

CITY OF RANCHO CORDOVA



CITY COUNCIL MEETING Tuesday, September 8, 2020

4:00 PM – Special Meeting/Closed Session

**5:30 PM – Regular Meeting
David B. Roberts Council Chambers**

In response to Governor’s Executive Order N-29-20 and the Resolution Declaring the Existence of a Local Emergency Relating to the COVID-19 Pandemic adopted by the City of Rancho Cordova, the City is following the state guidelines on social distancing including the requirement of wearing a face covering. This meeting will also be available to the public via video/teleconferencing.

**City Hall
2729 Prospect Park Drive, Rancho Cordova**

Join the Meeting Via Zoom Link:

<https://cityofranhocordova.zoom.us/j/95746786780?pwd=U1U4aHlVZ3lIQ1hqVHh4M0NsNzVtQT09>

Join the Meeting via the Zoom Phone Number

Zoom Phone Number: US: +1 669 900 6833 or 888 475 4499 (Toll Free)

Webinar ID: 957 4678 6780

Password: 815055

Live video streams and indexed archives of meetings are also available via the Internet. Visit the City’s official website at: <https://ranchocordovaca.civicclerk.com/web/home.aspx>

Instructions to Make Public Comment

Members of the public who wish to provide public comment via email will need to submit comments to CityClerk@cityofranhocordova.org no later than 3:00 p.m. on Tuesday, September 8, 2020. All comments submitted later than 3:00 p.m. will be sent to the City Council for their review and may not be read during the meeting.

During the meeting, members of the public who wish to provide verbal comments during the meeting, may do so in-person by attending the City Council Meeting at Rancho Cordova City Hall or by video/teleconference. If you wish to provide verbal comments via video/teleconference, follow these instructions:

Listening to a Zoom Meeting by Zoom Video Conference

To make a public comment using the Zoom platform, please use the “raise hand” feature at the bottom center of the screen. Please make sure to enable audio controls once access has been given by the City Clerk’s office to speak. Please wait to be called upon by the City Clerk.

Listening to a Zoom Meeting by Phone Only

You can join a Zoom meeting via teleconferencing/audio conferencing using a cell phone or traditional landline phone. To request to make a public comment by phone press *9 to raise your hand. Please wait to be called upon by the City Clerk.

All public comments will be limited to three-minutes.

If you have questions related to the City Council Meeting or the use of Zoom, please contact the City Clerk’s Office at (916) 851-8720 before 3:00 p.m.

AGENDA

1. SPECIAL MEETING - CALL TO ORDER/ROLL CALL

Council Members Budge, Gatewood, McGarvey, Terry and Mayor Sander.

2. PUBLIC COMMENT

At a special meeting, citizens wishing to address the Council for any matter on the agenda may do so at the time the matter is discussed. Under the provisions of the California Government Code, the City Council is prohibited from discussing or taking action on any item not on the agenda.

3. CLOSED SESSION

Council will meet in closed session to discuss the following item:

CONFERENCE WITH LEGAL COUNSEL: Pursuant to Government Code Section 54956.9(d)(4) Anticipated Litigation. Possible initiation of litigation (One Case).

4. OPEN SESSION - REPORT FROM CLOSED SESSION

The City Attorney will report on action taken in closed session.

5. ADJOURNMENT OF SPECIAL MEETING

Mayor Sander will adjourn the special meeting to regular meeting in the David B. Roberts Council Chambers.

6. REGULAR MEETING - CALL TO ORDER/ROLL CALL

Council Members Budge, Gatewood, McGarvey, Terry and Mayor Sander.

7. METRO CABLE TV TELEVISION ANNOUNCEMENT

The Clerk will announce the meetings video recording and playback schedules.

8. PLEDGE OF ALLEGIANCE

The Mayor will call on someone in attendance to lead the Pledge.

9. INVOCATION

There will be a moment of silence in lieu of an invocation.

10. PRESENTATIONS

10.1. Employee Milestone Anniversary Presentations.

11. PUBLIC COMMENT

Citizens wishing to address the Council for any matter not on the agenda may do so at this time by completing and submitting a Speaker Card to the City Clerk. For items on the agenda, speakers will be called up to the podium by the Mayor at the point on the agenda when the item will be heard. Speakers are encouraged to keep comments to three minutes or less and to state name and community of residence. Under the provisions of the California Government Code, the City Council is prohibited from discussing or taking immediate action on any item not on the agenda unless it can be demonstrated to be of an emergency nature or the need to take immediate action arose after the posting of the agenda.

12. COUNCIL REPORTS

13. CITY MANAGER'S REPORT

14. CONSENT CALENDAR ITEMS - ROLL CALL VOTE

14.1. **Subject:** Meeting Minutes from the Regular City Council Meeting of August 17, 2020 and the Special Meeting of August 31, 2020.

Recommendation: Adopt the Minutes.

14.2. **Subject:** A Resolution Designating a Voting Delegate and Alternates for the 2020 League of California Cities Annual Conference to be held on October 7-9, 2020.

Recommendation: Adopt the Resolution.

14.3. **Subject:** A Resolution Authorizing the City Manager to Execute Contract Amendment No. 25-2018-1 for Professional Services with Y&C Transportation Consultants, Inc. to Extend the Contract Term to December 31, 2022, that Results in Increasing the Contract Amount from \$100,000 to an Amount Not to Exceed \$240,000 for On Call Professional Engineering and Support Services.

Recommendation: Adopt the Resolution.

14.4. **Subject:** Treasurer's Report - June 30, 2020.

Recommendation: This report is informational only. It is recommended that the City Council receive and file the Quarterly Treasurer's Report.

14.5. **Subject:** A Resolution Authorizing the City Manager to Execute Contract Amendment No. 64-2019-1 for the Preparation of an Environmental Impact Report with Raney Planning and Management, Inc. to Extend the Contract term from June 30, 2020 to December 31, 2021.

Recommendation: Adopt the Resolution.

15. CONSENT PUBLIC HEARING ITEMS - ROLL CALL VOTE

- 15.1. **Subject:** An Ordinance Amending Chapter 6.84 of the Rancho Cordova Municipal Code Related to Smoking in and Around Multifamily Residential Properties with the Purpose of Updating the City's Clean Indoor and Outdoor Air and Health Protection Regulations to Better Protect Individuals from the Negative Effects of Second Hand Smoke.

Recommendation: Waive first reading and introduce the Ordinance.

- 15.2. **Subject:** An Ordinance Adding Chapter 3.06 to the Municipal Code to Impose a One-Half Cent Per Dollar Transactions and Use Tax to be Administered by the State Department of Tax and Fee Administration.

Recommendation: Waive first reading and introduce the Ordinance.

16. PUBLIC HEARING ITEMS

None.

17. REGULAR CALENDAR ITEMS

- 17.1. **Subject:** Great Plates Delivered Update and Resolution Authorizing the City Manager to Execute Contract Amendments with Ten Participating Restaurants Not to Exceed, \$200,000.

Recommendation: Adopt the Resolution.

- 17.2. **Subject:** City of Rancho Cordova COVID-19 Small Business Relief Grant Program.

Recommendation: Adopt the Resolution establishing the City of Rancho Cordova COVID-19 Small Business Relief Grant Program.

- 17.3. **Subject:** Update of City COVID-19 Response Costs.

Recommendation: Receive update on the City's COVID-19 Response Costs.

18. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

19. ADJOURNMENT

ADDITIONAL INFORMATION

SPECIAL MEETINGS LISTED BELOW ARE SUBJECT TO CHANGE/CANCELLATION WITHOUT FURTHER NOTICE.

UNLESS THE COUNCIL ADOPTS A MOTION TO EXTEND THE MEETING, ANY ITEM THAT IS NOT INITIATED BEFORE 11:00 PM WILL BE CONTINUED TO THE NEXT DAY AT 5:30 PM OR SCHEDULED ON THE NEXT REGULAR MEETING AGENDA OF THE COUNCIL.

Public documents related to items on the open session portion of this agenda, which are distributed to the City Council less than 72 hours prior to the meeting, shall be available for public inspection at the time the documents are distributed to the Council. Documents are available for inspection at the City Clerk's office located in Rancho Cordova City Hall.

The agenda items are accessible on the City's website at www.cityofranhocordova.org on Thursdays or Fridays prior to the Regular City Council Meeting.

UPCOMING MEETINGS

September 21, 2020	5:30 PM Regular Meeting
September 29, 2020	5:30 PM Special Meeting/Work Session
October 5, 2020	4:00 PM Special Meeting/Regular Meeting
October 13, 2020	5:30 PM Special Meeting/Closed Session for City Manager Evaluation
October 19, 2020	5:30 PM Regular Meeting
October 27, 2020	5:30 PM Special Meeting/Closed Session for City Manager Evaluation – ONLY IF NEEDED
November 2, 2020	5:30 PM Regular Meeting
November 10, 2020	5:30 PM Special Meeting/Work Session

If you have any technical questions related to the agenda items, please contact City Hall at (916) 851-8700.

The Rancho Cordova City Council meeting will be videotaped in its entirety and will be cablecast without interruption on Metro Cable 14, the Government Affairs Channel on the Comcast, Consolidated Communications and AT&T U-Verse Systems. Closed Captioning will be available on the playback cablecast. A DVD copy is available from the City Clerk's Department and a webcast of this meeting will be available for viewing via video streaming from the City's website within 48 hours of adjournment of this meeting.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's Office at (916) 851-8720 at least 48 hours prior to the meeting.

CERTIFICATION OF POSTING OF AGENDA

I, Stacy Leitner, City Clerk for the City of Rancho Cordova, declare that the foregoing agenda for the September 8, 2020 Regular Meeting of the Rancho Cordova City Council was posted and available for review on September 3, 2020 at City Hall of the City of Rancho Cordova, 2729 Prospect Park Drive, Rancho Cordova, California, 95670. The agenda is also available on the city website at www.cityofranhocordova.org.

Signed September 3, 2020 at Rancho Cordova, California.



Stacy Leitner, CMC
City Clerk

ITEM 14.1.

CITY OF RANCHO CORDOVA



CITY COUNCIL MEETING

**5:30 PM – Regular Meeting
David B. Roberts Council Chambers**

Monday, August 17, 2020

**City Hall
2729 Prospect Park Drive, Rancho Cordova**

DRAFT MINUTES

1. REGULAR MEETING - CALL TO ORDER/ROLL CALL

Mayor Sander called the Regular meeting to order in the David B. Roberts Council Chambers at 5:34 PM

Council Members Present: Linda Budge, Garrett Gatewood, Robert McGarvey, Donald Terry, and Mayor David Sander

Council Members Absent: None

Staff Members Present: Cyrus Abhar, Adam Lindgren, Stacy Leitner and Persephonie Riley

2. METRO CABLE TV TELEVISION ANNOUNCEMENT

The City Clerk read the meetings recordings and playback schedule.

3. PLEDGE OF ALLEGIANCE

Jim Kassis led the pledge.

4. INVOCATION

Jennifer Laret with The Church of Jesus Christ of Latter-day Saints gave the invocation.

5. PRESENTATIONS

- 5.1. Council Member McGarvey's Birthday on August 10, 2020.

6. PUBLIC COMMENT

ITEM 14.1.

Rancho Cordova City Council - DRAFT MINUTES
Meeting of Monday, August 17, 2020

Mayor Sander opened the public comment period. The following individuals addressed the Council or submitted public comment via email:

1. Robert Sanger

Mayor Sander recused himself due to the proximity of his residence to the subject matter of public comment.

2. Mark Berry
3. Jim Kassis
4. Sergio Diaz
5. Doug Stevens
6. Lorin Peterson
7. Betsy Weiland
8. Debi Kassis
9. Josh Gibson
10. Roger Orton
11. Susan
12. Helen Whelan Baslra
13. Josh Gibson
14. Jennifer
15. John Hallissy
16. Leslie Alredge
17. Jeanette Bloomberg
18. Robert Van Cleef
19. James and Janell Lohaus
20. Dawn Eckland

Mayor Sander closed the public comment period.

7. COUNCIL REPORTS

Council reported on events since the last meeting.

8. CITY MANAGER'S REPORT

City Manager Cyrus Abhar gave his report.

9. CONSENT CALENDAR ITEMS - ROLL CALL VOTE

ACTION: Motion to approve item 9.1. by Budge second by Terry;
Motion passed with a 5:0 vote.

9.1. **Subject:** Meeting Minutes from the Regular City Council Meeting of August 3, 2020.

Recommendation: Adopt the Minutes.

10. CONSENT PUBLIC HEARING ITEMS - ROLL CALL VOTE

ACTION: Motion to approve item 10.1 by Terry second by Budge;
Motion passed with a 5:0 vote.

10.1. **Subject:** An Ordinance Amending Chapter 19.12 "Preservation and Protection of Private Trees" of the Rancho Cordova Municipal Code Relating to Removal and Replacement of Trees that are Part of a Current or Former Commercial Orchard.

Recommendation: This item will be continued to a date uncertain.

11. PUBLIC HEARING ITEMS

11.1. **Subject:** Amendments to the Sun Creek Specific Plan, A 1264 Acre Mixed Use Development with a Combination of Residential Uses, Employment-Generating Uses,

ITEM 14.1.

Rancho Cordova City Council - DRAFT MINUTES
Meeting of Monday, August 17, 2020

Retail and Retail Supporting Services, Project No. DD8467.

Recommendation: Waive the first reading and Introduce the Ordinance Approving the Suncreek Specific Plan Amendments.

ACTION: Motion to approve item 11.1. by Terry second by McGarvey;
Motion passed with a 5:0.

- 11.2. **Subject:** Suncreek Specific Plan Administrative Amendments and Sierra Sunrise Large Lot and Small Lot Tentative Subdivision Maps Project DD9862.

Recommendation: Adopt the Resolution approving the Large Lot and Small Lot Tentative Subdivision Maps with attached Conditions of Approval and Introduce and waive the first reading of the Ordinance Approving the Suncreek Specific Plan Administrative Amendments.

ACTION: Motion to approve item 11.2. by Terry second by McGarvey;
Motion passed with a 5:0 vote.

- 11.3. **Subject:** Shalako Large Lot Tentative Subdivision Map

Recommendation: Adopt the Resolution approving the Shalako Large Lot Tentative Subdivision Map with attached Conditions of Approval

ACTION: Motion to approve item 11.3. by Terry second by Budge;
Motion passed with a 5:0 vote.

12. REGULAR CALENDAR ITEMS

- 12.1. **Subject:** Utility Box Art Wrap Program

Recommendation: Receive presentation on the Utility Box Art Wrap program.

ACTION: Input was received regarding the Utility Box Art Wrap Pro.

- 12.2. **Subject:** Community Engagement Division Update

Recommendation: Provide Community Engagement Division update and answer Council questions.

ACTION: Input was received regarding the Community Engagement Division Update.

- 12.3. **Subject:** Transition of the Zone 11 Fee Program from Sacramento County to the City

Recommendation: Receive staff presentation summarizing the proposed Storm Drainage Impact Fee Program and provide direction.

ACTION: Input was received regarding the Transition of the Zone 11 Fee Program from Sacramento County to the City.

13. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

1. Update on funds received from CARES Act and how they are being used.

14. ADJOURN TO CLOSED SESSION

Mayor Sander will adjourn the meeting to closed session.

Mayor Sander adjourned the meeting to closed session in remembrance of Don Guston and Larry Stafford at 9:01 p.m.

15. CLOSED SESSION - CALL TO ORDER/ROLL CALL

Mayor Sander called the Closed Session to order at 9:07 p.m.

Council Members Present: Linda Budge, Garrett Gatewood, Robert McGarvey, Donald Terry, and Mayor David Sander

ITEM 14.1.

Rancho Cordova City Council - DRAFT MINUTES
Meeting of Monday, August 17, 2020

Council Members Absent: None

Staff Members Present: Cyrus Abhar, Adam Lindgren, and Micah Runn

16. CLOSED SESSION

Council will meet in closed session to discuss the following item:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code Section 54956.8): Property: Assessor's Parcel Numbers 076-0020-0019, 076-0020-0020, 076-0020-0021, 076-0020-0022. Agency negotiators: Cyrus Abhar, City Manager, Micah Runner, Adam U. Lindgren, City Attorney. Negotiating parties: Griffin Swinerton Under negotiation: Price and Terms of Payment

17. OPEN SESSION - REPORT FROM CLOSED SESSION

City Attorney Adam Lindgren reported that there was no reportable action taken in closed session.

18. ADJOURNMENT

Mayor Sander adjourned the meeting at 9:27 p.m.

Stacy Leitner, CMC
City Clerk

ITEM 14.1.

CITY OF RANCHO CORDOVA



CITY COUNCIL MEETING

**4:00 PM – Special Meeting/Closed Session
Titan Room**

Monday, August 31, 2020

**City Hall
2729 Prospect Park Drive, Rancho Cordova**

DRAFT MINUTES

1. CLOSED SESSION - CALL TO ORDER/ROLL CALL

Mayor Sander called the meeting to order in the David B. Roberts Council Chambers at 3:02 p.m.

Council Members Present: Budge (Arrived at 3:15 p.m.), Gatewood, McGarvey, Terry, and Mayor Sander

Council Members Absent: None

Staff Members Present: Cyrus Abhar, Adam Lindgren, and Micah Runner

2. PUBLIC COMMENT

Mayor Sander opened the public comment period. Seeing no speakers. Mayor Sander closed the public comment period.

3. CLOSED SESSION

Council will meet in Closed Session to discuss the following item: Council will adjourn to closed session to discuss the following item:

CONFERENCE WITH LEGAL COUNSEL: Pursuant to Government Code Section 54956.9(d)(4) Anticipated Litigation. Possible initiation of litigation (One Case).

4. OPEN SESSION - REPORT FROM CLOSED SESSION

City Attorney Adam Lindgren reported that no reportable action was taken in closed session.

ITEM 14.1.

Rancho Cordova City Council - DRAFT MINUTES
Special Meeting of Monday, August 31, 2020

5. ADJOURNMENT

Mayor Sander adjourned the meeting at 4:42 p.m.

Stacy Leitner, CMC
City Clerk

MEMORANDUM



ITEM 14.2.

DATE: September 8, 2020
TO: Honorable Mayor and Council Members
FROM: Stacy Leitner, City Clerk
SUBJECT: **A RESOLUTION DESIGNATING A VOTING DELEGATE AND
ALTERNATE FOR THE 2020 LEAGUE OF CALIFORNIA CITIES
ANNUAL CONFERENCE TO BE HELD ON OCTOBER 7-9, 2020**

RECOMMENDATION

Adopt the Resolution.

RESULT OF RECOMMENDED ACTION

Adoption of the Resolution will designate Mayor David Sander as Voting Delegate and Council Member Donald Terry as Voting Alternate for the 2020 League of California Cities Annual Conference Business Meeting.

