-	
	Division Total: 50 - Recreation-Adult/Commnty	474,167.60	488,652.99	488,652.99	-	
Division: 60 - Recreation-Youth Services						
5100-Persn - Personnel						
101-50-60 51110	Regular Salaries & Wages	153,696.80	160,721.21	160,721.21	-	
101-50-60 51120	Part-Time Permanent Salaries & Wages	65,000.00	67,600.00	67,600.00	-	
101-50-60 51200	PARS Contribution	1,000.00	1,000.00	1,000.00	-	
101-50-60 51210	PERS Contributions	8,639.93	9,006.05	9,006.05	-	
101-50-60 51211	PERS UAL	34,705.84	37,193.84	37,193.84	-	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
101-50-60 51220	FICA/Medicare	11,757.82	12,295.18	12,295.18	-	
101-50-60 51230	Medical Benefits	23,123.22	23,701.30	23,701.30	-	
101-50-60 51235	Life & LTD Insurance	1,614.41	1,677.59	1,677.59	-	
101-50-60 51240	Workers Compensation Premiums	11,427.60	11,998.98	11,998.98	-	
101-50-60 51140	Overtime Pay	2,206.26	2,272.45	2,272.45	-	
101-50-60 51237	Allowances & Other Benefits	1,260.22	1,260.22	1,260.22	-	
101-50-60 51990	Salary Savings	1,613.00	-	-	-	
Account Classification Total: 5100-Persn - Personnel		316,045.10	328,726.82	328,726.82	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
101-50-60 52250	Instructor Services	650,000.00	613,600.00	613,600.00	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		650,000.00	613,600.00	613,600.00	-	
5300-Prop Svcs - Purchased Property Services						
101-50-60 53310	Land & Building Lease	5,000.00	5,000.00	5,000.00	-	
Account Classification Total: 5300-Prop Svcs - Purchased Property Services		5,000.00	5,000.00	5,000.00	-	
5400-Other Svcs - Other Purchased Services						
101-50-60 54110	Insurance Premiums	5,000.00	5,000.00	5,000.00	-	
101-50-60 54210	Telephone Expenses	2,584.00	2,364.00	2,364.00	-	
101-50-60 54230	Internet Services	3,680.00	3,680.00	3,680.00	-	
101-50-60 54310	Legal Notices & Advertise	3,000.00	3,000.00	3,000.00	-	
101-50-60 54410	Printing & Binding	1,000.00	1,000.00	1,000.00	-	
101-50-60 54610	Travel & Training	4,000.00	4,000.00	4,000.00	-	
101-50-60 54910	Dues & Subscriptions	500.00	500.00	500.00	-	
101-50-60 54920	Events & Field Trips	40,000.00	40,000.00	40,000.00	-	
Account Classification Total: 5400-Other Svcs - Other Purchased Services		59,764.00	59,544.00	59,544.00	-	
5500-Supplies - Supplies						
101-50-60 55110	General Office Supplies	1,500.00	1,500.00	1,500.00	-	
101-50-60 55120	Postage & Delivery	500.00	500.00	500.00	-	
101-50-60 55130	Photocopying Charges	3,000.00	3,000.00	3,000.00	-	
101-50-60 55140	Recognition-EE/Volunteer	2,000.00	2,000.00	2,000.00	-	
101-50-60 55210	Fuel	3,500.00	3,640.00	3,640.00	-	
101-50-60 55220	Safety Supplies	2,000.00	2,000.00	2,000.00	-	
101-50-60 55240	Clothing & Uniform Supply	2,000.00	2,000.00	2,000.00	-	
101-50-60 55290	Other Operating Supplies	12,000.00	12,000.00	12,000.00	-	
Account Classification Total: 5500-Supplies - Supplies		26,500.00	26,640.00	26,640.00	-	
5600-Prop & Cap - Property & Capital						
101-50-60 56710	Other Equipment <$10K	6,000.00	6,000.00	6,000.00	-	
Account Classification Total: 5600-Prop & Cap - Property & Capital		6,000.00	6,000.00	6,000.00	-	
Division Total: 60 - Recreation-Youth Services		1,063,309.10	1,039,510.82	1,039,510.82	-	
Division: 70 - Recreation-Custodial Services						
5100-Persn - Personnel						
101-50-70 51110	Regular Salaries & Wages	278,412.64	291,748.52	291,748.52	-	
101-50-70 51120	Part-Time Permanent Salaries & Wages	56,160.00	58,406.00	58,406.00	-	
101-50-70 51200	PARS Contribution	150.00	150.00	150.00	-	
101-50-70 51210	PERS Contributions	34,202.44	35,548.73	35,548.73	-	
101-50-70 51211	PERS UAL	83,246.11	88,978.52	88,978.52	-	
101-50-70 51220	FICA/Medicare	21,749.91	22,770.11	22,770.11	-	
101-50-70 51230	Medical Benefits	135,740.77	139,134.29	139,134.29	-	
101-50-70 51235	Life & LTD Insurance	2,932.59	3,070.55	3,070.55	-	
101-50-70 51240	Workers Compensation Premiums	28,732.29	30,168.91	30,168.91	-	
101-50-70 51140	Overtime Pay	1,060.90	1,092.73	1,092.73	-	
101-50-70 51150	Special Pay	5,899.92	5,899.92	5,899.92	-	
101-50-70 51155	One-Time Payouts	6,602.12	6,602.12	6,602.12	-	
101-50-70 51237	Allowances & Other Benefits	1,008.28	1,008.28	1,008.28	-	
101-50-70 51990	Salary Savings	6,504.00	-	-	-	
Account Classification Total: 5100-Persn - Personnel		662,401.98	684,578.68	684,578.68	-	
5300-Prop Svcs - Purchased Property Services						
101-50-70 53230	Building Maint Services	60,000.00	60,000.00	60,000.00	-	
101-50-70 53250	Vehicle & Equip Maint Svc	12,000.00	12,000.00	12,000.00	-	
101-50-70 53260	Janitorial Services	25,000.00	25,000.00	25,000.00	-	
Account Classification Total: 5300-Prop Svcs - Purchased Property Services		97,000.00	97,000.00	97,000.00	-	
5400-Other Svcs - Other Purchased Services						
101-50-70 54210	Telephone Expenses	4,905.00	4,788.00	4,788.00	-	
101-50-70 54220	Mobile/Wireless Expenses	4,680.00	4,680.00	4,680.00	-	
101-50-70 54610	Travel & Training	3,000.00	3,000.00	3,000.00	-	
Account Classification Total: 5400-Other Svcs - Other Purchased Services		12,585.00	12,468.00	12,468.00	-	
5500-Supplies - Supplies						
101-50-70 55140	Recognition-EE/Volunteer	1,000.00	1,000.00	1,000.00	-	
101-50-70 55220	Safety Supplies	4,000.00	4,000.00	4,000.00	-	
101-50-70 55240	Clothing & Uniform Supply	2,000.00	2,000.00	2,000.00	-	
101-50-70 55290	Other Operating Supplies	3,000.00	4,000.00	4,000.00	-	
101-50-70 55520	Building Supplies	42,000.00	42,000.00	42,000.00	-	
Account Classification Total: 5500-Supplies - Supplies		52,000.00	53,000.00	53,000.00	-	
5600-Prop & Cap - Property & Capital						
101-50-70 56520	Vehicles >$10K	79,881.00	35,000.00	35,000.00	-	
101-50-70 56710	Other Equipment <$10K	12,127.00	7,000.00	7,000.00	-	
Account Classification Total: 5600-Prop & Cap - Property & Capital		92,008.00	42,000.00	42,000.00	-	
Division Total: 70 - Recreation-Custodial Services		915,994.98	889,046.68	889,046.68	-	
Department Total: 50 - Recreation		6,953,466.53	6,884,848.39	6,715,567.39	(169,281.00)	
Department: 90 - Non-Departmental						
Division: 00 - Non-Departmental						
5200-Prof Svcs - Purchased Professional & Technical Services						
101-90-00 52150	Library Services	70,000.00	70,000.00	81,000.00	11,000.00	GF Adj between departments
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		70,000.00	70,000.00	81,000.00	11,000.00	
5800-Financing - Financing Costs						
101-90-00 58110	Principal Payments	172,987.00	165,545.48	165,545.48	-	
101-90-00 58120	Interest Payments	16,375.00	9,093.71	9,093.71	-	
Account Classification Total: 5800-Financing - Financing Costs		189,362.00	174,639.19	174,639.19	-	
5900-Oth Financ - Other Financing Uses						

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
101-90-00 59990.835	Operating Xfer Out-CHALL	623,329.00	626,735.00	626,735.00	-	
	Account Classification Total: 5900-Oth Financ - Other Financing Uses	623,329.00	626,735.00	626,735.00	-	
	Division Total: 00 - Non-Departmental	882,691.00	871,374.19	882,374.19	11,000.00	
	Department Total: 90 - Non-Departmental	882,691.00	871,374.19	882,374.19	11,000.00	
	EXPENSES Total	52,825,398.53	53,764,017.32	53,764,018.42	1.10	
	Fund REVENUE Total: 101 - General Fund	51,696,979.00	53,779,791.90	53,779,791.90	-	
	Fund EXPENSE Total: 101 - General Fund	52,825,398.53	53,764,017.32	53,764,018.42	1.10	
	Fund Total: 101 - General Fund	(1,128,419.53)	15,774.58	15,773.48	(1.10)	
Fund: 201 - Gas Tax Fund						
REVENUES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental						
4500-Intergov'l - Intergovernmental Revenues						
201-00-00 45310	Gas Tax (Section 2105)	160,535.15	165,000.00	165,000.00	-	
201-00-00 45320	Gas Tax (Section 2106)	102,195.14	105,000.00	105,000.00	-	
201-00-00 45330	Gas Tax (Section 2107)	218,782.74	220,000.00	220,000.00	-	
201-00-00 45340	Gas Tax (Section 2107.5)	6,522.86	6,600.00	6,600.00	-	
201-00-00 45370	Gas Tax (Section 2103)	229,846.12	230,000.00	230,000.00	-	
	Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues	717,882.01	726,600.00	726,600.00	-	
	Division Total: 00 - Non-Departmental	717,882.01	726,600.00	726,600.00	-	
	Department Total: 00 - Non-Departmental Revenue	717,882.01	726,600.00	726,600.00	-	
	REVENUES Total	717,882.01	726,600.00	726,600.00	-	
EXPENSES						
Department: 30 - Public Works						
Division: 20 - Public Works Engineering						
5100-Persn - Personnel						
201-30-20 51110	Regular Salaries & Wages	91,045.55	97,397.90	97,397.90	-	
201-30-20 51210	PERS Contributions	5,425.36	5,815.25	5,815.25	-	
201-30-20 51211	PERS UAL	20,529.45	22,454.75	22,454.75	-	
201-30-20 51220	FICA/Medicare	7,004.74	7,490.69	7,490.69	-	
201-30-20 51230	Medical Benefits	12,912.90	13,235.72	13,235.72	-	
201-30-20 51235	Life & LTD Insurance	948.05	1,010.63	1,010.63	-	
201-30-20 51240	Workers Compensation Premiums	6,530.10	6,856.60	6,856.60	-	
201-30-20 51150	Special Pay	520.00	520.00	520.00	-	
201-30-20 51155	One-Time Payouts	2,283.46	2,283.46	2,283.46	-	
201-30-20 51237	Allowances & Other Benefits	504.40	504.40	504.40	-	
201-30-20 51990	Salary Savings	3,570.00	-	8,648.00	8,648.00	Labor contract increases
	Account Classification Total: 5100-Persn - Personnel	151,274.01	157,569.40	166,217.40	8,648.00	
5200-Prof Svcs - Purchased Professional & Technical Services						
201-30-20 52110	Collect & Admin Services	3,200.00	3,200.00	3,200.00	-	
201-30-20 52190	Miscellaneous Prof Svcs	41,200.00	31,236.00	31,236.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	44,400.00	34,436.00	34,436.00	-	
	Division Total: 20 - Public Works Engineering	195,674.01	192,005.40	200,653.40	8,648.00	
Division: 30 - Public Works Maintenance						
5100-Persn - Personnel						
201-30-30 51110	Regular Salaries & Wages	105,535.00	109,601.96	109,601.96	-	
201-30-30 51210	PERS Contributions	11,867.00	12,295.77	12,295.77	-	
201-30-30 51211	PERS UAL	26,719.00	28,444.91	28,444.91	-	
201-30-30 51220	FICA/Medicare	7,536.00	7,872.55	7,872.55	-	
201-30-30 51230	Medical Benefits	27,112.00	27,789.69	27,789.69	-	
201-30-30 51235	Life & LTD Insurance	979.00	1,006.30	1,006.30	-	
201-30-30 51240	Workers Compensation Premiums	5,780.00	6,068.05	6,068.05	-	
201-30-30 51140	Overtime Pay	4,255.00	4,382.58	4,382.58	-	
201-30-30 51142	Straight OT	2,128.00	2,191.82	2,191.82	-	
201-30-30 51150	Special Pay	869.00	868.92	868.92	-	
201-30-30 51155	One-Time Payouts	1,462.00	1,461.38	1,461.38	-	
201-30-30 51237	Allowances & Other Benefits	145.00	144.04	144.04	-	
	Account Classification Total: 5100-Persn - Personnel	194,387.00	202,127.97	202,127.97	-	
5300-Prop Svcs - Purchased Property Services						
201-30-30 53120	Utilities-Street Light	166,300.00	183,120.00	183,120.00	-	
201-30-30 53130	Utilities-Sign/Signal	18,900.00	22,360.00	22,360.00	-	
201-30-30 53220	Sign & Signal Maint Svc	54,904.00	45,000.00	45,000.00	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	240,104.00	250,480.00	250,480.00	-	
5400-Other Svcs - Other Purchased Services						
201-30-30 54240	Software Licenses & Maintenance	6,210.00	-	-	-	
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	6,210.00	-	-	-	
5500-Supplies - Supplies						
201-30-30 55530	Landscape & Park Supplies	6,900.00	6,900.00	6,900.00	-	
	Account Classification Total: 5500-Supplies - Supplies	6,900.00	6,900.00	6,900.00	-	
5900-Oth Financ - Other Financing Uses						
201-30-30 59991.101	Indirect Xfer-GEN	108,048.00	109,337.00	109,337.00	-	
	Account Classification Total: 5900-Oth Financ - Other Financing Uses	108,048.00	109,337.00	109,337.00	-	
	Division Total: 30 - Public Works Maintenance	555,649.00	568,844.97	568,844.97	-	
	Department Total: 30 - Public Works	751,323.01	760,850.37	769,498.37	8,648.00	
	EXPENSES Total	751,323.01	760,850.37	769,498.37	8,648.00	
	Fund REVENUE Total: 201 - Gas Tax Fund	717,882.01	726,600.00	726,600.00	-	
	Fund EXPENSE Total: 201 - Gas Tax Fund	751,323.01	760,850.37	769,498.37	8,648.00	
	Fund Total: 201 - Gas Tax Fund	(33,441.00)	(34,250.37)	(42,898.37)	(8,648.00)	
Fund: 202 - Nat'l Pollut Dis Elim Sys						
REVENUES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental						
4500-Intergov'l - Intergovernmental Revenues						
202-00-00 45710	Nat'l Pol Disch Elim Sys	298,686.00	296,960.00	296,960.00	-	
	Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues	298,686.00	296,960.00	296,960.00	-	
	Division Total: 00 - Non-Departmental	298,686.00	296,960.00	296,960.00	-	
	Department Total: 00 - Non-Departmental Revenue	298,686.00	296,960.00	296,960.00	-	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
	REVENUES Total	298,686.00	296,960.00	296,960.00	-	
EXPENSES						
Department: 30 - Public Works						
Division: 20 - Public Works Engineering						
5100-Persn - Personnel						
202-30-20 51110	Regular Salaries & Wages	19,330.77	20,063.87	20,063.87	-	
202-30-20 51210	PERS Contributions	934.73	973.34	973.34	-	
202-30-20 51211	PERS UAL	4,485.87	4,775.65	4,775.65	-	
202-30-20 51220	FICA/Medicare	1,480.78	1,536.86	1,536.86	-	
202-30-20 51230	Medical Benefits	3,790.25	3,885.01	3,885.01	-	
202-30-20 51235	Life & LTD Insurance	195.91	202.54	202.54	-	
202-30-20 51240	Workers Compensation Premiums	1,077.46	1,131.33	1,131.33	-	
202-30-20 51150	Special Pay	26.00	26.00	26.00	-	
202-30-20 51155	One-Time Payouts	675.86	675.86	675.86	-	
202-30-20 51237	Allowances & Other Benefits	104.26	104.26	104.26	-	
202-30-20 51990	Salary Savings	31.00	-	103.00	103.00	Labor contract increases
	Account Classification Total: 5100-Persn - Personnel	32,132.90	33,374.72	33,477.72	103.00	
5200-Prof Svcs - Purchased Professional & Technical Services						
202-30-20 52190	Miscellaneous Prof Svcs	21,914.00	20,000.00	20,000.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	21,914.00	20,000.00	20,000.00	-	
5400-Other Svcs - Other Purchased Services						
202-30-20 54990	Other Administrative Svcs	3,300.00	3,300.00	3,300.00	-	
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	3,300.00	3,300.00	3,300.00	-	
5800-Financing - Financing Costs						
202-30-20 58220	Licenses & Permits	15,000.00	15,000.00	15,000.00	-	
	Account Classification Total: 5800-Financing - Financing Costs	15,000.00	15,000.00	15,000.00	-	
	Division Total: 20 - Public Works Engineering	72,346.90	71,674.72	71,777.72	103.00	
Division: 30 - Public Works Maintenance						
5100-Persn - Personnel						
202-30-30 51110	Regular Salaries & Wages	114,526.08	120,436.18	120,436.18	-	
202-30-30 51210	PERS Contributions	13,405.07	14,070.76	14,070.76	-	
202-30-30 51211	PERS UAL	30,522.31	32,794.03	32,794.03	-	
202-30-30 51220	FICA/Medicare	8,716.61	9,173.83	9,173.83	-	
202-30-30 51230	Medical Benefits	36,803.15	37,723.23	37,723.23	-	
202-30-30 51235	Life & LTD Insurance	1,173.52	1,225.84	1,225.84	-	
202-30-30 51240	Workers Compensation Premiums	7,738.13	8,125.04	8,125.04	-	
202-30-30 51140	Overtime Pay	3,578.49	3,862.24	3,862.24	-	
202-30-30 51142	Straight OT	2,801.56	3,007.11	3,007.11	-	
202-30-30 51150	Special Pay	995.28	995.28	995.28	-	
202-30-30 51155	One-Time Payouts	2,430.54	2,430.54	2,430.54	-	
202-30-30 51237	Allowances & Other Benefits	353.08	353.08	353.08	-	
	Account Classification Total: 5100-Persn - Personnel	223,043.82	234,197.16	234,197.16	-	
5300-Prop Svcs - Purchased Property Services						
202-30-30 53210	Infrastructure Maint Svc	58,389.00	57,930.00	57,930.00	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	58,389.00	57,930.00	57,930.00	-	
5400-Other Svcs - Other Purchased Services						
202-30-30 54920	Events & Field Trips	329.60	339.49	339.49	-	
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	329.60	339.49	339.49	-	
5900-Oth Financ - Other Financing Uses						
202-30-30 59991.101	Indirect Xfer-GEN	75,000.00	75,000.00	75,000.00	-	
	Account Classification Total: 5900-Oth Financ - Other Financing Uses	75,000.00	75,000.00	75,000.00	-	
	Division Total: 30 - Public Works Maintenance	356,762.42	367,466.65	367,466.65	-	
	Department Total: 30 - Public Works	429,109.31	439,141.37	439,244.37	103.00	
	EXPENSES Total	429,109.31	439,141.37	439,244.37	103.00	
	Fund REVENUE Total: 202 - Nat'l Pollut Dis Elim Sys	298,686.00	296,960.00	296,960.00	-	
	Fund EXPENSE Total: 202 - Nat'l Pollut Dis Elim Sys	429,109.31	439,141.37	439,244.37	103.00	
	Fund Total: 202 - Nat'l Pollut Dis Elim Sys	(130,423.31)	(142,181.37)	(142,284.37)	(103.00)	
Fund: 203 - Land & Light Assess Distr						
REVENUES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental						
4000-Taxes - Property and Other Taxes						
203-00-00 40110	Special Assessments	789,300.00	789,300.00	789,300.00	-	
	Account Classification Total: 4000-Taxes - Property and Other Taxes	789,300.00	789,300.00	789,300.00	-	
	Division Total: 00 - Non-Departmental	789,300.00	789,300.00	789,300.00	-	
	Department Total: 00 - Non-Departmental Revenue	789,300.00	789,300.00	789,300.00	-	
Department: 30 - Public Works						
Division: 30 - Public Works Maintenance						
4500-Intergov'l - Intergovernmental Revenues						
203-30-30 45790	Other Local Reimbursement	10,500.00	10,500.00	10,500.00	-	
	Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues	10,500.00	10,500.00	10,500.00	-	
4600-Chg for Svc - Charges for Services						
203-30-30 46520	Program Fees	1,040.00	1,081.60	1,081.60	-	
	Account Classification Total: 4600-Chg for Svc - Charges for Services	1,040.00	1,081.60	1,081.60	-	
	Division Total: 30 - Public Works Maintenance	11,540.00	11,581.60	11,581.60	-	
	Department Total: 30 - Public Works	11,540.00	11,581.60	11,581.60	-	
	REVENUES Total	800,840.00	800,881.60	800,881.60	-	
EXPENSES						
Department: 30 - Public Works						
Division: 20 - Public Works Engineering						
5100-Persn - Personnel						
203-30-20 51990	Salary Savings	2,640.00	-	5,814.00	5,814.00	Labor contract increases
	Account Classification Total: 5100-Persn - Personnel	2,640.00	-	5,814.00	5,814.00	
5200-Prof Svcs - Purchased Professional & Technical Services						
203-30-20 52110	Collect & Admin Services	4,100.00	4,100.00	4,100.00	-	
203-30-20 52120	Legal & Financial Svcs	11,742.00	12,094.26	12,094.26	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	15,842.00	16,194.26	16,194.26	-	
	Division Total: 20 - Public Works Engineering	18,482.00	16,194.26	22,008.26	5,814.00	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
Division: 30 - Public Works Maintenance						
5100-Persn - Personnel						
203-30-30 51110	Regular Salaries & Wages	92,010.00	97,028.37	97,028.37	-	
203-30-30 51200	PARS Contribution	450.00	450.00	450.00	-	
203-30-30 51210	PERS Contributions	12,227.00	12,863.81	12,863.81	-	
203-30-30 51211	PERS UAL	25,503.00	27,443.10	27,443.10	-	
203-30-30 51220	FICA/Medicare	7,088.00	7,471.56	7,471.56	-	
203-30-30 51230	Medical Benefits	33,705.00	34,547.05	34,547.05	-	
203-30-30 51235	Life & LTD Insurance	969.00	1,013.30	1,013.30	-	
203-30-30 51240	Workers Compensation Premiums	6,531.00	6,856.54	6,856.54	-	
203-30-30 51140	Overtime Pay	4,255.00	4,382.58	4,382.58	-	
203-30-30 51142	Straight OT	2,128.00	2,191.82	2,191.82	-	
203-30-30 51150	Special Pay	639.00	638.82	638.82	-	
203-30-30 51155	One-Time Payouts	2,540.00	2,539.18	2,539.18	-	
203-30-30 51237	Allowances & Other Benefits	396.00	395.98	395.98	-	
	Account Classification Total: 5100-Persn - Personnel	188,441.00	197,822.11	197,822.11	-	
5200-Prof Svcs - Purchased Professional & Technical Services						
203-30-30 52230	Other Technical Services	2,190.00	500.00	500.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	2,190.00	500.00	500.00	-	
5300-Prop Svcs - Purchased Property Services						
203-30-30 53110	Utilities-Energy	25,200.00	27,720.00	27,720.00	-	
203-30-30 53111	Utilities-Water & Sewer	155,500.00	160,165.00	160,165.00	-	
203-30-30 53210	Infrastructure Maint Svc	12,360.00	12,730.80	12,730.80	-	
203-30-30 53240	Landscape/Park Maint Svcs	235,181.00	122,003.50	122,003.50	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	428,241.00	322,619.30	322,619.30	-	
5400-Other Svcs - Other Purchased Services						
203-30-30 54610	Travel & Training	1,100.00	1,100.00	1,100.00	-	
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	1,100.00	1,100.00	1,100.00	-	
5500-Supplies - Supplies						
203-30-30 55530	Landscape & Park Supplies	20,000.00	20,000.00	20,000.00	-	
	Account Classification Total: 5500-Supplies - Supplies	20,000.00	20,000.00	20,000.00	-	
5900-Oth Financ - Other Financing Uses						
203-30-30 59991.101	Indirect Xfer-GEN	163,200.00	163,200.00	163,200.00	-	
	Account Classification Total: 5900-Oth Financ - Other Financing Uses	163,200.00	163,200.00	163,200.00	-	
	Division Total: 30 - Public Works Maintenance	803,172.00	705,241.41	705,241.41	-	
	Department Total: 30 - Public Works	821,654.00	721,435.67	727,249.67	5,814.00	
Department: 50 - Recreation						
Division: 70 - Recreation-Custodial Services						
5100-Persn - Personnel						
203-50-70 51110	Regular Salaries & Wages	53,698.18	55,309.13	55,309.13	-	
203-50-70 51210	PERS Contributions	3,811.37	3,923.01	3,923.01	-	
203-50-70 51211	PERS UAL	13,228.33	13,979.80	13,979.80	-	
203-50-70 51220	FICA/Medicare	4,207.36	4,330.60	4,330.60	-	
203-50-70 51230	Medical Benefits	11,960.91	12,259.93	12,259.93	-	
203-50-70 51235	Life & LTD Insurance	568.45	585.50	585.50	-	
203-50-70 51240	Workers Compensation Premiums	6,530.07	6,856.57	6,856.57	-	
203-50-70 51140	Overtime Pay	796.19	820.08	820.08	-	
203-50-70 51150	Special Pay	1,300.00	1,300.00	1,300.00	-	
203-50-70 51237	Allowances & Other Benefits	720.20	720.20	720.20	-	
	Account Classification Total: 5100-Persn - Personnel	96,821.06	100,084.82	100,084.82	-	
	Division Total: 70 - Recreation-Custodial Services	96,821.06	100,084.82	100,084.82	-	
	Department Total: 50 - Recreation	96,821.06	100,084.82	100,084.82	-	
	EXPENSES Total	918,475.06	821,520.49	827,334.49	5,814.00	
	Fund REVENUE Total: 203 - Land & Light Assess Distr	800,840.00	800,881.60	800,881.60	-	
	Fund EXPENSE Total: 203 - Land & Light Assess Distr	918,475.06	821,520.49	827,334.49	5,814.00	
	Fund Total: 203 - Land & Light Assess Distr	(117,635.06)	(20,638.89)	(26,452.89)	(5,814.00)	
Fund: 204 - Measure J-Return to Source Fund						
REVENUES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental						
4000-Taxes - Property and Other Taxes						
204-00-00 40310	Measure J-1/2% Transport	600,000.00	612,000.00	612,000.00	-	
	Account Classification Total: 4000-Taxes - Property and Other Taxes	600,000.00	612,000.00	612,000.00	-	
	Division Total: 00 - Non-Departmental	600,000.00	612,000.00	612,000.00	-	
	Department Total: 00 - Non-Departmental Revenue	600,000.00	612,000.00	612,000.00	-	
	REVENUES Total	600,000.00	612,000.00	612,000.00	-	
EXPENSES						
Department: 30 - Public Works						
Division: 20 - Public Works Engineering						
5100-Persn - Personnel						
204-30-20 51110	Regular Salaries & Wages	57,410.00	61,030.04	61,030.04	-	
204-30-20 51210	PERS Contributions	4,286.00	4,530.70	4,530.70	-	
204-30-20 51211	PERS UAL	13,019.00	14,159.46	14,159.46	-	
204-30-20 51220	FICA/Medicare	4,251.00	4,534.57	4,534.57	-	
204-30-20 51230	Medical Benefits	7,894.00	8,090.60	8,090.60	-	
204-30-20 51235	Life & LTD Insurance	567.00	597.95	597.95	-	
204-30-20 51240	Workers Compensation Premiums	3,559.00	3,736.86	3,736.86	-	
204-30-20 51150	Special Pay	325.00	325.00	325.00	-	
204-30-20 51155	One-Time Payouts	1,209.00	1,208.81	1,208.81	-	
204-30-20 51237	Allowances & Other Benefits	328.00	327.86	327.86	-	
204-30-20 51990	Salary Savings	139.00	-	465.00	465.00	Labor contract increases
	Account Classification Total: 5100-Persn - Personnel	92,987.00	98,541.85	99,006.85	465.00	
5200-Prof Svcs - Purchased Professional & Technical Services						
204-30-20 52190	Miscellaneous Prof Svcs	10,800.00	10,800.00	10,800.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	10,800.00	10,800.00	10,800.00	-	
5400-Other Svcs - Other Purchased Services						
204-30-20 54220	Mobile/Wireless Expenses	1,000.00	1,000.00	1,000.00	-	
204-30-20 54910	Dues & Subscriptions	57,225.00	60,086.25	60,086.25	-	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
Account Classification Total: 5400-Other Svcs - Other Purchased Services		58,225.00	61,086.25	61,086.25	-	
5900-Oth Financ - Other Financing Uses						
204-30-20 59991.101	Indirect Xfer-GEN	68,209.00	69,546.00	69,546.00	-	
Account Classification Total: 5900-Oth Financ - Other Financing Uses		68,209.00	69,546.00	69,546.00	-	
Division Total: 20 - Public Works Engineering		230,221.00	239,974.10	240,439.10	465.00	
Division: 30 - Public Works Maintenance						
5100-Persn - Personnel						
204-30-30 51110	Regular Salaries & Wages	32,153.75	33,896.16	33,896.16	-	
204-30-30 51120	Part-Time Permanent Salaries & Wages	11,600.00	12,296.00	12,296.00	-	
204-30-30 51210	PERS Contributions	3,912.16	4,093.84	4,093.84	-	
204-30-30 51211	PERS UAL	8,785.29	9,447.72	9,447.72	-	
204-30-30 51220	FICA/Medicare	2,511.81	2,645.11	2,645.11	-	
204-30-30 51230	Medical Benefits	11,052.14	11,328.45	11,328.45	-	
204-30-30 51235	Life & LTD Insurance	340.38	358.83	358.83	-	
204-30-30 51240	Workers Compensation Premiums	2,742.61	2,879.74	2,879.74	-	
204-30-30 51140	Overtime Pay	3,783.19	3,896.69	3,896.69	-	
204-30-30 51142	Straight OT	1,893.14	1,949.93	1,949.93	-	
204-30-30 51150	Special Pay	680.16	680.16	680.16	-	
204-30-30 51155	One-Time Payouts	746.14	746.14	746.14	-	
Account Classification Total: 5100-Persn - Personnel		80,200.77	84,218.77	84,218.77	-	
5300-Prop Svcs - Purchased Property Services						
204-30-30 53120	Utilities-Street Light	143,200.00	157,520.00	157,520.00	-	
204-30-30 53210	Infrastructure Maint Svc	94,000.00	84,000.00	84,000.00	-	
Account Classification Total: 5300-Prop Svcs - Purchased Property Services		237,200.00	241,520.00	241,520.00	-	
5500-Supplies - Supplies						
204-30-30 55510	Infrastructure Supplies	18,000.00	-	20,000.00	20,000.00	To continue address backlog of street name & other street sign replacement, available fund balance
Account Classification Total: 5500-Supplies - Supplies		18,000.00	-	20,000.00	20,000.00	
5900-Oth Financ - Other Financing Uses						
204-30-30 59990.301	Operating Xfer Out-CIP	40,000.00	40,000.00	40,000.00	-	
Account Classification Total: 5900-Oth Financ - Other Financing Uses		40,000.00	40,000.00	40,000.00	-	
Division Total: 30 - Public Works Maintenance		375,400.77	365,738.77	385,738.77	20,000.00	
Department Total: 30 - Public Works		605,621.77	605,712.87	626,177.87	20,465.00	
Department: 90 - Non-Departmental						
Division: 50 - Capital Outlay						
5200-Prof Svcs - Purchased Professional & Technical Services						
204-90-50 52190	Miscellaneous Prof Svcs	100,000.00	-	-	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		100,000.00	-	-	-	
5300-Prop Svcs - Purchased Property Services						
204-90-50 53810	Construction Services	197,000.00	-	97,000.00	97,000.00	Projects carried forward from FY25 to FY26 due to current number of active projects
Account Classification Total: 5300-Prop Svcs - Purchased Property Services		197,000.00	-	97,000.00	97,000.00	
Division Total: 50 - Capital Outlay		297,000.00	-	97,000.00	97,000.00	
Department Total: 90 - Non-Departmental		297,000.00	-	97,000.00	97,000.00	
EXPENSES Total		902,621.77	605,712.87	723,177.87	117,465.00	
Fund REVENUE	Total: 204 - Measure J-Return to Source Fund	600,000.00	612,000.00	612,000.00	-	
Fund EXPENSE	Total: 204 - Measure J-Return to Source Fund	902,621.77	605,712.87	723,177.87	117,465.00	
Fund Total: 204 - Measure J-Return to Source Fund		(302,621.77)	6,287.13	(111,177.87)	(117,465.00)	
Fund: 205 - Measure J Storm Drain						
REVENUES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental						
4000-Taxes - Property and Other Taxes						
205-00-00 40150	Parcel Tax-Local Approved	709,400.00	709,400.00	709,400.00	-	
Account Classification Total: 4000-Taxes - Property and Other Taxes		709,400.00	709,400.00	709,400.00	-	
Division Total: 00 - Non-Departmental		709,400.00	709,400.00	709,400.00	-	
Department Total: 00 - Non-Departmental Revenue		709,400.00	709,400.00	709,400.00	-	
REVENUES Total		709,400.00	709,400.00	709,400.00	-	
EXPENSES						
Department: 30 - Public Works						
Division: 20 - Public Works Engineering						
5100-Persn - Personnel						
205-30-20 51110	Regular Salaries & Wages	27,699.86	29,265.16	29,265.16	-	
205-30-20 51210	PERS Contributions	1,598.78	1,697.49	1,697.49	-	
205-30-20 51211	PERS UAL	6,426.68	6,948.34	6,948.34	-	
205-30-20 51220	FICA/Medicare	2,124.03	2,243.77	2,243.77	-	
205-30-20 51230	Medical Benefits	5,170.13	5,299.38	5,299.38	-	
205-30-20 51235	Life & LTD Insurance	286.25	301.92	301.92	-	
205-30-20 51240	Workers Compensation Premiums	1,958.99	2,056.94	2,056.94	-	
205-30-20 51150	Special Pay	65.00	65.00	65.00	-	
205-30-20 51155	One-Time Payouts	777.96	777.96	777.96	-	
205-30-20 51237	Allowances & Other Benefits	107.90	107.90	107.90	-	
205-30-20 51990	Salary Savings	232.00	-	776.00	776.00	Labor contract increases
Account Classification Total: 5100-Persn - Personnel		46,447.59	48,763.86	49,539.86	776.00	
5200-Prof Svcs - Purchased Professional & Technical Services						
205-30-20 52110	Collect & Admin Services	6,695.00	6,695.00	6,695.00	-	
205-30-20 52120	Legal & Financial Svcs	7,004.00	7,004.00	7,004.00	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		13,699.00	13,699.00	13,699.00	-	
5900-Oth Financ - Other Financing Uses						
205-30-20 59991.101	Indirect Xfer-GEN	74,000.00	74,000.00	74,000.00	-	
Account Classification Total: 5900-Oth Financ - Other Financing Uses		74,000.00	74,000.00	74,000.00	-	
Division Total: 20 - Public Works Engineering		134,146.59	136,462.86	137,238.86	776.00	
Division: 30 - Public Works Maintenance						
5100-Persn - Personnel						
205-30-30 51110	Regular Salaries & Wages	175,491.78	183,086.42	183,086.42	-	
205-30-30 51120	Part-Time Permanent Salaries & Wages	11,600.00	12,296.00	12,296.00	-	
205-30-30 51210	PERS Contributions	20,821.10	21,644.97	21,644.97	-	
205-30-30 51211	PERS UAL	47,063.94	50,241.70	50,241.70	-	
205-30-30 51220	FICA/Medicare	13,282.30	13,877.30	13,877.30	-	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
205-30-30 51230	Medical Benefits	57,421.04	58,856.56	58,856.56	-	
205-30-30 51235	Life & LTD Insurance	1,771.41	1,842.33	1,842.33	-	
205-30-30 51240	Workers Compensation Premiums	12,635.67	13,267.46	13,267.46	-	
205-30-30 51140	Overtime Pay	4,040.00	4,161.20	4,161.20	-	
205-30-30 51142	Straight OT	3,220.00	3,316.60	3,316.60	-	
205-30-30 51150	Special Pay	2,475.20	2,475.20	2,475.20	-	
205-30-30 51155	One-Time Payouts	3,712.19	3,712.19	3,712.19	-	
205-30-30 51237	Allowances & Other Benefits	79.30	79.30	79.30	-	
	Account Classification Total: 5100-Persn - Personnel	353,613.93	368,857.23	368,857.23	-	
5300-Prop Svcs - Purchased Property Services						
205-30-30 53210	Infrastructure Maint Svc	82,101.00	79,150.00	79,150.00	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	82,101.00	79,150.00	79,150.00	-	
5500-Supplies - Supplies						
205-30-30 55510	Infrastructure Supplies	15,600.00	15,600.00	15,600.00	-	
	Account Classification Total: 5500-Supplies - Supplies	15,600.00	15,600.00	15,600.00	-	
	Division Total: 30 - Public Works Maintenance	451,314.93	463,607.23	463,607.23	-	
	Department Total: 30 - Public Works	585,461.52	600,070.09	600,846.09	776.00	
Department: 90 - Non-Departmental						
Division: 50 - Capital Outlay						
5200-Prof Svcs - Purchased Professional & Technical Services						
205-90-50 52190	Miscellaneous Prof Svcs	192,374.00	50,000.00	50,000.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	192,374.00	50,000.00	50,000.00	-	
5300-Prop Svcs - Purchased Property Services						
205-90-50 53810	Construction Services	790,000.00	225,000.00	225,000.00	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	790,000.00	225,000.00	225,000.00	-	
	Division Total: 50 - Capital Outlay	982,374.00	275,000.00	275,000.00	-	
	Department Total: 90 - Non-Departmental	982,374.00	275,000.00	275,000.00	-	
	EXPENSES Total	1,567,835.52	875,070.09	875,846.09	776.00	
	Fund REVENUE Total: 205 - Measure J Storm Drain	709,400.00	709,400.00	709,400.00	-	
	Fund EXPENSE Total: 205 - Measure J Storm Drain	1,567,835.52	875,070.09	875,846.09	776.00	
	Fund Total: 205 - Measure J Storm Drain	(858,435.52)	(165,670.09)	(166,446.09)	(776.00)	
Fund: 207 - Measure H Park & Rec Facilities						
REVENUES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental						
4000-Taxes - Property and Other Taxes						
207-00-00 40150	Parcel Tax-Local Approved	647,000.00	647,000.00	647,000.00	-	
	Account Classification Total: 4000-Taxes - Property and Other Taxes	647,000.00	647,000.00	647,000.00	-	
	Division Total: 00 - Non-Departmental	647,000.00	647,000.00	647,000.00	-	
	Department Total: 00 - Non-Departmental Revenue	647,000.00	647,000.00	647,000.00	-	
	REVENUES Total	647,000.00	647,000.00	647,000.00	-	
EXPENSES						
Department: 30 - Public Works						
Division: 30 - Public Works Maintenance						
5300-Prop Svcs - Purchased Property Services						
207-30-30 53210	Infrastructure Maint Svc	11,358.00	9,850.00	9,850.00	-	
207-30-30 53240	Landscape/Park Maint Svcs	162,914.20	154,403.39	154,403.39	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	174,272.20	164,253.39	164,253.39	-	
	Division Total: 30 - Public Works Maintenance	174,272.20	164,253.39	164,253.39	-	
	Department Total: 30 - Public Works	174,272.20	164,253.39	164,253.39	-	
Department: 50 - Recreation						
Division: 30 - Recreation-Swim Center						
5300-Prop Svcs - Purchased Property Services						
207-50-30 53110	Utilities-Energy	85,799.00	94,378.90	94,378.90	-	
207-50-30 53210	Infrastructure Maint Svc	65,479.00	65,479.00	65,479.00	-	
207-50-30 53290	Miscellaneous R&M Svcs	50,000.00	50,000.00	50,000.00	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	201,278.00	209,857.90	209,857.90	-	
5500-Supplies - Supplies						
207-50-30 55295	Chemicals	56,270.00	56,270.00	56,270.00	-	
	Account Classification Total: 5500-Supplies - Supplies	56,270.00	56,270.00	56,270.00	-	
	Division Total: 30 - Recreation-Swim Center	257,548.00	266,127.90	266,127.90	-	
Division: 70 - Recreation-Custodial Services						
5300-Prop Svcs - Purchased Property Services						
207-50-70 53290	Miscellaneous R&M Svcs	56,454.00	50,000.00	50,000.00	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	56,454.00	50,000.00	50,000.00	-	
5500-Supplies - Supplies						
207-50-70 55530	Landscape & Park Supplies	5,000.00	5,000.00	5,000.00	-	
	Account Classification Total: 5500-Supplies - Supplies	5,000.00	5,000.00	5,000.00	-	
5600-Prop & Cap - Property & Capital						
207-50-70 56710	Other Equipment <$10K	5,000.00	5,000.00	5,000.00	-	
	Account Classification Total: 5600-Prop & Cap - Property & Capital	5,000.00	5,000.00	5,000.00	-	
	Division Total: 70 - Recreation-Custodial Services	66,454.00	60,000.00	60,000.00	-	
	Department Total: 50 - Recreation	324,002.00	326,127.90	326,127.90	-	
Department: 90 - Non-Departmental						
Division: 50 - Capital Outlay						
5200-Prof Svcs - Purchased Professional & Technical Services						
207-90-50 52190	Miscellaneous Prof Svcs	1,635.00	-	-	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	1,635.00	-	-	-	
5300-Prop Svcs - Purchased Property Services						
207-90-50 53810	Construction Services	388,522.00	50,000.00	200,000.00	150,000.00	$200,000 budgeted for parking lot improvements will not be spent this year, holding back $100,000 in FY25 for slide project and Lap Pool conceptual design and cost estimating. Allocating additional $50,000 from anticipated fund balance
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	388,522.00	50,000.00	200,000.00	150,000.00	
5900-Oth Financ - Other Financing Uses						
207-90-50 59991.101	Indirect Xfer-GEN	50,000.00	50,000.00	50,000.00	-	
	Account Classification Total: 5900-Oth Financ - Other Financing Uses	50,000.00	50,000.00	50,000.00	-	
	Division Total: 50 - Capital Outlay	440,157.00	100,000.00	250,000.00	150,000.00	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
	Department Total: 90 - Non-Departmental	440,157.00	100,000.00	250,000.00	150,000.00	
	EXPENSES Total	938,431.20	590,381.29	740,381.29	150,000.00	
	Fund REVENUE Total: 207 - Measure H Park & Rec Facilities	647,000.00	647,000.00	647,000.00	-	
	Fund EXPENSE Total: 207 - Measure H Park & Rec Facilities	938,431.20	590,381.29	740,381.29	150,000.00	
	Fund Total: 207 - Measure H Park & Rec Facilities	(291,431.20)	56,618.71	(93,381.29)	(150,000.00)	
Fund: 208 - Asset Seizure Fund						
EXPENSES						
Department: 20 - Police						
Division: 11 - Police Administration						
5500-Supplies - Supplies						
208-20-11 55290	Other Operating Supplies	75,000.00	75,000.00	75,000.00	-	
	Account Classification Total: 5500-Supplies - Supplies	75,000.00	75,000.00	75,000.00	-	
	Division Total: 11 - Police Administration	75,000.00	75,000.00	75,000.00	-	
	Department Total: 20 - Police	75,000.00	75,000.00	75,000.00	-	
	EXPENSES Total	75,000.00	75,000.00	75,000.00	-	
	Fund REVENUE Total: 208 - Asset Seizure Fund					
	Fund EXPENSE Total: 208 - Asset Seizure Fund	75,000.00	75,000.00	75,000.00	-	
	Fund Total: 208 - Asset Seizure Fund	(75,000.00)	(75,000.00)	(75,000.00)	-	
Fund: 209 - Vehicle Abatement Fund						
REVENUES						
Department: 20 - Police						
Division: 11 - Police Administration						
4500-Intergov'l - Intergovernmental Revenues						
209-20-11 45510	Abandoned Vehicle Abatem	8,000.00	8,000.00	8,000.00	-	
	Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues	8,000.00	8,000.00	8,000.00	-	
	Division Total: 11 - Police Administration	8,000.00	8,000.00	8,000.00	-	
	Department Total: 20 - Police	8,000.00	8,000.00	8,000.00	-	
	REVENUES Total	8,000.00	8,000.00	8,000.00	-	
EXPENSES						
Department: 20 - Police						
Division: 11 - Police Administration						
5200-Prof Svcs - Purchased Professional & Technical Services						
209-20-11 52240	Miscellaneous Services	-	-	8,000.00	8,000.00	EBRCS Account Due Payoff - billing inconsistency in 2017 & 2018 $4k and On-going EBRCS Radio Payments $4k
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	-	-	8,000.00	8,000.00	
	Division Total: 11 - Police Administration	-	-	8,000.00	8,000.00	
Division: 12 - Police Operations						
5300-Prop Svcs - Purchased Property Services						
209-20-12 53250	Vehicle & Equip Maint Svc	10,000.00	10,000.00	10,000.00	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	10,000.00	10,000.00	10,000.00	-	
5400-Other Svcs - Other Purchased Services						
209-20-12 54240	Software Licenses & Maintenance	30,000.00	30,000.00	30,000.00	-	
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	30,000.00	30,000.00	30,000.00	-	
5600-Prop & Cap - Property & Capital						
209-20-12 56510	Vehicles <$10K	7,890.00	-	-	-	
209-20-12 56520	Vehicles >$10K	160,000.00	-	130,000.00	130,000.00	Project delays, may be reduced to $95k if project is executed within current FY (in process)
	Account Classification Total: 5600-Prop & Cap - Property & Capital	167,890.00	-	130,000.00	130,000.00	
	Division Total: 12 - Police Operations	207,890.00	40,000.00	170,000.00	130,000.00	
	Department Total: 20 - Police	207,890.00	40,000.00	178,000.00	138,000.00	
	EXPENSES Total	207,890.00	40,000.00	178,000.00	138,000.00	
	Fund REVENUE Total: 209 - Vehicle Abatement Fund	8,000.00	8,000.00	8,000.00	-	
	Fund EXPENSE Total: 209 - Vehicle Abatement Fund	207,890.00	40,000.00	178,000.00	138,000.00	
	Fund Total: 209 - Vehicle Abatement Fund	(199,890.00)	(32,000.00)	(170,000.00)	(138,000.00)	
Fund: 211 - Street Improvemt & Maint						
REVENUES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental						
4000-Taxes - Property and Other Taxes						
211-00-00 40240	Sales Tax - District Tax - Measure R	2,229,000.00	2,291,000.00	2,291,000.00	-	
	Account Classification Total: 4000-Taxes - Property and Other Taxes	2,229,000.00	2,291,000.00	2,291,000.00	-	
4400-Use of Prp - Use of Money and Property						
211-00-00 44010	Interest Income	45,831.00	45,831.00	45,831.00	-	
	Account Classification Total: 4400-Use of Prp - Use of Money and Property	45,831.00	45,831.00	45,831.00	-	
4800-Oth Revenu - Other Revenue						
211-00-00 48990	Other Misc Revenue	5,000.00	5,000.00	5,000.00	-	
	Account Classification Total: 4800-Oth Revenu - Other Revenue	5,000.00	5,000.00	5,000.00	-	
	Division Total: 00 - Non-Departmental	2,279,831.00	2,341,831.00	2,341,831.00	-	
	Department Total: 00 - Non-Departmental Revenue	2,279,831.00	2,341,831.00	2,341,831.00	-	
	REVENUES Total	2,279,831.00	2,341,831.00	2,341,831.00	-	
EXPENSES						
Department: 10 - Administration						
Division: 50 - Finance Department						
5200-Prof Svcs - Purchased Professional & Technical Services						
211-10-50 52120	Legal & Financial Svcs	6,570.00	6,570.00	6,570.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	6,570.00	6,570.00	6,570.00	-	
5900-Oth Financ - Other Financing Uses						
211-10-50 59990.836	Operating Xfer Out-ST IMP	702,500.00	703,000.00	703,000.00	-	
	Account Classification Total: 5900-Oth Financ - Other Financing Uses	702,500.00	703,000.00	703,000.00	-	
	Division Total: 50 - Finance Department	709,070.00	709,570.00	709,570.00	-	
	Department Total: 10 - Administration	709,070.00	709,570.00	709,570.00	-	
Department: 30 - Public Works						
Division: 20 - Public Works Engineering						
5100-Persn - Personnel						
211-30-20 51110	Regular Salaries & Wages	47,719.45	49,872.07	49,873.00	0.93	
211-30-20 51210	PERS Contributions	2,201.84	2,304.23	2,305.00	0.77	
211-30-20 51211	PERS UAL	10,796.64	11,565.43	11,566.00	0.57	
211-30-20 51220	FICA/Medicare	3,650.57	3,815.24	3,816.00	0.76	

