



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

**TUESDAY, MAY 24, 2016**

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

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

---

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).

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

**OPENING:**

- Call to Order
- Pledge of Allegiance
- Roll Call
- 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:**

1. **Presentation by the Sonoma County Climate Protection Authority on Climate Action 2020 Plan- Kelley**  
*(Page 1-72)*

**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.

2. **Resolution No. 034-2016 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 – Cayler** *(Pages 73-106)*
3. **Ordinance No. 707-2016 amending Cloverdale Municipal Code, Title 3, Chapter 3.04, "Officers Authorized to Sign - Procedure," Section 3.04.020, adding the Assistant City Manager as an officer authorized to sign on behalf of the City-** Cavallari *(Pages 107-110)*
4. **Resolution No. 035-2016, Supporting Sonoma County's Active Transportation Program (ATP) Grant Application for the Crocker Street Bridge Bike and Pedestrian Passage Project-** Cayler *(Pages 111-112)*

**Recommendation:** Staff recommends that the City Council adopt the Consent Calendar.

**COMMUNICATIONS:** None

**PUBLIC HEARINGS:** None

**NEW BUSINESS:**

5. **Presentation on Marijuana Dispensary and Commercial Cultivation Regulations and City Options –** Cramer *(Page 113)*

**Recommendation:** Staff recommends that the City Council receive the information and provide staff direction regarding possible ordinance(s)/regulation(s) regarding marijuana dispensaries and marijuana commercial cultivation.

6. **Resolution No. 040-2016 declaring all weeds growing within the City to be a public nuisance and declaring the City's intention to remove and abate the same upon specified private properties under and in accordance with the provisions of the City of Cloverdale Municipal Code Chapter 8.16, entitled Weed Abatement-** Kelley *(Pages 115-118)*

**Recommendation:** Staff recommends that the City Council approve Resolution No. 040-2016 declaring all weeds growing within the City limits to be a public nuisance, and declaring the intention to remove and abate them on specified private properties.

7. **Resolutions of intent to levy and collect annual assessments, preliminarily approving the Engineer's Report, and setting the time and date of the public hearing for the FY 2016-17 Cloverdale Landscaping and Lighting Assessment-** Apodaca *(Pages 119-167)*

**Recommendation:** Staff recommends that the City Council consider adopting the resolutions of intent to levy and collect annual assessments, preliminarily approving the Engineer’s Report, and setting the time and date of the public hearing for the FY 2016-17 Cloverdale Landscaping and Lighting Assessment.

**8. Resolution No. 039-2016, of the City Council of the City of Cloverdale to approve the Redwood Empire Municipal Insurance Fund (REMIF) addition of Kaiser Permanente as medical plan choice for City employees and Councilmembers- Caylor (Pages 169-204 )**

**Recommendation:** Staff recommends that the City Council adopt Resolution No. 039-2016, approving the Redwood Empire Municipal Insurance Fund (REMIF) add Kaiser Permanente as medical plan choice for City employees and Councilmembers.

**SUBCOMMITTEE ACTION ITEMS:** None

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

- Airport (Chair, Councilmember Cox and Vice Mayor Wolter) - Next Meeting: July 19, 2016, 9:00 a.m.
- Finance, Administration & Police (Chair, Mayor Brigham and Vice Mayor Wolter) - Next Meeting: June 23, 2016, 2:00 p.m.
- Planning & Community Development (Chair, Vice Mayor Wolter and Mayor Brigham) - Next Meeting: June 21, 2016, 4:00 p.m.
- Public Works (Chair, Councilmember Russell and Councilmember Cox) - Next Meeting: July 26, 2016, 10:30 a.m.
- Joint City/Fire District (Chair, Councilmember Palla and Mayor Brigham) - Next Meeting: June 13, 2016, 5:30 p.m.
- Joint City/School District (Chair, Councilmember Palla and Councilmember Cox) – Next Meeting: September 19, 2016, 5:00 p.m.

**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, June 14, 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, David Kelley, 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 19<sup>th</sup> day of May, 2016, at or before 5:00 p.m.



David Kelley, Assistant City Manager

This page left blank for two-sided printing



## City Council/Successor Agency Agenda Item Summary

Agenda Item: 1  
Meeting Date: May 24, 2016

Agenda Section	Staff Contact
Presentation	David Kelley, Assistant City Manager / Community Dev. Dir.

### Agenda Item Title

Presentation by the Sonoma County Climate Protection Authority on Climate Action 2020 Plan.

### Background

The Regional Climate Protection Authority (RCPA), was formed in 2009 to coordinate countywide climate protection efforts among Sonoma County's nine cities and the County of Sonoma. The goal of the RCPA is to collaborate with local agencies on setting goals, pooling resources, and formalizing partnerships to create local solutions to complement State, Federal, and private sector actions to reduce emissions of greenhouse gas (GHG). The planning process has been funded in part by a grant from the Strategic Growth Council that has supported City of Cloverdale staff time, RCPA staff time for regional project management and technical consulting resources.

RCPA has been working with a countywide Staff Working Group (SWG) under the direction of the RCPA Board of Directors to develop a Public Review Draft document entitled, *Climate Action 2020 Plan: A Regional Program for Sonoma County Communities*. Climate Action 2020 builds on prior commitments to reduce greenhouse gas emissions through a community-wide climate action plan (CAP) for all communities in Sonoma County. The regional framework creates an efficient and consistent approach to address climate change but allows local governments like the City of Cloverdale to adopt locally appropriate measures to reduce GHG emissions. It also provides information about local climate hazards and what Sonoma County communities can do to prepare. An overview of the Community Action Plan Program planning process is provided in Attachment 1.

### Summary

The purpose of the Climate Action 2020 Plan is to develop a community wide climate action plan for all of Sonoma County to comply with State expectations (Global Warming Solutions Act - AB32), achieve our locally adopted goals, take the next step towards a long-term low carbon future, and provide for new development that is consistent with climate goals (Attachment 1). The Draft Plan proposes that each local government contribute towards a countywide greenhouse gas (GHG) reduction target of 25% below 1990 levels by 2020. The long term GHG reduction goal is 80% below 1990 levels by 2050. For 2020, this is achieved through regional and State programs along with local projects. Some local projects, such as more renewable energy through Sonoma Clean Power or energy efficiency programs that save money while upgrading homes, are already underway. Attached for your review is the Executive Summary (Attachment 2) from the Draft Plan along with Chapter 1- Framework for Sonoma County Climate Action (Attachment 3) and Chapter 5.1 containing the City of Cloverdale's Community Greenhouse Gas Profiles and Emissions Reductions for 2020 (Attachment 4).

The purpose of this PowerPoint presentation and related information (Attachments 5-10) is to: 1) provide the City Council an overview of the draft county-wide plan; 2) introduce the actions that are specific to the City of Cloverdale; 3) seek input from the City Council regarding the appropriateness of the proposed approach for Cloverdale in reducing greenhouse gas emissions; and 4) determine if the Cloverdale contributions to CA2020

P.O. Box 217 • 124 North Cloverdale Blvd. • Cloverdale, CA 95425-0217 • Telephone (707) 894-2521 • FAX (707) 894-3451

(Rev. 07/12)

should be modified to respond to better local priorities, opportunities and constraints. Staff from the RCPA will be present to receive comments that will inform edits made to the draft before publication later in 2016 for adoption hearings to be held here and around the county.

---

**Options**

- 1) This is presentation only in order to provide feedback and ask questions. No action required.

---

**Budget/Financial Impact**

While local participation in Climate Action 2020 has required staff time to assist in preparation and review of the plan, these costs will be reimbursed in an amount not to exceed \$ 19,333 of which \$9,333 has already been invoiced. This amount is adequate to cover staff time associated with the development, review and adoption of the plan.

---

**Subcommittee Recommendation**

None.

---

**Recommended Council Action**

The Assistant City Manager recommends that the City Council hear the presentation from Sonoma County Climate Protection Authority staff, take public comment. As appropriate, the City Council may provide feedback and ask questions to Sonoma County Regional Climate Protection Authority staff.

---

**Attachments:**

- 1) Climate Action Plan Program Overview
- 2) CA2020 Executive Summary
- 3) CA2020: Chapter 1: Framework for Sonoma County Climate Action
- 4) CA2020: Cloverdale Section
- 5) RCPA PowerPoint Presentation
- 6) CA2020 Local Measures Under Consideration Handout
- 7) CA2020: Community Co-Benefits Handout
- 8) The RCPA: Leading Countywide Implementation Handout
- 9) 20 x 2020: Achieving the Countywide Emissions Reduction Target
- 10) 20 x 2020: Achieving the Countywide Emissions Reduction Target Graph

---

cc:



### **Purpose**

The Regional Climate Protection Authority (RCPA) has been working with a countywide Staff Working Group and under the direction of the RCPA Board of Directors to develop a proposed Public Review Draft *Climate Action 2020 Plan: A Regional Program for Sonoma County Communities*. The proposed approach is for each local government to contribute measures towards a countywide greenhouse gas reduction target of 25% below 1990 levels by 2020, on a path towards a long term goal of 80% below 1990 levels by 2050. The purpose of the project is for all jurisdictions to commit to a consistent framework for climate action and commit to implementing locally appropriate measures by adopting the plan.

The purpose of today's presentation is to provide an overview of the draft regional plan, introduce the proposed elements that are specific to City of Cloverdale, and to seek direction from the City of Cloverdale regarding whether the proposed approach for City of Cloverdale contributions to *Climate Action 2020* can be modified to better reflect local opportunities, priorities, or constraints. Public comment is invited during the public presentations on the draft plan. People are also encouraged to review the plan and provide comments by going to the RCPA's website at: [www.rcpa.ca.gov](http://www.rcpa.ca.gov).

Staff from the RCPA will be present to receive comments that will inform edits made to the draft before publication later in 2016 for adoption hearings to be held here and around the county.

### **Project Overview**

Climate Action 2020 is a regional greenhouse gas (GHG) emissions reduction implementation program for Sonoma County communities. It is a collaborative effort among all 9 cities and the County of Sonoma to take further actions to reduce GHG emissions community wide. The effort is led by the RCPA and has been advanced by a Staff Working Group comprised of planning staff from each of the ten jurisdictions of Sonoma County, including City of Cloverdale. The project has also been built upon the input and recommendations received through a countywide Stakeholder Advisory Group (comprised of citizen representatives from around the county as appointed by the RCPA Board), public workshops in each jurisdiction, numerous community group presentations and events, and an online survey.

The purpose of the project is to develop a community wide climate action plan for all of Sonoma County to comply with State expectations (Global Warming Solutions Act - AB32), achieve our locally adopted goals, take the next step towards a long-term low carbon future, and provide for new development that is consistent with climate goals.

The project has been funded in part by a grant from the Strategic Growth Council that has provided for City of Cloverdale staff time, RCPA staff time for regional project management, and technical consulting resources.

### **Progress to Date**

**The following project milestones have been hit:**

- Countywide greenhouse gas inventory data has been collected and analyzed, resulting in historic emissions back-casts, 2010 inventories, and business-as-usual forecasts for each community across the primary local activities that generate GHGs.
- Research into and analysis of existing policies and programs throughout Sonoma County was completed to understand how existing efforts will advance local climate goals.

- Three Stakeholder Advisory Group meetings were convened to review inventories, forecasts, targets, and candidate reduction measures, as well as to discuss local climate impacts.
- Sector specific Ad Hoc committees comprised of Stakeholder Advisory Group members were held to get into the details of sector specific analysis and measure definitions.
- One noticed public meeting was held in each jurisdiction to introduce the project and solicit input on community priorities; an online forum was established to solicit comments and share updates.
- Over 30 additional presentations on the project were given to community groups at their request, including Chambers of Commerce, Rotaries, HOAs, non-profits, etc.
- A draft list of local measures (that will complement existing local measures, State actions, and regional actions) was identified through these staff, stakeholder, and public engagement processes.
- Draft measures were built into a GHG reduction planning tool, customized for each jurisdiction, so planning staff could select an appropriate package of measures with appropriate parameters to evaluate for potential inclusion in the draft plan; the tool yields the potential annual impact of each measure in the year 2020 in metric tons of carbon dioxide equivalent (MTCO<sub>2e</sub>).
- A draft countywide reduction target of 25% below 1990 levels by 2020 was proposed by the Staff Working Group and approved by the RCPA Board; the recommendation was informed by previously adopted local targets, state expectations, the scientific imperative of climate change, forecasts for GHG emissions growth, and analysis of the impact of reduction measures identified for possible implementation in each community.
- All of these efforts have been rolled into a complete Public Review Draft of the Climate Action 2020 Plan, which is being presented around the county and to City of Cloverdale today in order to receive feedback and direction on how to make the plan a better reflection of climate action opportunities and priorities in City of Cloverdale.

### **Highlights from the Public Review Draft**

#### **Greenhouse gas inventories demonstrate that in the absence of new actions, Sonoma County emissions will climb back above historic levels by 2020:**

- Countywide emissions in 1990: ~4 million MTCO<sub>2e</sub>
- Countywide emissions in 2010: ~3.7 million MTCO<sub>2e</sub> (10% below 1990)
- Countywide emissions forecast in 2020 without action: ~4.4 million MTCO<sub>2e</sub> (10% above 1990)
- Countywide emissions target for 2020: ~3 million MTCO<sub>2e</sub> (25% below 1990)

#### **The countywide goal of 25% below 1990 levels is achievable through a combination of state, regional, and local actions, *if we work as a region.***

- Variable growth rates since 1990, and an emphasis on city centered growth in Sonoma County, make the 25% below 1990 levels target more difficult to achieve in some communities than in others; therefore the RCPA has proposed a target of 25% below 1990 levels countywide; Each jurisdiction will contribute to the regional goal by adopting a suite of local measures.
- State actions already underway will contribute 52% of the reductions needed to keep emissions under 3 million MTCO<sub>2e</sub> in 2020.

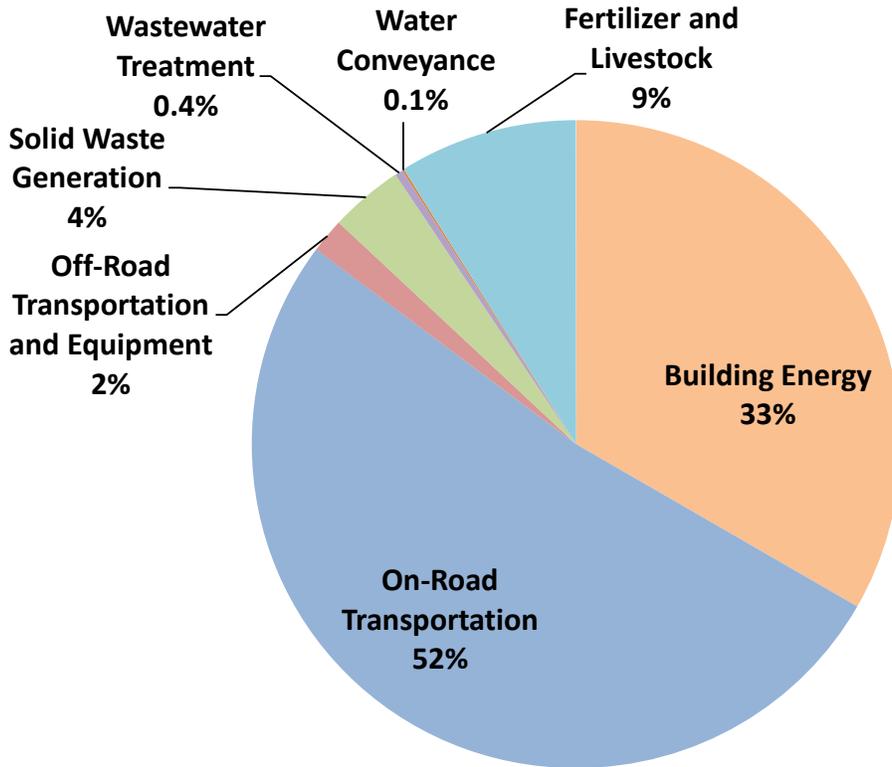
- Actions under local governance will be responsible for the remaining 48% of reductions needed to achieve the local target. These actions include contributions from regional collaborations that are already in place or moving forward outside of Climate Action 2020, including SMART, Sonoma Clean Power, the PACE Financing Marketplace, Sonoma County Transportation Authority’s Shift Plan, and others.
- Local reductions are still needed from local measures that will be implemented by the county and the cities.

**The Draft Plan was developed to advance 20 goals by 2020:**

- Each community will contribute to some or all of these goals through local actions.
- The Plan allows for flexibility at a local level to define the best ways to advance these goals.

Sector	Key	Goals
<b>Building Energy</b>		<ol style="list-style-type: none"> <li>1. Increase building energy efficiency</li> <li>2. Increase renewable energy use</li> <li>3. Switch equipment from fossil fuel to electricity</li> </ol>
<b>Transportation &amp; Land Use</b>		<ol style="list-style-type: none"> <li>4. Reduce travel demand through focused growth</li> <li>5. Encourage a shift toward low-carbon transportation options</li> <li>6. Increase vehicle and equipment fuel efficiency</li> <li>7. Encourage a shift toward low-carbon fuels in vehicles and equipment</li> <li>8. Reduce idling</li> </ol>
<b>Solid Waste Generation</b>		<ol style="list-style-type: none"> <li>9. Increase solid waste diversion</li> <li>10. Increase capture and use of methane from landfills</li> </ol>
<b>Water Conveyance &amp; Wastewater Treatment</b>		<ol style="list-style-type: none"> <li>11. Reduce water consumption</li> <li>12. Increase recycled water and greywater use</li> <li>13. Increase water and wastewater infrastructure efficiency</li> <li>14. Increase use of renewable energy in water and wastewater systems</li> </ol>
<b>Livestock &amp; Fertilizer</b>		<ol style="list-style-type: none"> <li>15. Reduce emissions from livestock operations</li> <li>16. Reduce emissions from fertilizer use</li> </ol>
<b>Advanced Climate Initiatives</b>		<ol style="list-style-type: none"> <li>17. Protect and enhance the value of open and working lands</li> <li>18. Promote sustainable agriculture</li> <li>19. Increase carbon sequestration</li> <li>20. Reduce emissions from consumption of goods and services, including food</li> </ol>

The goals focus primarily on the largest local sources of GHGs:



**City of Cloverdale will help advance Climate Action 2020 goals by supporting State and Regional actions, and implementing X local measures**

- The plan has been structured to allow the City of Cloverdale to adopt measures that are appropriate based on community priorities and unique needs or opportunities. The suite of proposed measures included in the Public Review Draft for City of Cloverdale are based on public outreach meetings, Council guidance, staff expertise, consultant analysis of existing measures and new measure potential, a desire for regional consistency, possibility to generate co-benefits, and best practices for local actions.
- The specific approach to implementing measures selected by City of Cloverdale is also at the discretion of the City Council. Some measures can be implemented through voluntary or mandatory approaches, or through different strategies to incentivize or promote behavior change.
- By pursuing local strategies within a regional planning framework, the City of Cloverdale is able to benefit from implementation support from the RCPA and the process of evaluating emissions, identifying and evaluating strategies, developing strategies for implementation, and monitoring progress can be done much more efficiently than if City of Cloverdale implemented a CAP alone.
- Staff is bringing the Executive Summary and Cloverdale specific section of the CAP to the City Council for direction on the appropriateness of the proposed measure contributions for City of Cloverdale.

**The Plan is focused on near term actions, and getting measures in place by 2020 that will put all of Sonoma County on a path towards longer term GHG targets.**

- Demonstrating consistency with the current State Scoping Plan (AB 32) is an important goal for the project; however the plan significantly exceeds expectations for GHG reductions and sets up City of Cloverdale for success in the next stage of State Climate Action, despite the lack of clarity surrounding what will follow AB 32.
- The Plan proposes new long term goals of 40% below 1990 by 2030 and 80% below 1990 levels by 2050. These reductions are consistent with most leading policy goals for climate action.
- Measures proposed for City of Cloverdale will provide reduction benefits well beyond the calendar year of 2020.

**By adopting the Climate Action Plan later this year, City of Cloverdale will be able to streamline the review of GHG impacts from new development.**

- The Plan includes a model consistency checklist that may be used by City of Cloverdale to review the significance of new development with respect to GHG emissions. If a project can't demonstrate consistency with the CAP, it will still be required to conduct project specific GHG analysis and mitigation strategies at the discretion of City of Cloverdale.
- It is important that new development incorporate climate action strategies and reflect lower-carbon growth, however success in achieving targets will be overwhelmingly dependent on reducing emissions from existing sources.

**The implementation of measures will rely on collaboration, and the RCPA is well positioned to support members.**

- Climate change affects everyone and opportunities to address it do not fall neatly within political boundaries. Working together ensures that resources are efficiently deployed to solve the problem, policies are clear and consistent, and each actor is doing what it can to advance common goals.
- The RCPA and other regional entities will support City of Cloverdale by: pursuing funding, convening stakeholder conversations about measure design, researching best practices, drafting measure templates, collecting, analyzing, and reporting data, and engaging community members in the design of specific strategies.

**The implementation framework proposed includes monitoring and adaptive management to track progress and evaluate priorities for future programs.**

- Monitoring will be led by the RCPA with support from City of Cloverdale staff who will be asked to provide data and updates on the status of measure implementation, at least once per year.

**Funding and financing tools will continue to be essential in expanding the impact of local climate actions.**

- The RCPA will work with City of Cloverdale and the other communities of Sonoma County to secure financial resources to support investments in climate solutions, particularly those that generate positive return for local communities.

**The Draft Plan also provides an updated analysis of local climate risks and 9 goals for climate resilience.**

- A detailed report: *Climate Ready Sonoma County: Climate Hazards and Vulnerabilities* was published as an earlier element of the project.
- Highlights from the report are included in the Draft CAP, along with goals for climate resilience that were developed with input from the SAG and two large public forums on climate adaptation.
- This risk assessment and resilience goals will serve as the foundation for future projects between the RCPA and City of Cloverdale to reduce local vulnerability to climate change.

**Schedule and Next Steps**

- March – May – Public presentations made at each local governing body; public comment period on Draft CAP open
- April – Draft EIR released for comment
- April – May – 45 Day public comment period on Draft EIR open
- May – TBD – RCPA and SWG respond to direction and comments
- TBD – RCPA publishes final draft CAP and EIR for adoption and certification
- TBD – Cities and County adopt Final CAP

# Executive Summary

Climate Action 2020 and Beyond:  
A Regional Program for Sonoma  
County County Communities

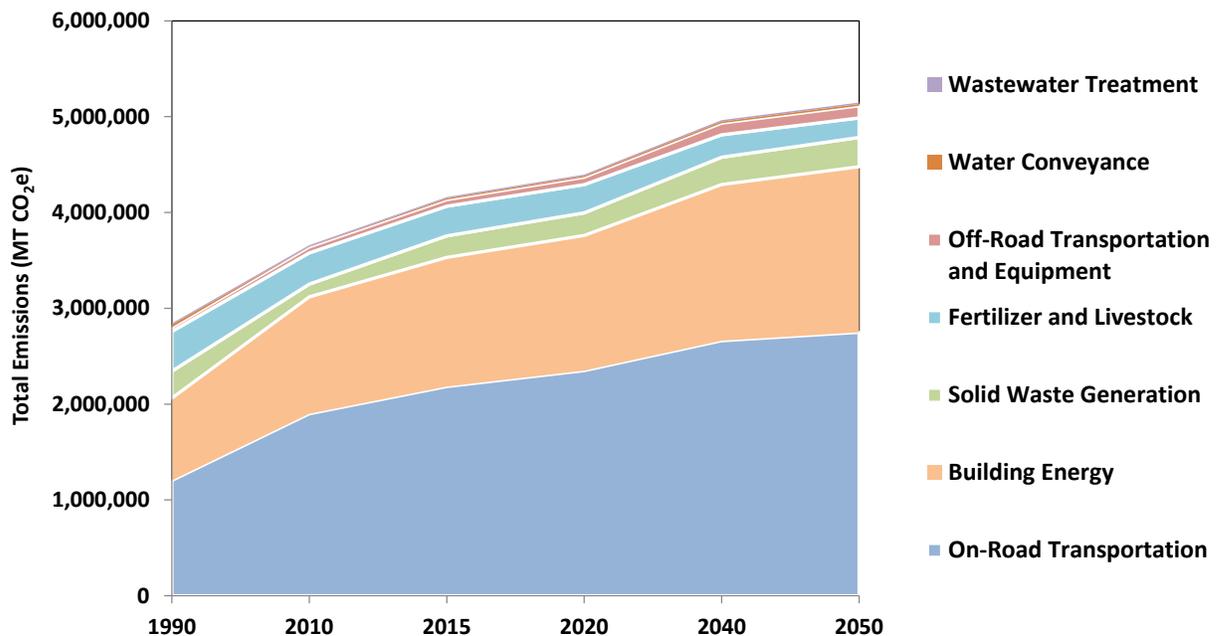
# Executive Summary

## ES.1 Introduction

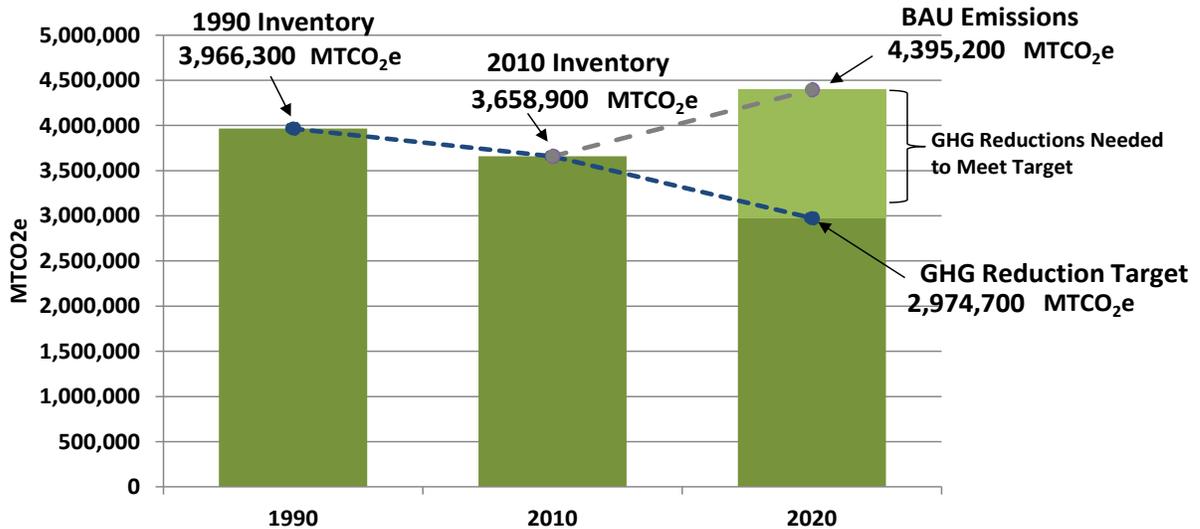
**Human-induced climate change is a global challenge that demands action at every level, including local government.** Sonoma County communities are established leaders in locally-based efforts to combat global climate change, and this Climate Action Plan (CAP) takes another step forward as local governments and regional agencies commit to concrete actions that will further reduce countywide Greenhouse Gas (GHG) emissions and create a better future for Sonoma County.

## ES.2 A Call to Action: Climate Change is a Serious Threat, But We Know What to Do

Given the magnitude of human-induced climate change and the projected catastrophic effects from continued global warming, reducing GHG emissions has become an environmental and societal imperative. This CAP is needed because, despite local and state leadership, GHG emissions in Sonoma County will continue to grow without additional action. The chart below shows how emissions in various sectors are forecast to increase if a “business-as-usual” approach is taken.



*Climate Action 2020* begins a new phase of local climate action by focusing on near-term actions that will be implemented through 2020 to achieve a 25% reduction in regional GHG emissions (compared to 1990 levels). The figure below shows 1990 emissions (known as a “backcast”), emissions from the 2010 inventory, and projected GHG increases if no action is taken (BAU), as well as the GHG reduction target under this CAP.



This CAP builds on earlier efforts to chart a future that will dramatically reduce countywide GHG emissions. These earlier efforts include the State of California’s adoption of AB 32 (2006), which requires statewide GHG emissions to be reduced to 1990 levels by 2020, and more recent executive orders that target even deeper GHG reductions in the future. Here in Sonoma County, community leaders and forward-thinking elected officials throughout Sonoma County worked together to adopt an ambitious GHG reduction target in 2005 and to create the nation’s first Regional Climate Protection Authority (RCPA), to coordinate countywide efforts to reduce GHG emissions.

In addition, the City of Santa Rosa adopted a Community Climate Action Plan in 2012 and a Municipal Climate Action Plan in 2013. These plans are referenced in this CAP, and their implementation will contribute substantially to regional GHG reductions. Although this CAP does not contain a chapter focused on Santa Rosa, data in the CAP include Santa Rosa to provide a county-wide picture and measure of future needed action.

Sonoma County’s regional GHG reduction target will be met by combining the new actions described in this CAP with ongoing efforts already underway to accomplish the following 20 goals, grouped together by sector:

Sector	Key	Goals
<b>Building Energy</b>		<ol style="list-style-type: none"> <li>1. Increase building energy efficiency</li> <li>2. Increase renewable energy use</li> <li>3. Switch equipment from fossil fuel to electricity</li> </ol>
<b>Transportation &amp; Land Use</b>		<ol style="list-style-type: none"> <li>4. Reduce travel demand through focused growth</li> <li>5. Encourage a shift toward low-carbon transportation options</li> <li>6. Increase vehicle and equipment fuel efficiency</li> <li>7. Encourage a shift toward low-carbon fuels in vehicles and equipment</li> <li>8. Reduce idling</li> </ol>
<b>Solid Waste Generation</b>		<ol style="list-style-type: none"> <li>9. Increase solid waste diversion</li> <li>10. Increase capture and use of methane from landfills</li> </ol>
<b>Water Conveyance &amp; Wastewater Treatment</b>		<ol style="list-style-type: none"> <li>11. Reduce water consumption</li> <li>12. Increase recycled water and greywater use</li> <li>13. Increase water and wastewater infrastructure efficiency</li> <li>14. Increase use of renewable energy in water and wastewater systems</li> </ol>
<b>Livestock &amp; Fertilizer</b>		<ol style="list-style-type: none"> <li>15. Reduce emissions from livestock operations</li> <li>16. Reduce emissions from fertilizer use</li> </ol>
<b>Advanced Climate Initiatives</b>		<ol style="list-style-type: none"> <li>17. Protect and enhance the value of open and working lands</li> <li>18. Promote sustainable agriculture</li> <li>19. Increase carbon sequestration</li> <li>20. Reduce emissions from consumption of goods and services, including food</li> </ol>

### ES.3 A Regional Approach to Reducing GHG Emissions

If ever an issue called for coordinated, multi-partner effort, it is climate change; progress depends on Sonoma County communities working together. Although state programs will be essential to meeting Sonoma County’s GHG reduction goal, long-term regional collaboration will be needed to meet long-term goals. A regional GHG reduction goal—as opposed to individual goals for each jurisdiction—recognizes the shared nature of the challenge as well as the fact that Sonoma County communities each have a different capacity to achieve GHG reductions. This CAP identifies 14 GHG reduction measures for local agency implementation. Each city and the County selected the specific measures to include in their jurisdiction’s commitments.

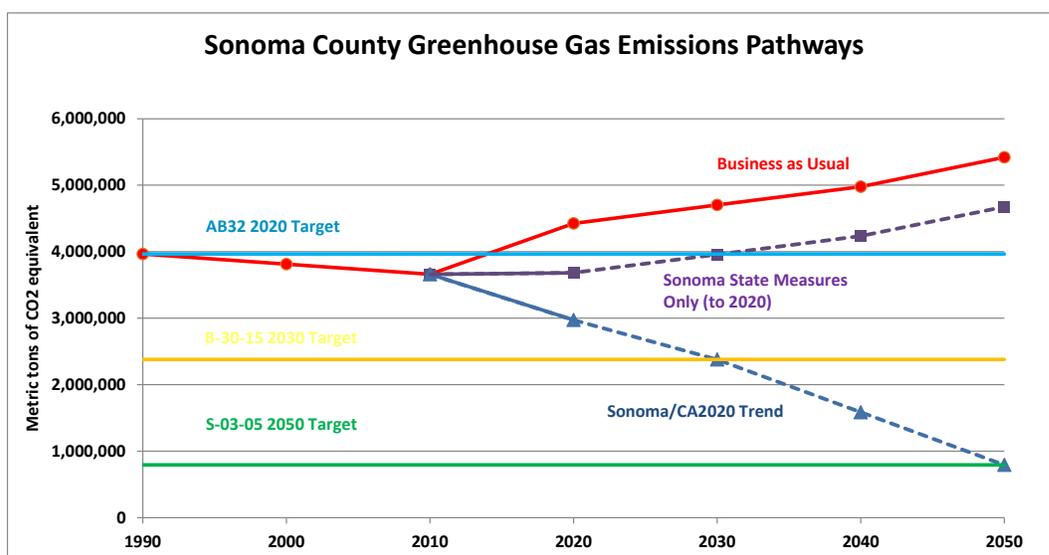
This CAP also includes GHG reduction measures that will be implemented by regional entities that can provide some services and resources on behalf of *all* communities more efficiently than the individual jurisdictions can on their own, especially the smaller cities. Examples include the RCPA and Sonoma Clean Power, which provides electricity with lower carbon content.

## ES.4 Putting This Climate Action Plan to Work

Through this CAP, Sonoma County communities have set an ambitious target for GHG emissions reduction, one that will require decisive and timely action by the local partners. The RCPA will coordinate and facilitate implementation actions by the cities and the county, and regional agencies. Each city and the county will develop its own implementation team for the actions that will occur at the local government level.

**Monitoring and Adaptive Management.** To ensure that GHG reduction efforts are effective and to adapt to changing technologies, regulations, and community behavior, the CAP calls for ongoing monitoring and adaptive management. Two interim GHG emissions inventories will be completed before 2020 and the RCPA Board will conduct a mid-course review to identify changes that may be needed to stay on-target. Equally important, the results of the interim inventories and the mid-course review will be reported to the community.

This CAP is one part of a much longer term GHG reduction effort. Even with the ambitious GHG reduction goal in this CAP, further actions will be needed to meet longer-term goals. Thus, in adopting this CAP, the RCPA will also adopt goals to reduce GHG emissions by 40% (compared to 1990) by 2030, and by 80% by 2050, which will necessitate another phase of climate action planning after 2020. The good news is that the actions in this CAP will put the county on a solid trajectory for achieving the longer term goals.



## ES.5 How Will This Plan Help Sonoma County Residents and Businesses?

**Reducing GHG Emissions is Good Business.** Reducing GHG emissions will save money for Sonoma County residents and business owners. Weatherizing or adding solar to existing homes, for example, creates construction jobs and cuts residents' utility bills. When businesses increase

energy efficiency or add on-site renewable energy generation, they reduce operating costs and employ electricians, engineers, builders and plumbers. Sonoma County businesses are already exporting the products and services they develop to respond to climate change. For example, California Clean Power is a new local business that helps other cities launch community choice aggregation programs. As the world moves to a low-carbon economy and invests in climate-ready communities, Sonoma County businesses will reap the rewards of their leadership.

**Reducing GHG Emissions Supports Other Community Goals (Co-benefits).** Implementing the CAP will result in environmental and community co-benefits that go beyond GHG emissions reductions. For example, many of the actions will improve public health by reducing air pollutants like ozone, carbon monoxide, and fine particulates. Reduction measures focused on reducing energy use in the transportation and building energy sectors can help lessen the impact of future energy cost increases.

Even with strong action to reduce GHG emissions, climate-related changes to natural and human systems cannot be avoided entirely. Sonoma County is already experiencing some of these effects, including higher temperatures and more variable rainfall. In response, this CAP also establishes goals for improving climate resilience in three key community resource areas: people and social systems; built systems; and natural and working lands. Many of the strategies to reduce emissions will also help strengthen climate resilience too.

The measures in this CAP provide an opportunity to reduce carbon emissions and achieve a diverse range of community co-benefits, identified in the plan with these icons:



Energy Savings



Air Quality Improvements



Public Health Improvements



Job Creation



Resource Conservation



Cost Savings



Climate Resilience

## ES.6 How Can Sonoma County Residents Help?

**Learn about your household carbon footprint.** The everyday activities of Sonoma County residents result in GHG emissions, including driving a vehicle, using fossil fuels to light and heat homes, and throwing away household garbage. This CAP focuses on actions that will be taken by cities and the County. Residents can help by supporting local adoption of these actions and participating in the programs that will result from this CAP (see below). In addition to municipal programs, residents can also learn about their household carbon footprint and ways to reduce GHG emissions through their own actions – such as driving an electric vehicle, installing solar or buying electricity from Sonoma Clean Power.

**Participate in programs to reduce local emissions.** The good news is that while human activities are a major climate change driver, we can also be part of the solution. Sonoma County residents can make impactful choices and changes in their daily lives such as changing lightbulbs to CFLs or LEDs, sealing and insulating their homes, reusing and/or recycling materials that might otherwise be thrown away, and using water more efficiently. Residents can also choose to buy items made from local, renewable materials and make other low-carbon lifestyle choices, such as walking or biking, using public transportation, or eating less meat and more local vegetables. This CAP identifies some of the resources available to Sonoma County residents to help make these changes.

## ES.7 Public Outreach and Community Engagement

This CAP was prepared with input from community members, elected officials, and staff from the partner agencies. Ten open house-style public workshops were held, including one in each city. These meetings solicited public input on the types of reduction measures that should be included in the CAP. The role of local governments in addressing climate change and reducing GHG emissions was also discussed. The community dialogue that has begun with preparation of this plan will continue throughout implementation of the GHG emissions reduction measures.

To help guide the CAP development process, the RCPA board of directors also selected a Stakeholder Advisory Group to represent a diversity of viewpoints and technical expertise from each jurisdiction. Three representatives from each city and two representatives from each county supervisorial district were selected; some representatives had input from city councils, though none were elected officials themselves. The Group met five times at key milestones during the project. All meetings were open to the public and each meeting included an opportunity for the public to provide comments.

# Cloverdale

Commitments to meeting  
community greenhouse  
gas reduction goals.



## 5.1 Cloverdale

This section presents the community greenhouse gas (GHG) emissions profile specific to Cloverdale and the measures that the City of Cloverdale will implement, with the support of the RCPA and other regional entities, as part of the regional approach to reducing GHG emissions.

### 5.1.1 Community Summary

The City of Cloverdale is an attractive small town community that is home to many small local businesses, a thriving performing arts center, the annual Cloverdale Citrus Fair, and ample recreational opportunities. Cloverdale is the northernmost city in Sonoma County, located approximately 3 miles south of the Mendocino County-Sonoma County border and 30 miles north of Santa Rosa. The City's location along the major transportation corridors of Highway 101 and Highway 128 offers local economic development opportunities set in the picturesque Alexander Valley wine region. With proximity to urban centers (Santa Rosa, San Francisco, and Arcata/Eureka), Cloverdale is evolving as a smart-growth city with small town charm.

### Demographics

The City spans 2.7 square miles and had a population of 8,618 as of the 2010 census. By 2020 the population is expected to increase over 9% to 9,425, while employment is expected to increase by 8%. Cloverdale's demographic composition in 2010 was 75% White, 0.6% African American, 1.1% Native American, 1.1% Asian, 0.1% Pacific Islander, 17.8% from other races, and 4% from two or more races. Persons of Hispanic or Latino origin composed 33% of the population in 2010.

As shown in Table 5.1-1, Cloverdale is expected to experience steady growth in population, housing, and jobs in the future.

**Table 5.1-1. Cloverdale Socioeconomic Data**

	Actual			Projected		
	1990	2010	2015	2020	2040	2050
Population	4,924	8,618	9,015	9,425	10,952	11,651
Housing	1,868	3,249	3,432	3,625	4,230	4,495
Employment	2,455	3,012	3,624	3,928	4,324	4,492

Socioeconomic data were derived from the Sonoma County Transportation Authority travel demand model and incorporate input from the City based on its internal planning forecasts.

According to 2010 Census data, the majority of housing in the City of Cloverdale is owner-occupied with 66% of all housing units owned, and about 34% of housing units renter-occupied.

## Energy and Water Use

Compared to households in the county as a whole, Cloverdale households use less electricity but more natural gas and water. They also use less electricity, natural gas, and water than households statewide.

**Table 5.1-2. Cloverdale, County, and State 2010 Average Energy and Water Use (per household, per year)**

	Cloverdale	County	State <sup>1</sup>
Electricity (kWh)	6,652	7,042	9,320
Natural Gas (Therms)	441	413	512
Water Use (Gallons)	88,256	75,810	107,869

Sources:

City Data: provided by PG&E (energy) and by the City of Cloverdale (water).

County Data: provided by PG&E (energy) and the cities or their Urban Water Management Plans (water).

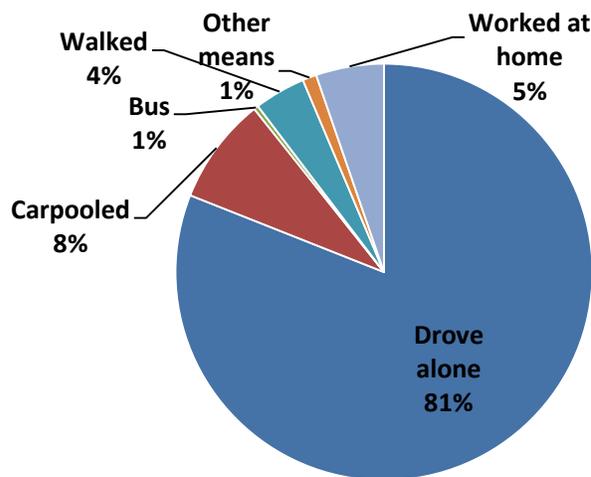
State Data: U.S. Energy Information Administration 2009, U.S. Geological Survey 2014, California Department of Finance 2015.

kWh = kilowatt hours

## Transportation Commute Modes

In the inventory year 2010, most Cloverdale residents (81%) drove alone to work, with only 8% carpooling. This is typical and similar to the other communities in Sonoma County. Cloverdale is the northernmost city in the county and many people have to drive out of the City to work in Santa Rosa to the south, Ukiah to the north, or elsewhere in or out of the county. With the average trip to work for residents of Cloverdale taking 25.2 minutes, riding a bus is not a viable option due to time constraints as well as limited access and routes (U.S. Census Bureau 2014).

**Figure 5.1-1. Modes to Work in Cloverdale in 2010**



Source: U.S. Census Bureau 2014: American Community Survey 2006–2010

### 5.1.2 Cloverdale's Existing Actions to Reduce Greenhouse Gas Emissions

Cloverdale has already taken a number of steps to reduce energy use, promote renewable energy use, and other actions that have been helping to reduce greenhouse gas (GHG) emissions. The City has adopted the following ordinances and General Plan policies that help to reduce GHG emissions and will support implementation of the GHG reduction measures in CA2020.

- Building Energy
  - The City has adopted the California Green Building Standards Code, making the Tier 1 Voluntary measures for residential and non-residential structures mandatory requirements.
  - General Plan Policy 8-2: Use, support, and encourage energy and resource efficient methods in private construction. Study and develop ordinances and incentives to encourage energy efficient transportation, locally generated solar and alternative energy power sources, and green building methods for private buildings and projects. The City of Cloverdale Building Department has ongoing efforts to support solar power projects, locally generated solar and alternative energy power sources, and green building methods for private buildings and projects.
  - General Plan Policy CDO 8-1: Use energy and resource efficient methods in daily City operation. Where feasible, use energy efficient transportation, locally generated solar and alternative power sources, and green building methods for City buildings. This policy is ongoing. The City has not constructed or remodeled any City buildings.
- Land Use and Transportation
  - General Plan Policy LU 3-1: Develop an Urban Growth Boundary [UGB]. Protects important farmlands and open space from urban development (UGB Ordinance). City voters adopted Cloverdale's Urban Growth Boundary in 2010.
  - General Plan Policy CE 4-3: Support local, countywide, and regional bus service. Maintain and encourage use of the Cloverdale City bus by maintaining schedules that serve the community and by use of distinctive vehicles to bring visibility to the service. The City continues to support the use of public transportation in Cloverdale. The City operates a shuttle bus that is accessible to all residents of the City.
  - General Plan Policy CE 3-1: Pedestrian and bike pathways. Provide an extensive network of pedestrian and bicycle pathways to support community health and provide a safe alternative to automobile use. Integrate routes with transit stops. The Sonoma County Transportation Authority (SCTA), in conjunction with the City, created a pedestrian and bike master plan for Cloverdale.
  - General Plan Policy CE 4-1: Participate in efforts to establish rail service on the SMART right of way. Encourage passage of rail bonds and develop appropriate land uses that will support rail ridership. The City supported the passage of the ballot measures to support

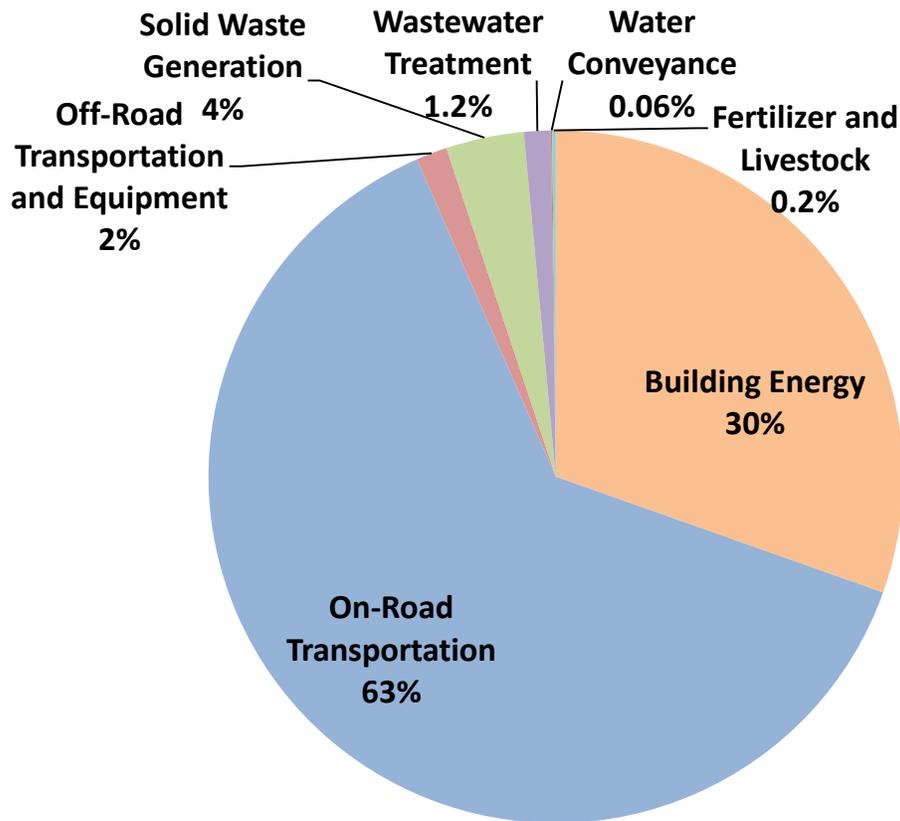
the SMART Train. In anticipation of the SMART Train having a stop in Cloverdale, properties around the train station have been zoned for Transit Oriented Development.

- General Plan Policy CDO 3-8: SMART station area plan. Develop Transit Oriented Development design plan before or concurrent with the Transit Oriented Development Specific Plan. The City adopted a Station Area Plan in 2010 that focuses on development around the SMART Train Station.
- Trip Reduction Ordinance: Municipal Code Chapter 10.54. Requires employers within the City with 100 or more employees at individual job sites to disseminate trip reduction information on alternative transportation in addition to telecommuting, compressed work weeks, and flexible hours.
- General Plan Policy CE-4-4: Encourage ridesharing to reduce commute trips. Coordinate with regional ridesharing plans. The City has worked with regional ridesharing plans to encourage residents and employees to use these programs.
- Waste Minimization and Recycling
  - Recycled Products Purchasing: Municipal Code Chapter 3.08.090. Upgrade the City Wastewater Treatment Plan to provide tertiary treatment and provide new development with distribution systems for tertiary-treated water. The City adopted an updated Sewer System Master Plan in June, 2009.
- Water and Wastewater Efficiency
  - General Plan Policy LU 6-1: Ensure adequate water and waste water capacities. Upgrade the City Wastewater Treatment Plan to provide tertiary treatment and provide new development with distribution systems for tertiary-treated water. The City adopted an updated Sewer System Master Plan in June, 2009.
  - Water Efficient Landscape Ordinance: Municipal Code Chapter 15.30
- Agriculture
  - General Plan Policy LU 3-3: Protect Prime Farmland, Unique Farmland, and Farmland of Statewide Importance from urban development. Retain these farmland designations as Conservation Features under the Urban Growth Boundary Ordinance. City voters adopted the Urban Growth Boundary in 2xxx.
- Urban Forestry and Natural Areas
  - General Plan Policy CDO 6-2: Protect distinctive natural vegetation. Develop and urban forest/plan street tree plan with a management strategy for maintaining existing and newly planted trees, including best practice provisions for installation, maintenance, and succession planning.
  - General Plan Policy CDO 6-6: Prepare and urban forest/street tree plan. Design a program for new trees to be installed with development and a plan for retrofit in areas where development or streets were installed without trees.

- General Plan Policy CDO 6-1: Maintain and expand the tree canopy within and outside the developed areas of the City. Develop and urban forest/plan street tree plan with a management strategy for maintaining existing and newly planted trees, including best practice provisions for installation, maintenance, and succession planning.
- General
  - General Plan Policy CDO 8-3: Inventory and Reduce Greenhouse Gas Emissions. Work with the Sonoma County Air Pollution Control District and California Air Resources Board to prepare a Climate Action Plan inventorying current GHG emissions, emissions from 1990, and projected emissions for 2020.

### 5.1.3 Greenhouse Gas Inventory and Forecast

**Figure 5.1-2. Cloverdale 2010 Community GHG Inventory by Sector**



Cloverdale’s inventory is similar to other cities in the county and state. The majority of the GHG emissions are from the transportation sector, from the combustion of fossil fuels in personal and light-duty vehicles. The next largest sector is building energy, which includes emissions related to energy consumed for heating, cooling, lighting, and cooking in the residential, commercial, and industrial sectors. Residential uses account for most (69%) of the building energy emissions in

Cloverdale. Commercial uses account for 31% of building energy emissions. The other categories of emissions are much smaller in comparison to building energy and on-road transportation.

In Cloverdale, total GHG emissions generated by community activities in 2010 were 59,040 metric tons of carbon dioxide equivalent (MTCO<sub>2</sub>e), which is approximately 2% of total countywide GHG emissions in the same year.<sup>1</sup> This is a 3% increase from estimated 1990 emissions, which were 57,330 MTCO<sub>2</sub>e. Table 5.1-3 shows the 1990 backcast, the 2010 inventory and business-as-usual (BAU) forecasts for 2015, 2020, 2040 and 2050 for the City of Cloverdale.

---

<sup>1</sup> Sonoma County total GHG emissions in 2010 were 2.6 million metric tons of CO<sub>2</sub>e.

**Table 5.1-3. Cloverdale Community GHG Backcast, Inventory, and Forecasts**

<b>Sector</b>	<b>1990 Backcast</b>		<b>2010 Inventory</b>		<b>2015 Forecast</b>		<b>2020 Forecast</b>		<b>2040 Forecast</b>		<b>2050 Forecast</b>	
Building Energy	12,920	23%	17,990	30%	20,880	30%	22,250	30%	25,450	27%	26,840	29%
On-road Transportation	36,510	64%	37,270	63%	44,160	64%	46,380	63%	61,310	66%	60,200	64%
Off-road Transportation and Equipment	610	1%	860	1%	1,090	2%	1,320	2%	2,560	3%	2,690	3%
Solid Waste Generation	6,550	11%	2,140	4%	2,390	3%	2,540	3%	2,880	3%	3,030	3%
Wastewater Treatment	420	1%	740	1.3%	770	1%	810	1%	940	1%	1,000	1%
Water Conveyance	320	1%	30	0.1%	40	0%	40	0%	40	0%	50	0%
<b>Total</b>	<b>57,330</b>	<b>100%</b>	<b>59,040</b>	<b>100%</b>	<b>69,320</b>	<b>100%</b>	<b>73,340</b>	<b>100%</b>	<b>93,170</b>	<b>100%</b>	<b>93,790</b>	<b>100%</b>
<b>Per-Capita Emissions</b>	<b>11.6</b>		<b>6.9</b>		<b>7.7</b>		<b>7.8</b>		<b>8.5</b>		<b>8.1</b>	

This page left blank for two-sided printing

#### 5.1.4 Greenhouse Gas Reduction Goal and Measures

The City of Cloverdale joins the other Sonoma County communities to support the regional GHG emissions reduction target of 25% below 1990 countywide emissions by 2020 through adoption of 21 local greenhouse gas reduction measures. The City’s GHG emissions under 2020 business-as-usual (BAU) conditions (in absence of state, regional, and local reduction measures) would be approximately 73,340 MTCO<sub>2e</sub>. The City’s local GHG reduction measures, in combination with state and regional measures, would reduce the City’s GHG emissions in 2020 to 50,140 MTCO<sub>2e</sub>, which would be a reduction of approximately 32% compared to 2020 BAU conditions. The City will achieve these reductions through a combination of state (70%), regional (21%), and local measures (9%) that are technologically feasible and cost-effective per Assembly Bill (AB) 32. With the reduction measures in CA2020, per-capita emissions in Cloverdale will be 5.3 MTCO<sub>2e</sub> per person, a 45% reduction in per capita emissions compared to 1990.

**Table 5.1-4. Cloverdale 2020 GHG BAU Emissions, Reductions, and CAP Emissions**

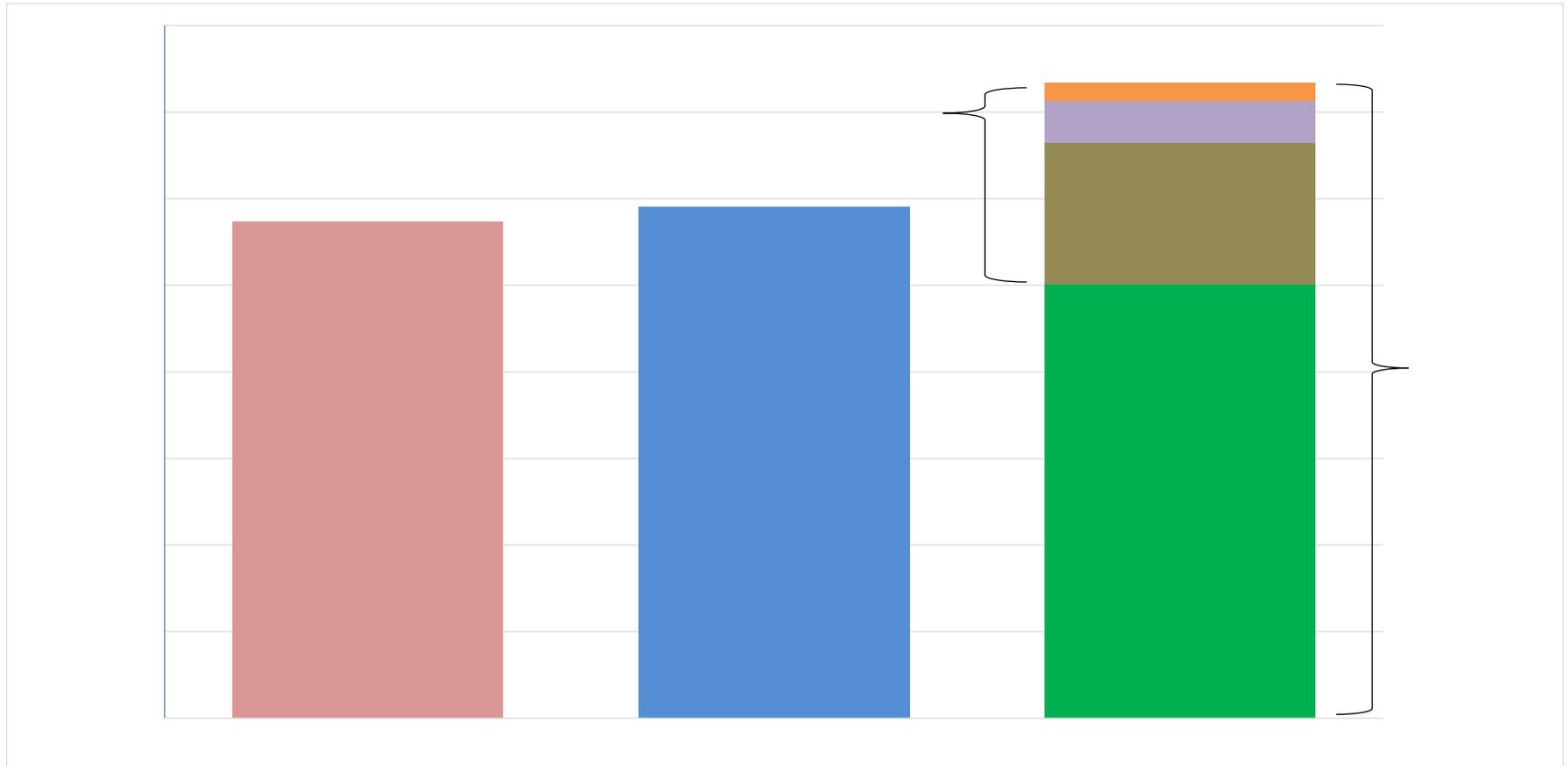
Sector	2020 BAU	2020 Reductions				2020 CAP Emissions	% Reduction from BAU
	Forecast	State	County-wide	Local	Total		
Building Energy	22,250	5,290	1,630	980	7,900	14,350	36%
On-road Transportation	46,380	10,940	1,230	920	13,090	33,290	28%
Off-road Transportation and Equipment	1,320	120	-	-	120	1,200	9%
Solid Waste Generation	2,540	-	1,910	-	1,910	630	75%
Water Conveyance	40	-	10	10	20	20	50%
Wastewater Treatment	810	-	-	160	160	650	20%
<b>Total Emissions</b>	<b>73,340</b>	<b>16,350</b>	<b>4,780</b>	<b>2,070</b>	<b>23,200</b>	<b>50,140</b>	<b>32%</b>
		<b>70%</b>	<b>21%</b>	<b>9%</b>			

Values may not sum due to rounding.