BACKGROUND

The 2020 Annual League of California Cities Conference is scheduled for October 7-9, 2020. An important part of the Annual Conference is the Annual Business Meeting. At this meeting, the League membership considers and takes action on Resolutions that establish League policy. In order to vote at the Annual Business Meeting, the City Council must designate a voting delegate.

FISCAL IMPACT AND FUNDING SOURCE

There is no Fiscal Impact.

ATTACHMENT(S)

1. Resolution

CITY OF RANCHO CORDOVA

RESOLUTION NO. XX-2020

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA,
STATE OF CALIFORNIA, DESIGNATING A VOTING DELEGATE AND VOTING ALTERNATE
FOR THE 2020 ANNUAL LEAGUE OF CALIFORNIA CITIES CONFERENCE BUSINESS
MEETING**

WHEREAS, the 2020 Annual League of California Cities Conference will be held October 7-9, 2020; and

WHEREAS, in order to vote at the Annual Business Meeting, the City Council must designate its Voting Delegate and Voting Delegate Alternate.

NOW, THEREFORE, BE IT HEREBY RESOLVED THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA that Mayor David Sander is designated as the City's Voting Delegate and Council Member Donald Terry as the Alternate Voting Delegate for the 2020 Annual League of California Cities Conference.

BE IT FURTHER RESOLVED that the City Clerk will submit a certified copy of this resolution to the League of California Cities by September 30, 2020.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 8th day of September 2020 by following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

David M. Sander, Mayor

Stacy Leitner, CMC
City Clerk

MEMORANDUM



ITEM 14.3.

DATE: September 8, 2020

TO: Honorable Mayor and Council Members

FROM: Albert Stricker, Public Works Director
Byron Tang, Associate Civil Engineer

SUBJECT: **A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACT AMENDMENT NO. 25-2018-1 FOR PROFESSIONAL SERVICES WITH Y&C TRANSPORTATION CONSULTANTS, INC. TO EXTEND THE CONTRACT TERM TO DECEMBER 31, 2022, THAT RESULTS IN INCREASING THE CONTRACT AMOUNT FROM \$100,000 TO AN AMOUNT NOT TO EXCEED \$240,000 FOR ON CALL PROFESSIONAL ENGINEERING AND SUPPORT SERVICES**

RECOMMENDATION

Adopt the Resolution.

RESULT OF RECOMMENDED ACTION

Adoption of this resolution will authorize the City Manager to execute Contract Amendment No. 25-2018-1 with Y & C Transportation Consultants, Inc. This amendment will increase the contract amount from \$100,000 to an amount not to exceed \$240,000 and extend the term of the contract to December 31, 2022.

BACKGROUND

On January 1, 2018, the City entered into a contract with Y & C Transportation Consultants for a three-year period. Y & C Transportation Consultants (Contract 25-2018) provided on-call engineering and support services to assist Public Works staff with traffic signal and lighting plan review. Y & C also provided traffic engineering support services for traffic signal infrastructure.

The cost increase and time extension are necessary for Y & C Transportation Consultants to provide ongoing transportation engineering and support services. The City is seeking to execute a contract amendment with Y & C Transportation Consultants to increase the contract amount from \$100,000 to \$240,000 and to extend the time from December 31, 2020 to December 31, 2022. Utilizing consultants allow the City of Rancho Cordova to adjust to the needs of our customers and ensures long-term costs are managed so that we have a safe

roadway network to provide the best services in the region.

FISCAL IMPACT AND FUNDING SOURCE

The Contract will be funded through the City's Measure A Maintenance Fund and from fees charged to developers for traffic signal and streetlight plan review costs. There is no impact to the City's general fund.

ATTACHMENT(S)

1. Resolution
2. Y & C Transportation contract 25-2018-1

CITY OF RANCHO CORDOVA

RESOLUTION NO. XX-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACT AMENDMENT NO. 25-2018-1 WITH Y & C TRANSPORTATION CONSULTANTS, INC. TO INCREASE THE CONTRACT AMOUNT FROM \$100,000 TO AN AMOUNT NOT TO EXCEED \$240,000 FOR ON CALL PROFESSIONAL ENGINEERING AND SUPPORT SERVICES

WHEREAS, the parties entered into a three year Professional Service Agreement ("PSA") dated January 1, 2018 (Contract 25-2018) in the amount of \$100,000 and a contract term of December 31, 2020 for the purpose of providing professional on call engineering and support services; and

WHEREAS, this resolution will authorize the City Manager to execute Contract Amendment No. 25-2018-1 with Y & C Transportation Consultants, Inc., for continued on-call professional services. Extending the term of the contract will result in increasing the costs. This will increase the contract amount from \$100,000 to an amount not to exceed \$240,000 and extend the contract term from December 31, 2020 to December 31, 2022; and

WHEREAS, those services will exceed the maximum amount the City Manager is authorized to approve; and

WHEREAS, funding for the contract amendment will include the City's Measure A Maintenance Fund and direct billing to developers for traffic signal and streetlight plan review costs. There is no impact to the general fund.

NOW, THEREFORE, BE IT HEREBY RESOLVED THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA does authorize the City Manager to execute Contract Amendment No. 25-2018-1 with Y & C Transportation Consultants, Inc. to increase the contract amount from \$100,000 to an amount not to exceed \$240,000 and increase the contract term from December 31, 2020 to December 31, 2022 for continued professional on call engineering and support services.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 8th day of September 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ITEM 14.3.

ATTACHMENT 1

ATTEST:

Stacy Leitner, CMC
City Clerk

David M. Sander, Mayor

**FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF RANCHO CORDOVA AND
Y & C TRANSPORTATION CONSULTANTS, INC.**

This First Amendment to the Agreement for Professional Services ("Amendment") is made by and between the City of Rancho Cordova ("City") and Y & C Transportation Consultants, Inc. ("Professional") as of September 9, 2020. City and Professional are hereinafter collectively referred to as the "Parties."

RECITALS

WHEREAS, the Parties entered into a Professional Services Agreement ("PSA") dated January 1, 2018 for the purpose of providing professional on-call engineering and engineering support services; and

WHEREAS, this Amendment will modify the end date to December 31, 2022 and increase the contract compensation by \$140,000, to a not to exceed amount of \$240,000.

WHEREAS, the Parties agree that changes to the term and services provided for in the PSA are necessary in order for the City to continue receiving services by Professional.

NOW, THEREFORE, the Parties hereto agree as follows:

AGREEMENT

1. The Parties agree to modify the end date of the PSA from December 31, 2020 to December 31, 2022. The first sentence of Section 1.1 of the PSA, "Term of Service," is amended to read as follows:

"The term of this Agreement shall begin on the date first noted above and shall end on December 31, 2022, and Professional shall complete the work described in Exhibit A prior to that date; unless the term of the Agreement is otherwise terminated or extended, as provided in Section 8."

2. Section 2 of the PSA, "Compensation," provides for the City to pay Professional a sum not to exceed \$100,000. The Parties agree to amend Section 2 of the PSA in order to increase the compensation amount to pay Professional for additional services. The first sentence of Section 2 of the PSA is amended to read as follows:

"City hereby agrees to pay Professional a sum not to exceed Two Hundred Forty Thousand Dollars (\$240,000), notwithstanding any contrary indication that may be contained in Professional's proposal, for services to be performed and reimbursable costs incurred under this Agreement."

3. All other terms and conditions in the PSA shall remain in full force and effect to the extent they are not in conflict with this Amendment.
4. The signatures of the Parties to this Amendment may be executed and acknowledged on separate pages or in counterparts which, when attached to this Amendment, shall constitute one complete Amendment.

5. **Contract Administration.** This Agreement shall be administered by Byron Tang ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

Notices. Any written notice to Professional shall be sent to:
Y & C Transportation Consultants, Inc.
Attention: Daniel Yau
3250 Ramos Circle
Sacramento, CA 95827

Email Address (for Insurance Update Requests): dyau@yctransportation.com

Any written notice to City shall be sent to:
City of Rancho Cordova, Public Works Department
Attention: Byron Tang
2729 Prospect Park Drive
Rancho Cordova, CA 95670

IN WITNESS WHEREOF, the Parties have executed this Amendment on the day and year first above written.

CITY OF RANCHO CORDOVA

PROFESSIONAL

Cyrus Abhar, City Manager

Daniel Yau, Principal

Date: _____

Date: _____

Attest:

Stacy Leitner, CMC, City Clerk

Date: _____

Approved as to Form:

Adam U. Lindgren, City Attorney

Date: _____

MEMORANDUM

ITEM 14.4.



DATE: September 8, 2020

TO: Honorable Mayor and Council Members

FROM: Kim Juran-Karageorgiou,
Administrative Services Director

SUBJECT: Treasurer's Report – June 30, 2020

RECOMMENDATION

This report is informational only. It is recommended that the City Council receive and file the June 30, 2020 Treasurer's Report.

RESULT OF RECOMMENDED ACTION

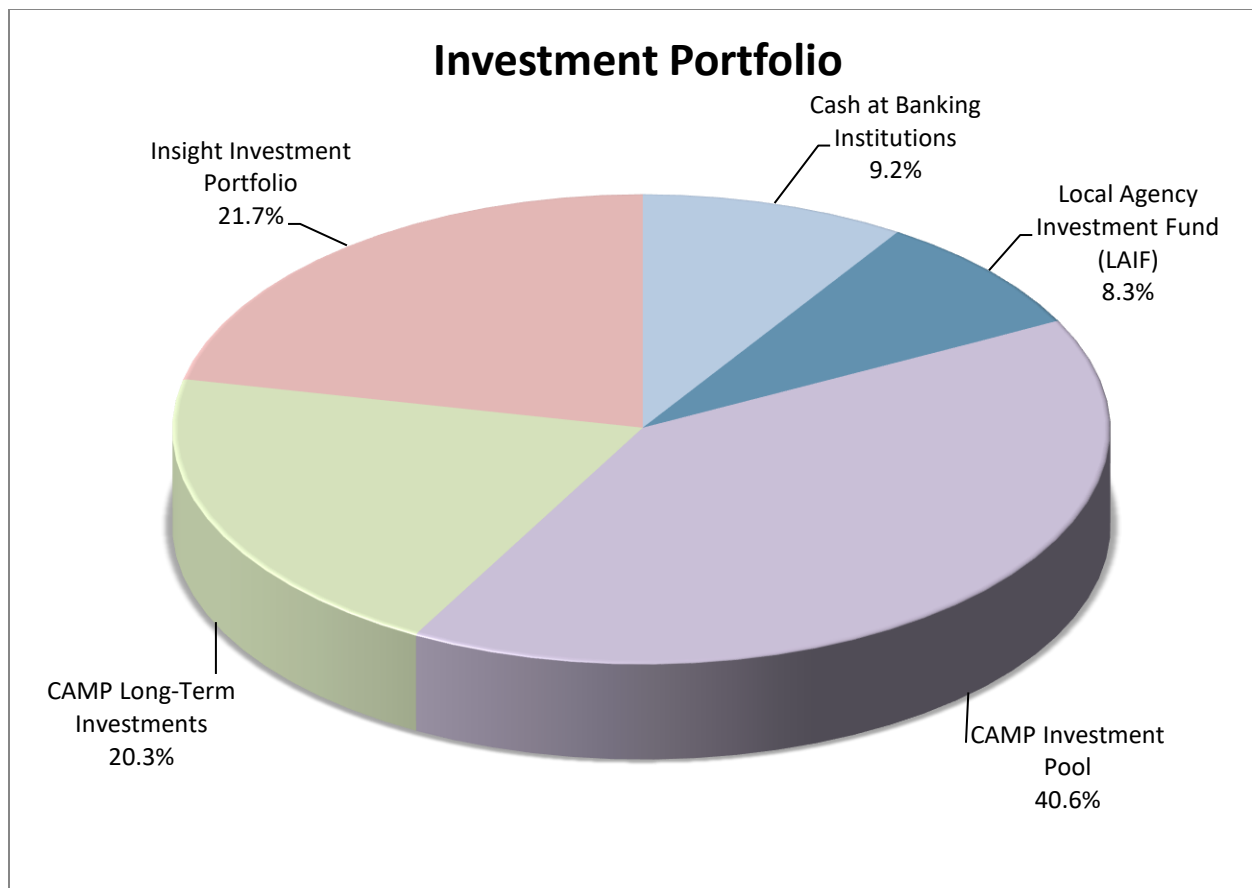
The Treasurer's Report is required to be submitted to the City Council at least quarterly in accordance with California Government Code Section 53600 et. seq. The purpose of the Treasurer's Report is to update the City Council and the public on the status of the City's cash balances and investments and highlight material changes from one period to another. The scope of this report covers the first quarter of this calendar year, ending June 30, 2020, and is in compliance with the State's reporting requirements.

BACKGROUND

Attached is the quarterly Treasurer's Report for the period ending June 30, 2020. Treasurer's Reports are provided to Council on a quarterly basis.

At March 31, 2020, the value of the City's total portfolio was \$185.8 million. Since that time, the balances increased by \$9.9 million with an ending balance of \$195.7 million as of June 30, 2020. The funds are held as follows:

Investment Distribution	Par Value	Market Value
Cash at Banking Institutions	18,879,096	18,879,096
Local Agency Investment Fund (LAIF)	16,079,825	16,079,825
CAMP Investment Pool	78,963,270	78,963,270
CAMP Long-Term Investments	38,326,575	39,593,182
Insight Investment Portfolio	39,042,935	42,205,669
Total	191,291,701	195,721,043



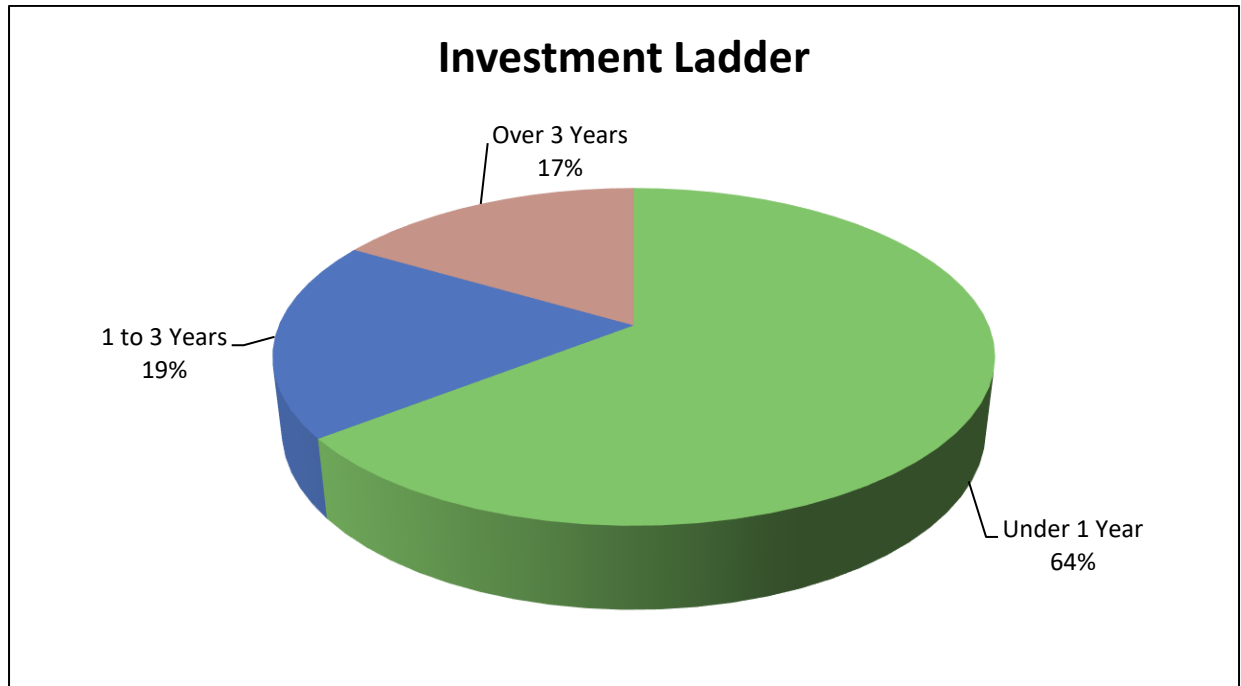
The second quarter of 2020 was a tumultuous one. Throughout much of the second quarter, yield spreads on federal agencies were wide and attractive, so the City took this opportunity to add allocations back to the sector. Investment grade corporate bonds faced a multitude of uncertainties heading into the second quarter as economies were shut down and companies contended with growing concerns around revenue, profitability, liquidity, and sustainability. Aggressive Fed actions calmed the credit markets and restored liquidity, leading to a sharp tightening of the wide yield spreads from March. This allowed companies to bring a record amount of new issuance to market. A key element to the City's portfolio strategy during the second quarter was to cautiously maintain overall exposure to the credit sector, emphasizing issuers with strong balance sheets and limited overseas exposure.

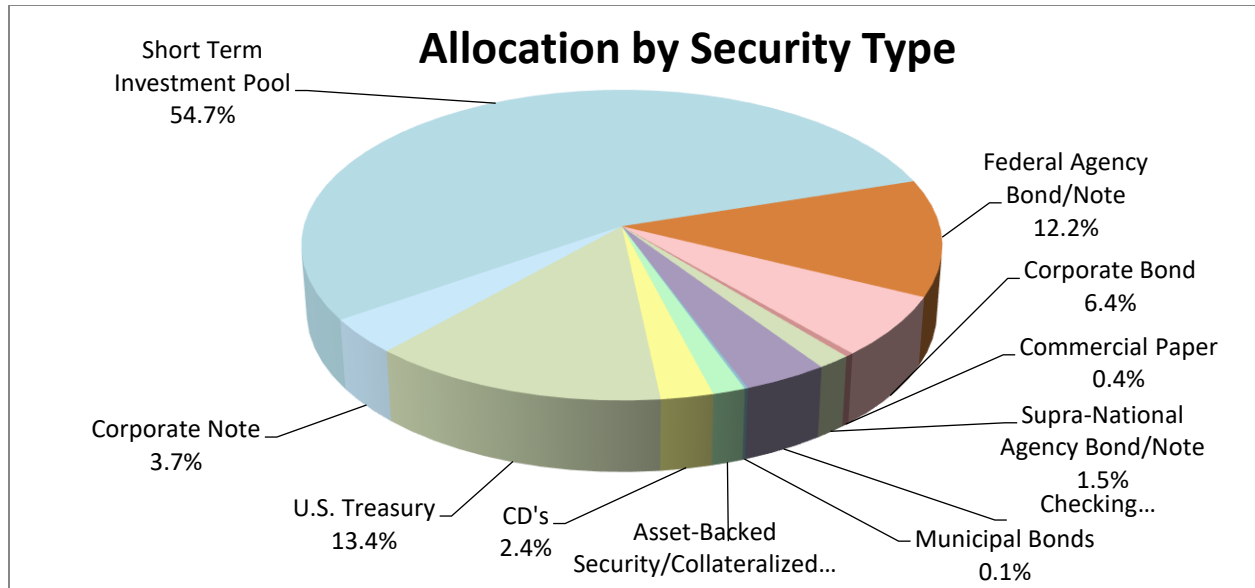
The overall portfolio is well diversified with \$81.8 million invested in marketable securities, \$95 million is invested in short-term investments that are considered liquid (LAIF, CAMP, and money markets), and another \$18.9 million is on deposit with our banks, which includes \$11.4 million on deposit with three local banks as part of the City's participation in the RISE program and COVID-19 Lift Program. While economic data showed some improvement over the course of the second quarter, interest rates remained well below pre pandemic levels at the end of June. Staff, in conjunction with our financial advisors, periodically reviews the mix of liquid and long-term investments and adjusts the portfolio according to the market conditions and our short-term cash needs.