	G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
	211-30-20 51230	Medical Benefits	7,938.57	8,137.03	8,138.00	0.97	
	211-30-20 51235	Life & LTD Insurance	483.84	502.29	503.00	0.71	
	211-30-20 51240	Workers Compensation Premiums	2,611.99	2,742.59	2,743.00	0.41	
	211-30-20 51155	One-Time Payouts	310.58	310.58	311.00	0.42	
	211-30-20 51237	Allowances & Other Benefits	251.68	251.68	252.00	0.32	
	211-30-20 51990	Salary Savings	77.00	-	259.00	259.00	Labor contract increases
		Account Classification Total: 5100-Persn - Personnel	76,042.14	79,501.14	79,766.00	264.86	
	5400-Other Svcs - Other Purchased Services						
	211-30-20 54220	Mobile/Wireless Expenses	329.60	339.49	340.00	0.51	
		Account Classification Total: 5400-Other Svcs - Other Purchased Services	329.60	339.49	340.00	0.51	
		Division Total: 20 - Public Works Engineering	76,371.74	79,840.63	80,106.00	265.37	
	Division: 30 - Public Works Maintenance						
	5100-Persn - Personnel						
	211-30-30 51110	Regular Salaries & Wages	24,905.74	26,037.83	26,038.00	0.17	
	211-30-30 51210	PERS Contributions	3,412.96	3,550.43	3,551.00	0.57	
	211-30-30 51211	PERS UAL	7,064.45	7,547.26	7,548.00	0.74	
	211-30-30 51220	FICA/Medicare	1,940.54	2,027.15	2,028.00	0.85	
	211-30-30 51230	Medical Benefits	9,745.17	9,988.80	9,989.00	0.20	
	211-30-30 51235	Life & LTD Insurance	263.65	275.63	276.00	0.37	
	211-30-30 51240	Workers Compensation Premiums	2,122.40	2,228.52	2,229.00	0.48	
	211-30-30 51140	Overtime Pay	1,507.92	1,553.16	1,554.00	0.84	
	211-30-30 51142	Straight OT	458.35	472.10	473.00	0.90	
	211-30-30 51150	Special Pay	462.28	462.28	463.00	0.72	
	211-30-30 51155	One-Time Payouts	693.68	693.68	694.00	0.32	
		Account Classification Total: 5100-Persn - Personnel	52,577.13	54,836.84	54,843.00	6.16	
		Division Total: 30 - Public Works Maintenance	52,577.13	54,836.84	54,843.00	6.16	
		Department Total: 30 - Public Works	128,948.87	134,677.47	134,949.00	271.53	
Department: 90 - Non-Departmental							
Division: 50 - Capital Outlay							
5200-Prof Svcs - Purchased Professional & Technical Services							
	211-90-50 52190	Miscellaneous Prof Svcs	20,800.00	-	-	-	
		Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	20,800.00	-	-	-	
5300-Prop Svcs - Purchased Property Services							
	211-90-50 53810	Construction Services	3,125,000.00	1,411,500.00	4,050,000.00	2,638,500.00	Richmond Complete Streets Construction moved from FY25 to FY26; and 2025 Street Resurfacing Project needing to be rebid so award moved from FY25 to FY26, include adjusted cost estimates and planning for FY27 project
		Account Classification Total: 5300-Prop Svcs - Purchased Property Services	3,125,000.00	1,411,500.00	4,050,000.00	2,638,500.00	
		Division Total: 50 - Capital Outlay	3,145,800.00	1,411,500.00	4,050,000.00	2,638,500.00	
		Department Total: 90 - Non-Departmental	3,145,800.00	1,411,500.00	4,050,000.00	2,638,500.00	
		EXPENSES Total	3,983,818.87	2,255,747.47	4,894,519.00	2,638,771.53	
	Fund REVENUE	Total: 211 - Street Improvemt & Maint	2,279,831.00	2,341,831.00	2,341,831.00	-	
	Fund EXPENSE	Total: 211 - Street Improvemt & Maint	3,983,818.87	2,255,747.47	4,894,519.00	2,638,771.53	
		Fund Total: 211 - Street Improvemt & Maint	(1,703,987.87)	86,083.53	(2,552,688.00)	(2,638,771.53)	
Fund: 212 - SB1-Road Repair & Accountability							
REVENUES							
Department: 00 - Non-Departmental Revenue							
Division: 00 - Non-Departmental							
4500-Intergov'l - Intergovernmental Revenues							
	212-00-00 45810	SB-1 Road Repair - Revenue	663,891.00	700,000.00	700,000.00	-	
		Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues	663,891.00	700,000.00	700,000.00	-	
		Division Total: 00 - Non-Departmental	663,891.00	700,000.00	700,000.00	-	
		Department Total: 00 - Non-Departmental Revenue	663,891.00	700,000.00	700,000.00	-	
		REVENUES Total	663,891.00	700,000.00	700,000.00	-	
EXPENSES							
Department: 30 - Public Works							
Division: 30 - Public Works Maintenance							
5300-Prop Svcs - Purchased Property Services							
	212-30-30 53210	Infrastructure Maint Svc	87,000.00	87,000.00	87,000.00	-	
	212-30-30 53220	Sign & Signal Maint Svc	138,712.00	135,754.00	135,754.00	-	
		Account Classification Total: 5300-Prop Svcs - Purchased Property Services	225,712.00	222,754.00	222,754.00	-	
5500-Supplies - Supplies							
	212-30-30 55510	Infrastructure Supplies	38,730.00	38,730.00	38,730.00	-	
		Account Classification Total: 5500-Supplies - Supplies	38,730.00	38,730.00	38,730.00	-	
		Division Total: 30 - Public Works Maintenance	264,442.00	261,484.00	261,484.00	-	
		Department Total: 30 - Public Works	264,442.00	261,484.00	261,484.00	-	
Department: 90 - Non-Departmental							
Division: 50 - Capital Outlay							
5200-Prof Svcs - Purchased Professional & Technical Services							
	212-90-50 52190	Miscellaneous Prof Svcs	36,611.00	-	-	-	
		Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	36,611.00	-	-	-	
5300-Prop Svcs - Purchased Property Services							
	212-90-50 53810	Construction Services	1,084,302.00	775,000.00	1,370,000.00	595,000.00	Richmond Complete Streets Construction moved from FY25 to FY26
		Account Classification Total: 5300-Prop Svcs - Purchased Property Services	1,084,302.00	775,000.00	1,370,000.00	595,000.00	
5400-Other Svcs - Other Purchased Services							
	212-90-50 54410	Printing & Binding	500.00	500.00	500.00	-	
		Account Classification Total: 5400-Other Svcs - Other Purchased Services	500.00	500.00	500.00	-	
		Division Total: 50 - Capital Outlay	1,121,413.00	775,500.00	1,370,500.00	595,000.00	
		Department Total: 90 - Non-Departmental	1,121,413.00	775,500.00	1,370,500.00	595,000.00	
		EXPENSES Total	1,385,855.00	1,036,984.00	1,631,984.00	595,000.00	
	Fund REVENUE	Total: 212 - SB1-Road Repair & Accountability	663,891.00	700,000.00	700,000.00	-	
	Fund EXPENSE	Total: 212 - SB1-Road Repair & Accountability	1,385,855.00	1,036,984.00	1,631,984.00	595,000.00	
		Fund Total: 212 - SB1-Road Repair & Accountability	(721,964.00)	(336,984.00)	(931,984.00)	(595,000.00)	
Fund: 213 - Public Art Fund							
EXPENSES							
Department: 10 - Administration							
Division: 20 - City Manager							
5200-Prof Svcs - Purchased Professional & Technical Services							

