



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
September 5, 2012**

TO: Mayor and City Council
FROM: Mercy G. Cabral, Deputy City Clerk
SUBJECT: Records Destruction
DATE: August 30, 2012

RECOMMENDATION:

By resolution authorize destruction of City files pertaining to the City Clerk, Finance, and Community Development Departments.

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 records without retention of copies.

The records listed in Exhibit "A" have been retained as required per the City's retention schedule and/or Government Code; and/or have been laserfiched.

The records have been approved for destruction by the City Attorney's Office.

FISCAL IMPACT:

None.

ACTION:

Adopt resolution authorizing destruction of City records.

Attachment

APPROVED BY:


City Manager

RESOLUTION NO. -12

**AUTHORIZING DESTRUCTION OF FILES SPECIFICALLY PERTAINING TO
THE CITY CLERK, FINANCE, AND COMMUNITY DEVELOPMENT DEPARTMENTS**

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", have been scanned into the City's laserfiche program with the exception of the recruitments.

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 5th day of September, 2012 by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

EXHIBIT "A"

RESOLUTION NO. -12

CITY CLERK FILES:

700 Conflict of Interest Forms:

Bryan Berthiaume	Arts and Library, 2000-2004	2011
John Wilson	Planning Commission, 1994-2004	2011
Darlene Ross	Civil Service Commission, 2003-2004	2011
H. Ross Wells	Design Review, 2000-2004	2011
Darlene Ross	Civil Service Commission, -2004	2011
Gregory Young	Planning Commission, 2003-2004	2011
Harriet Greene	Cemetery Commission, 1994-2004	2011
Gary Wheeler	Design Review, 2000-2004	2011
Diane Perkin	Finance Manager, 2003-2004	2011
Darwin Pichetto	Alt. Planning Comm	2011

Citizens to Revitalize Martinez Terminated 8/2/04 Destroy 2011

Citizens for the Future of Martinez Terminated 6/30/05 Destroy 6/30/2012

Clerk's files have been scanned into laserfiche.

88-198 Fowler, David T. Litigation File

Committee to Elect Bill Wainwright November 5, 2002.

06.01.00 Co. Co. Co. General 1986 to 2007

06.01.01 Contra Costa County Board of Supervisors 1987-2008

06.01.05 Lafco 1991-2005

06.01.08 Flood Control District 1981 to 2006

06.01.09 Contra Costa Grand Jury 1995-2006

06.01.10 Agreements/CCC 1958 to 2007

06.01.10.01 Computer Mapping System Geographical Info Systems (GIS) Nov. 10, 1989

06.01.10.02 Shell Oil Sales Tax Agreement 1994

06.01.10.03 Agreement CCC Auditor-Controller 1997

06.01.11 County Nutrition Project/Senior CTR 1994-2008

06.01.12 Co.Co.Co. Office of Emergency SVCS. Jan. 30, 1995 to April 27, 1997

06.01.12.01 Contra Costa County Hazard Mitigation Plan 1998

06.02.00 CCC Jail Complex Mar. 5, 1975 to Oct. 26, 1992

06.02.01 Criminal Justice of CCC July 30, 1970 to June 24, 1982

06.03.00 Health March 10, 1987 to Aug. 28, 1989

06.03.01 Hospital Dec. 6, 1973 to March 26, 2007

06.03.03 Mosquito Abatement March 7, 1967 to Nov. 22, 2006

06.03.04 Animal Control Dec 23, 1980 to May 11, 2006

06.05.00 Water April 30, 1986 to May 6, 1986

06.06.00 Consolidated Fire District Feb. 10, 1967 to Nov. 15, 1990

06.06.01 Fire Tax Jan. 25, 1993

06.07.00 Mass Transportation Systems July 20, 1980 to Sept. 11, 2008

06.07.01 CCC Transit Authority JPA Jan. 23, 1980 to Sept 20, 2006

06.07.02 Martinez Alameda CC Transit Dec. 26, 1979 to July 9, 1991

- 12.01.00 Street Programs-General Dec.-07, 1987 to April 4, 2007
- 12.01.01 Pavement Mgmt System Jan 2, 1986 to April 21, 2004
- 12.01.02 Alhambra Avenue Analysis April 1982
- 12.02.00 Sidewalk, Curb, Gutters 1984 to 2007

FINANCE FILES: (Have been scanned into laserfiche.)

