



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
December 5, 2012**

TO: Mayor and City Council
FROM: Mercy G. Cabral, Deputy City Clerk
SUBJECT: Records Destruction
DATE: November 19, 2012

RECOMMENDATION:

By resolution authorize destruction of City files pertaining to the City Clerk's Office, City Manager's Office 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 laserfisher, or destruction of original without retention of copies.

The records pertaining to the Police Department listed in Exhibit "A" have been retained as required Government Code 12946 and Penal Code 832.5.

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'S OFFICE, CITY MANAGER'S OFFICE 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, some of the records in Exhibit "A" have been scanned into the City's laserfiche program.

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 December, 2012, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

EXHIBIT "A"

RESOLUTION NO. -12

City Clerk—Claims

- 2006 Chase, James, 06-21V
- 2006 Silva, Joe, 06-31

- 2007 Schnabel, Craig, 07-08V
- 2007 Rodgers, Jason, 03/31/07
- 2007 Voyvodich, Nick, 07-10V
- 2007 Estanol, Mike, 07-16V
- 2007 Co. Co. Co. Public Works, 07-19
- 2007 Buda, Charles, 07-20V
- 2007 Wright, Michael, 07-21V
- 2007 Leong, Ian, 07-29V

- 2008 Pacific Bell Phone Co., 08-02
- 2008 Meadors-Washington, Monica 08-32

- 2009 Tashman, Roz, 09-05
- 2009 Thompson, James, 09-08V
- 2009 Skaar, Sarah, 09-15
- 2009 Hile, Gregory & Lynne,
Santos, Walter, Bach, Phillip, 09-16
- 2009 Ahmadi, Majid, 09-17
- 2009 Santiago, Allison, 09-20
- 2009 Taylor, Nancy, 09-23
- 2009 State Farm Insurance, 09-24
- 2009 Dodd, Bryan, 09-25V
- 2009 Chavez, Francisco J., 09-26
- 2009 Ahmadi, Shiba, 09-28
- 2009 Bernudez, Luz I., 09-30
- 2009 Diethrich, Julie D., 09-31
- 2009 Fitzgerald, Jennifer, 09-34

- 2010 Lung, Stanley, 10-02V
- 2010 Haute Stuff, 10-03
- 2010 Mitchell, Linda, 10-04
- 2010 Muir Lodge Motel, 10-05
- 2010 Rizzuti, Timothy P., 10-06
- 2010 Garcia, Anita L., 10-09 08/23/10 D=08/12
- 2010 Peterson, Gary, 10-11V
- 2010 Hunt, Justin, 10-15

City Clerk – Sidewalks/Bike Lanes/Curbs& Gutters (scanned into laserfiche)

- 12.02.00 Sidewalks/Bike Lanes/Crossings/Curbs/Gutters - Jan. 3, 2008 - Sept. 30, 2009
- 12.02.01 Sidewalks-General- Feb. 3, 1981 to Nov. 26, 2007
- 12.02.02 Curb Ramp Install. Project-1997-2005
- 12.02.03 Bicycle & Pedestrian Crossing - Nov. 3, 2005 to Nov. 15, 2006
- 12.02.05 Bike lanes Only Bike Projects - Feb 8, 1992 to Nov. 13, 2008
- 12.02.06 Center Avenue Bike Lane - Jan. 11, 1983 to July 13, 1984
- 12.02.07 Morello Avenue Bike Overlay & Bike Lanes Gap Closure 5/1985 to 9/2005
- 12.02.08 Reliez Valley Bike Trail 2/1991 to 2/1998

- 12.03.00 Bridges & Culverts – 8/1985 to 11/2001
- 12.03.01 Escobar St. Bridge – 3/1986 to 2/1990
- 12.03.02 Soto St. Footbridge – 7/1984 to 6/1985
- 12.03.03 Susana St Bridge Replacement – 2/1984 to 3/2004
- 12.03.04 Muir Rd Bridge to Pacheco - 6/1985
- 12.03.05 Marina Vista Ave Bridge – 3/1986 to 1/1991
- 12.03.06 Walnut Street Bridge – 7/1994 to 11/1995
- 12.03.07 F Street Bridge – 12/1995 to 1/1996
- 12.03.08 Hidden Lakes Bridge – 3/2004 to 9/2007