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
213-10-20 52190	Miscellaneous Prof Svcs	50,000.00	50,000.00	50,000.00	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		50,000.00	50,000.00	50,000.00	-	
Division Total: 20 - City Manager		50,000.00	50,000.00	50,000.00	-	
Department Total: 10 - Administration		50,000.00	50,000.00	50,000.00	-	
EXPENSES Total		50,000.00	50,000.00	50,000.00	-	
Fund REVENUE Total: 213 - Public Art Fund						
Fund EXPENSE Total: 213 - Public Art Fund		50,000.00	50,000.00	50,000.00	-	
Fund Total: 213 - Public Art Fund		(50,000.00)	(50,000.00)	(50,000.00)	-	
Fund: 214 - Measure J-Paratransit Fund						
REVENUES						
Department: 50 - Recreation						
Division: 40 - Recreation-Senior Svcs						
4000-Taxes - Property and Other Taxes						
214-50-40 40320	Measure J-Paratransit	261,720.00	269,572.00	269,572.00	-	
Account Classification Total: 4000-Taxes - Property and Other Taxes		261,720.00	269,572.00	269,572.00	-	
4600-Chg for Svc - Charges for Services						
214-50-40 46532	Excursions/Trips	2,500.00	2,575.00	2,575.00	-	
214-50-40 46532.1	Fare Box Revenue	5,000.00	5,000.00	5,000.00	-	
214-50-40 46532.2	Nutrion Rides	2,500.00	2,500.00	2,500.00	-	
Account Classification Total: 4600-Chg for Svc - Charges for Services		10,000.00	10,075.00	10,075.00	-	
Division Total: 40 - Recreation-Senior Svcs		271,720.00	279,647.00	279,647.00	-	
Department Total: 50 - Recreation		271,720.00	279,647.00	279,647.00	-	
REVENUES Total		271,720.00	279,647.00	279,647.00	-	
EXPENSES						
Department: 50 - Recreation						
Division: 40 - Recreation-Senior Svcs						
5100-Persn - Personnel						
214-50-40 51110	Regular Salaries & Wages	15,775.00	16,248.00	16,248.00	-	
214-50-40 51120	Part-Time Permanent Salaries & Wages	61,800.00	63,654.00	63,654.00	-	
214-50-40 51200	PARS Contribution	500.00	500.00	500.00	-	
214-50-40 51210	PERS Contributions	1,116.00	1,148.52	1,149.00	0.48	
214-50-40 51211	PERS UAL	4,823.00	5,093.96	5,094.00	0.04	
214-50-40 51220	FICA/Medicare	1,232.00	1,267.85	1,268.00	0.15	
214-50-40 51230	Medical Benefits	9,187.00	9,416.21	9,417.00	0.79	
214-50-40 51235	Life & LTD Insurance	167.00	172.00	172.00	-	
214-50-40 51240	Workers Compensation Premiums	1,633.00	1,714.13	1,715.00	0.87	
214-50-40 51140	Overtime Pay	531.00	546.36	547.00	0.64	
214-50-40 51150	Special Pay	325.00	325.00	325.00	-	
214-50-40 51990	Salary Savings	714.00	-	1,945.00	1,945.00	Labor contract increases
Account Classification Total: 5100-Persn - Personnel		97,803.00	100,086.03	102,034.00	1,947.97	
5200-Prof Svcs - Purchased Professional & Technical Services						
214-50-40 52220	Medical Services	50,000.00	50,000.00	50,000.00	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		50,000.00	50,000.00	50,000.00	-	
5300-Prop Svcs - Purchased Property Services						
214-50-40 53250	Vehicle & Equip Maint Svc	10,000.00	10,000.00	10,000.00	-	
Account Classification Total: 5300-Prop Svcs - Purchased Property Services		10,000.00	10,000.00	10,000.00	-	
5400-Other Svcs - Other Purchased Services						
214-50-40 54220	Mobile/Wireless Expenses	1,000.00	1,000.00	1,000.00	-	
214-50-40 54410	Printing & Binding	5,000.00	5,000.00	5,000.00	-	
214-50-40 54920	Events & Field Trips	1,000.00	1,000.00	1,000.00	-	
Account Classification Total: 5400-Other Svcs - Other Purchased Services		7,000.00	7,000.00	7,000.00	-	
5500-Supplies - Supplies						
214-50-40 55110	General Office Supplies	3,000.00	3,000.00	3,000.00	-	
214-50-40 55120	Postage & Delivery	2,000.00	2,000.00	2,000.00	-	
214-50-40 55210	Fuel	11,000.00	11,550.00	11,550.00	-	
214-50-40 55250	Vehicle & Equip Supplies	3,000.00	3,000.00	3,000.00	-	
214-50-40 55290	Other Operating Supplies	2,000.00	2,000.00	2,000.00	-	
Account Classification Total: 5500-Supplies - Supplies		21,000.00	21,550.00	21,550.00	-	
5600-Prop & Cap - Property & Capital						
214-50-40 56510	Vehicles <$10K	-	-	135,000.00	135,000.00	Purchase of electric paratransit van
214-50-40 56520	Vehicles >$10K	135,000.00	-	-	-	
214-50-40 56710	Other Equipment <$10K	2,000.00	2,000.00	2,000.00	-	
Account Classification Total: 5600-Prop & Cap - Property & Capital		137,000.00	2,000.00	137,000.00	135,000.00	
5900-Oth Financ - Other Financing Uses						
214-50-40 59991.101	Indirect Xfer-GEN	37,877.00	39,392.00	39,392.00	-	
Account Classification Total: 5900-Oth Financ - Other Financing Uses		37,877.00	39,392.00	39,392.00	-	
Division Total: 40 - Recreation-Senior Svcs		360,680.00	230,028.03	366,976.00	136,947.97	
Department Total: 50 - Recreation		360,680.00	230,028.03	366,976.00	136,947.97	
EXPENSES Total		360,680.00	230,028.03	366,976.00	136,947.97	
Fund REVENUE Total: 214 - Measure J-Paratransit Fund		271,720.00	279,647.00	279,647.00	-	
Fund EXPENSE Total: 214 - Measure J-Paratransit Fund		360,680.00	230,028.03	366,976.00	136,947.97	
Fund Total: 214 - Measure J-Paratransit Fund		(88,960.00)	49,618.97	(87,329.00)	(136,947.97)	
Fund: 221 - Grants						
REVENUES						
Department: 40 - Community Development						
Division: 10 - Comm Dev-Econ Developmt						
4500-Intergov'l - Intergovernmental Revenues						
221-40-10 45440	State Grant-Operating	1,085,000.00	150,000.00	150,000.00	-	
221-40-10 45790	Other Local Reimbursement	117,000.00	-	-	-	
Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues		1,202,000.00	150,000.00	150,000.00	-	
Division Total: 10 - Comm Dev-Econ Developmt		1,202,000.00	150,000.00	150,000.00	-	
Department Total: 40 - Community Development		1,202,000.00	150,000.00	150,000.00	-	
REVENUES Total		1,202,000.00	150,000.00	150,000.00	-	
EXPENSES						
Department: 40 - Community Development						
Division: 10 - Comm Dev-Econ Developmt						
5200-Prof Svcs - Purchased Professional & Technical Services						

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
221-40-10 52190	Miscellaneous Prof Svcs	331,139.00	150,000.00	150,000.00	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		331,139.00	150,000.00	150,000.00	-	
5400-Other Svcs - Other Purchased Services						
221-40-10 54990	Other Administrative Svcs	895,000.00	-	-	-	
Account Classification Total: 5400-Other Svcs - Other Purchased Services		895,000.00	-	-	-	
Division Total: 10 - Comm Dev-Econ Developmt		1,226,139.00	150,000.00	150,000.00	-	
Department Total: 40 - Community Development		1,226,139.00	150,000.00	150,000.00	-	
EXPENSES Total		1,226,139.00	150,000.00	150,000.00	-	
Fund REVENUE	Total: 221 - Grants	1,202,000.00	150,000.00	150,000.00	-	
Fund EXPENSE	Total: 221 - Grants	1,226,139.00	150,000.00	150,000.00	-	
Fund Total: 221 - Grants		(24,139.00)	-	-	-	
Fund: 222 - C.O.P.S. Grant Fund						
REVENUES						
Department: 20 - Police						
Division: 12 - Police Operations						
4500-Intergov'l - Intergovernmental Revenues						
222-20-12 45440	State Grant-Operating	100,000.00	100,000.00	100,000.00	-	
Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues		100,000.00	100,000.00	100,000.00	-	
Division Total: 12 - Police Operations		100,000.00	100,000.00	100,000.00	-	
Department Total: 20 - Police		100,000.00	100,000.00	100,000.00	-	
REVENUES Total		100,000.00	100,000.00	100,000.00	-	
EXPENSES						
Department: 20 - Police						
Division: 11 - Police Administration						
5400-Other Svcs - Other Purchased Services						
222-20-11 54240	Software Licenses & Maintenance	136,000.00	136,000.00	186,000.00	50,000.00	Radio Systems/Payoff for billing inconsistency in 2017 & 2018 EBRCS
Account Classification Total: 5400-Other Svcs - Other Purchased Services		136,000.00	136,000.00	186,000.00	50,000.00	
Division Total: 11 - Police Administration		136,000.00	136,000.00	186,000.00	50,000.00	
Division: 12 - Police Operations						
5300-Prop Svcs - Purchased Property Services						
222-20-12 53250	Vehicle & Equip Maint Svc	140,000.00	100,000.00	100,000.00	-	
Account Classification Total: 5300-Prop Svcs - Purchased Property Services		140,000.00	100,000.00	100,000.00	-	
5500-Supplies - Supplies						
222-20-12 55220	Safety Supplies	32,003.00	30,000.00	30,000.00	-	
Account Classification Total: 5500-Supplies - Supplies		32,003.00	30,000.00	30,000.00	-	
5600-Prop & Cap - Property & Capital						
222-20-12 56520	Vehicles >$10K	-	-	40,000.00	40,000.00	Patrol Vehicle Purchase
Account Classification Total: 5600-Prop & Cap - Property & Capital		-	-	40,000.00	40,000.00	
Division Total: 12 - Police Operations		172,003.00	130,000.00	170,000.00	40,000.00	
Department Total: 20 - Police		308,003.00	266,000.00	356,000.00	90,000.00	
EXPENSES Total		308,003.00	266,000.00	356,000.00	90,000.00	
Fund REVENUE	Total: 222 - C.O.P.S. Grant Fund	100,000.00	100,000.00	100,000.00	-	
Fund EXPENSE	Total: 222 - C.O.P.S. Grant Fund	308,003.00	266,000.00	356,000.00	90,000.00	
Fund Total: 222 - C.O.P.S. Grant Fund		(208,003.00)	(166,000.00)	(256,000.00)	(90,000.00)	
Fund: 225 - Donations						
REVENUES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental						
4800-Oth Revenu - Other Revenue						
225-00-00 48120.4	Donations - July 4th	50,000.00	50,000.00	50,000.00	-	
Account Classification Total: 4800-Oth Revenu - Other Revenue		50,000.00	50,000.00	50,000.00	-	
4900-Oth Source - Other Financing Sources						
225-00-00 49990.101	Operating Xfer In-GEN	50,000.00	50,000.00	50,000.00	-	
Account Classification Total: 4900-Oth Source - Other Financing Sources		50,000.00	50,000.00	50,000.00	-	
Division Total: 00 - Non-Departmental		100,000.00	100,000.00	100,000.00	-	
Department Total: 00 - Non-Departmental Revenue		100,000.00	100,000.00	100,000.00	-	
REVENUES Total		100,000.00	100,000.00	100,000.00	-	
EXPENSES						
Department: 50 - Recreation						
Division: 00 - Non-Departmental						
5450 - Programs						
225-50-00 52185.4	July 4th Expenses	145,184.00	100,000.00	100,000.00	-	
Account Classification Total: 5450 - Programs		145,184.00	100,000.00	100,000.00	-	
Division Total: 00 - Non-Departmental		145,184.00	100,000.00	100,000.00	-	
Department Total: 50 - Recreation		145,184.00	100,000.00	100,000.00	-	
EXPENSES Total		145,184.00	100,000.00	100,000.00	-	
Fund REVENUE	Total: 225 - Donations	100,000.00	100,000.00	100,000.00	-	
Fund EXPENSE	Total: 225 - Donations	145,184.00	100,000.00	100,000.00	-	
Fund Total: 225 - Donations		(45,184.00)	-	-	-	
Fund: 227 - Grants - Environmental Services						
REVENUES						
Department: 10 - Administration						
Division: 80 - Environmental Services						
4500-Intergov'l - Intergovernmental Revenues						
227-10-80 45440	State Grant-Operating	75,000.00	-	40,000.00	40,000.00	Grant revenue
Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues		75,000.00	-	40,000.00	40,000.00	
Division Total: 80 - Environmental Services		75,000.00	-	40,000.00	40,000.00	
Department Total: 10 - Administration		75,000.00	-	40,000.00	40,000.00	
REVENUES Total		75,000.00	-	40,000.00	40,000.00	
EXPENSES						
Department: 10 - Administration						
Division: 80 - Environmental Services						
5450 - Programs						
227-10-80 52185	Program Expense	75,000.00	-	40,000.00	40,000.00	SB1383 Grant Program Expenditures not expensed in FY25
Account Classification Total: 5450 - Programs		75,000.00	-	40,000.00	40,000.00	
Division Total: 80 - Environmental Services		75,000.00	-	40,000.00	40,000.00	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
	Department Total: 10 - Administration	75,000.00	-	40,000.00	40,000.00	
	EXPENSES Total	75,000.00	-	40,000.00	40,000.00	
	Fund REVENUE Total: 227 - Grants - Environmental Services	75,000.00	-	40,000.00	40,000.00	
	Fund EXPENSE Total: 227 - Grants - Environmental Services	75,000.00	-	40,000.00	40,000.00	
	Fund Total: 227 - Grants - Environmental Services	-	-	-	-	
Fund: 230 - Municipal Services Corp						
REVENUES						
Department: 40 - Community Development						
Division: 10 - Comm Dev-Econ Developmt						
4800-Oth Revenu - Other Revenue						
230-40-10 48997	Cannabis Revenue	150,000.00	150,000.00	150,000.00	-	
	Account Classification Total: 4800-Oth Revenu - Other Revenue	150,000.00	150,000.00	150,000.00	-	
	Division Total: 10 - Comm Dev-Econ Developmt	150,000.00	150,000.00	150,000.00	-	
	Department Total: 40 - Community Development	150,000.00	150,000.00	150,000.00	-	
	REVENUES Total	150,000.00	150,000.00	150,000.00	-	
EXPENSES						
Department: 40 - Community Development						
Division: 10 - Comm Dev-Econ Developmt						
5200-Prof Svcs - Purchased Professional & Technical Services						
230-40-10 52240	Miscellaneous Services	108,822.00	114,263.00	112,930.00	(1,333.00)	Approved adjustment for FY25-26 MSC Budget
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	108,822.00	114,263.00	112,930.00	(1,333.00)	
	Division Total: 10 - Comm Dev-Econ Developmt	108,822.00	114,263.00	112,930.00	(1,333.00)	
	Department Total: 40 - Community Development	108,822.00	114,263.00	112,930.00	(1,333.00)	
	EXPENSES Total	108,822.00	114,263.00	112,930.00	(1,333.00)	
	Fund REVENUE Total: 230 - Municipal Services Corp	150,000.00	150,000.00	150,000.00	-	
	Fund EXPENSE Total: 230 - Municipal Services Corp	108,822.00	114,263.00	112,930.00	(1,333.00)	
	Fund Total: 230 - Municipal Services Corp	41,178.00	35,737.00	37,070.00	1,333.00	
Fund: 232 - City LMI Housing Fund						
EXPENSES						
Department: 40 - Community Development						
Division: 10 - Comm Dev-Econ Developmt						
5200-Prof Svcs - Purchased Professional & Technical Services						
232-40-10 52120	Legal & Financial Svcs	20,000.00	20,000.00	20,000.00	-	
232-40-10 52190	Miscellaneous Prof Svcs	15,000.00	15,000.00	15,000.00	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	35,000.00	35,000.00	35,000.00	-	
5900-Oth Financ - Other Financing Uses						
232-40-10 59110	Loans & Grants	-	350,000.00	350,000.00	-	
	Account Classification Total: 5900-Oth Financ - Other Financing Uses	-	350,000.00	350,000.00	-	
	Division Total: 10 - Comm Dev-Econ Developmt	35,000.00	385,000.00	385,000.00	-	
	Department Total: 40 - Community Development	35,000.00	385,000.00	385,000.00	-	
Department: 60 - Economic Development						
Division: 20 - Economic Development						
5400-Other Svcs - Other Purchased Services						
232-60-20 54210	Telephone Expenses	33.00	-	-	-	
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	33.00	-	-	-	
	Division Total: 20 - Economic Development	33.00	-	-	-	
	Department Total: 60 - Economic Development	33.00	-	-	-	
	EXPENSES Total	35,033.00	385,000.00	385,000.00	-	
	Fund REVENUE Total: 232 - City LMI Housing Fund					
	Fund EXPENSE Total: 232 - City LMI Housing Fund	35,033.00	385,000.00	385,000.00	-	
	Fund Total: 232 - City LMI Housing Fund	(35,033.00)	(385,000.00)	(385,000.00)	-	
Fund: 301 - Capital Improvement Fund						
REVENUES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental						
4900-Oth Source - Other Financing Sources						
301-00-00 49990.204	Operating Xfer In-Meas J Return to Source	40,000.00	40,000.00	40,000.00	-	
	Account Classification Total: 4900-Oth Source - Other Financing Sources	40,000.00	40,000.00	40,000.00	-	
	Division Total: 00 - Non-Departmental	40,000.00	40,000.00	40,000.00	-	
	Department Total: 00 - Non-Departmental Revenue	40,000.00	40,000.00	40,000.00	-	
	REVENUES Total	40,000.00	40,000.00	40,000.00	-	
EXPENSES						
Department: 90 - Non-Departmental						
Division: 50 - Capital Outlay						
5200-Prof Svcs - Purchased Professional & Technical Services						
301-90-50 52190	Miscellaneous Prof Svcs	164,845.00	-	-	-	
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	164,845.00	-	-	-	
5300-Prop Svcs - Purchased Property Services						
301-90-50 53810	Construction Services	10,270.00	-	-	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	10,270.00	-	-	-	
	Division Total: 50 - Capital Outlay	175,115.00	-	-	-	
	Department Total: 90 - Non-Departmental	175,115.00	-	-	-	
	EXPENSES Total	175,115.00	-	-	-	
	Fund REVENUE Total: 301 - Capital Improvement Fund	40,000.00	40,000.00	40,000.00	-	
	Fund EXPENSE Total: 301 - Capital Improvement Fund	175,115.00	-	-	-	
	Fund Total: 301 - Capital Improvement Fund	(135,115.00)	40,000.00	40,000.00	-	
Fund: 303 - CIP Del Norte Complete Streets						
REVENUES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental Revenue						
4800-Oth Revenu - Other Revenue						
303-00-00 48610	Transportation Impact Fees	200,000.00	-	-	-	
	Account Classification Total: 4800-Oth Revenu - Other Revenue	200,000.00	-	-	-	
	Division Total: 00 - Non-Departmental Revenue	200,000.00	-	-	-	
	Department Total: 00 - Non-Departmental Revenue	200,000.00	-	-	-	
	REVENUES Total	200,000.00	-	-	-	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
EXPENSES						
Department: 90 - Non-Departmental						
Division: 50 - Capital Outlay						
5200-Prof Svcs - Purchased Professional & Technical Services						
303-90-50 52190	Miscellaneous Prof Svcs	1,397,367.00	-	-	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		1,397,367.00	-	-	-	
5300-Prop Svcs - Purchased Property Services						
303-90-50 53810	Construction Services	9,512,445.00	-	-	-	
Account Classification Total: 5300-Prop Svcs - Purchased Property Services		9,512,445.00	-	-	-	
Division Total: 50 - Capital Outlay		10,909,812.00	-	-	-	
Department Total: 90 - Non-Departmental		10,909,812.00	-	-	-	
EXPENSES Total		10,909,812.00	-	-	-	
Fund REVENUE	Total: 303 - CIP Del Norte Complete Streets	200,000.00	-	-	-	
Fund EXPENSE	Total: 303 - CIP Del Norte Complete Streets	10,909,812.00	-	-	-	
Fund Total: 303 - CIP Del Norte Complete Streets		(10,709,812.00)	-	-	-	
Fund: 304 - Capital Improvement Fund Master						
REVENUES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental Revenue						
4500-Intergov'l - Intergovernmental Revenues						
304-00-00 45450	State Grant-Capital	1,750,000.00	-	-	-	
304-00-00 45460	Local Agency Grants	180,000.00	260,000.00	1,880,000.00	1,620,000.00	Project delivery changes from FY25 to FY26
Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues		1,930,000.00	260,000.00	1,880,000.00	1,620,000.00	
Division Total: 00 - Non-Departmental Revenue		1,930,000.00	260,000.00	1,880,000.00	1,620,000.00	
Department Total: 00 - Non-Departmental Revenue		1,930,000.00	260,000.00	1,880,000.00	1,620,000.00	
REVENUES Total		1,930,000.00	260,000.00	1,880,000.00	1,620,000.00	
EXPENSES						
Department: 90 - Non-Departmental						
Division: 50 - Capital Outlay						
5200-Prof Svcs - Purchased Professional & Technical Services						
304-90-50 52190	Miscellaneous Prof Svcs	182,834.00	-	-	-	
Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services		182,834.00	-	-	-	
5300-Prop Svcs - Purchased Property Services						
304-90-50 53810	Construction Services	1,883,179.00	260,000.00	1,880,000.00	1,620,000.00	Project delivery changes from FY25 to FY26
Account Classification Total: 5300-Prop Svcs - Purchased Property Services		1,883,179.00	260,000.00	1,880,000.00	1,620,000.00	
Division Total: 50 - Capital Outlay		2,066,013.00	260,000.00	1,880,000.00	1,620,000.00	
Department Total: 90 - Non-Departmental		2,066,013.00	260,000.00	1,880,000.00	1,620,000.00	
EXPENSES Total		2,066,013.00	260,000.00	1,880,000.00	1,620,000.00	
Fund REVENUE	Total: 304 - Capital Improvement Fund Master	1,930,000.00	260,000.00	1,880,000.00	1,620,000.00	
Fund EXPENSE	Total: 304 - Capital Improvement Fund Master	2,066,013.00	260,000.00	1,880,000.00	1,620,000.00	
Fund Total: 304 - Capital Improvement Fund Master		(136,013.00)	-	-	-	
Fund: 501 - Integrated Waste Mgmt						
REVENUES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental						
4400-Use of Prp - Use of Money and Property						
501-00-00 44010	Interest Income	28,969.00	28,969.00	28,969.00	-	
Account Classification Total: 4400-Use of Prp - Use of Money and Property		28,969.00	28,969.00	28,969.00	-	
Division Total: 00 - Non-Departmental		28,969.00	28,969.00	28,969.00	-	
Department Total: 00 - Non-Departmental Revenue		28,969.00	28,969.00	28,969.00	-	
Department: 10 - Administration						
Division: 80 - Environmental Services						
4500-Intergov'l - Intergovernmental Revenues						
501-10-80 45440	State Grant-Operating	20,000.00	20,000.00	20,000.00	-	
501-10-80 45460	Local Agency Grants	2,000.00	2,000.00	2,000.00	-	
Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues		22,000.00	22,000.00	22,000.00	-	
4600-Chg for Svc - Charges for Services						
501-10-80 46310	IWM Fees	4,180,265.89	4,431,081.84	4,431,081.84	-	
501-10-80 46320	Recycling Revenues	92,664.00	96,370.56	96,370.56	-	
501-10-80 46321.1	Recycling Sales-CFL/Flourescent Tubes	1,880.00	1,880.00	1,880.00	-	
501-10-80 46321.5	Recycling Sales-Sharps	160.00	160.00	160.00	-	
501-10-80 46321.9	Recycling Sales-Event Stands	400.00	400.00	400.00	-	
Account Classification Total: 4600-Chg for Svc - Charges for Services		4,275,369.89	4,529,892.40	4,529,892.40	-	
4800-Oth Revenu - Other Revenue						
501-10-80 48990	Other Misc Revenue	3,000.00	3,000.00	3,000.00	-	
Account Classification Total: 4800-Oth Revenu - Other Revenue		3,000.00	3,000.00	3,000.00	-	
Division Total: 80 - Environmental Services		4,300,369.89	4,554,892.40	4,554,892.40	-	
Department Total: 10 - Administration		4,300,369.89	4,554,892.40	4,554,892.40	-	
REVENUES Total		4,329,338.89	4,583,861.40	4,583,861.40	-	
EXPENSES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental						
5600-Prop & Cap - Property & Capital						
501-00-00 56910	Depreciation Expense	179,491.39	179,491.39	179,491.39	-	
Account Classification Total: 5600-Prop & Cap - Property & Capital		179,491.39	179,491.39	179,491.39	-	
Division Total: 00 - Non-Departmental		179,491.39	179,491.39	179,491.39	-	
Department Total: 00 - Non-Departmental Revenue		179,491.39	179,491.39	179,491.39	-	
Department: 10 - Administration						
Division: 20 - City Manager						
5100-Persn - Personnel						
501-10-20 51110	Regular Salaries & Wages	59,541.14	61,327.38	61,327.38	-	
501-10-20 51210	PERS Contributions	7,798.00	8,029.32	8,029.32	-	
501-10-20 51211	PERS UAL	13,569.08	14,360.74	14,360.74	-	
501-10-20 51220	FICA/Medicare	3,541.75	3,702.50	3,702.50	-	
501-10-20 51230	Medical Benefits	6,244.92	6,401.05	6,401.05	-	
501-10-20 51235	Life & LTD Insurance	430.05	430.05	430.05	-	
501-10-20 51240	Workers Compensation Premiums	1,632.51	1,714.14	1,714.14	-	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
501-10-20 51237	Allowances & Other Benefits	675.00	675.00	675.00	-	
	Account Classification Total: 5100-Persn - Personnel	93,432.46	96,640.18	96,640.18	-	
	Division Total: 20 - City Manager	93,432.46	96,640.18	96,640.18	-	
Division: 80 - Environmental Services						
5100-Persn - Personnel						
501-10-80 51110	Regular Salaries & Wages	984,313.00	1,016,361.87	1,016,361.87	-	
501-10-80 51120	Part-Time Permanent Salaries & Wages	54,364.00	55,994.30	55,994.30	-	
501-10-80 51200	PARS Contribution	1,000.00	1,000.00	1,000.00	-	
501-10-80 51210	PERS Contributions	95,470.00	98,479.52	98,479.52	-	
501-10-80 51211	PERS UAL	266,114.00	281,828.31	281,828.31	-	
501-10-80 51220	FICA/Medicare	74,695.00	77,190.69	77,190.69	-	
501-10-80 51230	Medical Benefits	359,574.00	368,562.70	368,562.70	-	
501-10-80 51235	Life & LTD Insurance	10,088.00	10,383.17	10,383.17	-	
501-10-80 51240	Workers Compensation Premiums	75,749.00	79,536.20	79,536.20	-	
501-10-80 51140	Overtime Pay	37,132.00	38,245.44	38,245.44	-	
501-10-80 51150	Special Pay	5,900.00	5,899.92	5,899.92	-	
501-10-80 51155	One-Time Payouts	11,470.00	11,469.82	11,469.82	-	
501-10-80 51237	Allowances & Other Benefits	4,214.00	4,213.04	4,213.04	-	
501-10-80 51990	Salary Savings	96,726.00	-	214,194.00	214,194.00	labor contract increases 95,194 Admin position approved FY25 119k
	Account Classification Total: 5100-Persn - Personnel	2,076,809.00	2,049,164.98	2,263,358.98	214,194.00	
5200-Prof Svcs - Purchased Professional & Technical Services						
501-10-80 52190	Miscellaneous Prof Svcs	247,100.00	60,000.00	150,000.00	90,000.00	For consultant services related to franchise fee study and post-collection services;
501-10-80 52210	Lab & Investigative Svcs	8,200.00	8,200.00	8,200.00	-	
501-10-80 52230	Other Technical Services	2,400.00	2,400.00	2,400.00	-	
501-10-80 52240	Miscellaneous Services	55,900.00	5,900.00	45,900.00	40,000.00	For services related to solid waste/environmental-related work; unused budget FY25 so in IWM 10-year plan
	Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services	313,600.00	76,500.00	206,500.00	130,000.00	
5300-Prop Svcs - Purchased Property Services						
501-10-80 53110	Utilities-Energy	4,800.00	5,280.00	5,280.00	-	
501-10-80 53111	Utilities-Water & Sewer	6,970.00	7,179.10	7,179.10	-	
501-10-80 53210	Infrastructure Maint Svc	60,400.00	60,400.00	60,400.00	-	
501-10-80 53230	Building Maint Services	19,380.00	19,380.00	19,380.00	-	
501-10-80 53250	Vehicle & Equip Maint Svc	274,724.00	239,120.00	239,120.00	-	
501-10-80 53320	Vehicle & Equipment Lease	6,000.00	6,000.00	6,000.00	-	
501-10-80 53910	Solid Waste Services	269,627.00	240,000.00	240,000.00	-	
501-10-80 53990	Other Property Services	2,297.00	2,365.81	2,365.81	-	
	Account Classification Total: 5300-Prop Svcs - Purchased Property Services	644,198.00	579,724.91	579,724.91	-	
5400-Other Svcs - Other Purchased Services						
501-10-80 54110	Insurance Premiums	-	25,000.00	25,000.00	-	
501-10-80 54210	Telephone Expenses	3,322.00	3,080.00	3,080.00	-	
501-10-80 54220	Mobile/Wireless Expenses	4,870.00	4,870.00	4,870.00	-	
501-10-80 54230	Internet Services	2,260.00	2,260.00	2,260.00	-	
501-10-80 54310	Legal Notices & Advertise	520.00	520.00	520.00	-	
501-10-80 54410	Printing & Binding	20,000.00	20,000.00	20,000.00	-	
501-10-80 54610	Travel & Training	19,000.00	19,000.00	25,000.00	6,000.00	Significant changes in staff requires investment in training/certifications
501-10-80 54910	Dues & Subscriptions	16,060.00	16,060.00	16,060.00	-	
501-10-80 54920	Events & Field Trips	5,410.00	5,410.00	5,410.00	-	
	Account Classification Total: 5400-Other Svcs - Other Purchased Services	71,442.00	96,200.00	102,200.00	6,000.00	
5500-Supplies - Supplies						
501-10-80 55110	General Office Supplies	2,080.00	2,080.00	2,080.00	-	
501-10-80 55120	Postage & Delivery	410.00	410.00	410.00	-	
501-10-80 55130	Photocopying Charges	1,740.00	1,740.00	1,740.00	-	
501-10-80 55210	Fuel	83,677.00	87,860.85	87,860.85	-	
501-10-80 55220	Safety Supplies	16,410.00	5,410.00	5,410.00	-	
501-10-80 55240	Clothing & Uniform Supply	6,830.00	6,830.00	6,830.00	-	
501-10-80 55250	Vehicle & Equip Supplies	61,278.00	61,040.00	61,040.00	-	
501-10-80 55290	Other Operating Supplies	10,920.00	10,920.00	10,920.00	-	
501-10-80 55520	Building Supplies	200.00	200.00	200.00	-	
	Account Classification Total: 5500-Supplies - Supplies	183,545.00	176,490.85	176,490.85	-	
5600-Prop & Cap - Property & Capital						
501-10-80 56410	Office Equipment <$10K	18,769.00	15,000.00	15,000.00	-	
501-10-80 56620	Heavy Equipment >$10K	749,000.00	250,000.00	250,000.00	-	
501-10-80 56710	Other Equipment <$10K	123,000.00	45,750.00	125,750.00	80,000.00	Roll PO from FY25
501-10-80 56910	Depreciation Expense	7,000.00	7,000.00	7,000.00	-	
	Account Classification Total: 5600-Prop & Cap - Property & Capital	897,769.00	317,750.00	397,750.00	80,000.00	
5800-Financing - Financing Costs						
501-10-80 58110.1	Principal Payments-Facilities	298,300.00	151,900.00	151,900.00	-	
501-10-80 58110.4	Principal Pymt - Sideloader Recycling Truck	77,895.00	-	-	-	
501-10-80 58110.6	Principal Pymt - Rearloader Recycling Truck	81,788.00	84,685.00	84,685.00	-	
501-10-80 58120.1	Interest Payments-Facilities	8,235.00	1,385.00	1,385.00	-	
501-10-80 58120.4	Interest Payment - Sideloader Recycling Truck	1,632.00	-	-	-	
501-10-80 58120.6	Interest Payment - Rearloader Recycling Truck	12,218.00	9,321.00	9,321.00	-	
501-10-80 58220	Licenses & Permits	8,790.00	8,790.00	8,790.00	-	
501-10-80 58920	Bank & Credit Card Fees	410.00	410.00	410.00	-	
	Account Classification Total: 5800-Financing - Financing Costs	489,268.00	256,491.00	256,491.00	-	
5900-Oth Financ - Other Financing Uses						
501-10-80 59991.101	Indirect Xfer-GEN	422,034.00	447,356.00	447,356.00	-	
501-10-80 59990.101	Operating Xfer Out-GEN	3,671.00	3,671.00	3,671.00	-	
	Account Classification Total: 5900-Oth Financ - Other Financing Uses	425,705.00	451,027.00	451,027.00	-	
	Division Total: 80 - Environmental Services	5,102,336.00	4,003,348.74	4,433,542.74	430,194.00	
	Department Total: 10 - Administration	5,195,768.46	4,099,988.92	4,530,182.92	430,194.00	
Department: 30 - Public Works						
Division: 20 - Public Works Engineering						
5100-Persn - Personnel						
501-30-20 51110	Regular Salaries & Wages	3,513.65	3,794.74	3,794.74	-	
501-30-20 51210	PERS Contributions	243.51	262.99	262.99	-	
501-30-20 51211	PERS UAL	819.38	902.95	902.95	-	