- Retirees Medical/Dental Reimbursements
- 2009 Payroll Timesheets A-Z
- 2010 Payroll Timesheets A-Z
- 2010 Quarterly Payroll Files
- 2010 W2's City/JFA
- 2009 Federal Quarterly Reports
- 2009 State Quarterly Reports
- 2010 Federal Quarterly Reports
- 2010 State Quarterly Reports
- JFA -Final proofs 07/01/03 - 09/30/03
- JFA -Final proofs 10/01/03 - 12/31/03
- JFA -Final proofs 01/01/04 - 12/31/04
- 2008 CITY/JFA Direct Deposit Register
- 2008 CITY/JFA Check Register
- 2009 CITY/JFA Direct Deposit Register
- 2009 CITY/JFA Check Register
- 2010 CITY/JFA Direct Deposit Register
- 2010 CITY/JFA Check Register
- 2007-2009 Department of Labor Reports

COMMUNITY DEVELOPMENT FILES: (Have been scanned into laserfiche.)

	Ricks Ave	Max Taliaferro - New SFR	VAR 81-05
90	F St	F St. Development - Soil Report/Goldrich, Kest	13.174 DR 74-03, VAR 78-11
	Glacier Dr	CCC Administration Center	
	Muir Rd & Roman Wy	U.A. Craftsman Center-training, office, assembly bldg	DR 75-08
	Muir Station Rd	Duffel Financial & Construction - John Muir Inn	DR 82-05
	Waterfront Rd	Ferguson & Wollman - Commercial Park	DR 84-03
200	Muir Rd	Kaiser Hospital - Redesign of existing pkgng lot area	DR 84-05
1059	Arlington Wy	Randall Walker - New Sfr	DR 84-06
200	Muir Rd	Kaiser - Inpatient Psych bldg	DR 84-07
1255	Muir Rd	Charles Feyh, Inc - Dr of proposed electrical apprenticeship & training facility	DR 84-08
200	Muir Rd	Kaiser Hospital - Telecommunications Building	DR 84-09
	Misc Projects	Misc Projects	DR 85-01
811	Ferry St	Dumpster Location	
417	Main St	Private Parking Lot	
3815	Alhambra Ave	Façade alterations/new sign	
630	Escobar St	New façade	

1114	Jones St	Office, parking & sign	
273	Benham Dr	New single family residence	
4425	Pleasant Hill Rd E	New single family residence	
257	Benham Dr	New single family residence	
	Misc Signs	Misc Signs	DR 85-02
		Devcon Const/Shamrock Dev Co - 48,480 sq ft	
960-990	Howe Rd	commercial bldg	DR 85-03
		Devcon Const/Graham Dev - construct \$&D bldg	
737	Arnold Dr	(Muirtec)	DR 85-06
	Arnold Dr	Clayco Corp - 52,000 sq. ft 30 unit apartment	DR 85-08
	Misc 2nd units	Misc secondary units - various locations	DR 85-09
	Pine View II	A.D. Seeno Const - construct sfr units	DR 85-10
95	Tavan Estates Dr	John I. Gulick - new home construction	DR 85-11
601	Ferry St	John Muir National Bank	DR 85-13
		Duffel Financial & Const - Muir Station Shopping	
	Muir Station	center (restaurant & gas)	DR 86-20
	Phylis Terrace	Randy Robbins - new sfr	DR 86-17
3901	St. Marys St	J.A. Navarro - sfr	DR 86-19
	Arnold/Holiday		
	Hills	Gloria Kocal - off-site sub signs	DR 86-21
277	Benham Dr	Ken Allen - new sfr	DR 86-22
420	Morello Ave	Naresh Sawney - construction of 7 units	DR 86-27
4860	Venner Rd	Albert Turnbaugh - new sfr	DR 86-28
826	Sage Dr	Frederick Sena - new sfr	DR 86-29
	Arnold/Pacheco	Braddock & Logan - Bishop Roofing	DR 86-33
4831	Pacheco Blvd	Concord Plumbing	DR 86-34
3800	St. Marys St	Louis Barela - new sfr	DR 86-35
2201	Berrellesa St	Davnnville Land & Development - Senior Condos	DR 86-37
925	Tavan Estates Dr	Leslie & Gary Rangel - New sfr	DR 86-38
183	Morello Ave	Albert & Mary Moniz - sfr & mother in law unit	DR 86-39
649	Main St	Richard Vanderkous - Interior/exterior renovation	DR 86-40
915-923	Howe Rd	Craig Wilson - 13,000 sq.ft. warehouse bldg	DR 86-41
229	Briar Dr	Charles Coleman - new sfr	DR 86-45
850	Sage Ct	Steven Sloper - new sfr	DR 86-47
701	Huntington Ct	Lisa Stribling - Addition/Remodel (VAR 02-21)	UP 02-09
	Marie/Morello		
1075	(behind)	Telecom Facility (DR 02-04)	UP 02-10
7	N. Court St	Tri-Canoe USA Inc - Rental/Lessons (Withdrawn)	UP 02-11
780	Vine Hill Wy	Brian Hill - New custom home - FILE #1	UP 02-12
780	Vine Hill Wy	Brian Hill - New custom home - Plans FILE #2	UP02-12
1044	W. Arlington Wy	Kathy Fortenberry - New sfr (DR02-25) FILE #1	UP 02-13
1044	W. Arlington Wy	Kathy Fortenberry - New sfr (DR02-25) FILE #2	UP 02-13
334	Main St	Gerald Frank-Apartments (DR02-35 & VAR02-26)	UP 02-15
6342	Creekview Ct	Robert Ellis - Wind generation system (Withdrawn)	UP 02-16
		Citation Northern - Office Bldg (VAR 02-35, REZ	
1785	Arnold Dr	02-04, DR 02-30 & TR 02-14)	UP 02-17
		Citation Northern - Office Bldg (VAR 02-35, REZ	
1785	Arnold Dr	02-04, DR 02-30 & TR 02-14) File #2	UP 02-17
		Citation Northern - Office Bldg (VAR 02-35, REZ	
1785	Arnold Dr	02-04, DR 02-30 & TR 02-14) File #3	UP 02-17