Figure 5.1-3 shows Cloverdale’s 1990 and 2010 GHG emissions total, 2020 BAU emissions forecast total, and the total emissions remaining after implementation of the City’s reduction measures. The contribution of state, regional, and local reductions are overlaid on the 2020 BAU emissions forecast total, representing the total emissions reductions achieved in 2020. Like the other communities, Cloverdale benefits greatly from the work the state and regional entities are committed to implementing on climate action. See Chapter 4 for more information on state and regional actions.

This page left blank for two-sided printing

**Figure 5.1-3. Cloverdale 1990, 2010, and 2020 GHG Emissions; 2020 State and Local Reductions**



This page left blank for two-sided printing

## Greenhouse Gas Reduction Measures

As shown in Table 5.1-5, the City of Cloverdale will achieve its reduction goal through a combination of state, regional, and local measures. State reduction measures are implemented through state law, including some that require action by the City to comply with state mandates (e.g., Title 24 energy efficiency measures). State measure reductions total 16,350 MTCO<sub>2</sub>e, including the Pavley vehicle fuel efficiency standards, Title 24 building standards, the state's low carbon fuel standard, and the Renewables Portfolio Standard (RPS).

Regional measures will reduce emissions by 4,780 MTCO<sub>2</sub>e and will be implemented by regional entities, including the Regional Climate Protection Authority (RCPA), Sonoma County Water Agency (SCWA), County of Sonoma Energy and Sustainability Division (ESD), Sonoma County Transportation Authority (SCTA), and Sonoma Clean Power (SCP).

An additional reduction of 2,070 MTCO<sub>2</sub>e will be achieved through locally adopted measures relevant to the City of Cloverdale. The locally adopted measures, although not as high-achieving of GHG reductions as the state and regional measures, are important because they represent the actions that local communities can take directly. The communities have selected the local measures that best suit the needs of their community.

The three measures that will have the greatest impact in Cloverdale are, in order of importance, Measure 11-L1 (Senate Bill SB X7-7 - Water Conservation Act of 2009), Measure 8-L1 (Idling Ordinance), and Measure 2-L4 (Solar in Existing Non-Residential Buildings). These three measures, in addition to reducing GHG emissions, will save energy, improve air quality and public health in the City, and conserve natural resources. As the county and state continue to experience a historic drought, water conservation will remain an especially important co-benefit.

On the state level, the RPS and the Pavley measures have the greatest potential to reduce emissions in the City. Of the regional measures, the measures with the greatest impact include the Community Choice Aggregation (CCA) measure and the waste-to-energy measure.

Table 5.1-5 presents the individual GHG reduction measures that Cloverdale has selected for the CAP. For more information on the specifics of each measure, see Appendix C.

### Solar Water and Wastewater Treatment Plants in Cloverdale

In 2014, Cloverdale approved a Power Purchase Agreement to finance solar panel arrays at the City's water and wastewater treatment plants. The City expects that the water and wastewater treatment plants will be supplied by 100% solar energy when the project is fully up and running.

**Table 5.1-5. Cloverdale 2020 GHG Emissions Reductions by Measure**

	<b>2020 GHG</b>
<b>Goal 1: Increase Building Energy Efficiency</b>	<b>1,365</b>
Measure 1-S1: Title 24 Standards for Commercial and Residential Buildings	540
Measure 1-S2: Lighting Efficiency and Toxics Reduction Act (AB1109)	452
Measure 1-S3: Industrial Boiler Efficiency	NA
Measure 1-R1: Community Energy Efficiency Retrofits for Existing Buildings	41
Measure 1-R2: Expand the Community Energy Efficiency Retrofits Program	331
Measure 1-L3: Shade Tree Planting ✓	1
<b>Goal 2: Increase Renewable Energy Use</b>	<b>5,905</b>
Measure 2-S1: Renewables Portfolio Standard	4,272
Measure 2-S2: Solar Water Heaters	24
Measure 2-R1: Community Choice Aggregation	1,236
Measure 2-L2: Solar in Existing Residential Building ✓	107
Measure 2-L4: Solar in Existing Non-Residential Buildings ✓	267
<b>Goal 4: Reduce Travel Demand Through Focused Growth</b>	<b>36</b>
Measure 4-L1: Mixed-Use Development in City Centers and Along Transit Corridors ✓	29
Measure 4-L2: Increase Transit Accessibility ✓	3
Measure 4-L3: Supporting Land Use Measures ✓	NQ
Measure 4-L4: Affordable Housing Linked to Transit ✓	4
<b>Goal 5: Encourage a Shift Toward Low-Carbon Transportation Options</b>	<b>1,416</b>
Measure 5-R1: Improve and Increase Transit Service	3
Measure 5-R2: Supporting Transit Measures	NQ
Measure 5-R3: Sonoma-Marin Area Rail Transit	NQ
Measure 5-R4: Trip Reduction Ordinance	185
Measure 5-R5: Supporting Measures for the Transportation Demand Management Program	NQ
Measure 5-R6: Reduced Transit Passes	171
Measure 5-R7: Alternative Travel Marketing & Optimize Online Service	137
Measure 5-R8: Safe Routes to School	394
Measure 5-R9: Car-sharing Program	NQ

✓ = Local Measure (otherwise State or Regional)	2020 GHG Reductions
Measure 5-R10: Bike Sharing Program	NQ
Measure 5-L1: Local Transportation Demand Management Program ✓	137
Measure 5-L2: Carpool-Incentives & Ride-Sharing Program ✓	247
Measure 5-L3: Guaranteed Ride Home ✓	NQ
Measure 5-L4: Supporting Bicycle/Pedestrian Measures ✓	NQ
Measure 5-L5: Traffic Calming ✓	35
Measure 5-L6: Parking Policies ✓	106
Measure 5-L7: Supporting Parking Policy Measures ✓	NQ
<b>Goal 6: Increase Vehicle and Equipment Fuel Efficiency</b>	<b>10,944</b>
Measure 6-S1: Pavley Emissions Standards for Passenger Vehicles and the Low Carbon Fuel Standard	10,205
Measure 6-S2: Advanced Clean Cars	329
Measure 6-S3: Assembly Bill 32 Vehicle Efficiency Measures	410
<b>Goal 7: Encourage a Shift Toward Low-Carbon Fuels in Vehicles and Equipment</b>	<b>453</b>
Measure 7-S1: Low Carbon Fuel Standard: Off-Road	117
Measure 7-R1: Shift Sonoma County (Electric Vehicles)	335
Measure 7-L1: Electric Vehicle Charging Station Program ✓	1
Measure 7-L3: Reduce Fossil Fuel Use in Equipment through Efficiency or Fuel Switching ✓	NQ
<b>Goal 8: Reduce Idling</b>	<b>362</b>
Measure 8-L1: Idling Ordinance ✓	362
<b>Goal 9: Increase Solid Waste Diversion</b>	<b>751</b>
Measure 9-R1: Waste Diversion Goal	751
Measure 9-L1: Create Construction and Demolition Reuse and Recycling Ordinance ✓	<1
<b>Goal 10: Increase Capture and Use of Methane from Landfills</b>	<b>1,168</b>
Measure 10-R1: Increase Landfill Methane Capture and Use for Energy	1,168
<b>Goal 11: Reduce Water Consumption</b>	<b>548</b>
Measure 11-R1: Countywide Water Conservation Support and Incentives	NQ
Measure 11-L1: Senate Bill SB X7-7 - Water Conservation Act of 2009* ✓	548
<b>Goal 12: Increase Recycled Water and Greywater Use</b>	<b>&lt;1</b>
Measure 12-R1: Recycled Water*	<1

✓ = Local Measure (otherwise State or Regional)	2020 GHG Reductions
<b>Goal 13: Increase Water and Wastewater Infrastructure Efficiency</b>	<b>24</b>
Measure 13-R1: Infrastructure and Water Supply Improvement	10
Measure 13-R2: Wastewater Treatment Equipment Efficiency*	14
<b>Goal 14: Increase Use of Renewable Energy in Water and Wastewater Systems</b>	<b>227</b>
Measure 14-L1: Green Energy for Water Production and Wastewater Processing in Healdsburg and Cloverdale* ✓	227
<b>Total State Measures</b>	<b>16,350</b>
<b>Total County Measures</b>	<b>4,780</b>
<b>Total Local Measures</b>	<b>2,070</b>
<b>Grand Total Emissions</b>	<b>23,200</b>

\*Measures reduce emissions in multiple sectors (i.e. water and energy)

NQ = not quantified

### 5.1.5 Municipal Greenhouse Gas Reduction Measures

Like the other cities and the county, Cloverdale has recognized the need to reduce GHG emissions from municipal operations. The City has existing programs in place for green municipal buildings and alternative fuels for its municipal fleet. Although municipal GHG reduction measures are not part of this countywide plan, the efforts of local communities are important and will continue in the future. Descriptions of potential municipal GHG reduction measures are provided in Appendix E as an informational resource.

# Climate Action 2020 and Beyond

A REGIONAL PROGRAM FOR SONOMA COUNTY COMMUNITIES ~ HIGHLIGHTS AND SUMMARY

City of Cloverdale

May 24, 2016



# What is Climate Action 2020?

A collaboration between the all cities, the county, and regional partners to take further action to reduce greenhouse gases.



# What is the RCPA?



- Regional Climate Protection Authority
- Multi-jurisdictional agency formed to coordinate local government climate protection efforts
- Governed by a Board of elected officials from each of:

County of Sonoma  
Cotati  
Cloverdale  
Healdsburg  
Petaluma

Rohnert Park  
Santa Rosa  
Sebastopol  
Sonoma  
Windsor

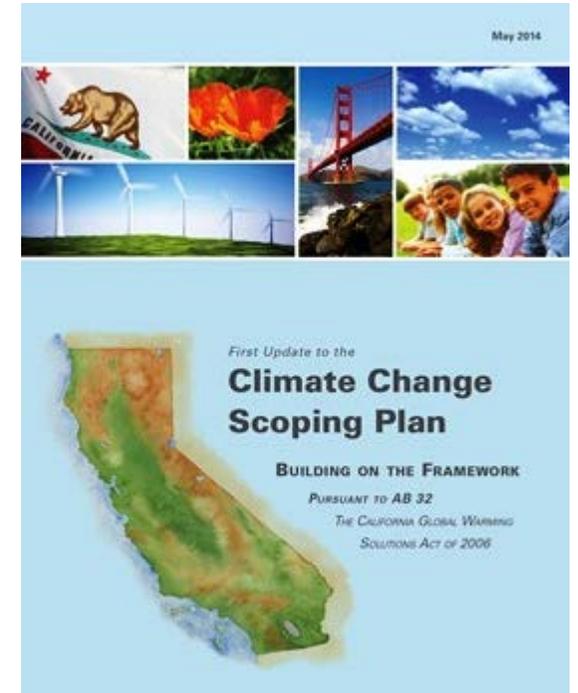


- Manages programs on behalf of all communities

# Project Objectives

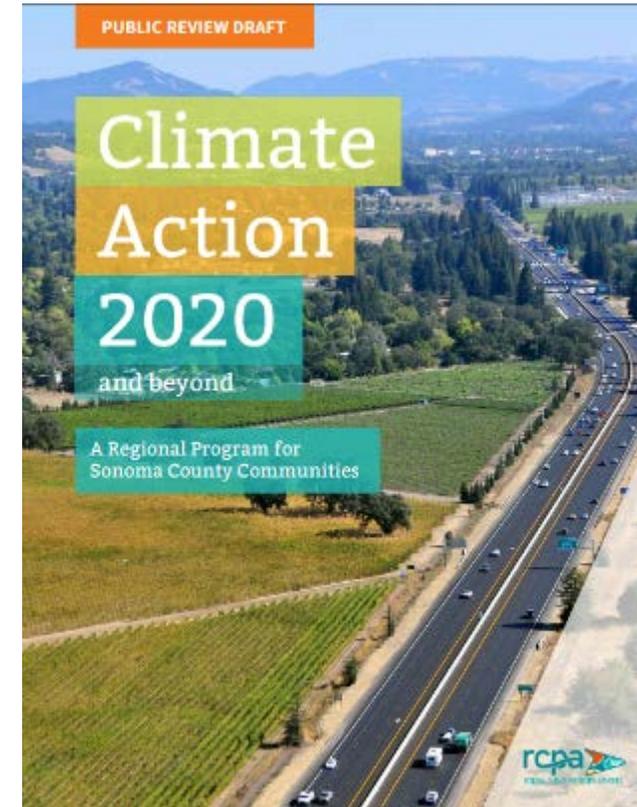
**To develop a community wide, regional climate action plan for all of Sonoma County to:**

- Comply with the Global Warming Solutions Act (AB 32)
- Achieve local goals in collaboration
- Take the next steps towards a long-term, low-carbon future
- Provide framework to address greenhouse gas (GHG) impacts under CEQA



# Today's Presentation

- **Provide overview:**
  - Project history and purpose
  - Process and engagement
  - Plan highlights and findings
  - Regional agreements
- **Seek direction:**
  - Confirm the Cloverdale specific contributions
  - Solicit feedback from community



# Roles

- County of Sonoma, nine Cities, and RCPA – elected bodies directing the project
- Staff Working Group – planning staff team implementing project
- Stakeholder Advisory Group – appointed community representatives advising SWG
- Citizens – providing comments during planning and implementation
- Center for Climate Protection, ICF, North Bay Climate Adaptation Initiative, Pete Parkinson, Sonoma State University – technical consultants
- PRMD – lead grant recipient
- RCPA – project manager

# Planning Process/Milestones

- Analysis of:
  - Greenhouse gas (GHG) inventories, backcasts, and forecasts
  - Local climate vulnerabilities
  - Existing policies & programs
  - State, regional, and existing program impacts
- Draft climate action goals
- Draft new local measures list
- Custom reduction planning tools
- SWG review of Admin Draft
- RCPA member review meetings
- EIR Scoping Period & Meeting
- Community involvement:
  - Stakeholder Advisory Group dialogues
  - Sector specific Ad Hoc reviews of technical approach
  - Public workshops, including at commissions and councils
  - Community group presentations
  - Festivals & events
  - Sonoma County Adaptation Forum
  - RCPA Board Meetings

2013  present

# Interim Reports

## Tools to help us understand...

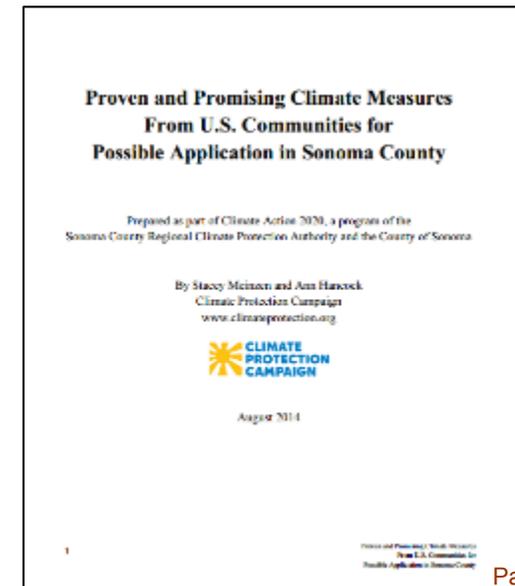
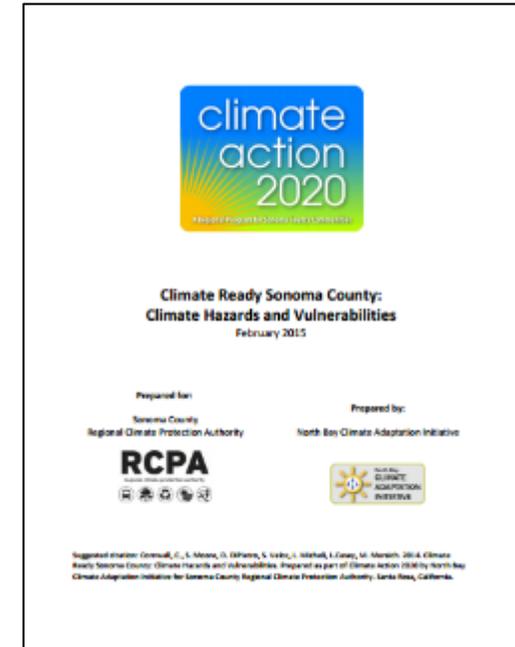
### Local climate risks

- *Cornwall, et. al, 2014. Climate Ready Sonoma County: Climate Hazards and Vulnerabilities.*

### Leading practices for community-scale climate action:

- *Meinzen and Hancock, 2014. Proven and Promising Climate Measures from U.S. Communities for Possible Application in Sonoma County.*

Available online at: <http://rcpa.ca.gov/library/>



# The Draft is intended to be...

- Comprehensive in addressing all primary GHG sources
- Transparent in approach to provide for dialogue about assumptions
- Sufficiently detailed to provide clarity in defining policy and program opportunities
- Flexible in allowing each jurisdiction to define priorities
- Clear in integrating efforts at all levels of government
- Effective at building from a long history of action

# Plan Audiences

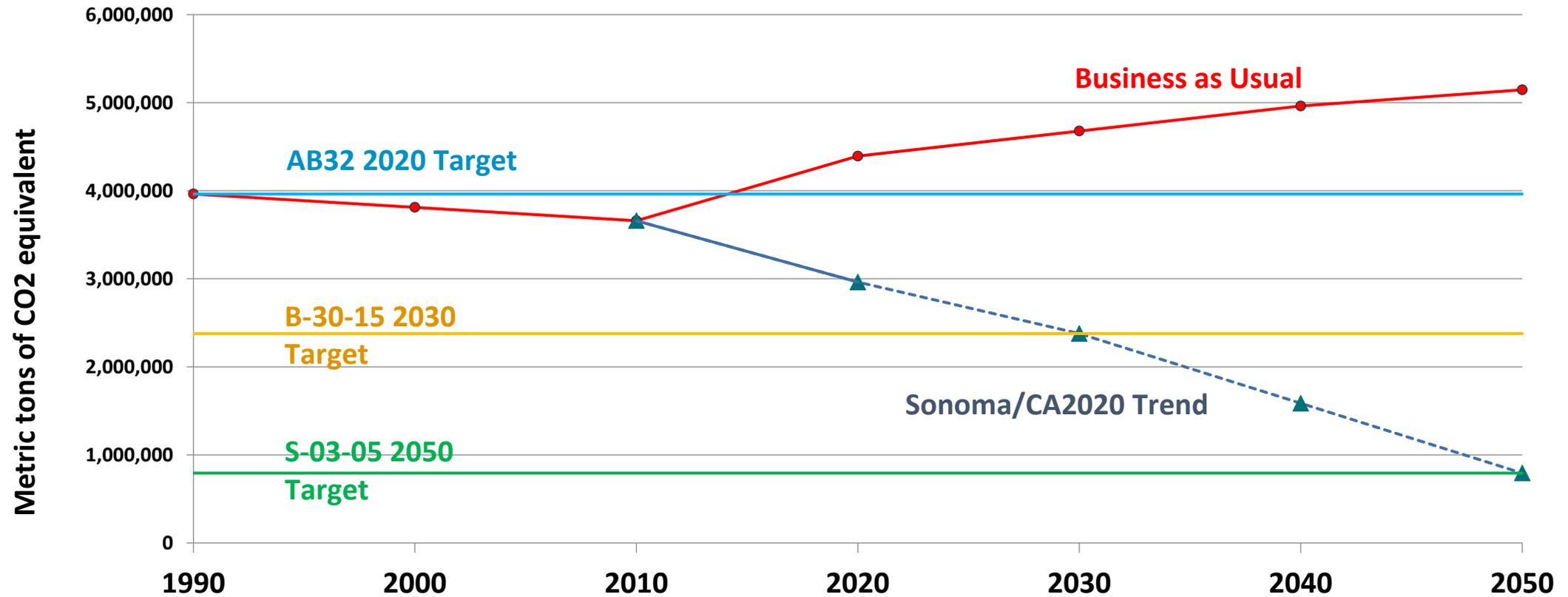
Audience	Intent of the plan is to...	Role in Plan Success
Residents	Articulate priorities for the government role in ensuring a clean and prosperous future and identify opportunities to participate	Participate in programs
Businesses and Community Groups	Provide clarity around policy priorities and local investment opportunities to advance a low-carbon economy	Participate in programs
City Councils and the Board of Supervisors	Define how specific efforts fit into a regional, coordinated response to climate change	Guide jurisdictional implementation
Local Government Staff	Provide an evaluation of and roadmap for local program and policy opportunities	Work with RCPA to implement
Regional Agency Partners	Articulate how existing programs and policy commitments fit within a countywide approach to climate change	Continue current programs
RCPA Board	Provide a roadmap for how to deliver on Mission in collaboration with primary actors	Guide countywide implementation

# Draft Plan Highlights

**A better future, with lower  
carbon emissions is possible in  
Sonoma County.**

# 2020 and Beyond

## Sonoma County Greenhouse Gas Emissions Pathways



# Advances 20 Primary Goals

1	Increase building energy efficiency	11	Reduce water consumption
2	Increase renewable energy use	12	Increase recycled water and greywater use
3	Switch equipment from fossil fuel to electricity	13	Increase water and wastewater infrastructure efficiency
4	Reduce travel demand through focused growth	14	Increase use of renewable energy in water and wastewater systems, including methane
5	Encourage a shift towards low-carbon transportation options	15	Reduce emissions from livestock operations
6	Increase vehicle and equipment fuel efficiency	16	Reduce emissions from fertilizer use
7	Encourage a shift towards low-carbon fuels in vehicles and equipment	17	Protect and enhance the value of open and working lands
8	Reduce idling	18	Promote sustainable agriculture
9	Increase solid waste diversion	19	Increase carbon sequestration
10	Increase capture and use of methane from landfills	20	Reduce emissions from the consumption of goods and services

# Delivers Community Co-benefits

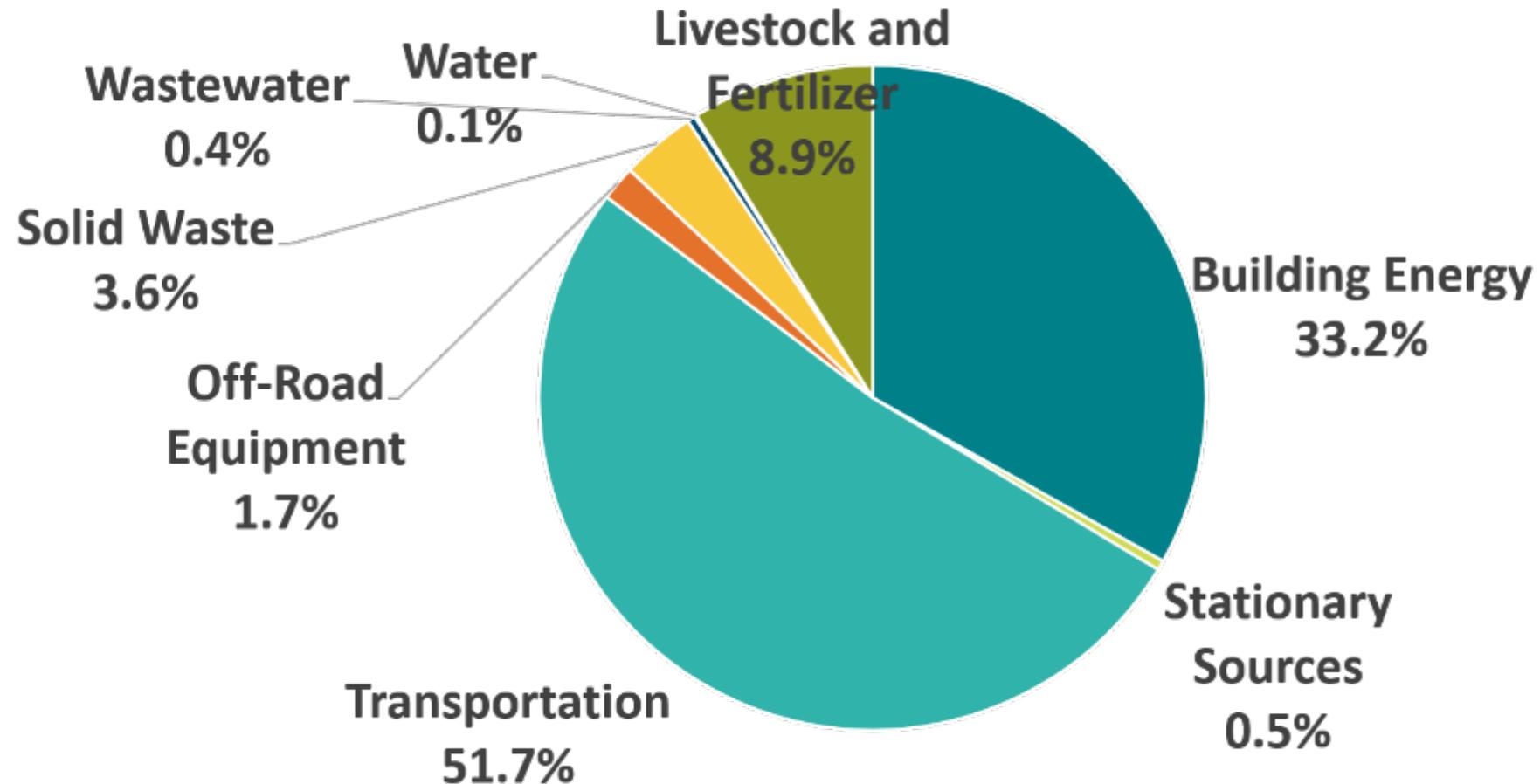
	Energy Savings		Resource Conservation
	Air Quality Improvements		Cost Savings
	Public Health Improvements		Climate Resilience
	Job Creation	+	<i>More benefits possible</i>

# Built Upon Collaboration

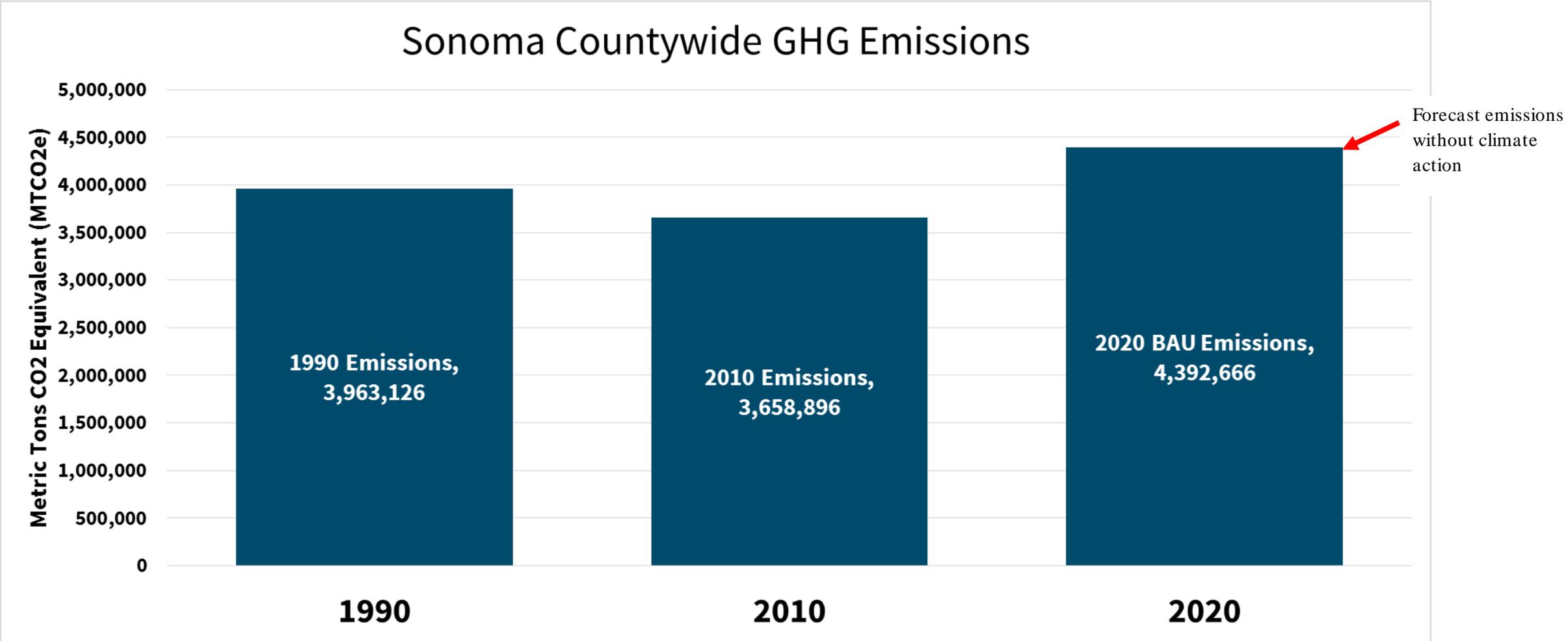
## Partners at All Levels of Government

<p><b>State</b></p>	
<p><b>Regional</b></p>	
<p><b>Local</b></p>	

# Countywide Baseline (2010) Emissions

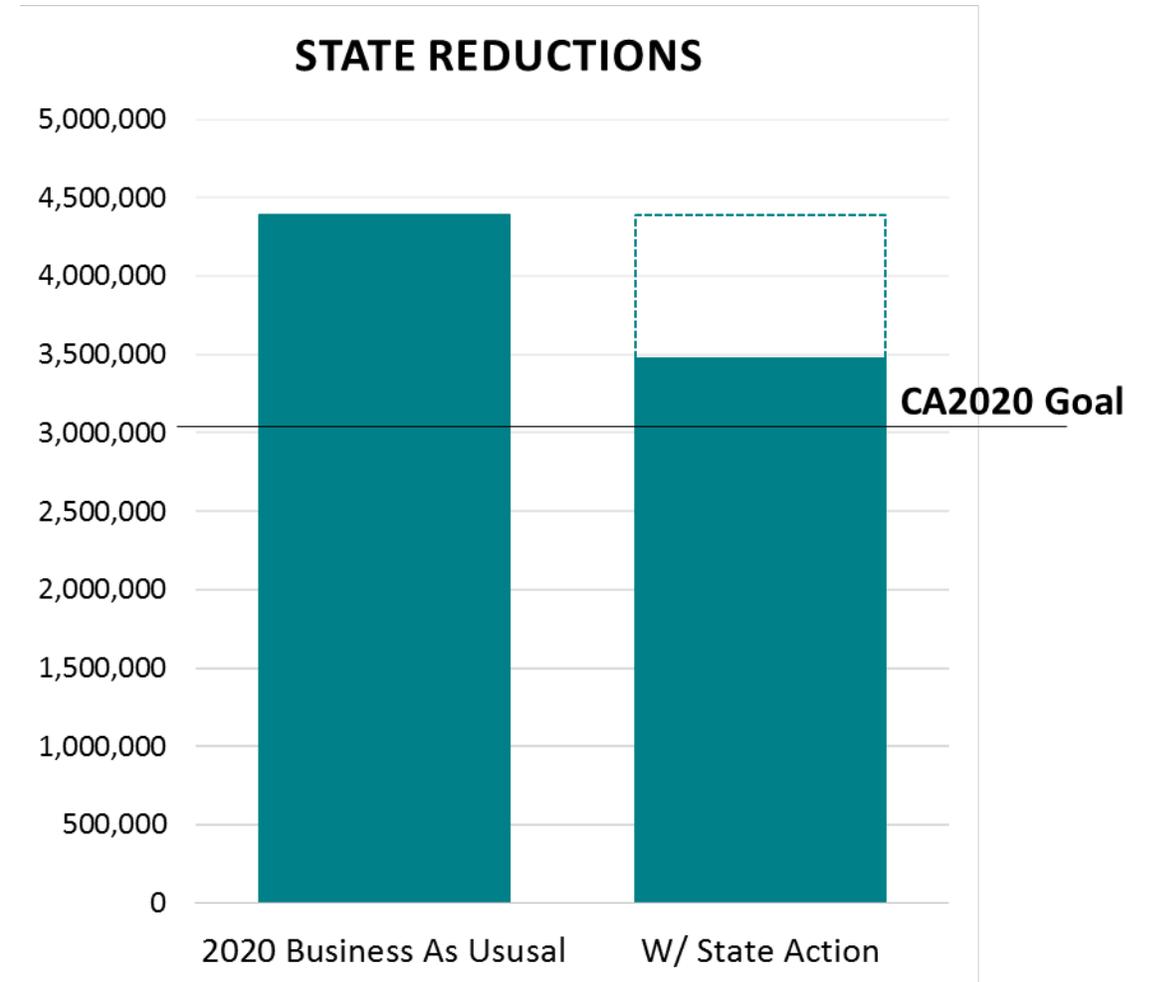


# Forecast Emissions



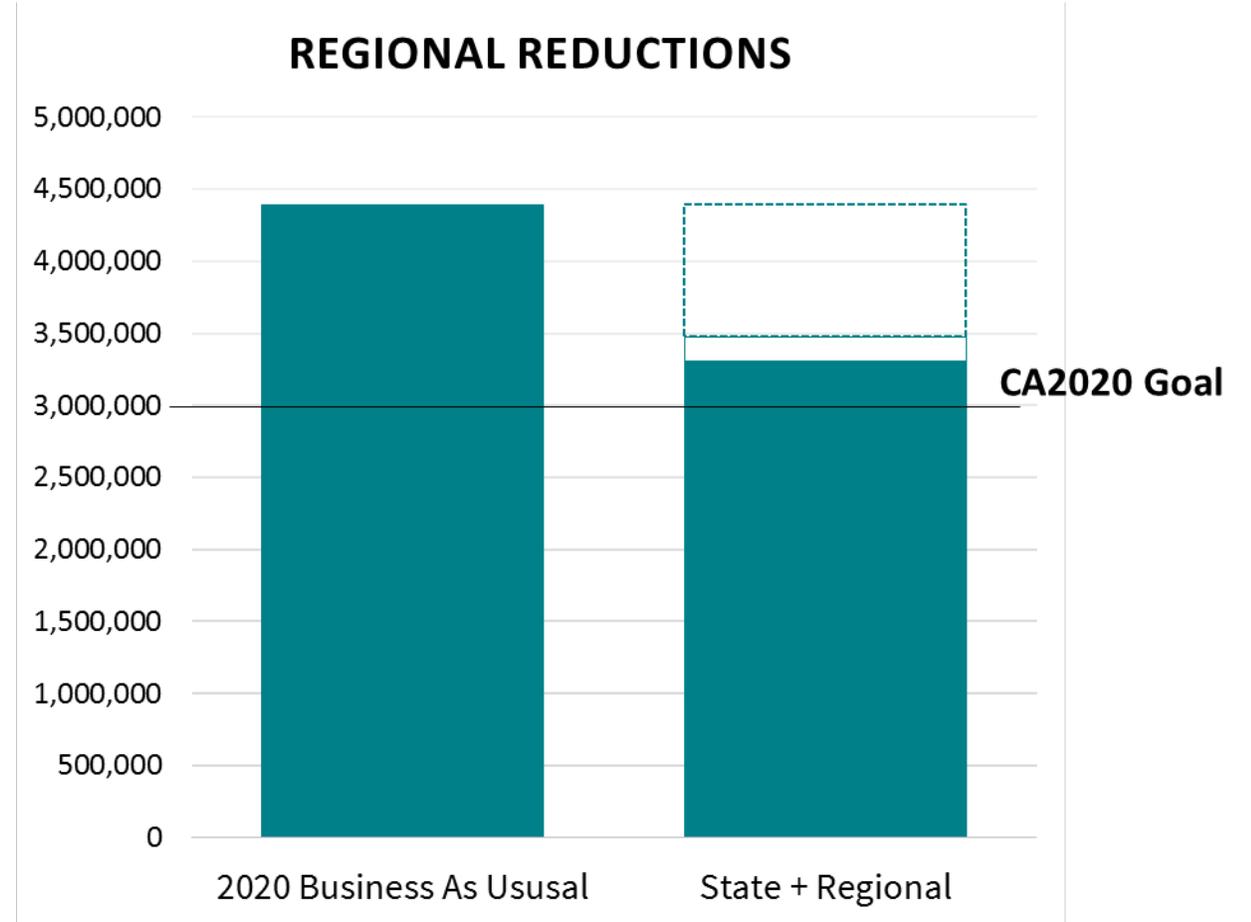
# State Actions provide >50% of the goal

1-S1	Title 24 – Building Energy Efficiency
1-S2	Lighting efficiency and toxics
1-S3	Industrial boiler efficiency
2-S1	Renewable Electricity Portfolio
2-S2	Solar water heaters
6-S1	Pavley and LCFS
6-S2	Advanced Clean Cars
6-S3	AB 32 vehicle efficiency
7-S1	Low Carbon Fuel Standard



# Regional\* Actions provide ~12%

1-R1	Existing Building Retrofits
1-R2	Expand Existing Building Retrofits
2-R1	Sonoma Clean Power
3-R1	Fuel switching
9-R1	Increase waste diversion
10-R1	Landfill methane
11-R1	Water conservation incentives
12-R1	Recycled water
13-R1	Water supply system efficiency
13-R2	Wastewater treatment efficiency
14-R1	Carbon Free Water
14-R2	Anaerobic digesters
14-R3	Wastewater methane to energy

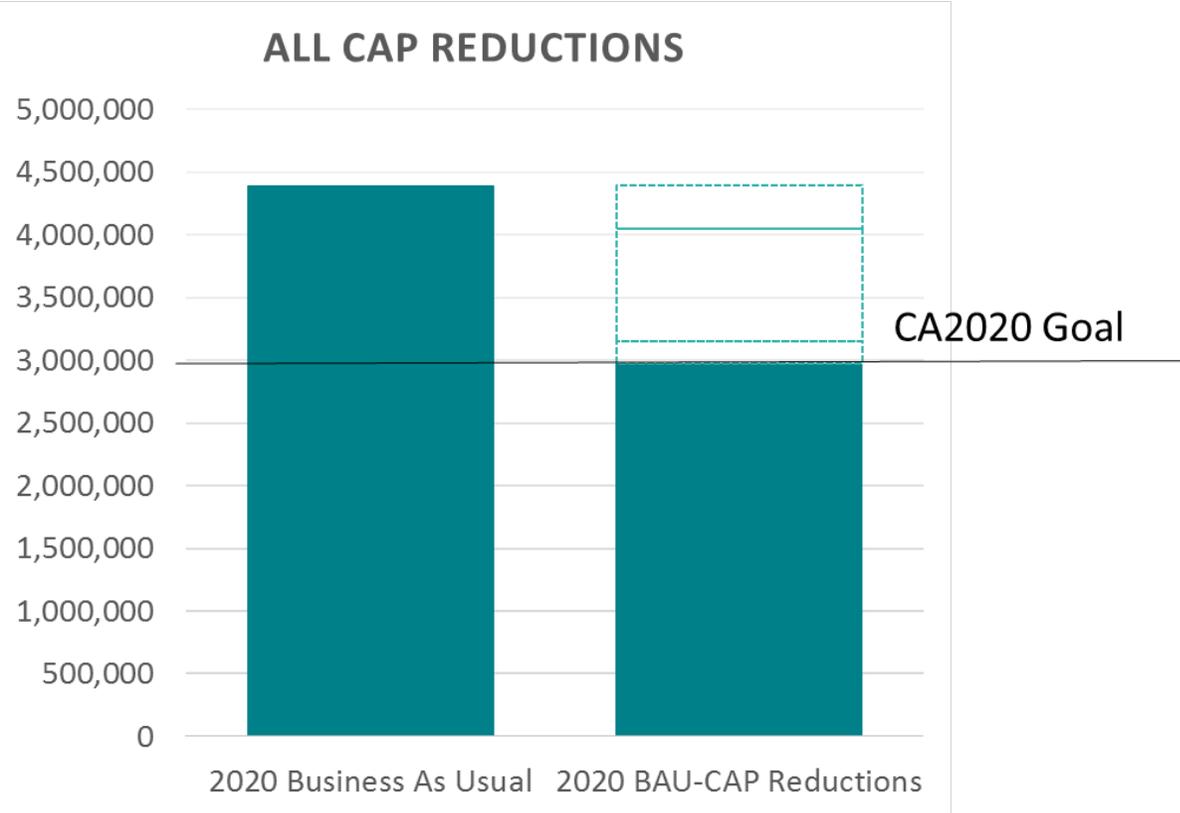


\*Serving multiple jurisdictions in Sonoma County; includes: RCPA, Energy Independence Office, Sonoma Clean Power, Regional Air Districts, Sonoma County Solid Waste Management Authority, Sonoma County Water Agency 20

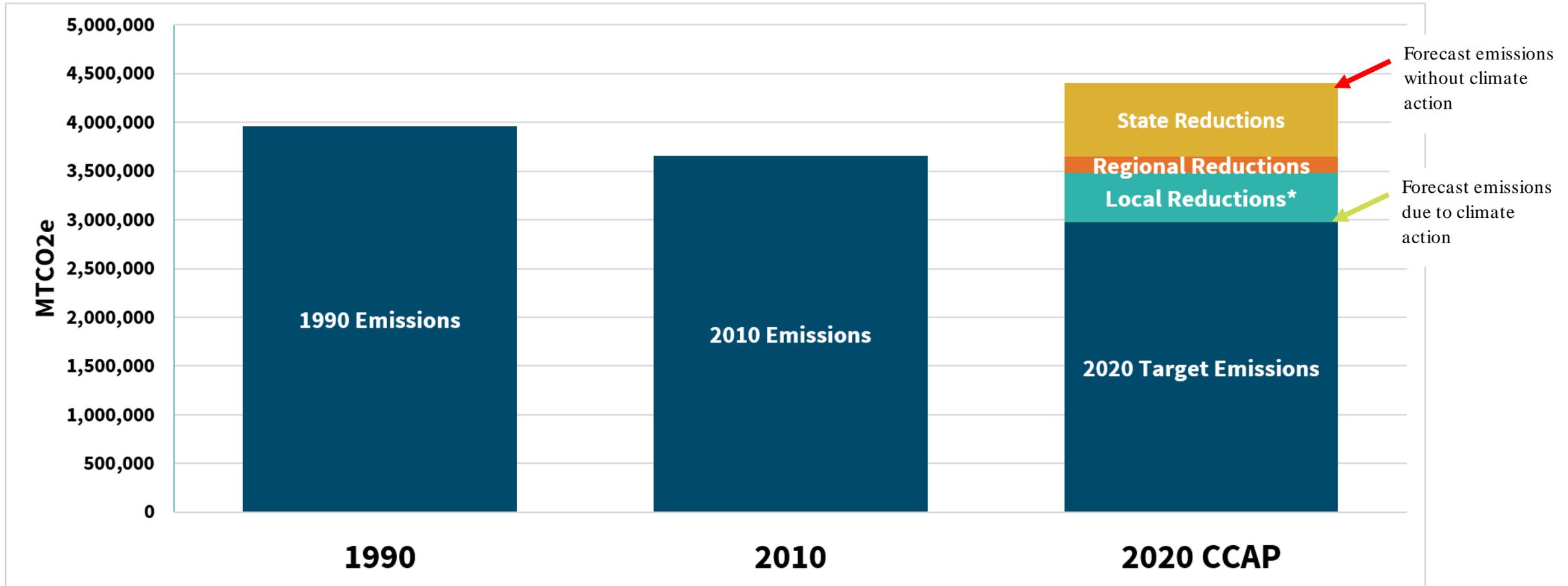
# Local actions make up the rest

1-L1	Co-generation
1-L2	Solar on New Residential Development
1-L3	Solar on Existing Residential Buildings
1-L4	Solar on New Non-Residential Development
2-L1	Solar on Existing Non-Residential Buildings
2-L2	Convert to Electric Water Heating
2-L3	Mixed Use Development
2-L4	Transit Accessibility
3-L1	Supporting Land Use Measures
4-L1	Affordable Housing Linked to Transit

A sample of local actions, the full list can be found in the Draft Plan, Chapter 3



# 25% below 1990 levels is possible



# Draft Climate Readiness Goals

1	Promote healthy, safe communities
2	Protect water resources
3	Promote a sustainable, climate-resilient economy
4	Mainstream the use of climate projections (not just past patterns) in planning, design, and budgeting
5	Protect coastal, bayside, and inland buffer zones
6	Promote food system security and agricultural climate preparedness
7	Protect infrastructure: buildings, energy systems, communications systems, water infrastructure, and transportation systems
8	Increase emergency preparedness
9	Monitor the changing climate and its biophysical effects, in real time

# RCPA Role



## Leading plan implementation:

- Leading community engagement
- Securing funding for implementation
- Developing research, best practices, and tools (including model policy and program language)
- Convening working groups to craft measure specifics
- Monitoring progress:
  - Annual measure status review
  - Updated inventories for 2015, 2018, and 2020
- Updating plan and measures for 2030 and 2050 targets



# City of Cloverdale Role

- **Defining local opportunities and priorities**
- **Coordinating with the RCPA**
  - Developing implementation strategies with RCPA and partners
  - Supporting grant funding applications
  - Participating in Staff Working Group
- **Leading measures under local jurisdiction**
  - Implementing existing policies and programs
  - Adopting new measure commitments
  - Adopting specific implementation strategies
- **Reviewing New Development**
  - *Option of using consistency checklist for CEQA streamlining*

# Cloverdale Proposal in CA2020 Draft

## **Proposal presented in Chapter 5:**

- Total GHG reductions will come from state, regional and local measures
  - Total reductions from climate action 23,200 MTCO<sub>2</sub>e per year
- Local measures build from existing efforts
- 19 local measures to be lead by Cloverdale
  - Total reductions from local climate action: 2,070 MTCO<sub>2</sub>e

# Cloverdale Specific Measures

Shade-Tree Planting (1-L3)

Solar in Existing Residential Buildings (2-L2)

Solar in Existing Nonresidential Buildings (2-L4)

Mixed-Use Development in City Centers and along Transit Corridors (4-L1)

Increase Transit Accessibility (4-L2)

Supporting Land Use Measures (4-L3)

Affordable Housing Linked to Transit (4-L4)

Local Transportation Demand Management (TDM) programs (5-L1)

Carpool Incentives and Ride-Sharing Program (5-L2)

Guaranteed Ride Home (5-L3)

# Cloverdale Specific Measures (cont.)

Supporting Bicycle/Pedestrian Measures (5-L4)

Traffic Calming (5-L5)

Parking Policies (5-L6)

Supporting Parking Policy Measures (5-L7)

Electric Vehicle Charging Station Program (7-L1)

Reduce Fuel Use in Equipment through Efficiency or Fuel Switching (7-L3)

Idling Ordinance (8-L1)

SB X7-7 – Water Conservation Act of 2009 (11-L1)

Green Energy for Water Production and Wastewater Processing (14-L1)

# Feedback from Council

- What questions do you have about the plan?
- Do the proposed local measures accurately reflect the [government] priorities in local climate action?
- Are there any measures or sectors you would like to focus on more?

# Feedback from Community

## **Please tell us what you think of Climate Action 2020:**

- What do you like about the Climate Action 2020 plan?
- What could be better about the Climate Action 2020 plan?
- Is there anything else you'd like to share about Climate Action 2020?

[rcpa.ca.gov/projects/climate-action-2020/](http://rcpa.ca.gov/projects/climate-action-2020/)

Tell us what you think of Climate Action 2020. We'll review all feedback and use it to improve the plan

**start**

press ENTER

# Schedule

- Draft CAP presentations to County/Cities – **through May**
- Draft CAP Comment Deadline – **May 31, 5pm**
- Publish Final Draft CAP and EIR – **June/July**
- RCPA Adoption- **August**
- County/Cities Adoption- **Following RCPA adoption in August**

*Public meeting schedule is posted at:*

*<http://rcpa.ca.gov/projects/climate-action-2020/>*

# Thank for your leadership!

The communities of Sonoma County are White House Climate Action Champions!



# Thank you!

**Lauren Casey, Director of Climate Programs, RCPA**

**[Lauren.casey@rcpa.ca.gov](mailto:Lauren.casey@rcpa.ca.gov)**

**<http://rcpa.ca.gov/>**

This page left blank for two-sided printing

Sector	Local Measures in CA2020				
<b>Building Energy</b>		<ul style="list-style-type: none"> <li>Shade-Tree Planting (1-L3)</li> <li>Solar in Existing Residential Buildings (2-L2)</li> <li>Solar in Existing Nonresidential Buildings (2-L4)</li> </ul>			
<b>Transport. &amp; Land Use</b>		<ul style="list-style-type: none"> <li>Mixed-Use Development in City Centers and along Transit Corridors (4-L1)</li> <li>Increase Transit Accessibility (4-L2)</li> <li>Supporting Land Use Measures (4-L3)</li> <li>Affordable Housing Linked to Transit (4-L4)</li> <li>Local Transportation Demand Management (TDM) programs (5-L1)</li> <li>Carpool Incentives and Ride-Sharing Program (5-L2)</li> <li>Guaranteed Ride Home (5-L3)</li> <li>Supporting Bicycle/Pedestrian Measures (5-L4)</li> <li>Traffic Calming (5-L5)</li> <li>Parking Policies (5-L6)</li> <li>Supporting Parking Policy Measures (5-L7)</li> <li>Electric Vehicle Charging Station Program (7-L1)</li> <li>Reduce Fuel Use in Equipment through Efficiency or Fuel Switching (7-L3)</li> <li>Idling Ordinance (8-L1)</li> </ul>			
<b>Solid Waste</b>		<i>No local measures selected</i>			
<b>Water &amp; Wastewater</b>		<ul style="list-style-type: none"> <li>SB X7-7 – Water Conservation Act of 2009 (11-L1)</li> <li>Green Energy for Water Production and Wastewater Processing (14-L1)</li> </ul>			
<b>Livestock &amp; Fertilizer</b>		<i>No local measures</i>	<b>Advanced Climate Initiatives</b>		<i>No local measures</i>

## CA2020: Community Co-Benefits

Co-Benefit	Key	Description
<b>Energy Savings</b>		Measures to increase energy efficiency can reduce energy costs and lessen the impact of future energy price increases on county businesses and residents. Reducing petroleum and natural gas use through efficiency and fuel switching also reduce dependence on imported energy and the environmental impacts of fossil energy exploration, production, and transportation.
<b>Air Quality Improvements</b>		Measures to reduce or eliminate the combustion of fossil fuels can reduce local and regional air quality challenges caused by ozone, carbon monoxide, nitrogen dioxide, sulfur dioxide, and particulate matter. These air pollutants cause damage to people, ecosystems, and infrastructure.
<b>Public Health Improvements</b>		Measures that improve air quality create benefits for public health, by reducing pollutants that irritate respiratory systems, exacerbate asthma, and affect the heart. Measures that increase use of active transportation and enhance public open spaces can improve health by encouraging walking, biking, and outdoor recreation.
<b>Job Creation</b>		Measures to retrofit buildings, build and operate local and distributed renewable energy systems, increase transit use, increase waste diversion, and other strategies that rely on local labor can create opportunities for the workforce and retain dollars to be reinvested in the local economy.
<b>Resource Conservation</b>		Recycling and waste diversion measures reduce material consumption and the need for landfill space. Water efficiency measures reduce water demand and preserve water resources. Land use measures conserve natural resources and protect the long-term viability of natural and working landscapes in the county. Open space preservation also offers aesthetic and recreational benefits for community residents as well as habitat for native wildlife and plants. Sustainable agriculture practices will help preserve agricultural productivity and ecological health.
<b>Cost Savings</b>		Many strategies to reduce emissions reduce waste by increasing efficiency, therefore reducing the costs to receive the same service (be that light, heat, water, or transportation). Many measures offer downstream cost savings in addition to direct utility or fuel cost savings, such as reduced health care costs, reduced need to invest in marginal water or energy supply, lower maintenance costs, etc.
<b>Climate Resilience</b>		Many strategies to reduce emissions also help prepare communities for local climate impacts by advancing the climate resilience goals adopted by the RCPA Board (see Chapter 6).



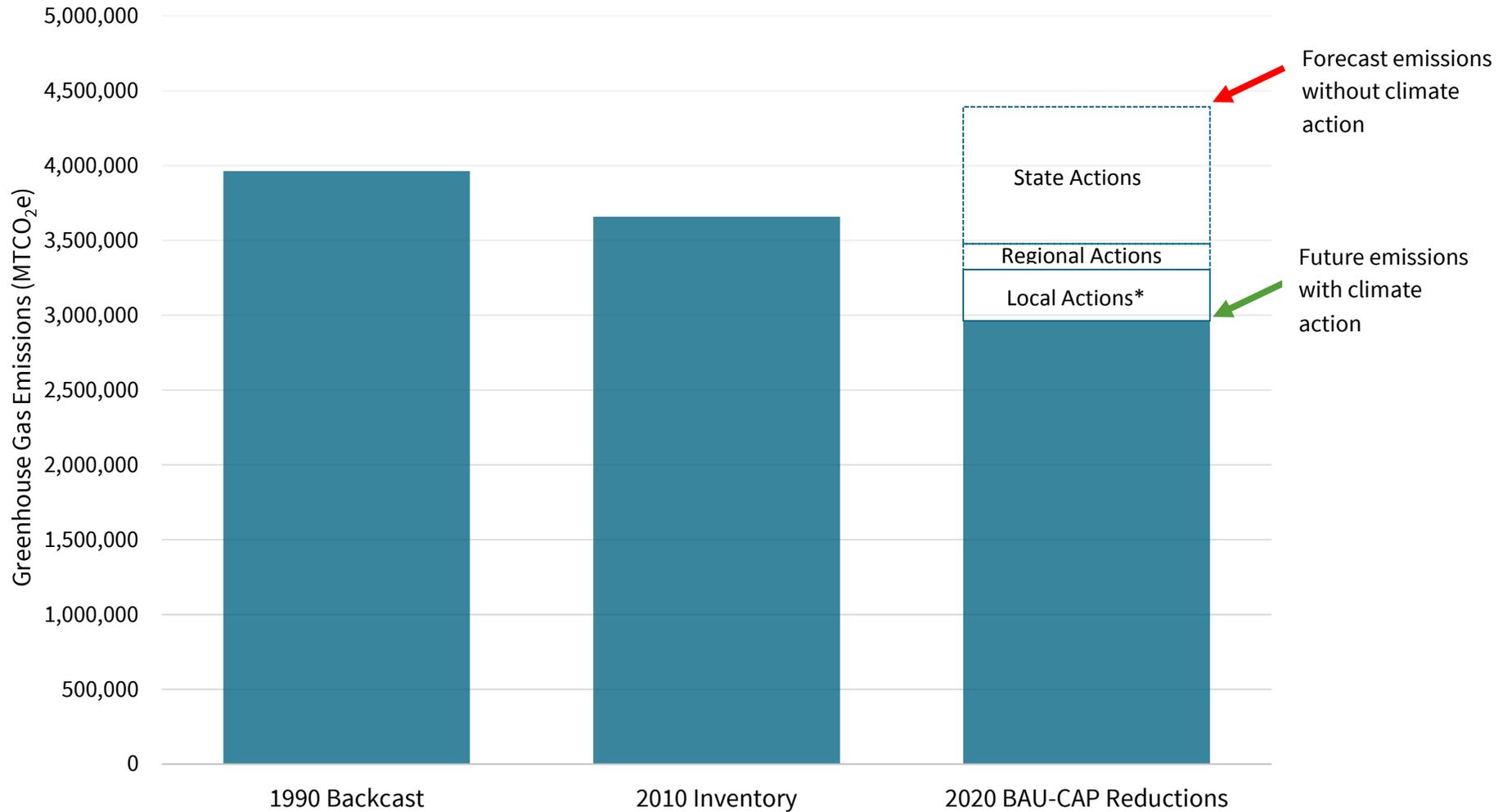
## The RCPA: Leading Countywide Implementation

Role	Description	Examples/Strategies
<b><i>Coordinate Implementation</i></b>	The RCPA will continue to deliver on its authorized purpose by coordinating a policy and program response to climate change in Sonoma County at the RCPA Board level and across staff committees.	<ul style="list-style-type: none"> <li>• RCPA Board Meetings</li> <li>• RCPA Coordination Committee</li> <li>• Staff Working Group</li> <li>• Model Code &amp; Policy development</li> </ul>
<b><i>Secure Funding &amp; Facilitate Financing</i></b>	The RCPA will lead the development of grant and other funding applications for program implementation and policy development. The RCPA will also work to facilitate financing strategies to use municipal and private sector financing to deliver cost effective and sustainable investment in climate solutions.	<ul style="list-style-type: none"> <li>• Pooled member contributions</li> <li>• Grants: Better Buildings, ARRA, SGC, BayREN</li> <li>• Financing: Pay As You Save, Water Bill Savings Act</li> </ul>
<b><i>Engage the Community &amp; Encourage Participation</i></b>	The RCPA will use online tools, community events, presentations, partnerships, and public forums to increase visibility of and participation in tools available to help community members participate in climate action programs and implement CA2020 strategies.	<ul style="list-style-type: none"> <li>• RCPA website and social media</li> <li>• Community presentations and tabling</li> <li>• Climate Adaptation Forums</li> </ul>
<b><i>Monitor &amp; Report on Progress</i></b>	The RCPA will lead periodic updates to the communitywide emissions inventories and provide an annual report on plan progress. The RCPA will also work with partners to track individual program and policy metrics.	<ul style="list-style-type: none"> <li>• Updated GHG inventories using SEEC ClearPath reporting tool</li> <li>• RCPA Annual Report</li> <li>• CA2020 Measure Tracking Tool</li> </ul>
<b><i>Adaptively Manage Plan Implementation &amp; Update Plan</i></b>	The RCPA will conduct a mid-point review of measure implementation in 2018, and a review of plan implementation in 2020 to assess progress. The RCPA will also monitor updates to the State Scoping Plan and manage the development of new local strategies to meet the long term goal of 80% below 1990 levels by 2050.	<ul style="list-style-type: none"> <li>• CA 2020 Status Reports</li> <li>• Update/Amendments to the RCPA Climate Action Plan post-2020</li> </ul>

## 20 x 2020: Achieving the Countywide Emissions Reduction Target

Sector	Goals	GHG ↓ Potential (MTCO <sub>2</sub> e)
<b>Building Energy</b>	 <ol style="list-style-type: none"> <li>Increase building energy efficiency</li> <li>Increase renewable energy use</li> <li>Switch equipment from fossil fuel to electricity</li> </ol>	<b>324,000</b> 37% of CAP goal
<b>Transportation &amp; Land Use</b>	 <ol style="list-style-type: none"> <li>Reduce travel demand through focused growth</li> <li>Encourage a shift toward low-carbon transportation options</li> <li>Increase vehicle and equipment fuel efficiency</li> <li>Encourage a shift toward low-carbon fuels in vehicles and equipment</li> <li>Reduce idling</li> </ol>	<b>436,900</b> 50% of CAP goal
<b>Solid Waste Generation</b>	 <ol style="list-style-type: none"> <li>Increase solid waste diversion</li> <li>Increase capture and use of methane from landfills</li> </ol>	<b>65,400</b> 8% of CAP goal
<b>Water Conveyance &amp; Wastewater Treatment</b>	 <ol style="list-style-type: none"> <li>Reduce water consumption</li> <li>Increase recycled water and greywater use</li> <li>Increase water and wastewater infrastructure efficiency</li> <li>Increase use of renewable energy in water and wastewater systems</li> </ol>	<b>22,600</b> 3% of CAP goal
<b>Livestock &amp; Fertilizer</b>	 <ol style="list-style-type: none"> <li>Reduce emissions from livestock operations</li> <li>Reduce emissions from fertilizer use</li> </ol>	<b>16,300</b> 2% of CAP goal
<b>Advanced Climate Initiatives</b>	 <ol style="list-style-type: none"> <li>Protect and enhance the value of open and working lands</li> <li>Promote sustainable agriculture</li> <li>Increase carbon sequestration</li> <li>Reduce emissions from consumption of goods and services, including food</li> </ol>	Not quantified

## COUNTYWIDE GHG REDUCTIONS



\*Including Santa Rosa's CAP

This page left blank for two-sided printing



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

Agenda Item: 2  
Meeting Date: May 24, 2016

<b>Agenda Section</b> Consent	<b>Staff Contact</b> Paul Cayler, City Manager
----------------------------------	---

**Agenda Item Title**

Consideration of Resolution No. 034-2016 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.