- 12.04.00 Streets General – 1/1986 to 4/2008
- 12.04.01 Center Ave. Rehab. 3/1987 to 2/1989
- 12.04.02 Center Ave. Restriping – 10/1985 to 11/1986
- 12.04.03 Morello Repair Resurface – 6/1984 to 7/2005
- 12.04.04 Alhambra Ave. North Improvement – 7/1999 to 10/2006
- 12.04.05 MacAlvey/Alhambra Ave – 10/1983 to 10/1984
- 12.04.06 C St Repair – 6/1987 to 7/1995
- 12.04.07 Christie Dr Repairs-FEMA – 9/1983 to 4/1984
- 12.04.08 Marina Vista Hazard – 6/1983 to 9/1983
- 12.04.09 Pine St./Pacheco/Jones St. Realign. – 7/1985 to 7/1993
- 12.04.10 Major St. Beautification – 8/1980 to 5/1985
- 12.04.11 Realignments Old Muir Rd/Kaiser – 7/1983 to 6/1987
- 12.04.12 Arnold Dr. Rehab. Project – 3/1985 to 2/1988
- 12.04.14 Shell Restriping – 10/1991
- 12.04.15 Shell Ave. Safety Improvement Project – 12/1991 to 4/1992
- 12.04.16 Morello Ave. Traffic Improvements – 4/1992 to 1/1993
- 12.04.17 Pacheco Blvd/Measure C – 6/1992 to 1/1996
- 12.04.18 Alhambra Ave/Measure C – 1/1992 to 6/2004
- 12.04.19 Marina Vista Repaving – 1992 to 8/1994
- 12.04.20 Alhambra Avenue Widening Proj – 5/1993 to 11/1996
- 12.04.21 D & E Street Improvements – 6/1993
- 12.04.22 Alhambra Ave Downtown Paving – 5/2000 to Nov. 28, 2005
- 12.04.23 Glacier Dr Reconstruction – 12/1994 to 7/1995
- 12.04.24 1993-94 Miscellaneous Improvements – 7/1994 to 8/1994
- 12.04.25 Alhambra Ave. Improvement Prj. Hwy 4/Arch Street – 11/1995 to 9/2005
- 12.04.26 Marina Vista Improvement Project – 9/1995 to 4/1997
- 12.04.27 Misc. Improvement Projects – 9/1996 to 9/1996
- 12.04.28 1996-97 Paving Project – 4/1997 to 2/1998

City Clerk – Sidewalks/Bike Lanes/Curbs& Gutters (scanned into laserfiche)

Continued

- 12.04.29 1998-99 Miscellaneous Pavement Repair – 9/1998 to 10/1998
- 12.04.30 Pine Street Project – 11/1997 to 6/1999
- 12.04.31 Vine Hill Way Safety Improve. Project – 9/2000 to 7/2002
- 12.04.32 Berrellesa Repaving Project – 2/2000 to Nov. 15, 2000
- 12.04.33 Pacheco Blvd. Drainage Improvements – 1/2001 to 7/2002
- 12.04.34 Donegal/Panoramic & Talbart Repair – 4/2001
- 12.04.35 Joe Dimaggio Drive Landscape Repl. – 10/2001 to 3/2006
- 12.04.36 Barrellesa St. & Marina Vta. Paving Prj. – 3/2002 to 6/2003
- 12.04.37 Waterfront Road Park Project – 1/2004 to 7/2007
- 12.04.38 Marina Vista Streetscape Improvements – 7/2004 to 12/2009
- 12.04.39 Alhambra Av-MacAlvey to John Muir & Benham to Blue Ridge – 3/2007 to 10/2008
- 12.04.40 Alhambra Ave Improvements Project – 4/2007 to 6/2007
- 12.04.41 St. Mary's building permits (lot 73/74) – 5/1978

- 12.05.00 Street Overlays/Slurry Seals – 7/1984 to 4/2008
- 12.05.01 Truitt Valley Asphalt – 7/1982 to 1/1984
- 12.05.02 Alhambra Overlay – 7/1983 to 7/1996
- 12.05.03 Joe Dimaggio Dr. Surface Overlay – 7/1991 to 9/1992

- 12.06.00 Street Slide Repairs-General – 11/1996 to 2/2008

City Manager

Confidential Weekly Memos to Mayor & City Council:

Dec.12 2001 to Nov. 1, 2002

Closed Confidential Sessions:

Martinez/Edmonson v City of Martinez	Nov. 30, 2001 to Mar. 6, 2002
Patrick v Martinez, et al.	Jul. 19, 2000 to Aug. 31, 2001
Pacific Gass & Electric	Jun. 07, 2001 to Mar. 26, 2010
Kinder Morgan Energy Partners	Aug. 07, 2002
7.4.3 Tosco Co.	Jul. 25, 2000 to May 24, 2002
22.1 Cable/TCI (General)	Jun. 28, 2000 to Dec. 05, 2006
Central Co.Co.Co. Sanitary District	Nov. 20, 1986 to Mar. 09, 2007
Ternes-Houston Lobbyists	Feb. 07, 1990 to Feb. 04, 1991

City Attorney Issues:

West Bay Builders v City of Martinez	Aug. 08, 1999 to Sept. 24, 2001
7.7.1 Fahden Underground Storage Tank	Feb. 2, 1995 to Sept 15, 2000
City Attorney Utility Issues	Jan. 14, 1997 to Jan. 24, 2005
City Attorney Underground Storage Tanks	Sept 01, 1997 to Dec. 7, 1999
City Attorney Stull vs Bank of America	Oct. 09, 1997 to Sept 27, 1999
City Attorney Sexually Violent Predator Legislation	Aug. 25, 2003 to Aug. 19, 2004
City Attorney People vs Laura Delfino	Sept 28, 1998 to Feb. 25, 1999
City Attorney Ordinances	Feb. 11, 1997 to Apr. 27, 2001