828	Main St	Express Cash Advance - Window sign	DR 00-16
600	Center Ave	Muir Wood Apts-Monument sign (Withdrawn)	DR 00-17
6635	Alhambra Ave	Cardoza Properties - Modify signage	DR 00-23
371	Marti Marie	Jess Galletti - New sfr	DR 00-30
		Walmart Retail Stores/The Center Robert Karn & Assoc(DR 00-31,DR00-39,DR01-19,DR01-20)	
1021	Arnold Dr		DR 00-31
1380	Arnold Dr	Clayco Building - Commercial use	DR 00-38
4878	Sunrise Dr	Robert L. Brown Const - Office/warehouse	DR 00-41
		Richard Whitehurst-Burger King Sign (DR 00-20, DR 00-01 sign)	
7	Muir Rd		DR 01-01
136	Sundance Pl	Michael Forkas - Deck	DR 01-02
		Ron Latteri - New sfr (DR98-21, DR94-01, UP93-04, DR93-13, VAR93-08)	
2220	Pamona Ave		DR 01-03
0	Sunrise Dr Lot 10	Pacific Ozone - 21,810 sq ft bldg	DR 01-04
		Kevin Bacon - sfr (DR96-20, DR99-35, DR94-11, DR91-45) FILE #1	
1048	W. Arlington Wy		DR 01-07
		Kevin Bacon - sfr (DR96-20, DR99-35, DR94-11, DR91-45) PLANS FILE #2	
1048	W. Arlington Wy		DR 01-07
		The Mission Apartments (Old DMV Site) & Amendment to Overlay District (UP01-08, GPA01-01, REZ01-01, ZA01-02)	
0	Haven & Pine Sts		DR 01-09
Sub 91-02	5043 Milano Way	Josef Rotholz (VAR 91-240	
MS 91-02	Alhambra Hills 4030-4032	Corazza & Griffin (MS552-91 & PUD 91-03)	
MS 96-01	Alhambra Way	Robert Ball - MS 552-96, LM 46-01, LLA 96-04	
MS 97-03	1000 Howe Rd	Sierra West Fincl/J.E. Schuricht & Assoc 2 lot sub	
MS 98-01	260 Morello Ave 5171 Alhambra	Christopher Savio - 2 lot MS 551-2000	
MS 00-01	Ave/Vine Hill Wy 5171 Alhambra	Passport Homes 4 lots DR 00-36 File #1	
MS 00-01	Ave/Vine Hill Wy 5171 Alhambra	Passport Homes 4 lots DR 00-36 File #2	
MS 00-01	Ave/Vine Hill Wy 5171 Alhambra	Passport Homes Amend COA (DR 03-23)	
MS 00-01	Ave/Vine Hill Wy	Passport Homes - Soils Report	

Prepared by:

Approved by:

Mercy G. Cabral
Deputy City Clerk

Alan Shear
Assistant City Manager

Approved by:

John Abaci
Assistant City Attorney