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
501-30-20 51220	FICA/Medicare	268.81	290.32	290.32	-	
501-30-20 51230	Medical Benefits	660.76	677.28	677.28	-	
501-30-20 51235	Life & LTD Insurance	37.20	40.17	40.17	-	
501-30-20 51240	Workers Compensation Premiums	326.48	342.81	342.81	-	
501-30-20 51155	One-Time Payouts	38.92	38.92	38.92	-	
	Account Classification Total: 5100-Persn - Personnel	5,908.72	6,350.18	6,350.18	-	
	Division Total: 20 - Public Works Engineering	5,908.72	6,350.18	6,350.18	-	
Division: 30 - Public Works Maintenance						
5100-Persn - Personnel						
501-30-30 51110	Regular Salaries & Wages	65,627.68	69,885.19	69,885.19	-	
501-30-30 51210	PERS Contributions	6,574.25	6,937.39	6,937.39	-	
501-30-30 51211	PERS UAL	16,925.04	18,362.74	18,362.74	-	
501-30-30 51220	FICA/Medicare	5,149.20	5,474.89	5,474.89	-	
501-30-30 51230	Medical Benefits	17,851.50	18,297.78	18,297.78	-	
501-30-30 51235	Life & LTD Insurance	694.73	739.80	739.80	-	
501-30-30 51240	Workers Compensation Premiums	5,713.80	5,999.49	5,999.49	-	
501-30-30 51140	Overtime Pay	2,994.31	3,537.44	3,537.44	-	
501-30-30 51142	Straight OT	2,200.42	2,299.73	2,299.73	-	
501-30-30 51150	Special Pay	1,681.94	1,681.94	1,681.94	-	
501-30-30 51155	One-Time Payouts	842.00	842.00	842.00	-	
	Account Classification Total: 5100-Persn - Personnel	126,254.86	134,058.39	134,058.39	-	
	Division Total: 30 - Public Works Maintenance	126,254.86	134,058.39	134,058.39	-	
	Department Total: 30 - Public Works	132,163.58	140,408.57	140,408.57	-	
	EXPENSES Total	5,507,423.43	4,419,888.88	4,850,082.88	430,194.00	
	Fund REVENUE Total: 501 - Integrated Waste Mgmt	4,329,338.89	4,583,861.40	4,583,861.40	-	
	Fund EXPENSE Total: 501 - Integrated Waste Mgmt	5,507,423.43	4,419,888.88	4,850,082.88	430,194.00	
	Fund Total: 501 - Integrated Waste Mgmt	(1,178,084.54)	163,972.52	(266,221.48)	(430,194.00)	
Fund: 601 - Vehicle/Equip Replacement						
REVENUES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental						
4400-Use of Prp - Use of Money and Property						
601-00-00 44240	Departmental Rental Chgs	136,591.00	136,590.23	136,590.23	-	
	Account Classification Total: 4400-Use of Prp - Use of Money and Property	136,591.00	136,590.23	136,590.23	-	
4900-Oth Source - Other Financing Sources						
601-00-00 49990.101	Operating Xfer In-GEN	85,000.00	85,000.00	85,000.00	-	
	Account Classification Total: 4900-Oth Source - Other Financing Sources	85,000.00	85,000.00	85,000.00	-	
	Division Total: 00 - Non-Departmental	221,591.00	221,590.23	221,590.23	-	
	Department Total: 00 - Non-Departmental Revenue	221,591.00	221,590.23	221,590.23	-	
	REVENUES Total	221,591.00	221,590.23	221,590.23	-	
EXPENSES						
Department: 10 - Administration						
Division: 70 - Information Systems Div						
5500-Supplies - Supplies						
601-10-70 55250	Vehicle & Equip Supplies	-	-	45,000.00	45,000.00	IT equipment purchases, transferred into ISF FY25.
	Account Classification Total: 5500-Supplies - Supplies	-	-	45,000.00	45,000.00	
	Division Total: 70 - Information Systems Div	-	-	45,000.00	45,000.00	
	Department Total: 10 - Administration	-	-	45,000.00	45,000.00	
Department: 25 - Fire						
Division: 10 - Fire Administration						
5800-Financing - Financing Costs						
601-25-10 58110	Principal Payments	190,028.10	193,534.99	193,534.99	-	
601-25-10 58120	Interest Payments	31,562.10	136,590.20	136,590.20	-	
	Account Classification Total: 5800-Financing - Financing Costs	221,590.20	330,125.19	330,125.19	-	
	Division Total: 10 - Fire Administration	221,590.20	330,125.19	330,125.19	-	
	Department Total: 25 - Fire	221,590.20	330,125.19	330,125.19	-	
	EXPENSES Total	221,590.20	330,125.19	375,125.19	45,000.00	
	Fund REVENUE Total: 601 - Vehicle/Equip Replacement	221,591.00	221,590.23	221,590.23	-	
	Fund EXPENSE Total: 601 - Vehicle/Equip Replacement	221,590.20	330,125.19	375,125.19	45,000.00	
	Fund Total: 601 - Vehicle/Equip Replacement	0.80	(108,534.96)	(153,534.96)	(45,000.00)	
Fund: 835 - City Hall Bond D/S						
REVENUES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental						
4900-Oth Source - Other Financing Sources						
835-00-00 49990.101	Operating Xfer In-GEN	623,329.00	626,735.00	626,735.00	-	
	Account Classification Total: 4900-Oth Source - Other Financing Sources	623,329.00	626,735.00	626,735.00	-	
	Division Total: 00 - Non-Departmental	623,329.00	626,735.00	626,735.00	-	
	Department Total: 00 - Non-Departmental Revenue	623,329.00	626,735.00	626,735.00	-	
	REVENUES Total	623,329.00	626,735.00	626,735.00	-	
EXPENSES						
Department: 10 - Administration						
Division: 50 - Finance Department						
5800-Financing - Financing Costs						
835-10-50 58110	Principal Payments	330,000.00	345,000.00	345,000.00	-	
835-10-50 58120	Interest Payments	242,562.50	226,062.50	226,062.50	-	
	Account Classification Total: 5800-Financing - Financing Costs	572,562.50	571,062.50	571,062.50	-	
	Division Total: 50 - Finance Department	572,562.50	571,062.50	571,062.50	-	
	Department Total: 10 - Administration	572,562.50	571,062.50	571,062.50	-	
	EXPENSES Total	572,562.50	571,062.50	571,062.50	-	
	Fund REVENUE Total: 835 - City Hall Bond D/S	623,329.00	626,735.00	626,735.00	-	
	Fund EXPENSE Total: 835 - City Hall Bond D/S	572,562.50	571,062.50	571,062.50	-	
	Fund Total: 835 - City Hall Bond D/S	50,766.50	55,672.50	55,672.50	-	
Fund: 836 - Street Imp Bond D/S						
REVENUES						
Department: 00 - Non-Departmental Revenue						
Division: 00 - Non-Departmental						

G/L Account Number	Account Description	2025 Amended Budget	2026 Original	2026 Proposed	2026 Adjustments	Department Proposed Comments
4900-Oth Source - Other Financing Sources						
836-00-00 49990.211	Operating XferIN-STREETS	702,500.00	703,000.00	703,000.00	-	
	Account Classification Total: 4900-Oth Source - Other Financing Sources	702,500.00	703,000.00	703,000.00	-	
	Division Total: 00 - Non-Departmental	702,500.00	703,000.00	703,000.00	-	
	Department Total: 00 - Non-Departmental Revenue	702,500.00	703,000.00	703,000.00	-	
	REVENUES Total	702,500.00	703,000.00	703,000.00	-	
EXPENSES						
Department: 10 - Administration						
Division: 50 - Finance Department						
5800-Financing - Financing Costs						
836-10-50 58110	Principal Payments	390,000.00	410,000.00	410,000.00	-	
836-10-50 58120	Interest Payments	312,500.00	293,000.00	293,000.00	-	
	Account Classification Total: 5800-Financing - Financing Costs	702,500.00	703,000.00	703,000.00	-	
	Division Total: 50 - Finance Department	702,500.00	703,000.00	703,000.00	-	
	Department Total: 10 - Administration	702,500.00	703,000.00	703,000.00	-	
	EXPENSES Total	702,500.00	703,000.00	703,000.00	-	
	Fund REVENUE Total: 836 - Street Imp Bond D/S	702,500.00	703,000.00	703,000.00	-	
	Fund EXPENSE Total: 836 - Street Imp Bond D/S	702,500.00	703,000.00	703,000.00	-	
	Fund Total: 836 - Street Imp Bond D/S	-	-	-	-	
	REVENUE GRAND Totals:	68,367,987.90	67,837,298.13	69,497,298.13	1,660,000.00	
	EXPENSE GRAND Totals:	86,449,635.40	68,843,792.87	74,859,180.47	6,015,387.60	
	Grand Totals:	(18,081,647.50)	(1,006,494.74)	(5,361,882.34)	(4,355,387.60)	

16.60 Rounding

Table 1: Summary of General Fund Revenues, Expenses and Fund Balance													
General Fund Summary	**FY 2022-23 Actual**	**FY 2023-24 Actual**	**FY 2024-25 Projected**	**FY 2025-26 Adopted Budget (June 2024)**	**FY 2026-27 Projected**	**FY2027-28 Projected**	**FY 2028-29 Projected**	**FY 2029-30 Projected**	**FY 2030-31 Projected**	**FY 2031-32 Projected**	**FY 2032-33 Projected**	**FY 2033-34 Projected**	**FY 2034-35 Projected**	**FY 2035-36 Projected**
Beginning Fund Balance	$ 16,214,375	$ 23,143,081	$ 22,893,338	$ 20,816,273	$ 20,832,048	$ 20,162,285	$ 19,656,900	$ 19,436,891	$ 19,246,239	$ 18,682,087	$ 18,398,292	$ 18,563,437	$ 19,715,517	$ 21,555,168
Section 115	-	(1,372,890)	(2,872,890)	$ (2,872,890)	$ (2,872,890)	$ (2,872,890)	$ (2,872,890)	$ (2,872,890)	$ (2,872,890)	$ (2,872,890)	$ (2,872,890)	$ (2,872,890)	$ (2,872,890)	$ (2,872,890)
EDRF	-	(9,000,000)	(7,500,000)	$ (7,500,000)	$ (7,500,000)	$ (7,500,000)	$ (7,500,000)	$ (7,500,000)	$ (7,500,000)	$ (7,500,000)	$ (7,500,000)	$ (7,500,000)	$ (7,500,000)	$ (7,500,000)
Unassigned Fund Balance	16,214,375	12,770,191	12,520,448	10,443,383	10,459,158	9,789,395	9,284,010	9,064,001	8,873,349	8,309,197	8,025,402	8,190,547	9,342,627	11,182,278
Total Revenues	50,968,276	52,123,574	51,696,979	53,779,792	55,886,621	57,931,335	60,074,454	61,970,486	63,930,876	65,945,728	68,036,925	70,211,872	72,489,141	74,862,270
Total Expenses & Other Financing Sources (Uses)	44,039,570	52,373,317	53,774,044	53,764,017	56,556,384	58,436,720	60,294,463	62,161,138	64,495,028	66,229,523	67,871,780	69,059,792	70,649,490	72,242,265
Net Change in Fund Balance	6,928,706	(249,743)	(2,077,065)	15,775	(669,763)	(505,385)	(220,009)	(190,652)	(564,152)	(283,795)	165,145	1,152,080	1,839,651	2,620,005
Projected/Actual Unassigned Fund Balance	**$ 23,143,081**	**$ 12,520,448**	**$ 10,443,383**	**$ 10,459,158**	**$ 9,789,395**	**$ 9,284,010**	**$ 9,064,001**	**$ 8,873,349**	**$ 8,309,197**	**$ 8,025,402**	**$ 8,190,547**	**$ 9,342,627**	**$ 11,182,278**	**$ 13,802,283**
Fund Balance Reserve %	**52.6%**	**23.9%**	**19.4%**	**19.5%**	**17.3%**	**15.9%**	**15.0%**	**14.3%**	**12.9%**	**12.1%**	**12.1%**	**13.5%**	**15.8%**	**19.1%**

AGENDA BILL

Agenda Item No. 9.B.

Date: June 17, 2025
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: Spending Authority for Certain Vendors Expected to Exceed $45,000 for FY 2025-26

ACTION PROPOSED

Adopt a resolution approving spending authority for vendors expected to exceed $45,000 in Fiscal Year 2025-26.

BACKGROUND AND ANALYSIS

Resolution 2017-71A, adopted by the City Council on October 3, 2017, authorizes the City Manager to purchase goods and services and enter into professional services agreements in amounts not to exceed $45,000 without City Council authorization, and further requires that purchases and professional service agreements of more than $45,000 for any one vendor in any one fiscal year must be approved by the City Council. Each fiscal year, the City Council affirms the requirement for the single vendor threshold of $45,000 in its resolution adopting the annual budget. Additionally, the City's Procurement Policy (Administrative Policy III-1) sets guidelines and requirements for purchases of goods and services using City funds that conform with the approval thresholds set by the City Council and outlines the procedures for the use of purchase orders. Services performed for the City require a contract and insurance verification, while purchases of goods and supplies typically do not.

As a part of Citywide efforts to improve accuracy, transparency, and compliance with City policies, staff identified a number of vendors with whom the City may need to spend over $45,000 in FY 2025-26. In accordance with the Procurement Policy, staff is seeking approval to make purchases estimated above $45,000 throughout the year with certain vendors for goods/supplies and Recreation Instructor services on an as-needed basis. All purchases included in this agenda bill for approval were included in the FY 2025-26 Budget and do not require additional appropriation authority from the City Council.

Goods & Supplies

The following purchases of goods and supplies are made on an as-needed basis in small amounts that would typically not come before the City Council for approval according to the City's Procurement Policy, but which cumulatively amount to over $45,000 in a single year with a specific vendor. Each vendor is selected per the Policy and based on excellence in quality, pricing, and availability.

- **Knorr** ($103,000) - Pool maintenance and supplies. Knorr has been the City's capital maintenance contractor at the El Cerrito Swim Center since it was renovated in 2004. There are very few contractors in Northern California that provide the level of service and expertise that Knorr provides who are additionally able to respond quickly to emergencies and thereby minimize pool closure times. Staff periodically surveys pools in the Bay Area, the majority utilize Knorr Systems for their capital maintenance needs. The main exception to this is that some cities, mostly larger ones with several pools, utilize city staff for pool maintenance needs.
- **LN Curtis** ($120,000) - Public Safety equipment and clothing for the Fire and Police Departments. For the Fire Department, LN Curtis offers the best prices and customer service for our firefighter's turnouts, including timely sizing, service, and delivery. LN Curtis has also repeatedly demonstrated the ability to quickly turn around orders of essential police equipment. The ECPD relies on LN Curtis for a variety of equipment needs, including uniforms, leather gear, ballistic vests and helmets, and other specialty gear. LN Curtis is locally based in Walnut Creek, CA.
- **Dell** ($100,000) - Server infrastructure hardware, laptops, and desktop computers. This vendor consistently offers the best value under the Dell NASPO Computer Equipment PA for California contract (used by many public agencies, including the City of Oceanside and City College of San Francisco). The standardization on their computer equipment enables the IT department to be efficient in maintenance and monitoring, and improves uptime for City staff.
- **Folger Graphics** ($60,000) - Interdepartmental printing and mailing services, including News & Views, the rECguide, and citywide public information efforts. Costs have increased as the City has re-initiated critical public information efforts that were paused during the pandemic. Folger Graphics provides high-quality printing services to multiple departments citywide.
- **CivicPlus** ($50,000) - City, Recreation and Police website hosting, livestream and archive services for City Council meetings, agenda management, advisory body member management, accessibility services on our website, codification and management of our municipal code.

Fire Fleet Maintenance Service
The Fire Department does not expect to spend over $45,000 with all the listed vendors and will not exceed its Council-approved budget, but is seeking approval to ensure the appropriate authorization before repairs become urgent. All purchases included in this agenda bill for approval were included in the FY 2025-26 Budget and do not require additional appropriation authority from the City Council.

- **Alameda County Fire Department**
- **Cummings, Inc.**
- **Diego's Truck Repair**
- **Hi-Tech EVS, Inc.**

- **Kelly's Truck Repair**
- **Peterson Trucks, Inc.**

Recreation Instructors
Recreation Instructors are contracted to teach classes for the City and provide a wide range of offerings to the community. Instructors are paid on a cost-sharing basis, whereby they receive 60% of the revenue from class sign-ups and the City receives 40%. How much a Recreation Instructor is paid by the City annually depends on the frequency and popularity of their classes. A small number of Recreation Instructors regularly receive over $45,000 per year from the City through this revenue-sharing agreement structure. While these are not purchased services or supplies and all expenses are both budgeted for and offset by class fee revenues, staff feel that these contracts should come to City Council for approval to ensure compliance with the Procurement Policy.

The five instructors who staff expect to be paid over $45,000 in FY 2024-25 are:

- **Norman Friedman** ($162,000) - Norm Friedman is the Director of El Cerrito Sports Camp, providing 9-10 weeks of summer camp each summer.
  FY 2024-25 Enrollments as of May: 671
- **Stephanie Ramos** ($50,000) - Stephanie Ramos is the Independent Contractor providing year-round Zumba and Zumba Gold to adults and seniors. Classes are offered daily, and in some cases 2-3 times per day.
  FY 2024-25 Enrollments as of May: 382 + 507 purchased passes (*may be single class, 5 class pack, 10 class pack, or monthly unlimited)
- **Belinda Graul** ($45,000) - Belinda Graul is our head Gymnastics Coach, offering 12 classes per week during the school year, and 6-7 weeks of camp each summer.
  FY 2024-25 Enrollments as of May: 1042
- **Ian McAvoy** ($55,000) - Ian McAvoy is the owner of Off the Block STEM, providing specialized LEGO classes twice weekly throughout the school year in addition to school-break camps and summer camps.
  FY 2024-25 Enrollments as of May: 425
- **Mark Marcos Manqueros** ($80,000) - Mark Marcos Manqueros is the owner/director of Crouching Tiger Tennis, providing year-round tennis classes and camps for youth and seasonal classes for adults.
  FY 2024-25 Enrollments as of May: 433

STRATEGIC PLAN CONSIDERATIONS
This action supports the City's Strategic Plan Goal(s) of:

- *High Performing Organization; and*
- *Community Safety; and*
- *Livability and Belonging; and*

- *Infrastructure and Amenities*

ENVIRONMENTAL CONSIDERATIONS
This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS
All expenses referenced in this agenda bill were included within the FY 2024-25 Budget adopted by the City Council on June 18, 2024. The proposed expenditures require Council authorization because they are expected to exceed $45,000 with a single vendor in a single fiscal year, but there is no additional fiscal impact from adopting this resolution.

LEGAL CONSIDERATIONS
This section is not applicable to this agenda item.

Reviewed by:

Karen Pinkos, City Manager

Attachments:
1. Resolution

RESOLUTION 2025-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING SPENDING AUTHORITY FOR VENDORS EXPECTED TO EXCEED $45,000 IN FISCAL YEAR 2025-26

WHEREAS, Resolutions 2017-71A and 2024-46 requires that all purchases totaling over $45,000 with a single vendor in a single fiscal year receive Council approval; and

WHEREAS, the City's Procurement Policy (Administrative Policy III-1) guides all purchasing and bidding procedures to ensure fairness and transparency; and

WHEREAS, certain vendors, selected based on excellence in quality, price, and availability, are expected to exceed $45,000 for goods, supplies, and services in the current fiscal year; and

WHEREAS, the proposed expenditures outlined in this resolution and the associated agenda bill were included in the Council-adopted budget for FY 2024-25 and require no additional appropriation authority.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the purchase of goods and on-call services up to the not-to-exceed amount detailed for each vendor in the table below.

Vendor	Category	Expenditure Total
Knorr Systems, Inc.	Supplies & On-Call Services	$94,750
LN Curtis & Sons	Supplies	$120,000
Dell Marketing L.P.	Supplies	$100,000
Folger Graphics, Inc.	Supplies	$60,000
CivicPlus	Various Online Applications	$50,000
Alameda County Fire Dept.	Fire Vehicle Maintenance	
Cummings, Inc.	Fire Vehicle Maintenance	
Diego's Truck Repair	Fire Vehicle Maintenance	
Hi-Tech EVS, Inc.	Fire Vehicle Maintenance	
Kelly's Truck Repair	Fire Vehicle Maintenance	
Peterson Trucks, Inc	Fire Vehicle Maintenance	
Norman Friedman	Recreation Instructor	$162,000
Stephanie Ramos	Recreation Instructor	$50,000
Belinda Graul	Recreation Instructor	$45,000
Ian McAvoy	Recreation Instructor	$45,000
Mark Marcos Manqueros	Recreation Instructor	$80,000

BE IT FURTHER RESOLVED the City Manager or designee is authorized to enter into agreements with the individuals or entities listed above based on City standard forms or agreements with commercially reasonable terms, subject to approval as to form by the City Attorney.

I CERTIFY that at a regular meeting on June 17, 2025 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on_____.

_____
Holly M. Charléty, City Clerk

APPROVED:

_____
Carolyn Wysinger, Mayor

AGENDA BILL

Agenda Item No. 9.C.

Date: June 17, 2025
To: El Cerrito City Council
From: Roland Lambert, Associate Engineer, Public Works Department; Yvetteh Ortiz, Public Works Director/City Engineer
Subject: Construction Contract Award for 2025 Surface Seal Project, City Project No. C3027.24

ACTION PROPOSED

Adopt a resolution approving plans and specifications for the 2025 Surface Seal Project, City Project No. C3027.24 (Project); acknowledging the sole bidder, Pavement Coating Co. (Pavement Coatings), as the lowest responsive and responsible bidder; accepting the negotiated price from Pavement Coatings; and authorizing the City Manager to execute a contract with Pavement Coatings in the amount of $2,400,898.27 and to approve potential change orders in an amount not to exceed $240,100.

BACKGROUND

The 2025 Surface Seal Project, City Project No. C3027.24 is a component of the Measure A funded Annual Street Improvement Program. The Project generally implements the first year of a five-year pavement maintenance plan that groups El Cerrito streets into five geographical zones, as shown in Attachment 2. This first year focuses on the northernmost zone with some modifications, as shown in Attachment 3. These include use of more cost-effective treatments on some segments, such an asphalt rubber cape seal (a chip seal covered by a slurry seal) in place of mill and overlay, the addition of traffic signing and striping enhancements at spot locations throughout the City in response to requests from community members, and the repair of a sunken section of roadway on 700 Sea View Drive. Overall, the work consists of patch paving, crack sealing, the application of either an asphalt rubber cape seal or a slurry seal treatment, installation of traffic striping and markings, minor concrete work, and other related work.

Below is the list of the 68 street segments that will be resurfaced as part of the Project.

STREET NAME	FROM	TO	TREATMENT
ALTA PUNTA AVE	MACDONALD AVE	JORDAN AVE	SLURRY SEAL
ALVARADO PL	MIRA VISTA DR	CARQUINEZ AVE	SLURRY SEAL
ARLINGTON DR	BARRETT AVE	N CITY LIMIT	RUBBER CAPE SEAL
ARLINGTON DR	CUTTING BLVD	LAGUNITAS AVE	RUBBER CAPE SEAL
ARLINGTON DR	LAGUNITAS AVE	BARRETT AVE	SLURRY SEAL
BARRETT AVE	ARLINGTON AVE	CARQUINEZ AVE	SLURRY SEAL

BARRETT AVE	CARQUINEZ AVE	SONOMA AVE	SLURRY SEAL
BARRETT AVE	SONOMA AVE	WEST CITY LIMIT	SLURRY SEAL
BROOKS AVE	BARRETT AVE	SILVA AVE	SLURRY SEAL
CARQUINEZ AVE	BARRETT AVE	NORTH CITY LIMITS	RUBBER CAPE SEAL
CARQUINEZ AVE	HAGEN BLVD	JORDAN AVE	SLURRY SEAL
CARQUINEZ AVE	JORDAN AVE	LAGUNITAS	SLURRY SEAL
CARQUINEZ AVE	LAGUNITAS AVE	BARRETT AVE	SLURRY SEAL
CEDAR ST	CONLON AVE	ALTA PUNTA AVE	SLURRY SEAL
CHARLES AVE	SONOMA ST	TULARE AVE	RUBBER CAPE SEAL
CONLON AVE	KEY BLVD	MACDONALD AVE	SLURRY SEAL
CRESCENT WAY	JORDAN AVE	S END	SLURRY SEAL
CUTTING BLVD	ARLINGTON	WILSON AVE	SLURRY SEAL
CUTTING BLVD	ARLINGTON BL	SCENIC AVE	SLURRY SEAL
DEL MONTE AVE	ARLINGTON	NORTH CITY LIMIT	SLURRY SEAL
EDITH ST	FERN ST	ALTA PUNTA AVE	SLURRY SEAL
EDNA ST	FERN AVE	JORDAN AVE	SLURRY SEAL
EDWARDS AVE	CHARLES AVE	BARRET AVE	SLURRY SEAL
EDWARDS AVE	ROSALIND AVE	JORDAN AVE	SLURRY SEAL
ELLERHORST AVE	BARRETT AVE	CHARLES AVE	SLURRY SEAL
FAIRVIEW DR	TAMALPAIS AVE	CUTTING BLVD	SLURRY SEAL
FERN ST	CEDAR ST	END	SLURRY SEAL
FRANCISCO WY	CARQUINEZ AVE	NORTH CITY LIMITS	RUBBER CAPE SEAL
GLORIA ST	FERN ST	ALTA PUNTA AVE	SLURRY SEAL
HARVARD ST	CUTTING BLVD	LAGUNITAS DR	SLURRY SEAL
HILLSIDE AVE	ROSALIND AVE	ROSALIND AVE	SLURRY SEAL
JORDAN AVE	NASON	ALTA PUNTA AVE	SLURRY SEAL
JORDAN AVE	POINSETT AVE	NASON	SLURRY SEAL
JORDAN AVE	TAMALPAIS AVE	ALTA PUNTA AVE	SLURRY SEAL
LA HONDA AVE	BARRETT AVE	ALTA VISTA DR	SLURRY SEAL
LAGUNITAS AVE	ARLINGTON BLVD	HARVARD ST	SLURRY SEAL
LAGUNITAS AVE	CARQUINEZ AVE	ARLINGTON	SLURRY SEAL
LUDWIG AVE	JORDAN AVE	POINSETT AVE	SLURRY SEAL

MACDONALD AVE	ALTA PUNTA AVE	HUMBOLT AVE	SLURRY SEAL
MACDONALD AVE	ALTA PUNTA AVE	LUDWIG AVE	SLURRY SEAL
MIRA VISTA DR	HAGEN BLVD	JORDAN AVE	SLURRY SEAL
MONO AVE	CONLON AVE	MACDONALD AVE	SLURRY SEAL
MONO AVE	MACDONALD AVE	POINSETT AVE	SLURRY SEAL
MONTA VISTA AVE	BARRETT AVE	ALTA VISTA DR	SLURRY SEAL
PEBBLE BEACH CT	PEBBLE BEACH DR	END	SLURRY SEAL
PEBBLE BEACH DR	CUTTING BLVD	CUTTING BLVD	SLURRY SEAL
PEBBLE BEACH WY	PEBBLE BEACH DR	PEBBLE BEACH DR	SLURRY SEAL
POINSETT AVE	EDWARDS AVE	LUDWIG AVE	SLURRY SEAL
POINSETT AVE	LUDWIG AVE	W CITY LIMIT	SLURRY SEAL
POINSETT AVE	TULARE AVE	EDWARDS AVE	SLURRY SEAL
RAY AVE	RALSTON AVE	TULARE AVE	SLURRY SEAL
ROSALIND AVE	W CITY LIMIT	HARRIS AVE	SLURRY SEAL
SCENIC ST	ARLINGTON	CUTTING BLVD	SLURRY SEAL
SONOMA ST	BARRETT AVE	NORTH CITY LIMITS	RUBBER CAPE SEAL
TAMALPAIS AVE	BARRETT AVE	ARLINGTON	SLURRY SEAL
TAMALPAIS AVE	CUTTING BL	LAGUNITAS AVE	RUBBER CAPE SEAL
TAMALPAIS AVE	FAIRVIEW DR	CUTTING BLVD	SLURRY SEAL
TAMALPAIS AVE	LAGUNITAS AVE	BARRETT AVE	RUBBER CAPE SEAL
TAMALPAIS CT	TAMALPAIS AVE	EAST END	SLURRY SEAL
TASSAJARA AVE	LAGUNITAS DR	NORTH CITY LIMITS	SLURRY SEAL
TULARE AVE	BARRETT AVE	NORTH CITY LIMITS	SLURRY SEAL
TULARE AVE	EDWARDS AVE	BARRETT AVE	SLURRY SEAL
TULARE AVE	JORDAN AVE	EDWARDS AVE	SLURRY SEAL
TULLER AVE	BARRETT AVE	SILVA AVE	SLURRY SEAL
YUBA ST	ZARA AVE	NORTH CITY LIMIT	RUBBER CAPE SEAL
ZARA AVE	WEST CITY LIMITS	YUBA ST	SLURRY SEAL
MIRA VISTA DR	JORDAN AVE	BARRETT AVE	RUBBER CAPE SEAL
MIRA VISTA DR	BARRETT AVE	NORTH CITY LIMITS	RUBBER CAPE SEAL

In order to maintain flexibility within the bidding process—accounting for both the available project funding and the unique scope of work associated with 700 Sea View Drive—that component was identified as an Additive Alternate to the Base Bid, which comprises the remaining project elements.

