REGULAR CITY COUNCIL AGENDA

City Hall - Council Chambers
4381 Broadway St., Suite 201, American Canyon
April 7, 2026
6:30 PM

Mayor: Pierre Washington
Vice Mayor: Mayor Mark Joseph
Councilmembers: Brando Cruz, Melissa Lamattina, David Oro

4:30 P.M. CLOSED SESSION

The mayor will call the meeting to order and conduct roll call. Following public comment on Closed Session items, the Council will immediately convene in Closed Session.

CALL TO ORDER - CLOSED SESSION

ROLL CALL - CLOSED SESSION

PUBLIC COMMENT - CLOSED SESSION ITEMS

This time is reserved for members of the public to address the City Council on Closed Session Business items only. Oral comments must be made in person and are limited to three (3) minutes per speaker.

MEETING RECESSED TO CLOSED SESSION

The Council will reconvene in Open Session at 6:30 p.m. The Council may reconvene in Closed Session at the conclusion of the meeting, if necessary, to address any remaining items.

BUSINESS - CLOSED SESSION

1. **Conference with Legal Counsel - Existing Litigation. Authorized pursuant to Government Code Section 54956.9(d)(1):**
   a. ***City of American Canyon v. City of Vallejo, et al*. (Sacramento Superior Court Case No. 34-2022-00327471).**
   b. ***City of Vallejo v. City of American Canyon et al*. (Third District Court of Appeal Case No. C102070; formerly Sacramento County Superior Court Case No. 23WM000055).**
   c. ***City of Vallejo v. City of American Canyon et al*. (Sacramento County Superior Court Case No. 24WM000078).**
   d. ***City of Vallejo v. City of American Canyon et al.* (Marin County Superior Court Case No. CV0003752).**
   e. ***American Canyon 1, LLC and Napa Valley Ruins & Gardens, LLC v. City of American Canyon et al. (*Napa County Superior Court Case No. 25CV002277)**

2. **Conference with Legal Counsel – Anticipated Litigation. Authorized pursuant to Government Code Section 54956.9 (d)(2). One (1) Matter.**

6:30 P.M. OPEN SESSION

CALL TO ORDER - OPEN SESSION

PLEDGE OF ALLEGIANCE

ROLL CALL - OPEN SESSION

CLOSED SESSION REPORT OUT / CONFIRMATION OF REPORTABLE ACTION

PROCLAMATIONS AND PRESENTATIONS

3. **Proclamation: April 2026 as Arts Month**

4. **Proclamation: Sexual Assault Awareness Month April 2026**

5. **Mosquito Abatement Presentation**

PUBLIC COMMENT - ITEMS NOT ON THE AGENDA

This time is reserved for members of the public to address the City Council on items not appearing on the agenda that are within the Council's jurisdiction. Comments are limited to three (3) minutes per speaker. Pursuant to the Brown Act, the City Council is generally prohibited from discussing or taking action on items not listed on the agenda.

AGENDA CHANGES

The City Council may change the order of the agenda or request discussion of an item on the Consent Calendar. Members of the public may request discussion of a Consent Calendar item during Public Comment.

CONSENT CALENDAR

6. **Minutes of March 17, 2026**
Recommendation: Approve the minutes of the Regular City Council meeting held March 17, 2026.

7. **Wetland Restoration and Public Access Project (PR26-0100)**
Recommendation: Adopt a Resolution awarding a Professional Services Agreement to Environmental Science Associates in an amount not to exceed $1,237,057 for design, environmental review, and permitting services for the American Canyon Wetland Restoration and Public Access Project (PR26-0100).

8. **Water Reclamation NPDES Permit Renewal Project**
Recommendation: Adopt a Resolution authorizing the City Manager to award a contract to Larry Walker Associates, Inc. for the Water Reclamation Facility NPDES Permit Renewal in the amount not to exceed $98,234.

9. **Appointment to Napa County Library Commission**
Recommendation: Appoint by Minute Order Elizabeth Goff to the Napa County Library

Commission for a three-year term ending January 31, 2029.

10. **State Water Project Carryover Water Transfer**
Recommendation: Adopt a Resolution authorizing the Public Works Director to agree to the attached draft term sheets with San Gorgonio Pass Water Agency (SGPWA) for a total transfer of 510 AF of Carryover Water.

11. **Records Retention Schedule Update**
Recommendation: Adopt a Resolution approving the updated Records Retention Schedule, authorizing the routine destruction of records in accordance with applicable law, and authorizing administrative updates to the Records Retention Schedule as needed.

12. **Declaring Laserfiche Cloud a Trusted System and Adopting City Records Management Procedures**
Recommendation: Adopt a Resolution declaring Laserfiche Cloud a Trusted System for the storage, management, and preservation of city records.

Adopt a Resolution approving City Records Management Procedures as the official administrative policy governing the creation, management, storage, retention, digitization, and destruction of city records in all formats.

PUBLIC HEARINGS
There are no public hearing matters.

BUSINESS

13. **American Canyon Police Department 2025 Annual Report**
Recommendation: Receive and file the American Canyon Police Department's 2025 Annual Report

MANAGEMENT / STAFF ORAL REPORTS

CITY COUNCIL COMMENTS / COMMITTEE REPORTS
City Council may provide brief comments on matters of public concern, announce matters of public interest, and provide Council Committee reports. No action will be taken.

14. **City Council Committee Report - Commissioner Brando Cruz**

15. **City Council Committee Report - Vice Mayor Mark Joseph**

16. **City Council Committee Report - Vice Mayor Mark Joseph**

FUTURE AGENDA ITEM REVIEW
The City Council will review upcoming agenda items. Councilmembers may request that items be added to future City Council agendas.

17. **Future Agenda Items of Note**

ADJOURNMENT

CERTIFICATION

I, Taresa Geilfuss, City Clerk for American Canyon, do hereby declare that the foregoing agenda was posted in compliance with the Brown Act prior to the meeting date.

_____

Taresa Geilfuss, City Clerk

PUBLIC PARTICIPATION

This meeting is a limited public forum. The City expects respectful conduct from all participants. Offensive language or discriminatory remarks based on any protected classification under federal, state, or local law will not be tolerated, and the speaker may be immediately disconnected.

Meetings are conducted in person and are also available via Zoom. Meetings are broadcast live on Napa Valley TV, the City's website, and YouTube.

Zoom Link: Click here. **Webinar ID:** 847 1017 1711. **Passcode:** 123456. **Phone-in:** (408) 638-0968

Oral Comments: In person during Open/Closed Session, or via Zoom during Open Session only. Use "Raise Your Hand" during public comment periods only.

Written Comments: Submit via eComments on the City's Meetings & Agendas webpage. eComments close at 3:00 p.m. on the day of the meeting.

Agenda Materials: Posted 72 hours in advance at www.americancanyon.gov.

ADA: Requests for accommodations or alternative formats must be submitted at least three calendar days in advance to the City Clerk at 4381 Broadway, Suite 201, American Canyon, CA 94503 or cityclerk@americancanyon.gov.

Need Additional Assistance? Contact the City Clerk by phone at (707) 647-4369 or by email at cityclerk@americancanyon.gov.

CITY OF AMERICAN CANYON
PROCLAMATION

APRIL 2026 AS ARTS MONTH

WHEREAS, the arts—including visual and performing arts, literature, music, and crafts—are essential facets of a vibrant, dynamic community, enriching the lives of all who create and experience them; and

WHEREAS, the celebration of the arts during the month of April recognizes the contributions of artists and arts organizations, while encouraging public participation in the arts; and

WHEREAS, the arts play a critical role in the cultural, educational, and economic vitality of our community, fostering creativity, innovation, and unity across diverse populations; and

WHEREAS, through workshops, exhibitions, performances, and readings, Arts Month will showcase the rich tapestry of artistic talent within our community, providing a platform for artists to inspire and be inspired; and

WHEREAS, engaging with the arts during April enhances our appreciation for the many ways art enriches our lives and underscores the importance of supporting the arts year-round; and

WHEREAS, the American Canyon Arts Foundation, one of the oldest community organizations in American Canyon, continues to maintain, enhance, and support the role of the arts by bringing artists and community members together through recreational, cultural, and economic programs, events, and exhibitions;

NOW, THEREFORE, I, Pierre Washington, Mayor of the City of American Canyon, on behalf of the City Council, do hereby proclaim April as Arts Month in American Canyon and call upon our community to celebrate and participate in the arts. Let us recognize and support the artists and arts organizations that contribute to the cultural wealth of our community, and encourage one another to explore, experience, and express creativity through the arts.

Dated: April 7, 2026

_____

Pierre Washington, Mayor

CITY OF AMERICAN CANYON
PROCLAMATION

Sexual Assault Awareness Month - April 2026

WHEREAS, NEWS, Domestic Violence and Sexual Abuse Services provides safety, support, and advocacy to those experiencing sexual abuse;

WHEREAS, this year we honor 25 years of Sexual Assault Awareness Month and the shared commitment to end sexual assault, abuse, and harassment;

WHEREAS, rape, sexual assault, and sexual harassment harm our community; and that statistics show that over half of women and almost 1 in 3 men have experienced sexual violence and that sexual violence disproportionately affects women, minors, and racial and ethnic minority groups;

WHEREAS, this Sexual Assault Awareness Month we underscore that we believe survivors; that we believe violence has no place in our homes, our schools, or our community; and that we believe safety, dignity, and respect are not privileges but they are rights;

WHEREAS, by observing April as Sexual Assault Awareness Month we show that our City can lead with courage and is committed to supporting survivors and to preventing sexual violence across generations;

NOW, THEREFORE I, Pierre Washington, Mayor of the City of American Canyon, on behalf of the American Canyon City Council do hereby proclaim April 2026 as Sexual Assault Awareness Month, and I call upon the entire community, not only in April, but all year long, to take action to end sexual violence.

Dated: April 7, 2026

_____

Pierre Washington, Mayor

Napa County
Mosquito Abatement District

Phone: 707-553-9610

Website: www.napamosquito.org

Wes Maffei, District Manager

Brian Cramer, St. Helena Board Representative

Brief Overview

- District History – formation, staffing, funding
- General Mosquito Biology
- Ways to Manage Mosquitos
  - Physical Control
  - Biological Control
  - Chemical Control
  - Public Education
- American Canyon Control Effort

The key to minimizing human mosquito interactions is to effectively manage the water in and around your home.



Anything that will hold water for more than a few days can breed mosquitoes!

Image from: Citrus County Mosquito

Non-Native Yellow Fever Mosquito



Aedes egypti Adult Mosquito Image from: entnemdept.ufl.edu


Image from: L.A. County West Vector Control


Image from: County of San Diego


Image from: County of San Diego


Image from: County of San Diego
PAID 2 CENTS



Image from: County of San Diego

Mosquito Control is a community effort !



Image from: CDC

CITY OF AMERICAN CANYON
REGULAR CITY COUNCIL MEETING

ACTION MINUTES
March 17, 2026

5:30 P.M. CLOSED SESSION

CALL TO ORDER - CLOSED SESSION
The closed session was called to order at 5:30 p.m.

ROLL CALL - CLOSED SESSION
Present: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington
Absent: None

PUBLIC COMMENT - CLOSED SESSION ITEMS
There were no public comments for closed session items.

MEETING RECESSED TO CLOSED SESSION

CLOSED SESSION - BUSINESS
1. Conference with Real Property Negotiators - Authorized Pursuant to Government Code Section 54956.8. Property: APN's: 057-090-065, 057-120-036, 057-090-066, 057-120-017.Agency negotiator: Jason Holley, City Manager

2. Threat to Public Services or Facilities (Govt. Code Section 54957(a)(1). Consultation with City Manager Jason Holley

6:30 P.M. OPEN SESSION

CALL TO ORDER - OPEN SESSION
The City Council meeting was called to order at 6:35 p.m.

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.

ROLL CALL - OPEN SESSION

Present: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington
Absent: None

CLOSED SESSION REPORT OUT / CONFIRMATION OF REPORTABLE ACTION

A report on Closed Session and confirmation of reportable action was given by City Attorney Theresa Highsmith.

PROCLAMATIONS AND PRESENTATIONS

3. Proclamation: Red Cross Month

Mayor Washington announced the Red Cross Month proclamation. It was received by the American Canyon High School Red Cross Club officers.

4. Proclamation: Government Finance Professionals Week

Mayor Washington announced the Government Finance Professionals Week proclamation. It was received by Assistant City Manager Juan Gomez with members of our Finance team.

PUBLIC COMMENT - ITEMS NOT ON THE AGENDA

Mayor Washington opened a public comment period. Written comments: none. Oral comments: Beth Marcus was called to speak; Hugh Marquez was called to speak; Karen Fritz was called to speak. The public comment period was closed.

AGENDA CHANGES

Action: Motion to move Item 11 to be heard before Item 8 made by Vice Mayor Mark Joseph, seconded by Councilmember Melissa Lamattina, and CARRIED by roll call vote.

Yea: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington
Nay: None
Abstain: None
Absent: None

CONSENT CALENDAR

Action: Motion to adopt the CONSENT CALENDAR made by Vice Mayor Mark Joseph, seconded by Councilmember Melissa Lamattina, and CARRIED by roll call vote.

Yea: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington
Nay: None

Abstain: None
Absent: None

5. Minutes of February 25, 2026, Special City Council Town Hall Meeting.
Action: Approved the minutes of the Special City Council Town Hall meeting held February 25, 2026.

6. Minutes of February 26, 2026, Special City Council Town Hall Meeting.
Action: Approved the minutes of the Special City Council Town Hall meeting held February 26, 2026.

7. Minutes of March 3, 2026
Action: Approved the minutes of the Regular City Council meeting held March 3, 2026.

PUBLIC HEARINGS

There were no public hearing matters.

BUSINESS

11. House Concurrent Resolution 46 (Thompson)
Council received a House Concurrent Resolution 46 (Thompson) staff report and from City Manager Jason Holley with District Director Maira Ayala Calderon from the Office of Congressman Mike Thompson. Mayor Washington opened a public comment period. Written comments: Lori Stelling. Oral comments: Arya Adhye was called to speak; Alexander Gallegos was called to speak; Katherine Bit was called to speak. The public comment period was closed.

Action: Motion to adopt Resolution 2026-17 endorsing House Concurrent Resolution 46 regarding climate restoration goals made by Vice Mayor Mark Joseph, seconded by Councilmember Brando Cruz, and CARRIED by roll call vote.

Yea: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington
Nay: None
Abstain: None
Absent: None

8. 2025 Calendar Year General Plan and Housing Element Annual Progress Report
Council received and filed an annual 2025 Calendar Year General Plan and Housing Element Annual Progress Report staff report and presentation from Community Development Director Brent Cooper. Mayor Washington opened a public comment period. Written comments: none. Oral comments: Karen Fritz was called to speak. The public comment period was closed.

9. City Banking Services with JPMorgan Chase Bank

Council received a City Banking Services with JPMorgan Chase Bank staff report from Assistant City Manager Juan Gomez with representatives from JPMorgan Chase Bank. Mayor Washington opened a public comment period. Written comments: none. Oral comments: none. The public comment period was closed.

> **Action:** Motion to adopt Resolution 2026-15 authorizing the City Manager to execute a contract with JPMorgan Chase Bank N.A. for banking and merchant services made by Vice Mayor Mark Joseph, seconded by Councilmember Brando Cruz, and CARRIED by roll call vote.
>
> **Yea:** Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington
> **Nay:** None
> **Abstain:** None
> **Absent:** None

10. Fiscal and Budgetary Policies Update

Council received a Fiscal and Budgetary Policies Update staff report and from Assistant City Manager Juan Gomez. Mayor Washington opened a public comment period. Written comments: none. Oral comments: none. The public comment period was closed.

> **Action:** Motion to adopt Resolution 2026-16 approving amendments to the Fiscal and Budgetary Policies to update Section 3 (Reserves/Unallocated Funds) made by Councilmember Brando Cruz, seconded by Vice Mayor Mark Joseph, and CARRIED by roll call vote.
>
> **Yea:** Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington
> **Nay:** None
> **Abstain:** None
> **Absent:** None

12. Napa Countywide Climate Action Committee Regional Climate Action and Adaption Plan Implementation

Council received a Napa Countywide Climate Action Committee staff report as introduced by City Manager Jason Holley. and authored by Councilmember Lamattina and Vice Mayor Joseph. Mayor Washington opened a public comment period. Written comments: none. Oral comments: none. The public comment period was closed. Direction was provided to the committee members.

MANAGEMENT / STAFF ORAL REPORTS

13. Communications Update

Council received a Communications Update presentation from Deputy City Manager Alexandra Ikeda. Mayor Washington opened a public comment period. Written comments: none. Oral comments: none. The public comment period was closed.

Council received oral updates from Deputy City Manager Alexandra Ikeda.

CITY COUNCIL COMMENTS / COMMITTEE REPORTS

The mayor and council members provided oral reports and announced items of community interest.

14. City Council Committee Report - Councilmember David Oro
15. City Council Committee Report - Mayor Pierre Washington

FUTURE AGENDA ITEM REVIEW

16. Future Agenda Items of Note

Future agenda items were reviewed.

ADJOURNMENT

The City Council meeting was adjourned at 8:45 p.m.

CERTIFICATION

Respectfully Submitted,

_____

Taresa Geilfuss, City Clerk

TITLE

Wetland Restoration and Public Access Project (PR26-0100)

RECOMMENDATION

Adopt a Resolution awarding a Professional Services Agreement to Environmental Science Associates in an amount not to exceed $1,237,057 for design, environmental review, and permitting services for the American Canyon Wetland Restoration and Public Access Project (PR26-0100).

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director
Ron Ranada, P.E., Senior Civil Engineer
David Miller, Capital Projects Coordinator

BACKGROUND & ANALYSIS

The City of American Canyon has been working toward restoration of the Napa River wetlands and enhancement of public access opportunities along the Bay Trail corridor for many years. In 2024, the City Council adopted the American Canyon Wetlands Restoration Plan, which identified priority restoration and public access improvements within the North Slough and lower Napa River shoreline area.

On June 6, 2025, the San Francisco Bay Restoration Authority (SFBRA) awarded the City a Measure AA grant in the amount of $1,200,000 to support the next phase of project development. The grant funding will support completion of technical studies, preparation of 30 percent and 60 percent design documents, California Environmental Quality Act (CEQA) documentation, preparation of draft regulatory permit applications, and public outreach activities associated with the project.

To implement this work, the City issued a Request for Proposals (RFP) seeking qualified consulting firms with expertise in wetland restoration design, shoreline habitat enhancement, and regulatory permitting in the San Francisco Bay region.

The City received two proposals in response to the RFP. Proposals were evaluated by a staff review committee based on the criteria outlined in the RFP, which included:

- Understanding of the project and proposed approach
- Experience and qualifications of the project team

- Ability to perform the required technical studies, environmental documentation, and permitting coordination
- Project schedule and management approach
- Cost proposal

Following evaluation of the proposals, Environmental Science Associates (ESA) received the highest overall score and was determined to be the most qualified firm to perform the work. ESA demonstrated extensive experience in wetland restoration design, environmental permitting, and habitat enhancement projects throughout the San Francisco Bay region, including projects involving Bay Trail improvements and tidal wetland restoration.

Although ESA was not the lowest cost proposer, the evaluation committee determined that ESA provided the best overall value to the City based on the firm's experience with similar restoration projects, the qualifications of the proposed project team, and the strength of the proposed technical and permitting approach.

ESA's proposal includes preparation of baseline technical studies, development of 30 percent and 60 percent design documents, CEQA documentation, preparation of draft permit applications, and coordination with regulatory agencies. The work will support future phases of the project, which may include final design, permitting approvals, and construction of restoration and public access improvements.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Environmental Sustainability: "Demonstrate leadership in environmental sustainability."

FISCAL IMPACT

The American Canyon Wetland Restoration and Public Access Project (PR26-0100) is included in the Fiscal Year 2025/26 budget. Funding is provided through a San Francisco Bay Restoration Authority (SFBRA) Measure AA grant in the amount of $1,200,000, which was accepted by City Council on July 15, 2025.

Additional project funding in the amount of $337,000 is provided through the Parks Impact Fee Fund (Fund 310) as part of the approved Capital Improvement Program budget for the project.

The Consultant's proposal included a baseline cost of $1,199,990 with three optional tasks for an amount of $37,067 for a total contract amount not to exceed $1,237,057. The optional tasks are included in the requested authorization amount to Council, but will only be added to the contract through an amendment authorized by the City Manager.

ENVIRONMENTAL REVIEW

The recommended action to award a professional services agreement is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378 because it

is an administrative action related to planning and design services.

Environmental review for the project will be completed through preparation of a CEQA document as part of the consultant's scope of work.

COMMUNICATION

Level 3: Broad Communication
Community and Tribal Outreach is one of many tasks included in the project and will be coordinated with the City Communications Team.

ATTACHMENTS:

1. Resolution - Design of Wetlands Restoration and Public Access
2. ESA Proposal American Canyon Wetland Restoration
3. ESA Cost Proposal

RESOLUTION NO. 2026-_____

RESOLUTION AWARDING A PROFESSIONAL SERVICES AGREEMENT TO ENVIRONMENTAL SCIENCE ASSOCIATES IN AN AMOUNT NOT TO EXCEED $1,237,057 FOR DESIGN, ENVIRONMENTAL REVIEW, AND PERMITTING SERVICES FOR THE AMERICAN CANYON WETLAND RESTORATION AND PUBLIC ACCESS PROJECT (PR26-0100)

WHEREAS, the American Canyon Wetland Restoration and Public Access Project (PR26-0100) will advance restoration and public access improvements along the Napa River shoreline and North Slough area; and

WHEREAS, the project includes preparation of technical studies, development of 30 percent and 60 percent design documents, environmental review under the California Environmental Quality Act (CEQA), preparation of draft regulatory permit applications, and public and Tribal engagement activities; and

WHEREAS, the proposed improvements include restoration of tidal exchange at North Slough Pond, enhancement of shoreline habitat, improvements to the Bay Trail to improve resilience to sea level rise, and development of public access amenities such as a kayak launch and new trails; and

WHEREAS, the City has received grant funding from the San Francisco Bay Restoration Authority to support planning and design of the project; and

WHEREAS, the City issued a Request for Proposals seeking qualified consulting firms to provide design, environmental review, and permitting services for the project; and

WHEREAS, on February 24, 2026, the City received two proposals and evaluated them based on qualifications, project experience, technical approach, ability to meet project schedule requirements, and cost; and

WHEREAS, Environmental Science Associates received the highest overall evaluation ranking based on the evaluation criteria established in the Request for Proposals; and

WHEREAS, the American Canyon Wetland Restoration and Public Access Project (PR26-0100) is included in the Fiscal Year 2025/26 budget and sufficient funds are available to fund this agreement.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby awards a Professional Services Agreement to Environmental Science Associates in the amount not to exceed $1,237,057 for the American Canyon Wetland Restoration and Public Access Project (PR26-0100).

PASSED, APPROVED and **ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 7th day of April 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____

Pierre Washington, Mayor

ATTEST:

_____
Taresa Geilfuss, CMC, City Clerk

APPROVE AS TO FORM:

_____
Teresa L. Highsmith, City Attorney

City of American Canyon

American Canyon Wetland Restoration and Public Access Project - Design and Permitting









February 24, 2026
Project # PR26-0100

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2600 Capitol Avenue, Suite 200
Sacramento, CA 95816
916.564.4500 phone
916.564.4501 fax
esassoc.com

City of American Canyon
Attention: David Miller
Capitol Projects Coordinator
4381 Broadway, Suite 201
American Canyon, CA 94503

RE: AMERICAN CANYON WETLAND RESTORATION AND PUBLIC ACCESS PROJECT (PR26-0100) – DESIGN AND PERMITTING SERVICES

Dear Mr. Miller and Ms. Smithies:

Environmental Science Associates (ESA) is pleased to submit this proposal to provide design, California Environmental Quality Act (CEQA), and permitting services for Phase 2 of your American Canyon Wetland Restoration and Public Access Project (Project). We previously supported the City of American Canyon in assessing the feasibility of this Project, which culminated in the City's adoption of the American Canyon Wetland Restoration and Public Access Plan (Plan). Later, ESA supported your successful San Francisco Bay Restoration Authority (SFBRA) grant application for this next phase of work. In parallel, ESA supported the Eco Center project with cultural resources services. **The project understanding that we developed through these prior efforts positions us to deliver the next phase of work thoroughly and efficiently, without missing a beat.**

A. Proposer's Name and Contact. Environmental Science Associates (ESA) is the proposer for this next phase of the Project. Dr. Maureen Downing-Kunz, Engineering Hydrologist, will serve as Project Manager and your primary point of contact. Maureen is based out of our Sacramento office (2600 Capitol Avenue, Suite 200, Sacramento, CA 95816) and may be reached at (916) 996-3607 or MDowning-Kunz@esassoc.com.

B. Statement of Offer. This proposal represents ESA's offer to complete the Scope of Work described in the City's Request for Proposals (RFP). Our proposal, including the attached cost proposal, shall remain valid for ninety (90) business days from the proposal submission date.

C. Conflict of Interest. No conflicts of interest have been identified for ESA or the staff identified to perform work under this proposal.

D. City Contract Terms. ESA has reviewed the City's standard Professional Services Agreement and insurance requirements and has uploaded a redlined version with requested modifications into the City's E-Procurement Portal for the City's consideration.

E. Subcontractors. ESA proposes the subconsultants **Shannon & Wilson** for geotechnical investigations, **PARADIGM Structural Engineers** for a box culvert/bridge type study and project structural engineering, and **Cinquini & Passarino** for topographic surveys.

Shannon & Wilson – Geotechnical Investigations
Contact: Callan Yu, PE, GE
Phone: (925) 685-6300
Email: callan.yu@shanwil.com
Address: 4085 Nelson Avenue, Suite A, Concord, CA 94520

PARADIGM Structural Engineers – Box Culvert/Bridge Study & Structural Engineering
Contact: Jon Yokoyama, SE
Phone: (415) 362 8944 ext. 8904
Email: JYokoyama@paradigmse.com
Address: 639 Front Street, 4th Floor, San Francisco, CA 94111

Cinquini & Passarino – Topographic Surveys
Contact: Mark P. Andrilla, PE, PLS
Phone: (707) 690 9025
Email: MAndrilla@cinquinipassarino.com
Address: 1804 Soscol Avenue, Suite 202, Napa, CA 94559

F. **Signature and Authority.** This letter is signed by Christie Beeman, whose title and role authorize her to sign and bind ESA for project related contracts, including design and engineering services contracts, in accordance with ESA's corporate authorization policies.

Thank you for considering ESA's proposal to continue supporting your team with advancing this important project towards implementation. Please don't hesitate to contact Maureen with any questions or requests for additional information.

Sincerely,

Christie Beeman, PE
Regional Business Group Director / Authorized Signer

Maureen Downing-Kunz, PhD
Project Manager

SECTION 2. PROPOSER'S MANDATORY QUALIFICATIONS AND EXPERIENCE

A) Organization

ESA is a 100% employee-owned, multidisciplinary environmental planning and design firm with over 750 professionals located in offices across the West Coast. Founded in 1969, we lead and implement successful multi-objective projects that integrate ecosystem restoration, environmentally-friendly flood management, and the needs of public and private landowners. ESA combines rigorous scientific methods with practical engineering and landscape design approaches to tackle various challenges affecting communities, infrastructure, and ecosystems. ESA specializes in the planning, design, implementation, and monitoring of multi-objective projects that provide sustainable flood protection, improve water quality, restore ecosystems, and offer recreational benefits. Work on this project will be supported by ESA's San Francisco, Sacramento, Oakland, Petaluma, and Seattle offices. ESA will collaborate with trusted partners—Shannon & Wilson for geotechnical engineering, PARADIGM for structural engineering, and Cinquini & Passarino for surveying.

Professional Licenses (held by ESA)

- California Professional Engineer (PE)
- Certified Wildlife Biologist (CWB)
- Certified Ecologist (CE)
- California Licensed Landscape Architect (PLA)
- Professional Geologist (PG)
- Registered Professional Archaeologist (RPA)

Training and Certifications (held by ESA)

- CEQA/NEPA practitioner training
- HAZWOPER (OSHA 40 hour and refreshers)
- Wetland delineation and functional assessment methodologies
- Endangered Species Act Section 7 and Section 10 compliance training
- Clean Water Act Sections 401 and 404 permitting training
- Cultural resources and Section 106 compliance training
- Public engagement and Tribal consultation best practices

B) Experience

ESA has delivered habitat and wetland restoration design services, CEQA and NEPA compliance, and multi-agency permitting since the early 1970s. ESA brings a proven "concept-to-construction" approach to wetland restoration and public access projects that integrates science with practical engineering and regulatory expertise. For the Project, ESA's multidisciplinary team will support baseline technical studies, prepare 30% and 60% restoration and public access construction drawings and cost estimates, complete CEQA, and lead multi-agency permitting to support full tidal exchange at North Slough, tidal marsh and ecotone habitat restoration, and resilient Bay Trail improvements. Our experience restoring over 12,000 acres of wetlands in California and sensitively integrating public access into natural habitats on many projects equips us to design solutions that improve water quality, enhance habitat for special-status species, increase flood and sea level rise (SLR) resilience, and create meaningful recreational experiences, all while navigating complex permitting and Tribal and public engagement to deliver efficient, implementable, and quality outcomes for the City and community members.

C) Public Agency Experience

ESA offers a unique combination of in-house habitat restoration, public access design, CEQA compliance, and permitting expertise specific to San Francisco Bay. We have guided more San Francisco Bay Area wetland restoration projects from conceptual design through construction than any other firm and have led more projects through the Bay Restoration Regulatory Integration Team (BRRIT) process than any consultancy in the region. ESA will leverage this experience for your team to advance a feasible, permittable, and fundable project aligned with Measure AA objectives and the Plan. This section provides examples of other recent projects for public sector clients, including our recent work with the City.

City of American Canyon, American Canyon Wetland Restoration and Public Access Plan (Phase I)



Key personnel (bold = proposed for this project):

Michelle Orr, PE (Project Director); Katie Dudney (Project Manager); **Isaac Swanson, PLA (Phase 2 SFBRA Grant Project Manager), ASLA; Eddie Divita, PE; Leonard Liu; Nicole Lobodzinski;** Linnea Tucker, PE

ESA assisted the City of American Canyon in conducting early feasibility studies for this shoreline enhancement project focused on flood protection, habitat restoration, and public access along North Slough. The work included the North Slough Trail Resilience and Habitat Restoration Feasibility Study, the Corporation Yard Feasibility Study, and the Kayak Launch Recreational Facility Study. The project site is located in the lower tidal reaches of the Napa River along North Slough and adjacent tidal wetlands, which are divided by an eroding levee road and undersized culvert system. These site constraints contribute to impaired tidal function, habitat degradation, flooding risk, and threats to a segment of the San Francisco Bay Trail. The feasibility studies evaluated ecological approaches to address levee instability, wastewater overflow concerns, and long-term SLR vulnerability. ESA also assessed opportunities to enhance a nearby wastewater overflow pond as a transitional ecotone slope and to improve tidal connectivity to support water quality and ecosystem function. This early phase work established the technical basis and planning foundation for the City's successful grant funding from the SFBRA and informed the City's Phase 2 scope of work.

Port of San Francisco, Heron's Head Park Shoreline Resilience Project



Key personnel

Michelle Orr, PE (Project Director); Eddie Divita, PE (Project Manager); Dane Behrens, PhD, PE; **Priya Finnemore; Heidi Koenig, RPA; Leonard Liu**

Subconsultants

Smithsonian Environmental Research Center, San Francisco State, and independent consultants

ESA provided planning, coastal engineering, design engineering, and regulatory compliance services to the Port of San Francisco to help support long-term viability and ecological productivity of a popular recreational and open space area within the Port's Southern Waterfront. Prior to project implementation, the site experienced substantial erosion along its southern shoreline from storm-driven wind-waves and tidal flows. This resulted in loss of both wetland acreage and habitat function along approximately 1,600 linear feet of shoreline. To address concerns about ongoing habitat loss, ESA assisted the Port in stabilizing the eroding shoreline using a "living shoreline," natural systems approach. The project, implemented in 2022, constructed a coarse sand/gravel beach, including stabilizing low rock groins enhanced with oyster reef structures, along the shore of the Park to mimic natural coarse beaches found along the shore-facing edge of marshes elsewhere in San Francisco Bay. The project is expected to provide shoreline protection and ecological benefits over an approximately 30-year project design life. ESA provided permitting support through the BRRIT process and support for successful grant funding from the SFBRA. ESA is currently working with the Port to provide an additional seven years of physical and biological monitoring. ESA continues to support the Port with post-implementation monitoring.

Contra Costa County Flood Control & Water Conservation District, Lower Walnut Creek and Pacheco Marsh Restoration





American Public Works Association (APWA), 2023 Project of the Year Award in the Environment $5 million but less than $25 million category

Key personnel

Michelle Orr, PE (Project Director); Melissa Carter, PE (Project Manager); **Eddie Divita, PE (Deputy Project Manager);** Rebecca Acosta; Stephanie Bishop; Eric Christensen; Even Holmboe; Eve Pier Kieli, MLA; **Heidi Koenig, RPA;** Damien Kunz; Mark Lindley, PE; **Leonard Liu;** Brian Pittman, CWB; Liza Ryan; Jill Sunahara; **Isaac Swanson, PLA, ASLA**

Subconsultants

Center for Collaborative Policy (public outreach); H.T. Harvey & Associates (permitting support); Hultgren-Tillis Engineers (geotechnical investigation and analysis, hydrocarbon testing, soil testing); Peter Baye, PhD (coastal plant ecology); Placeworks, Inc (public access plan); Tetra Tech (aerial mapping); Wood Biological Consulting (plant surveys)

This multi-objective wetland restoration project converted the industrialized west bank of Lower Walnut Creek to 300+ acres of wetland and upland habitats, while also providing sustainable flood management and new public access for nature lovers. ESA worked with the Contra Costa County Flood Control and Water Conservation District for over eight years to plan, design, permit, and build this award-winning project along Suisun Bay. ESA led the design from concept through final bid documents, including feasibility studies, flood analysis, CEQA compliance, permitting, integrated restoration ecology, and grading and planting design. To support the structural design of the kayak launch, ESA conducted velocity modeling to assess hydrodynamic conditions and inform resilient, habitat-compatible design solutions. ESA's permitting support included coordination with the BRRIT, helping streamline regulatory review across agencies. This multi-benefit restoration project has become a sustainable flood protection solution for the surrounding community and avoids significant maintenance or dredging. An added benefit is a trail extension corridor for future connections to the Iron Horse Trail and the San Francisco Bay Trail. ESA also helped the District secure approximately $12 million in construction funding from various public agencies.

Ecosystem Investment Partners, LLC, Tide's End Multibenefit Restoration Project 60% Design



Credit: California Department of Water Resources

Key personnel

John Pritchard (Project Director); **Maureen Downing-Kunz, PhD (Project Manager);** Rachael Carnes; **Eddie Divita, PE; Priya Finnemore;** Brian Haines, PE; **Heidi Koenig, RPA; Leonard Liu; Nicole Lobodzinski;** Cathy McEfee; Michelle Orr; **Isaac Swanson, PLA, ASLA;** Gregory Weissman

The Tide's End Multibenefit Restoration Project will restore and enhance over 2,000 acres of freshwater tidal marsh and managed floodplain habitat in the southern Bypass/Cache Slough Complex in the northern Sacramento-San Joaquin Delta. In addition to being located at the upper end of the intertidal zone, the Project is uniquely positioned in the Yolo Bypass floodway, affording the opportunity to increase floodplain activation by intercepting managed releases from operation of the Yolo Bypass Salmonid Habitat Restoration and Fish Passage Project (Big Notch). As a consultant to EIP III Credit Co. (EIP), ESA has provided restoration planning and design services to assist EIP in due diligence activities including 2D hydrodynamic and hydraulic analyses, biological and cultural resource surveys, restoration planning and engineering design. ESA completed 60% Design in March 2025 and prepared the Draft Supplemental Environmental Impact Report in February 2026.

Marin County Flood Control District, Deer Island Tidal Wetland Restoration



Key personnel

Mark Lindley (Project Director); Melissa Carter (Project Manager); Stephanie Bishop; Dave Davis; Eddie Divita; James Jackson; Leonard Liu; Derek Sergison; Michael Strom

Subconsultants

GEI (geotechnical analysis); BK Cooper (constructability)

The Deer Island Basin Complex Tidal Wetland Restoration Project focuses on restoring ecologically-valuable tidal wetlands along Novato Creek to support special-status species while maintaining flood protection and improving SLR resiliency. The project also contributes to the long-term restoration of Novato Creek and the historic Baylands that once existed in this area. The project consists of three primary areas: the Duck Bill and Heron's Beak Ponds (Bird Ponds), Farmers Basin, and Deer Island Basin South. ESA supported the project by evaluating options to provide full tidal connectivity to diked areas that were historically tidal wetlands along Novato Creek. ESA's scope included identification of project opportunities and constraints, development of conceptual alternatives, geotechnical analysis, hydraulic analysis and modeling, public access assessment, biological and habitat assessments, and preliminary through final design, as well as environmental compliance and permitting with the BRRIT. ESA worked closely with the Marin County Flood Control District and a wide range of interested parties, including regulatory agencies, wastewater and electrical utility providers, and open space and parks agencies, to develop alternatives that met multiple project objectives. During preliminary design, ESA identified the need for additional geotechnical data to address seepage and stability concerns and coordinated with the District to adjust the project schedule to accommodate additional data collection and analysis while still meeting grant timeline requirements. The Initial Study/Mitigated Negative Declaration (IS/MND) was published in May 2023.

San Francisco Estuary Partnership / City of Palo Alto, Palo Alto Horizontal Levee



Key personnel

Mark Lindley (Project Director); Liane Ware (Project Manager); Christie Beeman; Melissa Carter; Priya Finnemore; Leonard Liu; Isaac Swanson, PLA, ASLA; Gregory Weissman

Subconsultants

HDR Engineering, Inc. (geotechnical investigation and analysis); H.T. Harvey & Associates (permitting support; wetland delineation; biological assessment; biological surveys); Peter Baye, PhD (coastal plant ecology)

The Palo Alto Horizontal Levee project is a nature-based solution that provides habitat improvement, public access, flood protection, and water quality improvement. This project will be the first of its kind to beneficially reuse treated wastewater for irrigation while providing water quality benefits before discharging directly to San Francisco Bay. This project is on the leading edge of a move towards integrated solutions that provide flood protection, combat SLR, treat wastewater, and provide enhanced habitat. ESA designed this multi-benefit project to enhance and expand shoreline habitat along the perimeter of the Harbor Marsh in Palo Alto. The project includes creating a levee berm with a broad ecotone slope, adaptable to SLR, which also polishes discharged wastewater from the City of Palo Alto's Regional Water Quality Control Plant (RWQCP) before it enters the San Francisco Bay. The ecotone slope will feature grassy wet meadows, freshwater/tidal brackish marshes, and riparian scrub – historical transitional habitats for sensitive species decimated by development. This horizontal levee design provides an upland transition zone for marsh vegetation

to adapt to rising sea levels while maintaining flood protection for the RWQCP infrastructure and supporting future regional flood protection solutions. ESA's design integrates the horizontal levee with regional efforts to protect low-lying infrastructure from SLR, and the project will accommodate the future construction of a regional flood protection levee between the ecotone slope and Embarcadero Road. The team leveraged their experience from the successful Oro Loma Sanitary District Wastewater Treatment Plant project to identify a strategy for obtaining permits, incorporate public access, and advance the effectiveness of the water quality treatment zone.

D) Personnel

ESA proposes a highly integrated, interdisciplinary team that includes staff who have been deeply involved in this project. **Michelle Orr, PE,** will continue to support the project as Project Director, providing senior technical oversight grounded in more than 30 years of experience delivering complex multi-benefit shoreline and wetland restoration projects throughout San Francisco Bay. **Maureen Downing-Kunz, PhD** will serve as Project Manager, supported by **Isaac Swanson, PLA** as Deputy Project Manager and Recreation and Planting Design Lead who served as lead for public access planning and design during the feasibility phase (Phase 1) of the Project. Under Maureen's leadership, the Tide's End Multibenefit Restoration Project (described above) advanced from conceptual design to completion of its 60% design package in March 2025 and released its Draft Supplemental Environmental Impact Report this February. This effort received praise from our client for "extensive technical analysis, cross-disciplinary coordination, countless meetings, and late-stage revisions all supported by an extraordinary amount of patience and persistence."

Eddie Divita, PE will continue in his role as Lead Design Engineer for tidal marsh restoration and trail embankment design. CEQA compliance will be led by **Meryka Dirks,** an experienced CEQA practitioner with extensive experience delivering IS/MNDs for public infrastructure and shoreline projects. Permitting support will be led by **Priya Finnemore,** an experienced permitting specialist with proven expertise navigating regulatory processes involving the BRRIT. **Leonard Liu** will continue to support the project as Biological Resources lead. **Heidi Koenig, RPA,** Tribal Engagement lead, offers a close working relationship with the Yocha Dehe Wintun Nation (Tribe) on multiple projects. **Nicole Lobodzinski** will continue to support project public engagement efforts.

Figure 1. Organizational Chart





EDUCATION

MS, Water Resources Engineering, University of California at Berkeley

BA, History of Science, Magna Cum Laude, Harvard University

CERTIFICATIONS/ REGISTRATIONS

California Civil Engineer, C60077

Michelle Orr, PE | Project Director

Michelle Orr is a senior restoration engineer specializing in restoration of coastal and estuarine habitats, including wetlands, beaches, and a range of intertidal and subtidal habitats. With over 30 years of experience, she has significantly advanced the practice of habitat restoration, particularly in the San Francisco Bay. She leads plan development with community and partner feedback that integrates flood management and restoration, and links physical and biological processes to create climate resilient landscapes, with particular emphasis on the San Francisco Bay Estuary. Her efforts have contributed to revitalizing thousands of acres, including the largest wetland restoration on the West Coast – the South Bay Salt Pond Restoration project. Michelle has contributed to the field through numerous publications, served on a national advisory board for the U.S. Army Corps of Engineers, and was a co-author for the Baylands Habitat Goals Update (2015).

