



**AGENDA**  
**REGULAR MEETING OF THE CITY COUNCIL AND**  
**JOINT MEETING OF THE CLOVERDALE COMMUNITY DEVELOPMENT SUCCESSOR AGENCY BOARD OF DIRECTORS**

**TUESDAY, JANUARY 26, 2016**

**CLOSED SESSION 5:30 p.m.**

**CLOSED SESSION LOCATION: CITY HALL CONFERENCE ROOM, 124 N. CLOVERDALE BLVD. CLOVERDALE, CA 95425**

**PUBLIC BUSINESS SESSION: 6:30 p.m.**

**PUBLIC BUSINESS SESSION LOCATION: CLOVERDALE PERFORMING ARTS CENTER, 209 N. CLOVERDALE BLVD.,  
CLOVERDALE, CA 95425**

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The Cloverdale City Council welcomes you to its meetings that are typically scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month. Your interest and participation are encouraged and appreciated. ***Please silence all pagers, cellular telephones and other communications devices upon entering the meeting.***

**ADDRESSING THE CITY COUNCIL:**

When asked to do so by the Mayor, those wishing to address the City Council are asked to step up to the podium. Speak directly into the microphone so everyone in the audience can hear your comments and so they'll be recorded into the official record. State your name and City of Residence for the record. Per City Council Policy, three (3) minutes are typically allotted to each speaker. However, Council may at its discretion revise the amount of time allotted. Public comments will normally be received after staff presentations on an agenda item and before the City Council starts deliberations. A Talking Tips sheet is available for your use.

***We may disagree, but we will be respectful of one another.***  
***All comments will be directed to the issue at hand, and addressed to the City Council.***  
***Personal attacks are unacceptable.***

**DISABLED OR SPECIAL NEEDS ACCOMMODATION:** In compliance with the Americans with Disabilities Act, if you need assistance to attend or participate in a City Council meeting, please contact the City Clerk's office at 894-2521. Notification at least 48-hours prior to the meeting will assist the City Clerk in assuring that reasonable accommodations are made to provide accessibility to the meeting.

**WAIVER WARNING:** If you challenge decisions/directions of the City Council in court, you may be limited to raising only those issues you or someone else raised at public hearings(s) described in this Agenda, or in written correspondence delivered to the City of Cloverdale at, or prior to, the public hearing(s).

**CLOSED SESSION**

**CLOSED SESSION: 5:30 pm**

**OPENING:**

- Call to Order
- Roll Call
- Agenda Review - Closed Session (Changes and/or Deletions)

**PUBLIC COMMENTS ON CLOSED SESSION AGENDA:**

Prior to adjournment into Closed Session, the public may speak on items to be addressed in Closed Session.

**RECESS TO CLOSED SESSION:**

**CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION (1)**

Pursuant to California Government Code Section 54956.9(d)(2)

Number of Cases: 1

**CONFERENCE WITH LABOR NEGOTIATOR**

(Government Code Section 54957.6)

Labor Negotiator: Paul Cayler, City Manager; Jim Andersen, Interim Assistant City Manager; and Jose M. Sanchez, City Attorney

Employee Organizations: Cloverdale Classified Service Employees Association

**CONVENE PUBLIC BUSINESS SESSION – 6:30 p.m.**

**OPENING:**

- Call to Order
- Pledge of Allegiance
- Roll Call
- Report out of Closed Session –Actions Taken
- Conflict of Interest Declaration
- Agenda Review – Regular Session (Changes and/or Deletions)

**PUBLIC COMMENTS:**

Any person wishing to speak to the City Council on any item not listed on the agenda may do so at this time. Members of the public have the right to speak on any items on the Council Agenda during that item. Pursuant to the Brown Act, the City Council is not allowed to consider issues or take action on any item not listed on the agenda. Each person wishing to speak must go to the podium when advised by the Mayor and speak directly into the microphone.

**PROCLAMATIONS / PRESENTATIONS:**

**CONSENT CALENDAR:**

All items under Consent Calendar will be considered together by one action of the Council unless any Council Member or member of the public requests that an item be removed and considered separately.

1. **Resolution No. SA 001-2016 of the Cloverdale Community Development Successor Agency Adopting the Recognized Obligation Payment Schedule 16-17 for the Period July 1, 2016 to June 30, 2017, and the Successor Agency's Administrative Budget For Fiscal Year 2016-17, Pursuant to Health and Safety Code § 34177-** Cavallari
2. **Resolution No. 007-2015 accepting completed Capital Improvement Project with Sierra Nevada Construction to remove existing striping and raised pavement markers, place slurry seal, and replace striping, pavement markings and raised pavement markers on Cloverdale Boulevard for a pavement preservation and restriping project-** Apodaca
3. **Resolution No. 005-2015 authorizing the destruction of certain records as incorporated as Exhibit "A" of the resolution which is authorized by the City's official record retention schedule adopted in September 2006-** Cayler
4. **Resolution No. 006-2016 adopting the 2015 Subcommittee, Joint Committee and Regional Board/Committee Appointments-** Cayler
5. **Ordinance No. 701-2016 amending the Cloverdale Municipal Code, Title 18 (Zoning Ordinance), Chapter 18.09, to add "Article III Marijuana, Section 18.09.300, Medical Marijuana" and Ordinance No. 702-2016 amending Title 9, Chapter 9.36 "Marijuana" of the Cloverdale Municipal Code Section 9.36.020, "Definitions" and Section 9.36.050 "Outdoor Cultivation of Marijuana Prohibited" to reference the Cloverdale zoning Ordinance for definitions and regulations related to cultivation of marijuana-** Cramer

**COMMUNICATIONS:** None.

Council may discuss at this time written communications sent to Council members since the last council meeting. Written communication to be discussed will be listed below, if any.

**PUBLIC HEARINGS:** None.

**NEW BUSINESS:**

6. **Resolution No. 008-2016 of the City Council Authorizing the City Manager to Execute an Individual At-Will Employment Agreement with Mr. David Kelley as Cloverdale Assistant City Manager/Community Development Director -** Cayler

**Recommendation:** Staff recommends that the City Council adopt the attached resolution, and thus authorize the City Manager to execute the at-will employment agreement with Assistant City Manager/Community Development Director

7. **Resolution No. 009-2016 adopting Complete Streets Policy –** Apodaca

**Recommendation:** Staff recommends that the City Council adopt the attached resolution adopting Complete Streets Policy

**SUBCOMMITTEE REPORTS:** (VERBAL REPORTS: 15 minutes)

- Airport (Chair, Councilmember Russell and Councilmember Cox) - Next Meeting: February 2, 2016, 8:00 am
- Finance, Administration & Police (Chair, Councilmember Cox and Mayor Brigham) - Next Meeting: January

28, 2016, 2:00 pm.

- Planning & Community Development (Chair, Vice Mayor Wolter and Mayor Brigham) - Next Meeting: February 16, 2016, 4:00 pm.
- Public Works (Chair, Councilmember Cox and Councilmember Russell) - Next Meeting: TBD
- Joint City/Fire District (Chair, Councilmember Palla and Mayor Brigham) - Next Meeting: February 22, 2016, 5:30 pm.
- Joint City/School District (Chair, Councilmember Palla and Vice Mayor Wolter) – Next Meeting: January 25, 2016, 5:00 pm.

**COUNCIL REPORTS (INCLUDING STUDENT LIAISON):** (VERBAL REPORTS: 15 minutes)

**LEGISLATIVE REPORT:**

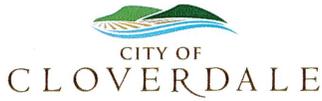
**CITY MANAGER/CITY ATTORNEY REPORT:**

**COUNCIL DIRECTION ON FUTURE AGENDA ITEMS:**

**ADJOURNMENT:** Adjourn to a regular meeting of the City Council and Cloverdale Community Development Successor Agency, Tuesday, February 9, 2016, for Closed Session at 5:30 p.m. (at the City Hall Conference Room 124 N. Cloverdale Blvd., Cloverdale, CA 95425) and Public Business Session at 6:30 p.m. (at the Cloverdale Performing Arts Center 209 N. Cloverdale Blvd., Cloverdale, CA 95425).

The City does not transcribe its proceedings. Anyone who desires a verbatim record of this meeting should arrange for attendance by a court reporter or for other acceptable means of recordation. Such arrangements will be at the sole expense of the individual requesting the recordation. Questions about this agenda should be directed to City Hall at 707/894-2521. State of California, County of Sonoma, City of Cloverdale. CERTIFICATION I, Linda Moore, do hereby declare under penalty of perjury that the foregoing agenda was posted on the outdoor bulletin board at the City Hall, 124 N. Cloverdale Blvd., Cloverdale, California, and made available for public review, prior to or on this 21<sup>st</sup> day of January, 2016, at or before 5:00 p.m.

  
Linda Moore, Deputy City Clerk



**City Council/Successor Agency  
Agenda Item Summary**

Agenda Item: 1  
Meeting Date: January 26, 2016

<b>Agenda Section</b> Consent	<b>Staff Contact</b> Joanne Cavallari, Finance Manager
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**Agenda Item Title**

Consideration of Resolution No. SA 001-2016 of the Cloverdale Community Development Successor Agency Adopting the Recognized Obligation Payment Schedule 16-17 for the Period July 1, 2016 to June 30, 2017, and the Successor Agency’s Administrative Budget For Fiscal Year 2016-17, Pursuant to Health and Safety Code § 34177

**Summary**

On December 29, 2011, the California Supreme Court upheld Assembly Bill x1 26 dissolving all California redevelopment agencies effective February 1, 2012. On June 27, 2012 the Governor signed AB 1484, a budget trailer bill that made substantial amendments and additions to ABx1 26, the redevelopment dissolution bill. Among other things, AB 1484 added Health and Safety Code Section 34173(g), which provides that a successor agency to a redevelopment agency is a separate public entity from the sponsoring jurisdiction. The Cloverdale Community Development Successor Agency was established via Resolution No. SA 001-2012 on July 11, 2012.

Health and Safety Code § 34177(1) requires the Successor Agency to prepare, post on the Successor Agency’s website, and submit concurrently to the Oversight Board, the County Administrative Officer, the County Auditor-Controller, and the State Department of Finance a draft Recognized Obligation Payment Schedule (ROPS) that has been approved by the Successor Agency.

Previously, the ROPS was prepared two times a year, covering the periods of July 1st through December 31st and January 1st through June 30th. Commencing with the ROPS covering the period from July 1, 2016 to June 30, 2017, agencies must submit an annual ROPS to the Department of Finance (DOF) and the County Auditor-Controller by February 1, 2016, and each February 1 thereafter. The ROPS Detail Form lists the current outstanding obligations, debts, and the payments due for both the ROPS A and B periods separately. If necessary, the agency may submit an amendment to the ROPS no later than October 1, if the Oversight Board finds that it is necessary for payment of approved enforceable obligations during the second half of the ROPS period (January to June).

After the Oversight Board approves the ROPS, it must be posted on the Successor Agency’s website and submitted to the State Department of Finance, the State Controller, and the County Auditor-Controller. The attached draft Resolution No. SA 001-2016 would approve the ROPS 16-17 for the period July 1, 2016 to June 30, 2017. The approved ROPS will then be forwarded to the Oversight Board for approval and to the other designated agencies. The Oversight Board’s meeting is scheduled for January 28, 2016.

This annual ROPS is reporting the new 2015 Tax Allocation Refunding Bonds and shows the pay-off of the California Infrastructure and Economic Development Bank (CIEDB) loan, the 2006 Tax Allocation Bonds, and the 2007 Tax Allocation Bonds and associated annual fees. The other obligations listed on the ROPS are the annual Administration allowance, the Reinstated Loan Agreement between the former RDA and the City, an annual cost to prepare a continuing disclosure report, and reserves to ensure that there is enough Property Tax Trust Fund money available to make the scheduled debt service payments in the following ROPS period.

The State Department of Finance has provided a template for the ROPS, which is included as an attachment to the Resolution.

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**Options**

1. None recommended.

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**Budget/Financial Impact**

The ROPS establishes the enforceable obligations that the Successor Agency will be authorized to pay during the July 1, 2016 to June 30, 2017 period, and establishes the Successor Agency's Administrative Budget for Fiscal Year 2016-17.

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**Subcommittee Recommendation**

N/A

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**Recommended Council Action**

Move to approve by title only Resolution No. SA 001-2016 adopting the Recognized Obligation Payment Schedule 16-17 for the Period July 1, 2016 to June 30, 2017, and the Successor Agency's Administrative Budget For Fiscal Year 2016-17 pursuant to Health and Safety Code § 34177

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**Attachments:**

1. Cloverdale Community Development Successor Agency Resolution No. SA 001-2016
  2. ROPS 16-17
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**cc:**

**RESOLUTION NO. SA 001-2016**

**A RESOLUTION OF THE CLOVERDALE COMMUNITY DEVELOPMENT SUCCESSOR AGENCY APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE 2016-17 AND THE SUCCESSOR AGENCY'S ADMINISTRATIVE BUDGET FOR FISCAL YEAR 2016-17**

**WHEREAS**, Assembly Bill 26 ("ABx1 26") was enacted by the State Legislature and signed by the Governor as of June 29, 2011; and

**WHEREAS**, on December 29, 2011 the California Supreme Court delivered its decision in *California Redevelopment Association v. Matasantos*, finding ABx1 26 largely constitutional and resulting in the dissolution of all California redevelopment agencies, including the Cloverdale Community Development Agency ("CCDA"); and

**WHEREAS**, on January 11, 2012, pursuant to Resolution No. 003-2012, the City Council of the City of Cloverdale ("City Council") elected to serve as the Successor Agency to the CCDA ("Successor Agency") pursuant to Health and Safety Code Section 34177 and other applicable laws; and

**WHEREAS**, the dissolution of the CCDA and all other California redevelopment agencies became effective on February 1, 2012; and

**WHEREAS**, on June 27, 2012, AB 1484, a budget trailer bill that made substantial amendments and additions to ABx1 26, was signed into law; and

**WHEREAS**, on July 11, 2012, pursuant to AB 1484 and Resolution No. SA 1001-2012, the Successor Agency was established as a separate public entity; and

**WHEREAS**, on September 22, 2015, Senate Bill 107 was signed into law making substantial amendments and additions to ABx1 26 and AB 1484 (collectively referred to as the "Dissolution Act"); and

**WHEREAS**, among the duties of successor agencies is the preparation of a recognized obligation payment schedule ("ROPS") for the ensuing twelve-month period for consideration by a local oversight board and California Department of Finance ("DOF") for administering the wind-down of financial obligations of its former redevelopment agency; and

**WHEREAS**, the Dissolution Act requires that the proposed ROPS be transmitted to the local oversight board, county auditor-controller, county executive officer, and DOF, after which time the oversight board may approve and transmit the adopted ROPS to DOF, the State Controller, and the county auditor-controller for their consideration; and

**WHEREAS**, the proposed ROPS 2016-17 for the twelve-month period from July 1, 2016 through June 30, 2017, attached hereto as Exhibit "A" has been prepared by staff and consultants consistent with the provisions of the Dissolution Act and in the format made available by DOF; and

**WHEREAS**, the Dissolution Act requires the Successor Agency to prepare a proposed administrative budget and submit it to the Oversight Board for approval; and

**WHEREAS**, the proposed ROPS 2016-17 includes an administrative budget of \$250,000 for Fiscal Year 2016-17, or \$125,000 between each ROPS period within the fiscal year, to pay for staffing, operating costs, and professional administrative services related to the wind-down of the former redevelopment agency out of the administrative cost allowance permitted by the Dissolution Act; and

**WHEREAS**, the Successor Agency desires to approve the ROPS 2016-17 and transmit it to various parties as required by the Dissolution Act.

**NOW, THEREFORE BE IT RESOLVED** by the Cloverdale Community Development Successor Agency that it does hereby:

1. Finds and determines that the above recitals are true and correct.
2. Approves the ROPS 2016-17 for the twelve-month period from July 1, 2016 through June 30, 2017, attached hereto as Exhibit "A".
3. Approves a Fiscal Year 2016-17 administrative budget in the amount of \$250,000, which is incorporated in the ROPS 2016-17.
4. Authorizes the City Manager to transmit and post a copy of the ROPS 2016-17 as required by the Dissolution Act and to take such further actions as may be necessary or appropriate to carry out the Successor Agency's obligations pursuant to this Resolution.

It is hereby certified that the foregoing Resolution No. SA 001-2016 was duly introduced and legally adopted by the Cloverdale Community Development Successor Agency at its regular meeting held on this 26th day of January, 2016 by the following voice vote: ( \_ ayes - \_\_\_ noes - \_\_\_ absent)

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved

Attested

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Mary Ann Brigham, Agency Chair

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Paul Cayler, Agency Secretary

EXHIBIT A

RECOGNIZED OBLIGATION PAYMENT SCHEDULE 2016-17  
JULY 2016 THROUGH JUNE 2017

## Recognized Obligation Payment Schedule (ROPS 16-17) - Summary

Filed for the July 1, 2016 through June 30, 2017 Period

**Successor Agency:** Cloverdale  
**County:** Sonoma

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)	16-17A Total	16-17B Total	ROPS 16-17 Total
<b>A Enforceable Obligations Funded with Non-Redevelopment Property Tax Trust Fund (RPTTF) Funding Sources (B+C+D):</b>	<b>\$ 682,547</b>	<b>\$ 82,935</b>	<b>\$ 765,482</b>
B Bond Proceeds Funding	-	-	-
C Reserve Balance Funding	682,547	-	682,547
D Other Funding	-	82,935	82,935
<b>E Enforceable Obligations Funded with RPTTF Funding (F+G):</b>	<b>\$ 737,826</b>	<b>\$ 1,300,375</b>	<b>\$ 2,038,201</b>
F Non-Administrative Costs	612,826	1,175,375	1,788,201
G Administrative Costs	125,000	125,000	250,000
<b>H Current Period Enforceable Obligations (A+E):</b>	<b>\$ 1,420,373</b>	<b>\$ 1,383,310</b>	<b>\$ 2,803,683</b>

Certification of Oversight Board Chairman:  
 Pursuant to Section 34177 (o) of the Health and Safety code, I  
 hereby certify that the above is a true and accurate Recognized  
 Obligation Payment Schedule for the above named successor  
 agency.

\_\_\_\_\_  
 Name Title  
 /s/ \_\_\_\_\_  
 Signature Date

**Cloverdale Recognized Obligation Payment Schedule (ROPS 16-17) - Report of Cash Balances  
(Report Amounts in Whole Dollars)**

Pursuant to Health and Safety Code section 34177 (l), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation. For tips on how to complete the Report of Cash Balances Form, see <a href="#">CASH BALANCE TIPS SHEET</a>								
A	B	C	D	E	F	G	H	I
		<b>Fund Sources</b>						
		<b>Bond Proceeds</b>		<b>Reserve Balance</b>		<b>Other</b>	<b>RPTTF</b>	
	<b>Cash Balance Information by ROPS Period</b>	Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS period balances and DDR RPTTF balances retained	Prior ROPS RPTTF distributed as reserve for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin	<b>Comments</b>
<b>ROPS 15-16A Actuals (07/01/15 - 12/31/15)</b>								
1	Beginning Available Cash Balance (Actual 07/01/15)	6,390,954			414,305	16,257	-	
2	Revenue/Income (Actual 12/31/15) RPTTF amounts should tie to the ROPS 15-16A distribution from the County Auditor-Controller during June 2015	2,418				4,675	981,317	Interest earned
3	Expenditures for ROPS 15-16A Enforceable Obligations (Actual 12/31/15)				414,305	11,822	981,317	
4	Retention of Available Cash Balance (Actual 12/31/15) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)	630,615						
5	ROPS 15-16A RPTTF Balances Remaining	No entry required						
6	Ending Actual Available Cash Balance C to G = (1 + 2 - 3 - 4), H = (1 + 2 - 3 - 4 - 5)	\$ 5,762,757	\$ -	\$ -	\$ -	\$ 9,110	\$ -	
<b>ROPS 15-16B Estimate (01/01/16 - 06/30/16)</b>								
7	Beginning Available Cash Balance (Actual 01/01/16) (C, D, E, G = 4 + 6, F = H4 + F4 + F6, and H = 5 + 6)	\$ 6,393,372	\$ -	\$ -	\$ -	\$ 9,110	\$ -	
8	Revenue/Income (Estimate 06/30/16) RPTTF amounts should tie to the ROPS 15-16B distribution from the County Auditor-Controller during January 2016					61,701	1,335,709	Column G: Revenue from City Reimbursement Agreement payment
9	Expenditures for ROPS 15-16B Enforceable Obligations (Estimate 06/30/16)	6,393,372				40,467	653,162	Column C: Bond proceeds transferred to City pursuant to Bond Expenditure Plan. Reserves applied to 2015 bond refunding. Column G: Repayment of Reinstated City Loan
10	Retention of Available Cash Balance (Estimate 06/30/16) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)						682,547	
11	Ending Estimated Available Cash Balance (7 + 8 - 9 - 10)	\$ -	\$ -	\$ -	\$ -	\$ 30,344	\$ -	

**Cloverdale Recognized Obligation Payment Schedule (ROPS 16-17) - ROPS Detail**

**July 1, 2016 through June 30, 2017**

**(Report Amounts in Whole Dollars)**

A	B	C	D	E	F	G	H	I	J	K	L				M				W				
											16-17A				16-17B								
											Non-Redevelopment Property Tax Trust Fund (Non-RPTTF)				Non-Redevelopment Property Tax Trust Fund (Non-RPTTF)								
											RPTTF		RPTTF		RPTTF		RPTTF						
Item #	Project Name/Debt Obligation	Obligation Type	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Retired	ROPS 16-17 Total	Bond Proceeds	Reserve Balance	Other Funds	Non-Admin	Admin	16-17A Total	Bond Proceeds	Reserve Balance	Other Funds	Non-Admin	Admin	16-17B Total	
								\$ 89,847,756		\$ 2,803,683		\$ 682,547		\$ 612,826	\$ 125,000	\$ 1,420,373				\$ 82,035	\$ 1,175,375	\$ 125,000	\$ 1,383,310
1	CIEDB	Bonds Issued On or Before 12/31/10	1/1/2002	12/1/2032	Wells Fargo	Infrastructure Loan/Clov Blvd. & Bond for Non-Housing Projects	Cloverdale Redevelopment Agency		Y	\$ -						\$ -							\$ -
2	2006 Tax Allocation Bond (Non-Housing Portion)	Bonds Issued On or Before 12/31/10	8/1/2006	8/1/2036	Bank of New York Mellon	Bond for Non-Housing Projects	Cloverdale Redevelopment Agency		Y	\$ -						\$ -							\$ -
3	2006 Tax Allocation Bond (Housing Portion)	Bonds Issued On or Before 12/31/10	8/1/2006	8/1/2036	Bank of New York Mellon	Bond for Housing Projects	Cloverdale Redevelopment Agency		Y	\$ -						\$ -							\$ -
4	2007 Tax Allocation Bond	Bonds Issued On or Before 12/31/10	8/1/2007	8/1/2038	Bank of New York Mellon	Bond for Non-Housing Projects	Cloverdale Redevelopment Agency		Y	\$ -						\$ -							\$ -
5	Contract for Bond Administration	Fees	8/1/2003	12/1/2032	Wells Fargo	Contract for bond administration	Cloverdale Redevelopment Agency		Y	\$ -						\$ -							\$ -
6	Contract for Bond Administration (Non-Housing Portion)	Fees	8/1/2006	8/1/2038	Bank of New York Mellon	Contract for bond administration for the 2006 (non-housing portion) & 2007 bonds	Cloverdale Redevelopment Agency		Y	\$ -						\$ -							\$ -
7	Contract for Bond Administration (Housing Portion)	Fees	8/1/2007	8/1/2038	Bank of New York Mellon	Contract for bond administration for the housing portion of the 2006 bonds	Cloverdale Redevelopment Agency		Y	\$ -						\$ -							\$ -
8	Administration Budget	Admin Costs	2/1/2012	6/30/2039	Various	Administration Budget	Cloverdale Redevelopment Agency	5,750,000	N	\$ 250,000				125,000		\$ 125,000						125,000	\$ 125,000
9	Reserve for CIEDB	Reserves	1/1/2002	12/1/2032	Wells Fargo	Reserve to cover anticipated shortfall for debt service due in next ROPS period	Cloverdale Redevelopment Agency		Y	\$ -						\$ -							\$ -
10	Reserve for 2006 Tax Allocation Bond (Non-Housing Portion)	Reserves	8/1/2006	8/1/2036	Bank of New York Mellon	Reserve to cover anticipated shortfall for debt service due in next ROPS period	Cloverdale Redevelopment Agency		Y	\$ -						\$ -							\$ -
11	Reserve for 2006 Tax Allocation Bond (Housing Portion)	Reserves	8/1/2006	8/1/2036	Bank of New York Mellon	Reserve to cover anticipated shortfall for debt service due in next ROPS period	Cloverdale Redevelopment Agency		Y	\$ -						\$ -							\$ -
13	Police Station	Professional Services	2/1/2012	12/31/2012	Various for Project Costs	Architect/other pre-contract costs	Cloverdale Redevelopment Agency		Y	\$ -						\$ -							\$ -
14	Bond Expenditure Agreement	Bond Reimbursement Agreements	2/1/2015	6/30/2016	City of Cloverdale	Transfer of bond proceeds to City pursuant to Bond Expenditure Agreement approved by Reso OB002-2015	Cloverdale Redevelopment Agency		Y	\$ -						\$ -							\$ -
15	Reinstated City Loan Agreement	City/County Loans On or Before 6/27/11	9/23/2015	1/31/2029	City of Cloverdale	Reinstated of City Loan to the former RDA	Cloverdale Redevelopment Agency	934,921	N	\$ 89,991						\$ -			82,935		7,056		\$ 89,991
16	Tax Allocation Refunding Bonds, Series 2015	Refunding Bonds Issued After 6/27/12	12/23/2015	6/30/2039	Union Bank	Refunded CIEDB loan, 2006 Bonds, 2007 Bonds	Cloverdale Redevelopment Agency	41,565,510	N	\$ 1,807,634	682,547			611,541		\$ 1,284,088						513,546	\$ 513,546
17	Contract for Bond Administration	Fees	12/23/2015	6/30/2039	Union Bank	Contract for bond administration	Cloverdale Redevelopment Agency	20,315	N	\$ 1,285				1,285		\$ 1,285							\$ -
18	Continuing Disclosure Reports	Fees	12/23/2015	6/30/2039	Hill, Coren & Cone	Contract for continuing disclosure reports	Cloverdale Redevelopment Agency	11,500	N	\$ 500						\$ -						500	\$ 500
19	Reserves for Refunding Bond 2015	Reserves	12/23/2015	1/31/2029	Union Bank	Reserve to cover anticipated shortfall for debt service due in next ROPS period	Cloverdale Redevelopment Agency	41,565,510	N	\$ 654,273						\$ -						654,273	\$ 654,273
20									N	\$ -						\$ -							\$ -





**City Council/Redev. Agency  
Agenda Item Summary**

Agenda Item: 3  
Meeting Date: January 26, 2016

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Agenda Section	Staff Contact
Consent	Paul Cayler, City Manager

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**Agenda Item Title**

Consideration of Resolution No. 015-2015 authorizing the destruction of certain records as incorporated as Exhibit "A" of the resolution which is authorized by the City's official record retention schedule adopted in September 2006.

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**Summary**

In September 2006 the City Council adopted the "Local Government Records Management Guidelines" as the City's official record retention schedule. These are the state guidelines for records retention. They are amended from time to time by the State which is governed by the provisions of California Government Code Section 34090 et seq. The attorney general defines a record as any writing or recording of an event or information which is kept in the custody of a public officer, either because a law requires it to be kept or because it is necessary or convenient to the discharge of the public officer's duties, and was made or retained for the purpose of preserving its information content for future reference. Destruction of records is prohibited unless in compliance with the government code. As you know some records must be retained indefinitely such as: records affecting title to real property, those required to be kept by the state, court records and the minutes, ordinances and resolutions of any city legislative body. Other records must be retained for a minimum of two years. It should also be noted that there are also records retention requirements found in various sections of California statutory law.

The records listed in Exhibit A which is a part of Resolution 005-2016 have been collected and reviewed by City Staff. Final review was done by City Manager, Paul Cayler, Deputy City Clerk and City Attorney, Jose Sanchez and Leticia Ramirez. Additionally, Finance Manager, Joanne Cavallari, and Police Chief Stephen Cramer reviewed the records and found them to be eligible for destruction in keeping with the City's official records retention schedule, otherwise known as the Local Government Records Management Guidelines.

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**Options**

Approve Resolution No. 005-2016 as presented or amended; direct staff to return with other action; or take no action.

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**Budget/Financial Impact**

There is no direct financial impact to approving Resolution 005-2016. The only cost is the actual cost of destruction.

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**Subcommittee Recommendation**

N/A

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**Recommended Council Action**

Consider approval of Resolution No 005-2016

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**Attachments:**

1. Resolution No. 005-2016 with Exhibit A and approved request for destruction attached.

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**cc:**

**CITY OF CLOVERDALE  
CITY COUNCIL  
RESOLUTION NO. 005-2016**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE  
AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS APPROVED BY THE CITY'S RECORD  
RETENTION SCHEDULE AND AUTHORIZES CITY STAFF TO DESTROY SAID RECORDS LISTED AS  
EXHIBIT "A" AND INCORPORATED HERETO**

**WHEREAS**, City Council, by resolution no 074-2006 adopted a records retention schedule in accordance with the state's record retention schedule and established the procedure for the destruction of records.

**WHEREAS**, the records designated for destruction have been reviewed and approved by the City Manager/City Clerk/City Attorney for destruction; and

**WHEREAS**, the Finance Manager and Police Chief have reviewed the attached list of records and find that they can be destroyed pursuant to the established Records Retention Schedule, and are in compliance with Section 34090 of the California Government Code.

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Cloverdale does hereby authorize the destruction of the records reflected and attached and incorporated hereto, on the attached Exhibits "A" and directs City Staff to make the arrangements for the actual destruction thereof.

It is hereby certified that the foregoing Resolution No. 005-2016 was duly introduced and duly adopted by the City Council of the City of Cloverdale at its regular meeting held on this 26<sup>th</sup> day of January 2016 by the following vote: (Ayes – x; Noes - x)

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Mary Ann Brigham, Mayor

\_\_\_\_\_  
Linda Moore, Deputy City Clerk

TOP BOTTOM

Retention Descriptor

**ADMINISTRATION**

AU AF	Annual Financial Report	CL + 2	Independent auditor analysis
AU BN	Bonds	CL + 10	Final bond documentation
AU BO	Budget Operating (copies)	S	Departmental Reference
AU BU	Budget	P	Annual operating budget approved by Legislative Body
AU HR	Hearing or Review	AU + 2	Documentation created and/or received in connections with an audit hearing or review
AU RE	Reports	AU + 4	Internal and/or external
AU RP	Reviews Periodic (Internal/External)	CU	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report

**Community Services**

CS LI	Libraries	CU + 2	Books, arts, gifts, donations, exhibits, theatre, music, special events, et cetera
CS PL	Plaques	P	Historic value
CS SO	Sports Organizations	S + 2	

**Elections**

EL AI	Affidavit Index	CL + 5	
EL AP	Applications, Absentee Ballots and Envelopes	E + .5	From date of election
EL AS	Assisted, Challenged Voters List	E + .5	From date of election
EL BA	Ballots	E + .5	From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302c) retention by court order
EL BP	Ballots - Prop. 218 (Assessment Districts)	P	Property related fees (Assessment Ballot proceeding)
EL CA	Calendar	E + 2	
EL CV	Canvass	P	Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results
EL CE	Certificates of Election	T + 4	Certificates of election; Original reports and statements
EL CH	Charter - Amendments/Measures	P	Chapter designation by Secretary of State following adoption of voters
EL FA	Administration/Campaign Statements and Conflict of Interests	CU + 5	FPPC Opinions
EL FC	Campaign Disclosure, Elected	P	FPPC Filings
EL FD	Campaign Disclosure, Not Elected	E + 5	FPPC Filings
EL FU	Campaign Disclosure, Unsuccessful (All other committees)	E + 7	FPPC Filings
EL FS	Candidate Statements	E + 4	Sample ballot retained permanently
EL FH	History	P	History of elections, sample ballots, certificates of destructions, other resolutions regarding elections
EL FE	Statement of Economic Interest - Elected Officials	T + 7	FPPC Filings
EL FN	Statement of Economic Interest - Not Elected	E + 5	FPPC Filings
EL LR	Lobbyist Registration	P	Statements
EL MA	Maps, Precincts/Voter Information	E + 2	
EL NO	Nomination Papers Successful	E + 4	
EL NO	Nomination Papers Unsuccessful	E + 2	
EL NP	Notifications and Publications	E + 2	Proof of publication or posting, certification and listing of notice of posting, copy of newspaper notice and certification of offices to be voted for at forthcoming election
EL OO	Oaths of Office	T + 6	Elected Officials
EL PE	Petitions	0.75	From date of filing or election; Initiative, referendum, recall, Charter Amendments
EL PR	Precinct Records	E + .5	From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places includes notice of appointment of office and record of service
EL RO	Roster (of Voters)	E + 5	From date of elections; initiative, referendum recall, general municipal election, Charter Amendments
EL VA	Voter Affidavits	CL + 5	
EL VR	Voter Registration Signature Copy	CU + 5	Fire, special or school district

**General Subject**

GS AD	Administration	P	
GS BI	Biographies	CU + 2	
GS CA	Classification and Appointments	P	Includes supplemental Personnel records. Wage rate tables 2 years.
GS CO	Correspondence/Originating Department	CU + 2	If not attached to agreement or project file
GS GO	Goals & Objectives	CU + 2	Departmental goals and objectives
GS PP	Policies & Procedures, Departmental	S + 5	Retain while current
GS PE	Promotional Marketing - External	CU + 7	
GS PI	Promotional Marketing - Internal		

**TOP BOTTOM**

	<b>Retention</b>	<b>Descriptor</b>
GS RD Reports - Departmental	CU + 2	Special /or final summary, review or evaluation
GS RS Reports - Staff	CU + 2	Non-agenda related, includes supporting documentation
GS SP Special Projects	CU + 2	
GS SS Support Services	CU + 2	Reproduction; printing; postal/mailing services, other internal resources
GS TR Travel Records	CU + 2	
<b>Grants</b>		
GR CD Community Development Block Grant and Urban Development	T + 4	Applications, reports, contracts, supporting documents
GR FS Federal and State	CL + 5	Refer to grant application close-out procedure
GR FR Financial Records	CL + 5	Refer to grant application close-out procedure
GR GU Unsuccessful	CL + 2	Applications not entitled
<b>Human Resources</b>		
HR PE PERS, Social Security, SSI		
HR BC Benefit Plan Claims		
HR BE Benefit Plan Enrollment, Denied		
HR BO Bond, Personnel Fidelity		
HR EH Employee Handbook		
HR EP Employee Programs		
HR ER Employee Rights - General Employees		
HR HE		
HR IM		
HR ML		
HR MV		
HR NE Negotiation	P	Notes, notebooks, correspondence, contracts, and Memorandums of Understanding
HR NS		
HR PR		
HR RC		
HR RE Reports		
HR SE		
HR SS		
HR TR		
HR PS		
HR SA		
HR VM		
<b>Information Services</b>		
IS IN		
IS IS		
IS NI		
IS PF		
IS TS		
<b>Legal/Legislative</b>		
LL AG Contracts & Agreements ( <u>excluding capital improvements</u> ) includes Cooperative Agreements	T + 5	Includes leases, equipment, services or supplies
LL AA Agendas	CU + 2	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
LL AR Agenda Reports (Master, Subject Files)	CU + 2	Documentation received, created and/or submitted to Council
LL AC Appeals, Civil	CU + 3	
LL AP Applications, Boards, Commissions, Committees (Not selected)	CL + 2	Not selected
LL AB Applications, Boards, Commissions, Committees (Selected)	T + 5	Selected
LL AI Articles of Incorporation	P	
LL CL Case Log	CL + 7	From Close of cases listed; Chronological listing of cases
LL CP Case Records (High Profile)	P	Significant cases which have importance/or set legal precedence. Included logs, complaints, police reports, court orders, motions, notes briefs
LL CR Case Records	CO + 7	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
LL CO Contracts & Agreements ( <u>including capital improvements</u> )	P	Construction (note to staff: includes Cooperation Agreements)
LL IN Index, Attorney Case	L	Including notations on activities related to case
LL LA Legal Advertising	CU + 4	Includes public notices, legal publications
LL LO Logs, Attorney Service Request	CU + 2	Service request, summaries of monthly requests
LL MI Minutes	P	Official minutes and hearing proceedings of governing body or board, commission or committee
LL NO Notices, Meeting	CU + 2	Special meetings
LL OP Opinions	S + 2	Confidential
LL OR Ordinances	P	Charter amendments; municipal code

**TOP BOTTOM**

LL PE Petitions  
 LL RE Resolutions  
 LL TA Tapes, Audio/Video

**Retention Descriptor**

CU + 1 Subittee to legislative bodies  
 P Legislative actions  
 CU + 3 mos. When used for minute preparation and may have high historic value

**Municipal Clerk**

MC AD Assesment Districts P Original documentation  
 MC IN Inventory, Records CU + 2 Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.  
 MC MC Municipal Code P Supplements Included  
 MC PR Public Records Request CL + 2 Public Records Request  
 MC RM Records Management CL + 2  
 MC RD Records Management - Disposition and Certification P Documentation of final disposition or records  
 MC RR Records Retention Schedules S + 4

**Policies & Procedures**

PP CP Council/Proclamation S + s Policies, directives rendered by Council not assigned a resolution or ordinance number  
 PP GA General Administration S + 2 All city policies and procedures

**Public Information**

PI BR Brochures, publications, newsletter, bulletins S + 2  
 PI CA Calendar, City CU + 2  
 PI MR Media Relations CU + 2 Includes cable, newspaper, radio, message boards, presentations

**Public Financing Authority**

PF AD Administration P  
 PF FP Financial Records P  
 PF MR Management Reports 2

**Risk Management**

RM AR Accident Reports - City Assets CL + 7 Reports and related records  
 RM BO Bonds, Insurance P Bonds and insurance policies insuring city property and other assets  
 RM CL Claims, Damage CL + 5 Paid/Denied  
 RM IR Incident Reports CL + 7 Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)  
 RM IN Insurance, ACELL JT Powers Agreement P (Authority California Cities Excess Liability Insurance) B  
 RM IC Insurance, Certificates P Accreditation/MOUs/agreements/agendas  
 RM IL Insurance Liability and Property P Insurance certificates filed separately from contracts, includes insurance filed by licensees  
 RM IW Insurance, Workers Compensation P May include liability, property, Certificates of Participation, deferred, use of facilities  
 RM PH Photographs, Negatives, Film CL + 2 Indemnity; PERS - working files, original with Administrator  
 RM RM Risk Management Reports CL + 5 Federal OSHA Forms; Loss Analysis Report, Safety Reports; Actuarial Studies  
 RM WC Workers Compensation P Claim files, Reports, Incidents (working files) originals filed with Administrator

**DEVELOPMENT**

**Administration**

AD BD Benchmark Data  
 AD BP Bids & Proposals (Unsuccessful)  
 AD BO Bonds - Development  
 AD BS Bonds - Security  
 AD CB Code Books  
 AD CO Contractor  
 AD CR Correspondence  
 AD DC Development Conditions  
 AD DA Development Agreements P Infrastructure contracts, franchises. Original maintained for 7 years.  
 AD DS Development Standards  
 AD DR Drawings, Project Plan  
 AD FR Franchises  
 AD GS General Subject Files  
 AD GR Grants-Community/Urban Development (includes CDBG) CL + 4 Project files, contracts, proposals, statement, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee \*OMB Cir. A-102 & 128, HUD regulations  
 AD HP Historic Preservation Inventory  
 AD IN Incident Files

**TOP BOTTOM**

**Retention Descriptor**

AD LU Land Uses, Nonconforming	P	Building or site usage which does not conform to current standards
AD LO Logs		
AD MP		
AD MA Master Plans, Annual	S + 2	Special or long range program plan for municipalities coordination of services; strategic planning
AD PC		
AD PO Permits, Other		
AD PH		
AD PR		
AD RE		
AD SE		
AD SN		
AD SS		
AD SU Surveys	P	Recording data and maps
<b>Building</b>		
BU BL		
BU CE Certificates	L	Compliance, elevation, occupancy which affect real property
BU CO		
BU IN		
BU PE		
BU SI		
<b>Code Enforcement</b>		
CE AV		
CE CF		
CE LR		
CE LO		
CE RE		
CE RF		
CE VI		
<b>Engineering</b>		
EN CI		
EN CT		
EN DR		
EN FC		
EN SD		
EN SA		
EN TS		
<b>Environmental Quality</b>		
EQ AQ Air Quality (AQMD)	CU + 7	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities, Commute Alternative
EQ AS Asbestos	P	Documents abatement projects, public buildings
EQ CE California Environmental Quality Act (CEQA)	P	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
EQ CO Congestion Management	CU + 2	Ride sharing, trip reduction
EQ EN Environmental Review	CL + 2	Correspondence, consultants, issues, conservation
EQ PC Pest Control	CU + 2	Pesticide applications, inspections and sampling, documents
EQ SO Soil	CL + 2	Analysis, construction recommendations
EQ SR Soil Reports	P	Final reports
<b>Housing</b>		
HO BO Bonds, Insurance	CL + 4	Revenue Bond Documentation
HO PR Programs	CL + 3	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental House Assistance
HO RB Redevelopment Budgets	P	Includes annual audit
HO BI Bond Issues	P	Includes annual audit
<b>Municipal Facilities</b>		
MF CI Capital Improvements, Construction	P	Contains records: Planning, design, construction, conversion or modification of local government-owned facilities,
MF FR Facility Rentals / Use	CU + 2	Permits, contracts, diagrams, schedules, insurance binders
MF MO Maintenance Operations	CU + 2	Service requests invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
<b>Planning</b>		