**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 034-2016 have been collected and reviewed by City Staff. Final review was done by City Manager, Paul Cayler, Assistant City Manager, David Kelley, Finance Manager, Joanne Cavallari, Police Chief, Stephen Cramer, Deputy City Clerk, Linda Moore and City Attorney, Jose Sanchez and Leticia Ramirez. Staff and the City Attorney have 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.

**Options**

Approve Resolution No. 034-2016 as presented or amended; direct staff to return with other action; or take no action.

**Budget/Financial Impact**

There is no direct financial impact to approving Resolution 034-2016. The only cost is the actual cost of destruction.

**Subcommittee Recommendation**

N/A

---

**Recommended Council Action**

Consider approval of Resolution No 034-2016

---

**Attachments:**

1. Resolution No. 034-2016 with Exhibit A and approved request for destruction attached.

---

**cc:**

**CITY OF CLOVERDALE  
CITY COUNCIL  
RESOLUTION NO. 034-2016**

**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; and

**WHEREAS**, City Manager, Paul Cayler, Assistant City Manager, David Kelley, Finance Manager, Joanne Cavallari, Police Chief, Stephen Cramer, Deputy City Clerk, Linda Moore and City Attorney, Jose Sanchez and Leticia Ramirez 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. 034-2016 was duly introduced and duly adopted by the City Council of the City of Cloverdale at its regular meeting held on this 24<sup>th</sup> day of May 2016 by the following vote: (Ayes – x; Noes - x)