Relevant Project Experience

- American Canyon Wetlands Project Restoration and Public Access Plan, Project Director (2022 – 2024)
- Bothin Marsh Sea Level Rise Adaptation, Project Director (2019 – Ongoing)
- Lower Walnut Creek and Pacheco Marsh Restoration, Project Director (2015 – 2022)
- Resilient State Route 37, ESA Project Manager (2020 – 2022)
- San Francisco Bay Living Shoreline Projects at San Rafael and Giant Marsh, Restoration Scientist (2015 – 2019)



EDUCATION

PhD, Civil and Environmental Engineering, University of California, Berkeley

MS, Civil and Environmental Engineering, University of California, Berkeley

MEng, Civil Engineering, University of Louisville

B.S., Civil Engineering, University of Louisville

Maureen Downing-Kunz, PhD | Project Manager

Dr. Maureen Downing-Kunz is an engineering hydrologist with more than 20 years of experience in estuarine water quality, sediment transport, and tidal system physical processes throughout San Francisco Bay and the Delta. She brings a proven track record of guiding complex, multi-benefit restoration projects through rigorous technical analysis, cross disciplinary coordination, and regulatory engagement. Maureen's experience spans ecosystem restoration planning, environmental compliance documentation, and providing scientific and strategic guidance to agencies and environmental managers. Her strengths include integrating hydrodynamics, habitat objectives, and public access considerations into clear, implementable designs.

Relevant Project Experience

- Tide's End Multibenefit Restoration Project, Project Manager (2021 – Ongoing)
- Sunset Weir and Pumps Fish Passage Project, Task Lead (2021 – 2022)
- Science Elements of the Wetlands Regional Monitoring Program of the San Francisco Bay, Project Manager/ Hydrogeomorphic Workgroup Lead (2023 – 2024)
- Tiscornia Marsh Habitat Restoration, Sediment Transport Specialist (2021)



EDUCATION

MLA, University of California, Berkeley

BES, City and Regional Planning, Urban Design Specialization, University of Waterloo

CERTIFICATIONS/ REGISTRATIONS

California Licensed Landscape Architect, 6349

Isaac Swanson, PLA, ASLA | Deputy Project Manager/ Recreation and Planting Design Lead

Isaac Swanson is a California licensed landscape architect with 12 years of experience designing ecologically-robust habitats and public access landscapes. He applies his strengths in conceptual design, construction documentation, project management, and construction administration to trail, park, tidal wetland, seasonal wetland, and riparian projects as a task lead and project manager at ESA. Isaac excels at combining elegant site layout with native plant palettes and site specific irrigation to create beautiful, buildable, and water conserving restoration and park spaces. He holds a Master of Landscape Architecture from UC Berkeley, where he developed multipurpose strategies for repurposing single purpose aqueducts and flood control channels.

Relevant Project Experience

- American Canyon Wetland Restoration and Public Access Project, Landscape Architect and Phase 2 SFBRA Grant Project Manager (2022 – 2024)
- Palo Alto Horizontal Levee Project, Landscape Architect (2020 - 2022)
- Ormond Beach Restoration and Public Access, Landscape Architect (2020 – 2025)
- Lower Walnut Creek and Pacheco Marsh Restoration, Landscape Architect (2019 - 2022)
- Tide's End Multibenefit Restoration Project, Landscape Architect (2021 – Ongoing)



EDUCATION

MS in Environmental Engineering, University of California Berkeley

B.S., Civil Engineering, University of California, Berkeley

CERTIFICATIONS/ REGISTRATIONS

California Professional Engineer, C81281

Eddie Divita III, PE | Restoration Engineer Lead

Eddie Divita is a licensed environmental and civil engineer with 15 years of experience designing and implementing coastal, wetland, and estuarine restoration projects across San Francisco Bay and the Delta. His expertise centers on nature based shoreline solutions, tidal marsh and ecotone restoration, SLR adaptation, and hydrologic and geomorphic analysis. Eddie has led technical studies, hydraulic modeling, tidal channel and habitat berm design, horizontal levee concepts, and beneficial reuse grading strategies for major regional restoration efforts, including the Dutch Slough Marsh Restoration. His work is rooted in understanding site specific physical processes and ecological goals, and he is experienced in collaborating with agencies, Tribes, and community partners to ensure resilient, publicly-supported project outcomes.

Relevant Project Experience

- American Canyon Wetland Restoration and Public Access Project, Restoration Engineer (2022 – 2024)
- Heron's Head Park Shoreline Resilience, Project Manager and Lead Design Engineer (2018 – Ongoing)
- Bothin Marsh Sea Level Rise Adaptation, Project Manager and Lead Design Engineer (2019 - Ongoing)
- Tide's End Multibenefit Restoration, Lead Design Engineer (2020 - Ongoing)
- Lower Walnut Creek Restoration, Hydrologist, Civil Engineer, Deputy Project Manager (2018 – 2023)



EDUCATION

MS, Civil Engineering, University of California, Los Angeles

BS, Civil Engineering, University of California, Davis

CERTIFICATIONS/ REGISTRATIONS

California Geotechnical Engineer, GE3117

California Civil Engineer, C77899

Callan Yu, PE, GE | Geotechnical Engineer Lead (Shannon & Wilson)

Callan Yu brings more than 18 years of experience to the team and has performed a wide range of geotechnical investigations for tidal marsh, estuary, habitat restoration projects, and waterfront structures around the shorelines of the San Francisco Bay. His work includes new setback bayfront levees adjacent to tidal wetlands and Bay Trail corridors and multi-benefit flood-control and habitat projects. These levees involve designing to current flood protection standards with accommodation for settlement and future sea level rise. He has also provided design criteria and consultation regarding construction methodologies and limitations associated with fill placement in former marsh and tidal areas. His experience with design and engineering during construction services provides additional value. He is a technical leader at Shannon & Wilson and is proficient with the use of various analytical methods and computer programs.

Relevant Project Experience

- Tiscornia Marsh Habitat Restoration, Project Manager (2019 – Ongoing)
- Bothin Marsh Adaptation, Project Manager (2020 – Ongoing)
- Camp 3, Camp 4, and Camp 5 Levee Evaluations, Project Manager (2022 – 2025)
- Lower Walnut Creek Restoration, Project Manager (2017 – 2022)
- Tubbs Island Levee Evaluations, Project Manager (2019 – Ongoing)
- Bel Marin Keys Unit V Wetland Restoration, Project Manager (2015 – 2023)



EDUCATION

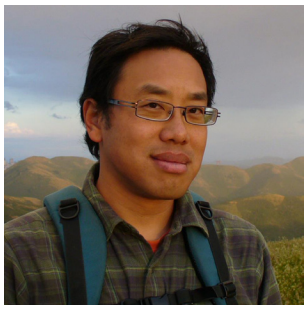
BS, Earth Systems Science and Policy, California State University, Monterey Bay

Meryka Dirks | CEQA Lead

Meryka Dirks has a wealth of knowledge developed while working on environmental resource and planning policy projects throughout California. She has more than 22 years of experience preparing environmental compliance documents for public and private sector transportation, residential, commercial, water supply, and public infrastructure projects. Many of her projects involved the application of environmental regulations and laws, including CEQA, CEQA-Plus, NEPA, ESA, CWA, CAA, NHPA, and Caltrans Local Assistance. As a Project Manager, Meryka looks to engage every project-related challenge through her in-depth experience coordinating staff assignments and training; managing the schedule; budget development and tracking; ensuring the timely delivery of QA/QC materials; and overseeing the success of both internal staff and subconsultants.

Relevant Project Experience

- Hayward Waste Pollution Control Facility Improvements Phase II IS/MND and Addendum, Project Manager (2022 – Ongoing)
- Outfall Bridge and Instrumentation Improvements, Project Manager (2019 – 2022)
- Valley Water, Direct Potable Reuse Facility Project, Deputy Project Manager (2025 – Ongoing)
- North Bay Water Reuse Program Phase 2, EIR/EIS, Technical Associate (2017 - 2018)



EDUCATION

BA, Environmental Science, University of California, Berkeley

CERTIFICATIONS/ REGISTRATIONS

Recovery Permit #TE94998A-2 (California clapper rail, salt marsh harvest mouse)

California Scientific Collection Permit (S-210680003-21088-001)

Leonard Liu | Biological Resources Lead

Leonard Liu is a wildlife biologist with over 30 years of experience with San Francisco Bay's wetland ecology. Leonard provides restoration design and permitting support, as well as baseline surveys for sensitive biological resources, during the planning and design phases of restoration projects. His years of experience monitoring during the construction phase helps inform practical mitigation solutions to challenging conflicts between design needs and laws managing natural resources. His experience includes 10 years working as a Wetlands Ecologist for Point Blue Conservation Science where he managed coastal salt marsh research programs, including studies on ancient and restored marshes in the Napa River Salt Pond Restoration Project and other North Bay wetlands. His research at Point Blue included contributions to the San Francisco Bay Sea Level Rise Tool.

Relevant Project Experience

- Lower Walnut Creek and Pacheco Marsh Restoration, Project Biologist (2018 – 2025)
- Heron's Head Park Shoreline Resilience Project, Biologist, Construction Phase Project Manager (2022 – Ongoing)
- Tiscornia Marsh Habitat Restoration Project, Biologist (2018 – Ongoing)
- Palo Alto Horizontal Levee, Biologist (2020 – 2023)
- Napa River Restoration – Oakville to Oak Knoll, Biologist (2017 – 2020)



EDUCATION

MA, Geography, emphasis in Coastal Geomorphology, University of California, Los Angeles

BA, Geography, emphasis in Physical Geography, University of California, Los Angeles

Priya Finnemore | Permitting Lead

Priya Finnemore is a senior Regulatory Specialist and Project Manager with more than 24 years of experience securing federal and state environmental approvals for projects affecting waters, wetlands, and associated habitats. She began her career as a U.S. Army Corps of Engineers (USACE) regulator, processing Clean Water Act Section 404 and Rivers and Harbors Act Section 10 permits. As a consultant, Priya has led permitting for a wide range of restoration, infrastructure, and multi-benefit projects, preparing and negotiating approvals under the CWA, California Fish and Game Code Section 1600, the Porter-Cologne Act, federal and state endangered species acts, Section 106, and the Coastal Zone Management Act. She also has extensive experience with complex USACE Individual Permits and preparing environmental documentation and mitigation measures consistent with CEQA and NEPA.

Relevant Project Experience

- Palo Alto Horizontal Levee, Senior Permitting Specialist (2019 – 2024)
- Grizzly Slough Floodplain Restoration Project, Regulatory Permitting Project Manager (2016 – Ongoing)
- Bothin Marsh Sea-Level Rise Adaptation Project, Senior Permitting Specialist (2021 - Ongoing)
- Heron's Head Park Shoreline Resilience Project, Senior Permitting Specialist (2017 – 2022)



EDUCATION

MA, Cultural Resources Management, Sonoma State University

BA, Anthropology, San Francisco State University

CERTIFICATIONS/ REGISTRATIONS

Register of Professional Archaeologists (RPA), 15140

Heidi Koenig, RPA | Cultural Resources & Tribal Engagement Lead

Heidi Koenig is a Registered Professional Archaeologist specializing in California archaeology and compliance CEQA and Section 106 of the National Historic Preservation Act (NHPA). Her experience includes over 25 years of conducting cultural resources identification efforts, significance evaluations, development of environmental documentation, implementation programs, and consultation support with the State Historic Preservation Officer. Heidi has developed Geographic Information System databases to assist regulatory agencies with cultural resources management and preservation decisions. Heidi has a proficient understanding of the regulatory framework guiding cultural resources management and has extensive experience in conducting environmental work for all types of projects in the San Francisco Bay Area, including working with Native American tribes such as the Yocha Dehe Wintun Nation. Heidi meets the PQS standards for a Principal Investigator – Historical Archaeology and a Co-Principal Investigator – Prehistoric Archaeology.

Relevant Project Experience

- Lower Walnut Creek and Pacheco Marsh Restoration, Archaeologist (2015 – 2020)
- Heron's Head Park Shoreline Resilience Project, Archaeologist (2018)
- Napa River Ecology Center NEPA, Archaeologist (2024 – 2025)
- Napa River Oakville to Oak Knoll, Archaeologist (2015 – 2020)
- Watson Ranch Specific Plan, Archaeologist (2014 – 2018)



EDUCATION

BA, Environmental Studies and Spanish, Wellesley College

CERTIFICATIONS/ REGISTRATIONS

Certificates in Effective Planning & Techniques for Public Participation, International Association for Public Participation (IAP2)

Certificates in Environmental Collaboration and Conflict Resolution

Nicole Lobodzinski | Public Outreach Lead

Nicole Lobodzinski is a public outreach and partner engagement specialist with 11 years of experience leading community outreach, public involvement, and stakeholder engagement strategies. She brings an energetic, creative communication style supported by strong attention to detail and a clear focus on project goals. Drawing on her environmental and research background, as well as experience in planning, design, and construction, she develops equitable and effective community engagement approaches. She also has more than four years of experience as an environmental planner, supporting SEPA/NEPA reviews, permitting, and natural resource and comprehensive planning. Nicole is skilled at navigating complex, fast-paced projects, is proficient in spoken and written Spanish, and is driven by a commitment to environmental and social justice.

Relevant Project Experience

- American Canyon Wetlands Project Restoration and Public Access Plan, Public Engagement Lead (2022 – 2023)
- Napa County Inner Coast Collaborative Regional Priority Plan, Public Engagement Lead (2025 – Ongoing)
- Tide's End Multibenefit Restoration Project, Public Engagement Lead (2023 – Ongoing)
- California Department of Fish and Wildlife Land Management Plans, Public Engagement Strategic Advisor (2024 – 2025)

E) References

1. **Tide's End Multibenefit Restoration Project 60% Design.** Described above.
   Contact: Stephanie Freed, PWS, CERP, Western Director of Operations, Ecosystem Investment Partners. 2330 Marinship Way, Suite 120, Sausalito, CA 94965. E: Stephanie@ecosystempartners.com; P: (415) 990-6694

2. **Heron's Head Park Shoreline Resilience Project.** Described above.
   Contact: Erica Petersen, PE, Project Manager, Port of San Francisco. Planning and Development, Pier 1, San Francisco, CA 94111. E: Erica.Petersen@sfport.com; P: (415) 819-1889

3. **Lower Walnut Creek and Pacheco Marsh Restoration.** Described above.
   Contact: Laura Cremin, Environmental Analyst III, Environmental Services Division, Contra Costa County Public Works Department. 255 Glacier Drive, Martinez, CA 94553. E: Laura.Cremin@pw.cccounty.us; P: (925) 313-2015

4. **Bothin Marsh Sea-Level Rise Adaptation Project.** Marin County Parks and the Golden Gate National Parks Conservancy are developing plans to adapt the Bay Trail and shoreline habitats at the Bothin Marsh Preserve in Mill Valley to rising sea levels. Under WRT Design, ESA assisted with the planning and design efforts for measures to improve habitat quality and resilience, and to reduce the rate of habitat loss from coastal erosion. ESA also is assisting with resilience planning for the public trail and is identifying opportunities for future trail alignments. ESA has been working closely with the Marin Department of Public Works to avoid potential flood impacts under current and future SLR and sedimentation scenarios.
   Contact: Rob LaPorte, Senior Project Manager, Golden Gate National Parks Conservancy. 201 Fort Mason, San Francisco, CA 94123. E: RLaPorte@parksconservancy.org; P: (415) 561-3052

5. **Napa River Ecology Center Project (Eco Center).** The American Canyon Community & Parks Foundation (Foundation) proposes converting part of the City-owned 5,000 square foot Corporation Yard into a conservation and community education center focused on the Napa River Watershed. The renovated building and site will support indoor and outdoor programs in conservation, environmental education, and community engagement. ESA prepared an Environmental Assessment (EA) in compliance with 24 CFR Part 58 using HUD's recommended format. A FONSI was issued in June 2025, followed by HUD's Authority to Use Grant Funds (AUGF) in August 2025.
   Contact: Janelle Sellick, Executive Director, American Canyon Community & Parks Foundation. 101 Wetlands Edge Road, American Canyon, CA 94503. E. Janelle@acparks.org; P: (707) 363-1915

F) History

Within the past three years, ESA has completed two acquisitions. Both firms have been incorporated into ESA's organizational structure, with staff and services continuing without interruption. These acquisitions have expanded ESA's technical capabilities and service offerings while maintaining consistent operations and client service. In January 2024, ESA acquired Janicki Environmental, Inc., a Washington-based environmental and geotechnical consulting firm. This acquisition expanded ESA's technical capabilities and geographic footprint in the Pacific Northwest, particularly in environmental remediation, geotechnical engineering, and construction support services. In March 2025, ESA acquired 48 North Solutions, Inc., an environmental consulting firm specializing in natural resource management, permitting, and compliance services. This acquisition further strengthened ESA's expertise in environmental planning, regulatory permitting, and water resources.

G) Legal Challenges

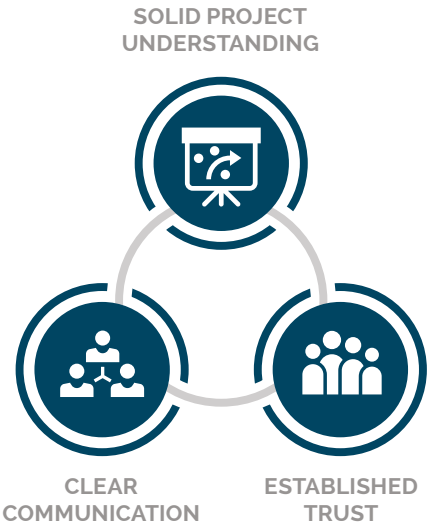
ESA is not currently involved in any pending litigation or claims related to its performance or deliverables in connection with projects.

H) Fiscal Viability

In the last ten (10) years, ESA has not filed for bankruptcy or insolvency, has not had any such proceedings filed against it, and has not undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors.

SECTION 3. TECHNICAL PROJECT APPROACH

Overall Approach



ESA prides itself on providing scientifically grounded, high-quality, and cost-effective solutions to our clients. As we sometimes say, 'Science' is our middle name. Being successful in this approach means beginning projects with a solid understanding of the client's goals for the project, the physical and biological landscape where our restoration and design projects are located, and social opportunities and constraints that exist within the relevant communities. Building this understanding requires clear and consistent communication to grow trust over time.

ESA is pleased to submit our proposal to continue our successful partnership with the City. ESA has collaborated with the City on the feasibility, conceptual designs, and grant funding for the Project since 2021. Throughout this time, ESA staff met regularly with City staff, the Project's Technical Advisory Committee (TAC), regulators, interested parties, and the public to gain a thorough understanding of the City's and the community's desires and perspectives, as well as the regulatory setting and site parameters. ESA is ready to continue this Project immediately and provide critical continuity on work efforts to help the City further advance this beneficial project.

Quality Assurance/Quality Control

In order to provide high-quality, defensible, and implementable documents, ESA follows a rigorous Quality Assurance/Quality Control (QA/QC) Program. The Program consists of multiple levels of review, as follows:

1. Independent Technical Peer Review
2. Project Manager Assembly and Review of Work Product
3. Editorial Review of Work Product
4. Project Director Review and Approval

This approach provides high-quality deliverables that have been scrutinized by senior technical leaders for accuracy of content, the Project Manager for compliance with task objectives, a technical editor for style and readability, and the Project Director to ensure documents are legally defensible, technically accurate, and tailored to meet client needs. All subconsultant work will be reviewed to these standards as well prior to draft submittal. Our Project Director and Project Manager will closely coordinate on QA/QC Program implementation across all deliverables.

Cost Control/Effectiveness

ESA understands that this phase of the Project is grant-funded and that grants have fixed costs and stringent deliverable and schedule requirements. ESA is accustomed to working on grant-funded projects and is aware of the requirements of the SFBRA Measure AA grants. Our budget includes a line item for a contingency of $55,000, consistent with the grant budget. The contingency would be used only upon authorization by the City and could be used to cover optional tasks or other tasks identified during the course of work.

ESA relies on the Deltek-based software system to track Project expenditures in near real time. Our Project Manager will check Project charges weekly to ensure that they are consistent with the Project scope and budget. Should any misalignment be identified, the Project Manager will first attempt to understand any internal discrepancies and then, if necessary, proactively present these to the City with proposed resolution. This has worked well in the past. Using these same tools and approaches, ESA was able to complete the previous phase of Project planning under budget.

Schedule Control

ESA is eager to support implementation of the Project on the schedule presented in the SFBRA grants. ESA controls the schedule by first setting up realistic schedules that work backward from known milestone dates. Our schedules incorporate sufficient time for internal ESA processes as well as client, regulatory, and public review periods, as required. Along with tracking the budget as described above, we track the schedule and report progress during client meetings as well as in progress reports. Our proposed schedule for this Project is shown in **Table 1.** All work is scheduled to be completed before July 31, 2027 – the Work Completion Date specified in the grant.

Table 1. Proposed Project Schedule

#	TASK NAME	WORK PRODUCTS	DATES
1	Project Management	Monthly progress reports and invoices. Quality control and assurance of deliverables.	Throughout contract term
2	Technical Studies	Geotechnical Investigation Report. Utility Survey and Updated Base Map. Aquatic Resources Delineation Report. Special-Status Botanical Survey Report. Wildlife Habitat Assessment Report.	Apr 2026 - Aug 2026
3.1	30% Design Documents	30% Complete Drawings. 30% Cost Estimate. 30% Basis of Design Report.	May 2026 - Oct 2026
3.2	60% Design Documents	60% Complete Drawings. 60% Cost Estimate. 60% Basis of Design Report.	Nov 2026 - Feb 2027
4	Prepare CEQA Document	Draft and Final Initial Study/ Mitigated Negative Declaration.	Jun 2026 - May 2027
5.1	Agency Engagement	BRRIT Presentation/Meetings (2), Meeting Notes/ BRRIT Feedback.	Nov 2026 - Mar 2027
5.2	Ecological Conditions Summary Memo	Ecological Conditions Summary Memo.	Jan - Mar 2027
5.3	Prepare Draft Permit Applications	Draft Permit Applications (USACE 404, USFWS BA, NOAA BA, RWQCB 401, CDFW RMP/LSAA & ITP, BCDC Permit, SHPO Sec 106 Report; SLC Lease). Memo confirming Draft Application completion and submittal.	Jan - Mar 2027
6	Public & Tribal Engagement	Engagement Summaries, as part of progress reporting for Task 1.	Throughout contract term

Task Approaches

The ESA Team proposes to complete the Scope of Work as presented in the City's RFP. This section describes our approach by task. All deliverables will be in electronic format (i.e., CAD, MS Word) unless otherwise noted.

Task 1: Project Management

The ESA Project Management Team will approach the Project with quality, cost, schedule, safety, and public/client satisfaction as top priorities. Quality, cost, and schedule were described above as part of our overall approach to the Project, highlighting our belief that good project management is essential to success. To ensure continuity and efficiency from our past work on this Project, ESA's Project Management Team includes staff that have worked with the City on this Project over the past five years in key roles: Project Director Michelle Orr and Deputy Project Manager Isaac Swanson. Our Project Manager, Maureen Downing-Kunz, has proven experience in managing complex, interdisciplinary permitting and design projects and will handle the internal day-to-day communication with the array of technical disciplines.

In our experience, effective communication across the Project Team is essential to successful project management. ESA's Project Management Team will work closely with our technical team as well as our subcontractors to make sure that City input, interested party input, study results, and design changes are all communicated and understood.

ESA will keep the City apprised of the status of the Project and obtain City input through regularly scheduled meetings, ad hoc meetings, and email. Monthly progress reports will accompany the monthly invoices. Per the RFP, the progress reports will document all activities, progress, issues or problems and proposed resolutions, and deliverables completed. ESA will provide quality control through review of ESA and subcontractor deliverables.

- **Deliverables:** Regular client meetings, Review of subcontractor work, Monitoring of budget and schedule, Monthly progress reports and invoices, Quality control and assurance of deliverables

Task 2: Technical Studies

The ESA Team will conduct baseline technical studies to support design, CEQA and permitting. Studies include geotechnical investigation, utility survey and base map development, aquatic resources delineation, botanical surveys, and wildlife habitat assessment.

ESA will leverage our previous work with the City on the Project to focus technical studies on priority needs (e.g., locations with proposed earthwork) to maximize efficiency and avoid unnecessary studies. The ESA Team has already established a library of relevant background material though our prior Project work and work with the adjacent Eco Center. ESA will also leverage partnerships from prior work supporting the City on this Project and staff knowledge about the Project site. For instance, ESA will leverage our Biological Resources lead's 20+ years of work in and around the American Canyon wetlands and will coordinate with known Project partners like the Napa-Vallejo Waste Management Authority to confirm expected buried utilities under Eucalyptus Drive to include in the utility survey.

When technical studies require onsite explorations, ESA will follow our robust safety protocols to ensure that our teams collect high-quality data while prioritizing safety and avoidance of impacts to sensitive species.

ESA will prepare clear, concise, and comprehensive reports of technical studies that can easily be interpreted and integrated into Project design and permitting tasks.

TASK 2.1: GEOTECHNICAL REPORT

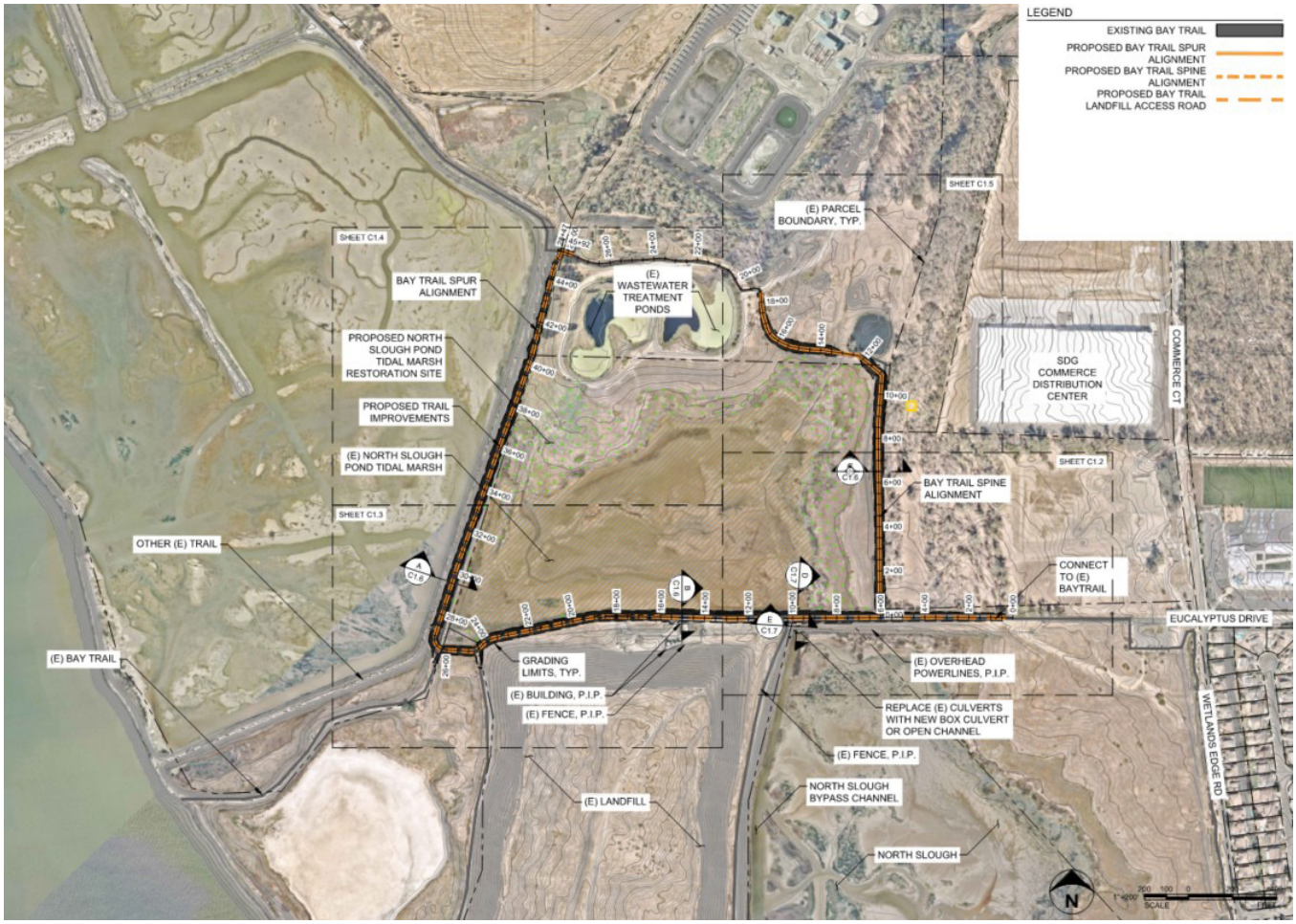
ESA has chosen to partner with Shannon & Wilson (S&W) due to their extensive, relevant expertise. ESA has a long history of working with S&W staff for projects in the San Francisco Bay tidal marsh environment. S&W will review available geotechnical information and conduct geotechnical investigations of the Project site including a seismic cone penetration test to a depth of 100 feet, 2 to 3 cone penetration tests (CPTs) to depths of 50 to 70 ft, 3 borings to depths of 20-25 ft, and an additional boring for percolation testing. Actual CPT and boring depths will depend on the

subsurface conditions encountered. Geotechnical data will be analyzed for implications to slope stability, seepage potential, expected settlement of new fill, seismic performance, and pile-supported structure capacity. Results will include recommendations for Project design elements and construction. S&W will review Project plans and specifications and provide geotechnical consultation. S&W will obtain a permit from the Napa County Environmental Health Department to push and grout the CPTs and borings. We assume no additional permits will be required or will be facilitated by the City. Before performing the exploration, S&W will contact Underground Service Alert to have their member firms locate utilities.

» **Deliverables**: Geotechnical report

TASK 2.2: UTILITY SURVEY AND UPDATED BASE MAP

For the updated base map, Cinquini & Passarino will prepare a georeferenced digital basemap using aerial topographic survey supplemented with ground topographic survey. The aerial topographic survey will be conducted at the lowest tide possible to map existing mudflats and processed to 0.25-foot resolution with one-foot contour intervals. The supplementary ground topographic survey will extend 50 to 65 feet in width for the Bay Trail loop around North Pond and extend 1,000 feet along Eucalyptus Drive east of the North Pond culverts. The survey will include cross sections taken every 50 feet or closer. The supplementary ground topographic survey will include the survey of existing utilities as marked by the City and detectable from the ground surface at North Pond. The ESA Team will coordinate with the City to assess as-built utility drawings and incorporate them into the topographic survey mapping.



Detailed, accurate topographic and utility surveying at North Pond will provide a sound basis for preparing construction documents for the Project's embankments and box culvert or bridge across North Slough.

Data from the aerial and ground topographic surveys will be processed to produce an updated Project site base map that includes pertinent information that could apply to the Project during design.

Our approach assumes the 2022 RSA survey of the Corporation Yard previously provided by the Foundation will be sufficient for the purposes of 30% and 60% Design. We expect that some of the existing utility data will not be able to be georeferenced and therefore will be approximately located.

» **Deliverables**: Updated Project site topographic base map including utility survey (including CAD files and PDF map scale of 1 inch = 40 feet)

TASK 2.3: AQUATIC RESOURCES DELINEATION REPORT

ESA's approach to aquatic resources delineation is based on extensive experience in evaluating tidal wetlands for the purpose of permitting restoration projects. ESA will follow current USACE guidance to map the location and extent of potentially jurisdictional Waters of the United States at the Project site. A qualified wetland ecologist will review online maps and available wetland databases to compile aquatic resource data to assist in quantifying areas within the limit of the areas subject to disturbance by the proposed Project. After determining the extent of Waters of the United States within the Project site subject to Section 404 of the Clean Water Act, ESA will map regulated resource areas per the San Francisco Regional Water Quality Control Board and the California Department of Fish and Wildlife (CDFW) guidance, if they are different from the extent of the USACE jurisdictional areas. We assume no dedicated site visit with USACE will be required to verify the findings presented in the Aquatic Resource Delineation Report. Any revisions to the aquatic resource delineation map requested by the USACE will be made and submitted to the USACE for final approval in support of that agency's verification or jurisdictional determination. ESA will use existing habitat mapping as a basis for the mapping for the wetland delineation to reduce overall effort. We assume that all areas will be accessible for site surveys and mapping modifications will require less than four hours.

» **Deliverables**: Jurisdictional Aquatic Resources Delineation Report, draft and final (electronic files)

TASK 2.4: BOTANICAL SURVEYS

Botanical studies require the correct expertise as well as proper timing so that they are valid for documenting plant presence and absence for Project permitting. ESA will start with the existing Biological Resources report and query online database searches to update the special-status species table. Next, ESA will conduct floristic surveys according to CDFW's *Protocols for Surveying and Evaluating Impacts to Special Status Native Plant Populations and Natural Communities* during the relevant time period to identify the presence of special-status plants with potential to occur in areas of suitable habitat. Only areas that are proposed for ground disturbance will be surveyed for rare plants.



Simultaneously, ESA botanists will also note invasive plant species and provide a qualitative characterization of their abundance. Because invasive plant removal is proposed as part of the Project and may serve to help mitigate temporary impacts, this characterization will provide justification for enhancement activities during the permitting phase.

ESA will prepare a report that presents the background review, site setting, methods and results of the floristic surveys, a list of plants observed, an invasive plants evaluation, photos of special-status plants, and figures showing their locations, if any are observed. An updated habitat map will also be included with the report. ESA will incorporate one round of comments and edits into the report.

» **Deliverables**: Special-status botanical survey report, draft and final

TASK 2.5: WILDLIFE HABITAT ASSESSMENT REPORT

ESA biologists will begin with the existing Biological Resources Report and update it with any new information from new site surveys, online database queries, or regulatory changes. Information from the updated report will be modified into a wildlife habitat assessment report. The habitat assessment will be based on previous habitat and species assessments conducted in and around the Project site and a field survey, and will evaluate habitat suitability for longfin smelt, Central California Coast steelhead, green sturgeon, California Ridgway's rail, California black rail, salt marsh harvest mouse, and other special-status plants and wildlife.

The report will include a description of site hydrology, topography, soils, and vegetation communities; local special-status species occurrence records and habitat requirements; an assessment of the potential for the Project Site to support special-status species; and figures and tables of vegetation communities. A summary of key findings related to habitat quality and suitability for special-status species will be included. A potential to occur table for special-status species will be included.

» **Deliverables**: Draft and final study area map and draft and final wildlife habitat assessment report (electronic files)

Task 3: Design

The ESA Team will prepare restoration and public access design documents consisting of 30%- and 60%-complete drawings including grading, planting, structural, and public access design. Each design stage of drawings also includes preparing an opinion of probable construction costs (engineer's estimate), and a basis of design report.

ESA's civil engineers and landscape architects will lead the overall Project design, with support from PARADIGM Structural Engineers, who will lead the design of the kayak launch boardwalk and dock structure, and S&W, who will provide geotechnical engineering analysis recommendations to inform the design of earthwork features, paved areas, and structures.

ESA's approach to project design begins with a thorough understanding of place, purpose, and constraints, supported by a multidisciplinary team that develops designs aligned with ecological and community needs, and that work with natural processes wherever possible. Through our prior work for the City, ESA is already familiar with the site, the Project goals, City priorities, feasibility studies, and community and agency input that informed the conceptual design. We will build on this foundation to efficiently advance and refine the design.

The original restoration of the North Slough Wetlands, completed in 2006, created a tidal marsh complex that now provides valuable habitat for many rare and protected species. The area is also a popular recreational area, with miles of trails that connect the American Canyon community to the natural landscape along the Napa River. The conceptual design phase identified several exciting opportunities to enhance these habitats, to improve connections between the community and the natural landscape through recreation and education, and to create a resilient landscape that will reduce needs for long-term maintenance.



The Project design will:

- reconfigure and enhance portions of the former Corporation Yard to create trails and other recreational amenities that will complement the new Eco Center;
- improve the North Pond culvert connection to enhance tidal circulation and improve conditions for wetland vegetation and wildlife, to reduce erosion and associated trail and road maintenance issues, and improve safety for recreational trail users; and
- raise and improve city-owned trail embankments to improve resilience to flooding and sea-level rise, and to maintain recreational access along the Bay Trail and other recreational trails in the vicinity.

During the 30% and 60% design phases, ESA will refine the design for Project elements illustrated in the conceptual design to support regulatory agency coordination, to develop designs that are compatible with site constraints, and to identify an implementation/construction strategy that is cost effective and that provides appropriate protection for nearby sensitive habitat areas as required by environmental permitting agencies.

The ESA Team will prepare 30% and 60% design milestones as requested in the RFP, including updated design drawings, cost estimates, and a basis of design reports at each milestone. During the 30% and 60% phases the design team will closely coordinate with ESA's CEQA and permitting staff to develop designs and construction approaches that appropriately protect sensitive habitats and minimize other impacts. The team will continue to work closely with the Foundation to ensure close integration of shared facilities, infrastructure, and site circulation between the Project and the Eco Center, such that the two projects operate as part of a larger whole. Likewise, ESA will build upon previous coordination with the Napa-Vallejo Waste Management Authority to align the Project's proposed raised embankments with the Authority's plans for adapting the landfill's embankments to SLR.

» **Deliverables**

+ 30% design drawings, cost estimate, and basis of design report
+ 60% design drawings, cost estimate, and basis of design report



ESA will coordinate underground utilities and embankment design at Eucalyptus Drive with the Napa-Vallejo Waste Management Authority.

Task 4: CEQA Documentation

ESA will prepare and complete an environmental review of the project that includes all steps associated with developing and adopting the environmental documentation. The ESA Team has decades of experience with environmental review for CEQA, and we will leverage our expertise to provide efficient CEQA documentation that meets CEQA Statute and Guidelines and City requirements.

ESA will prepare a Project description to be incorporated into the IS/MND. The Project description will include regulatory requirements and purpose of the IS/MND, project background, existing conditions and location, project elements, and objectives, supplemented with graphics to illustrate the proposed improvements. The Project description will identify the characteristics of the Project and construction details (e.g., construction dates, equipment types and usage, grading and excavation activities, etc.).

Impacts to resource areas will be addressed in the IS/MND in accordance with Appendix G of the CEQA Checklist in the CEQA Statute and Guidelines and City requirements. The IS/MND will address both operational and construction impacts of the project. The IS/MND will include a brief description of the setting (including pertinent regulations) for each impact area, evaluation of impacts based on established CEQA thresholds, and identification of mitigation for significant impacts.

ESA will prepare a public Draft and Final IS/MND. Prior to public versions of the document, ESA will provide an administrative draft for City review and comment, and a Screencheck draft for a final check. ESA will prepare the notices associated with publication of the document, including the Notice of Completion, Notice of Intent, and Summary Form required by the State Clearinghouse and the Notice of Availability for the County Clerk. ESA will prepare a Mitigation Monitoring and Reporting Program (MMRP) in accordance with CEQA.

ESA will support the City in AB 52 tribal cultural resources consultation, publishing the Draft IS/MND, responding to public comments, and developing the Final IS/MND for adoption by the City Council.

ESA will assist the City with preparing the draft staff report that supports the IS/MND approval. If requested by the City, ESA will attend one City Council hearing and assist in responding to questions by the City Council members or the public. ESA will also draft the Notice of Determination.

» **Deliverables**: Required public notices, Project description, Draft and Final MMRP, Draft IS/MND, Final IS/MND, Draft City Council meeting staff report with resolution for adoption of IS/MND, Draft CEQA Notice of Determination, Administrative Record

Task 5: Permitting

TASK 5.1: AGENCY ENGAGEMENT

ESA will assist the City in continuing consultation with the BRRIT to solicit key feedback on project design advancement and facilitate the permitting process. For this subtask, ESA will:

— Engage and coordinate with the BRRIT team on behalf of the City;

— Develop BRRIT meeting materials, and lead City team presentations for two BRRIT meetings to present 30% and 60% Project Design (respectively); and

— Summarize BRRIT meeting notes and formal comments for incorporation into relevant tasks.



The City and ESA hosted the Project's first BRRIT meeting as Part of Phase 1 Design in October 2023.

The ESA Team will facilitate BRRIT feedback into draft permit applications (Task 5.3), as appropriate and intended by the City. As ESA has experienced time and again, early and frequent regulatory agency engagement reduces uncertainties and unexpected issues that can arise for projects that intersect numerous agency jurisdictions and experience a high level of community and recreational exposure, resulting in a higher level of confidence in successfully obtaining permits for the Project in a timely and cost-effective manner. ESA will leverage familiarity with prior BRRIT input to provide continuity from the previous Project phase.

» **Deliverables**: BRRIT meeting notes for two meetings

TASK 5.2: ECOLOGICAL CONDITIONS MEMO

ESA will prepare a summary memorandum (memo) of ecological conditions at the Project site and related information to inform the draft applications for regulatory permits and agreements. The memo will largely draw upon the results of Technical Studies (Task 2), previous phase habitat and species assessments conducted in and around the Project Site, and known site history.

» **Deliverables**: Memo summarizing ecological conditions relevant to draft applications for permits and agreements

TASK 5.3: DRAFT PERMIT APPLICATIONS

ESA will prepare and submit draft permit application packages, including required supporting documents, to the regulatory agencies with jurisdiction over the project. The ESA Team will coordinate to provide integrated and parallel-track processes of design advancement, environmental compliance documentation, and permitting, to guide the Project through the early permitting process, with a goal of maximizing the use of streamlined restoration permit pathways and minimizing unnecessary regulatory burdens, both during Project design advancement and over the long term (post-project).