**TOP BOTTOM**

PL CF Case Files, Planning and Zoning

PL CE Certificates  
 PL FR Flood Records  
 PL GP General Plan and Elements  
 PL GA Genreal Plan Amendments Approved  
 PL GD Genreal Plan Amendments Denied  
 PL IN Interpretations  
 PL MA Maps, Plans, Drawings, Exhibits, Photos

**Property**

PR AB Abandonment  
 PR AD Acquisition/Disposition, Disposition  
 PR AN Annexation Case Files  
 PR AP Appraisals  
 PR DE Deed & Promissory Notes  
 PR MC Maps, City Boundary  
 PR LO Lot Split Cases  
 PR RE Relocations Files

**FINANCE**

**Accounting**

AC AP  
 AC AR  
 AC AL  
 AC AS  
 AC BR  
 AC BI  
 AC BU  
 AC BJ  
 AC CH  
 AC DE  
 AC IN  
 AC JO  
 AC GL  
 AC GV  
 AC TA Taxes, Receivable  
 AC WA

**Retention Descriptor**

P Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body.  
 L Retain during life of structure  
 CU + 2  
 P Includes sphere of influence  
 CL + 2  
 CL + 3 \* GC50110  
 CU + 2  
 P Zoning, tentative subdivision, parcel, land use maps, aerial photos, specific plans  
 P Buildings, Condemnation, Demolition  
 CL + 10 Supporting documents re: sale, purchase, exchange, lease or rental of propoerty by City  
 P Reports, agreements, public notices  
 CL + 2 Exempt until final acquisition or contract agreement obtained  
 P \* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110  
 P Recorded maps, surveys, monuments  
 P  
 CL + 2 e.g., Redevelopment

**Administrative Services**

AS BO  
 AS BP  
 AS BA  
 AS CO Correspondence

**Fixed Assets**

FA IN Inventory  
 FA SA Surplus Property: Auction  
 FA SD Surplus Property: Disposal  
 FA VO Vehicle Ownership & Title

**License**

LI BU Business License T + 4

Paid & reports

**Payroll**

PA AD  
 PA EM  
 PA PE  
 PA RE  
 PA SR

**Purchasing**

PU BI Bids, RFQ's, RFP's AU - 4  
 PU BS Bids Successful AU + 5  
 PU BU Bids Unsuccessful CU + 2

Requests for Qualifications; Requests for Proposals regarding good and services \*GC 25105-1; GC 34090  
 Requests for Qualifications; Requests for Proposals regarding good and services \*GC 25105-1; GC 34090  
 Requests for Qualifications; Requests for Proposals regarding good and services \*GC 25105-1; GC 34090

**TOP BOTTOM**

PU RP Requisitions Purchase Orders  
PU RS Requisitions Stores  
PU VR Vendor Register

**Retention Descriptor**

AU + 4 Original Documents  
CU + 2 Completed forms for ordering  
P Alpha vendor listing of purchase orders, invoices, account numbers and check date

**Reports**

RE AU  
RE DC  
FI RE FS Federal and State Tax  
RE FA  
RE IT  
RE LD  
RE MR  
RE SC  
RE UR

**Treasurer**

TR BA Bank Statements  
TR BS Bonds: Account Statements  
TR BD Bonds: Administration  
TR BO Bonds: Bonds and Coupons

**PUBLIC SAFETY**

**Animal Control**

AC AC Animal Control

**Emergency Management**

EM EM Emergency Management

**Fire Safety**

FS BO Administration -  
FS GO Administration -  
FS IN Administration -  
FS IE Administration -  
FS IA Administration -  
FS JO Administration -  
FS PE Administration -  
FS EP Personnel -  
FS EX Personnel -  
FS ME Personnel -  
FS MD Personnel -  
FS TR Personnel -  
FS AP Property -  
FS IN Property -  
FS LO Property -  
FS IN Reports -  
FS FI Reports -  
FS FL Reports -  
FS  
FS  
FS  
FS PE Personnel  
FS PR Property  
FS RE Reports

**Hazardous Materials**

HM HM Hazardous Materials

**Health & Welfare**

HW HW Health & Welfare

**Law Enforcement**

LE AD Administration  
LE IN Investigations  
LE PA Patrol  
LE SE Services

**PUBLIC WORKS**

**Parks**

PA PA Parks

**Sanitation/Solid Waste/Wastewater**

SA SA Sanitation/Solid Waste/Wastewater

**Streets/Alleys**

ST ST Streets/Alleys

**Utilities**

UT UT Utilities

**Water**

**TOP BOTTOM**

PW WA RE Reports / Studies

**PW WA RC Reports / Consumption**

**Retention Descriptor**

**TRANSPORTATION**

**Administration**

AD AG	Agreements	T + 4	Including concessionaire, slip rental and facility storage
AD AP	Applications	T + 2	Payment invoices, inventory listings, billing correspondence and other related documents
AD AS	Special Events	CU + 2	Permits, correspondence, related documents re: use of rights of way
AD FU	Fueling	AU + 3	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
AD HW	Hazardous Waste	CU + 10	Documentation re: the handling and disposal of hazardous waste
AD IN	Inventory, Equipment, Parts & Supplies	L + 2	Includes vehicles, aircraft, vessels and related documents re: repairs
AD IV	Inventory, Vehicle Ownership and Title	L + 2	Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
AD LI	Licenses, Permits	CU + 2	Forms, related documentation re: licenses and permits required by federal and state agencies
AD MO	Maintenance/Operations	L + 2	Related to requests for services and work orders for fuel, vehicle and equipment maintenance and repairs
AD RA	Report, Accident (Copies)	CU + 2	Memos and working documents
AD VA	Vehicle Assignment	CU + 2	Log books, request forms, lists

**Airport**

AI AI	Airport		
AI AN	Aiport Noise Monitoring and complaint	CU + 10	Correspondence, studies, memos, reports, log books, documents, related to assessment of noise levels at airports and resolution of complaints.
AI IR	Inspection, Runway	CU + 10	Maintenance including inspection reports, work orders and related records.
AI RR	Reports, Airport Operations (Regulatory)	P	Annual and Special reports to Federal and State regulatory agencies
AI RA	Reports, Airport Operational (Administrative)	CU + 2	Logs, statistical summaries; administrative records

**Ground Transportation**

GT GT Ground Transportation

**Harbor**

HA HA Harbor

FILE NAME	DETAILS	START DATE
Best Western Hotel 2005	324 So. Cloverdale Blvd; Promissory Note and Deed of Trust; Title insurance; Borrower: Patel	1-Aug-02
Cherry Creek 520 and 530 S Cloverdale Blvd	Cherry Creek Disposition and Development Agreements with conformed copies of Grant Deed for assessor's parcel number 001-310-041-000 and 001-310-042-000 for Cherry Creek Affordable Housing Program (county records #2011022688)	23-Feb-11
Cherry Creek 520 and 530 S Cloverdale Blvd	Grant Deed dated March 9, 2011 for assessor's parcel number 001-310-041-000 and 001-310-042-000 for Cherry Creek Affordable Housing Program (county records #2011022688)	23-Feb-11
Cloverdale Community Outreach Committee 2010	Promissory Note from City to CCOC for rehabilitation of the property located at 113 Elm Street APN 001-084-020 for low-income restricted rental housing - Neighborhood Stabilization Program.	26-Jul-10
Cook Robert & Mai Owner Participation and Loan Agreement	Redevelopment Agency Loan Agreement Robert & Mai Cook; APN # 001-174-023; 225-233 N Cloverdale Blvd; Certificate of Completion	16-Jul-09
Deed and Agreement Sonoma County Agricultural Preservation and Open Space District 2011	Conveying a Conservation Easement and Assigning Development Rights; APN # 115-230-026; 115-230-41; 115-230-42; Clover Springs - Skyview Dr	30-Jun-11
Performing Arts Center - Loan Agreement	Owner Participation and Loan Agreement and Notice of Completion; and Loan Agreement for \$40K dated 11/12/10	16-Dec-08
Rook & Associates 150 Sandholm Lane 2006	Promissory Note, Owner Participation Agreement, and Deed of Trust	8-May-06
Rook & Associates 150 Sandholm Lane 2006	Promissory Note, Owner Participation Agreement, and Deed of Trust	
Sandholm Lane Associates APN 117-040-67	Promissory Note, Owner Participation Agreement, and Deed of Trust	
Sirrah LLC, Quitclaim Deed - Certificate of Acceptance	APN 116-310-044, Wastewater Treatment Pond	7-Mar-11
Spight Properties II 2011	Grant Deed of Protective Easement between Spight Properties II and City of Cloverdale dated February 9, 2011. Sonoma County record #2011015994	9-Feb-11
Steiner, Jerry Release and Reconveyance Cloverleaf Estates	Release and reconveyance of deed of trust	5-Nov-09
Thyme Square S Cloverdale Blvd between Healdsburg Ave and Citrus Fair Drive	Grant Deed dated March 9, 2011 for assessor's parcel number 001-440-049-000 (formerly known as APN 001-440-002-000 and APN 001-440-003-000) (county records #2011022686)	23-Feb-11
Vellutini Jr, Peter V Deed and Promissory Note	Secured Promissory Note 140 Treadway Ct APN 116-570-020; Release and Reconveyance	27-Dec-06

DEPARTMENT	DIVISION	RECORD SERIES	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	RETENTION CITATION	TOTAL RETENTION PERIOD	ELIGIBLE FOR DESTRUCTION
FI	AC	AR	Business License Billing Register 2012	List of Business Licenses billed on 12/11/2012; Accounts Receivable	11-Dec-12				AU + 4	31-Dec-18
FI	AC	TA	Best Western Cloverdale Inn FY 2003 - 2008	Transient Occupancy Tax Returns and Correspondence FY 2003 - 2008	1-Jul-03	30-Jun-08	N/A		AU + 3	
FI	AC	TA	Best Western Cloverdale Inn FY 2008/2009	Transient Occupancy Tax Returns and Correspondence FY 2008 - 2009	1-Jul-08	30-Jun-09	N/A		AU + 3	
FI	AC	TA	Best Western Cloverdale Inn FY 2009/2010	Transient Occupancy Tax Returns and Correspondence FY 2009 - 2010	1-Jul-09	30-Jun-10	N/A		AU + 3	
FI	AC	TA	Best Western Cloverdale Inn FY 2010/2011	Transient Occupancy Tax Returns and Correspondence FY 2010 - 2011	1-Jul-10	30-Jun-11	N/A		AU + 3	
FI	AC	TA	Best Western Cloverdale Inn FY 2011/2012	Transient Occupancy Tax Returns and Correspondence FY 2011 - 2012	1-Jul-11	30-Jun-12	N/A		AU + 3	
FI	AC	TA	Cloverdale Citrus Fair RV Park FY 1995 - 2008	Transient Occupancy Tax Returns and Correspondence FY 1995- 2008	1-Jul-95	30-Jun-08	N/A		AU + 3	
FI	AC	TA	Cloverdale Citrus Fair RV Park FY 2008/2009	Transient Occupancy Tax Returns and Correspondence FY 2008 - 2009	1-Jul-08	30-Jun-09	N/A		AU + 3	
FI	AC	TA	Cloverdale Citrus Fair RV Park FY 2009/2010	Transient Occupancy Tax Returns and Correspondence FY 2009 - 2010	1-Jul-09	30-Jun-10	N/A		AU + 3	
FI	AC	TA	Cloverdale Citrus Fair RV Park FY 2010/2011	Transient Occupancy Tax Returns and Correspondence FY 2010 - 2011	1-Jul-10	30-Jun-11	N/A		AU + 3	
FI	AC	TA	Cloverdale Citrus Fair RV Park FY 2011/2012	Transient Occupancy Tax Returns and Correspondence FY 2011 - 2012	1-Jul-11	30-Jun-12	N/A		AU + 3	
FI	AC	TA	Cloverdale Mobile Home Park FY 1995 - 2008	Transient Occupancy Tax Returns and Correspondence FY 1995- 2008	1-Jul-95	30-Jun-08	N/A		AU + 3	
FI	AC	TA	Cloverdale Mobile Home Park FY 2008/2009	Transient Occupancy Tax Returns and Correspondence FY 2008 - 2009	1-Jul-08	30-Jun-09	N/A		AU + 3	
FI	AC	TA	Cloverdale Mobile Home Park FY 2009/2010	Transient Occupancy Tax Returns and Correspondence FY 2009 - 2010	1-Jul-09	30-Jun-10	N/A		AU + 3	
FI	AC	TA	Cloverdale Mobile Home Park FY 2010/2011	Transient Occupancy Tax Returns and Correspondence FY 2010 - 2011	1-Jul-10	30-Jun-11	N/A		AU + 3	
FI	AC	TA	Cloverdale Mobile Home Park FY 2011/2012	Transient Occupancy Tax Returns and Correspondence FY 2011 - 2012	1-Jul-11	30-Jun-12	N/A		AU + 3	
FI	AC	TA	Cloverdale Oaks Inn FY 1995 - 2008	Transient Occupancy Tax Returns and Correspondence FY 1995- 2008	1-Jul-95	30-Jun-08	N/A		AU + 3	
FI	AC	TA	Cloverdale Oaks Inn FY 2008/2009	Transient Occupancy Tax Returns and Correspondence FY 2008 - 2009	1-Jul-08	30-Jun-09	N/A		AU + 3	
FI	AC	TA	Cloverdale Oaks Inn FY 2009/2010	Transient Occupancy Tax Returns and Correspondence FY 2009 - 2010	1-Jul-09	30-Jun-10	N/A		AU + 3	
FI	AC	TA	Cloverdale Oaks Inn FY 2010/2011	Transient Occupancy Tax Returns and Correspondence FY 2010 - 2011	1-Jul-10	30-Jun-11	N/A		AU + 3	

DEPARTMENT	DIVISION	RECORD SERIES	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	RETENTION CITATION	TOTAL RETENTION PERIOD	ELIGIBLE FOR DESTRUCTION
FI	AC	TA	Cloverdale Oaks Inn FY 2011/2012	Transient Occupancy Tax Returns and Correspondence FY 2011 - 2012	1-Jul-11	30-Jun-12	N/A		AU + 3	
FI	AC	TA	English Tea Garden Inn FY 1998 - 2008	Transient Occupancy Tax Returns and Correspondence FY 1998- 2008	1-Jul-98	30-Jun-08	N/A		AU + 3	
FI	AC	TA	English Tea Garden Inn FY 2008/2009	Transient Occupancy Tax Returns and Correspondence FY 2008 - 2009	1-Jul-08	30-Jun-09	N/A		AU + 3	
FI	AC	TA	English Tea Garden Inn FY 2009/2010	Transient Occupancy Tax Returns and Correspondence FY 2009 - 2010	1-Jul-09	30-Jun-10	N/A		AU + 3	
FI	AC	TA	English Tea Garden Inn FY 2010/2011	Transient Occupancy Tax Returns and Correspondence FY 2010 - 2011	1-Jul-10	30-Jun-11	N/A		AU + 3	
FI	AC	TA	English Tea Garden Inn FY 2011/2012	Transient Occupancy Tax Returns and Correspondence FY 2011 - 2012	1-Jul-11	30-Jun-12	N/A		AU + 3	
FI	AC	TA	Ferro Motel FY 1998 - 2007	Transient Occupancy Tax Returns and Correspondence FY 1998- 2007	1-Jul-98	30-Jun-07	N/A		AU + 3	
FI	AC	TA	Garden Motel FY 1995 - 2008	Transient Occupancy Tax Returns and Correspondence FY 1995 - 2008	1-Jul-95	30-Jun-08	N/A		AU + 3	
FI	AC	TA	Garden Motel FY 2008/2009	Transient Occupancy Tax Returns and Correspondence FY 2008 - 2009	1-Jul-08	30-Jun-09	N/A		AU + 3	
FI	AC	TA	Garden Motel FY 2009/2010	Transient Occupancy Tax Returns and Correspondence FY 2009 - 2010	1-Jul-09	30-Jun-10	N/A		AU + 3	
FI	AC	TA	Garden Motel FY 2010/2011	Transient Occupancy Tax Returns and Correspondence FY 2010 - 2011	1-Jul-10	30-Jun-11	N/A		AU + 3	
FI	AC	TA	Garden Motel FY 2011/2012	Transient Occupancy Tax Returns and Correspondence FY 2011 - 2012	1-Jul-11	30-Jun-12	N/A		AU + 3	
FI	AC	TA	Main Street Vacation House FY 2008/2009	Transient Occupancy Tax Returns and Correspondence FY 2008 - 2009	1-Jul-08	30-Jun-09	N/A		AU + 3	
FI	AC	TA	Main Street Vacation House FY 2009/2010	Transient Occupancy Tax Returns and Correspondence FY 2009 - 2010	1-Jul-09	30-Jun-10	N/A		AU + 3	
FI	AC	TA	Main Street Vacation House FY 2010/2011	Transient Occupancy Tax Returns and Correspondence FY 2010 - 2011	1-Jul-10	30-Jun-11	N/A		AU + 3	
FI	AC	TA	Main Street Vacation House FY 2011/2012	Transient Occupancy Tax Returns and Correspondence FY 2011 - 2012	1-Jul-11	30-Jun-12	N/A		AU + 3	
FI	AC	TA	Sonoma County Business Improvement Area Ordinance - Annual Notification 2012	Correspondence to lodgings re: BIA assessment	12-Jul-12				2	12-Jul-14
FI	AC	TA	Super 8 Cloverdale FY 2006 - 2008	Transient Occupancy Tax Returns and Correspondence FY 2006 - 2008	1-Jul-06	30-Jun-08	N/A		AU + 3	
FI	AC	TA	Super 8 Cloverdale FY 2008/2009	Transient Occupancy Tax Returns and Correspondence FY 2008 - 2009	1-Jul-08	30-Jun-09	N/A		AU + 3	
FI	AC	TA	Super 8 Cloverdale FY 2009/2010	Transient Occupancy Tax Returns and Correspondence FY 2009 - 2010	1-Jul-09	30-Jun-10	N/A		AU + 3	

DEPARTMENT	DIVISION	RECORD SERIES	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	RETENTION CITATION	TOTAL RETENTION PERIOD	ELIGIBLE FOR DESTRUCTION
FI	AC	TA	Super 8 Cloverdale FY 2010/2011	Transient Occupancy Tax Returns and Correspondence FY 2010 - 2011	1-Jul-10	30-Jun-11	N/A		AU + 3	
FI	AC	TA	Super 8 Cloverdale FY 2011/2012	Transient Occupancy Tax Returns and Correspondence FY 2011 - 2012	1-Jul-11	30-Jun-12	N/A		AU + 3	
FI	AC	TA	The Loft FY 2008/2009	Transient Occupancy Tax Returns and Correspondence FY 2008 - 2009	1-Jul-08	30-Jun-09	N/A		AU + 3	
FI	AC	TA	The Loft FY 2009/2010	Transient Occupancy Tax Returns and Correspondence FY 2009 - 2010	1-Jul-09	30-Jun-10	N/A		AU + 3	
FI	AC	TA	The Loft FY 2010/2011	Transient Occupancy Tax Returns and Correspondence FY 2010 - 2011	1-Jul-10	30-Jun-11	N/A		AU + 3	
FI	AC	TA	The Loft FY 2011/2012	Transient Occupancy Tax Returns and Correspondence FY 2011 - 2012	1-Jul-11	30-Jun-12	N/A		AU + 3	
FI	AC	TA	Transient Occupancy Tax Returns 2011-2012	Transient Occupancy Tax Returns all business	1-Jul-11	30-Jun-12	N/A	CCP338	AU + 3	30-Jun-16
FI	AC	TA	Vineyard Valley Inn FY 1998 - 2008	Transient Occupancy Tax Returns and Correspondence FY 1998 - 2008	1-Jul-98	30-Jun-08	N/A		AU + 3	
FI	AC	TA	Vineyard Valley Inn FY 2008/2009	Transient Occupancy Tax Returns and Correspondence FY 2008 - 2009	1-Jul-08	30-Jun-09	N/A		AU + 3	
FI	AC	TA	Vineyard Valley Inn FY 2009/2010	Transient Occupancy Tax Returns and Correspondence FY 2009 - 2010	1-Jul-09	30-Jun-10	N/A		AU + 3	
FI	AC	TA	Vineyard Valley Inn FY 2010/2011	Transient Occupancy Tax Returns and Correspondence FY 2010 - 2011	1-Jul-10	30-Jun-11	N/A		AU + 3	
FI	AC	TA	Vineyard Valley Inn FY 2011/2012	Transient Occupancy Tax Returns and Correspondence FY 2011 - 2012	1-Jul-11	30-Jun-12	N/A		AU + 3	
FI	AC	TA	Vintage Towers Inn FY 1995 - 2008	Transient Occupancy Tax Returns and Correspondence FY 1995- 2008	1-Jul-95	30-Jun-08	N/A		AU + 3	
FI	AC	TA	Vintage Towers Inn FY 2008/2009	Transient Occupancy Tax Returns and Correspondence FY 2008 - 2009	1-Jul-08	30-Jun-09	N/A		AU + 3	
FI	AC	TA	Vintage Towers Inn FY 2009/2010	Transient Occupancy Tax Returns and Correspondence FY 2009 - 2010	1-Jul-09	30-Jun-10	N/A		AU + 3	
FI	AC	TA	Vintage Towers Inn FY 2010/2011	Transient Occupancy Tax Returns and Correspondence FY 2010 - 2011	1-Jul-10	30-Jun-11	N/A		AU + 3	
FI	AC	TA	Vintage Towers Inn FY 2011/2012	Transient Occupancy Tax Returns and Correspondence FY 2011 - 2012	1-Jul-11	30-Jun-12	N/A		AU + 3	
FI	AS	CO	PCI Validation Notification, 2009	Correspondence from Merchant Solutions re: PCI Validation for credit card processing	1-Nov-09				2	TBD
FI	BO	AD	Bond: Redevelopment Project 1995 Tax Allocation Bond	Street & parking Improvements; Copy & draft	5-Jul-95				N/A	
FI	BO	AD	Bond: Water & Wastewater Revenue Bonds 2001	Opened 2001, close 2012	1-Jan-01	31-Dec-12			CL + 10	31-Dec-22
FI	FA	VO	Mobile Home for North Well Site 1979	Escrow Statement	15-Aug-79	TBD			L	TBD

DEPARTMENT	DIVISION	RECORD SERIES	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	RETENTION CITATION	TOTAL RETENTION PERIOD	ELIGIBLE FOR DESTRUCTION
FI	LI	BU	DISABILITY ACCESS & ED FEES SB 1186 Fiscal Reports FY 13/14	Quarterly reports of DSA 768 fees collected on new and renewed business license accounts	1-Sep-14	30-Jun-14			T+4	
FI	PU	BI	Cloverdale Municipal Airport - Improvement Project 1979	Historical Record	1-Apr-79				P	N/A
FI	PU	BI	Facility Maintenance RFP 2009	Facility Maintenance Request for Proposal 2009 Janitorial Documents Pre-Bid	6-Jan-10	20-Jan-10			AU + 4	
FI	PU	BI	Facility Maintenance RFP 2010	Facility Maintenance Request for Proposal 2010 Janitorial Documents Pre-Bid	29-Oct-10	16-Dec-10			AU + 4	
FI	PU	BI	Financial Audit Fiscal Year 2008-2009 RFP Successful Bidder	Request for Proposal for fiscal year 2008-2009 audit services from successful bidder Vavrinek, Trine, Day and Co (VTD)	23-Jun-09	24-Jul-09	N/A		AU + 5	
FI	PU	BI	Financial Audit RFP Fiscal Year 2008-2009 RFP Unsuccessful Bids	Request for Proposal for fiscal year 2008-2009 audit services from unsuccessful bidders: Mann, Urrutia, Nelson CPAs; Moss, Levy & Hartzheim CPAs; C.G. Uhlenberg CPAs;	23-Jun-09	24-Jul-09	N/A		CU + 2	
FI	PU	BI	Vehicle Maintenance RFP 2009	Vehicle Maintenance Request for Proposal 2009 Documents Pre-Bid	2-Sep-09	18-Sep-09			AU + 4	
FI	PU	BS	Facility Maintenance RFP 2009 Successful Bid	Facility Maintenance Request for Proposal 2009 Successful Bid Crown Carpet	6-Jan-10	28-Feb-11			AU + 5	
FI	PU	BS	Facility Maintenance RFP 2010 Successful Bid	Facility Maintenance Request for Proposal 2010 Successful Bid AJ Janitorial	29-Oct-10	26-Jan-11			AU + 5	
FI	PU	BU	Facility Maintenance RFP 2010 Unsuccessful Bids	Facility Maintenance Request for Proposal 2010 Unsuccessful Bids	29-Oct-10	26-Jan-11			CU + 2	
FI	RE	FS	Public Safety Services - Prop 172 2009-2010	Maintenance of Effort Requirement Uniform Guidelines for California Counties and Cities Prop 172 2009-2010	1-Jul-09	30-Jun-10			AU + 4	31-Dec-15
FI	RE	FS	Public Safety Services - Prop 172 2010-2011	Maintenance of Effort Requirement Uniform Guidelines for California Counties and Cities Prop 172 2010-2011	1-Jul-10	30-Jun-11			AU + 4	31-Dec-16
FI	TR	BO	Richard Watson Gershon Attorneys at Law Bond Council	Hiring of a financing team and approval of the financing schedule	27-Aug-07				CL + 10	
FI			Statement of Indebtedness FY 08-09		31-Dec-08					
FI			Statement of Indebtedness FY 09-10		29-Dec-09					

DEPARTMENT	DIVISION	RECORD SERIES	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	RETENTION CITATION	TOTAL RETENTION PERIOD	ELIGIBLE FOR DESTRUCTION
FI	TR	BD	Water and Wastewater Revenue Bonds Series 2000C, 2001	Water Treatment Plant Expansion	1-Oct-01	1-Oct-12	No		CL + 10	1-Oct-22

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DEPARTMENT	DIVISION	RECORD SERIES	FILE NAME	DETAILS	START DATE	END DATE	RENEW?
TR	AD	AG	Anderson, Robin Airport Ground Lease Agreement 2010	Ground Lease Agreement at Cloverdale Municipal Airport Prinvate Hanger #9	1-Jun-10	1-Jun-15	Active 9/1/15
TR	AD	AG	Anderson, Robin Airport Hangar License Agreement 2010	Hangar License Agreement at Cloverdale Municipal Airport #2	1-Jun-10	30-Jun-15	Active 9/1/15
TR	AD	AG	Babcock, David Airport Tie-Down License Agreement 2010	Tie-Down Lease Agreement at Cloverdale Municipal Airport Space #12	15-Sep-10	30-Jun-11	
TR	AD	AG	Bartleson, Alan Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #9	1-Jun-10	1-Jun-15	Active 9/1/15
TR	AD	AG	Beer, Darrell Airport Hangar License Agreement 2005	Hangar License Agreement at Cloverdale Municipal Airport #14	2-Nov-05	23-Mar-07	
TR	AD	AG	Beer, Sandra Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #12	1-Jun-10	1-Jun-15	Active 9/1/15
TR	AD	AG	Beer, Sandra/Arthur Airport Ground Lease 1996	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #12	2-Dec-96	2-Dec-01	Yes, can extend for successive 5 years
TR	AD	AG	Bens, Russell Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #18	1-Jun-10	1-Nov-11	No
TR	AD	AG	Bens, Russell Airport Ground Sub-Lease Arlen Curtis 2011	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #18	1-Nov-11	31-Oct-12	No
TR	AD	AG	Black, David Airport Ground Lease 1985	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #7 and #10	27-Feb-85	27-Feb-90	Yes, can extend for successive 5 years
TR	AD	AG	Black, David Airport Ground Lease 2010 Hangar 10	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #10	1-Jun-10	1-Jun-15	No
TR	AD	AG	Black, David Airport Ground Lease 2010 Hangar 7	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #7 and #10	1-Jun-10	1-Jun-15	No
TR	AD	AG	Boucher, Mechel Airport Hangar License Agreement 1993	Hangar License Agreement at Cloverdale Municipal Airport #5	1-Jan-93	M/M	
TR	AD	AG	Boucher, Mechel Airport Hangar License Agreement 2000	Hangar License Agreement at Cloverdale Municipal Airport #5	1-Oct-00	1-Oct-10	
TR	AD	AG	Boucher, Mechel Airport Hangar License Agreement 2010	Hangar License Agreement at Cloverdale Municipal Airport #5	1-Jun-10	30-Mar-11	
TR	AD	AG	Clifford, Daniel Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #15; includes certficate of liability insurance	1-Jun-10	1-Jun-15	Active 9/1/15
TR	AD	AG	Cloverdale Airport Renter Fact Sheet - 2010 - 2012	Exhibit B to Airport Hangar License Agreement	1-Jan-10	31-Dec-12	
TR	AD	AG	Dalbec, Edward Airport Hangar License Agreement 1985	Hangar License Agreement at Cloverdale Municipal Airport #16	1-Feb-85	M/M	

DEPARTMENT	DIVISION	RECORD SERIES	FILE NAME	DETAILS	START DATE	END DATE	RENEW?
TR	AD	AG	Dalbec, Edward Airport Hangar License Agreement 1991	Hangar License Agreement at Cloverdale Municipal Airport #17	1-May-91	M/M	
TR	AD	AG	Dalbec, Edward Airport Hangar License Agreement 2000	Hangar License Agreement at Cloverdale Municipal Airport #1	1-Oct-00	M/M	
TR	AD	AG	Dalbec, Edward Airport Hangar License Agreement 2004	Hangar License Agreement at Cloverdale Municipal Airport #1	16-Sep-04	16-Sep-05	Yes, can extend for successive 5 years
TR	AD	AG	Dalbec, Edward Airport Hangar License Agreement 2010	Hangar License Agreement at Cloverdale Municipal Airport #1 or Hangar #18?	1-Jul-10	30-Jun-15	Active 9/1/15
TR	AD	AG	Dalbec, Edward Airport Tie Down License Agreement 2013	Tie Down Lease Agreement for Cloverdale Municipal Airport Space Number TBD	1-Apr-13	30-Jun-14	Active 9/1/15
TR	AD	AG	Dorsett, Bryan and Lisa Airport Ground Lease 2007	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #14	1-Apr-07	1-Apr-12	Yes, can extend for successive 5 years
TR	AD	AG	Dorsett, Bryan and Lisa Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #14	1-Jun-10	1-Jun-15	Active 9/1/15
TR	AD	AG	Dugger, Doug and Lori Ground Lease 2013	Ground Lease Agreement for Cloverdale Municipal Airport Space Number 7	1-Jan-13	1-Jan-18	
TR	AD	AG	Fireline Support Services Airport Tie Down Lease 2012	Tie Down Lease Agreement for Cloverdale Municipal Airport Tie Down #2	1-Jun-12	30-Jun-13	Active 9/1/15
TR	AD	AG	Gordon, Peter Airport Hangar License Agreement 2014	Hangar License Agreement at Cloverdale Municipal Airport #3	1-Jul-14	1-Jul-15	Active 9/1/15
TR	AD	AG	Gordon, Robert Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #13	1-Jun-10	1-Jun-15	Active 9/1/15
TR	AD	AG	King, Alvin Airport Ground Lease 2004	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #8	15-Aug-04	15-Aug-09	Yes, can extend for successive 5 years
TR	AD	AG	King, Alvin Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #8; includes certificate of liability insurance	1-Jun-10	1-Jun-15	Active 9/1/15
TR	AD	AG	Koster, Stephen Airport Ground Lease 1998 - 2013	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #11. Includes certificates of liability insurance.	14-Aug-98	14-Aug-13	
TR	AD	AG	Nagy, Robert Airport Tie Down Lease 2010	Tie Down Lease Agreement for Cloverdale Municipal Airport Space Number 6	15-Sep-10	30-Jun-11	Active 9/1/15
TR	AD	AG	NorCal Skydiving Lease Agreement 2009	Lease and Commercial Operating Lease Agreement 2009	24-Mar-09	30-Jun-15	YES
TR	AD	AG	NorCal Skydiving Lease Agreement 2015	Lease and Commercial Operating Lease Agreement 2015	30-Jun-15	30-Jun-18	Yes
TR	AD	AG	Paulsen, Fred - Ground Lease 2013	Ground Lease Agreement for Cloverdale Municipal Airport Space Number 7	1-Jan-13	1-Jan-18	Active 9/1/15
TR	AD	AG	Perkins, Tony Airport Tie Down Lease 2010	Tie Down Lease Agreement for Cloverdale Municipal Airport Space Number 5	15-Sep-10	30-Jun-11	

DEPARTMENT	DIVISION	RECORD SERIES	FILE NAME	DETAILS	START DATE	END DATE	RENEW?
TR	AD	AG	Peterson, Erik Airport Ground Lease 2004	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #19	15-Jun-04	15-Jun-09	Yes, can extend for successive 5 years
TR	AD	AG	Peterson, Erik Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #19	1-Jun-10	1-Jun-15	Active 9/1/15
TR	AD	AG	Quality Sports Planes Airport Commercial Operating Lease 2005	Commercial and Operating Lease agreement 2005	15-Sep-05	15-Sep-10	Active 9/1/15
TR	AD	AG	Quality Sports Planes City Hangar lease 2005	Lease agreement for property at 220 Airport Road, Cloverdale	15-Sep-05	15-Sep-10	Active 9/1/15
TR	AD	AG	Rau, Lawrence Ground Lease 2012	Airport Ground Lease Agreement for Cloverdale Municipal Airport Private hangar # 16	1-Oct-12	1-Oct-17	Active 9/1/15
TR	AD	AG	Rege - In progress	Private Hanger #11	1-Sep-15		
TR	AD	AG	Shadow Aviation Airport Tie Down Lease 2010	Tie Down Lease Agreement for Cloverdale Municipal Airport Space Number 3	15-Sep-10	30-Jun-11	Active 9/1/15
TR	AD	AG	Shipway, Raymond & Sher - Ground Lease 2013	Ground Lease Agreement for Cloverdale Municipal Airport Space Number 10	1-Sep-13	1-Sep-18	Active 9/1/15
TR	AD	AG	Small, Lynn Airport Hangar License Agreement 2011	Hangar License Agreement at Cloverdale Municipal Airport #5	12-Oct-11	30-Jun-16	Yes, can extend for successive 5 years
TR	AD	AG	Stanfield, David Airport Tie Down Lease 2010	Tie Down Lease Agreement for Cloverdale Municipal Airport Space Number 11	15-Sep-10	30-Jun-11	
TR	AD	AG	Temple, Michael Airport Tie Down Lease 2010	Tie Down Lease Agreement for Cloverdale Municipal Airport Space Number 4	15-Sep-10	30-Jun-11	
TR	AD	AG	Tuma, Mark Airport Hangar License Agreement 2011	Hangar License Agreement at Cloverdale Municipal Airport #6 (may also have Gerard Hufnagel)	13-Oct-11	30-Jun-16	Active 9/1/15



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## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
891	Administration	Human Resources	Recruitment	Employment Applications	2011	GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29CFR 1627.3	CL + 3	12/31/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
892	Administration	Human Resources	Recruitment	Employment Applications	2011	GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29CFR 1627.3	CL + 3	12/31/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
918	Finance	Accounting	Accounts Receivable	Water / Sewer Cash Receipts Nov 2010 - Feb 2011	2010 - 2011	GC 34090	AU + 4	12/31/2015	Utility Cash Receipts
923	Finance	Accounting	Accounts Receivable	MARS batch proof list FY 2009 - 2010	2009 - 2010	GC 34090	AU + 4	12/31/2015	
923	Finance	Accounting	Billing Records; Purchase Orders	Utility Billing; Penalties, Final Notices, Shut Off Tags, Shutoffs FY 2011 - 2012; Purchase Orders FY 2009 - 2010	2011 - 2012; 2009 - 2010	GC 34090	AU + 2	12/31/2015	Utility Billing Monthly Reports; Purchase Orders
923	Finance	Reports	Federal and State Tax	1099's Reports	2009	GC 34090; 29USC 436	AU + 4	12/31/2015	Forms 1096, 1099, W-4's, and W-2's
928	Finance	Accounting	Billing Records	Utility Billing Activity Report Jul - Dec 2011	2011 - 2012	GC 34090	AU + 2	12/31/2015	Customer name, service address, meter reading, usage, payments, applications/cancellations; Billing including monthly activity
929	Finance	Accounting	Billing Records	Utility Billing Activity Report Jan - Jun 2012	2011 - 2012	GC 34090	AU + 2	12/31/2015	Customer name, service address, meter reading, usage, payments, applications/cancellations; Billing including monthly activity
930	Finance	Accounting	Billing Records	Monthly proof list Jul - Dec 2011 - Jan - Jun 2012	2011 - 2012	GC 34090	AU + 2	12/31/2015	Customer name, service address, meter reading, usage, payments, applications/cancellations

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
931	Finance	Accounting	Billing Records	Water / Sewer Month end; closed acct billing; open deposit list; new deposit list; acct receivable by service; billing & usage summary; aging detail & summary; adjustment register	2011 - 2012	GC 34090	AU + 2	12/31/2015	Customer name, service address, meter reading, usage, payments, applications/cancellations; Billing including monthly activity
957	Finance	Accounting	Accounts Payable	Check copies 2009-2010; A/P Reports by batch	2009 - 2010	GC 34090	AU + 4	12/31/2015	Invoices, check copies, supporting documents
959	Finance	Accounting	Accounts Payable	Accounts Payable Invoices E - M	2009 - 2010	GC 34090	AU + 4	12/31/2015	Invoices, check copies, supporting documents
960	Finance	Accounting	Accounts Payable	Accounts Payable Invoices N - R	2009 - 2010	GC 34090	AU + 4	12/31/2015	Invoices, check copies, supporting documents
961	Finance	Accounting	Accounts Payable	Accounts Payable Invoices A	2009 - 2010	GC 34090	AU + 4	12/31/2015	Invoices, check copies, supporting documents
962	Finance	Accounting	Accounts Payable	Accounts Payable Invoices B - Cloverdale	2009 - 2010	GC 34090	AU + 4	12/31/2015	Invoices, check copies, supporting documents
965	Finance	Accounting	Accounts Receivable	Cash Receipts Mar Apr May Jun 2010	2009 - 2010	GC 34090	AU + 4	12/31/2015	Utility Cash Receipts
970	Finance	Accounting	Accounts Receivable	Misc Accts Receivable (MARS) FY 2009 - 2010	2009 - 2010	GC 34090	AU + 4	12/31/2015	General Ledger Transfers
973	Finance	Accounting	Accounts Receivable	Cash Receipts FY 2009 - 2010; Mar 2010 - Jun 2010	2009 - 2010	GC 34090	AU + 4	12/31/2015	Utility Cash Receipts
977	Finance	Accounting	Bank Reconciliation	Bank Statements & Reconciliations; Bank of New York, Union Bank; LAIF; Sonoma Co	2008 - 2009	GC 34090; 26 CFR 16001-1	AU + 5	12/31/2015	Statements, summaries for receipts, disbursements & reconciliation
979	Finance	Accounting	Accounts Payable	A/P Invoices Letters S through Z	2009 - 2010	GC 34090	AU + 4	12/31/2015	Invoices, check copies, supporting documents

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
981	Finance	Accounting	Accounts Receivable	Utility Cash Receipts FY 2009 - 2010; Oct 2009 - Feb 2010	2009 - 2010	GC 34090	AU + 4	12/31/2015	Cash Receipts
982	Finance	Accounting	Accounts Receivable	Business License Month End Report; Daily Cash Drawer Reconciliation; Penalties Late Notices Shut Offs	2009 - 2010	GC 34090	AU + 4	12/31/2015	Accounts Receivable reports
983	Finance	Accounting	Accounts Receivable	REMIT Plus Report FY 2009 - 2010	2009 - 2010	GC 34090	AU + 4	12/31/2015	Accounts Receivable reports
984	Finance	Accounting	Accounts Receivable	Utility Year End Reports; Monthly Deposit Slips; Dog License Month End Report	2009 - 2010	GC 34090	AU + 4	12/31/2015	Accounts Receivable reports
986	Finance	Accounting	Accounts Payable	Accounts Payable Invoices Coastland - Du	2009 - 2010	GC 34090	AU + 4	12/31/2015	Invoices, check copies, supporting documents
992	Finance	Accounting	Accounts Receivable	Cash Receipts FY 2009 - 2010; Jul & Sept 2009	2009 - 2010	GC 34090	AU + 4	12/31/2015	Utility Cash Receipts
999	Administration	Grants	Correspondence	Grants - COPS	2009 - 2010	GC 34090	CL + 5	12/31/2015	Correspondence
999	Administration	Human Resources	Motor Vehicle Pulls	DMV Pulls	2008	GC 12946	CL + 7	12/31/2015	CA 91009; 8 USC 1324(a)
999	Finance	Accounting	Accounts Payable	Accounts Payable AFLAC 2010	2010	GC 34090	AU + 4	12/31/2015	Invoices, check copies, supporting documents
999	Finance	Accounting	Accounts Payable	Accounts Payable Check Copies FY 2009 - 2010	2009 - 2010	GC 34090	AU + 4	12/31/2015	Invoices, check copies, supporting documents
999	Finance	Accounting	Checks	Canceled Checks 2009	2009	GC 34090; CCP 337	AU + 5	12/31/2015	Includes payroll, canceled & voided checks
1005	Finance	License	Business License	Business License Inactive as of 12/31/2011	2011	GC 34090; CCP 337	T + 4	12/31/2015	Paid & Reports

