



CONCURRENT MEETING
CITY COUNCIL/SUCCESSOR AGENCY TO
THE CRA/RCFC

Monday, May 07, 2012

4:00 PM – Closed Session

5:30 PM – Regular Meeting

AGENDA

David Sander, Mayor

Linda Budge, Vice Mayor

Ken Cooley, Council Member

Robert J. McGarvey, Council Member

Dan Skoglund, Council Member



Regular City Council meeting dates are scheduled on the 1st and 3rd Monday's of each month, unless when Monday is a holiday.
If Monday is a holiday, the meeting will be scheduled for the following Tuesday. Dates are subject to change.

City Council Regular Mtg

~~CANCELLED MTG~~

City Council Special Mtg

~~CANCELLED MTG~~

CITY HALL CLOSED

2012

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CITY HALL CLOSURE DATES

Mon, Jan 2 - Day After New Year's Day
Mon, Jan 16 - Martin Luther King Jr. Day
Fri, Feb 17 - Furlough Day
Mon, Feb 20 - President's Day
Fri, Apr 6 - Furlough Day
Mon, May 28 - Memorial Day
Wed, Jul 4 - Independence Day
Mon, Sep 3 - Labor Day
Mon, Nov 12 - Veterans Day
Thu, Nov 22 - Thanksgiving Day
Fri, Nov 23 - Day After Thanksgiving Day
Mon, Dec 24 - Christmas Eve
Tue, Dec 25 - Christmas Day
Mon, Dec 31 - New Year's Eve

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CITY HALL CLOSURE DATES

Tue, Jan 1 - New Year's Day
Mon, Jan 21 - Martin Luther King Jr. Day
Mon, Feb 18 - President's Day
Mon, May 27 - Memorial Day
Thu, Jul 4 - Independence Day
Mon, Sep 2 - Labor Day
Mon, Nov 11 - Veterans Day
Thu, Nov 28 - Thanksgiving Day
Fri, Nov 29 - Day After Thanksgiving Day
Mon, Dec 24 - Christmas Eve
Wed, Dec 25 - Christmas Day
Tue, Dec 31 - New Year's Eve

*Dates Pending Approval

2014 - Proposed

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**CONCURRENT MEETING
CITY COUNCIL/SUCCESSOR AGENCY TO THE COMMUNITY REDEVELOPMENT
AGENCY (CRA)/RANCHO CORDOVA FINANCING CORPORATION (RCFC)**

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

Monday, May 07, 2012

**4:00 PM – Closed Session
Community Board Room**

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

AGENDA

1. CLOSED SESSION - CALL TO ORDER/ROLL CALL

Council Members Budge, Cooley, McGarvey, Skoglund, and Mayor Sander.

2. CLOSED SESSION

Council will meet in Closed Session to discuss the following item(s):

Conference with legal counsel, existing litigation (Government Code Section 54956.9(a)) Community Redevelopment Agency of the City of Rancho Cordova v. The Lily Company, et al., Sacramento Superior Court Case No. 34-2009-00043404.

Conference with legal counsel, existing litigation (Government Code Section 54956.9 (a)) City of Rancho Cordova v. Simon Building, LLC et al., Sacramento Superior Court Case No. 34-2009-00032782.

3. ADJOURNMENT

Mayor Sander will adjourn the Closed Session to the Regular Meeting in the David B. Roberts Council Chambers.

4. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Council Members Budge, Cooley, McGarvey, Skoglund, and Mayor Sander.

5. METRO CABLE TV TELEVISION ANNOUNCEMENT

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

6. PLEDGE OF ALLEGIANCE

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

7. INVOCATION

Pastor Mark Shetler, First Covenant Church will give the invocation.

8. OPEN SESSION - REPORT FROM CLOSED SESSION

The City Attorney will report on action taken in Closed Session.