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

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

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

This page left blank for two-sided printing

**RECORDS RETENTION LIST  
Request to Destroy**

Exhibit A

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
1043	1043	Administration	Legal /	Contracts and	Skydive Cloverdale - Schedule of Payments, 2000 - 2004		2004			CCP 337.2, 343;	T + 5	12/31/2009	5/28/2014	Includes leases, equipment,	4/6/2016
1043	1043	Administration	Reports	Departmental	Final Audit Report May 1996; Memo frm Nelson Nygaard; Final Audit Report Jun 1996; Performance Audit June 1999; SCTA Claims 2001-2002; Final Audit REFA - Redwood Empire Financing Authority; Audited Finance Statement 2002-2003; Ltr frm Healdsburg Re: Dissolution of REFA 2008		2002			GC 34090	CU + 2	12/31/2004	5/28/2014		4/6/2016 Request for Destruction
1043	1043	Administration	Reports	Departmental	Revenue & Expenditure Reports 1st Quarter Report 2008		2008			GC 34090	CU + 2	12/31/2010	5/28/2014	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
1043	1043	Finance	Accounting	Accounts Receivable	Claims 1999-2002; Brown Act Claims 1994-1997; Brown Act Claims 2001-2002; All Claims 2002-2003; prepared		2002 - 2003			GC 34090	AU + 4	12/31/2008	5/28/2014		4/6/2016 Request for Destruction
1043	1043	Finance	Accounting	Correspondence	Properties - County Sale of Tax-Defaulted; Ltr & list of properties		2004			GC 34090	2	12/31/2006	5/28/2014		4/6/2016 Request for Destruction
1043	1043	Finance	Accounting	Correspondence	SCTBIA (Sonoma County Tourism Business Improvement Area); Letters		2004			GC 34090	2	12/31/2006	5/28/2014	Correspondence	4/6/2016 Request for Destruction
1043	1043	Finance	Accounting	Correspondence	Retirement - CAL PERS Circular letter Correspondence; Ltr Actuarial Study 2004		2004			GC 34090	2	12/31/2006	5/28/2014		4/6/2016 Request for Destruction
1043	1043	Finance	Fixed Assets	Inventory	Property Inventory - REMIF, 1995 - 2000		2000			GC 34090; 26 CFR 301 65-1(F)	AU + 4	12/31/2005	5/28/2014	Reflects purchase date, cost, account number	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - Fuel; Ltr frm State Board of Equalization re: close out of underground storage tank		2000			GC 34090; 29USC 436	AU + 4	12/31/2005	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - Propostion 172 Maintenance of Effort FY 1994 - 1995; Report		1994			GC 34090; 29USC 436	AU + 4	12/31/1999	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - Propostion 172 Maintenance of Effort FY 1995 - 1996; Report		1995			GC 34090; 29USC 436	AU + 4	12/31/2000	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - Propostion 172 Maintenance of Effort FY 1996 - 1997; Report		1996			GC 34090; 29USC 436	AU + 4	12/31/2001	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - Propostion 172 Maintenance of Effort FY 1997 - 1998; Report		1997			GC 34090; 29USC 436	AU + 4	12/31/2002	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - Propostion 172 Maintenance of Effort FY 1998 - 1999; Report		1998			GC 34090; 29USC 436	AU + 4	12/31/2003	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - Propostion 172 Maintenance of Effort FY 1999 - 2000; Report		1999			GC 34090; 29USC 436	AU + 4	12/31/2004	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - Propostion 172 Maintenance of Effort FY 2000 - 2001; Report		2000			GC 34090; 29USC 436	AU + 4	12/31/2005	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - Propostion 172 Maintenance of Effort FY 2001 - 2002; Report		2001			GC 34090; 29USC 436	AU + 4	12/31/2006	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - Propostion 172 Maintenance of Effort FY 2002 - 2003; Report		2002			GC 34090; 29USC 436	AU + 4	12/31/2007	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - Propostion 172 Maintenance of Effort FY 2003 - 2004; Report		2003			GC 34090; 29USC 436	AU + 4	12/31/2008	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - Propostion 172 Maintenance of Effort FY 2004 - 2005; Report		2004			GC 34090; 29USC 436	AU + 4	12/31/2009	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - Propostion 172 Maintenance of Effort FY 2005 - 2006; Report		2005			GC 34090; 29USC 436	AU + 4	12/31/2010	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - Propostion 172 Maintenance of Effort FY 2006 - 2007; Report		2006			GC 34090; 29USC 436	AU + 4	12/31/2011	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - State Board of Equalization 1998 - 1999, Tax Allocation		1999			GC 34090; 29USC 436	AU + 4	12/31/2004	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - State Board of Equalization 1999 -2000; Tax Allocation		2000			GC 34090; 29USC 436	AU + 4	12/31/2005	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - State Board of Equalization 2000-2001; Tax Allocation		2001			GC 34090; 29USC 436	AU + 4	12/31/2006	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - State Board of Equalization 2001-2002, Tax Allocation		2002			GC 34090; 29USC 436	AU + 4	12/31/2007	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - State Board of Equalization 2002-2003; Tax Allocation		2003			GC 34090; 29USC 436	AU + 4	12/31/2008	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - State Board of Equalization 2003-2004; Tax Allocation		2004			GC 34090; 29USC 436	AU + 4	12/31/2009	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - State Board of Equalization 2004-2005; Tax Allocation		2005			GC 34090; 29USC 436	AU + 4	12/31/2010	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - State Board of Equalization 2005-2006; Tax Allocation		2006			GC 34090; 29USC 436	AU + 4	12/31/2011	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	Federal and State Tax	Sales Tax - State Board of Equalization 2007-2008; Tax Allocation		2008			GC 34090; 29USC 436	AU + 4	12/31/2013	5/28/2014	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction
1043	1043	Finance	Reports	State Controller	State Controller Annual HCD Report 2003 - 2004, copy		2004			GC 34090	copy	12/31/2015	5/28/2014	Controller may destroy after 5	4/6/2016 Request for Destruction
1043	1043	Public Works	Reports	Source Water	State Water Report 1997 - 1998		1998			40CFR 141.91	CU + 12	12/31/2010	5/28/2014	Compliance Documentation e.g. lead & cooper	4/6/2016 Request for Destruction
1226		Administration	Audit	Hearing or Review	Audit: Vineyard Valley Cloverdale oaks TOT Audit	Copies Correspondence Alex Kumar, Frank Weiser, Copy Subpoena, Copy Resolution 21-2006	1-Mar-06	7-Mar-06		GC 34090; OMB A-128	AU + 2	12/31/2009	11/15/2015	Documentation created and or received in connection with an audit hearing or review	4/6/2016 Request for Destruction
1226		Administration	Elections	Candidate Statements	Election: Candidate Statements 2010	Candidate's Statement of Qualifications	1-Jul-10	2-Nov-10	No		E + 4	11/2/2014	11/15/2015		4/6/2016 Request for Destruction
1226		Administration	Elections	Certificates of Election	Official Statement of Votes Cast 2006; Correspondence from County of Sonoma	Consolidated General Election 2006	7-Nov-06			GC 34090	T + 4	12/31/2014	11/15/2015	Correspondence	4/6/2016 Request for Destruction
1226		Administration	Elections	Correspondence	Fair Political Practices - Statement of Economic Interest - Elected Officials 2008	City Council Correspondence, Robert Jehn Resignation 2008	24-Jun-08	24-Jun-08	No	GC 34090	2	6/24/2010	11/15/2015	Correspondence	4/6/2016 Request for Destruction
1226		Administration	Elections	Correspondence	November 2010 Election, documentation and correspondence		11/4/2010			GC 34090	2	11/4/2012	11/15/2015	Correspondence	4/6/2016 Request for Destruction
1226		Administration	Elections	Nomination Papers: Successful	Election Correspondence 2010	Candidate Preliminary Information Signature page when Nomination papers are first taken out	2-Jul-05	2-Nov-14	No	EC 17100 GC 81009(b)	E + 4	11/2/2014	11/15/2015		4/6/2016 Request for Destruction
1226		Administration	General Subject	Reports: Departmental	Staff Report - Park & Recreation Fee Schedule 1984; letter from City Attorney re: Resolutions establishing Fees and Charges 1984		1984			GC 34090	CU + 2	12/31/1986	11/15/2015		4/6/2016 Request for Destruction
1226		Administration	General Subject	Special Projects	Cemetery Rehabilitation project 1986		1986			GC 34090	CU + 2	12/31/1988	11/15/2015		4/6/2016 Request for Destruction
1226		Administration	Grants	Federal and State	Applications to MTA Metropolitan Transportation Authority for transit reimbursement 1975 - 1982		1982			GC 34090	CL + 5	12/31/1987	11/15/2015	Refer to grant application close out procedure	4/6/2016 Request for Destruction
1226		Administration	Human Resources	Correspondence	Memo from Chief of Police Persons re: Job sharing in dispatch 1986		1986			GC 34090	2	12/31/1988	11/15/2015		4/6/2016 Request for Destruction
1226		Administration	Human Resources	Recruitment	Various employment applications 1983		1983			Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29 CFR 1627.3	CL + 3	12/31/1986	11/15/2015	Applications, resumes, alternate lists/logs, indices, ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	4/6/2016 Request for Destruction
1226		Administration	Human Resources	Reports	Supplemental Group Term Life Insurance Plan, Applications 1986		1986			GC 34090	CU + 2	12/31/1988	11/15/2015	Employee statistics, benefit activity, liability loss	4/6/2016 Request for Destruction
1226		Administration	Risk Management	Correspondence	Copies of claims from REMIF 1981		1982			GC 34090; GC 25105.5	CL + 5	12/31/1987	11/15/2015	Paid/Denied	4/6/2016 Request for Destruction
1226		Finance	Accounting	Accounts Receivable	State of California SB 90 reimbursement 1986		1986			Gc 34090	AU + 4	12/31/1990	11/15/2015		4/6/2016 Request for Destruction
1226		Finance	Purchasing	Bids, RFQ's, RFP's Successful	Bid opening for sewer pipe materials Tarman Dr Reconstruction 1986		1986			GC 34090; CCP 337	AU + 5	12/31/1992	11/15/2015	Requests for qualifications; requests for proposals regarding goods and services	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1226	Finance	Reports	Federal and State	Report to State Controller re: Ad Valorem Property Tax Rates 1984 - 1986		1986			GC 34090; 29 USC 438	AU + 4	12/31/1990	11/15/2015	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530; 29 CFR 516.5-516.6	4/6/2016 Request for Destruction
	1226	Finance	Reports	Federal and State	Employee W-2 forms 1982		1982			GC 34090; 29 USC 438	AU + 4	12/31/1987	11/15/2015	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530; 29 CFR 516.5-516.6	4/6/2016 Request for Destruction
	1226	Finance	Reports	Federal and State	DE 3 forms; Quarterly Contribution Unemployment Insurance 1982 - 1983		1983			GC 34090; 29 USC 438	AU + 4	12/31/1988	11/15/2015	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530; 29 CFR 516.5-516.6	4/6/2016 Request for Destruction
	1226	Finance	Reports	Financial, Annual	Annual Report Financial Transactions to State Controller FY 1984-1985		1985			GC 34090.7	AU + 7	12/31/1993	11/15/2015		4/6/2016 Request for Destruction
	1227	Administration	Human Resources	Non-Safety Employees	Pre employment medical exam for Emilio Sanchez, 1987		1987			Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR, GC 12946, 34090	T + 3	12/31/2015	11/15/2015	Non-safety employees may include: release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; oaths of office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's);	4/6/2016 Request for Destruction
	1227	Administration	Human Resources	Personnel (by Name)	Police Departmental Safety Meetings 1980 - 1984		1984			GC 34090	T + 7	12/31/2015	11/15/2015	Paperwork documenting officers internal and external training	4/6/2016 Request for Destruction
	1227	Administration	Human Resources	Personnel (by Name)	Fire Departmental Safety Meetings 1977 - 1983		1983			GC 34090	T + 7	12/31/2015	11/15/2015	Paperwork documenting officers internal and external training	4/6/2016 Request for Destruction
	1227	Administration	Human Resources	Recruitment	Applications for Public works Utility Worker (Temporary Hire) 1988		1988			Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3	CL + 3	12/31/1991	11/15/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	4/6/2016 Request for Destruction
	1227	Administration	Human Resources	Recruitment	Applications for various Public works positions 1987		1987			Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3	CL + 3	12/31/1990	11/15/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	4/6/2016 Request for Destruction
	1227	Administration	Human Resources	Recruitment	Clerical tests / answer sheets 1982		1982			Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3	CL + 3	12/31/1985	11/15/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	4/6/2016 Request for Destruction
	1227	Administration	Human Resources	Training Records (non-safety)	Public Works Departmental Safety Meetings 1979 - 1983		1983				CU + 7	12/31/1990	11/15/2015	Employee applications, volunteer program training, class training materials, internships	4/6/2016 Request for Destruction
	1227	Finance	Accounting	Checks	Payroll checks (copies 1986 - 1987)		1987			GC 34090; CCP 337	AU + 5	12/31/1993	10/1/2014	Includes payroll, canceled & voided checks	4/6/2016 Request for Destruction
	1227	Finance	Purchasing	Bids, RFQ's, RFP's Successful	Proposal from Ukiah Sheet Metal 1985		1985			GC 34090; CCP 337	AU + 5	12/31/1991	11/15/2015	Requests for qualifications, requests for proposals regarding goods and services	4/6/2016 Request for Destruction
	1227	Finance	Reports	Financial, Annual	Maeler Employee YTD Summary Report 1989		1989			GC 34090.7	AU + 7	12/31/1997	11/15/2015		4/6/2016 Request for Destruction
	1229	Administration	General Subject	Reports: Departmental	Economic Analysis by Economic Development Group 1993		1993			GC 34090	CU + 2	12/31/1995	11/15/2015	Special/for final summary, review or evaluation	4/6/2016 Request for Destruction
	1229	Administration	General Subject	Reports: Departmental	Comparative Cities Analysis by Economic Development Group 1993		1993			GC 34090	CU + 2	12/31/1995	11/15/2015	Special/for final summary, review or evaluation	4/6/2016 Request for Destruction
	1229	Administration	General Subject	Reports: Departmental	Labor Commute Survey: Results and Findings by Economic Development Group 1993		1993			GC 34090	CU + 2	12/31/1995	11/15/2015	Special/for final summary, review or evaluation	4/6/2016 Request for Destruction
	1229	Administration	General Subject	Reports: Departmental	Business Climate Assessment by Economic Development Group 1993		1993			GC 34090	CU + 2	12/31/1995	11/15/2015	Special/for final summary, review or evaluation	4/6/2016 Request for Destruction
	1229	Administration	Grants	Community Development Block Grant and Urban Development CBDG	Sonoma County CDBG Application for Funds 1993 - 1995		1995			GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/1999	11/15/2015		4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1229	Administration	Legal / Legislative	Agendas	Agenda Packages Jan - Feb 2002		2002			GC 34090	CU + 2	12/31/2004	11/15/2015	Original Agendas and special meeting notices, including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1229	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Various agreements for Planning Services 1990		1991			CCP 337.2, 343, Band P7042.5	T + 5	12/31/1996	11/15/2015	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1229	Finance	Reports	Financial, Annual	Vendor Summary Report, Year End FY 1988 - 1989		1989			GC 34090	AU + 7	12/31/1997	11/15/2015		4/6/2016 Request for Destruction
	1230	Administration	Human Resources	Recruitment	Applications for part time building inspector 1983		1983			Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29 CFR 1627.3	CL + 3	12/31/1986	11/15/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	4/6/2016 Request for Destruction
	1230	Administration	Human Resources	Recruitment	Various applications and personnel forms for Volunteers 1983; applications for part time life guards 1983; applications for public works summer workers 1983		1983			Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29 CFR 1627.3	CL + 3	12/31/1986	11/15/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	4/6/2016 Request for Destruction
1230	1230	Finance	Administrative Services	Correspondence	Various Correspondence re: MTC allocation instructions 1981		1981			GC 34090	2	12/31/1982	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Administrative Services	Correspondence	Various correspondence bus routes 1980		1980			GC 34090	2	12/31/1982	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Administrative Services	Correspondence	Volunteer Identification forms 1985		1985			GC 34090	2	12/31/1987	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Administrative Services	Correspondence	Various correspondence from Carol Giovanatto Finance Officer on various subjects 1984		1984			GC 34090	2	12/31/1986	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Administrative Services	Correspondence	Sonoma County Foundation for medical care, payments by claim type. 1985		1985			GC 34090	2	12/31/1987	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Administrative Services	Correspondence	Report to Redwood Empire Municipal Insurance Fund REMIF regarding Medical / Dental Plan 1983		1983			GC 34090	2	12/31/1985	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Administrative Services	Correspondence	Correspondence re: Ulta systems, 1985		1985			GC 34090	2	12/31/1987	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Administrative Services	Correspondence	Various correspondence re: Account Receivable 1984		1984			GC 34090	2	12/31/1986	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Administrative Services	Correspondence	Correspondence to Carol Giovanatto from John Klein Attorney re: Unemployment insurance code 1984		1984			GC 34090	2	12/31/1986	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Administrative Services	Correspondence	Various correspondence from Carol Giovanatto Finance Officer on various subjects 1986		1986			GC 34090	2	12/31/1988	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Payroll	Salary Records	Petersen, Lorie Separated 2/9/86		1986			GC 34090; 29 CFR 516.2	T + 3	12/31/1989	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Payroll	Salary Records	Charles Oslrom, Separated 8/15/83		1983			GC 34090; 29 CFR 516.2	T + 3	12/31/1986	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Payroll	Salary Records	Moore, Kevin, Separated 9/1/84		1984			GC 34090; 29 CFR 516.2	T + 3	12/31/1987	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Payroll	Salary Records	Beebe, Allina, Separated 3/12/82		1982			GC 34090; 29 CFR 516.2	T + 3	12/31/1985	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Payroll	Salary Records	Peugh, Thomas, Volunteer Fireman, 1978		1978			GC 34090; 29 CFR 516.2	T + 3	12/31/1981	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Payroll	Salary Records	Warner, Keith, Separated 2/19/77		1977			GC 34090; 29 CFR 516.2	T + 3	12/31/1980	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Payroll	Salary Records	Ramage, Robert, Separated 3/3/82		1982			GC 34090; 29 CFR 516.2	T + 3	12/31/1985	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Payroll	Salary Records	Cotter, Jane, Separated 3/22/85		1985			GC 34090; 29 CFR 516.2	T + 3	12/31/1988	11/15/2015		4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1230	Finance	Payroll	Salary Records	Sanders, Linda, Separated 1/1/84		1984			GC 34090; 29 CFR 516.2	T + 3	12/31/1987	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Purchasing	Bids, RFQ's, RFP's Successful	Bus Bid Data 1980		1980			GC 34090	AU + 5	12/31/1986	11/15/2015		4/6/2016 Request for Destruction
	1230	Finance	Purchasing	Bids, RFQ's, RFP's Successful	Proposals from Standard Insurance Co for Long Term Disability 1983		1983			GC 34090	AU + 5	12/31/1989	11/15/2015		4/6/2016 Request for Destruction
	1231	Administration	General Subject	Correspondence	Various correspondence re: transit with MTC and County of Sonoma 1983 - 1984		1984			GC 34090	2	12/31/1986	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1231	Administration	General Subject	Reports: Staff	MTC annual claim and report 1984 - 1985		1985			GC 34090	CU + 2	12/31/1987	11/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1231	Administration	General Subject	Reports: Staff	MTC annual claim and report 1983 - 1984		1984			GC 34090	CU + 2	12/31/1986	11/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1231	Administration	Human Resources	Correspondence	Correspondence re: Herb Spence, Building Inspector & Planning Commissioner 1975		1975			GC 34090	2	12/31/1977	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1231	Administration	Human Resources	Recruitment	Applications for Public Works Laborer 1986		1986			Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3	CL + 3	12/31/1989	11/15/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	4/6/2016 Request for Destruction
	1231	Administration	Human Resources	Recruitment	Applications and rating sheets for Custodian 1985		1985			Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3	CL + 3	12/31/1988	11/15/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	4/6/2016 Request for Destruction
	1231	Administration	Human Resources	Recruitment	Swimming Pool Director interviews 1981		1981			Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3	CL + 3	12/31/1984	11/15/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	4/6/2016 Request for Destruction
	1231	Administration	Human Resources	Recruitment	Parks & Recreation Applications 1984		1984			Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3	CL + 3	12/31/1987	11/15/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	4/6/2016 Request for Destruction
	1231	Administration	Human Resources	Recruitment	Ads for Swimming Pool jobs 1982		1982			Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3	CL + 3	12/31/1985	11/15/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	4/6/2016 Request for Destruction
	1231	Administration	Human Resources	Recruitment	Various documents re: Swimming Pool employees, 1977 - 1983		1983			Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3	CL + 3	12/31/1986	11/15/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	4/6/2016 Request for Destruction
	1231	Administration	Human Resources	Recruitment	Parks & Recreation Applications 1977 - 1982		1982			Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3	CL + 3	12/31/1985	11/15/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	4/6/2016 Request for Destruction
	1231	Administration	Human Resources	Recruitment	Swimming Pool Applications 1983 - 1984		1984			Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3	CL + 3	12/31/1987	11/15/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	4/6/2016 Request for Destruction
	1231	Administration	Legal / Legislative	Applications, Boards, Commissions, Committees, Not Selected	Various Applications for Planning Commissioners		1984			GC 34090	CL + 2	12/31/1986	11/15/2015	Not Selected	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1231	Administration	Legal / Legislative	Applications, Boards, Commissions, Committees; Not Selected	Various Applications for Parks and Recreation Commission 1984		1984			GC 34090	CL + 2	12/31/2015	11/15/2015	Not Selected	4/6/2016 Request for Destruction
	1231	Finance	Accounting	Deposits, Receipts	Swimming Pool Daily Cash Receipts 1982 - 1983		1983			GC 34090; CCP 337	AU + 4	12/31/1988	11/15/2015	Checks, Coins, currency	4/6/2016 Request for Destruction
	1231	Finance	Payroll	Adjustments	Salary Conversion - Monthly Salary to Hourly, 1980 - 1981		1981			GC 34090; 29 CFR 516.2	AU + 4	12/31/1986	11/15/2015	Audit Purposes	4/6/2016 Request for Destruction
	1231	Finance	Payroll	Correspondence	Various payroll related correspondence re: Police Dept 1979 - 1983		1983			GC 34090	2	12/31/1985	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1231	Finance	Payroll	Correspondence	Various payroll related correspondence 1977		1977			GC 34090	2	12/31/1979	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1231	Finance	Payroll	Correspondence	Various Payroll related correspondence Operating Engineers 1981		1981			GC 34090	2	12/31/1983	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1231	Finance	Payroll	Correspondence	Various payroll related correspondence 1981		1981			GC 34090	2	12/31/1983	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1231	Finance	Payroll	Correspondence	Correspondence re: Youth Work experience, Angie Vega '1979		1979			GC 34090	2	12/31/1981	11/15/2015		4/6/2016 Request for Destruction
	1231	Finance	Payroll	Salary Records	Copies of employee enrollment applications 1981 - 1982		1982			GC 34090; 29 CFR 516.2	T + 3	12/31/2015	11/15/2015	Deduction authorization, beneficiary designations, unemployment claims, garnishments	4/6/2016 Request for Destruction
	1231	Finance	Payroll	Salary Records	Copies of employee REMIF enrollment applications 1982		1982			GC 34090; 29 CFR 516.2	T + 3	12/31/2015	11/15/2015	Deduction authorization, beneficiary designations, unemployment claims, garnishments	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Correspondence	Letter to MTC requesting reallocation of funds to First St reconstruction 1986		1986			GC 34090	2	12/31/1988	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Correspondence	TDA Allocation instruction # 86-1541-011, 1985, Transmittal letter 1987		1987			GC 34090	2	12/31/1989	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Correspondence	TDA Allocation instruction # 86-1418-011, 1984 - 1985		1985			GC 34090	2	12/31/1987	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Correspondence	MTC proposed preliminary distribution 1985-1986, TDA Area Apportionments and proposed distribution 1985 - 1986		1986			GC 34090	2	12/31/1988	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Correspondence	Transit ridership / driver log 1984 - 1985; 1983 - 1984		1985			GC 34090	2	12/31/1987	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Correspondence	Transit ridership / driver log 1982 - 1983		1983			GC 34090	2	12/31/1985	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Correspondence	Transit ridership / driver log 1987 - 1988		1988			GC 34090	2	12/31/1990	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Correspondence	Letter to MTC requesting for Audit report		1989			GC 34090	2	12/31/1991	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Correspondence	Transit ridership / driver log 1986 - 1987		1987			GC 34090	2	12/31/1989	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Correspondence	Transit ridership / driver log 1985 - 1986		1986			GC 34090	2	12/31/1988	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Correspondence	Transit ridership / driver log 1991 - 1992		1992			GC 34090	2	12/31/1994	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Correspondence	Various correspondence re: Sonoma County Waste Management AB939, JPA 1991 - 1993		1993			GC 34090	2	12/31/1995	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Correspondence	General Correspondence 1990 - 1991		1991			GC 34090	2	12/31/1993	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Reports: Staff	MTC annual claim and report 1988 - 1989		1989			GC 34090	CU + 2	12/31/1991	11/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Reports: Staff	MTC annual claim and report 1987 - 1988		1988			GC 34090	CU + 2	12/31/1990	11/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Reports: Staff	MTC annual claim and report 1985 - 1986		1986			GC 34090	CU + 2	12/31/1988	11/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1232	Administration	General Subject	Reports: Staff	Cherry Creek Rd / 101 Hwy Intersection. MTC claim		1985			GC 34090	CU + 2	12/31/1987	11/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Reports: Staff	Transit ridership surveys 1989		1989			GC 34090	2	12/31/1991	11/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Reports: Staff	MTC Transit Quarterly Reports 1984 - 1985		1985			GC 34090	CU + 2	12/31/1987	11/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Reports: Staff	MTC Transit Quarterly Reports 1983 - 1984		1984			GC 34090	CU + 2	12/31/1986	11/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Reports: Staff	MTC / STA Claim; annual transit report 1984 - 1985		1985			GC 34090	CU + 2	12/31/1987	11/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Reports: Staff	MTC Transit Quarterly Reports 1988 - 1989; Transit ridership / driver log 1988 - 1989		1989			GC 34090	CU + 2	12/31/1991	11/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Reports: Staff	Daily Vehicle Inspection report, City Bus 2 days only 1990		1990			GC 34090	CU + 2	12/31/1992	11/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Reports: Staff	MTC Transit Quarterly Reports 1986 - 1987		1987			GC 34090	CU + 2	12/31/1989	11/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Reports: Staff	MTC Transit Quarterly Reports 1987 - 1988		1988			GC 34090	CU + 2	12/31/1990	11/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Reports: Staff	MTC Transit Quarterly Reports 1985 - 1986		1986			GC 34090	CU + 2	12/31/1988	11/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1232	Administration	General Subject	Reports: Staff	Application to MTC for funding transit Article 8 Streets and Roads 1991		1991			GC 34090	CU + 2	12/31/1993	11/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1233	Finance	Accounting	Bank Reconciliation	LAIF statement Aug 1992		1992			GC 34090; 26 CFR 16001-1	AU + 5	12/31/1996	11/15/2015	Non-agenda related, includes supporting documentation Statements, summaries of receipts, disbursements & reconciliation	4/6/2016 Request for Destruction
	1233	Administration	General Subject	Correspondence	Letter Re: film shoot at Cloverdale Airport		1992			GC 34090	2	12/31/1994	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	General Subject	Correspondence	Letters from Cloverdale Disposal re: services		1992			GC 34090	2	12/31/1994	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	General Subject	Correspondence	Memo from Glenn Thurkow re: budget adjustments 1992		1992			GC 34090	2	12/31/1994	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	General Subject	Correspondence	Memo from Allred re: commendation for Dailey 1990		1990			GC 34090	2	12/31/1992	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	General Subject	Correspondence	Letter from Perrault re: Fire District Progress update 1993		1993			GC 34090	2	12/31/1995	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	General Subject	Correspondence	Letters of commendation DeRosier, Wuri 1993		1993			GC 34090	2	12/31/1995	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	General Subject	Correspondence	Letter from Sonoma County Community Development Commission re: Housing Rehabilitation Loan Program 1992		1992			GC 34090	2	12/31/1994	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	General Subject	Correspondence	Memo from Erlene Pell to donate councilmember wages 1992		1992			GC 34090	2	12/31/1994	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	General Subject	Correspondence	Letter from Department of Transportation re: Airport inspection 1993		1993			GC 34090	2	12/31/1995	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	General Subject	Correspondence	Memo re: purchase of diesel fuel by Hospital District 1993		1993			GC 34090	2	12/31/1995	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	General Subject	Correspondence	Letter to Birnie and Nichols, Sonoma Woodworks re: CCDA loan 1993		1993			GC 34090	2	12/31/1995	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	General Subject	Correspondence	Memo Furber connection agreement 1993		1993			GC 34090	2	12/31/1995	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	General Subject	Correspondence	Letter re: Real Property documentary transfer tax 1993		1993			GC 34090	2	12/31/1995	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	General Subject	Correspondence	Memo re: Maintenance activities at Cloverdale Library 1992		1992			GC 34090	2	12/31/1994	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	General Subject	Correspondence	Memo re: Preschool request to construct storage building at scout hut cabin 1992		1992			GC 34090	2	12/31/1994	11/15/2015	Correspondence	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST**  
**Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1233	Administration	General Subject	Correspondence	Letter re: Federal Transit Administration ADA compliance Plan 1992		1992			GC 34090	2	12/31/1994	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	General Subject	Correspondence	Various Correspondence 1991		1991			GC 34090	2	12/31/1993	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	Grants	Correspondence	Letter from Department of Transportation re: approval of Airport annual funds 1992		1992			GC 34090	2	12/31/1994	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	Grants	Correspondence	State Water Resources Control Board letter re: project close-out notification 1992		1992			GC 34090	2	12/31/1994	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	Grants	Federal and State	Grant # C-06-1001-102, Wastewater Treatment and disposal facilities; EPA Assistance Agreement / Amendment 1992		1992			GC 34090	CL + 5	12/31/1997	11/15/2015	Refer to grant application close-out procedure	4/6/2016 Request for Destruction
	1233	Administration	Human Resources	Correspondence	Lundborg & Heckel waiver of medical coverage 1993		1993			GC 34090	2	12/31/1995	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	Human Resources	Motor Vehicle Pulis (DMV)	Employee DMV record 1991		1991			GC 12946	CL + 7	12/31/1998	11/15/2015	CA 91009; 8 USC 1324(a)	4/6/2016 Request for Destruction
	1233	Administration	Human Resources	Non-Safety Employees	Clark, Lester letter re: retirement date 1990		1990			Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090	T + 3	12/31/1993	11/15/2015	Non-safety employees may include: release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; oaths of office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's);	4/6/2016 Request for Destruction
	1233	Administration	Human Resources	Non-Safety Employees	DeRosier, Gary letter re: medical examination summary 1990; Return to work report 1992		1992			Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090	T + 3	12/31/2015	11/15/2015	Non-safety employees may include: release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; oaths of office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's);	4/6/2016 Request for Destruction
	1233	Administration	Human Resources	Non-Safety Employees	Clark, Lester letter re: retirement date 1990		1990			Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090	T + 3	12/31/1993	11/15/2015	Non-safety employees may include: release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; oaths of office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's);	4/6/2016 Request for Destruction
	1233	Administration	Human Resources	Non-Safety Employees	Clark, Lester letter re: retirement date 1990		1990			Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090	T + 3	12/31/1993	11/15/2015	Non-safety employees may include: release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; oaths of office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's);	4/6/2016 Request for Destruction
	1233	Administration	Human Resources	Non-Safety Employees	Fasig, Becky - Letter re: Group health care coverage after termination 1993		1993			Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090	T + 3	12/31/1996	11/15/2015	Non-safety employees may include: release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; oaths of office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's);	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST**  
**Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1233	Administration	Human Resources	Non-Safety Employees	Collins, Carol PERS report of status change or separation 1986		1986			Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32, GC 6250 et seq; 29 CFR, GC 12946, 34090	T + 3	12/31/1989	11/15/2015	Non-safety employees may include: release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; oaths of office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's);	4/6/2016 Request for Destruction
	1233	Administration	Human Resources	Non-Safety Employees	Cann, Phil - occupational medicine report to return to work 1993		1993			Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32, GC 6250 et seq; 29 CFR, GC 12946, 34090	T + 3	12/31/2015	11/15/2015	Non-safety employees may include: release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; oaths of office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's);	4/6/2016 Request for Destruction
	1233	Administration	Human Resources	Recruitment	Application Backhoe operator 1993		1993			Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3	CL + 3	12/31/1996	11/15/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	4/6/2016 Request for Destruction
	1233	Administration	Human Resources	Recruitment	Application Clerk 1992		1992			Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3	CL + 3	12/31/1995	11/15/2015	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database	4/6/2016 Request for Destruction
	1233	Administration	Legal / Legislative	Agendas	Agendas 1989		1989			GC 34090	CU + 2	12/31/1991	11/15/2015	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions.	4/6/2016 Request for Destruction
	1233	Administration	Legal / Legislative	Case Records	Silva vs Mills & City of Cloverdale; Interrogatories Case 200856; 1992		1992			42 USC s1983	CO + 7	12/31/1999	11/15/2015	Includes logs, complaints, police reports, court orders, notions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1233	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Contract with State Controller to prepare Annual Street Report 1992		1992			CCP 337.2, 343; BandP7042.5	T + 5	12/31/1997	11/15/2015	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1233	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with County of Sonoma for Fire Protection services for County Service Area No. 39 1992		1992			CCP 337.2, 343; BandP7042.5	T + 5	12/31/1997	11/15/2015	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1233	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with Baseline Environmental consulting for EIR for the Wastewater Treatment Plant Expansion 1993		1993			GC 34090	T + 5	12/31/1998	11/15/2015	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1233	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Traffic Safety Project Agreement; sobriety checkpoint 1992 - 1993		1993			CCP 337.2, 343; BandP7042.5	T + 5	12/31/1998	11/15/2015	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1233	Administration	Risk Management	Accident Reports - City Assets	Moore, Irene - reports and memo re: falling from City Bus 1991		1991			29 CFR 1904.2,29	CL + 7	12/31/1998	11/15/2015	Reports and related records	4/6/2016 Request for Destruction
	1233	Administration	Risk Management	Correspondence	Summary of insurance policies 1992 - 1993; Recommended health plan changes 1993		1993			GC 34090	2	12/31/1995	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	Risk Management	Correspondence	Letter from REMIF re: Employee exposure to infectious blood 1992		1992			GC 34090	2	12/31/1994	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	Risk Management	Correspondence	Letter from REMIF re: Liability Premium Audit Expenditures 1992		1992			GC 34090	2	12/31/1994	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Administration	Risk Management	Incident Reports	Bus minor accident 1992		1992			29 CFR 1904.2,29	CL + 7	12/31/1999	11/15/2015	Theft, arson, vandalism, property damage or similar occurrence	4/6/2016 Request for Destruction
	1233	Finance	Accounting	Bank Reconciliation	Bank Statements from ICMA by employee 1991		1992			GC 34090; 28 CFR 16001-1	AU + 5	12/31/1998	11/15/2015	Statements, summaries of receipts, disbursements & reconciliation	4/6/2016 Request for Destruction
	1233	Finance	Accounting	Correspondence	Letter from Dailey re: POST reimbursement for IVD Computer 1993		1993			GC 34090	2	12/31/1995	11/15/2015	Correspondence	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1233	Finance	Administrative Services	Correspondence	Letter from PERS re: account surplus 1993		1993			GC 34090	2	12/31/1995	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1233	Finance	Purchasing	Bids, RFQ's, RFP's Successful	Exchange Bank - General Banking Services Proposal 2008		2008			GC 34090; CCP 337	AU + 5	12/31/2014	11/15/2015	Request for Qualifications; requests for proposals regarding goods and services	4/6/2016 Request for Destruction
	1233	Finance	Purchasing	Bids, RFQ's, RFP's, Unsuccessful	WestAmerica Bank Banking Services Proposal 2008		2008			GC 34090; CCP 337	CU + 2	12/31/2010	11/15/2015	Request for Qualifications; requests for proposals regarding goods and services	4/6/2016 Request for Destruction
	1233	Finance	Purchasing	Correspondence	Letter from Johnson & Higgins re: Airport liability Insurance 1993		1993			GC 34090	2	12/31/1995	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1241	Administration	Legal / Legislative	Case Records	Various Closed Case files from the City Attorney 1991		1991			42 USC s1983	CL + 7	12/31/1998	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1243	Administration	Legal / Legislative	Agendas	Agenda Packages Mar - May 2004		2004			GC 34090	CU + 2	12/31/2006	11/15/2015	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1243	Administration	Legal / Legislative	Agendas	Agenda Packages Jun - July 2004		2004			GC 34090	CU + 2	12/31/2006	11/15/2015	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1243	Administration	Legal / Legislative	Agendas	Agenda Packages Jan - May 1991		1991			GC 34090	CU + 2	12/31/1993	11/15/2015	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1244	Administration	General Subject	Correspondence	Memo from Perrault to Edwards re: Pisenli and Brinker meeting 1999		1999			GC 34090	2	12/31/2001	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1244	Administration	General Subject	Correspondence	Memo re: selection of members for Steering Committee on Cloverdale Blvd 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1244	Administration	General Subject	Correspondence	Memo to Council re: Press Release 2000		2000			GC 34090	2	12/31/2002	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1244	Administration	General Subject	Correspondence	Burbank Housing Development re: redevelopment funding request South Cloverdale Blvd. Mutal self help housing 1999		1999			GC 34090	2	12/31/2001	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1244	Administration	Grants	Community Development Block Grant and Urban Development CBDG	Application CBDG - Grant not approved 1982		1982			GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/1986	12/15/2015	Applications, Reports, Contracts, supporting documents	4/6/2016 Request for Destruction
	1244	Administration	Legal / Legislative	Agendas	Agenda March 2002		2002			GC 34090	CU + 2	12/31/2004	12/15/2015	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1244	Administration	Legal / Legislative	Agendas	Agenda June - Aug 2002		2002			GC 34090	CU + 2	12/31/2004	12/15/2015	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1244	Development	Administrative Services	Projects, Not Completed or Denied	Application from Kurt and Kerrie Kelder 410 Josephine Dr.		2005			GC 34090	CL + 2	12/31/2007	12/15/2015	Building, engineering, planning	4/6/2016 Request for Destruction
	1244	Development	Administrative Services	Projects, Not Completed or Denied	Correspondence re: G & C Auto Body Facility 1999		1999			GC 34090	CL + 2	12/31/2002	12/15/2015	Building, engineering, planning	4/6/2016 Request for Destruction
	1244	Finance	Accounting	Accounts Receivable	Authorizations from Police Department to deduct cost of weapon from uniform allowance 1985		1987			GC 34090	AU + 4	12/31/1992	12/15/2015		4/6/2016 Request for Destruction
	1244	Finance	Accounting	Budget	Budget review workpapers 1997-1998, 1998 - 1999		1999			GC 34090	AU + 2	12/31/2002	12/15/2015		4/6/2016 Request for Destruction
	1245	Administration	General Subject	Correspondence	General Correspondence from Carol Giovanatto 1986 - 1990		1990			GC 34090	2	12/31/1992	11/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Various documents re: Community Unity Day 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST**  
**Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1246	Administration	General Subject	Correspondence	Memo re: Cloverdale Fire Protection District 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Various correspondence distributed to Council 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Various correspondence re: Economic Development; includes RFP for Downtown Marketing Strategy and business retention survey		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Loan Guarantee application and various correspondence; David Joiner Garden Motel 1997		1997			GC 34090	2	12/31/1999	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Correspondence between City Management and Pisenli Brinker auditors 1996 - 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Correspondence with TCI cable service 1996 - 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Memo re: Vista View Drainage Project 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Applications for Welfare to work program 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Various correspondence from Vice Mayor Carol Chase 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Various Correspondence from Mayor Robert Jehn 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Various correspondence re: Neighborhood Dialogue meetings 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Correspondence from Perrault to Nicholson & Olson re: Audit 1997 - 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Correspondence re: Russian River Issues 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Correspondence re: Nuisance properties 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Correspondence re: use of Plaza 1996 - 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Correspondence re: Appointment to Revenue and taxation policy committee 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Various correspondence re: Proposed Senior Center 1997 - 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Correspondence re: Review of Agreement with School District 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Correspondence with Sonoma Woodworks re: Loan 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Summittal to ABAG of requested info 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Various Correspondence from Cloverdale students 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Correspondence Lawrence Leonard re: survey services 1967		1967			GC 34090	2	12/31/1969	12/15/2015		4/6/2016 Request for Destruction
	1246	Administration	General Subject	Correspondence	Letter to County Auditor requesting lein on 406 N Cloverdale Blvd 1994		1994			GC 34090	2	12/31/1996	12/15/2015		4/6/2016 Request for Destruction
	1246	Administration	Legal / Legislative	Case Records	Lander trailer 310 South West St		1967			42 USC s1983	CL + 7	12/31/1974	12/15/2015	Includes logs, complaints, police reports, court orders, notions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1246	Administration	Legal / Legislative	Case Records	Peter Loudermilk vs Cloverdale damages due to vehicle accident - case dismissed 1991 - 1993		1993			42 USC s1983	CL + 7	12/31/2000	12/15/2015	Includes logs, complaints, police reports, court orders, notions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1246	Administration	Legal / Legislative	Case Records	Thomas Malaya parent of decedent Nick Malaya claim for damages 1989		1989			42 USC s1983	CL + 7	12/31/1996	12/15/2015	Includes logs, complaints, police reports, court orders, notions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1246	Administration	Legal / Legislative	Case Records	Lois Macleren police report of trip and fall 1997		1997			42 USC s1983	CL + 7	12/31/2004	12/15/2015	Includes logs, complaints, police reports, court orders, notions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1246	Administration	Legal / Legislative	Case Records	Frank Phelps, Charles and Donna Meecker condemned property 1975		1975			42 USC s1983	CL + 7	12/31/1982	12/15/2015	Includes logs, complaints, police reports, court orders, notions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1246	Administration	Legal / Legislative	Case Records	Don Patel DBA LaGrande Motel failure to report and remit transient occupancy taxes 1992		1992			42 USC s1983	CL + 7	12/31/1999	12/15/2015	Includes logs, complaints, police reports, court orders, notions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1246	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Loan Guaranty Agreement Westamerica & CCDA for Harriet Cooper DBA The Teagarden Inn 1996 - 2001		2001			GC 34090	T + 5	12/31/2006	12/15/2015	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1246	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with Pisenti & Brinker for audit services 1988		1988			GC 34090	T + 5	12/31/1993	12/15/2015	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1246	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with Charles Reichel for audit services 1984		1984			GC 34090	T + 5	12/31/1989	12/15/2015	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Claims, Damage	Kirkwood Bly claim for unpaid monies owed 1996		1996			GC 34090; GC 25105.5	CL + 5	12/31/2001	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Claims, Damage	Jeffrey Krapf claim for trip and fall 1990		1990			GC 34090; GC 25105.5	CL + 5	12/31/1995	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Claims, Damage	Loretta Kuhl claim for vehicle damage 1994		1994			GC 34090; GC 25105.5	CL + 5	12/31/1999	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Claims, Damage	Tami Lands claim for sexual discrimination and / or harassment 1987		1987			GC 34090; GC 25105.5	CL + 5	12/31/1992	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Claims, Damage	Robert Loughry claim dog injured by City Bus		1992			GC 34090; GC 25105.5	CL + 5	12/31/1997	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Claims, Damage	Scott McIntosh claim for damages 1983		1983			GC 34090; GC 25105.5	CL + 5	12/31/1988	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Claims, Damage	Terry McIntyre claim for damages 1985		1985			GC 34090; GC 25105.5	CL + 5	12/31/1990	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Claims, Damage	Dorothy Marder claim for trip and fall 1992		1992			GC 34090; GC 25105.5	CL + 5	12/31/1997	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Claims, Damage	Thomas Arturo Pablo AKA Thomas Arturo Marrita claims for damages against Police Dept 1979		1979			GC 34090; GC 25105.5	CL + 5	12/31/1984	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Claims, Damage	Eddoth Mecum claim for damages 1978		1978			GC 34090; GC 25105.5	CL + 5	12/31/1983	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Claims, Damage	Irene Morales claim against Cloverdale Police 1987		1987			GC 34090; GC 25105.5	CL + 5	12/31/1992	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Claims, Damage	Richard Marquez claim 1983		1983			GC 34090; GC 25105.5	CL + 5	12/31/1988	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Claims, Damage	Ellen Morelto claim against Cloverdale Police 1987		1987			GC 34090; GC 25105.5	CL + 5	12/31/1992	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Claims, Damage	Earl Myers DBA Myers Construction claim against building inspector 1983		1983			GC 34090; GC 25105.5	CL + 5	12/31/1988	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Claims, Damage	Alton Farrell Oakley claim against Cloverdale Police 1988		1988			GC 34090; GC 25105.5	CL + 5	12/31/1993	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Claims, Damage	Martha Palmer claim trip and fall 1982		1982			GC 34090; GC 25105.5	CL + 5	12/31/1987	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Correspondence	Various correspondence from REMIF on general topics 1997 - 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1246	Administration	Risk Management	Correspondence	Letter from City Attorney Klein re: pending litigation 1983		1983			GC 34090	2	12/31/1985	12/15/2015	Correspondence	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1248	Administration	Elections	Ballots Prop. 218 (Assessment Districts)	Assessment ballots for landscape and lighting district - Originals retain by County 1999 - 2006	Copies	2006			GC 34090	2	12/31/2006	12/15/2015	Copies	4/6/2016 Request for Destruction
	1248	Administration	Elections	Fair Political Practices - Candidate Statements	Candidate Statements - 1999 - 2006		2006			GC 34090	E + 4	12/31/2010	12/15/2015		4/6/2016 Request for Destruction
	1248	Administration	Elections	Fair Political Practices - Nomination Papers	Nomination and Misc papers for candidates and statements 1999 - 2006		2006			EC 17100 GC 81009(b)	E + 4	12/31/2010	12/15/2015		4/6/2016 Request for Destruction
	1249	Administration	General Subject	Correspondence	Pamela Solins 327 North Main St, letter re: nuisance abatement 1994		1994			GC 34090	2	12/31/1996	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1249	Administration	General Subject	Correspondence	Correspondence re: Freeway bypass 1968		1968			GC 34090	2	12/31/1970	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1249	Administration	General Subject	Correspondence	Correspondence re: National Advertising and damaged Billboard 1988 - 1989		1989			GC 34090	2	12/31/1991	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1249	Administration	General Subject	Correspondence	Correspondence re: Street Vendor ordinance 1989		1989			GC 34090	2	12/31/1991	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1249	Administration	General Subject	Correspondence	Correspondence with Orange Tree re: unpaid business license 1989		1989			GC 34090	2	12/31/1991	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1249	Administration	General Subject	Correspondence	Correspondence re: Spent Building and Capital Lumber re: zoning code violation 1990		1990			GC 34090	2	12/31/1992	12/15/2015		4/6/2016 Request for Destruction
	1249	Administration	General Subject	Correspondence	Correspondence re: Westview map and subdivision agreement 1991		1991			GC 34090	2	12/31/1993	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1249	Administration	General Subject	Correspondence	Correspondence with Brejle & Race re: Preparatin of NCRWQ compliance report timeline 1991		1991			GC 34090	2	12/31/1993	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1249	Administration	General Subject	Correspondence	Correspondence with Brejle & Race re: Master water and sewer plans 1991		1991			GC 34090	2	12/31/1993	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1249	Administration	Human Resources	Employee Rights, Safety (Police)	Kenneth Smith Notice to appeal dismissal 1972		1972			GC 12946; 29 CFR 1602; 29 USC 211(e) 203(m); 207(g)	T + 5	12/31/1977	12/15/2015	May include arbitration, grievances, union requests, sexual harassment and civil rights, complaints, disciplinary actions	4/6/2016 Request for Destruction
	1249	Administration	Legal / Legislative	Case Records	City vs Rod Persons re: back pay 1987 - 1989		1987			42 USC s1983	CL + 7	12/31/1994	12/15/2015	Includes logs, complaints, police reports, court orders, notions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1249	Administration	Legal / Legislative	Case Records	Sonoma County Land Co vs City Cloverdale re: federal charges, case dismissed 1988		1988			42 USC s1983	CL + 7	12/31/1995	12/15/2015	Includes logs, complaints, police reports, court orders, notions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1249	Administration	Legal / Legislative	Case Records	Michael Tompkins vs City Cloverdale, Persons, Cerini re: violatin of civil rights, case dismissed 1980		1980			42 USC s1983	CL + 7	12/31/1987	12/15/2015	Includes logs, complaints, police reports, court orders, notions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1249	Administration	Legal / Legislative	Case Records	Byrel Zollo notice to appear, traffic violation 1994		1994			42 USC s1983	CL + 7	12/31/2001	12/15/2015	Includes logs, complaints, police reports, court orders, notions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1249	Administration	Legal / Legislative	Case Records	Leger vs City Cloverdale settlement letter 1969		1969			42 USC s1983	CL + 7	12/31/1976	12/15/2015	Includes logs, complaints, police reports, court orders, notions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1249	Administration	Legal / Legislative	Case Records	Various Small Claim court actions 1961 - 1970		1970			42 USC s1983	CL + 7	12/31/1977	12/15/2015	Includes logs, complaints, police reports, court orders, notions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1249	Administration	Legal / Legislative	Case Records	Abatement / Nuisance Duane Myers for Joanna Gretta Myers 220 South Cloverdale Blvd 1991		1991			42 USC s1983	CL + 7	12/31/1999	12/15/2015	Includes logs, complaints, police reports, court orders, notions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1249	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Lease Agreement & correspondence with Theodore Snyder for sewer plant property 1972 - 1978		1978			GC 34090	T + 5	12/31/1983	12/15/2015	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1249	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with Brejle & Race to to prepare the NPDES permit application 1989		1989			GC 34090	T + 5	12/31/1994	12/15/2015	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST**  
**Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1249	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Continuing Maintenance / Indemnity Agreement with Dick Low re: 216 S. Cloverdale Blvd. 1988		1988			GC 34090	T + 5	12/31/1993	12/15/2015	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1249	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Collection agreement with M P Rosen re: EIR fee		1988			GC 34090	T + 5	12/31/1993	12/15/2015	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1249	Administration	Legal / Legislative	Correspondence	Correspondence re: PG&E 1998		1998			GC 34090	2	12/31/2000	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1249	Administration	Municipal Clerk	Public Records Request	Correspondence re: request for claims against the City 1994		1994			GC 34090	CL + 2	12/31/1996	12/15/2015	Public Records Requests	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	Patricia Porter claim trip and fall 1992		1992			GC 34090; GC 25105.5	CL + 5	12/31/1997	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	Bruce Rae claim for restraining order 1987		1987			GC 34090; GC 25105.5	CL + 5	12/31/1992	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	James Reynolds claim for concrete work 1995		1995			GC 34090; GC 25105.5	CL + 5	12/31/2000	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	Kimberly Robbins vs City Cloverdale struck by vehicle in crosswalk 1990		1990			GC 34090; GC 25105.5	CL + 5	12/31/1995	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	Audrey Ross et al vs City Cloverdale personal injuries and wrongful death 1975		1975			GC 34090; GC 25105.5	CL + 5	12/31/1980	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	Lombard Sayre et al vs City Cloverdale re: sewage flooding at 100 West Third St. 1992 - 1993		1993			GC 34090; GC 25105.5	CL + 5	12/31/1998	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	Ronald Lee Schwab claim against Police for serving invalid warrant 1985		1985			GC 34090; GC 25105.5	CL + 5	12/31/1990	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	David Sibert claim against Police harassment etc. 1993		1993			GC 34090; GC 25105.5	CL + 5	12/31/1998	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	Rudolpho Silva et al vs City Cloverdale claim for personal injury vehicle accident West 2nd St. 1992 - 1993		1993			GC 34090; GC 25105.5	CL + 5	12/31/1998	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	John Spensel M.D. claim for wrongful retention of performance bond 240 North Cloverdale Blvd 1994 - 1995		1995			GC 34090; GC 25105.5	CL + 5	12/31/2000	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	Carlota Tamez claim trip and fall 1996		1996			GC 34090; GC 25105.5	CL + 5	12/31/2001	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	Lou Thompson claim for flood damage 1995		1995			GC 34090; GC 25105.5	CL + 5	12/31/2000	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	Garry & Claudia Stocking claim for police harassment 1990		1990			GC 34090; GC 25105.5	CL + 5	12/31/1995	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	Paul Stevens claim for trip and fall 1992		1992			GC 34090; GC 25105.5	CL + 5	12/31/1997	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	Lisa Stordahl claim for sewer backup 47 Clark St. 1990		1990			GC 34090; GC 25105.5	CL + 5	12/31/1995	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	Cheryl Yeazell claim for trip and fall 1988		1988			GC 34090; GC 25105.5	CL + 5	12/31/1993	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	Sylvia Zanin claim for trip and fall 1989		1989			GC 34090; GC 25105.5	CL + 5	12/31/1994	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Claims, Damage	Various claims 1967 - 1982		1982			GC 34090; GC 25105.5	CL + 5	12/31/1987	12/15/2015	Paid/Denied	4/6/2016 Request for Destruction
	1249	Administration	Risk Management	Correspondence	Letter re: G.D. Scott and City contract with Chief of Police 1971		1971			GC 34090	2	12/31/1973	12/15/2015	Correspondence	4/6/2016 Request for Destruction
	1249	Development	Administration	Correspondence	Harold Ritter School St., annexing property and water service 1966 - 1971		1971			GC 34090(d)	CU + 2	12/31/1973	12/15/2015	Working documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Correspondence	Citizen Complaints 1979 - 1983		1983			GC 34090	2	12/31/1985	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Correspondence	Citizen Complaints 1984		1984			GC 34090	2	12/31/1986	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Correspondence	Citizen Complaints 1985		1985			GC 34090	2	12/31/1987	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Correspondence	Citizen Complaints 1986		1986			GC 34090	2	12/31/1988	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1251	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1974		1974			GC 34090	CU + 2	12/31/1976	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1976		1976			GC 34090	CU + 2	12/31/1978	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1981		1981			GC 34090	CU + 2	12/31/1983	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1980		1980			GC 34090	CU + 2	12/31/1982	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1979		1979			GC 34090	CU + 2	12/31/1981	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1978		1978			GC 34090	CU + 2	12/31/1980	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1977		1977			GC 34090	CU + 2	12/31/1979	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1976		1976			GC 34090	CU + 2	12/31/1978	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1975		1975			GC 34090	CU + 2	12/31/1975	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1974		1974			GC 34090	CU + 2	12/31/1974	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Health Inspections, 1972		1972			GC 34090	CU + 2	12/31/1974	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Health Inspections, 1973		1973			GC 34090	CU + 2	12/31/1975	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Health Inspections, 1974		1974			GC 34090	CU + 2	12/31/1976	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Health Inspections, 1975		1975			GC 34090	CU + 2	12/31/1977	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Health Inspections, 1976		1976			GC 34090	CU + 2	12/31/1978	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Public Health Officers Report 1983		1983			GC 34090	CU + 2	12/31/1985	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Public Health Officers Report 1984		1984			GC 34090	CU + 2	12/31/1986	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Public Health Officers Report 1985		1985			GC 34090	CU + 2	12/31/1987	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1251	Administration	General Subject	Reports: Staff	Health Inspections, 1983		1983			GC 34090	CU + 2	12/31/1985	12/15/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1252	Finance	Reports	Financial, Annual	Monthly trial balance reports green bar 1988 - 1989		1989			GC 34090.7	AU + 7	12/31/1997	12/29/2015	General Ledger	4/6/2016 Request for Destruction
	1253	Finance	Reports	Financial, Annual	Various financial posting journal reports green bar 1987 - 1988		1988			GC 34090.7	AU + 7	12/31/1996	12/29/2015	General Ledger	4/6/2016 Request for Destruction
	1258	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1987		1987			GC 34090	CU + 2	12/31/1989	12/29/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1258	Administration	General Subject	Reports: Staff	Public Health Officers Report 1987		1987			GC 34090	CU + 2	12/31/1989	12/29/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1258	Administration	General Subject	Reports: Staff	Public Health Citizen Complaints 1987		1987			GC 34090	CU + 2	12/31/1989	12/29/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1258	Administration	General Subject	Reports: Staff	Public Health Officers Report 1986		1986			GC 34090	CU + 2	12/31/1988	12/29/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1258	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1986		1986			GC 34090	CU + 2	12/31/1988	12/29/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1258	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1973		1973			GC 34090	CU + 2	12/31/1975	12/29/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1258	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1986		1986			GC 34090	CU + 2	12/31/1988	12/29/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1258	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1985		1985			GC 34090	CU + 2	12/31/1987	12/29/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1258	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1984		1984			GC 34090	CU + 2	12/31/1986	12/29/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1258	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1983		1983			GC 34090	CU + 2	12/31/1985	12/29/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1258	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1982		1982			GC 34090	CU + 2	12/31/1984	12/29/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1258	Administration	General Subject	Reports: Staff	Food Industry Permit Applications, Cloverdale Public Health Services 1981		1981			GC 34090	CU + 2	12/31/1983	12/29/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1259	Administration	General Subject	Reports: Staff	Sonoma County Progress report on CAD/RMS/MDC Project 1999		1999			GC 34090	CU + 2	12/31/2001	12/29/2015	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1259	Administration	Legal / Legislative	Agendas	Agenda Oct 2006		2006			GC 34090	CU + 2	12/31/2008	12/29/2015	Original Agendas and special meeting notices; including certificates of postings, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1259	Administration	Legal / Legislative	Agendas	Agenda Sept 2006		2006			GC 34090	CU + 2	12/31/2008	12/29/2015	Original Agendas and special meeting notices; including certificates of postings, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1259	Administration	Legal / Legislative	Agendas	Agenda May 2007		2007			GC 34090	CU + 2	12/31/2009	12/29/2015	Original Agendas and special meeting notices; including certificates of postings, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1260	Administration	Grants	Community Development Block Grant and Urban Development CBDG	Application CDBG - Divine Senior and Healdsburg Ave Apartments 2004		2005			GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/2009	12/29/2015	Applications, Reports, Contracts, supporting documents	4/6/2016 Request for Destruction
	1260	Administration	Legal / Legislative	Agendas	Agenda June 2007		2007			GC 34090	CU + 2	12/31/2009	12/29/2015	Original Agendas and special meeting notices; including certificates of postings, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1260	Administration	Legal / Legislative	Agendas	Agenda July 2007		2007			GC 34090	CU + 2	12/31/2009	12/29/2015	Original Agendas and special meeting notices; including certificates of postings, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1260	Administration	Legal / Legislative	Agendas	Agenda Aug 8, 2007		2007			GC 34090	CU + 2	12/31/2009	12/29/2015	Original Agendas and special meeting notices; including certificates of postings, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1260	Development	Property	Acquisition / Disposition	Property Acquisition Cavalo Property escrow documents, APN # 001-051-006, 1982		1982			GC 34090; GC 6254(h)	CL + 10	12/31/1992	12/29/2015	Supporting documents re: sale, purchase, exchange, lease or rental of property by the city	4/6/2016 Request for Destruction
	1260	Development	Property	Acquisition / Disposition	Agreement between Cloverdale (buyer) and Pauline Brush (seller) for purchase of property 1945		1945			GC 34090; GC 6254(h)	CL + 10	12/31/1955	12/29/2015	Supporting documents re: sale, purchase, exchange, lease or rental of property by the city	4/6/2016 Request for Destruction
	1260	Development	Property	Acquisition / Disposition	Escrow instructions and appraisals for George and Katherine Lee, APN # 001-172-006 1989		1989			GC 34090; GC 6254(h)	CL + 10	12/31/1999	12/29/2015	Supporting documents re: sale, purchase, exchange, lease or rental of property by the city	4/6/2016 Request for Destruction
	1260	Development	Property	Appraisals	Department of Transportation appraisals for various parcels related to Highway 101 bypass project 1992		1994			GC 34090; GC 6254(h)	CL + 2	12/31/1996	12/29/2015	Exempt until final acquisition or contract agreement obtained	4/6/2016 Request for Destruction
	1260	Development	Property	Appraisals	Appraisal for purchase of Cal Trans Property, 28650 South Cloverdale Blvd, APN # 116-031-008, 1991		1994			GC 34090; GC 6254(h)	CL + 2	12/31/1996	12/29/2015	Exempt until final acquisition or contract agreement obtained	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1269	Finance	Reports	Financial, Annual	General Ledger & Trial Balance 1992 - 1993 - green bar print out		1993			GC 34090.7	AU + 7	12/31/2001	1/7/2016	General Ledger	4/6/2016 Request for Destruction
1270	1270	Finance	Accounting	Budget Adjustments, journal entries	Journal Entries 1992 - 1993, Green bar print out		1993			GC 34090	AU + 2	12/31/1996	1/7/2016	Account Transfers	4/6/2016 Request for Destruction
	1270	Finance	Reports	Financial, Annual	Trial Balance Detailed non-general fund 1992 - 1993 - green bar print out		1993			GC 34090.7	AU + 7	12/31/2001	1/7/2016	General Ledger	4/6/2016 Request for Destruction
	1271	Administration	General Subject	Correspondence	Correspondence from County of Sonoma Public Health Department 1989		1989			GC 34090	2	12/31/1991	1/23/2016	Correspondence	4/6/2016 Request for Destruction
	1271	Administration	General Subject	Correspondence	Various Correspondence re: YMCA Swimming Program, 1990 - 1991		1991			GC 34090	2	12/31/1993	1/23/2016	Correspondence	4/6/2016 Request for Destruction
	1271	Administration	Grants	Community Development Block Grant and Urban Development CBDG	Claim for payment for East Third Street Improvement Project 1990 - 1991		1991			GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/1996	1/23/2016	Applications, Reports, Contracts, supporting documents	4/6/2016 Request for Destruction
	1271	Administration	Grants	Community Development Block Grant and Urban Development CBDG	Claim for payment for Tarman Neighborhood Improvement Project, Elm Street Project 1991 - 1992		1992			GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/1996	1/23/2016	Applications, Reports, Contracts, supporting documents	4/6/2016 Request for Destruction
	1271	Administration	Grants	Community Development Block Grant and Urban Development CBDG	Claim for payment for Tarman Neighborhood Improvement Project, Dina Street Project 1990		1990			GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/1994	1/23/2016	Applications, Reports, Contracts, supporting documents	4/6/2016 Request for Destruction
	1271	Administration	Risk Management	Accident Reports - City Assets	Report and claim for Ambulance damaged in vehicle accident 1990		1990			29 CFR 1904.2; 29	CL + 7	12/31/1997	1/23/2016	Reports and related records	4/6/2016 Request for Destruction
	1271	Administration	Risk Management	Correspondence	correspondence re: renewal of Special Event Liability Insurance, 1990		1990			GC 34090	2	12/31/1992	1/23/2016	Correspondence	4/6/2016 Request for Destruction
	1271	Development	Administration	Correspondence	Various Correspondence re: Ridgeview Heights re: ZAM Enterprizes; Certificate of Occupancy, fire protection system 1989 - 1990		1990			GC 34090	2	12/31/1992	1/23/2016	Correspondence	4/6/2016 Request for Destruction
	1271	Finance	Reports	Federal and State Tax	Year end 1099 forms - 1991; green bar print out		1991			GC 34090; 29USC 436	AU + 4	12/31/1996	1/23/2016	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530; 29 CFR 516.5-516.6	4/6/2016 Request for Destruction
	1272	Administration	Legal / Legislative	Agendas	Agenda December 2006; April 2007; February 2007; January 2007; March 2007		2007			GC 34090	CU + 2	12/31/2009	1/23/2016	Original Agendas and special meeting notices, including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1273	Administration	Legal / Legislative	Agendas	Agenda May 2006; June 2006; January 2006; February 2006		2006			GC 34090	CU + 2	12/31/2008	1/23/2016	Original Agendas and special meeting notices, including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1274	Administration	Legal / Legislative	Agendas	Agenda June 1990; May 1990; April 1990; March 1990; February 1990; January 1990		1990			GC 34090	CU + 2	12/31/1992	1/23/2016	Original Agendas and special meeting notices, including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1274	Administration	Legal / Legislative	Agendas	Agenda March 2005; April 2005		2005			GC 34090	CU + 2	12/31/2007	1/23/2016	Original Agendas and special meeting notices, including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1275	Administration	Legal / Legislative	Agendas	Agenda January 2004; February 2004		2004			GC 34090	CU + 2	12/31/2006	1/23/2016	Original Agendas and special meeting notices, including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1275	Administration	Legal / Legislative	Agendas	Agenda March 2003		2003			GC 34090	CU + 2	12/31/2005	1/23/2016	Original Agendas and special meeting notices, including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1276	Administration	General Subject	Correspondence	General Correspondence re: Items for School Board subcommittee 1993 - 2001		2001			GC 34090	2	12/31/2003	1/23/2016	Correspondence	4/6/2016 Request for Destruction
	1276	Administration	General Subject	Correspondence	General Correspondence between School District re: various subjects 1994 - 1995		1995			GC 34090	2	12/31/1997	1/23/2016	Correspondence	4/6/2016 Request for Destruction
	1276	Administration	General Subject	Correspondence	General correspondence re: Sonoma County Workforce Housing Linkage Fee status update 2002		2002			GC 34090	2	12/31/2004	1/23/2016	Correspondence	4/6/2016 Request for Destruction
	1276	Administration	Legal / Legislative	Agendas	Agenda School Board / City Council Joint Subcommittee 2000	These are copies of agendas however no originals have been found	2000			GC 34090	CU + 2	12/31/2002	1/23/2016	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1276	Administration	Legal / Legislative	Agendas	Agenda School Board / City Council Joint Subcommittee 2003	These are copies of agendas however no originals have been found	2003			GC 34090	CU + 2	12/31/2005	1/23/2016	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1276	Administration	Legal / Legislative	Agendas	Agenda School Board / City Council Joint Subcommittee 1999	These are copies of agendas however no originals have been found	1999			GC 34090	CU + 2	12/31/2001	1/23/2016	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1276	Administration	Legal / Legislative	Agendas	Agenda School Board / City Council Joint Subcommittee 1998	These are copies of agendas however no originals have been found	1998			GC 34090	CU + 2	12/31/2000	1/23/2016	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1276	Administration	Legal / Legislative	Agendas	Agenda School Board / City Council Joint Subcommittee 1997	These are copies of agendas however no originals have been found	1997			GC 34090	CU + 2	12/31/1999	1/23/2016	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1276	Administration	Legal / Legislative	Agendas	Agenda School Board / City Council Joint Subcommittee 1995	These are copies of agendas however no originals have been found	1995			GC 34090	CU + 2	12/31/1997	1/23/2016	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1276	Administration	Legal / Legislative	Agendas	Agenda School Board / City Council Joint Subcommittee 1994	These are copies of agendas however no originals have been found	1994			GC 34090	CU + 2	12/31/1996	1/23/2016	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1276	Administration	Reports	Departmental	Staff reports re: City Clerk classification, salary range 1999 - 2000		2000			GC 34090	CU + 2	12/31/2002	1/23/2016	Special/ final summary, review or evaluation	4/6/2016 Request for Destruction
	1276	Administration	Reports	Staff	City Managers weekly report, Jan - Jun 2004		2004			GC 34090	CU + 2	12/31/2006	1/23/2016	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1276	Administration	Reports	Staff	City Managers weekly report, 2002		2002			GC 34090	CU + 2	12/31/2004	1/23/2016	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1276	Administration	Reports	Staff	City Managers weekly report, 2003		2003			GC 34090	CU + 2	12/31/2005	1/23/2016	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1276	Public Works	Water	Sources	The Russian River - An Assessment of its Condition and Governmental Oversight - by Sonoma County Water Agency August 1996		1996			GC 34090	CU + 2	12/31/1998	1/23/2016	May include wells, rivers, lakes, districts	4/6/2016 Request for Destruction
	1278	Administration	General Subject	Correspondence	General Correspondence re: Management issues 2000 - 2003		2003			GC 34090	2	12/31/2005	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1278	Administration	General Subject	Correspondence	Various memos re: public works 2002		2002			GC 34090	2	12/31/2004	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1278	Administration	General Subject	Correspondence	Various correspondence re: Engineering issues 2001 - 2003		2003			GC 34090	2	12/31/2005	2/16/2016	Correspondence	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1278	Administration	Human Resources	Non-Safety Employees	Attorney Case File CLV 116.95; correspondence re: David Wurl, termination 1995		1995			Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090	T + 3	12/31/1998	2/16/2016	Non-safety employees may include; release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; oaths of office; evaluations per-employment medicals; fingerprints; identification cards	4/6/2016 Request for Destruction
	1278	Administration	Human Resources	Safety Employees	Attorney Case file CLV 98.94; Kevin Griffin disciplinary & termination file, Termination date 2/29/1995		1995			Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1607.4	T + 5	12/31/2000	2/16/2016	Police, fire, emergency employees may include; release authorizations; certifications reassignments; outside employment; commendations disciplinary actions; terminations; oaths of office; evaluations-pre employee medicals	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Case Records	Attorney Case file CLV 99.94; Cook Bldg parking agreement 223 N Cloverdale Blvd, closed 1994		1994			42 USC s1983	CL + 7	12/31/2001	2/16/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 101.94; Williams vs Kaiser Sand & Gravel, closed 1994		1994			42 USC s1983	CL + 7	12/31/2001	2/16/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 103.94; Floyd injury case; closed 1995		1995			42 USC s1983	CL + 7	12/31/2002	2/16/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 109.94; abate public nuisance; barking dogs / kennel without license 217 Vista View Dr. 1994		1994			42 USC s1983	CL + 7	12/31/2001	2/16/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 113.95; Sabanovich purchase of Cloverdale Blvd, 113 Broad St; includes Appraisal, 001-173-006; 001-173-03; closed 1996		1996			42 USC s1983	CL + 7	12/31/2003	2/16/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 123.95; Criminal Terry Lee Norberg; loose and unlicensed dog, 1995		1995			42 USC s1983	CL + 7	12/31/2002	2/16/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	License Agreement with Cloverdale Preschool Co-op for use of the Boy Scout Hut 2000 - 2001		2001			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2006	2/16/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Correspondence	Attorney Case File CLV 105.94; information re: delinquent water bill and the public records act; 1994		1994			GC 34090	2	12/31/1996	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Correspondence	Attorney Case File CLV 106.94; retirement package for Phillip Cann 1994		1994			GC 34090	2	12/31/1996	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Correspondence	Attorney Case File CLV 114.95; memo re: potential conflict of interest, 1995		1995			GC 34090	2	12/31/1997	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Correspondence	Attorney Case File CLV 115.95; letter re: CFPD request - personnel info - firefighters 1995		1995			GC 34090	2	12/31/1997	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Correspondence	Attorney Case File CLV 117.95; opinion re: work in lieu of Sewer Hook up fee; 1995		1995			GC 34090	2	12/31/1997	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Correspondence	Attorney Case File CLV 119.95; Draft agreement with Sonoma County Water Agency for drainage review services, 1995		1995			GC 34090	2	12/31/1997	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Correspondence	Attorney Case File CLV 120.95; agreement property tax transfer, 1995		1995			GC 34090	2	12/31/1997	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Correspondence	Attorney Case File CLV 121.95; opinion conflict of interest, 1995		1995			GC 34090	2	12/31/1997	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Correspondence	Attorney Case File CLV 122.95; opinion re: transfer of Cable Television Franchise and increase of Franchise fee; 1995		1995			GC 34090	2	12/31/1997	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1278	Administration	Legal / Legislative	Correspondence	Attorney Case File CLV 124.95; Opinion re: Eligibility for allocation of transportation development act funds and State Transit Assistance Funds, 1999		1999			GC 34090	2	12/31/2001	2/16/2016	Correspondence	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1278	Administration	Legal / Legislative	Correspondence	Attorney Case File CLV 125.95; correspondence re: AB 563 Hazardous Materials / Liability Exclusion 1995		1995			GC 34090	2	12/31/1997	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1278	Administration	Reports	Surveys and Studies	Redwood Empire Municipal Insurance Fund REMIF Workers Compensation Claims Administration Audit 1991		1991			GC 12948, 34090, 29 CFR 516.6(2), 29 CFR 1602.14	CU + 2	12/31/1993	2/16/2016	Includes classification, wage rates	4/6/2016 Request for Destruction
	1278	Administration	Risk Management	Claims, Damage	315 Cherry Creek Rd, Sewer backup, 2001		2001			GC 34090; GC 25105.5	CL + 5	12/31/2006	2/16/2016	Paid/Denied	4/6/2016 Request for Destruction
	1278	Development	Administration	Correspondence	Various Correspondence re: Community Development 2001 - 2003		2003			GC 34090	CU + 2	12/31/2005	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1278	Development	Planning	Correspondence	Attorney Case file CLV 100.94; Memo from Planning Director re: Cloverdale Ready Mix Application to Mine Gravel on Properties Adjacent to the City Airport 1994		1994			GC 34090	2	12/31/1996	2/16/2016	Correspondence	4/6/2016 Request for Destruction
x	1279	Finance	Accounting	Bank Reconciliation	State of California Local Agency Investment Fund LAIF statements 1990 - 1991		1991			GC 34090	AU + 5	12/31/1997	2/2/2016	Statements, summaries for receipts, disbursements & reconciliation	4/6/2016 Request for Destruction
x	1279	Finance	Accounting	Bank Reconciliation	Bank of America Saving Statement 1990 - 1991		1991			GC 34090	AU + 5	12/31/1997	2/2/2016	Statements, summaries for receipts, disbursements & reconciliation	4/6/2016 Request for Destruction
x	1279	Finance	Accounting	Bank Reconciliation	Westamerica Bank Statements 1990 - 1991		1991			GC 34090	AU + 5	12/31/1997	2/2/2016	Statements, summaries for receipts, disbursements & reconciliation	4/6/2016 Request for Destruction
x	1279	Finance	Accounting	Bank Reconciliation	Westamerica Bank Statements 1990 - 1991; Cemetery Fund		1991			GC 34090	AU + 5	12/31/1997	2/2/2016	Statements, summaries for receipts, disbursements & reconciliation	4/6/2016 Request for Destruction
x	1279	Finance	Accounting	Bank Reconciliation	Bank of America Bank Statements 1974 Clear Water Grant Project 1990 - 1991		1991			GC 34090	AU + 5	12/31/1997	2/2/2016	receipts, disbursements & reconciliation	Request for Destruction
x	1279	Finance	Accounting	Budget Adjustments	Journal Entries 1990 - 1991		1991			GC 34090	AU + 2	12/31/1994	2/2/2016	Account Transfers	4/6/2016 Request for Destruction
x	1279	Finance	Accounting	Correspondence	Various memos re: accounting 1990 - 1991		1991			GC 34090	2	12/31/1993	2/2/2016	Correspondence	Request for Destruction
x	1279	Finance	Reports	Financial, Annual	Trail Balance Summary Report, Green Bar 1988 - 1998		1998			GC 34090.7	AU + 7	12/31/1997	2/2/2016		4/6/2016 Request for Destruction
x	1279	Finance	Reports	Financial, Annual	Trail Balance Detail Report, Green Bar 1990 - 1991		1991			GC 34090.7	AU + 7	12/31/1999	2/2/2016		4/6/2016 Request for Destruction
	1280	Finance	Accounting	Bank Reconciliation	Westamerica Bank Statements Operating Account, 1990 - 1991		1991			GC 34090	AU + 5	12/31/1997	2/2/2016	Statements, summaries for receipts, disbursements & reconciliation	4/6/2016 Request for Destruction
	1280	Finance	Accounting	Bank Reconciliation	Bank Reconciliations 1988 - 1989		1989			GC 34090	AU + 5	12/31/1995	2/2/2016	Statements, summaries for receipts, disbursements & reconciliation	4/6/2016 Request for Destruction
	1280	Finance	Accounting	Bank Reconciliation	Westamerica Bank Statements Operating Account, 1989 - 1990		1990			GC 34090	AU + 5	12/31/1996	2/2/2016	Statements, summaries for receipts, disbursements & reconciliation	4/6/2016 Request for Destruction
	1280	Finance	Accounting	Bank Reconciliation	Westamerica Bank Statements 1989 - 1990; Cemetery Fund		1990			GC 34090	AU + 5	12/31/1996	2/2/2016	Statements, summaries for receipts, disbursements & reconciliation	4/6/2016 Request for Destruction
	1280	Finance	Accounting	Bank Reconciliation	Westamerica Bank Statements 1989 - 1990		1990			GC 34090	AU + 5	12/31/1996	2/2/2016	Statements, summaries for receipts, disbursements & reconciliation	4/6/2016 Request for Destruction
	1280	Finance	Accounting	Bank Reconciliation	Bank of America Saving Statement 1989 - 1990		1990			GC 34090	AU + 5	12/31/1996	2/2/2016	Statements, summaries for receipts, disbursements & reconciliation	4/6/2016 Request for Destruction
	1280	Finance	Accounting	Bank Reconciliation	State of California Local Agency Investment Fund LAIF statements 1989 - 1990		1990			GC 34090	AU + 5	12/31/1996	2/2/2016	Statements, summaries for receipts, disbursements & reconciliation	4/6/2016 Request for Destruction
	1280	Finance	Accounting	Bank Reconciliation	Bank of America Bank Statements 1974 Clear Water Grant Project 1989 - 1990		1990			GC 34090	AU + 5	12/31/1996	2/2/2016	Statements, summaries for receipts, disbursements & reconciliation	4/6/2016 Request for Destruction
	1280	Finance	Accounting	Budget Adjustments, journal entries	Journal Entries 1989 - 1990		1990			GC 34090	AU + 2	12/31/1993	2/2/2016	Account Transfers	4/6/2016 Request for Destruction
	1280	Finance	Accounting	Correspondence	Letter and print outs re: Freeze Damage Claim 1991		1991			GC 34090	2	12/31/1993	2/2/2016	Correspondence	4/6/2016 Request for Destruction
	1280	Finance	Accounting	Correspondence	Workpapers re: School Impact Fees, 1989 - 1990		1990			GC 34090	2	12/31/1992	2/2/2016	Correspondence	4/6/2016 Request for Destruction
	1280	Finance	Accounting	Correspondence	Workpapers re: Fixed Assets 1989 - 1990		1990			GC 34090	2	12/31/1992	2/2/2016	Correspondence	4/6/2016 Request for Destruction
	1280	Finance	Reports	Federal and State Tax	State Board of Equalization Consumer Use Tax Return 1976 - 1990		1990			GC 34090; 29USC. 436	AU + 4	12/31/1995	2/2/2016	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4; IRS REG 31.6001-1e2; R&T 19530;29 CFR 516.5-516.6	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST**  
**Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1281	Administration	Legal / Legislative	Agendas	City Council Agenda January 2005 - March 2005		2005			GC 34090	CU + 2	12/31/2007	2/16/2016	Original Agendas and special meeting notices, including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1281	Administration	Legal / Legislative	Agendas	City Council Agenda July 2006 - August 2006		2006			GC 34090	CU + 2	12/31/2008	2/16/2016	Original Agendas and special meeting notices, including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1281	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 128.95; Glenn Ambort vs Cloverdale Police; closed 1995		1995			42 USC s1983	CL + 7	12/31/2002	2/16/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1281	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 131.95; Criminal Michael Felty animal at large, dog bite, 1995		1995			42 USC s1983	CL + 7	12/31/2002	2/16/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1281	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 132.95; Claim of Mai Cook flood damage 231 N Cloverdale Blvd; 1995		1995			42 USC s1983	CL + 7	12/31/2002	2/16/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1281	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 133.95; Larry Reynolds appeal of denial of variance, 1995		1995			42 USC s1983	CL + 7	12/31/2002	2/16/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1281	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 134.95; Criminal Donna Elaine Dawson prohibited use of trailer, 1995		1995			42 USC s1983	CL + 7	12/31/2002	2/16/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1281	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 135.95; CCD adoption of resolutions authorizing the issuance of tax allocation bonds, 1995		1995			42 USC s1983	CL + 7	12/31/2002	2/16/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1281	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 137.95; Cloverdale Land Partners vs Cloverdale; 1995		1995			42 USC s1983	CL + 7	12/31/2002	2/16/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1281	Administration	Legal / Legislative	Case Records	Attorney Case CLV 218.92; Oden vs PERS 1992 - 1995		1995			42 USC s1983	CL + 7	12/31/2002	2/16/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	4/6/2016 Request for Destruction
	1281	Administration	Legal / Legislative	Correspondence	Attorney Case File CLV 126.95; correspondence re: Water Treatment noise study and solutions consultant agreement, 1995		1995			GC 34090	2	12/31/1997	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1281	Administration	Legal / Legislative	Correspondence	Attorney Case File CLV 127.95; Nuisance complaint chickens at 118 Caldwell St; 1995		1995			GC 34090	2	12/31/1997	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1281	Administration	Legal / Legislative	Correspondence	Attorney Case File CLV 129.95; opinion Richard Rauch lot line adjustment; 1995		1995			GC 34090	2	12/31/1997	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1281	Administration	Legal / Legislative	Correspondence	Attorney Case File CLV 136.95; correspondence bid on Lighting retrofit job; 1995		1995			GC 34090	2	12/31/1997	2/16/2016	Correspondence	4/6/2016 Request for Destruction
	1282	Administration	General Subject	Correspondence	Correspondence re: Chamber of Commerce and Adopt a Hwy program 2011		2011			GC 34090	2	12/31/2013	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1282	Administration	General Subject	Correspondence	General Correspondence re: MCI telephone service 1994		1994			GC 34090	2	12/31/1996	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1282	Administration	General Subject	Reports: Staff	Internal survey re: Vehicle maintenance providers 2010		2010			GC 34090	CU + 2	12/31/2012	3/14/2016	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1282	Administration	Human Resources	Non-Safety Employees	Attorney Case File CLV 138.95; Discipline correspondence 1995; termination 2009		1995			Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC 6250 et seq, 29 CFR; GC 12946, 34090	T + 3	12/31/2012	3/14/2016	Non-safety employees may include; release authorizations; certifications, reassignments, outside employment, commendations; disciplinary actions; terminations; oaths of office; evaluations per-employment medicals; fingerprints; identification cards	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with American Chiropractic Network Health Plan, 1995 - 1997; unable to determine termination date		2010			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2015	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with ABAG for Web hosting; 1996, terminated 2000		2000			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2005	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	JPA Agreement with ABAG Power to acquire energy or telecommunications services 1997; terminated 2000		2000			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2005	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	JPA Agreement with Brejle & Race to identify long term storage and treatment alternatives for Wastewater Treatment Plant 1991; Amendment 1, 1992		1992			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/1997	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Rental agreement with Cloverdale Grange to hold meetings 2000 - 2001		2001			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2006	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Asset Forfeiture agreement with County of Sonoma, Sheriff 1997 - 2001		2001			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2006	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Software license and use agreement with Eden Systems for use on UNIX (RS6000) 1998, terminated 2001		2001			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2006	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with Tracy Fuller as Acting Finance Director, Terminated 2001		2001			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2006	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with Lynn Goldberg as acting Planning Director, 2001, Terminated 2002		2002			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2007	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with William Zaner as acting City Manager, 2000; Terminated 2001		2001			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2006	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with Jerry Haag as Acting Planning Director, 2001		2002			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2007	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with Joe Heckel as acting Community Development Director 2001		2001			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2006	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Annual Service Agreement with Harco / CPS Waterworks, 1999 - 2000		2000			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2005	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Recruitment Service Agreement with Hughes, Perry & Assoc. for City Manager 2001		2001			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2006	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with Last Wolf Publishing for Website Designer / Consultant 1999 - 2008		2008			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2013	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with Dr. Gordon McBride for Botanical Study and Report for Dept of Fish and Game 1994		1994			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/1999	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement for City wide landscape maintenance with Nesso, 2000, expired 2002		2002			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2007	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement for City Furber Park landscape maintenance with Nesso, 2000, expired 2000		2000			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2005	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with Nicholson and Olson for Annual Audit Services, 1998; expired 2000		2000			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2005	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Various agreements for events in the Plaza 2000 - 2001		2001			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2006	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with Q Matrix for office equipment maintenance, 1997, Terminated prior to 2010		2010			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2015	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with Social Advocates for Youth SAY for family support and counseling services 2000 - 2001		2001			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2006	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Agreement with David Spilman to review Finance organization, procedures and practices 2000 - 2001		2001			CCP 337.2, 343; B&P 7042.5	T + 5	12/31/2006	3/14/2016	Includes leases, equipment, services or supplies	4/6/2016 Request for Destruction
	1282	Administration	Legal / Legislative	Correspondence	Letter from Jennifer Isenberg re. legal services 2000		2000			GC 34090	2	12/31/2002	3/14/2016	Correspondence	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1282	Finance	Administrative Services	Correspondence	Hughes, Perry & Assoc, proposal to recruit Planning Director 2001		2001			GC 34090	2	12/31/2003	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1282	Finance	Purchasing	Bids, RFQ's, RFP's Successful	Proposal from Petro Tech to remove Underground tanks and City Hall and Corp Yard, 1997		1997			GC 34090; CCP 337	AU + 5	12/31/2003	3/14/2016	Requests for qualifications; requests for proposals regarding goods and services	4/6/2016 Request for Destruction
	1287	Administration	General Subject	Reports: Staff	MTC Transit Quarterly Reports 1990 - 1991		1991			GC 34090	CU + 2	12/31/1993		Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1287	Administration	General Subject	Reports: Staff	Application to MTC for funding Article 4 transit and Article 8 Streets and Roads 1989 - 1990		1990			GC 34090	CU + 2	12/31/1992		Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1287	Administration	General Subject	Reports: Staff	MTC Transit Quarterly Reports 1989 - 1990		1990			GC 34090	CU + 2	12/31/1992		Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1287	Administration	General Subject	Reports: Staff	Transit ridership surveys 1991		1991			GC 34090	2	12/31/1993		Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1290	Administration	General Subject	Correspondence	Letters from Irmgard Gates re: City Bus Service 1992		1992			GC 34090	2	12/31/1994	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1290	Administration	General Subject	Correspondence	Letter from Cloverdale Disposal, re: follow-up to Council meeting, 1992		1992			GC 34090	2	12/31/1994	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1290	Administration	General Subject	Correspondence	Prep training agreement for GAIN employee, 1992		1992			GC 34090	2	12/31/1994	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1290	Administration	General Subject	Correspondence	Letter from California Municipal Asset Trust re: Insurance Certificate for Lease Agreement, 1992		1992			GC 34090	2	12/31/1994	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1290	Administration	General Subject	Correspondence	Airport Ad Hoc Committee notes and agenda items, 1991		1991			GC 34090	2	12/31/1993	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1290	Administration	General Subject	Correspondence	Letters from County of Sonoma re: TDA Article 3 application 1986 - 1987		1987			GC 34090	2	12/31/1989	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1290	Administration	General Subject	Reports: Staff	Application to MTC for funding Article 4 transit and Article 8 Streets and Roads 1990 - 1991		1991			GC 34090	CU + 2	12/31/1993	3/14/2016	Non-agenda related, includes supporting documentation	4/6/2016 Request for Destruction
	1290	Administration	Human Resources	Correspondence	Letter from Attorney re: Labor Standards 1992		1992			GC 34090	2	12/31/1994	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1290	Administration	Human Resources	Correspondence	Kaiser Health Plan, notes and plan coverage, 1988 - 1992		1992			GC 34090	2	12/31/1994	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1290	Administration	Human Resources	Recruitment	Employment Application, 1990		1990			GC 12946; GC	CL + 3	12/31/1993	3/14/2016	Applications, resumes, alternate meeting notices, including certificates of postings, original	4/6/2016 Request for Destruction
	1290	Administration	Legal / Legislative	Agendas	Agendas and notes Airport Ad Hoc Committee, 1991		1991			GC 34090	CU + 2	12/31/1993	3/14/2016	Original Agendas and special meeting notices, including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1290	Administration	Legal / Legislative	Agendas	Agendas and notes Airport Ad Hoc Committee, 1992		1992			GC 34090	CU + 2	12/31/1994	3/14/2016		4/6/2016 Request for Destruction
	1290	Administration	Legal / Legislative	Contracts and Agreements, Excl Capital Improvements	Cloverdale River Park 1996 - 2003	Development Agreement with Sonoma County	2003			GC 34090	T + 5	12/31/2008	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1290	Administration	Legal / Legislative	Contracts and Agreements, Excl Capital Improvements	Cloverdale River Park 2007 - 2010	Park Maintenance Agreement with County of Sonoma and Amendment 1	2010			GC 34090	T + 5	12/31/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1290	Administration	Legal / Legislative	Contracts and Agreements, Excl Capital Improvements	Agreement with Pisenti & Brinker for audit services 1992		1992			GC 34090	T + 5	12/31/1998	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1290	Administration	Legal / Legislative	Contracts and Agreements, Excl Capital Improvements	Lease Purchase Agreement with Westamerica Bank for Police Vehicles 1983 - 1988		1988			GC 34090	T + 5	12/31/1993	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1290	Administration	Risk Management	Correspondence	Aircraft Certificate of Insurance, Barbara Barnes and William Smith, 1992 - 1993		1993			GC 34090	2	12/31/1995	3/14/2016	Correspondence	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1290	Administration	Risk Management	Risk Management Reports	Property Inventories and Values REMIF, 1992		1992			OMB 1220-0029, 29 CFR1904-4, GC 34090	CL + 5	12/31/1998	3/14/2016	Federal OSHA forms, Loss Analysis Report, Safety Reports, Actuarial Studies	4/6/2016 Request for Destruction
	1290	Development	Housing	Correspondence	Letter from Sonoma County Community Development Commission re: Mobile Home Rehabilitation Program 1992		1992			GC 34090	2	12/31/1994	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1290	Development	Housing	Correspondence	Letter from Sonoma County Community Development Commission re: 1992 - 1993 CDBG Projects, 1992		1992			GC 34090	2	12/31/1994	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1290	Development	Housing	Correspondence	Letter from Sonoma County Community Development Commission re: Public Hearing use of funds, 1991		1991			GC 34090	2	12/31/1993	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1290	Development	Property	Appraisals	221 Live Oak Ln & Vacant Multifamily site at 120 Railroad Av, 12 lot residential subdivision; Summary Report & Update Report 2009		2009			GC 34090; GC 6254(h)	CL + 2	12/31/2011	3/14/2016	Exempt until final acquisition or contract agreement obtained	4/6/2016 Request for Destruction
	1290	Development	Property	Appraisals	450 South Franklin, First Baptist Church Summary Report 2008		2008			GC 34090; GC 6254(h)	CL + 2	12/31/2010	3/14/2016	Exempt until final acquisition or contract agreement obtained	4/6/2016 Request for Destruction
	1290	Development	Property	Appraisals	301 Cloverdale Blvd, Citrus Fair Property Summary Report 2008		2008			GC 34090; GC 6254(h)	CL + 2	12/31/2010	3/14/2016	Exempt until final acquisition or contract agreement obtained	4/6/2016 Request for Destruction
	1290	Development	Property	Appraisals	543 N Cloverdale Blvd, Commercial Bldg with condominiums Summary Report 2010		2010			GC 34090; GC 6254(h)	CL + 2	12/31/2012	3/14/2016	Exempt until final acquisition or contract agreement obtained	4/6/2016 Request for Destruction
	1290	Development	Property	Appraisals	531 N. Cloverdale Blvd, Vacant Land for Townhomes, Summary Appraisal 2010		2010			GC 34090; GC 6254(h)	CL + 2	12/31/2012	3/14/2016	Exempt until final acquisition or contract agreement obtained	4/6/2016 Request for Destruction
	1290	Finance	Accounting	Correspondence	PERS Circular Letter re: AB 702 contribution credits, 1992		1992			GC 34090	2	12/31/1994	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1290	Finance	Accounting	Correspondence	IRS letter re: Form 941 return, 1992		1992			GC 34090	2	12/31/1994	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1290	Finance	Accounting	Correspondence	James Cook letter re: Delinquent premium for Airport Hangar, 1992		1992			GC 34090	2	12/31/1994	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1290	Finance	Accounting	Correspondence	Letter to Ron Bondoc re: Restitution Case # 91-0133, 1991		1991			GC 34090	2	12/31/1993	3/14/2016	Correspondence	4/6/2016 Request for Destruction
	1290	Finance	Reports	Federal and State Tax	Cadi Mazzanti Form W-4, 1992		1992			GC 34090; 29USC 436	AU + 4	12/31/1997	3/14/2016	Forms 1096, 1099, W-4's and W-2's 26 CFR 31.6001-1-4, IRS REG 31.6001-1e2, R&T 19530, 29 CFR 516.5-516.6	4/6/2016 Request for Destruction
	1291	Administration	General Subject	Correspondence	Various correspondence and notes re: California Municipal Business Tax Association, 1988		1988			GC 34090	2	12/31/1990	4/14/2016	Correspondence	4/6/2016 Request for Destruction
	1291	Administration	Grants	Community Development Block Grant and Urban Development CDBG	Agreements and various correspondence re: Tarman Street Improvements, East Third Street Improvements 1990		1990			GC 34090; 24 CFR 570.502; CFR85.42	T + 4	12/31/1994	4/14/2016	Applications, Reports, Contracts, supporting documents	4/6/2016 Request for Destruction
	1291	Administration	Human Resources	Correspondence	Letter re: Temporary Disability Payments to Volunteer Firefighters, 1991		1991			GC 34090	2	12/31/1993	4/14/2016		4/6/2016 Request for Destruction
	1291	Development	Property	Appraisals	221 Live Oak Ln & Vacant Multifamily site at 120 Railroad Av, 12 lot residential subdivision; Appraisal Update Report, APN 001-211-018, 001-211-091, 2009	Prepared by Bowman Assoc	2009			GC 34090; GC 6254(h)	CL + 2	12/31/2011	4/14/2016	Exempt until final acquisition or contract agreement obtained	4/6/2016 Request for Destruction
	1291	Development	Property	Appraisals	205 S. Cloverdale Blvd. Summary appraisal Report, APN 001-122-031, 2011	Prepared by Lauren Hickey	2011			GC 34090; GC 6254(h)	CL + 2	12/31/2013	4/14/2016	Exempt until final acquisition or contract agreement obtained	4/6/2016 Request for Destruction
	1291	Development	Property	Appraisals	205 S. Cloverdale Blvd. Preliminary Title Report, APN 001-122-031, 2011	Preliminary Title Report as part of the Appraisal	2011			GC 34090; GC 6254(h)	CL + 2	12/31/2013	4/14/2016	Exempt until final acquisition or contract agreement obtained	4/6/2016 Request for Destruction
	1291	Development	Property	Appraisals	301 S. Cloverdale Blvd., Citrus Fair, Preliminary Title Report, APN 001-122-026, 2009		2009			GC 34090; GC 6254(h)	CL + 2	12/31/2011	4/14/2016	Exempt until final acquisition or contract agreement obtained.	4/6/2016 Request for Destruction
	1291	Finance	Accounting	Accounts Receivable	Claims for State Mandated Costs, 1979 - 1990		1990			GC 34090	AU + 4	12/31/1995	4/14/2016		4/6/2016 Request for Destruction
	1291	Finance	Purchasing	Bids, RFQ's, RFP's	Proposals and Bids for Annual Audit		1991			GC 34090; CCP 337	AU + 4	12/31/1996	4/14/2016	Requests for Qualifications; Requests for Proposals regarding goods and services	4/6/2016 Request for Destruction
	1291	Finance	Purchasing	Bids, RFQ's, RFP's	Various bids for public works equipment		1991			GC 34090; CCP 337	AU + 4	12/31/1996	4/14/2016	Requests for Qualifications; Requests for Proposals regarding goods and services	4/6/2016 Request for Destruction
	1292	Administration	Elections	Administration / Campaign Statements and Conflict of Interest	Campaign Disclosure, Elected 2011	FPPC Form 460; Palla Campaign statement for 2014 election	1-Nov-10	31-Dec-10	No		CU + 5	12/31/2015	3/14/2016	FPPC Opinions Form 400's	4/6/2016 Request for Destruction
	1292	Administration	Elections	Nomination Papers Successful	Election: Nomination Papers, Successful 2010		2-Nov-10	2-Nov-10			E + 4	11/2/2014	3/14/2016		4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1292	Administration	Elections	Nomination Papers Unsuccessful	Election: Nomination Papers, Unsuccessful 2010		2-Nov-10	2-Nov-10			E + 2	11/2/2012	3/14/2016		4/6/2016 Request for Destruction
	1292	Administration	Elections	Notifications and Publications	Election: Notifications and Publications 2010	Proof of publication or posting, newspaper notices, certification of offices	2-Nov-10	2-Nov-12			E + 2	11/2/2014	3/14/2016		4/6/2016 Request for Destruction
	1292	Administration	Elections	Statement of Economic Interest - Elected Officials	Wolter, Augustine "Gus" Statement of Economic Interest: Elected Official	FPPC Form 700, not elected November 2010 election	4-Nov-10	4-Nov-10	No		E + 5	11/4/2015	3/14/2016	FPPC Filings Form 700	4/6/2016 Request for Destruction
	1292	Administration	Elections	Statement of Economic Interest - Not Elected Officials	Statement of Economic Interest: Non-Elected 2010	FPPC Filing, Form 700, Raymond November 2010 Election	2-Nov-10	2-Nov-10	No		E + 5	11/2/2015	3/14/2016	FPPC Filings Form 700	4/6/2016 Request for Destruction
	1292	Administration	General Subject	Correspondence	Sonoma County Sheriffs Department	Correspondence and Brochure of Contract Services	1-Jan-01	31-Dec-01			CU + 2	12/31/2003	3/14/2016		4/6/2016 Request for Destruction
	1292	Administration	General Subject	Polices & Procedures, Departmental	Disability Determination Procedure 1995	Disability determination procedures for public safety officers	23-Aug-95	23-Aug-95			S + 5	8/23/2000	3/14/2016		4/6/2016 Request for Destruction
	1292	Administration	General Subject	Reports: Departmental	California Dept Public Health Rabies Report 2012	Local Rabies Control Activities Annual Report	1-Jan-12	31-Dec-12			CU + 2	12/31/2014	3/14/2016		4/6/2016 Request for Destruction
	1292	Administration	General Subject	Reports: Staff	Cloverdale Senior Multi-Purpose Center - Annual Report 2013	2013 Annual report for the Senior Center Activities	1-Jan-13	31-Dec-13		GC 34090	CU + 2	12/31/2015	3/14/2016		4/6/2016 Request for Destruction
	1292	Administration	General Subject	Reports: Staff	WELO Project File 2010	Water Efficient Landscape Ordinance Project File, including staff report/meeting history and correspondence from other agencies.	27-Sep-10	1-Jan-13			CU + 2	1/1/2015	3/14/2016		4/6/2016 Request for Destruction
	1292	Administration	General Subject	Special Projects	Outside Agency Applications FY 10-11	Fiscal year 2010-2011 Outside Agency Funding applications. Not awarded.	10-Jul-10	1-Mar-11			CU + 2	3/1/2013	3/14/2016		4/6/2016 Request for Destruction
	1292	Administration	General Subject	Special Projects	Outside Agency Funding Applications-Not Awarded, FY 12/13	Fiscal year 2012-2013 Outside Agency Funding applications. Not awarded.	10-Jul-12	1-Mar-13			CU + 2	3/1/2015	3/14/2016		4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Applications, Boards, Commissions, Committees; Selected Contracts and Agreements, Excl.	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	9/22/2015	3/14/2016		4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Capital Improvements Contracts and Agreements, Excl.	Alexander Valley Regional Medical Center 2009	Grant Agreement for flu vaccinations and vaccines	2-Nov-10	31-Dec-10			T + 5	12/31/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Capital Improvements Contracts and Agreements, Excl.	Boys & Girls Club of Cloverdale 2008	Grant Agreement for 2008 Youth Arts Programs	27-Aug-08	30-Jun-09			T + 5	6/30/2014	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Capital Improvements Contracts and Agreements, Excl.	Boys & Girls Club of Cloverdale 2009	Grant Agreement for 2009 Youth Arts Programs	12-Nov-09	31-Dec-10			T + 5	12/31/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Capital Improvements Contracts and Agreements, Excl.	Boys & Girls Club of Cloverdale 2009	Grant Agreement for Career Launch	12-Nov-09	31-Dec-10			T + 5	12/31/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Capital Improvements Contracts and Agreements, Excl.	Cherry Creek Housing Land Trust - Ground Lease	Cherry Creek Third Amendment to Ground Lease APN # 001-310-41 & 001-310-42; 520 - 530 Cloverdale Blvd	31-May-09	31-Aug-09		CCP 337.2, 343, B&P 7042.5	T + 5	8/31/2014	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Capital Improvements Contracts and Agreements, Excl.	Cloverdale Arts Alliance 2006 FNL	Grant Agreement for the 2006 Friday Night Live event	8-May-06	30-Aug-06			T + 5	8/30/2011	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Capital Improvements Contracts and Agreements, Excl.	Cloverdale Arts Alliance 2007 Film Festival	Grant Agreement for the 2007 Cloverdale Film Festival	8-Aug-07	30-Sep-07			T + 5	9/30/2012	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Capital Improvements Contracts and Agreements, Excl.	Cloverdale Arts Alliance 2008 Sculpture	Grant Agreement for the 2008 Annual Sculpture Event and Exhibit	12-Dec-07	31-Dec-08			T + 5	12/31/2013	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Capital Improvements Contracts and Agreements, Excl.	Cloverdale Arts Alliance 2009 FNL	Grant Agreement for the 2009 Friday Night Live event	27-Aug-08	30-Jun-09			T + 5	6/30/2014	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Capital Improvements Contracts and Agreements, Excl.	Cloverdale Arts Alliance 2009 Sculpture	Grant Agreement for the 2009 Annual Sculpture Event and Exhibit	27-Aug-08	30-Jun-09			T + 5	6/30/2014	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Capital Improvements Contracts and Agreements, Excl.	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	6/30/2010	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Capital Improvements Contracts and Agreements, Excl.	Cloverdale Chamber of Commerce 2005-2006	Professional services agreement 2005-2006 to operate the visitor's center and services of econic development to community	1-Jul-05	30-Jun-06			T + 5	6/30/2011	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Capital Improvements Contracts and Agreements, Excl.	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	8/30/2012	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Capital Improvements Contracts and Agreements, Excl.	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	6/1/2013	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Capital Improvements Contracts and Agreements, Excl.	Cloverdale Chamber of Commerce 2008	Grant Agreement for Annual Cloverdale Heritage Day 2009	27-Aug-08	30-Jun-09			T + 5	6/30/2014	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Chamber of Commerce 2008	Grant Agreement for Annual Sonoma County Tourism Guide 2008-2009	27-Aug-08	30-Jun-09			T + 5	6/30/2014	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Chamber of Commerce 2008	Grant Agreement for holiday events, tree lighting, Santa Claus	27-Aug-08	31-Dec-08			T + 5	12/31/2013	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Chamber of Commerce 2008	Grant Agreement for 2008 Annual Car and Motorcycle Show	6-Sep-08	7-Sep-08			T + 5	9/7/2013	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Chamber of Commerce 2008	Grant Agreement for co-op radio advertising	22-Oct-08	30-Jun-09			T + 5	6/30/2014	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	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	6/30/2014	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Chamber of Commerce 2009	Grant Agreement for 2009 Annual Car and Motorcycle Show	2-Nov-10	31-Dec-10			T + 5	12/31/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Chamber of Commerce 2009	Grant Agreement for Annual Cloverdale Heritage Day 2010	2-Nov-10	31-Dec-10			T + 5	12/31/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Chamber of Commerce 2009	Grant Agreement for Annual Sonoma County Tourism Guide 2009-2010	2-Nov-10	31-Dec-10			T + 5	12/31/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Chamber of Commerce 2009	Grant Agreement for co-op radio advertising	2-Nov-10	31-Dec-10			T + 5	12/31/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Chamber of Commerce 2009	Grant Agreement for holiday events, tree lighting, Santa Claus	2-Nov-10	31-Dec-10			T + 5	12/31/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Chamber of Commerce 2009-2010	Professional services agreement 2009-2010 to operate the visitor's center and services of economic development to community	1-Jul-09	30-Jun-10			T + 5	6/30/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	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	12/31/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Community Outreach 2008	Professional Services Agreement for Emergency and Transitional Housing Services Programs	10-Sep-08	30-Jun-09			T + 5	6/30/2014	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Community Outreach 2009	Professional Services Agreement for Emergency and Transitional Housing Services Programs	26-Aug-09	30-Jun-10			T + 5	6/30/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Fire Protection District 1994-1995	Agreement for CFPD to provide fire protection services	1-Jul-94	30-Jun-95			T + 5	6/30/2000	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Fire Protection District 1995-1996	Agreement for CFPD to provide fire protection services	1-Jul-95	30-Jun-96			T + 5	6/30/2001	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	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	6/30/2011	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Fire Protection District 1997-2007	Settlement Agreement and General Release 1997 - 2007; file includes a June 30, 2007 annual report for the Cloverdale Fire Protection District	1-Jul-97	30-Jun-07			T + 5	6/30/2012	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	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	6/30/2001	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Fire Protection District FY 1996-1997	Agreement for funding fiscal year 1996-1997	1-Jul-96	30-Jun-97			T + 5	6/30/2002	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Harvest 4-H 2007	Grant Agreement for the 2007 Cloverdale Harvest 4-H (4H) Scarecrow Competition	12-Sep-07	30-Oct-07			T + 5	10/30/2012	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Harvest 4-H 2008	Grant Agreement for the 2008 Cloverdale Harvest 4-H (4H) Scarecrow Competition	8-Oct-08	30-Oct-08			T + 5	10/30/2012	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	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	12/31/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Health Care District 2009	Grant Agreement for replacement ambulance	30-Oct-09	31-Dec-10			T + 5	12/31/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Historical Society 2007	Grant Agreement for the 2008 Cloverdale Old Time Fiddle Festival	1-Jun-07	30-Jun-08			T + 5	6/30/2013	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Historical Society 2008	Grant Agreement for the 2009 Cloverdale Old Time Fiddle Festival	27-Aug-08	30-Jun-09			T + 5	6/30/2014	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Cloverdale Historical Society 2009	Grant Agreement for the 2010 Cloverdale Old Time Fiddle Festival	12-Nov-09	31-Dec-10			T + 5	12/31/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1292	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Cloverdale Performing Arts Center 2008	Grant Agreement for Young Performers 2008-2009	27-Aug-08	30-Jun-09			T + 5	6/30/2014	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Cloverdale Performing Arts Center 2009	Grant Agreement for new building	23-Nov-09	31-Dec-10			T + 5	12/31/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1292	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Cloverdale Rotary Club 2009	Grant Agreement for Asli Tour de Vine 2009	14-Oct-09	31-Dec-10			T + 5	12/31/2015	3/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Council on Aging Services 2008	Grant Agreement for Senior Meal on Wheels Program 2009 (FY 2009/2010)	1-Oct-08	31-Dec-10			T + 5	12/31/2015	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Eric's Performance 2005-2007	Professional Services Agreement for vehicle maintenance of city owned vehicles	13-Jun-05	30-Jun-07			T + 5	6/30/2012	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	HDR Engineering Treatment Plant NPDES	Agreement with HDR Engineering for alternative disposal methods for Cloverdale WWTP	29-Jan-09	1-May-10			T + 5	5/1/2015	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Howell, Carla 2008-2009	Professional Services Agreement for consultant to provide economic development services	1-Jul-08	30-Jun-09			T + 5	6/30/2014	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Howell, Carla 2009-2010	Economic development services	24-Jun-09	30-Jun-10			T + 5	6/30/2015	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	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	9/30/2015	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	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	12/31/2015	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Jerry Haag Urban Planner 2009	Agreement for Alexander Valley Resort Specific Plan, Annexation, and Environmental Report	1-Oct-09	24-Sep-10			T + 5	9/24/2015	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Kleinfelder Fire Protection Dist 2009	Agreement with Kleinfelder Corp to perform geotechnical and materials testing services.	31-Dec-08	31-Dec-10			T + 5	12/31/2015	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Lewitter, Besti PSA Consultant Services 2007	Professional Services Agreement for contract planner/planning services	12-Dec-07	6/31/09			T + 5	6/30/2014	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Lewitter, Besti PSA Consultant Services 2008-2009	Professional Services Agreement for contract planner/planning services	1-Jan-09	30-Jun-09			T + 5	6/30/2014	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Lewitter, Betsi PSA Consultant Services 2009-2010	Professional Services Agreement for contract planner/planning services	10-Jun-10	31-Dec-10			T + 5	12/31/2015	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Personnel Admin Employment Development Dept	MOU- EDD Employment Development Department Purpose of conducting a study of local employment trends	1-Sep-95	30-Jun-96			T + 5	6/30/2001	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	Ramirez, Dory and Ruben, Release Dogs 2010	Agreement to release dogs (Pit Bull) to the City	20-Jan-10	21-Jan-10			T + 5	1/21/2015	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements, Excl. Capital Improvements	REMIF	Agreement for special services with Liebert Cassidy Whitmore, staff training and consulting services, Agreement special services 2007	1-Jan-09	1-Jan-10	YES		T + 5	1/1/2015	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1294	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Reuser Inc 2009	Agreement for the Sale of Backwash Water 2009	2-Jun-09	2-Jun-10	X		T + 5	6/2/2015	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Ross Drulis Cusenbery Archetics 2010	Police Headquarters Program Verification	7-Sep-10	31-Dec-10			T + 5	12/31/2015	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Seifel Consulting Inc 2009	Agreement for Preparation of Five (5) Year Redevelopment Plan Update	20-Oct-09	30-Mar-10			T + 5	3/30/2015	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Sonoma County Animal Shelter Agreement 2004 - 2009	Agreement for Sonoma County Animal Care and Control (SCAC) to provide animal regulation and sheltering services to the City of Cloverdale.	1-Jul-04	30-Jun-09			T + 5	6/30/2014	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	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	3/3/2014	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Sonoma County Family YMCA Summer Swim Program PSA 2008	Professional Services Agreement for 2008 swim program held at the Cloverdale pool	24-May-08	30-Sep-08			T + 5	9/30/2013	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	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	9/30/2014	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	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	5/28/2013	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	Sprint Spectrum 1005 N Jefferson / Ritter Tank Site 2000 - 2010		6/23/2000	6/23/2005		GC 34090	T + 5	12/31/2015	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	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	1/24/2014	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	The Lew Edwards Group	Agreement for Advisory Consulting Services for November 2010 Local Revenue Measure	4-Jan-10	30-Jul-10			T + 5	7/30/2015	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	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	30-Jun-14	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	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	31-Dec-15	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Legal / Legislative	Contracts and Agreements; Excl. Capital Improvements	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	3/1/2007	4/14/2016	Includes leases, equipment, services, or supplies	4/6/2016 Request for Destruction
	1294	Administration	Municipal Clerk	Public Records Request	Aprea & Micheli 2010	Public records request for solid waste and recycling contract agreements.	22-Nov-10	3-Dec-10		GC 34090	CL + 2	31-Dec-12	4/14/2016	Public Records Requests	4/6/2016 Request for Destruction
	1294	Administration	Municipal Clerk	Public Records Request	Bench Strength Partners Inc	Public records request for cellular communications equipment contract agreements.	3-Aug-11	8-Aug-11		GC 34090	CL + 2	8-Aug-13	4/14/2016	Public Records Requests	4/6/2016 Request for Destruction
	1294	Administration	Municipal Clerk	Public Records Request	Cal Purereno 2011	Public records request for Cal Purereno; conducting a study of public agencies utilizing PLC, SCADA, and instrumentation contractors and consultants.	4-Feb-11	8-Feb-11		GC 34090	CL + 2	8-Feb-13	4/14/2016	Public Records Requests	4/6/2016 Request for Destruction
	1294	Administration	Municipal Clerk	Public Records Request	Cement Masons Union, Dane Clarke 2011	Public Records Request from Dane Clarke Cement Masons Union Local 300 Re: 2010-2011 Sidewalk ADA Improvements Project	20-Sep-11	27-Sep-11		GC 34090	CL + 2	27-Sep-13	4/14/2016	Public Records Requests	4/6/2016 Request for Destruction
	1294	Administration	Municipal Clerk	Public Records Request	G & P Investors, LLC , Steve Geney 2009	Public records request from G & P Investors, Steve Geney re: Boulevard Meadows Project	6-Jul-09	14-Jul-09		GC 34090	CL + 2	14-Jul-11	4/14/2016	Public Records Requests	4/6/2016 Request for Destruction
	1294	Administration	Municipal Clerk	Public Records Request	Industrial Carting 2009	Public records request for Redwood Empire Disposal's current contract Resolution 047-2009 Agreement and First Amendment sent	18-Nov-09	18-Nov-09		GC 34090	CL + 2	18-Nov-11	4/14/2016	Public Records Requests	4/6/2016 Request for Destruction
	1294	Administration	Municipal Clerk	Public Records Request	James F. Martini Attorney at Law 2010	Public records request for city attorney records 2000 through 2010.	1-Mar-10	12-Mar-10		GC 34090	CL + 2	12-Mar-12	4/14/2016	Public Records Requests	4/6/2016 Request for Destruction
	1294	Administration	Municipal Clerk	Public Records Request	One Bay Area 2012	Public Records Request for records for One Bay Area AKA Plan Bay Area, San Francisco Bay Area Regional Plan, Sustainable Community Strategy for the Bay Area; Priority Development Area; Priority Conservation Area, Livable community, Sustainable communities Regional Planning	19-Dec-12	14-Jan-13		GC 34090	CL + 2	14-Jan-15	4/14/2016	Public Records Requests	4/6/2016 Request for Destruction
	1294	Administration	Municipal Clerk	Public Records Request	Paul Southard 2011	Public records request for invoice from Cresco Equipment Rentals	25-Feb-11	25-Feb-11		GC 34090	CL + 2	25-Feb-13	4/14/2016	Public Records Requests	4/6/2016 Request for Destruction
	1294	Administration	Municipal Clerk	Public Records Request	Plasters' & Cement Mason's Local No. 300 2009	Public records request for certified payroll records from Fedco Construction	14-Oct-09	28-Oct-09		GC 34090	CL + 2	28-Oct-11	4/14/2016	Public Records Requests	4/6/2016 Request for Destruction
	1294	Administration	Municipal Clerk	Public Records Request	Richard Hopp 2010	Public records request for city clerk and city attorney information 2010	16-Jan-10	21-Jan-10		GC 34090	CL + 2	21-Jan-12	4/14/2016	Public Records Requests	4/6/2016 Request for Destruction
	1294	Administration	Municipal Clerk	Public Records Request	Sheet Metal Workers 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		GC 34090	CL + 2	5-Feb-12	4/14/2016	Public Records Requests	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1294	Administration	Municipal Clerk	Public Records Request	Terra Partners LLC 2009	Public records request for Plaza Thyme Square proposal	16-Sep-09	29-Sep-09		GC 34090	CL + 2	29-Sep-11	4/14/2016	Public Records Requests	4/6/2016 Request for Destruction
	1294	Administration	Municipal Clerk	Public Records Request	Patel, Sue 2011	Public Records request	25-Oct-11			GC 34090	CL + 2	25-Oct-13	4/14/2016	Public Records Requests	4/6/2016 Request for Destruction
	1294	Administration	Policies / Procedures	General Administrative	Investment Policy for Idle Funds 1995	Investment Policy for the productive use of idle funds and assets	14-Nov-95				S + 2	31-Dec-15	4/14/2016		4/6/2016 Request for Destruction
	1294	Administration	Risk Management	Claims, Damage	Visconti, John 2010	Lawsuit claim for refund check for water additional deposit	23-Aug-10	13-Oct-10			CL + 5	13-Oct-15	4/14/2016		4/6/2016 Request for Destruction
	1295	Administration	Elections	Statement of Economic Interest - Elected Officials	Form 700's for City employees, appointees and elected officials 1993		1993			GC 81009(a)	T + 7	12/31/2008	4/14/2016	FPPC Filings	4/6/2016 Request for Destruction
	1295	Administration	Elections	Statement of Economic Interest - Elected Officials	Form 700's for City employees, appointees and elected officials 1994		1994			GC 81009(a)	T + 7	12/31/2008	4/14/2016	FPPC Filings	4/6/2016 Request for Destruction
	1295	Administration	Elections	Statement of Economic Interest - Elected Officials	Form 700's for City employees, appointees and elected officials 1992		1992			GC 81009(a)	T + 7	12/31/2008	4/14/2016	FPPC Filings	4/6/2016 Request for Destruction
	1295	Administration	Elections	Statement of Economic Interest - Elected Officials	Form 700's for City employees, appointees and elected officials 1997, 1998, 1999		1999			GC 81009(a)	T + 7	12/31/2008	4/14/2016	FPPC Filings	4/6/2016 Request for Destruction
	1295	Administration	General Subject	Correspondence	Correspondence and Notes re: Solid Waste, Waste Management 2006		2006			GC 34090	2	12/31/2008	4/14/2016	Correspondence	4/6/2016 Request for Destruction
	1295	Administration	General Subject	Special Projects	Report on Potential alternative technologies for treatment of soil with PCBS, prepared by Kennedy Jenks Chilton 1987		1987			GC 34090	CU + 2	12/31/1989	4/14/2016		4/6/2016 Request for Destruction
	1295	Administration	General Subject	Special Projects	Report on Mobile Incineration for PCB soil prepared by Kennedy Jenks Chilton 1987		1987			GC 34090	CU + 2	12/31/1989	4/14/2016		4/6/2016 Request for Destruction
	1295	Administration	Human Resources	Reports	Classification Manual includes job descriptions 1987		1987			GC 34090	CU + 2	12/31/1989	4/14/2016	Employee statistics, benefits activity, liability loss	4/6/2016 Request for Destruction
	1295	Finance	Fixed Assets	Inventory	Equipment Inventory 2005		2005			GC 34090; 26 CFR 301 65-1(F)	AU + 4	12/31/2010	4/14/2016	Reflects purchase date, cost, account number	4/6/2016 Request for Destruction
	1295	Finance	Purchasing	Bids, RFQ's, RFP's; Unsuccessful	Bid for Audit Services, Uhtenberg 2005		2005			GC 34090; CCP 337	CU + 2	12/31/2007	4/14/2016		4/6/2016 Request for Destruction
	1298	Administration	Legal / Legislative	Agendas	City Council Agendas, March - May 2000		2000			GC 34090	CU + 2	12/31/2002	4/14/2016	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1298	Administration	Legal / Legislative	Agendas	City Council Agendas, January - March 2000		2000			GC 34090	CU + 2	12/31/2002	4/14/2016	Original Agendas and special meeting notices; including certificates of postings, original summaries, original communications and action agendas for Council, Boards and Commissions	4/6/2016 Request for Destruction
	1298	Administration	Legal / Legislative	Agendas	City Council Agenda, July - August 2005		2005			GC 34090	CU + 2	12/31/2007	4/14/2016	meeting notices; including certificates of postings, original summaries, original communications and action	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 6 - Lands vs Cloverdale, wrongful discharge		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 10 - City Clerk / Treasurer, Election to Appointment 1988		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 11 - Ridgeview Heights Subdivision, correspondence 1986		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 15 - Spring Meadows, notes and drafts 1986		1986			42 USC s1983	CL + 7	12/31/1993	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction

**RECORDS RETENTION LIST  
Request to Destroy**

Old Box Number	Log #	Department	Division	Record Series	File Name / File Contents	File Details	Date	End Date	Renewable	Retention Citation	Total Retention Period	Eligible to be Destroyed	Date Sent to Records Center	Record Description	Destruction Date
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 16 - Agreement Refuse Collection, copies, notes, drafts 1986		1986			42 USC s1983	CL + 7	12/31/1993	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 17 - Motorola Equipment Lease purchase agreement, copies and drafts 1988		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 26 - Morris, Mike personnel Matter 1988		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 37 - ATT vs Board of Equalization 1988		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 41 - Oakbrook Subdivision CC & R's 1988		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 42 - Norberg Lien for Utility Improvements 1988		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 44 - Smoking Ordinance (Proposed) 1988		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 46 - City Manager Proposed Employee Agreement 1988		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 50 - Shooting Incident 1988		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 52 - Transit Service Agreement 1988		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 57 - Haehl Street City Property Disposition thereof 1988		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 60 - Farmers Market Waiver 1988		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 61 - Garbage & Rubbish Disposal Agreement 1988		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 64 - Spenst Project - Variance 1988		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 66 - Acacia Development 1988		1988			42 USC s1983	CL + 7	12/31/1995	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction
	1301	Administration	Legal / Legislative	Case Records	Attorney Case File CLV 70 - Beck, William v People Cloverdale Police 1989		1989			42 USC s1983	CL + 7	12/31/1996	4/14/2016	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements	4/6/2016 Request for Destruction



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

Agenda Item: 3  
Meeting Date: May 24, 2016

<b>Agenda Section</b> Consents	<b>Staff Contact</b> Joanne Cavallari, Finance Manager
-----------------------------------	---

**Agenda Item and Title**  
Waive second reading and adopt Ordinance No. 707-2016 amending Cloverdale Municipal Code, Title 3, Chapter 3.04, "Officers Authorized to Sign - Procedure," Section 3.04.020, adding the Assistant City Manager as an officer authorized to sign on behalf of the City.