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1007	Finance	Accounting	Correspondence	Inactive Dog Licenses as of 12/31/2013	2013	GC 34090	2	12/31/2015	Inactive Dog Licenses
1008	Finance	Accounting	Correspondence	Inactive Dog Licenses as of 12/31/2013	2013	GC 34090	2	12/31/2015	Inactive Dog Licenses
1009	Finance	Accounting	Correspondence	Inactive Dog Licenses as of 12/31/2013	2013	GC 34090	2	12/31/2015	Inactive Dog Licenses
1010	Finance	Accounting	Correspondence	Inactive Dog Licenses as of 12/31/2013	2013	GC 34090	2	12/31/2015	Inactive Dog Licenses
1011	Finance	Accounting	Correspondence	Inactive Dog Licenses as of 12/31/2013	2013	GC 34090	2	12/31/2015	Inactive Dog Licenses
1012	Finance	Accounting	Correspondence	Inactive Dog Licenses as of 12/31/2013	2013	GC 34090	2	12/31/2015	Inactive Dog Licenses
1013	Finance	Accounting	Correspondence	Inactive Dog Licenses as of 12/31/2013	2013	GC 34090	2	12/31/2015	Inactive Dog Licenses
1037	Administration	Risk Management	Claims, Damage	Loyal A Davis 2008	2009	GC 34090; GC 25105.5	CL + 5	12/31/2015	Paid / Denied
1037	Administration	Risk Management	Claims, Damage	Nancy Cairns 2008	2009	GC 34090; GC 25105.5	CL + 5	12/31/2015	Paid / Denied
1037	Administration	Risk Management	Claims, Damage	NuForest Products 2008	2009	GC 34090; GC 25105.5	CL + 5	12/31/2015	Paid / Denied
1037	Finance	Accounting	Billing Records	Utility Billing Activity Report; Billing Register Jun 2012	2011 - 2012	GC 34090	AU + 2	12/31/2015	Customer name, service address, meter reading, usage, payments, applications/cancellations; Billing including monthly activity

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1037	Finance	Purchasing	Purchase Orders	Purchase Orders FY 2011 - 2012	2011 - 2012	GC 34090	AU + 2	12/31/2015	Purchase Orders
1037	Public Works	Reports	Sanitary Surveys	Department of Water Resources, Public Water System Statistics 2005	2005	40 CFR 141.33	CU + 10	12/31/2015	Statistics, reports, correspondence
1037	Public Works	Reports	Sanitary Surveys	State Water Resources Control Board, 2004 - 2005 Survey for Wastewater Collection, Transport, and/or Treatment Agencies	2004 - 2005	40 CFR 141.33	CU + 10	12/31/2015	Statistics, reports, correspondence
1047	Administration	Legal / Legislative	Agendas	City Council Agenda (Original) Jan - Jun 2013	2013	GC 34090	CU + 2	6/30/2015	
1048	Administration	Legal / Legislative	Agendas	City Council Agenda (Original) Jul - Dec 2013	2013	GC 34090	CU + 2	12/31/2015	
1151	Finance	Accounting	Accounts Receivable	Cash Receipts FY 2009 - 2010; Jul & Aug 2009	2009 - 2010	GC 34090	AU + 4	12/31/2015	Utility Cash Receipts
1152	Finance	Accounting	Accounts Receivable	Cash receipt FY 2009 - 2010; Sept & Oct	2009 - 2010	GC 34090	AU + 4	12/31/2015	Utility Cash Receipts
1157	Finance	Accounting	Accounts Receivable	Cash receipt FY 2014 - 2015; Oct - Dec (scanned)	2014 - 2015	GC 34090	Copies	12/31/2015	Utility Cash Receipts
1158	Finance	Accounting	Accounts Receivable	Cash receipt FY 2014 - 2015; Jul - Sept (scanned)	2014 - 2015	GC 34090	Copies	12/31/2015	Utility Cash Receipts
1159	Finance	Accounting	Accounts Receivable	Cash receipt FY 2009 - 2010; Nov 2009 - Feb 2010	2009 - 2010	GC 34090	AU + 4	12/31/2015	Utility Cash Receipts
1196	Administration	Legal / Legislative	Applications, Boards, Commissions, Committees	Applications for Planning Commission	2013	GC 34090	CL + 2	12/31/2015	Not Selected
1196	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Release, Waiver of Liability, Assumption of Risk and Indemnity Agreement (Adults) - Date to SK8 activity 2010	2010	GC 34090	T + 5	12/31/2015	Includes leases, equipment, services, or supplies

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1196	Development	Code Enforcement	Case Files	Code Violations - all types 2012	2012	GC 30409d	CL + 2	12/31/2014	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
1196	Development	Code Enforcement	Case Files	Abandoned or Distressed Residential Property 2011 - 2013	2013	GC 34090d	CL + 2	12/31/2015	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
1203	Administration	General Subject	Correspondence	Various Correspondence with Williams, Kuebelbeck & Assoc 1982 - 1983	1982 - 1983	GC 34090	2	12/31/1985	Correspondence
1203	Administration	General Subject	Correspondence	Request for Park Use Fee Waiver; Boosters Club; Pre-School Co-op.	2002 - 2003	GC 34090	2	12/31/2005	Correspondence
1203	Administration	General Subject	Reports: Departmental	2002 Development Impact Fee Update for Water and Corporation Yard Facilities March 2002	2002	GC 34090	CU + 2	12/31/2004	Activity, periodic
1203	Administration	General Subject	Reports: Departmental	1996 Development Impact Fee Update for Public Facilities	1996	GC 34090	CU + 2	12/31/1998	Activity, periodic
1203	Administration	General Subject	Reports: Departmental	Economic Development Strategy: Two Year Goals, Objectives and Programs FY 1996 - 1998	1996 - 1998	GC 34090	CU + 2	12/31/2000	Special / or Final summary, review or evaluation
1203	Administration	General Subject	Reports: Departmental	Floods 1995 & 1997; Proclamation of Local Emergency 01/1995; Memo Storm Damage 01/1995; Proclamation of Local Emergency 03/1995; Memo Closure of Incident FEMA 03/1995; Memo Status Report of damage from the floods of March 1995; staff report to adopt resolution; Proclamation of location emergency 01/1997	1995 - 1997	GC 34090	CU + 2	12/31/1999	Special / or Final summary, review or evaluation
1203	Administration	General Subject	Reports: Departmental	Area II - Cloverdale Links LLC Specific Plan Guidance package outline 08/2000	2000	GC 34090	Cu + 2	12/31/2002	Special / or Final summary, review or evaluation

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1203	Administration	General Subject	Reports: Departmental	Various reports RE: Fee Schedules and updates 2000	2000	GC 34090	CU + 2	12/31/2002	Special / or Final summary, review or evaluation
1203	Administration	General Subject	Reports: Departmental	Public Hearings and Recommendation to Adjust Service Fees	2000	GC 34090	CU + 2	12/31/2002	Special / or Final summary, review or evaluation
1203	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Agreement with Willdan Associates to develop an interim development fee program for public facilities	1991	CCP 337.2, 343; BandP7042.5	T + 5	12/31/1997	Includes leases, equipment, services, or supplies
1203	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Correspondence re: donations to the City of Cloverdale	1984 - 1988	GC 34090	T + 5	12/31/1993	Includes leases, equipment, services, or supplies
1203	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Vista View Heights Refund agreement - reimbursement of water 1968	1968	GC 34090	T + 5	12/31/1978	Includes leases, equipment, services, or supplies
1203	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Agreement to conduct an economic development study with Williams, Kuebelbeck and Assoc 1982	1982	GC 34090	T + 5	12/31/1988	Includes leases, equipment, services, or supplies
1203	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Settlement agreement for Water Treatment Plant with CalOsha for penalties for workplace safety violations 2007	2007	GC 34090	T + 5	12/31/2012	Includes leases, equipment, services, or supplies
1203	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Settlement agreement for Water Treatment Plant with EPA for Notice of Non-compliance Clean Air Act 2008	2008	GC 34090	T + 5	12/31/2013	Includes leases, equipment, services, or supplies
1203	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Equipment: Vactor Truck Lease - Western Power and Equipment 1997 - 2001	1997	GC 34090	T + 5	12/31/2007	Includes leases, equipment, services, or supplies
1203	Development	Engineering	Correspondence	Various correspondence and staff reports re: Development Impact fee update 1991 - 2006	1991 - 2006	GC 34090	2	12/31/2008	Correspondence
1203	Finance	Administrative Services	Surplus Property: Disposal	Release of equipment utility and police vehicles	2004	GC 34090; CCP 337	AU + 4	12/31/2009	Sealed bid sales of equipment
1203	Finance	Administrative Services	Surplus Property: Disposal	Sales agreements for various equipment	2003	GC 34090; CCP 337	AU + 4	12/31/2008	Sealed bid sales of equipment

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1203	Finance	Administrative Services	Surplus Property: Disposal	Siren release 1996	1996	GC 34090; CCP 337	AU + 4	12/31/2001	Sealed bid sales of equipment
1203	Finance	Fixed Assets	Inventory	Computer Information and Inventory 1997	1997	GC 34090; 26 CFR 301 65-1/(F)	AU + 4	12/31/2002	Reflects purchase date, cost, account number
1203	Finance	Fixed Assets	Inventory	Equipment: Dump Truck 1980	1980	GC 34090; 26 CFR 301 65-1/(F)	AU + 4	12/31/1985	Reflects purchase date, cost, account number
1203	Finance	Fixed Assets	Inventory	IMB 6000 Computer Equipment 1990	1990	GC 34090; 26 CFR 301 65-1/(F)	AU + 4	12/31/1995	Reflects purchase date, cost, account number
1203	Finance	Fixed Assets	Inventory	Macintosh Computer 1988	1988	GC 34090; 26 CFR 301 65-1/(F)	AU + 4	12/31/1993	Reflects purchase date, cost, account number
1203	Finance	Fixed Assets	Vehicle Ownership & Title	Fire Equipment 1996	1996	VC 9900et seq	L	12/31/1996	Title transfers when vehicle sold
1203	Finance	Fixed Assets	Vehicle Ownership & Title	Equipment: Fire Truck 1981	1981	VC 9900et seq	L	12/31/1981	Title transfers when vehicle sold
1203	Finance	Fixed Assets	Vehicle Ownership & Title	Equipment purchases: Fire Trucks 1965	1965	VC 9900et seq	L	12/31/1965	Title transfers when vehicle sold
1203	Finance	Fixed Assets	Vehicle Ownership & Title	Equipment: Fire Truck - Sale of 1951 Fire Truck 1981	1981	VC 9900et seq	L	12/31/1981	Title transfers when vehicle sold
1203	Finance	Purchasing	Bids, RFQ's, RFP's: Successful	Flail mower West Cal Tractor 2003	2003	GC 34090; CCP 337	AU + 5	12/31/2009	Request for Qualification; requests for proposals regarding goods and services
1203	Finance	Purchasing	Bids, RFQ's, RFP's: Successful	Equipment: Loader 1980	1980	GC 34090; CCP 337	AU + 5	12/31/1986	Request for Qualification; requests for proposals regarding goods and services
1203	Finance	Purchasing	Bids, RFQ's, RFP's: Successful	Public Works Tractor 2003	2003	GC 34090; CCP 337	AU + 5	12/31/2009	Request for Qualification; requests for proposals regarding goods and services

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Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1205	Administration	General Subject	Correspondence	Various Correspondence, reports and memos re: Water and Sewer System, work outline, rate studies (workpapers), Ltr re: proposed AB 1803 Monitoring Program, Wastewater treatment and disposal evaluation 1984 - 1992	1992	GC 34090	2	12/31/1994	
1205	Administration	General Subject	Correspondence	Various Correspondence re: Wastewater Sewer Study Asti Road; let to RWQCB revised permit; report from Coastland re: South Asti Road Sewer Study Area 2007	2007	GC 34090	2	12/31/2009	
1205	Administration	General Subject	Correspondence	Correspondence re: Affordable Housing Nexus Study 2001	2001	GC 34090	2	12/31/2003	
1205	Administration	General Subject	Reports: Departmental	Reports re: Russian River Potter Valley 2000	2000	GC 34090	CU + 2	12/31/2002	
1205	Administration	General Subject	Reports: Departmental	Final Report Northern Sonoma county Transit Alternative Analysis, Technical Advisory Committee 1998	1998	GC 34090	CU + 2	12/31/2000	
1205	Administration	General Subject	Reports: Departmental	Traffic Impact Fee Study for the Police and Fire Master Plans; prepared by TJKM Transportation Consultants 1992	1992	GC 34090	CU + 2	12/31/1994	
1205	Administration	General Subject	Reports: Departmental	Water Filtration Plant / Project Feasibility report 1993	1993	GC 34090	CU + 2	12/31/1995	
1205	Administration	General Subject	Special Projects	Draft Final Report; Sonoma / Marin Multi-Modal Transportation and Land Use Study; section 3, preferred scenario 1997	1997	GC 34090	CU + 2	12/31/1999	
1205	Administration	Grants	Community Development Block Grant and Urban Development CBDG	State of California Per Capital Grant Program 2003 - 2011	2011	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/2015	Applications, reports, contracts,, supporting documents
1205	Administration	Legal / Legislative	Agenda Reports (Master, Subject Files)	Agenda item re; Consideration of a tentative subdivision map, rezone to planned development, and preliminary development plan applications for a 19 lot single-family residential subdivision, and adoption of a mitigated negative declaration, approximately 42.62 acres at the north end of the existing Vista View Dr. 2005	2005	GC 34090(d)	CU + 2	12/31/2007	
1205	Administration	Legal / Legislative	Applications, Boards, Commissions, Committees	Planning Commission applications 2005	2010	GC 34090; GC 40801	T + 5	12/31/2015	Selected

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Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1205	Administration	Legal / Legislative	Case Records	Re: Water Management Case No. 230939, Subpoena, correspondence re: records request. 2002	2002	42 USC s1983	CO + 7	12/31/2010	
1205	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Agreement between TJKM to develop a citywide traffic mitigation program 1991	1991	GC 34090	T + 5	12/31/1996	Includes leases, equipment, services, or supplies
1205	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Agreement with Whitlock & Weinberger Transportation to prepare a citywide development capacity analysis proposal 1997	1997	GC 34090	T + 5	12/31/2003	Includes leases, equipment, services, or supplies
1205	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Loan Agreement with Boys and Girls Club 1997 - 2002	2002	GC 34090	T + 5	12/31/2007	Includes leases, equipment, services, or supplies
1205	Development	Administration	Reports	Downtown Marketing Strategy prepared by Swan & Assoc 1999	1999	GC 34090	CU + 2	12/31/2002	
1205	Development	Administration	Studies, Special Projects & Areas	Initial Study for the proposed Cloverdale Housing Element Update prepared by Leonard Charles & Assoc 2000	2000	GC 34090	CL + 2	12/31/2002	
1205	Development	Code Enforcement	Case Files	Various Closed Code Enforcement case files 2013	2013	GC 34090d	CL + 2	12/31/2015	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
1205	Public Works	Administration	Correspondence	Various workpapers and correspondence re: various rate studies 1999	1999	GC 34090	2	12/31/2001	
1205	Public Works	Streets/Alleys	Reports / Studies	Pavement Management System, Initial Study, prepared by Coastland engineering, 1996	2001	GC 34090	CL + 2	12/31/2003	
1207	Administration	General Subject	Correspondence	Memo re: Future Grant Opportunity PG&E Economic Development Grant Program 2003	2003	GC 34090	2	12/31/2005	Correspondence
1207	Administration	Grants	Community Development Block Grant and Urban Development CBDG	Blair, Elm & Alter Streets 1989; Contract with John Wright & Associates for street construction	1989	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/1994	Applications, reports, contracts,, supporting documents

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Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1207	Administration	Grants	Community Development Block Grant and Urban Development CBDG	MOU agreement between Sonoma County Community Foundation (SCCF) and the City as representatives of the Cloverdale Youth Partnership, governing the use of funds granted by the foundation to the City of Cloverdale to underwrite the Cloverdale Youth Partnership's programmatic involvement in the Resilient Communities Initiative (RCI)	1999	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/2004	Applications, reports, contracts,, supporting documents
1207	Administration	Grants	Community Development Block Grant and Urban Development CBDG	CDBG Burbank Housing Cloverdale Townhomes; Agreement with Burbank Housing Development Corporation for land acquisition ; Trust Agreement with Burbank Housing Development Corp and Sonoma County Community Development Commission for Sebastopol Housing (copy)1995 - 1996	1996	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/2000	Applications, reports, contracts,, supporting documents
1207	Administration	Grants	Community Development Block Grant and Urban Development CBDG	CDBG agreement Sonoma County Community Development Commission for Sidewalk ADA improvements 1998 - 1999; SCCD Staff Report 2000 - 2001; Various memos and notes re: SCCDC	1999	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/2004	Applications, reports, contracts,, supporting documents
1207	Administration	Grants	Community Development Block Grant and Urban Development CBDG	Agreement with Community Development Commission for 2005-2006 Community Development Block Grant Funds for Cloverdale Housing Rehabilitation program 2005	2005 - 2006	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/2010	Applications, reports, contracts,, supporting documents
1207	Administration	Grants	Community Development Block Grant and Urban Development CBDG	Community Partnership for Youth - various agreements and correspondence re: Boys & Girls Club 1997 - 2003	2003	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/2007	Applications, reports, contracts,, supporting documents
1207	Administration	Grants	Community Development Block Grant and Urban Development CBDG	CDBG Business Development / Employment Generation - various agreements and correspondence business development 1995 - 1996	1996	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/2000	Applications, reports, contracts,, supporting documents
1207	Administration	Grants	Community Development Block Grant and Urban Development CBDG	Joint Power Agreement JPA for housing and community development with County of Sonoma 1993 - 2002	2002	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/2006	Applications, reports, contracts,, supporting documents
1208	Administration	General Subject	Correspondence	Gambetta, Dena - Correspondence re: First Street Overpass dedication and naming 1993 - 1994	1994	GC 34090	2	12/31/1996	Correspondence
1208	Administration	General Subject	Correspondence	Various Correspondence re: History of City Clerk position 1988	1988	GC 34090	2	12/31/1990	Correspondence
1208	Administration	General Subject	Correspondence	Correspondence Historical Society re: storage of Stage Coach 2003	2003	GC 34090	2	12/31/2005	Correspondence

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Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1208	Administration	General Subject	Correspondence	Various correspondence re: upgrading computer system 2001	2001	GC 34090	2	12/31/2003	Correspondence
1208	Administration	General Subject	Correspondence	State of California Department of Health Services - re: Annual Inspection of Water Treatment Plant and Storage tanks; City response of DHS 1999 - 2000	2000	GC 34090	2	12/31/2002	Correspondence
1208	Administration	General Subject	Special Projects	County of Sonoma Department of Emergency Services: Hazardous Waste Inventory 1999	1999	GC 34090	CU + 2	12/31/2001	Report
1208	Administration	General Subject	Special Projects	Report on polychlorinated biphenyls (PCBs) by Enviromed Health Services 1986	1986	GC 34090	CU + 2	12/31/1988	Report
1208	Administration	Legal / Legislative	Agendas	Proclamation Patriot Day 2002	2002	GC 34090	CU + 2	12/31/2004	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions
1208	Administration	Legal / Legislative	Agendas	Proclamation Juror Appreciation Week	2001	GC 34090	CU + 2	12/31/2003	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions
1208	Administration	Legal / Legislative	Applications, Boards, Commissions, Committees	General Plan Citizen's Advisory Board 2004	2004	GC 34090; GC 40801	CL + 2	12/31/2006	Not Selected
1208	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Agreement for Special Services Installation of Historical Murals - Empire Builders Jeff Conner 1995	1995	CCP 337.2, 343; BandP7042.5	T + 5	12/31/2000	Includes leases, equipment, services, or supplies
1208	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Various insurance certificate related to contracts	2002	CCP 337.2	T + 5	12/31/2007	Includes leases, equipment, services, or supplies
1208	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Loan agreement with Exchange Bank, promissory note, Matured 2001; 1998 & 2000	2001	GC 34090	T + 5	12/31/2006	Includes leases, equipment, services, or supplies

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Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1208	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Loan agreement with Exchange Bank, Utility Vehicles 1998 - 2003	2003	GC 34090	T + 5	12/31/2008	Includes leases, equipment, services, or supplies
1208	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Loan Agreement with Community Development Agency and Northcoast Wine and Visitor Center and Cloverdale Chamber of Commerce, amendment to loan dated 8/12/1997; 2001 - 2005	2005	GC 34090	T + 5	12/31/2010	Includes leases, equipment, services, or supplies
1208	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Loan Auaranty Agreement with State Assistance Fund and CCDA for loans to small businesses, 1993	2000	GC 34090	T + 5	12/31/2005	Includes leases, equipment, services, or supplies
1208	Administration	Legal / Legislative	Petitions	Petition Street Lighting Tax Assessment 1985	1985	GC50115; GC6253	CU + 1	12/31/1986	Submitted to legislative bodies
1208	Administration	Legal / Legislative	Petitions	Petitions Various issues 1974 - 1989	1989	GC50115; GC6253	CU + 1	12/31/1991	Submitted to legislative bodies
1208	Administration	Legal / Legislative	Petitions	Petitions Viacom / Additional Cable Channels 1978	1978	GC50115; GC6253	CU + 1	12/31/1979	Submitted to legislative bodies
1208	Administration	Legal / Legislative	Petitions	Petition water & sewer rates 1984	1984	GC50115; GC6253	CU + 1	12/31/1985	Submitted to legislative bodies
1208	Development	Municipal Facility	Flood Records	Flood Emergency 1995; various correspondence and photos	1995	GC 34090	CU + 2	12/31/1998	Correspondence
1208	Public Safety	Fire Safety	Administration	Fire Rating Bureau 1964; quotes for fire equipment	1964	GC 34090	2	12/31/1966	Correspondence
1208	Transportation	Administration	Agreement	Moody, Anna - Airport Hangar License Agreement #6, 2010	2010	CCP 337	T + 4	12/31/2014	Including concessionaire, slop rental, facility storage
1208	Transportation	Administration	Agreement	Vaughn, Kenneth Jr - Tie Down Agreement; Terminated 2010	2010	CCP 337	T + 4	12/31/2014	Including concessionaire, slop rental, facility storage
1208	Transportation	Administration	Agreement	Vaughn, Kenneth Lease Agreement 2004 - 2009	2009	CCP 337	T + 4	12/31/2013	Including concessionaire, slop rental, facility storage

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1208	Transportation	Administration	Agreement	Vaughn, Kenneth Hangar Agreement 2000 - 2005	2005	CCP 337	T + 4	12/31/2009	Including concessionaire, slop rental, facility storage
1208	Transportation	Administration	Agreement	Boucher, Mechel Hangar Agreement 2000 - 2005	2005	CCP 337	T + 4	12/31/2009	Including concessionaire, slop rental, facility storage
1208	Transportation	Administration	Agreement	Black, David Ground Lease 1985 - 1990	1990	CCP 337	T + 4	12/31/1994	Including concessionaire, slop rental, facility storage
1208	Transportation	Administration	Agreement	Anderson, Robin Hangar Agreement 2000 - 2005	2005	CCP 337	T + 4	12/31/2009	Including concessionaire, slop rental, facility storage
1208	Transportation	Administration	Agreement	Beer, Sandra / Arthur Ground Lease 1996 - 2001	2001	CCP 337	T + 4	12/31/2005	Including concessionaire, slop rental, facility storage
1208	Transportation	Administration	Agreement	Beer, Darrell Tie Down Lease 2005 - 2010	2010	CCP 337	T + 4	12/31/2014	Including concessionaire, slop rental, facility storage
1208	Transportation	Administration	Agreement	Dalbec, Edward Hangar Agreement 1991	1991	CCP 337	T + 4	12/31/1995	Including concessionaire, slop rental, facility storage
1208	Transportation	Administration	Agreement	Dalbec, Edward Hangar Agreement 2000	2000	CCP 337	T + 4	12/31/2004	Including concessionaire, slop rental, facility storage
1208	Transportation	Administration	Agreement	Dalbec, Edward Hangar Agreement 2004 - 2009	2009	CCP 337	T + 4	12/31/2013	Including concessionaire, slop rental, facility storage
1208	Transportation	Administration	Agreement	King, Alvin Ground Lease 2004	2004	CCP 337	T + 4	12/31/2008	Including concessionaire, slop rental, facility storage
1208	Transportation	Administration	Agreement	Peterson, Eric Ground Lease 2004 - 2009	2009	CCP 337	T + 4	12/31/2013	Including concessionaire, slop rental, facility storage
1209	Administration	Grants	Community Development Block Grant and Urban Development CBDG	CDBG investor owned housing rehab; Agreement with CDC, JPA for Housing & Community Development; 1996 - 2000	2000	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/2004	Applications, reports, contracts,, supporting documents

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Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1209	Administration	Grants	Community Development Block Grant and Urban Development CBDG	CDBG housing rehab; Agreement sidewalk ADA improvements 1998 -1999	1999	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/2003	Applications, reports, contracts,, supporting documents
1209	Administration	Grants	Community Development Block Grant and Urban Development CBDG	CDBG Application; Housing Rehabilitation and neighborhood improvements 1984 - 1985	1985	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/1989	Applications, reports, contracts,, supporting documents
1209	Administration	Grants	Community Development Block Grant and Urban Development CBDG	CLO-NET- agreement 2009	2009	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/2013	Applications, reports, contracts,, supporting documents
1209	Administration	Grants	Community Development Block Grant and Urban Development CBDG	Sonoma County CDBG Cloverdale Shared Housing; Cloverdale affordable Housing Development; CDBG Staff Report; Agreement between County and Cloverdale CDBG funds; 1993 - 1994	1994	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/1998	Applications, reports, contracts,, supporting documents
1209	Administration	Grants	Community Development Block Grant and Urban Development CBDG	ADA Scheduling; Application Sidewalk repair and construction; 1998	1998	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/2002	Applications, reports, contracts,, supporting documents
1209	Administration	Grants	Community Development Block Grant and Urban Development CBDG	CDBG Housing - Clark Street 1983 - 1984	1984	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/1988	Applications, reports, contracts,, supporting documents
1209	Administration	Grants	Community Development Block Grant and Urban Development CBDG	CDBG East Third Street improvement 1990 - 1991	1991	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/1995	Applications, reports, contracts,, supporting documents
1209	Administration	Grants	Community Development Block Grant and Urban Development CBDG	CDBG Holiday Inn; application; 1996 - 1997	1997	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/2001	Applications, reports, contracts,, supporting documents
1209	Administration	Grants	Community Development Block Grant and Urban Development CBDG	CDBG Housing; agreement; 1985 - 1991	1991	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/1995	Applications, reports, contracts,, supporting documents
1209	Administration	Grants	Community Development Block Grant and Urban Development CBDG	CDBG Cloverdale Housing Rehab; 1996 - 1997	1997	GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/2001	Applications, reports, contracts,, supporting documents
1209	Administration	Grants	Federal and State	County of Sonoma Drug Free Community; service contract 2001	2001	GC 34090	CL + 5	12/31/2006	Refer to grant applications close out procedure
1209	Administration	Grants	Federal and State	Police Portable Radios; 1997 - 1998	1998	GC 34090	CL + 5	12/31/2003	Refer to grant applications close out procedure

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1209	Administration	Grants	Federal and State	Department of Parks & Recreation; Per capita grant program; 2000 - 2008	2008	GC 34090	CL + 5	12/31/2013	Refer to grant applications close out procedure
1209	Administration	Grants	Federal and State	Social Advocates for Youth (SAY - Family support counseling services; agreement; 1999 - 2000	2000	GC 34090	CL + 5	12/31/2005	Refer to grant applications close out procedure
1209	Administration	Grants	Federal and State	Social Advocates for Youth (SAY - Family support counseling services; agreement; 1998 - 1999	1999	GC 34090	CL + 5	12/31/2004	Applications, reports, contracts,, supporting documents
1209	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	PSA - Cloverdale Historical Society Old Time Fiddle contest, 2005 - 2006	2006	GC 34090	T + 5	12/31/2011	Includes leases, equipment, services, or supplies
1210	Administration	General Subject	Correspondence	Various correspondence re: Citrus Fair leagal opinions and Transient Occupancy Taxes 1990 - 1992	1992	GC 34090	2	12/31/1994	Includes leases, equipment, services, or supplies
1210	Administration	General Subject	Correspondence	Cellular One Re: Lease agreement for communications site 1994	1994	GC 34090	2	12/31/1996	Correspondence
1210	Administration	General Subject	Correspondence	Application from Greg Baker to operate Heaven on Wheels Limousine Service 2006	2006	GC 34090	2	12/31/2008	Correspondence
1210	Administration	General Subject	Reports: Departmental	Sonoma County Water Agency Urban Water Management Plan 2000, Executive Summary 2001	2001	GC 34090	CU + 2	12/31/2003	Special / or Final summary, review or evaluation
1210	Administration	General Subject	Reports: Departmental	ABAG Taming Natural Disasters, Hazard Mitigation Plan, 2005-2010; Sonoma County Operational Area Emergency Operations Plan 2002	2010	GC 34090	CU + 2	12/31/2012	Special / or Final summary, review or evaluation
1210	Administration	Legal / Legislative	Case Records	Litigation Best Western, Vineyard Valley Cloverdale Oak, SVC 238413; Re: Transit Occupancy Tax 2006- 2007	2007	42 USC s1983	CO + 7	12/31/2014	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
1210	Administration	Legal / Legislative	Case Records	Litigation: Menicucci Napa auto Lloyds of London 2004	2004	42 USC s1983	CO + 7	12/31/2011	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Lease Social Advocates for Youth SAY - office space at 216 N. Cloverdale Blvd 1999 - 2000	2000	GC 34090	T + 5	12/31/2005	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Lease Trowbridge River Bank for Canoe Rental 1976 - 2001; Contract between City and Trowbridge 1976 - 2001	2001	GC 34090	T + 5	12/31/2006	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Assignment of lease and lease agreement with Cloverdale Community partnership, Willo Rose, for office space at 216 N Cloverdale Blvd. 2000 - 2001	2001	GC 34090	T + 5	12/31/2006	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Lease agreement with Willo Rose for office space 216 N Cloverdale Blvd, Addendum #1; 1999 - 2000	2000	GC 34090	T + 5	12/31/2005	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Rental Agreement with John Yepiz / Craig Clark Wilson Building, office space at 129 N Cloverdale Blvd, 2000	2000	GC 34090	T + 5	12/31/2005	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Lease Agreement with Norval Dilley for office space at 126 N Cloverdale Blvd, 2001 - 2004	2004	GC 34090	T + 5	12/31/2009	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Lease Agreement with Norval Dilley for office space at 126 N Cloverdale Blvd, 2004 - 2007	2007	GC 34090	T + 5	12/31/2012	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Lease Agreement with Social Advocates for Youth SAY for office space at 216 N Cloverdale Blvd, 2000 - 2001	2001	GC 34090	T + 5	12/31/2006	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	License agreement for Sonoma County Veterans Memorial building, one day lease 2008	2008	GC 34090	T + 5	12/31/2013	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Notice of public hearing; correspondence re: Business License for Taxi Cab Service 2001	2001	GC 34090.7; 54960.1 (c) (1)	CU + 2	12/31/2003	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Lease Agreement for Pac Bell Mobile Services Communication Site 1997 - 2007	1997	GC 34090	T + 5	12/31/2012	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Lease Agreement with circuit Rider Productions 216 N Cloverdale Blvd 1999 -2000	1999	GC 34090	T + 5	12/31/2005	Includes leases, equipment, services, or supplies

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Lease Agreement with circuit Rider Productions 216 N Cloverdale Blvd 2000 - 2001	2000	GC 34090	T + 5	12/31/2006	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Lease Purchase Agreement with Municipal Finance Corporation for various equipment 2003 - 2008	2003	GC 34090	T + 5	12/31/2013	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Rental Agreement with Citrus Fair Association for meetings, 2002 , 2003, 2006	2006	GC 34090	T + 5	12/31/2011	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Lease Agreement with Cloverdale Fire Protection District for 116 Broad St 1996 - 2006	2006	GC 34090	T + 5	12/31/2011	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Lease Agreement with Cloverdale Preschool Co-op Boy Scout Hut / Clubhouse 2002 - 2003	2003	GC 34090	T + 5	12/31/2008	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Lease agreement with Cloverdale High School for School & West Park 1961 - 1971	1971	GC 34090	T + 5	12/31/1976	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Rental Agreement with Greg Lands for 590 E 1st St; 1980; License Agreement with Gary Pogue for mobile home at North Well Site 1984 - 1986	1986	GC 34090	T + 5	12/31/1991	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Lease / Purchase with Exchange Bank for Ford Utility Truck 1999 - 2003	2003	GC 34090	T + 5	12/31/2008	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Public Agency Agreement Air Quality Study 1989	1990	CCP 337.2; 343; B&P7042.5	T + 5	12/31/1995	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Agreement with STA Planning to perform General Plan Expansion study and update general plan 1991	1991	CCP 337.2; 343; B&P7042.5	T + 5	12/31/1996	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Agreement between Cloverdale Community Development Agency and Willdan Associates to prepare a Master Facilities Plan for south Cloverdale 1991	1991	CCP 337.2; 343; B&P7042.5	T + 5	12/31/1996	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Agreement with Swan and Associates to prepare a Downtown Marketing Strategy 1999	1999	CCP 337.2; 343; B&P7042.5	T + 5	12/31/2005	Includes leases, equipment, services, or supplies

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Agreement with STA Planning to perform revision to City General Plan, preparation of EIR and fiscal impact assessment. 1990	1990	CCP 337.2; 343; B&P7042.5	T + 5	12/31/1995	Includes leases, equipment, services, or supplies
1210	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Agreement with Brejle and Race to Update Master Plans to guide expansion of the water and sewer system 1991	1991	CCP 337.2; 343; B&P7042.5	T + 5	12/31/1996	Includes leases, equipment, services, or supplies
1215	Administration	General Subject	Correspondence	Correspondence and applications for refuse waiver program 1993	1993	GC 34090	2	12/31/1995	Correspondence
1215	Administration	General Subject	Correspondence	Various Correspondence re: IRS, Federal Excise tax and revoking the City's Registration No. 94-76-0071, 1990	1990	GC 34090	2	12/31/1992	Correspondence
1215	Administration	General Subject	Correspondence	Letter from IRS re: employment tax due for 1998	1999	GC 34090	2	12/31/2001	Correspondence
1215	Administration	General Subject	Correspondence	Letter to IRS to appeal decision for penalty adjustments for 1996 - 2000, 2001	2001	GC 34090	2	12/31/2003	Correspondence
1215	Administration	General Subject	Correspondence	Memo internal re: Discussion with Sonoma County Transit to transition City Service to County 2001	2001	GC 34090	2	12/31/2003	Correspondence
1215	Administration	General Subject	Reports: Departmental	City of Cloverdale Appropriations Limit Calculatin Summary 2001-2002, 2002-2003	2003	GC 34090	CU + 2	12/31/2005	Special/or final summary, review or evaluation
1215	Administration	General Subject	Reports: Departmental	Traffic Relief Act for Sonoma County Expenditure Plan by Sonoma County Transportation Authority, 2004	2004	Gc 34090	CU + 2	12/31/2006	
1215	Administration	General Subject	Reports: Departmental	Report re: Evaluation of City Owned Facilities for Compliance with Americans with Disabilities Act for the City of Cloverdale by Coastland Civil Engineering 1998	1998	GC 34090	CU + 2	12/31/2000	Special/or final summary, review or evaluation
1215	Administration	General Subject	Reports: Departmental	Finance Department report to City Council re: Community Development Agency Expenditures July 2002	2002	GC 34090	CU + 2	12/31/2004	Special/or final summary, review or evaluation
1215	Administration	Grants	Federal and State	State of California Grant Application; Household Hazardous Waste Grant Program 1992	1992	GC 34090	CL + 5	12/31/1997	Refer to grant applications close out procedure

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1215	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Agreement with County of Sonoma for Distribution of Safer Off-System Funds for FY 1978-1979	1979	GC 34090	T + 5	12/31/1984	Includes leases, equipment, services, or supplies
1215	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Agreement with Centration for Professional Services to prepare State Controller claim 2007	2008	GC 34090	T + 5	12/31/2013	Includes leases, equipment, services, or supplies
1215	Administration	Legal / Legislative	Notices, Meeting	Proof of Publications 2003	2003	GC 34090.7, 54960.1.c.1	CU + 2	12/31/2005	Special Meetings
1215	Administration	Legal / Legislative	Notices, Meeting	Proof of Publications 2002	2002	GC 34090.7, 54960.1.c.1	CU + 2	12/31/2004	Special Meetings
1215	Administration	Risk Management	Risk Management Reports	REMIF Safety Audit 2000	2000	OMB 1220-0029; 29 CFR1904-4; GC 34090	CL + 5	12/31/2005	Federal OSHA forms, Loss Analysis Report; Safety Reports; Actuarial Studies
1215	Development	Administration	Master Plans, Annual	Growth Management Program, 1998	1998	GC 34090	S + 2	12/31/2000	Special or long range program plan for municipalities coordination of services; strategic planning
1215	Development	Administration	Reports	Final Draft Report Household Hazardous Waste Element 1992	1992	GC 34090	CU + 2	12/31/1994	Activity, periodic
1215	Finance	Accounting	Accounts Receivable	Mandated Reimbursement Claims Claim Forms & Supporting Documentation to State Controller prepared by Centration 2002 - 2003	2004	GC 34090	AU + 4	12/31/2009	
1215	Finance	Accounting	Accounts Receivable	Backup and workpapers for Mandated Reimbursement Claims Claim Forms & Supporting Documentation to State Controller prepared by Centration 2002 - 2003	2004	GC 34090	AU + 4	12/31/2009	
1218	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Loan Agreement with Chamber of commerce to install seismic moment frame at 105 N cloverdale Blvd. 1999 - 2004	2004	GC 34090	T + 5	12/31/2009	
1218	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Collection agreement with Seghesio Parkland Fee Payment Plan for the Vineyard Meadows Subdivision (48 lots) 1993 - 1996	1996	GC 34090	T + 5	12/31/2001	
1218	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Agreements with City Employees re: Cellular One phones 1996	1996	GC 34090	T + 5	12/31/2001	

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Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1218	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Loan agreement with Exchange Bank, Line of Credit 2000 - 2001	2001	GC 34090	T + 5	12/31/2006	Includes leases, equipment, services, or supplies
1218	Development	Administration	Correspondence	Correspondence re: Response to Comments for CIEDB per-application; Cloverdale Blvd redesign project, downtown Cloverdale 2000	2000	GC 34090	2	12/31/2002	Correspondence
1218	Development	Administration	Reference Manual	City of Cloverdale Design and Construction Standards 1999	1999	GC 34090	2	12/31/2001	Reference
1218	Development	Administration	Reference Manual	City of Cloverdale Design and Construction Standards 2004	2004	GC 34090	2	12/31/2006	Reference
1218	Development	Administration	Reference Manual	City of Cloverdale Road Design and Construction Standards 2004	2004	GC 34090	2	12/31/2006	Reference
1218	Finance	Accounting	Taxes, Receivable	TOT Reports LaGrande 1992 - 1994	1994	CCP 338	AU + 3	12/31/1998	
1218	Finance	Accounting	Taxes, Receivable	TOT Reports Cloverdale Mobile Home and RV Park 1996 - 2001	2001	CCP 338	AU + 3	12/31/2005	
1218	Finance	Accounting	Taxes, Receivable	TOT various Reports and Correspondence 1992 - 2002	2002	CCP 338	AU + 3	12/31/2006	
1218	Finance	Accounting	Taxes, Receivable	TOT Reports Cloverdale Mobile Home and RV Park 1997 - 2000	2000	CCP 338	AU + 3	12/31/2006	
1218	Finance	Accounting	Taxes, Receivable	TOT Report A & M Motel 1995	1995	CCP 338	AU + 3	12/31/1999	
1218	Finance	Accounting	Taxes, Receivable	TOT 3 Delinquent letters 1992 - 1994	1994	CCP 338	AU + 3	12/31/1998	
1218	Finance	Treasurer	Bank Statements	Various correspondence and transactions with Local Agency Investment Fund LAIF 1986 - 2001	2001	FC 3368, 30210; GC 43900 et seq.	AU + 2	12/31/2004	