The ESA Team will review all available, streamlined permitting pathways for applicability to this Project. Potential pathways include those currently overseen by CDFW's *Cutting the Green Tape program*, the USFWS and NMFS Restoration Programmatic Biological Opinions, the State Water Resources Control Board's (SWRCB) *Statewide Restoration General Order* (SRGO), and the USACE's existing *Nationwide Permits.* ESA has direct, recent, and relevant experience with these approaches as well as other aspects of restoration permitting and BRRIT agency negotiations and will leverage this experience to benefit the City's permitting process for the Project.

Required state and federal permit applications are assumed to include:

- United States Army Corps of Engineers (USACE) (lead federal agency) Clean Water Act (CWA) Section 404 Dredge and Fill Permit (Sec. 404 Permit), and possibly Section 10 Rivers & Harbors Act Permit (Sec. 10 Permit) for structures or work in/above navigable waters. If Section 10 is required by the USACE, ESA would provide the additional necessary information as part of the overall USACE 404/10 permit application package.
  - » United States Fish and Wildlife Service (USFWS) and National Oceanic and Atmospheric Administration National Marine Fisheries Service (NOAA Fisheries) biological assessments (BAs), to enable Federal Endangered Species Act (FESA) Section 7 consultations, led by the USACE
  - » State Historic Preservation Office (SHPO) National Historic Preservation Act (NHPA) Section 106 Report, to enable Section 106 SHPO consultation, led by the USACE;
- San Francisco Bay Regional Water Quality Control Board (RWQCB) CWA Section 401 Water Quality Certification (401 Certification);
- California Department of Fish and Wildlife (CDFW) Lake and Streambed Alteration Agreement (LSAA) and, if needed, incidental take permit (ITP) – both addressed via a Restoration Management Permit (RMP) if possible;
- Bay Conservation and Development Commission (BCDC) permit (Major Permits); and
- State Lands Commission (SLC) lease agreement, for Bay Trail modifications.

Our approach and corresponding fee estimate assume the CDFW LSAA and ITP (if needed) would both be addressed via a Restoration Management Permit (RMP), and that the BCDC permit process would either be a nonmaterial amendment to the existing Major Permit (Permit No. M03-38 / M2003.038.00), or a new Administrative permit.

- **Deliverables**: Memo confirming preparation of draft applications for permits and agreements and submittal to the corresponding agencies

Task 6: Public and Tribal Engagement

The ESA Team will support the City in delivering meaningful, accessible, and culturally respectful public and Tribal engagement throughout this phase of the Project. Where possible, ESA will build on the City's established relationships, previous engagement efforts, and existing communication channels to ensure that community members, interested parties, and Tribes—including the Yocha Dehe Wintun Nation and other regional Tribal governments—are informed and heard throughout the process. Task 6 includes Tribal engagement compensation in recognition of the value of the Tribe's time.

Per the RFP, community engagement will likely be in the form of public meetings, local community events (e.g., Meet in the Street), City social media campaign and webpage updates. Engagement will also include specific coordination with interested parties such as the Foundation, the Napa-Vallejo Waste Management Authority, the Yocha Dehe Wintun Nation, and other regional Tribes.

ESA will assist the City with providing a summary of public and tribal engagement tracking and planning in the Task 1 monthly progress reports. The summaries will include: engagement and outreach performed during the reporting period; anticipated engagement and outreach planned for the upcoming reporting period; and a summary of input received and how such feedback will be incorporated in the Project where feasible.

ESA's interdisciplinary team brings extensive experience facilitating in-person and virtual public engagement opportunities, developing clear and actionable engagement materials, and creating collaborative spaces that elevate local knowledge and community values. Engagement as part of this task will be integrated with Tasks 3, 4, and 5 to foster the coordination required for meaningful use of the Project site.

ESA Team Cost Estimate

American Canyon Wetland Restoration and Public Access - Design and Permitting

February 24, 2026

Task #	Task Name/Description	ESA LABOR	ESA EXPENSES	Shannon & Wilson	Structural Engineers	Cinquini & Passarino	TOTAL PROJECT
1	**Project Management and Meetings**	**$ 89,437**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 89,437**
2	**Technical Studies**	**$ 81,136**	**$ 1,960**	**$ 97,750**	**$ -**	**$ 42,894**	**$ 223,740**
2.1	Geotechnical Investigation	$ 4,068	$ -	$ 97,750	$ -	$ -	$ 101,818
2.2	Topo Utility and Boundary Survey	$ 5,158	$ 200	$ -	$ -	$ 42,894	$ 48,252
2.3	Wetland Delineation	$ 27,152	$ 920	$ -	$ -	$ -	$ 28,072
2.4	Botanical Surveys	$ 22,560	$ 720	$ -	$ -	$ -	$ 23,280
2.5	Wildlife Habitat Assessment	$ 22,198	$ 120	$ -	$ -	$ -	$ 22,318
3	**Design (30% and 60%)**	**$ 374,218**	**$ 800**	**$ -**	**$ 28,750**	**$ -**	**$ 403,768**
3.1	30% Drawings and Culvert/Bridge Type Study	$ 129,185	$ 750	$ -	$ 13,800	$ -	$ 143,735
3.2	60% Drawings	$ 245,032	$ 50	$ -	$ 14,950	$ -	$ 260,032
4	**CEQA Documentation**	**$ 159,324**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 159,324**
5	**Permitting**	**$ 235,830**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 235,830**
5.1	Agency Engagement	$ 17,812	$ -	$ -	$ -	$ -	$ 17,812
5.2	Ecological Conditions Memo	$ 5,737	$ -	$ -	$ -	$ -	$ 5,737
5.3	Draft Permit Applications	$ 212,281	$ -	$ -	$ -	$ -	$ 212,281
6	**Public and Tribal Engagement**	**$ 30,891**	**$ 2,000**	**$ -**	**$ -**	**$ -**	**$ 32,891**
7	**Contingency (from grant)**	**$ 55,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 55,000**
	Total	**$ 1,025,837**	**$ 4,760**	**$ 97,750**	**$ 28,750**	**$ 42,894**	**$ 1,199,990**

8	**Optional Tasks, potential list**	**$ 29,794**	**$ -**	**$ 97,750**	**$ 28,750**	**$ 42,894**	**$ 37,067**
2.6	Bathymetric Survey of North Slough at Kayak Launch	$ -	$ -	$ -	$ -	**$ 7,273**	$ 7,273
5.4	CDFW Incidental Take Permit additional effort - if can't use RMP approach	$ 12,146	$ -	**$ 97,750**	**$ 28,750**	**$ 50,166**	$ 12,146
5.5	Ecological Functional Assessment Memo - to accompany final permit applications in next phase	$ 17,648	$ -	**$ -**	**$ -**	$ -	$ 17,648

TITLE

Water Reclamation NPDES Permit Renewal Project

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to award a contract to Larry Walker Associates, Inc. for the Water Reclamation Facility NPDES Permit Renewal in the amount not to exceed $98,234.

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director
Norman Woods, Assistant Public Works Director

Pam Phillips, Environmental Services Manager

BACKGROUND & ANALYSIS

The NPDES Permit Renewal involves renewing the Water Reclamation Facility's NPDES permit and assessing local limits. The City solicited proposals from consultants on February 10, 2026. On February 27, 2026, one proposal was received. Staff reviewed the proposal and found Larry Walker Associates , Inc. to be qualified to aid in the permit renewal process. The cost proposal reflects the reasonable and customary costs of completing the work. Below is a description of the tasks to be undertaken.

NPDES Permit Renewal

The Facility treats wastewater collected from municipal, commercial, and industrial customers citywide. The treated effluent is either recycled for use as reclaimed water or discharged into the San Francisco Bay. Facilities proposing to discharge or currently discharging into waters of the United States are required to hold a National Pollutant Discharge Elimination System (NPDES) Permit authorized by the Clean Water Act and delegated to the State of California for implementation through the State Water Resources Control Board (State Water Board) and the nine Regional Water Quality Control Boards (Regional Water Boards). The NPDES Permit specifies the conditions and obligations regarding sampling/analysis, discharge limits/conditions, special studies, and other required programs.

NPDES Permit(s) issued by Regional Water Boards are valid for a term of five years and must subsequently be renewed. The City's current NPDES Permit expires on July 31, 2027. The NPDES

Permit renewal process is technical, encompassing historical data collected from the aforementioned condition and obligations specified within the NPDES Permit. A Report of Waste Discharge (ROWD) is the developed and submitted to the Regional Water Board. For the City's NPDES Permit renewal, the ROWD must be completed and submitted no later than November 3, 2026. This is followed by several technical studies such as a Reasonable Potential Analysis, Shallow Water Discharger Analysis, current Applicable Effluent Limits Calculation, and Sensitivity Analysis.

After the ROWD and Technical Analysis are submitted, the Regional Water Board will issue a first Administrative Draft of the NPDES Permit, and a subsequent Tentative Order. The final NPDES Permit does not have a target adoption date at this time, however, staff anticipates the new NPDES Permit to be approved by the Regional Water Board in mid summer 2027.

Local Limits Assessment

In conjunction with the NPDES Permit renewal, the City will be undertaking a Local limit Assessment (LLA).

Local Limits are discharge limits applied to private dischargers that discharge into the sewer system. Local Limits reflect the specific capabilities of the Water Reclamation Facility and serve to protect against potential NPDES Permit violations and the environment. The potential pollutants of concern and various other constituents get evaluated at the maximum concentration of a pollutant and/or constituent able to enter and be treated at the Water Reclamation Facility. Combined, these assessments are completed in the time frame between the submittal of the NPDES Permit renewal in November 2026 and the adoption of the new NPDES Permit in mid summer 2027. The Local Limits Assessment is submitted to the Regional Water Board immediately following the adoption of the new NPDES Permit. If it is determined that a change in Local Limits is appropriate, Regional Water Board approval and Municipal Code updates will be required.

The level of knowledge and technical expertise required to successfully renew the Permit and modify the Local Limits is above and beyond that of existing staff. Therefore, staff recommends the Council award a consulting contract to Larry Walker Associates, Inc.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Environmental Sustainability: "Demonstrate leadership in environmental sustainability."

FISCAL IMPACT

The NPDES Permit Renewal has been included in the Fiscal Year 2025/26 and 2026/27 Operations Budget. The total cost is $98,234 which will be allocated from Fund 540 Wastewater Operations.

ENVIRONMENTAL REVIEW

None

COMMUNICATION

Level 0: No Further Public Communication Needed

ATTACHMENTS:

1. Resolution NPDES Permit Renewal.pdf
2. Larry Walker Associates, Inc. Proposal
3. Larry Walker Associates, Inc. Estimate

RESOLUTION NO. 2026-_____

ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO AWARD A CONTRACT TO LARRY WALKER ASSOCIATES, INC. FOR THE WATER RECLAMATION FACILITY NPDES PERMIT RENEWAL IN THE AMOUNT NOT TO EXCEED $98,234.

WHEREAS, the City desires to obtain technical services from Larry Walker Associates, Inc. to prepare the renewal of the Water Reclamation Facility's NPDES Permit and Local Limits Assessment; and

WHEREAS, the City solicited proposals on February 10, 2026; and

WHEREAS, on February 27, 2026 one proposal was received from Larry Walker and Associates and upon review of the proposal staff determined them to be qualified to aid in the permit renewal process; and

WHEREAS, the NPDES Permit Renewal has been included in the Fiscal Year 2025/26 and 2026/27 Operations Budget Fund 540 Wastewater Operations and there is sufficient budget to award the agreement in the amount of $98,234.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of American Canyon hereby authorizes the City Manager to award a contract to Larry Walker Associates, Inc. for the Water Reclamation Facility NPDES Permit Renewal in the amount not to exceed $98,234.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of American Canyon held on the 7th day of April, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Pierre Washington, Mayor

ATTEST:

_____
Taresa Geilfuss, CMC, City Clerk

APPROVED AS TO FORM:

_____
Teresa L. Highsmith, City Attorney

LARRY WALKER ASSOCIATES

1480 Drew Avenue
Suite 100
Davis, CA 95618

530.753.6400
info@lwa.com
www.lwa.com

Noni Thomas
Management Analyst – Public Works
City of American Canyon
4381 Broadway Street
American Canyon, CA 94503

Subject: Larry Walker Associates, Inc. Proposal for City of American Canyon NPDES Permit Renewal/Local Limits Assessment

Dear Ms. Thomas,

Larry Walker Associates, Inc. (LWA) is pleased to submit the attached proposal in response to the City of American Canyon's (City) Request for Proposals (RFP), dated February 10, 2026, to support the City's National Pollutant Discharge Elimination System (NPDES) Permit Renewal and Local Limits Assessment. LWA is uniquely qualified to conduct this work based on our prior project experience with the City during its last NPDES permit renewal and local limits assessment, familiarity with Napa County, and our broad experience supporting stormwater and wastewater programs for California municipalities.

We look forward to the opportunity to work with the City through this project. Mr. Lau, an Associate Engineer in our Davis office, will be your project manager. Gorman's experience assisting clients with NPDES permit negotiation and compliance in the Central Valley makes him uniquely qualified to assist the City.

Proposer's Name and Contact

Name: Gorman Lau, PE, Associate
Phone: 530.753.6400 x 225
Email: GormanL@lwa.com
Address: 1480 Drew Avenue, Suite 100, Davis, CA 95618

Statement of Offer

This proposal, which will remain valid for at least ninety (90) business days after February 27, 2026, is an offer to complete the Scope of Work discussed herein according to the cost proposal rate and budget.

Conflict of Interest

LWA, including all participating staff, does not have any apparent conflicts of interest.

City Contract Terms

LWA has reviewed and accepts the City's standard contract and insurance without qualification.

Subcontractors

LWA is prepared to complete the requested scope of work without subconsultants.

Signature and Authority

Please direct communication and correspondence related to the proposal and contract to Mr. Lau, whose contact information is provided above. As an authorized negotiator with binding authority to commit to the proposal on behalf of LWA, I appreciate the City's consideration of our team's qualifications.

Sincerely,

Karen Ashby

Vice President

A. Proposer's Mandatory Qualifications Experience

Proposer's Qualifications

Larry Walker Associates, Inc. (LWA) was established in 1979 by Larry Walker, former Executive Director of the State Water Resources Control Board (State Water Board), and is headquartered in Davis, California. LWA maintains regional offices throughout the state, including Berkeley, San Luis Obispo, Ventura, Santa Monica, San Diego, and Yreka, California, as well as Seattle, Washington. Work for this project will be based out of our Davis and Berkeley offices. Our team of over 80 professionals includes 45 staff in Northern California and delivers specialized consulting services in wastewater, water quality regulatory compliance, and environmental engineering.

45+
years of service

80+
professionals

45+
staff in Northern CA

LWA's strength lies in our multidisciplinary team of qualified experts that integrate expertise from wastewater, stormwater, groundwater, water resources, and agriculture to identify and develop innovative solutions that other single-focus firms may miss. LWA's wastewater experience includes National Pollutant Discharge Elimination System (NPDES) permit assistance (discharges to, inland surface waters, enclosed bays and estuaries, and the Pacific Ocean), Waste Discharge Requirements (WDRs) and Water Recycling Requirements (WRRs) permit assistance, permit-required special studies, recycled water program approvals, pretreatment program assistance, support during enforcement actions, water quality monitoring and data evaluation, stormwater management, groundwater management, and source control/pollution prevention.

LWA Offices

- HQ: Davis, CA
- Yreka, CA
- Berkeley, CA
- San Luis Obispo, CA
- Ventura, CA
- Santa Monica, CA
- San Diego, CA
- Seattle, WA

LWA has the insight and forward thinking that comes from years of involvement in developing and implementing federal and state laws and regulations, as well as the practices of California's regulatory agencies. Over the past 45 years of service to its clients, LWA has earned a solid reputation and significant expertise with a track record of innovation and success in assisting public agencies with water quality regulatory issues. LWA participates in statewide and national organizations that address legislative, regulatory, and permitting issues, such as the California Association of Sanitation Agencies (CASA), California Water Environment Association (CWEA), Association of California Water Agencies (ACWA), WateReuse Association, and the National Association of Clean Water Agencies (NACWA).

The benefits of this involvement include assessing the technical merits and feasibility of new regulations, preparing comment packages, evaluating the costs of proposed regulations for municipal agencies, and providing advice on strategies to contest regulations that may not represent good public policy. Additional benefits include preparing public hearing testimony and offering guidance on technical and regulatory strategies to comply with newly adopted state and federal water quality regulations and programs. LWA's experience will effectively support the City's NPDES permit requirements and offer the vision and expertise to guide its future evolution and strategic implementation.

Proposer's Experience

LWA provides tailored support on projects and tasks to address complex and continuously evolving regulatory requirements. LWA has worked with municipal agencies throughout California supporting NPDES permit renewals and conducting local limits assessments and updates. Key projects highlighting LWA's collaboration and experience with projects and tasks similar to those identified in the RFP are provided in **Table 1**. LWA has provided three specific project descriptions for similar support provided to municipal agencies, including the City.

Table 1. LWA Team Relevant Experience

	Technical Expertise							
Relevant Projects ***Project description provided***	Prepare NPDES Permit/WDR Applications	Review Regulatory Issues and Supporting Technical Information	Review and Prepare Comments on Draft Tentative NPDES Permit	Support during NPDES Permit Adoption	Conduct Local Limits Assessment	Local Limits Report Development	Coordination with USEPA and/or RWQCB	**Key Staff** Gorman Lau (GL) Denise Conners (DC) Airy Krich-Brinton (AKB) Nubia Donikian (ND) Charlotte Mourad (CM)
City of American Canyon, NPDES Permit Renewal/Local Limits Assessment/Stress Test *	●	●	●	●	●		●	GL, AKB
Delta Diablo, NPDES Permit Compliance and Reissuance Support and Local Limits Evaluations and Update *	●	●	●	●	●	●	●	DC, GL, ND, AKB
City of South San Francisco, NPDES Permit Compliance and Reissuance Support and Local Limits Evaluations/Update *	●	●	●	●	●		●	DC, GL, ND, AKB
City of Richmond, NPDES Permit Reissuance and Compliance Support/Local Limits Evaluations *		●	●	●	●	●	●	DC, GL, AKB, ND
City of Burlingame, NPDES Permit Compliance and Reissuance Support and Local Limits Evaluations	●	●	●	●	●		●	DC, GL, ND, AKB
West County Wastewater District, NPDES Permit Compliance and Reissuance Support and Local Limits Evaluations	●	●	●	●	●	●	●	DC, GL, ND, AKB, CM
City of Rio Vista, NPDES Permit Reissuance and Compliance Support	●	●	●	●			●	GL, ND, AKB
Monterey One Water, NPDES Permit Reissuance and Compliance Support/Local Limits Update	●	●	●	●	●	●	●	DC, GL, ND, AKB
Victor Valley Water Reclamation Authority (VVWRA) NPDES Permit Reissuance and Compliance Support/Local Limits Update	●	●	●	●	●	●	●	AKB, GL

Public Agency Experience

LWA primarily supports public agencies and municipalities throughout California. Three descriptions of relevant, recent projects are provided below.

NPDES Permit Renewal, Local Limits Assessment, and Stress Testing, American Canyon, CA	
Client and Location	City of American Canyon, American Canyon, California
Dates of Service	2021-2023
Key Staff Roles	Gorman Lau (Project Manager), Airy Krich-Brinton (Project Engineer)

SCOPE RELEVANCE

- Report of Waste Discharge Preparation
- NPDES Permit Renewal Support
- Local Limits Assessments
- Experience with San Francisco Bay Regional Water Quality Control Board

The City's previous NPDES permit regulating the American Canyon Water Reclamation Facility (WRF) (Order No. R2-2017-0008) expired in May 2022 and LWA supported the City with the reissuance of its NPDES permit. LWA prepared the ROWD and NPDES permit application for the City that was submitted to the San Francisco Bay Regional Water Quality Control Board (Water Board). The Water Board provided the City with an Administrative Draft of the NPDES permit in March 2022. LWA reviewed the Administrative Draft of the NPDES permit, conducted a reasonable potential analysis and calculated effluent limits to verify the correct applicability of water quality criteria and objectives, and provided other comments from the Water Board staff to consider with the City's NPDES permit. LWA provided support to the City in developing a comment letter on the Tentative Order that focused on the nickel data that were used for the reasonable potential analysis (RPA) and effluent limit calculations.

Subsequent to the adoption of the NPDES permit in June 2022, LWA conducted an assessment of the City's local limits to determine if they need to be updated. The local limits evaluation determined that maximum allowable headworks loadings that were developed in 2017 were conservative and recommended that the City consider updating the MAHLs. LWA also recommended that the City conduct on-going monitoring as part of its Pretreatment Program to facilitate future local limits evaluations, which are always included as a requirement following the adoption of a new NPDES permit.

LWA provided support to the City in conducting a stress test in October and November 2022 to confirm an internal stress test conducted in 2020. The stress test was intended to determine if the membrane bioreactor treatment trains had sufficient capacity to remove ammonia to meet effluent limitations. The 2022 stress test confirmed the findings of the 2020 stress test and the treatment capacity of the WRF.

LWA prepared an update to the City's Constructed Wetlands Management Plan in 2023. The previous Constructed Wetlands Management Plan was developed in 2001 prior to the City building wetlands in 2001 and 2002. The Management Plan was updated to reflect changes to the WRF that occurred since the original plan was developed.

NPDES Permit Compliance and Reissuance Support and Local Limits Evaluations and Update	
Client and Location	Delta Diablo, Antioch, California
Dates of Service	1993-Present
Key Staff Roles	Denise Conners (Project Manager), Gorman Lau (Pretreatment Project Manager/Lead Engineer), Airy Krich-Brinton (Project Engineer), Nubia Donikian (Project Engineer)

Since 1993, LWA has provided on-going NPDES permit and water quality regulatory assistance to Delta Diablo. During the NPDES permit reissuance process, LWA prepared ROWDs, conducted RPAs, reviewed Administrative Drafts and Tentative Orders, prepared comment letters, and assisted in the negotiation of the final NPDES permit provisions. LWA supported Delta Diablo with reissuance of an NPDES permit that was adopted in February 2026.

SCOPE RELEVANCE

- Report of Waste Discharge Preparation
- NPDES Permit Renewal Support
- Dilution Modeling
- Local Limits Study and Update
- Experience with San Francisco Bay Regional Water Quality Control Board

LWA has conducted a local limits evaluation after each NPDES permit reissuance and provided recommendations for changes to protect wastewater treatment plant treatment processes and effluent quality. In 2021, Delta Diablo was required to evaluate its local limits. Since LWA's local limits evaluation in 2014, several key pollutants were removed from the Delta Diablo's NPDES permit. LWA prepared a sampling and analysis plan to collect data needed to update the local limits, which had not been updated since 1999. Following sampling analyses, LWA calculated updated local limits submitted to the Water Board, along with a Statement of Basis and proposed substantial modifications of the Sewer Use Ordinance. LWA worked with Delta Diablo to respond to comments received from the Water Board, which approved the revisions to the local limits and other updates to the Sewer Use Ordinance. The District adopted the updated Sewer Use Ordinance in May 2023.

LWA has conducted mixing zone modeling for multiple discharge scenarios. The discharge scenarios included various mixtures of secondary effluent, brine waste from a nearby chemical facility, local power plant blowdown, and reverse osmosis concentrate from Antioch water treatment plant. Modeling results were used to support dilution credits granted by the Water Board for ammonia, total chlorine residual, and chronic toxicity.

NPDES Permit Compliance and Reissuance Support and Local Limits Evaluations/Update	
Client and Location	City of South San Francisco
Dates of Service	2011-Present
Key Staff Roles	Denise Conners (Project Manager), Gorman Lau (Pretreatment Project Manager/Lead Engineer), Airy Krich-Brinton (Project Engineer), Nubia Donikian (Project Engineer)

LWA has provided on-going NPDES permit assistance for the City of South San Francisco (City) and the South San Francisco/San Bruno Water Quality Control Plant (WQCP) since 2011. Operation of the WQCP and discharge of treated effluent to the Lower San Francisco Bay is regulated by an NPDES permit issued to the City of South San Francisco, the City of San Bruno, and the North Bayside System Unit (NBSU). LWA assisted the City during adoption of the 2014 and 2019 NPDES permits and is currently supporting the reissuance of its NPDES permit expected in mid-2026. LWA prepared Reports of Waste Discharge, conducted the Utility Analysis to support wet weather blending, reviewed effluent data to determine reasonable potential, calculated effluent limits and evaluated compliance, performed mixing zone modeling to support dilution credits, and reviewed/commented on draft permits.

SCOPE RELEVANCE

- Report of Waste Discharge Preparation
- NPDES Permit Reissuance Support
- Dilution Modeling
- Local Limits Evaluations and Update
- Experience with San Francisco Bay Regional Water Quality Control Board

LWA conducted local limits evaluations, as required by each NPDES permit, in 2014 and 2019. Following the 2014 local limits evaluation, LWA conducted a local limits study for the City to update the local limits based on changes in NPDES permit effluent limitations and WQCP upgrades and operations since the prior local limits were developed. Other ongoing regulatory assistance includes providing the City with advice on compliance issues and updates on changes to regulations and policies, reviewing self-monitoring reports, preparing and reviewing violations reports, and revising the City's Sanitary Sewer Management Plan (SSMP).

Personnel

LWA offers proven managers and experts with experience working with wastewater agencies on similar projects. The LWA team is built around key staff members with expertise related to the tasks identified in the RFP. LWA commits to making management and key personnel available to support the City throughout the NPDES permit renewal and local limits assessment process. A project organizational chart is presented in **Figure 1**, and brief biographies of key LWA staff are provided below. Detailed resumes for all staff expected to be working on this project are provided in **Appendix 1**. Resumes. LWA's collective capabilities and skills are at the City's disposal and are not limited to the staff identified herein. LWA does not expect to use subcontractors or subconsultants for this project.

PROJECT MANAGER: Gorman Lau will continue to be the primary point of contact for the City. He will manage the work effort for each task, track project progress and budget, and coordinate between LWA and the City staff assigned to each task.

KEY PERSONNEL: The key staff members comprise a core group of highly experienced professionals who are experts in wastewater regulations/policies, NPDES permits, local limits, and issues of concern to regulatory agencies and other stakeholders. The key staff will provide leadership on individual work assignments, strategic guidance, and peer review and will work closely with Mr. Lau to deliver individual

tasks and manage specific technical assignments. The key staff members have a long history of collaboration and are committed for the duration of this project.

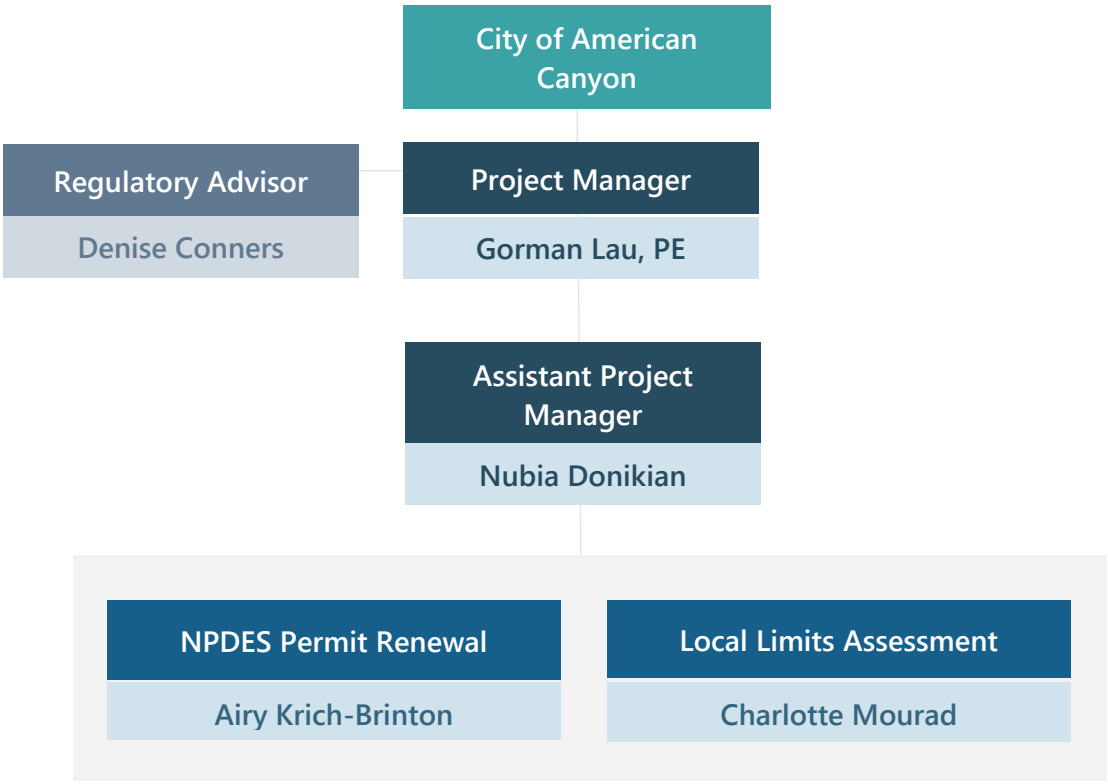


Figure 1. Project Organizational Chart and Key Personnel Roles

Staff Biographies

GORMAN LAU, PE
Associate Engineer I

Role: Project Manager, primary point of contact with City, project oversight, regulatory and technical support, communication with regulatory agencies, review of draft permits, local limits expertise

Education: B.S. & M.S., Civil & Environmental Engineering, University of California, Berkeley

MR. LAU is an Associate at LWA with over 24 years of experience in the environmental engineering field ranging from pretreatment and source control, NPDES permitting, wastewater quality, water quality sampling, and stormwater management and Best Management Practice (BMP) design. He is primarily responsible for overseeing, developing, and implementing pretreatment programs, developing and evaluating local limits, developing sampling and analysis plans, overseeing water quality sampling projects, analyzing water quality data, and assisting in NPDES permit reissuances and compliance.

DENISE CONNERS
Associate Engineer II

Role: Regulatory Advisor, NPDES permit expertise, water quality technical support

Education: M.S., Civil & Environmental Engineering, University of California, Davis

MS. CONNERS is an Associate with LWA and has over 30 years of experience in municipal wastewater treatment facility permitting, regulatory compliance consulting, and recycled water program development and permitting. Ms. Conners has significant experience working with municipal agencies in the San Francisco Bay Area and the Water Board and provides expertise in NPDES permitting, regulatory agency comments/responses, and permit negotiations. Ms. Conners has developed and supported negotiations leading to the approval of numerous NPDES permits, WDRs, and WRRs. She regularly advises clients on wastewater and recycled water regulatory compliance strategies.

NUBIA DONIKIAN
Project Engineer

Role: Assistant Project Manager, NPDES permit and local limits technical expertise, dilution modeling

Education: M.S., Civil & Environmental Engineering, University of California, Irvine

MS. DONIKIAN is a Project Engineer at LWA with over 5 years of experience in permitting municipal wastewater treatment facilities, preparing technical reports for regulatory compliance, source identification, and pretreatment. Her experience includes reviewing NPDES permits, conducting reasonable potential analyses, calculating effluent limitations, conducting water quality data analysis, developing sampling and analysis plans, evaluating/developing pretreatment local limits, and conducting pretreatment program audits.

AIRY KRICH-BRINTON
Project Engineer

Role: NPDES permitting technical expert

Education: M.S., Civil & Environmental Engineering, University of California, Davis

MS. KRICH-BRINTON is a Project Engineer at LWA with over 25 years of experience performing specialized work in water quality, regulatory, and stormwater areas. Ms. Krich-Brinton has applied her organizational, statistical, and analytical skills to assist over 50 municipalities in California. She has prepared Reports of Waste Discharge (ROWDs) for NPDES permit reissuance for inland and ocean dischargers, performed wastewater and stormwater data analyses, conducted reasonable potential analyses, calculated water quality-based effluent limits, evaluated effluent limit compliance, and reviewed and developed comments on draft NPDES permits.

CHARLOTTE MOURAD
Project Engineer

Role: ROWD preparation and local limits technical expertise

Education: B.S., Civil & Environmental Engineering, University of California, Berkeley

MS. MOURAD is a Project Engineer at LWA with over 2 years of experience and expertise in wastewater regulatory compliance, NPDES permitting, and pretreatment program support and has supported a variety of municipal wastewater clients across California. Ms. Mourad has conducted local limits evaluations following United States Environmental Protection Agency's (USEPA) Local Limits Development Guidance (July 2004), including developing recommendations for potential revisions. She has also supported NPDES permit renewal applications through the preparation of ROWDs, compiling datasets, calculating and formatting effluent statistics, and developing narratives describing wastewater treatment processes. Her other experience includes pretreatment program development, annual self-monitoring and pollutant minimization program reports, and ammonia assessment reporting for NPDES permit compliance.

References

LWA's reputation is a direct result of our professional and qualified staff and our commitment to fostering long-term relationships built on trust with our clients. The client references provided in **Table 2** can attest to our expertise, professional reputation, and proven processes to deliver projects on time, on budget, and to the satisfaction of our clients.

Table 2. References

Project & Client Name	Contact Details
1. Delta Diablo NPDES Permit Compliance Support and Reissuance and Local Limits Evaluations and Update	Name and Title: Murat Bozkurt, Engineering Services Director Address: 2500 Pittsburg-Antioch Highway, Antioch, CA 94509 Email: muratb@deltadiablo.org Phone: (925) 756-1948
2. South San Francisco Wastewater Treatment Plant NPDES Permit Compliance and Reissuance Support and Local Limits Evaluations	Name and Title: Brian Schumacker, Plant Superintendent Address: 195 Belle Aire Road, South San Francisco, CA 94080 Email: brian.schumacker.ssf.net Phone: (650) 877-8555
3. West County Wastewater District NPDES Permit Compliance and Reissuance Support and Local Limits Evaluations	Name and Title: Joe Neugebauer, Environmental Services Manager Address: 2910 Hilltop Drive, Richmond, CA 94806 Email: jneugebauer@wcwd.org Phone: (510) 837-6230
4. City of Rio Vista NPDES Permit Compliance and Reissuance Support	Name and Title: Greg Malcolm, Public Works Director Address: 1 Main Street, Rio Vista, CA 94571 Email: gmalcolm@ci.rio-vista.ca.us Phone: (707) 249-7506
5. Victor Valley Wastewater Reclamation Authority (VVWRA), NPDES Permit Reissuance and Compliance Support and Local Limit Development/Update	Name and Title: Latif Laari, Environmental Compliance Manager Address: 20111 Shay Road, Victorville, CA 92394 Email: llaari@vvwraca.gov Phone: (760) 954-5083

History

LWA has not undergone any mergers, acquisitions or sales related to the firm's organizational structure in its 46-year history.

Legal Challenges

LWA does not have any pending litigation.

Fiscal Viability

LWA has never filed for bankruptcy or insolvency in its 46-year history.

B. Technical Project Approach

1. NPDES Permit Renewal

The City owns and operates the American Canyon Water Reclamation Facility (WRF) and its collection system. The City's current NPDES permit (Order No. R2-2022-0019) expires on July 31, 2027. The Report of Waste Discharge and NPDES permit application are due no later than November 3, 2026. The following tasks describe LWA's plan for supporting the City with the NPDES permit renewal process.

a. Host kick-off meeting and develop/recommend strategy based on current regulatory condition (April 2026).

LWA will prepare for and participate in a kick-off meeting with City staff to discuss the current permitting policy and schedules prevalent at the Water Board, its potential effects on the City, and pertinent issues concerning the City with the NPDES permit renewal process. This meeting will be conducted in April 2026 to ensure that appropriate information is obtained and developed during the permit application process. LWA will prepare an agenda along with meeting notes that will be provided to the City for review and comment.

The investment in communicating with Water Board staff on a regular basis cannot be overemphasized. Our experience shows that decisions regarding the permit conditions are almost always made by Water Board staff. Once the Water Board hears the permit in a public forum, it is rare for changes to occur. The cost estimate for this project includes up to two meetings with Water Board staff, as necessary, as well as other forms of communication such as phone conversations, virtual meetings, or email.

b. Compile necessary data, prepare and submit the Report of Waste Discharge due to the San Francisco Bay Regional Water Quality Control Board no later than November 3, 2026.

LWA will prepare the ROWD and NPDES permit application that the City can submit to the Water Board no later than November 3, 2026. Pertinent data will be compiled and reviewed to determine data sufficiency, conduct quality assurance and quality control, and evaluate compliance history. The State Implementation Policy (SIP) contains several provisions that depend on data sufficiency, so this step is important. Data to be reviewed may include influent, effluent, and receiving water data (flows, quality), and whole effluent toxicity (WET) data. Additional information to be used in the evaluation includes pertinent Water Board correspondence, any special studies performed by the City, and current planning documents for the WRF. Data anomalies in the dataset will be evaluated to determine if it is appropriate for the City to request that they be removed from the dataset for determining reasonable potential and calculating effluent limitations. The ROWD will include the following components:

- Cover letter – The cover letter will provide a narrative discussion of concerns that the City would like to address during the NPDES permit negotiations and in the new NPDES permit such as a mixing zone request, compliance options for constituents identified with reasonable potential, or reduced monitoring provisions.
- California Form 200 – This is a standard California application form for an NPDES permit.
- USEPA Form 2A – This federal form provides details about the WRF, including site layouts and treatment schematics, effluent quality, discharge location, including a final effluent characterization.
- USEPA Form 2S – This federal form provides details about sludge treatment and disposal, including a final biosolids characterization.

LWA will provide the draft ROWD to the City at least one month before it is due for submittal to allow time for review. Based on comments received from the City, LWA will prepare a final ROWD that the City will submit to the Water Board.

c. Develop basis (scope and cost estimate) for dilution studies and perform the required shallow water discharger analysis.

LWA will prepare a scope and cost estimate to conduct an effluent mixing zone/dilution study to characterize mixing and associated dilution of effluent discharges from the WRF to the Napa River. Currently, because Discharge Point Nos. 001 and 003 do not achieve a minimum 10:1 dilution, the City's NPDES permit does not allow dilution credits in the calculation of effluent limits other than for cyanide, in accordance with the Water Quality Control Plan for the San Francisco Bay Basin (Basin Plan). LWA will utilize dilution models and site-specific data and identify additional information needed to perform a shallow water discharge analysis of dilution, as necessary.

d. Conduct Reasonable Potential Analysis (RPA) and Calculate Currently Applicable Effluent Limits. Conduct sensitivity analyses for effluent limits.

The Water Board conducts an RPA of WRF and receiving water data to determine the pollutants for which effluent limitations are necessary. LWA has developed a customized computer program for determining whether reasonable potential exists for a discharger to cause or contribute to the exceedance of water quality objectives. This computer program also projects expected effluent limitations. Concurrent with the development of the ROWD, LWA will conduct an RPA and calculate projected effluent limitations to determine the ability of the WRF to comply with future effluent limitations. This step is a strategic step to identify potential issues that may arise from the new NPDES permit and allow for the City to make specific requests in the ROWD cover letter and work with Water Board staff to identify compliance options and mitigate risk of non-compliance with effluent limitations in the new NPDES permit.

After the Water Board provides an Administrative Draft (and later the Tentative Order) of the NPDES permit, LWA will use its program to quickly verify the accuracy of the Water Board's RPA and effluent limitation calculations. There are many ways to interpret language in the California Toxics Rule and the SIP. Various scenarios may need to be evaluated to determine the consequences of various alternative interpretations and the sensitivity of effluent limitations and projected compliance and to address and changes or concerns the City has. These alternatives will be discussed during the kick-off meeting.

e. Conduct technical analyses as needed to address regulatory issues.

As determined in the kick-off meeting with the City, an information request from the Water Board, or outstanding items from the current NPDES permit, LWA will conduct necessary technical analyses prior to submitting the ROWD. Potential efforts, aside from the dilution studies mentioned above could include information and/or justifications for WRF modification, WET testing screening, compliance assessments, special studies for pollutants of concern, or monitoring location alterations. LWA has set a placeholder for this task as it is unknown which analyses may be necessary, and will discuss the specific efforts with the City as they arise.

f. Review and provide comments on Administrative Draft.

LWA's technical and management approach to NPDES permit reissuances encourages early planning, whenever possible, by starting to review permit issues well before the permit is scheduled for reissuance. LWA treats NPDES permits like a contract between the client and the regulatory agency.

LWA works with the client to ensure that the client can comply with each of the terms and conditions included in this "contract."

LWA strives to assist in permit negotiations at the earliest stages of permit drafting by requesting one or more Administrative Drafts prior to the Tentative Order NPDES permit being issued for public comment. The Administrative Draft permit will be reviewed to determine whether requirements are reasonable, consistent with the law, and consistent with other NPDES permits issued in the San Francisco Bay region and around the state. Due to the complexity of NPDES permits in California, Water Board staff request that comments on Administrative Drafts be submitted in writing with justification for requested changes. After initial review of comments on the Administrative Draft, a meeting is usually held with Water Board staff to review the comments. It is anticipated that there will be one Administrative Draft for the purposes of this proposal. It is assumed the permit will be reissued prior to or around the expiration (July 31, 2027). Therefore, LWA will be prepared to expect an Administrative Draft in the Spring of 2027. Typically, a very short (approximately 1 week) turn-around is allowed for review of the Administrative Draft.

LWA will review and provide red-line strikeout of proposed changes of the Administrative Draft. LWA will meet with the City to review the Administrative Draft and comments prior to finalizing the edited version for submittal to the Water Board. LWA will also work with the City to prepare any outstanding information that the Water Board identifies in the Administrative Draft.

g. Review and provide comments on Tentative Order.