**Summary**  
On May 10, 2016, the City Council introduced Ordinance No. 707-2016 adding the Assistant City Manager as an officer authorized to sign warrants drawn on the city treasury, checks and appropriate signature cards.

**Discussion**  
Section 3.04.020 authorizes the City Manager, Mayor and Vice Mayor to sign checks and warrants drawn on the City treasury. On checks or warrants, one signature must be manually executed, the other may be affixed by plate or other approved mechanical means. Presently, the manually executed signature is that of the City Manager, and the Mayor or Vice Mayor's signature is affixed electronically. Adding the Assistant City Manager as an authorized signer will allow more flexibility in the City Manager's schedule, and ensure that checks can be issued in the event of an emergency. Staff expects that the proposed changes to Title 3 of the Municipal Code will result in improved efficiency by allowing a second City staff member to sign checks for Accounts Payable, reducing the need to call on the Mayor or Vice Mayor to come into City Hall in the City Manager's absence.

The proposed amendment to the City's Municipal Code is attached.

- Options**
- 1) Waive second reading and adopt Ordinance No. 707-2016 amending Municipal Code, Title 3, Chapter 3.04, or
  - 2) Provide other direction to staff.

**Budget/Financial Impact**  
None

**Subcommittee Recommendation**  
The recommended changes to the Municipal Code, Title 3, were reviewed and approved by the Administration, Finance, and Police Subcommittee at their meeting of August 27, 2015.

**Recommended Council Action**  
By Motion, waive the second reading and adopt Ordinance No. 707-2016, amending the Cloverdale Municipal Code, Title 3, Chapter 3.04, Section 3.04.020 "Officers Authorized to Sign - Procedure".

**Attachment:**  
Ordinance No. 707-2016 amending Title 3, Chapter 3.04 of the City's Municipal Code

This page left blank for two-sided printing

**CITY OF CLOVERDALE  
CITY COUNCIL  
ORDINANCE NO. 707-2016**

**AN ORDINANCE OF THE CITY OF CLOVERDALE AMENDING CLOVERDALE  
MUNICIPAL CODE CHAPTER 3.04, "OFFICERS AUTHORIZED TO SIGN -  
PROCEDURE," SECTIONS 3.04.020 ADDING THE ASSISTANT CITY MANAGER AS  
AN OFFICER AUTHORIZED TO SIGN ON BEHALF OF THE CITY**

**THE CITY COUNCIL OF THE CITY OF CLOVERDALE DOES ORDAIN AS  
FOLLOWS:**

**SECTION 1. Amendment to Section 3.04.020.**

The Cloverdale Municipal Code, Chapter 3.04, "Officers authorized to sign - Procedure," Section 3.04.020 is amended as follows:

**3.04.020 Officers authorized to sign - Procedure.**

A. The following city officers are authorized to sign on behalf of the city warrants drawn on the city treasury, checks, and appropriate bank signature cards:

1. City manager;
2. Assistant City Manager;
3. Mayor;
4. Vice mayor.

**SECTION 2. Severability.**

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The City Council hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

**SECTION 3. 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 May 24, 2016, by the following vote:

**PASSED, APPROVED AND ADOPTED this 24 day of May 2016 by the following roll call vote: Ayes – ; Noes -**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**APPROVED:**

**ATTEST:**

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

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



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

Agenda Item: 4  
Meeting Date: May 24, 2016

**Agenda Section**

Consent

**Staff Contact**

Paul Cayler, City Manager

**Agenda Item Title**

Action on Resolution No. 035-2016, Supporting Sonoma County’s Active Transportation Program (ATP) Grant Application for the Crocker Street Bridge Bike and Pedestrian Passage Project

**Summary**

The Crocker Street Bridge Bike and Pedestrian Passage Project will remove the only active transit barrier between two disadvantaged neighborhoods and the public elementary and high schools, shops and jobs located in Downtown Cloverdale. The Crocker Street Bridge is also known locally as the First Street Bridge. It is an essential project that will enhance safety for bicyclists and pedestrians who cross the bridge, and increase the number of active transit users. Crocker Bridge is a narrow, two-lane bridge with no shoulders, no bike lanes, and no pedestrian facilities. Residents who walk or bike across the bridge encounter cars passing them at high speeds on the narrow bridge. Many people avoid walking or biking into Cloverdale to avoid this barrier. This project would build a Class I, two-direction, bicycle and pedestrian pathway adjacent to the north side of the bridge. A deck would be laid on the existing piers, which extend out from the bridge structure. The two largest deterrents for walking and biking to school are distance and traffic-related danger. The distance from the disadvantaged neighborhoods to the schools is only two miles. The proposed project would remove the traffic danger barrier for the neighborhoods. Sonoma County is a rural county, and disadvantaged by State formulas that distribute gas taxes for transportation funding. An ATP Grant is the fastest and most appropriate way to fund bicycle and pedestrian facilities on the Crocker Street Bridge. ATP Grants encourage increased use of active modes of transportation, such as cycling or walking. The deadline for project application for Cycle Three is June 15, 2016, and includes \$240 million dollars that will be programmed in Fiscal Years 2019-20 and 2020-21.

**Options**

- 1) Adopt the proposed resolution that supports Sonoma County’s ATP grant application for the Crocker Street Bridge Bike and Pedestrian Passage Project; or 2) Reject the proposed resolution.

**Budget/Financial Impact**

None.

**Subcommittee Recommendation**

None.

**Recommended Council Action**

The City Manager recommends that the City Council adopt the proposal Resolution No. 035-2016, thus formally supporting Sonoma County’s Active Transportation Program (ATP) Grant Application for the Crocker Street Bridge Bike and Pedestrian Passage Project.

**Attachments:**

- 1. Resolution No. 035-2016

cc:

**CITY OF CLOVERDALE  
CITY COUNCIL  
RESOLUTION NO. 035-2016**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE SUPPORTING THE COUNTY OF SONOMA'S  
ACTIVE TRANSPORTATION PROGRAM GRANT APPLICATION FOR THE CROCKER BRIDGE BIKE AND PEDESTRIAN  
PASSAGE PROJECT**

**Whereas**, the Active Transportation Program (ATP) was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking; and

**Whereas**, the call for projects for Cycle Three is June 15, 2016, and includes \$240 million dollars that will be programed in Fiscal Years 2019-20 and 2020-21; and

**Whereas**, Sonoma County is a rural county, and disadvantaged by State formulas that distribute gas taxes for transportation funding; and

**Whereas**, the Crocker Bridge (also known locally as the First Street Bridge) Bike and Pedestrian Passage Project would remove the only active transit barrier between two disadvantaged neighborhoods and the public elementary and high schools, shops and jobs located in Cloverdale; and

**Whereas**, Crocker Bridge is a narrow, two-lane bridge with no shoulders, bike lanes, or pedestrian facilities; and

**Whereas**, this project would build a Class I, two-direction, bicycle and pedestrian pathway adjacent to the north side of the bridge, and a deck would be laid on the existing piers, which extend out from the bridge structure; and

**Whereas**, the County of Sonoma and the City of Cloverdale have received feedback from the community that this is an infrastructure priority; and

**Whereas**, the two largest deterrents for walking and biking to school are distance and traffic-related danger; and

**Whereas**, the distance from the disadvantaged neighborhoods to the schools is only two miles, and the proposed project would remove the only traffic danger for said neighborhoods; and

**Now therefore be it resolved**, that the City Council of the City of Cloverdale hereby supports the County of Sonoma in their application for the Crocker Bridge Bike and Pedestrian Passage Project.

It is hereby certified that the foregoing Resolution No.035-2016 was duly introduced and adopted as amended by the City Council of the City of Cloverdale at its regular meeting held on the 24th day of May, 2016, by the following voice vote: (-ayes, -noes)

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

Approved:

Attested:

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

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



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

Agenda Item: 5 Meeting Date: May 24, 2016
--

<b>Agenda Section</b> New Business	<b>Staff Contact</b> Stephen Cramer, Chief of Police
<b>Agenda Item Title</b> Presentation on Marijuana Dispensary and Commercial Cultivation Regulations and City Options (Workshop)	
<b>Summary</b> N/A	
<b>Options</b> N/A	
<b>Budget/Financial Impact</b> N/A	
<b>Subcommittee Recommendation</b> N/A	
<b>Recommended Council Action</b> Staff recommends that the City Council receive the information and provide staff direction regarding possible ordinance(s)/regulation(s) regarding marijuana dispensaries and marijuana commercial cultivation.	
<b>Attachments:</b> 1. None	

This page left blank for two-sided printing



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

Agenda Item: 6  
Meeting Date: May 24, 2016

<b>Agenda Section</b> New Business	<b>Staff Contact</b> David Kelley, Assistant City Manager, Comm. Dev. Dir.
---------------------------------------	---

**Agenda Item Title**

Consideration and possible action to adopt Resolution No. 040-2016 declaring all weeds growing within the City to be a public nuisance and declaring the City’s intention to remove and abate the same upon specified private properties under and in accordance with the provisions of the City of Cloverdale Municipal Code Chapter 8.16, entitled Weed Abatement.

**Summary**

Pursuant to City of Cloverdale Municipal Code Section 8.16, entitled “Weed Abatement”, weeds growing upon and adjacent to private property within the city, which are allowed by the owners thereof to flourish and grow in such a manner that they constitute a health, fire and safety menace to the citizens of the city, may constitute a public nuisance which should be abated. Cloverdale Fire Protection District (CFPD) Chief Jason Jenkins has requested that the City Council declare weed conditions at specified locations throughout the City a public nuisance and that Council approve removal of the weeds from these properties.

It is the responsibility of owners or agents in charge or control of any premises within the City to remove or destroy weeds in such a manner that weeds do not become a nuisance. According to Municipal Code Section 8.16.010, “Weeds growing upon and adjacent to private property within the city, which are allowed by the owners thereof to flourish and grow in such a manner that they constitute a health, fire and safety menace to the citizens of the city may constitute a nuisance which should be abated.” Whenever any such weeds are growing upon any property within the City, the Council may by resolution declare the same to be a public nuisance. The resolution (Attachment 1) shall set out a general description of such weeds and their location to give all persons affected notice of the abatement.

The Council may provide for the removal of the nuisance by rotovating, discing or mowing of weeds, or any other method at the discretion of the Fire Chief or his representative any other authorized person, unless the council shall specifically direct otherwise. The resolution shall fix a time and place for the hearing of any objections to the proposed destruction or removal of such weeds by the City and shall state that the expenses associated with such removal, including administrative costs, shall constitute a lien and may be assessed upon the lot or lands from which the weeds have been destroyed or removed.

Property owners were first notified of the nuisance via a violation letter sent from CFPD. Upon re-inspection by CFPD, various properties remain non-compliant with the City Weed Abatement Ordinance. Chief Jenkins has referred the list of properties to the City of Cloverdale (Attachment 2). The list of properties that remain non-complaint with the City of Cloverdale’s City Weed Abatement Ordinance are identified in Exhibit A (Attachment 3).

The proposed resolution (Resolution No. 040-2016) declares the City’s intention to remove and abate the weeds growing on the private properties specified in Exhibit “A” and satisfies the requirements of Municipal Code Section 8.16. If adopted, a Notice to abate—Appeal Hearing (“public hearing”) will be scheduled and placed on the June 21, 2016 City Council agenda.

---

**Options**

Approve Resolution 040-2016 as drafted, or as it may be amended, or provide additional direction to staff.

---

**Budget/Financial Impact**

Expenses including weed abatement and incidental administrative costs shall constitute a lien and may be assessed upon the property.

---

**Subcommittee Recommendation**

N/A

---

**Recommended Council Action**

Move to approve by title only, Resolution No. 040-2016 declaring all weeds growing within the City limits to be a public nuisance, and declaring the intention to remove and abate them on specified private properties identified in Exhibit A.

---

**Attachments:**

1. Resolution No. 040-2016
2. CFPD referral letter (To Be Provided by Cloverdale Fire Protection District prior to City Council meeting)
3. Exhibit A - List of properties in violation with the Weed Abatement Ordinance (To Be Provided by Cloverdale Fire Protection District prior to City Council meeting)

---

**cc:** Jason Jenkins, Fire Chief

**CITY OF CLOVERDALE  
CITY COUNCIL  
RESOLUTION NO. 040-2016**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE DECLARING ALL WEEDS GROWING  
WITHIN THE CITY TO BE A PUBLIC NUISANCE AND DECLARING ITS INTENTION TO REMOVE AND ABATE  
THE SAME UPON SPECIFIED PRIVATE PROPERTIES UNDER AND IN ACCORDANCE WITH THE  
PROVISIONS OF THE CITY OF CLOVERDALE MUNICIPAL CODE CHAPTER 8.16, ENTITLED WEED  
ABATEMENT**

**WHEREAS**, the City of Cloverdale Municipal Code, Chapter 8.16, defines as a nuisance “weeds growing upon and adjacent to private property within the City, which are allowed by the owners thereof to flourish and grow in such a manner that they constitute a health, fire and safety menace to the citizens of the City” which should be abated; and

**WHEREAS**, Cloverdale Municipal Code section 8.16.030(B) provides that upon request by the Fire Chief, the Council may recommend and order such nuisance to be abated by having the weeds destroyed or removed; and

**WHEREAS**, Fire District Chief Jason Jenkins submitted a letter to the City, reporting that the Cloverdale Fire Protection District had conducted inspections and found that certain specified properties within the city limits were not in compliance with the City weed abatement code; and

**WHEREAS**, the certain properties within the City of Cloverdale identified in Exhibit “A” remain in violation of the weed abatement ordinance, constituting a public nuisance due to weed conditions in the front, rear and side yards and posing a risk to public safety by creating a fire hazard:

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Cloverdale finds that the weeds growing on the private properties located at the above referenced properties, constitute a public nuisance and pose a risk to public safety by creating a fire hazard and does hereby declare said conditions to be a public nuisance, and orders said nuisance conditions to be abated by the destruction or removal of the weeds; and,

**BE IT FURTHER RESOLVED** that, if the weeds are not abated by removal or destruction prior to June 21, 2016, they will be removed and the nuisance abated by the City.

**BE IT FURTHER RESOLVED** that a hearing on any objections to the proposed destruction or removal of such weeds by the City is hereby set for Tuesday, June 21, 2016, at or soon after 6:30 p.m. in the Cloverdale Performing Arts Center located at 209 N. Cloverdale Blvd., Cloverdale, California.

**BE IT FURTHER RESOLVED** that the Deputy City Clerk is hereby directed to mail written Notices to Destroy Weeds in the form set forth in Cloverdale Municipal Code section 8.16.050 to each of the assessed owners of record of the subject properties, along with a copy of this resolution ordering the destruction or removal of the weeds and setting the date of Tuesday, June 21, 2016 at or soon after 6:30 p.m., for hearing all objections from the assessed owners as listed in this resolution.

**BE IT FURTHER RESOLVED** that the expense of destruction and/or removal of the weeds by the City, including administrative costs, shall constitute a lien on the respective properties and may be assessed on the lot or land where the weeds have been destroyed or removed.

**IT IS HEREBY CERTIFIED** that the foregoing Resolution No. 040-2016 was duly introduced and legally adopted by the City Council of the City of Cloverdale at its regular meeting held on this 24th day of May June, 2016 by the following voice vote: (-ayes, -noes)

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved

Attested

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

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

1. Exhibit "A" – List of properties in violation with the Weed Abatement Ordinance  
(To Be Provided by Cloverdale Fire Protection District prior to City Council meeting)



**City Council**  
**Agenda Item Summary**

Agenda Item: 7
Meeting Date: May 24, 2016

<b>Agenda Section</b> New Business	<b>Staff Contact</b> Vanessa Apodaca, Interim City Engineer
---------------------------------------	--

**Agenda Item Title**

Resolution No. 036-2016, Intent to Levy and Collect Annual Assessments, Preliminarily Approve the Engineer’s Report for FY 2016-17 for the City of Cloverdale Landscaping and Lighting Assessment District and Setting the Time and Date of the Public Hearing for Zone 1

Resolution No. 037-2016, Intent to Levy and Collect Annual Assessments, Preliminarily Approve the Engineer’s Report for FY 2016-17 for the City of Cloverdale Landscaping and Lighting Assessment District and Setting the Time and Date of the Public Hearing for Zones 2, 4, 5, 6 and 7

Resolution No. 038-2016, Intent to Levy and Collect Annual Assessments, Preliminarily Approve the Engineer’s Report for FY 2016-17 for the City of Cloverdale Landscaping and Lighting Assessment District and Setting the Time and Date of the Public Hearing for Zone 3

**Summary**

The Cloverdale Landscaping and Lighting Assessment District (“District”) was initially formed by the City in 1997 in accordance with the Landscaping and Lighting Act of 1972 (“Landscaping and Lighting Act”) to pay for costs associated with the maintenance of landscaping and the creek area within the Jefferson Springs IV subdivision. This became Zone 1 of the District. Additional zones have been annexed into the District over time and there are currently a total of seven zones in the District. Maps of each of the Zones are included in the attached Preliminary FY 2016-17 Annual Engineer’s Report, Cloverdale Landscaping and Lighting Assessment District (Engineer’s Report).

On February 9, 2016, the City Council began the required annual proceedings for the 2016-17 Fiscal Year and appointed Coastland Civil Engineering as Engineer of Work. The Engineer’s Report has been prepared and filed in accordance with the Landscaping and Lighting Act and has been presented to the City Council for their consideration. This is the second of three City Council meetings regarding annual review of this assessment district. At this time the Council typically adopts the Resolutions of Intent to levy and collect assessments. The Resolutions also include preliminary approval of the Engineer’s Report and set the date for the public hearing. At the third meeting, the Council will conduct a public hearing and may then authorize the levying and collection of assessments for FY 2016-17. At that time, the assessments cannot be increased above those stated in the Resolutions of Intent and the preliminary Engineer’s Report.

In 2011, the City established a policy of trying to maintain minimum fund balance reserves of 25% of operating expenses in each of the zones to better manage existing and pending expenses. For FY 2016-17, the assessments for Zone 3 (The Cottages), Zone 5 (Ioli Ranch) and Zone 6 (Brookside Terrace) are all proposed to be increased. These three zones are projected to have less than the desired 25% reserves at the end of the current fiscal year. Furthermore, existing reserves (if they exist) will be needed to balance the FY 2016-17 budgets. For Zones 3 and 6, the projected ending reserve balances are slightly below the desired minimum even with the assessment increases. In the FY 2015-16, Zone 5 incurred a large, unanticipated expense due to a broken irrigation valve and resulting water loss. The cost to replace the valve and pay for the water required all existing Zone 5 reserves as well as a General Fund loan. To cover the loan, the assessment is proposed to be raised to the maximum amount allowed. The loan will be repaid in FY 2016-17 and it is expected that the desired minimum reserve balance will be rebuilt over the next few years.

The annual assessments for Zones 1, 2, 4, and 7 are proposed to remain the same as assessed in FY 2015-16. Annual assessments in Zones 3, 5 and 6 are proposed to be increased. The use of reserves or anticipated miscellaneous revenue allocation, will be used in all Zones except Zone 7. The assessments for Zones 5 and 6 are proposed to be at their maximum allowed amounts. Note that while the Zone 3 increase was limited to 15%, another increase may be required in this zone next year if revenue and expenses come in as budgeted.

The overall annual budget is proposed to increase by about 7%. All assessments will be at or below the maximum assessment allowed.

The proposed budgets are described in detail in the preliminary Engineer's Report. The maximum allowed assessment in each Zone is proposed to be increased by the 2015 CPI adjustment of 2.60% to account for inflation. There are no annexations to the District anticipated for FY 2016-17.

The date of the required public hearing is proposed to be June 28, 2016.

In order to avoid potential conflicts of interest, the actions have been broken into three (3) separate Resolutions for the following Zones: Zone 1 only (Jefferson Springs), Zone 3 only (The Cottages); and Zones 2, 4, 5, 6 and 7 (Vintage Meadows, The Vineyards at Cloverdale, Ioli Ranch, Brookside Terrace and Sunrise Hills). Due to the need for a quorum to vote on each resolution, no more than two Councilmembers can be absent for the vote on each Resolution. To the extent that three or more potential conflicts exist in a zone, the City will go through a random selection process to choose enough Councilmember(s) to create a quorum.

The attached Engineer's Report includes all descriptions, budgets and assessment diagrams for FY 2016-17. It does not include the assessment roll. The complete Engineer's Report, with the assessment roll, is on file with the Deputy City Clerk.

---

### **Options**

1. Adopt resolutions of intent to levy and collect annual assessments, preliminarily approving the Engineer's Report as filed, and set the time and date of the Public Hearing for the FY 2016-17 Cloverdale Landscaping and Lighting Assessment District work.
2. Adopt resolutions of intent to levy and collect annual assessments, preliminarily approving the Engineer's Report as modified by Council, and set the time and date of the Public Hearing for the FY 2016-17 Cloverdale Landscaping and Lighting Assessment District work.
3. Terminate the proceedings and do not levy or collect annual assessments for the maintenance of the seven Zones.

---

### **Budget/Financial Impact**

All costs associated with these annual proceedings and the annual operation, maintenance and administration of the Landscaping and Lighting Assessment District are to be recovered from the annual assessments levied on the properties within the District.

The total proposed Assessment District budget for FY 2016-17 is \$214,400.40. The total budget for FY 2015-16 was \$199,913.64. The funding sources are \$186,056.58 from proposed assessment revenues levied and collected during FY 2016-17 and \$28,343.82 from available Zone reserves. Available Zone reserves or miscellaneous revenue allocation, will be used in all Zones except Zone 7 to supplement the assessment revenue. Annual assessments are to remain at previous year's levels for Zones 1, 2, 4, and 7. (\$141.40, \$272.76, \$270.22, and \$369.20 respectively). The Zone 3 assessment is proposed to increase to \$413.24 per

ESD. The Zone 5 assessment is proposed to increase to \$135.90 per ESD. The Zone 6 assessment is proposed to increase to \$593.72.

The maximum assessment in each Zone is proposed to be increased by the 2015 CPI adjustment of 2.60% to account for inflation. Due to the continued use of budget reserves, future Assessment District budgets may have to include additional spending reductions and/or increased assessments.

---

**Subcommittee Recommendation**

N/A

---

**Recommended Council Action**

Consider adopting the resolutions of intent to levy and collect annual assessments, preliminarily approving the Engineer's Report, and setting the time and date of the public hearing for the FY 2016-17 Cloverdale Landscaping and Lighting Assessment.

---

**Attachments:**

1. Resolutions (3)
2. FY 2016-17 Annual Engineer's Report, For Final Approval, (without assessment roll)

---

**cc:**

**CITY OF CLOVERDALE  
CITY COUNCIL  
RESOLUTION NO. 036- 2016**

**A RESOLUTION OF INTENT TO LEVY AND COLLECT ANNUAL ASSESSMENTS, PRELIMINARILY  
APPROVE THE ENGINEER'S REPORT FOR FY 2016-17 FOR THE CITY OF CLOVERDALE  
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT AND SETTING THE TIME AND DATE OF  
THE PUBLIC HEARING FOR ZONE 1  
(PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)**

**WHEREAS**, on September 9, 1997 the City Council ordered the formation of the Cloverdale Landscaping and Lighting Assessment District (Assessment District) to levy and collect assessments pursuant to the Landscaping and Lighting Act of 1972; and

**WHEREAS**, the City Council intends to levy and collect assessments within the Assessment District during FY 2016-17; and

**WHEREAS**, pursuant to the Landscaping and Lighting Act of 1972, an annual Engineer's Report is required to be prepared and filed outlining estimated costs, methods of spreading costs, a description of properties in the Assessment District and their proposed assessments in order to levy and collect assessments in any following fiscal year; and

**WHEREAS**, on February 9, 2016, the City Council adopted a resolution appointing Coastland Civil Engineering as the Engineer of Work, directing the preparation and filing of the annual FY 2016-17 Engineer's Report, and describing the potential changes to the Assessment District; and

**WHEREAS**, the annual operation, maintenance and other incidental costs associated with the entire Assessment District includes improvements in the following Zones 1, 2, 3, 4, 5, 6 and 7:

1. The portion of Cloverdale Creek and the pathway adjacent to the Jefferson Springs Phases 3 and 4 Subdivision.
2. The park and street landscaping adjacent to portions of Foothill Boulevard and S. Franklin Street and other related landscaping improvements within the Vintage Meadows Subdivision, Phases 1, 2 and 3.
3. The Cottages Subdivision Phases 1, 2, 3 and 4 including street landscaping along a portion of Foothill Boulevard, the landscaping areas, pathways and vegetation associated with the linear park adjacent to Muscat Creek, maintenance of the preserved wetlands area (at the corner of Elbridge Avenue and Ranch House Drive) and maintenance and weed abatement areas along a portion of the hillside area directly adjacent to Ranch House Drive, at the westerly end of Elbridge Avenue, along Hot Springs Road near the end of Laurel Court and along Hot Springs Road near the end of Pepperwood Drive.

4. The Vineyards at Cloverdale including street landscaping along a portion of Foothill Boulevard and Mount Diablo Way and maintenance of a detention basin.
5. The Ioli Ranch including street landscaping along Cloverdale Boulevard.
6. The Brookside Terrace including street landscaping along Cloverdale Boulevard and Brookside Drive and the park on Brookside Drive.
7. Sunrise Hills, Phases I and II including street landscaping along Foothill Boulevard, landscaping and maintenance at the corner of Moonlight Circle and Sunrise Drive, and maintenance of an open space and wetlands area; and

**WHEREAS**, Coastland Civil Engineering has prepared and filed with the City the annual Engineer's Report for FY 2016-17 as required by the Landscaping and Lighting Act of 1972; and

**WHEREAS**, all interested persons are referred to the Engineer's Report for a full and detailed description of the improvements, the proposed operation and maintenance costs, the boundaries of the seven Zones of the Assessment District and the proposed FY 2016-17 assessments upon assessable lots and parcels of land within the Assessment District; and

**WHEREAS**, for Zone 1, for FY 2016-17 the maximum annual assessment will be adjusted up by the allowable year 2015 CPI adjustment of +2.60% but not levied and collected; and

**WHEREAS**, for Zone 1, the actual proposed FY 2016-17 annual assessment to levy and collect is proposed to stay the same as FY 2015-16.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Cloverdale hereby intends to levy and collect assessments during FY 2016-17 and preliminarily approves the filed FY 2016-17 Engineer's Report with the estimate of the costs and expenses to operate and maintain the said improvements and their incidental expenses as it pertains to Zone 1 of the Assessment District for FY 2016-17; and

**BE IT FURTHER RESOLVED** that in order to take inflation into account, the City Council approves the allowance for an annual increase to the maximum assessments in accordance with the annual Consumer Price Index (CPI), based on the All Urban Consumers (San Francisco Area) CPI from the U. S. Department of Labor, Bureau of Labor Statistics; and

**BE IT FURTHER RESOLVED** that a public protest hearing will be held on June 28, 2016 at 6:30 p.m. at the Cloverdale Performing Arts Center, 209 N. Cloverdale Boulevard, Cloverdale. At the public protest hearing, the City Council will conduct a public hearing on the question of the levy and collection of annual assessments for FY 2016-17; and

**BE IT FURTHER RESOLVED**, this Resolution is adopted pursuant to Sections 22620 et. al. of the California Streets and Highway Code; and

**BE IT FURTHER RESOLVED** that the City Clerk is authorized and directed to give the Notice of Hearing required by the Landscaping and Lighting Act of 1972 for said public protest hearing.

It is hereby certified that the foregoing Resolution No. 036-2016 was duly introduced and duly adopted by the City Council of the City of Cloverdale at its regular meeting held on this 24th day of May, 2016 by the following Roll Call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

---

MaryAnn Brigham, Mayor

---

Linda Moore, Deputy City Clerk

**CITY OF CLOVERDALE  
CITY COUNCIL  
RESOLUTION NO. 037-2016**

**A RESOLUTION OF INTENT TO LEVY AND COLLECT ANNUAL ASSESSMENTS, PRELIMINARILY  
APPROVE THE ENGINEER'S REPORT FOR FY 2016-17 FOR THE CITY OF CLOVERDALE  
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT AND SETTING THE TIME AND DATE OF  
THE PUBLIC HEARING FOR ZONES 2, 4, 5, 6 AND 7  
(PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)**

**WHEREAS**, on September 9, 1997 the City Council ordered the formation of the Cloverdale Landscaping and Lighting Assessment District (Assessment District) to levy and collect assessments pursuant to the Landscaping and Lighting Act of 1972; and

**WHEREAS**, the City Council intends to levy and collect assessments within the Assessment District during FY 2016-17; and

**WHEREAS**, pursuant to the Landscaping and Lighting Act of 1972, an annual Engineer's Report is required to be prepared and filed outlining estimated costs, methods of spreading costs, a description of properties in the Assessment District and their proposed assessments in order to levy and collect assessments in any following fiscal year; and

**WHEREAS**, on February 9, 2016, the City Council adopted a resolution appointing Coastland Civil Engineering as the Engineer of Work, directing the preparation and filing of the annual FY 2016-17 Engineer's Report, and describing the potential changes to the Assessment District; and

**WHEREAS**, the annual operation, maintenance and other incidental costs associated with the entire Assessment District includes improvements in the following Zones 1, 2, 3, 4, 5, 6 and 7:

1. The portion of Cloverdale Creek and the pathway adjacent to the Jefferson Springs Phases 3 and 4 Subdivision.
2. The park and street landscaping adjacent to portions of Foothill Boulevard and S. Franklin Street and other related landscaping improvements within the Vintage Meadows Subdivision, Phases 1, 2 and 3.
3. The Cottages Subdivision Phases 1, 2, 3 and 4 including street landscaping along a portion of Foothill Boulevard, the landscaping areas, pathways and vegetation associated with the linear park adjacent to Muscat Creek, maintenance of the preserved wetlands area (at the corner of Elbridge Avenue and Ranch House Drive) and maintenance and weed abatement areas along a portion of the hillside area directly adjacent to Ranch House Drive, at the westerly end of Elbridge Avenue, along Hot Springs Road near the end of Laurel Court and along Hot Springs Road near the end of Pepperwood Drive.

4. The Vineyards at Cloverdale including street landscaping along a portion of Foothill Boulevard and Mount Diablo Way and maintenance of a detention basin.
5. The Ioli Ranch including street landscaping along Cloverdale Boulevard.
6. The Brookside Terrace including street landscaping along Cloverdale Boulevard and Brookside Drive and the park on Brookside Drive.
7. Sunrise Hills, Phases I and II including street landscaping along Foothill Boulevard, landscaping and maintenance at the corner of Moonlight Circle and Sunrise Drive, and maintenance of an open space and wetlands area; and

**WHEREAS**, Coastland Civil Engineering has prepared and filed with the City the annual Engineer's Report for FY 2016-17 as required by the Landscaping and Lighting Act of 1972; and

**WHEREAS**, all interested persons are referred to the Engineer's Report for a full and detailed description of the improvements, the proposed operation and maintenance costs, the boundaries of the seven Zones of the Assessment District and the proposed FY 2016-17 assessments upon assessable lots and parcels of land within the Assessment District; and

**WHEREAS**, for Zones 2, 4, 5, 6 and 7, the FY 2016-17 the maximum annual assessments will be adjusted up by the allowable 2015 CPI adjustment of +2.60%; and

**WHEREAS**, for Zones 2, 4, and 7 the actual proposed FY 2016-17 annual assessments to levy and collect are proposed to stay the same as that assessed FY 2015-16; and

**WHEREAS**, for Zones 5 and 6, the assessments are insufficient to pay for the anticipated costs for FY 2016-17; and

**WHEREAS**, for Zone 5, the actual proposed FY 2016-17 annual assessment to levy and collect is proposed to increase by \$7.06 over FY 2015-16 ; and

**WHEREAS**, for Zone 6, the actual proposed FY 2016-17 annual assessment to levy and collect is proposed to increase by \$30.82 over FY 2015-16 ; and

**WHEREAS**, for Zones 5 and 6 reserves or miscellaneous revenue allocation funds will be used to supplement the assessment revenue thereby minimizing the increase to the annual assessment over FY 2015-16; and

**WHEREAS**, reserve funds will be used to supplement the assessment revenue for Zone2 thereby allowing the annual assessments to remain the same as assessed FY 2015-16 and;

**WHEREAS**, for FY 2016-17 the actual annual assessments proposed to be levied and collected are: \$141.40 per ESD unit for all properties within Zone 1, \$272.76 per ESD unit for all properties within Zone 2, \$270.22 per ESD unit for all properties within Zone 4, \$135.90 per ESD unit for all properties within Zone 5, \$593.72 per ESD unit for all properties within Zone 6, and \$369.20 per ESD unit for all properties within Zone 7.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Cloverdale hereby intends to levy and collect assessments during FY 2016-17 and preliminarily approves the filed FY 2016-17 Engineer's Report with the estimate of the costs and expenses to operate and maintain the said improvements and their incidental expenses as it pertains to Zones 2, 4, 5, 6 and 7 of the Assessment District for FY 2016-17; and

**BE IT FURTHER RESOLVED** that in order to take inflation into account, the City Council approves the allowance for an annual increase to the maximum assessments in accordance with the annual Consumer Price Index (CPI), based on the All Urban Consumers (San Francisco Area) CPI from the U. S. Department of Labor, Bureau of Labor Statistics; and

**BE IT FURTHER RESOLVED** that a public protest hearing will be held on June 28, 2016 at 6:30 p.m. at the Cloverdale Performing Arts Center, 209 N. Cloverdale Boulevard, Cloverdale. At the public protest hearing, the City Council will conduct a public hearing on the question of the levy and collection of annual assessments for FY 2016-17; and

**BE IT FURTHER RESOLVED**, this Resolution is adopted pursuant to Sections 22620 et. al. of the California Streets and Highway Code; and

**BE IT FURTHER RESOLVED** that the City Clerk is authorized and directed to give the Notice of Hearing required by the Landscaping and Lighting Act of 1972 for said public protest hearing.

It is hereby certified that the foregoing Resolution No. 037-2016 was duly introduced and duly adopted by the City Council of the City of Cloverdale at its regular meeting held on this 24th day of May, 2016 by the following Roll Call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

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

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

**CITY OF CLOVERDALE  
CITY COUNCIL  
RESOLUTION NO. 038-2016**

**A RESOLUTION OF INTENT TO LEVY AND COLLECT ANNUAL ASSESSMENTS, PRELIMINARILY  
APPROVE THE ENGINEER'S REPORT FOR FY 2016-17 FOR THE CITY OF CLOVERDALE  
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT AND SETTING THE TIME AND DATE OF  
THE PUBLIC HEARING FOR ZONE 3  
(PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)**

**WHEREAS**, on September 9, 1997 the City Council ordered the formation of the Cloverdale Landscaping and Lighting Assessment District (Assessment District) to levy and collect assessments pursuant to the Landscaping and Lighting Act of 1972; and

**WHEREAS**, the City Council intends to levy and collect assessments within the Assessment District during FY 2016-17; and

**WHEREAS**, pursuant to the Landscaping and Lighting Act of 1972, an annual Engineer's Report is required to be prepared and filed outlining estimated costs, methods of spreading costs, a description of properties in the Assessment District and their proposed assessments in order to levy and collect assessments in any following fiscal year; and

**WHEREAS**, on February 9, 2016, the City Council adopted a resolution appointing Coastland Civil Engineering as the Engineer of Work, directing the preparation and filing of the annual FY 2016-17 Engineer's Report, and describing the potential changes to the Assessment District; and

**WHEREAS**, the annual operation, maintenance and other incidental costs associated with the entire Assessment District includes improvements in the following Zones 1, 2, 3, 4, 5, 6 and 7:

8. The portion of Cloverdale Creek and the pathway adjacent to the Jefferson Springs Phases 3 and 4 Subdivision.
9. The park and street landscaping adjacent to portions of Foothill Boulevard and S. Franklin Street and other related landscaping improvements within the Vintage Meadows Subdivision, Phases 1, 2 and 3.
10. The Cottages Subdivision Phases 1, 2, 3 and 4 including street landscaping along a portion of Foothill Boulevard, the landscaping areas, pathways and vegetation associated with the linear park adjacent to Muscat Creek, maintenance of the preserved wetlands area (at the corner of Elbridge Avenue and Ranch House Drive) and maintenance and weed abatement areas along a portion of the hillside area directly adjacent to Ranch House Drive, at the westerly end of Elbridge Avenue, along Hot Springs Road near the end of Laurel Court and along Hot Springs Road near the end of Pepperwood Drive.
11. The Vineyards at Cloverdale including street landscaping along a portion of Foothill Boulevard and Mount Diablo Way and maintenance of a detention basin.

12. The Ioli Ranch including street landscaping along Cloverdale Boulevard.
13. The Brookside Terrace including street landscaping along Cloverdale Boulevard and Brookside Drive and the park on Brookside Drive.
14. Sunrise Hills, Phases I and II including street landscaping along Foothill Boulevard, landscaping and maintenance at the corner of Moonlight Circle and Sunrise Drive, and maintenance of an open space and wetlands area; and

**WHEREAS**, Coastland Civil Engineering has prepared and filed with the City the annual Engineer's Report for FY 2016-17 as required by the Landscaping and Lighting Act of 1972; and

**WHEREAS**, all interested persons are referred to the Engineer's Report for a full and detailed description of the improvements, the proposed operation and maintenance costs, the boundaries of the seven Zones of the Assessment District and the proposed FY 2016-17 assessments upon assessable lots and parcels of land within the Assessment District; and

**WHEREAS**, for Zone 3, for FY 2016-17 the maximum annual assessment will be adjusted up by the allowable year 2015 CPI adjustment of +2.60% but not levied and collected; and

**WHEREAS**, for Zone 3, the assessment is insufficient to pay for the anticipated costs for FY 2016-17; and

**WHEREAS**, for Zone 3, the actual proposed FY 2016-17 annual assessment to levy and collect is proposed to increase by \$53.90 over FY 2015-16 ; and

**WHEREAS**, for Zone 3, reserves or miscellaneous revenue allocation funds will be used to supplement the assessment revenue thereby minimizing the increase to the annual assessment over FY 2015-16; and

**WHEREAS**, for FY 2016-17 the actual annual assessment proposed to be levied and collected is \$413.24 per ESD unit for all properties within Zone 3.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Cloverdale hereby intends to levy and collect assessments during FY 2016-17 and preliminarily approves the filed FY 2016-17 Engineer's Report with the estimate of the costs and expenses to operate and maintain the said improvements and their incidental expenses as it pertains to Zone 3 of the Assessment District for FY 2016-17; and

**BE IT FURTHER RESOLVED** that in order to take inflation into account, the City Council approves the allowance for an annual increase to the maximum assessments in accordance with the annual Consumer Price Index (CPI), based on the All Urban Consumers (San Francisco Area) CPI from the U. S. Department of Labor, Bureau of Labor Statistics; and

**BE IT FURTHER RESOLVED** that a public protest hearing will be held on June 28, 2016 at 6:30 p.m. at the Cloverdale Performing Arts Center, 209 N. Cloverdale Boulevard, Cloverdale. At the public protest hearing, the City Council will conduct a public hearing on the question of the levy and collection of annual assessments for FY 2016-17; and

**BE IT FURTHER RESOLVED**, this Resolution is adopted pursuant to Sections 22620 et. al. of the California Streets and Highway Code; and

**BE IT FURTHER RESOLVED** that the City Clerk is authorized and directed to give the Notice of Hearing required by the Landscaping and Lighting Act of 1972 for said public protest hearing.

It is hereby certified that the foregoing Resolution No. 038-2016 was duly introduced and duly adopted by the City Council of the City of Cloverdale at its regular meeting held on this 24th day of May, 2016 by the following Roll Call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

---

MaryAnn Brigham, Mayor

---

Linda Moore, Deputy City Clerk



**FY 2016-17**

**ANNUAL ENGINEER'S REPORT**

**CLOVERDALE LANDSCAPING & LIGHTING**

**ASSESSMENT DISTRICT**

**CITY OF CLOVERDALE**

**COUNTY OF SONOMA**

**STATE OF CALIFORNIA**

**PRELIMINARY**

**May 2016**

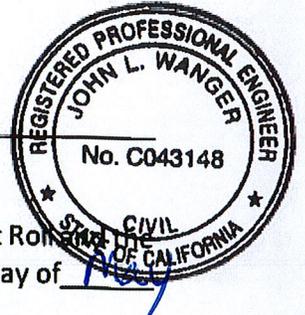
**Prepared By:  
Coastland Civil Engineering, Inc.**

**FY 2016-17  
CLOVERDALE LANDSCAPING AND LIGHTING  
ASSESSMENT DISTRICT  
(Pursuant to the Landscaping and Lighting Act of 1972)**

The undersigned respectfully submits, as directed by the City Council on February 9, 2016, the enclosed Engineer's Report on the 18<sup>th</sup> day of April, 2016.

COASTLAND CIVIL ENGINEERING, INC.

By: *John L. Wanger*  
John L. Wanger, RCE 43148, Exp. 3/31/18



I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and the Assessment Diagram thereto attached, was filed with the City on the 3<sup>rd</sup> day of May, 2016.

Linda Moore, Deputy City Clerk, City of Cloverdale  
Sonoma County, California

By: *Linda Moore*

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and the Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Cloverdale, California, on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Linda Moore, Deputy City Clerk, City of Cloverdale  
Sonoma County, California

By: \_\_\_\_\_

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and the Assessment Diagram thereto attached, was filed with the County Auditor of the County of Sonoma on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Linda Moore, Deputy City Clerk, City of Cloverdale  
Sonoma County, California

By: \_\_\_\_\_

## **FY 2016-17 ANNUAL ENGINEER'S REPORT**

### **CLOVERDALE LANDSCAPING & LIGHTING ASSESSMENT DISTRICT**

(Pursuant to the Landscaping & Lighting Act of 1972)

#### **FY 2016-17 Annual Assessment**

Coastland Civil Engineering, Engineer of Work for the Cloverdale Landscaping & Lighting Assessment District, City of Cloverdale, Sonoma County, California, has prepared this annual Engineer's Report, as directed on February 9, 2016 by the City Council of the City of Cloverdale, pursuant to Section 22620 of the Streets & Highways Code (Landscaping & Lighting Act of 1972) for the Cloverdale Landscaping and Lighting Assessment District for Fiscal Year 2016-17.

#### **Background**

The Cloverdale Landscaping & Lighting Assessment District (Assessment District) was initially formed in September, 1997 by the City Council to cover the costs associated with the operation and maintenance of creek landscaping within the Jefferson Springs Subdivision, Phases 3 and 4. The Assessment District boundary for this original area is known as Zone 1. Once an Assessment District is created, it is possible to annex new Zones or annex new areas into existing Zones as new subdivisions and parks are developed in the City. During the annual proceedings for FY 2000-01 and FY 2001-02, respectively, Zone 2 and Zone 3 were annexed into the Assessment District. During the annual proceedings for FY 2004-05, Zones 4, 5 and 6 were annexed into the Assessment District. In the annual proceedings for FY 2005-06 and FY 2006-07, Zone 7, Sunrise Hills Phases 1 and 2 were annexed into the Assessment District, respectively. For FY 2016-17 there will be no new Zones or annexations.

Pursuant to the provisions of the Landscaping & Lighting Act of 1972, an annual Engineer's Report must be prepared and filed with the City in order to levy and collect assessments on any following fiscal year. On February 9, 2016 the City Council adopted a resolution appointing Coastland Civil Engineering as the Engineer of Work and directed the preparation and filing of this FY 2016-17 Engineer's Report. Once the preliminary Engineer's Report has been filed, the City Council can then adopt a Resolution of Intention to levy and collect annual assessments for FY 2016-17, preliminarily approve the filed annual Engineer's Report and set the time and date of the public protest hearing. The Engineer's Report outlines the proposed budgets, assessments, improvements, and changes to the Assessment District. These budgets/costs are updated with each subsequent annual Engineer's Reports as required by the 1972 Act.

In FY 2011-12, the City established a policy of trying to maintain a minimum reserve balance of 25% of operating expenses in each of the zones to better manage existing and pending expenses.

Since FY 2012-13, the employee time portion of personnel costs have been based on continued tracking of actual time spent for each zone and averaging it for each zone over a 3-year period.

The total FY 2016-17 assessment district budget has increased approximately 7% from FY 2015-16. There were budget increases in Zones 1 through 6. The Zone 7 budget remained flat.

In the past, many of the zones were using their reserves to avoid increased assessments. For FY 2016-17, the reserves in three zones have fallen below the desired minimum level. Four zones will remain above the desired minimum 25% reserve. Zone 5 incurred a large, unanticipated expense during FY 2015-16, drawing their reserve to zero and requiring a General Fund loan to balance the budget. To bring the reserves closer to compliance with the 25% reserve policy, to cover FY 2016-17 budgets and for Zone 5 to repay the General Fund loan, assessment increases will be required this year in Zones 3, 5 and 6.

The annual assessments for Zones 1, 2, 4 and 7 are proposed to remain the same as assessed in FY 2015-16. Annual assessments in Zones 3, 5 and 6 are proposed to be increased from FY 2015-16 levels, but still fall at or below the maximum assessment allowed in each of these Zones. Reserves will be used in all Zones except Zone 7.

The total proposed Assessment District budget for FY 2016-17 is \$214,400.40. The total budget for FY 2015-16 was \$199,913.64. The funding sources are from proposed annual assessment revenue levied and collected during FY 2016-17 and from available Zone reserves including anticipated miscellaneous revenue allocations.

To take annual inflation into account, the original 1997 formation proceedings, and all subsequent annexations of new zones into this Assessment District included a maximum annual assessment and an allowance for an annual increase to the maximum annual assessment in accordance with the annual Consumer Price Index (C.P.I.). The annual CPI is based on the All Urban Consumers (San Francisco Area) CPI from the U. S. Department of Labor, Bureau of Labor Statistics. An annual CPI adjustment to the annual assessment is not mandatory. The CPI adjustment for 2015 was +2.60%. If the annual Engineer's Report recommends any adjustment up to the sum of the previous year's maximum assessment plus the allowable annual CPI increase, notices are not required to be sent nor shall a vote be required. If however, the annual Engineer's Report recommends any adjustment that exceeds the sum of the previous year's maximum assessment plus the allowable annual CPI increase, noticing and/or voting shall be required in accordance with the provisions applicable to the Landscaping and Lighting Act of 1972 and California Constitution, Article XIII D (sometimes referred to as Proposition 218).

The table below summarizes the proposed FY 2016-17 assessments to levy and collect and the new maximum annual assessments allowed to be assessed in the future.

**TABLE 1**

	<b>Previous Maximum Annual Assessment</b>	<b>CPI Increase</b>	<b>Current Maximum Annual Assessment</b>	<b>Proposed Assessment to Levy Per ESD</b>
<b>Zone 1</b>	\$194.06	\$5.05	\$199.11	\$141.40
<b>Zone 2</b>	\$387.08	\$10.06	\$397.14	\$272.76
<b>Zone 3</b>	\$662.80	\$17.23	\$680.03	\$413.24
<b>Zone 4</b>	\$342.44	\$8.90	\$351.34	\$270.22
<b>Zone 5</b>	\$132.46	\$3.44	\$135.90	\$135.90
<b>Zone 6</b>	\$578.67	\$15.05	\$593.72	\$593.72
<b>Zone 7</b>	\$416.25	\$10.82	\$427.07	\$369.20

The original landscaping and lighting improvements within all 7 Zones of the Assessment District are completed and have been accepted by the City. The proposed changes, budgets and assessments for FY 2016-17 are included in the description of each zone below. See 'Part D Method of Apportionment of Assessment' of this report for a detailed description of the apportionment methodology for each zone.

**Zone 1 - Jefferson Springs, Phases 3 & 4**

Zone 1 includes the maintenance of the landscaping and the public walkway adjacent to the creek running through Jefferson Springs Subdivision, Phases 3 & 4. The special benefit received by Zone 1 includes the operation and maintenance of all landscaping adjacent to the creek and maintenance of the public walkway adjacent to the creek along with related overhead. See the Assessment Diagram (Map) in Part F of this report for a location of the landscape maintenance areas.

No significant land use changes have occurred within Zone 1 during the previous year. No new annexations are proposed for Zone 1 for FY 2016-17. For FY 2016-17, the total number of Equivalent Single-Family Dwelling (ESD) units is expected to stay the same at 67.50. During FY 2015-16, along with regular maintenance, new mulch was added in the landscape areas.

The total proposed Zone 1 budget for FY 2016-17 is \$15,670.00. This is a 10% increase from FY 2015-16. The proposed funding will be from FY 2016-17 assessment revenue and Zone 1 reserves. (See Table 2 in Part B for estimated dollar amounts.)

For FY 2016-17, the proposed annual assessment to levy and collect for Zone 1 is \$141.40 per Equivalent Single-Family Dwelling (ESD). This is the same amount as assessed in FY 2015-16, and is less than the maximum allowable assessment for Zone 1. The available Zone 1 reserve funds will be used to cover the additional budget expenses at this time to keep the annual assessment the same as last year. The use of reserves is warranted as the anticipated ending fiscal year reserves are projected to be above the desired 25% level. In order to keep up with inflation, the maximum

annual assessment is proposed to be adjusted up by the 2015 CPI of +2.60%. (See Table 1.) Per both California Constitution, Article XIII D requirements, and the formation and annexation proceedings for this Assessment District, future annual assessments will be allowed to reach this adjusted maximum amount without having to send special ballots to the impacted property owners in Zone 1.

### **Zone 2 - Vintage Meadows, Park and Landscape Maintenance**

During the annual proceedings for FY 2000-01, a new Zone 2 was annexed into the Assessment District. At that time, Zone 2 consisted of only Vintage Meadows Subdivision, Phase 1. Annexation was pursuant to Vintage Meadows Subdivision, Phase 1 conditions of approval. During FY 2002-03 Vintage Meadows, Phases 2 and 3, were annexed into Zone 2 during the annual proceedings pursuant to their conditions of approval.

The special benefit received by Zone 2 includes the operation and maintenance of Vintage Meadows Park, the back-on landscaping along portions of Foothill Boulevard and S. Franklin Street within the subdivision, the traffic island within Healdsburg Avenue and the area at the intersection of Foothill Boulevard and Port Circle, south of Zinfandel Court, along with related overhead.

All District maintained improvements were completed, accepted by the City and maintained during the 2005-06 fiscal year with the exception of the Vintage Meadows neighborhood park. The park improvements were completed and accepted by Council in the Fall of 2007. Restrooms were added to the park in 2011. Since the restrooms were not a part of the original park, the City pays the cost of the bathroom maintenance and the corresponding water usage.