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1221	Administration	General Subject	Correspondence	Various correspondence to/from Rob Dailey Chief of Police 2001 - 2002	2002	GC 34090	2	12/31/2004	
1221	Administration	General Subject	Correspondence	Various Correspondence re: Dispatchers MOU 2002	2002	GC 34090	2	12/31/2004	
1221	Administration	General Subject	Correspondence	Various Correspondence re: Dispatcher Records Supervisor 2004	2004	GC 34090	2	12/31/2006	
1221	Administration	General Subject	Correspondence	Letter from Sean Geske re: Hate Free Community 2003	2003	GC 34090	2	12/31/2005	Correspondence
1221	Administration	General Subject	Correspondence	Correspondence re: Cloverdale.net websit and monthly meetings	2002	GC 34090	2	12/31/2004	Correspondence
1221	Administration	General Subject	Correspondence	Various correspondence re: ramdon drug and alcohol testing 2002	2002	GC 34090	2	12/31/2004	Correspondence
1221	Administration	General Subject	Correspondence	Various correspondence re: Clover Springs expansion, Phase IIIb, 2003	2003	GC 34090	2	12/31/2005	Correspondence
1221	Administration	General Subject	Correspondence	Various Correspondence re; Boys and Girls Club 2002, copy of Sonoma County board action for purchase of a park known as Gavello's Grove 1923	2002	GC 34090	2	12/31/2005	Correspondence
1221	Administration	General Subject	Correspondence	Memo re: Cemetery Rules and regulation of public cemeteries 2001	2001	GC 34090	2	12/31/2003	Correspondence
1221	Administration	General Subject	Correspondence	Various correspondence Re: Citrus Fair, 1991 - 2002	2002	GC 34090	2	12/31/2004	Correspondence
1221	Administration	General Subject	Correspondence	Various correspondence re: providing engineering services to the City, 2001 - 2002	2002	GC 34090	2	12/31/2004	Correspondence
1221	Administration	General Subject	Correspondence	Various correspondence re: Cloverdale community partenship program 2003	2003	GC 34090	2	12/31/2005	Correspondence

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1221	Administration	General Subject	Correspondence	Various Correspondence re: Waste Disposal 2003 - 2004	2004	GC 34090	2	12/31/2006	Correspondence
1221	Administration	General Subject	Reports: Departmental	Cloverdale Fire Protection District, Liason Committee Report 2002; Operating Fund statement 2003 - 2004	2004	GC 34090	CU + 2	12/31/2006	Special/or final summary, review or evaluation
1221	Administration	General Subject	Reports: Departmental	Safety Compliance Report / Terminal Record Update for Bus repairs 2006	2006	GC 34090	CU + 2	12/31/2008	Special/or final summary, review or evaluation
1221	Administration	General Subject	Special Projects	The Arts as an Industry, A report on the economic impact of the non-profit Arts Organizations in Sonoma County, prepared by Sonoma County Economic Development Board, 2001	2001	GC 34090	CU + 2	12/31/2003	Report
1221	Administration	Human Resources	Correspondence	Various Correspondence re: Cloverdale Dispatchers Assoc 2002	2002	GC 34090	2	12/31/2004	Correspondence
1221	Administration	Human Resources	Safety	Training Certification for Alcohol Misuse Training for Supervisors 2006	2006	GC 34090	Cu + 2	12/31/2008	Certifications/designations
1221	Administration	Legal / Legislative	Case Records	Alexander and Shirley Comazzi, 201 Hot Springs Rd APN 115-230-035; stipulation and order for judgment in condemnation and final order of condemnation 2003, various correspondence re: Condemnation and eminent domain 2002 - 2003	2003	42 USC s1983	CL+ 7	12/31/2010	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
1221	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvement	Agreement PSA with City of Willits and T.M. Herman & Assoc to provide various engineering services 2002 - 2003	2003	GC 34090	T + 5	12/31/2008	Includes leases, equipment, services, or supplies
1221	Development	Administration	Correspondence	Letter from McDonough, Holland & Allen re: Tax Increment Debt Service Capacity for the CDA 1999	1999	GC 34090	2	12/31/2001	
1221	Development	Administration	Correspondence	Letters re: Unreinforced Masonry Buildings 124 N Cloverdale Blvd, 112 & 116 Broad St 2001	2001	GC 34090	2	12/31/2003	
1221	Development	Administration	Correspondence	Community Development Agency various correspondence re: ordinance extending CDA deadline to incur indebtedness 1999	1999	GC 34090	2	12/31/2001	Correspondence

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1221	Development	Administration	Correspondence	Various Correspondence Community Development Dept Misc, 2001 - 2003	2003	GC 34090	2	12/31/2005	Correspondence
1221	Development	Administration	Reports	Confirmation of Sphere of Influence 2007, Municipal Service Review MSR 2006	2007	GC 34090	CU + 2	12/31/2009	
1221	Development	Administration	Reports	CDA Five Year Implementation Plan 2001 - 2005	2005	GC 34090	CU + 2	12/31/2007	
1221	Development	Administration	Reports	CDA Five Year Implementation Plan 2005 - 2009	2007	GC 34090	CU + 2	12/31/2011	
1221	Development	Administration	Reports	CDA Five Year Implementation Plan 1996 - 2000	2000	GC 34090	CU + 2	12/31/2002	Report
1225	Administration	Human Resources	Surveys and Studies	Classification Manuel, Proposal to conduct a classification and compensation study 1986, Final Classification Report 2005	2005	GC 12948, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	CU + 2	12/31/2007	Includes classifications, wage rates
1225	Administration	Legal / Legislative	Case Records	People vs Robert Scheide, notice of motion and motion for discovery of law enforcement personnel records and points and authorities 2005	2005	42 USC s1983	CL+ 7	12/31/2011	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
1225	Administration	Risk Management	Claims, Damage	Arriquin, Paciano; Attorney Herbert Terreri 2005	2005	GC 34090; GC 25105.5	CL + 5	12/31/2010	Paid/Denied
1225	Administration	Risk Management	Claims, Damage	State of California CalTrans Cloverdale Blvd, Claim # G541763 Tort rejection of Claim, 2003	2003	GC 34090; GC 25105.5	CL + 5	12/31/2008	Paid/Denied
1225	Administration	Risk Management	Claims, Damage	Dobay, Gabor 216 Albany Water Pressure Valve 2007	2007	GC 34090; GC 25105.5	CL + 5	12/31/2012	Paid/Denied
1225	Administration	Risk Management	Claims, Damage	Davis, Loyal Land use 157 Healdsburg Av, 2008	2008	GC 34090; GC 25105.5	CL + 5	12/31/2013	Paid/Denied

## RECORDS RETENTION LIST

Log #	Department	Division	Record Series	File Name / File Contents	Date	Retention Citation	Total Retention Period	Eligible to be Destroyed	Record Description
1225	Administration	Risk Management	Claims, Damage	Hansen, Jo Ellen River Road scooter fall 2008	2008	GC 34090; GC 25105.5	CL + 5	12/31/2013	Paid/Denied
1225	Administration	Risk Management	Claims, Damage	Poulson, John, John's Excavating Pond North 2004	2004	GC 34090; GC 25105.5	CL + 5	12/31/2009	Paid/Denied
1225	Administration	Risk Management	Claims, Damage	Menicucci, Albert, Napa Auto Parts, 2003	2003	GC 34090; GC 25105.5	CL + 5	12/31/2008	Paid/Denied
1225	Administration	Risk Management	Claims, Damage	Hobbs, Jack 2006	2006	GC 34090; GC 25105.5	CL + 5	12/31/2011	Paid/Denied
1225	Administration	Risk Management	Claims, Damage	Hobbs vs Empire Plastering (Workers comp) 2008	2008	GC 34090; GC 25105.5	CL + 5	12/31/2013	Paid/Denied
1225	Administration	Risk Management	Claims, Damage	FEMA Flood Claim, Mittlestat Ln 2006	2006	GC 34090; GC 25105.5	CL + 5	12/31/2011	Paid/Denied
1225	Administration	Risk Management	Claims, Damage	Jenkins, Terry, Trip & Fall 2008	2008	GC 34090; GC 25105.5	CL + 5	12/31/2013	Paid/Denied
1225	Administration	Risk Management	Claims, Damage	Vlasak, Edwin Fall, late returned 2003	2003	GC 34090; GC 25105.5	CL + 5	12/31/2008	Paid/Denied
1225	Administration	Risk Management	Claims, Damage	Vogt, Randy, 166 Chablis Damage 2007	2007	GC 34090; GC 25105.5	CL + 5	12/31/2012	Paid/Denied
1225	Administration	Risk Management	Claims, Damage	Ross, David, Separation from Employment 2007	2007	GC 34090; GC 25105.5	CL + 5	12/31/2012	Paid/Denied
1225	Administration	Risk Management	Claims, Damage	Winterbottom, Michele 2008	2008	GC 34090; GC 25105.5	CL + 5	12/31/2013	Paid/Denied

Records Storage Location

Rack	Shelf	Space	Box #
Rack 1	Shelf 1	Space 1	854
Rack 1	Shelf 1	Space 1	1151
Rack 1	Shelf 1	Space 1	1152
Rack 1	Shelf 1	Space 1	857
Rack 1	Shelf 1	Space 2	921
Rack 1	Shelf 1	Space 2	1164
Rack 1	Shelf 1	Space 2	1165
Rack 1	Shelf 1	Space 2	1173
Rack 1	Shelf 1	Space 3	1211
Rack 1	Shelf 1	Space 3	1213
Rack 1	Shelf 1	Space 3	1179
Rack 1	Shelf 1	Space 3	1180
Rack 1	Shelf 1	Space 4	1214
Rack 1	Shelf 1	Space 4	1216
Rack 1	Shelf 1	Space 4	1176
Rack 1	Shelf 1	Space 4	1212
Rack 1	Shelf 1	Space 5	303
Rack 1	Shelf 1	Space 5	610
Rack 1	Shelf 1	Space 5	714
Rack 1	Shelf 1	Space 5	1217
Rack 1	Shelf 2	Space 1	364
Rack 1	Shelf 2	Space 1	611
Rack 1	Shelf 2	Space 1	619
Rack 1	Shelf 2	Space 1	1215
Rack 1	Shelf 2	Space 2	1218
Rack 1	Shelf 2	Space 2	1221
Rack 1	Shelf 2	Space 2	1226
Rack 1	Shelf 2	Space 2	1227
Rack 1	Shelf 2	Space 3	1231
Rack 1	Shelf 2	Space 3	1230
Rack 1	Shelf 2	Space 3	1232
Rack 1	Shelf 2	Space 3	1233
Rack 1	Shelf 2	Space 4	1143
Rack 1	Shelf 2	Space 4	1144
Rack 1	Shelf 2	Space 4	1145
Rack 1	Shelf 2	Space 4	1146
Rack 1	Shelf 2	Space 5	137
Rack 1	Shelf 2	Space 5	716
Rack 1	Shelf 2	Space 5	1243
Rack 1	Shelf 2	Space 5	1244
Rack 1	Shelf 3	Space 1	1183
Rack 1	Shelf 3	Space 1	1184
Rack 1	Shelf 3	Space 1	1185
Rack 1	Shelf 3	Space 1	1191
Rack 1	Shelf 3	Space 2	1192

Records Storage Location

Rack 1	Shelf 3	Space 2	1193	
Rack 1	Shelf 3	Space 2	1194	
Rack 1	Shelf 3	Space 2	1195	
Rack 1	Shelf 3	Space 3	352	
Rack 1	Shelf 3	Space 3	521	
Rack 1	Shelf 3	Space 3	1196	
Rack 1	Shelf 3	Space 3	1197	
Rack 1	Shelf 3	Space 4	993	
Rack 1	Shelf 3	Space 4	1190	
Rack 1	Shelf 3	Space 4	1198	
Rack 1	Shelf 3	Space 4	1200	
Rack 1	Shelf 3	Space 5	929	
Rack 1	Shelf 3	Space 5	960	
Rack 1	Shelf 3	Space 5	983	
Rack 1	Shelf 3	Space 5	984	
Rack 2	Shelf 1	Space 1	910	
Rack 2	Shelf 1	Space 1	914	
Rack 2	Shelf 1	Space 1	1006	
Rack 2	Shelf 1	Space 1	1024	
Rack 2	Shelf 1	Space 2	849	
Rack 2	Shelf 1	Space 2	913	
Rack 2	Shelf 1	Space 2	916	
Rack 2	Shelf 1	Space 2	968	
Rack 2	Shelf 1	Space 3	841	
Rack 2	Shelf 1	Space 3	842	
Rack 2	Shelf 1	Space 3	843	
Rack 2	Shelf 1	Space 3	940	
Rack 2	Shelf 1	Space 4	911	
Rack 2	Shelf 1	Space 4	912	
Rack 2	Shelf 1	Space 4	917	
Rack 2	Shelf 1	Space 4	941	
Rack 2	Shelf 1	Space 5	840	
Rack 2	Shelf 1	Space 5	869	
Rack 2	Shelf 1	Space 5	893	
Rack 2	Shelf 1	Space 5	915	
Rack 2	Shelf 2	Space 1	408	
Rack 2	Shelf 2	Space 1	524	
Rack 2	Shelf 2	Space 1	864	
Rack 2	Shelf 2	Space 1	865	
Rack 2	Shelf 2	Space 2	345	
Rack 2	Shelf 2	Space 2	952	
Rack 2	Shelf 2	Space 2	953	
Rack 2	Shelf 2	Space 2	964	
Rack 2	Shelf 2	Space 3	522	
Rack 2	Shelf 2	Space 3	928	
Rack 2	Shelf 2	Space 3	931	
Rack 2	Shelf 2	Space 3	1134	

Records Storage Location

Rack 2	Shelf 2	Space 4	1135
Rack 2	Shelf 2	Space 4	1136
Rack 2	Shelf 2	Space 4	1137
Rack 2	Shelf 2	Space 4	1138
Rack 2	Shelf 2	Space 5	1139
Rack 2	Shelf 2	Space 5	1140
Rack 2	Shelf 2	Space 5	1141
Rack 2	Shelf 2	Space 5	1142
Rack 2	Shelf 3	Space 1	1228
Rack 2	Shelf 3	Space 1	1234
Rack 2	Shelf 3	Space 1	1235
Rack 2	Shelf 3	Space 1	1236
Rack 2	Shelf 3	Space 2	1237
Rack 2	Shelf 3	Space 2	1238
Rack 2	Shelf 3	Space 2	1239
Rack 2	Shelf 3	Space 2	1240
Rack 2	Shelf 3	Space 3	1242
Rack 2	Shelf 3	Space 3	1247
Rack 2	Shelf 3	Space 3	1248
Rack 2	Shelf 3	Space 3	1249
Rack 2	Shelf 3	Space 4	1251
Rack 2	Shelf 3	Space 4	1250
Rack 2	Shelf 3	Space 4	1252
Rack 2	Shelf 3	Space 4	1253
Rack 2	Shelf 3	Space 5	1254
Rack 2	Shelf 3	Space 5	1255
Rack 2	Shelf 3	Space 5	1256
Rack 2	Shelf 3	Space 5	1257
Rack 3	Shelf 1	Space 1	1258
Rack 3	Shelf 1	Space 1	1259
Rack 3	Shelf 1	Space 1	1260
Rack 3	Shelf 1	Space 1	1261
Rack 3	Shelf 1	Space 2	1262
Rack 3	Shelf 1	Space 2	1263
Rack 3	Shelf 1	Space 2	1264
Rack 3	Shelf 1	Space 2	1265
Rack 3	Shelf 1	Space 3	1266
Rack 3	Shelf 1	Space 3	1267
Rack 3	Shelf 1	Space 3	1268
Rack 3	Shelf 1	Space 3	1269
Rack 3	Shelf 1	Space 4	1270
Rack 3	Shelf 1	Space 4	1271
Rack 3	Shelf 1	Space 4	1272
Rack 3	Shelf 1	Space 4	1273
Rack 3	Shelf 1	Space 5	1274
Rack 3	Shelf 1	Space 5	1275
Rack 3	Shelf 1	Space 5	1276

Records Storage Location

Rack 3	Shelf 1	Space 5	1277
Rack 3	Shelf 2	Space 1	
Rack 3	Shelf 2	Space 1	
Rack 3	Shelf 2	Space 1	
Rack 3	Shelf 2	Space 1	
Rack 3	Shelf 2	Space 2	
Rack 3	Shelf 2	Space 2	
Rack 3	Shelf 2	Space 2	
Rack 3	Shelf 2	Space 2	
Rack 3	Shelf 2	Space 3	
Rack 3	Shelf 2	Space 3	
Rack 3	Shelf 2	Space 3	
Rack 3	Shelf 2	Space 3	
Rack 3	Shelf 2	Space 4	
Rack 3	Shelf 2	Space 4	
Rack 3	Shelf 2	Space 4	
Rack 3	Shelf 2	Space 4	
Rack 3	Shelf 2	Space 5	
Rack 3	Shelf 2	Space 5	
Rack 3	Shelf 2	Space 5	
Rack 3	Shelf 3	Space 1	Boxes to be Inventoried
Rack 3	Shelf 3	Space 1	Boxes to be Inventoried
Rack 3	Shelf 3	Space 1	Boxes to be Inventoried
Rack 3	Shelf 3	Space 1	Boxes to be Inventoried
Rack 3	Shelf 3	Space 2	Boxes to be Inventoried
Rack 3	Shelf 3	Space 2	Boxes to be Inventoried
Rack 3	Shelf 3	Space 2	Boxes to be Inventoried
Rack 3	Shelf 3	Space 2	Boxes to be Inventoried
Rack 3	Shelf 3	Space 3	Boxes to be Inventoried
Rack 3	Shelf 3	Space 3	Boxes to be Inventoried
Rack 3	Shelf 3	Space 3	Boxes to be Inventoried
Rack 3	Shelf 3	Space 4	Boxes to be Inventoried
Rack 3	Shelf 3	Space 4	Boxes to be Inventoried
Rack 3	Shelf 3	Space 4	Boxes to be Inventoried
Rack 3	Shelf 3	Space 4	Boxes to be Inventoried
Rack 3	Shelf 3	Space 5	Boxes to be Inventoried
Rack 3	Shelf 3	Space 5	Boxes to be Inventoried
Rack 3	Shelf 3	Space 5	Boxes to be Inventoried
Rack 4	Shelf 1	Space 1	Boxes to be Inventoried
Rack 4	Shelf 1	Space 1	Boxes to be Inventoried
Rack 4	Shelf 1	Space 1	Boxes to be Inventoried
Rack 4	Shelf 1	Space 1	Boxes to be Inventoried
Rack 4	Shelf 1	Space 2	Boxes to be Inventoried
Rack 4	Shelf 1	Space 2	Boxes to be Inventoried



Records Storage Location

Rack 4	Shelf 3	Space 4	Boxes to be Inventoried
Rack 4	Shelf 3	Space 4	Boxes to be Inventoried
Rack 4	Shelf 3	Space 4	Boxes to be Inventoried
Rack 4	Shelf 3	Space 5	Boxes to be Inventoried
Rack 4	Shelf 3	Space 5	Boxes to be Inventoried
Rack 4	Shelf 3	Space 5	Boxes to be Inventoried
Rack 4	Shelf 3	Space 5	Boxes to be Inventoried
Rack 5	Shelf 1	Space 1	362
Rack 5	Shelf 1	Space 1	1042
Rack 5	Shelf 1	Space 1	1046
Rack 5	Shelf 1	Space 1	985
Rack 5	Shelf 1	Space 2	1080
Rack 5	Shelf 1	Space 2	1028
Rack 5	Shelf 1	Space 2	1029
Rack 5	Shelf 1	Space 2	1043
Rack 5	Shelf 1	Space 3	1031
Rack 5	Shelf 1	Space 3	1039
Rack 5	Shelf 1	Space 3	1041
Rack 5	Shelf 1	Space 3	1045
Rack 5	Shelf 1	Space 4	1030
Rack 5	Shelf 1	Space 4	1034
Rack 5	Shelf 1	Space 4	1044
Rack 5	Shelf 1	Space 4	1125
Rack 5	Shelf 1	Space 5	1055
Rack 5	Shelf 1	Space 5	1056
Rack 5	Shelf 1	Space 5	1057
Rack 5	Shelf 1	Space 5	1060
Rack 5	Shelf 2	Space 1	878
Rack 5	Shelf 2	Space 1	879
Rack 5	Shelf 2	Space 1	904
Rack 5	Shelf 2	Space 1	978
Rack 5	Shelf 2	Space 2	877
Rack 5	Shelf 2	Space 2	896
Rack 5	Shelf 2	Space 2	897
Rack 5	Shelf 2	Space 2	898
Rack 5	Shelf 2	Space 3	880
Rack 5	Shelf 2	Space 3	881
Rack 5	Shelf 2	Space 3	895
Rack 5	Shelf 2	Space 3	900
Rack 5	Shelf 2	Space 4	872
Rack 5	Shelf 2	Space 4	882
Rack 5	Shelf 2	Space 4	899
Rack 5	Shelf 2	Space 4	926
Rack 5	Shelf 2	Space 5	402
Rack 5	Shelf 2	Space 5	523
Rack 5	Shelf 2	Space 5	622
Rack 5	Shelf 2	Space 5	717

Records Storage Location

Rack 5	Shelf 3	Space 1	884	
Rack 5	Shelf 3	Space 1	901	
Rack 5	Shelf 3	Space 1	927	
Rack 5	Shelf 3	Space 1	945	
Rack 5	Shelf 3	Space 2	873	
Rack 5	Shelf 3	Space 2	875	
Rack 5	Shelf 3	Space 2	889	
Rack 5	Shelf 3	Space 2	905	
Rack 5	Shelf 3	Space 3	860	
Rack 5	Shelf 3	Space 3	886	
Rack 5	Shelf 3	Space 3	888	
Rack 5	Shelf 3	Space 3	958	
Rack 5	Shelf 3	Space 4	863	
Rack 5	Shelf 3	Space 4	887	
Rack 5	Shelf 3	Space 4	890	
Rack 5	Shelf 3	Space 4	894	
Rack 5	Shelf 3	Space 5	862	
Rack 5	Shelf 3	Space 5	870	
Rack 5	Shelf 3	Space 5	902	
Rack 5	Shelf 3	Space 5	956	
Rack 6	Shelf 1	Space 1	907	
Rack 6	Shelf 1	Space 1	908	
Rack 6	Shelf 1	Space 1	909	
Rack 6	Shelf 1	Space 1	1017	
Rack 6	Shelf 1	Space 2	1032	
Rack 6	Shelf 1	Space 2	932	
Rack 6	Shelf 1	Space 2	1126	
Rack 6	Shelf 1	Space 2	1033	
Rack 6	Shelf 1	Space 2	1036	
Rack 6	Shelf 1	Space 3	844	
Rack 6	Shelf 1	Space 3	845	
Rack 6	Shelf 1	Space 3	846	
Rack 6	Shelf 1	Space 3	1035	
Rack 6	Shelf 1	Space 4	847	
Rack 6	Shelf 1	Space 4	848	
Rack 6	Shelf 1	Space 4	933	
Rack 6	Shelf 1	Space 4	991	
Rack 6	Shelf 1	Space 5	853	
Rack 6	Shelf 1	Space 5	866	
Rack 6	Shelf 1	Space 5	867	
Rack 6	Shelf 1	Space 5	920	
Rack 6	Shelf 2	Space 1	859	
Rack 6	Shelf 2	Space 1	868	
Rack 6	Shelf 2	Space 1	955	
Rack 6	Shelf 2	Space 1	963	
Rack 6	Shelf 2	Space 2	858	
Rack 6	Shelf 2	Space 2	861	

Records Storage Location

Rack 6	Shelf 2	Space 2	943
Rack 6	Shelf 2	Space 2	954
Rack 6	Shelf 2	Space 3	1067
Rack 6	Shelf 2	Space 3	1068
Rack 6	Shelf 2	Space 3	1069
Rack 6	Shelf 2	Space 3	1070
Rack 6	Shelf 2	Space 4	1071
Rack 6	Shelf 2	Space 4	1074
Rack 6	Shelf 2	Space 4	1075
Rack 6	Shelf 2	Space 4	1076
Rack 6	Shelf 2	Space 5	1077
Rack 6	Shelf 2	Space 5	1078
Rack 6	Shelf 2	Space 5	1079
Rack 6	Shelf 2	Space 5	1199
Rack 6	Shelf 3	Space 1	1129
Rack 6	Shelf 3	Space 1	1130
Rack 6	Shelf 3	Space 1	1132
Rack 6	Shelf 3	Space 1	1149
Rack 6	Shelf 3	Space 2	1150
Rack 6	Shelf 3	Space 2	1153
Rack 6	Shelf 3	Space 2	1155
Rack 6	Shelf 3	Space 2	1167
Rack 6	Shelf 3	Space 3	1101
Rack 6	Shelf 3	Space 3	1168
Rack 6	Shelf 3	Space 3	1169
Rack 6	Shelf 3	Space 3	1170
Rack 6	Shelf 3	Space 4	1002
Rack 6	Shelf 3	Space 4	1081
Rack 6	Shelf 3	Space 4	1082
Rack 6	Shelf 3	Space 4	1171
Rack 6	Shelf 3	Space 5	994
Rack 6	Shelf 3	Space 5	995
Rack 6	Shelf 3	Space 5	998
Rack 6	Shelf 3	Space 5	1003
Rack 7	Shelf 1	Space 1	965
Rack 7	Shelf 1	Space 1	1009
Rack 7	Shelf 1	Space 1	1010
Rack 7	Shelf 1	Space 1	1011
Rack 7	Shelf 1	Space 2	959
Rack 7	Shelf 1	Space 2	970
Rack 7	Shelf 1	Space 2	981
Rack 7	Shelf 1	Space 2	1005
Rack 7	Shelf 1	Space 3	957
Rack 7	Shelf 1	Space 3	1007
Rack 7	Shelf 1	Space 3	1008
Rack 7	Shelf 1	Space 3	1013
Rack 7	Shelf 1	Space 4	986

Records Storage Location

Rack 7	Shelf 1	Space 4	992
Rack 7	Shelf 1	Space 4	999
Rack 7	Shelf 1	Space 4	1012
Rack 7	Shelf 1	Space 5	918
Rack 7	Shelf 1	Space 5	973
Rack 7	Shelf 1	Space 5	977
Rack 7	Shelf 1	Space 5	982
Rack 7	Shelf 2	Space 1	961
Rack 7	Shelf 2	Space 1	962
Rack 7	Shelf 2	Space 1	1037
Rack 7	Shelf 2	Space 1	1047
Rack 7	Shelf 2	Space 2	923
Rack 7	Shelf 2	Space 2	930
Rack 7	Shelf 2	Space 2	979
Rack 7	Shelf 2	Space 2	1048
Rack 7	Shelf 2	Space 3	891
Rack 7	Shelf 2	Space 3	892
Rack 7	Shelf 2	Space 3	1245
Rack 7	Shelf 2	Space 3	1157
Rack 7	Shelf 2	Space 4	1158
Rack 7	Shelf 2	Space 4	1159
Rack 7	Shelf 2	Space 4	1229
Rack 7	Shelf 2	Space 4	1246
Rack 7	Shelf 2	Space 5	1110
Rack 7	Shelf 2	Space 5	1224
Rack 7	Shelf 2	Space 5	1225
Rack 7	Shelf 2	Space 5	1241
Rack 7	Shelf 3	Space 1	1115
Rack 7	Shelf 3	Space 1	1116
Rack 7	Shelf 3	Space 1	1186
Rack 7	Shelf 3	Space 1	1187
Rack 7	Shelf 3	Space 2	1220
Rack 7	Shelf 3	Space 2	1219
Rack 7	Shelf 3	Space 2	1222
Rack 7	Shelf 3	Space 2	1188
Rack 7	Shelf 3	Space 3	1189
Rack 7	Shelf 3	Space 3	1223
Rack 7	Shelf 3	Space 3	1201
Rack 7	Shelf 3	Space 3	1202
Rack 7	Shelf 3	Space 4	1203
Rack 7	Shelf 3	Space 4	1204
Rack 7	Shelf 3	Space 4	1205
Rack 7	Shelf 3	Space 4	1206
Rack 7	Shelf 3	Space 5	1207
Rack 7	Shelf 3	Space 5	1208
Rack 7	Shelf 3	Space 5	1209
Rack 7	Shelf 3	Space 5	1210

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
DE	AD	PR	Rezzone 76-2006 422 E First Street . Turner, Al	Minor SUB, IS, ReZone, Minor Exception,	19-Aug-10	19-Aug-12		CL+2		
TR	AD	AG	Anderson, Robin Airport Ground Lease Agreement 2010	Ground Lease Agreement at Cloverdale Municipal Airport Prinvate Hanger #9	1-Jun-10	1-Jun-15	No	T + 4	044-2008	
TR	AD	AG	Anderson, Robin Airport Hangar License Agreement 2000	Hangar License Agreement at Cloverdale Municipal Airport #2	1-Oct-00	M/M		T + 4		
TR	AD	AG	Anderson, Robin Airport Hangar License Agreement 2010	Hangar License Agreement at Cloverdale Municipal Airport #2	1-Jun-10	30-Jun-11	Yes, can extend until June 30, 2015	T + 4	044-2008	
TR	AD	AG	Babcock, David Airport Tie Down Lease 2010	Tie Down Lease Agreement for Cloverdale Municipal Airport Space Number 12	15-Sep-10	30-Jun-11		T + 4	044-2008	
TR	AD	AG	Bartleson, Alan Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #9	1-Jun-10	1-Jun-15	No	T + 4	044-2008	
TR	AD	AG	Beer, Darrell Airport Hangar License Agreement 2005	Hangar License Agreement at Cloverdale Municipal Airport #14	2-Nov-05	23-Mar-07		T + 4		
TR	AD	AG	Beer, Sandra Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #12	1-Jun-10	1-Jun-15	No	T + 4	044-2008	
TR	AD	AG	Beer, Sandra/Arthur Airport Ground Lease 1996	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #12	2-Dec-96	2-Dec-01	Yes, can extend for successive 5 years	T + 4		
TR	AD	AG	Bens, Russell Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #18	1-Jun-10	1-Jun-15	No	T + 4	044-2008	
TR	AD	AG	Black, David Airport Ground Lease 1985	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #7 and #10	27-Feb-85	27-Feb-90	Yes, can extend for successive 5 years	T + 4		
TR	AD	AG	Black, David Airport Ground Lease 2010 Hangar 10	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #10	1-Jun-10	1-Jun-15	No	T + 4	044-2008	
TR	AD	AG	Black, David Airport Ground Lease 2010 Hangar 7	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #7 and #10	1-Jun-10	1-Jun-15	No	T + 4	044-2008	
TR	AD	AG	Boucher, Mechel Airport Hangar License Agreement 1993	Hangar License Agreement at Cloverdale Municipal Airport #5	1-Jan-93	M/M		T + 4		
TR	AD	AG	Boucher, Mechel Airport Hangar License Agreement 2000	Hangar License Agreement at Cloverdale Municipal Airport #5	1-Oct-00	M/M		T + 4		

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
TR	AD	AG	Boucher, Mechel Airport Hangar License Agreement 2010	Hangar License Agreement at Cloverdale Municipal Airport #5	1-Jun-10	30-Jun-11	Yes, can extend for successive 5 years	T + 4	044-2008	
TR	AD	AG	Clifford, Daniel Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #15; includes certificate of liability insurance	1-Jun-10	1-Jun-15	No	T + 4	044-2008	
TR	AD	AG	Dalbec, Edward Airport Hangar License Agreement 1985	Hangar License Agreement at Cloverdale Municipal Airport #16	1-Feb-85	M/M		T + 4		
TR	AD	AG	Dalbec, Edward Airport Hangar License Agreement 1991	Hangar License Agreement at Cloverdale Municipal Airport #17	1-May-91	M/M		T + 4		
TR	AD	AG	Dalbec, Edward Airport Hangar License Agreement 2000	Hangar License Agreement at Cloverdale Municipal Airport #1	1-Oct-00	M/M		T + 4		
TR	AD	AG	Dalbec, Edward Airport Hangar License Agreement 2004	Hangar License Agreement at Cloverdale Municipal Airport #1	16-Sep-04	16-Sep-05	Yes, can extend for successive 5 years	T + 4		
TR	AD	AG	Dalbec, Edward Airport Hangar License Agreement 2010	Hangar License Agreement at Cloverdale Municipal Airport #1	1-Jul-10	30-Jun-11	Yes, can extend for successive 5 years	T + 4	044-2008	
TR	AD	AG	Dorsett, Bryan and Lisa Airport Ground Lease 2007	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #14	1-Apr-07	1-Apr-12	Yes, can extend for successive 5 years	T + 4		
TR	AD	AG	Dorsett, Bryan and Lisa Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #14	1-Jun-10	1-Jun-15	No	T + 4	044-2008	
TR	AD	AG	Gordon, Robert Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #13	1-Jun-10	1-Jun-15	No	T + 4	044-2008	
TR	AD	AG	King, Alvin Airport Ground Lease 2004	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #8	15-Aug-04	15-Aug-09	Yes, can extend for successive 5 years	T + 4		
TR	AD	AG	King, Alvin Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #8; includes certificate of liability insurance	1-Jun-10	1-Jun-15	No	T + 4	044-2008	
TR	AD	AG	Koster, Stephen Airport Ground Lease 1998 - 2013	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #11. Includes certificates of liability insurance.	14-Aug-98	14-Aug-13	Yes, can extend for successive 5 years	T + 4		
TR	AD	AG	Moody, Anna Airport Hangar License Agreement 2010	Hangar License Agreement at Cloverdale Municipal Airport #6 (may also have Gerard Hufnagel)	1-Jun-10	30-Jun-11	Yes, can extend for successive 5 years	T + 4	044-2008	

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
TR	AD	AG	Nagy, Robert Airport Tie Down Lease 2010	Tie Down Lease Agreement for Cloverdale Municipal Airport Space Number 6	15-Sep-10	30-Jun-11		T + 4	044-2008	
TR	AD	AG	NorCal Skydiving Lease Agreement 2009	Lease and Commercial Operating Lease Agreement 2009	24-Mar-09	30-Jun-12		T + 4	12-2009	
TR	AD	AG	Perkins, Tony Airport Tie Down Lease 2010	Tie Down Lease Agreement for Cloverdale Municipal Airport Space Number 5	15-Sep-10	30-Jun-11		T + 4	044-2008	
TR	AD	AG	Peterson, Erik Airport Ground Lease 2004	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #19	15-Jun-04	15-Jun-09	Yes, can extend for successive 5 years	T + 4		
TR	AD	AG	Peterson, Erik Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #19	1-Jun-10	1-Jun-15	No	T + 4	044-2008	
TR	AD	AG	Quality Sports Planes City Hangar lease 2005	Lease agreement for property at 220 Airport Road, Cloverdale	15-Sep-05	15-Sep-10	Possible - see terms	T + 4	80-2005	
TR	AD	AG	Shadow Aviation Airport Tie Down Lease 2010	Tie Down Lease Agreement for Cloverdale Municipal Airport Space Number 3	15-Sep-10	30-Jun-11		T + 4	044-2008	
TR	AD	AG	Stanfield, David Airport Tie Down Lease 2010	Tie Down Lease Agreement for Cloverdale Municipal Airport Space Number 11	15-Sep-10	30-Jun-11		T + 4	044-2008	
TR	AD	AG	Temple, Michael Airport Tie Down Lease 2010	Tie Down Lease Agreement for Cloverdale Municipal Airport Space Number 4	15-Sep-10	30-Jun-11		T + 4	044-2008	
TR	AD	AG	Vaughn, Kenneth Sr Airport Hangar License Agreement 2000	Hangar License Agreement at Cloverdale Municipal Airport #6 (may also have Gerard Hufnagel)	1-Oct-00	M/M		T + 4		
TR	AD	AG	Vaughn, Kenneth Sr Airport Tie Down Lease 2010	Tie Down Lease Agreement for Cloverdale Municipal Airport Space Number 8	15-Sep-10	30-Jun-11		T + 4	044-2008	
TR	AD	AG	Wimmer, Curt Airport Ground Lease 2010	Land Lease for Private Aircraft Hangar Cloverdale Municipal Airport #16	1-Jun-10	1-Jun-15	No	T + 4	044-2008	
TR	AD	AG	Zebra Systems DBA Tom Beard Company Tie-Down Agreement 2008	Tie-Down Lease Agreement at Cloverdale Municipal Airport Space #11	25-Jul-08	M/M		T + 4		
TR	AI	RR	Sonoma County Assessor Airport Possessory Interests Report 1999	California Revenue and Taxation report for possessory interests annual usage report (primarily airport and leased city-owned property)	1-Jan-99	31-Dec-99		P		
TR	AI	RR	Sonoma County Assessor Airport Possessory Interests Report 2001	California Revenue and Taxation report for possessory interests annual usage report (primarily airport and leased city-owned property)	1-Jan-01	31-Dec-01		P		
TR	AI	RR	Sonoma County Assessor Airport Possessory Interests Report 2002	California Revenue and Taxation report for possessory interests annual usage report (primarily airport and leased city-owned property)	1-Jan-02	31-Dec-02		P		
TR	AI	RR	Sonoma County Assessor Airport Possessory Interests Report 2003	California Revenue and Taxation report for possessory interests annual usage report (primarily airport and leased	1-Jan-03	31-Dec-03		P		

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
TR	AI	RR	Sonoma County Assessor Airport Possessory Interests Report 2004	California Revenue and Taxation report for possessory interests annual usage report (primarily airport and leased city-owned property)	1-Jan-04	31-Dec-04		P		
TR	AI	RR	Sonoma County Assessor Airport Possessory Interests Report 2005	California Revenue and Taxation report for possessory interests annual usage report (primarily airport and leased city-owned property)	1-Jan-05	31-Dec-05		P		
TR	AI	RR	Sonoma County Assessor Airport Possessory Interests Report 2006	California Revenue and Taxation report for possessory interests annual usage report (primarily airport and leased city-owned property)	1-Jan-06	31-Dec-06		P		
TR	AI	RR	Sonoma County Assessor Airport Possessory Interests Report 2007	California Revenue and Taxation report for possessory interests annual usage report (primarily airport and leased city-owned property)	1-Jan-07	31-Dec-07		P		
TR	AI	RR	Sonoma County Assessor Airport Possessory Interests Report 2008	California Revenue and Taxation report for possessory interests annual usage report (primarily airport and leased city-owned property)	1-Jan-08	31-Dec-08		P		
TR	AI	RR	Sonoma County Assessor Airport Possessory Interests Report 2009	California Revenue and Taxation report for possessory interests annual usage report (primarily airport and leased city-owned property)	1-Jan-09	31-Dec-09		P		
TR	AI	RR	Sonoma County Assessor Airport Possessory Interests Report 2010	California Revenue and Taxation report for possessory interests annual usage report (primarily airport and leased city-owned property)	1-Jan-10	31-Dec-10		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 1982	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-82	1-Jan-82		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 1983	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-83	1-Jan-83		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 1984	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-84	1-Jan-84		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 1985	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-85	1-Jan-85		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 1988	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-88	1-Jan-88		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 1991	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-91	1-Jan-91		P		

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
TR	AI	RR	Sonoma County Assessor List of Aircraft 1992	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-92	1-Jan-92		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 1997	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-97	1-Jan-97		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 1998	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-98	1-Jan-98		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 2002	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-02	1-Jan-02		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 2003	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-03	1-Jan-03		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 2004	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-04	1-Jan-04		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 2005	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-05	1-Jan-05		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 2006	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-06	1-Jan-06		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 2007	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-07	1-Jan-07		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 2008	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-08	1-Jan-08		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 2009	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-09	1-Jan-09		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 2010	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-10	1-Jan-10		P		
TR	AI	RR	Sonoma County Assessor List of Aircraft 2011	California Revenue and Taxation report for all aircraft habitually located at this business, airport, landing field, or elsewhere under the City's control	1-Jan-11	1-Jan-11		P		
DE	BU	PC	Box 747 Miscellaneous Building Plans and Specs	6346 119 Allan SFD Fire Damage	9-Jan-11			P		

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6321 216 Chablis SFD Addition	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6487 201 N. Washington Steel Shed/ Slab	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6521 108 Zinfandel Patio Cover	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6360 1104 Ranch House Patio Cover	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6496 307 Cottage Ct. In Ground Pool	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6318 421 S. Clvd. Blvd. 'H' Clvd. Market T.I.	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6174 101 N. Clvd. Blvd. Soil/Water Remediation	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6504 225-235 N. Clvd. Blvd. Storm Drain Re-route	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	5412-5456 Healdsburg Ave. Thyme Square Condos	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	5760 217 Vista View SFD	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	5317 540 N. Clvd. Blvd. SFD Remodel	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6514 586 School St. Ground Mount Solar	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6551 55 Tarman Roof Mount Solar	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6534 103 S. Clvd. Blvd. Chase Bank T.I.	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6284 1101 S. Clvd. Blvd. Church Pavilion	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6576 255 N. Foothill Roof Mount Solar	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6520 211 Mulberry Foundation	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6526 211 Mulberry SFD Remodel/Addition	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6237 209 N. Clvd. Blvd. Theater Build Out	9-Jan-11			P		
DE	BU	PC	Box 747Miscellaneous Building Plans and Specs	6595 508 S. Foothill Roof Mount Solar	9-Jan-11			P		