Comments on the Tentative Order are normally more detailed and comprehensive than comments on Administrative Draft because Tentative Order comments are submitted for the public record and can be used in an appeal or for other actions on the NPDES permit. However, the number of issues is normally reduced in comparison to the Administrative Draft, based on discussions with Water Board staff. The Tentative Order comments may require additional research for citations of precedent-setting activity and will cover all aspects of the NPDES permit that the City wishes the Water Board staff to revise or that the City may wish to appeal.

LWA will review the Tentative Order and prepare a draft comment letter. LWA will meet with the City to review the draft comment letter prior to finalizing it for the City's submittal to the Water Board. LWA will also work with the City to prepare any outstanding information that the Water Board may need.

Once the Tentative Order comments are submitted to the Water Board, it is important to work out any differences with Water Board staff. In addition, it is possible that Water Board staff may want to make changes to the NPDES permit during the public comment period and will normally discuss these changes with the City ahead of the adoption hearing.

h. Develop strategy for Regional Water Board hearing.

While the City is not required to testify at the Water Board hearing on its NPDES permit, it is advisable to attend the hearing. The reasons for attending include expressing support for the permit as-is or countering comments from other stakeholders that may influence the outcome of the NPDES permit. Often it is not necessary to stand up to testify during the hearing, but the Water Board often asks if the City is present. With the City's current NPDES permit, LWA worked with the City and Water Board staff during that NPDES permit reissuance to resolve issues such that the NPDES permit was adopted as an uncontested item during the adoption hearing.

If issues with the NPDES permit cannot be resolved through the Administrative Draft and Tentative Order phases, LWA will work with the City to develop a strategy, and if necessary, public comments and/or a presentation for the Water Board's adoption hearing.

i. Upon adoption of new permit, develop a comprehensive, chronological list of all deliverables, special studies, or other tasks with deadlines.

Once the NPDES permit is adopted, LWA will prepare an overall schedule to keep track of activities required by the new permit. LWA will develop a table or chart listing all regulatory deadlines and activities to provide an "at-a-glance" representation of the five-year permit term.

The anticipated schedule for the NPDES permit reissuance support is presented in **Table 3**. The schedule is based on LWA receiving a Notice to Proceed by March 15, 2026 and the Water Board meeting the schedule for adopting the City's new NPDES permit before expiration of the current NPDES permit on July 31, 2027. LWA will work with the City to prepare a schedule for the dilution study or other technical analyses if these studies are needed.

Table 3. Proposed Schedule for NPDES Permit Renewal Support

Task	Timeframe
Kick-off Meeting	April 2026
Report of Waste Discharge	Draft September 25, 2026 Final October 30, 2026
Dilution Studies	TBD
Reasonable Potential Analysis	Draft September 11, 2026 Final September 2021
Technical Analyses	TBD
Comments on Administrative Draft	Draft to City within 3 days of receipt Final per Water Board deadline
Comments on Tentative Order	Draft to City within 2 weeks of receipt Final per Water Board deadline
Adoption Hearing	Strategy prepared 1 week prior to Adoption Hearing
Schedule of New Permit Activities	Draft to City within 2 weeks of receipt of Final Order Final 1 week from receipt of comments from City

2. Local Limits Assessment

LWA will begin the local limits assessment efforts in December 2026 following submittal of the ROWD. LWA will prepare most of the local limits assessment prior to the adoption of the NDPES permit, which is expected in July 2027. LWA will complete the local limits assessment immediately following adoption of the NPDES permit and prepare it for submittal to the Regional Water Board within one week of permit effective date (excluding any unforeseen issues that may arise from final permit adoption).

a. Host kick-off meeting and develop/recommend strategy that complies with USEPA procedures and the NPDES permit.

LWA will prepare for and participate in a kick-off meeting with the City. The purpose of this meeting is to confirm the project understanding, discuss the project approach, strategy, changes in conditions over the past five years, and City concerns with industrial users or the existing local limits, and gather relevant information or data needed for this effort. LWA will prepare an agenda for the meeting. As part of the kick-off meeting, LWA will conduct a site visit of the WRF to review treatment processes at facility and identify existing and potential monitoring locations for a local limits study.

b. Review existing data and relevant background information to meet the requirements of Step 1 of the four-step process recommended by the USEPA.

LWA will review relevant background data and information. The data and information to be reviewed will include, at a minimum, the Chapter 14.16 (Sewer Use Regulations) of the Municipal Code, recent annual reports and monitoring data, industrial user surveys, monitoring data from industrial users, process unit diagrams and design capacities, Pretreatment Compliance Inspection/Pretreatment Compliance Audit (PCI/PCA) Summary Reports, NPDES permit, and existing local limits development documents. LWA anticipates that the City will be able to provide the above information in electronic format (e.g., Excel, Word, PDF) for review and compilation.

c. Develop Local Limits Review for submittal to the Regional Board documenting the completion of Step 1, and outlining any sampling plan required (Step 2).

The City is required to complete a local limits evaluation following the reissuance of its NPDES permit every five years. LWA will conduct a detailed assessment of the City's local limits using the procedures in the *Local Limits Development Guidance* with the following goals:

- Assess current influent loading conditions and effluent compliance
- Determine if the existing local limits are sufficiently protective in preventing inhibition and interference at the WRF and exceedances of water quality and biosolids requirements and protect worker and public health and safety
- Identify other pollutants of concern that the City may need to consider regulating

LWA will conduct the local limits assessment with a stepwise, adaptive approach. This approach will better inform any subsequent tasks, such as streamlining additional sampling to reduce resources needed and analytical costs. The local limits assessment will include the following steps:

- Identify all applicable regulations and restrictions to be considered in an update of the local limits, including NPDES permit effluent limitations, recycled water use goals and limitations, biosolids restrictions, treatment process inhibition, and WRF design criteria.
- Develop a list of pollutants of concern based on applicable regulations and restrictions and pollutant data from industrial users.
- Summarize the available data and information collected and identify historical data that can be utilized if any of the existing local limits need to be updated. The use of historical data provides a temporal characterization of wastewater at points of interest that may not be captured during an intensive local limits sampling effort (e.g., one week of consecutive daily sampling). Utilizing historical data reduces the level of additional sampling that may be needed to fill data gaps.
- Review if WRF removal efficiencies have changed since the local limits were developed.
- Conduct an analysis for each pollutant of concern where recent influent loads are compared to the maximum allowable headworks loading (MAHL) that was developed in the last local limits study to determine influent loading trends and if influent loads are approaching the MAHLs.
- Tailor an effective strategy for any follow-up local limits work (e.g., additional sampling, recalculation of existing local limits, development of new local limits) if it is necessary.

LWA will prepare a draft technical memorandum summarizing the local limits assessment and its findings and recommendations that will be submitted to the City for review and comment. Additional sampling found to be necessary is discussed in **Task 2.d**. LWA will participate in a conference call with

City staff to discuss the local limits assessment and identify next steps. Based on a set of consolidated comments from the City, LWA will prepare a final technical memorandum that will be submitted to the Water Board in response to the expected requirement to conduct a local limits evaluation within 180 days of the NPDES permit reissuance. As discussed in the RFP, it is expected that most of the local limits assessment will be completed prior to the reissuance of the City's NPDES permit (estimated to be July 2027). It is expected that the local limits assessment will be completed and available for submittal to the Water Board within one week of the NPDES permit effective date.

d. Calculate Local Limits, if the previous steps determined that the existing limits need revision.

LWA completed a local limits assessment for the City in 2023 following the adoption of the current NPDES permit. The local limits assessment included several key recommendations for the City to consider in updating its local limits. Specifically, the 2023 local limits assessment concluded that the following revisions should be made to the City's local limits, which were last updated in 2017:

- Recalculate local limits to exclude use of water quality criteria and 40 CFR Part 503 biosolids regulations and include inhibition considerations for nitrification.
- Reconsider the implementation of local limits for alkalinity, Total Kjehldahl Nitrogen (TKN), oil and grease, dissolved sulfide, phenol, total toxic organics (TTO), polycyclic aromatic hydrocarbons (PAHs), and volatile organic compounds because the local limits assessment determined they were not pollutants of concern.
- Need for additional monitoring for molybdenum and primary treatment effluent for several pollutants to characterize primary treatment removal for protection of the nitrification process.
- Update local limits for chromium, mercury, nickel, selenium, zinc, and chloride and develop a local limit for chloride.

LWA will prepare a local limits sampling plan that will outline the sampling that is needed to update the local limits. The sampling plan will include details on the sampling locations, pollutants to be sampled, sampling frequency, sampling and analysis methodology (e.g., grab versus composite samples, sample bottle requirements, analytical methods, reporting limit recommendations), quality assurance and quality control considerations, and procedures for conducting clean sampling activities.

LWA will prepare a draft local limits sampling plan and submit it to the City for review and comments. LWA will participate in a conference call with City staff to discuss the sampling plan. Based on a set of consolidated comments from the City, LWA will prepare a final local limits sampling plan. It is expected that City staff will conduct any additional sampling. LWA staff are not health and safety experts and any sampling conducted as part of this effort must adhere to the City's applicable health and safety requirements. This scope of work and cost estimate do not include LWA staff providing sampling support or equipment purchase or rental or analytical costs associated with the sampling effort.

e. Prepare a full Local Limits Report for City review. Support City in responding to any Regional Board comments on the final report.

Upon receiving the local limits sampling data, LWA will develop the allowable headworks loading (AHL) limits for the appropriate pollutants. Numeric local limits may be established based on one or more of the following criteria: WRF design capacities, pass-through or discharge limitations, interference with or inhibition of WRF operations, biosolids disposal restrictions, or other applicable limitations. LWA will calculate AHLs for each of these criteria and determine the MAHL for each pollutant. The MAHL is used to develop the maximum allowable industrial loading (MAIL), which is the total mass load that can be

accepted from all industrial users, and calculate the local limits. LWA will work with the City to identify the appropriate allocation of the MAIL amongst its industrial users to develop the final local limits.

LWA will prepare a draft local limits report presenting the proposed local limits and technical justification for their establishment. The draft local limits report will be submitted to the City for review. LWA will meet with City staff to present the draft report and to discuss comments. Based on comments received, LWA will prepare a final draft local limits report that will be submitted to the Water Board for review and approval.

Upon receiving comments from the Water Board on the final draft local limits report, LWA will prepare a final local limits report and include a response to comments received from the Water Board that summarizes any revisions made or not made to the final draft local limits report. The City may then incorporate the local limits into Chapter 14.16 (Sewer Use Regulations) of the Municipal Code and begin their implementation upon approval by the City Council.

f. If Local Limits are revised, review existing Municipal Code and provide suggested revisions.

LWA will assist the City in updating Chapter 14.16 (Sewer Use Regulations) of the Municipal Code. LWA will prepare a redline markup of proposed changes to Chapter 14.16 and submit it to the City for consideration. LWA will participate in a conference call with City staff to discuss the proposed revisions to Chapter 14.16.

The anticipated schedule for the local limits assessment is presented in **Table 4**. The schedule is based on LWA receiving a Notice to Proceed by March 15, 2026 and the Water Board meeting the schedule for adopting the City's new NPDES permit before expiration of the current NPDES permit on July 31, 2027. It is assumed that the City will conduct local limits sampling by September 2027 and that the analytical laboratory will provide data by October 2027. The final local limits report and updates to the Municipal Code to incorporate the updated local limits depends on receiving comments from and approval by the Water Board of the local limits. LWA will work with the City to re-evaluate the schedule when the Water Board provides feedback.

Table 4. Proposed Schedule for Local Limits Assessment

Task	Timeframe
Kick-off Meeting	December 2026
Review Existing Data and Information	January 2027
Local Limits Assessment	Draft June 2027 Final July 2027
Local Limits Sampling Plan	Draft July 2027 Final August 2027
Local Limits Report	Draft January 2028 Final Draft February 2028 Final TBD
Municipal Code Updates	TBD

Gorman Lau, P.E.

Associate

Professional Experience

Education
M.S., Civil and Environmental Engineering, 2002, University of California, Berkeley
Berkeley, CA

B.S., Civil and Environmental Engineering, 2001, University of California, Berkeley
Berkeley, CA

Years of Experience
With LWA: 23
With Other Firms: 0

Professional Affiliations
CWEA, Member

Registrations
Professional Engineer, CA, No. C69231

Mr. Lau is an Associate at LWA with over 23 years of experience in the environmental engineering field, ranging from pretreatment and source control, National Pollutant Discharge Elimination System (NPDES) permitting, wastewater quality, water quality sampling, and stormwater management and Best Management Practice (BMP) design. He is primarily responsible for developing/ implementing pretreatment programs, developing/evaluating local limits, developing sampling and analysis plans, overseeing water quality sampling projects, analyzing water quality data, assisting in NPDES permit re-issuances and compliance, and assisting in stormwater program management.

NPDES Permit Reissuance Support. 2002-Present. Various Clients

Assessed and gathered data and completed the Report of Waste Discharge (ROWD) and NPDES permit applications for NPDES permit renewal. Conducted a reasonable potential analysis (RPA) to determine pollutants requiring effluent limitations and calculated the effluent limitations to project potential compliance issues. Calculated and justified use of metals translators and water effect ratios (WERs) for water quality objectives/criteria. Conducted hardness and salinity analyses to determine the appropriate applicable water quality objectives/criteria. These calculations were used to verify Regional Water Quality Control Board (Regional Water Board) findings. Estimated potential monitoring costs for new NPDES permit requirements. Provided technical support during NPDES permit negotiations. Clients include the Cities of Burlingame, Calistoga, Clovis, Grass Valley, Honolulu, Lompoc, Manteca, Modesto, Petaluma, Pinole-Hercules, St. Helena, and Vacaville, Town of Yountville, Central Contra Costa Sanitary District, City and County of Honolulu, Delta Diablo, Napa Sanitation District, East Bay Dischargers Authority, Fairfield-Suisun Sewer District, Rio Vista, Sonoma County Water Agency, and Sacramento County Regional Sanitation District.

NPDES Permit Compliance Assistance. 2002-Present. Various Clients

Assisted municipalities in compliance activities with NPDES permits, including, but not limited to, conducting special studies, assisting with monitoring and reporting requirements, determining compliance with effluent limitations, preparing submittals to the Regional Water Boards, and responding to compliance and enforcement issues. Clients include the Cities of Clovis, Grass Valley, Los Angeles, Pinole-Hercules, and Reno, City and County of Honolulu, and Delta Diablo.

Pretreatment Local Limits Development. 2003-Present. Various Clients

Evaluated existing local limits and provided recommendations for possible revisions. Developed a sampling and analysis plan for local limits development. Provided oversight and coordination for local limits monitoring. Derived technically- and scientifically-based and updated local limits. Responded to Regional Water Board comments to local limits derivation. Clients include the Cities of Burlingame, Chico, Davis, Grass Valley, Gustine, Lodi, Manteca, Merced, Modesto, Palo Alto, Palm Springs, Paso Robles, Petaluma, Reno, Richmond, Ridgecrest, Rio Vista, San Luis Obispo, San Mateo, Santa Barbara, Santa Rosa, Simi Valley, South San Francisco, Thousand Oaks, Turlock, Watsonville, and Woodland, Camarillo Sanitary District, Central Contra Costa Sanitary District, Delta Diablo, El Dorado Irrigation District, Goleta Sanitary District, Monterey One Water, Napa Sanitation District, South County Regional Wastewater Authority, South San Luis Obispo County Sanitation District, Victor Valley Wastewater Reclamation Authority, West County Wastewater, and Western Riverside County Wastewater Reclamation Authority.

Pretreatment Program Development and Implementation. 2004-Present. Various Clients

Developed and/or updated Sewer Use Ordinances, Enforcement Response Plans, industrial user permits, industrial user permit applications, industrial user surveys, administrative manuals. Provided guidance on Pretreatment Program implementation. Clients include the Cities of Chico, Grass Valley, Gustine, Honolulu, Lodi, Palm Springs, Reno, Richmond, Rio Vista, San Mateo, Santa Barbara, Thousand Oaks, and Turlock, El Dorado Irrigation District, Goleta West Sanitary District, Monterey One Water, Santa Ana Watershed Protection Authority, South County Regional Wastewater Authority, South San Luis Obispo County Sanitation District, Tahoe-Truckee Sanitation Agency, Victor Valley Wastewater Reclamation Authority, and Western Municipal Water District.

City of Los Angeles On-Call Specialized and Expert Regulatory Services. 2011-Present

Served as Assistant Project Manager supporting LASAN on various regulatory-related projects, providing updates to LASAN staff on upcoming regulatory changes and its impacts on the City and its facilities, coordinating subcontractors on LASAN projects and studies, and providing project management support. Served as project manager or technical lead on providing California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) support for the Hyperion Water Reclamation Plant (HWRP) Advanced Water Purification Facility; Title 22 Engineering Report for the Terminal Island Water Reclamation Plant; NPDES permitting support; CEQA analysis for the continued disposal of biosolids at Green Acres Farm; and HWRP odor mitigation support.

Hyperion Water Reclamation Plant Water Recycling Compliance Assessment, AECOM. 2019-2020. Marina Del Rey, CA.

Project Manager and Senior Engineer responsible for evaluating and identifying potential compliance issues related to the HWRP 2035 plan to recycle 100 percent of its effluent and discharge only reverse osmosis concentrate. Work effort included projecting future effluent quality and its compliance with water quality criteria and projected NPDES permit effluent limitations; conducting dilution modeling to evaluate compliance changes, and supporting water quality data collection and review of data from other similar facilities to refine the initial compliance assessment.

Metals Translator Study. 2005-Present. Various Clients

Project Manager and Engineer responsible for developing Metals Translator Work Plans to provide guidelines for monitoring activities for the Metals Translator Study. Conducted and oversaw Metals Translator Study sampling efforts and coordinated with plant operators and the analytical laboratory for sampling and sample delivery. Analyzed sample data and produced the Metals Translator Study Report. Clients include the Cities of Clovis, Grass Valley, and Stockton, California Steel Industries, Mt. View Sanitary District, Napa Sanitation District, and Sonoma Valley Water Agency.

Toxicity Reduction Evaluations/Toxicity Identification Evaluations. 2009-Present. Various Clients

Conducted Toxicity Reduction Evaluation (TRE) and coordinated Toxicity Identification Evaluations (TIE) to investigate chronic toxicity for *Selenastrum capricornutum* and *Ceriodaphnia dubia*. TRE efforts included evaluating facility operations and maintenance activities, reviewing facility performance and water quality data, identifying potential pollutants of concern, developing targeted water quality monitoring plans, and identifying potential sources that may cause toxicity. TIE efforts included identifying appropriate treatment steps for testing, coordinating with toxicity testing laboratories to conduct toxicity testing, and preparing reports for the Regional Water Boards. Clients include the Cities of Grass Valley and Lompoc and the United Auburn Indian Community.

Central Valley Clean Water Association Toxicity Special Study. 2016-2018.

Compiled chronic toxicity data collected between January 2011 and March 2017 from 66 Central Valley POTWs to characterize exceedance frequency of chronic toxicity triggers for *Pimephales promelas, Ceriodaphnia dubia,* and *Selenastrum capricornutum*. Evaluated the frequency that POTWs were required to undergo accelerated testing, TREs, and TIEs. Assessed the success rate of TREs in identifying the pollutant(s) causing toxicity. Developed alternative tools besides TREs that could be used to better assess source(s) of observed chronic toxicity. Held workshops for stakeholders and regulators to present the findings of the study. Prepared summary report that was attached to CVCWA comments on the State Water Resources Control Board's Statewide Toxicity Policy.

Rio Vista Salinity Source Identification Study. 2021. City of Rio Vista

Project Manager responsible for preparing sampling and analysis plan for collection system sampling to determine sources of salt loading for the City of Rio Vista Beach Treatment Facility. Prepared mass balance and final report that identified salt loading and recommended source control measures to reduce salt loadings in the collection system.

Denise H. Conners

Associate II

Professional Experience

Education
M.S., Civil & Environmental Engineering, University of California, Davis

B.S., Environmental Studies (Water Chemistry), San Jose State University

Years of Experience
With LWA: 26
With Other Firms: 4

Professional Affiliations
Member, WateReuse Association (2003 to present)

Member, California WateReuse Legislative and Regulatory Committee (2010 to present)

Member, BACWA Permits Committee (2003 to present)

Member, California Association of Sanitation Agencies Regulatory Work Group (2011 to present)

Ms. Conners serves as Project Manager and Strategic Advisor for LWA's work in the fields of wastewater, recycled water, and potable water regulatory assistance. She has 30 years of experience in water quality regulatory development/tracking, municipal agency compliance assistance, and program permitting. Ms. Conners has been responsible for obtaining wastewater and recycled water permits; advising clients on regulatory compliance issues; negotiating enforcement actions; and designing/implementing technical studies to evaluate water quality impacts. Selected water quality regulatory-related clients and projects are summarized below.

City of South San Francisco. 2011-Present. South San Francisco, CA.

Conducted mixing zone modeling and prepared technical documents to support discharge of secondary effluent to Lower San Francisco Bay. Prepared ROWDs, reviewed and prepared comments on draft NPDES permits. Prepared spill and bypass reports for submittal to Regional Water Board. Prepared TM on chlorine degradation in outfall pipeline to support >0.0 mg/L target residual chlorine at WQCP. Provide ongoing wastewater regulatory assistance.

Delta Diablo. 2007-Present. Antioch, CA.

Conducted mixing zone modeling and prepared technical documents to support discharge to Suisun Bay of commingled secondary effluent, power plant blowdown, brine waste from nearby chemical facility, and reverse osmosis concentrate from Antioch Brackish Water Desalination Plant. Prepared ROWDs, reviewed and prepared comments on draft NPDES permits, and provided support during permit adoption hearing. Conducted antidegradation analysis to support increased wastewater discharges to Suisun Bay. Provide ongoing wastewater regulatory assistance.

City of Santa Rosa. 2017-Present. Santa Rosa, CA.

Wastewater NPDES permit reissuance, PFAS monitoring plan, wastewater regulatory assistance.

Occidental County Sanitation District. 2009-2018. Occidental, CA.

Wastewater NPDES permit reissuance, Pollution Prevention Plan preparation.

City of Richmond. 2009-Present. Richmond, CA.

Wastewater NPDES permit reissuance, enforcement action assistance, local limits evaluation/development, pretreatment program implementation, alternate ammonia effluent limits approval. Wastewater and stormwater regulatory assistance. SIU, FOG, and commercial facility wastewater and stormwater inspections.

With input from Carollo Engineers, Inc., developed approach to obtain performance-based ammonia effluent limits using anticipated treatment process effectiveness after upgrades at the City of Richmond Water Pollution Control Plant. Negotiated NPDES permit conditions with the Regional Water Board, documented justifications for exemption from anti-backsliding provisions, and prepared anti-degradation analysis.

West County Wastewater District. 2009-Present. Richmond, CA.

Wastewater NPDES permit reissuance, local limits evaluation/development, enforcement action assistance.

Central San (Central Contra Costa Sanitary District). 2016-2019. Martinez, CA.

Prepared ROWD for 2017 NPDES permit reissuance, reviewed and prepared comments on draft NPDES permits, and provided support during permit adoption hearing. Evaluated impacts to effluent quality associated with mixing reverse osmosis concentrate from large-scale recycled water project with secondary effluent. Conducted mixing zone modeling and prepared technical documents for recycled water project planning and to obtain dilution credits for wastewater discharges to Suisun Bay.

City of San Mateo (under contract with Trussell Technologies). 2022-Present. San Mateo, CA.

Conducted mixing zone modeling and prepared technical documents to support discharge of secondary effluent to Lower San Francisco Bay. Prepared ROWD, reviewed and prepared comments on draft NPDES permit. Evaluated compliance with Statewide Toxicity Provisions and recommended approach for chronic toxicity species screening.

Veolia Water/City of Burlingame. 2008-Present. Burlingame, CA.

Conducted mixing zone modeling and prepared technical documents to support discharge of secondary effluent to Lower San Francisco Bay. Prepared ROWDs, reviewed and prepared comments on draft NPDES permits, and participated in meetings with Regional Water Board. Evaluated compliance with Statewide Toxicity Provisions and recommended approach for chronic toxicity species screening. Provide ongoing wastewater and biosolids regulatory advice.

Mt. View Sanitary District. 2009-Present. Martinez, CA.

Prepared ROWDs, evaluated permit compliance, reviewed draft NPDES permits, prepared comments, and held discussions with Regional Water Board staff. Developed nitrogen effluent limit compliance approach and triggers for harmful algal blooms when discharging from treatment marsh. Evaluated wildlife marsh management plans and developed response to enforcement actions.

Sonoma Valley County Sanitation District. 2007-Present. Sonoma, CA.

Prepared ROWDs, reviewed and prepared comments on draft NPDES permits to allow discharge of tertiary effluent to Schell Slough. Evaluated compliance with Statewide Toxicity Provisions and recommended approach for chronic toxicity species screening. Conducted copper and cyanide compliance studies and developed approach for zinc compliance. Provided advice during chronic toxicity screening studies and TRE/TIE implementation. Prepared CCR Title 22 Engineering Report for various non-potable uses and obtained recycled water program approval. Provide ongoing wastewater and recycled water regulatory assistance.

City of Calistoga. 2003-Present. Calistoga, CA.

Prepared ROWDs, reviewed and prepared comments on draft NPDES permits to allow discharge of secondary and tertiary effluent to Napa River. Conducted mixing zone modeling and obtained dilution credits for constituents of concern. Prepared CCR Title 22 Engineering Report for various non-potable uses and obtained recycled water program approval. Provide ongoing wastewater and recycled water regulatory assistance.

Town of Yountville. 2003-Present. Yountville, CA.

Prepared ROWDs, reviewed and prepared comments on draft NPDES permits to allow discharge of secondary effluent to Napa River. Conducted mixing zone modeling and obtained dilution credits for constituents of concern. Prepared CCR Title 22 Engineering Report for various non-potable uses and obtained recycled water program approval. Provide ongoing wastewater and recycled water regulatory assistance.

Fairfield-Suisun Sewer District. 2023-Present. Fairfield, CA.

Prepared ROWD, developed permit compliance strategy, reviewed and prepared comments on draft NPDES permit. The 2025 NPDES permit includes an additional discharge location, changes to receiving water monitoring locations, and plans for implementing nature-based projects to improve nitrogen removal.

Rodeo Sanitary District. 2015-Present. Rodeo, CA.

Conducted mixing zone modeling and prepared technical documents to support discharge of secondary effluent to San Pablo Bay. Prepared ROWDs, reviewed and prepared comments on draft NPDES permits, and participated in meetings with Regional Water Board staff. Provided advice during chronic toxicity screening studies and TRE implementation. Currently evaluating impacts of accepting new waste stream for discharge.

Airy Krich-Brinton

Project Engineer II

Professional Experience

Education
M.S., Civil and Environmental Engineering, 2005, University of California, Davis, Davis, CA

B.S., Civil Engineering, 1998, Rensselaer Polytechnic Institute, Troy, NY

B.A., Physics, 1998, Pitzer College, Claremont, CA

Years of Experience
With LWA: 26
With Other Firms: 0

Registrations
Passed the Fundamentals of Engineering exam

Ms. Airy Krich-Brinton serves as a Project Engineer for LWA, performing specialized work in water quality, regulatory, and stormwater service areas. Over the past 26 years, she has applied her organizational, statistical, and analytical skills to provide assistance for over 50 municipalities in California. Ms. Krich-Brinton prepares regulatory reports, performs wastewater and stormwater data analyses, conducts reasonable potential analyses, calculates water quality-based effluent limits and predicts compliance, and prepares permit renewal applications (Reports of Waste Discharge or ROWDs) for renewing National Pollutant Discharge Elimination System (NPDES) and Waste Discharge Requirements (WDRs) permits.

Permit Renewal Applications: Reports Waste Discharge (ROWD), Multiple Clients. 2000-Present. CA.

Ms. Krich-Brinton has assisted more than 30 clients with Reports of Waste Discharge for NPDES permit renewal applications, including 10 in the San Francisco Bay Region and 11 in the Central Valley Region. She has prepared comments, reviewed compliance with permit requirements, and performed special studies. She has analyzed wastewater discharge data and performed reasonable potential analyses, effluent limit calculations, dilution analyses, and prepared infeasibility analysis reports as necessary.

Ms. Krich-Brinton prepares ROWDs using the updated California and United States Environmental Protection Agency (USEPA) forms, compiles appropriate datasets for wastewater and biosolids, calculates and formats statistics, develops narratives and schematics of the wastewater processes, and updates location maps. When biosolids are treated and disposed of, Ms. Krich-Brinton also compiles information from land application sites, landfills and other treatment works as necessary. She assists with the preparation of additional information such as mixing zone studies, translator studies and data analysis results to support permit limit requests. She prepares a cover letter containing requested/required supporting information and specific requests for the upcoming permit. When the draft permit and/or Tentative Order is issued, she reviews them and prepares comments in response to errors, issues, and/or inconsistencies.

Recent clients include:

2025: Russian River CSD (& 2018), Sac Sewer (& 2020, 2015), Silverwood, City of Shasta Lake, City of Victorville, Town of Yountville (& 2019, 2014);

2024: Victor Valley Wastewater Reclamation Authority (& 2018), Delta Diablo Sanitation District (& 2019), Sacramento Combined Sewer System (& 2019), City of Tracy (& 2017), City of Camarillo;

Review of the Reasonable Potential Analysis, Multiple Clients. 1999-Present. CA.

A reasonable potential analysis (RPA) is used by Regional Water Quality Control Boards to determine which constituents require permitted effluent limits. Ms. Krich-Brinton is an expert at performing the reasonable potential analysis following the methods used by the Regional Water Boards in each Region of California, and comparing Tentative Orders with procedures in the State Implementation Plan and Technical Support Document using water quality objectives/criteria from the California Toxics Rule, Basin Plans, and others, as necessary. Region-specific information such as General Permits and site-specific objectives are always considered. In addition, Ms. Krich-Brinton tracks and calculates the various

water quality objectives developed for ammonia in California, many of which are dependent on pH, temperature and salinity using complex equations.

Metals criteria are often dependent upon the hardness of the water and require translation from dissolved to the total fraction. Ms. Krich-Brinton has performed analyses of hardness and receiving water flow or precipitation relationships to support the use of appropriate and reasonable hardness values. As part of the RPA, Ms. Krich-Brinton performs translator studies to support the adoption of site-specific translators for metals objectives, and studies to determine whether a full metals translator study would be worthwhile. She provides recommendations for multiple scenarios and options, determining which are likely to be the most beneficial to the client.

Ms. Krich-Brinton has performed reasonable potential analyses with ROWDs for the clients listed above, in addition to those listed below:

2020-2025: City of Burbank (annually), City of Sparks (Nevada), City of Honouliuli (Hawaii), City of Big Bear Lake, City of Kailua (Hawaii), Sonoma Valley County Sanitation District, City of Live Oak, City of Ukiah, City of Big Bear Lake, Marin Sanitary District, Paradise Cove, City of Los Angeles' Hyperion Treatment Plant, City of Santa Rosa, City of Grass Valley.

Infeasibility Analyses and In-Permit Compliance Schedule Requests, Multiple Clients. 2000 - Present. CA.

The infeasibility analysis includes graphical presentations of effluent water quality data compared with proposed effluent limits, comparisons between effluent and influent water quality datasets, statistical compliance predictions using calculated effluent statistics and proposed effluent limits, a summary of the pretreatment and pollution prevention programs, and applicable & appropriate source control activities with a proposed compliance schedule.

Ms. Krich-Brinton has performed infeasibility analyses or in-permit compliance schedule requests for over 24 municipalities that would require interim permit limits for compliance purposes, including the City of Davis (2024, 2013, 2008), San Luis Obispo (2024, 2019), Las Virgenes Tapia (Time Schedule Order (TSO) extension, 2021), California Steel Works Fontana (TSO extension, 2021), EchoWater Resource Recovery Facility/Sacramento Regional County Sanitation District (2023, 2020, 2010), City of Santa Rosa (2020), Heritage Ranch Community Services District (2020), City of Vacaville (2019), City of Clovis (2018), City of Ukiah (2018), City of Manteca (2014), City of Simi Valley (2014), Camarillo Sanitary District (2014), City of Turlock (2014, 2008), Linda County Water District (2011), Russian River County Sanitation District (2008), Sonoma Valley County Sanitation District (2008), and City of Modesto (2008).

Permit Renewal Assistance, Mt. View Sanitary District. 2020 - 2021. Martinez, CA.

When preparing Mt. View Sanitary District's NPDES permit renewal application, Ms. Krich-Brinton identified and corrected erroneous ambient ammonia calculations performed by the Regional Water Quality Control Board when preparing the previous NPDES permit. She performed a corrected reasonable potential analysis for ammonia following the method described in the Technical Support Document for non-priority pollutants and found that reasonable potential was only triggered by data from one of the two outfalls. She calculated the potential effluent limits and performed an evaluation to determine the likelihood of compliance. The evaluation identified a period of higher ammonia concentrations which was unlikely to recur or affect future compliance.

Dilution Analysis for Reverse Osmosis Treatment, Contra Costa County Sanitation District. 2018-2019. Martinez, CA.

Ms. Krich-Brinton assisted Contra Costa County Sanitation District with a dilution analysis for the future addition of reverse osmosis concentrate (ROC) from their upgraded treatment system to their current secondary treated wastewater discharge. She created a tool which calculated the statistical probability of compliance with proposed effluent limits under different flow ratios of secondary and ROC and calculated the necessary dilution for compliance under each scenario. To perform this task, she estimated wastewater quality data after adding ROC and performed a sensitivity analysis for mercury, cyanide, and acrylonitrile, assuming a receiving water dilution of 10:1. She back-calculated the effluent limits under various ROC percentages and determined the statistical probability of compliance for each. She presented the results in tabular and graphical formats, to best identify potential compliance concerns.

upcoming limits required under the California Aquatic Toxicity Provisions (adopted 12/1/2020, revised 10/5/2021).

Nubia A. Donikian

Project Engineer

Professional Experience

Education
M.S., Civil and Environmental Engineering, 2020, University of California Irvine,
Irvine, CA

B.S., Chemical Engineering, 2018, University of California, Los Angeles, Los Angeles, CA

Years of Experience
With LWA: 4

Professional Affiliations
American Academy of Environmental Engineers and Scientists (AAEES), Member

California WateReuse Legislative and Regulatory Committee, Member

BACWA Permits Committee, Member

Specialized Tools
ArcGIS

Ms. Donikian is a Project Engineer at LWA where she provides support for projects in the wastewater and water resources sectors. Her work ranges from National Pollutant Discharge Elimination System (NPDES) permitting, water quality data analysis, preparation of technical reports, and pretreatment.

Permit Renewal Application: Report of Waste Discharge, Multiple Clients. 2021-Present. CA and HI.

Responsible for preparation of Report of Waste Discharge (ROWD) for NPDES permit renewal. Preparation of ROWD using required California and U.S. EPA forms includes compiling appropriate datasets, calculating and formatting statistics, developing narratives and schematics of wastewater treatment processes, and updating location maps of facilities. Clients include Rodeo Sanitary District, City of Pinole, Graton Community Services District, City of Ukiah, City of Burlingame, Sanitary District No. 5 of Marin County, City of Yuba City, West County Agency, Crockett Community Services District, Monterey One Water, Sonoma Valley County Sanitation District, Delta Diablo, Fairfield-Suisun Sewer District, City and County of Honolulu, City of Santa Rosa, City of Manteca, Russian River County Sanitation District, and Orange County Sanitation District.

Reasonable Potential Analysis (RPA) and Effluent Limits Calculation, Multiple Clients. 2021-Present. CA.

Conduct RPA following the procedures in the State Implementation Plan and Technical Support Documents and utilizing water quality objectives/criteria from various sources including the California Toxics Rule, Basin Plan, and others, as necessary. Following the RPA, water quality-based effluent limits in accordance with the State Implementation Plan procedures are calculated to predict future compliance issues for constituents demonstrating reasonable potential through the initial analysis.

Compliance Calendar and Monitoring Summary, Multiple Clients. 2021-Present. CA.

Develop a five-year compliance calendar and summary of monitoring requirements using the most recently adopted NPDES permit and other applicable permits such as the Nutrient Watershed Permit and the Mercury-PCBs Watershed Permit. Clients include Mt. View Sanitary District, City of Calistoga, Rodeo Sanitary District, City of Burlingame, Sewerage Agency of Southern Marin, Fairfield-Suisun Sewer District, and Delta Diablo.

Test of Significant Toxicity Evaluation, Multiple Clients. 2023-Present. CA.

Conduct analyses of chronic toxicity data using a Test of Significant Toxicity (TST) tool to determine if data would result in reasonable potential. The TST, is a statistical approach that assesses the whole effluent toxicity (WET) measurement of wastewater effects on specific test organisms' ability to survive, grow, and reproduce.

Species Sensitivity Screening Work Plan, Multiple Clients. 2022-Present. CA.

Prepare chronic toxicity species sensitivity screening work plan with proposed test schedules, test species, and test methods to be conducted in preparation for reissuance of NPDES permits. Clients include West County Agency, Silicon Valley Clean Water, City of Burlingame, and the cities of South San Francisco and San Bruno.

Generic Toxicity Reduction Evaluation (TRE) Work Plan, City of San Mateo. 2024. San Mateo, CA.

Prepared a generic work plan, which is required by the City's NPDES permit, for implementation of a Toxicity Reduction Evaluation (TRE) should significant toxicity occur in the City's Water Quality Control Plant (WQCP) effluent.

Utility Analysis for Wet Weather Bypass of Secondary Treatment (No Feasible Alternative Analysis), Multiple Clients. 2022-Present. CA.

Prepare No Feasible Alternative Analysis reports required for approval of wet-weather blending events for submission with ROWD. Clients include Sanitary District No. 5 of Marin County and the City of Richmond.

Recycled Water Annual Reports, Multiple Clients. 2022-Present. CA.

Assist in the completion of Recycled Water Annual Reports for various clients including the City of Calistoga and Town of Yountville.

Annual Facility Self-Monitoring Reports, Multiple Clients. 2023-Present. CA.

Assist in the completion of Annual Self-Monitoring Reports required by individual NPDES permits for various clients including the City of Calistoga, City of St. Helena, and Town of Yountville.

Annual Pollutant Minimization Program Reports, Multiple Clients. 2023-Present. CA.

Assist in the completion of Pollutant Minimization Program Reports required by individual NPDES permits for various clients including the City of Calistoga, City of St. Helena, Town of Yountville, and City of Richmond.

Salt and Nutrient Management Plan (SNMP) Reporting, City of Lompoc. 2026. Lompoc, CA.

Assist in the completion of the 2025 SNMP Annual Report as required under Section 9.3 of Attachment E of the City's NPDES permit.

Cal Poly Water Reclamation Facility, California Polytechnic State University, San Luis Obispo. 2022-Present. San Luis Obispo, CA.

Prepare an initial and updated Notice of Intent/Report of Waste Discharge and associated Title 22 Engineering Report for Cal Poly Water Reclamation Facility's enrollment under General Order No. R3-2020-0020.

Demonstration of Capability to Operate, Manage, and Financially Support a Water Reclamation Facility and Recycled Water Program, Cal Poly. 2025. San Luis Obispo, CA.

Prepared a technical memorandum as requested by the Central Coast Regional Water Quality Control Board to demonstrate Cal Poly's has adequate technical, managerial, and financial capacity to support the WRF and Recycled Water Program.

Sanitary Sewer Management Plan (SSMP) Audits, Multiple Clients. 2022-Present. CA.

Evaluate the effectiveness of SSMPs and ensure compliance with regulatory requirements stipulated in the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (Order No. 2006-0003-DWQ). Clients include the City of Calistoga, City of Rio Dell, Town of Yountville, and City of Turlock.

Sanitary Sewer Management Plan (SSMP) Update, Multiple Clients. 2023. CA.

Update SSMP to ensure compliance with regulatory requirements stipulated in the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (Order No. WQ 2022-0103-DWQ), which supersedes Order No. 2006-0003-DWQ and subsequent amendments. Clients include the City of Turlock, City of Lompoc, and City of Ukiah.

Spill Emergency Response Plan (SERP) Update, Sonoma Water. 2026. Sonoma County, CA.

Update the SERP to ensure compliance with regulatory requirements stipulated in the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (Order No. WQ 2022-0103-DWQ).

Climate Change Adaptation Plan, City of El Paso de Robles. 2025. Paso Robles, CA.

Assisted in the development of a Climate Change Adaptation Plan required by the City's NPDES permit to assess the potential impact of hazards and climate change on the City's system, determine the present and forecasted vulnerabilities, and develop an implementation schedule and action plan for control measures needed to protect, improve, and maintain operations.

Charlotte Mourad

Project Engineer I-C

Professional Experience

Education
B.S., Civil Engineering, 2022, University of California, Berkeley, Berkeley, CA

Years of Experience
With LWA: 1
With Other Firms: 1

Registrations
HAZWOPER, CA

Ms. Mourad joined LWA as a Project Engineer in August 2024, supporting stormwater and wastewater clients. She holds a B.S. in Civil Engineering from UC Berkeley and previously worked as a Junior Environmental Engineer at TRC Companies, Inc. Her expertise includes field investigations, multimedia sampling, and wastewater treatment operations. Charlotte excels in developing work plans, stakeholder coordination, and ensuring regulatory compliance. Her background in air quality modeling and data analysis, combined with HAZWOPER certification, showcases her versatility in environmental consulting.

Pretreatment Program Development and Implementation, Multiple Clients. 2025-Present. CA.

Assist in the development and/or update of Sewer Use Ordinances, Enforcement Response Plans, and Pretreatment Administrative Manuals. Clients include the City of Yreka and City of Chico.

Permit Renewal Application: Report of Waste Discharge, Multiple Clients. 2025-Present. CA.

Responsible for preparation of Report of Waste Discharge (ROWD) for National Pollutant Discharge Elimination System (NPDES) permit renewal. Preparation of the ROWD using required California and U.S. EPA forms includes compiling appropriate datasets, calculating and formatting statistics, developing narratives and of wastewater treatment processes. Clients include City of Victorville and Town of Yountville.