9. PRESENTATIONS

- 9.1 Presentation of Proclamation for Exemplary Service in Honor of Public Service Week.
- 9.2 Presentation by President Linda McDoniels Regarding the Soroptimist International of Rancho Cordova.
- 9.3 Presentation of Proclamation to Tabitha Wong in Honor of Community Volunteerism.
- 9.4 Presentation of Proclamation to Building Permit Technician, Denise Reese and Commercial Plan Reviewer, Steve Twist in Honor of Building Safety Month.

10. PUBLIC COMMENT

Citizens wishing to address the Council for any matter on the Consent Calendar or 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.

Note, under the provisions of the California Government Code, the City Council is prohibited from discussing or taking immediate action on any unagendized item 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.

11. COUNCIL REPORTS

12. CONSENT CALENDAR ITEMS - ROLL CALL VOTE

- 12.1 **Subject:** April 16, 2012 Regular Meeting Minutes
Recommendation: Adopt Minutes.
- 12.2 **Subject:** Resolution Approving the Submittal of a Functional Classification Change for Local Streets and Roads to State of California Department of Transportation
Recommendation: Adopt Resolution No. 31-2012.
Result of Recommended Action: A Functional Classification Change request, for local streets and roads, will be submitted to the State of California, Department of Transportation. This data is used to allocate Federal monies for the construction, improvement, and maintenance of local streets and roads.
Staff Report: Cyrus Abhar, Public Works Department
Advances Goals: 1 and 5
- 12.3 **Subject:** Proposed Purchasing Policy Ordinance Amendment
Recommendation: Waive first reading and introduce Ordinance No. 9-2012.
Result of Recommended Action: Adoption of this ordinance will replace the existing purchasing system ordinance with a new ordinance that is less complex, allowing for greater flexibility and efficiency.
Staff Report: Donna Silva, Finance Department
Advances Goal: 5

13. CONSENT PUBLIC HEARING ITEMS - ROLL CALL VOTE

- 13.1 **Subject:** Third Amendment of the Montelena Development Agreement Cancellation
Recommendation: Table the action for re-notification at a later date.
Result of Recommended Action: The developer has requested that rather than processing this third amendment, that the City Council requested changes and some other minor clerical errors in the original second amendment, be brought back at a future meeting as a revised new second amendment. Staff estimates the new revised second amendment can be re-noticed and brought back to the City Council in June.
Staff Report: William Campbell, Principal Planner.
Advances Goals: 1 and 2
GROWING STRONG NEIGHBORHOODS

14. PUBLIC HEARING ITEMS

- 14.1 **Subject:** Resolution Approving and Adopting the 2012-13 Community Development Block Grant (CDBG) Action Plan
Recommendation: Adopt Resolution No. 32-2012.
Result of Recommended Action: City Manager will submit the 2012-2013 Community Development Block Grant Action Plan to HUD and will direct staff to make any technical modifications deemed necessary.
Staff Report: Reed Flory and Jessica Hayes, Housing Services Division
Advances Goals: 1, 2, 5, and 6