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	5794 143 North Street Covered Porch	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6309 618 Josephine Roof Mount Solar	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6327 227 Vista View Roof Mount Solar	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6471 504 Port Circle Roof Mount Solar	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6356 796 S. Clvd. Blvd. Restaurant T.I.	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6345 240 C N Clvd. Blvd. Yogurt Shop T.I.	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6259 134 N. Clvd. Blvd. Patio Cover	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	5385 3 Tarman Deli T.I.	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	5575 55 Cherry Creek Studio / Storage	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6487 201 N. Washington Steel garage	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check	6239 122 St. Johns Place Solar	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check	6341 Thyme Square Statue	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6231 141 Caldwell Renovation	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6249 70 Commerce Paint Booth	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6116 113 Primrose Porch Addition	27-Jul-10			P		

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6156 118 E. Second Fire Repair	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6258 214 Commercial Remodel	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6283 312 Toscana Solar	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6325 122 Heidi Ground Mount Solar	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6328 606 N. Clvd. Blvd. Roof Mount Solar	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6243 1111 S. Clvd. Blvd. CVS T.I.	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6346 119 Allen Ave. Fire Repair	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6042 555 Industrial Roof	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	5761 439 N. Clvd. Blvd. Church Addition/Alteration	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6213 439 N. Clvd. Blvd. Church Kitchen	27-Jul-10			P		
DE	BU	PE	BOX BLDG 746 Misc. Building Plan Check Files/Plans and Blueprints	6276 70 Commerce E-P Paint Booth	27-Jul-10			P		
DE	CE	LO; CF; VI	2010 Code Enforcement	Logs, case files and supporting code enforcement activity: misc. and nuisance abatement	1-Jan-10	31-Dec-12		CL+2		
DE	CE	LO; CF; VI	2010 Foreclosure/Vacant/Abandoned Property	Logs, case files and supporting code enforcement activity: Property Registration; Enforcement	1-Jan-10	31-Dec-12		CL+2		
DE	CE	LO; CF;	2010 Graffiti Abatement	Logs, case files and supporting graffiti abatement code enforcement activity	1-Jan-10	31-Dec-12		CL+2		
De	CE	LO; CF;	2011 Enforcement/Abatement Items	Property Registration; Misc. Code Enforcement; Nuisance Abatement; Graffiti	1-Jan-11	31-Dec-13		CL+2		
AD	EL	FA	2011 Campaign Statements	0 City Council; Nina Regor; Bruce Kibby Reported	28-Jan-11	31-Dec-16		CU+5		
AD	EL	FA	2011 Campaign Statements		1-Jan-11	31-Dec-16		CU+5		

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
AD	EL	FN	2011 Filings: Campaign Disclosure, Elected	FPPC Form 460	1-Jan-11			P		
AD	EL	FN	2011 Filings: Campaign Statements	FPPC Form 470	1-Jan-11	1-Jan-16		CU+5		
AD	EL	FN	2011 Filings: Statement of Economic Interest: Non-Elected	FPPC Form 700 Filings for Non-Elected Appointed, Staff	1-Apr-11	1-Apr-18		CU+7		
AD	EL	FE	Cox, Robert "Bob" Statement of Economic Interest: Elected Official	FPPC Form 700	4-Nov-08	4-Nov-19		T+7		
AD	EL	FE	Dailey, Robert Statement of Economic Interest Elected Official	FPPC Form 700	2-Nov-10	2-Nov-21		T+7		
AD	EL	FE	Maacks, Michael "Mike" Statement of Economic Interest: Elected Official	FPPC Form 700	2-Nov-10	2-Nov-21		T+7		
AD	EL	FA	Nov. 2, 2010 Election Campaign Statements	All	2-Nov-10	2-Nov-15		CU+5		
AD	EL	FC	November 2, 2010 Election: Campaign disclosure, Elected	FPPC Filing	2-Nov-10			P		
AD	EL	FC	November 2, 2010 Election: Campaign Disclosure, Elected	FPPC Form 460	30-Sep-10			P		
AD	EL	FD	November 2, 2010 Election: Campaign disclosure, Not Elected	FPPC Filing	2-Nov-10	2-Nov-15		E+5		
AD	EL	FS	November 2, 2010 Election: Candidate Statements	Candidate's Statement of Qualifications	2-Nov-10	2-Nov-14		E + 4		
AD	EL	CE	November 2, 2010 Election: Certificates of Election	Certificates of election; original reports and statements	31-Dec-10	2-Nov-18		T+4		
AD	EL	FH	November 2, 2010 Election: History	History of November 2, 2010 Election, sample ballots, resolutions	2-Nov-10			P	041-2010; 040-2010; 039-2010; 038-2010	
AD	EL	NO	November 2, 2010 Election: Nomination Papers, Successful		2-Nov-10	2-Nov-14		E + 4		
AD	EL	NO	November 2, 2010 Election: Nomination Papers, Unsuccessful		2-Nov-10	2-Nov-10		E + 2		
AD	EL	NP	November 2, 2010 Election: Notifications and Publications	Proof of publication or posting, newspaper notices, certification of offices	2-Nov-10	2-Nov-12		E + 2		
AD	EL	OO	November 2, 2010 Election: Oaths of Office	Elected Officials	31-Dec-14	2-Nov-20		T + 6		
AD	EL	FE	November 2, 2010 Election: Statement of Economic Interest, Elected	FPPC Filing	2-Nov-10	2-Nov-21		T+7		
AD	EL	FN	November 2, 2010 Election: Statement of Economic Interest, Not Elected	FPPC Filing	2-Nov-10	2-Nov-15		E + 5		
AD	EL	OO	Oaths of Office 2008 - 2012	Oaths or affirmations of allegiance for public officers and employees for election term 2008-2012	1-Jan-08	31-Dec-12		T + 6		

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
AD	EL	FE	Palla, Joe Statement of Economic Interest: Elected Official	FPPC Form 700	2-Nov-10	2-Nov-21		T+7		
AD	EL	FE	Russell, Carol Statement of Economic Interest: Elected Official	FPPC Form 700	2-Nov-10	2-Nov-21		T+7		
AD	EL	FE	Wolter, Augustine "Gus Statement of Economic Interest: Elected Official	FPPC Form 700	4-Nov-10	4-Nov-21		T+7		
AD	EL		Nov. 2, 2010 Election Correspondence	Misc. Correspondence	2-Nov-10	2-Nov-12		CU+2		
AD	GR	FS	California Aid to Airports Program 2010	Grant Agreement from Department of Transportation Division of Aeronautics Runaway Rehabilitation 14/32 for Runway Safety Area	1-Jul-10	30-Jun-11		CL + 5		
AD	GS	SP	2010 WELO Project File	Water Efficient Landscape Ordinance Project File, including staff report/meeting history and correspondence from other agencies.	27-Sep-10	1-Jan-13		CU + 2	ORD 674-2010	
AD	GS	PP	Disability Determination Procedure 1995	Disability determination procedures for public safety officers	23-Aug-95	23-Aug-95		S + 5	66-95	
AD	GS	SP	Outside Agency Applications FY 10-11	Fiscal year 2010-2011 Outside Agency Funding applications. Not awarded.	10-Jul-10	1-Mar-11		CU + 2		
AD	HR	PE	PERS Actuarial Valuation Miscellaneous Plan FY 1998 - 1999	Actuarial valuation as of June 30, 1996 for the miscellaneous plan of the City of Cloverdale - required contributions for fiscal year July 1, 1998 - June 30, 1999	1-Jul-98	30-Jun-99		P		
AD	HR	PE	PERS Actuarial Valuation Miscellaneous Plan FY 1999 - 2000	Actuarial valuation as of June 30, 1997 for the miscellaneous plan of the City of Cloverdale - required contributions for fiscal year July 1, 1999 - June 30, 2000	1-Jul-99	30-Jun-00		P		
AD	HR	PE	PERS Actuarial Valuation Miscellaneous Plan FY 2000 - 2001	Actuarial valuation as of June 30, 1998 for the miscellaneous plan of the City of Cloverdale - required contributions for fiscal year July 1, 2000 - June 30, 2001	1-Jul-00	30-Jun-01		P		
AD	HR	PE	PERS Actuarial Valuation Miscellaneous Plan FY 2001 - 2002	Actuarial valuation as of June 30, 1999 for the miscellaneous plan of the City of Cloverdale - required contributions for fiscal year July 1, 2001 - June 30, 2002	1-Jul-01	30-Jun-02		P		
AD	HR	PE	PERS Actuarial Valuation Miscellaneous Plan FY 2002 - 2003	Actuarial valuation as of June 30, 2000 for the miscellaneous plan of the City of Cloverdale - required contributions for fiscal year July 1, 2002 - June 30, 2003	1-Jul-02	30-Jun-03		P		
AD	HR	PE	PERS Actuarial Valuation Miscellaneous Plan FY 2003 - 2004	Actuarial valuation as of June 30, 2001 for the miscellaneous plan of the City of Cloverdale - required contributions for fiscal year July 1, 2003 - June 30, 2004	1-Jul-03	30-Jun-04		P		
AD	HR	PE	PERS Actuarial Valuation Miscellaneous Plan FY 2004 - 2005	Actuarial valuation as of June 30, 2002 for the miscellaneous plan of the City of Cloverdale - required contributions for fiscal year July 1, 2004 - June 30, 2005	1-Jul-04	30-Jun-05		P		

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
AD	HR	PE	PERS Actuarial Valuation Miscellaneous Plan FY 2005 - 2006	Actuarial valuation as of June 30, 2003 for the miscellaneous plan of the City of Cloverdale - required contributions for fiscal year July 1, 2005 - June 30, 2006	1-Jul-05	30-Jun-06		P		
AD	HR	PE	PERS Actuarial Valuation Miscellaneous Plan FY 2006 - 2007	Actuarial valuation as of June 30, 2004 for the miscellaneous plan of the City of Cloverdale - required contributions for fiscal year July 1, 2006 - June 30, 2007	1-Jul-06	30-Jun-07		P		
AD	HR	PE	PERS Actuarial Valuation Miscellaneous Plan FY 2007 - 2008	Actuarial valuation as of June 30, 2005 for the miscellaneous plan of the City of Cloverdale - required contributions for fiscal year July 1, 2007 - June 30, 2008	1-Jul-07	30-Jun-08		P		
AD	HR	PE	PERS Actuarial Valuation Miscellaneous Plan FY 2008 - 2009	Actuarial valuation as of June 30, 2006 for the miscellaneous plan of the City of Cloverdale - required contributions for fiscal year July 1, 2008 - June 30, 2009	1-Jul-08	30-Jun-09		P		
AD	HR	PE	PERS Actuarial Valuation Miscellaneous Plan FY 2009 - 2010	Actuarial valuation as of June 30, 2007 for the miscellaneous plan of the City of Cloverdale - required contributions for fiscal year July 1, 2009 - June 30, 2010	1-Jul-09	30-Jun-10		P		
AD	HR	PE	PERS Actuarial Valuation Safety Plan FY 1998 - 1999	Actuarial valuation as of June 30, 1996 for the safety plan of the City of Cloverdale - required contributions for fiscal year July 1, 1998 - June 30, 1999	1-Jul-98	30-Jun-99		P		
AD	HR	PE	PERS Actuarial Valuation Safety Plan FY 1999 - 2000	Actuarial valuation as of June 30, 1997 for the safety plan of the City of Cloverdale - required contributions for fiscal year	1-Jul-99	30-Jun-00		P		
AD	HR	PE	PERS Actuarial Valuation Safety Plan FY 2000 - 2001	Actuarial valuation as of June 30, 1998 for the safety plan of the City of Cloverdale - required contributions for fiscal year July 1, 2000 - June 30, 2001	1-Jul-00	30-Jun-01		P		
AD	HR	PE	PERS Actuarial Valuation Safety Plan FY 2001 - 2002	Actuarial valuation as of June 30, 1999 for the safety plan of the City of Cloverdale - required contributions for fiscal year July 1, 2001 - June 30, 2002	1-Jul-01	30-Jun-02		P		
AD	HR	PE	PERS Actuarial Valuation Safety Plan FY 2002 - 2003	Actuarial valuation as of June 30, 2000 for the safety plan of the City of Cloverdale - required contributions for fiscal year July 1, 2002 - June 30, 2003	1-Jul-02	30-Jun-03		P		
AD	HR	PE	PERS Actuarial Valuation Safety Plan FY 2003 - 2004	Actuarial valuation as of June 30, 2001 for the safety plan of the City of Cloverdale - required contributions for fiscal year July 1, 2003 - June 30, 2004	1-Jul-03	30-Jun-04		P		
AD	HR	PE	PERS Actuarial Valuation Safety Plan FY 2004 - 2005	Actuarial valuation as of June 30, 2002 for the safety plan of the City of Cloverdale - required contributions for fiscal year July 1, 2004 - June 30, 2005	1-Jul-04	30-Jun-05		P		
AD	HR	PE	PERS Actuarial Valuation Safety Plan FY 2005 - 2006	Actuarial valuation as of June 30, 2003 for the safety plan of the City of Cloverdale - required contributions for fiscal year July 1, 2005 - June 30, 2006	1-Jul-05	30-Jun-06		P		
AD	HR	PE	PERS Actuarial Valuation Safety Plan FY 2006 - 2007	Actuarial valuation as of June 30, 2004 for the safety plan of the City of Cloverdale - required contributions for fiscal year July 1, 2006 - June 30, 2007	1-Jul-06	30-Jun-07		P		

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
AD	HR	PE	PERS Actuarial Valuation Safety Plan FY 2007 - 2008	Actuarial valuation as of June 30, 2005 for the safety plan of the City of Cloverdale - required contributions for fiscal year July 1, 2007 - June 30, 2008	1-Jul-07	30-Jun-08		P		
AD	HR	PE	PERS Actuarial Valuation Safety Plan FY 2008 - 2009	Actuarial valuation as of June 30, 2006 for the safety plan of the City of Cloverdale - required contributions for fiscal year July 1, 2008 - June 30, 2009	1-Jul-08	30-Jun-09		P		
AD	HR	PE	PERS Actuarial Valuation Safety Plan FY 2009 - 2010	Actuarial valuation as of June 30, 2007 for the safety plan of the City of Cloverdale - required contributions for fiscal year July 1, 2009 - June 30, 2010	1-Jul-09	30-Jun-10		P		
AD	HR	PE	PERS Contract Analysis 2000	Contract Amendment Cost Analysis Correspondence	29-Mar-99	9-Oct-00		P		
AD	HR	PE	PERS Retirement System 1957	California State Social Security Agreement and formal application into the State's Retirement System	20-Aug-57			P	12-1957	
AD	HR	TR	Training records Non-Safety Planning Commission AB 1234 Training 2/16/11	AB 1234 Training Certificates and Record of Attendance Dated 2/16/2011 All Planning Commission Members: Melanie Bagby, Mike Shanahan, David Ziegenhagen, Cort Munselle, Elissa Morrash, Raul Riefkohl	16-Feb-11	16-Feb-18		T+7		
AD	LL	RE	2010 Final Resolutions	2010 City Council Resolutions; 2010 Planning Commission Resolutions	2010			P		
AD	LL	OR	2010 Ordinances	2010 City Council Ordinances	2010			P		
AD	LL	AA & AR	2011 City Council Agendas and Agenda Packets		1-Jan-11	31-Dec-13		CU+2		
AD	LL	AA & AR	2011 Planning Commission Agendas and Agenda Packets		1-Jan-11	31-Dec-13		CU+2		
AD	LL	AG	AIP Enterprises / ECON 2010	Professional Services Agreement for stockpiled soil at Thyme Square 337 S. Cloverdale Blvd., for soil analysis and disposal recommendation.	13-Oct-10	28-Feb-11	Yes	P		
AD	LL	AG	AIP Enterprises / ECON 2010	Professional Services Agreement for environmental site assessment and Phase II ESA at 465 S. Cloverdale Blvd.	13-Oct-10	31-Jan-11	Yes	P		
AD	LL	AG	Alexander Valley Regional Medical Center 2009	Grant Agreement for flu vaccinations and vaccines	2-Nov-10	31-Dec-10		30-Dec-15		
AD	LL	AG	Animal Hospital of Cloverdale	Professional Services Agreement for impound services	21-Sep-09	30-Jun-11	X	5 yrs		
AD	LL	AG	Bay Area Economics 2009	Agreement to prepared Fiscal impact Analysis for Riverdale Ranch Development; first amendment dated 9/16/2010 to change price and term	23-Sep-09	31-Mar-11		T + 5	055-2009	
AD	LL	AG	Boys & Girls Club of Cloverdale 2008	Grant Agreement for 2008 Youth Arts Programs	27-Aug-08	30-Jun-09		T + 5		
AD	LL	AG	Boys & Girls Club of Cloverdale 2009	Grant Agreement for Career Launch	12-Nov-09	31-Dec-10		T + 5		
AD	LL	AG	Boys & Girls Club of Cloverdale 2009	Grant Agreement for 2009 Youth Arts Programs	12-Nov-09	31-Dec-10		T + 5		

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
AD	LL	AG	California Infrastructure and Economic Development Bank	Tax allocation loan agreement between City of Cloverdale Community Development Agency and California Infrastructure and Economic Development Bank (CIEDB) and amendments one, two, three and four	29-May-01 01-Aug-03 01-Feb-05 10-Oct-05 12-Dec-10			P		
AD	LL	AG	Cloverdale Arts Alliance 2005 FNL	Grant Agreement for the 2005 Friday Night Live event	1-Jul-05	30-Aug-05		T + 5	CD2-2005	
AD	LL	AG	Cloverdale Arts Alliance 2006 FNL	Grant Agreement for the 2006 Friday Night Live event	8-May-06	30-Aug-06		T + 5	CD13-2006	
AD	LL	AG	Cloverdale Arts Alliance 2007 Film Festival	Grant Agreement for the 2007 Cloverdale Film Festival	8-Aug-07	30-Sep-07		T + 5	CD33-2007	
AD	LL	AG	Cloverdale Arts Alliance 2008 Sculpture	Grant Agreement for the 2008 Annual Sculpture Event and Exhibit	12-Dec-07	31-Dec-08		T + 5	CD64-2007	
AD	LL	AG	Cloverdale Arts Alliance 2009 FNL	Grant Agreement for the 2009 Friday Night Live event	27-Aug-08	30-Jun-09		T + 5	99-2008	
AD	LL	AG	Cloverdale Arts Alliance 2009 Sculpture	Grant Agreement for the 2009 Annual Sculpture Event and	27-Aug-08	30-Jun-09		T + 5	99-2008	
AD	LL	AG	Cloverdale Arts Alliance 2010 FNL	Grant Agreement for the 2010 (FY 2009/2010) Friday Night Live event	1-Apr-10			T + 5		
AD	LL	AG	Cloverdale Arts Alliance 2010 Sculpture	Grant Agreement for the 2010 (FY 2009/2010) Annual Sculpture Event and Exhibit	1-Apr-10			T + 5		
AD	LL	AG	Cloverdale Arts Alliance 2011 FNL	Grant Agreement for the 2011 (FY 2010/2011) Friday Night Live event	5-Jan-11	30-Jun-11		T + 5		
AD	LL	AG	Cloverdale Arts Alliance 2011 Sculpture	Grant Agreement for the 2011 (FY 2010/2011) Annual Sculpture Event and Exhibit	5-Jan-11	30-Jun-11		T + 5		
AD	LL	AG	Cloverdale Auto & Tires Vehicle Maintenance 2010	Professional Services Agreement for vehicle maintenance of city owned vehicles and first amendment to extend term	4-Jan-10 27-Oct-10	31-Dec-10 31-Dec-11	Yes	T + 5		
AD	LL	AG	Cloverdale Chamber of Commerce 2003-2005	Professional services agreement 2003-2005 to operate the visitor's center and services of econic development to community	1-Jul-03	30-Jun-05		T + 5	CD8-2003	
AD	LL	AG	Cloverdale Chamber of Commerce 2005-2006	Professional services agreement 2005-2006 to operate the visitor's center and services of econic development to	1-Jul-05	30-Jun-06		T + 5	CD17-2005, CD2-2006	
AD	LL	AG	Cloverdale Chamber of Commerce 2006-2007	Professional services agreement 2006-2007 to operate the visitor's center and services of econic development to community	1-Jul-06	30-Jun-07		T + 5	CD14-2006	
AD	LL	AG	Cloverdale Chamber of Commerce 2007-2008	Professional services agreement 2007-2008 to operate the visitor's center and services of econic development to community	1-Jul-07	30-Jun-08		T + 5	CD41-2007	
AD	LL	AG	Cloverdale Chamber of Commerce 2008	Grant Agreement for holiday events, tree lighting, Santa Claus	27-Aug-08	31-Dec-08		T + 5		
AD	LL	AG	Cloverdale Chamber of Commerce 2008	Grant Agreement for Annual Cloverdale Heritage Day 2009	27-Aug-08	30-Jun-09		T + 5	99-2008	

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
AD	LL	AG	Cloverdale Chamber of Commerce 2008	Grant Agreement for Annual Sonoma County Tourism Guide 2008-2009	27-Aug-08	30-Jun-09		T + 5		
AD	LL	AG	Cloverdale Chamber of Commerce 2008	Grant Agreement for 2008 Annual Car and Motorcycle Show	6-Sep-08	7-Sep-08		T + 5		
AD	LL	AG	Cloverdale Chamber of Commerce 2008-2009	Professional services agreement 2008-2009 to operate the visitor's center and services of econic development to community	1-Jul-08	30-Jun-09		T + 5	CD20-2008	
AD	LL	AG	Cloverdale Chamber of Commerce 2009	Grant Agreement for holiday events, tree lighting, Santa Claus	2-Nov-10	31-Dec-10		T + 5		
AD	LL	AG	Cloverdale Chamber of Commerce 2009	Grant Agreement for co-op radio advertising	2-Nov-10	31-Dec-10		T + 5		
AD	LL	AG	Cloverdale Chamber of Commerce 2009	Grant Agreement for Annual Cloverdale Heritage Day 2010	2-Nov-10	31-Dec-10		T + 5		
AD	LL	AG	Cloverdale Chamber of Commerce 2009	Grant Agreement for Annual Sonoma County Tourism Guide 2009-2010	2-Nov-10	31-Dec-10		T + 5		
AD	LL	AG	Cloverdale Chamber of Commerce 2009	Grant Agreement for 2009 Annual Car and Motorcycle Show	2-Nov-10	31-Dec-10		T + 5		
AD	LL	AG	Cloverdale Chamber of Commerce 2009-2010	Professional services agreement 2009-2010 to operate the visitor's center and services of economc development to community	1-Jul-09	30-Jun-10		T + 5	036-2009	
AD	LL	AG	Cloverdale Chamber of Commerce 2010-2011	Grant Agreement for Annual Cloverdale Heritage Day 2011 (FY 2010/2011)	2-Nov-10	31-Dec-10		T + 5		
AD	LL	AG	Cloverdale Chamber of Commerce 2010-2011	Professional services agreement 2010-2011 to operate the visitor's center and services of econic development to community	1-Jul-10	30-Jun-11	One year option	T + 5		
AD	LL	AG	Cloverdale Community Outreach 2008	Professional Services Agreement for Emergency and Transitional Housing Services Programs	10-Sep-08	30-Jun-09		T + 5	110-2008	
AD	LL	AG	Cloverdale Community Outreach 2009	Professional Services Agreement for Emergency and Transitional Housing Services Programs	26-Aug-09	30-Jun-10		T + 5		
AD	LL	AG	Cloverdale Community Outreach 2010	Professional Services Agreement for Emergency and Transitional Housing Services Programs	1-Jul-10	31-Dec-10	Yes, one additional year	T + 5		
AD	LL	AG	Cloverdale Community Outreach Committee	Transitional housing lease agreement for property at 520 - 530 S Cloverdale Blvd Cloverdale	1-Oct-09	1-Oct-12	Yes, one additional year	T + 5		
AD	LL	AG	Cloverdale Fire Protection District 1994-1995	Agreement for CFPD to provide fire protection services	1-Jul-94	30-Jun-95		T + 5		
AD	LL	AG	Cloverdale Fire Protection District 1995-1996	Agreement for CFPD to provide fire protection services	1-Jul-95	30-Jun-96		T + 5	69-95	
AD	LL	AG	Cloverdale Fire Protection District 1996 - 2006	Agreement to lease 116 Broad Street; First Amendment extends terms from 2001 to 2006	01-Jul-01 26-Jun-96	30-Jun-01 30-Jun-06		T + 5	59-01 74-96	
AD	LL	AG	Cloverdale Fire Protection District 1997-2007	Settlement Agreement and General Release 1997 - 2007;	1-Jul-97	30-Jun-07		T + 5	61-97	

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
AD	LL	AG	Cloverdale Fire Protection District 2007	Joint Powers Agreement between the Cloverdale Community Development Agency and the Cloverdale Fire Protection District financing and construction; Amendment 1 and Amendment 2	16-Oct-07 05-May-09 06-Dec-10			T + 5	96-2006 CD48-2007	
AD	LL	AG	Cloverdale Fire Protection District 2009	Agreement between CFPD and Community Development Agency regarding the treatment, storage and disposal of soils that may contain hazardous substances.	12-May-09			T + 5		
AD	LL	AG	Cloverdale Fire Protection District 2010	Settlement Agreement and General Release 2010	10-Feb-10			T + 5	013-2010	
AD	LL	AG	Cloverdale Fire Protection District FY 1994-1996	Agreement for the Contribution of Property Tax Revenue Collected with the City of Cloverdale	1-Jul-94	30-Jun-96		T + 5		
AD	LL	AG	Cloverdale Fire Protection District FY 1996-1997	Agreement for funding fiscal year 1996-1997	1-Jul-96	30-Jun-97		T + 5	71-96	
AD	LL	AG	Cloverdale Harvest 4-H 2008	Grant Agreement for the 2008 Cloverdale Harvest 4-H (4H) Scarecrow Competition	12-Sep-07	30-Oct-07		T + 5	CD42-2007	
AD	LL	AG	Cloverdale Harvest 4-H 2009	Grant Agreement for the 2009 Cloverdale Harvest 4-H (4H) Scarecrow Competition	16-Dec-09	31-Dec-10		T + 5		
AD	LL	AG	Cloverdale Health Care District 2009	Grant Agreement for replacement ambulance	30-Oct-09	31-Dec-10		T + 5		
AD	LL	AG	Cloverdale Historical Society 2007	Grant Agreement for the 2008 Cloverdale Old Time Fiddle Festival	1-Jun-07	30-Jun-08		T + 5	CD80-2007	
AD	LL	AG	Cloverdale Historical Society 2008	Grant Agreement for the 2009 Cloverdale Old Time Fiddle Festival	27-Aug-08	30-Jun-09		T + 5	99-2008	
AD	LL	AG	Cloverdale Historical Society 2009	Grant Agreement for the 2010 Cloverdale Old Time Fiddle Festival	12-Nov-09	31-Dec-10		T + 5		
AD	LL	AG	Cloverdale Lions Club 2008	Grant Agreement for the 2009 Annual Fourth of July Fireworks Display	27-Aug-08	30-Jun-09		T + 5	99-2008	
AD	LL	AG	Cloverdale Neighborhood Network 2008	Grant Agreement for Clo-Net Surveys 2008						
AD	LL	AG	Cloverdale Performing Arts Center 2008	Grant Agreement for Young Performers 2008-2009	27-Aug-08	30-Jun-09		T + 5		
AD	LL	AG	Cloverdale Performing Arts Center 2009	Grant Agreement for new building	23-Nov-09	31-Dec-10		T + 5		
AD	LL	AG	Cloverdale River Park 2007 - 2010	Park Maintenance Agreement with County of Sonoma and Amendment 1	1-Jan-07	30-Jun-10		T + 5	17-2007	

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AD	LL	AG	Cloverdale River Park 2010	Joint Powers Agreement and County of Sonoma for Maintenance to River Park	1-Jul-10	30-Jun-13		T + 5	027-2010	
AD	LL	AG	Cloverdale Rotary Club 2009	Grant Agreement for Asti Tour de Vine 2009	14-Oct-09	31-Dec-10		T + 5		
AD	LL	AG	Cloverdale Senior Multi-Purpose Center 2003-2015	License agreement with the City of Cloverdale for the use of senior center	27-Mar-03	27-Mar-15	One year each	T + 5	CD9-92, 4-99,	
AD	LL	AG	Comcast of California	Franchise Agreement	10-Nov-04	11/10/	10 years	T + 5	Ord 629-2004	
AD	LL	AG	Council on Aging Services 2008	Grant Agreement for Senior Meal on Wheels Program 2008 (FY 2008/2009)	27-Aug-08	30-Jun-09		T + 5		
AD	LL	AG	Council on Aging Services 2009	Grant Agreement for Senior Meal on Wheels Program 2009 (FY 2009/2010)	2-Nov-09	31-Dec-10		T + 5		
AD	LL	AG	Council on Aging Services 2010	Grant Agreement for Senior Meal on Wheels Program 2011 (FY 2010/2011)	21-Dec-10	30-Jun-11		T + 5		
AD	LL	AG	Crown Carpet Cleaning 2010	Professional Services Agreement for janitorial services; includes amendment for cleaning police station holding cells	16-Feb-10	28-Feb-11		T + 5		
AD	LL	AG	DVC Group Inc	Agreement for ADA Sidewalk Improvements	22-Sep-09	22-Sep-10		T + 5		
AD	LL	AG	eCivis Inc	Grants Network Master License and Service Agreement	1-Jul-10	30-Jun-13	Possible - see terms	T + 5		
AD	LL	AG	Eric's Performance 2005-2007	Professional Services Agreement for vehicle maintenance of city owned vehicles	13-Jun-05	30-Jun-07		T + 5	46-2005	
AD	LL	AG	Eric's Performance 2010	Professional Services Agreement for vehicle maintenance of city owned vehicles and first amendment to extend term	4-Jan-10 27-Oct-10	31-Dec-10 31-Dec-11	Yes	T + 5		
AD	LL	AG	Feline Rescue of No California 2009	Grant Agreement for cat services and control 2009	21-Oct-09	31-Dec-10		T + 5		
AD	LL	AG	Feline Rescue of No California 2010	Grant Agreement for cat services and control 2010	15-Nov-10	15-Nov-11		T + 5		
AD	LL	AG	Ghilotti Brothers	Agreement for the Cloverdale Municipal Airport Runway Rehabilitation and Connector Taxiway Project	11-Aug-10			T + 5	0414-2010	
AD	LL	AG	Green Valley Consulting Engineers 2011	Professional Services Agreement for design services for the 2010-2011 Sidewalk ADA Improvements Project	25-May-11	30-Apr-12		T + 5		
AD	LL	AG	Hickey Appraisals 2010	Professional Services Agreement to conduct and provide appraisal report for 531 APN 001-021-021 and 543 N Cloverdale Blvd APN 001-021-021	11-May-10	31-Aug-10	One year option	T + 5		
AD	LL	AG	Hickey Appraisals 2011	Professional Services Agreement to conduct and provide appraisal report for 205 S Cloverdale Blvd. APN 001-122-031	19-Apr-11	31-Jul-11	One year option	T + 5		
AD	LL	AG	Howell, Carla 2008-2009	Professional Services Agreement for consultant to provide economic development services	1-Jul-08	30-Jun-09		T + 5	CD21-2008	

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AD	LL	AG	Howell, Carla 2009-2010	Professional Services Agreement for consultant to provide economic development services; includes amendment to extend term	1-Jul-09	30-Sep-10		T + 5	CD005-2009 CD005-2010	
AD	LL	AG	HUB Consulting LLC 2008	Inspector of Record Services (IOR) for the Cloverdale Fire Station Protection Facility	22-Dec-08	31-Dec-10	No	T + 5	CD26-2008	
AD	LL	AG	Jerry Haag Urban Planner	Agreement for Alexander Valley Resort Specific Plan, Annexation, and Environmental Report	1-Oct-09	24-Sep-10		T + 5		
AD	LL	AG	King's Kastle	Professional Services Agreement for impound services	21-Sep-09	30-Jun-11	X	T + 5		
AD	LL	AG	Lewitter, Besti PSA Consultant Services 2002	Professional Services Agreement for contract planner/planning services	2-Jun-02	18-Oct-02		T + 5		
AD	LL	AG	Lewitter, Besti PSA Consultant Services 2003	Professional Services Agreement for contract planner/planning services	1-Jul-03	1-Nov-03		T + 5	87-2003	
AD	LL	AG	Lewitter, Besti PSA Consultant Services 2005	Professional Services Agreement for contract planner/planning services	1-Feb-05	29-Jul-05		T + 5	11-2005	
AD	LL	AG	Lewitter, Besti PSA Consultant Services 2007	Professional Services Agreement for contract planner/planning services	12-Dec-07	6/31/09		T + 5	81-2007 77-2008	
AD	LL	AG	Lewitter, Besti PSA Consultant Services 2008-2009	Professional Services Agreement for contract planner/planning services	1-Jan-09	30-Jun-09		T + 5	122-2008	
AD	LL	AG	Lewitter, Betsi PSA Consultant Services 2009-2010	Professional Services Agreement for contract planner/planning services	10-Jun-10	31-Dec-10		T + 5	047-2010	
AD	LL	AG	LiquiVision Technology 2011	Professional Services Agreement for water tank interior cleaning, Hot Springs #1 and Chlorina Contact Tank	13-Jan-11	5-Mar-11		T + 5		
AD	LL	AG	Municipal Resource Group LLC	Professional Services Agreement for development impact fee study.	4-Aug-10	31-Dec-10	One year option	T + 5		
AD	LL	TA	No File: Audio only	FTR Audio used for Council minute preparation	Yr 2003	Yr 2009		CU+3 mos		
AD	LL	TA	No File: Audio only	FTR Audio used for Planning Commission minute preparation	Yr 2003	Yr 2009		CU+3 mos		
AD	LL	AB	Planning Commission applications Mid-YR 2010: Appointed	Planning Commission Appointment to fill Mike Shanahan's 4-year term and for two Alternate Commissioner Positions (2-Year Terms)	8-Jul-10	22-Sep-10		T+5		
AD	LL	AP	Planning Commission applications Mid-YR 2010: Not Appointed	Planning Commission candidates that applied to fill Mike Shanahan's 4-year term and for two Alternate Commissioner Positions (2-Year Terms)	8-Jul-10	3-Sep-12		CL+2		
AD	LL	AG	R & C Construction 2009	Agreement for Vintage Meadows Park Restrooms	22-Sep-09	22-Nov-10		P		

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
AD	LL	AG	R3 Consulting Group 2011	Professional Services Agreement to compare rates for solid waste, recycling, and composting services; analyze revenue, franchise fee payment and rate option projections; and recommend revised customer rate structure pertaining to Redwood Empire Disposal Franchise Agreement.	6-May-11	31-Dec-11	One year option	T + 5	023-2011	
AD	LL	AG	Redwood Empire Disposal 2011	Franchise Agreement	24-Mar-11	30-Jun-25		T + 5	Ord 677-2011	
AD	LL	AG	Rege Construction 2010	Agreement for the demolition of Cherry Creek Village Units 9 and 10 520 S Cloverdale Blvd	26-May-10			T + 5	CD-003-2010	
AD	LL	AG	Reuser Inc 2009	Agreement for the Sale of Backwash Water 2009	2-Jun-09	2-Jun-10	X	T + 5		
AD	LL	AG	Ross Drulis Cusenbery Archetics 2010	Police Headquarters Program Verification	7-Sep-10	31-Dec-10		T + 5		
AD	LL	AG	Sandholm Lane Associates 2003	Owner Participation Agreement (OPA) 150 Sandholm Lane	8-Oct-03					
AD	LL	AG	Seifel Consulting Inc	Agreement for Preparation of Five (5) Year Redevelopment Plan Update	20-Oct-09	30-Mar-10		T + 5		
AD	LL	AG	Sonoma County Family YMCA Summer Swim Program PSA 2000	Professional Services Agreement for the 2000 swim program held at the Cloverdale Pool	29-Mar-00	29-Mar-01		T + 5	14-2000	
AD	LL	AG	Sonoma County Family YMCA Summer Swim Program PSA 2001	Professional Services Agreement for the 2001 swim program held at the Cloverdale Pool	15-May-01	15-May-02		T + 5	_____ - 2001	
AD	LL	AG	Sonoma County Family YMCA Summer Swim Program PSA 2002	Professional Services Agreement for the 2002 swim program held at the Cloverdale Pool	15-May-02	15-May-03		T + 5	39-2002	
AD	LL	AG	Sonoma County Family YMCA Summer Swim Program PSA 2003-2004	Professional Services Agreement for the 2003 and 2004 swim program held at the Cloverdale Pool	15-May-03	17-May-05		T + 5		
AD	LL	AG	Sonoma County Family YMCA Summer Swim Program PSA 2005-2008	Professional Services Agreement for the 2005, 2006, 2007, and 2008 swim program held at the Cloverdale Pool	3-May-05	3-May-09		T + 5	2005, 19-2005	
AD	LL	AG	Sonoma County Family YMCA Summer Swim Program PSA 2009	Professional Services Agreement for the 2009 swim program held at the Cloverdale Pool	13-May-09	30-Sep-09		T + 5	004-2010	
AD	LL	AG	Sonoma County Family YMCA Summer Swim Program PSA 2010	Professional Services Agreement for the 2010 swim program held at the Cloverdale Pool	28-May-08	27-May-11		T + 5	004-2010	
AD	LL	AG	Sonoma County Family YMCA Summer Swim Program PSA 2011	Professional Services Agreement for the 2011 swim program held at the Cloverdale Pool						

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AD	LL	AG	Sonoma County Regional Parks 2005 - 2008	Revocable License Agreement for use of Sonoma County Regional Parks Facilities Cloverdale Veterans Memorial Building Swimming Pool; includes First Amendment to change terms.	23-Aug-05	28-May-08	N/A	T + 5	19-2005 County Reso 07-0760	
AD	LL	AG	Sonoma County Regional Parks 2008 - 2012	Revocable License Agreement for use of Sonoma County Regional Parks Facilities Cloverdale Veterans Memorial Building Swimming Pool; includes First Amendment to extend term to 2012.	13-May-08	30-Jun-12	N/A	T + 5	42-2008 County Reso 08-0465	
AD	LL	AG	Sonoma County Tourism 2004 - 2012	Administrative Agreement for Collection of Assessments for Sonoma County Tourism Business Improvement Area (BIA); includes amendment to agreement dated October 2010	05-Oct-04 04-Oct-10	30-Oct-10 30-Oct-12	No	P	055-2004 060-2010	
AD	LL	AG	Southards Tire & Auto 2010	Professional Services Agreement for vehicle maintenance of city owned vehicles and first amendment to extend term	4-Jan-10 27-Oct-10	31-Dec-10 31-Dec-11	Yes	T + 5		
AD	LL	AG	Structured Business Systems 2001	Professional Services Agreement for computer system upgrades and improvements within City Hall and the Annex	9-Jan-01	1-Mar-02		T + 5		
AD	LL	AG	Structured Business Systems 2004 - 2009	Professional Services Agreement for computer system upgrades and improvements within City Hall and the Annex	12-Nov-04	24-Jan-09		T + 5	Nov-08	
AD	LL	AG	The Lew Edwards Group	Agreement for Advisory Consulting Services for November 2010 Local Revenue Measure	4-Jan-10	30-Jul-10		T + 5		
AD	LL	AG	Tolling Agreement	Tolling Agreement between County of Sonoma and City of Cloverdale to recover a portion of the cost of property tax administration from local jurisdictions that receive property tax revenue.	1-Dec-09					
AD	LL	AG	Tomorrow's Leaders Today 2008	Grant Agreement for Tuition / Scholarships for junior high school students 2008-2009	27-Aug-08	30-Jun-09		T + 5	99-2008	
AD	LL	AG	Tomorrow's Leaders Today 2009	Grant Agreement for Tuition / Scholarships for junior high school students 2009-2010	2-Nov-10	31-Dec-10		T + 5		
AD	LL	AG	Tomorrow's Leaders Today 2010-2011	Grant Agreement for Tuition / Scholarships for junior high school students 2010-2011	1-Mar-11	31-May-11		T + 5		
AD	LL	AG	Vavrinek, Trine, Day & Co	Professional Services Agreement for the 2009 and 2010 Fiscal Audit	11-Mar-10	30-Jun-11		T + 5		
AD	LL	AG	Voigt Family Sculpture Foundation 2010	Agreement with Boback Emad, Artist, to display Shadows of Eternity at Thyme Square Plaza	25-May-10	25-May-15		T + 5	010-2010	
AD	LL	AG	Z&H Engineering 2010	Professional Services Agreement for design and implementation of airport improvements to runway, taxiway and lighting	1-Apr-10			P	007-2010	

