



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
November 20, 2013**

TO: Mayor and City Council
FROM: Mercy G. Cabral, Deputy City Clerk
SUBJECT: Records Destruction
DATE: July 2, 2013

RECOMMENDATION:

By resolution authorize destruction of City files pertaining to the City Clerk's Office and Finance Division.

BACKGROUND:

Under Title 2, Section 2.76.030, of the Martinez Municipal Code, the City Clerk is responsible for the administration of the City's Records Management Program. As part of this program, the Clerk's Office reviews records to determine the need for retention of the original record, conversion of records by laserfiche, or destruction of original without retention of copies.

The records listed in Exhibit "A" have been retained as required Government Code 12946 and have been scanned into the City's Laserfiche Program, (unless indicated as *not* scanned) and have been approved for destruction by the City Attorney's Office.

FISCAL IMPACT:

No impact to the General Fund.

ACTION:

Adopt resolution authorizing destruction of City records.

Attachment:
Resolution – Exhibit A

APPROVED BY:


Acting City Manager

RESOLUTION NO. -13

AUTHORIZING DESTRUCTION OF FILES SPECIFICALLY PERTAINING
TO THE CITY CLERK'S OFFICE AND FINANCE DIVISION

WHEREAS, Government Code Section 34090 provides that certain City records, documents, or instruments may be destroyed, with the approval of the City Council by resolution and with the written consent of the City Attorney; and

WHEREAS, the Martinez Municipal Code, Title 2, Section 2.76.030 gives the City Clerk the responsibility for the administration of a Records Management Program; and

WHEREAS, the records indicated in Exhibit "A", are considered permanent records and have been scanned into the City's Laserfiche Program unless records are indicated as *not scanned*.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Martinez that the files listed in Exhibit "A" have been managed in accordance with the City's records retention schedule and Government Code and will be destroyed.

* * * * *

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution duly adopted by the City Council of the City of Martinez at a Regular Meeting of said Council held on the 20th day of November, 2013, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

EXHIBIT "A"

RESOLUTION NO. -13

Finance: (Records not scanned)

2010 WATER APPLICATIONS Closed Accounts (Destruction 2013)

Box 1 A – M

Box 2 N – Z

City Clerk: (Records not scanned)

UNSUCCESSFUL BIDS

2009 Waterline Replacement Project (Destruction 2012)

City Clerk: (Records not scanned)

UNSUCCESSFUL CANDIDATES

Tim Platt for City Council 2004

Michael Alford Mayor 2006

Michael Ayers City Council 2006

Royce David City Council 2006

Damian De La Rosa City Council 2006

Vito Osenga Mayor 2006

Paul Wilson City Council 2006

City Clerk: (Records from this point on have been scanned into Laserfiche)

Committees

Martinez Consumers for Choice Committee Terminated 2003

Committee to save Historic Martinez Terminated 2006

Parking

08.01.00 1975-2006 Parking General

08.01.02 1982-1987 Parking Lot Requests

08.01.02.01 1992-1993 Walnut Ave Parking Request

08.01.03 2005 Parking Lot Pay Station

08.01.04 2006 Parking Agreement (St. Catherine's)

08.02.00 2002 Parking Districts/Lots

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08.02.01 1982-1992 District 1, Lots 1,2,3,4 Downtown

08.02.02 1985 Parking Lot 2 (Castro/Escobar)

08.02.03 1984-1985 LOT 5 (Green/Las Juntas)

08.02.04 1980-2004 Parking Lot 6 (Escobar-Museum/College)(Sr. Center)

08.02.05 1982-1991 Parking Lot Ferry Point

08.02.06 1984-1985 Hidden Valley Lot(Glacier Dr.)

08.02.07 1982-1985 Waterfront Ballfield Lot

08.02.08 1989 Albatross/Bait Shop Lot

08.02.09 1987-1997 Millen (Estudillo & Ward)

Parking Permits

- 08.03.00 1981-2006 Parking Permits
- 08.03.01 1982-1989 Area A (Grandview & Willow)
- 08.03.02 1982-1989 Area B (Center/Kaiser)
- 08.03.03 1986-1996 Area C (Muir & Arana)
- 08.03.04 1993 Area D (Geneva)
- 08.03.05 1993 Area E (Escobar Street)
- 08.03.06 1995 Area F (Marina)

Parking Meters

- 08.04.00 1977-2004 PARKING METERS

Parking Restrictions

- 08.05.00 1981-2011 Parking Restrictions
- 08.05.01 1992 Twenty Minute Parking
- 08.05.02 1975 No Stopping
- 08.05.03 1981-1989 Blue Curb (Handicap Parking)
- 08.05.04 1981-1992 Commercial/Overnight
- 08.05.05 1981-1990 RVs/Front & Side Yard

Downtown Parking Facility

- 08.06.00 1988-2000 Downtown Parking Facility
- 08.06.01 1988 Parking Studies
- 08.06.03 1989-1990 Measure C/Parking

Planning Dept. – General

- 09.01.00 1988-2005 Planning Department General
- 09.01.01 1981-1999 Planning Commission General
- 09.01.02 1986-1998 Design Review
- 09.01.03 1987-2007 Deferred Annexation Agreements
- 09.01.04 1986-1998 Development Agreements

General Plan – Information

- 09.02.00 1973-1992 General Plan Information
- 09.02.01 1991-1992 Funk/Baker
- 09.02.01 2008 GP Amendments
- 09.02.01 2007 GP Amendments
- 09.02.01 2000-2006 GP Amendments
- 09.02.01 1990-1995 GP Amendments
- 09.02.01 1983-1989 GP Amendments
- 09.02.02 1985-1992 Appeal on GP Amendments
- 09.02.03 1984-1985 GP Noise Element
- 09.02.04 1980-1992 GP Circulation Element
- 09.02.05 2005 GP Housing Element
- 09.02.05 2006-2008 GP Housing Element
- 09.02.06 1968-1987 Land Use Planning Central CC
- 09.02.07 1969 Annexation Policies
- 09.02.08 2007 Growth Mgmt. Element Measure C

Prepared by:

Approved by:

Mercy G. Cabral
Deputy City Clerk

Alan Shear
Acting City Manager

Approved by:

John Abaci
Assistant City Attorney