15. REGULAR CALENDAR ITEMS

- 15.1 **Subject:** City Council Appointment to California Capital Airshow Board
Recommendation: Adopt Resolution No. 33-2012.
Result of Recommended Action: Adoption of this resolution would give Rancho Cordova representation on the California Capital Airshow Board specifically chosen by the City Council.
Staff Report: Ted Gaebler, City Manager's Office
Advances Goal: 1
- 15.2 **Subject:** Citywide Transit Services Update/ Rancho Cordovan Routing Approval
Recommendation: Adopt Resolution No. 34-2012.
Result of Recommended Action: Adoption of this resolution will authorize the City Manager, or his designee, to:
1. Authorize use of City's Transit Services Related Tax to continue CordoVan service to the Capital Village and Villages of Zinfandel areas, as well expand service to the Sunridge Development Area (Anatolia); and
 2. Implement Villages Route Option A and Anatolia Route Option B, or Villages Route Option C and Anatolia Route Option C, contingent upon execution of agreement with property owner for shuttle stop in Zinfandel Plaza parking lot; and
 3. Execute agreement with property owner of Zinfandel Plaza for use of parking lot as a shuttle stop; and
 4. Authorize Transit Services operation of the CordoVan by the Sacramento Regional Transit District for an additional year.
- Staff Report:** Cyrus Abhar, Public Works
Advances Goals: 1, 2, 5, and 6
- 15.3 **Subject:** Creation of a Local Housing Trust Fund and Authorization to make Application for State Local Housing Trust Fund Program (LHTFP) Matching Grant Funds
Recommendation: That Council:
- a) Adopt Resolution No. 35-2012 creating a Local Housing Trust Fund; and
 - b) Adopt Resolution No. 36-2012 authorizing submission of an application for funding and the execution of a grant agreement and any amendments thereto from the State of California for its LHTF program.
- Result of Recommended Action:** Adoption of these resolutions will permit staff to submit an application for grant funding to the State of California which will, upon award, permit the City to proceed with the development of funding strategies for both Mather Veterans' Village (housing for disabled veterans) and the Horizons development (housing for seniors).
Staff Report: Reed Flory, Housing Division
Advances Goals: 1, 2, 3, and 5

16. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

17. CITY MANAGER'S REPORT

18. ADJOURNMENT

ADDITIONAL INFORMATION

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.cityofranchocordova.org on Thursdays or Fridays prior to the Regular City Council Meeting.

CITYWIDE GOALS - (Adopted March 27, 2012)	
1.	Promote the Positive Image of Rancho Cordova
2.	Ensure a Safe, Inviting and Livable Community
3.	Empower Responsible Citizenship
4.	Establish Logical City Boundaries that Provide Regional Leadership and Address Financial Challenges
5.	Ensure the Availability of the Best Public Services in the Region while Practicing Sound Fiscal Management
6.	Drive Diverse Economic Opportunities

UPCOMING MEETINGS	
<i>Tuesday, May 15, 2012</i>	<i>5:30 p.m. Special Meeting/Work Session – Sidewalk Maintenance and Way Finding Signage</i>
<i>Monday, May 21, 2012</i>	<i>12:00 p.m. Special Meeting/Work Session – Budget Workshop</i> <i>5:30 p.m. Regular Meeting</i>
<i>Monday, May 28, 2012</i>	<i>MEMORIAL DAY HOLIDAY – CITY HALL CLOSED</i>
<i>Tuesday, May 29, 2012</i>	<i>5:30 p.m. Special Meeting/Work Session – TBD</i>
<i>Monday, June 4, 2012</i>	<i>12:00 p.m. Special Meeting/Work Session – Budget Workshop if Needed</i> <i>5:30 p.m. Regular Meeting</i>
<i>Tuesday, June 12, 2012</i>	<i>5:30 p.m. Special Meeting/Work Session – TBD</i>
<i>Monday, June 18, 2012</i>	<i>5:30 p.m. Regular Meeting</i>
<i>Tuesday, June 26, 2012</i>	<i>5:30 p.m. Special Meeting/Work Session – TBD</i>
<i>Monday, July 2, 2012</i>	<i>4:00 p.m. Special Meeting/Work Session – TBD</i> <i>5:30 p.m. Regular Meeting</i>
<i>Wednesday, July 4, 2012</i>	<i>INDEPENDENCE DAY – CITY HALL CLOSED</i>
<i>Tuesday, July 10, 2012</i>	<i>5:30 p.m. Special Meeting/Work Session – TBD</i>
<i>Monday, July 16, 2012</i>	<i>5:30 p.m. Regular Meeting</i>
<i>Tuesday, July 24, 2012</i>	<i>5:30 p.m. Special Meeting/Work Session - TBD</i>
<i>Monday, August 6, 2012</i>	<i>Regular Meeting – CANCELLED – Council Dark Day</i>
<i>Tuesday, August 14, 2012</i>	<i>5:30 p.m. Special Meeting/Work Session - TBD</i>