During the previous year, no significant land use changes have occurred within Zone 2. No new annexations are proposed for Zone 2 for FY 2016-17. All residential construction of Zone 2 is built out and as a result, for FY 2016-17, the total number of ESD units is expected to stay the same at 206.00. During FY 2015-16, along with regular maintenance, 15 new trees were planted, irrigation was installed for the new trees and mulch was added around the new trees.

The total proposed Zone 2 budget for FY 2016-17 is \$63,996.00. This is an increase of about 9% from FY 2015-16. Proposed funding will be from FY 2016-17 assessment revenues and from available Zone 2 reserve funds. (See Table 2 in Part B for estimated dollar amounts.)

For FY 2016-17, the proposed annual assessment to levy and collect for Zone 2 is \$272.76 per ESD. This is the same amount as assessed in FY 2015-16, and is less than the maximum allowable assessment for Zone 2. Ending reserves are projected to be slightly above the desired 25% level. In order to keep up with inflation, the maximum annual assessment for Zone 2 is proposed to be adjusted up by the 2015 CPI of +2.60%. (See Table 1) Per both California Constitution, Article XIII D requirements, and the formation and annexation proceedings for this Assessment District, future annual assessments will be allowed to reach this adjusted maximum amount without having to send special ballots to the impacted property owners in Zone 2.

### **Zone 3 – The Cottages, Phases 1, 2, 3, 4**

During the annual proceedings for FY 2001-02, a new Zone 3, consisting of Phases 1, 2 and 3 of The Cottages development in the southern part of the City, was annexed into the Assessment District. In FY 2004-05, Phase 4 of The Cottages subdivision was annexed into Zone 3. The special benefit received by Zone 3 includes the linear park along Muscat Creek, “back-on” landscape maintenance along a portion of Foothill Boulevard within Zone 3, maintenance of the preserved wetlands area at the corner of Ranch House Drive and Elbridge Drive, weed abatement of the area just west of Ranch House Drive and Elbridge Avenue and other improvements within Zone 3 along with related overhead. See the Assessment Diagram (Map) in Part F of this report for a location of the landscape maintenance areas.

No significant land use changes have occurred within Zone 3 during the past fiscal year. No new annexations are proposed for Zone 3 for FY 2016-17. Zone 3 is built out and as a result, for FY 2016-17, the total number of ESD units is expected to stay the same at 189.00. During FY 2015-16, along with regular maintenance, the Winery Trail was repaired and slurry sealed and landscape areas along Foothill Boulevard were mulched.

The total proposed Zone 3 budget for FY 2016-17 is \$87,509.00. This is an increase of 7% from FY 2015-16. Proposed funding will be from FY 2016-17 assessment revenue and available Zone 3 reserves. (See Table 2 in Part B for estimated dollar amounts.) If possible, a replanting program will be started in this zone this year.

The assessment for FY 2016-17 is proposed to increase by \$53.90 per ESD to a total of \$413.24 per ESD. This is less than the maximum allowable assessment for Zone 3. Available Zone 3 reserve funds will be used to cover a portion of the budget expenses to keep the assessment increase at 15% this year. It is anticipated that an additional increase will be required next year to bring the annual assessment into alignment with the budget and to bring the reserves to the desired 25% level.

In order to keep up with inflation, the maximum annual assessment per ESD is proposed to be adjusted up by the 2015 CPI of +2.60%. (See Table 1) Per both California Constitution, Article XIII D requirements, and the formation and annexation proceedings for this Assessment District, future annual assessments will be allowed to reach this adjusted maximum amount without having to send special ballots to the impacted property owners in Zone 3.

#### **Zone 4 – The Vineyards**

During the annual proceedings for FY 2004-05, Zone 4, The Vineyards, was annexed into the Assessment District. For FY 2016-17, no annexations or changes are proposed for Zone 4. The special benefit received in Zone 4 includes “back-on” landscaping along Foothill Boulevard and Mount Diablo Way, maintenance of a detention basin area and other improvements within Zone 4 along with related overhead. See the Assessment Diagram (Map) in Part F of this report for a location of the landscape maintenance areas.

During the previous year, no significant land use changes have occurred within Zone 4. No new annexations are proposed for Zone 4 for FY 2016-17. Zone 4 is built out and as a result, for FY

2016-17, the total number of ESD units is expected to stay the same at 29.00. During FY 2015-16, along with regular maintenance, tree pruning was done and mulch was added to the landscape areas along Foothill Boulevard and Mount Diablo Way.

The total proposed Zone 4 budget for FY 2016-17 is \$11,948.00. This is an increase of 7% from FY 2015-16. The proposed funding will be from FY 2016-17 assessment revenue and from available Zone 4 reserves. (See Table 2 in Part B for estimated dollar amounts.)

For FY 2016-17, the proposed annual assessment to levy and collect for Zone 4 is \$270.22 per ESD. This is the same amount as assessed FY 2015-16, and is less than the maximum allowable assessment for Zone 4. The available Zone 4 reserve funds will be used to cover budget expenses to keep the annual assessment the same as last year. Ending fiscal year reserves are anticipated to be above the desired 25% level. In order to keep up with inflation, the maximum annual assessment per ESD is proposed to be adjusted up by the 2015 CPI of +2.60%. (See Table 1) Per both California Constitution, Article XIII D requirements, and the formation and annexation proceedings for this Assessment District, future annual assessments will be allowed at this adjusted maximum amount without having to send special ballots to the impacted property owners in Zone 4.

### **Zone 5 – Ioli Ranch**

During the annual proceedings for FY 2004-05, Zone 5, Ioli Ranch, was annexed into the Assessment District. For FY 2016-17, no annexations or changes are proposed for Zone 5. The special benefit received in Zone 5 includes “back on” landscaping along Cloverdale Boulevard and other improvements within Zone 5 along with related overhead. See the Assessment Diagram (Map) in Part F of this report for a location of the landscape maintenance areas.

During the previous year, no significant land use changes have occurred within Zone 5. No new annexations are proposed for Zone 5 for FY 2016-17. Zone 5 is built out and as a result, for FY 2016-17, the total number of ESD units is expected to stay the same at 37.00.

Zone 5 incurred a large, unanticipated expense during FY 2015-16 due to a broken irrigation valve and resulting water loss. The cost to replace the valve and pay for the water required all existing Zone 5 reserves as well as a General Fund loan. To repay the loan, the assessment is proposed to be raised to the maximum allowed. The loan will be repaid this year and it is expected that the annual reserve will be rebuilt over the next few years.

The total proposed Zone 5 budget for FY 2016-17 is \$5,417.00. This is a 7% increase from FY 2015-16. The proposed funding will be from FY 2016-17 assessment revenues and from available Zone 5 reserves (in the form of anticipated miscellaneous revenue allocation). (See Table 2 in Part B for estimated dollar amounts.) The Zone 5 annual contingency has been reduced to zero to allow full repayment of the General Fund Loan this year.

For FY 2016-17, the proposed annual assessment to levy and collect for Zone 5 is proposed to increase by \$7.06 to \$135.90 per ESD. This is equal to the FY 2016-17 maximum allowable

assessment for Zone 5. Ending FY 2016-17 reserves are anticipated to be near 2%. In order to keep up with inflation, the maximum annual assessment per ESD is proposed to be adjusted up by the 2015 CPI of +2.60%. (See Table 1.) Per both California Constitution, Article XIII D requirements, and the formation and annexation proceedings for this Assessment District, future annual assessments will be allowed at this adjusted maximum amount without having to send special ballots to the impacted property owners in Zone 5.

### **Zone 6 – Brookside Terrace**

During the annual proceedings for FY 2004-05, Zone 6, Brookside Terrace, was annexed into the Assessment District. For FY 2016-17, no annexations or changes are proposed for Zone 6. The special benefit received in Zone 6 includes the “back-on” landscape maintenance along a portion of Cloverdale Boulevard and West Brookside Drive and the park on West Brookside Drive along with related overhead. See the Assessment Diagram (Map) in Part F of this report for a location of the landscape maintenance areas.

During the previous year, no significant land use changes have occurred within Zone 6. No new annexations are proposed for Zone 6 for FY 2016-17. Zone 6 is built out and as a result, for FY 2016-17, the total number of ESD units is expected to stay the same at 14.00.

The total proposed Zone 6 budget for FY 2016-17 is \$8,816.00. This is a 12% increase from FY 2015-16. The proposed funding will be from FY 2016-17 assessment revenue and Zone 6 available reserves. (See Table 2 in Part B for estimated dollar amounts.)

For FY 2016-17, the proposed annual assessment to levy and collect for Zone 6 is proposed to increase by \$30.82 to \$593.72 per ESD. This is equal to the FY 2016-17 maximum allowable assessment for Zone 6. Ending fiscal year reserves are anticipated to be below the desired 25% level indicating an additional assessment increase may be required next year. In order to keep up with inflation, the maximum annual assessment per ESD is proposed to be adjusted up by the 2015 CPI of +2.60%. (See Table 1) Per both California Constitution, Article XIII D requirements, and the formation and annexation proceedings for this Assessment District, future annual assessments will be allowed to reach this adjusted maximum amount without having to send special ballots to the impacted property owners in Zone 6.

### **Zone 7 – Sunrise Hills Phase I and II**

During the annual proceedings for FY 2005-06 Zone 7, Sunrise Hills Phase 1, was annexed into the Assessment District. In FY 2006-07, Sunrise Hills Phase 2, was annexed into existing Zone 7. Landscaping and lighting improvements were accepted by the City in 2008. The special benefit received in Zone 7 includes “back-on” landscape maintenance along a portion of Foothill Boulevard, maintenance of the open space and drainage easement (wetland) area and street lighting costs installed with Phase 1; hydraulic and drainage easement maintenance, public trail maintenance and additional street lights installed with Phase 2 along with related overhead. See the Assessment Diagram (Map) in Part F of this report for a location of the landscape maintenance areas.

During the previous year, no significant land use changes have occurred within Zone 7. No new annexations are proposed for Zone 7 for FY 2016-17. All 40 lots within Phase 1 are built, some with secondary dwelling units. Phase 2, consists of 18 residential lots, some of which are still undeveloped. For FY 2016-17, the total number of ESD units is expected to stay the same at 57.00. During FY 2015-16, along with regular maintenance, new mulch was added to the landscape beds along Foothill Boulevard.

The total proposed Zone 7 budget for FY 2016-17 is \$21,044.40. This is the same budget as FY 2015-16. The proposed funding will be from FY 2016-17 assessment revenues only. (See Table 2 in Part B for estimated dollar amounts.

For FY 2016-17, the proposed annual assessment to levy and collect for Zone 7 is \$369.20 per ESD. This is the same as was assessed in FY 2015-16 and is less than the maximum allowable assessment for Zone 7. The ending reserves are anticipated to be above the desired 25% level. If sufficient funds are available, repairs will be made and slurry seal applied to the asphalt trail adjacent to the wetland area. In order to keep up with inflation, the maximum annual assessment per ESD is proposed to be adjusted up by the 2015 CPI of +2.60%. (See Table 1.) Per both California Constitution, Article XIII D requirements, and the formation and annexation proceedings for this Assessment District, future annual assessments will be allowed to reach this adjusted maximum amount without having to send special ballots to the impacted property owners in Zone 7.

## FY 2016-17 Engineer's Report Format

This FY 2016-17 Engineer's Report consists of 6 Parts as follows:

- PART A - Plans & Specifications-** This portion of the Engineer's Report describes any plans and specifications that may be needed for the installation of the improvements. If plans and specifications exist, they are filed with the City Clerk. Although separately bound, the plans and specifications are part of this Engineer's Report and are included in it by reference.
- PART B - Budget Cost Estimates –** This portion of the Engineer's Report lists the total filed and approved budgets for Zones 1 through 7 and an overall Budget Summary for the seven Zones. In addition to a detailed FY 2016-17 Budget sheet for each of the seven Zones is a FY 2016-17 Summary of Fund Balances sheet.
- PART C - Assessment Roll –** A spreadsheet listing of FY 2016-17 assessments on each benefited parcel of land in Zones 1 through 7 within the Assessment District. The FY 2016-17 assessment amount is the estimated cost each parcel will contribute towards the operation and maintenance of the improvements within each respective Zone of the Assessment District.
- PART D - Method of Apportionment of Assessment -** A statement of the method used by Engineer of Work to determine the amount proposed to be assessed against each parcel within the Assessment District.
- PART E - Property Owner's List -** The names and addresses of the owners of real property within this Assessment District, as shown on the last equalized assessment roll for taxes. The Assessor Parcel Number (A.P.N.) for each parcel keys the list to the Assessment Roll shown in Part C.
- PART F - Assessment Diagrams –** An Assessment Diagram (maps) showing all of the parcels of real property within the boundaries of the seven Zones of the Assessment District. The Assessor Parcel Number (A.P.N.) for each parcel keys the property to the Assessment Roll shown in Part C. The A.P.N.'s are shown in the Assessor's Maps available at the County of Sonoma Assessor's Office.

**PART A**

**FY 2016-17  
PLANS AND SPECIFICATIONS**

The Assessment District will operate and maintain the landscape and related improvements in Zones 1, 2, 3, 4, 5, 6 and 7 as they have all been completed and accepted by the City of Cloverdale. Maintenance in each of these seven Zones may include repair, removal or replacement of any hardscape improvement, damaged irrigation facilities or diseased landscaping, weed and brush clearing, street lighting and other allowable maintenance items per Section 22531 of the Streets and Highways Code for the life of the Assessment District.

**PART B**  
**FY 2016-17**  
**BUDGET COST ESTIMATE**

The attached sheets include the budgets for FY 2016-17 for all those costs associated with the operation and maintenance in each of the seven Zones within the Assessment District. The budgets have been separated by Zone for clarity. The total budget summary for FY 2016-17 for the Cloverdale Landscaping and Lighting Assessment District is as follows:

	<b>As Filed With City</b>	<b>As Preliminarily Approved</b>	<b>As Finally Approved at Public Hearing</b>
<b>Zone 1</b>	\$15,670.00		
<b>Zone 2</b>	\$63,996.00		
<b>Zone 3</b>	\$87,509.00		
<b>Zone 4</b>	\$11,948.00		
<b>Zone 5</b>	\$5,417.00		
<b>Zone 6</b>	\$8,816.00		
<b>Zone 7</b>	\$21,044.40		
	<b>\$214,400.40</b>		

A breakdown of the FY 2016-17 budget in table format is as follows:

**Budget Summary**  
**Table 2**

	<b>Budget</b>	<b>Projected Assessment Revenue</b>	<b>Reserves Used</b>	<b>Proposed FY Assessment Per ESD</b>	<b># of ESD's</b>
<b>Zone 1</b>	\$15,670.00	\$9,544.50	\$6,125.50	\$141.40	67.50
<b>Zone 2</b>	\$63,996.00	\$56,188.56	\$7,807.44	\$272.76	206.00
<b>Zone 3</b>	\$87,509.00	\$78,102.36	\$9,406.64	\$413.24	189.00
<b>Zone 4</b>	\$11,948.00	\$7,836.38	\$4,111.62	\$270.22	29.00
<b>Zone 5</b>	\$5,417.00	\$5,028.30	\$388.70	\$135.90	37.00
<b>Zone 6</b>	\$8,816.00	\$8,312.08	\$503.92	\$593.72	14.00
<b>Zone 7</b>	\$21,044.40	\$21,044.40	\$0.00	\$369.20	57.00
<b>Total</b>	<b>\$214,400.40</b>	<b>\$186,056.58</b>	<b>\$28,343.82</b>		

**CITY OF CLOVERDALE**  
**Landscaping and Lighting Assessment District**  
**Fiscal Year 2016-17 Budget**  
**Zone 1 Jefferson Springs**  
**Creek Landscaping**

	<u>2015-16 Budget</u>	<u>2016-17 Budget</u>									
<b>Personnel</b>											
Employee Costs (Labor and Administration)	\$9,363.00	\$10,825.00									
<b>Services</b>											
Assessment Engineering Services	\$784.00	\$820.00									
Miscellaneous Contract Services	\$350.00	\$450.00									
Computer Maintenance	\$0.00	\$0.00									
Vehicle Repair	\$0.00	\$250.00									
General Repair & Maintenance	\$300.00	\$300.00									
Training/Travel	\$75.00	\$75.00									
Operating Supplies	\$900.00	\$700.00									
<b>Subtotal Services</b>	<b>\$2,409.00</b>	<b>\$2,595.00</b>									
<b>Supplies</b>											
Small Tools & Equipment	\$100.00	\$75.00									
Fuel	\$220.00	\$175.00									
Utilities-Gas & Electric	\$0.00	\$0.00									
Utilities-Water	\$900.00	\$575.00									
<b>Subtotal Supplies</b>	<b>\$1,220.00</b>	<b>\$825.00</b>									
<b>Subtotal Expenses</b>	<b>\$12,992.00</b>	<b>\$14,245.00</b>									
<b>Contingency</b>	<b>\$1,299.00</b>	<b>\$1,425.00</b>									
<b>TOTAL EXPENSES</b>	<b>\$14,291.00</b>	<b>\$15,670.00</b>									
Contribution from Reserves	\$4,746.50	\$6,125.50									
<b>TOTAL COSTS</b>	<b>\$9,544.50</b>	<b>\$9,544.50</b>									
<b>TOTAL REVENUE</b>	<b>\$9,544.50</b>	<b>\$9,544.50</b>									
<b>Estimated Number of ESD Units in Zone 1</b>	<b>67.5</b>	<b>67.5</b>									
<b>Proposed Assessment per ESD for Zone 1</b>	<b>\$141.40</b>	<b>\$141.40</b>									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">2015-16 Zone 1 Maximum Annual Assessment per ESD</td> <td style="text-align: right; width: 20%;">\$194.06</td> <td style="width: 20%;"></td> </tr> <tr> <td style="padding-left: 20px;">2015 Cost of Living Increase (CPI)      2.60%</td> <td></td> <td></td> </tr> <tr> <td>2016-17 Zone 1 Maximum Annual Assessment per ESD</td> <td></td> <td style="text-align: right;">\$199.11</td> </tr> </table>			2015-16 Zone 1 Maximum Annual Assessment per ESD	\$194.06		2015 Cost of Living Increase (CPI)      2.60%			2016-17 Zone 1 Maximum Annual Assessment per ESD		\$199.11
2015-16 Zone 1 Maximum Annual Assessment per ESD	\$194.06										
2015 Cost of Living Increase (CPI)      2.60%											
2016-17 Zone 1 Maximum Annual Assessment per ESD		\$199.11									

**CITY OF CLOVERDALE**  
**Landscaping and Lighting Assessment District**  
**Fiscal Year 2016-17 Budget**  
**Zone 2 Vintage Meadows**  
**Street Landscaping and Park**

	<u>2015-16 Budget</u>	<u>2016-17 Budget</u>									
<b>Personnel</b>											
Employee Costs (Labor and Administration)	\$29,310.00	\$34,253.00									
<b>Services</b>											
Assessment Engineering Services	\$3,379.00	\$3,506.00									
Miscellaneous Contract Services	\$15,200.00	\$15,200.00									
Computer Maintenance	\$0.00	\$0.00									
Vehicle Repair	\$0.00	\$365.00									
General Repair & Maintenance	\$600.00	\$600.00									
Training/Travel	\$150.00	\$150.00									
Operating Supplies	\$2,000.00	\$2,000.00									
<b>Subtotal Services</b>	<b>\$21,329.00</b>	<b>\$21,821.00</b>									
<b>Supplies</b>											
Small Tools & Equipment	\$400.00	\$400.00									
Fuel	\$350.00	\$275.00									
Utilities-Gas & Electric	\$400.00	\$325.00									
Utilities-Water	\$4,200.00	\$3,875.00									
<b>Subtotal Supplies</b>	<b>\$5,350.00</b>	<b>\$4,875.00</b>									
<b>Subtotal Expenses</b>	<b>\$55,989.00</b>	<b>\$60,949.00</b>									
<b>Contingency</b>	<b>\$2,799.56</b>	<b>\$3,047.00</b>									
<b>TOTAL EXPENSES</b>	<b>\$58,788.56</b>	<b>\$63,996.00</b>									
Contribution from Reserves	\$2,600.00	\$7,807.44									
<b>TOTAL COSTS</b>	<b>\$56,188.56</b>	<b>\$56,188.56</b>									
<b>TOTAL REVENUE</b>	<b>\$56,188.56</b>	<b>\$56,188.56</b>									
<b>Estimated Number of ESD Units in Zone 2</b>	<b>206.0</b>	<b>206.0</b>									
<b>Proposed Assessment per ESD for Zone 2</b>	<b>\$272.76</b>	<b>\$272.76</b>									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">2015-16 Zone 2 Maximum Annual Assessment per ESD</td> <td style="text-align: right; width: 20%;">\$387.08</td> <td style="width: 20%;"></td> </tr> <tr> <td style="padding-left: 20px;">2015 Cost of Living Increase (CPI)      2.60%</td> <td></td> <td></td> </tr> <tr> <td style="border-top: 1px solid black;">2016-17 Zone 2 Maximum Annual Assessment per ESD</td> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$397.14</td> </tr> </table>			2015-16 Zone 2 Maximum Annual Assessment per ESD	\$387.08		2015 Cost of Living Increase (CPI)      2.60%			2016-17 Zone 2 Maximum Annual Assessment per ESD		\$397.14
2015-16 Zone 2 Maximum Annual Assessment per ESD	\$387.08										
2015 Cost of Living Increase (CPI)      2.60%											
2016-17 Zone 2 Maximum Annual Assessment per ESD		\$397.14									

**CITY OF CLOVERDALE**  
**Landscaping and Lighting Assessment District**  
**Fiscal Year 2016-17 Budget**  
**Zone 3 The Cottages**  
**Landscaping & Maintenance**

	<u>2015-16 Budget</u>	<u>2016-17 Budget</u>									
<b>Personnel</b>											
Employee Costs (Labor and Administration)	<b>\$46,446.00</b>	<b>\$54,335.00</b>									
<b>Services</b>											
Assessment Engineering Services	\$4,565.00	\$4,794.00									
Miscellaneous Contract Services	\$6,700.00	\$6,950.00									
Computer Maintenance	\$0.00	\$0.00									
Vehicle Repair	\$0.00	\$525.00									
General Repair & Maintenance	\$600.00	\$600.00									
Training/Travel	\$210.00	\$210.00									
Operating Supplies	\$3,200.00	\$1,750.00									
<b>Subtotal Services</b>	<b>\$15,275.00</b>	<b>\$14,829.00</b>									
<b>Supplies</b>											
Small Tools & Equipment	\$200.00	\$100.00									
Fuel	\$500.00	\$375.00									
Utilities-Gas & Electric	\$620.00	\$600.00									
Utilities-Water	\$12,600.00	\$13,103.00									
<b>Subtotal Supplies</b>	<b>\$13,920.00</b>	<b>\$14,178.00</b>									
<b>Subtotal Expenses</b>	<b>\$75,641.00</b>	<b>\$83,342.00</b>									
<b>Contingency</b>	<b>\$6,051.00</b>	<b>\$4,167.00</b>									
<b>TOTAL EXPENSES</b>	<b>\$81,692.00</b>	<b>\$87,509.00</b>									
Contribution from Reserves	\$13,776.74	\$9,406.64									
<b>TOTAL COSTS</b>	<b>\$67,915.26</b>	<b>\$78,102.36</b>									
<b>TOTAL REVENUE</b>	<b>\$67,915.26</b>	<b>\$78,102.36</b>									
<b>Estimated Number of ESD Units in Zone 3</b>	<b>189.0</b>	<b>189.0</b>									
<b>Proposed Assessment per ESD for Zone 3</b>	<b>\$359.34</b>	<b>\$413.24</b>									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">2015-16 Zone 3 Maximum Annual Assessment per ESD</td> <td style="width: 20%; text-align: right;">\$662.80</td> <td style="width: 20%;"></td> </tr> <tr> <td style="padding-left: 40px;">2015 Cost of Living Increase (CPI)</td> <td style="text-align: right;">2.60%</td> <td></td> </tr> <tr> <td>2016-17 Zone 3 Maximum Annual Assessment per ESD</td> <td></td> <td style="text-align: right;">\$680.03</td> </tr> </table>			2015-16 Zone 3 Maximum Annual Assessment per ESD	\$662.80		2015 Cost of Living Increase (CPI)	2.60%		2016-17 Zone 3 Maximum Annual Assessment per ESD		\$680.03
2015-16 Zone 3 Maximum Annual Assessment per ESD	\$662.80										
2015 Cost of Living Increase (CPI)	2.60%										
2016-17 Zone 3 Maximum Annual Assessment per ESD		\$680.03									

**CITY OF CLOVERDALE**  
**Landscaping and Lighting Assessment District**  
**Fiscal Year 2016-17 Budget**  
**Zone 4 The Vineyards at Cloverdale**  
**Landscaping & Maintenance**

	<u>2015-16 Budget</u>	<u>2016-17 Budget</u>									
<b>Personnel</b>											
Employee Costs (Labor and Administration)	\$7,189.00	\$8,359.00									
<b>Services</b>											
Assessment Engineering Services	\$613.00	\$625.00									
Miscellaneous Contract Services	\$50.00	\$50.00									
Computer Maintenance	\$0.00	\$0.00									
Vehicle Repair	\$0.00	\$100.00									
General Repair & Maintenance	\$260.00	\$260.00									
Training/Travel	\$40.00	\$40.00									
Operating Supplies	\$200.00	\$200.00									
<b>Subtotal Services</b>	<b>\$1,163.00</b>	<b>\$1,275.00</b>									
<b>Supplies</b>											
Small Tools & Equipment	\$100.00	\$100.00									
Fuel	\$100.00	\$100.00									
Utilities-Gas & Electric	\$100.00	\$225.00									
Utilities-Water	\$1,500.00	\$803.00									
<b>Subtotal Supplies</b>	<b>\$1,800.00</b>	<b>\$1,228.00</b>									
<b>Subtotal Expenses</b>	<b>\$10,152.00</b>	<b>\$10,862.00</b>									
<b>Contingency</b>	<b>\$1,015.00</b>	<b>\$1,086.00</b>									
<b>TOTAL EXPENSES</b>	<b>\$11,167.00</b>	<b>\$11,948.00</b>									
Contribution from Reserves	\$3,330.62	\$4,111.62									
<b>TOTAL COSTS</b>	<b>\$7,836.38</b>	<b>\$7,836.38</b>									
<b>TOTAL REVENUE</b>	<b>\$7,836.38</b>	<b>\$7,836.38</b>									
<b>Estimated Number of ESD Units in Zone 4</b>	<b>29.0</b>	<b>29.0</b>									
<b>Proposed Assessment per ESD for Zone 4</b>	<b>\$270.22</b>	<b>\$270.22</b>									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">2015-16 Zone 4 Maximum Annual Assessment per ESD</td> <td style="text-align: right; width: 20%;">\$342.44</td> <td style="width: 20%;"></td> </tr> <tr> <td style="padding-left: 20px;">2015 Cost of Living Increase (CPI)      2.60%</td> <td></td> <td></td> </tr> <tr> <td>2016-17 Zone 4 Maximum Annual Assessment per ESD</td> <td></td> <td style="text-align: right;">\$351.34</td> </tr> </table>			2015-16 Zone 4 Maximum Annual Assessment per ESD	\$342.44		2015 Cost of Living Increase (CPI)      2.60%			2016-17 Zone 4 Maximum Annual Assessment per ESD		\$351.34
2015-16 Zone 4 Maximum Annual Assessment per ESD	\$342.44										
2015 Cost of Living Increase (CPI)      2.60%											
2016-17 Zone 4 Maximum Annual Assessment per ESD		\$351.34									

**CITY OF CLOVERDALE**  
**Landscaping and Lighting Assessment District**  
**Fiscal Year 2016-17 Budget**  
**Zone 5 Ioli Ranch**  
**Landscaping & Maintenance**

	<u>2015-16 Budget</u>	<u>2016-17 Budget</u>									
<b>Personnel</b>											
Employee Costs (Labor and Administration)	\$3,006.00	\$3,138.00									
<b>Services</b>											
Assessment Engineering Services	\$277.00	\$279.00									
Miscellaneous Contract Services	\$0.00	\$0.00									
Computer Maintenance	\$0.00	\$0.00									
Vehicle Repair	\$0.00	\$100.00									
General Repair & Maintenance	\$120.00	\$120.00									
Training/Travel	\$13.00	\$15.00									
Operating Supplies	\$120.00	\$100.00									
<b>Subtotal Services</b>	<b>\$530.00</b>	<b>\$614.00</b>									
<b>Supplies</b>											
Small Tools & Equipment	\$75.00	\$75.00									
Fuel	\$80.00	\$75.00									
Utilities-Gas & Electric	\$100.00	\$125.00									
Utilities-Water	\$800.00	\$824.00									
<b>Subtotal Supplies</b>	<b>\$1,055.00</b>	<b>\$1,099.00</b>									
<b>Loan Reimbursement</b>											
General Fund FY 2014-15 Loan Reimbursement		\$566.00									
<b>Subtotal Expenses</b>	<b>\$4,591.00</b>	<b>\$5,417.00</b>									
<b>Contingency</b>	<b>\$459.08</b>	<b>\$0.00</b>									
<b>TOTAL EXPENSES</b>	<b>\$5,050.08</b>	<b>\$5,417.00</b>									
Contribution from Reserves	\$283.00	\$388.70									
<b>TOTAL COSTS</b>	<b>\$4,767.08</b>	<b>\$5,028.30</b>									
<b>TOTAL REVENUE</b>	<b>\$4,767.08</b>	<b>\$5,028.30</b>									
<b>Estimated Number of ESD Units in Zone 5</b>	<b>37.0</b>	<b>37.0</b>									
<b>Proposed Assessment per ESD for Zone 5</b>	<b>\$128.84</b>	<b>\$135.90</b>									
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">2015-16 Zone 5 Maximum Annual Assessment per ESD</td> <td style="width: 20%; text-align: right;">\$132.46</td> <td style="width: 20%;"></td> </tr> <tr> <td style="padding-left: 40px;">2015 Cost of Living Increase (CPI)</td> <td style="padding-left: 20px;">2.60%</td> <td></td> </tr> <tr> <td>2016-17 Zone 5 Maximum Annual Assessment per ESD</td> <td></td> <td style="text-align: right;">\$135.90</td> </tr> </table>			2015-16 Zone 5 Maximum Annual Assessment per ESD	\$132.46		2015 Cost of Living Increase (CPI)	2.60%		2016-17 Zone 5 Maximum Annual Assessment per ESD		\$135.90
2015-16 Zone 5 Maximum Annual Assessment per ESD	\$132.46										
2015 Cost of Living Increase (CPI)	2.60%										
2016-17 Zone 5 Maximum Annual Assessment per ESD		\$135.90									

**CITY OF CLOVERDALE**  
**Landscaping and Lighting Assessment District**  
**Fiscal Year 2016-17 Budget**  
**Zone 6 Brookside Terrace**  
**Landscaping & Maintenance**

	<u>2015-16 Budget</u>	<u>2016-17 Budget</u>									
<b>Personnel</b>											
Employee Costs (Labor and Administration)	\$4,822.00	\$5,626.00									
<b>Services</b>											
Assessment Engineering Services	\$425.00	\$477.00									
Miscellaneous Contract Services	\$0.00	\$0.00									
Computer Maintenance	\$0.00	\$0.00									
Vehicle Repair	\$0.00	\$125.00									
General Repair & Maintenance	\$70.00	\$70.00									
Training/Travel	\$30.00	\$30.00									
Operating Supplies	\$100.00	\$75.00									
<b>Subtotal Services</b>	<b>\$625.00</b>	<b>\$777.00</b>									
<b>Supplies</b>											
Small Tools & Equipment	\$70.00	\$30.00									
Fuel	\$100.00	\$75.00									
Utilities-Gas & Electric	\$120.00	\$120.00									
Utilities-Water	\$1,300.00	\$1,658.00									
<b>Subtotal Supplies</b>	<b>\$1,590.00</b>	<b>\$1,883.00</b>									
<b>Subtotal Expenses</b>	<b>\$7,037.00</b>	<b>\$8,286.00</b>									
<b>Contingency</b>	<b>\$843.60</b>	<b>\$530.00</b>									
<b>TOTAL EXPENSES</b>	<b>\$7,880.60</b>	<b>\$8,816.00</b>									
Contribution from Reserves	\$0.00	\$503.92									
<b>TOTAL COSTS</b>	<b>\$7,880.60</b>	<b>\$8,312.08</b>									
<b>TOTAL REVENUE</b>	<b>\$7,880.60</b>	<b>\$8,312.08</b>									
<b>Estimated Number of ESD Units in Zone 6</b>	<b>14.0</b>	<b>14.0</b>									
<b>Proposed Assessment per ESD for Zone 6</b>	<b>\$562.90</b>	<b>\$593.72</b>									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">2015-16 Zone 6 Maximum Annual Assessment per ESD</td> <td style="text-align: right; width: 20%;">\$578.67</td> <td style="width: 20%;"></td> </tr> <tr> <td style="padding-left: 20px;">2015 Cost of Living Increase (CPI)      2.60%</td> <td></td> <td></td> </tr> <tr> <td>2016-17 Zone 6 Maximum Annual Assessment per ESD</td> <td></td> <td style="text-align: right;">\$593.72</td> </tr> </table>			2015-16 Zone 6 Maximum Annual Assessment per ESD	\$578.67		2015 Cost of Living Increase (CPI)      2.60%			2016-17 Zone 6 Maximum Annual Assessment per ESD		\$593.72
2015-16 Zone 6 Maximum Annual Assessment per ESD	\$578.67										
2015 Cost of Living Increase (CPI)      2.60%											
2016-17 Zone 6 Maximum Annual Assessment per ESD		\$593.72									

**CITY OF CLOVERDALE**  
**Landscaping and Lighting Assessment District**  
**Fiscal Year 2016-17 Budget**  
**Zone 7 Sunrise Hills**  
**Landscaping & Maintenance**

	<u>2015-16 Budget</u>	<u>2016-17 Budget</u>									
<b>Personnel</b>											
Employee Costs (Labor and Administration)	\$11,046.00	\$13,297.00									
<b>Services</b>											
Assessment Engineering Services	\$1,155.00	\$1,098.00									
Miscellaneous Contract Services	\$3,800.00	\$300.00									
Computer Maintenance	\$0.00	\$0.00									
Vehicle Repair	\$0.00	\$225.00									
General Repair & Maintenance	\$200.00	\$100.00									
Training/Travel	\$60.00	\$60.00									
Operating Supplies	\$1,200.00	\$1,750.00									
<b>Subtotal Services</b>	<b>\$6,415.00</b>	<b>\$3,533.00</b>									
<b>Supplies</b>											
Small Tools & Equipment	\$170.00	\$100.00									
Fuel	\$200.00	\$150.00									
Utilities-Gas & Electric	\$200.00	\$0.00									
Utilities-Water	\$1,100.00	\$2,000.00									
<b>Subtotal Supplies</b>	<b>\$1,670.00</b>	<b>\$2,250.00</b>									
<b>Subtotal Expenses</b>	<b>\$19,131.00</b>	<b>\$19,080.00</b>									
<b>Contingency</b>	<b>\$1,913.40</b>	<b>\$1,964.40</b>									
<b>TOTAL EXPENSES</b>	<b>\$21,044.40</b>	<b>\$21,044.40</b>									
Contribution from Reserves	\$0.00	\$0.00									
<b>TOTAL COSTS</b>	<b>\$21,044.40</b>	<b>\$21,044.40</b>									
<b>TOTAL REVENUE</b>	<b>\$21,044.40</b>	<b>\$21,044.40</b>									
<b>Estimated Number of ESD Units in Zone 7</b>	<b>57.0</b>	<b>57.0</b>									
<b>Proposed Assessment per ESD for Zone 7</b>	<b>\$369.20</b>	<b>\$369.20</b>									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">2015-16 Zone 7 Maximum Annual Assessment per ESD</td> <td style="text-align: right; width: 20%;">\$416.25</td> <td style="width: 20%;"></td> </tr> <tr> <td style="padding-left: 20px;">2015 Cost of Living Increase (CPI)      2.60%</td> <td></td> <td></td> </tr> <tr> <td>2016-17 Zone 7 Maximum Annual Assessment per ESD</td> <td></td> <td style="text-align: right;">\$427.07</td> </tr> </table>			2015-16 Zone 7 Maximum Annual Assessment per ESD	\$416.25		2015 Cost of Living Increase (CPI)      2.60%			2016-17 Zone 7 Maximum Annual Assessment per ESD		\$427.07
2015-16 Zone 7 Maximum Annual Assessment per ESD	\$416.25										
2015 Cost of Living Increase (CPI)      2.60%											
2016-17 Zone 7 Maximum Annual Assessment per ESD		\$427.07									

**CITY OF CLOVERDALE**  
**Landscaping and Lighting Assessment District**  
**Fiscal Year 2016-17 Budget**

**Summary of Fund Balances**

**FY 2016-17**

**Zone 1 Jefferson Springs**

Estimated Starting Reserve Fund Balance July 1	\$27,574.00
Estimated Assessment Revenue	\$9,544.50
Estimated Miscellaneous Revenue Allocation	\$1,682.00
Estimated Expenses	\$15,670.00
Estimated Ending Reserve Fund Balance June 30	\$23,130.50

**Zone 2 Vintage Meadows**

Estimated Starting Reserve Fund Balance July 1	\$21,274.00
Estimated Revenue	\$56,188.56
Estimated Miscellaneous Revenue Allocation	\$5,205.00
Estimated Expenses	\$63,996.00
Estimated Ending Reserve Fund Balance June 30	\$18,671.56

**Zone 3 The Cottages**

Estimated Starting Reserve Fund Balance July 1	\$17,854.00
Estimated Revenue	\$78,102.36
Estimated Miscellaneous Revenue Allocation	\$8,272.00
Estimated Expenses	\$87,509.00
Estimated Ending Reserve Fund Balance June 30	\$16,719.36

**Zone 4 The Vineyards at Cloverdale**

Estimated Starting Reserve Fund Balance July 1	\$13,394.00
Estimated Revenue	\$7,836.38
Estimated Miscellaneous Revenue Allocation	\$1,322.00
Estimated Expenses	\$11,948.00
Estimated Ending Reserve Fund Balance June 30	\$10,604.38

**CITY OF CLOVERDALE**  
**Landscaping and Lighting Assessment District**  
**Fiscal Year 2016-17 Budget**

**Summary of Fund Balances**

**FY 2016-17**

**Zone 5 Ioli Ranch**

Estimated Starting Reserve Fund Balance July 1	\$0.00
Estimated Revenue	\$5,028.30
Estimated Miscellaneous Revenue Allocation	\$470.00
Estimated Annual Expenses	\$4,851.00
Estimated General Fund Reimbursement	\$566.00
Estimated Ending Reserve Fund Balance June 30	\$81.30

**Zone 6 Brookside Terrace**

Estimated Starting Reserve Fund Balance July 1	\$1,422.00
Estimated Revenue	\$8,312.08
Estimated Miscellaneous Revenue Allocation	\$851.00
Estimated Expenses	\$8,816.00
Estimated Ending Reserve Fund Balance June 30	\$1,769.08

**Zone 7 Sunrise Hills**

Estimated Starting Reserve Fund Balance July 1	\$8,460.00
Estimated Revenue	\$21,044.40
Estimated Miscellaneous Revenue Allocation	\$2,007.00
Estimated Expenses	\$21,044.40
Estimated Ending Reserve Fund Balance June 30	\$10,467.00

Note: Miscellaneous Revenue Allocation includes interest income plus ad valorem allocations.

**PART C**

**FY 2016-17 ASSESSMENT ROLL**

The total proposed assessment revenues for FY 2016-17 for the Cloverdale Landscaping and Lighting Assessment District is \$186,056.58 from the following sources:

<b>Revenue</b>	<b>Source</b>
\$9,544.50	From Zone 1
\$56,188.56	From Zone 2
\$78,102.36	From Zone 3
\$7,836.38	From Zone 4
\$5,028.30	From Zone 5
\$8,312.08	From Zone 6
<u>\$21,044.40</u>	From Zone 7
<b>\$186,056.58</b>	

The individual annual assessment for each parcel within each of the seven Zones of the Assessment District is listed in the following pages. The lines and dimensions of each parcel are shown on the Assessor’s Maps for the City of Cloverdale available at the County of Sonoma Assessor’s Office.

**PART D**  
**FY 2016-17**  
**METHOD OF APPORTIONMENT OF ASSESSMENT**

The following is a brief description of the manner the annual assessment has been apportioned to each parcel in Zones 1, 2, 3, 4, 5, 6 and 7 within the Assessment District:

**Zones 1, 2, 3, 4, 5, 6 and 7**

Each parcel within each of the zones of the assessment district receives a direct special benefit from improvement covered by this assessment as follows:

Zone 1 - Zone 1 includes the maintenance of the landscaping and the public walkway adjacent to the creek running through Jefferson Springs Subdivision, Phases 3 & 4. The parcels within this zone receive a direct special benefit from the walkways and creek, as these amenities are an asset to the values of the homes in this zone and residents directly use these facilities for recreation and pleasure. Additionally, maintenance of the creek in this area ensures that the creek will remain clear of vegetation and garbage, thereby providing assurance from flooding in this area.

Zone 2 - Zone 2 funds the annual costs associated with the operation and maintenance of Vintage Meadows Park, the back-on landscaping along portions of Foothill Boulevard and S. Franklin Street within the subdivision, the traffic island within Healdsburg Avenue and the area at the intersection of Foothill Boulevard and Port Circle, south of Zinfandel Court. Parcels within this zone receive a special benefit from the park, as it is a neighborhood park that is readily accessible for all the residents of this subdivision that provides for exercise and beneficial use of the park amenities for this neighborhood. Additionally, maintenance of the landscaping provides a direct benefit for the parcels as maintaining the landscaping adds to property values and provides beneficial landscape features specific to residents within this zone.

Zone 3 - The related Assessment District improvements in Zone 3 include the linear park along Muscat Creek, “back-on” landscape maintenance along a portion of Foothill Boulevard within Zone 3, maintenance of the preserved wetlands area at the corner of Ranch House Drive and Elbridge Drive, weed abatement of the area just west of Ranch House Drive and Elbridge Avenue and other improvements within Zone 3. Parcels within this zone receive a special benefit from the linear park, as it is readily accessible for all the residents of this subdivision that provides for exercise and beneficial use of the park amenities for this neighborhood. Additionally, maintenance of the landscaping provides a direct benefit for the parcels as maintaining the landscaping adds to property values and provides beneficial landscape features specific to residents within this zone and weed abatement provides direct fire protection to the parcels in this development.

Zone 4 - The related improvements in Zone 4 include “back-on” landscaping along Foothill Boulevard and Mount Diablo Way and maintenance of a detention basin area within Zone 4. Residents within this zone directly benefit from maintenance of the landscaping, as maintaining the

landscaping adds to property values and provides beneficial landscape features specific to residents within this zone. Additionally, maintenance of the weeds within the detention pond in this development ensures that the storm drain facilities in this development operate properly and that capacity of the detention pond is maintained.

Zone 5 - The related improvements in Zone 5 include “back on” landscaping along Cloverdale Boulevard. Residents within this zone directly benefit from maintenance of the landscaping, as maintaining the landscaping adds to property values and provides beneficial landscape features specific to residents within this zone.

Zone 6 - The related improvements in Zone 6 include the “back-on” landscape maintenance along a portion of Cloverdale Boulevard and West Brookside Drive and the park on West Brookside Drive. Residents within this zone directly benefit from maintenance of the landscaping, as maintaining the landscaping adds to property values and provides beneficial landscape features specific to residents within this zone.

Zone 7 - The improvements in Zone 7 include “back-on” landscape maintenance along a portion of Foothill Boulevard, maintenance of the open space and drainage easement (wetland) area and street lighting costs. Residents within this zone directly benefit from maintenance of the landscaping, as maintaining the landscaping adds to property values and provides beneficial landscape features specific to residents within this zone. Additionally, maintenance of the drainage/wetlands area provides a direct benefit as this open space area is an amenity to the overall subdivision and provides added value by virtue of the open space and maintenance of the drainage course to ensure flooding is prevented. Maintenance of the lighting features in this subdivision benefit property owners as the lights are specialty lights that provide an amenity to the subdivision (higher caliber light than in other subdivisions), thereby adding to the quaintness of the development and the overall property values of the subdivision.

The method of apportionment (spread) equates all parcels in Zones 1, 2, 3, 4, 5, 6 and 7 within the boundaries of the Assessment District to an Equivalent Single-Family Dwelling (ESD) unit use, or portion thereof. The following basic use units reflect the relative benefit accruing to parcels of land within the Cloverdale Landscaping and Lighting Assessment District:

- |  |   |
|--|---|
| <b>1. Vacant parcel in undeveloped area</b>                  | <b>1/10 unit</b>  |
| <b>2. Vacant parcel in developed area</b>                    | <b>½ unit</b>   |
| <b>3. Single dwelling parcel</b>                             | <b>1 unit</b>   |
| <b>4. Multiple dwelling unit parcel</b>                      | <b>1 unit per dwelling</b>                                |
| <b>5. Commercial or Industrial parcel</b>                    | <b>1 unit per business</b>                                |
| <b>6. Commercial or Industrial parcel with dwelling unit</b> | <b>1 unit per business +<br/>1 unit per dwelling unit</b> |

Once the total number of ESD units is determined for each of the Zones, the total number of ESD units within each Zone shall be divided into each respective Zone’s operation and maintenance

expenses for the upcoming fiscal year (see Part B). This will result in the proposed annual assessment per ESD for the upcoming fiscal year. The annual assessment per ESD shall be multiplied by the total use units established for each parcel, or portion thereof, to determine the proposed total annual assessment for each parcel within each Zone 1, 2, 3, 4, 5, 6 and 7. Annual assessments are apportioned in this manner due to the relative benefit of the improvements to each of the parcels within each separate Zone. Since the improvements are easily accessible to all the parcels within each Zone, the level of benefit is equally spread to each parcel.

Although Section 22663 of the Streets and Highways Code typically requires that public property not be assessed, Article XIII D, Section 4(a) of the California Constitution now requires that public agencies shall not be exempt from assessment. However, the creek area, wetlands and public rights-of-way and easements within various Zones preclude construction of structures for other uses that conflict with the allowable zoning of these areas. Therefore, these publicly owned areas without a dwelling used exclusively for greenbelt, or open space, or upon the common area of any planned unit development receive no special benefit and do not receive an annual assessment.

## **PART E**

### **FY 2016-17 PROPERTY OWNERS LIST**

The names and addresses of each of the property owners as shown on the County of Sonoma Assessor's Tax Assessment Roll have been keyed to the special assessment number (Assessor Parcel Number) as shown in Part C – Assessment Roll of this Engineer's Report.

## **PART F**

### **FY 2016-17 ASSESSMENT DIAGRAMS**

Attached are the Assessment Diagrams (Maps) for the seven Zones within the Assessment District. The first Assessment Diagram is an overview map showing the locations of all seven Zones of the Assessment District. Please note the lines and dimensions of each parcel, as well as the distinctive Assessor's Parcel Number, are shown on the Assessor's Maps for the City of Cloverdale available at the County of Sonoma Assessor's Office. The attached pages also provide the reference to the appropriate Assessor Books at the County of Sonoma Assessor's Office for the respective subdivisions in each of the seven Zones.

### **Zone 1 – Jefferson Springs:**

All the land lying within the Jefferson Springs Phase 3 Subdivision filed in the recorder's office of the County of Sonoma in book 565 of Maps, Pages 36-41.

All the land lying within the Jefferson Springs Phase 4 Subdivision filed in the recorder's office of the County of Sonoma in book 583 of Maps, Pages 42-48.

### **Zone 2 – Vintage Meadows:**

All the land lying within the Vintage Meadows Subdivision, filed in the recorder's office of the County of Sonoma in book 599 of Maps, Pages 11-17.

All the land lying within the Vintage Meadows II Subdivision, filed in the recorder's office of the County of Sonoma in book 656 of Maps, Pages 48-54.

All the land lying within the Vintage Meadows III Subdivision, filed in the recorder's office of the County of Sonoma in book 636 of Maps, Pages 15-24.

### **Zone 3 – The Cottages:**

All the land lying within The Cottages of Cloverdale Phase 1 Subdivision filed in the recorder's office of the County of Sonoma in book 614 of Maps, Pages 43-50.

All the land lying within The Cottages of Cloverdale Phase 2 Subdivision filed in the recorder's office of the County of Sonoma in book 633 of Maps, Pages 12-18.

All the land lying within The Cottages of Cloverdale Phase 3 Subdivision filed in the recorder's office of the County of Sonoma in book 640 of Maps, Pages 24-30.

All the land lying within The Cottages of Cloverdale Phase 4 Subdivision filed in the recorder's office of the County of Sonoma in book 655 of Maps, Pages 1-5.

### **Zone 4 – The Vineyards at Cloverdale:**

All the land lying within Vineyards at Cloverdale Subdivision filed in the recorder's office of the County of Sonoma in Book 660 of Maps, Pages 18-21.

### **Zone 5 – Ioli Ranch:**

All the land lying within the Ioli Ranch Subdivision filed in the recorder's office of the County of Sonoma in Book 645 of Maps, Pages 30-37.

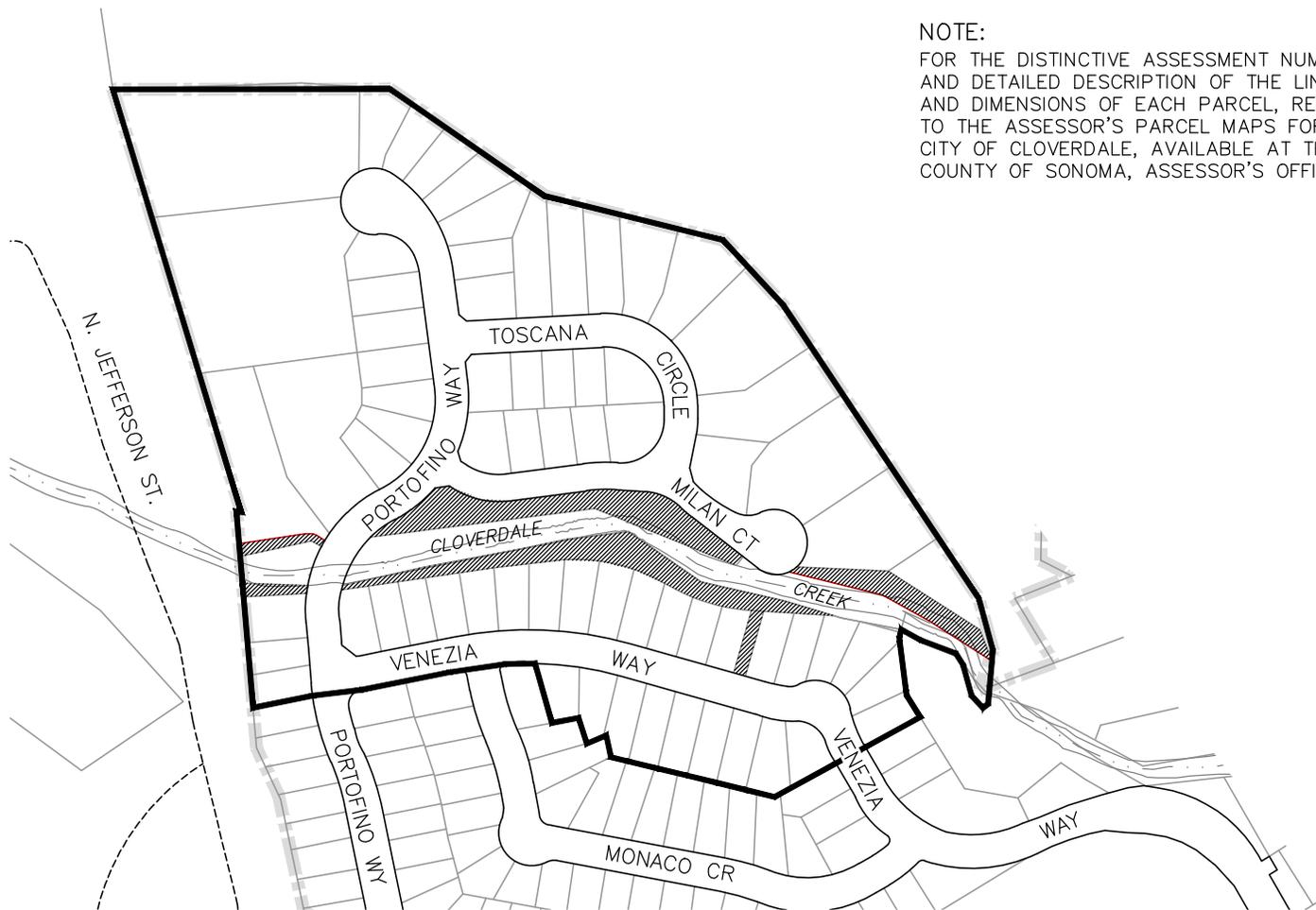
### **Zone 6 – Brookside Terrace:**

All the land lying within the Brookside Terrace Subdivision filed in the recorder's office of the County of Sonoma in Book 658 of Maps, Pages 11-14.

**Zone 7 – Sunrise Hills:**

All the land lying within the Sunrise Hills Subdivision filed in the recorder's office of the County of Sonoma in Book 663 of Maps, Pages 48-52.

All the land lying within the Sunrise Hills 2 Subdivision filed in the recorder's office of the County of Sonoma in Book 701 of Maps, Pages 01-04.



**NOTE:**

FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL, REFER TO THE ASSESSOR'S PARCEL MAPS FOR THE CITY OF CLOVERDALE, AVAILABLE AT THE COUNTY OF SONOMA, ASSESSOR'S OFFICE.

**ZONE 1 – JEFFERSON SPRINGS 3 & 4**

**CITY OF CLOVERDALE**  
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT  
**ASSESSMENT DIAGRAM**

**ZONE 1**  
**FISCAL YEAR 2016-2017**

**LEGEND**

-  LANDSCAPE MAINTENANCE AREAS
-  ASSESSMENT DISTRICT BOUNDARY



**Coastland Civil Engineering, Inc.**

1400 Neotomas Avenue, Santa Rosa, CA 95405  
707.571.8005

707.571.8037 Fax  
Page 161



NOTE:  
 FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL, REFER TO THE ASSESSOR'S PARCEL MAPS FOR THE CITY OF CLOVERDALE, AVAILABLE AT THE COUNTY OF SONOMA, ASSESSOR'S OFFICE.

ZONE 2 - VINTAGE MEADOWS

CITY OF CLOVERDALE  
 LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT  
 ASSESSMENT DIAGRAM  
 ZONE 2  
 FISCAL YEAR 2016-2017

LEGEND

-  LANDSCAPE MAINTENANCE AREAS
-  ASSESSMENT DISTRICT BOUNDARY



**Coastland Civil Engineering, Inc.**

1400 Neotomas Avenue, Santa Rosa, CA 95405  
 707.571.8005 707.571.8037 Fax



**NOTE:**  
 FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL, REFER TO THE ASSESSOR'S PARCEL MAPS FOR THE CITY OF CLOVERDALE, AVAILABLE AT THE COUNTY OF SONOMA, ASSESSOR'S OFFICE.

**ZONE 3 - THE COTTAGES - PHASES 1, 2, 3, 4**

**CITY OF CLOVERDALE**  
 LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT  
**ASSESSMENT DIAGRAM**

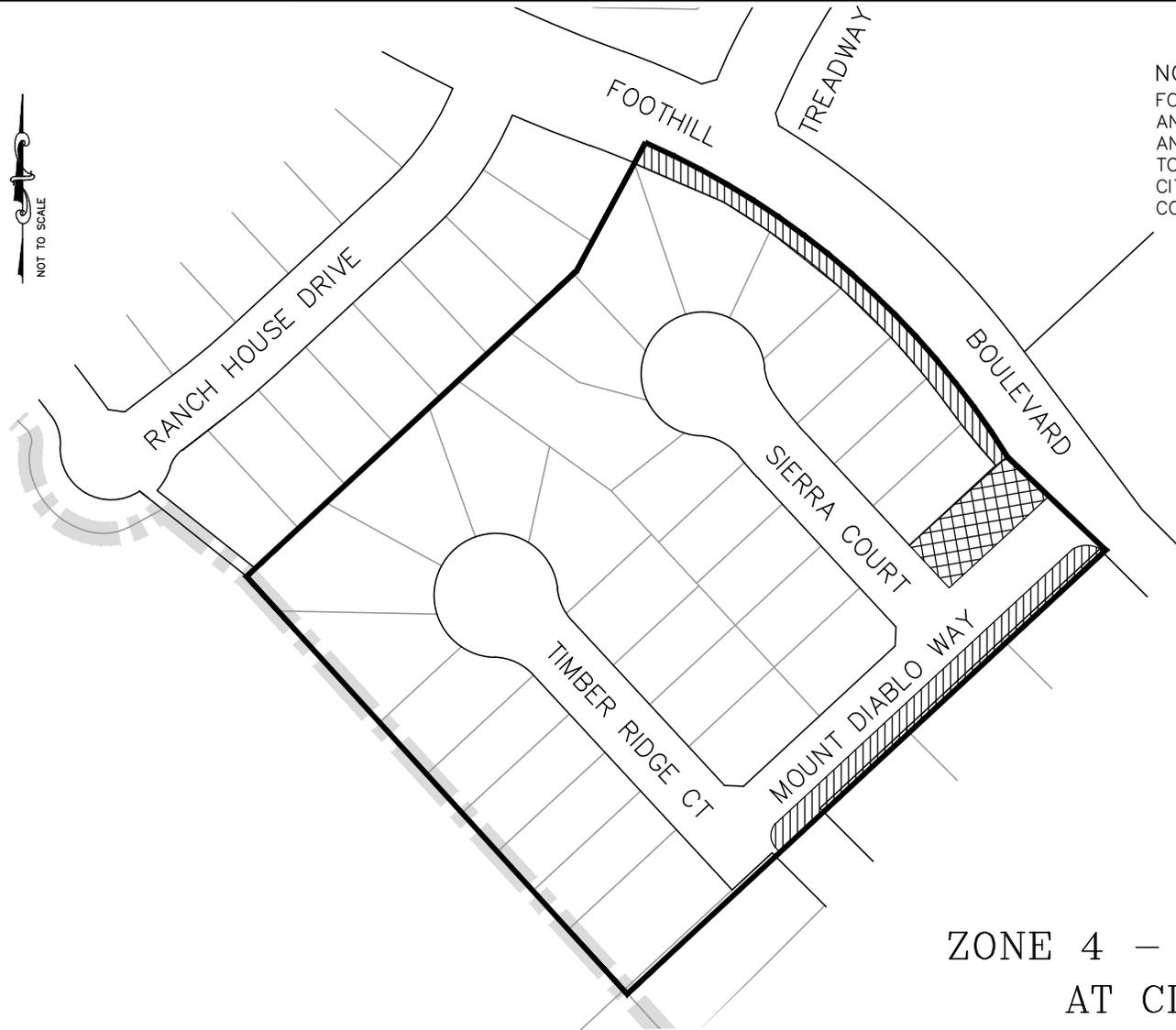
**ZONE 3**  
**FISCAL YEAR 2016-2017**

**LEGEND**

- ASSESSMENT DISTRICT BOUNDARY
- BACK ON LANDSCAPING
- WETLAND MAINTENANCE
- WEED ABATEMENT
- LINEAR CREEK WALKING PATH



**Coastland Civil Engineering, Inc.**  
 1400 Neotomas Avenue, Santa Rosa, CA 95405  
 707.571.8005 707.571.8037 Fax



**NOTE:**

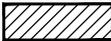
FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL, REFER TO THE ASSESSOR'S PARCEL MAPS FOR THE CITY OF CLOVERDALE, AVAILABLE AT THE COUNTY OF SONOMA, ASSESSOR'S OFFICE.