Staff thoroughly reviews investment statements and makes appropriate inquiries of its investment advisors to confirm the existence and viability of the City's assets. The City invests conservatively

in investment policy options in accordance with California State Government Code. The long-term assets are in securities that can be held to maturity, thus are less vulnerable to the fluctuations of the market. All securities are in compliance with the City's investment policy. There are sufficient funds to meet the City's expenditure requirements for the next six months.

The distributions of investments are displayed in the following charts:





ATTACHMENT(S)

1. City of Rancho Cordova Treasurer's Report as of June 30, 2020

ITEM 14.4.

City of Rancho Cordova
Treasurer's Report June 30, 2020

ATTACHMENT 1

Security Held	Coupon	Par Value	Cost	Market Value
Wells Fargo Checking		7,403,898	7,403,898	7,403,898
Wells Fargo Adv Treasury Plus MMF		109,935	109,935	109,935
American River Bank	1.363	5,240,323	5,240,323	5,240,323
Five Star Bank	1.42	5,234,875	5,234,875	5,234,875
Tri Counties Bank		1,000,000	1,000,000	1,000,000
Local Agency Investment Fund (LAIF)	1.47	16,079,825	16,079,825	16,079,825
California Asset Management Program (CAMP)		78,963,270	78,963,270	78,963,270
Insight Investment Portfolio				
Bank of America Credit	2.7	700,000	710,938	710,684
Toyota Auto Receivables	2.57	5,000,000	509,453	514,700
Pfizer Inc	5.2	800,000	857,616	804,378
American Honda Finance	3.15	600,000	600,720	608,063
Cisco Systems Inc	2.2	850,000	842,019	860,372
Berkshire Hathaway Inc	2.2	600,000	603,558	607,195
Citibank NA	3.4	1,000,000	1,013,890	1,029,822
Caterpillar Finl Service	3.15	1,000,000	1,012,100	1,032,030
Wells Fargo Bank NA	3.625	1,000,000	1,018,780	1,037,836
John Deere Capital Corp	2.65	593,000	601,201	612,623
Toyota Motor Credit Corp	2.6	1,000,000	1,002,090	1,030,870
American Express Credit	2.7	500,000	507,845	517,684
PNC Financial Services	3.3	750,000	771,150	782,361
JPMorgan Chase & Co	3.25	1,000,000	1,014,000	1,055,955
Chevron Corp	3.191	1,100,000	1,143,759	1,178,645
US Bank NA Cincinnati	3.4	650,000	682,091	702,554
Apple Inc.	2.85	400,000	413,260	430,769
Federal Farm Credit Bank	1.5	950,000	940,196	953,131
Federal Farm Credit Bank	2.5	1,000,000	999,270	1,014,512
Federal Farm Credit Bank	2.54	1,000,000	1,000,960	1,017,818
Federal Home Loan Bank	3.625	800,000	822,176	825,730
Federal Farm Credit Bank	1.9	900,000	904,619	915,126
Fannie Mae	2	1,000,000	992,380	1,027,403
Freddie Mac	2.375	750,000	760,778	775,003
Federal Home Loan Bank	2.5	1,000,000	1,004,720	1,038,566
Fannie Mae	2	1,000,000	988,920	1,038,305
Federal Farm Credit Bank	1.96	1,000,000	1,009,046	1,039,427
Fannie Mae	2.375	980,000	998,228	1,035,296
Federal Farm Credit Bank	2.25	840,000	853,524	882,607
Federal Home Loan Bank	2.75	1,000,000	1,014,968	1,062,546
Federal Farm Credit Bank	2.25	1,000,000	996,160	1,053,569
Freddie Mac	2.75	1,000,000	1,015,570	1,074,865
Fannie Mae	2.875	985,000	1,022,617	1,067,456
Federal Farm Credit Bank	2.3	1,100,000	1,122,682	1,172,147
Freddie Mac	0.5	1,000,000	1,000,000	1,000,141
Federal Farm Credit Bank	2.23	2,100,000	2,129,175	2,243,678
Federal Home Loan Bank	2.875	835,000	881,814	916,100
USA Treasury	2.25	1,000,000	998,988	1,022,266
USA Treasury	1.75	1,000,000	983,164	1,031,484
USA Treasury	1.625	1,000,000	977,855	1,031,406
USA Treasury	1.75	850,000	854,549	888,250
USA Treasury	1.375	1,000,000	987,734	1,037,695

Security Held	Coupon	Par Value	Cost	Market Value
USA Treasury	1.375	1,000,000	985,941	1,038,633
USA Treasury	2.125	1,000,000	1,019,144	1,071,406
California St	2.625	300,000	304,776	304,629
		38,933,000	39,349,256	42,095,734

CAMP Long-Term Investments

Toyota ABS 2017-B A3	1.76	87,048	87,041	87,174
ALLY ABS 2017-3 A3	1.74	10,956	10,955	10,959
HAROT 2017-3 A3	1.79	28,127	28,124	28,210
ALLY ABS 2017-4 A3	1.75	51,110	51,110	51,204
ALLYA 2017-5 A3	1.99	80,164	80,158	80,162
FORDO 2017-C A3	2.01	241,903	241,860	242,934
TAOT 2018-A A3	2.35	99,900	99,899	100,673
ALLYA 2018-2 A3	2.92	204,081	204,044	204,877
ALLYA 2018-3 A3	3.0	305,781	305,760	304,927
HAROT 2018-4 A3	3.16	350,000	349,948	351,810
CCCIT 2018-A1 A1	2.49	350,000	349,952	351,416
VALET 2018-2 A3	3.25	325,000	324,986	332,631
COMET 2019-A2 A2	1.72	700,000	699,824	699,853
WestPac Banking Corp NY CD	2.05	625,000	625,000	626,133
Bank of Montreal Chicago Cert Depos	3.19	630,000	630,000	631,888
Sumitomo Mitsui Bank NY Certs Depos	3.39	360,000	359,510	363,406
Swedbank (New York) Cert Depos	2.27	700,000	700,000	704,894
Royal Bank of Canada NY CD	3.24	625,000	625,000	642,449
MUFG Bank LTD/NY Cert Depos	2.98	350,000	350,000	365,198
Nordea Bank ABP New York Cert Depos	1.85	400,000	400,000	412,148
Skandinav Enskilda Bank LT CD	1.86	400,000	400,000	412,233
DNB Bank ASA/NY LT CD	2.04	400,000	400,000	415,288
MUFG Bank LTD/NY Comm Paper	0	750,000	739,988	749,428
Caterpillar Finl Service Note	1.85	275,000	274,769	275,708
Paccar Financial Corp Note	2.05	150,000	149,987	150,911
Wal-Mart Stores Inc Corp Note	1.9	350,000	349,493	352,660
IBM Corp Corp Notes	2.65	350,000	349,829	354,821
National Rural Util Coop Note	2.9	150,000	149,834	152,433
National Rural Util Coop Note	2.9	200,000	199,154	203,244
Bank of America Corp Note	2.625	35,000	35,272	35,613
American Express Credit (Callable) Notes	2.25	500,000	502,735	506,651
Hershey Company Corp Notes	3.1	150,000	149,897	153,657
Charles Schwab Corp Notes	3.25	225,000	224,993	230,040
Bank of America Corp (Callable)	2.328	225,000	225,000	225,907
Citigroup Inc Corp (Callable) Note	2.9	350,000	354,165	360,469
John Deere Capital Corp Notes	2.65	250,000	248,898	258,132
Paccar Financial Corp Note	2.85	100,000	99,912	103,488
Bank of America Corp Notes	3.499	90,000	90,000	92,136
JPMorgan Chase & Co Bonds	3.207	375,000	375,000	389,548
PNC Bank NA Corp Notes	3.5	375,000	377,670	408,670
Morgan Stanley Corp Notes	3.875	375,000	396,484	414,263
American Honda Finance Corp Note	2.4	375,000	373,140	393,417
Goldman Sachs Group Inc Bonds	3.85	375,000	392,468	413,482
BB&T Corporation Corp Bonds	2.5	375,000	375,623	398,558
Walt Disney Company	1.75	375,000	373,470	388,296
Bank of NY Mellon Corp	2.1	150,000	150,660	157,658
Toyota Motor Credit Corp	1.8	50,000	50,696	51,646
Toyota Motor Credit Corp	1.8	200,000	201,954	206,584
Apple Inc	1.125	400,000	400,804	407,810
FHLMC Notes	1.875	700,000	699,328	704,480
FHLB Global Note	1.125	700,000	695,743	706,127
FNA 2018-M5 A2	3.56	164,084	167,348	165,187

Security Held	Coupon	Par Value	Cost	Market Value
FHLMC Series K721 A2	3.09	200,000	201,703	205,712
FHMS KP05 A	3.203	120,499	120,499	124,343
FHMS KJ27 A1	2.092	117,921	117,918	120,538
FHMS KO43 A2	3.062	275,000	288,621	294,805
Intl Bank of Reconstruction and Dev Note	1.561	850,000	847,960	851,862
Inter-American Development Bank	2.125	700,000	706,488	704,486
International Finance Corporation Note	2.635	350,000	349,738	355,581
Inter-American Devel. Bank Note	2.625	215,000	214,527	219,016
Intl Bank of Reconstruction and Dev Note	2.75	750,000	748,245	769,745
CT ST TXBL GO BONDS	1.998	75,000	75,000	77,430
Chaffey UHSD, CA Txbl GO Bonds	2.101	100,000	100,000	101,881
CT ST T/E GO BONDS	2	100,000	105,097	104,798
U.S. Treasury Notes	1.75	150,000	154,717	151,172
U.S. Treasury Notes	2	235,000	243,491	237,827
U.S. Treasury Notes	1.375	1,250,000	1,217,529	1,263,672
U.S. Treasury Notes	2	125,000	125,376	127,656
U.S. Treasury Notes	2	1,000,000	1,010,898	1,021,250
U.S. Treasury Notes	2	1,150,000	1,156,963	1,174,438
U.S. Treasury Notes	1.25	600,000	588,492	608,625
U.S. Treasury Notes	1.875	350,000	337,723	360,883
U.S. Treasury Notes	1.875	450,000	435,621	463,992
U.S. Treasury Notes	1.875	800,000	789,844	824,875
U.S. Treasury Notes	1.625	425,000	407,170	438,148
U.S. Treasury Notes	2.125	350,000	344,449	367,063
U.S. Treasury N/B Notes	1.625	500,000	481,855	521,094
U.S. Treasury N/B Notes	1.625	500,000	486,387	521,094
U.S. Treasury N/B Notes	1.625	700,000	683,156	729,531
U.S. Treasury N/B Notes	1.625	900,000	892,934	937,969
U.S. Treasury N/B Notes	1.625	850,000	844,389	890,375
U.S. Treasury N/B Notes	1.625	1,000,000	1,005,742	1,047,500
U.S. Treasury N/B Notes	2	450,000	462,217	481,641
U.S. Treasury N/B Notes	2	725,000	760,315	775,977
U.S. Treasury N/B Notes	2	1,000,000	1,014,727	1,070,313
U.S. Treasury N/B Notes	2	2,050,000	2,091,481	2,194,141
U.S. Treasury N/B Notes	2	2,450,000	2,486,750	2,622,266
		38,326,575	38,395,501	39,593,182
TOTAL		191,291,701	191,776,883	195,721,043

MEMORANDUM



ITEM 14.5.

DATE: September 8, 2020
TO: Honorable Mayor and Council Members
FROM: Darcy Goulart, Planning Manager
SUBJECT: **A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACT AMENDMENT NO. 64-2019-1 FOR THE PREPARATION OF AN ENVIRONMENTAL IMPACT REPORT WITH RANEY PLANNING AND MANAGEMENT, INC. TO EXTEND THE CONTRACT TERM FROM JUNE 30, 2020 TO DECEMBER 31, 2021**

RECOMMENDATION

Adopt the Resolution.

RESULT OF RECOMMENDED ACTION

Adoption of the Resolution would authorize the City Manager to execute Contract Amendment No. 64-2019-1 for the preparation of an Environmental Impact Report with Raney Planning and Management, Inc. to extend the contract term from June 30, 2020 to December 31, 2021.

BACKGROUND

The City entered into a Professional Services Agreement (PSA) with Raney Planning Group, Inc. on June 3, 2019 for the preparation of an Environmental Impact Report (EIR) for a project known as the Preserve. It was anticipated that the work associated with the EIR would be completed by June 30, 2020. However, there have been various delays with the project that have affected the EIR schedule. Based upon the work completed up to this point, staff anticipates that the remaining work associated with the EIR will be completed by mid-fall. In order to account for any unforeseen delays, staff is suggesting a contract expiration date of December 31, 2021. The initial contract amount of \$124,425 remains the same.

FISCAL IMPACT AND FUNDING SOURCE

The contract is funded by the applicant Winn Communities and does not affect the General Fund.

ATTACHMENT(S)

1. Resolution

2. Raney Planning Professional Services Agreement Amendment

CITY OF RANCHO CORDOVA
CITY COUNCIL RESOLUTION NO. XX-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACT AMENDMENT NO. 64-2019-1 FOR PREPARATION OF AN ENVIRONMENTAL IMPACT REPORT WITH RANEY PLANNING AND MANAGEMENT, INC. TO EXTEND THE CONTRACT TERM FROM JUNE 30, 2020 TO DECEMBER 31, 2021

WHEREAS, the City entered into a Professional Services Agreement ("PSA") No. 64-2019 dated June 3, 2019 in the amount of \$124,425 for the purpose of providing Professional Services; and

WHEREAS, the City Council is the appropriate authority to hear and take action on this project; and

WHEREAS, for various reasons the project has fallen behind schedule and all work tasks outlined in Exhibit A were not completed by June 30, 2020; and

WHEREAS, the contract will be continued to be paid by the applicant, Winn Communities; and

NOW, THEREFORE, BE IT HEREBY RESOLVED THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA does authorize the City Manager or his designee to execute Contract Amendment No 64-2019-1 with Raney Planning and Management Inc. to extend the contract term from June 30, 2020 to December 21, 2021.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 8th day of September 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

David M. Sander, Mayor

ATTEST:

Stacy Leitner, CMC
City Clerk

**FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF RANCHO CORDOVA AND RANEY PLANNING & MANAGEMENT, INC.**

This First Amendment to the Agreement for Professional Services ("Amendment") is made by and between the City of Rancho Cordova ("City") and Raney Planning & Management Inc. ("Professional") as of July 1, 2020. City and Professional are hereinafter collectively referred to as the "Parties."

RECITALS

WHEREAS, the Parties entered into a Professional Services Agreement ("PSA") dated June 3, 2019 for the purpose of providing professional services in regards to the preparation of the Environmental Impact Report for The Preserve; and

WHEREAS, this Amendment will extend the term from June 30, 2020 to December 31, 2021; and

WHEREAS, the Parties agree that changes to the term and services provided for in the PSA are necessary in order for the City to continue receiving services by Professional.

NOW, THEREFORE, the Parties hereto agree as follows:

AGREEMENT

1. The Parties agree to modify the end date of the PSA from June 30, 2020, to December 31, 2021. The first sentence of Section 1.1 of the PSA, "Term of Service," is amended to read as follows:

"The term of this Agreement shall begin on the date first noted above and shall end on December 31, 2021, and Professional shall complete the work described in Exhibit A prior to that date; unless the term of the Agreement is otherwise terminated or extended, as provided in Section 8."

2. All other terms and conditions in the PSA shall remain in full force and effect to the extent they are not in conflict with this Amendment.
3. The signatures of the Parties to this Amendment may be executed and acknowledged on separate pages or in counterparts which, when attached to this Amendment, shall constitute one complete Amendment.
4. **Contract Administration.** This Agreement shall be administered by Elizabeth Sparkman, Community Development Director ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

Notices. Any written notice to Professional shall be sent to:

Tim Raney, AICP, President
Raney Planning & Management, Inc.
1501 Sports Drive, Suite A
Sacramento, CA 95834
Email Address (for Insurance Update Requests)
timraney@raneymanagement.com

Any written notice to City shall be sent to:

Darcy Goulart, Planning Manager
2729 Prospect Park Drive
Rancho Cordova, CA 95670

IN WITNESS WHEREOF, the Parties have executed this Amendment on the day and year first above written.

CITY OF RANCHO CORDOVA

PROFESSIONAL

Cyrus Abhar, City Manager

Tim Raney, AICP, President

Date:_____

Date:_____

Attest:

Stacy Leitner, CMC, City Clerk

Date:_____

Approved as to Form:

Adam U. Lindgren, City Attorney

Date:_____

**EXHIBIT A
SCOPE OF SERVICES**

IV. Technical Scope of Services

The following technical scope of services identifies each task in the preparation of the necessary documents and includes all the work products associated with each task. Raney anticipates that the scope of services will be further refined in consultation with the City of Rancho Cordova as the CEQA lead agency for the project.

TASKS 1.1-1.4: PROJECT INITIATION THROUGH NOTICE OF PREPARATION

Task 1.1 Project Initiation

The objective of this task is to coordinate with the representatives from the City of Rancho Cordova and the applicant team to confirm assumptions regarding the proposed project and scope of the EIR.

Raney will provide the following deliverables:

- Obtain and review available data for the project area, technical studies, and policy documentation from the City of Rancho Cordova, applicant team, and other agencies;
- Attend a kick-off meeting with the City and applicant team to review project schedule/milestones and refined scope of work;
- Identify the role that each will play during the effort as well as a summary of meetings and products; and
- Identify the cumulative projects to be considered in the EIR and the prospective description of project alternatives.

