



**CITY OF MARTINEZ**

**CITY COUNCIL AGENDA  
September 21, 2011**

**TO:** Mayor and City Council  
**FROM:** Mercy G. Cabral, Deputy City Clerk  
**SUBJECT:** Records Destruction  
**DATE:** August 17, 2011

**RECOMMENDATION:**

By resolution authorize destruction of City files pertaining to the City Clerk’s Office, City Manager’s Office, Planning Division, and Police Department.

**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 laserfische, or destruction of original without retention of copies.

The records pertaining to the City Clerk’s and the City Manager’s Office and the Police Department have been retained as required by State law and can be destroyed. Records pertaining to Planning Division have been laserfished and are ready for destruction.

The City Attorney’s Office has approved records listed in Exhibit A.

**FISCAL IMPACT:**

None.

**ACTION:**

Adopt resolution authorizing destruction of City records.

Attachment

**APPROVED BY:**   
City Manager

RESOLUTION NO. -11

**AUTHORIZING DESTRUCTION OF FILES SPECIFICALLY PERTAINING TO THE  
CITY CLERK OFFICE, CITY MANAGER OFFICE, PLANNING DIVISION,  
AND POLICE DEPARTMENT**

**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**, it has been determined that records indicated in Exhibit "A", can be destroyed without the files being converted to laserfiche, with the exception of the Planning Division records which have been converted.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Martinez that the files in Exhibit "A" have been managed in accordance with the City's records retention schedule and/or 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 21st day of September, 2011, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK  
CITY OF MARTINEZ

**EXHIBIT "A"**  
**RESOLUTION NO. -11**

**CITY CLERK**

Agreement for Bartel Associates, LLC April 12, 2005

**Unsuccessful Bids for Curb Ramp Installation Project 2008/09**

Vanguarg  
Victor Concrete  
Acequia Cement  
Golden Bay Construction, Inc.  
Wood Valley Concrete Inc.  
Sposeto Engingeering Inc.  
J.J.R. Construction, Inc.  
Ameca General Engineering  
Don Jose Concrete Inc.  
AME Constracting Co.  
AJW Construction  
Malachi Construction  
Alaniz Construction, Inc.  
Nor-Cal Concreete, Inc.  
Bruce Carone Grading & Paving, Inc.  
Murga, Strange & Chalmers  
Pacific Underground Services  
Sansei Gardens Inc.

**Unsuccessful Bids for Play Structure Renovation Project at Hidden Valley Park 2008**

MC Nabb Construction  
P & J Utility Co.  
Suarez & Munoz Construction, Inc.  
JFC Construction, Inc.  
American Civil Constructors Landscape  
Blossom Valley Construction, Inc.  
Odyssey Companies  
Planned Environments, Inc.

**FPPC Leaving 700 Files**

Michael Fleming Park and Recreation Commission Leaving 09/30/2003  
Jeanne Wade Marina Commission Leaving 01/01/2003  
Richard Jensen Planning Commissioner Leaving 01/30/2004  
Gregory Young Arts and Library Commissioner Leaving 03/19/2003  
Tina Van Arsdale Planning Commissioner Leaving 02/24/2003  
Robert Hudgens Civil Service Commissioner Leaving 08/22/2003  
Jerry Kent Marina Commission Leaving 03/31/2003  
Steven Bolen Planning Commissioner Leaving 12/11/2002  
Louise Aiello Marina Commissioner Leaving 02/10/2003  
Barbara Woodburn City Council Member Leaving 12/04/2002

## **FPPC Leaving 700 Files Continued**

Linda Lewis City Council Member Leaving 12/04/2002  
Frank Abejo Associate Planner Leaving 04/25/2003  
Charles LaMance Building Inspector Leaving 03/18/2003  
Ron Mikalis Interim Recreation Deputy Director 01/27/2003  
Susan McCue-Economic Development (2003)