**ZONE 4 - THE VINEYARDS  
AT CLOVERDALE**

**CITY OF CLOVERDALE**  
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT  
**ASSESSMENT DIAGRAM**

**ZONE 4**  
**FISCAL YEAR 2016-2017**

**LEGEND**

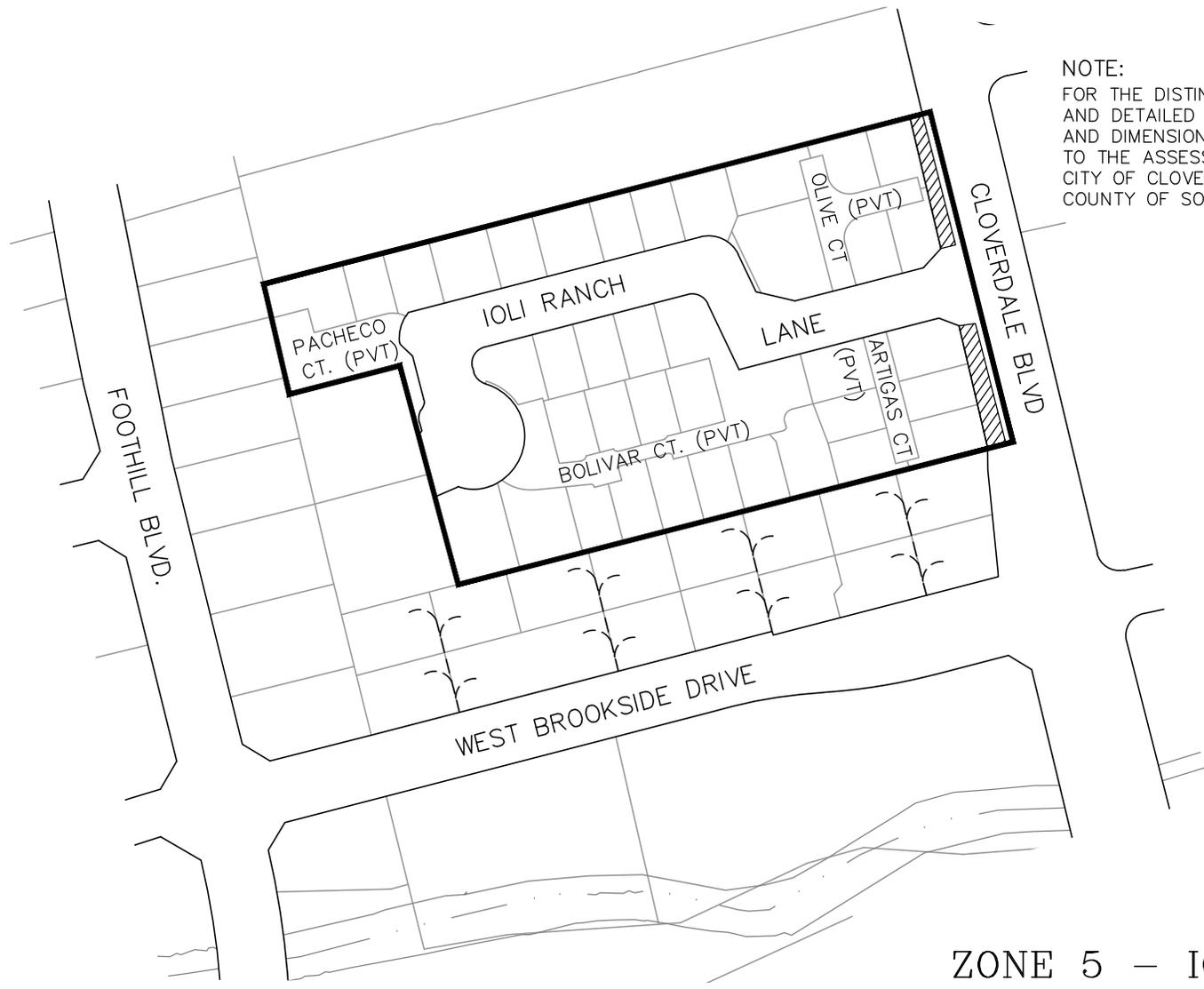
-  LANDSCAPE MAINTENANCE AREAS
-  DETENTION BASIN AREA
-  ASSESSMENT DISTRICT BOUNDARY



**Coastland Civil Engineering, Inc.**

1400 Neotomas Avenue, Santa Rosa, CA 95405  
707.571.8005

707.571.8037 Fax  
**Page 164**

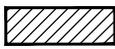


NOTE:  
FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL, REFER TO THE ASSESSOR'S PARCEL MAPS FOR THE CITY OF CLOVERDALE, AVAILABLE AT THE COUNTY OF SONOMA, ASSESSOR'S OFFICE.

ZONE 5 - IOLI RANCH

**CITY OF CLOVERDALE**  
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT  
**ASSESSMENT DIAGRAM**  
ZONE 5  
FISCAL YEAR 2016-2017

**LEGEND**

-  LANDSCAPE MAINTENANCE AREAS
-  ASSESSMENT DISTRICT BOUNDARY



**Coastland Civil Engineering, Inc.**  
1400 Neotomas Avenue, Santa Rosa, CA 95405  
707.571.8005 707.571.8037 Fax  
Page 165



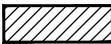
**NOTE:**

FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL, REFER TO THE ASSESSOR'S PARCEL MAPS FOR THE CITY OF CLOVERDALE, AVAILABLE AT THE COUNTY OF SONOMA, ASSESSOR'S OFFICE.

**ZONE 6  
BROOKSIDE TERRACE**

**CITY OF CLOVERDALE**  
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT  
**ASSESSMENT DIAGRAM**  
ZONE 6  
FISCAL YEAR 2016-2017

**LEGEND**

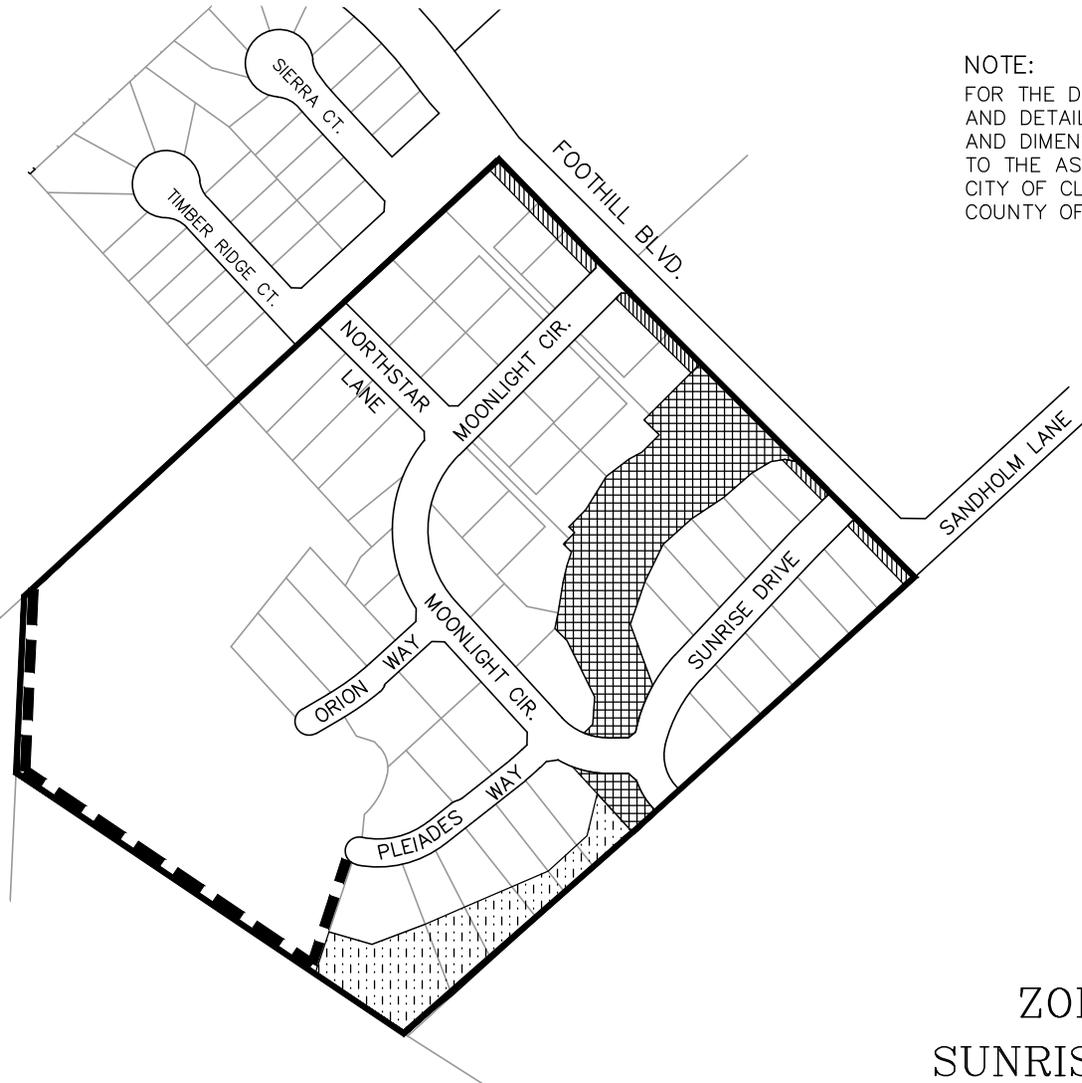
-  LANDSCAPE MAINTENANCE AREAS
-  ASSESSMENT DISTRICT BOUNDARY



**Coastland Civil Engineering, Inc.**

1400 Neotomas Avenue, Santa Rosa, CA 95405  
707.571.8005

707.571.8037 Fax  
Page 166



**NOTE:**

FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL, REFER TO THE ASSESSOR'S PARCEL MAPS FOR THE CITY OF CLOVERDALE, AVAILABLE AT THE COUNTY OF SONOMA, ASSESSOR'S OFFICE.

**ZONE 7  
SUNRISE HILLS**

**CITY OF CLOVERDALE  
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT  
ASSESSMENT DIAGRAM**

**ZONE 7  
FISCAL YEAR 2016-2017**

**LEGEND**

-  OPEN SPACE AND DRAINAGE EASEMENT AREA (WETLAND)
-  LANDSCAPE MAINTENANCE AREAS
-  HYDRAULIC MAINTENANCE & DRAINAGE EASEMENT
-  PUBLIC TRAIL
-  ASSESSMENT DISTRICT BOUNDARY



**Coastland Civil Engineering, Inc.**

1400 Neotomas Avenue, Santa Rosa, CA 95405  
 707.571.8005

707.571.8037 Fax  
 Page 167

This page left blank for two-sided printing



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

Agenda Item: 8  
Meeting Date: May 24, 2016

**Agenda Section**

New Business

**Staff Contact**

Paul Cayler, City Manager

**Agenda Item Title**

Discussion and Possible Action on Resolution No. 039-2016, of the City Council of the City of Cloverdale to approve the Redwood Empire Municipal Insurance Fund (REMIF) addition of Kaiser Permanente as medical plan choice for City employees and Councilmembers.

**Summary**

The purpose of this agenda report is to discuss the proposal to add Kaiser Permanente as a medical plan option for City employees and Councilmembers. The reasons for the proposal to add Kaiser are two-fold. First, recent new hires, as well as a few current employees, have asked about the possibility of utilizing Kaiser. Offering Kaiser could prove to be recruitment tool. Secondly, given rising premium rates and increased deductibles in several areas, City staff has been exploring cost saving options and determined that Kaiser could offer the City substantial savings opportunity.

At their meeting on April 10, 2014, the REMIF Board of Directors voted on changes to the REMIF health care program, which impacts the City’s medical plans. Although Cloverdale representative, Board Member Joe Palla, did not support the vote, the REMIF Board voted to implement higher copays for emergency room visits, MRI scans, and prescription drugs. The Board also voted to increase medical premiums (approximately 10% for most plans). Please see attached documents from REMIF showing changes to the REMIF plans and the new premium rates.

Based on analysis of employee data, medical premiums for most employees would be lower through the Kaiser Platinum Plan. Currently approximately 79% of the employees/Councilmembers would have lower premiums with no medical deductible under the Kaiser Platinum Plan. Employees/Councilmembers with higher premium rates through Kaiser would be required to pay the difference between the REMIF and Kaiser premium if they choose to switch to Kaiser. Since the City currently pays 95% of the employee premium, if all employees choose Kaiser, the savings to the City would be approximately \$12,554. However, this would be highly unlikely since many employees will likely choose to remain with the current REMIF plan to continue to utilize their current health care provider and eliminate the drive to Santa Rosa.

**Options**

The following options are:

- 1) Approve the proposed Resolution No. 039-2016, approving the Redwood Empire Municipal Insurance Fund (REMIF) add Kaiser Permanente as medical plan choice; or
- 2) Reject the proposed resolution.

**Budget/Financial Impact**

Savings to the City could be up to \$12,554 depending on how many employees choose to utilize the Kaiser Permanente Plan.

**Subcommittee Recommendation**

None.

---

**Recommended Council Action**

The City Manager recommends that the City Council adopt Resolution No. 039-2016, Approving the Redwood Empire Municipal Insurance Fund (REMIF) add Kaiser Permanente as medical plan choice for City employees and Councilmembers.

---

**Attachments:**

- 1) Resolution No. 039-2016, approving the Redwood Empire Municipal Insurance Fund (REMIF) add Kaiser Permanente as medical plan choice for City employees and Councilmembers
  - 2) Documents reflecting changes to the current REMIF Plan
  - 3) Proposed plans to be offered by Kaiser Permanente
- 

**cc:**

**CITY OF CLOVERDALE  
CITY COUNCIL  
RESOLUTION NO. 039-2016**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE APPROVING KAISER PERMANENTE PLANS  
BE ADDED TO THE CURRENT REDWOOD EMPIRE MUNICIPAL INSURANCE FUND PLANS BEING OFFERED TO  
THE CITY OF CLOVERDALE**

**Whereas**, the City of Cloverdale is a Member entity of the Redwood Empire Municipal Insurance Fund ("REMIF"); and

**Whereas**, REMIF currently offers only medical plans through the REMIF Self Insured Plans using Anthem Blue Cross Network; and

**Whereas**, City employees have requested Kaiser Permanente as a medical plan option; and

**Whereas**, Kaiser Permanente offers numerous plans options with the opportunity to substantially reduce the premium rate currently paid by many City employees; and

**Whereas**, the City pays ninety five percent (95%) of the premium for employee REMIF medical plans; and

**Whereas**, the City Council finds the potential savings to the City and the City employees merits adding Kaiser Permanente as a medical option plan for City employees and City Councilmembers.

**Therefore**, be it resolved by the City Council of the City of Cloverdale, that said Council hereby approves adding Kaiser Permanente as a medical plan option for the City of Cloverdale; and

**Further**, be it resolved that employees and Councilmember may chose the Kaiser Permanente plan option with the caveat that if the premium is higher through the Kaiser plan, the employee or Councilmember shall be responsible to pay the difference.

It is hereby certified that the foregoing Resolution No. 039-2016 was duly introduced and adopted by the City Council of the City of Cloverdale at its regular meeting held on the 24th day of May, 2016, by the following roll call vote: (X-ayes; X-noes)

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

Approved:

Attested:

---

Mary Ann Brigham, Mayor

---

Linda Moore, Deputy City Clerk



**REMIF Self Insured Plans using Anthem BC Network - Effective 7-1-16/6-30-17**

<b>ACTIVE</b>	<b>EPO 250</b>	<b>EPO 500</b>	<b>PPO 500</b>	<b>HSA 1300</b>	<b>PPO Blue Card 250 (Out of State Retirees)</b>
Single	\$721.00	\$625.00	\$620.00	\$529.00	
Two Party	\$1,511.00	\$1,311.00	\$1,301.00	\$1,109.00	
Family	\$2,158.00	\$1,872.00	\$1,858.00	\$1,583.00	
<b>EARLY RETIREE</b>	<b>EPO 250</b>	<b>EPO 500</b>	<b>PPO 500</b>	<b>HSA 1300</b>	<b>PPO Blue Card 250 (Out of State Retirees)</b>
Single	\$871.00				\$871.00
Two Party	\$1,827.00				\$1,827.00
Family	\$2,609.00				\$2,609.00

# RX and All Medical Changes

## EPO 250 & BlueCard

Alternative Medical Benefits	Current Benefit	Alternative Medical Benefit
Office Visits	\$25 PCP or Specialist	\$25 PCP and <b>\$35 Specialist</b>
ER Visit	\$100 Copay	\$150 Copay
Lab & X-Ray	0 % after deductible	\$10 Copay after deductible
Advanced Imaging	0% after deductible	\$50 Copay after deductible
Hearing Aids (EPO 250)	0% after deductible	0% after deductible ~ up to maximum benefit of \$2,500 per ear every three years ~ Expand access to allow members to obtain hearing aids from non-participating plan vendors
Hearing Aids (BlueCard)	0% after deductible in network 30% after deductible out of network	Same coinsurance amounts with added limitation: ~ up to maximum benefit of \$2,500 per ear every three years
<b>Rx Copays</b>		
Tier 1 (Generic)	\$10	\$10
Tier 2 (Preferred Brand)	\$25	\$25
Tier 3 (Non-Preferred Brand)	\$25	\$50
Tier 4 (Specialty)	\$25	\$150
DAW (Dispense as Written)	Allows DAW from physician	Will require authorization based on medical necessity for brand drugs if generic is available

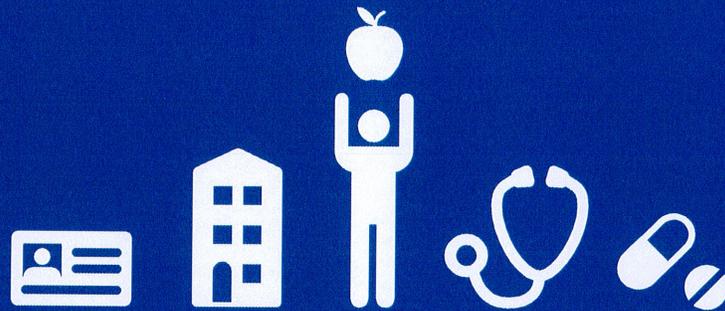
## EPO 500 & PPO 500

Alternative Medical Benefits	Current Benefit	Alternative Medical Benefit
Office Visits (In Network)	\$30 PCP or Specialist	\$30 PCP and <b>\$40 Specialist</b>
Office Visits (Out of Network) ( Out of network applies to PPO Only)	\$50 PCP or Specialist, deductible waived.	\$50 PCP and <b>\$60 Specialist, deductible applies to out of network office visits</b>
ER Visit	\$100 Copay	\$150 Copay
Hearing Aids (EPO 500)	0% after deductible	0% after deductible ~ up to maximum benefit of \$2,500 per ear every three years ~ Expand access to allow members to obtain hearing aids from non-participating plan vendors
Hearing Aids (PPO 500)	20% after deductible in network 30% after deductible out of network	Same coinsurance amounts with added limitation: ~ up to maximum benefit of \$2,500 per ear every three years
<b>Rx Copays</b>		
Tier 1 (Generic)	\$15	\$15
Tier 2 (Preferred Brand)	\$30	\$35
Tier 3 (Non-Preferred Brand)	\$30	\$50
Tier 4 (Specialty)	\$40	\$150

# RX and All Medical Changes, Cont'd.

## HSA 1300

Alternative Medical Benefits	Current Benefit	Alternative Medical
<b>Hearing Aids</b>	10% after deductible in network 30% after deductible out of network	Same coinsurance amounts with added limitation: ~ up to maximum benefit of \$2,500 per ear every three years
<b>Rx Copays</b>		
<b>Tier 1 (Generic)</b>	\$10	\$10
<b>Tier 2 (Preferred Brand)</b>	\$20	\$25
<b>Tier 3 (Non-Preferred Brand)</b>	\$40	\$50
<b>Tier 4 (Specialty)</b>	20%	20% (no change)
<b>DAW (Dispense as Written)</b>	Allows DAW from physician	Will require authorization based on medical necessity for brand drugs if generic is available



# PLAN HIGHLIGHTS

## METAL PLANS

For effective dates January 1-June 1, 2016

## Notes for all plans

- All plans have an unlimited lifetime maximum benefit while insured.
- Kaiser Permanente plans do not include a pre-existing condition clause.
- The copayment HMO plans, HSA-qualified deductible HMO plans, deductible HMO plans, and the deductible HMO plans with HRA are underwritten by Kaiser Foundation Health Plan, Inc. (KFHP). Kaiser Permanente Insurance Company (KPIC), a subsidiary of KFHP, underwrites the Preferred Provider Organization (PPO) plans as well as the Premier and PPO dental plans. The chiropractic/acupuncture benefit is administered by American Specialty Health Plans of California, Inc.
- All plans cover the essential health benefits, as defined by Affordable Care Act (ACA) regulations, which include child dental services. When employees and dependents enroll in the medical plan(s) you've chosen, we'll also enroll them in a separate child dental plan underwritten by Delta Dental of California. PPO medical plan members receive child dental benefits as part of their medical coverage and not as a separate plan.
- This booklet is a summary only. The KFHP *Evidence of Coverage* and the KPIC *Certificate of Insurance* contain a complete explanation of benefits, exclusions, and limitations. The information provided in this brochure is not intended to describe all of the benefits included in each plan, nor is it designed to serve as the *Evidence of Coverage* or *Certificate of Insurance*.
- Summary of Benefits and Coverage (SBC) documents for all of our plans are available at [kp.org/smallbusiness-sbc/ca](http://kp.org/smallbusiness-sbc/ca). These documents summarize important information about your health coverage options, so you can easily compare Kaiser Permanente benefits and coverage with those of other carriers and make an informed choice.

---

## **What's inside**

Your medical plan options .....	2
Understanding health plans .....	3
Kaiser Permanente Bronze plans .....	4
Kaiser Permanente Silver plans .....	6
Kaiser Permanente Gold plans .....	8
Kaiser Permanente Platinum plans .....	10
Footnotes for medical plans .....	12
Dental plans .....	13
Chiropractic and acupuncture .....	19



## Your medical plan options

When it comes to health care, you expect plans that are simple and easy to use – not just for you, but for your employees. You need options that give you flexibility and control over your health care dollars. And you want it all from a trusted partner who can guide you every step of the way. That's the solution you get with Kaiser Permanente.

Our plans give your employees what they need to be healthier and more productive every day – top doctors, focus on prevention, innovative health promotion tools, and high-quality, personalized care.

**Copayment HMO plans** – A copayment is the fixed dollar amount you pay for certain covered services or prescriptions. Copayment plans feature mostly set fees and no deductible, so you know in advance how much you'll pay for services like doctor's office visits and prescriptions.

- Gold 80 HMO 0/35 w/ Child Dental
- Platinum 90 HMO 0/15 w/ Child Dental
- Platinum 90 HMO 0/20 w/ Child Dental

**Deductible HMO plans** – A deductible is the set amount you must pay for most covered services within a plan year before your health plan begins to pay. When you reach your deductible you'll switch to paying a copayment or coinsurance (a percentage of the full charges) for most covered services for the rest of the plan year until you reach your out-of-pocket maximum.

- Bronze 60 HMO 6000/70 w/ Child Dental
- Silver 70 HMO 1000/50 w/ Child Dental
- Silver 70 HMO 1500/45 w/ Child Dental
- Gold 80 HMO 500/30 w/ Child Dental

**HSA-qualified deductible HMO plan** – This deductible plan gives your employees the option to open a health savings account (HSA). Your employees can contribute pretax or tax-deductible dollars\* to the HSA and use that money to pay for qualified medical expenses. For a complete list of qualified medical expenses, see IRS Publication 502, Medical and Dental Expenses, at [irs.gov/publications](http://irs.gov/publications).

- Bronze 60 HSA HMO 4500/40% w/ Child Dental

**Deductible HMO with HRA plan** – This deductible plan is paired with a health reimbursement arrangement (HRA), which you will set up for your employees. You contribute money into your employees' HRAs, which they can use to pay for the health care services they receive. Because this money isn't considered part of their wages, they won't pay federal income taxes on it.\*

- Gold 80 HRA HMO 2000/30 w/ Child Dental

**PPO** – These plans give you referral-free access to contracted PHCS physicians or any other licensed provider of choice.

- Bronze 60 PPO 6000/70 w/ Child Dental
- Silver 70 PPO 1500/45 w/ Child Dental
- Gold 80 PPO 0/35 w/ Child Dental
- Platinum 90 PPO 0/20 w/ Child Dental

\*Tax references relate to federal income tax only. Consult with your financial or tax adviser for information about state income tax laws. Federal and state tax laws and regulations are subject to change.



# Understanding health plans

In the following “Plan highlights” section, you will get an overview of what your employees can expect to pay for certain services with our plans. There are four main categories of coverage, known as “metal plans” – Bronze, Silver, Gold, and Platinum. These four categories offer different levels of copayments, coinsurance, and deductibles for essential health benefits.

## Here’s a quick look at how to use the chart.

FEATURES	Bronze 60 HMO 6000/70* w/ Child Dental Deductible HMO Plan
<b>2</b> PLAN DEDUCTIBLE Individual/Family	\$6,000/\$12,000 <sup>25</sup> (embedded) <b>3</b>
<b>4</b> OUT-OF-POCKET MAXIMUM Individual/Family	\$6,500/\$13,000 <sup>25</sup> (embedded) <b>3</b>
<b>IN THE MEDICAL OFFICE</b>	
Primary care visits	\$70 (after deductible) <sup>2</sup>
Urgent care visits	\$70 (after deductible) <sup>2</sup>
Specialty office visits	\$90 (after deductible) <sup>2</sup>
Preventive exams, vaccines (immunizations)	\$0 <sup>12</sup> <b>5</b>
Prenatal care	\$0 <sup>3</sup>
Postpartum care	\$0 <sup>3</sup>
Well-child preventive care visits	\$0 <sup>22</sup>
Allergy injections	\$5 (after deductible)
Infertility services	Not covered <sup>17</sup>
Physical, occupational, and speech therapy	\$70 <b>6</b>
Most laboratory tests	\$40
Most X-rays and diagnostic testing	100% (up to out-of-pocket maximum) <sup>20</sup>
Most MRI/CT/PET scans	100% (up to out-of-pocket maximum) <sup>20</sup>
Outpatient surgery (per procedure)	100% (up to out-of-pocket maximum) <sup>20</sup>
<b>EMERGENCY SERVICES</b>	
Emergency Department visits	100% (up to out-of-pocket maximum) <sup>20</sup>
Ambulance	100% (up to out-of-pocket maximum) <sup>20</sup>
<b>PRESCRIPTIONS</b>	
Generic drugs	100% per prescription up to \$500 maximum (after \$500 drug deductible) (up to a 30-day supply) <sup>24</sup>
Brand-name drugs	100% per prescription up to \$500 maximum (after \$500 drug deductible) (up to a 30-day supply) <sup>24</sup>
Specialty drugs	100% per prescription up to \$500 maximum (after \$500 drug deductible) (up to a 30-day supply) <sup>24</sup>
<b>HOSPITAL CARE</b>	
Physicians' services, room and board, tests, medications, supplies, therapies, birth services	100% (up to out-of-pocket maximum) <sup>22</sup> <b>7</b>
Skilled nursing facility care (up to 100 days per benefit period)	100% (up to out-of-pocket maximum) <sup>20</sup>
<b>MENTAL HEALTH SERVICES</b>	
In the medical office	\$70 (after deductible) <sup>2</sup>
In the hospital	100% (up to out-of-pocket maximum) <sup>22</sup>
<b>CHEMICAL DEPENDENCY SERVICES</b>	
In the medical office	\$70 (after deductible) <sup>2</sup>
In the hospital (detoxification only)	100% (up to out-of-pocket maximum) <sup>22</sup>
<b>OTHER</b>	
Certain durable medical equipment (DME)	100% (up to out-of-pocket maximum) <sup>20</sup> (base only)
Certain prosthetic and orthotic devices	\$0
Pediatric optical (eyewear)	One pair of eyeglasses or contact lenses per year <sup>7</sup>
Pediatric vision exam	\$0
Adult optical (eyewear)	Not covered <sup>8</sup>
Adult vision exam (for eye refraction)	\$0
Home health care (up to 100 visits per year)	\$0 (after deductible)
Hospice care	\$0

Refer to page 12 for the medical plan footnotes.  
Refer to page 13 for the child dental benefits

### 1. Actuarial value

The percentage of total average costs for covered benefits that a plan will cover. For example, if a plan has an actuarial value of 70%, on average, members would be responsible for 30% of the costs of all covered benefits. However, members could be responsible for a higher or lower percentage of the total costs of covered services for the year, depending on their actual health care needs and the terms of their insurance policy.

### 2. Plan deductible

The amount employees pay before the plan starts helping them pay for covered services. This is included in the out-of-pocket maximum.

### 3. Embedded accumulation

Each individual family member will begin paying copayments or coinsurance after meeting his or her individual deductible, or when the family deductible is satisfied, whichever comes first. Also, individual family members are no longer subject to cost sharing when they reach their individual out-of-pocket maximum, or when the family out-of-pocket maximum is met, whichever comes first. Not all services may be subject to the deductible and/or out-of-pocket maximum.

### 4. Out-of-pocket maximum

The maximum amount an individual or family will pay for all covered services in a year before the plan starts paying 100% for most or all covered services.

### 5. Preventive care at no charge

Most preventive services are covered at no charge and are not subject to the deductible.

### 6. Copayment

The set amount employees will pay for certain services.

### 7. Coinsurance

The percentage of the total cost for certain services that an employee will pay after meeting the deductible up to the out-of-pocket maximum.

# Kaiser Permanente Bronze plans

## Plan Highlights

For effective dates 1/1/16-6/1/16

**\*ALSO AVAILABLE IN COVERED CALIFORNIA**

	Bronze 60 HMO 6000/70* w/ Child Dental	Bronze 60 HSA HMO 4500/40%* w/ Child Dental
FEATURES	Deductible HMO Plan	HSA-qualified Deductible HMO Plan
<b>PLAN DEDUCTIBLE</b>		
Individual/Family	\$6,000/\$12,000 <sup>20,25</sup> (embedded)	\$4,500/\$9,000 <sup>19</sup> (embedded)
<b>OUT-OF-POCKET MAXIMUM</b>		
Individual/Family	\$6,500/\$13,000 <sup>1,25</sup> (embedded)	\$6,500/\$13,000 <sup>10,29</sup> (embedded)
<b>IN THE MEDICAL OFFICE</b>		
Primary care visits	\$70 (after deductible) <sup>2</sup>	40% (after deductible)
Urgent care visits	\$70 (after deductible) <sup>2</sup>	40% (after deductible)
Specialty office visits	\$90 (after deductible) <sup>2</sup>	40% (after deductible)
Preventive exams, vaccines (immunizations)	\$0 <sup>12</sup>	\$0 <sup>12</sup>
Prenatal care	\$0 <sup>3</sup>	\$0 <sup>4</sup>
Postpartum care	\$0 <sup>3</sup>	\$0 (after deductible) <sup>16</sup>
Well-child preventive care visits	\$0 <sup>23</sup>	\$0 <sup>23</sup>
Allergy injections	\$5 (after deductible)	40% (after deductible)
Infertility services	Not covered <sup>17</sup>	Not covered <sup>17</sup>
Physical, occupational, and speech therapy	\$70	40% (after deductible)
Most laboratory tests	\$40	40% (after deductible)
Most X-rays and diagnostic testing	100% (up to out-of-pocket maximum) <sup>20</sup>	40% (after deductible)
Most MRI/CT/PET scans	100% (up to out-of-pocket maximum) <sup>20</sup>	40% (after deductible)
Outpatient surgery (per procedure)	100% (up to out-of-pocket maximum) <sup>20</sup>	40% (after deductible)
<b>EMERGENCY SERVICES</b>		
Emergency Department visits	100% (up to out-of-pocket maximum) <sup>20</sup>	40% (after deductible)
Ambulance	100% (up to out-of-pocket maximum) <sup>20</sup>	40% (after deductible)
<b>PRESCRIPTIONS</b>		
Generic drugs	100% per prescription up to \$500 maximum (after \$500 drug deductible) <sup>24</sup> (up to a 30-day supply)	40% (after plan deductible) <sup>24</sup> (up to a 100-day supply)
Brand-name drugs	100% per prescription up to \$500 maximum (after \$500 drug deductible) <sup>24</sup> (up to a 30-day supply)	40% (after plan deductible) <sup>24</sup> (up to a 100-day supply)
Specialty drugs	100% per prescription up to \$500 maximum (after \$500 drug deductible) <sup>24</sup> (up to a 30-day supply)	40% (after plan deductible) <sup>24</sup> (up to a 30-day supply)
<b>HOSPITAL CARE</b>		
Physicians' services, room and board, tests, medications, supplies, therapies, birth services	100% (up to out-of-pocket maximum) <sup>20</sup>	40% (after deductible)
Skilled nursing facility care (up to 100 days per benefit period)	100% (up to out-of-pocket maximum) <sup>20</sup>	40% (after deductible)
<b>MENTAL HEALTH SERVICES</b>		
In the medical office	\$70 (after deductible) <sup>2</sup>	40% (after deductible)
In the hospital	100% (up to out-of-pocket maximum) <sup>20</sup>	40% (after deductible)
<b>CHEMICAL DEPENDENCY SERVICES</b>		
In the medical office	\$70 (after deductible) <sup>2</sup>	40% (after deductible)
In the hospital (detoxification only)	100% (up to out-of-pocket maximum) <sup>20</sup>	40% (after deductible)
<b>OTHER</b>		
Certain durable medical equipment (DME)	100% (up to out-of-pocket maximum) <sup>6,20</sup> (base only)	40% (after deductible) <sup>6</sup> (base only)
Certain prosthetic and orthotic devices	\$0	\$0 (after deductible)
Pediatric optical (eyewear)	One pair of eyeglasses or contact lenses per year <sup>7</sup>	One pair of eyeglasses or contact lenses per year <sup>7</sup>
Pediatric vision exam	\$0	\$0
Adult optical (eyewear)	Not covered <sup>8</sup>	Not covered <sup>8</sup>
Adult vision exam (for eye refraction)	\$0	\$0
Home health care (up to 100 visits per year)	\$0 (after deductible)	\$0 (after deductible)
Hospice care	\$0	\$0 (after deductible)

Refer to page 12 for the medical plan footnotes.

Refer to page 13 for the child dental benefits

# Kaiser Permanente Bronze plans

## Plan Highlights

For effective dates 1/1/16-6/1/16

FEATURES	Bronze 60 PPO 6000/70 w/ Child Dental Pending regulatory approval	
	Participating providers (in-network) <sup>9</sup>	Non-participating providers (out-of-network) <sup>9</sup>
<b>PLAN DEDUCTIBLE</b>		
Individual/Family	\$6,000/\$12,000 <sup>20,25</sup> (embedded)	\$12,000/\$24,000 <sup>10</sup> (embedded)
<b>OUT-OF-POCKET MAXIMUM</b>		
Individual/Family	\$6,500/\$13,000 <sup>11,25</sup> (embedded)	\$13,000/\$26,000 <sup>10,11</sup> (embedded)
<b>IN THE MEDICAL OFFICE</b>		
Primary care visits	\$70 (after deductible) <sup>2</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
Urgent care visits	\$120 (after deductible) <sup>2</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
Specialty office visits	\$90 (after deductible) <sup>2</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
Preventive exams, vaccines (immunizations)	\$0 <sup>12</sup>	40% <sup>12</sup>
Prenatal care	\$0 <sup>3,13,14</sup>	40% <sup>3,13,14</sup>
Postpartum care	\$0 <sup>3</sup>	40% <sup>3</sup>
Well-child preventive care visits	\$0	40%
Allergy injections	100% (up to out-of-pocket maximum) <sup>20</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
Infertility services	100% (up to out-of-pocket maximum) <sup>15,20</sup>	Not covered
Physical, occupational, and speech therapy	\$70	100% (up to out-of-pocket maximum) <sup>20</sup>
Most laboratory tests	\$40	100% (up to out-of-pocket maximum) <sup>20</sup>
Most X-rays and diagnostic testing	100% (up to out-of-pocket maximum) <sup>20</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
Most MRI/CT/PET scans	100% (up to out-of-pocket maximum) <sup>20</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
Outpatient surgery (per procedure)	100% (up to out-of-pocket maximum) <sup>20</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
<b>EMERGENCY SERVICES</b>		
Emergency Department visits	100% (up to out-of-pocket maximum) <sup>20</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
Ambulance	100% (up to out-of-pocket maximum) <sup>20</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
<b>PRESCRIPTIONS</b>		
Generic drugs		100% per prescription up to \$500 maximum (after \$500 drug deductible) <sup>18,19</sup> (up to a 30-day supply)
Brand-name drugs		100% per prescription up to \$500 maximum (after \$500 drug deductible) <sup>18,19</sup> (up to a 30-day supply)
Specialty drugs		100% per prescription up to \$500 maximum (after \$500 drug deductible) <sup>19</sup> (up to a 30-day supply)
<b>HOSPITAL CARE</b>		
Physicians' services, room and board, tests, medications, supplies, therapies, birth services	100% (up to out-of-pocket maximum) <sup>20</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
Skilled nursing facility care (up to 100 days per benefit period)	100% (up to out-of-pocket maximum) <sup>20</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
<b>MENTAL HEALTH SERVICES</b>		
In the medical office	\$70 (after deductible) <sup>2</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
In the hospital	100% (up to out-of-pocket maximum) <sup>20</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
<b>CHEMICAL DEPENDENCY SERVICES</b>		
In the medical office	\$70 (after deductible) <sup>2</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
In the hospital (detoxification only)	100% (up to out-of-pocket maximum) <sup>20</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
<b>OTHER</b>		
Certain durable medical equipment (DME)	100% (up to out-of-pocket maximum) <sup>20,21,22</sup> (supplemental and base)	100% (up to out-of-pocket maximum) <sup>20,21,22</sup> (supplemental and base)
Certain prosthetic and orthotic devices	100% (up to out-of-pocket maximum) <sup>20</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
Pediatric optical (eyewear)	One pair of eyeglasses or contact lenses per year <sup>7</sup>	100% (up to out-of-pocket maximum) <sup>7,20</sup>
Pediatric vision exam	\$0	\$0 (after deductible)
Adult optical (eyewear)	Not covered	Not covered
Adult vision exam (for eye refraction)	\$0	Not covered
Home health care (up to 100 visits per year)	100% (up to out-of-pocket maximum) <sup>20</sup>	100% (up to out-of-pocket maximum) <sup>20</sup>
Hospice care	\$0	100% (up to out-of-pocket maximum) <sup>20</sup>

Refer to page 12 for the medical plan footnotes.  
Refer to page 13 for the child dental benefits

# Kaiser Permanente Silver plans

## Plan Highlights

For effective dates 1/1/16–6/1/16

\*ALSO AVAILABLE IN COVERED CALIFORNIA

FEATURES	Silver 70 HMO 1000/50* w/ Child Dental	Silver 70 HMO 1500/45* w/ Child Dental
	Deductible HMO Plan	Deductible HMO Plan
<b>PLAN DEDUCTIBLE</b> Individual/Family	\$1,000/\$2,000 <sup>6</sup> (embedded)	\$1,500/\$3,000 <sup>10</sup> (embedded)
<b>OUT-OF-POCKET MAXIMUM</b> Individual/Family	\$6,500/\$13,000 <sup>10</sup> (embedded)	\$6,500/\$13,000 <sup>10</sup> (embedded)
<b>IN THE MEDICAL OFFICE</b>		
Primary care visits	\$50	\$45
Urgent care visits	\$50	\$45
Specialty office visits	\$50	\$70
Preventive exams, vaccines (immunizations)	\$0 <sup>2</sup>	\$0 <sup>12</sup>
Prenatal care	\$0 <sup>3</sup>	\$0 <sup>3</sup>
Postpartum care	\$0 <sup>3</sup>	\$0 <sup>3</sup>
Well-child preventive care visits	\$0 <sup>23</sup>	\$0 <sup>23</sup>
Allergy injections	\$5	\$5
Infertility services	Not covered <sup>17</sup>	Not covered <sup>17</sup>
Physical, occupational, and speech therapy	\$50	\$45
Most laboratory tests	\$40	\$35
Most X-rays and diagnostic testing	\$40	\$65
Most MRI/CT/PET scans	30% (after deductible)	\$250
Outpatient surgery (per procedure)	30% (after deductible)	20%
<b>EMERGENCY SERVICES</b>		
Emergency Department visits	30% (after deductible)	\$300 (after deductible) (waived if admitted directly to hospital)
Ambulance	30% (after deductible)	\$250 (after deductible)
<b>PRESCRIPTIONS</b>		
Generic drugs	\$25 <sup>24</sup> (up to a 30-day supply)	\$15 <sup>24</sup> (up to a 30-day supply)
Brand-name drugs	\$50 <sup>24</sup> (up to a 30-day supply)	\$55 (after \$250 drug deductible) <sup>24</sup> (up to a 30-day supply)
Specialty drugs	20% per prescription up to \$250 maximum <sup>24</sup> (up to a 30-day supply)	20% per prescription up to \$250 maximum (after \$250 drug deductible) <sup>24</sup> (up to a 30-day supply)
<b>HOSPITAL CARE</b>		
Physicians' services, room and board, tests, medications, supplies, therapies, birth services	30% (after deductible)	20% (after deductible)
Skilled nursing facility care (up to 100 days per benefit period)	30% (after deductible)	20% (after deductible)
<b>MENTAL HEALTH SERVICES</b>		
In the medical office	\$50	\$45
In the hospital	30% (after deductible)	20% (after deductible)
<b>CHEMICAL DEPENDENCY SERVICES</b>		
In the medical office	\$50	\$45
In the hospital (detoxification only)	30% (after deductible)	20% (after deductible)
<b>OTHER</b>		
Certain durable medical equipment (DME)	30% <sup>6</sup> (base only)	20% <sup>6</sup> (base only)
Certain prosthetic and orthotic devices	\$0	\$0
Pediatric optical (eyewear)	One pair of eyeglasses or contact lenses per year <sup>7</sup>	One pair of eyeglasses or contact lenses per year <sup>7</sup>
Pediatric vision exam	\$0	\$0
Adult optical (eyewear)	Not covered <sup>5</sup>	Not covered <sup>8</sup>
Adult vision exam (for eye refraction)	\$0	\$0
Home health care (up to 100 visits per year)	\$0	\$0
Hospice care	\$0	\$0

Refer to page 12 for the medical plan footnotes.

Refer to page 13 for the child dental benefits

# Kaiser Permanente Silver plans

For effective dates 1/1/16-6/1/16

## Plan Highlights

FEATURES	Silver 70 PPO 1500/45 w/ Child Dental Pending regulatory approval	
	Participating providers (in-network) <sup>9</sup>	Non-participating providers (out-of-network) <sup>9</sup>
<b>PLAN DEDUCTIBLE</b> Individual/Family	\$1,500/\$3,000 <sup>10</sup> (embedded)	\$3,000/\$6,000 <sup>10</sup> (embedded)
<b>OUT-OF-POCKET MAXIMUM</b> Individual/Family	\$6,500/\$13,000 <sup>10,11</sup> (embedded)	\$13,000/\$26,000 <sup>10,11</sup> (embedded)
<b>IN THE MEDICAL OFFICE</b>		
Primary care visits	\$45	40% (after deductible)
Urgent care visits	\$90	40% (after deductible)
Specialty office visits	\$70	40% (after deductible)
Preventive exams, vaccines (immunizations)	\$0 <sup>12</sup>	40% <sup>12</sup>
Prenatal care	\$0 <sup>3,13,14</sup>	40% <sup>3,13,14</sup>
Postpartum care	\$0 <sup>3</sup>	40% <sup>3</sup>
Well-child preventive care visits	\$0	40%
Allergy injections	20%	40% (after deductible)
Infertility services	50% (after deductible) <sup>15</sup>	Not covered
Physical, occupational, and speech therapy	\$45	40% (after deductible)
Most laboratory tests	\$35	40% (after deductible)
Most X-rays and diagnostic testing	\$65	40% (after deductible)
Most MRI/CT/PET scans	\$250	40% (after deductible)
Outpatient surgery (per procedure)	20%	40% (after deductible)
<b>EMERGENCY SERVICES</b>		
Emergency Department visits	\$300 (after deductible) (waived if admitted directly to hospital)	\$300 (after deductible) (waived if admitted directly to hospital)
Ambulance	\$250 (after deductible)	\$250 (after deductible)
<b>PRESCRIPTIONS</b>		
Generic drugs	\$15 <sup>18,19</sup> (up to a 30-day supply)	
Brand-name drugs	\$55 (after \$250 drug deductible) <sup>18,19</sup> (up to a 30-day supply)	
Specialty drugs	20% per prescription up to \$250 maximum (after \$250 drug deductible) <sup>19</sup> (up to a 30-day supply)	
<b>HOSPITAL CARE</b>		
Physicians' services, room and board, tests, medications, supplies, therapies, birth services	20% (after deductible)	40% (after deductible)
Skilled nursing facility care (up to 100 days per benefit period)	20% (after deductible)	40% (after deductible)
<b>MENTAL HEALTH SERVICES</b>		
In the medical office	\$45	40% (after deductible)
In the hospital	20% (after deductible)	40% (after deductible)
<b>CHEMICAL DEPENDENCY SERVICES</b>		
In the medical office	\$45	40% (after deductible)
In the hospital (detoxification only)	20% (after deductible)	40% (after deductible)
<b>OTHER</b>		
Certain durable medical equipment (DME)	20% <sup>21,22</sup> (supplemental and base)	40% (after deductible) <sup>21,22</sup> (supplemental and base)
Certain prosthetic and orthotic devices	20%	40% (after deductible)
Pediatric optical (eyewear)	One pair of eyeglasses or contact lenses per year <sup>7</sup>	20% (after deductible) <sup>7</sup>
Pediatric vision exam	\$0	\$0 (after deductible)
Adult optical (eyewear)	Not covered	Not covered
Adult vision exam (for eye refraction)	\$0	Not covered
Home health care (up to 100 visits per year)	\$45	40% (after deductible)
Hospice care	\$0	40% (after deductible)

Refer to page 12 for the medical plan footnotes.

Refer to page 13 for the child dental benefits

# Kaiser Permanente Gold plans

## Plan Highlights

For effective dates 1/1/16–6/1/16

**\*ALSO AVAILABLE IN COVERED CALIFORNIA**

	Gold 80 HMO 0/35* w/ Child Dental	Gold 80 HMO 500/30* w/ Child Dental	Gold 80 HRA HMO 2000/30 w/ Child Dental
FEATURES	Copayment/HMO Plan	Deductible HMO Plan	Deductible HMO with HRA Plan <sup>10</sup>
<b>PLAN DEDUCTIBLE</b> Individual/Family	\$0	\$500/\$1,000 <sup>10</sup> (embedded)	\$2,000/\$4,000 <sup>10</sup> (embedded)
<b>OUT-OF-POCKET MAXIMUM</b> Individual/Family	\$6,200/\$12,400 <sup>128</sup> (embedded)	\$6,250/\$12,500 <sup>1,10</sup> (embedded)	\$6,250/\$12,500 <sup>1,10</sup> (embedded)
<b>IN THE MEDICAL OFFICE</b>			
Primary care visits	\$35	\$30	\$30
Urgent care visits	\$35	\$30	\$30
Specialty office visits	\$55	\$30	\$30
Preventive exams, vaccines (immunizations)	\$0 <sup>12</sup>	\$0 <sup>12</sup>	\$0 <sup>12</sup>
Prenatal care	\$0 <sup>3</sup>	\$0 <sup>3</sup>	\$0 <sup>3</sup>
Postpartum care	\$0 <sup>3</sup>	\$0 <sup>3</sup>	\$0 <sup>3</sup>
Well-child preventive care visits	\$0 <sup>23</sup>	\$0 <sup>23</sup>	\$0 <sup>23</sup>
Allergy injections	\$5	\$5	\$5 (after deductible)
Infertility services	Not covered <sup>17</sup>	Not covered <sup>17</sup>	Not covered <sup>17</sup>
Physical, occupational, and speech therapy	\$35	\$30	\$30 (after deductible)
Most laboratory tests	\$35	\$20	20% (after deductible)
Most X-rays and diagnostic testing	\$50	\$20	20% (after deductible)
Most MRI/CT/PET scans	\$250	\$250	20% (after deductible)
Outpatient surgery (per procedure)	\$655	\$600 (after deductible)	20% (after deductible)
<b>EMERGENCY SERVICES</b>			
Emergency Department visits	\$250 (waived if admitted directly to hospital)	\$250 (after deductible) (waived if admitted directly to hospital)	20%
Ambulance	\$250	\$250 (after deductible)	20% (after deductible)
<b>PRESCRIPTIONS</b>			
Generic drugs	\$15 <sup>24</sup> (up to a 30-day supply)	\$15 <sup>24</sup> (up to a 30-day supply)	\$15 <sup>24</sup> (up to a 30-day supply)
Brand-name drugs	\$50 <sup>24</sup> (up to a 30-day supply)	\$50 <sup>24</sup> (up to a 30-day supply)	\$30 <sup>24</sup> (up to a 30-day supply)
Specialty drugs	20% per prescription up to \$250 maximum <sup>24</sup> (up to a 30-day supply)	20% per prescription up to \$250 maximum <sup>24</sup> (up to a 30-day supply)	20% per prescription up to \$250 maximum <sup>24</sup> (up to a 30-day supply)
<b>HOSPITAL CARE</b>			
Physicians' services, room and board, tests, medications, supplies, therapies, birth services	\$655 per day up to 5 days per admission <sup>26</sup>	\$600 per day up to 5 days per admission (after deductible) <sup>26</sup>	20% (after deductible)
Skilled nursing facility care (up to 100 days per benefit period)	\$300 per day up to 5 days per admission <sup>26</sup>	\$250 per day up to 5 days per admission (after deductible) <sup>26</sup>	20% (after deductible)
<b>MENTAL HEALTH SERVICES</b>			
In the medical office	\$35	\$30	\$30
In the hospital	\$655 per day up to 5 days per admission <sup>26</sup>	\$600 per day up to 5 days per admission (after deductible) <sup>26</sup>	20% (after deductible)
<b>CHEMICAL DEPENDENCY SERVICES</b>			
In the medical office	\$35	\$30	\$30
In the hospital (detoxification only)	\$655 per day up to 5 days per admission <sup>26</sup>	\$600 per day up to 5 days per admission (after deductible) <sup>26</sup>	20% (after deductible)
<b>OTHER</b>			
Certain durable medical equipment (DME)	20% <sup>6</sup> (base only)	20% <sup>27</sup> (supplemental and base)	50% <sup>6</sup> (base only)
Certain prosthetic and orthotic devices	\$0	\$0	\$0
Pediatric optical (eyewear)	One pair of eyeglasses or contact lenses per year <sup>7</sup>	One pair of eyeglasses or contact lenses per year <sup>7</sup>	One pair of eyeglasses or contact lenses per year <sup>7</sup>
Pediatric vision exam	\$0	\$0	\$0
Adult optical (eyewear)	Not covered <sup>8</sup>	Not covered <sup>8</sup>	Not covered <sup>8</sup>
Adult vision exam (for eye refraction)	\$0	\$0	\$0
Home health care (up to 100 visits per year)	\$0	\$0	\$0
Hospice care	\$0	\$0	\$0

Refer to page 12 for the medical plan footnotes.  
Refer to page 13 for the child dental benefits

# Kaiser Permanente Gold plans

For effective dates 1/1/16–6/1/16

## Plan Highlights

FEATURES	Gold 80 PPO 0/35 w/ Child Dental Pending regulatory approval	
	Participating providers (in-network) <sup>9</sup>	Non-participating providers (out-of-network) <sup>9</sup>
<b>PLAN DEDUCTIBLE</b> Individual/Family	\$0	\$1,000/\$2,000 <sup>10</sup> (embedded)
<b>OUT-OF-POCKET MAXIMUM</b> Individual/Family	\$6,200/\$12,400 <sup>11</sup> (embedded)	\$12,400/\$24,800 <sup>10,11</sup> (embedded)
<b>IN THE MEDICAL OFFICE</b>		
Primary care visits	\$35	40% (after deductible)
Urgent care visits	\$60	40% (after deductible)
Specialty office visits	\$55	40% (after deductible)
Preventive exams, vaccines (immunizations)	\$0 <sup>12</sup>	40% <sup>12</sup>
Prenatal care	\$0 <sup>3,13,14</sup>	40% <sup>3,13,14</sup>
Postpartum care	\$0 <sup>3</sup>	40% <sup>3</sup>
Well-child preventive care visits	\$0	40%
Allergy injections	20%	40% (after deductible)
Infertility services	50% <sup>15</sup>	Not covered
Physical, occupational, and speech therapy	\$35	40% (after deductible)
Most laboratory tests	\$35	40% (after deductible)
Most X-rays and diagnostic testing	\$50	40% (after deductible)
Most MRI/CT/PET scans	20%	40% (after deductible)
Outpatient surgery (per procedure)	20%	40% (after deductible)
<b>EMERGENCY SERVICES</b>		
Emergency Department visits	\$250 – facility fee 20% – physician fee (waived if admitted directly to hospital)	\$250 – facility fee 20% – physician fee (waived if admitted directly to hospital)
Ambulance	\$250	\$250
<b>PRESCRIPTIONS</b>		
Generic drugs		\$15 <sup>18,19</sup> (up to a 30-day supply)
Brand-name drugs		\$50 <sup>18,19</sup> (up to a 30-day supply)
Specialty drugs		20% per prescription up to \$250 maximum <sup>19</sup> (up to a 30-day supply)
<b>HOSPITAL CARE</b>		
Physicians' services, room and board, tests, medications, supplies, therapies, birth services	20%	40% (after deductible)
Skilled nursing facility care (up to 100 days per benefit period)	20%	40% (after deductible)
<b>MENTAL HEALTH SERVICES</b>		
In the medical office	\$35	40% (after deductible)
In the hospital	20%	40% (after deductible)
<b>CHEMICAL DEPENDENCY SERVICES</b>		
In the medical office	\$35	40% (after deductible)
In the hospital (detoxification only)	20%	40% (after deductible)
<b>OTHER</b>		
Certain durable medical equipment (DME)	20% <sup>21,22</sup> (supplemental and base)	40% (after deductible) <sup>21,22</sup> (supplemental and base)
Certain prosthetic and orthotic devices	20%	40% (after deductible)
Pediatric optical (eyewear)	One pair of eyeglasses or contact lenses per year <sup>7</sup>	20% (after deductible) <sup>7</sup>
Pediatric vision exam	\$0	\$0 (after deductible)
Adult optical (eyewear)	Not covered	Not covered
Adult vision exam (for eye refraction)	\$0	Not covered
Home health care (up to 100 visits per year)	20%	40% (after deductible)
Hospice care	\$0	40% (after deductible)

Refer to page 12 for the medical plan footnotes.