Task 1.2 Project Description

The objective of this task is to prepare a draft project description in consultation with City staff and the project applicant team. Based on Raney's extensive CEQA experience, completing a draft of the project description during the project initiation phase greatly reduces the potential for project-related issues throughout the preparation of the environmental documents. The project description will include a detailed project location, background, and history of the project (including past ownership and land uses); intended uses of the proposed project; existing environmental setting; description of on and off-site infrastructure necessary to serve the project; discretionary actions; project characteristics; important project features; project objectives; phasing; agreements; and permits and approvals that are required for the project based on available information. In addition, Raney will prepare regional and project location maps, as well as coordinate with City staff and the project applicant to build upon the existing project description. Raney will provide a list of responsible agencies that are anticipated to rely on the EIR for decision making.

Raney will complete the following deliverables:

- Submit one electronic copy of the draft project description to the City for review and comment; and
- Submit one electronic copy of the final project description to the City prior to incorporation into the EIR.

Task 1.3 Prepare Initial Study

The objective of this task is to prepare an IS to address the environmental effects of the proposed project. The IS will be based on the updated checklist contained in the recently adopted Appendix G of the CEQA Guidelines and the standard City of Rancho Cordova format. Raney assumes that the environmental issues to be dismissed in the IS will include, but not be limited to Aesthetics, Agricultural & Forestry Resources, Recreation, and Wildfire. The Wildfire portion of the IS will include a discussion of whether the project would increase the risk for wildfires or expose people and/or structures to significant wildfire risks, in accordance with the Wildfire section of the updated Appendix G checklist. It should be noted that the project site is located out of and not near State responsibility areas or lands classified as very high fire hazard severity zones; therefore, Raney anticipates that project impacts will be less-than-significant.

Raney will complete the following deliverables:

- Submit one electronic copy, in Word format, of the Administrative Draft IS for City review;
- Submit one electronic copy, in Word format, of the Screencheck IS which will include all revisions based upon comments on the Administrative Draft IS;
- Submit one electronic file, in PDF format, of the finalized IS to focus the content of the Draft EIR; and
- Provide Final IS as an Appendix to the Notice of Preparation.

Task 1.4 Prepare Notice of Preparation

The objective of this task is to prepare/distribute a Notice of Preparation (NOP) for public review that includes a description of the proposed project, location map, and general environmental effects anticipated to be caused by the proposed project, as well as attend a public scoping workshop to solicit the public's input on the content of the EIR. Raney assumes the public scoping meeting will be set up as a brief project overview presentation, in order for the community to gain an understanding of the project and make comments based upon accurate knowledge of the project.

Raney will complete the following deliverables:

- Submit one electronic copy of the Administrative Draft NOP, in PDF format, to City staff for review;
- Submit one electronic copy of the Final NOP (with IS as appendix), in PDF format, to the City for distribution;
- Coordinate with the City to publish, post, and distribute the NOP and deliver fifteen copies of the NOP with a completed Notice of Completion (NOC) to the State Clearinghouse;
- Facilitate and attend one public scoping meeting to emphasize the review process as well as the intent and requirements of CEQA;
- Create an administrative record of all written and verbal comments regarding the project to bring together and resolve the concerns of affected federal, state, and local agencies, as well as the local community; and
- Revise the scope of services for the EIR, if needed, based upon NOP verbal and written comments received during the NOP comment period.

TASKS 2.1-2.3: PREPARE ADMINISTRATIVE DRAFT EIR THROUGH DRAFT EIR

Task 2.1 Prepare Administrative Draft EIR

The objective of this task is to prepare an accurate, thorough, and complete Administrative Draft EIR for the proposed project that will provide a project-level analysis to evaluate the potential environmental effects associated with the proposed project. The Administrative Draft EIR will include all statutory sections required by CEQA Section 15120-15132.

The proposed project EIR will include the following sections:

Task 2.1.1 Introduction, Executive Summary, and Project Description

The introduction will cite the provisions of CEQA and the City of Rancho Cordova's CEQA implementation procedures to which the proposed project is subject. This section will identify the intended uses of the EIR, agencies that may rely upon the EIR, purpose of the EIR and statutory authority, summary of the scoping procedures, and a list of the NOP comment letters and concerns raised in the letters.

The EIR will also include a summary section to briefly describe in text the impacts and mitigation measures. A summary table will be included, consisting of a matrix of impacts and mitigation measures, with levels of significance of impacts before and after mitigation. The summary table will include all mitigation measures applicable to the proposed project.

The environmental setting will be built into the project description chapter and each technical chapter of the EIR. The project description chapter will be consistent with the one developed in *Task 1.2 Project Description*.

Task 2.1.2 Introduction to Analysis

The Introduction to Analysis section of the EIR will address all of the topics found to be less than significant (with or without mitigation) in the IS. Raney will summarize and include the conclusions of the IS in this section of EIR.

Task 2.1.3 Environmental Setting, Impacts, and Mitigation Measures

The environmental analysis for the proposed project will focus on the following areas: Air Quality & Greenhouse Gas Emissions (including Energy); Biological Resources; Cultural & Tribal Resources, Geology & Soils/Mineral Resources, Hazards & Hazardous Materials, Hydrology & Water Quality (Drainage); Land Use & Planning/Population & Housing; Noise; Public Services & Utilities; Transportation; Growth Inducing Impacts; Cumulative Impacts; and Significant Unavoidable Impacts. Project alternatives and statutorily required sections will also be included. Some refinement to these issues may be required based on the comments that will be received during the NOP scoping process.

Consistent with CEQA, each environmental chapter will include an introduction, environmental setting, regulatory setting, standards of significance, methods of analysis, identification of environmental impacts, the development of mitigation measures and monitoring strategies, level of significance after mitigation, cumulative impacts and mitigation measures, significant impacts, and effects found not to be significant. Raney proposes to include the following technical environmental chapters:

a) Air Quality & Greenhouse Gas Emissions (including Energy)

The Air Quality and GHG emissions analysis for the proposed project will be performed in-house by Raney Planning & Management's Air Quality Division, utilizing the CalEEMod software package and following Sacramento Metropolitan Air Quality Management District's (SMAQMD) CEQA Handbook.

Air Quality

Raney will utilize the CalEEMod software program and trip generation information from the applicant-provided Transportation Impact Study (TIS) to conduct a quantitative assessment of short-term (i.e., construction) and long-term (i.e., operational) increases of criteria air pollutant emissions of primary concern (i.e., ROG, NOX, and PM10) resulting from the proposed project. The significance of air quality impacts will be determined through coordination with the SMAQMD and the City of Rancho Cordova for appropriate thresholds for the City, utilizing the General Plan and Sunrise Douglas Community Plan where appropriate, and comparing project emissions to the agreed upon thresholds. Mitigation measures will be incorporated to reduce any significant air quality impacts, and anticipated reductions in emissions associated with proposed mitigation measures will be quantified. In addition, Raney will review any City ordinances related to construction and construction mitigation. For analysis of Toxic Air Contaminants (TACs), Raney will rely on the California Air Resources Board "Recommendations for Siting New Sensitive Land Uses," as outlined in the Air Quality and Land Use Handbook: A Community Health Perspective. Raney anticipates that the project will not trigger the need for a Health Risk Assessment (HRA) or screening-level HRA. For carbon monoxide, Raney will perform CALINE 4 modeling only if one or more of the study intersections are degraded to a level of service specified by the SMAQMD. For the purposes of this scope of work, Raney has assumed up to two intersections requiring CALINE 4 modeling.

Greenhouse Gas Emissions

Raney will work closely with SMAQMD and the City of Rancho Cordova throughout preparation of the GHG section. Raney will utilize CalEEMod to produce an estimate of carbon dioxide emissions for the project, including indirect emissions of GHG (e.g., electricity, natural gas). Emissions will be calculated as carbon dioxide equivalents. With respect to AB 32, Raney will review the project's compliance with relevant planning documents including, but not limited to, the California 2017 Climate Change Scoping Plan. With respect to SB 32, Raney will coordinate with the City and the SMAQMD to determine appropriate thresholds of significance for the City and compare project GHG emissions to the agreed upon thresholds of significance. Mitigation measures will be identified, as appropriate in coordination with SMAQMD and the City of Rancho Cordova staff.

Energy

This chapter will also include a discussion of potential energy impacts due to the project and any proposed energy efficiency and/or conservation measures in accordance with the recently updated Appendix G Checklist of the CEQA Guidelines, including applicable mitigation measures, if needed, for reducing energy consumption.

b) Biological Resources

The Biological Resources analysis will include potential effects to plant communities, wildlife, and wetlands including adverse effects on rare, endangered, candidate, sensitive, and special-status species from build-out of the proposed project. Specifically, the biological resources analysis will include a discussion of the Morrison Creek riparian area and the effects of the proposed project. The analysis will be based on the Aquatic Resources Delineation, Arborist Survey Report, Special-Status Plant Surveys, and Biological Resources Report (BRA) prepared by ECORP Consulting, Inc. (ECORP), under contract with the applicant. Raney will also utilize the the associated technical peer review of all of the applicant's bio-related technical reports and information prepared by the City. It should be noted that the project site is within the South Sacramento Habitat Conservation Plan. Raney assumes the City's peer review will ensure the existing BRA analysis will adequately addresses the South Sacramento Habitat Conservation Plan. In addition, Raney will internally review the Aquatic Resources Delineation, Arborist Survey Report, Special-Status Plant Surveys, and Biological Resources Report to ensure that all CEQA issues have been adequately and accurately addressed and will incorporate the results of the analysis into the biological resources chapter of the EIR. If it is determined that additional analysis needs to be prepared for the project, Raney will consult with City staff to determine the appropriate approach.

c) Cultural and Tribal Resources

The Cultural and Tribal Resources chapter of the EIR will describe the potential effects to historical and archaeological resources from implementation of the proposed project. This chapter will be based on the applicant-provided Cultural Resources Report. Raney will internally review the Cultural Resources Report to ensure the report's adequacy in addressing CEQA and incorporate the results of the analysis into the Cultural and Tribal Resources chapter of the EIR. If it is determined that additional analysis needs to be prepared for the project, Raney will consult with City staff to determine the appropriate approach.

Tribal Consultation

Given the passage of Assembly Bill (AB) 52, lead agencies are required to consult with Native American tribes early in the CEQA process if a Native American tribe has first requested to the lead agency, in writing, to be informed of proposed projects in their geographic area. If the City has received a letter requesting notification pursuant to AB 52/Public Resources Code 21080.3.1; the City will need to notify the tribe in writing of the proposed project within 14 days from the start of the CEQA process. Raney assumes the City will handle any consultation pursuant of AB 52. If the City would like assistance drafting letters pursuant to AB 52, Raney would be made available, upon request.

Given that the project will require amendments to the City of Rancho Cordova's General Plan which will require government-to-government consultation between the City of Rancho Cordova and the appropriate Native American tribe(s), pursuant to Senate Bill (SB) 18. Consultation will include contacting the NAHC to request a list of tribes with traditional lands or cultural places located within the City's jurisdiction. The tribes identified on the list provided by the NAHC are those that the City must contact for purposes of consultation. Pursuant to Government Code §65352.3(a)(2),

each tribe has 90 days to respond and request consultation. If the tribes do not respond, or decline consultation, consultation is not required. If a tribe requests consultation, the City will need to coordinate the required face-to-face consultation between tribal representative(s) and the designated City representative(s). Raney assumes the City will handle the required tribal consultation pursuant to SB 18; however, Raney will be available to assist upon request.

d) Geology & Soils/Mineral Resources

The Geology & Soils/Mineral Resources chapter of the EIR will summarize the setting and describe the potential effects from soil erosion, earthquakes, liquefaction, and expansive soils, as well as identify any unique geological features within the project area. This chapter will be based on a Geotechnical Report prepared by Youngdahl Consulting Group, under contract with the applicant, and the technical peer review by Geocon, under contract with Raney (please see *Appendix B* for a complete scope and resumes of key personnel). Geocon will perform a peer review of the existing geotechnical report in order to provide professional opinions on the appropriateness and adequacy of the report with respect to project conditions, regulatory requirements, and industrial standards of practice. Geocon will review the provided geotechnical report; perform a site visit to observe current site conditions; review published documents, geologic maps, and other geological and geotechnical literature pertaining to the site; and prepare a formal letter to present Geocon's professional opinions on the appropriateness and adequacy of the report. Raney review the formal letter and will incorporate the results into the EIR analysis. If it is determined that additional analysis needs to be prepared for the project, Raney will consult with City staff to determine the appropriate approach.

e) Hazards and Hazardous Materials

The Hazards and Hazardous Materials chapter will evaluate materials in the project site and associated with project construction and operation to determine if the project will create a significant hazard to the public or environment. This section will be based on a Phase I Environmental Site Assessment (ESA) prepared by the applicant team. Raney will rely on existing background information, previous site assessments/hazards analysis, and information from the City of Rancho Cordova General Plan, General Plan EIR, Sunrise Douglas Community Plan EIR, and Mather Airport Master Plan for the analysis.

f) Hydrology & Water Quality (Drainage)

This chapter will summarize setting information and identify potential impacts on irrigation drainage, storm water drainage, flooding, groundwater, and water quality. This chapter will include an analysis of the existing setting, identification of the thresholds of significance, identification of impacts, and the development of mitigation measures and monitoring strategies. Raney will rely on the Drainage Study, Sewer Study, and Water Study prepared for the project by Ruggeri Jensen-Azar, under contract with the applicant, information provided by the project engineer, as well as on the City of Rancho Cordova General Plan, General Plan EIR, and the Sunrise Douglas Community Plan /Sun Ridge Specific Plan for analysis. In addition, Raney will review any City ordinances related to water quality for relevant information that should be incorporated into the project analysis and consult with City engineering staff. Raney will consult with the City engineer to address the accuracy

of the WSA. If it is determined that a new WSA needs to be prepared, Raney assumes the applicant's consultant will update the report.

g) Land Use & Planning/Population & Housing

The Land Use & Planning/Population & Housing chapter will evaluate the consistency of the proposed project with the City of Rancho Cordova's adopted plans and policies as well as compatibility with surrounding land uses, both existing and proposed. Raney will review the Sunrise Douglas Community Plan, Rancho Cordova General Plan, Zoning Ordinance, and any other appropriate documents to address consistency issues. Additionally, Raney will discuss the proposed amendments needed to the General Plan. The chapter will identify land use impacts and note any inconsistencies or incompatibilities with adopted plans and policies created by the approval of the proposed project. Population and Housing will also be addressed, though at a lesser level. Raney will discuss potential impacts associated with population growth, either directly, or indirectly resulting from development of the proposed project. Raney will rely on information from the California Department of Finance, the Sacramento Area Council of Governments (SACOG) and the General Plan Housing Element.

h) Noise

The Noise chapter of the EIR will be based on a technical report prepared by Bollard Acoustical Consultants (BAC), under contract with Raney. (please see *Appendix C* for a complete scope and resumes of key personnel). BAC will review the noise and vibration standards of the City of Rancho Cordova and The Sunrise Douglas Community Plan, as well as any germane state and Federal standards to develop the project standards of significance in accordance with CEQA guidelines. BAC will conduct ambient noise and vibration level measurements on, and in the vicinity of, the project site to quantify the existing background noise and vibration levels and for subsequent comparison to the predicted project-level generated levels. It should be noted that BAC does not anticipate significant existing vibration levels at the project site; however, BAC will conduct baseline vibration monitoring in order to satisfy the CEQA requirement. Based upon the intended uses of the site, BAC will conduct an analysis of future traffic noise levels on the local roadway network, both with and without the proposed project. Additionally, BAC will evaluate the noise and vibration generation of the uses proposed within the project site, such as park playing field noise and construction noise and vibration. Significant noise and/or vibration impacts will be identified if the project results in substantial increases in off-site traffic noise or vibration, or if the proposed residential land uses located within the project site would be exposed to future traffic noise, park noise, or vibration levels in excess of the project standards of significance. BAC will develop mitigation measures for significant impacts, as necessary. BAC will prepare a written report, which details the analytical approach and findings, as well as complies with the requirements of the City of Rancho Cordova General Plan Noise Element, the Sunrise Douglas Community Plan, and CEQA. Raney will internally review BAC's report to ensure that all CEQA issues have been adequately and accurately addressed. Raney will incorporate the results of the analysis into the noise chapter of the EIR.

i) Public Services and Utilities

The Public Services portion of the Public Services and Utilities chapter will summarize setting information and identify potential new demand for services, including fire, police, schools, parks, and recreation. Raney will rely upon the information from the Rancho Cordova General Plan, General Plan EIR, Sunrise Douglas Community Plan , and information obtained from direct consultation with the appropriate City and other agencies (Sacramento Metropolitan Fire District, School Districts, Rancho Cordova Police Department, etc.), as needed, to evaluate the projects potential impacts to the City of Rancho Cordova's Public Services and whether the increased demand for service associated with the proposed project would result in significant CEQA impacts.

The Utilities portion of the Public Services and Utilities chapter will address potential new demand for water supply, wastewater treatment, and solid waste disposal. Raney will coordinate with the City engineer to internally review the applicant-provided WSA to ensure all CEQA related issues regarding the water supply are adequately and accurately addressed. Raney will incorporate the WSA analysis into the Public Services and Utilities chapter. In addition, Raney will review the Sunrise Douglas Community Plan/Sunridge Specific Plan Long Term Water Supply Plan EIR and incorporate information as applicable. With respect to wastewater and solid waste, Raney will review the City of Rancho Cordova Urban Water Management Plan and coordinate with Republic Services.

j) Transportation

The objective of the Transportation chapter is to understand the impacts of the proposed project on the existing and future transportation systems. This chapter will be based on the applicant-provided TIS, and the associated technical peer review conducted by the City. Raney will internally review the report to ensure that all CEQA issues have been adequately and accurately addressed and will incorporate the results into the Transportation chapter of the EIR. The chapter will include an analysis of the existing setting, identification of thresholds of significance, identification of impacts, and the development of mitigation measures and monitoring strategies.

The method and criteria used for determining the adverse impacts for each of these technical issues will be clearly and explicitly described in the respective chapters of the EIR, including any assumptions, models, or modeling techniques used in the analyses. The determination of impacts will be based on thresholds of significance drawn from the standards used in similar EIRs in the region, from the technical studies prepared for the proposed project, and will be refined based on City-adopted thresholds in consultation with City staff. For each significant impact, feasible mitigation measures, if available, will be identified and the level of significance after mitigation will be stated. Mitigation measures will identify the timing of the mitigation and the entities responsible for implementation. Cumulative impacts and mitigation measures will also be addressed within each technical chapter and include the impact, mitigation, and level of significance after mitigation. The cumulative analyses will be based on quantitative data, as applicable. Each impact in the EIR will be numbered, as will the corresponding mitigation measures. Cross-references will be provided where necessary. The effectiveness and feasibility of mitigation measures will be discussed.

Task 2.1.4 Statutorily Required Sections

The Statutorily Required Sections chapter of the EIR will summarize significant and unavoidable, significant irreversible, and growth-inducing impacts, to the extent that such impacts are identified in the EIR analysis. The chapter will also summarize the cumulative impact analyses, which will be provided in each technical chapter of the EIR.