If you have any technical questions related to the agenda items, please contact the appropriate department as follows:

DEPARTMENTAL GENERAL TELEPHONE NUMBERS	
Building and Safety Division	(916) 851-8760
City Attorney's Office	(916) 556-1531
City Clerk's Department	(916) 851-8720
City Manager's Office	(916) 851-8800
Communications Department	(916) 851-8791
Economic Development Department	(916) 851-8780
Finance Department	(916) 851-8730
Housing Department	(916) 851-8784
Human Resources Department	(916) 851-8740
IT Department	(916) 851-8700
Neighborhood Services – Animal Services	(916) 851-8770
Parks & Recreation (Cordova Recreation & Park District)	(916) 362-1841
Planning Department	(916) 851-8750
Public Works Department	(916) 851-8710
Rancho Cordova Police Department	(916) 875-9600
Redevelopment Department	(916) 851-8780
Sac Metro Fire District	(916) 859-4300

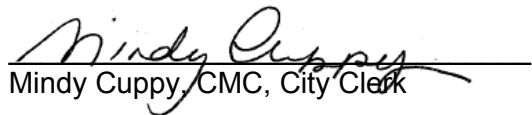
The Rancho Cordova City Council/Successor Agency to the CRA/RCFC will be videotaped in its entirety and will be cablecast without interruption on Metro Cable 14, the Government Affairs Channel on the Comcast and SureWest Cable Systems. Closed Captioning will be available on the playback cablecast. Tune to Metro Cable Channel 14, for playback times. A VHS copy is available for check out from any library branch, 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. The City does not control scheduling of this telecast and persons interested in watching the televised meeting should confirm this schedule with Metro Cable TV, Channel 14.

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, Mindy Cuppy, CMC, City Clerk for the City of Rancho Cordova, declare that the foregoing agenda for the Monday, May 07, 2012 Regular Meeting of the Rancho Cordova City Council/Successor Agency to the CRA/RCFC was posted and available for review on May 3, 2012 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 May 3, 2012 at Rancho Cordova, California.


Mindy Cuppy, CMC, City Clerk



**CONCURRENT MEETING
CITY COUNCIL/SUCCESSOR AGENCY TO THE COMMUNITY REDEVELOPMENT
AGENCY (CRA)/RANCHO CORDOVA FINANCING CORPORATION (RCFC)**

City Hall
2729 Prospect Park Drive, Rancho Cordova

Monday, April 16, 2012

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

DRAFT MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Council Members Present: Cooley, McGarvey, Skoglund, Budge, Sander

Council Members Absent: None

Staff Members Present: Gaebler, Lindgren, Cuppy, Abhar, Chinn, Junker, Silva, Campbell, Chan, Crone, Diamond, Downton, Dumford, Garcia, Flory, Fontes, Gassaway, Hadley, Haven, Hayes, Hoffman, Holt, Lee, Lohse, Mingay, Nichols, Rodriguez, Runner, Simpson, Snyder, Taylor, Thomas

2. METRO CABLE TV TELEVISION ANNOUNCEMENT

The City Clerk read the meetings recording and playback schedules.

3. PLEDGE OF ALLEGIANCE

Jay Hadley led the pledge.

4. INVOCATION

Jai Grewal, St. John Vianney Student gave the invocation.