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
AD	LL	MI	2011 City Council Minutes		1-Jan-11			P		
AD	LL	OR RE	2011 City Council Ordinances and 2011 City Council Resolutions		1-Jan-11			P		
AD	LL	RE MI	Planning Commission Resolutions and Minutes	Planning Commission Resolutions for year 2011 and Planning Commission Minutes for year 2011	1-Jan-11			P		
AD	LL	AG	Patrick Idiart and Associates	Professional Services Agreement to conduct and provide appraisal report for 123 SCloverdale Blvd. APN 001-122-030	18-Apr-11	31-Jul-11	One year option	T + 5		
AD	LL	FA	2011 Disclosure of Redevelopment Conflicts of Interest		1-Jan-11	1-Jan-16		CU+5		
AD	MC	PR	Industrial Carting	Public records request for Redwood Empire Disposal's current contract Resolution 047-2009 Agreement and First Amendment sent	18-Nov-09	18-Nov-09		CL + 2		
AD	MC	PR	James F. Martini Attorney at Law 2010	Public records request for city attorney records 2000 through 2010.	1-Mar-10	12-Mar-10		CL + 2		
AD	MC	PR	Richard Hopp 2010	Public records request for city clerk and city attorney information 2010	16-Jan-10	21-Jan-10		CL + 2		
AD	MC	PR	Sheet Metal Worker's International 2010	Public records request for Cloverdale Fire Protection District Headquarters Station project; certified payroll records on Design Air Heating and Sheet Metal	28-Jan-10	5-Feb-10		CL + 2		
AD	MC	RR	Records Management Program 2006	City of Cloverdale's Record Management Program and Local Government Records Management Guidelines for the official record retention schedule.	26-Sep-06			S + 4	76-2000	
DE	MF	CI	DI-009 Demolition of Cherry Creek Village Units 9 & 10	520 S. Cloverdale Blvd.	18-May-10			P		
DE	MF	CI	WA-55-2010 Water Well and Tank Coating Project Construction	Formerly WA-38-2008/2009. New Water Well Improvements and Tank Coating. L& S (Luhdorff & Scalmanini)	1-Oct-08			P		
DE	PL	CF	2011 Planning Applications	2011 Planning Applications	31-Jan-11			P		

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DE	PL	CF	595 Santana Dr "B" Valdez Winery CUP/Cat Ex 7-2010	Valdez Winery use permit, Miller Industrial Park	29-Apr-10			P		
DE	PL	CF	70 Commerce Lane, #F PP 5-2010	Plot Plan for West Coast Autocraft	22-Apr-10	27-Apr-10		P		
DE	PL	CF	796 S Cloverdale Blvd. Zini's Diner SP 6-2010	Administrative Sign Permit for Sign Modification "Zini's Diner"	27-Apr-10	28-Apr-10		P		
DE	PL	CF	Admin SP 008-2010 Cloverdale Market, 421 S Cloverdale Blvd.	Sign Permit	20-May-10	21-May-10		P		
DE	PL	CF	DR 011-2010, 225-235 N Cloverdale Blvd- Cook Commercial Bldgs		18-Jul-10			P		
DE	PL	CF	DR 57-2006 111 Treadway Court Cloverdale Retail Center	111 Treadway Ct	22-Aug-06	19-May-10		P	PC 1-07	
DE	PL	CF	HO 16-2010 112 Timber Ridge Court Computer Soltuions Office	HOC Home Occupation Permit to allow a home business office for a computer solutions business (i.e. repair, maintenance, networking.)	13-Oct-10			P		
DE	PL	CF	HOC 013-2010 330 N Jefferson Street	Home Occupation Permit for business office use w/in one bedroom of SFD home. Off-site videography with business office, equipment and editing	17-Aug-10			P		
DE	PL	CF	Mexcept 010-2010, 211 Mulberry Street	Minor Exception to Parking Requirements	29-Jun-10	29-Jun-10		P		
DE	PL	CF	SP 009-2010 Century 21, 114 Lake Street	Administrative Sign Permit for Sign "Century 21)	22-Jun-10	23-Jun-10		P		
AD	PP	GA	ABC On-Sale Off-Sale Licensing 1998	Policy for making determination for Public Conveyance or necessity for On-Sale and Off-Sale ABC Retail Licenses	11-Aug-98			S + 2	52-98	
AD	PP	CP	Ad Valorem Property Tax Refunds 2005	Refunds for Ad Valorem property taxes collected to fund enhanced retirement benefits and approval of budget increase to pay for the refunds	26-Oct-05			S + 2	93-2005	
AD	PP	GA	City Plaza Special Event Usage 1996	City of Cloverdale approving policies governing the special event usage of the Downtown Plaza	20-Nov-96			S + 2	89-96	
AD	PP	GA	Computer System Use 2002	Guidelines for proper use of the city's computer system, network, software and related technologies	1-Oct-02			S + 2		
AD	PP	GA	Coworker Donations of Accrued Leave 2002	Establish a means by which employees may voluntarily donate portions of their accrued leave time to another employee in time of hardship.	3-Apr-02			S + 2		
AD	PP	CP	Disadvantaged Business Enterprise Program 1996-1997	Policy statement for the DBE Program and DBE goals for the remainder of fiscal year 1995-1996 and all of fiscal year 1996-1997	22-May-96			S + 2	36-96	
AD	PP	GA	Drug and Alcohol Use Policy	Drug and Alcohol Abuse Administrative Policy	22-Dec-93				76-93	

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
AD	PP	CP	Drug Free Zone 1994	Creation of a drug free zone on school district campuses, city parks, and the Boys & Girls Club and within 1,000 feet of such properties	23-Mar-94			S + 2	21-94	
AD	PP	GA	Employee Computer Purchase Program 2005	Policy to provide an incentive for the enhanced computer literacy of City employees by providing a low interest loan program for the purchase of a home computer system	1-Jan-05			S + 2		
AD	PP	CP	Environmental Impact Report Consultant Contracts Policy 1990	Procedural policy for the execution of consultant contracts for environmental impact reports	1-Feb-90			S + 2	3-90	
AD	PP	DE	Finance Cash Procedures 1999	To provide standards for the handling and accountability of cash held in the Utility Office	21-Dec-99			S + 2		
AD	PP	GA	Health Reimbursement Agreement	Establish an employee Healthcare Reimbursement Account (HRA) to reimburse employees for payment of Health Care deductibles	9-Aug-06			S + 2	64-2006	
AD	PP	CP	Investment Policy for FY 1996 - 1997	Criteria for the investment of public funds and adoption of annual statement of investment policy	14-Aug-96			S + 2	60-96	
AD	PP	CP	Investment Policy for FY 1997 - 1998	Criteria for the investment of public funds and adoption of annual statement of investment policy	13-Aug-97			S + 2	53-97	
AD	PP	CP	Investment Policy for FY 2002 - 2003	Criteria for the investment of public funds and adoption of annual statement of investment policy	11-Dec-02			S + 2	112-2002	
AD	PP	CP	Investment Policy for Idle Funds 1995	Investment Policy for the productive use of idle funds and assets	14-Nov-95			S + 2	95-95	
AD	PP	CP	Land Secured Financing Policy 2006	Approval of a land secured financing policy for special assessment and Mello-Roos community facilities district financing	23-Aug-06			S + 2	70-2006	
AD	PP	DE	Planning Annexation Applications 1999	Policy for processing and finalizing annexation applications before City Council	14-Jul-99			S + 5	43-99	

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
AD	PP	DE	Police Domestic Violence Policy 1997	Policy to provide guidance to Sonoma County law enforcement personnel in the handling of domestic violence situations as outlines by California Penal Code Section 13701	1-Jan-97			S + 2		
AD	PP	CP	Public Nuisance and Blighted Property Policy 1997	City Council of the City of Cloverdale endorsing and adopting policies and procedures to further assist in the elimination of public nuisances and blighted properties in Cloverdale	24-Sep-97			S + 2	74-97	
AD	PP	DE	Public Works Change Orders on Contracts	Responsibility and authority for the approval of change orders on Public Works contracts	25-Sep-96			S + 2	72-96	
AD	PP	DE	Public Works Pager Policy	Clarify requirements for employee response during the time a crew member is carrying a pager	16-Feb-00			S + 5		
AD	PP	GA	Purchasing Policy Procedure	Purchasing police including purchase order process	26-Jan-06					
AD	PP	CP	Reciprocal Project Processing Fees 2003	Granting exception to the portions of the City's fee for services resolution for applications of the Cloverdale Fire Protection District and adopting a policy on reciprocal processing of projects.	22-Jan-03			S + 2	23-2000	
AD	PP	CP	Reserve Policy Revision 2005	Revision of the October 2000 reserve policy	25-Jan-05			S + 2	7-2005	
AD	PP	GA	Safety and Loss Control Program 1992	It is the policy of the City of Cloverdale to take all practical steps to safeguard the public and its employees.	1-May-92			S + 2		
AD	PP	GA	Sexual Harassment Policy	Adopt zero tolerance policy and complaint procedure to enforce against harassment	24-May-00			S + 2	37-2000	
AD	PP	CP	Sonoma County Subregion Issues and Policies	Acceptance of Sonoma County's subregional planning project for addressing issues which may affect the area, including traffic congestions, air quality, job creation, and affordable housing	12-Dec-95			S + 2	105-95	
AD	PP	CP	Street Naming Asti Santana Citrus Fair 1993	Street Naming Committee recommends street names for Asti Road, Santana Drive and Citrus Fair	16-Nov-93			S + 2	66-93	
AD	PP	CP	Telecommunication Facility and Antenna Criteria	Establishing standards for development of telecommunication facilities and installation of related facilities	28-May-97			S + 2		Ord 518-97 (amends Chapter 15 to add 15.37)

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
AD	PP	GA	Time Card Requirements	Establish guidelines for the proper use of time cards, time sheets and/or other payroll voucher	1-Oct-02			S + 2		
AD	PP	CP	Water Efficient Landscaping Policy 1994	To ensure efficient water use by establishing standards for landscaping design	23-Mar-94			S + 2	14-94	
AD	PP	GA	Web Site Material	Guidelines for web site material includes mission statement				S + 2		
AD	PP	GA	Workplace Violence Prevention	Workplace violence prevention as established by the Occupational Safety and Health Act (OSHA)	11-Mar-97			S + 2	18-97	
AD	PP	GA	Zero Tolerance Policy Against Harassment	Restate and reaffirm the steps the City will take to prevent and prohibit harassment in the workplace; also to define discrimination and harassment.	24-May-00			S + 2	36-2000	
DE	PR	AN	Anne M Johnson Annexation 2011 APN 116-300-003	Deferred annexation and Outside Service Area Agreement between the City of Cloverdale and Anne M Johnson APN 116-300-003 1116 S Cloverdale Blvd. Sonoma County Record #2011007064	21-Jan-11	N/A	N/A	P		
DE	PR	DE	Cloverdale Community Outreach Committee 2010	Promissory Note from City to CCOC for rehabilitation of the property located at 113 Elm Street APN 001-084-020 for low-income restricted rental housing - Neighborhood Stabilization Program.	26-Jul-10	31-Dec-11		P		
DE	PR	DE	Spight Properties II 2011	Grant Deed of Protective Easement between Spight Properties II and City of Cloverdale dated February 9, 2011. Sonoma County record #2011015994	9-Feb-11	N/A	N/A	P		
FI	PU	BI	Facility Maintenance RFP 2009	Facility Maintenance Request for Proposal 2009 Janitorial Documents Pre-Bid	6-Jan-10	20-Jan-10		AU + 4		
FI	PU	BS	Facility Maintenance RFP 2009 Successful Bid	Facility Maintenance Request for Proposal 2009 Successful Bid Crown Carpet	6-Jan-10	28-Feb-11		AU + 5		
FI	PU	BI	Facility Maintenance RFP 2010	Facility Maintenance Request for Proposal 2010 Janitorial Documents Pre-Bid	29-Oct-10	16-Dec-10		AU + 4		
FI	PU	BS	Facility Maintenance RFP 2010 Successful Bid	Facility Maintenance Request for Proposal 2010 Successful Bid AJ Janitorial	29-Oct-10	26-Jan-11		AU + 5		
FI	PU	BU	Facility Maintenance RFP 2010 Unsuccessful Bids	Facility Maintenance Request for Proposal 2010 Unsuccessful Bids	29-Oct-10	26-Jan-11		CU + 2		
FI	PU	BI	Financial Audit Fiscal Year 2008-2009 RFP Successful Bidder	Request for Proposal for fiscal year 2008-2009 audit services from successful bidder Vavrinek, Trine, Day and Co (VTD)	23-Jun-09	24-Jul-09	N/A	AU + 5		
FI	PU	BI	Financial Audit RFP Fiscal Year 2008-2009 RFP Unsuccessful Bids	Request for Proposal for fiscal year 2008-2009 audit services from unsuccessful bidders: Mann, Urrutia, Nelson CPAs; Moss, Levy & Hartzheim CPAs; C.G. Uhlenberg CPAs;	23-Jun-09	24-Jul-09	N/A	CU + 2		

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
FI	PU	BI	Vehicle Maintenance RFP 2009	Vehicle Maintenance Request for Proposal 2009 Documents Pre-Bid	2-Sep-09	18-Sep-09		AU + 4		
AD	RM	IL	Airport Insurance 1985-1986	City of Cloverdale's Airport Owners and Operators General Liability Insurance Policy with United States Fire Insurance Company through Johnson & Higgins of California	24-Aug-85	24-Aug-86		P		
AD	RM	IL	Airport Insurance 1986-1987	City of Cloverdale's Airport Owners and Operators General Liability Insurance Policy with United States Fire Insurance Company through Johnson & Higgins of California	24-Aug-86	24-Aug-87		P		
AD	RM	IL	Airport Insurance 1987-1988	City of Cloverdale's Airport Owners and Operators General Liability Insurance Policy with Old Republic Insurance Company through Johnson & Higgins of California	24-Aug-87	24-Aug-88		P		
AD	RM	IL	Airport Insurance 1988-1989	City of Cloverdale's Airport Owners and Operators General Liability Insurance Policy with Old Republic Insurance Company through J&H Marsh & McLennan	24-Aug-88	24-Aug-89		P		
AD	RM	IL	Airport Insurance 1989-1990	City of Cloverdale's Airport Owners and Operators General Liability Insurance Policy with Old Republic Insurance Company through Marsh USA Inc	24-Aug-89	24-Aug-90		P		
AD	RM	IL	Airport Insurance 1990-1991	City of Cloverdale's Airport Owners and Operators General Liability Insurance Policy with ACE USA Property and Casualty Insurance Company through Marsh Risk & Insurance Services	24-Aug-90	24-Aug-91		P		
AD	RM	IL	Airport Insurance 1991-1992	City of Cloverdale's Airport Owners and Operators General Liability Insurance Policy with ACE USA Property and Casualty Insurance Company through Marsh Risk & Insurance Services	24-Aug-91	24-Aug-92		P		
AD	RM	IL	Airport Insurance 1992-1993	City of Cloverdale's Airport Owners and Operators General Liability Insurance Policy with ACE USA Property and Casualty Insurance Company through Marsh Risk & Insurance Services	24-Aug-92	24-Aug-93		P		
AD	RM	IL	Airport Insurance 1993-1994	City of Cloverdale's Airport Owners and Operators General Liability Insurance Policy with ACE USA Property and Casualty Insurance Company through Marsh Risk & Insurance Services	24-Aug-93	24-Aug-94		P		
AD	RM	IL	Airport Insurance 1994-1995	City of Cloverdale's Airport Owners and Operators General Liability Insurance Policy with ACE USA Property and Casualty Insurance Company through Marsh Risk & Insurance Services	24-Aug-94	24-Aug-95		P		

MAIN	TOP	BOTTOM	FILE NAME	DETAILS	START DATE	END DATE	RENEW?	DESTROY DATE	RESO	ORD
AD	RM	IL	Airport Insurance 2005-2006	City of Cloverdale's Airport Owners and Operators General Liability Insurance Policy with ACE USA Property and Casualty Insurance Company through Marsh Risk & Insurance Services	24-Aug-05	24-Aug-06		P		
AD	RM	IL	Airport Insurance 2006-2007	City of Cloverdale's Airport Owners and Operators General Liability Insurance Policy with ACE USA Property and Casualty Insurance Company through Marsh Risk & Insurance Services	24-Aug-06	24-Aug-07		P		
AD	RM	IL	Airport Insurance 2007-2008	City of Cloverdale's Airport Owners and Operators General Liability Insurance Policy with ACE USA Property and Casualty Insurance Company through Marsh Risk & Insurance Services	24-Aug-07	24-Aug-08		P		
AD	RM	IL	Airport Insurance 2008-2009	City of Cloverdale's Airport Owners and Operators General Liability Insurance Policy with ACE USA Property and Casualty Insurance Company through Marsh Risk & Insurance Services	24-Aug-08	24-Aug-09		P		
AD	RM	IL	Airport Insurance 2009-2010	City of Cloverdale's Airport Owners and Operators General Liability Insurance Policy with ACE USA Property and Casualty Insurance Company through Marsh Risk & Insurance Services	24-Aug-09	24-Aug-10		P		
AD	RM	IL	Airport Insurance 2010-2011	City of Cloverdale's Airport Owners and Operators General Liability Insurance Policy with ACE USA Property and Casualty Insurance Company through Marsh Risk & Insurance Services	24-Aug-10	24-Aug-11		P		
AD	RM	IW	Hornback, Josephine 1997	Worker's compensation claim Hornback vs Burlington Coat Factory; subpoena for employee records from 1990	4-Sep-97	10-Oct-97		P		
AD	RM	RM	REMIF Actuarial Study 2010 Liability	Redwood Empire Municipal Insurance Fund Actuarial Study of the Automobile and General Liability Program as of June 30, 2010	30-Jun-10	30-Jun-11		CL + 5		
AD	RM	RM	REMIF Actuarial Study 2010 Workers Comp	Redwood Empire Municipal Insurance Fund Actuarial Study of the Workers Compensation Program as of June 30, 2010	30-Jun-10	30-Jun-11		CL + 5		
AD	RM	CL	Bartlett, Matthew and Eva 2011 Damage Claim	Large oak tree fell on a fence at 499 N Foothill Blvd	21-Nov-10	12-May-11		CL + 5		
PW	SA	PE	2010 Streets and Alleys Permits	Encroachment Permit and Grading Permits	1-Jan-10	31-Dec-10		P		
PW	SA	PE	2011 Streets and Alleys Permits	Encroachment Permit and Grading Permits	1-Jan-11			P		
PW	WA	PE	IWWP 002-2010 Valdez Family Winery 595 Santana Drive	Industrial Wastewater Discharge Permit w/in Miller Industrial Center	5-Aug-10			P		
FI			Statement of Indebtedness FY 08-09		31-Dec-08					
FI			Statement of Indebtedness FY 09-10		29-Dec-09					

COMMENTS	Link
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[Completed Records\Transportation\Administration\Agreements\Anderson, Robin Airport Ground Lease 2010 DRAFT.pdf](#)

[Completed Records\Transportation\Administration\Agreements\Anderson, Robin Airport Hangar License 2000.pdf](#)

[Completed Records\Transportation\Administration\Agreements\Anderson, Robin Airport Hangar License 2010.pdf](#)

[Completed Records\Transportation\Administration\Agreements\Babcock, David Airport Tie Down Lease 2010 DRAFT.pdf](#)

[Completed Records\Transportation\Administration\Agreements\Bartleson, Alan Airport Ground Lease 2010.pdf](#)

[Completed Records\Transportation\Administration\Agreements\Beer, Sandra Airport Ground Lease 2010.pdf](#)

[Completed Records\Transportation\Administration\Agreements\Beer, Sandra & Arthur Airport Ground Lease 1996.pdf](#)

[Completed Records\Transportation\Administration\Agreements\Bens, Russell Airport Ground Lease 2010.pdf](#)

[Completed Records\Transportation\Administration\Agreements\Black, David Airport Ground Lease 1985.pdf](#)

[Completed Records\Transportation\Administration\Agreements\Black, David Airport Ground Lease 2010 Hangar 10.pdf](#)

[Completed Records\Transportation\Administration\Agreements\Black, David Airport Ground Lease 2010 Hangar 7.pdf](#)

[Completed Records\Transportation\Administration\Agreements\Boucher, Mechel Airport Hangar License 1993.pdf](#)

[Completed Records\Transportation\Administration\Agreements\Boucher, Mechel Airport Hangar License 2000.pdf](#)

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	<a href="#">Completed Records\Transportation\Administration\Agreements\Boucher, Mechel Airport Hangar License 2010 DRAFT.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Clifford, Daniel Airport Ground Lease 2010 DRAFT.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Dalbec, Edward Airport Hangar License 1985.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Dalbec, Edward Airport Hangar License 2000.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Dalbec, Edward Airport Hangar License 2004.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Dalbec, Edward Airport Hangar License 2010 DRAFT.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Dorsett, Bryan and Lisa Airport Ground Lease 2007.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Dorsett, Bryan and Lisa Airport Ground Lease 2010.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Gordon, Robert Airport Ground Lease 2010.pdf</a>
No letter requesting extension of lease is included with file. An agreement dated 2010 will replace this agreement.	<a href="#">Completed Records\Transportation\Administration\Agreements\King, Alvin Airport Ground Lease 2004.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\King, Alvin Airport Ground Lease 2010 DRAFT.pdf</a>
Was 1998-2008 - renewed through 8/14/2013.	<a href="#">Completed Records\Transportation\Administration\Agreements\Koster, Stephen Airport Ground Lease 1998.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Moody, Anna Airport Hangar License 2010 DRAFT.pdf</a>

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	<a href="#">Completed Records\Transportation\Administration\Agreements\Nagy, Robert Airport Tie Down Lease 2010 DRAFT.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\NorCal Skydiving 2009 Lease Agreement.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Perkins, Troy Airport Tie Down Lease 2010 DRAFT.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Peterson, Erik Airport Ground Lease 2004.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Peterson, Erik Airport Ground Lease 2010.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Quality Sports Planes 2005.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Shadow Aviation Airport Tie Down Lease 2010 DRAFT.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Stanfield, David Airport Tie Down Lease 2010 DRAFT.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Temple, Michael Airport Tie Down Lease 2010 DRAFT.pdf</a>
Notice to terminate given - effective May 1, 2007	<a href="#">Completed Records\Transportation\Administration\Agreements\Vaughn, Kenneth Sr Airport Hangar License 2000.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Vaughn, Kenneth Sr Airport Tie Down Lease 2010 DRAFT.pdf</a>
	<a href="#">Completed Records\Transportation\Administration\Agreements\Wimmer, Curt Airport Ground Lease 2010.pdf</a>
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[Completed Records\Transportation\Airport\Reports\Airport Operational \(Admin\)\Sonoma County Possessory Interest Report 2011.pdf](#)

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[Completed Records\Transportation\Airport\Reports\Airport Operational \(Admin\)\Sonoma County Assessor List of Aircraft 2010.pdf](#)

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UGB, Treasurer Elected vs. Non-Elected, City Clerk Elected vs. Non-Elected  
3-Council Seats  
1-Treasurer Seat Open for November 2, 2010 Election

Items not scanned. Need to find all original documents as of 9/8/10 LS

COMMENTS	Link
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[Completed Records\Administration\Grants\Federal and State\California Aid to Airports Program 2010.pdf](#)

Project File only for staff use in the Planning Department. The Ordinance will be filed seperately for permanent retention.

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	<a href="#">Completed Records\Administration\Human Resources\PERS, Social Security, SS\PERS Contract Analysis 2000.pdf</a> <a href="#">Completed Records\Administration\Human Resources\PERS, Social Security, SS\PERS Retirement System 1957.pdf</a>
	Hard copies in Planning Dept. X:\Community Development\Misc\Human Resources
Packets to be kept in Annex during active year.	
Packets to be kept in Annex during active year.	
	<a href="#">Completed Records\Administration\Legal and Legislative\AIP Enterprises ECON Soil Analysis 2010 Thyme Square.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\AIP Enterprises ECON Enviro Site Analysis 2010 465 S Cloverdale Blvd.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Alexander Valley Reg Med Center Grant Agreement Flu Vaccines 2009.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Animal Hospital of Cloverdale PSA Impound Services 2009.pdf</a> <a href="#">Completed Records\Administration\Legal and Legislative\Bay Area Economics Riverdale Ranch Development 2009.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Boys &amp; Girls Club Grant Agreement Career Launch 2009.pdf</a> <a href="#">Completed Records\Administration\Legal and Legislative\Boys &amp; Girls Club Grant Agreement Youth Arts Program 2009.pdf</a>

COMMENTS	Link
File has the third and fourth amendment. Original agreement and amendment one and two need to be located and added to the file.	
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Arts Alliance Grant Agreement Friday Night Live 2005.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Arts Alliance Grant Agreement Friday Night Live 2006.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Arts Alliance Grant Agreement Sculpture Exhibit 2008.pdf</a>
The unisgned agreement is enclosed with notes to Diana	
Agreement not scanned.	
Pending approval to send as of	
8/30/2010	
Agreement not scanned.	
Pending approval to send as of	
8/30/2010	
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Arts Alliance Grant Agreement Friday Night Live 2011.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Arts Alliance Grant Agreement Sculpture Exhibit 2011.pdf</a>
Includes first amendment	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Auto &amp; Tires Vehicle Maintenance 2010.pdf</a>
Includes two quarterly reports	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Chamber of Commerce PSA Visitor Center 2003-2005.pdf</a>
One agreement is dated	
9/28/2005 and another is dated	
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Chamber of Commerce PSA Visitor Center 2005-2006.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Chamber of Commerce PSA Visitor Center 2006-2007.pdf</a>
The PSA is not signed by city	
manager - only Chamber of	
Commerce rep.	

COMMENTS	Link
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Chamber of Commerce PSA Visitor Center 2008-2009.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Chamber of Commerce Grant Agreement Holiday Events 2009.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Chamber of Commerce Grant Agreement Radio Advertising 2009.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Chamber of Commerce Grant Agreement Heritage Day 2009.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Chamber of Commerce Grant Agreement Tourism Guide 2009.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Chamber of Commerce Grant Agreement Annual Car Show 2009.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Chamber of Commerce PSA Visitor Center 2009-2010.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Chamber of Commerce PSA Visitor Center 2010.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Community Outreach Emergency Housing Services 2009.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Community Outreach Emergency Housing Services 2010.pdf</a>
Includes CFPD Annual Report June 30, 1005 not scanned	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Fire Protection District Services 1994 - 1995.pdf</a>
CFPD resolutioun #11-10	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Fire Protection District Services 1995 - 1996.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Fire Protection District Lease Agreement 1996 - 2006.pdf</a>
Annual report not scanned	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Fire Protection District Settlement Agreement 1997 - 2007.pdf</a>

COMMENTS	Link
Original un-signed agreement scanned. Will scan executed agreement when located. Includes First Amendment and Second Amendment; 12/10/10 trying to find original document from 2007; file includes copy of check for payment	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Fire Protection District Joint Powers Agreement 2007.pdf</a>
CFPD resolution #15-09	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Fire Protection District Hazardous Substance Disposal 2009.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Fire Protection District Settlement Agreement 2010.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Fire Protection District Funding FY 1994 - 1996.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Fire Protection District Funding FY 1996 - 1997.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Harvest 4-H Grant Agreement Scarecrow Contest 2008.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Harvest 4-H Grant Agreement Scarecrow Contest 2009.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Health Care District Grant Agreement Ambulance 2009.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Historical Society Grant Agreement Fiddle Festival 2009.pdf</a>
9/17/2010 No Agreement is enclosed. Only the application and disbursement info.	
	<a href="#">Completed Records\Administration\Legal and Legislative\Cloverdale Performing Arts Grant Agreement Building 2009.pdf</a>
Includes amendment 1 to extend term	

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[Completed Records\Administration\Legal and Legislative\Cloverdale Rotary Club Grant Agreement Asti Tour de Vine 2009.pdf](#)  
[Completed Records\Administration\Legal and Legislative\Cloverdale Senior Multi-Purpose Center 2003-2015.pdf](#)

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[Completed Records\Administration\Legal and Legislative\Council on Aging Grant Agreement Meals on Wheels 2009.pdf](#)

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[Completed Records\Administration\Legal and Legislative\Crown Carpet Cleaning Janitorial 2010.pdf](#)

[Completed Records\Administration\Legal and Legislative\DVC Group ADA Sidewalk Improvements 2009.pdf](#)

[Completed Records\Administration\Legal and Legislative\civis Grants Network Master License and Service Agreement 2010.pdf](#)

Includes first amendment

[Completed Records\Administration\Legal and Legislative\Eric's Performance Vehicle Maintenance 2010.pdf](#)

[Completed Records\Administration\Legal and Legislative\Feline Rescue Grant Agreement Ferrel Cat Population 2009.pdf](#)

Includes Agreement, bidder's Proposal, Bid Bond, Performance Bond, Payment/Labor and Materials Bond, and Maintenance Bond.

[Completed Records\Administration\Legal and Legislative\Ghilotti Brothers PSA Airport Project 2010.pdf](#)

[Completed Records\Administration\Legal and Legislative\Green Valley Consulting Engineers 2011 PSA Sidewalk Improvement Design.pdf](#)

[Completed Records\Administration\Legal and Legislative\Hickey Appraisals PSA Appraisal Services 2010.pdf](#)

[Completed Records\Administration\Legal and Legislative\Hickey Appraisals PSA Appraisal Services 2011.pdf](#)

Includes Amendment 1 regarding insurance

[Completed Records\Administration\Legal and Legislative\Howell, Carla PSA Economic Dev Services 2008-2009.pdf](#)

COMMENTS	Link
Original contract from 7/1/09 - 06/30/10; Amendment dated 7/14/10 extends original thru 9/30/10.	<a href="#">Completed Records\Administration\Legal and Legislative\Howell, Carla PSA Economic Dev Services 2009-2010.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Jerry Haag Urban Planner Alexander Valley Resort 2009.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\King's Kastle PSA Impound Services 2009.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Lewitter, Betsi PSA Consultant Services 2008-2009.pdf</a>
Includes first amendment to PSA to extend term and payment terms	<a href="#">Completed Records\Administration\Legal and Legislative\Lewitter, Betsi PSA Consultant Services 2009-2010.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\LiquiVision Technology PSA 2011.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Municipal Resource Group 2010.pdf</a>
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	<a href="#">Completed Records\Administration\Legal and Legislative\R&amp;C Construction Vintage Meadows Park Restrooms 2009.pdf</a>

COMMENTS	Link
	<a href="#">Completed Records\Administration\Legal and Legislative\R3 Consulting Group 2011.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Redwood Empire Disposal 2011 Franchise Agreement.pdf</a>
Includes Agreement, bidder's Proposal, Bid Bond, Performance Bond, Payment/Labor and Materials Bond, and Maintenance Bond.	<a href="#">Completed Records\Administration\Legal and Legislative\Rege Construction PSA Demo Cherry Creek Village 2010.pdf</a>
Can be extended be amendment	<a href="#">Completed Records\Administration\Legal and Legislative\Reuser Inc Sale of Surplus Backwash Water 2009.pdf</a> <a href="#">Completed Records\Administration\Legal and Legislative\Ross Drulis Cusenbery PSA Police Headquarters 2010.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Seifel Consulting Redevelopment Planning 2009.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Sonoma County Family YMCA Summer Swim Program PSA 2000.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Sonoma County Family YMCA Summer Swim Program PSA 2001.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Sonoma County Family YMCA Summer Swim Program PSA 2002.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Sonoma County Family YMCA Summer Swim Program PSA 2003-2004.pdf</a>
	<a href="#">Completed Records\Administration\Legal and Legislative\Sonoma County Family YMCA Summer Swim Program PSA 2005-2008.pdf</a>
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[Completed Records\Administration\Legal and Legislative\Sonoma County Regional Parks Vets Bldg Pool 2008-2012.pdf](#)

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Includes first amendment

[Completed Records\Administration\Legal and Legislative\Southards Tire & Auto Vehicle Maintenance PSA 2010.pdf](#)

Includes Amendment to extend existing agreement

[Completed Records\Administration\Legal and Legislative\The Lew Edwards Group Nov 2010 Local Revenue Measure 2009.pdf](#)

[Completed Records\Administration\Legal and Legislative\Tomorrow's Leaders Today Grant Agreement 2009.pdf](#)

[Completed Records\Administration\Legal and Legislative\Tomorrow's Leaders Today Grant Agreement 2010-2011.pdf](#)

[Completed Records\Administration\Legal and Legislative\Vavrinkek, Trine, Day and Company PSA Audit Services 2010.pdf](#)

[Completed Records\Administration\Legal and Legislative\Z&H Engineering PSA Airport Improvements 2010.pdf](#)

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Files 1/3 Pre-Construction  
2/3 Construction and 3/3 USDA

Hard copies of files to be retained X:\Community Development\Agenda Development\2011\Planning Commission perm.

COMMENTS	Link
Administrative Approval on Planning Permit Administrative Approval on Planning Permit	
Project approved by Planning Commission in 2007, but expired May 2010	
	<a href="#">Completed Records\Administration\Policies and Procedures\General Administration\ABC On-Sale Off- Sale Retail Licenses 1998.pdf</a>
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	<a href="#">Completed Records\Administration\Policies and Procedures\General Administration\City Plaza Special Event Usage 1996.pdf</a>
Policy 102	<a href="#">Completed Records\Administration\Policies and Procedures\General Administration\Computer System Use 2002.pdf</a>
	<a href="#">Completed Records\Administration\Policies and Procedures\General Administration\Coworker Donations of Accrued Leave 2002.pdf</a>
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	<a href="#">Completed Records\Administration\Policies and Procedures\General Administration\Drug and Alcohol Abuse Policy 1993.pdf</a>

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	<a href="#">Completed Records\Administration\Policies and Procedures\Departmental\Finance Cash Procedures 1999.pdf</a>
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	<a href="#">Completed Records\Administration\Policies and Procedures\Departmental\Planning Annexation Applications 1999.pdf</a>

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Policy 93-7	<a href="#">Completed Records\Administration\Policies and Procedures\Departmental\Police Domestic Violence Policy 1997.pdf</a>
This has an attached resolution; needs a new resolution passed before it can be superseded or destroyed	<a href="#">Completed Records\Administration\Policies and Procedures\Council Proclamations\Public Nuisance &amp; Blighted Property Policy 1997.pdf</a>
This has an attached resolution; needs a new resolution passed before it can be superseded or destroyed	<a href="#">Completed Records\Administration\Policies and Procedures\Departmental\Public Works Change Orders on Contracts 1996.pdf</a>
	<a href="#">Completed Records\Administration\Policies and Procedures\Departmental\Public Works Pager Policy 2000.pdf</a>
	<a href="#">Completed Records\Administration\Policies and Procedures\General Administration\Purchasing Policy 2006.pdf</a>
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Policy enclosed in file but not scanned	<a href="#">Completed Records\Administration\Policies and Procedures\General Administration\Safety &amp; Loss Control Program 1992.pdf</a>
Repeals Resolution 48-84	<a href="#">Completed Records\Administration\Policies and Procedures\General Administration\Zero Tolerance Policy Against Harassment 2000.pdf</a>
This has an attached resolution; needs a new resolution passed before it can be superseded or destroyed	<a href="#">Completed Records\Administration\Policies and Procedures\Council Proclamations\Sonoma County Subregion Issues and Policies 2995.pdf</a>
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[Completed Records\Administration\Policies and Procedures\General Administration\Workplace Violence Prevention 1997.pdf](#)

[Completed Records\Administration\Policies and Procedures\General Administration\Zero Tolerance Policy Against Harassment 2000.pdf](#)

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[Completed Records\Development\Property \(PR\)\Deed and Promissory Notes \(DE\)\Cloverdale Community Outreach 2010 Promissory Note 113 Elm Street.pdf](#)

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[Completed Records\Finance\Purchasing\Bids, RFQs, RFPs\Facility Maintenance RFP 2009.pdf](#)

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	<a href="#">Completed Records\Finance\Purchasing\Bids, RFQs, RFPs\Vehicle Maintenance RFP 2009.pdf</a>
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**City Council/Successor Agency  
Agenda Item Summary**

Agenda Item: 4  
Meeting Date: January 26, 2016

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<b>Agenda Section</b> Consent	<b>Staff Contact</b> Paul Cayler, City Manager
<b>Agenda Item Title</b> Resolution No. 006-2016 Adopting the 2015 Subcommittee, Joint Committee and Regional Board/Committee Appointments	
<b>Summary</b> City staff distributed a subcommittee preference form at the December 9, 2015, Council Meeting in preparation for the City Council reorganization for 2016. The preference forms were compiled by the City Manager. At the January 12, 2016, City Council meeting, the City Manager presented his recommendations for Subcommittee and Joint Committee appointments. The City Council reviewed and modified the proposed appointments, and directed the list be returned on consent calendar for formal adoption by resolution.	
<b>Options</b> None.	
<b>Budget/Financial Impact</b> None.	
<b>Subcommittee Recommendation</b> None.	
<b>Recommended Council Action</b> The City Manager recommends that the City Council adopted the 2016 Subcommittee, Joint Committee and Regional Board/Council appointments by resolution.	
<b>Attachments:</b> 1) Resolution No. 006-2016 setting forth the 2016 Subcommittee, Joint Committee and Regional Board/Council appointments.	

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cc:

**CITY OF CLOVERDALE  
CITY COUNCIL  
RESOLUTION NO. 006-2016**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE ADOPTING THE 2016 ROSTER OF  
SUBCOMMITTEE, JOINT COMMITTEE AND REGIONAL BOARD/COMMITTEE APPOINTMENTS**

**WHEREAS**, the City Council created the Management by Objectives (MBO) system for setting the City's business objectives on June 28, 2006, including establishing the system of City Council Subcommittees; and

**WHEREAS**, the City participates on two joint committees with two separate local agencies (the Cloverdale Fire Protection District, and the Cloverdale Unified School District); and

**WHEREAS**, the City establishes typical meeting days, times and locations for Council Subcommittees and the joint committees; and

**WHEREAS**, on January 12, 2016, the City Manager presented his recommendations for Subcommittee, Joint Committee and Regional Board/Committee appointments, and the City Council modified the City Manager's recommendation, and further the City Council directed that the formal resolution approving the 2016 Roster of Subcommittee, Joint Committee, and Regional Board/Committee memberships and meeting days and times be returned for Council action.

**NOW, THEREFORE, BE IT RESOLVED** that the 2016 Roster of Subcommittee, Joint Committee, and Regional Board/Committee memberships and meeting days and times as attached is hereby adopted, and further Resolution No. 002-2015 is hereby rescinded.

It is hereby certified that the foregoing Resolution No. 006-2016 was duly introduced and adopted as amended by the City Council of the City of Cloverdale at its regular meeting held on the 26<sup>th</sup> day of January, 2016, by the following voice vote: (X-ayes, X-noes)

AYES IN FAVOR:

NOES:

ABSENT:

ABSTAIN:

Approved:

Attested:

\_\_\_\_\_  
Mary Ann Brigham, Mayor

\_\_\_\_\_  
Linda Moore, Deputy City Clerk



### 2016 Council Subcommittee, Joint Committee, and Regional Board/Committee Appointments

Subcommittee	Members	Typical Meeting Day, Time and Location*
Airport	Cox, Wolter	<u>1<sup>st</sup> Tuesday, 8:00 a.m. (Every Four Months)</u> February 2nd June 7th October 4th
Finance, Administration & Police	Brigham, Wolter	<u>4<sup>th</sup> Thursday, 2:00 p.m. (Monthly)</u> January 28th February 25th March 24th April 28th May 26th June 23rd July 28th August 25th September 22nd October 27th November 24th (TBD) December 29th (TBD)
Planning & Community Development	Wolter, Brigham	<u>3<sup>rd</sup> Tuesday, 4:00 p.m. (Bi-Monthly)</u> February 16th April 19th June 21st August 16th October 18th December 20th
Public Works	Russell, Cox	<u>4<sup>th</sup> Tuesday, 10:30 a.m. (Bi-Monthly)</u> January 26th March 29th May 24th July 26th September 27th November 22nd
Joint City/Cloverdale Fire District	Palla, Brigham	<u>2<sup>nd</sup> Monday, 5:30 p.m. (Every Four Months)</u> February 22 <sup>nd***</sup> June 13th October 10th

**City of Cloverdale DRAFT 2014 Council Subcommittee, Joint Committee, and Regional Board/Committee Appointments, continued**

Joint City/Cloverdale Unified School District	Palla, Cox	<u>3<sup>rd</sup> Monday, 5:00 p.m. (Bi-Monthly, School year)</u> January 25th March 21st May 16th July 18th** (no meeting) September 19th November 21st
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**\*All meetings are held at Cloverdale City Hall except the Joint City/Cloverdale Fire District Subcommittee meeting which is held at Cloverdale Fire District Headquarters. Special meetings may be called by the City Manager or Subcommittee Chair, as needed.**

**\*\*Meeting falls during summer break; Subcommittee will determine if meeting is necessary**

**\*\*\*Meeting rescheduled per committee request.**



2016 City Council Regional Board / Committee Appointments

Regional Board / Committee	2016 Appointee	Meeting Schedule
Association of Bay Area Gov'ts (ABAG) (Oakland)	Wolter	3 <sup>rd</sup> Thu; @ 7:00 pm, Quarterly
Cloverdale Chamber of Commerce Liaison	Wolter, Palla (alt)	1 <sup>st</sup> Thurs @ 5:30 pm Monthly
Planning Commission Liaison	Wolter, Cox (alt)	1 <sup>st</sup> Wed @ 6:30 pm; Monthly
Cloverdale Rancheria Tribal Council Liaison	Brigham, Wolter(alt)	As needed
League of CA Cities Board of Directors**	Palla	Quarterly
League of CA Cities Redwood Empire Division Legislative Committee**	Palla	Quarterly
League of CA Cities Transportation, Communication and Public Works Policy Committee**	Cox	Quarterly
League of CA Cities Mayors & Council Dept Executive Committee**	Palla	Quarterly
League of CA Cities Public Safety Committee**	Palla	Quarterly
Redwood Empire Municipal Insurance Fund (REMIF)	Palla, Moore (alt)	2 <sup>nd</sup> Thu; noon (bi-monthly)
Russian River Watershed Assn (RRWA)	Cox, Cayler (alt)	4 <sup>th</sup> Thu; 9:00 am
Sonoma Co. Mayors/Council Members Assn. Legislative Committee	Palla, Russell (alt)	1 <sup>st</sup> Friday @ 9:30am
Sonoma Co. Health Action Plan	Russell	Quarterly
Sonoma Co. Transportation Authority & Regional Climate Protection Authority	Russell, Palla (alt.)	2 <sup>nd</sup> Monday; 2:30 pm
Sonoma Co. Waste Management Agency	Cox, Cayler (alt)	3 <sup>rd</sup> Wed, 8:00 am
Sonoma Marin Area Rail Transit (SMART)*#	Russell*	1 <sup>st</sup> & 3 <sup>rd</sup> Weds; 1:30 pm
Sonoma Clean Power	Cox, Cayler (alt)	1 <sup>st</sup> Thurs; 8:45amm

\* Appointment by and represents Sonoma Co. Mayors/Council Members Association

# Requires membership on SCTA / RCPA Board

\*\* Appointment by the League of California Cities

**2016 CLOVERDALE CITY COUNCIL SUBCOMMITTEE AND BOARD APPOINTMENTS**

**2016 CLOVERDALE CITY COUNCIL SUBCOMMITTEE APPOINTMENTS**

Airport:	Cox*; Wolter
Finance, Administration & Police:	Brigham*; Wolter
Planning and Community Development:	Wolter*; Brigham
Public Works:	Russell*; Cox
Joint City/Cloverdale Fire District:	Palla*; Brigham
Joint City/Cloverdale Unified School District:	Wolter; Palla*

(\* = committee chair)



City Council  
Agenda Item Summary

Agenda Item: 5  
Meeting January 26, 2016  
Date:

Agenda Section	Staff Contact
Consent	Stephen Cramer, Police Chief

**Agenda Item Title**

Waive second reading and adopt Ordinance No. 701-2016 amending the Cloverdale Municipal Code, Title 18 (Zoning Ordinance), Chapter 18.09, to add “Article III Marijuana, Section 18.09.300, Medical Marijuana” and Ordinance No. 702-2016 amending Title 9, Chapter 9.36 “Marijuana” of the Cloverdale Municipal Code Section 9.36.020, “Definitions” and Section 9.36.050 “Outdoor Cultivation of Marijuana Prohibited” to reference the Cloverdale zoning Ordinance for definitions and regulations related to cultivation of marijuana

**Summary**

On January 5, 2016, the City Council held a noticed public hearing to consider introducing and waiving the first reading of Ordinance No. 701-2016 amending the Cloverdale Municipal Code, Title 18 (Zoning Ordinance), Chapter 18.09, to add “Article III Marijuana, Section 18.09.300, Medical Marijuana” and Ordinance No. 702-2016 amending Title 9, Chapter 9.36 “Marijuana” of the Cloverdale Municipal Code Section 9.36.020, “Definitions” and Section 9.36.050 “Outdoor Cultivation of Marijuana Prohibited” to reference the Cloverdale zoning Ordinance for definitions and regulations related to cultivation of marijuana. On a vote of 5-0, the City Council waived the first reading and introduced both ordinances with minor amendments to Ordinance No. 701-2016.