Annual Facility Self-Monitoring Reports, Multiple Clients. 2025-Present. CA.

Assist in the completion of Annual Self-Monitoring Reports required by individual NPDES permits for various clients including the City of Calistoga and Town of Yountville.

Annual Pollutant Minimization Program Reports, Multiple Clients. 2025-Present. CA.

Assist in the completion of Pollutant Minimization Program Reports required by individual NPDES permits for various clients including the City of Calistoga, and Town of Yountville.

Ammonia Assessment, City of Yuba City. 2025. CA.

Supported preparation of an Ammonia Assessment Report for NPDES permit compliance, compiling historical and current data on the pure oxygen treatment system, treatment processes, and collection system sources.

Regulatory Permitting Assistance, Sonoma Valley County Sanitation District. 2024-2025. Sonoma County, CA.

Assisting in the preparation of various compliance reports required by the NPDES Permit for the Sonoma Valley Sanitation District, including Contingency and Spill Prevention Plan and a Chlorine Process Control Plan. Work efforts include compiling the facility's strategies to ensure continuous operation during emergencies and implementation measures to prevent and respond to potential spills.

Local Limits Evaluation, West County Wastewater. 2024-2025. Richmond, CA.

Conduct technical evaluation of existing local limits following procedures established in the U.S. EPA's Local Limits Development Guidance, and provide recommendations for potential revisions.

C. Cost Proposal

Proposed costs for the services identified in the Scope of Work are presented in Table C-1 below. Larry Walker Associates (LWA) affirms that the Cost Proposal is inclusive of project expenses. LWA agrees to maintain pricing for the duration of the contract.

Table C-1. Cost Proposal for NPDES Permit Renewal and Local Limits Assessment

Task	Description	Labor Hours							Task Cost	Total Task Cost
		Project Manager/ Associate I	Regulatory Advisor/ Associate II	Project Engineer IIA	Project Engineer IIB	Project Engineer IC	Contract Admin	Total Hours		
		$304	$324	$248	$221	$150	$155			
Task 1. NPDES Permit Renewal										
a	Participate in Kick-off Meeting	4			2			6	$ 1,658	$ 57,594
b	Prepare Report of Waste Discharge	6	1		8	56	3	74	$ 12,781	
c	Develop Dilution Studies Basis and Conduct Discharger Analysis	2	4					6	$ 1,904	
d	Conduct RPA and Calculate Applicable Effluent Limits	2		12			1	15	$ 3,739	
e	Conduct Technical Analyses	12		12	24	32	4	84	$ 17,348	
f	Review and Provide Comments on Administrative Draft	4	2	4	20		2	32	$ 7,586	
g	Review and Provide Comments on Tentative Order	4	2	2	20		1	29	$ 6,935	
h	Develop Strategy for Water Board Hearing	8	2				1	11	$ 3,235	
i	Develop List of Deliverables, Special Studies, or Other Deadlines	2				12		14	$ 2,408	
Task 2. Local Limits Assessment										
a	Participate in Kick-off Meeting	6						6	$ 1,824	$ 40,640
b	Review Existing Data and Information	2			4	8		14	$ 2,692	
c	Conduct Local Limits Review	2			4	28	1	35	$ 5,847	
d	Prepare Local Limits Sampling Plan	4			8	32	2	46	$ 8,094	
e	Prepare Local Limits Report	12			64		4	80	$ 18,412	
f	Prepare Municipal Code Updates	4				16	1	21	$ 3,771	
TOTAL FOR ALL TASKS		**74**	**11**	**30**	**154**	**184**	**20**	**473**	**$ 98,234**	**$ 98,234**

TITLE

Appointment to Napa County Library Commission

RECOMMENDATION

Appoint by Minute Order Elizabeth Goff to the Napa County Library Commission for a three-year term ending January 31, 2029.

CONTACT

Taresa Geilfuss, City Clerk

BACKGROUND & ANALYSIS

Napa County Library Commission

The Napa County Library functions under the authority of the County Board of Supervisors. An eight-member Library Commission serves as the library's policy advisory board. The commission consists of eight members, three appointed by the County Board of Supervisors, two appointed by the Napa City Council, one appointed by the American Canyon City Council, one appointed by the Calistoga City Council and one appointed by the Yountville Town Council.

Applications were received from:
Elizabeth Goff

Based on the applications received, it was not necessary to schedule City Council interviews of the applicants.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

There is no fiscal impact to Board, Commission and Committee member appointments.

ENVIRONMENTAL REVIEW

None

COMMUNICATION

Level 0: No Further Public Communication Needed

ATTACHMENTS:

1. Application - Elizabeth Goff

Napa County Board, Commission and Committee Application

The Office of the City Clerk is accepting applications to serve as the City's appointee on the following Napa County boards, commissions, or committees.

ONE VACANCY ON THE NAPA COUNTY LIBRARY COMMISSION; AND
ONE VACANCY ON THE NAPA VALLEY TRANSIT AUTHORITY (NVTA) CITIZEN'S ADVISORY COMMITTEE; AND
ONE VACANCY ON THE NVTA ACTIVE TRANSPORTATION ADVISORY COMMITTEE (ATAC)

APPLICATION DEADLINE: March 13, 2026

NAPA COUNTY LIBRARY COMMISSIOM
One three-year term for the Napa County Library Commission. The eight-member commission serves as the library's policy advisory board. Commission meetings are held the first Thursday of every other month at 5:00 p.m. and are typically held at the Napa Main Library at 580 Coombs Street, Napa. Each year, one meeting is held in American Canyon, Calistoga, and Yountville.

NVTA NAPA COUNTY CITIZEN'S ADVISORY COMMITTEE
One two- year term for the NVTA Citizen's Advisory Committee. The committee addresses growing congestion issues and provides advice, comments and suggestions pertaining to plans, programs and projects administered by the NVTA. Committee meetings are held the first Wednesday of every other month at 5:00 p.m. at the NVTA offices at 625 Burnell Street, Napa.

NVTA ACTIVE TRANSPORTATION ADVISORY COMMITTEE (ATAC)
One two-year term as for the NVTA's Active Transportation Advisory Committee (ATAC). ATAC is an Advisory Committee to the Napa Valley Transportation Authority to promote and encourage safe bicycling and walking to further Napa County's goal of becoming bicycle and pedestrian friendly. The committee meets Wednesday evenings at 5:00 p.m., six times a year, at the NVTA offices at 625 Burnell Street, Napa.

Applicant Information

Name *
Elizabeth L. Goff

Email *
[redacted]

Phone Number *
[redacted]

Address *
Street Address
[redacted]
Address Line 2

City
American Canyon

State
CA

Zip Code
94503

Place of Employment *
NVUSD - Retired

Position Held *
English Teacher

Questionnaire

Select Board, Commission or Committee *
Napa County Library Commission

How long have you lived in American Canyon? *
21 years

Are you a registered voter? *
- (●) Yes
- ( ) No

Do you currently serve on this board, commission or committee? *
- ( ) Yes
- (●) No

What are your principal areas of interest in local government? *

Parks & Recreation
Youth Opportunities & Activities
Literacy
Voter Access

List education, training or special knowledge that would be relevant to this appointment. *

BA in English
CA Secondary Teaching Credential - English
Prof Dev in Writing & Reading Education

Have you served on other City of American Canyon boards, commissions or committees?

- (●) Yes
- ( ) No

If yes, list names and dates of service. *

Parks & Rec Commission

List employment, membership in service or community organizations, or volunteer work that is relevant to this appointment. *

NVUSD - 24 years as a teacher at ACMS and ACHS: teaching English grades 6 - 12; ACHS Leadership Teacher - 2 yrs; Dept Chair/PLC Lead - 8 years; ACMS/ACHS Athletic Coach; WEB/Link Crew Coordinator; FNL and S Club Advisor
AC Chamber of Commerce Board - 6 years; NVC Board of Trustees - 4 years; KHOPE Board - 6 years; Citizen's Academy Graduate; AC Chamber Foundation - currently
Club Membership: AC Soroptimist; Friends of the Library; AC Arts Foundation; AC Comm & Parks Fndtn

(Optional) Provide further information to be considered regarding this appointment.

As an active and committed member of American Canyon, I would make a valuable contribution to this Commission while representing my community. Our library is a critical part of our city and county, and I would assist in making the most out of the resources available. Additionally, I would look for ways to expand our library's impact, making literacy an attainable skill for all citizens.

Thank you for your consideration.

Signature *

Elizabeth L. Goff

Date *

03/07/2026

TITLE

State Water Project Carryover Water Transfer

RECOMMENDATION

Adopt a Resolution authorizing the Public Works Director to agree to the attached draft term sheets with San Gorgonio Pass Water Agency (SGPWA) for a total transfer of 510 AF of Carryover Water.

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director
Norman Woods, M.B.A., Assistant Public Works Director
Dominic Patrick, Water Systems Manager

BACKGROUND & ANALYSIS

Background:

The City of American Canyon is a sub-contractor to the Napa County Flood Control and Water Conservation District (NCFCWCD) for the contract with the State of California for the water received from the State Water Project (SWP) via the North Bay Aqueduct. The terms of the agreement with NCFCWCD are specified in City Agreement No. 423, and subsequent Amendment No. 18, on April 5, 2022. The NCFCWCD is a member of the State Water Contractors Association, which is comprised of the 29 contractors for State Water Project water.

The City of American Canyon has invested in SWP Water Supplies since June 15, 1992, when it purchased its original entitlements for the State Water Project known as Table A water. The City of American Canyon has 5,200 Acre-Feet (AF) of annual Table A SWP Entitlements. Each calendar year the California Department of Water Resources (DWR) assesses the reservoir levels, snowpack, and overall state of the water supply in the SWP system and establishes a percent allocation of Table A entitlements each calendar year that can be delivered.

In select years, if the City does not consume all its Table A entitlements, and San Luis Reservoir does not spill, the unused water is reclassified as Article 56 water (c), or carryover water, which can be used the following calendar years. Carryover is additive year over year if Table A, South of Delta entitlement is not consumed by American Canyon has a yearly maximum of 50 percent of the Table A allocation. If San Luis Reservoir spills, there is a formula to which carryover is depleted. However,

historically Article 56 (c) stored water has been lost in its entirety during a spill event, and all carryover water is lost.

Analysis:

In 2023, the State Water Project (SWP) allocation for North of Delta contractors was 100%, which allowed the City of American Canyon to receive its full Table A allocation of 5,200 acre-feet (AF) and carry over 2,600 AF (50% of Table A maximum) into 2024. In 2024, the SWP allocation for North of Delta contractors is 65%, providing American Canyon with a Table A allocation of 3,380 AF. For 2025 the SWP allocation for North of Delta contractors was 70%, providing American Canyon with a Table A allocation of 3,853 AF and 3,228 AF of Carryover. The City transferred 1,075 AF in 2025. For 2026 the SWP allocation for North of Delta contractors is 40%, providing American Canyon with a Table A allocation of 2,080 AF.

NCFCWCD has confirmed San Gorgonio Pass Water Agency (SGPWA) would like to transfer 3,000 AF. Under the water exchange formula with the City of American Canyon and NCFCWCD (17% of Carryover) 510 AF is available. After subtracting American Canyon's 2026 Table A use, this will impact the amount of carryover water available in 2027. Staff projects that 510 AF of unused Table A water in 2026 will carry over but will be lost in 2027. The City will still receive 2,080 AF of Table A water and 2,718 AF of Carryover at total of 4,798 AF in 2026. Fortunately, due to high allocations in water year 2023 (100%), 2024 (65%) and 2025 (70%) it is projected that with the sale of 510 AF over 2,718 AF of Carryover water will be available at the end of 2026.

DWR controls water levels in San Luis Reservoir by pumping water out of the San Joaquin-Sacramento River Delta, upstream from O'Neill Forebay. DWR has changed operations to pump water to the San Luis Reservoir this winter, due to access flows, high volumes, in part to maintain operational flexibility to move water to southern California SWP contractors without pumping at Banks Pumping Plant which has been subject to restrictions in recent years based on biological monitoring in the San Joaquin-Sacramento River delta. This operational change decreases the likelihood of San Luis Reservoir spilling and subsequent loss of the City's stored carryover water. As part of operational changes, DWR is also allowing for the sale of water amongst SWP contractors. San Gorgonio Pass Water Agency (SGPWA) who is currently interested in a water transfer totaling 510 AF of American Canyon's Carryover water. (SGPWA) will pay American Canyon for the water transfer separately at $225/AF respectively.

NCFCWCD on behalf of City staff has facilitated an Agreement to execute the sale of water to San Gorgonio Pass Water Agency (SGPWA) who is willing to purchase up to 3,000 AF of water at $225/AF from all three subcontractors (Cities of Napa, American Canyon, and Calistoga). NCFCWCD has created the attached draft term sheets for the agency to transfer water between agencies. American Canyon would transfer subject to the attached term sheets and the California Department of Water Resources (DWR) water transfer criteria, if draft term sheets are adopted by all agencies.

American Canyon will be able to reliably meet normal annual demands of approximately 2,300 AF

over the next two years while making normal withdrawals from Carryover 2,718 AF, Permit Water delivered to Cordelia Forebay 500 AF, and assuming SWP Table-A allocations are only 30% allocation levels 2,080 AF.

The SWP supply has the following additional water sources:

- Article 21 water that has averaged about 100 AF over the last four years for American Canyon, currently 181 AF is available in 2026.
- Dry Year Transfer and Yuba Accord water purchases, as available.

In addition, if there is a severe drought, staff will be requesting the Council adopt additional mandatory conservation stages that typically reduce demand by another 10% to 20%.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Infrastructure: "Develop and maintain infrastructure resources to support sustainable growth."

FISCAL IMPACT

There is no financial cost but only revenue potential. The amount of projected carryover water that will be lost in 2026 is 510 AF, however, if it is all transferred the revenue would be approximately $114,750 and go into Account No. 510-80-810-36391 (North Bay Aqueduct). NCFCWCD has only identified one interested agency San Gorgonio Pass Water Agency (SGPWA).

ENVIRONMENTAL REVIEW

This action is exempt from CEQA (Section 15301) in accordance with the Notice of Exemption filed by the Napa County Flood Control Water Conservation District.

COMMUNICATION

Level 0: No Further Public Communication Needed

ATTACHMENTS:

1. Resolution State Water Project Carryover Transfer
2. 2026 SGPWA - NCFCWCD Transfer Agreement

RESOLUTION NO. 2026-

A RESOLUTION AUTHORIZING THE PUBLIC WORKS DIRECTOR TO AGREE TO THE ATTACHED DRAFT TERM SHEETS WITH SAN GORGONIO PASS WATER AGENCY (SGPWA) FOR A TOTAL TRANSFER OF 510 AF OF CARRYOVER WATER

WHEREAS, the City of American Canyon is a sub-contractor to the Napa County Flood Control and Water Conservation District (NCFCWCD) for the contract with the State of California for the water received from the State Water Project (SWP) via the North Bay Aqueduct; and

WHEREAS, the City of American Canyon, terms of the agreement with NCFCWCD are specified in City Agreement No. 423, and subsequent Amendment No. 18, on April 5, 2022, when it purchased its original entitlements of the State Water Project know as Table A water; and

WHEREAS, the City of American Canyon has 5,200 Acre-Feet (AF) of annual Table A SWP Entitlements that each calendar year are allocated by the California Department of Water Resources (DWR) based on reservoir levels, snowpack, and overall state of the water supply in the SWP system and establishes a percent allocation of Table A entitlements that will be delivered; and

WHEREAS, in select years, if the city does not consume all its Table A entitlements, and San Luis Reservoir does not spill, the unused water is reclassified as Article 56 water, or carryover water, that can be used the following calendar year; and

WHEREAS, if San Luis Reservoir spills, all carryover water is lost; and

WHEREAS, DWR controls water levels in San Luis Reservoir by pumping water out of the San Joaquin-Sacramento River Delta, upstream from O'Neill Forebay. DWR has changed operations to pump water to the San Luis Reservoir this winter, due to access flows, high volumes, in part to maintain operational flexibility to move water to southern California SWP contractors without pumping at Banks Pumping Plant which has been subject to restrictions in recent years based on biological monitoring in the San Joaquin-Sacramento River delta. This operational change decreases the likelihood of San Luis Reservoir spilling and subsequent loss of the City's stored carryover water. As part of operational changes, DWR is also allowing for the sale of water amongst SWP contractors. SGPWA will pay American Canyon for the water transfer separately at $225/AF respectively.

WHEREAS, NCFCWCD has identified one agency who are currently interested in a water transfer totaling 510 AF of American Canyon's carryover water. San Gorgonio Pass Water Agency (SGPWA will pay American Canyon for the water transfer separately at $225/AF respectively; and

WHEREAS, staff would like the ability to transfer this water since this may be a last-minute opportunity, right before San Luis Reservoir spills to at least get some revenue before the water is lost; and

WHEREAS, there is no financial cost and only the potential of approximately $114,750 in revenue that would go into Account No. 510-80-810-43320 (North Bay Aqueduct); and

WHEREAS, this action is exempt from CEQA (Section 15301) in accordance with the Notice of Exemption filed by the Napa County Flood Control Water Conservation District.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby authorizes the City of American Canyon, Director of Public Works to agree to attached draft term sheets with SGPWA totaling a sale of 510 AF of American Canyon's Carryover Water.

PASSED, APPROVED and **ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 7th day of April, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Pierre Washington, Mayor

ATTEST:

_____
Taresa Geilfuss, CMC, City Clerk

APPROVE AS TO FORM:

_____
Teresa Highsmith, City Attorney

TRANSFER AGREEMENT

This Transfer Agreement ("Agreement") is made and entered into as of March 11, 2026 ("Effective Date"), by and between the NAPA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, a flood control district ("DISTRICT") and the SAN GORGONIO PASS WATER AGENCY, a public agency ("SGPWA"). DISTRICT and SGPWA are sometimes individually referred to herein as a "Party" and collectively as the "Parties."

RECITALS

A. DISTRICT administers water supply contracts, watershed management and stormwater management programs throughout Napa County. SGPWA is a regional water agency that provides water on a wholesale basis to retail water providers and other entities within its service area.

B. DISTRICT has a long-term water supply contract ("Water Supply Contract") with the Department of Water Resources of the State of California ("DWR") that permits DISTRICT to receive water supply, storage and conveyance services from the State Water Project ("SWP"). DISTRICT has a contractual right to the delivery of 29,025 acre-feet ("AF") per year ("AFY") of water from the SWP in its Water Supply Contract.

C. SGPWA has a Water Supply Contract with DWR that permits SGPWA to receive water supply, storage and conveyance services from the SWP. SGPWA has a contractual right to the delivery of 17,300 AFY of water from the SWP in its Water Supply Contract.

D. DISTRICT's and SGPWA's respective Water Supply Contracts allow for the transfer of SWP water under certain conditions and subject to DWR approval. Specifically, Article 56(c) provides for the transfer of Article 56 Carryover Water from DISTRICT to another SWP contractor, including SGPWA, in accordance with Article 56(c)(4).

E. In 2026, DISTRICT has Article 56 Carryover Water available to it after its 2025 water use and has agreed to transfer up to 3,000 AF of this Article 56 Carryover Water ("Transfer Water") to SGPWA in 2026, subject to the terms and conditions hereinafter set forth ("Transfer").

F. The Parties wish to enter into this Agreement to address water supply needs for this current year. The Parties desire to work collaboratively to provide for the efficient use of water supplies, in areas of the state where water supplies are needed.

AGREEMENT

NOW THEREFORE, in consideration of the foregoing recitals and the promises and covenants contained herein, the Parties agree as follows:

1. Term. Subject to DWR's approval, the term of this Agreement shall commence on the Effective Date and terminate on June 30, 2026, or upon satisfaction of the Parties' respective obligations pursuant to this Agreement, whichever is sooner ("Term").

2. Transfer and Release of Transfer Water in 2026. DISTRICT shall take any and all actions necessary to make the maximum amount of the Transfer Water, up to 3,000 AF, available at the Point of Transfer, as defined in Paragraph 3, prior to June 30, 2026. SGPWA shall take as much Transfer Water at the Point of Transfer as is available under the terms of this Agreement, based upon operations of San Luis Reservoir and before any spill of San Luis Reservoir.

3. Point of Transfer.

(a) Both Parties have access to water supplies and conveyance capacity in the California Aqueduct and San Luis Reservoir facilities, which are part of the SWP. For accounting and operational purposes, it is hereby acknowledged that the Transfer will be made in San Luis Reservoir, which shall be deemed to be the "Point of Transfer" of the Transfer Water.

(b) Neither Party is making any representation or warranty concerning the quality of the water transferred under this Agreement.

4. Cooperation in Obtaining DWR Approvals.

(a) The Parties will take the necessary actions to fulfill their respective obligations, including but not limited to their respective obligations in coordinating with DWR to obtain DWR's approval of the Transfer.

(b) As soon as practicable after the Effective Date, DISTRICT will submit a request to DWR that DWR deliver the Transfer Water to SGPWA pursuant to the delivery schedule agreed upon by the Parties. DISTRICT will coordinate with DWR to confirm the quantity of Transfer Water available for delivery to SGPWA pursuant to this Agreement.

(c) The Parties will cooperate as follows:

(i) Coordination with DWR for processing and obtaining DWR approvals necessary for the approval and implementation of this Agreement.

(ii) Coordination with DWR for delivery of the Transfer Water.

(iii) DISTRICT, in coordination with SGPWA, will submit the water delivery schedule to DWR for delivery of the Transfer Water.

5. Water Availability. SGPWA will coordinate with DWR to track Transfer Water availability before any spill occurs at San Luis Reservoir. SGPWA has no obligation to pay for any Transfer Water that is not available and released from San Luis Reservoir to SGPWA due to the operations of the SWP that cause San Luis Reservoir to spill. DISTRICT has no obligation to provide SGPWA water to make up for any portion of the Transfer Water that is unavailable due to the operations of the SWP that cause San Luis Reservoir to spill.

6. Article 21 Water. If DWR makes "Article 21 Water" available during the Term of this Agreement, SGPWA will prioritize the delivery of the available Article 21 Water, which may result in suspending or reducing the delivery of Transfer Water as necessary. Once the availability of

Article 21 Water ends, SGPWA will resume delivery of any remaining Transfer Water that did not spill.

7. Payment and Reconciliation

(a) The purchase price for Transfer Water shall be Two Hundred and Twenty Five Dollars ($225) per AF.

(b) Within thirty (30) days after SGPWA has acquired all Transfer Water that will be available by June 30, 2026, or at the conclusion of the Transfer of the full amount of Transfer Water during the Term, SGPWA shall pay DISTRICT the purchase price for all Transfer Water released from San Luis Reservoir to SGPWA. The total cost shall be calculated by multiplying the purchase price per AF by the total acre-feet of Transfer Water released from San Luis Reservoir to SGPWA.

8. Costs and Expenses

(a) SGPWA will be responsible for the following costs and expenses:

(i) Costs and expenses in connection with taking delivery of the Transfer Water at the Point of Transfer.

(ii) DWR's variable charges for conveying the Transfer Water from the Point of Transfer to SGPWA's service area.

(iii) California Environmental Quality Act (CEQA) compliance costs per Paragraph 9(c).

(iv) SGPWA's internal and transaction costs in connection with SGPWA's activities under this Agreement including, but not limited to, costs for review and processing of required agreements, environmental documents, and other transaction costs.

(b) DISTRICT will be responsible for the following costs and expenses:

(i) Costs and expenses in connection with delivering the Transfer Water to the Point of Transfer.

(ii) DISTRICT's internal and transaction costs in connection with DISTRICT's activities under this Agreement including, but not limited to, costs for review and processing of required agreements, environmental documents, and other transaction costs.

9. Approvals and Requirements. The Transfer and Exchange provided for in this Agreement shall be subject to satisfaction of all applicable approvals and requirements and shall be governed by the terms and conditions of such approvals and any other applicable legal requirements. Each Party is responsible for satisfying their respective requirements, as applicable, including but not limited to the following:

(a) complying with each Party's respective Water Supply Contract;

(b) obtaining all permits, consents, entitlements, and approvals necessary to perform this Agreement; and

(c) fully and completely complying with the California Environmental Quality Act ("CEQA"). The lead agency for the purposes of CEQA will be SGPWA. The Parties shall cooperate with each other and DWR in determining and completing any environmental reviews associated with the activities under this Agreement.

10. Conditions Precedent. This Agreement is subject to the following condition precedent:

(a) DWR's written approval of the Transfer. DISTRICT and SGPWA anticipate that DWR's approval will be provided in the form of a Change in Point of Delivery Agreement ("DWR Approval Agreement"). In the event of a conflict between the terms of this Agreement and the DWR Approval Agreement, the terms of the DWR Approval Agreement shall govern.

(b) In the event DWR does not approve this Agreement, or does not provide approval with sufficient time to complete the Transfer by June 30, 2026, then either Party may terminate this Agreement prior to expiration of the Term.

11. Termination.

(a) This Agreement may be terminated in accordance with the following:

(i) Default. In the event a Party fails to perform any of its obligations under this Agreement ("Defaulting Party"), the other Party ("Non Defaulting Party") may demand in writing that the Defaulting Party cure such non-performance. The Defaulting Party shall have 30 days after receipt of such demand to cure the default. In the event the Defaulting Party fails to cure the default within the 30 day period, the Non Defaulting Party may terminate this Agreement and take any and all actions in law or in equity which may be available to enforce this Agreement.

(ii) Mutual Consent. This Agreement may be terminated at any time by mutual written consent of both Parties.

(iii) Failure of One or More Conditions Precedent. In the event any condition precedent to this Agreement has not been satisfied by May 1, 2026, due to circumstances outside of the responsibility or control of the Parties, as applicable, the Parties will meet and confer to discuss whether to amend, suspend, or terminate this Agreement. If mutual agreement is not reached on or before May 15, 2026, then either Party may terminate this Agreement.

12. Force Majeure. The respective obligations of each party shall be suspended while it is prevented from complying by acts of God, war, riots, civil insurrection, acts of civil or military authority, fires, floods, earthquakes, labor accidents or incidents, rules and regulations of any governmental agency (other than the Parties themselves), or other cause of the same or other character any of which are beyond the reasonable control of either Party (collectively, "Force Majeure"). In the event of a suspension due to the Force Majeure, the Party whose obligations are suspended shall promptly notify the other Party in writing of such suspension and the cause and estimated duration of such suspension.

13. Defense. In the event of any legal action by a third party to challenge this Agreement and/or the Transfer described herein, the Parties agree to cooperate in the defense thereof and to share equally in the costs of such defense, utilizing counsel mutually acceptable to the Parties.

14. Power and Authority to Execute and Perform this Agreement. Each Party has the power and authority to enter into this Agreement and to perform its obligations and all necessary approvals and authorizations have been obtained for entering into this Agreement.

15. General Provisions

(a) Remedies Not Exclusive. Remedies provided in this Agreement for enforcement of its terms are intended and shall be construed as cumulative rather than exclusive and shall not be deemed to deprive either Party from also using any other remedies provided by this Agreement or by law.

(b) Subject to Applicable Law. The Parties acknowledge and agree that this Agreement and the rights and obligations of the Parties shall be subject to the laws governing public agencies as they now exist and as they may be amended or codified by the Legislature of the State of California.

(c) Entire Agreement. This Agreement contains the entire understanding between the Parties with respect to its subject matter, and supersedes all prior agreements, oral or written, and all prior or contemporaneous discussions or negotiations between the Parties. This Agreement cannot be amended except in writing signed by both Parties.

(d) No Waiver. Any failure or delay on the part of either Party to exercise any right under this Agreement shall not constitute a waiver of the right and shall not preclude such Party from exercising or enforcing the right, or any other provision of this Agreement, on any subsequent occasion.

(e) Notices. All notices or other communications required or desired to be given pursuant to this Agreement shall be in writing and shall be delivered in person, by email, or sent by a reputable overnight courier service providing delivery confirmation. Each such notice or communication shall be deemed to be duly given when hand-delivered or one day after being emailed or deposited for next day delivery with an overnight courier. Each such notice or communication shall be addressed to the Parties at their respective addresses set forth next to their signatures below, or such other address as a Party notifies the other in writing.

(f) Headings; Section References. Captions and headings appearing in this Agreement are inserted solely as reference aids for ease and convenience; they shall not be deemed to define or limit the scope or substance of the provisions they introduce, nor shall they be used in construing the intent or effect of such provisions.

(g) Severability. If any provision of this Agreement is finally determined by a court to be invalid or unenforceable as written, the provision shall, if possible, be enforced to the extent reasonable under the circumstances and otherwise shall be deemed deleted from this Agreement. The other provisions of this Agreement shall remain in full force and effect so long as the material purposes of the Agreement and understandings of the Parties are not impaired.

(h) Binding Effect on Successors and Assigns. This Agreement shall be binding on and inure to the benefit of the Parties, and their respective successors and permitted assigns.

(i) Attorneys' Fees. In the event that any action or proceeding is brought to enforce one or more of the terms of this Agreement, to restrain an alleged violation of this Agreement, or to determine the validity of this Agreement or any part, the prevailing Party in any such action or proceeding shall be entitled to recover from the other its reasonable costs and attorneys' fees, in addition to any other remedies available to it in law or equity. If both Parties are successful in one or more causes of action during any such proceeding, the costs and fees shall be apportioned as determined by the court.

(j) Governing Law and Venue. This Agreement is a contract governed in accordance with the laws of the State of California. The Parties hereby agree that venue for any action brought to enforce the terms of this Agreement shall be in a court of competent jurisdiction in the County of Napa, California, and consent to the jurisdiction thereof.

(k) Counterparts; Delivery by Email; Electronic Signatures. The Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which when taken together shall constitute one and the same document. Counterparts may be delivered via electronic mail (including pdf or any electronic signature complying with the U.S. federal ESIGN Act of 2000, e.g., www.docusign.com) or other transmission method and any counterpart so delivered shall be deemed to have been duly and validly delivered and be valid and effective for all purposes.

[Signatures follow on the next page]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

NAPA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

Date: 03-11-26

By: _____
Christopher Silke
District Engineer

Napa County Flood Control and Water Conservation District
1195 Third St.
Napa, CA 94559
Email: Christopher.Silke@countyofnapa.org

SAN GORGONIO PASS WATER AGENCY

Date: 3-11-26

By: _____
Lance Eckhart, PG, CHG
General Manager/Chief Hydrogeologist

San Gorgonio Pass Water Agency
1210 Beaumont Ave.
Beaumont, CA 92223
Email: LEckhart@sgpwa.com

TITLE

Records Retention Schedule Update

RECOMMENDATION

Adopt a Resolution approving the updated Records Retention Schedule, authorizing the routine destruction of records in accordance with applicable law, and authorizing administrative updates to the Records Retention Schedule as needed.

CONTACT

Taresa Geilfuss, City Clerk

BACKGROUND & ANALYSIS

The City of American Canyon maintains a Records Retention Schedule that establishes how long City records must be retained before they may be destroyed. Records retention schedules are an essential component of a municipal records management program and ensure that records are maintained in compliance with applicable laws while allowing for the efficient management and disposition of records.

Over time, records retention requirements change due to updates in state law, operational practices, and evolving technology used to store and manage records. Periodic updates to the retention schedule are necessary to ensure the City's records management practices remain current and compliant.

To support this effort, the city engaged Gladwell Governmental Services, Inc., a firm specializing in local government records management. Working with City staff across departments, the consultant reviewed existing records series, identified applicable legal retention requirements, and developed updated schedules reflecting current operational practices and legal standards.

The updated Records Retention Schedule establishes standardized retention periods for the various types of records created and maintained by City departments. The schedule provides clear descriptions of records series and identifies the minimum retention period required before records may be destroyed.

Adoption of the updated schedule will:

• Ensure compliance with state statutes governing records retention
• Improve consistency in records management practices across City departments
• Reduce unnecessary storage of records beyond their required retention period
• Support efficient management of both physical and electronic records

The city manages records in both physical and electronic formats as part of its records management program, including the use of electronic records management systems. The retention schedule applies to City records regardless of format and establishes consistent retention standards across all records maintained by the City.

Consistent with California Government Code Section 34090, cities may authorize the destruction of records that have met their required retention period and are no longer needed for City business, provided that such destruction is authorized by the legislative body. The proposed resolution authorizes the routine destruction of records that have met their retention requirements, subject to written authorization by the Department Head, City Clerk, and City Attorney in accordance with established procedures.

To ensure the schedule remains current, the resolution also authorizes administrative updates to the Records Retention Schedule, such as updates required to reflect changes in state law, record descriptions, or operational practices. Such updates must be approved by the Department Head, City Clerk, and City Attorney, ensuring appropriate administrative oversight while avoiding the need for repeated City Council action for minor revisions.

The updated retention schedule will serve as the governing policy for records retention and disposition throughout the City organization.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

Adoption of the updated Records Retention Schedule is not expected to create new fiscal impacts. However, the ability to routinely dispose of records that have met their retention requirements may reduce costs associated with physical storage, records management, and administrative handling of records over time.

ENVIRONMENTAL REVIEW

None

COMMUNICATION

Level 0: No Further Public Communication Needed

ATTACHMENTS:

1. Resolution - Approval of Records Retention Schedule

1a. Exhibit A - Retention Schedule

RESOLUTION NO. 2026 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON ADOPTING AN UPDATED RECORDS RETENTION SCHEDULE, AUTHORIZING THE ROUTINE DESTRUCTION OF RECORDS IN ACCORDANCE WITH APPLICABLE LAW, AND AUTHORIZING ADMINISTRATIVE UPDATES TO THE RECORDS RETENTION SCHEDULE

WHEREAS, The City of American Canyon creates and maintains records while conducting City business; and

WHEREAS, the City Council has the authority to establish policies for the retention and destruction of City records; and

WHEREAS, California Government Code Section 34090 authorizes the legislative body of a city to provide for the destruction of City records that are no longer required, provided such destruction is conducted in accordance with applicable law; and

WHEREAS, the City maintains a Records Retention Schedule that establishes retention periods for various categories of City records; and

WHEREAS, the City has undertaken a review and update of its Records Retention Schedule in coordination with Gladwell Governmental Services, Inc., a firm specializing in records management for local governments; and

WHEREAS, the updated Records Retention Schedule establishes retention periods consistent with applicable state laws, operational requirements, and records management best practices; and

WHEREAS, adoption of the updated Records Retention Schedule will support efficient records management practices, reduce unnecessary storage of records beyond required retention periods, and ensure compliance with applicable laws; and

WHEREAS, the City maintains records in both physical and electronic formats, including records maintained within the City's electronic records management systems; and

WHEREAS, the City Council desires to authorize the routine destruction of records that have met their required retention period in accordance with the adopted Records Retention Schedule and applicable law; and

WHEREAS, the City Council desires to authorize routine administrative updates to the Records Retention Schedule as necessary.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby resolves as follows:

Section 1. Adoption of Records Retention Schedule

The City Council hereby adopts the updated Records Retention Schedule attached hereto as **Exhibit A** and incorporated herein by reference.

Section 2. Authorization of Routine Records Destruction

Pursuant to California Government Code Section 34090, City records that have met the retention requirements established in the adopted Records Retention Schedule may be destroyed in the regular course of business, provided that such destruction is authorized in writing by the applicable Department Head, the City Clerk, and the City Attorney.

Section 3. Administrative Updates

Administrative updates to the Records Retention Schedule may be approved by the Department Head, the City Clerk and the City Attorney when such updates are necessary to reflect changes in law, clarify record descriptions, or address operational practices. Administrative updates shall not modify legally required retention periods or authorize destruction of records inconsistent with applicable law.

PASSED, APPROVED and **ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 7th day of April 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Pierre Washington, Mayor

ATTEST:

_____
Taresa Geilfuss, CMC, City Clerk

APPROVE AS TO FORM:

_____
Teresa L. Highsmith, City Attorney

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or "record copy") record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the "Destroy Paper after Imaged & QC'd" below for the Legal Requirements for the electronic record to be the official (original) record.

Records Description: The record series (a group of like records).

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active *(guideline)*: How long the file remains in the immediate office area
Inactive *(guideline)*: How long the file is in off-site storage, stored electronically in accordance with law (see below)
Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.
P = Permanent
Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated and certain data may require minimum retention.
Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) **terms used in State law**:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper, Mylar, Linen, "Hard Copy"
OD = Optical Disk or other **Unalterable Media** **which does not allow changes**

Scan / Import (*guideline*)**:**
"S" indicates the record should be scanned into the document imaging system;
"I" indicates the record should be electronically imported into the document imaging system;

Destroy Paper after Imaged & QC'd (quality checked) / Trustworthy Electronic Record: "Yes" means the **electronic** record may serve as the **OFFICIAL** record, providing all City Policies and Procedures have been followed by Employees. Refer to City Records Management Procedures and related Resolutions and Staff Reports.