5. PRESENTATIONS

- 5.1 Mayor Sander presented proclamation to Folsom Lake College President, Dr. Thelma Scott-Skillman in Recognition of Los Rios Community College as Organization of the Year.
- 5.2 Vice Mayor Budge presented proclamation to Cordova High School Lancer Alliance ACE Team in Recognition of Cordova High School as the 2012 Winner of Best Overall Project Design for the ACE Mentor Program of Greater Sacramento.
- 5.3 Council Member Cooley presented proclamation to California Teachers Association, Legislative Advocate, Jennifer Baker in Recognition of Rio Strada Racing in Support of the Golden State Race Series Weekend, May 5-6, 2012.
- 5.4 Associate Director of the Department of Veterans Affairs Northern California Health Care System, Sacramento Valley, John Mendoza gave a presentation regarding VA Medical Center.

6. PUBLIC COMMENT

Mayor Sander opened the public comment period. There were no speakers. Mayor Sander closed the public comment period.

7. COUNCIL REPORTS

Council reported on events since the last meeting.

8. CONSENT CALENDAR ITEMS - ROLL CALL VOTE

ACTION: Motion to approve by Budge second by McGarvey; Council approved the Consent Calendar with the exception of Agenda Item 8.4, which was pulled for a separate discussion.
Carried by a 5:0 roll call vote.

8.1 **Subject:** April 2, 2012 Regular Meeting Minutes

Recommendation: Adopt Minutes.

8.2 **Subject:** Resolutions Approving a Third Amended Enforceable Obligation Payment Schedule and a Recognized Obligation Payment Schedule as Required Under ABx1 26

Recommendation: That Council:

- a) Adopt Resolution No. SA 1-2012 Amending the Enforceable Obligation Payment Schedule (EOPS) required under the terms of ABx1 26 (AB26) concerning the dissolution of redevelopment agencies; and
- b) Adopt Resolution No. SA 2-2012 Adopting a Recognized Obligation Payment Schedule (ROPS).

Result of Recommended Action: Approval of these resolutions will maximize the Successor Agency's ability to repay the City's General Fund for the amount of indebtedness incurred through January 31, 2012, as well as our ability to recover costs associated with the winding down the affairs of the Agency in conformance with the provisions of ABx1 26.

This will be the third amendment to the EOPS and the adoption of the first ROPS. The



original EOPS was adopted in August 2011, and amended on December 29, 2011 and January 30, 2012. Upon adoption, staff will forward the information to the required parties and will post the amended schedule on the City's website as required under the legislation.

Staff Report: Donna Silva, Finance Department

Advances Goal: 6

COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE CRA

- 8.3 **Subject:** An Ordinance Amending Chapter 4.22, "Cardrooms," of the Rancho Cordova Municipal Code, and Chapter 16.17, "Maintenance of Foreclosed Property," of the Rancho Cordova Municipal Code

Recommendation: Waive the second reading and adopt Ordinance No. 6-2012.

Result of Recommended Action: Adoption of Ordinance No. 6-2012 will amend Chapter 4.22, "Cardrooms," of the Rancho Cordova Municipal Code to reinstate Sections 4.22.005, 4.22.105, 4.22.110, 4.22.115, 4.22.125 and 4.22.145 pertaining to the licensing and regulation of cardrooms, repeal Section 4.22.165 of Chapter 4.22, and repeal Section 16.17.060 of Chapter 16.17, "Maintenance of Foreclosed Residential Property," pertaining to the automatic sunset of certain provisions of these chapters in the Rancho Cordova Municipal Code.

Staff Report: Adam U. Lindgren, City Attorney's Office

Advances Goals: 1, 2, 3, and 5

GROWING STRONG NEIGHBORHOODS

The following item was pulled for a separate discussion.

- 8.4 **Subject:** Ordinance Approving a Zone Change for that Portion of Villages 4 and 5 of the Montelena Project and Second Amendment to the Development Agreement for the Montelena Project

Recommendation: Waive second reading and adopt Ordinance No. 7-2012.

Result of Recommended Action: Adoption of this ordinance will allow the owner to increase the commercial opportunity within the original Montelena project and provide Metro Fire with a permanent site for a new station. This modification will provide a better balance with land uses in the area, and capitalize on a significant corner of Douglas Road and Rancho Cordova Parkway that was not anticipated in the County's adoption of the Sunridge Specific Plan.