## **Old Solid Waste Files**

Phone Book Recycling 1992-1993  
CCC Oil Drop 1990-1991  
Motor Oil 1990-1994  
CIWMB Form 3030 + Grant Info. 1993-2001  
Used Oil Collection Grants 1990-1994  
Household Hazardous Waste Grant 1992-1995  
Compost Xmas Tree Program General 1999  
City Compost Collection Program 1993  
Compost Class-Handouts/Flyers 1992  
Compost Class Masters 1992  
Compost Class Evaluations 1993-1994  
HHW-MSE, Environmental-Contract/Program Docs 1996-1997  
Compost – Worms 1990  
HHW-Discretionary Grant 1994-1997  
HHW MSE Environmental Collection Event Records 1996-1997  
HHW Greenfield 1993-1996  
Compost-Henrys Wood Farm 1992-1993  
Used Oil Recycling Block Grants 1996-2000  
Oil-4<sup>th</sup> Cycle Block Grant 1995-1996  
HHW/Central San Collection Program 1991-1997  
Waste Reduction-Compost Consortium 1995-1997  
Compost Classes-General 1991-1998  
Compost-General 1991-1998  
Oil-2<sup>nd</sup> Cycle Block Grant 1995  
Oil Recycling Grant 1991-1992  
Used Oil Recycling Grants 1993-1998  
Oil 3<sup>rd</sup> Cycle Block Grant 1994-1995  
HHW Survey 1993  
HHW Greenfield 1995-1996  
Backyard Composting 1987  
Compost Class-Attendees/Mail List 1992-1995  
Compost Class Instructional Material 1996  
Compost Bins-General 1994-1998  
Compost Classes-Press/News/Release/Media 1999

**CITY MANAGER/MAYOR/COUNCIL**

Strategy Research Institute 2003  
City Manager Chron 1999, 2007, & 2008  
Proclamations 2006  
Mayor/Council Members Monterey Conference 2003  
Mayor Chron File 1999 & 2000  
Mayor Chron 2006 - 2008  
City Council Chron File 1999-2000, 2007 & 2008  
Martinez Leadership Forum Supr. 1998-2001  
Martinez, Power Plant 06-22-01  
Teens Who Care – 1999-2002  
Risk Management-Executive Committee Meetings 1996 -2000  
Healthy Cities Steering Committee 1998 –1999

**COMMUNITY DEVELOPMENT USE PERMITS**

UP 78-08	Alhambra Ave – Foodmaker Inc – Jack in the Box	CD Box 66
UP 78-11	Alhambra Ave 2815 – Michael Tucevich – Use sfr as Law office	
UP 80-03	Pine St 1252-1254 – Willie Dean – Bail Bonds	
UP 80-09	Muir Rd & Center Ave – Burger King/Taco Bell (UP 80-10)	
UP 80-12	Arch St 615 – Martinez Early Childhood Center	
UP 81-07	Alhambra Ave 3950 – carwash/auto center – R.M. Norman	
UP 82-07	Alhambra Ave 410, 412, & 414 – David Fowler – Office/storage yard	
UP 82-11	Reliez Valley Rd 2525 – William Fox	
UP 82-15	Arnold Dr 1350 – Jerry Loving – Planned Development Overlay	
UP 83-01	Arnold Dr – Tabco Const – Business Park	
UP 83-05	Geneva St 2770 – Joesph Armadeo – 8 goats	
UP 83-09	Alhambra Ave 1734 – Olympic Realty	
UP 83-12	Muir Station Rd – D & M Dev – Mini Storage	
UP 83-16	Alhambra Ave 3700 – Quick Stop Market	
UP 84-02	Arnold Dr 1350 – Hassam Ardekani – Food Prep & Sales	
UP 84-03	Alhambra Ave 1616 – Donald Bowes – Chiropractors office	
UP 84-05	Alhambra Ave 2331 – Dennis & Janice McCasland – Dental lab	
UP 84-06	Arnold Dr – Douglas/Foothill Dev – Office/warehouse	CD Box 66
UP 84-07	Alhambra Ave – Roberto Ferrante – Cheese Factory	CD Box 59
UP 84-09	Alhambra Ave 2331 & 2403 – John Pettis – Prof Office in residence	
UP 84-10	Escobar St 1223 – Earl Dunivan – Convert Residence to Office	
UP 85-01	Alhambra Ave 4141 – Michael J. Majors – 4 bay svc station	
UP 85-03	Arnold Dr – Balco Parks Dev – Office/warehouse bldg	CD Box 59
UP 85-04	John Muir Rd – Duffel Financial & Const co – Restaurant/Liquor	CD Box 11
UP 89-15	Franklin Canyon Rd 1753 – Gregory Peterson – 2 <sup>nd</sup> unit DR 89-53	CD Box 69
UP 91-02	Shell Oil – Marine Vapor Recovery appeal	