The Notice Inviting Bids for the Project was advertised in the West County Times on April 8 and 15, 2025. Additionally, the notice along with a complete set of Contract Documents (including the Plans and Specifications) was sent to eight Builder and Construction Exchanges in the Bay Area and Northern California and made available for purchase through the BPXpress website, an online planroom used by the City. The notice was also posted on the City's website. A non-mandatory pre-bid conference was held on April 22, 2025. One addendum was issued.

ANALYSIS

One bid was received on the advertised bid opening date and time of May 6, 2025, at 2 p.m. The bid was publicly opened and read by the City Clerk. The bid results are summarized below.

Name and Location of Bidder	**Base Bid**	**Additive Alternate Bid – Sea View Drive**	**Total**
Pavement Coatings Co., Woodland	$2,861,057.22	$65,341.60	$2,926,399.12
Engineer's Estimate	*$1,980,168.50*	*$ 44,560.00*	*$2,024,728.50*

The total bid from Pavement Coatings is approximately 45% above the Engineer's Estimate. This is the first City project subject to the Project Stabilization Agreement (PSA), also known as a Project Labor Agreement, approved by the City Council on August 16, 2022 (Resolution 2022-66). The PSA is an agreement with the Contra Costa Building and Construction Trades Council and its affiliated Unions to establish the terms and conditions of employment for work on public projects with an Engineer's Estimate exceeding $1 million. The City Council approved the agreement in the interest of facilitating the delivery of City construction projects with minimal labor-related disruptions which would adversely impact the public and/or delay the project, being proactive regarding assuring quality wages on such projects, supporting and procuring from local businesses, and protecting and increasing quality jobs for local residents.

However, at the time of the PSA's approval, it was acknowledged that its implementation could adversely affect the City's bidding process by limiting the number of contractors that would submit bids, thereby potentially increasing the overall cost of projects. During the bidding process for the Project, a contractor who had previously been the lowest bidder on similar City projects stated they would not submit a bid due to the PSA. Additionally, recent bidding processes in other jurisdictions with PSAs have resulted in higher bid pricing as well. The City's pavement consultant indicates that 30% increase in prices should be projected moving forward.

City staff have considered two options:

1. Reject all bids, value-engineer the Project, and go out to bid again; or
2. Following consultation with the City Attorney, initiate negotiations with Pavement Coatings to reduce the total cost of the Project given that they were the sole responsible and responsive bidder. This approach is permissible under the Public Contract Code once the City has completed the competitive bidding process and received only one bid from a responsible and responsive bidder.

Considering the implementation of the PSA can be projected to increase costs by 30% along with other uncertainties in the bidding climate, limited time window for construction within the current year, and need to resurface these streets before they continue to deteriorate and the extent and cost of pavement repair work significantly increases, City staff initiated negotiations with Pavement Coatings. The negotiations resulted in a combination of reduced unit pricing and minor reductions in Project scope to lower the total cost by $525,500.85 to $2,400,898.27, including the Additive Alternative Bid.

City staff proposes that the City Council award the construction contract in the amount of $2,400,898.27 to Pavement Coatings as the lowest responsive and responsible bidder. City staff also recommends that the City Council approve potential change orders in an amount not to exceed $240,100 for the construction of the Project.

STRATEGIC PLAN CONSIDERATIONS

This action supports the City's Strategic Plan Goal(s) of:

- *Infrastructure and Amenities.*

ENVIRONMENTAL CONSIDERATIONS

The Project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) because the Project is a repair to an existing facility involving negligible or no expansion of use beyond that presently existing. More specifically, restoration or rehabilitation of deteriorated or damaged facilities to meet current standards of public health and safety, unless it is determined that the damage was substantial and resulted from an environmental hazard such as an earthquake, landslide, or flood, is exempt from CEQA.

FINANCIAL CONSIDERATIONS

Funding for construction of the Project is included in the Fiscal Year 2025-26 Budget and Capital Improvement Program under the Annual Street Improvement Program in the Measure A Street Improvement Fund.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the proposed actions and found that legal considerations have been addressed.

Reviewed by:

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. 5-Year Plan
3. Project Locations

RESOLUTION 2025-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING PLANS AND SPECIFICATIONS FOR THE 2025 SURFACE SEAL PROJECT, CITY PROJECT NO. C3027.24 (PROJECT); ACKNOWLEDGING THE SOLE BIDDER, PAVEMENT COATING CO. (PAVEMENT COATINGS), AS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER; ACCEPTING THE NEGOTIATED PRICE FROM PAVEMENT COATINGS; AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT IN THE AMOUNT OF $2,400,898.27 WITH PAVEMENT COATINGS AND TO APPROVE POTENTIAL CHANGE ORDERS IN AN AMOUNT NOT TO EXCEED $240,100

WHEREAS, the 2025 Surface Seal Project, City Project No. C3027.24 is a component of the Measure A funded Annual Street Improvement Program; and

WHEREAS, the work consists of patch paving, crack sealing, the application of either an asphalt rubber cape seal or a slurry seal treatment on 68 street segments, installation of traffic striping and markings, minor concrete work, and other related work; and

WHEREAS, the Notice Inviting Bids for the Project was advertised in the West County Times on April 8 and 15, 2025 and posted on the City's website; and

WHEREAS, the notice and complete set of Contract Documents were sent to eight Builder and Construction Exchanges and the Contract Documents were made available to contractors through an online planroom; and

WHEREAS, a non-mandatory pre-bid meeting was held on April 22, 2025, and one addendum was issued; and

WHEREAS, one bid was received by the advertised bid opening date and time of May 6, 2025 at 2 p.m.; and

WHEREAS, Pavement Coatings submitted the sole, responsible and responsive bid in the total amount of $2,926,399.12, including the Additive Bid Alternate, which was significantly above the Engineer's Estimate (45% above); and

WHEREAS, City staff in consultant with the City Attorney determined that negotiating with Pavement Coatings to reduce the cost of the Project was in the best interest of the City and permissible under the Public Contract Code because the City had completed the competitive bidding process and received only one bid from a responsive and responsible bidder; and

WHEREAS, the negotiations resulted in a combination of reduced unit pricing and minor reductions in Project scope to lower the total cost by $525,500.85 to $2,400,898.27 including the Additive Alternative Bid; and

WHEREAS, funding for construction of the Project is included in the Fiscal 2025-26 Budget and Capital Improvement Program, under the Annual Street Improvement Program in the Measure A Street Improvement Fund; and

WHEREAS, the Project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) because the project is a repair to an existing facility involving negligible or no expansion of use beyond that presently existing.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby:

1) Approves plans and specifications for the 2025 Surface Seal Project, City Project No. C3027.24 (Project); and
2) Acknowledges the sole bidder, Pavement Coating Co. (Pavement Coatings), as the lowest responsive and responsible bidder; accepting the negotiated price from Pavement Coatings; and
3) Accepts the negotiated price from Pavement Coatings; and
4) Authorizes the City Manager to execute a contract with Pavement Coating in the amount of $2,400,898.27 67 and to approve potential change orders in an amount not to exceed $240,400 for the construction of the Project.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on June 17, 2025 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on_____.

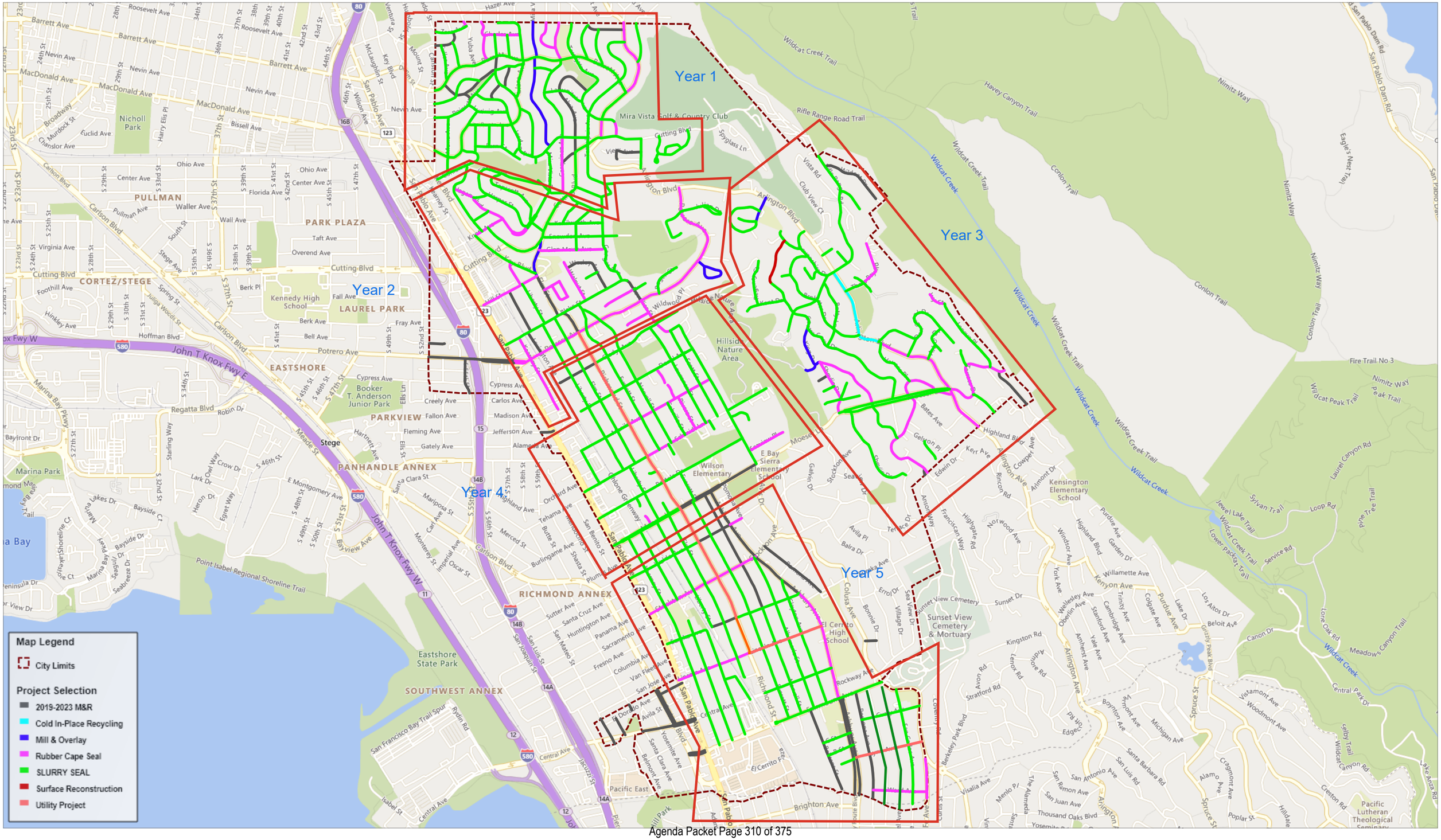
_____
Holly M. Charléty, City Clerk

APPROVED:

_____
Carolyn Wysinger, Mayor

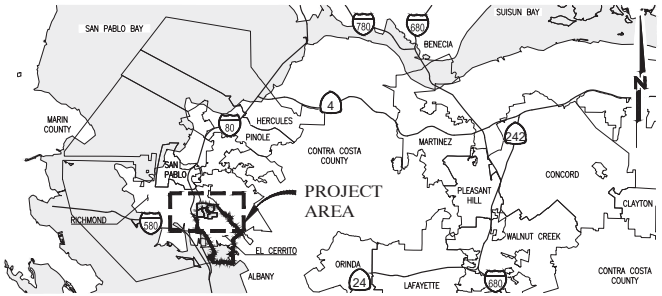
CITY OF EL CERRITO

5-Year Workplan



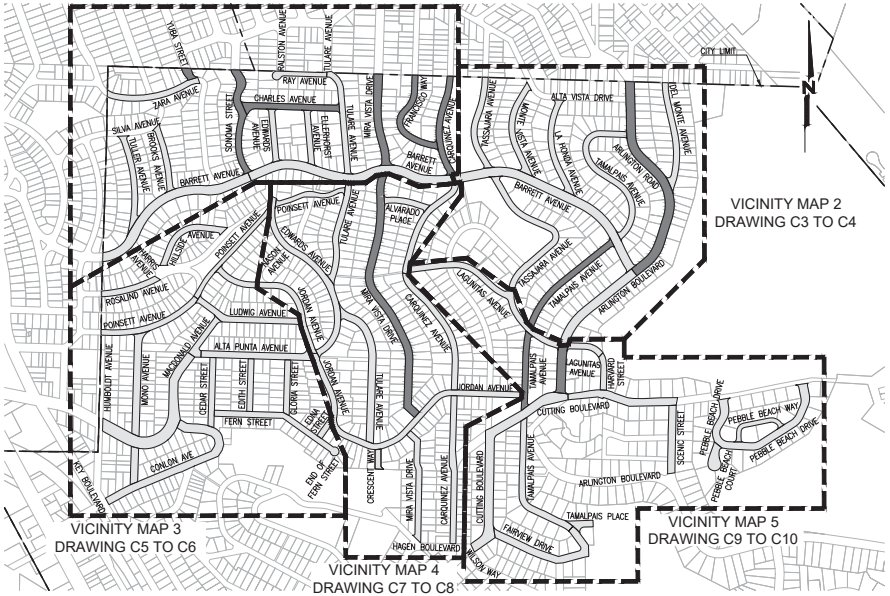
CITY OF EL CERRITO
2025 SURFACE SEAL PROJECT

PROJECT NO.: C3027-24-2025
EL CERRITO, CALIFORNIA



LOCATION MAP
NTS

VICINITY MAP 1
DRAWING C1 TO C2



VICINITY MAP
NTS

SHEET INDEX		
SHEET NO	DRAWING NO	DESCRIPTION
G1	1	TITLE SHEET
G2	2	NOTES, LEGEND AND ABBREVIATIONS
G3	3	CORING SUMMARY TABLE
C1	4	PAVING PLAN VICINITY MAP 1
C2	5	VICINITY MAP 1 TABLES
C3	6	PAVING PLAN VICINITY MAP 2
C4	7	VICINITY MAP 2 TABLES
C5	8	PAVING PLAN VICINITY MAP 3
C6	9	VICINITY MAP 3 TABLES
C7	10	PAVING PLAN VICINITY MAP 4
C8	11	VICINITY MAP 4 TABLES
C9	12	PAVING PLAN VICINITY MAP 5
C10	13	VICINITY MAP 5 TABLES
S1	14	STRIPING PLAN ARLINGTON BOULEVARD "A" 9+50 TO "A" 21+50
S2	15	STRIPING PLAN ARLINGTON BOULEVARD "A" 21+50 TO "A" 35+27
S3	16	STRIPING PLAN BARRETT AVENUE "B" 9+50 TO "B" 25+50
S4	17	STRIPING PLAN BARRETT AVENUE "B" 25+50 TO "B" 40+50
S5	18	STRIPING PLAN BARRETT AVENUE "B" 40+50 TO "B" 51+68
S6	19	STRIPING PLAN CUTTING BOULEVARD "C" 9+50 TO "C" 24+50
S7	20	STRIPING PLAN CUTTING BOULEVARD "C" 24+50 TO "C" 32+29
S8	21	MISC STRIPING PLAN LIBERTY STREET "L" 9+50 TO "L" 17+00
S9	22	MISC STRIPING PLAN MACDONALD AVENUE "M" 9+50 TO "M" 13+80
S10	23	MISC STRIPING PLAN SHEVLIN DRIVE "S" 9+50 TO "S" 21+50
S11	24	STRIPING PLAN MISCELLANEOUS AREAS 1
S12	25	STRIPING PLAN MISCELLANEOUS AREAS 2
S13	26	STRIPING PLAN MISCELLANEOUS AREAS 3
D1	27	PAVING AND STRIPING DETAILS
D2	28	CIVIL DETAILS 1
D3	29	CIVIL DETAILS 2
D4	30	CURB RAMP DETAILS 1
D5	31	CURB RAMP DETAILS 2
D6	32	SEA VIEW DRIVE IMPROVEMENT

ENGINEER

NCE
1003 W. Cutting Blvd., Suite 110
Point Richmond, CA 94804
(510) 215-3620 * Fax (510) 215-2898

OWNER

City of El Cerrito
10890 San Pablo Avenue
El Cerrito, CA 94530
Ph: (510) 215-4382

x - CITY MANAGER
YVETTEH ORTIZ - CITY ENGINEER/PUBLIC WORKS DIRECTOR

PREPARED UNDER THE DIRECTION OF: Mei Hui Lee — 04/04/2025
MEI HUI LEE, P.E. P.H.D.
ASSOCIATE ENGINEER, NCE — DATE

REVIEWED BY: Franz Haidinger — 04/04/2025
FRANZ HAIDINGER, P.E.
CHIEF ENGINEER, NCE — DATE

APPROVED BY: 04/9/2025
CITY ENGINEER, CITY OF EL CERRITO — DATE

ISSUED FOR BIDS
DATE: 04/04/2025

811 Know what's below. Call before you dig.

NCE
1003 W. Cutting Blvd., Suite 110
Point Richmond, CA 94804
(510) 215-3620 * Fax (510) 215-2898

REGISTERED PROFESSIONAL ENGINEER — MEI HUI LEE — NO. C 87635 — EXP. 09/30/25 — CIVIL — STATE OF CALIFORNIA

2025 SURFACE SEAL PROJECT

OWNER

CITY OF EL CERRITO
10890 SAN PABLO AVE.
EL CERRITO, CA 94530

NO.	DATE	DESCRIPTION

PROJECT NO: 480.07.55
DESIGNED BY: ML
DRAWN BY: AC
CHECKED BY: DM — DATE: 03/11/2025
DATE: 04/04/2025

This drawing is the property of NCE, including all patented and patentable features, and/or confidential information and its use is conditioned upon the user's agreement not to reproduce the drawing, in whole or part, nor the material described thereon, nor the use of the drawing for any purpose other than specifically permitted in writing by NCE.

SHEET TITLE

TITLE SHEET

DRAWING G1

SHEET 1 OF 32

AGENDA BILL

Agenda Item No. 9.D.

Date: June 17, 2025
To: El Cerrito City Council
From: Christopher Jones, Recreation Director, Recreation Department; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department
Subject: Consulting Services Agreement with Rogers Stringer & McClelland, Inc. for Swim Center Design Services

ACTION PROPOSED

Adopt a resolution approving and authorizing the City Manager to execute a professional services agreement with Rogers Stringer & McClelland, Inc. (RSM) for the design of the Emery G. Weed, III Lap Pool's replaster, deck replacement, accessibility and egress improvements, parking lot electric vehicle charging infrastructure, and associated work in an amount not to exceed $220,000.

BACKGROUND

As reported at the May 20, 2025 City Council Meeting, extensive damage to the Emery G. Weed, III Lap Pool (Lap Pool) plaster was discovered in February 2025, including a large bubble that formed in the shallow section and several smaller cracks throughout the Lap Pool. Because this represents a safety and pool functionality issue, repairs need to be made as soon as possible to avoid a pool closure. City staff engaged the aquatic design and engineering firm Rogers Stringer & McClelland, Inc. (RSM) to review current conditions and prior assessments and develop the project scope, preliminary cost estimate, and construction timeline for necessary repairs and improvements.

RSM's evaluation identified several issues in addition to the plaster damage. They noted significant signs of deterioration in the pool deck surrounding the Lap Pool such as cracks in the concrete and rust. Accessibility improvements, many of which have already been deferred in previous projects at the Swim Center, and egress upgrades will also be required to comply with the 2022 California Building Code. RSM also identified the opportunity to convert the existing cantilever gutters into deck-level gutters at the shallow end, which provides important safety benefits in addition to making this portion of the Lap Pool more family-friendly. Additionally, City staff in consultation with RSM, determined that incorporating the water slide installation into the Lap Pool project would be more cost-effective and efficient to implement versus doing these projects separately. Similarly, it had previously been determined that incorporating electric vehicle charging infrastructure as part of the parking lot accessibility upgrades would be cost-effective and efficient as part of a larger project.

At the June 3, 2025 City Council Meeting, the City Council authorized the contribution of $500,000 from the General Fund's unrestricted balance towards the design and construction of Lap Pool repairs.

The preliminary cost estimate, including project management, design, and contingency, for the full scope described above is approximately $3.4 million. RSM also identified a phased construction approach, beginning with the replastering work as Phase 1. This addresses the most urgent need and qualifies as maintenance, thereby not triggering mandated ADA accessibility or egress upgrades in the initial phase. The full cost of this option is around $970,000. This figure is higher than the amount reported at the June 3, 2025 meeting because it now includes design, construction, all soft costs and contingencies.

Because of the disruption in programming that will occur regardless of which option is chosen, staff have been in touch with nearby pools to explore partnership opportunities that could keep programs (such as swim teams, water aerobics, lap swim and possibly swim lessons) going while the Swim Center is closed.

ANALYSIS

Design Contract

RSM, based in Walnut Creek, designed the Swim Center Activity Pool Replaster Project in 2023 and is the successor company to Rowley International, Inc., the original architects of the El Cerrito Swim Center when it was renovated in 2003 and 2004. They are one of the few local qualified firms capable of managing this type of project. Having worked with the City of El Cerrito for several years, they have a deep understanding of the Swim Center's original design and how to modify it to comply with current regulations and codes. Due to the immediate safety issue and the potential for the Lap Pool to become non-functional in the near-term, staff contracted with RSM under the City Manager's budget authority to begin exploratory work to determine design requirements. This was to address all the issues identified previously, while quickly developing project scoping options and cost estimates as described above.

To serve the best interests of the City, staff recommend continuing to work with RSM to develop the full project design because their expertise allows for a quick and smooth transition from exploratory work to refining design options, developing design and construction documents, and offering flexible construction timing, including the possibility of replastering this winter, depending on the chosen option. RSM has provided proposals for the design of required and desired elements for the Lap Pool project. The cost of design is an amount not to exceed $220,000.

Design elements include:

- Swimming Pool design & engineering, including replastering and other finishes and features necessary to provide a functional swimming pool;
- Swimming Pool cantilevered deck structural design including deck joint layout, deck drainage plan, and deck elevation plans;
- Partial conversion of the existing cantilevered gutters to deck-level gutters in the shallow end of the Lap Pool, with associated structures, finishes, and deck work;

- Exiting and egress upgrades to the site to meet California Building Code requirements;
- Design of existing accessible parking modifications to meet current accessibility codes;
- Path of travel evaluation and improvements design from accessible parking to bathrooms, drinking fountains, exterior showers, building ramps and walkways;
- Restroom facility, drinking fountain, and outdoor shower accessibility upgrades;
- Coordination of Recreation Pool slide construction documents with waterside manufacturer;
- Design two stormwater bioretention planters to meet National Pollutant Discharge Elimination System requirements;
- Design of Electric Vehicle Supply Equipment (EVSE) infrastructure that supports dual-port charging stations, including ADA-compliant access.

It should also be noted that while EVSE infrastructure design is not a required component of the design process, having approved plans in place would likely make the City more qualified for grant opportunities in this area if funding becomes available. Additionally, partially converting existing cantilevered gutters to deck-level gutters is also not a required component and can be removed from the project to reduce the project budget if necessary.

Construction Options

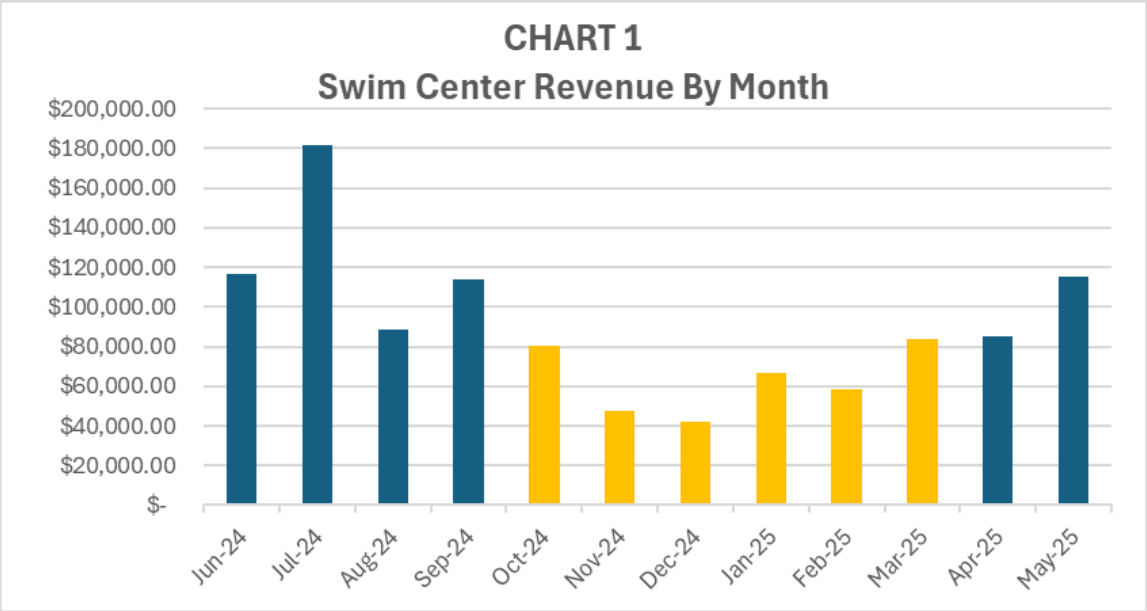
The two construction options initially identified are: full scope as described above or replaster only. Both options will solve the most pressing short-term issue of replacing the pool plaster that is required to be a safe and functional pool for the next 15 to 20 years. Because of the nature of the plaster and the number of small cracks in the Lap Pool, in addition to the large bubble, simply repairing the damaged areas is neither recommended nor likely to be effective at resolving all the plaster issues. This is because the pool plaster is already at the end of its 15-20 year expected lifespan and there is no way to know how extensive the water intrusion is currently between the plaster and concrete shell of the lap pool without excavating the current plaster.

The choice between implementing the full construction project for $3.4 million or doing the replaster only option for $970,000 is one of difficult short-term funding decisions versus increased long-term costs and revenue loss due to repeated pool closures for each phase. The City Council does not need to choose a construction option with this action. If the design contract for RSM is approved, work will continue and construction options, costs, timelines, and design will continue to be refined. It is anticipated that this work will be complete in time for the City Council to deliberate how to move forward at its August 19, 2025 meeting.

Chart 1 below shows Swim Center Revenue by the month in which activities take place (vs. the month when revenue is collected) from June 1, 2024 through May 31, 2025. Ideally, construction would take place during the months of November, December and January when the Swim Center offers the least amount of programming due to cold weather.

The estimated revenue loss during these months would be $156,000, using the most recent revenue figures. However, the full project scope could take up to 5 months, which would ideally take place between mid-October through mid-March.

The estimated revenue loss for this period would be around $290,000, accounting for early October classes running before the closure and late March classes operating after project completion. However, the construction duration may shift later, resulting in higher revenue loss. As mentioned previously, staff has already begun discussions with neighboring pools to see if a partnership can be made during this time that keeps City programs running and minimizes some revenue loss.



In addition to revenue implications, some advantages and disadvantages of the two construction options are listed below in Table 1.

TABLE 1
Emery G. Weed, III Lap Pool Construction Options

Construction Option	Advantage	Disadvantage
Full Construction Scope ($3.4 million)	• Resolves all safety issues and accessibility requirements at the Swim Center as well as some at the Community Center. • Likely the most	• Longest closure timeline of up to 5 months which would impact busier months, rather than only the low season months, of the year depending when construction begins.

	cost-effective long-term option as all projects are done at once, achieving an economy of scale, and reducing the number of pool closures.	• The most expensive short-term option. • Funding would require use of General Fund Reserves and/or borrowing (see below).
Replaster Only ($970,000)	• Resolves the current safety and functionality issues of the Lap Pool itself. • Short-term advantage of smaller closure timeline of up to 2 or 3 months which could be completed within the Winter/Off-peak Season • Most cost-effective short-term solution • Can be mostly funded with fund balance from the Parks & Recreation Facilities Fund (Measure H) and Council Approved General Fund Reserves of $500,000 but will require some additional funding.	• Most expensive option in the long-term given that current deck conditions mean replacement will likely be necessary in the City's next budget cycle. • Requires a second closure to implement deck improvements that could result in larger revenue loss. • None of the Swim Center's legally required accessibility or egress deficiencies are addressed. • Waterslide installation cannot be combined into this option; would have to be done as a separate project increasing the overall cost. • Future deck construction could negatively impact clean, bright white look of new plaster that was previously installed.