Task 2.1.5 Alternatives to the Proposed Project

The EIR will include an alternatives analysis. The Alternatives chapter will evaluate, at a minimum, three alternatives, including the No Project Alternative required by CEQA. Alternatives will be selected when more information related to project impacts is available so the alternatives can be designed to reduce significant project impacts. Alternatives shall be developed in consultation with the City of Rancho Cordova staff during preparation of the Administrative Draft EIR to respond to identified significant impacts. The Alternatives chapter will describe the alternatives and identify the environmentally superior alternative. The alternatives will be analyzed at a level of detail less than that of the proposed project which is permissible under CEQA; however, the analyses will include sufficient detail to allow a meaningful comparison of the impacts. The Alternatives chapter will include a semi-quantitative discussion for impacts associated with air quality, noise, and traffic (including trip generation distribution, and traffic volumes) for comparison with the project. The remaining impact areas will be evaluated at a qualitative-level for the alternatives. The Alternatives chapter will also include a section of alternatives considered but dismissed. A matrix comparing the impacts of the proposed project to the three alternatives will also be included.

Raney will complete the following deliverables:

- Provide the public and decision-makers with a thorough, legally defensible environmental analysis of the proposed project, which will be accurate, objective, and free of jargon;
- Prepare an EIR that will conform to the City of Rancho Cordova's preferred format; and
- Submit one hard copy, with appendices on a CD in the back cover (if included), and one electronic copy, in PDF format, of the Administrative Draft EIR to City of Rancho Cordova staff to review for adequacy and accuracy.

Task 2.2 Prepare Screencheck Draft EIR

The objective of this task is to edit the Administrative Draft EIR, based on the comments received from the City's review, to prepare a Screencheck Draft EIR. Raney assumes City comments on the Administrative Draft EIR will be in a consolidated set.

Raney will complete the following deliverables:

- Attend conference calls, as needed, and one working meeting with the City staff to discuss City comments on the Administrative Draft EIR, as outlined in *Task 4 Project Management, Meetings, and Hearings*; and
- Submit one hard copy, with appendices on a CD in the back cover (if included), and one electronic copy, in PDF format, of the Screencheck Draft EIR utilizing the "strike-through – underline" format to reflect all changes made in response to City comments.

Task 2.3 Prepare Public Review Draft EIR

The objective of this task is to edit the Screencheck Draft EIR, based on the comments received, to prepare and distribute the Draft EIR for public review in accordance with CEQA requirements. Raney assumes that the revisions from additional comments on the Screencheck

Draft EIR will only require editorial or other non-substantive changes and that the City will distribute the Notice of Availability (NOA) of the Draft EIR. It should be noted that Raney has included the Public Review hearing and associated court reporter, if necessary, in *Task 4 Project Management, Meetings, and Hearings*.

Raney will complete the following deliverables:

- Submit 10 hard copies, with appendices on a CD in the back cover, and one electronic copy of the Draft EIR for the City;
- Submit one electronic copy in PDF format of the Draft EIR to the City for online posting;
- Prepare the NOA and Notice of Completion (NOC); and
- Delivery of NOC along with 15 hard copies of the Executive Summary and 15 CDs of the Draft EIR to the State Clearinghouse.

TASKS 3.1-3.5: PREPARE ADMINISTRATIVE FINAL EIR THROUGH FINDINGS OF FACT AND STATEMENT OF OVERRIDING CONSIDERATIONS

Task 3.1 Prepare Administrative Final EIR

The objective of this task is to respond to all comments received during the 45-day public review period and compile the comments into an Administrative Final EIR for review by the City of Rancho Cordova. Raney assumes these comments will not raise new issues, or that new surveys or technical studies will be required to complete adequate responses. Further, Raney assumes that the amount and nature of responses can be addressed within the hours shown in the budget spreadsheet. For the purposes of this scope of work, Raney's budget for this task would allow Raney to prepare responses to up to 100 individual comments that are substantive in nature. Repetitive comments do not count toward this total. For example, it is not uncommon for the public to submit a large volume of comments on a particular issue/concern. In this case, Raney will prepare a master response to address the thematic concern; and this effort would only constitute one response. Raney's budget for this task is based upon our experience preparing Administrative Final EIR documents for other similar projects. Should more time or technical analyses be needed to respond to additional comment letters, Raney will initiate discussions immediately with City staff to conduct this extra work.

Raney will complete the following deliverables:

- Meet with City staff to review all comments received and determine the appropriate written responses to the comments, as outlined in *Task 4 Project Management, Meetings, and Hearings*;
- Include a list of persons, organizations, and agencies commenting on the EIR;
- Include all comments on the Draft EIR and any changes to the Draft EIR text necessitated by the comments;
- Respond to up to 100 individually bracketed comments; and
- Submit one hard copy, with appendices on a CD in the back cover (if included), and one electronic copy, in PDF format, of the Administrative Final EIR.

Task 3.2 Prepare Mitigation Monitoring and Reporting Program (MMRP)

The objective of this task is to prepare a Mitigation Monitoring and Reporting Program (MMRP) for the City of Rancho Cordova to be incorporated into the Final EIR. Raney will prepare a summary MMRP to comply with Public Resources Code Section 21081.6, which will include policies and action identified in the EIR, as well as methods of implementation.

Raney will complete the following deliverables:

- Submit one electronic copy, in PDF format, of the draft MMRP to the City with the Administrative Final EIR, thereby, allowing the City to provide comments;
- Submit one electronic copy of the final MMRP to the City of Rancho Cordova with the Final EIR.

Task 3.3 Prepare Screencheck Final EIR

The objective of this task is to revise the Administrative Final EIR based on the comments received and prepare a Screencheck Final EIR using “strike-through and underline” format.

Raney will complete the following deliverables:

- Conversations with City staff to discuss City comments and revisions to the Administrative Final EIR; and
- Submit one hard copy, with appendices on a CD in the back cover (if included), and one electronic copy, in PDF format, of the Screencheck Final EIR to the City of Rancho Cordova.

Task 3.4 Prepare Final EIR

The objective of this task is to revise the Screencheck Final EIR, based on additional comments from the City, in order to provide a thorough, responsive Final EIR. Raney assumes all edits will only require editorial or other non-substantive changes in the revision of the Screencheck Final EIR. Raney assumes that the City will handle distributing the Final EIR to the agencies and persons who commented on the DEIR at least ten days prior to the EIR certification hearing; however, Raney will be available to assist the City upon request.

Raney will complete the following deliverables:

- Submit five hard copies, with appendices on a CD in the back cover, and one CD copy of the Final EIR to the City of Rancho Cordova, including Response to Comments and MMRP; and
- Work with the City to prepare all required noticing.

Task 3.5 Prepare Findings of Fact and Statement of Overriding Considerations

The objective of this task is to prepare the required Findings of Fact, Statement of Overriding Considerations (FOF/SOC), pursuant to CEQA, that incorporate information regarding the project’s environmental impacts disclosed in the EIR, and prepare a Notice of Determination (NOD) for approval by the City of Rancho Cordova, as necessary. Raney will prepare FOF/SOC to provide the appropriate language to dismiss the project alternatives not selected, as well as language on the overriding considerations, if necessary, to describe the benefits of the project that may outweigh any adverse environmental effects;

Raney will complete the following deliverables:

- Submit one electronic copy of the administrative draft FOF/SOC to City staff with the Final EIR for the City Attorney to review and provide feedback;
- Submit one electronic copy of the final FOF/SOC to City staff with the Final EIR with revisions made based upon comments from the City Attorney; and
- Prepare a Notice of Determination (NOD) for City filing at the Sacramento County Clerk Records Office and posting at the State Clearinghouse, should the project be approved.

TASK 4 PROJECT MANAGEMENT, MEETINGS, & HEARINGS

The objective of this task is to ensure close, extensive coordination and interaction with City staff, the project team, technical sub-consultants, and the public. The project management team, identified in the cover letter will be responsible for coordination with City staff and technical consultants, handling the day-to-day activities of the EIR preparation, and responding to staff inquiries about the EIR and process.

Raney will complete the following deliverables:

- Project Management from President Tim Raney and Division Manager/Air Quality Specialist Rod Stinson;
- Project support from Senior Vice President Cindy Gnos, AICP, Vice President Nick Pappani, as well as Associate and Administrative staff;
- Regular phone and e-mail communications with City staff, project stakeholders, and pertinent County, State, and local agencies throughout the process;
- Attendance at one working meeting with City staff to discuss comments received on the Administrative Draft EIR.
- Attendance one public hearing during the 45-day public review period to receive comments on the Draft EIR and review the adequacy of the Draft EIR;
- Provide a court reporter and written comment forms to gather public comments at the public hearing during the 45-day public review period, if necessary.
- Attendance at one meeting with City staff to discuss comments received on the Draft EIR.
- Attendance at up to two City Council hearings;
- Prepare any necessary noticing, materials, and/or presentations prior to the meetings, and answer questions and respond to comments as needed; and
- Additional public hearings and in-person meetings/hearings out of the scope of work can be accommodated upon request and would be billed on a time-and-materials basis.

V. Project Schedule

The tentative schedule on the following page is based on experience preparing similar documents. This schedule could be lengthened or shortened, depending on the needs of the City of Rancho Cordova and will be finalized at the Project Initiation meeting. Factors that could lengthen or shorten the schedule include dates of receipt of project information (including information from the applicant), AB 52/SB 18 requirements, length of document reviews and unanticipated issues arising from City staff, the project team, or public review of the environmental documents.

Tentative Schedule The Preserve		
MILESTONES & CRITICAL PATH	TIMING	ESTIMATED DATE
Notice To Proceed	To Be Determined	June 4, 2019
Project Initiation Meeting and receipt of all applicant-prepared studies	Week of NTP	Week of June 10, 2019
Prepare Project Description	One Week	June 17, 2019
Receive City edits on Project Description	One Week	June 24, 2019
Prepare Final Project Description	Three Days	June 27, 2019
Submit NOP to City for Review	One Week	July 5, 2019*
Receive edits on NOP	One Week	July 12, 2019
Submit Revised NOP	Three Days	July 17, 2019
NOP Public Review Period	30 Days	July 18, 2019 to August 19, 2019
NOP Public Scoping Meeting	To Be Determined (during public review period)	TBD
Receipt of All Technical Studies & Peer Reviews	Six Weeks from NTP	July 2, 2019
Submit Administrative Draft EIR to City for Review	Two weeks from close of NOP Review	September 3, 2019*
Receipt of City Comments on Administrative Draft EIR	Four Weeks	October 1, 2019
Submit Screencheck Draft EIR to City for Review	Two Weeks	October 15, 2019
Receipt of City Comments on Screencheck Draft EIR	Two Weeks	October 29, 2019
Prepare Draft EIR	Three Days	November 1, 2019
Public Review Period of Draft EIR	45 Days	November 4, 2019 to December 19, 2019
Public Hearing on Draft EIR	To Be Determined (during public review period)	TBD
Submit Administrative Final EIR and FOF/SOC to City for Review	Four Weeks from close of Draft EIR comment period	January 16, 2020
Receipt of City comments on Administrative Final EIR	Two Weeks	January 30, 2020
Submit Screencheck Final EIR to City for Review	One and a half Weeks	February 11, 2020
Receipt of City comments on Screencheck Final EIR	Two Weeks	February 25, 2020
Prepare Final EIR	Three Days	February 28, 2020
Public Review Period of Final EIR (10 Days)	10 Days	March 2, 2020 to March 12, 2020
City Council Hearing(s)	To Be Determined	March/April 2020

* Accounts for Holiday

Geocon Scope of Work





Proposal No. LE-19-053
April 8, 2019

Raney Planning & Management, Inc.
1501 Sports Park Drive, Suite A
Sacramento, California 95834

Attention: Mr. Tucker Gandy

Subject: THE PRESERVE - PROPOSED RESIDENTIAL SUBDIVISION
NORTHWEST OF GRANT LINE ROAD AND RAYMER WAY
RANCHOCORDOVA, CALIFORNIA
PROPOSAL FOR GEOTECHNICAL PEER REVIEW

Dear Mr. Gandy:

Pursuant to your request, we are pleased to present this proposal to perform a peer review of the geotechnical report for the subject residential subdivision proposed in the City of Rancho Cordova. We understand the project will rezone an approximately 285-acre property from agricultural and industrial land use to residential. The planned development will include 434 single-family lots, parks, 180 acres of nature preserve, and all related infrastructure. Site topography generally consists of rolling hills and seasonal drainages. WGS 84 (Google Earth) site coordinates are N 38.5766°, W -121.1956°.

SCOPE OF SERVICES

We propose to perform a peer review of the project geotechnical report. The City of Rancho Cordova RFP provided by Raney Planning & Management indicates the geotechnical report is being prepared and will be provided for review when complete. We have made assumptions regarding the content and amount of information therein. The purpose of our peer review will be to provide professional opinions on the appropriateness and adequacy of the report with respect to project conditions, regulatory requirements, and industry standards of practice.

Based on our understanding of the project, we will:

- Review the provided geotechnical report.
- Perform a site visit to observe current site conditions.
- Review published documents, geologic maps and other geological and geotechnical literature pertaining to the site to aid in evaluating soil and geologic conditions.
- Prepare a formal letter to present our professional opinions on the appropriateness and adequacy of the report.

PROPOSED FEES

We propose to perform the scope of services outlined above on a time-and-materials basis. We recommend a budget of \$3,500 be provided for our scope of services.

Our services will be provided in accordance with the enclosed *2019 Schedule of Fees/Terms and Conditions*, which is incorporated into and made a part of this proposal. If unforeseen conditions are encountered, or if we experience delays or circumstances beyond our control, we will notify you immediately to discuss modifications to the scope of services and/or project fees.

CONTRACT EXECUTION

Please carefully review the contents of this proposal and the enclosed *Terms and Conditions for Performance of Services* (Terms), which is incorporated into and made a part of this proposal. If they meet with your approval, execute two copies of the Terms and return both copies to our office. We will then endorse the documents and return one fully executed copy to you. We will commence with the scope of services outlined herein upon receipt of your written authorization; however, services provided by Geocon will be pursuant to the Terms and 2019 *Schedule of Fees* until or unless a mutually agreed upon, negotiated contract is finalized. Please note that it is necessary to indicate your project representative agent on the first sheet of the Terms and the address where all Client notices and communications should be sent. If you do not have an in-house representative agent, please indicate a designated agent.

The California Legislature enacted Business & Professions Code §6749, effective January 1, 2001, which requires that all contracts with private entities be set forth in writing, contain certain terms, including a description of the services to be provided, the basis of compensation, the name, address and certificate number of the professional engineer and be signed by the parties before commencement of any work by the engineer. Therefore, the enclosed Terms or the waiver of Business & Professions Code §6749 letter must be signed by Client prior to Geocon's commencement of any work, whatsoever, on the project. For your convenience, a copy of the Business & Professions Code §6749 waiver letter is attached to this proposal.

It is mutually agreed between Client and Geocon that all services afforded and work performed by Geocon are provided pursuant to Civil Code Section 2782 and such agreement is expressly integrated into and made a part of any and all contracts or agreements entered into between the parties.

Please be advised that if Geocon is required to provide an immediate defense to Client pursuant to a claim alleging the negligence of Geocon, Client will be billed on a time and materials basis for such defense in accordance with Geocon's 2019 *Schedule of Fees*, and if there is a final determination by a court of competent jurisdiction that a portion of the damages awarded in connection with a claim were caused by or attributable to Geocon, then Geocon shall be obligated to reimburse Client for that portion of the defense costs reasonably incurred by Client which is attributable to the portion of the damages caused by or attributable to Geocon. Notwithstanding the foregoing, under no circumstances shall Geocon be liable for providing an immediate defense to Client for any claim not alleging the negligence or other liability of Geocon.

We appreciate the opportunity to provide geotechnical services on this project. Please contact us if you have any questions concerning the contents of this proposal or if we may be of further service.

Sincerely,

GEOCON CONSULTANTS, INC.



Shane Rodacker, GE
Vice President

(1/e-mail) Addressee

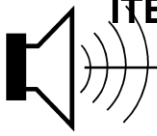
Attachments: TCPS
 2019 Schedule of Fees
 Business & Professions Code §6749 Waiver Letter



Bollard Acoustical Consultants

Scope of Work





May 23, 2019

Mr. Zachary Dahla
Raney Planning & Management, Inc.
1501 Sports Drive, Suite A
Sacramento, CA 95834

Transmitted via email to: zdahla@raneymanagement.com

**Subject: Proposal to prepare an EIR level noise and vibration analysis for The Preserve Residential Development located in Rancho Cordova, CA.
BAC P#2019-064c**

Dear Mr. Dahla,

Thank you for inviting our participation on this project. Based on the information you have provided, Bollard Acoustical Consultants, Inc. (BAC) is pleased to submit the following proposal to prepare an environmental noise and vibration assessment for the above-referenced project. While this scope does not propose to actually prepare an EIR noise section, it does include sufficient data collection and analysis to fully support others in their preparation of an EIR for this project. The following outlines our proposed scope of services, fee, schedule, and contract agreement information.

1. **Regulatory Setting - Standards of Significance:** BAC will review the noise and vibration standards of the City of Rancho Cordova and The Sunrise Douglas Community Plan as well as any germane state and Federal standards to develop the project standards of significance in accordance with the CEQA guidelines.
2. **Environmental Setting - Evaluation of Existing / Baseline Noise and Vibration Levels:** BAC will conduct ambient noise and vibration level measurements on, and in the vicinity of, the project site. Although BAC does not anticipate significant existing vibration levels at the proposed site, we will conduct baseline vibration monitoring in order to satisfy the CEQA requirement that the noise section include an assessment of vibration as well. The intent of the measurements is to quantify existing background noise and vibration levels and for subsequent comparison to the predicted project-generated levels.
3. **Impact Methodology – Evaluation of Future Traffic Noise Levels on Local Roadway Network:** Based upon the intended uses of the site, BAC will conduct an analysis of future traffic noise levels on the local roadway network, both with and without the proposed project. The analysis will focus on increases in traffic noise levels due to the project at existing off-site noise-sensitive land uses, and traffic noise levels at sensitive land uses proposed within the project site.

ITEM 14.5.

ATTACHMENT 2

Raney Planning & Management, Inc.