The two Ordinances amend the Cloverdale Municipal Code to prohibit commercial marijuana activity such as dispensaries and commercial cultivation in all zones, and regulate the cultivation of medical marijuana by qualified patients and primary caregivers in specific residential zones. The Ordinances also regulate the delivery of medical marijuana. The Ordinances are necessary to clarify and regulate qualified patient or primary caregiver cultivation within the City in a safe and effective manner. The Ordinances are also necessary to preserve local control for any future regulation, should the City wish to regulate commercial marijuana activity at a later date.

**Background**

On October 9, 2015, three bills (AB 243, AB 266, and SB 643) related to medical marijuana were signed into law by Governor Brown. The three (3) bills were joined and signed as a package (known as the “Medical Marijuana Regulation & Safety Act” or “MMRSA”). The legislation created a comprehensive statewide regulatory license system for the commercial cultivation, manufacture, retail sale, transport, distribution, delivery, and testing of medical cannabis. All licenses must also be approved by local governments. AB 243, which relates to cultivation of marijuana, provides that **“[i]f a local city, county, or city and county does not have land use regulations or ordinances regulating or prohibiting the cultivation of marijuana, either expressly or otherwise under the principles of permissive zoning, or chooses not to administer a conditional permit program pursuant to this section, then commencing March 1, 2016, the division shall be the sole licensing authority for medical marijuana cultivation applicants in that city, county, or city and county.”** Thus, if an ordinance regulating or prohibiting marijuana cultivation is adopted by March 1, 2016, cities still retain local control through their police

power and land use authority. Consistent with current law, the new MMRSA will not impact the City's ability to prohibit or regulate medical dispensaries or cultivation.

The attached Ordinances are in response to the March 1, 2016 deadline imposed by the legislature in the Medical Marijuana Regulation & Safety Act.

## **Discussion**

The proposed Zoning Ordinance would comply with the MMRSA and allow the City to retain local control and prevent the State from becoming the sole licensing authority of medical marijuana cultivation within the City.

The following is a summary of the proposed Zoning Code amendments and regulations on commercial marijuana activity, cultivation of medical marijuana and delivery of medical marijuana.

### **❖ *Commercial Marijuana Activity Prohibited***

Commercial marijuana activities or commercial medical marijuana activities of all types including, but not limited to, dispensaries, collectives, cooperatives, transportation, distribution, cultivation, manufacturing, testing and processing are expressly prohibited in all zoning districts, planned developments and all specific and master plan areas in the City of Cloverdale. However, deliveries of medical marijuana conducted in compliance with subsection 18.09.300(H) of this Section shall be exempt.

### **❖ *Qualified Patient/Primary Caregiver Cultivation in Detached Structure – Cultivation Permit Required***

A qualified patient or primary caregiver may cultivate medical marijuana in a detached structure subject to all of the following requirements:

- Cultivation shall occur inside one (1) detached structure in an area not exceeding one-hundred (100) square feet.
- Cultivation inside the detached structure shall not exceed thirty (30) marijuana plants (three (3) pounds processed marijuana) regardless of how many qualified patients or primary caregivers reside on the parcel.
- Cultivation of marijuana shall only occur on parcels with a detached single-family dwelling. Parcels containing duplexes or multi-family dwellings, such as apartment buildings, shall not be allowed to cultivate medical marijuana.
- Cultivation of marijuana shall only occur on parcels with a detached single-family dwelling, located in an area of the City zoned for Residential Use, Planned Development, and Planned Unit Development (R-1, R-2, R-3, R-R, PD and PUD as set forth in Title 18).
- The qualified patient or primary caregiver shall reside full-time on the premises where the cultivation of marijuana occurs.
- If the qualified patient or primary caregiver is a tenant on the parcel where he/she wishes to cultivate marijuana, the qualified patient or primary caregiver shall obtain written permission with a signature of the owner of the property authorizing the qualified patient or primary caregiver to cultivate marijuana on the property.

- No cultivation of marijuana shall occur within six hundred (600) feet of any school. The six hundred (600) feet shall be measured from the closest property line of the school to the closest property line of the cultivating parcel.
- No marijuana growth shall be visible from the right of way.
- All cultivated marijuana shall use only certified organic residual pesticides, herbicides, and fungicides.
- All cultivation of marijuana shall require a Cultivation Permit from the Chief of Police.

❖ **Qualified Patient/Primary Caregiver Cultivation – Small Grow Exception – No Cultivation Permit Required**

Any qualified patient or primary caregiver who cultivates three (3) or less marijuana plants for medical purposes as authorized by State law shall not be required to cultivate in a detached structure and shall not be required to obtain a Cultivation Permit from the Chief of Police if all of the following requirements are met:

- Cultivation of three (3) or less marijuana plants, per parcel, either indoors or outdoors, regardless of how many qualified patients or primary caregivers reside on the parcel.
- Cultivation of marijuana shall only occur on parcels with a detached single-family dwelling. Parcels containing duplexes or multi-family dwellings, such as apartment buildings, shall not be allowed to cultivate medical marijuana.
- Cultivation of marijuana shall only occur on parcels with a detached single-family dwelling, located in an area of the City zoned for Residential Use, Planned Development, and Planned Unit Development (R-1, R-2, R-3, R-R, PD and PUD as set forth in Title 18).
- The qualified patient or primary caregiver shall reside full-time on the premises where the cultivation of marijuana occurs.
- If the qualified patient or primary caregiver is a tenant on the parcel where he/she wishes to cultivate marijuana, the qualified patient or primary caregiver shall obtain written permission with a signature of the owner of the property authorizing the qualified patient or primary caregiver to cultivate marijuana on the property.
- No marijuana growth shall be visible from the right of way.
- Any outdoor cultivation shall maintain a minimum of a ten (10) foot setback from any property line.
- If cultivation occurs inside the residence, the residence must be in full compliance with all City codes and regulations, including the Building Code and Fire Code.
- Cultivation shall remain, at all times, a secondary or accessory use of the residence and the primary purpose of the residence shall at all times be as a dwelling.
- All cultivated marijuana shall use only certified organic residual pesticides, herbicides, and fungicides.

## ❖ Delivery of Marijuana

Deliveries of marijuana into the City of Cloverdale shall be permitted so long as the delivering dispensary obtains a City business license for delivery of marijuana and shall be in conformance with all of the following:

- The delivery of marijuana shall be to a qualified patient or primary caregiver.
- The amount of marijuana delivered to any single qualified patient or primary caregiver shall not exceed eight (8) ounces for any single delivery.
- Deliveries can only be conducted between the hours of 8 a.m. to 8 p.m.
- Deliveries shall be from a point of origin outside of the City to a residence in the City.
- A dispensary wishing to make deliveries must obtain a State license, when such license is made available by the State, to conduct deliveries.
- Deliveries shall be made by an employee of the dispensary and said employee shall carry with him/her at all times a physical copy of the City Business License and State license, and the shipping manifest, when such manifests are available.

At the January 12, 2016 Cloverdale City Council meeting, Ordinance 701-2016 and Ordinance 702-2016 were presented to the City Council. The City Council voted 5-0 to waive the first reading and introduce both Ordinances with minor amendments to ordinance 701-2016. The City Council directed staff to amend Section 18.09.300(H)(2) of Ordinance 701-2016 to read as follows:

“2. The amount of marijuana delivered to any qualified patient or primary caregiver shall not exceed eight (8) ounces for any single delivery.”

Adoption of these Ordinance will meet the March 1, 2016 deadline imposed by the Medical Marijuana Regulation & Safety Act in order for the City to retain local control over the cultivation of medical marijuana.

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### Options

Adopt Ordinance No. 701-2016 and Ordinance No. 702-2016, or provide staff with other direction. City Council chooses not to administer a conditional permit program pursuant to this section. Thus, commencing March 1, 2016, the division shall be the sole licensing authority for medical marijuana cultivation applicants within the City limits, and the City of Cloverdale loses local control.

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### Budget/Financial Impact

Staff time; cost to complete the necessary permitting process.

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### Subcommittee Recommendation

N/A

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### Recommended Council Action

1. Waive second reading and adopt Ordinance No. 701-2016 amending the Cloverdale Municipal Code, Title 18 (Zoning Ordinance), Chapter 18.09, to add “Article III Marijuana, Section 18.09.300,

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Medical Marijuana”; and

2. Waive second reading and adopt Ordinance No. 702-2016 amending Title 9, Chapter 9.36 “Marijuana” of the Cloverdale Municipal Code Section 9.36.020, “Definitions” and Section 9.36.050 “Outdoor Cultivation of Marijuana Prohibited” to reference the Cloverdale zoning Ordinance for definitions and regulations related to cultivation of marijuana.

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**Attachments:**

1. Ordinance 701-2016
  2. Ordinance 702-2016
- 

**cc:**

2595641.1

**CITY OF CLOVERDALE  
CITY COUNCIL  
ORDINANCE NO. 701-2016**

**AN ORDINANCE OF THE CITY COUNCIL OF CLOVERDALE AMENDING  
CLOVERDALE MUNICIPAL CODE TITLE 18 (ZONING ORDINANCE), CHAPTER  
18.09, TO ADD “ARTICLE III. MARIJUANA,” SECTION 18.09.300, “MEDICAL  
MARIJUANA,” PROHIBITING COMMERCIAL MARIJUANA (CANNABIS)  
ACTIVITIES AND REGULATING THE CULTIVATION OF MEDICAL MARIJUANA  
BY QUALIFIED PATIENTS AND PRIMARY CAREGIVERS AND THE DELIVERY OF  
MEDICAL MARIJUANA WITHIN THE CITY**

**WHEREAS**, in 1996 voters in the State of California approved Proposition 215 (codified as California Health and Safety Code section 11362.5 and entitled “The Compassionate Use Act of 1996” or the “CUA”); and

**WHEREAS**, the primary purpose of the CUA was to ensure that seriously ill Californians have the right to obtain and use marijuana for medical purposes where that medical use is deemed appropriate and has been recommended by a physician who has determined that the person's health would benefit from the use of marijuana in the treatment of cancer, anorexia, AIDS, chronic pain, spasticity, glaucoma, arthritis, migraine, or any other illness for which marijuana provides relief; and

**WHEREAS**, in 2004, the State of California also enacted Senate Bill 420 (codified as California Health and Safety Code section 11362.7 et seq. and referred to as “The Medical Marijuana Program” or the “MMP”) to clarify the scope of Proposition 215 and to provide qualifying patients and primary caregivers who collectively or cooperatively cultivate marijuana for medical purposes with a limited defense to certain specified State criminal statutes. Assembly Bill (“AB”) 2650 (2010), and Assembly Bill 1300 (2011), amended the MMP to expressly recognize the authority of counties and cities to “[a]dopt local ordinances that regulate the location, operation, or establishment of a medical marijuana cooperative or collective” and to civilly and criminally enforce such ordinances; and

**WHEREAS**, despite voter approval of the CUA, various problems and uncertainties in the Act impeded law enforcement’s ability to interpret and enforce the law, and the uncertainties also hindered persons eligible to use marijuana for medical purposes from accessing marijuana, while many persons took advantage of the Act to use marijuana for recreational and not medical purposes; and

**WHEREAS**, the CUA is limited in scope, in that it only provides a defense from State criminal prosecution for possession and cultivation of marijuana to qualified patients and their primary caregivers; and

**WHEREAS**, neither the CUA nor the MMP require or impose an affirmative duty or mandate upon local governments to allow, authorize or sanction the establishment and the operation of facilities cultivating, distributing, or processing medical marijuana; and

**WHEREAS**, in 2008, the City Council adopted Ordinance 660-2008, adding Chapter 9.36 to the City of Cloverdale’s Municipal Code, which prohibited outdoor cultivation within the City limits of Cloverdale. Chapter 9.36 was adopted to promote the public health, safety and welfare by protecting City residents from the offensive odor and unreasonable risk of crime from outdoor cultivation of

marijuana. Chapter 9.36 also prohibited dispensaries within the City limits of Cloverdale. The Ordinance was written to protect citizens from the secondary impacts associated with medical marijuana dispensaries, including, but not limited to, increased public consumption of marijuana and the potential for increased marijuana DUIs, illegal resale of marijuana obtained at low cost from dispensaries, loitering, fraud in obtaining or using medical marijuana identification cards, robbery, assaults, and other crimes; also preventing increased demands for police response resulting from activities at medical marijuana dispensaries and parcels where outdoor marijuana cultivation occurs, thereby avoiding reduction of the ability of the City's public safety officers to respond to other calls for service; and

**WHEREAS**, in *City of Riverside v. Inland Empire Patients Health and Wellness Center, Inc.* (2013) 56 Cal.4<sup>th</sup> 729, the California Supreme Court held that “[n]othing in the CUA or the MMP expressly or impliedly limits the inherent authority of a local jurisdiction, by its own ordinances, to regulate the use of its land...”. Additionally, in *Maral v. City of Live Oak* (2013) 221 Cal.App. 4<sup>th</sup> 975, the Court of Appeal held that “there is no right-and certainly no constitutional right-to cultivate medical marijuana...”. The Court in *Maral* affirmed the ability of a local governmental entity to prohibit the cultivation of marijuana under its land use authority; and

**WHEREAS**, in October of 2015, the State of California enacted AB 243, AB 266, and Senate Bill (“SB”) 643 in 2015 (commonly and collectively referred to as the Medical Marijuana Regulation and Safety Act or the “MMRSA”). The MMRSA establishes regulation of medical cannabis cultivation, manufacturing, and transportation, as well as create local and state-level licensing systems in California. The MMRSA allows a city to prohibit, through land use regulations or ordinances, the cultivating, delivering, distributing, or processing medical marijuana; and

**WHEREAS**, the City Council finds that commercial medical marijuana (cannabis) activities, as well as cultivation for personal medical use as allowed by the CUA, MMP and the MMRSA can adversely affect the health, safety, and well-being of City residents. Citywide prohibition of commercial cultivation and regulation of personal cultivation is proper and necessary to avoid the risks of criminal activity, degradation of the natural environment, malodorous smells and indoor electrical fire hazards that may result from such activities. Further, as recognized by the Attorney General's August 2008 Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use, marijuana cultivation or other concentration of marijuana in any location or premises without adequate security increases the risk that surrounding homes or businesses may be negatively impacted by nuisance activity such as loitering or crime; and

**WHEREAS**, under the Federal Controlled Substances Act, 21 U.S.C. § 801 et seq., the use possession and cultivation of marijuana, medical or otherwise, is unlawful and subject to federal prosecution; and

**WHEREAS**, the limited immunity from specified State marijuana laws provided by the CUA and the MMP does not confer a land use right or the right to create or maintain a public nuisance; and

**WHEREAS**, the MMRSA contains language that requires a city to prohibit cultivation uses by March 1, 2016, either expressly or otherwise under the principles of permissive zoning or the State will become the sole licensing authority. The MMRSA also contains language that requires delivery services to be expressly prohibited by local ordinance, if a city wishes to prohibit deliveries; and

**WHEREAS**, the Planning Commission held a duly noticed public hearing on December 16, 2015, at which time it considered all evidence presented, both written and oral and at the end of the hearing voted to adopt a resolution recommending that the City Council adopt the Ordinance with recommendations for changes to Section 18.09.300 E (d) (allow cultivation in R-3 zones on parcels with detached single-family dwelling) and 18.09.300 F(1) (cultivation of three (3) plants per parcel) and 18.09.300 F(3)(allow cultivation in R-3 zones on parcels with detached single-family dwelling); and

**WHEREAS**, the City Council held a duly noticed public hearing to consider this Ordinance on January 12, 2016, at which time the City Council considered all evidence presented, both written and oral.

**NOW, THEREFORE**, the City Council of the City of Cloverdale does ordain as follows:

**SECTION 1. Amendment.** Amendment of Title 18, Zoning Regulations: Chapter 18.09 is amended to add 18.09.300 and read as follows:

**“Article III. Marijuana**

**18.09.300. Medical Marijuana**

**A. Purpose and Intent.**

It is the purpose and intent of this ordinance to:

1. Assist law enforcement agencies in performing their duties effectively and in accordance with California law.
2. Acknowledge that the cultivation of medical marijuana is illegal under Federal law while granting limited immunity from local prosecution to those medical marijuana cultivation activities that do not violate the restrictions and limitations set forth in this Ordinance.
3. Ensure that marijuana grown for medical purposes remains secure and does not find its way to non-patients or illicit markets.
4. Implement State law by providing an equitable approach for regulating the cultivation of medical marijuana in a manner that is consistent with State law and balances the needs of medical patients and their caregivers with the health, safety, morals and general welfare of the residents and businesses within the City.
5. Require that medical marijuana be cultivated in appropriately secured, enclosed, and ventilated structures, so as not to be visible to the public domain, to provide for the health, safety and welfare of the public, to prevent odor created by marijuana plants from impacting adjacent properties, and to ensure that marijuana grown for medical purposes remains secure and does not find its way to non-patients or illicit markets.

**B. Definitions.**

1. “Cannabis” shall have the same meaning as set forth in Business & Professions Code § 19300.5(f) as the same may be amended from time to time.
2. “Caregiver” or “primary caregiver” shall have the same meaning as set forth in Health & Safety Code § 11362.7 as the same may be amended from time to time.
3. “Commercial marijuana activity” shall have the same meaning as that set forth in Business & Professions Code § 19300.5(k) as the same may be amended from time to time.
4. “Cooperative/Collective” shall mean two (2) or more persons collectively or cooperatively cultivating, distributing, using, transporting, possessing, administering, delivering or making available medical marijuana (cannabis), with or without compensation.
5. “Cultivation” shall have the same meaning as set forth in Business & Professions Code § 19300.5(l) as the same may be amended from time to time.
6. “Cultivation site” shall have the same meaning as set forth in Business & Professions Code § 19300.5(x) as the same may be amended from time to time.
7. “Delivery” shall have the same meaning as set forth in Business & Professions Code § 19300.5(m) as the same may be amended from time to time.
8. “Dispensary” shall have the same meaning as set forth in Business & Professions Code § 19300.5(n) as the same may be amended from time to time. For purposes of this Chapter, “Dispensary” shall also include a cooperative/collective.
9. “Dispensing” shall have the same meaning as set forth in Business & Professions Code § 19300.5(o) as the same may be amended from time to time.
10. “Distribution” shall have the same meaning as set forth in Business & Professions Code § 19300.5(p) as the same may be amended from time to time.
11. “Distributor” shall have the same meaning as set forth in Business & Professions Code § 19300.5(q) as the same may be amended from time to time.
12. “Manufacturer” or “Manufacturing” shall have the same meaning as set forth in Business & Professions Code § 19300.5(y) as the same may be amended from time to time.
13. “Manufacturing site” shall have the same meaning as set forth in Business & Professions Code § 19300.5(af) as the same may be amended from time to time.
14. “Marijuana” shall have the same meaning as cannabis as set forth in Business & Professions Code § 19300.5(f) as the same may be amended from time to time.

15. “Medical cannabis,” “medical cannabis product,” or “cannabis product” shall have the same meanings as set forth in Business & Professions Code § 19300.5(ag) as the same may be amended from time to time.

16. “Medical Marijuana Regulation and Safety Act” or the “MMRSA” shall mean the following bills signed into law on October 9, 2015 as the same may be amended from time to time: AB 243, AB 246, and SB 643.

17. “Nursery” shall have the same meaning as set forth in Business & Professions Code § 19300.5(ah) as the same may be amended from time to time.

18. “Person” shall have the same meaning as set forth in Business & Professions Code § 19300.5(aj) as the same may be amended from time to time.

19. “Personal cultivation” or “Cultivation for Personal Use” shall mean cultivation by a qualified patient or primary caregiver for the personal use by the qualified patient or the patients cared for by the primary caregiver.

20. “Parcel” shall mean property assigned a separate parcel number by the Sonoma County assessor.

21. “Qualifying patient” or “Qualified patient” shall have the same meaning as set forth in Health & Safety Code § 11362.7 as the same may be amended from time to time.

22. “School” shall mean any public or private school providing instruction in kindergarten or grades 1 to 12, inclusive, but does not include any private school in which education is primarily conducted in private homes.

23. “Structure” shall mean a building completely enclosed and detached from a residence that complies with the California Building Code, as adopted by the City, and has a complete roof enclosure supported by connecting walls extending from the ground to the roof, a foundation, slab or equivalent base to which the floor is secured by bolts or similar attachments, is secure against unauthorized entry, and is accessible only through one or more lockable doors. Walls and roof must be constructed of solid materials that cannot be easily broken through. Exterior walls must be constructed with non-transparent material. Plastic sheeting, regardless of gauge, or similar products do not satisfy this requirement.

24. “Testing laboratory” shall have the same meaning as set forth in Business & Professions Code § 19300.5(z) as the same may be amended from time to time.

25. “Transportation” or “Transport” shall have the same meaning as set forth in Business & Professions Code § 19300.5(am) as the same may be amended from time to time.

26. “Transporter” shall have the same meaning as set forth in Business & Professions Code § 19300.5(aa) as the same may be amended from time to time.

**C. Commercial Marijuana Activity Prohibited**

Commercial marijuana activities or commercial medical marijuana activities of all types including, but not limited to, dispensaries, collectives, cooperatives, transportation, distribution, cultivation, manufacturing, testing and processing are expressly prohibited in all zoning districts, planned developments and all specific and master plan areas in the City of Cloverdale. However, deliveries of medical marijuana conducted in compliance with subsection 18.09.300(H) of this Section shall be exempt.

**D. Cultivation of Marijuana Prohibited**

All cultivation of marijuana and medical marijuana, both indoor and outdoor, is prohibited in all zoning districts, planned developments and all specific master plan areas in the City, except as authorized under Section 18.09.300(E) and Section 18.09.300(F) for qualified patients and primary caregivers.

**E. Qualified Patient/Primary Caregiver Cultivation in Detached Structure – Cultivation Permit Required**

1. A qualified patient or primary caregiver may cultivate medical marijuana in a detached structure subject to all of the following requirements:

a. Cultivation shall occur inside one (1) detached structure (as defined in Section 18.09.300(B)(23)) in an area not exceeding one-hundred (100) square feet.

b. Cultivation inside the detached structure shall not exceed thirty (30) marijuana plants (three (3) pounds processed marijuana) regardless of how many qualified patients or primary caregivers reside on the parcel.

c. Cultivation of marijuana shall only occur on parcels with a detached single-family dwelling. Parcels containing duplexes or multi-family dwellings, such as apartment buildings, shall not be allowed to cultivate medical marijuana.

d. Cultivation of marijuana shall only occur on parcels with a detached single-family dwelling, located in an area of the City zoned for Residential Use, Planned Development, and Planned Unit Development (R-1, R-2, R-3, R-R, PD and PUD as set forth in Title 18).

e. The qualified patient or primary caregiver shall reside full-time on the premises where the cultivation of marijuana occurs.

f. If the qualified patient or primary caregiver is a tenant on the parcel where he/she wishes to cultivate marijuana, the qualified patient or primary caregiver shall obtain written permission with a signature of the owner of the property authorizing the qualified patient or primary caregiver to cultivate marijuana on the property.

g. No cultivation of marijuana shall occur within six hundred (600) feet of any school. The six hundred (600) feet shall be measured from the closest property line of the school to the closest property line of the cultivating parcel.

h. The detached structure in which cultivation of marijuana will occur must comply with all of the following:

i. All applicable California Building, Electrical and Fire Codes as adopted by the City.

ii. No gas products, including without limitation, CO<sub>2</sub>, butane, propane and natural gas) or generators shall be used within the structure.

iii. Structure shall maintain a minimum of a ten (10) foot setback from any property line.

iv. Structure shall not utilize grow lights that exceed 1200 Watts.

v. Structure shall be locked whenever the person responsible for cultivating is not present.

i. No marijuana growth shall be visible from the right of way.

j. Any qualified patient or primary caregiver cultivating marijuana shall maintain an identification card with the State of California for medical marijuana use.

k. Cultivation shall be for personal use (“cultivation for personal use”) and no commercial cultivation of marijuana shall be permitted in any zones.

l. All cultivated marijuana shall use only certified organic residual pesticides, herbicides, and fungicides.

2. Any qualified patient or primary caregiver cultivating marijuana as allowed in this Section 18.09.300(E) of this Chapter (cultivation in detached structure) shall obtain a Cultivation Permit from the Chief of Police, or his/her designee pursuant to Section 18.09.300(G) of this Chapter.

**F. Qualified Patient/Primary Caregiver Cultivation – Small Grow Exception – No Cultivation Permit Required**

Any qualified patient or primary caregiver who cultivates three (3) or less marijuana plants for medical purposes shall not be subject to the provisions of Section 18.09.300(E) of this Chapter and shall not be required to obtain a Cultivation Permit from the Chief of Police, or his/her designee pursuant to Section 18.09.300(G) if all of the following requirements are met:

1. Cultivation of three (3) or less marijuana plants, per parcel, either indoors or outdoors, regardless of how many qualified patients or primary caregivers reside on the parcel.

2. Cultivation of marijuana shall only occur on parcels with a detached single-family dwelling. Parcels containing duplexes or multi-family dwellings, such as apartment buildings, shall not be allowed to cultivate medical marijuana.

3. Cultivation of marijuana shall only occur on parcels with a detached single-family dwelling, located in an area of the City zoned for Residential Use, Planned Development, and Planned Unit Development (R-1, R-2, R-3, R-R, PD and PUD, as set forth in Title 18).

4. The qualified patient or primary caregiver shall reside full-time on the premises where the cultivation of marijuana occurs.

5. If the qualified patient or primary caregiver is a tenant on the parcel where he/she wishes to cultivate marijuana, the qualified patient or primary caregiver shall obtain written permission with a signature of the owner of the property authorizing the qualified patient or primary caregiver to cultivate marijuana on the property.

6. No marijuana growth shall be visible from the right of way.

7. Any outdoor cultivation shall maintain a minimum of a ten (10) foot setback from any property line.

8. If cultivation occurs inside the residence, the residence must be in full compliance with all City codes and regulations, including the Building Code and Fire Code.

9. Cultivation shall remain at all times a secondary or accessory use of the residence and the primary purpose of the residence shall at all times be as a dwelling.

10. Any qualified patient or primary caregiver cultivating marijuana shall maintain an identification card with the State of California for medical marijuana use.

11. Cultivation shall be for personal use (“cultivation for personal use”) and no commercial cultivation of marijuana shall be permitted in any zones.

12. All cultivated marijuana shall use only certified organic residual pesticides, herbicides, and fungicides.

**G. Cultivation Permit from Chief of Police – Only for Cultivation Under Section 18.09.300(E)**

Any qualified patient or primary caregiver wishing to cultivate marijuana pursuant Section 18.09.300(E) this Chapter shall obtain a Cultivation Permit from the Chief of Police, or his/her designee.

1. The Cultivation Permit Application shall include the following and the Chief of Police, or his/her designee shall consider:

a. The name of each qualified patient or primary caregiver who participates in the cultivation and their identification number and expiration date of all identification cards issued by the State of California and/or Sonoma County for medical marijuana use.

b. The qualified patient or primary caregiver shall show proof of ownership of the parcel where cultivation is to occur or if the qualified patient or primary caregiver is a tenant, written consent of the owner, which has been notarized by a public notary.

- c. The physical site address where the cultivation will occur.
- d. The number of plants and square footage of the area that will be cultivated.
- e. A waste disposal plan that conforms to the requirements of this Chapter.
- f. A signed consent form, authorizing inspections by the Cloverdale Police Department or City Code Enforcement to enter and inspect the structure where marijuana cultivation occurs.
- g. The potential risk of crime or violence associated with the location and cultivation.
- h. If the qualified patient or primary caregiver cannot meet the regulations set forth in Section 18.09.300 (E) of this Chapter, the Chief of Police may consider additional information and may issue a Permit for Cultivation with specific exemptions.

2. The Chief of Police, or his/her designee, shall charge a fee according to the City's master fee schedule, for the Cultivation Permit. The fee shall be paid at the time the Application for Cultivation Permit is provided to the Chief of Police, or his/her designee.

3. The Permit shall be issued in two (2) year increments and can be renewed thereafter unless the Permit is suspended or revoked.

4. The Cultivation Permit may be suspended or revoked for any violation of local or State law. If the Permittee is issued a Notice of Violation ("NOV"), the following process may occur to suspend or revoke the Cultivation Permit which shall conform to the appeal process set forth in Chapter 1.14 of the Cloverdale Municipal Code:

a. The Chief of Police, or his designee, shall send written notice of the suspension or revocation which shall be served on the Permittee whose Cultivation Permit is to be revoked or suspended by certified mail with the legal violation and supporting facts. The notice shall contain an advisement of the right to request an appeal pursuant to Cloverdale Municipal Code 1.14.070.

b. Any appeal requested pursuant to Cloverdale Municipal Code 1.14.070 shall include an appeal processing fee as set forth in the City's master fee schedule, as that schedule shall be amended from time to time, and shall include a deposit in advance the amount of any penalty. No appeal shall proceed without payment of the fee and deposit of the penalty with the City Clerk at the time the appeal is filed; provided, however, that the City Manager may waive or defer the appeal fee upon written request for good cause shown. Good cause may include severe economic hardship, significant attempts to comply with the notice of violation, and other factors indicating good faith attempts to comply.

c. Suspension or revocation issued pursuant to subsection (4) shall be stayed pending the appeal which is properly and timely filed, unless the City obtains an order from a court of competent jurisdiction requiring or authorizing the abatement of the condition that is the subject of the City's enforcement efforts pursuant to Cloverdale Municipal Code 1.14.080.

d. The appeal hearing shall be conducted in conformance with Cloverdale Municipal Code 1.14.090.

e. The decision and order of the hearing officer shall be issued in conformance with Cloverdale Municipal Code 1.14.100.

f. Any responsible party who is aggrieved by a decision of a hearing officer and who has exhausted the administrative remedies provided in the Cloverdale Municipal Code, or any other applicable law, shall have the right to seek judicial review of such decision by filing a petition for writ of mandate in accordance with Code of Civil Procedure Section 1094.5 in conformance with Cloverdale Municipal Code 1.14.110.

## **H. Delivery of Marijuana**

Deliveries of marijuana into the City of Cloverdale shall be permitted so long as the delivering dispensary obtains a business license pursuant to Chapter 5.04 of the Cloverdale Municipal Code for delivery of marijuana and shall be in conformance with all of the following:

1. The delivery of marijuana shall be to a qualified patient or primary caregiver.
2. The amount of marijuana delivered to any qualified patient or primary caregiver shall not exceed eight (8) ounces for any single delivery.
3. Deliveries can only be conducted between the hours of 8 a.m. to 8 p.m.
4. Deliveries shall be from a point of origin outside of the City to a residence in the City.
5. A dispensary wishing to make deliveries must obtain a State license issued pursuant to Business and Professions Code Chapter 3.5, when such license is made available by the State, to conduct deliveries.
6. Deliveries shall be made by an employee of the dispensary and said employee shall carry with him/her at all times a physical copy of the City Business License and State license issued pursuant to Business and Professions Code Chapter 3.5, when such a license is available, and the shipping manifest pursuant to Business and Professions Code Section 11362.777, when such manifests are available.

## **I. Marijuana Dispensaries Prohibited**

The establishment, operation or maintenance of medical marijuana dispensaries in the City of Cloverdale is unlawful and prohibited pursuant to this Section and Chapter 9.36 of the Municipal Code. No permit or any other applicable license or entitlement for use, including but not limited to the issuance of a business license, shall be approved or issued for the establishment, maintenance or operation of a medical marijuana dispensary at any permanent location within the city limits of the city of Cloverdale.

## **J. Disposal of Marijuana Related Substances**

1. All excess marijuana not utilized by the qualified patient or primary caregiver must be disposed of in accordance with the applicable State and local statutes and regulations.

2. Marijuana solid and liquid waste must be stored, secured, managed and disposed of in accordance with the applicable State and local statutes and regulations.

3. Marijuana plant matter waste must be rendered unusable prior to leaving a Permittee's premises. Allowable methods are by grinding and incorporating the marijuana waste with non-consumable, solid waste so the resulting mixture is at least fifty percent (50%) non-marijuana waste.

## **K. Nuisance**

Any use that does not conform with this Chapter, within the City limits of the City of Cloverdale, is unlawful and hereby declared a public nuisance.

1. It is hereby declared to be unlawful and a public nuisance for any person or persons owning, leasing, occupying, or having charge or possession of any legal parcel or premises within any zoning district in the City to cultivate medical marijuana except as provided for in this Chapter. Such violations may be abated in accordance with the procedures and remedies in Title 1, Chapter 6 of this code, including the appeal procedure contained therein.

2. Any person who violates a provision of this Chapter is subject to administrative penalties (pursuant to Title 1, Chapter 6 of this code), and any available civil remedies.

3. Any person who violates a provision of this chapter is liable for civil penalties of not less than Two Hundred Fifty Dollars (\$250.00) or more than Twenty-Five Thousand Dollars (\$25,000.00) for each day the violation continues.

## **L. Enforcement**

Any violation of this Chapter shall be enforced by any applicable laws or ordinances, including, but not limited to, Chapter 8.02 of the Cloverdale Municipal Code.

## **SECTION 2. California Environmental Quality Act ("CEQA").**

The City Council hereby finds that the adoption of this Ordinance is exempt from California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15061(b)(3) of the State CEQA Guidelines. Specifically, this Ordinance will not result in a direct or reasonably foreseeable indirect physical change in the environment because it does not authorize the construction of any new large structures or other physical changes resulting in impacts to the environment. This Ordinance would also limit the number of outdoor plants to a limited amount so there will be no potential for significant water impacts and pesticide application impacts. The larger amounts would need to be in a detached structure therefore would also not result any water impacts or pesticide application impacts. Further, cultivation in detached structures would not be visible and would not result in significant odor issues.

## **SECTION 3. No Mandatory Duty of Care.**

This Ordinance is not intended to, and shall not be construed or given effect in a manner that imposes upon the City or any officer, agent, employee or volunteer, thereof a mandatory duty of care towards

persons and property, so as to provide a basis of civil liability for damages, except as otherwise imposed by law.

**SECTION 4. 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 5. Effective Date.**

This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Council Members voting for or against the same, in a newspaper of general circulation published in the County of Sonoma, State of California.

I hereby certify that the foregoing is a true and complete copy of an ordinance duly and regularly adopted by the City at a regular meeting thereof held on \_\_\_\_\_, 2016, by the following vote:

**PASSED, APPROVED AND ADOPTED this \_\_\_ day of \_\_\_\_\_ 2016 by the following roll call vote:**

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

**APPROVED:**

**ATTEST:**

\_\_\_\_\_,  
**MaryAnn Brigham, Mayor**

\_\_\_\_\_,  
**Paul Cayler, City Clerk**

**CITY OF CLOVERDALE  
CITY COUNCIL  
ORDINANCE NO. 702-2016**

**ORDINANCE AMENDING TITLE 9, CHAPTER 9.36, "MARIJUANA" OF THE  
CLOVERDALE MUNICIPAL CODE, SECTION 9.36.020, "DEFINITIONS," AND SECTION  
9.36.050, "OUTDOOR CULTIVATION OF MARIJUANA PROHIBITED" TO REFERENCE  
THE CLOVERDALE ZONING ORDINANCE FOR DEFINITIONS AND REGULATIONS  
RELATED TO CULTIVATION OF MARIJUANA**

**WHEREAS**, in 1996 voters in the State of California approved Proposition 215 (codified as California Health and Safety Code section 11362.5 and entitled "The Compassionate Use Act of 1996" or the "CUA"); and

**WHEREAS**, the primary purpose of the CUA was to ensure that seriously ill Californians have the right to obtain and use marijuana for medical purposes where that medical use is deemed appropriate and has been recommended by a physician who has determined that the person's health would benefit from the use of marijuana in the treatment of cancer, anorexia, AIDS, chronic pain, spasticity, glaucoma, arthritis, migraine, or any other illness for which marijuana provides relief; and

**WHEREAS**, in 2004, the State of California also enacted Senate Bill 420 (codified as California Health and Safety Code section 11362.7 et seq. and referred to as "The Medical Marijuana Program" or "MMP") to clarify the scope of Proposition 215 and to provide qualifying patients and primary caregivers who collectively or cooperatively cultivate marijuana for medical purposes with a limited defense to certain specified State criminal statutes. Assembly Bill 2650 (2010), and Assembly Bill 1300 (2011), amended the MMP to expressly recognize the authority of counties and cities to "[a]dopt local ordinances that regulate the location, operation, or establishment of a medical marijuana cooperative or collective" and to civilly and criminally enforce such ordinances; and

**WHEREAS**, despite voter approval of the CUA, various problems and uncertainties in the Act impeded law enforcement's ability to interpret and enforce the law, and the uncertainties also hindered persons eligible to use marijuana for medical purposes from accessing marijuana, while many persons took advantage of the Act to use marijuana for recreational and not medical purposes; and

**WHEREAS**, the CUA is limited in scope, in that it only provides a defense from state criminal prosecution for possession and cultivation of marijuana to qualified patients and their primary caregivers; and

**WHEREAS**, neither the CUA nor the MMP require or impose an affirmative duty or mandate upon local governments to allow, authorize or sanction the establishment and the operation of facilities cultivating, distributing, or processing medical marijuana; and

**WHEREAS**, in 2008, the City Council adopted Ordinance 660-2008, adding Chapter 9.36 to the City of Cloverdale's Municipal Code, which prohibited outdoor cultivation within the City limits of Cloverdale. Chapter 9.36 was adopted to promote the public health, safety and welfare by protecting City residents from the offensive odor and unreasonable risk of crime from outdoor cultivation of marijuana. Chapter 9.36 also prohibited dispensaries within the City limits of Cloverdale.