Funding Options
While the design is developed, staff will continue evaluating project funding options for the City Council's future consideration. These options will most likely include the following or a combination:

1. Use of General Fund Reserves, unrestricted and/or Emergency Disaster Relief Funds (EDRF)

2. Borrowing all or some of the funds needed from City Enterprise and/or Special Funds
3. Borrowing from a financial institution or private equity firm with interest

Preliminary estimates for funding needed in addition to the amount that the City Council has already allocated are below. Please note that these costs include the $220,000 design cost that is under consideration.

Full Construction Cost with Design - $3.4 Million

$500,000	Authorized General Fund Reserves
$200,000	Minimum Measure H Contribution
$2,700,000	**Additional Amount Needed to Fund Project**

Replaster Only Option with Design - $970,000

$500,000	Authorized General Fund Reserves
$200,000	Minimum Measure H Contribution
$270,000	**Additional Amount Needed to Fund Project**

As work continues towards closing Fiscal Year 2024-25, additional fund balance from Measure H may be identified to contribute to these costs.

STRATEGIC PLAN CONSIDERATIONS
This action supports the City's Strategic Plan Goal(s) of:

- *High Performing Organization; and*
- *Community Safety; and*
- *Livability and Belonging; and*
- *Infrastructure and Amenities*

ENVIRONMENTAL CONSIDERATIONS
The Project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) because the Project is a repair to an existing facility involving negligible or no expansion of use beyond that presently existing.

More specifically, restoration or rehabilitation of deteriorated or damaged facilities to meet current standards of public health and safety, unless it is determined that the damage was substantial and resulted from an environmental hazard such as an earthquake, landslide, or flood, is exempt from CEQA.

FINANCIAL CONSIDERATIONS

Construction costs are not under consideration at this time. The cost of full design for needed and desired Swim Center maintenance and improvements is an amount not to exceed $220,000.

This cost is accounted for in the Fiscal Year 2025-26 Budget between the Parks and Recreation Facilities Fund 207 (Measure H) of $200,000 and the City Council approved usage of Unrestricted General Fund Reserves of $500,000.

Additionally, City staff will bring a recommendation for the construction option and necessary funding to the City Council for consideration at its August 19, 2025 meeting.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the proposed actions and found that legal considerations have been addressed.

Reviewed by:

Karen Pinkos, City Manager

Attachments:

1. Resolution

RESOLUTION 2025-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH ROGERS STRINGER & MCCLELLAND, INC. (RSM) FOR THE DESIGN OF THE EMERY G. WEED, III LAP POOL'S REPLASTER, DECK REPLACEMENT, ACCESSIBILITY AND EGRESS IMPROVEMENTS, PARKING LOT ELECTRIC VEHICLE CHARGING INFRASTRUCTURE, AND ASSOCIATED WORK IN AN AMOUNT NOT TO EXCEED $220,000

WHEREAS, the Emery G. Weed, III Lap Pool (Lap Pool) at the El Cerrito Swim Center was originally renovated in 2004 and is a cherished public facility that offers a variety of activities for all ages for residents and nearby communities for health and wellness, water safety, swim lessons and teams, and community engagement; and

WHEREAS, the plaster and deck of the Lap Pool are at their end of their expected 15–20-year lifetime and conditions are deteriorating requiring immediate attention to maintain the Lap Pool safe and functional; and

WHEREAS, Rogers Stringer & McClelland, Inc. (RSM), a local leading aquatic design and engineering firm, has conducted exploratory work including an initial assessment to develop the scope, preliminary cost estimate, and construction timeline for necessary repairs and improvements; and

WHEREAS, RSM, previously the architect for the 2023 Recreation Pool Replaster Project and is the successor company to original Swim Center architect for its renovation in 2003 and 2004, has a deep understanding of the Swim Center’s current design and how it can be modified to meet current codes and requirements and can do so quickly; and

WHEREAS, entering into an agreement with RSM to develop the full project design is in the best interests of the City because their expertise allows for a quick and smooth transition from exploratory work to refining design options, developing design and construction documents, and offering flexible construction timing, including the possibility of replastering this winter, depending on the chosen option; and

WHEREAS, on June 3, 2025, the City Council authorized the contribution of $500,000 from the General Fund's unrestricted balance towards the design and construction of Lap Pool repairs; and

WHEREAS, the project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) because the project is a repair to an existing facility involving negligible or no expansion of use beyond that presently existing; and

WHEREAS, Fiscal Year 2025-26 funding for the design is available in the Parks and Recreation Facilities Fund 207 (Measure H) and from the City Council approved usage of Unrestricted General Fund Reserves.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that the foregoing recitals are true and correct and made a part of this resolution.

BE IT FURTHER RESOLVED that the City Council hereby approves and authorizes the City Manager to execute a professional services agreement with Rogers Stringer & McClelland, Inc. (RSM) for the design of the Emery G. Weed, III Lap Pool's replaster, deck replacement, accessibility and egress improvements, parking lot electric vehicle charging infrastructure, and associated work in an amount not to exceed $220,000.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on June 17, 2025 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on_____.

_____
Holly M. Charléty, City Clerk

APPROVED:

_____
Carolyn Wysinger, Mayor

SUPPLEMENTAL AGENDA MATERIALS
CITY COUNCIL MEETING
June 17, 2025

REGULAR CITY COUNCIL MEETING (6:00 PM)

Public Comments (Not on the Agenda and Consent Calendar)

Agenda Item No. 7.A. – Financial Advisory Board Recommendation

Public comments

Agenda Item No. 7.B. – Board, Commission, and Committee Workplan(s) and/or Accomplishments

Revised EQC Workplan

Agenda Item No. 8.A. – Fire Hazard Abatement Hearing and Declaration

a. Revised Exhibit A
b. Public Comments

Agenda Item No. 8.B. – An Ordinance regarding Defensible Space and Home Hardening Inspections within the High and Very High Fire Hazard Severity Zones as Designated by CalFire and Designating Fire Hazard Severity Zones

a. Presentation
b. Public Comments

Agenda Item No. 9.A. – CITY COUNCIL/PUBLIC FINANCING AUTHORITY ITEM Approval of the City's Fiscal Year 2025-26 Budget Update and Spending Authority by Fund for the City, Public Financing Authority, and Approval of the FY 2025-26 Annual Gann Appropriation Limit

a. Presentation
b. Public Comments

Agenda Item No. 9.D. – Consulting Services Agreement with Rogers Stringer & McClelland, Inc. for Swim Center Design Services

Presentation

From: Cordell Hindler
To: City Clerk
Subject: Public Comments
Date: Friday, June 13, 2025 3:34:24 PM

Caution! This message was sent from outside your organization.

Hello Mayor Wysinger, Council Members and Staff,

I am submitting the following comments into the record:

1. I would suggest that the council having the public to participate remotely

2. Also to have Sophia Skoda to present on Investing for the Future for EBMUD

Sincerely
Cordell

From: Sue Duncan
To: City Clerk
Subject: Public Comment
Date: Tuesday, June 17, 2025 1:28:51 PM

Caution! This message was sent from outside your organization.

Honorable Mayor, City Council Members,

With July 4th just 17 days away, I have a concern about tall, dry weeds in Hillside Natural Area off of King Court. The areas that I am concerned about are where people come to view the different cities' fireworks. Even last year with fog, there were about 20 people viewing including one pot-smoking one. I have provided 2 photos below of the 2 spots where people gather and sit. I hope that these areas will be mowed before the 4th.

I also have a suggestion about fireworks. The city has 2 large signboards on Moeser by the tennis courts. One is currently blank. It seems to me that the city should consider putting a sign on the blank one soon, stating something like

ALL Fireworks are Illegal in Contra Costa County

There are NO Safe and Sane Fireworks.

Sincerely,
Sue Duncan

From: Ira Sharenow
To: Holly Charléty; City Clerk
Cc: Kimberly White; William Ktsanes; Lisa Motoyama; Rebecca Saltzman
Subject: Item 7A Financial Advisory Board Recommendations
Date: Friday, June 13, 2025 7:06:50 PM

Caution! This message was sent from outside your organization. Allow sender | Block sender

I think the FAB needs to have a better understanding of budget projections.

Is it possible the city will fall below the minimal 17% reserves goal in the next fiscal year?

Which “one-off” expenditures are accounted for and which are not?

1. Ohlone Greenway repairs
2. Senior Center
3. Fixing the roads
4. Full cost of swimming pool repairs
5. Full cost of fire engine replacement
6. Full cost of fire safety equipment replacement
7. Other fire safety needs
8. Increases in employee compensation
9. Increases in the CalPERS UAL pension liability
10. Realistic increases in employee compensation
11. New audio-visual for the council chambers
12. Other costs that will surely arise

Does FAB know why the city plans on spending less in FY 2026 than it did in FY 2025?

https://elcerritoca.portal.civicclerk.com/event/581/files/agenda/2422 Page 295

Ira Sharenow
El Cerrito, CA

ENVIRONMENTAL QUALITY COMMITTEE

Staff Liaison
Christina Leard | (510) 215-4338
cleard@ci.el-cerrito.ca.us
Public Works Department

BIENNUAL WORK PLAN
FISCAL YEAR 2025/2026 - 2026/2027

Environmental Quality Committee

Chair **Fred Bialy**; Vice-Chair **Pamela Austin**; Members **Simrun Dhoot, Howdy Goudey, Heather Hayashi, Sean O'Connor, Eleanor Pilling-Chappelear (Youth Member), Sheila Tarbet**

MISSION STATEMENT: The Environmental Quality Committee's **mission**, as established by Resolution 2008-13, is the following:

- To serve in an advisory capacity to the City Council, staff, other boards, commissions, and committees, and the citizens of the City with regard to environmental quality issues within the City of El Cerrito;
- To recommend programs, policies, and ordinances to the City Council and promote the City's environmental quality efforts; and
- Promote and foster public awareness, education, interest and support for environmental quality efforts, foster volunteer opportunities, and educate El Cerrito citizens regarding environmental quality and issues relating to environmental impacts.

HISTORICAL BACKGROUND: Since the EQC's establishment in 2008, the committee's emphasis has cycled between public education, community volunteer organization, and environmental policy, but the general commitment to all forms of action envisioned for the EQC has remained consistent over time. The committee has also consistently maintained a high fraction of the 15-member capacity, with both long-serving members and a rotation of new members.

FISCAL YEAR 2025/2026

Items listed in priority order

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion	Lead Committee Member
Promote Environmental Awareness and Education	1) Participate in or Promote Public Engagement Events: ● Promote public events such as films, lectures, and workshops to raise awareness about environmental issues, climate change, and sustainability. ○ Organize or promote a film showing in Spring 2026. ● Explore offering activities like EV car and bike test-drives to showcase sustainable transportation options, possibly in Library parking lot.	1) $400 No cost	1) 4 hours 1 hour	1) Spring 2026 Ongoing	1) Pam
	2) Provide Outreach and Resources: ● Inform residents about tax incentives and rebates for electrification and sustainable practices. ○ Develop a fact sheet about available incentives/rebates ● Offer education materials on active transportation alternatives and programs for reducing car ownership. ○ Summary fact sheet based on materials from the Go Green! Active transportation fair.	2) $50 $50	2) 1 hour 1 hour	2) Dec 2025 Dec 2025	2) Fred
	3) Engage Youth and Schools: ● Collaborate with schools and youth organizations to expand environmental education programs and involve young residents in climate initiatives. ○ Support effort by EQC Youth Member to pass a climate literacy resolution for the WCCSD	3) No Cost No cost	3) None None	3) Ongoing Dec 2025	3) Fred & Eleanor

	4) Community Outreach and Collaboration: ● Engage with the public at city events and through other outreach activities to raise awareness about environmental conservation. ○ Tabling at EC 4th of July Festival and other city events as they occur. ● Co-sponsor relevant community events such as the Hillside Festival, hikes, Fix-it Clinics, and Free Market events.	4) No cost No cost No cost	4) None None None	4) Ongoing Annual Ongoing	4) Howdy
Facilitate Community Engagement through Volunteer Work Parties	1) Organize Regular Green Teams Work Parties with Diverse Habitat Improvement Projects ● Hold Green Teams work parties every other month to establish a consistent schedule. 2) Collaborate with other environmentally focused community groups (Trail Trekkers, Friends of Five Creeks, Baxter Creek Volunteers, Friends of Hillside Natural Area) in habitat improvement projects (e.g. Broom pulls, removal of other invasive species) 3) Stewardship of Hillside Natural Area ● Expand stewardship efforts in the Hillside Natural Area. ● Support the implementation of the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan and collaborate with the Urban Forest Committee.	1) No cost 2) No cost 3) No cost No cost	1) 2 hours per month 2) 1 hour 3) None None	1) Every other month 2) Ongoing 3) Ongoing Ongoing	1) Sean 2) Howdy 3) Pam & Heather
Advocate for Implementation of CAAP Policies and other Policy Change	1) Advocate for policies in the CAAP update to accelerate progress toward zero net greenhouse gas emissions, promote electrification, and prioritize equity. ● Collaborate with EC staff to implement city CAAP priorities and receive regular updates on implementation. 2) Engage in Budget Process to Support CAAP Goals: ● Advocate for CAAP goals during the budget process to ensure allocation of resources for achieving social, racial, and environmental justice objectives. 3) Support efforts to electrify new and existing buildings and transportation in El Cerrito.	1) No cost 2) No cost 3) No cost	1) Monthly updates 2) None 3) None	1) Ongoing 2) June 2026 3) Ongoing	1) Fred 2) Howdy & Eleanor 3) Fred & Howdy

	4) Support implementation of Hillside Natural Area Fire Resilience and Forest Conservation Management Plan recommendations: 5) Explore alignment with local and global climate policies.	4) No cost 5) No cost	4) None 5) 1 hour	4) Ongoing 5) Ongoing	4) Heather & Pam 5) Eleanor

FISCAL YEAR 2026/2027

Items listed in priority order

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion	Lead Committee Member
Promote Environmental Awareness and Education	1) Participate in or Promote Public Engagement Events: ● Promote public events such as films, lectures, and workshops to raise awareness about environmental issues, climate change, and sustainability. ● Explore offering activities like EV car and bike test-drives to showcase sustainable transportation options, possibly in Library parking lot. 2) Provide Outreach and Resources: ● Inform residents about tax incentives and rebates for electrification and sustainable practices. ● Offer education materials on active transportation alternatives and programs for reducing car ownership. 3) Engage Youth and Schools: ● Collaborate with schools and youth organizations to expand environmental education programs and involve young residents in climate initiatives. 4) Community Outreach and Collaboration: ● Engage with the public at city events and through other outreach activities to raise awareness about environmental conservation. ○ Tabling at EC 4th of July Festival and other city events as they occur.	1) $400 No cost 2) $50 3) No Cost 4) No cost No cost	1) 4 hours 1 hour 2) 1 hour 3) None 4) None 1 hour	1) Spring 2027 Ongoing 2) Ongoing 3) Ongoing 4) Ongoing Annual	1) Pam 2) Fred 3) Fred 4) Howdy

	● Co-sponsor relevant community events such as the Hillside Festival, hikes, Fix-it Clinics, and Free Market events.	No cost	None	Ongoing	
Facilitate Community Engagement through Volunteer Work Parties	1) Organize Regular Green Teams Work Parties with Diverse Habitat Improvement Projects ● Hold Green Teams work parties every other month to establish a consistent schedule. 2) Collaborate with other environmentally focused community groups (Trail Trekkers, Friends of Five Creeks, Baxter Creek Volunteers, Friends of Hillside Natural Area) in habitat improvement projects (e.g. Broom pulls, removal of other invasive species) 3) Stewardship of Hillside Natural Area ● Expand stewardship efforts in the Hillside Natural Area. ● Support the implementation of the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan and collaborate with the Urban Forest Committee.	1) No cost 2) No cost 3) No cost No cost	1) 2 hours per month 2) 1 hour 3) None None	1) Every 2 months 2) Ongoing 3) Ongoing Ongoing	1) Sean 2) Howdy 3) Pam & Heather
Advocate for Implementation of CAAP Policies and other Policy Change	1) Advocate for policies in the CAAP update to accelerate progress toward zero net greenhouse gas emissions, promote electrification, and prioritize equity. ● Collaborate with EC staff to implement city CAAP priorities and receive regular updates on implementation. 2) Support efforts to electrify new and existing buildings and transportation in El Cerrito. 3) Support implementation of Hillside Natural Area Fire Resilience and Forest Conservation Management Plan recommendations:	1) No cost 2) No cost 3) No cost	1) Monthly updates 2) None 3) None	1) Ongoing 2) Ongoing 3) Ongoing	1) Fred 2) Fred & Howdy 3) Heather & Pam

ONGOING PROJECTS

Project	Activities	Funding and other Resources requested	Estimated Staff time needed	Lead Committee Member
Green Team Work Parties	Coordinate roughly six trash clean-up events each year in various City parks, the Ohlone Greenway, and City streets. Organize other volunteer work parties focused on weed/invasive plant removal, pollinator habitat restoration/stewardship, tree planting (in collaboration with the Urban Forest Committee and City arborist), and maintenance/stewardship of the Hillside Natural Area.	None	2 hours per month	Sean
Hillside Festival	Assist Trail Trekkers in production of the annual event celebrating the Hillside Natural Area with many hikes, talks, and activities.	None	1 hour	Pam
Climate Action and Adaptation Implementation and Progress Metrics	Work with City staff to implement strategies and tasks identified in the CAAP adopted in July, 2024. Explore opportunities to reduce residential natural gas use and promote electrification of home appliances, automobiles, and landscaping equipment as a complement to 100% renewable electrical power. Promote improved municipal electric vehicle infrastructure/readiness and fleet management. Explore ways to achieve greater social, racial, and environmental justice.	None	1 hour/ month	Fred & Howdy

PRIOR FISCAL YEAR (FY 24-25) ACCOMPLISHMENTS

Updated annually by July 1 and provided to City Council on Consent

Goal/Objective	Activities Supporting Goal	Status
Public Education and Outreach	a) Tabled at the WorldOne 4th of July festival to promote electrification of vehicles, home heating and cooking, including induction cooktop loaner programs. b) Sponsored the water refill station at the 2024 WorldOne 4th of July festival. c) Received a presentation on El Cerrito's participation in the Cleaner Contra Costa Challenge at the August meeting. d) Co-sponsored Albany FilmFest at the Rialto Cinemas Cerrito that included Albany GreenFest, a showing of five environmental short films on October 10, 2024. e) Co-sponsored and co-organized the April 26 GO GREEN! Mobility Fair at El Cerrito BART f) Promoted the Annual Hillside Festival, co-sponsored with El Cerrito Trail Trekkers. g) Co-sponsored June 7, 2025 Green@Home East Bay Electrification Tour. h) Maintained steady coordination with the Urban Forest Committee, including participation in the March, 2025 Arbor Week event. i) Received a presentation from City Staff at the December 2024 joint meeting with the Urban Forest Committee on the Hillside Natural Area Fire Resilience And Forest Conservation Management Plan. j) Continued to Co-sponsor El Cerrito Free Market events. k) Co-sponsored Fix-it event on March 22, 2025 at El Cerrito Community Center. l) Tabled at Bike to Work Day 2025. m) Provided input for public information about all-electric ADU's for City distribution.	a) Recurring b) Complete c) Complete d) Complete e) Complete f) Recurring g) Recurring h) Ongoing i) Complete j) Recurring k) Complete l) Complete m) Complete
Volunteer Work Parties	a) Organized eight (8) in-person Green Teams work parties that focused on trash removal from streets, parks, and creeks (including participation in Coastal Clean-up Day).	a) Ongoing
Policy Development and Recommendations	a) Provided a member to represent the EQC on the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan Stakeholder Advisory Group. • Received a presentation from City Staff at a joint meeting with the Urban Forest Committee on the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan. b) Received a presentation on the Richmond Complete Streets project at the September 2024 meeting and offered feedback.	a) Ongoing b) Ongoing
Implementation of City Environmental Programs	a) Supported City programs through public education, outreach, and work parties.	a) Ongoing

Move/Second: Goudey / O'Connor **Action:** Passed a motion to adopt the EQC Biennial Work Plan for FY 25-26 & FY 26-27 and FY 24-25 Accomplishments. **Ayes**: Bialy, Austin, Goudey, Hayashi, O'Connor, Tarbet **Youth Member Chappelear:** Aye **Noes:** None

EXHIBIT A (as amended)

As of 6/16/2025

City of El Cerrito Fire Department

List of Real Property Constituting Public Nuisance

APN	STREET ADDRESS
505-351-012-8	8532 Betty Ln
505-201-006-2	1201 Brewster Dr
505-212-013-5	1009 Contra Costa Dr
505-102-001-3	1143 King Dr
505-362-001-8	1355 Rifle Range Rd
505-361-025-8	8615 Thors Bay Rd
505-361-053-0	8635 Thors Bay Rd
505-322-011-6	8636 Arbor Dr
505-332-003-1	1012 Villa Nueva Dr
505-372-028-9	1401 Atwell Dr
505-372-031-3	1395 Rifle Range Rd
505-390-010-5	1452 Club View Ct
505-390-011-3	1455 Vista Rd
573-133-005-5	1477 Rifle Range Rd
500-132-007-5	6536 Alta Vista Dr
500-120-017-8	2630 Monte Vista Av
500-190-020-7	6523 Barrett Ave
500-190-001-7	2665 Tamalpais Ave

EXHIBIT A (as amended)

As of 6/16/2025

City of El Cerrito Fire Department

List of Real Property Constituting Public Nuisance

APN	STREET ADDRESS
500-132-014-1	2675 Tamalpais Ave
505-421-010-8	1557 Arlington Blvd
505-173-006-6	1437 Arlington Blvd
505-310-001-1	1057 Arlington Blvd
505-181-007-4	1401 Devonshire Dr
505-382-008-9	1300 Devonshire Dr
505-181-003-3	1349 Brewster Dr
505-352-005-1	8523 Betty Ln
505-130-017-5	1534 Regency Ct
505-130-015-9	1550 Regency Ct
505-422-009-9	1514 Madera Ct
504-062-025-3	516 Richmond St

From: Gary Prost
To: City Clerk
Subject: Public Comments - Agenda Items 8A and 8B, Council Meeting June 17, 2025
Date: Tuesday, June 17, 2025 11:52:32 AM

Caution! This message was sent from outside your organization. Allow sender | Block sender

Agenda Items 8A and 8B

Honorable Mayor Wysinger and City Council,

I urge you to support both clearing the vegetation on the 60 properties on the Fire Hazard Abatement list AND the ordinance regarding Defensible Space and Home Hardening Inspections within the High and VHFHSZs in El Cerrito.

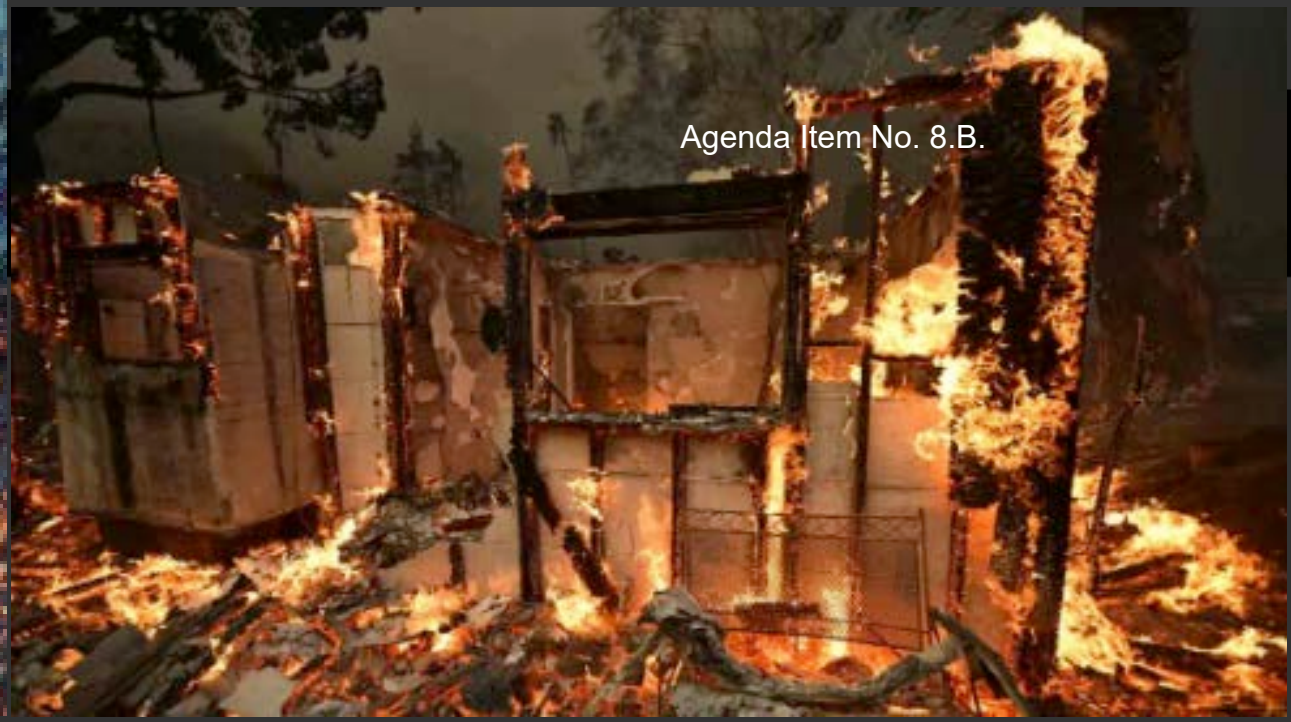
We have seen what happens when the Diablo Winds fan a fire into an urban area from Coffey Park to Eaton, from Paradise to Pacific Palisades. The EC Fire Department has made the effort to identify homes that require mitigation, and Council must support their effort. The state has determined which actions, such as home hardening and defensible space, are necessary for the safety of the community in high fire risk areas. Insurance companies clearly support communities that take such actions. We must implement these common sense actions to make the city safer.

Sincerely,

Gary Prost, resident

[redacted]., El Cerrito

--
Gary L. Prost PhD
[redacted]



Defensible Space and Home Hardening Inspections and Designating Fire Hazard Severity Zones

Wildfire Risk and Home Hardening

California faces more severe wildfires, especially in WUI areas

Home hardening and vegetation management reduce wildfire risk

El Cerrito promotes fire resilience through alignment with state laws

- Insurance Institute for Business & Home Safety (IBHS) Study (2021)

Wildfires in 2025

Name
Eaton Fire

Start Date/Time
2025-01-07

Incident Status
Active

Location
Near Altadena Drive and Midwick Drive, Altadena/Pasadena

Type
Wildfire

Cause
Under Investigation

Counties
Los Angeles

Administration Unit
Los Angeles County Fire Department

Unified Command Agency(s)

Size
14,021

Containment
95%

Structures Threatened
55

Structures Destroyed
9,418

Structures Damaged
1,073

Civilian Injuries

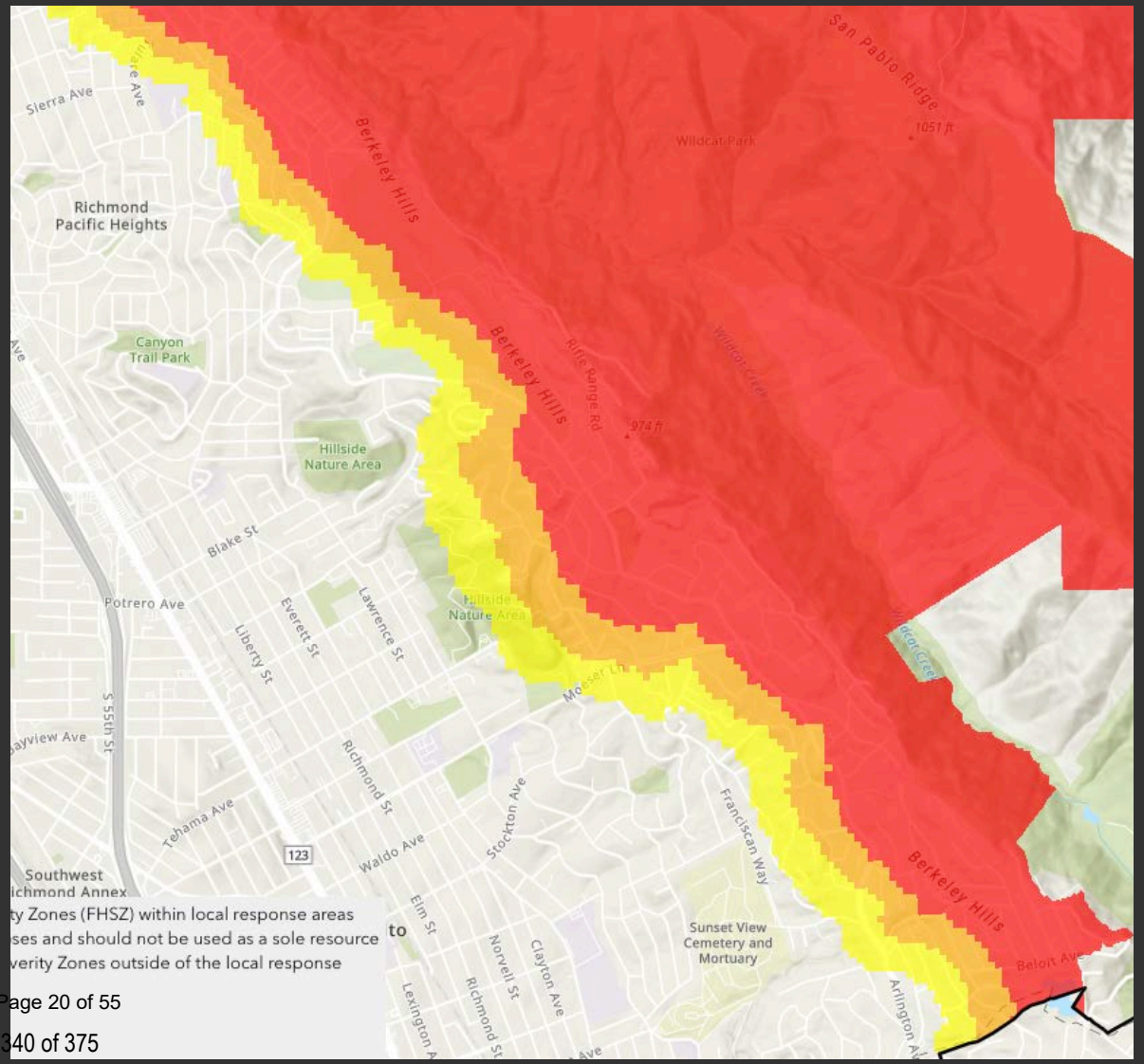
Firefighter Injuries
9

Civilian Fatalities
17

Firefighter Fatalities

Fire Hazard Severity Zones Maps

- The maps are required by
  - Government Code 51178 & 51179
- Identify levels of fire hazard
- 3 levels (Moderate, High, & Very High)



Fire Hazard Severity Zones

How are the Zones determined?