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4. **Impact Methodology – Evaluation of Project-Generated Noise and Vibration Levels:** BAC will evaluate the noise and vibration generation of the uses proposed within the project site. Those levels will be used for subsequent evaluation of impacts at both existing land uses and at the sensitive land uses (residential) proposed within the project area. Specific sources to be evaluated include park playing field noise and construction noise and vibration.
5. **Noise Impact and Mitigation Analysis:** Significant noise and / or vibration impacts will be identified if the project results in substantial increases in off-site traffic noise or vibration, or if the proposed residential uses located within the project site would be exposed to future traffic noise, park noise, or vibration levels in excess of the project standards of significance identified in Task 1. Mitigation measures will be developed for each identified significant impact.
6. **Report Preparation:** BAC will prepare a written report, which details our analytical approach and findings. The report will comply with the requirements of the City of Rancho Cordova General Plan Noise Element, The Sunrise Douglas Community Plan and CEQA. BAC proposes to provide the report as a stand-alone technical noise analysis, and does not propose final formatting for direct inclusion into the project EIR. This proposal includes up to 2 report revision based on feedback from the City and Raney Planning & Management, as well as up to 4 hours for responses to comments on the DEIR.

Cost for Completion of Noise Study

BAC proposes to provide the above-described services for a cost estimated not to exceed \$9,500. Other work on outside the scope of this proposal, such as attendance at meetings or public hearings, or responses to public comments in excess of 4 hours would incur additional costs according to the attached fee schedule. BAC will not undertake any additional work without your prior authorization. Payment terms are described in the attached fee schedule.

Timing for Completion of Noise Study

BAC proposes to complete the above-described scope of work within 6 weeks from authorization to proceed and receipt of all required materials including site plans, grading plans and traffic study.

Contractual Agreement

If this proposal is acceptable to you, please confirm your acceptance by signing the signature line below and email the proposal back to us. Each revision to this proposal will contain a unique proposal number. The terms of this proposal are valid for 6 months from the date of the proposal.

ITEM 14.5.**ATTACHMENT 2**

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Please contact me at 916-663-0500 or info@bacnoise.com if you have any comments or questions regarding this proposal, and thank you again for inviting our participation.

Sincerely,

Bollard Acoustical Consultants, Inc.

A handwritten signature in blue ink that reads "Paul Bollard". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Paul Bollard
President

ITEM 14.5.**ATTACHMENT 2**

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Bollard Acoustical Consultants, Inc. (BAC)
Fee Schedule & Consulting Terms
Effective January 2019

<u>Staff / Expense Item</u>	<u>Rate</u>
Principal Consultant	\$175 / hr.
Senior Consultant	\$150 / hr.
Consultant	\$125 / hr.
Principal Consultant Legal Work	\$300 / hr.
Technician	\$85 / hr.
Clerical Support Staff	\$60 / hr.
Mileage	\$0.58 / mile
Per Diem Charges (meals & lodging)	\$200 / day
Sound Level Meter Charge (24 hours +)	\$50 / day / meter

Insurance Coverage

Bollard Acoustical Consultants, Inc. maintains general and professional liability insurance policies with two million dollars coverage each and maintains automobile liability insurance coverage at one million dollars. We provide certificates of insurance to our clients upon request at no charge.

Request for Retainers

For new private-sector clients, Bollard Acoustical Consultants, Inc. requires a retainer of 50% of the contract amount prior to beginning work on the project.

Invoicing and Terms of Payment

Bollard Acoustical Consultants, Inc. reserves the right to submit monthly invoices for services and expenses which have been incurred when project time-lines are expected to exceed 30 days. Payment for professional services is due within 30 days of the invoice date, and past due thereafter. Past due invoices will incur interest at the rate of 1.5% per month on the balance due.

Commitment to the Environment

In our ongoing effort to minimize our environmental footprint and reduce costs, we will transmit project correspondence electronically via e-mail – including this proposal, draft and final reports (including graphics and appendices), and the invoice for professional services rendered. Paper copies of our work products will not automatically be generated. However, if you require a paper copy of any project work product or project-related correspondence, we will gladly provide one upon request. Please partner with us by transmitting all project correspondence to us electronically as well.

MEMORANDUM



ITEM 15.1.

DATE: September 8, 2020

TO: Honorable Mayor and Council Members

FROM: Adam Lindgren, City Attorney
Trevor Taniguchi, Deputy City Attorney

SUBJECT: **AN ORDINANCE AMENDING CHAPTER 6.84 OF THE RANCHO CORDOVA MUNICIPAL CODE RELATED TO SMOKING IN AND AROUND MULTIFAMILY RESIDENTIAL PROPERTIES WITH THE PURPOSE OF UPDATING THE CITY'S CLEAN INDOOR AND OUTDOOR AIR AND HEALTH PROTECTION REGULATIONS TO BETTER PROTECT INDIVIDUALS FROM THE NEGATIVE EFFECTS OF SECOND HAND SMOKE**

RECOMMENDATION

Waive first reading and introduce the Ordinance.

RESULT OF RECOMMENDED ACTION

Ordinance would come back to the Council for a second reading and adoption at the next regular City Council meeting.

BACKGROUND

The City of Rancho Cordova has previously adopted ordinances which regulate the smoking of tobacco, tobacco products and cannabis within the City. At the July 20, 2020 meeting, the City Attorney presented a draft ordinance regarding smoking in and around multifamily residential properties within the City

City staff appreciate the feedback and comments submitted by members of the public regarding the proposed Ordinance, and share their concern that smoking in mobile homes and mobile home parks present public health risks. The possible expansion of the proposed Ordinance to include mobile home parks presents numerous complex legal and practical issues, which staff require additional time to analyze and work with interested parties on. While the aforementioned issues are being addressed, staff are recommending approving the proposed Ordinance with no modifications from the draft presented to Council at its July 20, 2020 meeting. Should Council approve of the Ordinance, staff would return to Council within 6

months to present an overview of the implementation of the Ordinance as well as potential additional regulations for consideration, including mobile home parks.

ANALYSIS

Exposure to secondhand smoke remains a serious public health risk, and the U.S. Surgeon General has concluded that there is no risk-free level of exposure to secondhand smoke and neither separating smokers from nonsmokers nor installing ventilation systems effectively eliminates secondhand smoke exposure and its public health risks. Both the U.S. Environmental Protection Agency (U.S. EPA) and the California Air Resources Board (ARB) have found secondhand smoke to be a dangerous air pollutant, with the U.S. EPA designating secondhand smoke as a Group A carcinogen and ARB designating it as a toxic air pollutant, which is the same category as the most toxic automotive industrial air pollutants.

Additionally, exposure to secondhand smoke is a leading cause of preventable death in the U.S., killing over 41,000 non-smokers each year, including over 7,000 deaths from lung cancer. It is estimated that exposure to secondhand smoke causes as many as 300,000 children in the U.S. to suffer from lower respiratory infections, asthma, and other ailments, many of which have life-long adverse health impacts.

Under California Health and Safety Code section 118910, the City is explicitly authorized to regulate or ban the smoking of tobacco, the City Council has previously adopted ordinances which regulate the smoking of tobacco, tobacco products, and cannabis within the City, all of which is codified in Chapter 6.84 "Regulation of Smoking Ordinance" of the Rancho Cordova Municipal Code.

The City currently prohibits smoking in all indoor common areas of multifamily residential properties, including any indoor area on the property which residents of more than one unit are entitled to enter and/or use, including but not limited to halls, lobbies, courtyards, elevators, stairs, community rooms, gym or health facilities, indoor swimming pool areas, storage areas, shared restrooms, shared laundry rooms, shared cooking facilities, and shared eating areas.

The Ordinance furthers the City's commitment to protecting its residents and the general public from the adverse health impacts of secondhand smoke. As proposed, the Ordinance would prohibit smoking inside and outside multifamily residential properties within the City, except for a designated smoking area(s) and revise the City's definition of "Multifamily residential property."

The revised "Multifamily residential property" definition is a "residential property containing two or more total units with one or more shared walls, floors or ceilings, including but not limited to rental complexes, apartments, residential cooperatives, condominium complexes, senior citizen residences, assisted living complexes and skilled nursing facilities" The definition of "Multifamily residential property" specifically excludes the following: (1) A hotel or motel that meets the requirements of Civil Code § 1940(b)(2); (2) A mobile home park; (3) A campground;

(4) A single-family residence; (5) A single-family home with a detached in-law or second unit when permitted pursuant to a City ordinance and/or applicable state law.

Additionally, the Ordinance permits property owners or property managers the ability to designate a smoking area or areas on the Multifamily residential property so long as those area(s) meet the following requirements: (1) Is located more than thirty (30) feet away from any operable entrance/doorway, window, playground, pool, or other non-smoking communal area used by residents; (2) Does not include, and is at least 30 feet from, unenclosed areas primarily used by children and unenclosed areas with improvements that facilitate physical activity including playgrounds, swimming pools, and school campuses; (3) Is an unenclosed area; (4) Is marked by conspicuous signage clearly denoting the area as a designated smoking area; and (5) Has receptacles designed for and primarily used for disposal of tobacco waste and is maintained free of tobacco related litter including but not limited to cigarette butts.

Lastly, the Ordinance will be phased-in over the course of 12 months. A Multifamily residential property unit with an existing lease agreement as of the effective date of the Ordinance, is exempt from the Ordinance's restrictions until the date the existing lease agreement expires or twelve months after the effective date of the Ordinance, whichever is sooner.

ENVIRONMENTAL ANALYSIS

Approval of the amendments in this Ordinance is exempt from further environmental review under the general rule in California Environmental Quality Act (CEQA) Guidelines section 15061(b)(3) that CEQA only applies to projects that have the potential for causing a significant effect on the environment. As a series of text amendments and additions, it can be seen with certainty that there is no possibility that this Ordinance will have a significant effect on the environment.

FISCAL IMPACT AND FUNDING SOURCE

There is no immediate fiscal impact, however, it is expected that City Staff will spend time educating residents, landlords, and property managers, before beginning enforcement of the Ordinance.

ATTACHMENT(S)

1. Ordinance

CITY OF RANCHO CORDOVA

ORDINANCE NO. XX-2020

**AN ORDINANCE OF THE RANCHO CORDOVA CITY COUNCIL AMENDING CHAPTER 6.84
OF THE RANCHO CORDOVA MUNICIPAL CODE RELATED TO SMOKING IN AND
AROUND MULTIFAMILY RESIDENTIAL PROPERTIES WITH THE PURPOSE OF
UPDATING THE CITY'S CLEAN INDOOR AND OUTDOOR AIR AND HEALTH PROTECTION
REGULATIONS TO BETTER PROTECT INDIVIDUALS FROM THE NEGATIVE EFFECTS OF
SECONDHAND SMOKE**

THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA DOES ORDAIN AS FOLLOWS:

Section 1. Purpose and Declarations.

WHEREAS, according to the Center for Disease Control, scientific studies have concluded that cigarette smoking causes chronic lung disease, coronary heart disease, stroke, cancer of the lungs, larynx, esophagus, mouth, and bladder, and contributes to cancer of the cervix, pancreas, and kidneys; and

WHEREAS, the U.S. Surgeon General has concluded that there is no risk-free level of exposure to secondhand smoke and neither separating smokers from nonsmokers nor installing ventilation systems effectively eliminates secondhand smoke; and

WHEREAS, the United States Environmental Protection Agency (EPA) has found secondhand smoke to be a risk to public health, and has classified secondhand smoke as a Group A carcinogen, the most dangerous class of carcinogen to humans; and

WHEREAS, the California Air Resources Board has categorized secondhand smoke as a toxic air contaminant, putting it in the same category as the most toxic automotive and industrial air pollutants; and

WHEREAS, more than 450,000 people die in the United States from tobacco-related diseases every year, making it the nation's leading cause of preventable death; and

WHEREAS, exposure to secondhand smoke is a leading cause of preventable death in this country, killing over 41,000 non-smokers each year, including more than 7,000 deaths from lung cancer; and

WHEREAS, secondhand smoke exposure adversely affects fetal growth with elevated risk of low birth weight, and increased risk of Sudden Infant Death Syndrome (SIDS) in infants of mothers who smoke; and

WHEREAS, according to the American Lung Association, secondhand smoke exposure causes as many as 300,000 children in the United States to suffer from lower respiratory tract infections, such as pneumonia and bronchitis, exacerbates childhood asthma, and increases the risk of acute chronic middle ear infection in children; and

WHEREAS, California Health and Safety Code section 118910 explicitly authorizes a local entity to regulate or completely ban the smoking of tobacco; and

WHEREAS, the City of Rancho Cordova ("City") has adopted an Ordinance for the Regulation of Smoking ("Regulation of Smoking Ordinance") which has been codified as Chapter 6.84 of the Rancho Cordova Municipal Code; and

WHEREAS, the City has since amended the Regulation of Smoking Ordinance to more effectively regulate smoking and protect public health within the City; and

WHEREAS, multifamily residential properties are becoming increasingly common and are a critical tool in providing housing to Rancho Cordova residents; and

WHEREAS, the City desires to amend the Regulation of Smoking Ordinance in order to further protect the health and welfare of its residents and visitors.

Section 2. Amendment of Code. Section 6.84.020 "Definitions" of the Rancho Cordova Municipal Code is hereby amended to add the following definition:

"Multifamily residential property," for purposes of this Chapter, means residential property containing two or more total units with one or more shared walls, floors or ceilings, including but not limited to rental complexes, apartments, residential cooperatives, condominium complexes, senior citizen residences, assisted living complexes and skilled nursing facilities. "Multifamily residential property" does not include:

- (1) A hotel or motel that meets the requirements of Civil Code section 1940(b)(2);
- (2) A mobile home park;
- (3) A campground;
- (4) A single-family residence;
- (5) A single-family home with a detached in-law or second unit when permitted pursuant to a City ordinance and/or applicable state law.

Section 3. Amendment of Code. Section 6.84.040 "Regulation of smoking at multifamily residential properties" of the Rancho Cordova Municipal Code, is hereby amended to read as follows:

6.84.040 Regulation of Smoking at Multifamily Residential Properties

A. Owners and property managers of multifamily properties may adopt policies imposing stricter smoking regulations than those enacted by this Chapter.

B. Smoking is prohibited inside and outside all multifamily residential properties, except in designated smoking area(s) as defined by Section 6.84.040(D). A multifamily residential property unit with an existing lease agreement as of the effective date of this Ordinance, are exempt from this prohibition until the date the existing lease agreement expires or twelve months after the effective date of this Ordinance, whichever is sooner.

C. Smoking is prohibited within indoor common areas at multifamily residential properties. "Indoor common areas" means any indoor area on the property which residents of more than one unit are entitled to enter and/or use, including, but not limited to halls, lobbies, courtyards, elevators, stairs, community rooms, gym or health facilities, indoor swimming pool areas, storage

areas, shared restrooms, shared laundry rooms, shared cooking facilities, and shared eating areas.

D. Owners or property managers may designate a common area or areas of a multifamily residential property as a designated smoking area(s), provided that the designated smoking area(s) comply with the following requirements;

1. Shall be located more than thirty (30) feet away from any operable entrance/doorway, window, playground, pool, or other non-smoking communal area used by residents;

2. Shall not include, and shall be at least 30 feet from, unenclosed areas primarily used by children and unenclosed areas with improvements that facilitate physical activity including playgrounds, swimming pools, and school campuses;

3. Shall be an unenclosed area;

4. Shall be marked by conspicuous signage clearly denoting the area as a designated smoking area; and

5. Shall have receptacles designed for and primarily used for disposal of tobacco waste and shall be maintained free of tobacco related litter including but not limited to cigarette butts.

E. Owners or property managers of multifamily residential properties within the City must disclose to all rental applicants the City's multifamily residential property smoking prohibition.

Section 4. CEQA. Approval of the amendments in this Ordinance is exempt from further environmental review under the general rule in California Environmental Quality Act (CEQA) Guidelines section 15061(b)(3) that CEQA only applies to projects that have the potential for causing a significant effect on the environment. As a series of text amendments and additions, it can be seen with certainty that there is no possibility that this Ordinance will have a significant effect on the environment.

Section 5. Severability. If any provision of this Ordinance, or the application thereof to any person or circumstance, is held invalid, the remainder of the Ordinance, including the application of such part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this Ordinance are severable. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be held unconstitutional, invalid or unenforceable.

Section 6. Effective Date. Within fifteen (15) days after adoption, a Summary of this Ordinance shall be published once in the Grapevine Independent, or the Sacramento Bee, a newspaper of general circulation printed and published in Sacramento County and circulated in the City of Rancho Cordova, in accordance with Government Code section 36933. This Ordinance shall take effect thirty (30) days after its adoption.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the ____ day of ____, 2020, by the following vote:

AYES:

ITEM 15.1.

ATTACHMENT 1

NOES:

ABSENT:

ABSTAIN:

David M. Sander, Mayor

ATTEST:

Stacy Leitner, CMC
City Clerk

MEMORANDUM



ITEM 15.2.

DATE: September 8, 2020
TO: Honorable Mayor and Council Members
FROM: Adam Lindgren, City Attorney
SUBJECT: **AN ORDINANCE ADDING CHAPTER 3.06 TO THE MUNICIPAL CODE TO IMPOSE A ONE-HALF CENT PER DOLLAR TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE STATE DEPARTMENT OF TAX AND FEE ADMINISTRATION**

RECOMMENDATION

Waive first reading and introduce the Ordinance.

RESULT OF RECOMMENDED ACTION

On August 3, 2020, the City Council directed that the Ordinance be placed before the voters for consideration in the November 3, 2020 General Election. If approved by the voters, the ballot measure would enact a one-half (1/2) of a cent sales tax to support general City services, facilities and programs, through relief and recovery, including:

- Repairing streets and potholes
- Keeping public areas healthy, clean and safe
- Maintaining neighborhood public safety
- Supporting and attracting new and local businesses and jobs
- Preparing for any natural disaster or health emergency
- Addressing homelessness
- Other general city services

If the voters support the measure, the Council would also have a second reading and adopt it before it is implemented by the State.

BACKGROUND

This item is a procedural step; for detailed information on the Ordinance please see the staff report for the City Council's prior action, Item 12.1 on the August 3, 2020 City Council Agenda, directing that it be placed before the voters in the November 3, 2020 General Election. Please

also see the City's website cityofranchocordova.org under the "What's New" tab "Learn About Measure R".