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)
B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC Public Resources Code
USC: United States Code (US)
CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen..: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
CITY-WIDE (Used by ALL Departments)								
Lead Dept.	CW-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for some Municipal Government actions is 3 - 6 months; CCP§335 et seq; GC §§34090, 65009(c)(1)
Lead Dept. (Managing the Agreement / Contract)	CW-002	Agreements / Contracts: **ADMINISTRATION (WITH Grant Funding)** (Project Administration, Insurance Certificates, Certified Payrolls, Project Schedules, RFP - Request for Proposal / Successful Proposal, etc.) City Clerk retains all Originals (always send the original to the City Clerk)	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Developers=comp. + 10 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), GC §34090
Lead Dept. (Managing the Agreement / Contract)	CW-003	Agreements / Contracts: **ADMINISTRATION (WITHOUT Grant Funding)** (Project Administration, Insurance Certificates, Certified Payrolls, Project Schedules, RFP - Request for Proposal / Successful Proposal, etc.) City Clerk retains all Originals (always send the original to the City Clerk)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Covers E&O Statute of Limitations; Statute of Limitations: Contracts & Spec's=4 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept. (Managing the Agreement / Contract) OR Admin. Services / Purchasing	CW-004	Agreements / Contracts: **UNSUCCESSFUL BIDS, PROPOSALS / RESPONSES to RFPs** (Request for Proposals) **/ RFQs** (Request for Qualifications) that don't result in a contract	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Managing the Agreement / Contract) OR Admin. Services / Purchasing	CW-005	Bid Packet **Database (OpenGov Procurement)** / Pre-Qualification Packets / Solicitations Unsuccessful Proposals, Notices, etc.	Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	CW-006	Boards, Commissions, / Committees: **External Organizations / Regional Boards / Commissions** - Agendas, Minutes, Resolutions, / other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.	CW-007	Boards, Committees, Commissions, Advisory Bodies: **Citizen Advisory Created by the City Council AGENDAS / STAFF REPORTS**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CW-008	Boards, Committees, Commissions, Advisory Bodies: **Citizen Advisory Created by the City Council MINUTES** Send Originals to the City Clerk	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All original Minutes for Advisory Bodies are sent to the City Clerk; GC §34090.7

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Staffing Dept.	CW-009	Boards, Committees, Commissions, Advisory Bodies: **Citizen Advisory Created by the City Council** Recordings - **AUDIO RECORDINGS** of Meetings / Audio Tapes	2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b)
Staffing Dept.	CW-010	Boards, Committees, Commissions, Advisory Bodies: **Citizen Advisory Created by the City Council** Recordings - **VIDEO RECORDINGS** of Meetings / Video Recordings	Minimum 4 years		Mag			Department preference; video recordings of meetings are required for 90 days; GC §34090.7
Staffing Dept.	CW-011	Committees: **Employee Committees,** Employee Staff Meetings / Department Staff Meetings **AGENDAS / MINUTES** (if agendas or minutes were created)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content Not Substantive / Preliminary Drafts; GC §34090 et seq.
Staffing Dept.	CW-012	Committees: **Subcommittees of the City Council (Ad-Hoc / Standing Committees) AGENDAS / MINUTES**	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All actions are made by the City Council; GC §34090
Lead **(Responding)** Dept.	CW-013	Complaints / Concerns Database / CRM Database / Neighborhood Connections	Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090
Lead Dept.	CW-014	Copies / duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §34090.7

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Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Dept. that **Authors** Document or Receives the City's Original Document	CW-015	Correspondence - **ROUTINE (IF CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business)** (e.g. e-mail / email with SUBSTANTIVE content, Letters, Memorandums, Administrative Files, etc.) SUBSTANTIVE synonyms: Significant, Meaningful, Considerable, Essential	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608 Jose vs. Superior Court, 5 Cal. 5th 608 (2017). GC §34090

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Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Dept. that **Authors** Document or Receives the City's Original Document	CW-016	Correspondence - **TRANSITORY / PRELIMINARY DRAFTS**, Interagency / Intraagency Memoranda NOT retained in the ordinary course of business **Content NOT Substantive**, / NOT made / retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail / email, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, PowerPoint presentations, speaker cards, speech notes, Teams staff videoconference chats, notes / recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the **CONTENT of the record. Records where either the CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business,** or ARE made or retained for the purpose of preserving the informational content for future reference **are SAVED by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If** not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500, 7928.705.; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (2017) 2 Cal.5th 608 Jose vs. Superior Court, 5 Cal. 5th 608 (2017).
Lead Dept.	CW-017	Daily Cash Backup Records	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Summaries are sent to City Treasurer; GC §§34090,
Lead Dept.	CW-018	Drafts / Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500, 7928.705

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Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept.	CW-019	GIS Database / Data / Layers (both City-wide / Specialized)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept. (Managing the grant)	CW-020	Grants **(UNSUCCESSFUL** Applications, Correspondence)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Managing the grant)	CW-021	Grants Administration / CDBG Administration (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements **(SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)** Applications (successful), copy of grant agreement, copies of invoices, program rules, regulations / procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), GC §34090
Lead Dept. (Managing the Agreement / Contract)	CW-022	Insurance Certificates for Vendors	11 years, or Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for some actions are completion + 10 years; CCP §337 et. seq., GC §34090
Lead Dept.	CW-023	Newspaper Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
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Human Resources	CW-024	Personnel Files **(Department Copies)** Send all originals to Human Resources	Copies - When No Longer Required	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals are retained by Human Resources; GC §34090.7
Lead Dept.	CW-025	Personnel Files **(Supervisor's Notes)**	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-026	Photographs	When No Longer Required		Mag, Ppr			Preliminary Drafts (retention is placed on the final record in which the photograph is published in, if any); destroy unnecessary photographs. GC §§34090, 7927.500
Lead Dept. (Who Uses the Vehicle)	CW-027	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Ppr			GC §34090; 13 CCR 1234(c)
Lead Dept.	CW-028	Prop. 218 (Property-based fees - Improvement Districts: **Notices / Mailing List** (Protest Letters / Ballots are tabulated by the City Clerk)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)
Lead Dept. (Who Ordered the Appraisal)	CW-029	Real Estate Appraisal Reports: Property **NOT** purchased, Loans not funded, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; GC §§34090, 7928.705

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Lead Dept. (Who Ordered the Appraisal)	CW-030	Real Estate Appraisal Reports: **Purchased** Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(b), GC §34090
Lead Dept.	CW-031	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals / O&M Manuals, Newsletters, Plans / Strategic Plans, Plans (if not provided in the schedule), Standard Operating Procedures (SOPs), Studies, Reports (if not provided in the schedule.): etc.: Produced by **OUTSIDE ORGANIZATIONS** (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-032	Reference Materials: Internal Policies, Procedures, Brochures, Flyers, Handbooks, Manuals / O&M Manuals, Newsletters, Plans / Strategic Plans, Plans (if not provided in the schedule), Standard Operating Procedures (SOPs), Studies, Reports (if not provided in the schedule.): etc.: Produced by **YOUR Department**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	CW-033	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals / O&M Manuals, Newsletters, Administrative Policies, Plans / Strategic Plans, Plans (if not provided in the schedule), Standard Operating Procedures (SOPs), Studies, Reports (if not provided in the schedule.): etc.: Produced by **OTHER Departments**	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7

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Lead Dept.	CW-034	Reports, Studies (**Historically significant** - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-035	Reports, Studies (**other than Historically significant** - e.g. Annual Reports)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Information is outdated after 10 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-036	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form / records of the chemical / substance / agent, where / when it was used	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Lead Dept.	CW-038	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-039	Subpoenas (appearance / duces tecum)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-040	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft / transitory record, / can be destroyed as drafts (When No Longer Required)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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Lead Dept.	CW-041	Training **Database** (NeoGov) Required Information for all Employee Training (if records are created): Employee Name Training Provider's Name Date Duration (length) Core Competencies / Skills Certifications / Qualifications	Indefinite - Minimum Separation + 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090 et seq.; LC §1198.5
Lead Dept. (Providing the Training)	CW-042	Training Presented by Staff - **COURSE RECORDS** (Attendance Rosters / Sign-in Sheets, Outlines / Materials; includes Ethics, Fiscal & Financial, Harassment, Workplace Violence, Safety Training, Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets OSHA requirements; Ethics, Fiscal and Financial, Fiscal & Financial, Harassment & Workplace Violence Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b), 53238.3(b) 53237.2(b); 53238.3(b), LC §6401.9(f), LC §§1198.5
Lead Dept.	CW-043	Volunteer / Unpaid Intern Applications / Agreements - **Unsuccessful** / Pending Applicants	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090

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Lead Dept.	CW-044	Volunteer / Unpaid Intern Applications / Agreements (includes emergency contact information) - **Successful** Applicants	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 USC 1113

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RECORDS RETENTION SCHEDULE: CITY CLERK
(Elections)

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***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
CITY CLERK								
City Clerk	CC-001	Agenda Packets: **Legislative Bodies** - City Council, Planning Commission, Financing Authority Includes Appeals, Budgets, Annual Financial Reports (CAFR, ACFR)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-002	Agenda Packets:: **Advisory Bodies** - Open Space Active Transportation and Sustainability Commission, Parks & Community Services Commission,	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-003	Agenda Packets: **Council Subcommittees** - Finance Subcommittee	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-004	Agenda Packets: **TBID** (Tourism Business Improvement District)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Not a City Record
City Clerk	CC-005	Agenda Packets: TBID (B	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090

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City Clerk	CC-006	Agreements / Contracts, Amendments - **ALL: AFTER SCANNING / IMAGING, / INFRASTRUCTURE, JPAs, MOUs** Agreement / Contract includes all contractual obligations (e.g. Scope of Work / all attachments / exhibits) Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property / property restrictions, redevelopment, reservoirs, sewers, sidewalks, street / alley improvements, settlement, subdivisions, utilities, water, etc.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; All infrastructure contracts should be permanent for emergency response; Statute of Limitations is 10 years for Errors & Omissions; 4 years for all contracts; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
City Clerk	CC-007	Board / Commission / Committee Recruitment / Applications (All, whether appointed / not)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-008	Board / Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-009	City Articles of Incorporation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-010	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): **DESIGNATED EMPLOYEES / CONSULTANTS** (specified in the City's Conflict of Interest code)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	City maintains original statements; GC §81009(e)&(g)

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City Clerk	CC-011	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): **ELECTRONICALLY FILED / DATABASE**	10 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statements filed electronically are required for 10 years; GC §81009(f)(g); GC §84615
City Clerk	CC-012	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): **PUBLIC OFFICIALS / 87200 Filers** (elected / not elected. Includes City Council Members , City Manager, City Treasurer / City Attorney)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; as of January 1, 2025, the FPPC is the Filing Officer for 87200 filers; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
City Clerk	CC-013	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr	S / I	Yes: After QC	Must post on website; GC §81009(e)
City Clerk	CC-014	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Ppr	S / I	Yes: After QC	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-015	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr	S / I	Yes: After QC	GC §81009(e)
City Clerk	CC-016	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr	S / I	Yes: After QC	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
CITY CLERK / ELECTIONS								
City Clerk / Elections	CC-017	Campaign Filings (FPPC 400 Series Forms / Form 501): **SUCCESSFUL CANDIDATES** (Elected Officials)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009(b)&(g)
City Clerk / Elections	CC-018	Campaign Filings (FPPC 400 Series Forms, 501 Form): **UNSUCCESSFUL CANDIDATES**	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Candidates without committees are not required to file their statements, reports or copies online or electronically; GC §81009(b)&(g)
City Clerk / Elections	CC-019	Campaign Filings (FPPC 400 Series Forms, 501 Form): **UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH / WITHOUT** Committees	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Campaign statements must be posted on the City's website within 72 hours and remain on line for 4 years; Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615

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City Clerk / Elections	CC-020	Campaign Filings (FPPC 400 Series Forms): **THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK** (copies)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	GC §81009(f)&(g)
City Clerk / Elections	CC-021	Campaign Filings (FPPC 400 Series Forms): **OTHER COMMITTEES** (PACS - not candidate-controlled)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	GC §81009(c)&(g)
City Clerk / Elections	CC-022	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - **SUCCESSFUL CANDIDATES**	Term of Office + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk / Elections	CC-023	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - **UNSUCCESSFUL CANDIDATES**	Election + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk / Elections	CC-024	Elections - **GENERAL, WORKING / ADMINISTRATION** Files (Correspondence, Applications to fill a Vacancy on the City Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations / Precinct Board Members, Notices, Postings, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk / Elections	CC-025	Elections - Petitions (Initiative, Recall / Referendum) - **IF INSUFFICIENT - IF Examined by Proponents**	Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; The 8 month retention applies after the City Clerk makes the determination of insufficiency / examines the petitions. unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk / Elections	CC-026	Elections - Petitions (Initiative, Recall / Referendum) - **IF INSUFFICIENT - IF Examined by Proponents**	Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; The 8 month retention applies after the City Clerk makes the determination of insufficiency / examines the petitions. unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400

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City Clerk / Elections	CC-027	Elections - Petitions (Initiative, Recall / Referendum) - **IF INSUFFICIENT - NOT Examined by Proponents**	Determination of Insufficiency + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after the City Clerk makes the determination of insufficiency / examines the petitions. unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk / Elections	CC-028	Elections - Petitions (Initiative, Recall / Referendum) - **IF SUFFICIENT**	Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
(End of Elections Section)								
City Clerk	CC-029	Historical Records / Archives, Photographs, / Historical Projects (e.g. City Anniversaries, Incorporation, City Seal, Awards of significant historical interest, Grand Openings, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-030	Minutes: **Legislative Bodies** - City Council, Planning Commission, Financing Authority	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090(e)
City Clerk	CC-031	Minutes: **Advisory Bodies** - Open Space Active Transportation and Sustainability Commission, Parks & Community Services Commission,	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090(e)
City Clerk	CC-032	Minutes: **Council Subcommittees** - Finance Subcommittee	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-033	Minutes: **TBID** (Tourism Business Improvement District)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Not a City Record
City Clerk	CC-034	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090(e)

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City Clerk	CC-035	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall / Referendum Petitions	1 year		Mag, Ppr			Law requires 1 year for petitions; GC §50115
City Clerk	CC-036	Public Records Requests / Subpoenas Duces Tecum / Summons	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-037	Recorded Documents: Agreements (Recorded); Deeds, Easements, Final Order of Condemnation, Full Reconveyance, Liens, Notice of Completion, Rights of Way, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
City Clerk	CC-038	Recordings: **Audio** Recordings: City Council, Planning Commission, Financing Authority, Open Space Active Transportation and Sustainability Commission, Parks & Community Services Commission,	2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
City Clerk	CC-039	Recordings: **Video** Recordings: City Council, Planning Commission, Financing Authority, Open Space Active Transportation and Sustainability Commission, Parks & Community Services Commission,	Minimum 12 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
City Clerk	CC-040	Records Destruction Authorization Forms / Certifications (All Departments)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-041	Records Retention Amendment Authorization Forms	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-042	Secretary of State Statement of Facts / Registry of Public Agencies (Required of all Public Agencies whenever the Chair changes)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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RECORDS RETENTION SCHEDULE: CITY CLERK
(Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards .								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
City Clerk	CC-043	Resolutions: City Council, Planning Commission, Financing Authority	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090(e)

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RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards .								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
CITY MANAGER								
City Manager	CM-001	Administrative Hearing Officer Determinations / Appeals to City Management	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
City Manager	CM-003	Projects, Programs, Subject / Issues (Issues / projects will vary over time - e.g. Sister City, Goals / Objectives, , etc.)	Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager	CM-002	EOC Activations (Excludes FEMA Claims or EOC Claims)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
COMMUNITY DEVELOPMENT / BUILDING and SAFETY								
Lead Dept.	CD-001	Permit Database (OpenGov) Includes Correction Notices, Energy Calculation, Plan Check Comments, Stop Work Notices	Indefinite (Perm)	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated; CBC §§ 1.8.4.3.1, 104.7, and 107.5 Building Permits are required to be retained Permanently, or Life of the Structure; GC §34090, H&S §19850
Community Develop. / Building & Safety	CD-002	Address Files / **Building Permits** / Applications	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 104.7 and 107.5; GC §34090
Community Develop. / Building & Safety	CD-003	Building Plans - **Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION**	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1, 104.7 and 107.5; H&S §19850; GC §34090
Community Develop. / Building & Safety	CD-004	Building Plans - **Cancelled / Withdrawn AFTER to Building Permit Issuance**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1, 104.7 and 107.5; H&S §19850; GC §34090
Community Develop. / Building & Safety	CD-005	Building Plans - **Cancelled / Withdrawn PRIOR to Building Permit Issuance**	Upon Cancellation or Withdrawal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1, 104.7 and 107.5; H&S §19850; GC §34090
Community Develop. / Building & Safety	CD-006	Building Plans - **Expired**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1, 104.7 and 107.5; H&S §19850; GC §34090
Community Develop. / Building & Safety	CD-007	Building Plans - **Finalled - TENANT IMPROVEMENTS**	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1, 104.7 and 107.5; H&S §19850; GC §34090

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RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Develop. / Building & Safety	CD-008	Building Plans - **Finalled - SINGLE FAMILY RESIDENTIAL (All Finalled)**	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CBC §§ 1.8.4.3.1, 104.7 and 107.5; H&S §19850; GC §34090
Community Develop. / Building & Safety	CD-009	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
Community Develop. / Building & Safety	CD-010	Certificate of Occupancy (CofO)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Building & Safety	CD-011	Copyright Release Forms / Requests / Permissions to Receive Copies of Plans (to / from Architects)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Develop. / Building & Safety	CD-012	Geotechnical / Soils Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Building & Safety	CD-013	Structural Calculations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
COMMUNITY DEVELOPMENT / CODE ENFORCEMENT								
Lead Dept.	CD-014	Case Management Database (OpenGov)	Indefinite Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated and contains Building Permits and other Permanent Records; GC §34090, H&S §19850

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RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Develop. / Code Enforcement	CD-015	Code Enforcement / Abatement Case Files (Includes Citations, Notice of Violations, Photos, Recordings of noise, Code Enforcement Complaint Letters	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Code Enforcement	CD-016	Notice of Violations ./ Code Enforcement Citations / Reminder Notices	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Code Enforcement	CD-017	Privately Owned Sidewalks or Trees: Correspondence (Notice) to Property Owner to repair privately-owned sidewalks / maintain privately-owned trees	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
COMMUNITY DEVELOPMENT / PLANNING								
Lead Dept.	CD-018	Permit Database (OpenGov)	Indefinite (Permanent	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated and contains Building Permits and other Permanent Records; GC §34090, H&S §19850

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Develop. / Planning	CD-019	**Planning Projects - Discretionary / Ministerial - Approved Permanent Entitlements / Permits** **(Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans, Soils Reports, Uniform Development Application, etc.)** Examples: Conditional Use Permits (CUPs) Development Permit General Plan / General Plan Amendments Lot Line Adjustment Rezones Sign Permits Specific Plan Tentative Subdivision Maps / Parcels Maps Use Permits Variance Zoning Clearance Zoning Ordinance / Updates	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090, 34090.7
Community Develop. / Planning	CD-020	Planning Project Files - **Cancelled / Expired / Withdrawn**	Minimum Cancellation, Expiration or withdrawal + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (project was not pursued by applicant); GC §34090

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RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Develop. / Planning	CD-021	Advanced Planning / Long Range Planning / Project Implementation (Final Documents only)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Planning	CD-022	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Census Bureau	CD-023	Census, Demographics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Non-Records - Census Bureau is OFR)
Community Develop. / Economic Develop.	CD-024	Economic Development Projects (Business Recruitment and Business Retention)	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Planning	CD-025	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA **- Where Planning is the Lead** **Correspondence / staff notes** that provide insight into the project / the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090
Community Develop. / Planning	CD-026	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Notice of Exemption (NOE), etc.) / CEQA **Inside City boundaries - Where Planning is the Lead**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090

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RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Develop. / Planning	CD-027	General Plan, Elements / Amendments / Master Plans, Specific Plans, Land Use Plans / Amendments; General Plan Interpretations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Planning	CD-028	Historical Designations / Historical Landmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Planning	CD-029	Materials Boards	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
City Clerk	CD-030	Planning Commission **- ALL RECORDS**	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All original Minutes for Advisory Bodies are sent to the City Clerk; GC §34090.7
Community Develop. / Planning	CD-031	Pre-Applications	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7
Community Develop. / Planning	CD-032	STR Applications and Permits / Short Term Rental Applications & Permits	6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Permits expire after 5 years); GC §34090
Community Develop. / Planning	CD-033	Temporary Use Permits issued by Planning (Approved / Unapproved) - Christmas Tree Lots, Pumpkin Lots, Tent Sales, etc.	Expiration + 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Develop. / Planning	CD-034	Zoning Clearance Forms / Zoning Verification Letters	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Planning	CD-035	Zoning Maps (**Historically Significant**)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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If the record is not listed here, refer to the Retention for City-Wide Standards .								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
COMMUNICATIONS								
Communi-cations	COMM-001	City Publications / Completed Graphic Design Projects where Communications is the Lead - **STANDARD CONTENT** (City Manager's Weekly Update, Newsletters etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Communi-cations	COMM-002	City Publications / Completed Graphic Design Projects where Communications is the Lead - **WITH SIGNIFICANT HISTORICAL VALUE** (City's Annual Report, State of the City, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Lead Dept.	COMM-003	City Publications / Graphic Design Projects	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; The Customer (Lead Department) is responsible for retaining the final record for it's retention period; GC §34090
Lead Dept.	COMM-004	Photographs	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts (retention is placed on the final record in which the photograph is published in, if any); destroy unnecessary photographs. GC §34090
Communi-cations	COMM-005	Press Releases / Media Releases	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Communi-cations	COMM-006	Social media postings - **Content IS Substantive**	2 years		Mag, Ppr			GC §§34090, 7927.500, 7928.705.; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (2017) 2 Cal.5th 608 Jose vs. Superior Court, 5 Cal. 5th 608 (2017).

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards .								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*								
Communi-cations	COMM-007	Social media postings - **Content NOT Substantive**	When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the **CONTENT of the record. Records where either the CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business,** or ARE made or retained for the purpose of preserving the informational content for future reference **are SAVED by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If** not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500, 7928.705.; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (2017) 2 Cal.5th 608 Jose vs. Superior Court, 5 Cal. 5th 608 (2017).
Lead Dept.	COMM-008	Videos - Educational, Promotional	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; The Customer (Lead Department) is responsible for retaining the final record for it's retention period; GC §34090

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RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
FINANCE / ADMINISTRATION								
Finance / Lead Div.	FIN-001	_Financial Services Database (OpenGov)	Indefinite - Minimum 7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; Fire District accounts payable / reimbursements and payroll are required for 7 years; GC §§34090, 60201 et seq.
City Clerk	FIN-002	Audit Reports / Annual Consolidated Financial Report (ACFR) / related Audit Opinions	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies - City Clerk is OFR); GC §§34090.7, 60200
Finance	FIN-003	Audit Work Papers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §§34090, 60201 et seq.
Finance	FIN-003.5	Bonds: Bid Bonds, Letters of Credit, Bid Security, Permitee Bonds	Release of Bond OR After Award Decision		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Security; GC §34090
City Clerk	FIN-004	Budgets - Adopted / Final	Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies - City Clerk is OFR); Must be filed with County Auditor; GC §§34090.7, 60200, 53901
Finance / Admin.	FIN-005	Budgets - Preliminary, Backup Documents	Drafts - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts / Content Not Substantive; GC §§34090, 60201 et seq.
Finance / Admin.	FIN-006	Single Audits / Transportation Audits / PERS Audit, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §§34090, 60201 et seq.

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
FINANCE / BUSINESS LICENSE								
Finance / Business License	FIN-007	Business License Applications, Registrations / Renewals	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License	FIN-008	Reports (Support for Business License): Balance Sheets, Proof / Merge Reports, etc. (**MONTHLY / PERIODIC**)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
FINANCE / GENERAL ACCOUNTING								
Finance / Lead Div.	FIN-009	_Financial Services Database (OpenGov)	Indefinite - Minimum 7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; Fire District accounts payable / reimbursements and payroll are required for 7 years; GC §§34090, 60201 et seq.
Finance / General Accounting	FIN-010	1099's, 1096's, DE542 (California Report of Independent Contractors)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / General Accounting	FIN-011	Accounts Payable / Invoices / Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for Special Districts (may include employee reimbursement); GC §§34090, 60201(d)(12)
Finance / General Accounting	FIN-012	Accounts Receivable / Revenue / Our Invoices to Outside Entities: Insurance Companies, Franchise Fees, DUI Billing, Transient Occupancy Tax (TOT), Auctions of Surplus Property, Credit Card Payment Receipts, Tenant Billing, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §§34090, 60201 et seq.
Finance / General Accounting	FIN-013	Accounts Receivable: Rent / Property Management / Lease Accounts Receivable	End of Tenancy + 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090

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Finance / General Accounting	FIN-014	Bank Statements / Trustee Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports, Wire Transfers	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Special Districts are required to retain employee reimbursement for 7 years); GC §§34090, 60201 et seq. 26 CFR 31.6001-1
Finance / General Accounting	FIN-015	Bond Official Statements / Certificates of Participations (COPs) See Bank Statements for statement retention.	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for Bonds issued by local governments are 10 years; IRS bond auditing regulations state, "…material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds; There are specific requirements for disposal of unused bonds; CCP §§336 et seq, 337.5(a); 26 CFR 1.6001-1(e): 26 CFR § 1.148-5(d)(6)(iii)(E); GC §43900 et seq.
Finance / General Accounting	FIN-016	Checks / Warrant Register Report (issued)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Special Districts are required to retain employee reimbursement for 7 years); GC §§34090, 60201 et seq.
Finance / General Accounting	FIN-017	Checks / Warrants (Cashed / Returned / NSF)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Special Districts are required to retain employee reimbursement for 7 years); GC §§34090, 60201 et seq.
Finance / General Accounting	FIN-018	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §§34090, 60201 et seq.

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Finance / General Accounting	FIN-019	Fixed Assets - Annual Listing (Source Documents)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §§34090, 60201 et seq.
Finance / General Accounting	FIN-020	Investments / Arbitrage / Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 60201 et seq., 43900
Finance / General Accounting	FIN-021	Journal Entries / Journal Vouchers / Budget Adjustments	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Special Districts are required to retain employee reimbursement for 7 years); GC §§34090, 60201 et seq., CCP § 337
Finance / General Accounting	FIN-022	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, etc. (**MONTHLY / PERIODIC**) Does NOT include year-end General Ledger.	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory records not retained in the ordinary course of business; Financial system can re-create reports accurately; GC §§34090, 60201 et seq.
Finance / General Accounting	FIN-023	Reports: Annual State / Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §§34090, 60201 et seq.
Finance / General Accounting	FIN-024	Revenue: Accounts Receivable: Daily Envelopes / Cash Receipts / Petty Cash / Revenue Daily Receipt Books, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §§34090, 60201 et seq.
City Clerk	FIN-025	Treasurer's Reports / Quarterly Budget Reports (to Council - Copies)	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Copies); GC §§34090.7, 60200

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Finance / General Accounting	FIN-026	W-9s	Vendor Inactive + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §§34090, 60201 et seq.
FINANCE / PURCHASING								
Finance / Purchasing	FIN-027	Purchase Orders / Requisitions / Successful Bids	5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Professional Services always have a contract, therefore Errors & Omissions are not applicable); Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §§34090, 60201 et seq.
FINANCE / PAYROLL								
Finance / Payroll	FIN-028	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	10 years	Full File Folder	Paper	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Payroll	FIN-029	DE-6, DE-7, DE-9, DE-43, W-3, / DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA / Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	7 years	Full File Folder	Paper	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-030	Deferred Compensation (City Statements)	7 years	Full File Folder	Paper	S / I	Yes: After QC & OD	Produced by Deferred Comp. Provider; GC §304090, 26 CFR 31.6001.1
Finance / Payroll	FIN-031	Payroll File (By Employee Name) Includes W-4, other payroll forms	Separation + 7 years	Employee Separation	Paper	S / I	Yes: After QC & OD	Department preference; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; GC §34090

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Finance / Payroll	FIN-032	Payroll Reports - **Annual Detail**	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC &OD	Department preference for SBCERA Buy-backs; GC §34090
Finance / Payroll	FIN-033	Payroll Reports - **Periodic** (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.)	7 years	Full File Folder	Paper	S / I	Yes: After QC & OD	Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; GC §34090
Finance / Payroll	FIN-034	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	7 years	Full File Folder	Paper	S / I	Yes: After QC & OD	Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; GC §34090
Finance / Payroll	FIN-035	W-2's	7 years	Full File Folder	Paper	S / I	Yes: After QC & OD	Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; GC §34090
Finance / Payroll	FIN-036	W-4's	No Longer in Effect + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1

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FINANCE / UTILITY BILLING								
Finance / Utility Billing	FIN-037	_Customer Service / Utility Billing **Databases (Springbrook, OpenGov, Info Send, Invoices Cloud, etc.)**	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §+I13:I28
Finance / Utility Billing	FIN-038	Abnormal Read Reports	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (The Database is the original; reports are considered drafts or copies, and can be re-printed from the database); GC §34090
Finance / Utility Billing	FIN-039	Bankruptcies - **NOT** pursued	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Utility Billing	FIN-040	Bankruptcies - **Where a claim is filed**	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Utility Billing	FIN-041	Billing Registers, Payment Registers, Adjustment Registers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §34090
Finance / Utility Billing	FIN-042	Collections / Collection Agency Assignments	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §34090
Finance / Utility Billing	FIN-043	Prop. 218 (Property-based fees) **Notices, Mailing Lists**	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)
Finance / Utility Billing	FIN-044	Residential Water Billing: **Appeals** - Payment Delinquency / Impending Discontinuation	Final Decision + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database; GC §34090; H&S §116908
Finance / Utility Billing	FIN-045	Residential Water Billing: **Non-payment Notices** / Notice of Payment Delinquency / Impending Discontinuation (Initial, Final)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090; H&S §116908

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Finance / Utility Billing	FIN-046	Residential Water Billing: **Payment Plans:** Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database; GC §34090; H&S §116910
Finance / Utility Billing	FIN-047	Residential Water Billing: **Policy on Discontinuation** of Residential Service for Nonpayment	When Superseded; Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090
Finance / Utility Billing	FIN-048	Residential Water Billing: **Report of Annual Discontinuations** of Residential Service	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090
Finance / Utility Billing	FIN-049	Residential Water Billing: **Adjustments** to Customer accounts	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §34090

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RECORDS RETENTION SCHEDULE: HUMAN RESOURCES
(Risk Management)

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HUMAN RESOURCES								
Human Resources	HR-001	1095-C, 1094-C (Employer-Provided Health Insurance Offer / Coverage / Transmittal Form)	5 years	Full File Folder	Paper	S / I	Yes: After QC & OD	Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" GC §34090
Human Resources	HR-002	Badging Software	Indefinite - Minimum Separation + 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Human Resources	HR-003	Benefit Plan Documents (CalPERS, Dental, Vision, etc.)	Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 4 years after personnel actions; 29 CFR 1627.3(b)(1)(2); 29 USC 1027; 28 CCR 1300.85.1; GC §34090
Human Resources	HR-004	California Civil Rights Department (CRD) / Department of Fair Employment / Housing (DFEH / EEOC) Claims / Harassment Claims	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-005	Classification / Reorganization Studies (for employee classifications / department structures)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090

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Human Resources	HR-006	Compensation Surveys / Studies	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-007	Contracts for Investigators (Employees Only)	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Human Resources	HR-008	DE-34 (California EDD Report of New Employees)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090
Human Resources	HR-009	DMV Pull Notices	When Superseded or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources	HR-010	EDD Claims / Forms (Employment Development Department) / Unemployment Claims	Close + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090
Human Resources	HR-011	Employee Investigations	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;

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Human Resources	HR-012	Employee Notifications: Know Your Rights, Emergency Contact for Workplace Arrest or Detentions, etc.	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090; LC §1553(e)
Human Resources	HR-013	Grievances	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC §1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)
Human Resources	HR-014	I-9s	Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090
Human Resources	HR-015	Job Descriptions / Job Classification / Job Specifications	Minimum Superseded + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State Law requires 4 years from any Personnel Action; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;
Human Resources	HR-016	Labor Relations / Negotiation Notes	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Human Resources	HR-017	Litigation - Where Human Resources is the Lead **Final Settlement, Records with Significant Historical Value**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

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Human Resources	HR-018	Litigation - Where Human Resources is the Lead **OTHER than Final Settlement**, Records with Significant Historical Value)	Final Resolution + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;
Human Resources	HR-019	Personnel Files - **Employee File (Official Personnel File)** Includes Application, Discipline, Evaluations, Oath of Office, Policy Acknowledgements, PAF / Personnel Action Forms, Training Certificates, etc.)	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; State Law requires 4 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC §1198.5
Human Resources	HR-020	Personnel Files - **Medical File** / Long Term Disability Claims / Short Term Disability Claims Medical Records, Pre-Employment Medical Clearance; ADA Accommodations, Fit for Duty, Respiratory Fit Tests, etc.	Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090

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Human Resources	HR-021	Recruitment Database / Training Certificate Database / Performance Appraisal Database / **NeoGov Database** Includes Training Certificates for employees, including Ethics Training Certificates, Fiscal & Financial Training Certificates, Harassment prevention Training Certificates, and Workplace Violence Training Certificates	Indefinite - Minimum Separation + 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to allow for successful selection and hiring;; State Law requires 4 years for employment actions; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090; LC §1198.5
Human Resources	HR-022	Recruitment / Testing File Includes Advertisements, Applications for Unsuccessful Candidates, Backgrounds for unsuccessful candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis / statistical Metric, Job Analysis, Rating Sheets, Scantrons, Background Checks, etc.	Expiration of Eligibility List + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years for employment actions; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-023	Verification of Employment from outside companies / Employment Verifications from outside companies (for employee mortgages, car purchases, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content Not Substantive; does not pertain to the conduct of City business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608 Jose vs. Superior Court, 5 Cal. 5th 608 (2017); GC §34090
Human Resources	HR-024	Workers Compensation Claims (Includes all Accident, Incident, / Injury Reports from Employees)	Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090

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RECORDS RETENTION SCHEDULE: HUMAN RESOURCES
(Risk Management)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HUMAN RESOURCES / RISK MANAGEMENT								
Human Resources / Risk Manage.	HR-025	Accident / Incident Reports (Accidents / Incidents) - **MEMBERS OF THE PUBLIC That don't result in a Claim**	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Human Resources / Risk Manage.	HR-026	Claim for Damages / Claims Against the City	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,
Human Resources / Risk Manage.	HR-027	OSHA Citations / Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
Human Resources / Risk Manage.	HR-028	Safety Committee / Safety Steering Committee	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Human Resources / Risk Manage.	HR-029	Safety Investigations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §34090 et seq.; LC §6429c
Human Resources / Risk Manage.	HR-030	Property Damage Claims / Subrogation Claims:/ City's Invoices to Insurance Companies / Restitution / Recovery of Damages to City Property	Final Resolution + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; Department preference; GC §34090
Human Resources / Risk Manage.	HR-031	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6401.9(f), GC §34090

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PARKS and RECREATION								
Parks & Recreation	REC-001	Registration **Database** - Recreation Applications, Waivers, Registration (CivicRec)	Indefinite - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Parks & Recreation	REC-002	Activity Guide / Class Guide / Program Guide,, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Parks & Recreation	REC-003	Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Parks & Recreation	REC-004	Contracts for Performances / Instructors	Completion + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Parks & Recreation	REC-005	Disruptive Patrons	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Parks & Recreation	REC-006	Evaluations / Surveys (Program Evaluations Recreation Evaluations or Surveys)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content Not Substantive / Preliminary Drafts; GC §34090
Parks & Recreation	REC-007	Facility Use Requests / Field Rentals / Facility Use Applications / Permits / Requests (Includes Insurance Certificates / ABC Permits where appropriate)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090 et. seq.
Parks & Recreation	REC-008	Liability Waivers (if separate from another record)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
City Clerk	REC-009	Parks & Community Services Commission - ALL RECORDS	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	City Clerk retains originals records; GC §34090.7

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Parks & Recreation	REC-010	Permits issued by Parks & Recreation (Approved / Unapproved) Block Party Permits, Special Event Permits, other permitted activities in Parks	Expiration + 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	REC-011	Pool Chemical Logs, Additions	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	22 CCR 65523; GC §34090
Parks & Recreation	REC-012	Program Manager's Files: Activity / Special Programs / Event Files: After-School, Children's Programs, Gardening, Health Programs, Sports Programs, etc. IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Parks & Recreation	REC-013	Reports generated from Registration Database	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content Not Substantive / Preliminary Drafts / Transitory records (The database is the original record); GC §34090
Parks & Recreation	REC-014	Rosters / Sign-in / Sign-Out Sheets for classes / programs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Parks & Recreation	REC-015	Schedules / Hours (classes / staff)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090

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RECORDS RETENTION SCHEDULE: PUBLIC WORKS
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PUBLIC WORKS - ALL DIVISIONS (Records Common to Many Divisions)								
Public Works / Division Providing Service / Work	PW-001	Work Orders / Service Requests / Service Orders - **CRM DATABASE / CMMS DATABASE** (Customer Relationship Management System / Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
Public Works / Division Providing Service / Work	PW-002	Work Orders / Service Requests / Service Orders - **All Information Entered in CRM DATABASE / CMMS Database** (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Public Works / Division Providing Service / Work	PW-003	Work Orders / Service Requests / Service Orders - **All Information Entered in CRM DATABASE / CMMS Database** (Paper drafts)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain sewer records, which are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
Public Works / Lead Div.	PW-004	Generator Operation Logs / Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	APCD Rule 1470; Form 400–E–13a instructions; GC §34090
Public Works / Division Providing Service / Work	PW-005	Operations / Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Lead Div.	PW-006	Pressure Vessel Certifications / Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
PUBLIC WORKS / ENGINEERING (CIP, Development, Transportation)								
Public Works / Engineering	PW-007	Benchmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-008	Bonds: Labor & Materials Bonds, Performance Bonds, Payment Bonds	Upon Release		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Security; GC §34090

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Lead Dept. (Managing the Project)	PW-009	Capital Improvement Projects (CIP): **MAINTENANCE-ONLY PROJECTS - No Change in Infrastructure** All Final Records (Plans, RFP / Specifications / Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference - meets municipal government auditing standards; Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090
Lead Dept. (Managing the Project)	PW-010	Capital Improvement Projects (CIP): **Non-Maintenance Projects - Administration File / Construction Management** Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Permits for Construction, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas / Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs , Safety. SWPPP / WPCP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept. (Managing the Project)	PW-011	Capital improvement Projects (CIP), **Non-Maintenance Projects - Permanent File** Plans, RFP / Specifications / Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090

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Public Works / Engineering	PW-012	Capital Improvement Projects (CIP): **Design / Construction Standards** - Authored by the City for Construction of City Infrastructure (CIP / Land Development)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-013	Drawings, Maps **Record Drawings,** Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090
Public Works / Engineering OR Utilities / Environmental Services	PW-014	NPDES / Stormwater Compliance: **Citations, Notifications** to Private Contractors / Private Parties	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Utilities / Environmental Services	PW-015	NPDES / Stormwater Compliance: **Inspections During and After Construction** (BMPs, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Lead Dept.	PW-016	Permit Database - (OpenGov) Temporary Encroachment Permits / Street Cut Permits, Private Tree Removal Permits, etc.	Indefinite (Perm)	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated; Building Permits are required to be retained Permanently, or Life of the Structure; GC §34090, H&S §19850
Public Works / Engineering	PW-017	Permits: Encroachment Permits: **Temporary Permits** (Excavation, Street Permits, Temporary Construction, Sidewalk Repairs, Street Cuts, Tree Removal Traffic Control, Transportation Permits, Utility Cuts (Installation / Patching), etc.) Includes Insurance Certificates	Expiration + 2 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090

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Public Works / Engineering	PW-018	Permits: Encroachment Permits: **Permanent** (Structures in the City's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-019	Permits: Grading Permits	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-020	Permits: Wide Load Permits / Oversize Load Permits Includes Insurance Certificates	Expiration + 2 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Public Works / Engineering	PW-021	Private Development: **Administrative Records** Construction Inspections, Photos, Progress Meetings, Project Schedules, etc.	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Public Works / Engineering	PW-022	Private Development: **Permanent Records** Abandonments, Certificate of Acceptance / Approval (copy), Dedications, Deeds (copies) Drainage, Driveway, Easements (copies), Geotechnical / Soil Reports / Hydrology Reports, Private Lab Verifications, Testing Lab Final Reports, Rights of Way (copies), Studies, Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
City Clerk	PW-023	Recorded Documents / Real Property: Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Public Works / Engineering	PW-024	Subdivision Maps / Parcel Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-025	Surveys, Record of Survey	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090

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Public Works / Engineering	PW-026	Traffic Calming Requests (Speed Humps, Red Curbs, Stop Signs, etc.)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-027	Traffic Counts / Traffic Studies	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-028	Traffic Speed Surveys	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-029	Traffic Stop Sign Warrants	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-030	Transportation Plans / Master Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-031	Water Rights	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-032	Water Supply Assessments, Studies, Reports / Stream Studies / Flow / Water Planning Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 22 CCR 64470 (b)(7); GC §34090
Public Works / Engineering	PW-033	Water System Variances	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
PUBLIC WORKS / MAINTENANCE - FACILITIES, PARKS, STORM DRAINAGE, STREETS)								
Public Works / Division Providing Service / Work	PW-034	Playground Inspections **(Contracted Certified Inspections and Non-Certified Inspections),** Sidewalk Maintenance (grinding / ramping), etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference, GC §34090

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Public Works / Division Providing Service / Work	PW-035	Pothole Repairs (May be in Database)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Division Providing Service / Work	PW-036	Spray Permits / Weed Abatement / Herbicide Application Forms / Pesticide Application Forms	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; GC §34090; 3 CCR 6623, 40 CFR 110.3(d)
Public Works / Division Providing Service / Work	PW-037	Streets - Sidewalk Maintenance, Grinding, Asphalt Ramping (Logs / Forms)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Division Providing Service / Work	PW-038	Tree **DATABASE**	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Public Works / Division Providing Service / Work	PW-039	Tree Maintenance, Trimming, Arborists Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Division Providing Service / Work	PW-040	Underground Service Alerts (USA's) / Dig Alerts	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; entered into DigAlert Software the Excavator, Operator and the Regional Notification Center all have an obligation to retain the notice for 3 years; GC §§4216.2(f) GC §60201
PUBLIC WORKS / MAINTENANCE - FLEET								
Public Works / Maintenance - Fleet	PW-041	Fleet - Inspections / Audits by the CHP (Fleet)	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090

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Public Works / Maintenance - Fleet	PW-042	Fleet - Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090; 13 CCR 1234(c)
Public Works / Maintenance - Fleet	PW-043	Fleet - Tire Disposal / Waste Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	14 CCR 18459.3; GC §34090
Public Works / Maintenance - Fleet	PW-044	Fleet - Used Oil Disposal Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Maintenance - Fleet	PW-045	Fleet - **Vehicle / Equipment History Files** Maintenance, Brakes, Smog Certificates, etc.	Disposal of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §34090
PUBLIC WORKS / UTILITIES / ENVIRONMENTAL SERVICES								
Public Works / Utilities / Environmental Services	PW-046	Aboveground Petroleum Storage Tanks (Agency-Owned) Spill Prevention Control / Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Public Works / Utilities / Environmental Services	PW-047	BAAQMD Permits - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / Utilities / Environmental Services	PW-048	Biosolids / Sewage Sludge - **Reporting and Samples**	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §34090

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Public Works / Utilities / Environmental Services	PW-049	Conservation Programs / Rebate Programs / Check Requests / Toilets, Washers, Turf, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(meets auditing standards); GC §34090
Public Works / Utilities / Environmental Services	PW-050	FOG (Fats, Oil / Grease) Inspections / Pretreatment Annual / Quarterly Reports	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Public Works / Utilities / Environmental Services	PW-051	Lab Reports / Chains of Custody: **Wastewater**	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §34090
Public Works / Engineering OR Utilities / Environmental Services	PW-052	NPDES / Stormwater Compliance: **Citations, Notifications** to Private Contractors / Private Parties	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Engineering OR Utilities / Environmental Services	PW-053	NPDES / Stormwater Compliance: **Inspections During and After Construction** (BMPs, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Utilities / Environmental Services	PW-054	NPDES / Stormwater Quality **Permits** (issued or received)	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Public Works / Utilities / Environmental Services	PW-055	NPDES / Stormwater Quality **Reports**	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.