- Best available science and data to develop
  - The model evaluated probability potential fire behavior in the area.
  - Fire history
  - Vegetation
  - Flame length
  - Proximity to wildland
  - Terrain

Fire Hazard Severity Zones

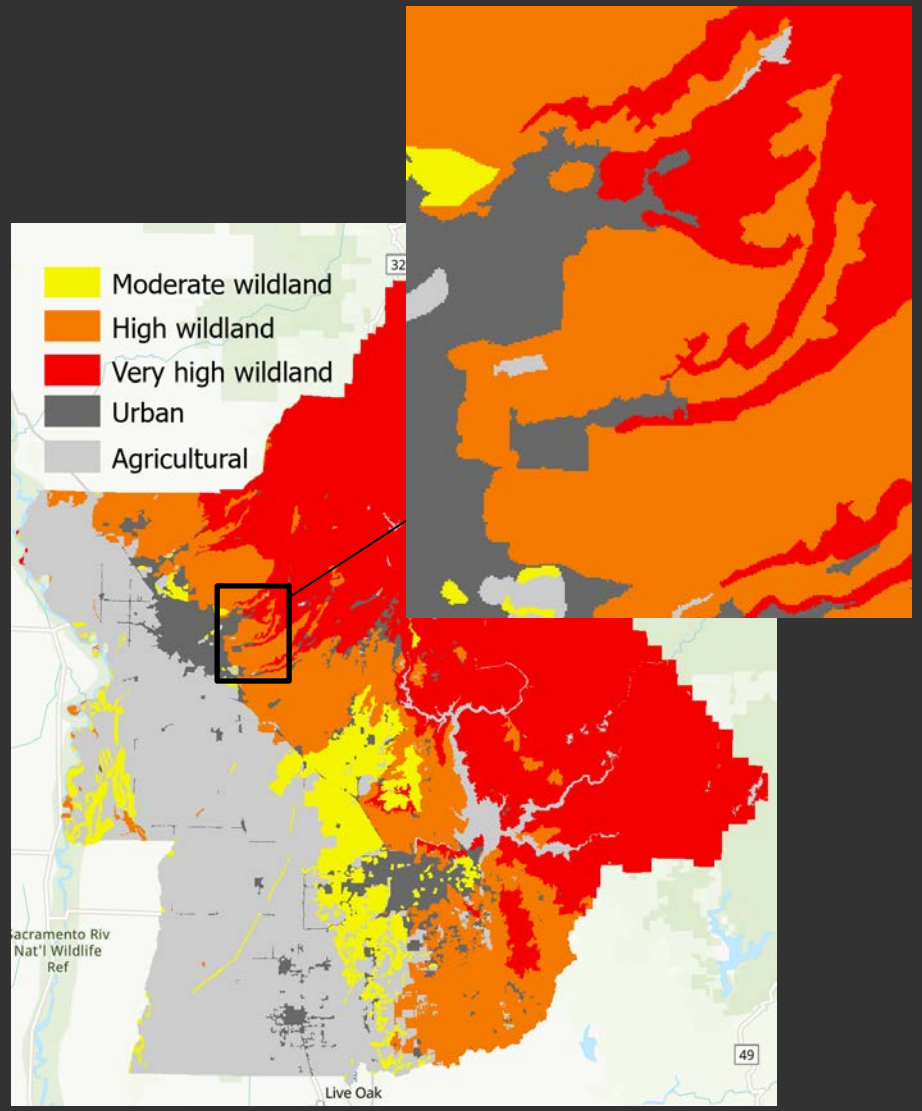
New Updates

- Updated burn probabilities for wildland areas (inclusive of 2020 fires)
- Updated fire environment footprints (urban/developed)
- Updated Vegetation density for urban areas
- Inclusion of slope in the urban zoning model
- Localized fire weather used in both wildland and urban models
- New firebrand production and transport model using discrete local wind vector distributions

Fire Hazard Severity Zones

Wildland FHSZ

- Minimum size of 200 acres
- Burn probability
  - Based on fire occurrence from 1991-2020
- Fire intensity
  - Vegetation type
  - Slope
  - Local fire weather – how hot/dry/windy are the worst conditions at a given location (based on 2 km data from 2003-2018)



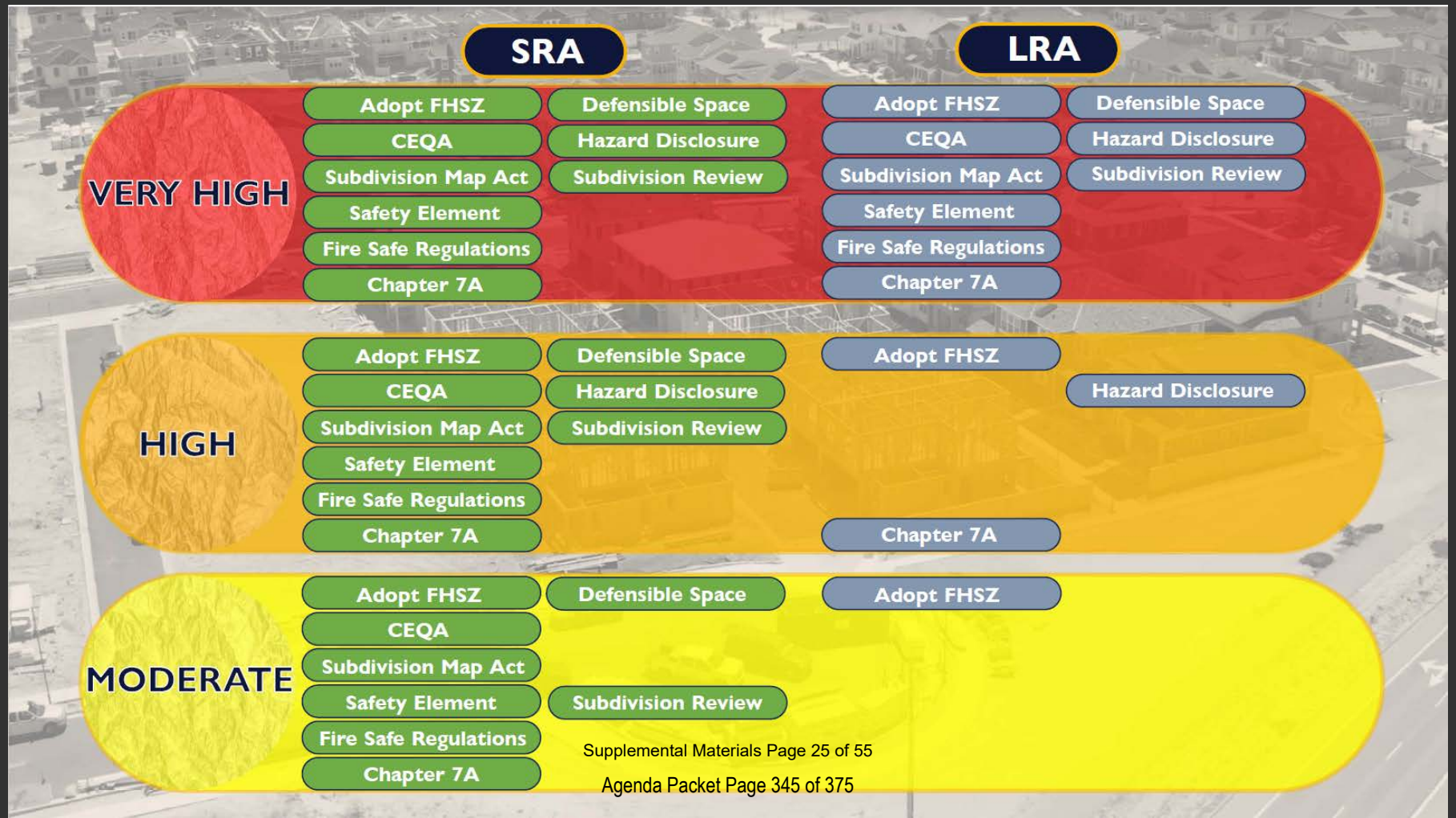
Fire Hazard Severity Zones

What is the map for?

- Building standards for new construction in the Wildland-Urban Interface (California Building Code Chapter 7A)
- Property development standards such as road widths, water supply and signage (Fire Safe Regulations)
- Defensible Space Requirements (Government Code 51182)
- Natural hazard real estate disclosure (AB 38)

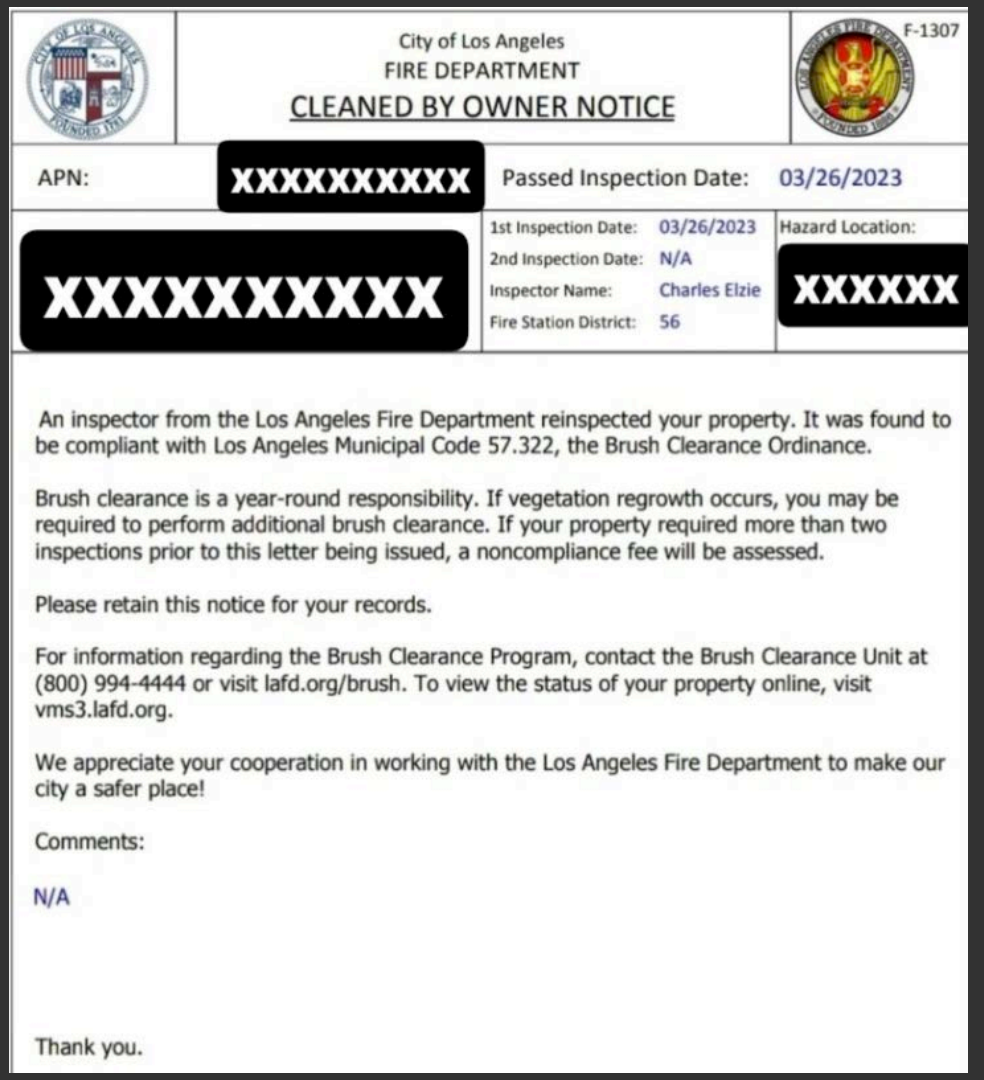
Fire Hazard Severity Zones

What's Impacted…



Hazard Disclosures (AB 38)

- Requires inspections and disclosures for real estate transactions in wildfire-prone areas.
- Applies to real properties in High and Very High FHSZs.
- Requires sellers provide documentation
  - Disclosing the result of inspections
  - If the property complies with the vegetation management and home hardening requirements of Public Resources Code Section 4291 or local vegetation management ordinances.



City of Los Angeles
FIRE DEPARTMENT
CLEANED BY OWNER NOTICE

F-1307

APN: XXXXXXXXXX

Passed Inspection Date: 03/26/2023

XXXXXXXXXX

1st Inspection Date: 03/26/2023
2nd Inspection Date: N/A
Inspector Name: Charles Elzie
Fire Station District: 56

Hazard Location: XXXXXX

An inspector from the Los Angeles Fire Department reinspected your property. It was found to be compliant with Los Angeles Municipal Code 57.322, the Brush Clearance Ordinance.

Brush clearance is a year-round responsibility. If vegetation regrowth occurs, you may be required to perform additional brush clearance. If your property required more than two inspections prior to this letter being issued, a noncompliance fee will be assessed.

Please retain this notice for your records.

For information regarding the Brush Clearance Program, contact the Brush Clearance Unit at (800) 994-4444 or visit lafd.org/brush. To view the status of your property online, visit vms3.lafd.org.

We appreciate your cooperation in working with the Los Angeles Fire Department to make our city a safer place!

Comments:

N/A

Thank you.

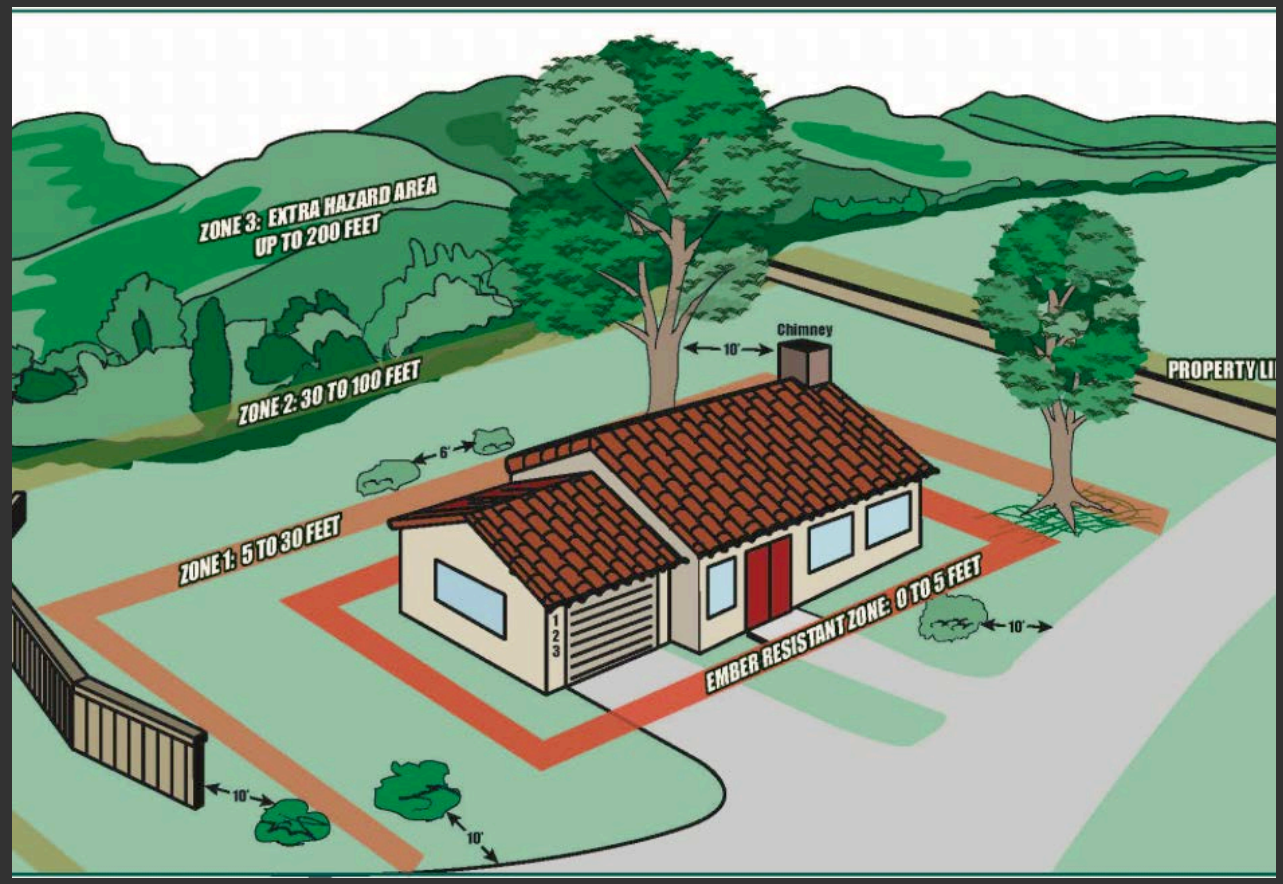
Hazard Disclosures (AB 38)

El Cerrito's current annual inspection require Vegetation management based on

- California Code of Regulations (CCR) Title 14, Section 1299.01
- Limited buy access

AB 38 requires a thorough inspection prior to sale to ensure the property meets the requirements

- Public Resources Code Section 4291
- Regulations in High and Very High FHSZs
- Full access to property



Certificate of Compliance

Formal document issued by the Fire Department

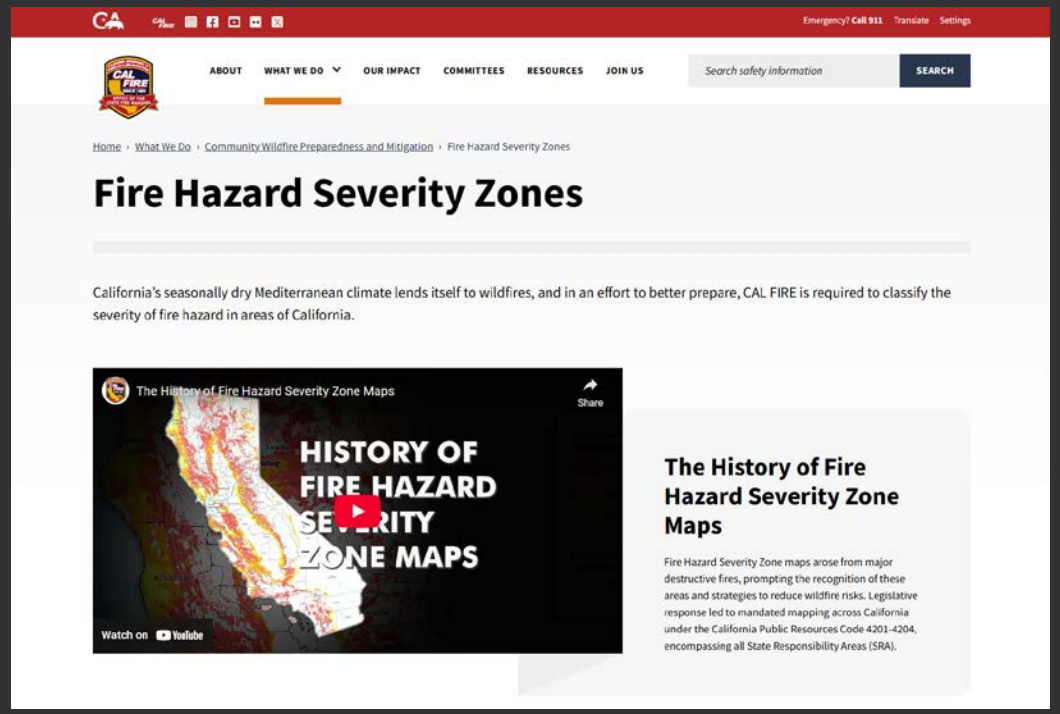
- Confirming property meets local and state wildfire requirements
- Inspection triggered by sale or by request, the department will issue either a:
  - Certificate of compliance or a valid for 90 days
    - Given to the homeowner's insurance company
    - Help homeowners maintain insurance and may qualify them for a discount on annual premiums
  - Written report detailing areas of noncompliance, which must be provided to a buyer of a property prior to its sale.
    - Inspections allow the homeowner understand any corrective actions needed to achieve a certificate of compliance.
- The Fire Department will maintain a database of inspected and certified properties.

Defensible Space and Home Hardening Inspections and Designating Fire Hazard Severity Zones

- Adopt Fire Hazard Severity Zones map
- Adopt AB 38 inspections
- Offer a Certificate Compliance
  - Promote Public Safety
  - Align with State Regulation
  - Assistance with Home Insurance

Questions?

osfm.fire.ca.gov/fhsz



From: Sue Duncan
To: City Clerk
Subject: Agenda Item 8B
Date: Tuesday, June 17, 2025 1:39:18 PM

Caution! This message was sent from outside your organization.

Honorable Mayor, City Council Members,

We strongly urge you to adopt the ordinance contained in Item 8 B.

As all of you are acutely aware, wildfires have grown in ferocity and destruction. It is of the utmost importance for El Cerrito to do all it can to protect the residents' lives, property and therefore to protect the entire city. It is necessary for the city to be compliant with AB 38 and to have stronger building requirements and vegetation codes that align with the state.

Thank you,
Sue and Paul Duncan
EC Residents

Fiscal Year 2025-26 Proposed Budget

City of El Cerrito

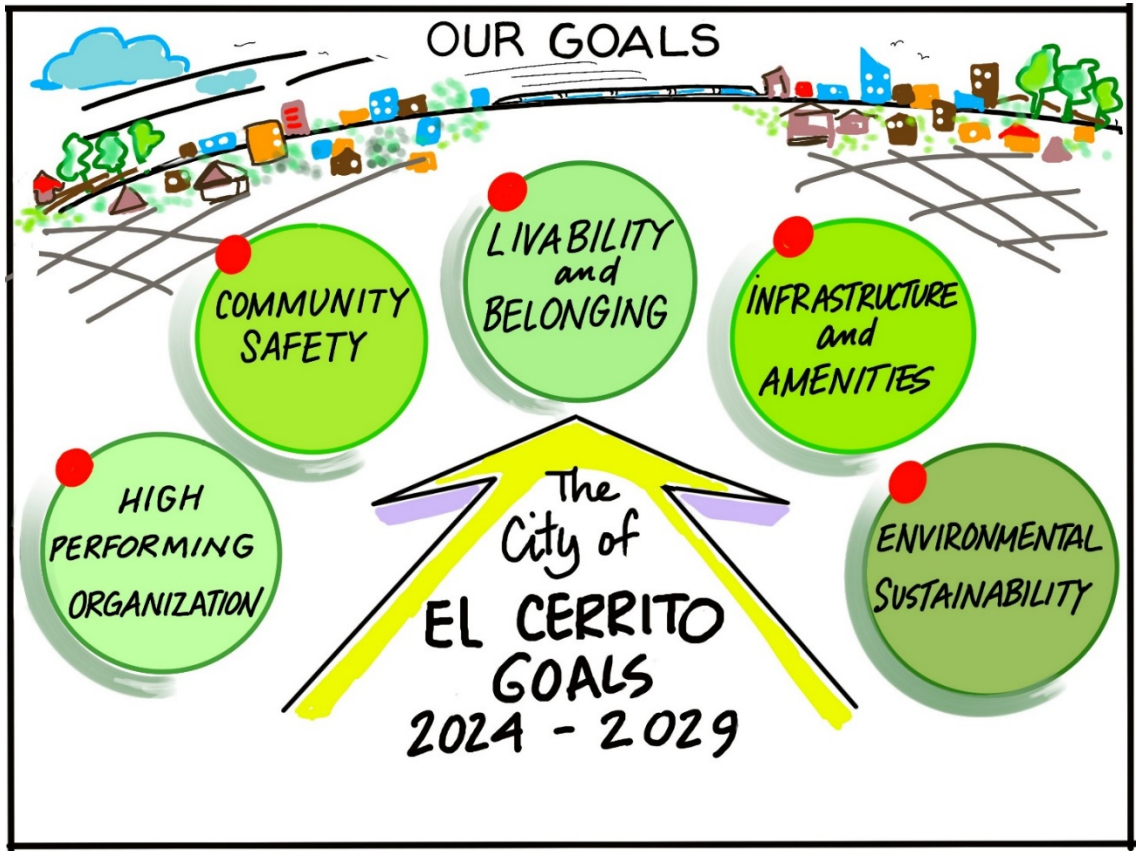
El Cerrito Public Financing Authority

June 17, 2025

THE CITY OF EL CERRITO

El Cerrito Strategic Plan 2024-2029

- Budget process and recommendations guided by Strategic Plan
- Department workplans aligned to Strategic Plan goals
  - Detailed strategic alignment information for each department included in biennial budget document



Midcycle Budget Process – FY 2025-26

- Feb 4: FY 2023-24 Audit presented to City Council
- March 4: Mid-year update to City Council on Fiscal Year (FY) 2024-25
- April 15: City Council study session on General Fund for FY 2025-26
- May 20: City Council discussion and direction on one-time appropriations
- May 27: FAB Discussion of Proposed Midcycle Budget and One-time Appropriations
- June 3: Review of Proposed Midcycle Budget
- **June 17: Formal adoption of FY 2025-26 Budget**

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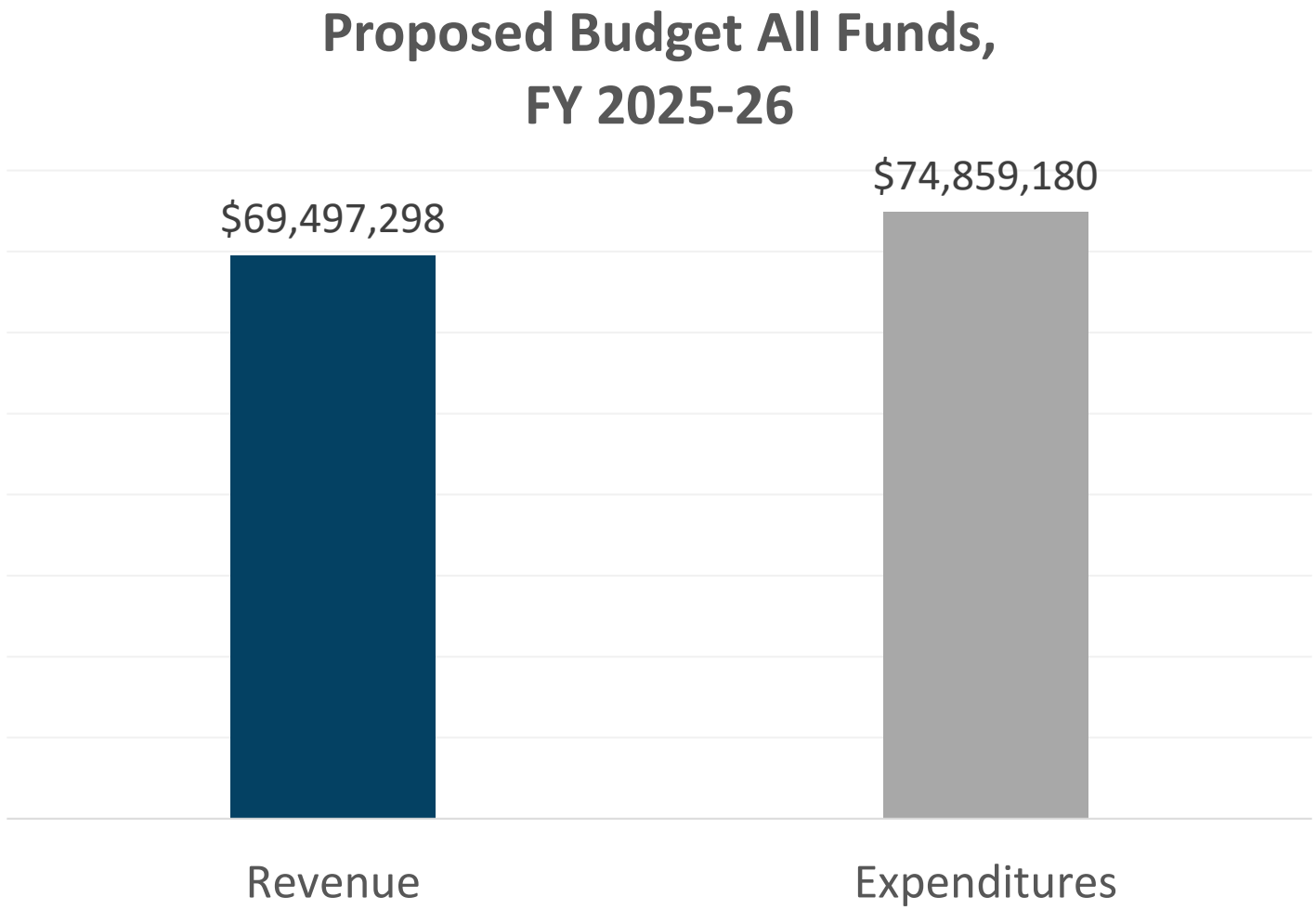
All Funds