Refer to page 13 for the child dental benefits

# Kaiser Permanente Platinum plans

## Plan Highlights

For effective dates 1/1/16-6/1/16

**\*ALSO AVAILABLE IN COVERED CALIFORNIA**

	Platinum 90 HMO 0/15* w/ Child Dental	Platinum 90 HMO 0/20* w/ Child Dental
FEATURES	Copayment/HMO Plan	Copayment/HMO Plan
<b>PLAN DEDUCTIBLE</b> Individual/Family	\$0	\$0
<b>OUT-OF-POCKET MAXIMUM</b> Individual/Family	\$2,500/\$5,000 <sup>1,28</sup> (embedded)	\$4,000/\$8,000 <sup>1,28</sup> (embedded)
<b>IN THE MEDICAL OFFICE</b>		
Primary care visits	\$15	\$20
Urgent care visits	\$15	\$20
Specialty office visits	\$15	\$40
Preventive exams, vaccines (immunizations)	\$0 <sup>12</sup>	\$0 <sup>12</sup>
Prenatal care	\$0 <sup>3</sup>	\$0 <sup>3</sup>
Postpartum care	\$0 <sup>3</sup>	\$0 <sup>3</sup>
Well-child preventive care visits	\$0 <sup>23</sup>	\$0 <sup>23</sup>
Allergy injections	\$5	\$5
Infertility services	Not covered <sup>17</sup>	Not covered <sup>17</sup>
Physical, occupational, and speech therapy	\$15	\$20
Most laboratory tests	\$20	\$20
Most X-rays and diagnostic testing	\$40	\$40
Most MRI/CT/PET scans	\$100	\$150
Outpatient surgery (per procedure)	\$250	\$290
<b>EMERGENCY SERVICES</b>		
Emergency Department visits	\$150 (waived if admitted directly to hospital)	\$150 (waived if admitted directly to hospital)
Ambulance	\$150	\$150
<b>PRESCRIPTIONS</b>		
Generic drugs	\$5 <sup>24</sup> (up to a 30-day supply)	\$5 <sup>24</sup> (up to a 30-day supply)
Brand-name drugs	\$15 <sup>24</sup> (up to a 30-day supply)	\$15 <sup>24</sup> (up to a 30-day supply)
Specialty drugs	10% per prescription up to \$250 maximum <sup>24</sup> (up to a 30-day supply)	10% per prescription up to \$250 maximum <sup>24</sup> (up to a 30-day supply)
<b>HOSPITAL CARE</b>		
Physicians' services, room and board, tests, medications, supplies, therapies, birth services	\$250 per admission	\$290 per day up to 5 days per admission <sup>26</sup>
Skilled nursing facility care (up to 100 days per benefit period)	\$250 per admission	\$150 per day up to 5 days per admission <sup>26</sup>
<b>MENTAL HEALTH SERVICES</b>		
In the medical office	\$15	\$20
In the hospital	\$250 per admission	\$290 per day up to 5 days per admission <sup>26</sup>
<b>CHEMICAL DEPENDENCY SERVICES</b>		
In the medical office	\$15	\$20
In the hospital (detoxification only)	\$250 per admission	\$290 per day up to 5 days per admission <sup>26</sup>
<b>OTHER</b>		
Certain durable medical equipment (DME)	10% <sup>5</sup> (supplemental and base)	10% <sup>6</sup> (base only)
Certain prosthetic and orthotic devices	\$0	\$0
Pediatric optical (eyewear)	One pair of eyeglasses or contact lenses per year <sup>7</sup>	One pair of eyeglasses or contact lenses per year <sup>7</sup>
Pediatric vision exam	\$0	\$0
Adult optical (eyewear)	\$175 allowance <sup>31</sup>	Not covered <sup>8</sup>
Adult vision exam (for eye refraction)	\$0	\$0
Home health care (up to 100 visits per year)	\$0	\$0
Hospice care	\$0	\$0

Refer to page 12 for the medical plan footnotes.  
Refer to page 13 for the child dental benefits

# Kaiser Permanente Platinum plans

For effective dates 1/1/16-6/1/16

## Plan Highlights

FEATURES	Platinum 90 PPO 0/20 w/ Child Dental Pending regulatory approval	
	Participating providers (in-network) <sup>9</sup>	Non-participating providers (out-of-network) <sup>9</sup>
<b>PLAN DEDUCTIBLE</b> Individual/Family	\$0	\$500/\$1,000 <sup>10</sup> (embedded)
<b>OUT-OF-POCKET MAXIMUM</b> Individual/Family	\$4,000/\$8,000 <sup>11</sup> (embedded)	\$8,000/\$16,000 <sup>10,11</sup> (embedded)
<b>IN THE MEDICAL OFFICE</b>		
Primary care visits	\$20	30% (after deductible)
Urgent care visits	\$40	30% (after deductible)
Specialty office visits	\$40	30% (after deductible)
Preventive exams, vaccines (immunizations)	\$0 <sup>12</sup>	30% <sup>12</sup>
Prenatal care	\$0 <sup>3,13,14</sup>	30% <sup>3,13,14</sup>
Postpartum care	\$0 <sup>3</sup>	30% <sup>3</sup>
Well-child preventive care visits	\$0	30%
Allergy injections	10%	30% (after deductible)
Infertility services	50% <sup>15</sup>	Not covered
Physical, occupational, and speech therapy	\$20	30% (after deductible)
Most laboratory tests	\$20	30% (after deductible)
Most X-rays and diagnostic testing	\$40	30% (after deductible)
Most MRI/CT/PET scans	10%	30% (after deductible)
Outpatient surgery (per procedure)	10%	30% (after deductible)
<b>EMERGENCY SERVICES</b>		
Emergency Department visits	\$150 – facility fee 10% – physician fee (waived if admitted directly to hospital)	\$150 – facility fee 10% – physician fee (waived if admitted directly to hospital)
Ambulance	\$150	\$150
<b>PRESCRIPTIONS</b>		
Generic drugs		\$5 <sup>18,19</sup> (up to a 30-day supply)
Brand-name drugs		\$15 <sup>18,19</sup> (up to a 30-day supply)
Specialty drugs		10% per prescription up to \$250 maximum <sup>19</sup> (up to a 30-day supply)
<b>HOSPITAL CARE</b>		
Physicians' services, room and board, tests, medications, supplies, therapies, birth services	10%	30% (after deductible)
Skilled nursing facility care (up to 100 days per benefit period)	10%	30% (after deductible)
<b>MENTAL HEALTH SERVICES</b>		
In the medical office	\$20	30% (after deductible)
In the hospital	10%	30% (after deductible)
<b>CHEMICAL DEPENDENCY SERVICES</b>		
In the medical office	\$20	30% (after deductible)
In the hospital (detoxification only)	10%	30% (after deductible)
<b>OTHER</b>		
Certain durable medical equipment (DME) (supplemental and base)	10% <sup>21,22</sup>	30% (after deductible) <sup>21,22</sup> (supplemental and base)
Certain prosthetic and orthotic devices	10%	30% (after deductible)
Pediatric optical (eyewear)	One pair of eyeglasses or contact lenses per year <sup>7</sup>	10% (after deductible) <sup>7</sup>
Pediatric vision exam	\$0	\$0 (after deductible)
Adult optical (eyewear)	Not covered	Not covered
Adult vision exam (for eye refraction)	\$0	Not covered
Home health care (up to 100 visits per year)	10%	30% (after deductible)
Hospice care	\$0	30% (after deductible)

Refer to page 12 for the medical plan footnotes.  
Refer to page 13 for the child dental benefits

## Footnotes for medical plans

Cost-share amounts for all in-network services accumulate toward the out-of-pocket maximum.

Preventive services are available at no cost share except for services from non-participating providers. For a complete list of preventive services, please refer to the *Evidence of Coverage, Certificate of Insurance, or businessnet.kp.org*.

Kaiser Permanente plans do not include a pre-existing condition clause.

- <sup>1</sup>Out-of-pocket maximum is the maximum amount an individual or family will pay for certain services in a year.
- <sup>2</sup>Deductible is waived for first three visits combined for non-preventive primary care, specialty care, urgent care, and individual mental/behavioral health and substance use disorder services.
- <sup>3</sup>Scheduled prenatal visits and the first postpartum visit
- <sup>4</sup>Scheduled prenatal visits
- <sup>5</sup>Supplemental coverage: \$2,000 benefit limit per year
- <sup>6</sup>Please refer to the *Evidence of Coverage* for information on what is included in your DME benefit. Coverage is limited.
- <sup>7</sup>Under age 19
- <sup>8</sup>Kaiser Permanente members are entitled to a 20 percent discount on eyeglasses and contact lenses purchased at Kaiser Permanente optical centers. These discounts may not be combined with any other Health Plan vision benefit. The discounts will not apply to any sale, promotion, or packaged eyewear program, for any contact lens extended purchase agreement, or to low-vision aids or devices. Visit [kp2020.org](http://kp2020.org) for Kaiser Permanente optical locations.
- <sup>9</sup>Payments are based upon the maximum allowable charge for covered services. Maximum allowable charge means the lesser of: the usual, customary, and reasonable charges; the negotiated rate; or the actual billed charges. The maximum allowable charge may be less than the amount actually billed by the provider. Covered persons may be responsible for payment of any amounts in excess of the maximum allowable charge for a covered service.
- <sup>10</sup>This plan has an embedded deductible and out-of-pocket maximum. Each family member will begin paying copayments or coinsurance after meeting his or her individual deductible, or when the family deductible is satisfied. Individual family members are no longer subject to cost sharing when they reach their individual out-of-pocket maximum, or when the family out-of-pocket maximum is met.
- <sup>11</sup>Covered charges incurred toward satisfaction of the out-of-pocket maximum at the non-participating providers level will not accumulate toward satisfaction of the out-of-pocket maximum on the PHCS network level. Likewise, covered charges incurred toward satisfaction of the out-of-pocket maximum on the PHCS network level will not accumulate toward satisfaction of the out-of-pocket maximum on the non-participating providers level.
- <sup>12</sup>Preventive lab tests, X-rays, and immunizations are covered as part of the preventive exam.
- <sup>13</sup>Routine prenatal care office visits are covered as required under the Affordable Care Act (ACA). This includes the initial and subsequent histories, physical examinations, recording of weight, blood pressures, fetal heart tones, and routine chemical urinalysis.
- <sup>14</sup>Delivery and inpatient care for mother and baby are covered under your inpatient services benefit. For a complete understanding of birth services, please see your *KPIC Certificate of Insurance*.
- <sup>15</sup>Benefits payable for treatment of infertility are limited to \$1,000 per year for services provided by PHCS network providers. Infertility includes GIFT. In vitro fertilization is not covered. Benefits payable for diagnosis of infertility will be covered on the same basis as any other illness.
- <sup>16</sup>First postpartum visit only covered at no charge.
- <sup>17</sup>Infertility benefits can be added to this plan for an additional cost. For more information, contact your broker or Kaiser Permanente representative.
- <sup>18</sup>Insured is responsible for paying the brand-name copay plus the difference in cost between the generic drug and the brand-name drug when the insured requests a brand-name drug and a generic version is available.
- <sup>19</sup>Your plan does not have a prescription drug formulary; however, select prescription drugs may be excluded from coverage. Please refer to your *KPIC Certificate of Insurance* for a complete list of limitations and exclusions. Regardless of your provider, prescriptions must be filled at a MedImpact participating pharmacy. Please call MedImpact at 800-788-2949 for a participating pharmacy.
- <sup>20</sup>Even when the deductible is met, members will still pay 100% coinsurance for select benefits until the out-of-pocket maximum has been met. Once the out-of-pocket maximum is met, there is no charge for covered services.
- <sup>21</sup>Both base and supplemental DME are covered. Supplemental DME is limited to a combined maximum benefit of \$2,000 per year for services from the PHCS network and non-participating providers, excluding diabetic-testing supplies and equipment.
- <sup>22</sup>Diabetic equipment and supplies are limited to infusion set and syringe with needle for external insulin pumps, testing strips, lancets, skin barrier, adhesive remover wipes, and transparent film. Coinsurance amounts are based on actual billed charges and are not subject to the DME maximum limit of \$2,000 per year.
- <sup>23</sup>Well-child visits through age 23 months
- <sup>24</sup>Prescription drugs are covered in accordance with our formulary when prescribed by a Plan physician and obtained at Plan pharmacies. A few drugs have different copayments. For information on our formulary, including the drugs on the specialty tier, go to [kp.org/formulary](http://kp.org/formulary) or call our Member Service Contact Center.
- <sup>25</sup>This plan has an embedded deductible and out-of-pocket maximum. Each family member will begin paying copayments or coinsurance after meeting his or her individual deductible or out-of-pocket maximum (depending on the benefit), or when the family deductible or out-of-pocket maximum is satisfied. Individual family members are no longer subject to cost sharing when they reach their individual out-of-pocket maximum, or when the family out-of-pocket maximum is met.
- <sup>26</sup>After the 5 days, the hospital stay for the same admission is covered at no charge.
- <sup>27</sup>Base coverage: deductible waived  
Supplemental coverage: \$2,000 benefit limit per year (after deductible)
- <sup>28</sup>This plan has an embedded out-of-pocket maximum. Individual family members are no longer subject to cost sharing when they reach their individual out-of-pocket maximum, or when the family out-of-pocket maximum is met.
- <sup>29</sup>Out-of-pocket maximum is the maximum amount an individual or family will pay for all covered services in a year.
- <sup>30</sup>Groups selecting the Gold HRA 2000/30 Deductible HMO with HRA plan must establish and fund an HRA for each enrolled employee. The allowable funding range is \$300 to \$700 per employee. If the group covers dependents, the allowable funding range per family is \$600 to \$1,400.
- <sup>31</sup>Allowance toward the cost of eyeglass lenses, frames, and contact lenses fitting and dispensing every 24 months



# Dental plans

Choose from a variety of dental plans, which you can pair with any of our medical plans for greater flexibility and access. These plans are administered by Delta Dental of California, one of the nation's largest and most experienced dental benefits providers.

## Child dental benefits

For effective dates 1/1/16-6/1/16

Child dental services is one of the essential health benefits required to be provided in conjunction with your ACA metal medical plan(s). When employees and their dependents enroll in the HMO medical plan(s) you've chosen, we will also enroll them in a separate child dental benefit underwritten by Delta Dental of California. Child dental benefits for HMO members are provided through the DeltaCare USA network. Child dental benefits for PPO members are provided through the Delta Dental PPO network.

SERVICES	Child Dental benefits for HMO plans Member pays	Child Dental benefits for PPO plans* Member pays
<b>DEDUCTIBLE</b>	\$0	\$0
<b>OUT-OF-POCKET (OOP) MAXIMUM</b>	\$350/child \$700/multichild	\$0 <sup>†</sup>
<b>WAITING PERIOD</b>	None	None
<b>OFFICE VISIT</b>	\$0	\$0
<b>PREVENTIVE</b>		
Periodic and comprehensive – oral evaluation	\$0	\$0
Bitewing X-rays	\$0	\$0
Prophylaxis cleaning	\$0	\$0
Fluoride treatments	\$0	\$0
Space maintainers	\$0	\$0
Sealants	\$0	\$0
<b>PERIODONTICS</b>		
Maintenance	Not covered	Not covered
Scaling and root planing	\$85	50%
Surgery – osseous (includes flap entry and closure)	\$350	50%
<b>RESTORATIVE</b>		
Fillings – primary or permanent amalgam	\$25	20%
Composite crowns – resin-based	\$115	20%
Crown – porcelain	\$350	20%
Inlay – metallic	Not covered	Not covered
<b>ENDODONTICS</b>		
Therapeutic pulpotomy	\$85	50%
Root amputation	\$170	50%
Root canal – anterior	\$300	50%
Root canal – molar	\$300	50%
<b>PROSTHODONTICS</b>		
Complete denture	\$350	50%
Reline maxillary denture – chairside and limitations is "Partial"	\$195	50%
Reline maxillary denture – laboratory and limitations is "Partial"	\$210	50%
Extraction – erupted tooth or exposed root	\$65	50%
Surgical removal of erupted tooth	\$165	50%
<b>ORTHODONTICS (MEDICALLY NECESSARY)</b>	\$350 <sup>‡</sup>	50%

\*The child dental benefits are embedded into all metal PPO medical plans.

<sup>†</sup>No separate child dental OOP Maximum – applied to medical OOP Maximum

<sup>‡</sup>Orthodontics includes medically necessary orthodontia only.



A REGISTERED MARK OF DELTA DENTAL PLANS ASSOCIATION

# Kaiser Permanente Insurance Company KPIC Fee-for-Service (Premier) dental plans

For effective dates 1/1/16–6/1/16

These dental insurance plans are underwritten by Kaiser Permanente Insurance Company, a subsidiary of Kaiser Foundation Health Plan, Inc., and administered by Delta Dental of California. The plans below are not intended to satisfy the ACA child dental benefits.

SERVICE	PLAN C PLAN PAYS <sup>1</sup>	PLAN D PLAN PAYS <sup>1</sup>	PLAN E PLAN PAYS <sup>1</sup>	PLAN E WITH ORTHO* PLAN PAYS <sup>1</sup>	LIMITATIONS
<b>NO DEDUCTIBLE APPLIES TO THESE PROCEDURES.</b>					
Exam	100%	100%	100%	100%	Twice a year
Bitewing X-rays X-rays of the top and bottom molars and premolars to show decay between teeth or under fillings	100%	100%	100%	100%	Twice a year for children through age 18, or once a year for adults ages 19 and over
Other X-rays	80%	80%	80%	80%	Full-mouth X-rays, single X-rays, and panoramic X-rays once in any five-year period
Prophylaxis A professional cleaning to remove plaque, calculus (mineralized plaque), and stains to help prevent dental disease	100%	100%	100%	100%	Twice a year
Fluoride treatments A treatment with a chemical compound that prevents cavities and makes the tooth surface stronger so the teeth can resist decay	100%	100%	100%	100%	Only for children through age 18, twice a year
<b>DEDUCTIBLES APPLY TO PROCEDURES UNDER PLANS D, E, AND E WITH ORTHODONTICS.</b>					
Deductible	No deductible	\$25	\$25	\$25	Per person, per year, up to a family maximum of \$75 per year
Benefit maximum	\$500	\$1,000	\$1,000	\$1,000	The benefit maximum represents the total amount paid by the plan per person, per year
Palliative care Any form of medical care or treatment that concentrates on reducing the severity of disease symptoms; the goal is to prevent and relieve suffering and improve quality of life	80%	80%	80%	80%	Usual, customary, and reasonable
Denture relines	Not covered	80%	80%	80%	Twice a year (limited to two upper, two lower, or any combination) <sup>‡</sup>
Space maintainers	100%	100%	100%	100%	Usual, customary, and reasonable
Fillings	80%	80%	80%	80%	Usual, customary, and reasonable
Stainless steel crowns	80%	80%	80%	80%	Primary teeth only
Endodontics A dental specialty concerned with treatment of the root and nerve of the tooth	Not covered	80%	80%	80%	Usual, customary, and reasonable
Periodontics A dental specialty concerned with the treatment of gums, tissue, and bone that supports the teeth	Not covered	80%	80%	80%	Usual, customary, and reasonable
Oral surgery	Not covered	80%	80%	80%	Usual, customary, and reasonable
Crowns and cast restorations The artificial covering of a tooth with metal porcelain or porcelain fused to metal; covers teeth that are weakened by decay or severely damaged or chipped	Not covered	Not covered	50%	50%	Includes replacements after five years, but only if originally covered by KPIC dental plan
Prosthodontics A dental specialty concerned with restoration and/or replacement of missing teeth with artificial materials	Not covered	Not covered	50%	50%	Standard removable prosthetic appliance (includes replacements after five years, but only if originally covered by KPIC dental plan)
Orthodontics A dental specialty concerned with straightening or moving misaligned teeth and/or jaws with braces and/or surgery	Not covered	Not covered	Not covered	50%	For eligible dependent children through age 18, \$1,500 lifetime maximum per insured (Replacement or repair of an orthodontic appliance paid for in part or in full by this plan is not covered.)

\*Plan E with Orthodontics requires at least 10 subscribers.

<sup>1</sup>Benefits payable will be based on the lesser of the usual, customary, and reasonable fees or the fees actually charged.

<sup>‡</sup>Limitation applies only to Plan D.

# Kaiser Permanente Insurance Company

## KPIC PPO dental plans

For effective dates 1/1/16–6/1/16

These dental insurance plans are underwritten by Kaiser Permanente Insurance Company, a subsidiary of Kaiser Foundation Health Plan, Inc., and administered by Delta Dental of California. The plans below are not intended to satisfy the ACA child dental benefits.

SERVICE	PPO D 1500		PPO E 1000		PPO E 1500		LIMITATIONS
	PLAN PAYS* (PPO NETWORK)	PLAN PAYS (OUT-OF-NETWORK)	PLAN PAYS* (PPO NETWORK)	PLAN PAYS (OUT-OF-NETWORK)	PLAN PAYS* (PPO NETWORK)	PLAN PAYS (OUT-OF-NETWORK)	
<b>NO DEDUCTIBLE APPLIES TO THESE PROCEDURES.</b>							
Exam	100%	50%	100%	50%	100%	50%	Twice a year
Bitewing X-rays X-rays of the top and bottom molars and premolars to show decay between teeth or under fillings	100%	50%	100%	50%	100%	50%	Twice a year for children through age 18, or once a year for adults ages 19 and over
Other X-rays	80%	50%	80%	50%	80%	50%	Full-mouth X-rays, single X-rays, and panoramic X-rays once in any five-year period
Prophylaxis A professional cleaning to remove plaque, calculus (mineralized plaque), and stains to help prevent dental disease	100%	50%	100%	50%	100%	50%	Twice a year
Fluoride treatments A treatment with a chemical compound that prevents cavities and makes the tooth surface stronger so the teeth can resist decay	100%	50%	100%	50%	100%	50%	Only for children through age 18, twice a year
<b>DEDUCTIBLES APPLY TO PROCEDURES BELOW.</b>							
Deductible	\$25	\$50	\$25	\$50	\$25	\$50	Per person, per year, up to a family maximum of \$75 (in-network) and \$150 (out-of-network)
Benefit maximum	\$1,500	\$1,500	\$1,000	\$1,000	\$1,500	\$1,500	Benefit maximum represents the total amount paid by the plan per person, per year
Palliative care Any form of medical care or treatment that concentrates on reducing the severity of disease symptoms; the goal is to prevent and relieve suffering and improve quality of life	80%	50%	80%	50%	80%	50%	
Denture relines	80%	50%	80%	50%	80%	50%	Twice a year
Space maintainers	100%	50%	100%	50%	100%	50%	
Fillings	80%	50%	80%	50%	80%	50%	
Stainless steel crowns	80%	50%	80%	50%	80%	50%	Primary teeth only
Endodontics A dental specialty concerned with treatment of the root and nerve of the tooth	80%	50%	80%	50%	80%	50%	
Periodontics A dental specialty concerned with the treatment of gums, tissue, and bone that supports the teeth	80%	50%	80%	50%	80%	50%	
Oral surgery	80%	50%	80%	50%	80%	50%	
Crowns and cast restorations The artificial covering of a tooth with metal porcelain or porcelain fused to metal; covers teeth that are weakened by decay or severely damaged or chipped	Not covered	Not covered	50%	50%	50%	50%	Includes one replacement in any five-year period, but only if originally covered by KPIC dental plan
Prosthodontics A dental specialty concerned with restoration and/or replacement of missing teeth with artificial material	Not covered	Not covered	50%	50%	50%	50%	Standard removable prosthetic appliances (includes one replacement in any five-year period, but only if originally covered by KPIC dental plan)
Orthodontics A dental specialty concerned with straightening or moving misaligned teeth and/or jaws with braces and/or surgery	Not covered	Not covered	Not covered	Not covered	Not covered	Not covered	Not covered

\*Benefits payable will be based on the maximum allowable charge.

# DeltaCare HMO plans

For effective dates 1/1/16-6/1/16

DeltaCare USA is underwritten and administered by Delta Dental of California.  
The plans below are not intended to satisfy the ACA child dental benefits.

SERVICES	DELTACARE 10A	DELTACARE 13B	LIMITATIONS
	MEMBER PAYS	MEMBER PAYS	
<b>PREVENTIVE CARE</b>			
Periodic and comprehensive – oral evaluation	No cost	No cost	Twice a year
Bitewing X-rays	No cost	No cost	Twice a year for children through age 18, or once a year for adults ages 19 and over
Prophylaxis	No cost	No cost	Twice a year
Fluoride treatments	No cost	No cost	Only for children up to age 19, twice a year
Space maintainers	\$10	\$50	Removable – unilateral
<b>PERIODONTICS</b>			
Maintenance	No cost	\$35	Twice a year
Scaling and root planing	No cost	\$50	Limited to four quadrants per year
Surgery – osseous (includes flap entry and closure)	\$175	\$300	Four or more teeth per quadrant
<b>RESTORATIVE</b>			
Fillings – primary or permanent amalgam	No cost	No cost	Four or more surfaces
Composite crowns – resin-based	No cost	\$55	Anterior
Crown – porcelain	\$195	\$355	
Inlay – metallic	No cost	\$145	One surface
<b>ENDODONTICS</b>			
Therapeutic pulpotomy	No cost	\$25	Excludes final restoration
Root amputation	No cost	\$70	Per root
Root canal – anterior	\$45	\$95	Excludes final restoration
Root canal – molar	\$205	\$335	Excludes final restoration
<b>PROSTHODONTICS</b>			
Complete denture	\$100	\$285	The enrollee must continue to be eligible, and the service must be provided at the contract dentist facility where the denture was originally delivered.
Reline maxillary or mandibular denture – chairside	No cost	\$50	Complete or partial
Reline maxillary or mandibular denture – laboratory	\$35	\$85	Complete or partial
<b>ORAL AND MAXILLOFACIAL SURGERY</b>			
Extraction – erupted tooth or exposed root	No cost	\$5	Elevation and/or forceps removal
Surgical removal of erupted tooth	\$15	\$45	Complete or partial
<b>ORTHODONTICS</b>			
Comprehensive orthodontic – child	\$1,700	\$1,900	Child or adolescent to age 19
Comprehensive orthodontic – adult	\$1,900	\$2,100	Adults, including covered dependent adult children

Benefits listed above are only a sample of provided services and associated costs. Costs will vary. Please see the *Evidence of Coverage* for a comprehensive list of all services and costs. DeltaCare benefits are only covered when performed by an in-network California DeltaCare HMO provider. In California, DeltaCare USA is underwritten and administered by Delta Dental of California.



A REGISTERED MARK OF DELTA DENTAL PLANS ASSOCIATION

## Important information for the KPIC Fee-for-Service (Premier) and PPO dental insurance plans

The following services are not covered under any Kaiser Permanente Insurance Company (KPIC) group dental insurance plans:

- Any treatment or procedure not listed as covered.
- Charges in excess of the maximum allowable charge.
- Services for injuries or conditions covered under workers' compensation or employer's liability laws.
- Cosmetic surgery, dentistry, or services to correct hereditary, congenital, or developmental malformations.
- Restoration of tooth structure crowns, and/or cast restorations, or chewing surfaces for damages due to wear.
- Prosthodontic services or procedures started prior to a person's date of eligibility.
- Prescribed drugs, premedication, or pain relievers.
- Experimental procedures.
- Hospital costs or extra charges for hospital treatment.
- Anesthesia (except general anesthesia for oral surgery).
- Extra-oral grafts, implants, or implant removal.
- Treatment related to the temporomandibular joint (TMJ).
- Plaque-control programs, oral hygiene, or dietary instructions.
- Orthodontic treatment, except for eligible dependent children under Plan E with Orthodontics.
- Treatment plans that are more expensive than those customarily provided, or specialized techniques used instead of standard procedures; for example, a precision denture where a standard denture would suffice.
- Pit and fissure sealants, except for first molars of children through age 8 and second molars for children through age 15. The molar must have no decay and no restoration, and the occlusal surface must be intact. Coverage does not include the repair or replacement of a sealant on any tooth within three years of application.
- Services provided to the covered person by any federal or state governmental agency or provided without cost to the covered person by any municipality, county, or other political subdivision, except Medi-Cal benefits.
- Charges by any hospital or other surgical treatment facility, or any additional fees charged by the dentist for treatment in any such facility.
- Implants (materials implanted into or on bone or soft tissue) or the repair or removal of implants.
- Replacement of existing restoration for any purpose other than active tooth decay.
- Intravenous sedation, occlusal guards, or complete occlusal adjustment.
- Charges for replacement or repair of an orthodontic appliance paid in part or in full by this program.
- Hypnosis.
- Charges for completion of forms.
- Charges for speech therapy.
- Charges for lost or stolen appliances.
- Services for which no charge is normally made in the absence of insurance.

Predetermination of benefits is recommended for services in excess of \$300. This document is not intended as a summary plan description, nor is it designed to serve as the *Certificate of Insurance* or the *Schedule of Coverage*. It contains only a summary of benefits, exclusions, and limitations. If you have specific questions regarding benefit structure, limitations, or exclusions, consult the *Certificate of Insurance* and the *Schedule of Coverage* or contact Delta Dental's Customer Service Department at 800-835-2244, 8 a.m. to 5 p.m., Monday through Friday. For a list of in-network providers, contact Delta Dental's Customer Service Department. This dental insurance plan is underwritten by Kaiser Permanente Insurance Company, a subsidiary of Kaiser Foundation Health Plan, Inc., and administered by Delta Dental of California.

## DeltaCare HMO plans

For effective dates 1/1/16–6/1/16

- The DeltaCare HMO plans are not intended to satisfy the ACA child dental benefits.
- The DeltaCare HMO dental plan is not available for employees enrolled in a PPO medical plan and living outside of California.

### Exclusions of benefits for the DeltaCare HMO dental plans

#### Exclusions

- Any procedure that in the professional opinion of the contract dentist:
  - has poor prognosis for a successful result and reasonable longevity based on the condition of the tooth or teeth and/or surrounding structures, or
  - is inconsistent with generally accepted standards for dentistry.
- Services solely for cosmetic purposes, with the exception of procedure D9972 (external bleaching, per arch), or for conditions that are a result of hereditary or developmental defects, such as cleft palate, upper and lower jaw malformations, congenitally missing teeth, and teeth that are discolored or lacking enamel, except for the treatment of newborn children with congenital defects or birth abnormalities.
- Porcelain crowns, porcelain fused to metal, cast metal or resin with metal type crowns, and fixed partial dentures (bridges) for children under 16 years of age.
- Lost or stolen appliances including, but not limited to, full or partial dentures, space maintainers, crowns, and fixed partial dentures (bridges).
- Procedures, appliances, or restoration, if the purpose is to change vertical dimension, or to diagnose or treat abnormal conditions of the temporomandibular joint (TMJ).
- Precious metal for removable appliances, metallic or permanent soft bases for complete dentures, porcelain denture teeth, precision abutments for removable partials or fixed partial dentures (overlays, implants, and appliances associated therewith), and personalization and characterization of complete and partial dentures.
- Implant-supported dental appliances and attachments; implant placement, maintenance, or removal; and all other services associated with a dental implant.
- Consultations for noncovered benefits.
- Dental services received from any dental facility other than the assigned contract dentist, a preauthorized dental specialist, or a contract orthodontist except for Emergency Services as described in the contract and/or *Evidence of Coverage*.
- All related fees for admission, use, or stays in a hospital, outpatient surgery center, extended care facility, or other similar care facility.
- Prescription drugs.
- Dental expenses incurred in connection with any dental or orthodontic procedure started before the enrollee's eligibility with the DeltaCare USA program. Examples include: teeth prepared for crowns, root canals in progress, full or partial dentures for which an impression has been taken, and orthodontics unless qualified for the orthodontic treatment in progress provision.
- Lost, stolen, or broken orthodontic appliances.
- Changes in orthodontic treatment necessitated by accident of any kind.
- Myofunctional and parafunctional appliances and/or therapies.
- Composite or ceramic brackets, lingual adaptation of orthodontic bands, and other specialized or cosmetic alternatives to standard fixed and removable orthodontic appliances.
- Treatment or appliances that are provided by a dentist whose practice specializes in prosthodontic services.

For additional benefit information or a directory of Delta dentists, please call Delta Dental at 800-422-4234 or visit [deltadentalins.com](http://deltadentalins.com).



A REGISTERED MARK OF DELTA DENTAL PLANS ASSOCIATION





## Chiropractic and acupuncture

Combined coverage for chiropractic and acupuncture care is included with the following plans:

- Platinum 90 HMO 0/15 w/ Child Dental
- Gold 80 HMO 500/30 w/ Child Dental
- Silver 70 HMO 1000/50 w/ Child Dental

Services are administered by American Specialty Health Plans of California, Inc® (ASH Plans).

FEATURES	
Office visit copayment	\$15 per visit
Office visit limit	20 combined visits per year
Chiropractic appliance benefit	Chiropractic appliances are provided up to a maximum of \$50 per year when prescribed and provided by an ASH Plans participating chiropractor as part of your chiropractic care.
X-rays and laboratory tests	\$0

### Services

Chiropractic services are covered when a participating chiropractor finds that the services are medically necessary to treat or diagnose neuromusculoskeletal disorders. Acupuncture services are covered when a participating acupuncturist finds that the services are medically necessary to treat or diagnose neuromusculoskeletal disorders, nausea, or pain. You can obtain services from any ASH Plans participating chiropractors and acupuncturists without a referral from a Kaiser Permanente Plan physician.

**Office visits:** Covered services are limited to medically necessary chiropractic and acupuncture services authorized and provided by ASH Plans participating chiropractors and acupuncturists.

**X-rays and laboratory tests:** Medically necessary X-rays and laboratory tests are covered when prescribed as part of your chiropractic care by a participating chiropractor and provided by an appropriately licensed participating provider that has contracted with ASH Plans to provide those services.

**Emergency services:** Covered chiropractic services are those emergency services provided for the sudden and unexpected onset of an injury or condition affecting the neuromusculoskeletal system. Covered acupuncture services are those emergency services provided for the sudden and unexpected treatment of a neuromusculoskeletal disorder, nausea, or pain. These conditions and injuries must manifest themselves by acute symptoms of sufficient severity, including severe pain, such that a reasonable layperson with no special knowledge of health, medicine, chiropractic care, or acupuncture could reasonably expect that a delay of immediate chiropractic care or acupuncture could result in (1) placing your health in serious jeopardy, (2) serious impairment to your bodily functions, or (3) serious dysfunction of any bodily organ or part.

### Participating chiropractors and acupuncturists

ASH Plans contracts with participating chiropractors and other participating providers to provide covered chiropractic services, including laboratory tests, X-rays, and chiropractic appliances. ASH Plans

(continues on page 20)

(continued from page 19)

contracts with participating acupuncturists to provide acupuncture care (including adjunctive therapies, such as acupressure, cupping, moxibustion, or breathing techniques, when provided during the same course of treatment and in conjunction with acupuncture). You must receive covered services from a participating provider, except for emergency chiropractic and acupuncture services and services that are not available from participating providers that are previously authorized by ASH Plans. The list of participating chiropractors and acupuncturists is available on the ASH Plans website at [ashlink.com/ash/kp](http://ashlink.com/ash/kp) or from the ASH Plans Member Services Department at **800-678-9133**. The list of participating chiropractors and acupuncturists is subject to change at any time without notice.

### How to obtain covered services

To obtain covered services, call a participating chiropractor or acupuncturist to schedule an initial examination. If additional services are required, your participating chiropractor or acupuncturist will prepare a treatment plan. The ASH Plans Clinical Services Manager will authorize the treatment plan if the services are medically necessary chiropractic services and acupuncture services for you. ASH Plans will disclose to you, upon request, the process that it uses to authorize a treatment plan. If you have questions or concerns, please contact the ASH Plans Member Services Department.

This is a summary and is intended to highlight only the most frequently asked questions about the chiropractic and acupuncture benefit, including copayments. Please refer to the *Combined Chiropractic and Acupuncture Services Amendment of the Kaiser Foundation Health Plan, Inc., Evidence of Coverage* for a detailed description of the chiropractic and acupuncture benefits, including exclusions and limitations, emergency chiropractic services, and emergency acupuncture services.

Kaiser Foundation Health Plan, Inc. (Health Plan), contracts with American Specialty Health Plans of California, Inc. (ASH Plans), to make the ASH Plans network of participating chiropractors and participating acupuncturists available to you. You can obtain covered services from any participating chiropractor or participating acupuncturist without a referral from a Plan physician. Cost sharing is due when you receive covered services. Please see the definitions section of your *Combined Chiropractic and Acupuncture Services Amendment of the Kaiser Foundation Health Plan, Inc., Evidence of Coverage* for terms you should know.

### Getting assistance

If you have a question or concern regarding the services you received from a participating provider, you may call ASH Plans Member Services at **800-678-9133** (TTY users call **711**) weekdays from 5 a.m. to 6 p.m., or write ASH Plans at:

ASH Plans Member Services  
P.O. Box 509002  
San Diego, CA 92150-9002

### Dispute resolution

You can file a grievance with Kaiser Permanente regarding any issue. Your grievance must explain your issue, such as why you believe a decision was in error or why you are dissatisfied with services you received. You may submit your grievance orally or in writing to Kaiser Permanente as described in the "Dispute Resolution" section of your Health Plan *Evidence of Coverage*.

[businessnet.kp.org](http://businessnet.kp.org)

 Please recycle. This material was produced from eco-responsible resources.

Small Business  
60330508 January 2016

---

# Medical plan rates

---

Kaiser Permanente for small businesses ■ For effective dates January 1–December 1, 2016 ■ California

---

## Rate rules for 2016 metal plans

Understand the way rates are set in the small group market.

You'll use these factors to calculate rates for your 2016 metal plans:

- **Rate areas** — There are 19 geographical rate areas.
  - The rating areas for metal plans are assigned based on the employer's physical, authenticated address and defined using county boundaries (5-digit ZIP code + county), regardless if a group is located outside the Kaiser Permanente service area in California.
  - If a group is located out of state, then rating area 4 is assigned. When a group is located outside the Kaiser Permanente service area in California or out of state, then only employees living in the service area are eligible to enroll based on their home ZIP code + county.
- **Individual age categories** — Rates are calculated by the age of each covered member on the plan's effective date. This includes:
  - your employee
  - employee's spouse or domestic partner
  - a maximum of three children under the age of 21 (additional children under 21 are covered at no additional cost)
  - all adult children ages 21 to 25, including those in school or living at home

## What's included with child dental coverage?

Child dental services is one of the essential health benefits required to be provided in conjunction with Affordable Care Act (ACA)-compliant medical plans. Employees and their dependents enrolled in an ACA-compliant HMO medical plan will also be enrolled in a separate child dental plan based on their level of coverage and underwritten by Delta Dental of California.

PPO medical plan members enrolled in any of our ACA-compliant plans receive child dental PPO benefits as part of their medical coverage and not as a separate plan.

Child dental services apply to all members under 19 years old who are on an ACA-compliant plan.

**Small Business medical plan rates**

Age on 2016 effective date	Bronze 60 HMO 6000/70* w/ Child Dental	Bronze 60 HSA HMO 4500/40%* w/ Child Dental	Bronze 60 PPO 6000/70 w/ Child Dental	Silver 70 HMO 1000/50* w/ Child Dental	Silver 70 HMO 1500/45* w/ Child Dental	Silver 70 PPO 1500/45 w/ Child Dental
<b>0–18 CD<sup>1</sup></b>	\$15.99	\$15.99		\$15.99	\$15.99	
<b>0–18 Medical</b>	\$133.64	\$130.05	\$208.29	\$175.23	\$178.80	\$307.53
<b>0–18 Total</b>	\$149.63	\$146.04	\$208.29	\$191.22	\$194.79	\$307.53
<b>19–20</b>	\$133.64	\$130.05	\$208.29	\$175.23	\$178.80	\$307.53
<b>21</b>	\$210.46	\$204.80	\$328.02	\$275.95	\$281.58	\$484.29
<b>22</b>	\$210.46	\$204.80	\$328.02	\$275.95	\$281.58	\$484.29
<b>23</b>	\$210.46	\$204.80	\$328.02	\$275.95	\$281.58	\$484.29
<b>24</b>	\$210.46	\$204.80	\$328.02	\$275.95	\$281.58	\$484.29
<b>25</b>	\$211.30	\$205.62	\$329.33	\$277.06	\$282.71	\$486.23
<b>26</b>	\$215.51	\$209.72	\$335.90	\$282.58	\$288.34	\$495.92
<b>27</b>	\$220.56	\$214.63	\$343.77	\$289.20	\$295.10	\$507.54
<b>28</b>	\$228.77	\$222.62	\$356.56	\$299.96	\$306.08	\$526.43
<b>29</b>	\$235.51	\$229.17	\$367.06	\$308.79	\$315.09	\$541.92
<b>30</b>	\$238.87	\$232.45	\$372.31	\$313.21	\$319.59	\$549.67
<b>31</b>	\$243.92	\$237.37	\$380.18	\$319.83	\$326.35	\$561.30
<b>32</b>	\$248.97	\$242.28	\$388.05	\$326.45	\$333.11	\$572.92
<b>33</b>	\$252.13	\$245.35	\$392.97	\$330.59	\$337.33	\$580.18
<b>34</b>	\$255.50	\$248.63	\$398.22	\$335.01	\$341.84	\$587.93
<b>35</b>	\$257.18	\$250.27	\$400.84	\$337.22	\$344.09	\$591.81
<b>36</b>	\$258.87	\$251.91	\$403.47	\$339.42	\$346.35	\$595.68
<b>37</b>	\$260.55	\$253.54	\$406.09	\$341.63	\$348.60	\$599.56
<b>38</b>	\$262.23	\$255.18	\$408.72	\$343.84	\$350.85	\$603.43
<b>39</b>	\$265.60	\$258.46	\$413.96	\$348.25	\$355.36	\$611.18
<b>40</b>	\$268.97	\$261.74	\$419.21	\$352.67	\$359.86	\$618.93
<b>41</b>	\$274.02	\$266.65	\$427.09	\$359.29	\$366.62	\$630.55
<b>42</b>	\$278.86	\$271.36	\$434.63	\$365.64	\$373.10	\$641.69
<b>43</b>	\$285.59	\$277.92	\$445.13	\$374.47	\$382.11	\$657.19
<b>44</b>	\$294.01	\$286.11	\$458.25	\$385.51	\$393.37	\$676.56
<b>45</b>	\$303.90	\$295.73	\$473.66	\$398.48	\$406.60	\$699.32
<b>46</b>	\$315.69	\$307.20	\$492.03	\$413.93	\$422.37	\$726.44
<b>47</b>	\$328.95	\$320.11	\$512.70	\$431.32	\$440.11	\$756.95
<b>48</b>	\$344.10	\$334.85	\$536.32	\$451.19	\$460.39	\$791.82
<b>49</b>	\$359.05	\$349.39	\$559.61	\$470.78	\$480.38	\$826.21
<b>50</b>	\$375.88	\$365.78	\$585.85	\$492.86	\$502.90	\$864.95
<b>51</b>	\$392.51	\$381.96	\$611.76	\$514.66	\$525.15	\$903.21
<b>52</b>	\$410.82	\$399.77	\$640.30	\$538.66	\$549.65	\$945.34
<b>53</b>	\$429.34	\$417.80	\$669.17	\$562.95	\$574.43	\$987.96
<b>54</b>	\$449.33	\$437.25	\$700.33	\$589.16	\$601.18	\$1,033.97
<b>55</b>	\$469.33	\$456.71	\$731.49	\$615.38	\$627.93	\$1,079.98
<b>56</b>	\$491.00	\$477.80	\$765.28	\$643.80	\$656.93	\$1,129.86
<b>57</b>	\$512.89	\$499.10	\$799.39	\$672.50	\$686.21	\$1,180.22
<b>58</b>	\$536.25	\$521.83	\$835.80	\$703.13	\$717.47	\$1,233.98
<b>59</b>	\$547.83	\$533.10	\$853.84	\$718.31	\$732.96	\$1,260.62
<b>60</b>	\$571.19	\$555.83	\$890.25	\$748.94	\$764.21	\$1,314.37
<b>61</b>	\$591.39	\$575.49	\$921.74	\$775.43	\$791.24	\$1,360.87
<b>62</b>	\$604.65	\$588.40	\$942.41	\$792.82	\$808.98	\$1,391.38
<b>63</b>	\$621.28	\$604.57	\$968.32	\$814.62	\$831.23	\$1,429.64
<b>64+</b>	\$631.38	\$614.40	\$984.06	\$827.85	\$844.74	\$1,452.87

<sup>1</sup>This is a child dental (CD) plan.

**Small Business medical plan rates**

Age on 2016 effective date	Gold 80 HMO 0/35* w/ Child Dental	Gold 80 HMO 500/30* w/ Child Dental	Gold 80 HRA HMO 2000/30 w/ Child Dental	Gold 80 PPO 0/35 w/ Child Dental	Platinum 90 HMO 0/15* w/ Child Dental	Platinum 90 HMO 0/20* w/ Child Dental	Platinum 90 PPO 0/20 w/ Child Dental
<b>0–18 CD<sup>1</sup></b>	\$15.99	\$15.99	\$15.99		\$15.99	\$15.99	
<b>0–18 Medical</b>	\$205.72	\$205.04	\$194.12	\$332.45	\$232.82	\$226.76	\$365.44
<b>0–18 Total</b>	\$221.71	\$221.03	\$210.11	\$332.45	\$248.81	\$242.75	\$365.44
<b>19–20</b>	\$205.72	\$205.04	\$194.12	\$332.45	\$232.82	\$226.76	\$365.44
<b>21</b>	\$323.96	\$322.90	\$305.70	\$523.55	\$366.64	\$357.10	\$575.50
<b>22</b>	\$323.96	\$322.90	\$305.70	\$523.55	\$366.64	\$357.10	\$575.50
<b>23</b>	\$323.96	\$322.90	\$305.70	\$523.55	\$366.64	\$357.10	\$575.50
<b>24</b>	\$323.96	\$322.90	\$305.70	\$523.55	\$366.64	\$357.10	\$575.50
<b>25</b>	\$325.26	\$324.20	\$306.92	\$525.64	\$368.10	\$358.53	\$577.80
<b>26</b>	\$331.74	\$330.65	\$313.03	\$536.12	\$375.44	\$365.67	\$589.31
<b>27</b>	\$339.51	\$338.40	\$320.37	\$548.68	\$384.24	\$374.24	\$603.12
<b>28</b>	\$352.15	\$351.00	\$332.29	\$569.10	\$398.54	\$388.17	\$625.56
<b>29</b>	\$362.52	\$361.33	\$342.07	\$585.85	\$410.27	\$399.60	\$643.98
<b>30</b>	\$367.70	\$366.50	\$346.97	\$594.23	\$416.13	\$405.31	\$653.19
<b>31</b>	\$375.47	\$374.25	\$354.30	\$606.80	\$424.93	\$413.88	\$667.00
<b>32</b>	\$383.25	\$382.00	\$361.64	\$619.36	\$433.73	\$422.45	\$680.81
<b>33</b>	\$388.11	\$386.84	\$366.22	\$627.21	\$439.23	\$427.81	\$689.44
<b>34</b>	\$393.29	\$392.01	\$371.12	\$635.59	\$445.10	\$433.52	\$698.65
<b>35</b>	\$395.88	\$394.59	\$373.56	\$639.78	\$448.03	\$436.38	\$703.26
<b>36</b>	\$398.48	\$397.17	\$376.01	\$643.97	\$450.96	\$439.24	\$707.86
<b>37</b>	\$401.07	\$399.76	\$378.45	\$648.16	\$453.90	\$442.09	\$712.46
<b>38</b>	\$403.66	\$402.34	\$380.90	\$652.34	\$456.83	\$444.95	\$717.07
<b>39</b>	\$408.84	\$407.51	\$385.79	\$660.72	\$462.70	\$450.66	\$726.28
<b>40</b>	\$414.03	\$412.67	\$390.68	\$669.10	\$468.56	\$456.38	\$735.48
<b>41</b>	\$421.80	\$420.42	\$398.02	\$681.66	\$477.36	\$464.95	\$749.30
<b>42</b>	\$429.25	\$427.85	\$405.05	\$693.70	\$485.80	\$473.16	\$762.53
<b>43</b>	\$439.62	\$438.18	\$414.83	\$710.46	\$497.53	\$484.59	\$780.95
<b>44</b>	\$452.58	\$451.10	\$427.06	\$731.40	\$512.19	\$498.87	\$803.97
<b>45</b>	\$467.80	\$466.27	\$441.43	\$756.01	\$529.43	\$515.66	\$831.02
<b>46</b>	\$485.95	\$484.36	\$458.54	\$785.33	\$549.96	\$535.65	\$863.24
<b>47</b>	\$506.36	\$504.70	\$477.80	\$818.31	\$573.05	\$558.15	\$899.50
<b>48</b>	\$529.68	\$527.95	\$499.81	\$856.01	\$599.45	\$583.86	\$940.94
<b>49</b>	\$552.68	\$550.88	\$521.52	\$893.18	\$625.48	\$609.22	\$981.80
<b>50</b>	\$578.60	\$576.71	\$545.97	\$935.06	\$654.82	\$637.79	\$1,027.84
<b>51</b>	\$604.19	\$602.22	\$570.12	\$976.42	\$683.78	\$666.00	\$1,073.30
<b>52</b>	\$632.38	\$630.31	\$596.72	\$1,021.97	\$715.68	\$697.07	\$1,123.37
<b>53</b>	\$660.89	\$658.73	\$623.62	\$1,068.04	\$747.94	\$728.49	\$1,174.01
<b>54</b>	\$691.66	\$689.40	\$652.66	\$1,117.78	\$782.77	\$762.42	\$1,228.68
<b>55</b>	\$722.44	\$720.08	\$681.70	\$1,167.52	\$817.60	\$796.34	\$1,283.36
<b>56</b>	\$755.81	\$753.34	\$713.19	\$1,221.44	\$855.37	\$833.12	\$1,342.63
<b>57</b>	\$789.50	\$786.92	\$744.98	\$1,275.89	\$893.50	\$870.26	\$1,402.48
<b>58</b>	\$825.46	\$822.76	\$778.91	\$1,334.01	\$934.19	\$909.90	\$1,466.36
<b>59</b>	\$843.28	\$840.52	\$795.73	\$1,362.80	\$954.36	\$929.54	\$1,498.02
<b>60</b>	\$879.24	\$876.36	\$829.66	\$1,420.92	\$995.06	\$969.18	\$1,561.90
<b>61</b>	\$910.34	\$907.36	\$859.01	\$1,471.18	\$1,030.25	\$1,003.46	\$1,617.14
<b>62</b>	\$930.75	\$927.71	\$878.26	\$1,504.16	\$1,053.35	\$1,025.96	\$1,653.40
<b>63</b>	\$956.34	\$953.22	\$902.41	\$1,545.52	\$1,082.31	\$1,054.17	\$1,698.86
<b>64+</b>	\$971.88	\$968.70	\$917.10	\$1,570.65	\$1,099.92	\$1,071.30	\$1,726.50

<sup>1</sup>This is a child dental (CD) plan.

**Below is a listing of all ZIP codes within Rate Area 2**

County	Rate Area	County + ZIP code combinations in Kaiser Permanente service area									
<b>Marin</b>	<b>2</b>	94901	94912-15	94924-25	94933	94945-50	94960	94970-71	94976-79		
		94903-04	94920	94929-30	94937-42	94956-57	94963-66	94973-74			
<b>Napa</b>	<b>2</b>	94503	94515	94562	94573-74	94581	95476				
		94508	94558-59	94567	94576	94599					
<b>Solano</b>	<b>2</b>	94503	94512	94571	94589-92	95618	95625	95690	95696		
		94510	94533-35	94585	95616	95620	95687-88		95694		
<b>Sonoma</b>	<b>2</b>	94515	94931	94975	95409	95421	95433	95441-42	95448	95462	95476
		94922-23	94951-55	94999	95416	95425	95436	95444	95450	95465	95486-87
		94926-28	94972	95401-07	95419	95430-31	95439	95446	95452	95471-73	



# Chiropractic and acupuncture

Combined coverage for chiropractic and acupuncture care is included with the following plans:

- Platinum 90 HMO 0/15 w/ Child Dental
- Gold 80 HMO 500/30 w/ Child Dental
- Silver 70 HMO 1000/50 w/ Child Dental

Services are administered by American Specialty Health Plans of California, Inc® (ASH Plans).

FEATURES	
Office visit copayment	\$15 per visit
Office visit limit	20 combined visits per year
Chiropractic appliance benefit	Chiropractic appliances are provided up to a maximum of \$50 per year when prescribed and provided by an ASH Plans participating chiropractor as part of your chiropractic care.
X-rays and laboratory tests	\$0

## Services

Chiropractic services are covered when a participating chiropractor finds that the services are medically necessary to treat or diagnose neuromusculoskeletal disorders. Acupuncture services are covered when a participating acupuncturist finds that the services are medically necessary to treat or diagnose neuromusculoskeletal disorders, nausea, or pain. You can obtain services from any ASH Plans participating chiropractors and acupuncturists without a referral from a Kaiser Permanente Plan physician.

**Office visits:** Covered services are limited to medically necessary chiropractic and acupuncture services authorized and provided by ASH Plans participating chiropractors and acupuncturists.

**X-rays and laboratory tests:** Medically necessary X-rays and laboratory tests are covered when prescribed as part of your chiropractic care by a participating chiropractor and provided by an appropriately licensed participating provider that has contracted with ASH Plans to provide those services.

**Emergency services:** Covered chiropractic services are those emergency services provided for the sudden and unexpected onset of an injury or condition affecting the neuromusculoskeletal system. Covered acupuncture services are those emergency services provided for the sudden and unexpected treatment of a neuromusculoskeletal disorder, nausea, or pain. These conditions and injuries must manifest themselves by acute symptoms of sufficient severity, including severe pain, such that a reasonable layperson with no special knowledge of health, medicine, chiropractic care, or acupuncture could reasonably expect that a delay of immediate chiropractic care or acupuncture could result in (1) placing your health in serious jeopardy, (2) serious impairment to your bodily functions, or (3) serious dysfunction of any bodily organ or part.

## Participating chiropractors and acupuncturists

ASH Plans contracts with participating chiropractors and other participating providers to provide covered chiropractic services, including laboratory tests, X-rays, and chiropractic appliances. ASH Plans

contracts with participating acupuncturists to provide acupuncture care (including adjunctive therapies, such as acupressure, cupping, moxibustion, or breathing techniques, when provided during the same course of treatment and in conjunction with acupuncture). You must receive covered services from a participating provider, except for emergency chiropractic and acupuncture services and services that are not available from participating providers that are previously authorized by ASH Plans. The list of participating chiropractors and acupuncturists is available on the ASH Plans website at [ashlink.com/ash/kp](http://ashlink.com/ash/kp) or from the ASH Plans Member Services Department at **800-678-9133**. The list of participating chiropractors and acupuncturists is subject to change at any time without notice.

### How to obtain covered services

To obtain covered services, call a participating chiropractor or acupuncturist to schedule an initial examination. If additional services are required, your participating chiropractor or acupuncturist will prepare a treatment plan. The ASH Plans Clinical Services Manager will authorize the treatment plan if the services are medically necessary chiropractic services and acupuncture services for you. ASH Plans will disclose to you, upon request, the process that it uses to authorize a treatment plan. If you have questions or concerns, please contact the ASH Plans Member Services Department.

This is a summary and is intended to highlight only the most frequently asked questions about the chiropractic and acupuncture benefit, including copayments. Please refer to the *Combined Chiropractic and Acupuncture Services Amendment of the Kaiser Foundation Health Plan, Inc., Evidence of Coverage* for a detailed description of the chiropractic and acupuncture benefits, including exclusions and limitations, emergency chiropractic services, and emergency acupuncture services.

Kaiser Foundation Health Plan, Inc. (Health Plan), contracts with American Specialty Health Plans of California, Inc. (ASH Plans), to make the ASH Plans network of participating chiropractors and participating acupuncturists available to you. You can obtain covered services from any participating chiropractor or participating acupuncturist without a referral from a Plan physician. Cost sharing is due when you receive covered services. Please see the definitions section of your *Combined Chiropractic and Acupuncture Services Amendment of the Kaiser Foundation Health Plan, Inc., Evidence of Coverage* for terms you should know.

### Getting assistance

If you have a question or concern regarding the services you received from a participating provider, you may call ASH Plans Member Services at **800-678-9133** (TTY users call **711**) weekdays from 5 a.m. to 6 p.m., or write ASH Plans at:

ASH Plans Member Services  
P.O. Box 509002  
San Diego, CA 92150-9002

### Dispute resolution

You can file a grievance with Kaiser Permanente regarding any issue. Your grievance must explain your issue, such as why you believe a decision was in error or why you are dissatisfied with services you received. You may submit your grievance orally or in writing to Kaiser Permanente as described in the "Dispute Resolution" section of your Health Plan *Evidence of Coverage*.

**PLATINUM 90 HMO 0/15\* W/ CHILD DENTAL**

Copay HMO Plan

FEATURES	MEMBER PAYS
<b>PLAN DEDUCTIBLE</b> Individual/Family	\$0
<b>OUT-OF-POCKET MAXIMUM</b> Individual/Family	\$2,500/\$5,000 <sup>1,2</sup> (embedded)
<b>IN THE MEDICAL OFFICE</b> Primary care visits Urgent care visits Specialty office visits Preventive exams, vaccines (immunizations) Prenatal care Postpartum care Well-child preventive care visits Allergy injections Infertility services Physical, occupational, and speech therapy Most laboratory tests Most X-rays and diagnostic testing Most MRI/CT/PET scans Outpatient surgery (per procedure)	\$15 \$15 \$15 \$0 <sup>3</sup> \$0 <sup>4</sup> \$0 <sup>4</sup> \$0 <sup>5</sup> \$5 Not covered <sup>6</sup> \$15 \$20 \$40 \$100 \$250
<b>EMERGENCY SERVICES</b> Emergency Department visits (waived if admitted directly to hospital) Ambulance	\$150 \$150
<b>PRESCRIPTIONS</b> Generic drugs (up to a 30-day supply) Brand-name drugs (up to a 30-day supply) Specialty drugs (up to a 30-day supply)	\$5 <sup>7</sup> \$15 <sup>7</sup> 10% per prescription up to \$250 maximum <sup>7</sup>
<b>HOSPITAL CARE</b> Physicians' services, room and board, tests, medications, supplies, therapies, birth services Skilled nursing facility care (up to 100 days per benefit period)	\$250 per admission \$250 per admission
<b>MENTAL HEALTH SERVICES</b> In the medical office In the hospital	\$15 \$250 per admission
<b>CHEMICAL DEPENDENCY SERVICES</b> In the medical office In the hospital (detoxification only)	\$15 \$250 per admission
<b>OTHER</b> Certain durable medical equipment (DME) (supplemental and base) Certain prosthetic and orthotic devices Pediatric optical (eyewear) Pediatric vision exam Adult optical (eyewear) Adult vision exam (for eye refraction) Home health care (up to 100 visits per year) Hospice care	10% <sup>8</sup> \$0 1 pair of eyeglasses or contact lenses per year <sup>9</sup> \$0 \$175 allowance <sup>10</sup> \$0 \$0 \$0

<sup>1</sup>This plan has an embedded out-of-pocket maximum. Individual family members are no longer subject to cost sharing when they reach their individual out-of-pocket maximum, or when the family out-of-pocket maximum is met.

<sup>2</sup>Out-of-pocket maximum is the maximum amount an individual or family will pay for certain services in a year.

<sup>3</sup>Preventive lab tests, X-rays, and immunizations are covered as part of the preventive exam.

<sup>4</sup>Scheduled prenatal visits and the first postpartum visit

<sup>5</sup>Well-child visits through age 23 months

<sup>6</sup>Infertility benefits can be added to this plan for an additional cost. For more information, contact your broker or Kaiser Permanente representative.

<sup>7</sup>Prescription drugs are covered in accordance with our formulary when prescribed by a Plan physician and obtained at Plan pharmacies. A few drugs have different copays; please refer to the Evidence of Coverage for detailed information about prescription drug copays. Specialty drugs are high-cost drugs that are on our specialty drug list. To obtain a list of specialty drugs that are on our formulary, or to find out if a non-formulary drug is on the specialty drug list, please call our Member Service Contact Center.

<sup>8</sup>Supplemental coverage: \$2,000 benefit limit per year

<sup>9</sup>Under age 19

<sup>10</sup>Allowance toward the cost of eyeglass lenses, frames, and contact lenses fitting and dispensing every 24 months