The Ordinance was written to protect citizens from the secondary impacts associated with medical marijuana dispensaries, including, but not limited to, increased public consumption of marijuana and the potential for increased marijuana DUIs, illegal resale of marijuana obtained at low cost from dispensaries, loitering, fraud in obtaining or using medical marijuana identification cards, robbery, assaults, and other crimes; also preventing increased demands for police response resulting from activities at medical marijuana dispensaries and parcels where outdoor marijuana cultivation occurs, thereby avoiding reduction of the ability of the City's public safety officers to respond to other calls for service; and

**WHEREAS**, in *City of Riverside v. Inland Empire Patients Health and Wellness Center, Inc.* (2013) 56 Cal.4<sup>th</sup> 729, the California Supreme Court held that “[n]othing in the CUA or the MMP expressly or impliedly limits the inherent authority of a local jurisdiction, by its own ordinances, to regulate the use of its land...”. Additionally, in *Maral v. City of Live Oak* (2013) 221 Cal.App. 4<sup>th</sup> 975, the Court of Appeal held that “there is no right-and certainly no constitutional right-to cultivate medical marijuana...”. The Court in *Maral* affirmed the ability of a local governmental entity to prohibit the cultivation of marijuana under its land use authority; and

**WHEREAS**, in October of 2015, the State of California enacted Assembly Bill (“AB”) 243, AB 266, and Senate Bill 643 in 2015 (commonly and collectively referred to as the Medical Marijuana Regulation and Safety Act or the “MMRSA”). The MMRSA establishes regulation of medical cannabis cultivation, manufacturing, and transportation, as well as create local and State-level licensing systems in California. The MMRSA allows a city to prohibit, through land use regulations or ordinances, the cultivating, delivering, distributing, or processing of medical marijuana; and

**WHEREAS**, the City Council finds that commercial medical marijuana (cannabis) activities, as well as cultivation for personal medical use as allowed by the CUA, MMP and the MMRSA can adversely affect the health, safety, and well-being of City residents. Citywide prohibition of commercial cultivation and regulation of personal cultivation is proper and necessary to avoid the risks of criminal activity, degradation of the natural environment, malodorous smells and indoor electrical fire hazards that may result from such activities. Further, as recognized by the Attorney General's August 2008 Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use, marijuana cultivation or other concentration of marijuana in any location or premises without adequate security increases the risk that surrounding homes or businesses may be negatively impacted by nuisance activity such as loitering or crime; and

**WHEREAS**, the limited immunity from specified State marijuana laws provided by the CUA and MMP does not confer a land use right or the right to create or maintain a public nuisance; and

**WHEREAS**, the MMRSA contains language that requires a city to prohibit cultivation uses by March 1, 2016, either expressly or otherwise under the principles of permissive zoning or the State will become the sole licensing authority. The MMRSA also contains language that requires delivery services to be expressly prohibited by local ordinance, if a city wishes to prohibit deliveries; and

**WHEREAS**, as a result of the MMRSA, City staff drafted proposed a Zoning Ordinance entitled an “Ordinance of the City Council of Cloverdale Amending Cloverdale Municipal Code Title 18 (Zoning Ordinance), Chapter 18.09, to Add “Article III. Marijuana,” Section 18.09.300, “Medical Marijuana ,” Prohibiting Commercial Marijuana (Cannabis) Activities and Regulating the Cultivation

of Medical Marijuana By Qualified Patients and Primary Caregivers and the Delivery of Medical Marijuana Within the City.”

**WHEREAS**, the Planning Commission held a duly noticed public hearing on December 16, 2015, at which time it considered all evidence presented, both written and oral and at the end of the hearing voted to adopt a resolution recommending that the City Council adopt the Ordinance with recommendations for changes to Section 18.09.300 E (d) (allow cultivation in R-3 zones on parcels with detached single-family dwelling) and 18.09.300 F(1) (cultivation of three (3) plants per parcel) and 18.09.300 F(3)(allow cultivation in R-3 zones on parcels with detached single-family dwelling); and

**WHEREAS**, on January 12, 2016, the City Council will hold a duly noticed public hearing to consider the adoption of the proposed Zoning Ordinance entitled an “Ordinance of the City Council of Cloverdale Amending Cloverdale Municipal Code Title 18 (Zoning Ordinance), Chapter 18.09, to Add “Article III. Marijuana,” Section 18.09.300, “Medical Marijuana ,” Prohibiting Commercial Marijuana (Cannabis) Activities and Regulating the Cultivation of Medical Marijuana By Qualified Patients and Primary Caregivers and the Delivery of Medical Marijuana Within the City.” . Portions of that Zoning Ordinance conflict with Title 9, Chapter 9.36 of the Cloverdale Municipal Code; and

**WHEREAS**, it is necessary to amend Title 9, Chapter 9.36 so as to avoid any conflict and to harmonize those portions of the Municipal Code that address marijuana. This Ordinance makes minor amendments to Chapter 9.36 of the Cloverdale Municipal Code, referencing the new Zoning Ordinance provisions regulating the cultivation of medical marijuana.

**NOW, THEREFORE**, the City Council of the City of Cloverdale does ordain as follows:

**SECTION 1. Amendment to Section 9.36.020.** Chapter 9.36, “Marijuana,” Section 9.36.020, “Definitions,” of the Cloverdale Municipal Code is hereby amended to read as follows:

“9.36.020. Definitions.

The Definitions that shall be utilized in this Chapter shall be the same Definitions set forth in Title 18, Section 18.09.300(B) that relate to marijuana.”

**SECTION 2. Amendment to Section 9.36.050.** Chapter 9.36, “Marijuana,” Section 9.36.050, “Outdoor Cultivation of Marijuana Prohibited,” of the Cloverdale Municipal Code is hereby retitled “Cultivation of Marijuana Prohibited,” and amended to read as follows:

“9.36.050. Cultivation of Marijuana prohibited.

All cultivation of marijuana and medical marijuana, both indoor and outdoor, is prohibited in all zoning districts, planned developments and all specific master plan areas in the City, except as authorized under Section 18.09.300(E) and Section 18.09.300(F) of the Cloverdale Municipal Code for qualified patients and primary caregivers.”

**SECTION 3. California Environmental Quality Act (“CEQA”).**

The City Council hereby finds that the adoption of this Ordinance is exempt from California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15061(b)(3) of the State CEQA Guidelines. Specifically, this Ordinance will not result in a direct or reasonably foreseeable

indirect physical change in the environment because it does not authorize the construction of any new large structures or other physical changes resulting in impacts to the environment. This Ordinance would also limit the number of outdoor plants to a limited amount so there will be no potential for significant water impacts and pesticide application impacts. The larger amounts would need to be in a detached structure and therefore, would also not result any water impacts or pesticide application impacts. Further, cultivation in detached structures would not be visible and would not result in significant odor issues.

**SECTION 4. No Mandatory Duty of Care.**

This Ordinance is not intended to, and shall not be construed or given effect in a manner that imposes upon the City or any officer, agent, employee or volunteer, thereof a mandatory duty of care towards persons and property, so as to provide a basis of civil liability for damages, except as otherwise imposed by law.

**SECTION 5. 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 6. Effective Date.**

This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Council Members voting for or against the same, in a newspaper of general circulation published in the County of Sonoma, State of California.

I hereby certify that the foregoing is a true and complete copy of an ordinance duly and regularly adopted by the City at a regular meeting thereof held on January 26 2016, by the following vote:

**PASSED, APPROVED AND ADOPTED this 26<sup>th</sup> day of January 2016 by the following roll call vote:**

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

**APPROVED:**

**ATTEST:**

\_\_\_\_\_,  
**MaryAnn Brigham, Mayor**

\_\_\_\_\_,  
**Paul Cayler, City Clerk**



City Council/Successor Agency
Agenda Item Summary

Agenda Item: 6
Meeting Date: January 26, 2016

Table with 2 columns: Agenda Section (New Business) and Staff Contact (Paul Cayler, City Manager)

Agenda Item Title
Resolution No. 008-2016 of the City Council Authorizing the City Manager to Execute an Individual At-Will Employment Agreement with Mr. David Kelley as Cloverdale Assistant City Manager/Community Development Director

Summary
The City of Cloverdale has been under direction of Interim Community Development Director since October 2015. A primary objective of the Cloverdale City Council has been to fill key leadership positions in City Hall. The permanent Cloverdale Assistant City Manager/Community Development Director position was advertised and recruited. 13 applications were received. The applications were screened and the top five applicants were invited to interview. One of the top five candidates declined before the interviews. The four candidates were interviewed by a panel, which evaluated the candidate on a set list of questions. In addition, the City Manager and two members of the Cloverdale City Council observed the interviews, but did not participate in the panel's ranking of the candidates. Based on the ranking from the panel, the City Manager conducted informal interviews with the top two candidates. After the informal interviews, the City Manager directed that the top candidate begin process of background checks. The City Attorney prepared and negotiated an at-will employment agreement with the top candidate. The top candidate is Mr. David Kelley. Mr. Kelley's biography is attached for your information. Mr. Kelley has stated that he is ready to execute the employment agreement presented by City Attorney for an annual salary of \$127,500. The complete at-will employment agreement is attached for review. Mr. Kelley is schedule to begin work at Cloverdale City Hall on Tuesday February 16, 2016.

Options
The following are options: 1) Adopt the attached resolution granting the City Manager the authority to execute an individual at-will employment agreement with Mr. David Kelley as Assistant City Manager/Community Development Director, and thus have him assume the position upon giving reasonable notice to his current employer; or 2) Reject the resolution authorizing the employment agreement.

Budget/Financial Impact
This is a funded and budgeted position. The annual salary will be \$127,500.

Subcommittee Recommendation
None.

Recommended Council Action
The City Manager recommends that the City Council adopt the attached Resolution No. 008-2016, and thus authorize the City Manager to execute the at-will employment agreement with Assistant City Manager/Community Development Director.

- Attachments:
1. Proposed Resolution No. 008-2016.
2. Proposed At-Will Employment Agreement with David Kelley.
3. David Kelley's Biography.

cc:

**City Of Cloverdale  
City Council  
Resolution No. 008- 2016**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE APPROVING AN AT-WILL  
EMPLOYMENT AGREEMENT WITH DAVID KELLEY AS CLOVERDALE ASSISTANT CITY  
MANAGER/COMMUNITY DEVELOPMENT DIRECTOR**

**WHEREAS**, the City Council recognizes that the Cloverdale Assistant City Manager/Community Development Director is a department head level position that serves a critical role in the City's general administration and community development function for which requires effective leadership in order to efficiently operate and respond to community needs for effective planning and economic development; and

**WHEREAS**, Section 2.08.090(3)a of the Cloverdale Municipal Code states: "It shall be the duty of the city manager to, and he shall appoint, remove, promote, and demote any and all officers and employees of the city, except the city clerk, city attorney and city treasurer, subject to personnel rules and regulations as adopted by the city council"; and

**WHEREAS**, Section 2.48.040 of the Cloverdale Municipal Code sets forth that department heads are excluded from competitive service; and

**WHEREAS**, the Assistant City Manager/Community Development Director position may be compensated and receive benefits in accordance with an individual at-will agreement and salary as approved by the City Council; and

**WHEREAS**, the permanent Assistant City Manager/Community Development Director position is currently vacant, and the City engaged in a recruitment and selection process to fill the position; and

**WHEREAS**, the recruitment and selection process included screening of submitted employment applications, and then interviews of the candidates before a panel made up of City staff, local government professionals and a community member; and

**WHEREAS**, the panel interviewed qualified individuals for the position of Assistant City Manager/Community Development Director and recommended the top candidates to the City Manager, and after informal interviews with the top candidates and deliberation, the City Manager selected Mr. David Kelley to fill the position of Assistant City Manager/Community Development Director; and

**WHEREAS**, Mr. Kelley is prepared to execute an individual at-will employment agreement at the salary, benefits and conditions approved by the City Council; and

**WHEREAS**, the City Manager recommends that the City Council authorize execution of at-will employment agreement with Mr. Kelley.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLOVERDALE** that the City Council hereby approves the At-Will Employment Agreement, attached hereto as Exhibit A, as approved by the City Attorney, and authorizes the City Manager execute the Employment Agreement on

behalf of the City of Cloverdale with Mr. David Kelley for the position of Assistant City Manager/Community Development Director.

It is hereby certified that the foregoing Resolution No.008-2016 was duly introduced and duly adopted by the City Council of the City of Cloverdale at its regular meeting held on this 26th day of January, 2016 by the following Roll Call vote: (x-x)

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

APPROVED:

ATTESTED:

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Mary Ann Brigham, Mayor

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Linda Moore, Deputy City Clerk

2525620.1



## **AT WILL EMPLOYMENT AGREEMENT**

This **EMPLOYMENT AGREEMENT** (this "Agreement"), is made and entered into this January \_\_\_\_, 2016, by and between the **CITY OF CLOVERDALE**, a general law City (the "**City**"), and David Kelley ("**Employee**"), collectively referred to as "**Parties**".

### **RECITALS**

The City desires to employ Mr. Kelley as Assistant City Manager/Community Development Director of the City of Cloverdale.

Mr. Kelley desires to serve as Assistant City Manager/Community Development Director of the City of Cloverdale.

The City Manager, through his appointing power, and Mr. Kelley, desire to agree in writing to the terms and conditions of Mr. Kelley's employment as Assistant City Manager/Community Development Director.

### **AGREEMENT**

#### **1. DUTIES.**

- a. The City agrees to employ Employee as Assistant City Manager/Community Development Director of the City to perform the functions and duties specified in the position description, and in the ordinances and resolutions of the City, and to perform other legally permissible and proper duties and functions as the City Manager may from time to time assign.
- b. Employee shall perform the job duties to the best of Employee's ability in accordance with the highest professional and ethical standards of the profession, and shall comply with all general rules and regulations established by the City.
- c. Employee shall not engage in any activity, which is or may become a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined under California law or that is otherwise prohibited by law. Prior to performing any services under this Agreement and annually thereafter, Employee must complete disclosure forms required by the Political Reform Act (CA Government Code section 81000, et seq.).

#### **2. TERM.**

- a. The term of this Agreement shall be from February 15, 2016, until terminated by either party in accordance with the provisions set forth in Section 3, or until terminated by the event of the death or permanent disability of Employee.
- b. Employee agrees to remain in the exclusive employ of the City during the term of this Agreement. Employee shall not engage in any other employment, or enter into any contract for services, paid or unpaid, or receive any compensation for work performed from any other employer other than the City, without prior authorization of the Cloverdale City Manager.

### 3. CONDITIONS OF EMPLOYMENT.

- a. Employee may resign at any time with or without cause. Employee agrees to give the City thirty (30) days advance written notice of the effective date of Employee's resignation or retirement as provided herein, unless the Parties mutually agree otherwise.
- b. The Parties recognize and affirm that: (1) Employee is an "at will" Employee whose employment may be terminated by the City without cause; and (2) there is no express or implied promise made to Employee for any form of continued employment. This Agreement is the sole and exclusive basis for an employment relationship between Employee and the City.
- c. Termination: The City may, at any time, terminate Employee with or without cause. If the circumstances permit, the City will provide Employee with at least thirty (30) days' notice of the termination.
- d. Wages, Hours and Working Conditions
  - i. Salary: Effective February 15, 2016 Employee's base compensation will be base compensation will be One Hundred Twenty-Seven Thousand Five Hundred Dollars (\$127,500) per year. Effective July 1, 2016, Employee's base compensation will be One Hundred Thirty Thousand Fifty Dollars (\$130,050) per year. Employee's salary will be reviewed approximately on or by the effective date of this Agreement each year in conjunction with an annual performance evaluation.
  - ii. Work Day/Work Week: A normal workweek will be a total of forty (40) hours, with a normal weekly schedule of (4) four, ten (10)-hour days. Vacation, sick, holiday, administrative, and bereavement leaves will be calculated consistent with the number of days in Employee's normal workweek. If Employee's normal workweek is revised, leave accruals may be recalculated.
  - iii. Other Pay
    1. Longevity Pay: Upon the eighth (8<sup>th</sup>) year anniversary date of employment with the City, Employee shall be entitled to a five percent (5%) increase.
    2. Retirement: The City shall provide retirement benefits under the Public Employees' Retirement System ("PERS") Plan 2% at 55 for miscellaneous employees, and will pay one hundred percent (100%) of Employee contribution and "the highest 12 consecutive month" benefit. The City shall provide the 1959 Survivor Benefit Level IV. Employee will pay one hundred percent (100%) of the cost of the after-added benefits of Employee's PERS Plan in existence as of July 1, 2011. This equates to 2.51% of PERSable salary. All applicable provisions of the California Public Employees' Pension Reform Act ("PEPRA") shall apply to this Agreement.
  - iv. Sick Leave:
    1. Accruals – Employee shall accrue sick leave at ten (10) hours for each month of service, assuming Employee's typical work schedule is four (4), ten (10)-hour shifts per week. Accumulation of sick leave shall be limited to sixteen hundred (1,600) hours. To the extent provided by PERS regulations, any unused sick leave upon retirement may be converted to years of service for PERS purposes.

2. Incentive – Employee’s use of sick leave within a calendar year (January to December) may qualify for conversion of unused sick leave to annual leave, based upon the following utilization schedule:
    - a. Usage of 0 – 10 hours: May convert up to forty (40) hours of existing balance.
    - b. Greater than 10 and less than 20 hours: May convert up to twenty (20) hours of existing balance.
    - c. 20+ hours: May not convert hours to annual leave.
- v. Vacation Leave:
1. Accruals – Vacation time shall be accrued at twenty (20) days per year (7.69 hours per pay period).
  2. Accumulation – Employee shall be permitted to accumulate up to thirty-six (36) days (360 hours) of vacation time.
  3. Sell-back – Employee may sell back up to forty (40) hours per year, provided that, after the sell-back, a balance of at least fifty (50) hours remains.
- vi. Holiday Leave:
1. Observed Holidays – The City offices are closed on eleven (11) observed holidays (see below). If Employee, by nature of the job, must work on a regularly scheduled holiday, Employee may convert the holiday into a floating holiday to be used as approved by the City Manager at Employee’s discretion within the current fiscal year. If an observed holiday occurs on Employee’s regularly scheduled day off, Employee will make every effort to take an alternate day off during the same workweek. If this is not possible, the observed holiday will be converted into a floating holiday, as defined in section 2 below.

Holiday	Observance
New Year’s Day	January 1 – Full Day
Martin Luther King, Jr. Day	3 <sup>rd</sup> Monday in January – Full Day
President’s Day	3 <sup>rd</sup> Monday in February – Full Day
Good Friday	Varies by year (March/April) – Noon until closing (Half-Day)
Memorial Day	Last Monday in May – Full Day
Independence Day	July 4 – Full Day
Labor Day	1 <sup>st</sup> Monday in September – Full Day
Veteran’s Day	November 11 – Full Day
Thanksgiving Day	4 <sup>th</sup> Thursday in November (if 4 <sup>th</sup> Thursday is the last day of the month, Thanksgiving falls on Nov. 23) – Full Day
Day after Thanksgiving	Full Day
Christmas Day	December 25 – Full Day

2. Floating Holidays – In addition to the observed holidays, Employee receives four (4) floating holidays that are credited at the following times. Employee may use the floating holidays at Employee’s discretion upon City Manager’s approval. Floating Holidays may be banked for future use, or may be converted to a dollar value based

upon Employee's then current hourly rate, and paid out on a regular payroll. Employee may not carry more than eighty (80) hours of Floating Holiday time; hours above this limit will be paid at the next regular payroll.

Former Holiday	Floating Holiday Accrual
Lincoln's Birthday	February 12 – Full Day
Admission Day	September 9 – Full Day
Columbus Day	2 <sup>nd</sup> Monday in October – Full Day
Floating Holiday	Employee's Discretion – Full Day

- vii. Administrative Leave: Employee is exempt from the Fair Labor Standards Act (“FLSA”) and is not eligible for overtime. Employee shall receive eight (8) days per year as administrative leave. The City Manager may approve, at his or her discretion, requests for additional leave.
- viii. Bereavement Leave: Employee shall be allowed a leave of absence with full pay for up to three (3) work days due to the death of a member of Employee's immediate family. The City Manager may grant up to three (3) additional work days' leave. For the purposes of this provision, immediate family shall include spouse, domestic partner, child (including legally adopted child), parent, grandparent, grandchild, step-parent, stepchild, sibling, step-sibling, uncle, aunt, nephew, niece, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law or daughter-in-law of the eligible employee. Requests for bereavement leave for persons not listed above may be granted at the discretion of the City Manager or his/her designee.
- ix. Insurance:
  - 1. Health – The City shall pay health and welfare insurance coverage as provided to all City employees through the Redwood Empire Municipal Insurance Fund, including, but not limited to, vision care and dental care. Employee shall pay five percent (5%) of the cost of the annual medical insurance premium.
  - 2. Long-Term Disability – The City shall provide, at the City's expense, a long-term disability insurance benefit. Said Plan will provide a monthly benefit of sixty percent (60%) of Employee's base salary, up to Ten Thousand Dollars (\$10,000) per month, and will provide a ninety (90) day waiting period before benefits commence.
  - 3. Life – The City shall provide, at the City's expense, a term life insurance benefit to Employee in the amount of One Hundred Thousand Dollars (\$100,000).
- x. Acting in Capacity: Employee may be called upon on an ad hoc basis to serve as Acting City Manager in City Manager's absence. If Employee is Acting City Manager for a continued period for thirty (30) days or more, the City will pay Employee ten percent (10%) incentive pay in addition to base salary on the regular work days during which Employee is Acting City Manager.
- xi. Mobile Phone Reimbursement: The City will reimburse Employee up to Fifty Dollars (\$50) per month for his mobile phone monthly charges. Employee must submit all appropriate forms to the Finance Manager for reimbursement.
- e. Severance:
  - i. Employee is an at-will employee who shall serve at the pleasure of the City Manager.

The City Manager may terminate Employee's employment at any time, for any reason or no reason. Nothing in this Agreement is intended to, or does confer upon Employee any property interest in continued employment. In the event termination occurs without cause under this Agreement, the City agrees to pay Employee as severance payment of three (3) months' base salary. Severance shall be paid in a lump sum. Employee shall also be compensated for all earned vacation, holidays, and administrative leave accrued, but not taken as of the effective date of the termination. This severance payment is conditioned upon Employee executing a general release of all claims against the City (including its present and former officers, officials, employees, agents, volunteers, and insurers) in a form acceptable to the City. Employee shall not receive any severance if he resigns, is terminated for cause, or if a waiver and release agreement, attached hereto as Exhibit A, is not executed by the Parties.

- ii. This provision does not confer any property rights on Employee, as he remains an at-will employee. The phrase "termination for cause" only pertains to Employee's eligibility for severance as described in this Section. A "termination for cause" for purposes of severance may include, but shall not be limited to, the following:
  1. Violation of any policies or procedures;
  2. Failure to properly perform assigned duties;
  3. Theft of City property;
  4. Insubordination;
  5. Conviction of a felony or misdemeanor relating to Employee's fitness to perform assigned duties;
  6. Unauthorized absence from employment;
  7. Failure to maintain satisfactory working relationships with other employees or the public;
  8. Improper use of City funds;
  9. Unauthorized use of City property;
  10. Willful misconduct or malfeasance;
  11. Any act of moral turpitude or dishonesty; and/or
  12. Other failure of good behavior either during or outside of employment such that Employee's conduct causes discredit to the City.
- iii. Pursuant to Government Code section 53243.2, any cash settlement related to the termination of this Agreement received by Employee from the City shall be fully reimbursed to the City if Employee is convicted of a crime involving an abuse of his office or position as defined in California Government Code section 53243.4
- iv. Abuse of Office: Government Code Sections 53243, 53243.1, 53243.2, and 53243.3 are incorporated by this reference as if fully set forth herein.

#### **4. INDEMNIFICATION FOR ACTS OR OMISSIONS WITHIN THE SCOPE OF EMPLOYMENT.**

The City shall provide for the defense of Employee in any action or proceeding alleging an act or

omission within the scope of Employee's employment in accordance with California Government Code sections 825, 995 et seq., and other applicable law. Notwithstanding anything to the contrary in this Agreement, in accordance with California Government Code section 825, subdivision (a), the City reserves the right to not pay any judgment, compromise or settlement subject to that section until it is established that the injury arose out of an act or omission occurring within the scope of Employee's employment pursuant to this Agreement. Further, notwithstanding anything to the contrary in this Agreement, the City reserves the right to refuse to provide for the defense of Employee for the reasons set forth in California Government Code section 995.2 or other applicable provisions of law. Any City funds provided for the legal criminal defense of Employee shall be fully reimbursed in accordance with California Government Code section 53243.1 if Employee is convicted of a crime involving an abuse of his office or position as defined in California Government Code section 53243.4.

## **5. PROFESSIONAL DEVELOPMENT.**

- a. Professional Memberships – The City will pay the annual membership dues to both the National and the California State Chapters of the American Planning Association (APA), or other mutually agreed upon association(s), up to a maximum of One Thousand Dollars (\$1,000) per year.
- b. Certification/Continuing Education – The City will reimburse Employee up to a maximum of Two Thousand Dollars (\$2,000) per year for costs associated with coursework for professional certifications or other relevant professional courses related to the Assistant City Manager/Community Development Director's position. Proof of the successful completion of the course must be provided in order to be eligible for reimbursement.
- c. Professional Conferences – The City will pay up to a maximum of Two Thousand Dollars (\$2,000) per year for attendance at one (1) annual conference related to the Assistant City Manager/Community Development Director's position, including registration fees, travel, lodging and meals. With prior supervisory approval, Employee may attend the conference on regular paid time. The City will consider funding other proposals on a case-by-case basis.

Funding for the professional development provisions is subject to availability.

## **6. OTHER TERMS AND CONDITIONS OF EMPLOYMENT.**

The City Manager, in consultation with Employee, shall fix any other terms and conditions of employment, as may be determined from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with provisions of this Agreement or law, or otherwise defined in Chapter 2.08.090 of the Cloverdale Municipal Code. Certain terms and conditions of employment are subject to approval by the City Council.

## **7. NOTICES.**

Any notices required by this Agreement shall be in writing and either given in person or by first class mail with the postage prepaid and addressed as follows:

TO CITY:

City Manager  
124 N. Cloverdale Blvd  
P.O. Box 217  
Cloverdale, CA 95425

TO EMPLOYEE:

David Kelley  
340 Highway 128  
Geyserville, CA 95441

**8. ENTIRE AGREEMENT.**

This Agreement is the final expression of the complete agreement of the Parties with respect to the matters specified herein, and supersedes all prior oral or written understandings. Except as prescribed herein, this Agreement cannot be modified except by written mutual agreement signed by the Parties.

**9. ASSIGNMENT.**

This Agreement is not assignable by either the City or Employee.

**10. SEVERABILITY.**

In the event that any provision of this Agreement is finally held or determined to be illegal or void by a court having jurisdiction over the Parties, the remainder of this Agreement shall remain in full force and effect unless the parts found to be void are wholly inseparable from the remaining portion of this Agreement.

**11. COUNTERPARTS.**

This Agreement shall be executed simultaneously in three (3) counterparts, which shall be identified by number, and each of which shall be deemed an original, but all of which together shall constitute one (1) and the same instrument.

IN WITNESS WHEREOF, the City has caused this agreement to be signed and executed in its behalf by its City Manager and duly attested by the Deputy City Clerk. It has also been executed by Employee.

ATTEST:

\_\_\_\_\_  
Paul D. Cayler, City Manager

\_\_\_\_\_  
Linda Moore, Deputy City Clerk

\_\_\_\_\_  
David Kelley, Employee

APPROVED AS TO FORM  
ON BEHALF OF THE CITY  
OF CLOVERDALE

\_\_\_\_\_  
Jose M. Sanchez, City Attorney

**EXHIBIT A**  
**Termination without Cause**  
**Template of General Release of All Claims against City**

**RELEASE OF ALL CLAIMS**

This Release of All Claims is entered into by ["NAME"] and the CITY OF CLOVERDALE ("CITY") on \_\_\_\_\_.

**RECITALS**

WHEREAS, [NAME] is presently employed by CITY as its [TITLE], an at-will position, and may be terminated by the CITY at any time with or without cause; and

WHEREAS, the CITY has decided to terminate the employment of [NAME], or [NAME] has resigned [NAME]'s employment in lieu of termination, effective on \_\_\_\_\_, 20\_\_; and

WHEREAS, the provisions of the employment contract between the CITY and [NAME] provide for payment of severance benefits in certain circumstances including [NAME]'S release of all claims against CITY and CITY's present and former agents, servants, employees, officials and insurers; and

WHEREAS, the CITY is under no obligation to pay severance to [NAME] without [NAME]'s full release of all claims against CITY and CITY's present and former agents, servants, employees, officials and insurers;

WHEREAS, the CITY is willing to pay said severance benefits to [NAME] upon execution of this release agreement by [NAME].

NOW THEREFORE, THE PARTIES AGREE, to enter into the following terms and agreements.

**TERMS AND AGREEMENTS**

1. [NAME] hereby resigns in lieu of termination (or is discharged), (herein referred to as "termination") from [NAME]'s position with the CITY effective \_\_\_\_\_, 20\_\_.

2. For and in consideration of the terms herein described, [NAME] does hereby release and forever discharge CITY and CITY's present and former officers, officials, employees, agents, volunteers and insurers (herein referred to as "releasees") of and from all claims, demands, actions and causes of action (herein referred to as "claims") arising out of, or in any way connected with [NAME]'s employment with the CITY or the termination of [NAME]'s employment.

3. It is understood and agreed that this is a full and final release of any and all claims arising out of [NAME]'s employment with the CITY and termination of [NAME]'s employment, including any and all potential claims. [NAME] agrees as further consideration and inducement for this compromise settlement, to waive the provisions of the California Civil Code, Section 1542, which provides as follows:

**"A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor."**

4. [NAME] recognizes the possibility that [NAME] may have sustained injuries or losses in connection with [NAME]'s employment and/or termination which are not yet known, suspected or anticipated. However, in consideration as described herein, [NAME] hereby releases the aforesaid releasees of any and all claims based on such possible future developments.

5. [NAME] recognizes that this settlement is intended to, and warrants that it will, dispose of all liability of releasees to [NAME], [NAME]'s heirs, assigns, and any other person or entity that might now or in the future have a claim as a result of any injury to [NAME] as described in this release. Should any further claims be made by any person or entity for which releasees might be liable, directly or indirectly, [NAME] on behalf of [NAME] and [NAME]'s heirs and assigns agrees to and will hold harmless and indemnify releasees of and from any and all liability for such claims, including all costs, expenses and attorney's fees in defense of such claims.

6. This Agreement constitutes a comprehensive, general release of any and all claims including, without limitation, Age Discrimination in Employment Act ("ADEA") claims against releasees. [NAME] understands and acknowledges that [NAME] has been given at least 21 days to consider this release of claims under the ADEA, and that [NAME] expressly waives this 21 day notice provision. [NAME] acknowledges that [NAME] has seven days from the date [NAME] executes this settlement agreement to revoke this release under the ADEA; provided, however, that should [NAME] revoke this release, CITY may in its sole discretion rescind this entire agreement and obtain all amounts paid hereunder.

7. In exchange for the agreements and promises made in this agreement and release, CITY will pay severance to [NAME] in the amounts and types described in the contract of employment between the parties dated \_\_\_\_\_, 20\_\_.

Dated: \_\_\_\_\_

CITY OF CLOVERDALE

By \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

[NAME]  
  
\_\_\_\_\_

2589714.3

## **David Kelley's Biography**

David Kelley is a professional with over 20 years of experience in the private and public sectors. For the past 11 years, David Kelley has worked for the Town of Windsor where he has served in various leadership roles. Most recently, David has served as the Special Projects Manager in the Administrative Services Department overseeing special projects, risk management and information technology.

Previous to working as Special Project Manager, David was the Assistant Town Manager for the Town of Windsor where his functions included oversight and management of the former Windsor Redevelopment Agency, management of the Town's economic development program functions, public information, management of the Town's waste refuse franchise agreement, as well as general administration of the Town under the direction of the Town Manager. David previously also served as the Acting Community Services Director for a time overseeing parks and recreation functions, as well as a Senior Analyst in the Windsor Town Manager's Office. David served as project manager and completed a number of important projects in Windsor, including development of the SMART train station, design and construction of the new fire station, construction of a major electronic monument sign, and preparation of an economic development strategic plan, as well as overseeing the Town's community development block grant program.

Prior to working for the Town of Windsor, David served as the Planning and Building Director for the County of Colusa. David's experience in the private sector involved working for private consulting firms that provided planning, environmental and land development services to developers and local builders.

David has a Master's in Business Administration (MBA) Degree from Sonoma State University. David has a Bachelors of Arts Degree from California State University Chico in Economics with a minor in planning. In addition, David has completed numerous graduate level classes in Planning and Environmental Studies.

David resides with my wife of 13 years in the Geyserville, where they live in a 100 year old home that they are in the process of slowly restoring. In David's personal time, he enjoys outdoor activities including bicycle riding, hiking and running. One of his favorite places for a "pit stop" during a bicycle ride is Plank Coffee in Downtown Cloverdale. David recently completed his tenth half-marathon. David's other personal interests include food and wine, cooking and taking care of his 20-year-old elderly cat.



**City Council/Redev. Agency  
Agenda Item Summary**

Agenda Item: 7
Meeting Date: January 26, 2016

<b>Agenda Section</b> Resolution	<b>Staff Contact</b> Vanessa Apodaca, Interim City Engineer
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<b>Agenda Item Title</b> Resolution No.009-2016 adopting a Complete Streets Policy
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**Summary**

In 2008, the State enacted the California Complete Streets Act of 2008 (also known as AB 1358) which requires that when cities or counties revise general plans, they identify how they will provide for mobility needs of all users of the roadways. The California Department of Transportation explained through Deputy Directive 64 that it “views all transportation improvements as opportunities to improve safety, access, and mobility for all travelers in California and recognizes bicycle, pedestrian, and transit modes as integral elements of the transportation system.”

The term “Complete Streets” describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth and families. For example, the re-design of Cloverdale Boulevard through downtown adhered to this policy by eliminating two through travel lanes, providing enhanced sidewalks, bus benches, signs and other similar pedestrian friendly impacts.

By meeting these requirements, the City of Cloverdale will maintain its eligibility to receive state transportation funding. Also at the next revision of General Plan, the City will incorporate Complete Streets Policies and Principles which will also coordinate with the Bicycle Master Plan.

**Options**

1. Approve Resolution adopting Complete Streets Policy.
2. Decline Resolution adopting Complete Streets Policy and forfeit eligibility for funding from One Bay Area Grant (OBAG).

**Budget/Financial Impact**

The proposed Policy, if adopted will maintain the City’s eligibility to receive State Transportation funding.

**Subcommittee Recommendation**

N/A

**Recommended Council Action**

Move to approve resolution adopting a Complete Streets.

**Attachments:**

Resolution No.009-2016 adopting a Complete Streets Policy

**cc:**

**CITY OF CLOVERDALE  
CITY COUNCIL  
RESOLUTION NO. 009-2016**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE  
ADOPTING A COMPLETE STREETS POLICY**

**WHEREAS**, the term “Complete Streets” describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and families; and

**WHEREAS**, the City acknowledges the benefits and value for the public health and welfare of reducing vehicle miles traveled and increasing transportation by walking, bicycling, and public transportation; and

**WHEREAS**, the City recognizes that the planning and coordinated development of Complete Streets infrastructure provides benefits for local governments in the areas of infrastructure cost savings; public health; and environmental sustainability; and

**WHEREAS**, the State of California has emphasized the importance of Complete Streets by enacting the California Complete Streets Act of 2008 (also known as AB 1358), which requires that when cities or counties revise general plans, they identify how they will provide for the mobility needs of all users of the roadways, as well as through Deputy Directive 64, in which the California Department of Transportation explained that it “views all transportation improvements as opportunities to improve safety, access, and mobility for all travelers in California and recognizes bicycle, pedestrian, and transit modes as integral elements of the transportation system”; and

**WHEREAS**, the California Global Warming Solutions Act of 2006 (known as AB 32) sets a mandate for the reduction of greenhouse gas emissions in California, and the Sustainable Communities and Climate Protection Act of 2008 (known as SB 375) requires emissions reductions through coordinated regional planning that integrates transportation, housing, and land-use policy, and achieving the goals of these laws will require significant increases in travel by public transit, bicycling, and walking; and

**WHEREAS**, numerous California counties, cities, and agencies have adopted Complete Streets policies and legislation in order to further the health, safety, welfare, economic vitality, and environmental well-being of their communities;

**WHEREAS**, the City therefore, in light of the foregoing benefits and considerations, wishes to improve its commitment to Complete Streets and desires that its streets form a comprehensive and integrated transportation network promoting safe, equitable, and convenient travel for all users while preserving flexibility, recognizing community context, and using the latest and best design guidelines and standards;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLOVERDALE AS FOLLOWS:**

1. That the City adopts the Complete Streets Policy attached hereto as Exhibit A, and made

[Type text]

part of this Resolution, and that said exhibit is hereby approved and adopted.

2. That the next substantial revision of the City General Plan Circulation Element shall incorporate Complete Streets policies and principles consistent with the California Complete Streets Act of 2008 (AB 1358) and with the Complete Streets Policy adopted by this resolution, attached as Exhibit A.

It is hereby certified that the foregoing Resolution No. 009-2016 was duly introduced and duly adopted by the City Council of the City of Cloverdale at its regular meeting held on the 26<sup>TH</sup> day of January 2016, by the following vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
MaryAnn Brigham, Mayor

\_\_\_\_\_  
Linda Moore, Deputy City Clerk

Attachment: Exhibit A

## Exhibit A

This Complete Streets Policy was adopted by Resolution No. \_\_\_\_\_ by the City Council of the City of Cloverdale on \_\_\_\_\_, 2016.

### COMPLETE STREETS POLICY OF THE CITY OF CLOVERDALE

#### A. Complete Streets Principles

- 1. Complete Streets Serving All Users.** The City of Cloverdale expresses its commitment to creating and maintaining Complete Streets that provide safe, comfortable, and convenient travel along and across streets (including streets, roads, highways, bridges, sidewalks, pedestrian paths and other portions of the transportation system) through a comprehensive, integrated transportation network that serves all categories of users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and families.
- 2. Context Sensitivity.** In planning and implementing street projects, departments and agencies of the City shall maintain sensitivity to local conditions in both residential and business districts as well as urban, suburban, and rural areas, and shall work with residents, merchants, and other stakeholders to ensure that a strong sense of place ensues. Improvements that will be considered include sidewalks, shared use paths, bicycle lanes, bicycle routes, paved shoulders, street trees and landscaping, planting strips, accessible curb ramps, crosswalks, refuge islands, pedestrian signals, signs, street furniture, bicycle parking facilities, public transportation stops and facilities, transit priority signalization, and other features assisting in the provision of safe travel for all users, such as traffic calming circles, transit bulb outs, and road diets and those features identified in the *Cloverdale Bicycle and Pedestrian Master Plan*.
- 3. Complete Streets Routinely Addressed by All Departments.** All relevant departments and agencies of the City shall work towards making Complete Streets practices a routine part of everyday operations, approach every relevant project, program, and practice as an opportunity to improve streets and the transportation network for all categories of users, and work in coordination with other departments, agencies, and jurisdictions to maximize opportunities for Complete Streets, connectivity, and cooperation. The following projects provide opportunities: pavement resurfacing, restriping, accessing above and underground utilities, signalization operations or modifications, and maintenance of landscaping/related features.
- 4. All Projects and Phases.** Complete Streets infrastructure sufficient to enable reasonably safe travel along and across the right of way for each category of users shall be incorporated into all planning, funding, design, approval, and implementation processes for any construction, reconstruction, retrofit, maintenance, operations, alteration, or repair of streets (including streets, roads, highways, bridges, and other portions of the transportation system), except that specific infrastructure for a given category of users may be excluded if an exemption is approved via the process set forth in section C.1 of this policy.

#### B. Implementation

- 1. Plan Consultation and Consistency.** Maintenance, planning, and design of projects affecting the transportation system shall be consistent with local bicycle, pedestrian, transit, multimodal, and other relevant plans, except that where such consistency cannot be achieved without negative consequences, consistency shall not be required if the head of the relevant department provides written approval explaining the basis of such deviation. Such deviations shall be presented to the Public Works Sub-Committee early in the planning and design stage, to ensure the Public Works Sub-Committee has an opportunity to provide comments and recommendations.

2. **Street Network/Connectivity.** As feasible, the City shall incorporate Complete Streets infrastructure into existing streets to improve the safety and convenience of users and to create employment, with the particular goal of creating a connected network of facilities accommodating each category of users, and increasing connectivity across jurisdictional boundaries and for existing and anticipated future areas of travel origination or destination.
3. **Bicycle and Pedestrian Advisory Committee Consultation.** Transportation projects shall be reviewed by the Public Works Sub-Committee early in the planning and design stage, to provide the Public Works Sub-Committee an opportunity to provide comments and recommendations regarding Complete Streets features to be incorporated into the project.
4. **Evaluation.** All relevant agencies or departments shall perform evaluations of how well the streets and transportation network of the City are serving each category of users by collecting baseline data and collecting follow-up data on a regular basis.

**C. Exceptions**

1. **Leadership Approval for Exceptions.** Plans or projects that seek exception from the complete streets approach must provide written finding of how exceptional circumstances dictated that accommodations for all modes were not to be included in the project. The memorandum should be signed by the Public Works Director or an equivalently senior staff person. Projects that are granted exceptions must be made publically available for review. Federal guidance on exceptions can be found from the Federal Highway Administration (FHWA) website, *Accommodating Bicycle and Pedestrian Travel*, online at:  
[http://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/guidance/design\\_guidance/design.cfm](http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_guidance/design.cfm)