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Public Works / Utilities / Environmental Services	PW-056	Permits - **Wastewater Discharge, Recycled Water issued by the City**	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Public Works / Utilities / Environmental Services	PW-057	Permits - **Wastewater Regulatory / Operating Permits**: Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Public Works / Utilities / Environmental Services	PW-058	Reports - **Wastewater Reports to Regulatory Agencies**: Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Public Works / Utilities / Environmental Services	PW-059	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form / records of the chemical / substance / agent, where / when it was used	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / Utilities / Environmental Services	PW-060	Solid Waste Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) / CalRecycle Annual Waste Diversion Report / Form 303 report (HHW report) / CalREcycle Used Oil report / CalREcycle Bottles & Cans report, etc.	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SB 1383 compliance is required for 5 years; 14 CCR § 18995.2; GC §34090
Public Works / Utilities / Environmental Services	PW-061	Solid Waste Services / Hauler Quarterly Reports	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Utilities / Environmental Services	PW-062	Wastewater Treatment Plant NPDES Permits	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City's permit requires 5 years (Federal mandate is 3 years); 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Utilities / Environmental Services	PW-063	Wastewater Treatment Plant NPDES Annual Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City's permit requires 5 years (Federal mandate is 3 years0; 40 CFR §§122.21, 122.41, 122.44
PUBLIC WORKS / UTILITIES / WASTEWATER TREATMENT PLANT (WWTP)								
Public Works / WWTP	PW-064	SCADA Database (Wastewater)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; GC §34090, 12168.7
Public Works / WWTP	PW-065	Biosolids / Sewage Sludge - **Handling Logs / Weigh Tickets**	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §34090
Public Works / WWTP	PW-066	Wastewater Treatment Plant Operators Certificates (posting required)	Copy - When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies are required to be posted in a location accessible to the public; Original certificate is required to be retained Separation + 5 years; 23 CCR §3703; GC §34090.7
PUBLIC WORKS / UTILITIES / WASTEWATER COLLECTIONS								
Public Works / Wastewater Collections	PW-067	CCTV Videos of Sewer Lines	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Wastewater Collections	PW-068	Logs: Vac Con Trucks, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Wastewater Collections	PW-069	Sanitary Spills / Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2022-0103-DWQ; 40 CFR 122.41(j)(2); GC §34090

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Public Works / Wastewater Collections	PW-070	Sanitary Survey of Sewer System	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Wastewater Collections	PW-071	Sewer Odor Complaints / Gas Detection Results / Investigations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Wastewater Collections	PW-072	Sewer System Management Plans (SSMP) / Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) / Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be retained 5 years and updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2022-0103-DWQ; GC §34090
PUBLIC WORKS / UTILITIES / WATER TREATMENT PLANT (POTABLE WATER)								
Public Works / Utilities / Water Treatment Plant	PW-073	SCADA Database (Water Treatment Plant)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; GC §34090, 12168.7
Public Works / Utilities / Water Treatment Plant	PW-074	Consumer Confidence Report - Annual Water Quality Report	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; Required for 12 years or 2 compliance cycles; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Utilities / Water Treatment Plant	PW-075	Corrective Actions (As a Result of a Violation) - Potable Water	Resolution + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	40 CFR 141.33(b)(2); 22 CCR §64470
Public Works / Utilities / Water Treatment Plant	PW-076	Monthly Reports - includes any Customer Concerns / Customer Complaints / Complaint Forms: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a); 22 CCR 64662(b)

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Public Works / Utilities / Water Treatment Plant	PW-077	Plant Operator Log Books	5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; Meets Department of Public Heath requirements; 22 CCR 64662(b); GC §34090
Public Works / Utilities / Water Treatment Plant	PW-078	Regulatory Reports / **Water Reports to Regulatory Agencies**: CalARP, CERS, Cal OSHA, DDW (Division of Drinking Water), DWR (Department of Water Resources), EPA, MS-4, NPDES, RMP, SWRCB (State Water Resources Control Board) ,etc.	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Public Works / Utilities / Water Treatment Plant	PW-079	Regulatory Reports / **Water Reports to Regulatory Agencies**: CalARP, CERS, Cal OSHA, DDW (Division of Drinking Water), DWR (Department of Water Resources), EPA, MS-4, NPDES, RMP, SWRCB (State Water Resources Control Board) ,etc.	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Public Works / Utilities / Water Treatment Plant	PW-080	Sanitary Surveys of Drinking Water Systems	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; GC §34090
Public Works / Utilities / Water Treatment Plant	PW-081	Vulnerability Assessment / Emergency Response Plan / Risk / Resiliency Assessment / Hazard Mitigation Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Highly Confidential; 42 USC 300i-2 (c); GC §34090
Public Works / Utilities / Water Treatment Plant	PW-082	Water Monitoring Plans: Bacteriological Monitoring Plans, Disinfection byproduct (DBP) Monitoring Plan, Microbiological Monitoring Plans, Source Monitoring Plans, TTHM / HAA5/ MRDL Monitoring Plans, Turbidity Monitoring Plans, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; must be retained for as long as the analytical records for that plan (microbiological and turbidity analyses 5 years, chemical analyses 10 years, etc.) 2 CCR 64470(b)(6); GC §34090
Public Works / Utilities / Water Treatment Plant	PW-083	Water Production Reads / Reports (to State DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; Meets California Department of Health requirements (3 years); 22 CCR 64662(b); GC §34090

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Public Works / Utilities / Water Treatment Plant	PW-084	Water Production Reads / Reports (to State DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; Meets California Department of Health requirements (3 years); 22 CCR 64662(b); GC §34090
Public Works / Utilities / Water Treatment Plant	PW-085	Water Storage Tanks, Wells: Dive Videos	10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference (covers 2 mandated cycles); GC §34090
Public Works / Utilities / Water Treatment Plant	PW-086	Water Storage Tanks: Inspection Reports, Maintenance Records	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; (3 years is required); 22 CCR 64604 (c); GC §34090
Public Works / Utilities / Water Treatment Plant	PW-087	Water Treatment Plant NPDES Permits	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; City's permit requires 5 years (Federal mandate is 3 years); 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Utilities / Water Treatment Plant	PW-088	Water Treatment Plant NPDES Annual Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; City's permit requires 5 years (Federal mandate is 3 years0; 40 CFR §§122.21, 122.41, 122.44
Public Works / Utilities / Water Treatment Plant	PW-089	Water Treatment Plant Operators Certificates (posting required)	Copy - When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Copies are required to be posted in a location accessible to the public; Original certificate is required to be retained Separation + 5 years; SWRCB program guidance; GC §34090.7
PUBLIC WORKS / UTILITIES / WATER DISTRIBUTION AND OPERATIONS (includes Recycled Water Distribution)								
Public Works / Utilities / Water Distribution	PW-090	SCADA Database (Water Distribution)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; GC §34090, 12168.7

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Public Works / Utilities / Water Distribution	PW-091	CCCP (Cross Connection Control Procedures) / Backflow: **Initial Hazard Assessments**	P					Department preference; SWRCB Cross-Connection Control Policy Handbook Section 3.5.1(a) requires Hazard Assessments to be retained - the two most recent hazard assessments for each user premise; GC §§60201 et seq.
Public Works / Utilities / Water Distribution	PW-092	CCCP (Cross Connection Control Procedures) / Backflow: **Plans or Policies**	Superseded + 5 years					Department preference; SWRCB Cross-Connection Control Policy Handbook Section 3.5.1(a) requires the current Cross-Control Plan be retained; GC §§60201 et seq.
Public Works / Utilities / Water Distribution	PW-093	CCCP (Cross Connection Control Procedures) / Backflow: **Cross-Connection Tests; Secondary Hazard Assessments, Backflow Prevention Assembly (BPA) Installation, testing, repair, Air Gap Installation, Inspection**	5 years					Department preference; SWRCB Cross-Connection Control Policy Handbook Section 3.5.1(a) requires records to be retained at least the previous 3 calendar years; GC §§60201 et seq.
Public Works / Utilities / Water Distribution	PW-094	CCCP (Cross Connection Control Procedures) / Backflow: **Public Outreach**	5 years					Department preference; SWRCB Cross-Connection Control Policy Handbook Section 3.5.1(a) requires records to be retained at least the previous 3 calendar years; GC §§60201 et seq.
Public Works / Utilities / Water Distribution	PW-095	Fire Hydrant Flow Tests (Development or Maintenance)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Utilities / Water Distribution	PW-096	Lab Method Validation: Demonstrations of Capability and Method Detection Limit (MDL) Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §34090
Public Works / Utilities / Water Distribution	PW-097	Lab Reports / Chains of Custody: **Chemical** (Includes Chlorine Residuals, Disinfectant Residuals, Disinfection Byproducts, / Disinfection Byproduct Precursors)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference (10 years is required); 40 CFR 141.33(a); 22 CCR §§64470, 64537, 64692

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Public Works / Utilities / Water Distribution	PW-098	Lab Reports / Chains of Custody: **Potable Water Bacteriological / Organics**	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Public Works / Utilities / Water Distribution	PW-099	Lab Reports / Chains of Custody: **Potable Water Lead / Copper**	Minimum 12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470; 22 CCR 64690.80; 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Utilities / Water Distribution	PW-100	Public Notices - Potable Water (Tier 1, 2, / 3)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; GC §34090
Public Works / Utilities / Water Distribution	PW-101	Water Pressure, valve flushing / exercising for non-fire system components. (Fire hydrant information is held by the fire department.)	Minimum 20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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TITLE

Declaring Laserfiche Cloud a Trusted System and Adopting City Records Management Procedures

RECOMMENDATION

Adopt a Resolution declaring Laserfiche Cloud a Trusted System for the storage, management, and preservation of city records.

Adopt a Resolution approving City Records Management Procedures as the official administrative policy governing the creation, management, storage, retention, digitization, and destruction of city records in all formats.

CONTACT

Taresa Geilfuss, City Clerk

BACKGROUND & ANALYSIS

California Government Code Section 12168.7 establishes uniform statewide standards for storing and recording public records in electronic media and cloud computing environments.

The statute defines a "Trusted System" as a combination of technologies, policies, and procedures for which there is no plausible scenario in which a public record retrieved from the system could differ substantially from the public record originally stored. The statute became fully operative on January 1, 2026.

The city currently utilizes Laserfiche Cloud as its enterprise content management system to store and manage electronic public records. Laserfiche Cloud provides security controls, audit logging, access restrictions, and records management functionality designed to maintain the integrity, authenticity, and reliability of stored records.

To ensure full compliance with State law and to strengthen the City's legal defensibility, staff recommends adoption of two complementary resolutions.

1. Trusted System Resolution

The first resolution:

- Declares Laserfiche Cloud the City's official electronic records repository
- Determines that Laserfiche Cloud meets the statutory definition of a Trusted System
- Designates electronic records stored in Laserfiche Cloud as the City's official records
- Authorizes destruction of paper originals following compliant digitization and verification, consistent with Government Code Sections 34090 et seq.

This action formalizes existing operational practice and provides additional legal clarity regarding:

- Authenticity of electronic records
- Public Records Act defensibility
- Lawful destruction of source documents
- Long-term electronic preservation

2. City Records Management Procedures Resolution

The second resolution adopts written records management procedures governing the City's internal business practices for the creation, management, retention, digitization, and destruction of public records in all formats.

These procedures address:

- Record creation and capture
- Digitization and centralized repository management
- Indexing and classification
- Access controls
- Record Integrity
- Retention
- Legal holds
- Lawful destruction

The procedures also establish a policy direction that electronic public records be maintained within Laserfiche Cloud and that permanent paper records be progressively digitized and uploaded into the official repository, where legally permissible and operationally feasible.

Adoption of these procedures promotes consistency across departments, strengthens records governance, and supports the City's Trusted System designation.

Together, the Laserfiche Cloud technology, the City's adopted Records Retention Schedule, and the formally adopted City Records Management Procedures establish the combination of technology, policies, and procedures contemplated by Government Code Section 12168.7.

Adoption of both resolutions formalizes the City's compliance with State law and strengthens the integrity, governance, and defensibility of the City's records management program.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

There is no direct fiscal impact associated with adoption of these resolutions. Laserfiche Cloud is already licensed and operational. The proposed actions formalize and document current practices. There will be some savings as paper records are digitized and offsite storage is no longer required.

ENVIRONMENTAL REVIEW

None

COMMUNICATION

Level 0: No Further Public Communication Needed

ATTACHMENTS:

1. Resolution - Trusted System Designation
1a. Exhibit A - Laserfiche Cloud Security Datasheet
2. Resolution - City Records Management Procedures
2. Exhibit A - City Records Management Procedures

RESOLUTION NO. 2026 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON DECLARING LASERFICHE CLOUD A TRUSTED SYSTEM FOR THE STORAGE AND MANAGEMENT OF ELECTRONIC PUBLIC RECORDS

WHEREAS, the City of American Canyon creates and maintains public records necessary for the effective and efficient operation of City government; and

WHEREAS, California Government Code Section 12168.7 establishes uniform statewide standards for storing and recording public records in electronic media and cloud computing environments; and

WHEREAS, Government Code Section 12168.7 defines a "trusted system" as a combination of technologies, policies, and procedures for which there is no plausible scenario in which a public record retrieved from the system could differ substantially from the public record originally stored; and

WHEREAS, Government Code Section 12168.7(d) provides that a cloud computing storage service that complies with industry-recognized information security standards and provides administrative controls preventing stored public records from being overwritten, deleted, or altered shall be considered a trusted system; and

WHEREAS, Title 2, Division 7, Chapter 15 of the California Code of Regulations establishes statewide standards for trustworthy electronic document and record preservation; and

WHEREAS, the City utilizes Laserfiche Cloud, a cloud-based electronic content management system, to store and manage public records that are maintained in electronic format; and

WHEREAS, Laserfiche Cloud incorporates security controls, audit logging, access restrictions, and system safeguards designed to maintain the integrity, authenticity, and reliability of electronic public records; and

WHEREAS, the City maintains written City Records Management Procedures and a Laserfiche Cloud Security Summary describing operational practices and system safeguards supporting the Trusted System designation; and

WHEREAS, the City has adopted a Records Retention Schedule governing the retention and lawful destruction of City records.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby resolves as follows:

Section 1. Trusted System Designation
Laserfiche Cloud is declared the City's official electronic records repository and a Trusted System for the storage and management of electronic public records maintained within the system pursuant to Government Code Section 12168.7.

Section 2. Official Record Status
Electronic public records stored in Laserfiche Cloud are designated as the City's official records unless State law requires retention of the original document.

Section 3. Authorization for Destruction of Source Documents
Upon completion of digitization and verification processes and storage within Laserfiche Cloud, paper originals may be destroyed in accordance with Government Code Sections 34090 et seq. and the City's

adopted Records Retention Schedule, provided no legal or historical requirement exists to retain the original.

Section 4. Supporting Documentation
The Laserfiche Cloud Security Summary (Exhibit A) describes the operational practices and system safeguards associated with the City's Trusted System designation.

Such supporting documentation may be updated administratively to reflect operational or technological changes without further action from the City Council.

PASSED, APPROVED and **ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 7th day of April 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Pierre Washington, Mayor

ATTEST:

_____
Taresa Geilfuss, CMC, City Clerk

APPROVE AS TO FORM:

_____
Teresa L. Highsmith, City Attorney

Laserfiche Cloud Security and Compliance

Laserfiche Cloud provides a scalable and secure environment for organizations across industries to automate processes, centralize content and address compliance requirements.

Security

Advanced data protection for your content with Laserfiche Cloud's robust security, administrative controls and advanced audit trail capabilities.

- **Tenant isolation** - Laserfiche Cloud provides tenant isolation by logically segregating customer data between accounts. Customers do not have access to any other customer's data or services.
- **Encryption in transit** - All data sent between Laserfiche customers and applications is encrypted in transit using Transport Layer Security (TLS) with Perfect Forward Secrecy (PFS).
- **Encryption at rest** - Data-at-rest in Laserfiche Cloud is protected using industry-standard AES-256 encryption.
- **Vulnerability scanning** - Laserfiche performs a vulnerability scan of backend servers that run in the Laserfiche Cloud hosting environment.
- **Penetration testing** - Laserfiche engages third-party vendors to conduct external penetration testing of the Laserfiche Cloud system.
- **Intrusion detection** - Laserfiche Cloud utilizes host-based intrusion detection systems to reduce the risk of data theft by individuals or organizations attempting to gain unauthorized access.
- **Firewalls** - Laserfiche Cloud's firewall configuration settings are regularly reviewed based on industry standards.
- **Fine-grained access control** - Administrators can use access rights to limit and control access to individual documents and objects. For example, security tags restrict access to documents on a document-by-document basis.
- **Access rights** - Administrators can configure access rights and privileges to limit actions that users can perform across the repository based upon role assignments or group memberships.
- **Multi-factor authentication** - Multi-factor authentication can be enabled for a Laserfiche Cloud user account.
- **Single sign-on** - Laserfiche Cloud supports single sign-on with Active Directory Federation Services (ADFS) and Security Assertion Markup Language (SAML).

- **Password policies** - Laserfiche Cloud supports industry-standard password controls, such as password minimum length, complexity and history.

- **Repository audit log** - The Laserfiche Cloud repository audit log includes details of user actions, including viewing, modifying, creating and deleting documents, and similar operations on metadata and other repository objects.

- **Repository application auditing** - Laserfiche Cloud supports auditing of both access to, and modification of, objects in repositories.

Compliance

With Laserfiche, governance and compliance can be a seamless part of how your organization operates.

- **SOC 2 Type 2** - This report details the controls for Laserfiche Cloud related to the criteria for the security, availability, and confidentiality principles set forth in TSP section 100, 2017 Trust Services Criteria for Security, Availability, Processing Integrity, Confidentiality, and Privacy (AICPA, Trust Services Criteria).

- **Privacy regulatory compliance** - Laserfiche addresses privacy regulatory requirements in Laserfiche Cloud and as part of our business operations. This includes the California Consumer Privacy Act (CCPA) as well as leading international privacy standards such as the General Data Privacy Regulation (GDPR) of the European Economic Area. For more information, see: https://www.laserfiche.com/legal/privacy/.

- **International data transfers and EU/Swiss/U.S. Privacy Shield Framework compliance** - Laserfiche complies with the EU-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce regarding the collection, use and retention of personal data transferred from the European Union to the United States. Laserfiche has certified to the Department of Commerce that it adheres to the Privacy Shield Principles. For more information, see: https://www.laserfiche.com/legal/privacy/#privacy-shield-framework-compliance.

- **Data processing agreement** - Laserfiche's Cloud Subscription Agreement incorporates, by reference, a standard data processing agreement for customers with operations in the European Economic Area.

- **WORM Compliance for SEC 17a-4** - Laserfiche Vault is a solution package of services and cloud-based features that supports stringent non-alterable record archival requirements such as WORM (write once, read many) compliance required by SEC Rule 17a-4 for broker dealers. Beyond financial services, Laserfiche Vault's strict compliance mode can also be applied to support rigorous records management practices for electronically stored information (ESI) requiring prevention of any unauthorized alternations or deletions of digital records.

- **Voluntary Product Accessibility Section 508 Compliance** - Laserfiche has published VPATs available for Web Client, Public Portal and Federated Search.

Reliability

Laserfiche's preventative, detective and corrective controls reduce risk while increasing uptime and availability.

- **Business continuity and disaster recovery programs** - Laserfiche Cloud SaaS services are hosted in multiple regions. Regions consist of multiple availability zones that are comprised of multiple data centers. These data centers are housed in separate facilities with redundant power, networking and connectivity.

- **Laserfiche Cloud service levels** - Laserfiche publishes a status page that displays the current status of Laserfiche Cloud applications, maintenance notices and outage reports.

- **Automated backups** - Laserfiche Cloud customer data is backed up multiple times per day. Backups are retained for defined periods with support for point in time recovery. All backup data is encrypted. Backup data is replicated and stored in geographically separate data centers. Backup and restoration is tested on at least a quarterly basis.

Records Management

Easily manage the lifecycle of documents and get notified when documents are ready for disposition.

- **Auto-filing and classification** - Auto-file newly created records according to industry regulations and corporate policies, and automatically classify and apply disposition schedules and other retention policies to incoming records.

- **Notifications** - Automatically notify records managers when a record needs to be archived or destroyed based on the record type.

- **Deployment across devices** - Enforce records management policies across all devices including mobile phones, tablets, laptops and desktops by storing only one copy of a record in a centralized repository.

- **Disposition schedules** - Automatically classify and apply disposition schedules and other retention policies to incoming records.

- **Record transparency** - Provide business units with multiple ways to view records without impacting the overall file plan and allow users who are not records managers to access documents without exposing the records management design.

- **Records management search filters** - Allow records managers to search for records based on retention schedules or cut-off dates.

- **Centralized location for records** - View the record timeline, modify properties of records, record folders, and record series, and perform record actions such as cutoff or final disposition, all from a single location.

RESOLUTION NO. 2026 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON ADOPTING CITY RECORDS MANAGEMENT PROCEDURES GOVERNING THE CREATION, MANAGEMENT, RETENTION, DIGITIZATION, AND DESTRUCTION OF CITY RECORDS

WHEREAS, The City of American Canyon creates and maintains public records necessary for the conduct of municipal business in both paper and electronic formats; and

WHEREAS, California Government Code Sections 34090 et seq. authorize local agencies to reproduce records by electronic means and to destroy original records under specified conditions; and

WHEREAS, the City Council is concurrently considering a resolution declaring Laserfiche Cloud a Trusted System for the storage and management of electronic public records pursuant to Government Code Section 12168.7; and

WHEREAS, to ensure consistency, accountability, transparency, and compliance in the management of public records, the City Clerk has developed written City Records Management Procedures governing:

- Record creation and capture
- Digitization and centralized repository management
- Indexing and classification
- Access controls
- Record Integrity
- Retention
- Legal holds
- Lawful destruction of records; and

WHEREAS, the city desires to centralize electronic public records within Laserfiche Cloud and, where legally permissible and operationally feasible, to digitize permanent paper records and progressively move City records into the official electronic repository; and

WHEREAS, adoption of these procedures promotes uniform business practices across City departments and strengthens compliance with applicable State law.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby resolves as follows:

Section 1. Adoption of City Records Management Procedures
The document entitled "City Records Management Procedures," attached hereto as Exhibit A, is hereby adopted as the official administrative policy governing the creation, management, storage, retention, digitization, and destruction of City public records in all formats.

Section 2. Applicability
These procedures apply to all City departments, employees, and authorized users responsible for creating, maintaining, or managing public records.

Section 3. Consistency with Law and Retention Schedule

- Nothing in the City Records Procedures shall supersede the City's adopted Records Retention Schedule; or applicable provisions of State law governing records retention and destruction.
- Records shall be retained and destroyed only in accordance with legally adopted retention requirements.

Section 4. Administrative Updates

- The City Clerk is authorized to make non-substantive administrative updates to the City Records Management Procedures necessary to reflect operational or technological changes, provided such updates remain consistent with State law and the City's adopted Records Retention Schedule.
- Substantive changes affecting legal compliance or retention requirements shall require City Council approval.

PASSED, APPROVED and **ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 7th day of April 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Pierre Washington, Mayor

ATTEST:

_____
Taresa Geilfuss, CMC, City Clerk

APPROVE AS TO FORM:

_____
Teresa L. Highsmith, City Attorney

CITY RECORDS MANAGEMENT PROCEDURES

Purpose

The purpose of these procedures is to establish consistent and legally compliant business practices for the creation, management, storage, retention, digitization, and lawful destruction of all public records maintained by the City.

City intends that all electronic public records maintained by City departments be stored within a Trusted System pursuant to Government Code Section 12168.7, as currently provided by Laserfiche Cloud, and designated as our **Official Records Repository** to ensure centralized management, accessibility, security, and consistency.

The City further intends that all permanent paper records be digitized and uploaded into the Official Records Repository, where legally permissible, to support long-term preservation and operational efficiency. The digitization of non-permanent paper records shall occur as resources allow and shall be considered a lower priority relative to permanent records.

These procedures support the City's designation of Laserfiche Cloud as a Trusted System pursuant to Government Code Section 12168.7 and promote:

- Record integrity
- Accessibility and transparency
- Compliance with State law
- Operational efficiency
- Disaster recovery readiness

Scope

These procedures apply to:

- All City departments
- All employees and authorized users
- All public records, regardless of format

This includes:

- Electronically created records
- Paper records
- Scanned records
- Hybrid records

A. Record Creation and Capture

1. City records may originate in electronic or paper form.
2. Electronic records shall, to the extent practicable, be indexed, stored, and maintained within the Official Records Repository.
3. Departments shall not maintain separate unofficial repositories of electronic public records outside approved systems without authorization.
4. Paper records may be maintained temporarily in physical form but shall be digitized in accordance with these procedures and the Records Retention Schedule.

B. Digitization and Repository Management

It is the policy of the City to progressively centralize records within the Official Records Repository.

1. Priority for digitization shall be as follows:
    a. Permanent paper records
    b. Long-term retention records
    c. Non-permanent records, as resources permit
2. Paper records selected for digitization shall be reviewed to ensure:
    a. Completeness
    b. Legibility
    c. Accuracy
3. Digitized records shall be uploaded into the Official Records Repository and properly indexed.
4. Original paper records shall be retained when:
    a. Required by State law
    b. Required for archival or historical preservation
    c. Required for evidentiary purposes

C. Indexing and Classification

All records maintained in the Official Records Repository shall be:

1. Assigned appropriate metadata
    a. Classified by department and function
    b. Associated with the applicable retention category
    c. Proper indexing ensures records:
        - Can be located efficiently
        - Remain associated with their business purpose
        - Are retained for the legally required period
2. Paper records maintained outside Laserfiche shall be managed in accordance with the same retention classifications.

D. Access Control

1. Access to records is restricted through:
    - Role-based permissions
    - Security groups
    - Department-level access controls
2. Only authorized personnel may view, modify, upload or delete electronic records consistent with their job responsibilities
3. Physical records shall be stored in a manner that limits unauthorized access.

E. Record Integrity

1. The Official Records Repository maintains system safeguards including:
    - Audit logs of user activity
    - Version tracking
    - Security controls preventing unauthorized alteration
2. City staff shall not modify official records except:
    - To correct indexing errors
    - To apply retention classifications
    - To comply with lawful record management practices

3. Physical records shall be safeguarded to prevent unauthorized alteration, removal, or destruction.

F. Retention

1. All records, whether paper or electronic, shall be retained in accordance with the City's adopted Records Retention Schedule.
2. Retention classifications shall be applied upon record creation, capture, or filing.
3. Departments shall not independently destroy records outside the established retention framework.

G. Legal Holds

1. Records subject to the following shall not be destroyed in any format until the hold is formally released.
    - Litigation
    - Audit
    - Investigation
    - Public Records Act requests
2. Departments shall coordinate with the City Clerk and City Attorney regarding record holds.

H. Destruction

1. Records eligible for destruction shall be:
    a. Identified through retention rules
    b. Reviewed for legal or historical value
2. Paper originals of digital documents may be destroyed after:
    a. Verification of successful digitization
    b. Proper indexing and storage in the Official Records Repository
    c. Confirmation that no legal requirement exists to retain the original
3. Destruction of digitized original records shall occur only in accordance with the Records Retention Schedule and applicable state law.
4. Destruction of records shall be documented where required.

I. Official Record Status

1. Records stored in the Official Records Repository are considered the City's official records unless State law requires retention of the original document.
2. Where paper records remain the official record, they shall be managed in accordance with these procedures and the Records Retention Schedule.

J. Oversight and Ongoing Review

1. The City Clerk's Office shall provide oversight of records management practices and may issue administrative guidance consistent with these procedures.
2. These procedures shall be periodically reviewed to ensure:
    - Continued compliance with law
    - Alignment with operational practices
    - Responsiveness to technological developments

TITLE

American Canyon Police Department 2025 Annual Report

RECOMMENDATION

Receive and file the American Canyon Police Department's 2025 Annual Report

CONTACT

Rick Greenberg, Police Chief

BACKGROUND & ANALYSIS

The American Canyon Police Department - a division of the Napa County Sheriff's Office – provides high quality law enforcement services to the community needs.

Statistics

The 2025 annual report (Attachment A) showcases all the services provided. A summary of 2025 is below:

- Zero (0) homicides
- Decrease in vehicle theft (39), from (50) in 2024.
- Slight increase in residential burglaries (14), from (11) in 2024.
- Robberies (20) and Assaults (131), slightly increased from (16) and (94) in 2024.
- Significant increase in total arrests (704), from (516) in 2024.
- Total collisions on local roads decreased (66), from (75) in 2024. Collisions on SR-29 increased (78), from (52) in 2024.
- Fatal traffic collisions increased (2), from zero (0) in 2024.
- Responded to 14,923 calls for service, slight increase from 14,776 in 2024.
- Seized (45) firearms in 2025. Which is slight decrease from (50) in 2024.

The California Department of Justice lists the 2024 clearance rate for violent crime at 43.6% and property crime at 7.8%. In 2025 ACPD's clearance rate for violent crimes was 54.1% and property crimes is 40.7%.

(DOJ 2025 clearance rates were not available at the time of this report)

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Public Safety: "Ensure American Canyon remains a safe community."

FISCAL IMPACT

In 2024, the City and County entered into a new three-year agreement to continue this service. The 2025/26 contract with Napa County is $9,759,801.

The current 3-year agreement expires on June 30,2027. The City of American Canyon and the Napa County Sheriff's Office plan for cost projections and anticipated future expenses when drafting these agreements. In the event of significant changes during the term of the agreement, an amendment may be made to reduce or expand the agreement.

ENVIRONMENTAL REVIEW

None

COMMUNICATION

Level 1: Minimal Communication

Add the 2025 Annual Report to ACPD website and post the update in April newsletters / city updates.

ATTACHMENTS:

1. 2025 ACPD Annual Report



AMERICAN CANYON POLICE DEPARTMENT

2025 ANNUAL REPORT

Published March 2026

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MESSAGE FROM THE CHIEF



It is truly an honor to present the American Canyon Police Department's 2025 Annual Report and to share the work your police officers and professional staff have accomplished this past year. Serving this community is a privilege, and I am proud of the dedication, professionalism, and care our team brings to their work every day.

In 2025, we continue to focus on what matters most—keeping American Canyon safe while building strong, lasting relationships with the people we serve. We were pleased to welcome our new Community Resource Officer, Cassie Fallon, whose passion for outreach and education has strengthened our connection with residents. We also continued our community engagement efforts through events like Chill with the Cops, where officers had the chance to connect in a relaxed setting, sharing conversations, laughter, and even a few Slurpee's with kids and families after school.

This year, we were also privileged to participate in The Wall That Heals escort—an experience that was both humbling and meaningful, and one that reflected the deep respect our community holds for service and sacrifice.

When it comes to public safety, I am pleased to share that American Canyon experienced zero homicides in 2025. At the same time, we recognize and acknowledge the challenges we faced. Tragically, we lost two community members in fatal traffic collisions, reminding us of the importance of safe driving, continued education, and enforcement. Theft levels remained consistent in 2025, while we did see a slight increase in assaults and violent crimes. These trends are taken seriously, and our officers continue working proactively to address them. I am especially proud of the proactive police work carried out this year. Our officers focused on early intervention, visibility, and accountability, working to address issues before they escalated and to prevent future victimization. This approach reflects our commitment to keeping neighborhoods, streets, parks, and schools safe while continuing to build trust within our community.

If I have not yet had the opportunity to meet you, I truly look forward to doing so. Please save the date and join us for National Night Out this year on Tuesday, August 4, 2026. These moments of connection are a reminder that public safety is a shared effort, built on trust, communication, and community pride.

It is an honor to continue serving as your Chief of Police. I am grateful for the support of this community and proud to lead the men and women of the American Canyon Police Department as we move into 2026 together—continuing to work toward a City that is safe, welcoming, and a great place to live, work, and play.

Warm regards,

– Chief Rick Greenberg







DEPARTMENT OVERVIEW

The City of American Canyon was incorporated in 1992. Prior to that, as an unincorporated area of Napa County, the area was policed by Napa County Sheriff's deputies and California Highway Patrol (for traffic enforcement). In 1992, when the area became an incorporated city, the new City elected to contract with the Napa County Sheriff's Office for all municipal police services.

In 2024, the City and the Napa County Sheriff's Office entered into a three-year agreement for law enforcement services. For Fiscal Year 2025/26, the contract amount is $9,759,801, with the agreement extending through June 30, 2027. The agreement includes built-in cost projections and scheduled increases to support sustainable service delivery to meet community needs.

COMMUNICATIONS

AMERICAN CANYON POLICE DEPARTMENT
911 Donaldson Way East
American Canyon, CA 94503

HOURS OF SERVICE

Monday-Friday, 8:30 a.m. - 5:00 p.m.

CONTACT INFORMATION

In Case of an Emergency: Dial 911
Report Suspicious Activity: (707) 253-4451
Business Office: (707) 551-0600

WEBSITE

AmericanCanyon.gov/Police

Subscribe to receive our monthly Lobo's Pack Report at AmericanCanyon.gov/Email

FOLLOW US ON SOCIAL MEDIA

@American.Canyon.Police.Department

@amcanpd

DURING EMERGENCIES

ALERT Napa County is a notification system used by agencies across Napa County to provide critical and non-critical information during a variety of situations. These may include severe weather, planned or unexpected road closures, missing persons, evacuations, natural disasters, and public health concerns. Many local agencies, including the American Canyon Police Department rely on ALERT Napa County to keep the public informed. To sign up or learn more about ALERT Napa County, visit ReadyNapaCounty.org

SIRENS AS EMERGENCY ALERTS

In addition to digital alerts, sirens are an important part of our emergency alert system.
During emergencies, officers may drive through neighborhoods, activating sirens to signal an alert.

IF YOU HEAR A SIREN

Do not call 911
to ask about the alert.

Instead, check ALERT Napa County notifications, visit AmericanCanyon.gov, or tune in to local radio stations KVYN and KVON for updates.

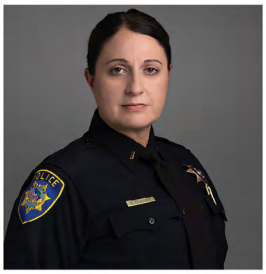
Sirens may indicate various emergency situations, such as the need to evacuate or shelter in place.
Stay informed and be prepared.

A NOTE ABOUT REACHING US

Nextdoor, Facebook, and other social media platforms are popular forums for community discussions; however, the Police Department does not monitor or respond to activity on these platforms. For non-emergency assistance during business hours, please call (707) 551-0600. To report a crime or suspicious activity, contact (707) 253-4451. In an emergency, please dial 911.

911 Donaldson Way East,
American Canyon, CA 94503
AmericanCanyon.gov/Police


Chief R. Greenberg


Lt. N. Dudley



Sgt. T. Kvamme



Sgt. R. Proctor



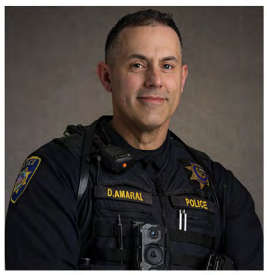
Sgt. C. Schneider



Sgt. J. Scott



Sgt. K. Van Dyke



D. Amaral



E. Aspetia



T. Braudrick



J. Coleman



C. Fallon



T. Heuschel



M. Hudson



H. Johnson


I. Kuntz



A. Lecount


C. Madueno



M. Morgan



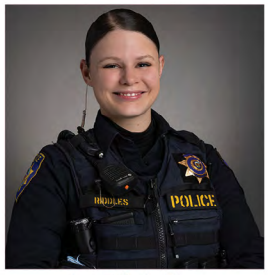
S. Payan



D. Penny



K. Piceno



A. Riddles



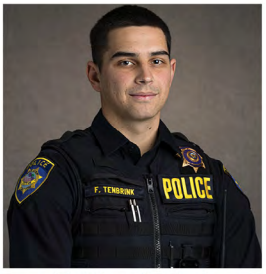
S. Romero



C. Roberts

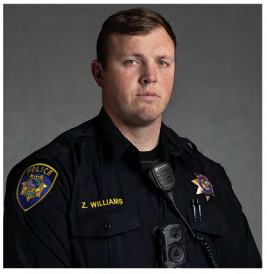


A. Srinivas



F. Tenbrink


E. Wilkins



Z. Williams

COMMUNITY RESOURCE OFFICER



The American Canyon Police Department is proud to have a dedicated Community Resource Officer (CRO), Cassie Fallon, who plays a vital role in building strong relationships between our officers and residents. Through outreach, education, and everyday engagement, she helps strengthen trust, promote safety, and ensure our community feels supported, connected, and heard. In addition to supporting her partner, Lobo, in various engagements and fanfare, Officer Fallon oversees the following responsibilities:

- Coordinating American Canyon's Neighborhood Watch Program
- Coordinating the Home Surveillance Camera Registry Program - where residents can register their home for video surveillance through the City's website, enabling ACPD to be aware of addresses with cameras. This database provides additional resources to our officers in solving crimes. Visit AmericanCanyon.gov/Police to register your camera.
- Reviewing new housing and commercial development plans using Crime Prevention Through Environmental Design (CPTED) principles.
- Educating the public about crime trends, offering tips on securing homes or businesses, and assisting neighborhoods in setting up their Neighborhood Watch groups.
- Conducting monthly meetings with managers of multifamily housing complexes to share information on property-related crime and suggest improvements.
- Facilitating the Crime-Free Multi-Housing Program, allowing property managers to add a crime-free addendum to leases, simplifying the eviction process for tenants engaged in criminal activities.
- Collaborating with local businesses to access and utilize their security surveillance cameras for crime resolution and business protection. Providing crime prevention strategies and tips to discourage criminal activities at their establishments.
- Working with probation to identify gang members, conducting probation searches to reduce gang activity and collaborating with the Public Works Department and property owners to swiftly remove gang-related graffiti.
- Identifying homeless individuals and connecting them to available services.
- Participating in local events, parades, and festivals.
- Maintaining ongoing communication through social media and monthly newsletters.








nyon Police Departm
ICE
N CANYON


911
SCHOOL BUS

COMMUNITY ENGAGEMENT

At the heart of the American Canyon Police Department's work is a simple belief: strong relationships build strong communities. Our officers are not just responders to calls—they are neighbors, mentors, and partners who are deeply invested in the people they serve. Through our community policing approach, ACPD focuses on building trust, listening to resident concerns, and working collaboratively to keep our neighborhoods safe and welcoming. Officers regularly engage with residents through meaningful, face-to-face connections that strengthen communication, understanding, and mutual respect.

ACPD remains actively involved in major community events throughout the year, including the American Canyon Chamber of Commerce's Meet Me In The Streets, our Fourth of July celebration, and other City-hosted gatherings. These events allow officers to connect with residents outside of traditional enforcement roles and reinforce the Department's commitment to service, accessibility, and partnership.

Each August, our Department proudly participates in National Night Out, visiting neighborhood block parties and connecting with families in a relaxed, welcoming setting. Programs like "Chill with the Cops" provide a fun opportunity for officers to meet with kids and families after school, sharing conversations, smiles, and a sweet treat during the summer months. Through our Citizens Academy programs, residents and American Canyon High School seniors are also invited to gain a behind-the-scenes look at local law enforcement, fostering transparency and a deeper community understanding.





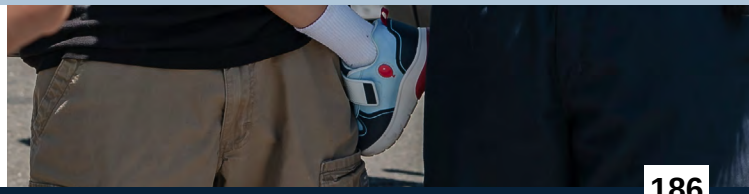


NATIONAL NIGHT OUT
NNO
2026

SAVE THE DATE

National Night Out 2026

Tuesday, August 4, 2026



In October 2025, ACPD was honored to support The Wall That Heals, escorting the 375-foot scale replica of the Vietnam Veterans Memorial from Washington, D.C. into American Canyon from Clovis, CA. Our officers proudly welcomed the memorial with a heartfelt “Welcome Home” parade procession, demonstrating deep respect for those who served and reflecting the strong patriotic spirit of our community.

These programs, events, and everyday interactions of our officers continue to strengthen our relationships with our residents, promote safety, and build lasting trust. By putting people first and leading with compassion and professionalism, the Department helps ensure American Canyon remains a place where residents feel protected, supported, and proud to call home.





THE WALL THAT HEALS

VIETNAM VETERANS MEMORIAL REPLICA & MOBILE EDUCATION CENTER



K-9 UNIT: OFFICER AMARAL & RUGER

Officer Derek Amaral has proudly served with the Napa County Sheriff's Office since February 2015 and has spent most of his career working patrol in the City of American Canyon. Throughout his service, Officer Amaral has taken on several specialized and auxiliary assignments, including becoming a K-9 handler in September 2023. At that time, he was partnered with K-9 Ruger, a six-year-old, 75-pound Belgian Malinois certified in narcotics detection and suspect apprehension. Prior to joining law enforcement, Ruger participated in European competitions and training trials, helping establish the strong foundation that supports his work today. Over the past year, Officer Amaral and Ruger have patrolled the streets of American Canyon, assisting with suspect apprehensions, narcotics detection, evidence and article searches, and de-escalation efforts. Together, they play an important role in enhancing public safety and supporting proactive policing efforts throughout the community. Beyond their work in the field, Ruger has become a valued member of Officer Amaral's family. During his off-duty time, he enjoys hikes, walks, and—most of all—playing with his favorite toy ball.





K-9 UNIT: OFFICER HUDSON & BRICK







Officer Mike Hudson has been with the Napa County Sheriff's Office since January 2017. In June 2021, he was paired with his K-9 partner, Brick, a 6-year-old, 90-pound Belgian Malinois. Over the past four and a half years, Brick has proudly served the citizens of American Canyon alongside Officer Hudson. Brick is highly trained in handler protection, suspect apprehension, narcotics detection, and human detection, making him a vital member of the team and a trusted protector of the community.

When not on duty, Brick is an integral part of Officer Hudson's family, heading home with him at the end of every shift.

SCHOOL RESOURCE OFFICERS

Our School Resource Officers (SROs) play a vital role in supporting student safety, well-being, and positive development at both American Canyon High School and the American Canyon Middle School. More than a uniformed presence on campus, these officers are trusted mentors, role models, and partners in education. Through daily interactions with students, staff, and families, our SROs build strong relationships grounded in trust, respect, and open communication. They take time to listen, offer guidance, and connect students with resources when challenges arise. By being present and approachable, they help create an environment where students feel comfortable seeking help and reporting concerns.

This collaborative, community-focused approach reflects the Department's commitment to community policing. By engaging with students in positive, meaningful ways, our SROs help foster mutual understanding and respect between young people and law enforcement. Their presence contributes to a safe, welcoming campus culture where students can focus on learning, growing, and reaching their full potential.

2025/26 CONTRACT'S COST-SHARE

$193,345 each

Napa Valley Unified School District	City of American Canyon



OFFICER TONY HEUSCHEL
ACMS RESOURCE OFFICER

Total Calls for Service at ACMS: 35
Total Police Reports Taken at ACMS: 4



OFFICER JOSH COLEMAN
ACHS RESOURCE OFFICER

Total Calls for Service at ACHS: 75
Total Police Reports Taken at ACHS: 18

D.A.R.E.®

The D.A.R.E. (Drug Abuse Resistance Education) program educates youth on resisting drug use, violent and risky behaviors through decision-making skills training. American Canyon Police Officers Penny and Piceno taught the D.A.R.E. curriculum to more than 300 elementary students in 2025.



POLICE & RECORD TECHNICIANS

Behind every successful public safety operation is a dedicated team working diligently behind the scenes. In addition to the sworn officers in American Canyon, ACPD has one Napa County employee, a Records Technician that plays an essential role in keeping the daily operations running smoothly and efficiently by supporting the front office, assisting visitors, responding to public inquiries, processing accounts payable and so much more.