ATTACHMENT(S)

1. Ordinance

ORDINANCE NO. XX-2020

**AN ORDINANCE OF THE CITY OF RANCHO CORDOVA ADDING CHAPTER
3.06 TO THE MUNICIPAL CODE TO IMPOSE A ONE-HALF CENT PER
DOLLAR TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE
STATE DEPARTMENT OF TAX AND FEE ADMINISTRATION**

WHEREAS, Rancho Cordova must do more to continue to make City streets better, make neighborhoods even safer, and fund programs to attract new businesses and create jobs;

WHEREAS, local businesses would benefit from having enhanced public safety, roads and funding for business promotion and retention;

WHEREAS, the City seeks to help support existing businesses and attract more retail, restaurants and recreation opportunities, making Rancho Cordova a place where young families want to live and put down roots after the crisis is over;

WHEREAS, revitalizing commercial corridors in the City will further improve safety, reduce panhandling and help revitalize old, vacant buildings to attract new business and entertainment to the area;

WHEREAS, the City of Rancho Cordova must have local control over local funds for local needs, allowing the City to be self-reliant in recovering from the uncertain times of the COVID-19 crisis, the likely recession that will follow, and potential future crises;

WHEREAS, the proposed revenue measure includes accountability requirements including independent audits and annual reports to the community and citizen oversight to ensure that all funds are spent as directed. Funds cannot be taken by the State;

WHEREAS, the tax to be submitted to the voters, if approved, would be imposed on the sale of tangible personal property and the storage, use, or other consumption of such property; the tax rate would be one-half of one percent (one-half a cent for each dollar in sales price); the tax revenue would be collected by the California Department of Tax and Fee Administration and remitted to the City; the tax would be in effect until repealed; and the tax shall be approved if the measure receives at least a simple majority vote of affirmative votes;

WHEREAS, California Constitution Article XIII C, Section 2, provides that no local government may impose, extend or increase any general tax unless and until that tax is submitted to the electorate and approved by a majority vote;

WHEREAS, California Constitution Article XIII C, Section 2, provides that a measure proposing to impose, extend or increase a general tax must be consolidated with a regularly scheduled general election for members of the City Council; and

WHEREAS, November 3, 2020 is the date of the City's regular municipal election.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA
DOES ORDAIN AS FOLLOWS:**

SECTION 1. Incorporation of Recitals. The City Council of Rancho Cordova finds that all Recitals are true and correct and are incorporated herein by reference.

SECTION 2. Amendment of Municipal Code. The Rancho Cordova Municipal Code is hereby amended to add Chapter 3.06 to read as follows:

“3.06.010 - Title.

This Ordinance shall be known as the Rancho Cordova Relief and Recovery 2020 Transactions and Use Tax Ordinance. The City of Rancho Cordova hereinafter shall be called "City." This ordinance shall be applicable in the incorporated territory of the City.

3.06.020 - Operative Date.

"Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this Ordinance, the date of such adoption being as set forth below.

3.06.030 - Purpose.

This ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

- A.** To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.9 of Part 1.7 of Division 2 which authorizes the City to adopt this tax ordinance which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.
- B.** To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.
- C.** To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefore that can be administered and collected by the California Department of Tax and Fee Administration in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the California Department of Tax and Fee Administration in administering and collecting the California State Sales and Use Taxes.
- D.** To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this Ordinance.

3.06.040 - Contract With State.

Prior to the operative date, the City shall contract with the California Department of Tax and Fee Administration to perform all functions incident to the administration and operation of this transactions and use tax ordinance; provided, that if the City shall not have contracted with the California Department of Tax and Fee Administration prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

3.06.050 - Transactions Tax Rate.

For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the City at the rate of one-half of one percent (0.5%) on the sale of all tangible personal property sold at retail in said territory on and after the operative date of this Ordinance, in addition to the rate charged pursuant to Rancho Cordova Municipal Code Title 3, Chapter 3.05.

3.06.060 - Place of Sale.

For the purposes of this Ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the California Department of Tax and Fee Administration.

3.06.070 - Use Tax Rate.

An excise tax is hereby imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on and after the operative date of this Ordinance for storage, use or other consumption in said territory at the rate of one-half of one percent (0.5%) of the sales price of the property, in addition to the rate charged pursuant to Rancho Cordova Municipal Code Title 3, Chapter 3.05. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

3.06.080 - Adoption of Provisions of State Law.

Except as otherwise provided in this Ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this Ordinance as though fully set forth herein.

3.06.090 - Limitations on Adoption of State Law and Collection of Use Taxes.

In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

- A.** Wherever the State of California is named or referred to as the taxing agency, the name of this City shall be substituted therefor. However, the substitution shall not be made when:
- 1.** The word "State" is used as a part of the title of the State Controller, State Treasurer, State Treasury, or the Constitution of the State of California;
 - 2.** The result of that substitution would require action to be taken by or against this City or any agency, officer, or employee thereof rather than by or against the California Department of Tax and Fee Administration, in performing the functions incident to the administration or operation of this Ordinance.
 - 3.** In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:
 - a.** Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;
 - b.** Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.
 - 4.** In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.
- B.** The word "City" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

1. "A retailer engaged in business in the District" shall also include any retailer that, in the preceding calendar year or the current calendar year, has total combined sales of tangible personal property in this state or for delivery in the State by the retailer and all persons related to the retailer that exceeds five hundred thousand dollars (\$500,000). For purposes of this section, a person is related to another person if both persons are related to each other pursuant to Section 267(b) of Title 26 of the United States Code and the regulations thereunder.

3.06.100 - Permit Not Required.

If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this Ordinance.

3.06.110 - Exemptions and Exclusions.

- A.** There shall be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.
- B.** There are exempted from the computation of the amount of transactions tax the gross receipts from:
 - 1.** Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the county in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.
 - 2.** Sales of property to be used outside the City which is shipped to a point outside the City, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the City shall be satisfied:
 - a.** With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-City address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and
 - b.** With respect to commercial vehicles, by registration to a place of business out-of-City and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.
 - 3.** The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this Ordinance.
 - 4.** A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this Ordinance.
 - 5.** For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or

lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

- C. There are exempted from the use tax imposed by this Ordinance, the storage, use or other consumption in this City of tangible personal property:
1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.
 2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.
 3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this Ordinance.
 4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this Ordinance.
 5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.
 6. Except as provided in subparagraph (7), a retailer engaged in business in the City shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the City or participates within the City in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the City or through any representative, agent, canvasser, solicitor, subsidiary, or person in the City under the authority of the retailer.
 7. "A retailer engaged in business in the City" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the City.

- D. Any person subject to use tax under this Ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

3.06.120 - Amendments.

All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become a part of this Ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this Ordinance.

3.06.130 - Enjoining Collection Forbidden.

No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the City, or against any officer of the State or the City, to prevent or enjoin the collection under this Ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

3.06.140 - Annual Audit, Committee.

Annually the City Council retains an independent auditor to conduct an audit of and provide audited financial statements for all of the City's financial activities. The auditor shall include an accounting of the revenue received from the tax in the audited financial statements. The auditor's report shall be presented to the Council and made available to the public. There shall also be a committee consisting of no fewer than five (5) members of the public to review and report on the receipt of revenue and the expenditure of funds from the tax authorized by this chapter for consistency with City Council direction regarding the expenditure of the funds. The committee members shall be Rancho Cordova residents, students or business representatives. The auditors' annual report required by this section shall be provided to the committee. The City Council shall by resolution establish the composition of the committee, setting the terms of office of the committee members, and further defining the scope of the committee's responsibilities.

3.06.150 – Amendments by City Council.

The following amendments to this Chapter must be approved by the voters of the City: increasing the tax rate or revising the methodology for calculating the tax such that a tax increase would result; imposing the tax on transactions and uses not previously subject to the tax (unless such amendment occurs automatically by operation of Section 12); or extending the tax. The City Council may otherwise amend this Chapter without submitting the amendment to the voters for approval.

3.06.160 - Termination Date.

The authority to levy the tax imposed by this Ordinance shall continue until this ordinance is repealed by a majority vote of the voters of the City, or until it is repealed or suspended or by a majority vote of the City Council, in the event that the City Council repeals or

suspends the tax, it may resume collection without voter approval as long as the transactions tax rate and use tax rate are not higher than the rates set forth in Sections 3.06.050 and 3.06.070, respectively.”

SECTION 3. Adjustment of Appropriations Limit. Pursuant to Article XIII B of the Constitution of the State of California and applicable laws, the appropriations limit for the City is hereby increased by the aggregate sum authorized to be levied by this tax for fiscal year 2020-21 and each year thereafter.

SECTION 4. Compliance with the California Environmental Quality Act. The approval of this Ordinance is exempt from the California Environmental Quality Act (Public Resources Code §§ 21000 et seq., “CEQA,” and 14 Cal. Code Reg. §§ 15000 et seq., “CEQA Guidelines”). This Ordinance imposes a general tax that can be used for any legitimate governmental purpose; it is not a commitment to any particular action. As such, under CEQA Guidelines section 15378(b)(4), the Ordinance is not a project within the meaning of CEQA because it creates a government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. If revenue from the tax were used for a purpose that would have either such effect, the city would undertake the required CEQA review for that particular project. Therefore, pursuant to CEQA Guidelines section 15060, CEQA analysis is not required.

SECTION 5. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the Ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

SECTION 6. Effective Date. This Ordinance relates to the levying and collecting of the City transactions and use taxes and shall take effect immediately.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the ____ day of _____, 2020 pursuant to the approval of the voters at the November 3, 2020 election.

AYES:

NOES:

ABSENT:

ABSTAIN:

David M. Sander, Mayor

ATTEST:

Stacy Leitner, CMC
City Clerk

APPROVED AS TO FORM:

Adam Lindgren, City Attorney

MEMORANDUM



ITEM 17.1.

DATE: September 8, 2020
TO: Honorable Mayor and Council Members
FROM: Stefan Heisler, Housing Manager
SUBJECT: **GREAT PLATES DELIVERED UPDATE AND RESOLUTION
AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACT
AMENDMENTS WITH TEN PARTICIPATING RESTAURANTS UP TO,
AND NOT TO EXCEED \$200,000**

RECOMMENDATION

Adopt the Resolution.

RESULT OF RECOMMENDED ACTION

Staff will provide an update on the local Great Plates Delivered program and adopting the Resolution will authorize the City Manager to execute contract amendments with ten local participating restaurants up to, and not to exceed, \$200,000. This will allow the City the flexibility to continue providing the Great Plates Delivered program through the end of calendar year 2020, providing the program continues to be extended by the Federal Emergency Management Agency (FEMA).

BACKGROUND

On April 24, Governor Gavin Newsom announced the launch of the Great Plates Delivered program with the two goals of helping seniors and other adults at high risk from COVID-19 to stay home by delivering three nutritious meals a day, and providing essential economic stimulus to local businesses struggling to stay afloat during the COVID-19 crisis.

On May 5, the City of Rancho Cordova began delivering meals through this program to qualifying seniors. The program has assisted 14 local restaurants and 90-100 seniors each week. As a partnership with the FEMA Public Assistance (PA) program, this program is dependent upon successive 30-day extensions being granted by FEMA. As of September 8, the Rancho Cordova program has served approximately 33,500 total meals and will continue to serve approximately 8,925 meals each month. Since inception, the Rancho Cordova program has sustained approximately 50 local jobs and provided over \$625,000 in economic stimulus to local businesses.

One of the unique challenges to this program has been finding local restaurants that are able to meet the nutritional, delivery, and menu flexibility requirements of this program. In order to find interested restaurants staff have emailed every food service provider on our Business License List, partnered with the Rancho Cordova Chamber of Commerce to do an email blast to their database of over 2,000 businesses, pushed program information through the City's social media channels, conducted individual phone call outreach, and responded to the Rancho Cordova restaurants on the State's Great Plates interest page.

Staff have initially limited each restaurant to a maximum contract amount of \$100,000. However, looking forward until the end of calendar year 2020, providing that FEMA continues to provide 30-day extensions, there is a need to extend the participating restaurant contracts beyond \$100,000. The majority of the current restaurants will reach their \$100,000 contract limit in mid to late September, and there are currently insufficient restaurants in place to continue serving our current number of senior participants. Therefore staff is requesting that Council authorize the City Manager to enter into contract amendments up to, and not to exceed, \$200,000 with ten local restaurants. This extension will provide program stability and certainty through the end of calendar year 2020 into the first week of January. Not every restaurant will expend the full contract amount, or require the maximum contract amount during this time period to continue providing services, however this resolution will provide staff the flexibility to allocate or add additional program participants as needed to smoothly operate the program for the rest of the calendar year or FEMA ends the program if that occurs sooner.

If FEMA has not already ended the program, staff anticipates returning to the City Council in December 2020 to consider options to continue the local program. The City will retain the right to cancel these contracts if FEMA ends the program or if issues arise.

FISCAL IMPACT AND FUNDING SOURCE

There is a 6.25% local cost share requirement to this program, however this local cost share can be met using CARES Act funding received by the City. Should the City not use its CARES Act funding for this program, the total impact to the City's General Fund for providing this program through the end of calendar year 2020 is not expected to exceed \$100,000.

The City is required to cover the initial expenses for the meals provided and then will request reimbursement from FEMA and the State of California. Total program costs could end up being between \$1,000,000 and \$1,400,000 through the end of calendar year 2020. Staff have already submitted the FEMA PA grant application to be prepared for making reimbursement requests when the program is completed and have already requested an expedited reimbursement of about \$305,000 from FEMA.

ATTACHMENT(S)

1. Resolution
2. Exhibit A to the Resolution
3. Great Plates Presentation

CITY OF RANCHO CORDOVA

RESOLUTION NO. XX-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO ENTER INTO CONTRACT AMENDMENTS WITH TEN LOCAL FOOD SERVICE PROVIDERS UP TO, AND NOT TO EXCEED, \$200,000 FOR THE GREAT PLATES DELIVERED PROGRAM.

WHEREAS, on April 24, 2020 Governor Gavin Newsom announced the launch of the Great Plates Delivered Program, in partnership with the Federal Emergency Management Agency (FEMA) for the purposes of helping seniors and other adults at high risk from COVID-19 to stay home and stay healthy by delivering three nutritious meals a day, and providing essential economic stimulus to local businesses struggling to stay afloat during the COVID-19 crisis; and

WHEREAS, on May 5, 2020 the City of Rancho Cordova launched the local Great Plates Delivered program and began delivering meals to participating senior residents and other adults at high risk from COVID-19; and

WHEREAS, 14 local food service providers have participated in the local Great Plates Delivered Program to date and City staff have conducted extensive outreach to the business community to identify additional interested food service providers; and

WHEREAS, in order to continue providing this program to the registered participants in the City Rancho Cordova it is necessary to extend the current local food service provider contracts beyond the City Manager's spending authority of \$100,000; and

WHEREAS, this extension will provide sufficient funding to allow the local Great Plates Delivered program to continue operating at its current level until FEMA ends the program or the end of calendar year 2020, whichever occurs first.

NOW, THEREFORE, BE IT HEREBY RESOLVED THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA authorizes the City Manager to enter into contract amendments up to, and not to exceed, Two Hundred Thousand Dollars (\$200,000) with the ten local food service providers listed in Exhibit A for the purpose of continuing the local Great Plates Delivered program, in forms approved by the City Attorney.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 8th day of September 2020 by the following vote:

AYES:

NOES:

**ABSENT:
ABSTAIN:**

ITEM 17.1.

ATTACHMENT 1

ATTEST:

Stacy Leitner, CMC
City Clerk

David M. Sander, Mayor

ITEM 17.1.**ATTACHMENT 2
Exhibit A to the Resolution**

Exhibit A

	Food Service Provider	Current Contract Amount	Total Amended Contract Amount Through the End of Calendar Year 2020
1	Al-Noor Cuisine, LLC	\$100,000	\$200,000
2	Brookside Restaurant and Bar	\$50,000	Up to \$200,000
3	Café Dolce 34, LLC	\$100,000	\$200,000
4	LC3S Inc. (dba Brookfield's)	\$100,000	\$200,000
5	Mandarin's of Sacramento	\$100,000	\$200,000
6	Mints Euro Asian Cuisine	\$50,000	Up to \$200,000
7	Regina's Catering	\$50,000	Up to \$200,000
8	The Waffle Shop (dba Sunrise Waffle)	\$50,000	Up to \$200,000
9	Vision FS, Inc (dba Denny's)	\$100,000	\$200,000
10	ZSN Burgerim, LLC (dba BurgerIM)	\$50,000	Up to \$200,000

GREAT PLATES DELIVERED

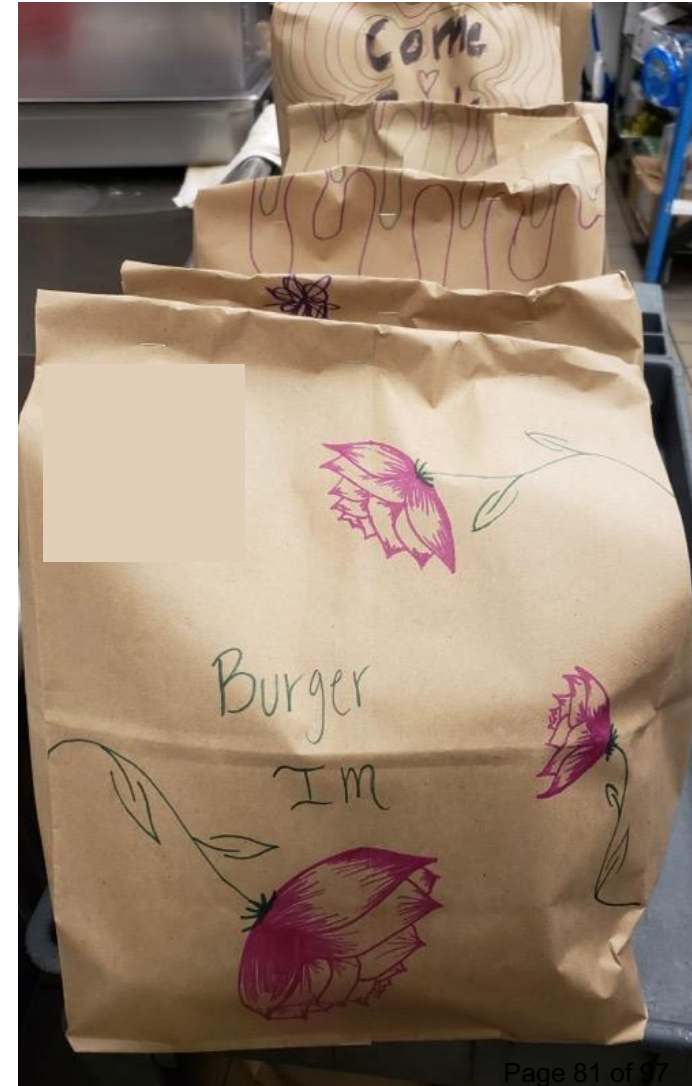
Program Update and Contract Amendments

PROGRAM OVERVIEW

- California Office of Emergency Services (CalOES) launched in partnership with Federal Emergency Management Agency (FEMA) – Locally administered by City staff
- Economic stimulus to local food service providers during stay at home orders
- 3 Home delivered meals/day, 7 days/week, to seniors age 65+ and adults age 60-65 at high risk from COVID-19

RANCHO CORDOVA PROGRAM STATISTICS

- May 5, 2020 first day of meal delivery in Rancho Cordova
- Current extension until October 9, 2020
(extensions granted in 30-day increments)
- Approximately 33,500 total meals served as of September 8
- 1,985 average meals served per week
- 137 unique residents served
- Currently serving between 90-100 participants per day
- 14 local food service providers benefited
- 7 currently active food service providers – providing all meal deliveries
- Approximately 50 local jobs supported since inception
- Approximately \$625,000 of economic stimulus to businesses



BUSINESS OUTREACH

In order to find and enroll local businesses City staff have:

- Emailed all food service providers with Business Licenses
- Partnered with the Rancho Cordova Chamber of Commerce to email their membership of 2,000+ businesses
- Pushed information through the City's social media channels
- Conducted individual phone call outreach
- Responded to local food service providers identified on the State's interest list

There is a need to amend our food service provider contracts to continue the program:

- Contracts currently limited at \$100,000
- Food service providers must meet nutritional, delivery, insurance, and menu flexibility requirements
- Shortage of new interested restaurants in line to keep program running

ATTACHMENT 3



CONTRACT AMENDMENTS REQUEST

Adopting the attached Resolution will:

- Allow contract amendments with 10 local food service providers up to, and not to exceed, \$200,000
- Will provide flexibility to continue the program through the end of December, 2020
- Contracts can terminate if FEMA does not extend the program, or there are local issues

Fiscal Impact

- There is a 6.25% local cost share requirement, which can be met using funds received from the CARES Act
- Total local cost share at current program level estimated through December 31, 2020 will not exceed \$100,000
- If FEMA may extend the program into 2021, staff will return to Council for further discussion in December

STAFF RECOMMENDATION

Staff recommends adopting the Resolution to provide continued program flexibility through the end of calendar year 2020 or until FEMA ends the program if sooner.