**COMMUNITY DEVELOPMENT VARIANCES**

VAR 85-10	Monterey Ave 2137 – Guy A. Eggum – new sfr	
VAR 99-09	830 Grandview Ave – Robert Osmond – addition	
VAR 99-10	50 Brodia Ct – Gary Wood – 2 <sup>nd</sup> story addition	
VAR 99-11	502 Blue Ridge Dr – Brucke Schmitt – Fence – Withdrawn	
VAR 99-12	612 Robinson St – Dennis & Amy Salva – Bedroom addition	
VAR 99-14	060 Arreba St – Belec Residence – New sfr manufactured	
VAR 99-14	060 Arreba St – Belec Residence – New sfr manufactured PLANS	

### **COMMUNITY DEVELOPMENT VARIANCES CONTINUED**

VAR 99-15	1000 Morello Hills Dr – Morello Hills Christian Church – Church DR 94-18
VAR 99-16	636 E St – Robert Price – sideyard setback – LLA99-01
VAR 99-17	156 Donegal Way 0 Gregory Ruborvich – addition
VAR 99-18	6353 Greenridge Ct – Frank & Kimberly Luna – family room addition
VAR 99-19	1251 Escobar St – Michael Matheson – back yard deck
VAR 99-20	604 Hidden Lakes Dr – Billy & Penelope William – 1 <sup>st</sup> story addition
VAR 99-21	841 Hidden Lakes Dr – Lewis Popp – Patio Cover
VAR 99-22	1403 Colton Pl – Jusith Arbini – Addition
VAR 99-26	1820/1830 Franklin Canyon Rd – Stephen Welch – Accessory structure
VAR 00-01	2006 Rosemary Ct – Von Der Leith – New sfr
VAR 00-02	1321 Paradise Dr – Lester & Mabel Foley – 2 <sup>nd</sup> driveway
VAR 00-03	600 Alhambra Ln – Maryann Skowronski – 2 <sup>nd</sup> story addition
VAR 00-05	626 E St – James Farr – New sfr
VAR 00-06	1274 Heavenly Dr – Amini Farhad – expansion
VAR 00-07	2998 Rosemary Ct – Gregory McNamer – UP 00-10, DR 00-22
VAR 00-08	1374 Warren St 0 Judy Kay Schnabel – garage
VAR 00-09	210 Kingston Ct – Bert Roberts – Incomplete
VAR 00-11	826 & 731 Vine Hill Wy – Beth & Dean Woerner – New sfr
VAR 00-13	736 Palm Ave – James Hosking – shed

### **COMMUNITY DEVELOPMENT DESIGN REVIEW**

DR 99-50	100 Mococo Rd – Rhodia – PEP plant modifications
DR 99-50	100 Mococo Rd – Rhodia – PEP plant modifications PLANS FILE
DR 99-52	516 Ward St – Kick Bak Motorcycles – addition
DR 99-53	Milano Dr – Stonecliffe – Subdivision signs
DR 2000	General applications
DR 00-02	1175 Arnold Dr #B – Bank of America – Sign
DR 00-03	626 Main St – Bank of America – Sign
DR 00-04	700 D St – AT&T – Sign
DR 00-06	600 J St – Regency Plaza Apts – Landscape plan
DR 00-06	600 J St – Regency Plaza Apts – PLANS FILE
DR 00-08	6678 Alhambra Ave – Bank of America – signs
DR 00-10	538 Center Ave – CCC Federal Credit Union – ATM machine
DR 00-12	1145 Arnold Dr – Albertsons – Expansion of grocery store LLA 00-02, VAR 00-04
DR 00-12	1145 Arnold Dr – Albertsons – Expansion of grocery store LLA 00-02, VAR 00- 04 PLANS FILE
DR 00-15	500 Court St – Nextel – Antenna modifications