Proposed Budget All Funds,
FY 2025-26
$69,497,298
$74,859,180
Revenue
Expenditures

All Funds Overview

- Increase in total expenditures of $6,015,388 from the previous fiscal year, with total revenues projected to increase $1,660,000
- Driven largely by Capital Improvement Program's proposed increase in expenditures of $5,003,759, with an increase in revenue of $1,620,000
- Otherwise, revenue and expenditure estimates for all "Special Funds" are per the Adopted Biennial Budget, except where minor revisions were needed due to timing of purchases or projects

THE CITY OF EL CERRITO

Capital Improvement Program

- Five-Year CIP includes 33 Identified Projects
- FY 2025-26 includes 20 *Active* Projects
- FY 2025-26 Proposed Budget - **$7.8 Million**
  - Includes:
    - Transportation Improvements
    - Greenway Improvements
    - Swim Center Repairs and Modifications
    - Storm Drain Repairs
    - Annual Street Improvement Program
    - Street and Sidewalk Access Improvements
    - Richmond Street Complete Streets

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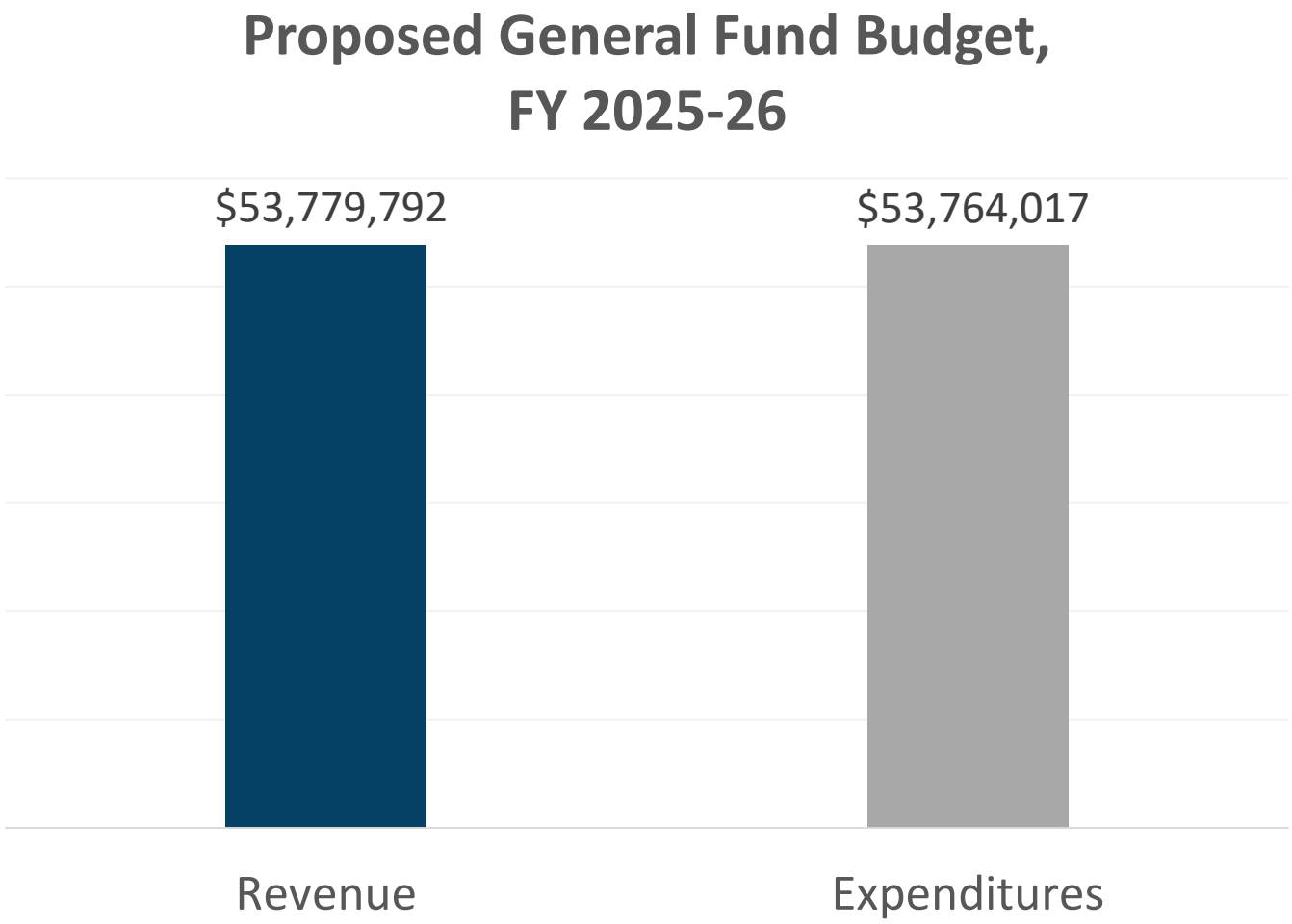
General Fund Budget



Key Highlights for General Fund

- Second year of Biennial Budget
- No changes recommended to total General Fund revenues and expenditures
  - Proposed shifts among departments to ensure expenses do not exceed authority
- Little to no capacity for unbudgeted projects and initiatives
- Impacts to departments may change, with possible readjustments at midyear depending on economic conditions and revenue and expenditure trends in each department

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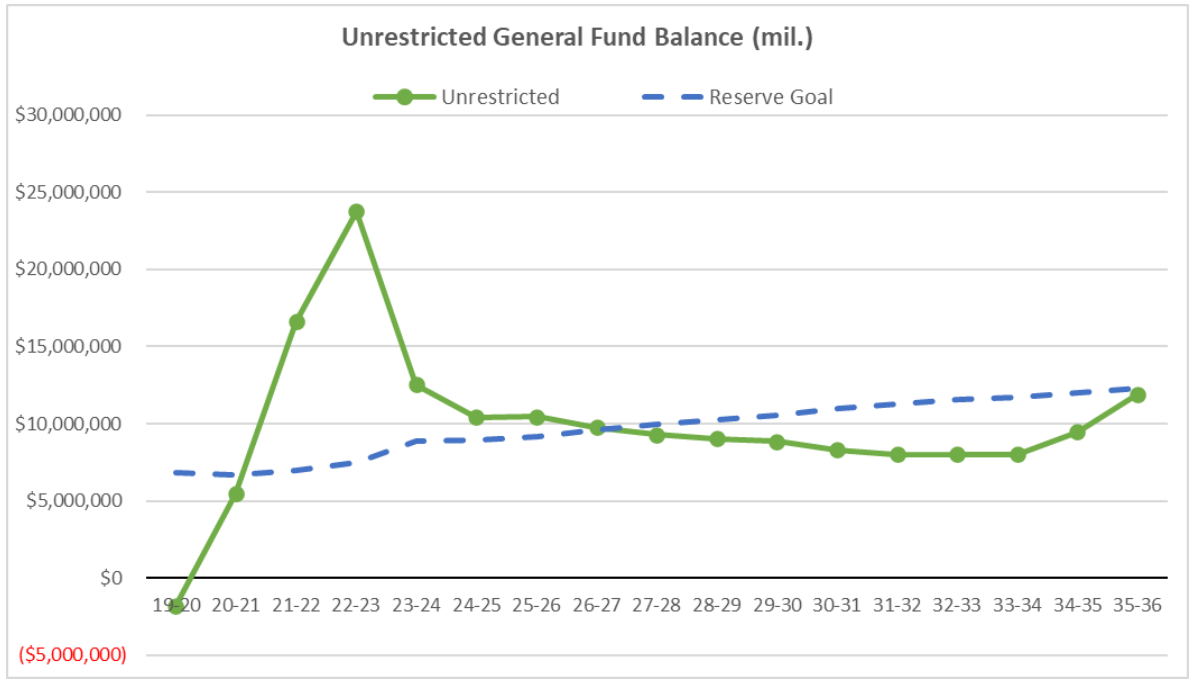
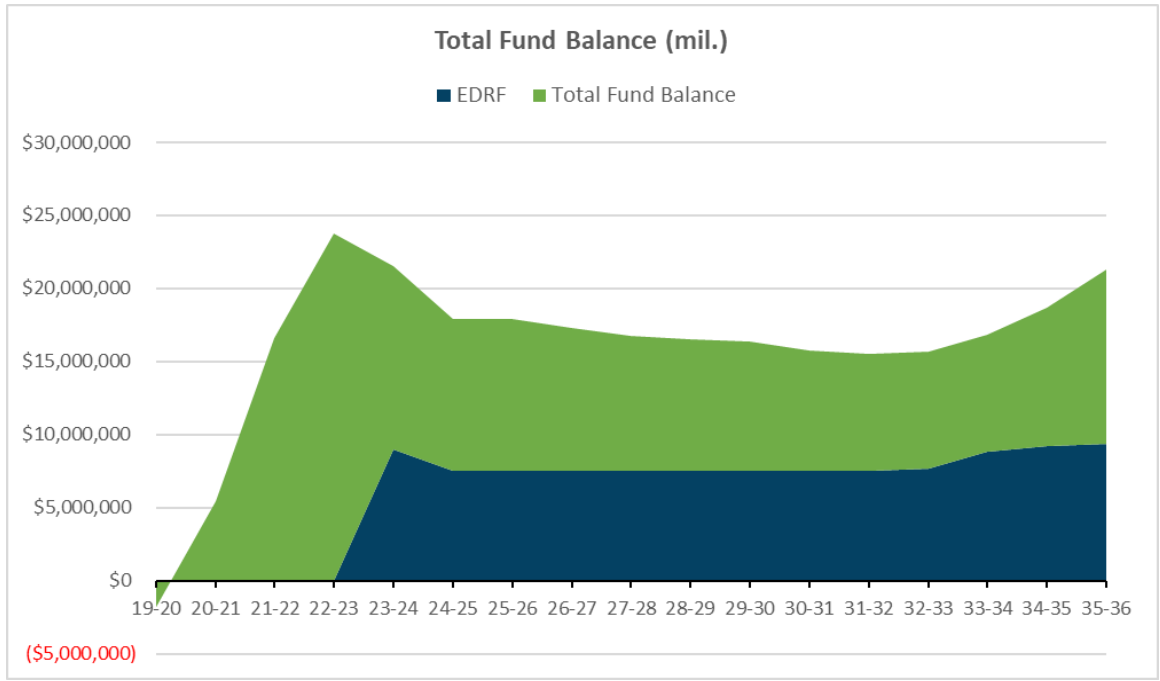
General Fund Balance

Fund Balance Projection			
FY24 General Fund - Total Fund Balance (actual)		**$**	**22,893,338**
EDRF	(9,000,000)		
Section 115	(1,372,890)		
Non-Spendable	(126,751)		
FY25 Original Projected Surplus	33,952		
FY25 Approved adjustments:			
Expenditures	(1,437,907)		
One-time use of fund balance	(1,000,000)		
Revenues	310,535		
Use of fund balance			(2,093,420)
Projected Total Ending FY25 Fund Balance			**20,799,918**
EDRF (Internally Restricted)	(7,500,000)		
Section 115 (Restricted)	(2,900,161)		
Non-Spendable	(126,751)		(10,526,912)
Projected FY25 Unrestricted Fund Balance			**10,273,007**
FY26 Expenditure Proposed Budget	53,764,017		
FY26 17% Reserve Goal			9,139,883
Projected discretionary for FY26			1,133,124
FY 25 Projected Ending Total Fund Balance		**$**	**20,799,918**
FY 25 Projected Total Reserve %			**39%**

- Projected Ending Fund Balance of $20.8M (39% reserve ratio) includes:
  - EDRF - $7.5M
  - Section 115 Trust - $2.9M
  - Unrestricted – $10.3M
- **Projected discretionary funds remaining for FY 2025-26 of $1.1M**
  - Doesn't include any potential surplus from FY 2024-25

General Fund Forecast – Updated May 2025





- Forecast includes:
  - Conservative revenue and expenditure growth assumptions
  - Labor increases from existing contracts and historic averages
  - Approval of $1 million in one-time fund balance use/$1.5 million EDRF transfer to Section 115 Trust
- Forecast does not include:
  - Assumption of a recession
  - Section 115 Trust smoothing payments
  - Issuance of new debt or uses of fund balance
  - Equipment or vehicle purchases beyond those budgeted
  - Additional contributions to Internal Service Funds

Proposed Budget Summary

The FY 2025-26 Proposed Budget:

- Reflects City Council priorities, including feedback from Biennial Budget process and input received during this current fiscal year
- Aligns with the City's Strategic Plan
- General Fund revenues exceed expenditures; doesn’t use any reserves for ongoing costs
- Maintains unassigned General Fund reserves above 17%; with $7.5M in EDRF the total General Fund reserve ratio is 39%
- Enables the City to continue providing key services without service delivery impacts, while making thoughtful decisions about long-term adjustments

Gann Limit

Gann Limit

$195,961,530

Included in the recommended actions for adopting the FY 2025-26 Budget is the approval of the calculation and establishing the City's FY 2025-26 Gann Appropriation Limit

The California Government Code requires that the City adopt the Gann appropriations limit by resolution on an annual basis

Thank you!

THE CITY OF EL CERRITO

From: Ira Sharenow
To: Holly Charléty; City Clerk
Cc: Lisa Motoyama; Rebecca Saltzman; William Ktsanes; Kimberly White
Subject: Item 9A Budget proposal
Date: Friday, June 13, 2025 7:46:23 PM

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I think the council needs to have a better understanding of budget projections.

Is it possible the city will fall below the minimal 17% reserves goal in the next fiscal year?

Management is projecting a surplus that is far below the 2% recommended by FAB. The budget proposal looks a lot like the pre-Covid budget that brought the city close to bankruptcy.

Why is the citywide budget going to run such a large deficit? Almost all funds are decreasing.

Which “one-off” expenditures are accounted for and which are not?

1. Ohlone Greenway repairs
2. Senior Center
3. Fixing the roads
4. Full cost of swimming pool repairs
5. Full cost of fire engine replacement
6. Full cost of fire safety equipment replacement
7. Other fire safety needs
8. Increases in employee compensation

9. Increases in the CalPERS UAL pension liability

10. Realistic increases in employee compensation

11. New audio-visual for the council chambers

12. Other costs that will surely arise

Does the council know why the city plans on spending less in FY 2026 than it did in FY 2025?

https://elcerritoca.portal.civicclerk.com/event/581/files/agenda/2422
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Ira Sharenow
El Cerrito, CA

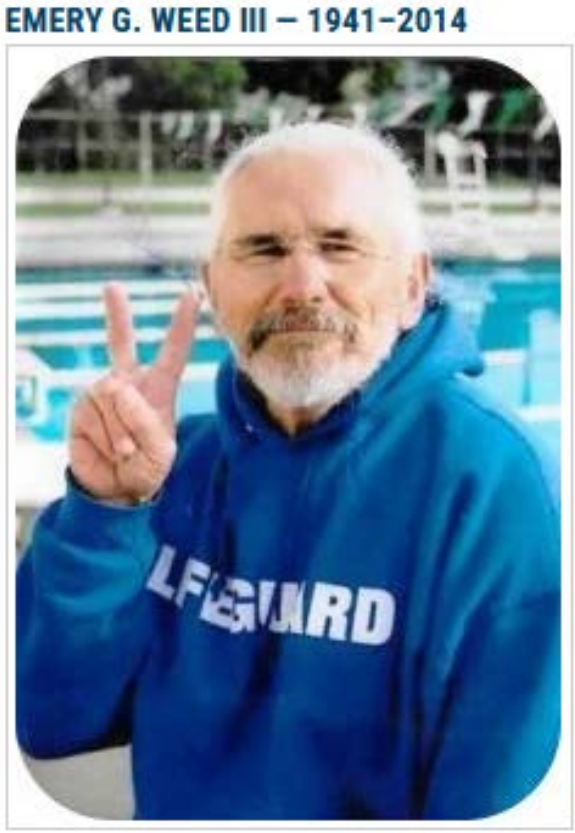
EL CERRITO SWIM CENTER: EMERY G. WEED, III LAP POOL PROJECT DESIGN

EL CERRITO CITY COUNCIL

TUESDAY, JUNE 17, 2025

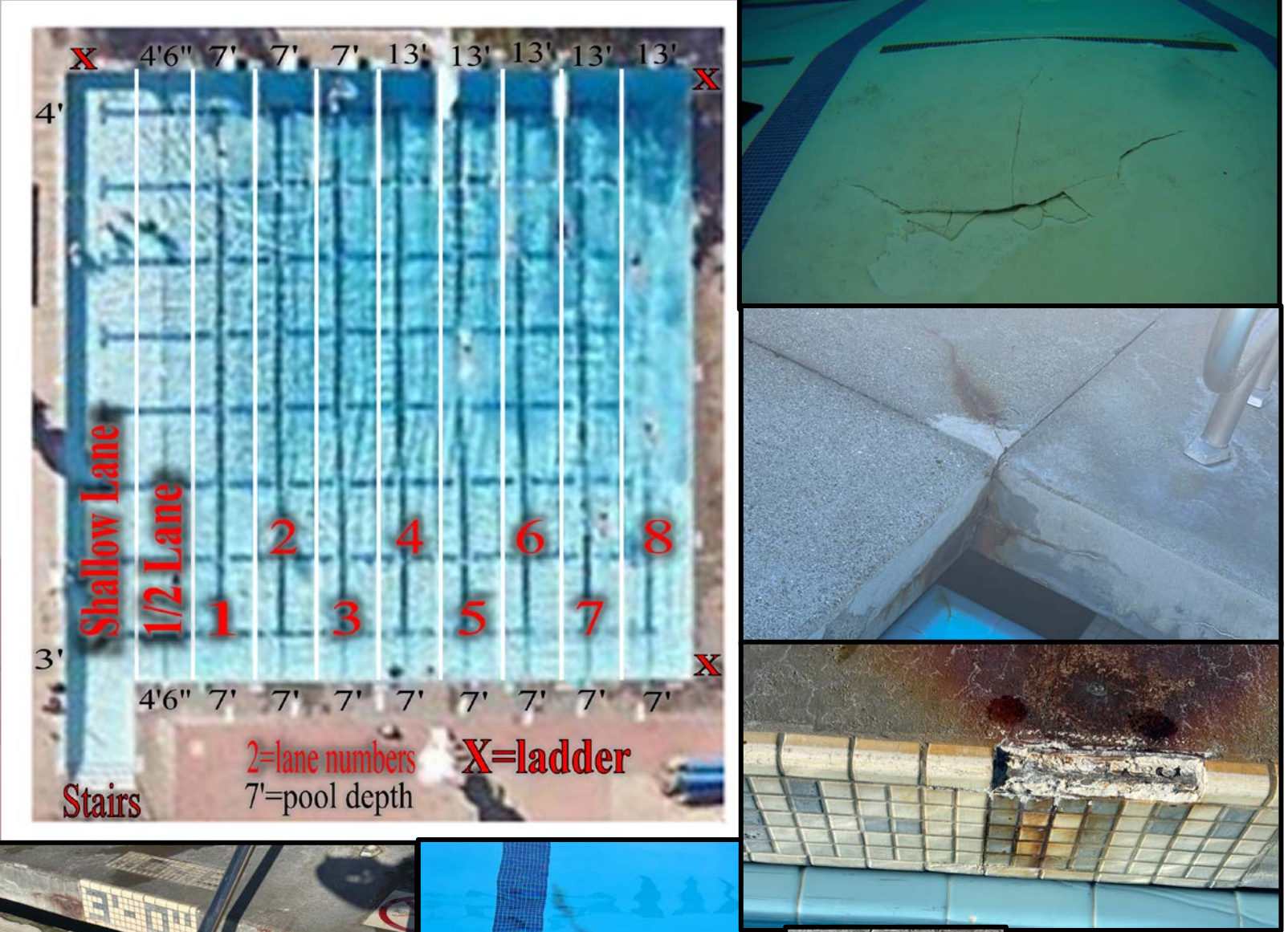
Project Overview

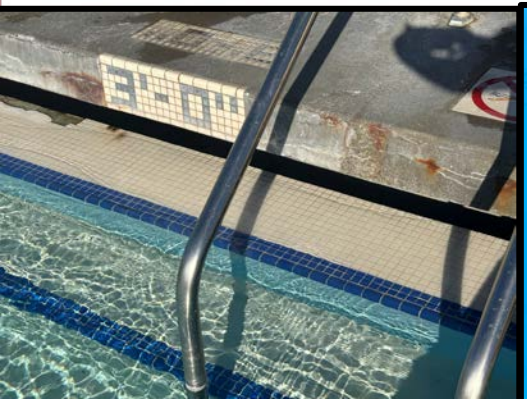
- **Project**: Design of repairs and upgrades of the Emery G. Weed, III Lap Pool at the El Cerrito Swim Center.
- **Consultant**: Rogers Stringer & McClelland, Inc. (RSM).
- **Scope Includes**: pool replastering, deck replacement, accessibility and egress upgrades, EV charging infrastructure, and optional waterslide installation.
- **Compliance**: California Building Code, County Health, and applicable requirements including required accessibility and egress upgrades
- **Design contract** not to exceed $220,000.

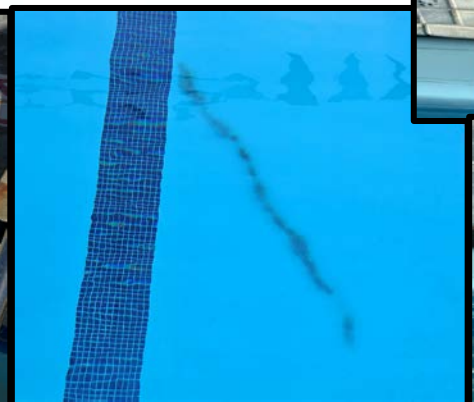


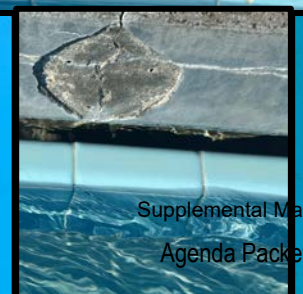
Rogers Stringer & McClelland, Inc. (RSM)

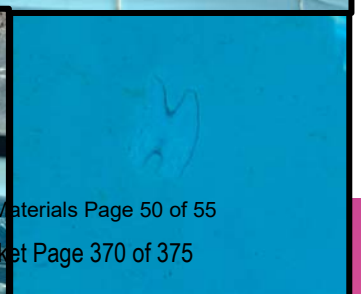
- Walnut Creek based Aquatic Design and Engineering Firm
- Successor company to Rowley International, Inc., the original architect of the 2003 El Cerrito Swim Center complete renovation
- Designed the El Cerrito Swim Center Recreation Pool Replaster Project in 2023
- Extensive El Cerrito experience gives strong understanding of how to update the current design to meet regulatory requirements
- RSM has identified design requirements, scoping options and cost estimates and is the process of conducting exploratory work to inform full design scope
- Staff recommends continuing with RSM for full project design to ensure a smooth and quick transition to construction
- RSM's continued involvement keeps possibility of construction timeline during ideal off-peak months











Identified Issues

- Severe plaster damage including a large bubble and multiple cracks.
- Deteriorating pool deck with cracks and rust.
- Accessibility and egress upgrades required by 2022 California Building Code.
- Opportunity to improve safety and family-friendliness by converting cantilever gutters to deck-level.
- Efficiency of incorporating EVSE charging infrastructure and integration of waterslide installation.

Proposed Design Scope

- Full pool and deck structural design and engineering.
- Accessibility upgrades (restrooms, showers, parking lot, path of travel).
- Egress improvements.
- Waterslide coordination and stormwater bioretention design.
- Optional elements, EVSE charging infrastructure design and deck-level gutters, can be removed to reduce costs.

Construction Options

FULL SCOPE ($3.4 MILLION)

Advantages:

- Addresses all safety, accessibility, and infrastructure needs
- Cost-effective in the long-term

Disadvantages:

- High upfront cost
- Up to 5-month closure
- May need to be pushed to 2026 depending on County health permit review timeframe
- Requires significant & unidentified funding

REPLASTER ONLY ($970,000)

Advantages :

- Fixes most pressing safety and functionality issue
- Lower short-term cost
- Short-term advantage of smaller closure timeline of 2 or 3 months which could be completed within the upcoming Winter/Off-peak Season
- Mostly funded

Disadvantages :

- Delays other upgrades creating future closures/revenue loss and higher long-term costs
- Does not address accessibility or egress requirements.
- Waterslide installation will have to be done separately at additional cost.

Revenue Impacts

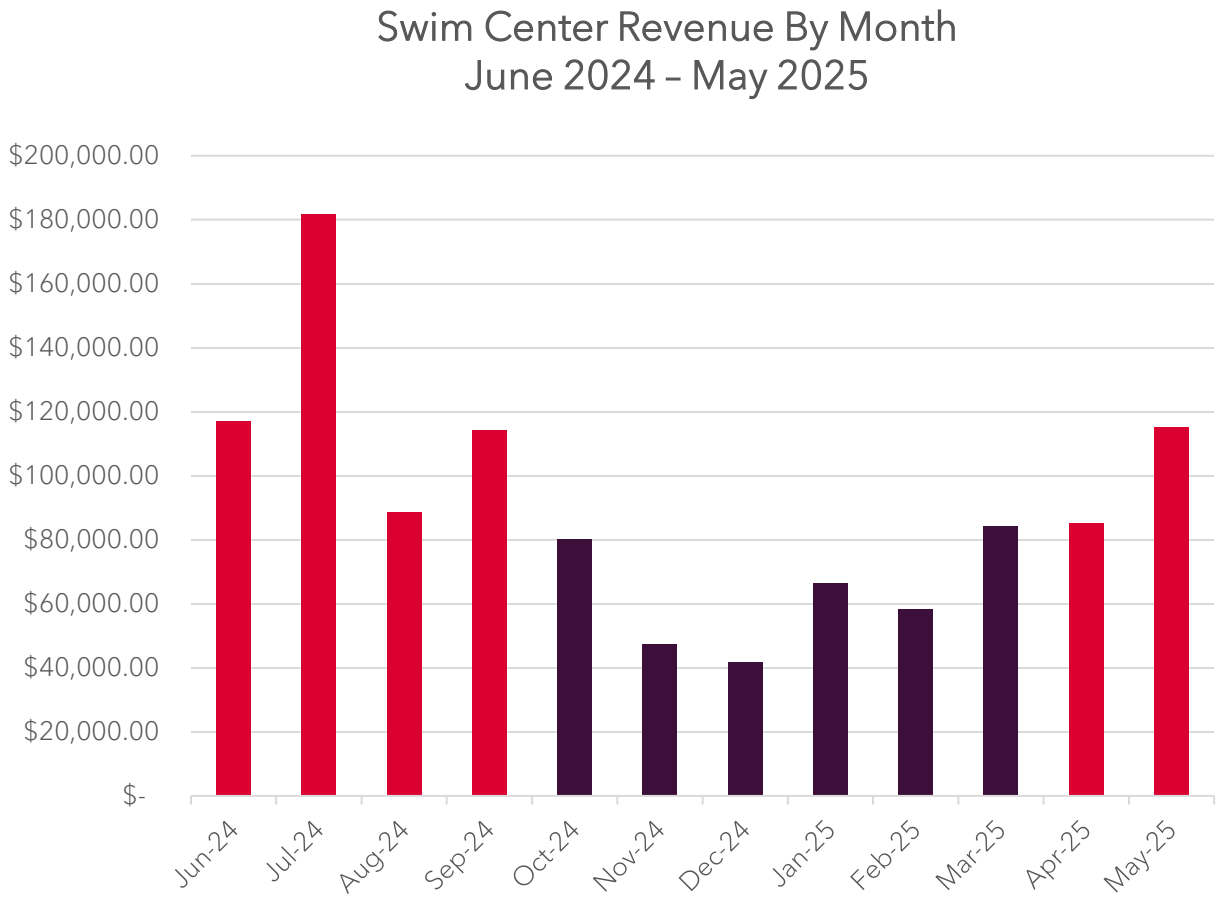
Replaster Only

- Phase I:
  - Replaster work timeline is up to 3 Months
  - $156,000 Revenue Loss, Nov. thru Jan.
- Phase II:
  - Deck, ADA, egress, EVSE & stormwater work timeline up to 4 Months
  - Additional $215,000 (+ inflation) Revenue Loss, Nov. thru Feb.
- Total Revenue Loss: At least $371,000 (+ inflation)

Full Project

- Up to 5 Months
- Up to $290,000 in Revenue Loss, Mid-October through Mid-March
- Higher if construction timeline is pushed out further due to permit review

Partnerships with neighboring Swim Centers, TBD, can mitigate revenue loss.



Funding Considerations

Current Allocations:

- $500,000 from General Fund Reserves.
- $200,000 from Measure H (Parks & Recreation Facilities Fund).

Additional Needs:

- Full Scope: $2.7 million more needed.
- Replaster Only: $270,000 more needed.

Potential Sources:

- General Fund Reserves: unrestricted and/or Emergency Disaster Relief Funds (EDRF)
- Borrowing with interest (traditional or private)
- Borrow from City Enterprise and/or Special Funds
- Additional Measure H fund balance may be available after FY25 Close

Refined Options will be brought to the August 19th Meeting

Q & A

THANK YOU!