City Attorney Issues (continued):

City Attorney Martinez Nuisance Abatement	Feb. 11, 1998 to Oct. 04, 1999
City Attorney Flood Control	Jun. 14, 2000 to Sept 18, 2000
City Attorney Martinez Auto Dismantlers	Feb. 5 1997 to May 30, 2001
City Attorney Grievance	Nov, 18, 1999 to Jul. 28, 2003
City Attorney Finance/Audits	Oct. 27, 1997 to Jul. 25, 2007
City Attorney Conflicts of Interest, Brown Act	Apr. 17, 1991 to Mar. 21, 2005
City Attorney Cease and Desist	Feb. 03, 1998 to Mar. 11, 1998
City Attorney Baykeeper	Oct. 30, 1997 to Dec. 07 1999
City Attorney Acme vs City of Martinez	Aug. 07, 1997 to Aug. 04, 1999

Former Police Employee Personnel Files (scanned into laserfiche)

Ahern, Michael
Allison, Ryan
Arias, Margquita
Ayers, Sherrell
Baeta, Kimberly
Bedessie, Amelia
Beleele, Joyce
Black, Christopher
Blas, Javier
Blasquez, David
Blume, Zachary
Bowers, David
Carr, Jerry
Carter, Brian
Cellini, Eddie
Chavarria-Valliere, Marsha
Chavez, Joshua
Chermak, Dennis
Ciullo, Michael
Clayton, Karen
Colon, Michael
Cooper, Ryan
Crumm, Jennifer
D'Annuzio, Steve
Demerritt, Lisa
Diaz, Tommy
Doss, Dixie
Douthit, Rebecca
Dowling, Richard Jr.
Dowling, Richard Sr.
Drury, Morgan
Duffield, Robert
Dysart, Shaundra
Edwards, Roman
Edwards-Tolliver, Margaret
Fiscal, Jose Jr

Former Police Employee Personnel Files (scanned into laserfiche) Continued

Foster, Nick
Garvin, David
Gonzales, Robert
Graham, Sloa
Greenwood, Mark
Gren, Kjerstin
Green, Victor
Griego, Justin
Guglielminetti, Breanne
Hall, Michael
Hamberlin, Christopher
Hanson, Julie
Harper, Mark
Harris, Tyshawn
Hoskinson, Joe
Hovland, Nathaniel
Howard, Anthony
Jackson, Jess
Jackson, Kenneth
Johnson, Natasha
Johnson, Rhonda
Johnston, Terry
Katchmar-Snell, Tiffany
Kelly, Lynn
Krieger-Fayed, Terri
Krimm, Kelly
Krummen, William
Lauer, Kristen
Leong, Kim
Lucca, Marc
Lynch, Daniel
Madsen, Douglas
Mahler, Stuart
Marchiano, Michael
Markwith, Robert
Marshall, Mike
Marson, Nicholas
Martinez, Jesus
Mathers, Robert
McCaffree, Kevin
McGee, Travis
Miller, Dan
Miller, John
Miller, Thomas
Mimiaga, Mike
Monillas, Alex
Monillas, Geoff

Former Police Employee Personnel Files (scanned into laserfiche) Continued

Moriarity, Jessica
Morris, James
Mosser, Naomi
Myers, Frances
Nagra, Surinder
Neff, Divonte
Nestman, Ryan
Owen, Kelly
Paiva, Travis
Pierce, Mark
Pulley, Ronald
Quan, Jason
Rivera, Vivian
Robinson, Robert
Sage, David
Sage, Kevin
Sampson, Carol
Santos, Antonio
Sapinoso, Michael
Seyoum, Tadesse
Shargots, Steven
Smith, Keith
Smith, Michelle
Smith, Tiffany
Smith, Tyler
Swanson, Janice
Taylor, Lois
Thomas, Keith
Tipton, Jeff
Trueman, Nancy
Vaesa, David
Vigil, Darin
Vigil, Suzanne
Vogel, Mike
Wagley, Tom
White Courtney
White, Ashley
White, Randy
Wignall, Debbie
Wignall, Shane
Williams, Amy
Williams, Jeff
Williams, Jennifer
Winfield, Timothy
Wiseman, Scott
Wylie, Michael
Yates, Nicole

Police Department generated Internal Affairs 2006IAI Log

IAI 1-06
IAI 2-06
IAI 3-06
IAI 4-06
IAI 5-06
IAI 6-06
IAI 8-06

Police Generated Citizens Complaints 2006 IA Log

IA 1-06
IA 2-06
IA 3-06
IA 4-06
IA 5-06

Prepared by:

Approved by:

Mercy G. Cabral
Deputy City Clerk

Alan Shear
Assistant City Manager

Approved by:

John Abaci
Assistant City Attorney