In addition to administrative responsibilities, ACPD's Police Technician plays a key role in supporting field operations and community safety efforts. Serving as a vital link between officers, schools, and the community, the Police Technician assists with parking enforcement by issuing citations, supporting abandoned vehicle investigations and towing coordination, and manages property and evidence processing. Their presence at school zones, large incidents, and community events helps ensure safe traffic flow and orderly operations, while also strengthening connections through community outreach and special programs. Through this diverse role, the Police Technician contributes to a safe, organized, and welcoming environment that reflects the Department's commitment to community centered policing.

- Parking Citations: 83
- Parking Handicap Citations: 5
- 72 Hour Parking Citations: 370
- 72 Hour Towed Vehicles: 77

Both the Records and the Police Technician are trained as Child Passenger Safety Technicians and provide valuable assistance to families by inspecting, fitting, and properly installing safety seats. Through these services, they help protect our youngest residents and promote safe travel practices across the community.

Together, these dedicated professionals form the backbone of the Department's support services. Through their expertise, reliability, and commitment to service, our Police and Records Technicians help ensure that the American Canyon Police Department operates effectively, efficiently, and with the highest standards of service and accountability.



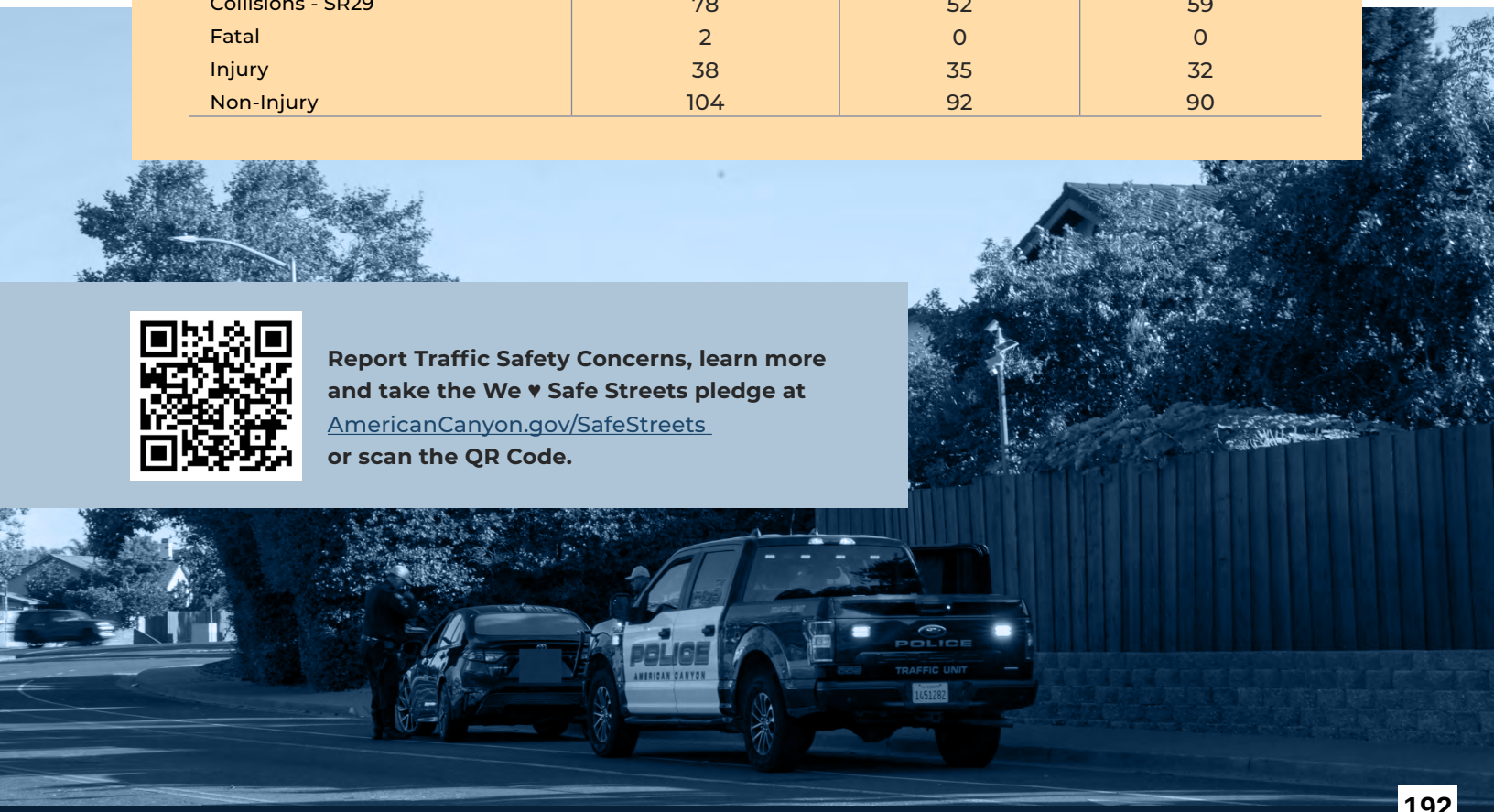


TRAFFIC DATA

The safety of pedestrians, bicyclists, and drivers on our neighborhood streets, particularly in school zones, is a top priority for ACPD. Our Officers and Police Technician dedicate time to managing school traffic during morning drop-off and afternoon pickup times. The remainder of their day is focused on broader community safety efforts, informed by their observations, resident's complaints, and accident history.

Through the American Canyon Traffic Calming Program, we take a data-driven approach to improve safety. This includes infrastructure design, public education, and targeted enforcement, all aligned with our goal of achieving zero traffic fatalities or severe injuries. Community involvement is key to our success. Each of us plays a vital role in ensuring American Canyon remains a safe place to live, work, and play. We encourage everyone to contribute to creating a culture of safety in our community.

TRAFFIC	2025	2024	2023
Traffic Citations			
Traffic Citations - Local Roads	404	573	493
Traffic Citations - SR29	313	193	205
Stop Sign Violations	118	192	140
Speeding	114	223	146
School Bus Stop	65	100	95
Driving with Cell Phone	188	24	41
DUI Arrests (All)	80	41	50
DUI Cases Involving Drugs	9	9	10
Total Collisions	144	127	122
Collisions - Local Roads	66	75	63
Collisions - SR29	78	52	59
Fatal	2	0	0
Injury	38	35	32
Non-Injury	104	92	90



Report Traffic Safety Concerns, learn more and take the We ♥ Safe Streets pledge at AmericanCanyon.gov/SafeStreets **or scan the QR Code.**








911
POLICE
AMERICAN CANYON


Donaldson Wy

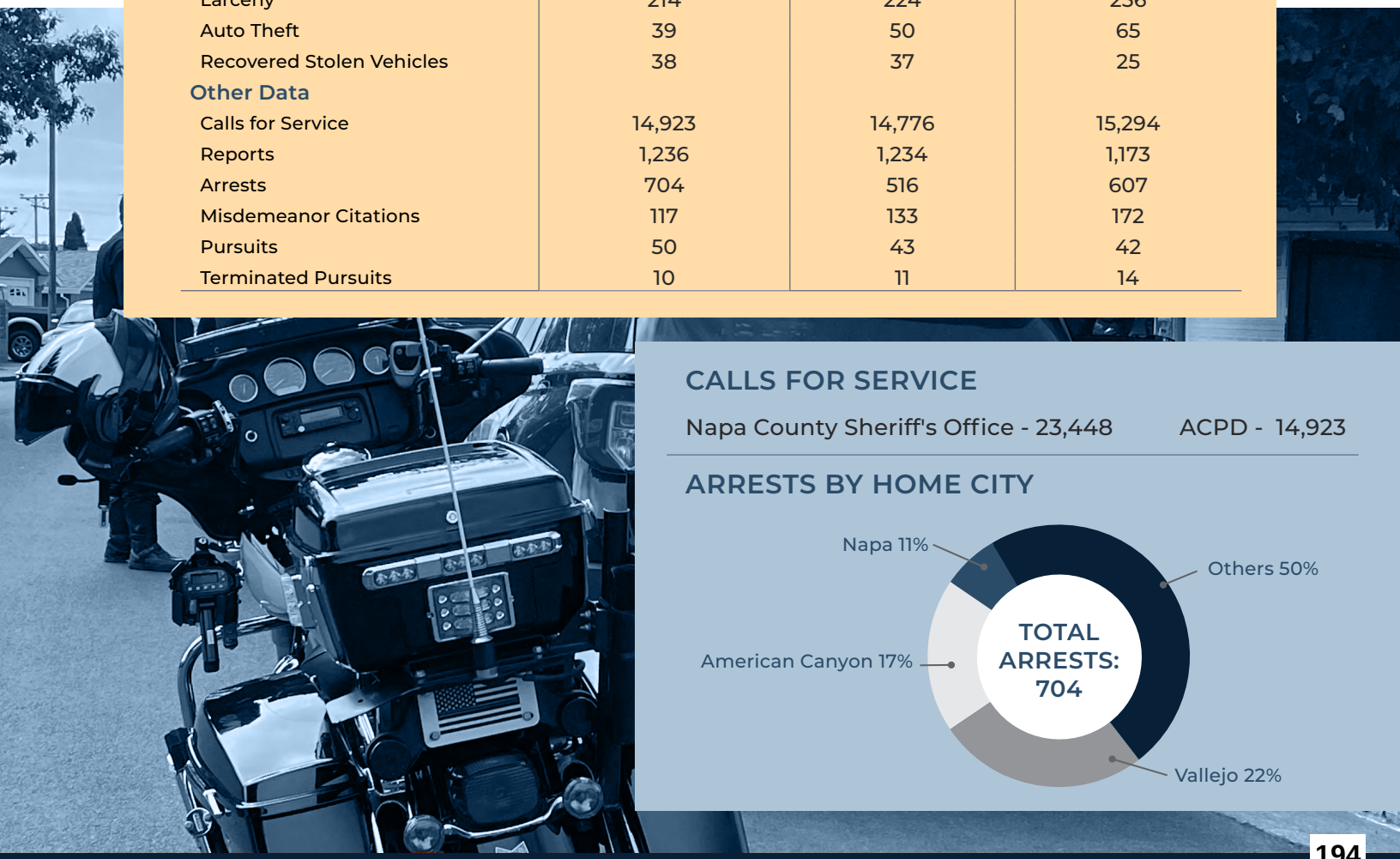
CRIME STATISTICS

Clearance rates measure the percentage of reported crimes that are solved through arrests, exceptional means, or referral for prosecution, and serve as an important indicator of investigative effectiveness and case management.

According to the California Department of Justice, statewide clearance rates in 2024 for violent crime was 43.6% and 9.8% for property crime. These figures provide a broader context for understanding how agencies across the state are performing. In 2025, violent crime made up 54.1% of reported crime, while property crime accounted for 40.7%.

The American Canyon Police Department tracks and analyzes its own clearance rate data annually to support internal review, resource planning, and service delivery. Reviewing this information alongside statewide and national reporting data helps inform operational decisions and supports the Department's ongoing efforts to provide responsive, effective public safety services.

STATISTICS	2025	2024	2023
Crimes			
Homicide	0	1	0
Rape	6	9	13
Robbery	20	16	11
Assault	131	94	98
Burglary	14	11	24
Larceny	214	224	256
Auto Theft	39	50	65
Recovered Stolen Vehicles	38	37	25
Other Data			
Calls for Service	14,923	14,776	15,294
Reports	1,236	1,234	1,173
Arrests	704	516	607
Misdemeanor Citations	117	133	172
Pursuits	50	43	42
Terminated Pursuits	10	11	14



CALLS FOR SERVICE

Napa County Sheriff's Office - 23,448 ACPD - 14,923

ARRESTS BY HOME CITY


R. GREENBERG

ADDITIONAL RESOURCES



In addition to the services provided in American Canyon, a broad network of specialized regional resources are available through the Napa County Sheriff's Office. These resources enhance local operations through advanced equipment, specialized capabilities, and coordinated response.

Available services include hiring and training support, workers' compensation administration, Honor Guard, Special Weapons and Tactics (SWAT), crisis negotiation, civil process, Coroner's services, investigations, records management, the Napa Special Investigations Bureau, Small Unmanned Aircraft System Team operations, Mobile Field Force response, and problem-oriented policing initiatives.

Together, these resources strengthen public safety services in American Canyon by supporting complex investigations, critical incidents, and large-scale operations, ensuring the Department is equipped to respond effectively to a wide range of situations.

SPECIAL WEAPONS AND TACTICS

The Special Weapons and Tactics (SWAT) team is deployed during critical incidents to minimize risk to the public, law enforcement personnel, and involved individuals. These incidents may include hostage situations, armed barricades, sniper incidents, high-risk rescues, crowd control events, and other situations requiring specially trained response teams.

The SWAT team is composed of 12 deputies who are trained in advanced tactical operations, including anti-sniper, armed suspect apprehension, hostage rescue, search and rescue, crowd control, and disaster response. All members have patrol experience and must successfully complete a rigorous selection process, including an interview, physical assessment, and Basic SWAT Academy training. Team members receive approximately 144 hours of specialized tactical training each year to maintain readiness and proficiency.

The SWAT team regularly trains alongside the Napa Police Department, and both agencies respond jointly to the County's most critical incidents. In addition, the Crisis Negotiation Team, composed of eight specially trained members, works closely with SWAT to promote peaceful resolutions and reduce the need for force whenever possible.

NAPA SPECIAL INVESTIGATIONS BUREAU (NSIB)

The Napa Special Investigations Bureau (NSIB) is a countywide drug task force composed of personnel from the Napa County Sheriff's Office, Napa Police Department, California Highway Patrol, Napa County District Attorney's Office, and the Napa County Probation Department. NSIB also investigates human trafficking cases, including those involving sexual exploitation. Through multi-agency coordination, NSIB supports countywide investigative efforts that address complex criminal activity and enhance public safety across Napa County, including within the American Canyon community.

SMALL UNMANNED AIRCRAFT SYSTEM TEAM (sUAS)



The Small Unmanned Aircraft System (sUAS) team, also known as the Drone team, provides valuable aerial support for law enforcement operations and community safety efforts. The team enhances situational awareness and supports deputies during a wide range of incidents. The team is composed of trained and certified pilots who meet Federal Aviation Administration (FAA) requirements and participate in ongoing training. In addition to internal instruction, members take part in monthly Department training sessions focused on flight proficiency, legal and policy compliance, and scenario-based exercises to ensure safe and responsible operations.

Drones provide officers with the ability to assess incidents from a safe distance, supporting informed decision-making and helping reduce risk during potentially volatile situations. The sUAS team also plays an important role in search and rescue efforts by assisting with aerial searches in areas that are difficult to access by foot or vehicle. Through these capabilities, the team contributes to safer responses and more effective public safety operations throughout the community.

EXPLOSIVES ORDNANCE DISPOSAL TEAM (EOD)



The Explosive Ordnance Disposal (EOD) Team, commonly known as the Bomb Squad responds to incidents involving suspicious packages, unexploded ordnance, improvised explosive devices (IEDs), homemade devices, and hazardous materials-related threats throughout Napa County. In addition to local response, the team also provides mutual aid support to neighboring Solano and Lake Counties.

The EOD team is supported by specially trained K-9 units from Napa and Solano Counties that assist with explosives detection and security sweeps at large public events and during visits by dignitaries in the Napa Valley. These proactive measures help ensure the safety of residents, visitors, and public officials.

In addition to emergency response, the team provides ongoing training, demonstrations, and educational sessions for patrol deputies at both the academy and in-service levels. Team members are also responsible for inspecting blasting activities and ensuring compliance with permitted operations within Napa County.

Through advanced training, specialized equipment, and regional coordination, the EOD team plays a critical role in mitigating explosive-related threats and supporting safe, effective public safety operations throughout the community.

ADDITIONAL RESOURCES

HONOR GUARD

The Honor Guard represents the highest traditions of honor and service. Through formal ceremonies and funeral honors, the team pays tribute to law enforcement officers who have passed away, whether in the line of duty or following their service, while also performing flag-raising duties and ceremonial presentations at civic events to ensure a dignified display of the national flag. Members receive specialized training in drill and ceremony, flag presentations, and funeral details, and must complete an intensive six-week training program guided by Federal Bureau of Investigation training and readiness standards. Each member is also required to complete a minimum of 24 hours of related training per month and 40 hours of specialized training annually to maintain proficiency and ceremonial excellence. Through this work, the Honor Guard preserves tradition, honors sacrifice, and reinforces the values of duty, service, and public commitment that continue to guide the Department and its members.

In addition to official Departmental ceremonies, the Honor Guard played an important role in supporting community remembrance and public commemorations. In 2025, the Honor Guard participated in the September 11 remembrance ceremony, honoring fallen law enforcement officers and first responders in partnership with the American Canyon Fire Protection District. The team also took part in The Wall That Heals In Memory Ceremony in October, recognizing service members who lost their lives during the Vietnam War and when they returned home due to PTSD. Through these ceremonial duties, the Honor Guard continues to preserve tradition, honor sacrifice, and support the healing and remembrance of the community.



MOBILE FIELD FORCE (MFF)

The Mobile Field Force (MFF) is trained and equipped to support large-scale emergency response and public safety operations. Team members complete a 40-hour training course through the Federal Emergency Management Agency (FEMA) and participate in ongoing refresher training throughout the year to maintain operational readiness.

The MFF is available to provide mutual aid during major emergencies and can be deployed to assist communities affected by earthquakes, floods, fires, and other large-scale disasters. Through specialized training, coordinated response, and regional collaboration, the Mobile Field Force plays an important role in strengthening disaster preparedness and supporting effective emergency operations across Napa County and surrounding areas.



INVESTIGATIONS BUREAU

The Investigations Bureau is responsible for conducting comprehensive criminal investigations and works closely with regional crime laboratories to support thorough and accurate case resolution. Investigators follow up on a wide range of cases, including:

- Crimes against persons such as sexual assaults, child abuse and neglect, elder and dependent adult abuse, domestic violence, murder, manslaughter, questionable deaths, mayhems, and kidnapping.
- Major property crimes such as fraud, embezzlement, forgeries, computer crimes, and investigations involving runaway juveniles or missing persons.

All investigators are part of the Napa County Major Crimes Task Force and actively contribute to collaborative, multi-agency efforts to address complex and significant criminal cases. Through detailed investigative work, interagency coordination, and a commitment to victim-centered justice, the Investigations Bureau plays a vital role in supporting accountability and public safety in American Canyon.

HIRING & TRAINING

All American Canyon Police Officers are sworn Napa County Sheriff's Deputies and complete a rigorous, multi-step hiring process designed to ensure only the most qualified candidates serve our community. The process begins with a detailed application, oral interview, and comprehensive background packet. This is followed by an extensive background investigation, including interviews with personal and professional references, credit and criminal history reviews, and verification of prior employment. Candidates must also successfully complete a physical agility test and polygraph examination. Those who advance receive a conditional offer of employment, contingent upon passing medical and psychological evaluations and a final interview with the Sheriff. Once hired, new deputies participate in a 16-week field training program under the guidance of experienced training officers.

Professional development continues well beyond initial hiring. All personnel meet California POST requirements, including completion of a 664-hour Basic Academy and ongoing in-service training. Deputies complete 24 hours of perishable skills training every two years, covering emergency driving, firearms proficiency, defensive tactics, first aid/CPR, and tactical communication. An additional 24 hours of continuing education ensures deputies remain current, capable, and prepared to meet evolving public safety needs. Through this comprehensive hiring and training process, the Sheriff's Office maintains a highly skilled, professional, and community-focused workforce dedicated to serving the American Canyon community with excellence.

To learn more about career opportunities, visit CountyofNapa.org/Sheriff.



ANIMAL SERVICES

The City of American Canyon contracts with the Napa County Sheriff's Office to provide Animal Services, with a fiscal year 2025/26 contract amount of $69,163. Animal Services Officers operate out of the Sheriff's Office on Airport Boulevard and are supervised by a Napa County Sheriff's Sergeant. At least one Animal Services Officer is on duty 7 days a week from 6:00 a.m. to 11:00 p.m. After hours, an officer remains on call to respond to emergency situations, primarily involving injured or dangerous animals.

Animal Services Officers are separate from the Napa County Animal Shelter, which is operated by the County's Environmental Management Department. They do not respond to barking dogs or other animal noise complaints, which are handled by the American Canyon Police Department. While officers focus primarily on domestic animals, matters involving wildlife are handled by California Department of Fish and Wildlife.

The primary mission of Animal Services is to protect public health and safety, including preventing the spread of rabies. Key responsibilities include:

- Investigating dog bites and dangerous animal incidents
- Capturing stray or injured animals
- Investigating cases of animal abuse or neglect in unincorporated Napa County, as well as the cities of Napa, American Canyon, and Yountville

The team handles a wide variety of animals, including dogs, cats, cows, horses, roosters, llamas, emus, goats, rabbits, skunks, snakes, and bats.



Animal Services can be reached at:
(707) 253-4452

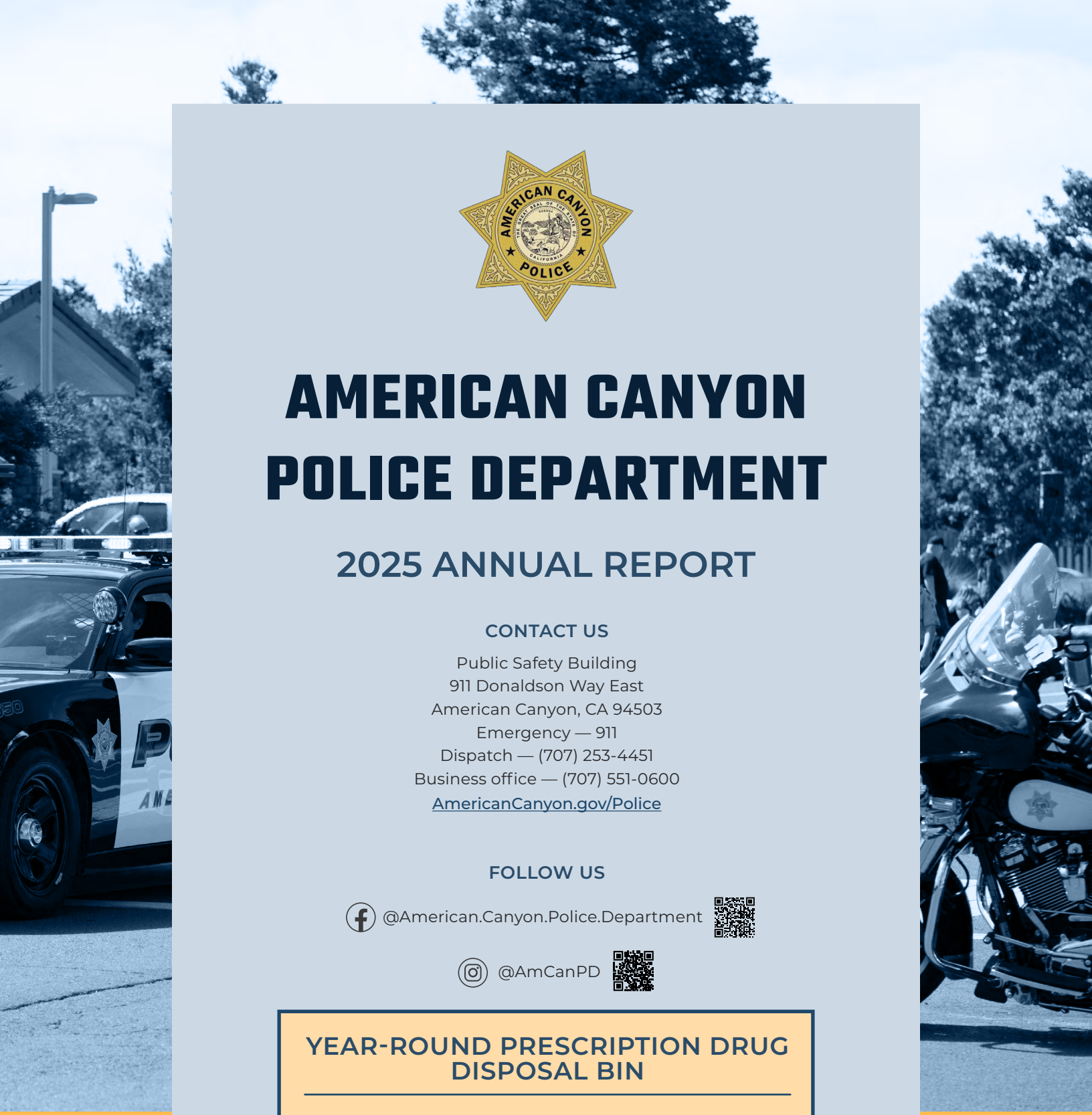
**IN 2025,
ANIMAL SERVICE OFFICERS HANDLED:**

4,198 INCIDENTS

611 IN AMERICAN CANYON.


Las Casitas
LVBO


POLICE
LVBO



AMERICAN CANYON POLICE DEPARTMENT

2025 ANNUAL REPORT

CONTACT US

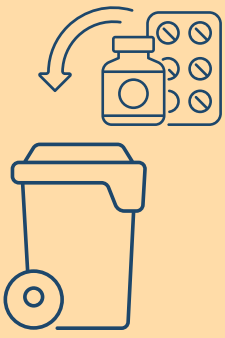
Public Safety Building
911 Donaldson Way East
American Canyon, CA 94503
Emergency — 911
Dispatch — (707) 253-4451
Business office — (707) 551-0600
AmericanCanyon.gov/Police

FOLLOW US

@American.Canyon.Police.Department

@AmCanPD

YEAR-ROUND PRESCRIPTION DRUG DISPOSAL BIN



Our lobby houses a prescription drug disposal bin where you can safely and responsibly dispose of your expired or unused medications — it's entirely FREE. Simply secure your medications in a plastic bag before dropping them off. Remember to recycle your empty plastic bottles at home. Please note: NO NEEDLES and NO LIQUIDS are accepted.

CITY COUNCILMEMBER REPORT

Council Meeting Date: 04/07/2026

Submitted by:* Councilmember Brando Cruz

Event Date: 07/03/2026 **Event Type** Community Event

Event Title: American Canyon Little League Opening Day

Event Report: I attended to American Canyon Little League Opening Day. I participated in the parade and walked alongside Mayor Washington, former Mayor Leon Garcia, and ACFPD and ACPD personnel. It was a gorgeous day and very well attended!

Event Date: 12/03/2026 **Event Type** Other

Event Title: Dinner with Senator Christopher Cabaldon

Event Report: Senator Christoper Cabaldon (District 3) held the first meeting of the Senate Select Committee on California Wine Industry at Napa Valley College. After his hearing, Senator Cabaldon invited several elected officials from Napa County to dinner at Napa Valley's first Filipino restaurant, led by Michelin-trained Chef Jade Cunningham.

Senator Cabaldon gave a brief overview and summary of the hearing. The rest of the evening was enjoyed with great food and networking with those in attendance.

Event Date: 14/03/2026 **Event Type** Community Event

Event Title: 80th Anniversary of Filipino Americans (FilAm) of Solano County

Event Report: I attended the 80th Anniversary celebration of the Filipino Americans of Solano County in Vallejo, CA. Vallejo Vice Mayor J.R. Matulac and several other officers of the FilAm organization hosted the event. Throughout the evening, we were entertained with traditional folk dances and provided with the rich history and photos of the early FilAm pioneers from the beginning (shortly after WWII) to the present. It was a wonderful evening!

Event Date: 17/03/2026 **Event Type** Committee Report

Event Title: Napa County Flood Control and Water District Meeting

Event Report: I represented American Canyon and attended the Napa County Flood Control and Water District Meeting. We were provided an update on the water supply outlook for Napa County and its communities.

There were no action items.

Event Date: 20/03/2026 **Event Type** Community Event

Event Title: Canyon Oaks Elementary School - 20th Anniversary

Event Report: Vice Mayor Mark Joseph and I attended the 20th Anniversary event at Canyon Oaks Elementary. The students showcased their talents with song and dance. Several past principals, teachers, and students were in attendance. For Mark and I, it was indeed a nostalgic moment as we were both present when Canyon Oaks first opened their doors. VM Joseph was part of the decision making body to get it started and my kids were some of the first students of the school. Amazing how quickly time flies!

Event Date: 25/03/2026 **Event Type** Community Event

Event Title: American Canyon Commissions Appreciation Dinner

Event Report: I attended the Commissions Appreciation Dinner alongside Vice Mayor Mark Joseph, Councilmember David Oro, and Councilmember Melissa Lammattina. City Manager Jason Holley and his staff did a wonderful job planning and hosting this event and American Canyon's - La Estrada.

It was a wonderful evening filled with words of gratitude for all of our hardworking commissioners. Job well done for all the Commissioners of American Canyon!

Event Date: 27/03/2026 **Event Type** Conference

Event Title: Public Safety Committee Meeting

Event Report: I attended the Public Safety Policy Committee in Orange County/Costa Mesa. We were provided with a legislative review on several Senate and Assembly Bills. Afterwards, we discussed existing policy and guiding principles followed by budget and regulatory updates. It was a very informative session.

CITY COUNCILMEMBER REPORT

Council Meeting Date: 04/07/2026

Submitted by:* Vice Mayor Mark Joseph

Event Date: 18/03/2026

Event Type Committee Report

Event Title: Napa Valley Transportation Authority

Event Report: First up was the NVTA-Tax Agency Board meeting. We heard presentations from St. Helena, Calistoga and Yountville on how they have used Measure T/U dollars to increase their Pavement Condition Index (PCI)--in some cases, rather dramatically. We approved a number of consent items, including amendments to American Canyon's Five Year Plan.

At the NVTA Board meeting, we heard that the State is considering Transit-Oriented Development (TOD). Napa Valley does not have any qualifying Transit facilities, but if we ultimately extend rail service to the County, American Canyon could be in good position to explore a TOD project near the Hess/Laird parcels.

Other items included:

- We are working with our **Federal Lobbyists to try to secure funding for our SR29 Multi-modal Corridor project** (one of several potential "earmarks")
- We approved a **contract with Innovate Mobility t**o conduct our first strategic plan for the Agency. We hope to complete this effort within 6-9 months.
- Public Comment was presented relating to a culvert that is in disrepair under SR 29 by the Soscol Junction. NVTA redesigned the project to avoid impacting the creek, but a citizen asked that we look into the matter. The Board agreed to discuss it at a future meeting.
- We also held a closed session to discuss the status of two anticipated litigation matters.

Event Date: 24/03/2026

Event Type Committee Report

Event Title: American Canyon Fire Protection District Meeting

Event Report: We held our monthly Board meeting, and reviewed a number of items under Closed Session. Other topics included:

- We also held a public hearing and adopted a **resolution of intention to form a Community Facilities District (CFD)** for the Giovannoni Logistics Park. This is good news for two reasons. First, it will help generate approximately $150,000/year for the District. Second, the fact that the developers are moving forward means the project is moving forward, which is good news for both the District and the City.
- We received our last **Mid-Year Budget Review** from our long-time Financial Consultant, Ken Campos. He is retiring and we will miss him. As to our finances, no major changes at mid-year.
- We also received a presentation on the **District's annual report.** Calls for Service are up 40% over the last 10 years; 60% are Medical Calls; and about 15% of the time, we are responding to two calls at the same time. Despite all of this, we are able to provide more Mutual Aid than we receive (better to give than to receive!)

Event Date: 27/03/2026 **Event Type** Committee Report

Event Title: Climate Action Committee

Event Report: Council member Lamattina and I attended the monthly meeting. Agenda items included:

- A presentation from Paul Asmuth from Sustainable St. Helena, regarding their **Community Redwood Forest project**. Very exciting--they have over 2500 redwoods that have been planted in an area adjacent to St. Helena's Wastewater Treatment Plant. PS - Years ago Paul worked on the Town Center project, before Terry McGrath! A very thoughtful, community-oriented person.
- Received an **update on the RCAAP.** Staff hope to finish responding to the robust amount of comments, to produce a final draft. This will also allow the Initial Study/Mitigated Negative Declaration (IS/MND) to be released for its 30-day review/comment period. Hopefully, this will start in late April or May. We have received *comments from the Realtors regarding retrofitting existing homes*. They feel the 25% target of homes by 2030 and 100% by 2045 constitute a mandate and are concerned this would be too expensive. There have been discussions regarding the focus on incentives and making upgrades when equipment wears out, but it will be interesting to see if their concerns can be addressed sufficiently to avoid a challenge.
- As we move from Plan to implementation, the Committee also directed staff to include **funding to convert GHG emission reductions into equivalent Heat reductions,** as proposed by Linda Brown. Her point is that heat reduction buys us time in terms of negative impacts on climate and our environment. It will really be useful as we prioritize implementing the 40+ measures in the Plan.
- We also discussed the **budget for next year.** We added funding for the Napa Resource Conservation District (NRCD) to provide outreach services, so our "baseline" budget is around $23,000 (up about $5k). The optional portion (for Ascent to develop our Implementation Plan) dropped to about $44,000, so the total is under $70k, vs. almost $90k originally. Although good news, we pointed out we will likely use that $44k to do our own implementation plan in-house, using our new part-time Sustainability Analyst.

Other Climate News:

I attended the annual **Napa Climate Summit** meeting at Napa Valley College, and heard updates on a number of topics, some of which have already been presented to the CAC.

Event Date: **Event Type** Other

Event Title: Community Events and Activities

Event Report:

- Helped with the **monthly food distribution** for Kiwanis
- The Arts Foundation put on their second annual **Irish Cultural Event,** with a full house of approximately 30 people. Great food, great entertainment and a quick history of Ireland.
- The Arts Foundation also hosted its fourth annual **ACHS Arts and Music Fest,** held this year at RD Winery, in conjunction with the annual Napa Valley Mustard Celebration. Great art, a good turnout (estimated around 150-200 people), and a terrific day for an art show. We also had several musical performances. This event is starting to come together, and we're grateful to our sponsors: RD Winery, Recology, and the Chamber/Mustard Celebration.
- Attended the **20th Anniversary of Canyon Oaks Elementary School.** Considering I attended the grand opening, I'm reminded that I've been here for a while!!
- Attended the **Gator Meeting** (former Gateway Award winners), and discussed the nominees. We also recommended two additional awards, which will be announced at the April 25 Volunteer Recognition Dinner.
- Attended the **Commissioners Appreciation Dinner** at LaStrada. A very nice affair, and a good chance to chat with individual Commissioners.

CITY COUNCILMEMBER REPORT

Council Meeting Date: 04/07/2026

Submitted by:* Mayor Pierre Washington

Event Date: 16/03/2026

Event Type Committee Report

Event Title: Napa-Vallejo Waste Management Authority (NVWMA))

Event Report: I met with representatives from the Napa–Vallejo Waste Management Authority (NVWMA) alongside Supervisor Belia Ramos, Vallejo Mayor Andre Sorce, and Napa City Councilmember Mary Lorus. During the meeting, we discussed current regional waste management priorities, ongoing operational challenges, and opportunities to strengthen collaboration across jurisdictions. The discussion helped align our shared commitment to improving service delivery, supporting sustainable waste practices, and ensuring effective coordination for the communities we collectively serve.

Event Date: 16/03/2026

Event Type Community Event

Event Title: Veterans of Foreign Wars (VFW) Post 1123

Event Report: On 3/16/2026 I met with the Veterans of Foreign Wars (VFW) in my capacity as Jr. Vice Commander to discuss planning efforts for the 2026 Memorial Day and Veterans Day ceremonies. We also reviewed preparations for the upcoming Flag Retirement Day, which will provide the community with an opportunity to properly retire worn and soiled United States flags in accordance with established traditions. The meeting helped ensure alignment on responsibilities, timelines, and community engagement for these important events honoring our nation's veterans.

Event Date: 18/03/2026

Event Type Committee Report

Event Title: Napa Valley Transit Authority (NVTA)

Event Report: On March 18th at 1:00 p.m., I met with the Napa Transit Authority alongside Vice Mayor Mark Joseph, who serves as the Authority's Chair. The meeting lasted 1 hour and 45 minutes and included updates from the Cities of Yountville, Calistoga, and St. Helena regarding roadwork completions reported by their respective Public Works Departments. We also reviewed each jurisdiction's CPI indicators and learned that all were trending upward. The discussion provided a clear overview of regional transportation progress and operational performance across the participating cities.

Event Date: 19/03/2026

Event Type Committee Report

Event Title: Molly's Angels Transportation

Event Report: I met with the Napa Molly's Angels Transit group, a non-profit organization on whose Board I serve, chaired by Devereaux Smith. During the meeting, we reviewed materials prepared in advance of the upcoming Board Meeting scheduled for Thursday, March 19, 2026, at 2:00 PM in the large conference room.

Key items included the Financial Narrative Report, which outlines the organization's financial position as of February 2026, and the Financial Brief, reflecting our transition into the final quarter of the fiscal year. Both documents indicate

that our current financial status remains aligned with projections and follows the typical pattern of drawing down government grant funding as the fiscal year concludes. We also received notice of an upcoming presentation by Shannon Lovelace-White on the Molly Cares program, which will provide a deeper understanding of the program's operations and community impact.

Event Date: 19/03/2026 **Event Type** Committee Report

Event Title: Association of Bay Area Governments

Event Report: I attended the Association of Bay Area Governments (ABAG) Executive Board Meeting No. 507 on March 19, 2026. The meeting convened at 5:00 p.m. with members participating both in person and via teleconference from multiple publicly noticed locations across the region. The session opened with the Call to Order, Pledge of Allegiance, roll call, and public comment.

The Board proceeded through several key agenda items, beginning with announcements and the election process for the ABAG President and Vice President. Reports were then delivered by the ABAG President and the Executive Director, providing updates on organizational activities and regional initiatives.

Informational reports followed from the ABAG Administrative Committee, the Joint MTC-ABAG Legislation Committee, and the ABAG Housing Committee, each summarizing their respective February and March 2026 meetings.

A major portion of the meeting focused on the Final Plan Bay Area 2050+, including a comprehensive presentation summarizing the regional transportation, housing, economic development, and climate resilience strategies. The Board also considered associated environmental review actions, including adoption of resolutions certifying the Final Environmental Impact Report and approving the Final Plan.

The meeting concluded with final actions related to Plan Bay Area 2050+ and adjournment.

Event Date: 20/03/2026 **Event Type** Community Event

Event Title: NAPA CERT & ACFPD Hands on CPR training for 5th Graders

Event Report: I attended a community training event hosted by AMR and the American Canyon Fire Protection District (ACFPD), in collaboration with NAPA CERT, for the 5th-grade students at Napa Junction Elementary. The training provided hands-on CPR instruction, giving the students practical skills and confidence to respond in an emergency. This outreach effort not only strengthened emergency preparedness in our community but also helped empower young students with lifesaving knowledge at an early age. The partnership between AMR, ACFPD, and NAPA CERT reflects a strong commitment to public safety education and community engagement.

Future Agenda Items

April 9, 2026, PCS Comm. 6:30 p.m.
Cancelled

April 21, 2026, City Council 6:30 p.m.
Earth Day
National Volunteer Week
National Building Safety Month
Napa Youth Council
Sea Level Rise (Sierra Club)
Successor ULL/RHNA & Property Tax Sharing Agreement
South Kelly Road/SR 29 Budget Amendment
Q3 CIP Update

April 23, 2026, Planning Comm. 6:30 p.m.
TBD

May 5, 2026, City Council. 6:30 p.m.
Professional Municipal Clerk's Week
National Bike Week May 9-17, 2026
Asian American and Native Hawaiian-Pacific Islander Heritage Month
Mental Health Awareness Month
Older American's Month
Public Draft Parks and Recreation Master Plan
Sales Tax Polling Results #1
Engineer's Report for LLAD FY26/27
2026 Water Supply Update

May 6, 2026, TBID 1:00 p.m
TBD

May 6, 2026, OSATS 6:30 p.m.
FY2026/27 Work Plan Discussion

May 7, 2026, Finance Subcommittee 1:00 p.m.
Draft Budget Review FY 2026/27

May 14, 2026, PCS Comm. 6:30 p.m.
FY2026/27 Work Plan Discussion

May 19, 2026, City Council 6:30p
Kid's Commerce Fee Waiver
National Public Works Week
Historic Prevention Month
Memorial Day
Water Safety Month
Density Bonus/Inclusionary Hous. Ord. Update
Public Hearing for LLAD FY26/27
Draft FY 26/27 Budget

May 28, 2026, Planning Comm. 6:30 p.m.
FY2026/27 CIP Projects
Active Transportation Plan GP Amendment

June 2, 2026, City Council. 6:30 p.m.
Pride Month
Juneteenth Independence Day
Final FY 26-27 Budget
FY25-25 Q4 Update and 5yr CIP Program FY27-31
Sales Tax Measure Polling Results #2 and Draft Ballot Language
Urban Water Management Program

June 3, 2026, OSATS Meeting 6:30 p.m.
CANCELLED

June 11, 2026, PCS Meeting 6:30 p.m.
CANCELLED

June 16, 2026, City Council. 6:30 p.m.
Call & Consolidate Election
Local Sales Tax Measure

June 16, 2026, Joint CC/PCS. 7:30 p.m.
PCS Work Plan FY26/27
Parks and Community Services Master Plan Approval

June 16, 2026, Joint CC/OSATS. 8:30 p.m.
OSATS Work Plan FY25/26
Active Transportation Plan GP Amendment

July 21, 2026, City Council. 6:30 p.m.
Parks & Recreation Month
Backflow Devices Municipal Code

July 21, 2026, Joint CC/Planning. 7:30 p.m.
BDSP Opportunity Blocks and Barriers to Development

June 25, 2026, Planning Comm. 6:30 p.m.
TBD

August 4, 2026, City Council 4:00 p.m.
(CONSENT ONLY, NATIONAL NIGHT OUT)

Future Agenda Items

Unscheduled Council Directed Items			
Item	**Councilmember**	**Date of Vote**	**Notes**
Food Ware Ordinance	Joseph	9/17/2024	On hold, pending RCAAP
Purple Heart Designation	Washington	10/15/2024	In progress, Council date TBD
Review Inclusionary Housing Ordinance	Joseph	1/20/2026	Scheduled for 5/19/2026