MEMORANDUM



ITEM 17.2.

DATE: September 8, 2020
TO: Honorable Mayor and Council Members
FROM: Amanda Norton, Economic Development Manager
SUBJECT: **CITY OF RANCHO CORDOVA COVID-19 SMALL BUSINESS RELIEF GRANT PROGRAM**

RECOMMENDATION

Adopt the Resolution establishing the City of Rancho Cordova COVID-19 Small Business Relief Grant Program.

RESULT OF RECOMMENDED ACTION

Adoption of the Resolution will authorize the City Manager to approve grant funds for the City of Rancho Cordova COVID-19 Small Business Relief Grant Program.

BACKGROUND

In March of 2020, many small businesses were ordered to shut down due to the COVID-19 pandemic. The result is that many employees were let go and some businesses have permanently closed. It is still unknown the full economic impacts of the pandemic, nor how soon it will end. As the State of California and County of Sacramento revise orders to address public health concerns, those orders impact small businesses in Rancho Cordova. To provide some relief to our local businesses, we have crafted the City of Rancho Cordova COVID-19 Small Business Relief Grant Program. The purpose of the Program is to assist small businesses who have been negatively impacted economically by the COVID-19 pandemic.

The Economic Development Department has a Community Enhancement Fund budget of \$300,000 to use toward the Business Incentive Program, Sign & Facade Program, and the Jobs and Talent Program. The City has also received CARES Act funds. Staff is recommending that a combination of these potential sources of funds to be used to create the new Small Business Relief Grant Program in the amount of \$200,000. In addition, staff is also recommending to provide an additional \$50,000 to the Rancho Chamber COVID-19 Micro Grant Awards.

The attached resolution includes the COVID-19 Small Business Relief Grant Program policies,

procedures, and guidelines, which have been prepared for Council's consideration. The key elements and eligibility requirements of the Program include:

- Grants of up to \$10,000, based on number of full-time equivalent employee (FTE), to Rancho Cordova based small businesses negatively impacted by COVID-19.
- The business had less than 25 FTEs as of December 31, 2019.
- Had less than \$3 million in gross annual revenues in calendar year 2019.
- Is currently, physically operating in Rancho Cordova and has been in continuous operation since March 1, 2019 (exclusive of COVID-19 closures).
- Is open or plans to reopen as soon as possible.
- Is in good standing with the City and is complying with all City, State, and Federal laws and regulations related to the business.

Grant funds can be used to offset or reimburse the business for costs related to the negative impacts of COVID-19, including:

- General business operations.
- Payroll expenses.
- Supplier payments.
- Rent, lease, or mortgage payments for business property.
- Personal Protective Equipment (PPE) and/or sanitation supplies and equipment.
- Investments in software or technology that allow for a shift to online operations.
- Equipment purchases that expand operations.

A one-week on-line application period will be opened commencing as soon as administratively possible following Council approval. The application period will be broadly publicized. During this period, businesses must apply for a grant on-line only, a page will be established on the City's website.

Staff will review all applications for completeness and eligibility. All eligible businesses will be part of a random drawing within their employment-based funding allocation levels to select grant recipients. The City Manager is authorized to make all final decisions on Program eligibility and adherence and any related interpretations necessary to make a grant decision. All businesses accepting a grant will be required to sign a non-negotiable Affidavit, Waiver, and Release form requiring the applicant to declare that all information contained in their application is true.

Due to the limited amount of funds available (\$200,000), not all eligible businesses will receive a grant. The actual number and amounts of grants will vary based on the number of eligible businesses and the requests from the eligible businesses. Awards will be made by a lottery selection and broken down by number of employees. Businesses with 1 to 5 employees can receive a maximum award of \$2,500, businesses with 6 to 15 employees can receive a maximum award of \$5,000, and businesses with 16 to 25 employees can receive a maximum award of \$10,000. Staff expects the program will be heavily oversubscribed.

FISCAL IMPACT AND FUNDING SOURCE

The City of Rancho Cordova COVID-19 Small Business Relief Grant Program will be funded from a combination of funds from the Economic Development portion of the Community Enhancement Fund (CEF) and from the Coronavirus Aid, Relief, and Economic Security (CARES) Act through the State of California Budget Act of 2020 and are included in the fiscal year 2020-2021 City Budget.

ATTACHMENT(S)

1. Resolution
2. Exhibit A to the Resolution - Business Grant Program

CITY OF RANCHO CORDOVA

RESOLUTION NO. XX-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, ESTABLISHING THE CITY OF RANCHO CORDOVA COVID-19 SMALL BUSINESS RELIEF GRANT PROGRAM

WHEREAS, the COVID-19 pandemic has had a significant negative financial effect on many of Rancho Cordova's small businesses; and

WHEREAS, a COVID-19 Small Business Relief Grant Program policies, procedures and guidelines have been developed to provide criteria for grants to small businesses within the City of Rancho Cordova that have been negatively impacted by the COVID-19 pandemic; and

WHEREAS, a COVID-19 Small Business Relief Grant Program will benefit the City by providing assistance to small businesses that have been negatively impacted by the COVID-19 pandemic; and

WHEREAS, the funds for that program are and will come from various budget sources to meet the needs of the business community.

NOW, THEREFORE, BE IT HEREBY RESOLVED THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA hereby approves the City of Rancho Cordova COVID-19 Small Business Relief Grant Program.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 8th day of September 2020 by following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

David M. Sander, Mayor

Stacy Leitner, CMC
City Clerk

EXHIBIT A

City of Rancho Cordova COVID-19 Small Business Relief Grant Program Policies, Procedures, and Guidelines

Program Overview

To support small businesses in Rancho Cordova experiencing negative financial impacts of COVID-19, the City of Rancho Cordova has created the “COVID-19 Small Business Relief Grant Program” (hereafter, the “Program”) to provide funding to reimburse small businesses for costs associated with operational impacts of the Coronavirus pandemic and to support on-going business operations and recovery.

The Program provides grants up to \$10,000 to certain eligible businesses. There is a limited allocation of funds available for the Program; therefore, not all eligible businesses can be assisted. Grants will be made based on a random drawing of all eligible businesses at the funding allocation levels specified below. The allocation, amount, and making of grants will be solely within the City’s discretion.

Business Eligibility

A business must meet all of the following criteria to be eligible to receive a grant:

- Is an existing for-profit business that had not more than 25 full-time equivalent employees (“FTEs”) as of December 31, 2019. An FTE is defined as an employee who regularly works at least 2,080 hours per year. Part-time employees can be considered an FTE employee for purposes of this Program (for example, two part-time employees who regularly work 1,040 hours per year can be converted to one FTE and identified as one FTE in the Program application). A business is defined as a sole proprietorship, a partnership, a corporation, a limited liability company, or other lawful business entity engaged in for-profit operations.
- Is currently physically located within the boundaries of the City of Rancho Cordova and which provides goods and services within the boundaries of Rancho Cordova.
- Was in business on March 1, 2019 and has been in continuous operation since or has been operating continuously since March 1, 2019 until closed due to COVID-19.
- If not currently operating due to COVID-19, the business plans to reopen as soon as possible.
- Had less than \$3 million in gross annual business revenue in calendar year 2019 (Gross revenue, also known as Gross Receipts or Sales, for 2019 should be listed on line 1 of the tax return or schedule filed to report business income for federal tax purposes).
- For businesses with multiple locations, only employment and revenue figures for the Rancho Cordova location(s) can be used to qualify for a grant under the Program, and all grant funds received must be used only to support Rancho Cordova business operations. Multiple locations within Rancho Cordova operating under a single business entity will be considered one business for purposes of the Program.

- Must clearly denote on the application if the business has previously been granted or is planned to be granted City, State, or Federal financial assistance due to COVID-19 (for example, through the City's Great Plates Delivered or Lift Investing programs, or has received and not returned funds from a Payroll Protection Program (PPP) or Economic Injury Disaster Loan (EIDL).
- Is in good standing with the City of Rancho Cordova (e.g., possess a valid business license and where applicable, is in compliance with all applicable zoning and permit requirements, is current on all City bills and obligations, and is not subject to any liens or judgments by the City related to the business).
- Is in compliance with all City, State, and Federal laws and regulations related to the operation of the business.
 - The Business has a Fictitious Business Names Statement (FBNS) on file with the County, unless the business is operating under the owner's name.

Priority Business Categories

Businesses that fall within the below categories will be given priority in the lottery:

Priority 1	
Business Category	Description
Retail	Businesses that would classify as general retail, excluding businesses that would be considered grocery stores, mini marts, and auto focused retail
Restaurants	Priority given to restaurant without a drive through
Other hospitality	Such as caterers and event venues
Health and Fitness	Salons, fitness studios, sports training centers. Massage establishments are excluded
Arts/entertainment	Artists, indoor recreation
Office users	Those have been deemed nonessential
Wineries/breweries/distilleries	Tasting rooms and manufacturing

Priority 2	
Business Category	Description
All businesses not excluded	Please see Appendix for list of excluded businesses

Funding Allocation Levels

- Grant amounts to eligible businesses will be determined as follows:
 - Businesses with 1 to 5 FTEs may receive up to a maximum total grant of \$2,500.
 - Businesses with 6 to 15 FTEs may receive up to a maximum total grant of \$5,000.
 - Businesses with 16 to 25 FTEs may receive up to a maximum total grant of \$10,000.

Business owner(s) may count as an employee if he/she works hours equivalent to an FTE employee and is paid for his/her work by the company.

Use of Funds

Grant funds can be used to offset or reimburse the business for costs related to the negative impacts of COVID-19, including:

- General business operations.
- Payroll expenses.
- Supplier payments.
- Rent, lease, or mortgage payments for business property.
- Personal Protective Equipment (PPE) and/or sanitation supplies and equipment.
- Investments in software or technology that allow for a shift to online operations.
- Equipment purchases that expand operations.

Application Process

A seven-calendar day application period will be established which will commence on a Monday at 9 AM (the exact date of which will be determined and broadly publicized), and will close the following Sunday, at 5 PM. All applications must be submitted electronically via the City's online application portal which will be established on the City's website. The City will not accept applications in any other manner and will not accept applications after the application period closes.

Application Review and Approval Process

Grants to eligible businesses will be made based on funding availability and eligibility under and adherence to these Program Policies, Procedures, and Guidelines. All completed applications received will be screened by City staff to verify adherence to the Program Policies, Procedures, and Guidelines. All businesses deemed eligible after screening will be entered into a random drawing of all those eligible businesses within their funding allocation level. All businesses selected during the random drawing will be notified and offered a grant based on the stated Funding Allocations until all initial funding is exhausted. Due to limited funds, not all applications will receive funding. If additional funding becomes available for the Program, this process may be repeated. The City Manager or his/her designee will make all final decisions on Program eligibility and adherence and any related interpretations necessary to make a grant decision.

Affidavit, Waiver, and Release Form

All businesses offered a grant who choose to accept the grant will be required to sign a non-negotiable affidavit, waiver, and release form prior to payment being made. The affidavit will require the applicant to declare that all information contained in the application is true and correct, and can be used as admissible evidence in any legal proceeding against the company if the City attempted to recoup any grant funds provided under false pretenses.

Payment Method

Grant payments will be made by check to the business entity.

Appendix

Ineligible businesses:

- Home based businesses
- Transportation, such as private services and shuttles.
- Professional services, such as designers, architects, and accountants.
- Construction.
- Retail with only online offerings.
- Real estate agents and independent brokers.
- Independent vacation home businesses such as Airbnb or VRBO.
- Financial businesses primarily engaged in the business of lending, such as banks, finance companies, and factors (pawn shops, although engaged in lending, may qualify in some circumstances).
- Passive businesses owned by developers and landlords that do not actively use or occupy the assets acquired or improved with the loan proceeds.
- Life insurance companies.
- Businesses located in a foreign country (businesses in the U.S. owned by aliens may qualify).
- Pyramid sale distribution plans and multi-level marketing businesses.
- Businesses deriving more than one-third of gross annual revenue from legal gambling activities.
- Businesses engaged in any illegal activity.
- Private clubs and businesses which limit the number of memberships for reasons other than capacity.
- Government-owned entities (except for businesses owned or controlled by a Native American tribe).
- Businesses principally engaged in teaching, instructing, counseling or indoctrinating religion or religious beliefs, whether in a religious or secular setting.
- Loan packagers earning more than one third of their gross annual revenue from packaging SBA loans.
- Businesses with an Associate who is incarcerated, on probation, on parole, or has been indicted for a felony or a crime of moral turpitude.
- Businesses in which the Lender or CDC, or any of its Associates owns an equity interest.
- Businesses presenting live performances of a prurient sexual nature.
- Businesses deriving directly or indirectly more than de minimis gross revenue through the sale of products or services, or the presentation of any depictions or displays, of a prurient sexual nature.
- Unless waived by SBA for good cause, businesses that have previously defaulted on a Federal loan or Federally assisted financing, resulting in the Federal government or any of its agencies or Departments sustaining a loss in any of its programs, and businesses owned or controlled by an applicant or any of its Associates which previously owned, operated, or controlled a business

which defaulted on a Federal loan (or guaranteed a loan which was defaulted) and caused the Federal government or any of its agencies or Departments to sustain a loss in any of its programs. For purposes of this section, a compromise agreement shall also be considered a loss.

- Businesses primarily engaged in political or lobbying activities.
- Speculative businesses (such as oil wildcatting).

MEMORANDUM



ITEM 17.3.

DATE: September 8, 2020

TO: Honorable Mayor and Council Members

FROM: Kim Juran-Karageorgiou, Administrative Services Director

SUBJECT: UPDATE OF CITY COVID-19 RESPONSE COSTS

RECOMMENDATION

Receive update on the City's COVID-19 Response Costs.

RESULT OF RECOMMENDED ACTION

This update on the City's COVID-19 Response Costs provides the City Council with the fiscal impact of the City's response to the COVID-19 pandemic.

BACKGROUND

Due to the onset of the COVID-19 pandemic in March 2020, a public health emergency was declared in Sacramento County. On March 18, 2020, the City activated its Emergency Operations Center to assist the Rancho Cordova community in responding to the pandemic. To prevent further spread of the virus, Sacramento County issued a "stay at home" order effective March 19, 2020. This order required many businesses deemed non-essential to close and residents in Sacramento County to stay at their place of residence unless performing an essential duty. This "stay at home" order had a significant impact on City operations, as City staff transitioned to different roles in order to operate the City Emergency Operations Center, assist in educating the City's residents and businesses on the "stay at home" order, and ensuring compliance with the order. In the weeks following the County order, City staff also transitioned to assisting with the distribution of meals to qualifying seniors in the community as part of the State of California's Great Plates program.

Since early March, the City has been tracking all costs associated with its response to COVID-19. Direct costs related to the City responding to the pandemic include staff time and contract staff time, technology costs to transition City staff to telecommuting, supplies including Personal Protective Equipment (PPE) for staff, employee leave under the Families First Coronavirus Response Act, and economic support to the business and non-profit community. In addition, the cost of the Great Plates program is initially paid for by the City and then reimbursed through FEMA/Cal OES.

The City has submitted all eligible expenses to FEMA for reimbursement. Eligible costs for FEMA reimbursement are limited to extraordinary/unbudgeted costs but include PPE, overtime costs, translation services, and the Great Plates program. FEMA will reimburse the City 75% of these

eligible costs, with the City paying the remaining 25%. For the Great Plates program, the State of California is reimbursing an additional 18.75% of the costs, for a City share of 6.25%. A breakdown of FEMA eligible costs and anticipated reimbursement is shown in the following summary:

Great Plates Program	
Great Plates Expenses as of 8/31/20	537,428
Estimated Future Great Plates Expenses thru 12/31/20	990,000
Total Expenses	1,527,428
Cost Recovery for Great Plates Program	
FEMA Reimbursement @ 75%	1,145,571
State of California Reimbursement @ 18.75%	286,393
Total Reimbursement for Great Plates	1,431,964
City Share @ 6.25%	95,464
FEMA Eligible Equipment Purchases and Response Costs	
Submission #1: PPE and Misc. Services	10,000
Submission #2: Public Safety PPE and Overtime Costs	11,440
Total Expenses	21,440
FEMA Reimbursement @ 75%	16,080
City Share @ 25%	5,360

In addition to FEMA reimbursement, the City is receiving \$967,781 in CARES Act funding that can be used for direct COVID-19 eligible expenses. CARES Act funds can be used for a variety of activities that the City engaged in to respond to the COVID-19 pandemic. Total response costs to date and estimated costs through the end of the calendar year by category are summarized below.

COVID-19 Response Costs	
<i>Expenses as of 6/30/20</i>	
City Staff Time Responding to COVID-19	462,461
Public Safety Contract Costs (10% of time for COVID)	534,045
Contract Costs	66,558
Miscellaneous Expenses (supplies, legal ads)	26,370
Economic Support	239,500
Total Expenses as of 6/30/20	1,328,934
<i>Future Estimated Expenses Thru 12/31/20</i>	
City Staff Time Responding to COVID-19	50,000
City Share of Great Plates Program	95,464
City Share of FEMA Eligible Equipment Purchases	5,360
Proposed Small Business Relief Grant Program	200,000
Total Estimated Future Costs	350,824
Total Anticipated Eligible Expenses Thru 12/31/20	1,679,758
CARES Act Funding	967,781

FISCAL IMPACT

No fiscal impact.