### **COMMUNITY DEVELOPMENT SUBDIVISIONS**

3108	Maderos Highlands – Tentative Map #1 Sub 3743 & #2 Sub 3744	CD Box 27
3612	Virginia Hills #6 13.147 File #1	
3612	Virginia Hills File #2	
3612	Virginia Hills File #3	
3625	Morello Terrace #2 Tentative Map File #1	
3625	Morello Terrace #2 File #2	
3625	Morello Terrace #2 File #3	
3633	Vine Hill Way	
3642	Muir Meadows Duplexes File #1	

**COMMUNITY DEVELOPMENT SUBDIVISIONS CONTINUED**

3642	Muir Meadows Duplexes File #2	CD Box 27
3645	Muir Meadows #4 13.1400 1966-74	
3645	Muir Meadows – Tentative Map #4	
3704	Muir Heights 13.3704 1968-72	
3704	Muir Heights 1968-72	
3720	Heather Hills Sub 13.137	
3720	Heather Hills (see 4036) 13.3720	
3722	Pleasant View – Tentative Map	
3722	Pleasant View 13.1410 1967-68	
3743	Maderos Meadows #1	
3743	Maderos Highlands 13.1520 1968	
3744	Maderos Highlands #2 1968-70 13-1530	
3768	Spring Valley #4 Tentative Map File #1	
3768	Spring Valley #4 1968-69 13.1490 file #2	
3768	Spring Valley #4 File #3	
3776	Morello Terrace #3 1968 13.1500	CD Box 27
4783	Alhambra Valley Meadows – vacate storm drain easement lot 7	CD Box 33
4783	Alhambra Valley Meadows 13-219 File #2	
4783	Alhambra Valley Meadows 13.4783 File #3	
4784	Valley Ridge #4 13.220 (Resub 4457) File #1	
4784	Valley Ridge #4 (Resub 4457) File #2	
4822	Lakeside Park 13-221 File #1	
4822	Lakeside Park 13-221 File #2	
4858	Tavan Estates 13.215	
4870	Valley Court 13.223 File #1	
4870	Valley Court 1976-77 File #2	
4872	Milano Terrace	
4891	Quail Creek – 13.224	
4891	Quail Creek – 7790 Horizon Dr	
4891	Quail Creek – Zocchi (Solla Property) 13.224	
4891	Quail Creek – Zocchi	
4903	Sunhill Manor #2 – Midhill Rd	
4905	Reliez Valley Acres 13.225	
4905	Reliez Valley Acres (Beck Property)	
4906	Holiday Highlands 13.226 File #1	
4906	Holiday Highlands File #2	
4920	Virginia Meadows 13.227 File #1	
4920	Virginia Meadows File #2	
4957	Alhambra Hills – City Clerk File #1	
4957	Alhambra Hills – (MacAlvey Property) File #2	
4957	Alhambra Hills – Soils Report File #3	
4957	Alhambra Hills – 13.228 File #4	
5992	Venner Heights – Lot 7	CD Box 33

**COMMUNITY DEVELOPMENT DIVISION OF LAND**

13.1420	Harbor View Dr – 1968
13.1460	Hatch – 1967-68
13.1480	Nierhake – 1967-69
13.1540	Ellingsen – 1968

**POLICE DEPARTMENT**

Internal Affairs Inside (Complaints generated from within the Dept. aka IAI) Records Log 2005

- IAI #1-05
- IAI #2-05
- IAI #3-05
- IAI #4-05
- IAI #5-05
- IAI #6-05
- IAI #7-05
- IAI #8-05
- IAI #9-05
- IAI #10-05

**POLICE DEPARTMENT**

Internal Affairs (Citizen Complaints aka IA) Records Log 2005

- IA #1-05
- IA #2-05
- IA #3-05
- IA #4-05
- IA #5-05
- IA #6-05
- IA #7-05
- IA #8-05
- IA #9-05

Prepared by:

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