Staff Report: William Campbell, Planning Department

Advances Goals: 1 and 2

GROWING STRONG NEIGHBORHOODS

ACTION: Motion to approve by Budge second by Skoglund; Council waived the second reading and adopted Ordinance No. 7-2012.
Carried by a 5:0 roll call vote.

9. CONSENT PUBLIC HEARING ITEMS - ROLL CALL VOTE

ACTION: Motion to approve by Budge second by Skoglund; Council approved the Consent Public Hearing Items.
Carried by a 5:0 roll call vote.

9.1 **Subject:** Resolutions Initiating Proceedings for Formation of the Rancho Cordova Lighting District No. 2012-1

Recommendation: That Council conduct a public hearing and:

- a) Adopt Resolution No. 28-2012 Initiating Proceedings for the Formation of the Rancho Cordova Lighting District 2012-1;
- b) Adopt Resolution No. 29-2012 Accepting and Preliminarily Approving the Engineer's Report Regarding the Formation of the Rancho Cordova Lighting District No. 2012-1; and
- c) Adopt Resolution No. 30-2012 Declaring Its Intention to Form the Rancho Cordova Lighting District No. 2012-1 and Levy and Collect Assessments Therein.

Result of Recommended Action: Adopting of these resolutions will initiate the actions required for the Formation of the Rancho Cordova Lighting District No. 2012-1 for the purpose of creating a successor district to continue the existing assessments currently authorized by the County of Sacramento Service Area No. 1 for streetlights and safety lights.

Staff Report: Cyrus Abhar, Public Works Department

Advances Goal: 5

10. PUBLIC HEARING ITEMS

10.1 Resolutions Approving the City of Rancho Cordova's Participation in the California PACE Program - **CONTINUED FROM MARCH 19**

Recommendation: That Council:

- a) Adopt Resolution No. 22-2012 Approving Associate Membership by the City of Rancho Cordova in the California Enterprise Development Authority and authorizing and directing the execution of an Associate Membership Agreement; and
- b) Adopt Resolution No. 24-2012 Authorizing the City of Rancho Cordova to join the California Property Assessed Clean Energy (PACE) Program; authorizing the California Enterprise Development Authority (CEDA) to conduct contractual assessment proceedings and levy contractual assessments within city boundaries; and authorizing related actions.

Result of Recommended Action: Adoption of these resolutions will allow the City to participate in the California Property Assessed Clean Energy ("California PACE") Program, a program developed by CEDA under Assembly Bills 811 ("AB 811") and 474 ("AB 474") which provides a financing mechanism for commercial and residential properties (on a limited basis) in Rancho Cordova, at the request of a property owner, to finance the purchase and installation of energy efficient, distributed renewable energy and water conservation improvements on their properties. Under the California PACE program, a property owner may voluntarily commit to the recording of an assessment lien on his/her property which shall be repaid over time on the annual County property tax bill as an assessment line item.

Staff Report: Donna Silva, Finance Director

Advances Goals: 5 and 6

Mayor Sander opened the public comment period. The following individuals addressed the Council:

- John Kaufman in opposition
- Joe Livaich in opposition
- Diann Rogers in support
- Micheal Chapin in support

Mayor Sander closed the public comment period.

ACTION: Motion to approve by Budge second by Skoglund; Council adopted Resolution No. 22-2012 and Resolution No. 24-2012.
Carried by a 5:0 vote.

11. REGULAR CALENDAR ITEMS

- 11.1 **Subject:** Appointment of Real Property Negotiators
Negotiations: (Government Code Section 54956.8)
Negotiators: Ted Gaebler, Joe Chinn, Micah Runner, and Donna Silva
Address: Parcel Numbers: 072-026-0036 thru 072-026-0040
Negotiating Parties: D & S Development and Diede Construction

ACTION: Motion to approve by Budge second by McGarvey; Council appointed Ted Gaebler, Joe Chinn, Micah Runner, and Donna Silva as negotiators and added Adam Lindgren to the list of negotiators.
Carried by a 5:0 vote.

12. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

None.

13. CITY MANAGER'S REPORT

City Manager Ted Gaebler reported on the following:

- Upcoming Budget Session on May 21, 2012 at 12:00 p.m.

14. ADJOURNMENT

Mayor Sander adjourned the regular meeting in memory of former City Mayor David B. Roberts at 7:55 PM.

15. CLOSED SESSION - CALL TO ORDER/ROLL CALL

Council Members Present: Cooley, McGarvey, Skoglund, Budge, Sander

Council Members Absent: None

Staff Members Present:

Item 1:	Gaebler, Lindgren, Abhar, Silva
Item 2:	Gaebler, Lindgren, Abhar, Silva, Runner
Item 3:	Gaebler, Lindgren, Abhar, Silva, Runner



16. CLOSED SESSION

Conference with legal counsel, existing litigation (Government Code Section 54956.9
(a)) City of Rancho Cordova v. Simon Building, LLC et al., Sacramento Superior Court
Case No. 34-2009-00032782.

Conference with legal counsel, existing litigation (Government Code Section 54956.9
(a)) Property Tax

Conference with legal counsel, Property Negotiations, Government Code Section
54956.8 Kilgore Entertainment Complex: Parcel Numbers 072-026-0036 thru 072-026-
0040
Under negotiations: Price and terms

17. OPEN SESSION - REPORT FROM CLOSED SESSION

City Attorney Adam Lindgren reported that there were no reportable actions taken in closed session.

18. ADJOURNMENT

Mayor Sander adjourned the closed session at 10:48 PM.

Mindy Cuppy, CMC, City Clerk

MEMORANDUM



DATE: May 7, 2012

TO: Honorable Mayor and Council Members

FROM: Cyrus Abhar, Public Works Director

SUBJECT: A RESOLUTION APPROVING THE SUBMITTAL OF A FUNCTIONAL CLASSIFICATION CHANGE FOR LOCAL STREETS AND ROADS TO STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION

RECOMMENDATION

Adopt Resolution No. 31-2012.

RESULT OF RECOMMENDED ACTION

A Functional Classification Change request, for local streets and roads, will be submitted to the State of California, Department of Transportation. This data is used to allocate Federal monies for the construction, improvement, and maintenance of local streets and roads.

ADVANCES GOALS 1 and 5.

BACKGROUND

Individual streets and roads do not serve travel independently. Instead, it is recognized that streets and roads comprise an interdependent network that facilitates travel as a whole. In order to appropriately plan for logical and efficient travel through a street and roads network, it becomes necessary to characterize the level to which individual streets and roads serve the entire network. Functional classification is the system by which the Federal Highway Administration ("FHWA") characterizes individual streets and roads by defining the level of service that those individual streets and roads serve to the flow of traffic through the network.

The State of California, Department of Transportation ("Caltrans") is responsible for maintaining the master list of all streets and roads within the state. By utilizing the functional classification system, Caltrans is able to report accurate roadway use data to FHWA. FHWA utilizes this data to apportion Federal monies for the construction, improvement, and maintenance of local streets and roads. Local agencies are responsible for identifying the functional classification of the streets and roads within their jurisdiction, and reporting any needed changes to Caltrans.

Staff has identified a number of street segments that should be reclassified to reflect the appropriate functional classification. By adopting Resolution No. 31-2012 the City Council will approve the reclassification of the streets identified and will authorize the submittal of the Functional Classification Change Request Form (**Exhibit A**) to Caltrans.

FISCAL IMPACT

This process has a positive fiscal impact to the City and should help facilitate increased Federal roadway construction, improvement, and maintenance funding.

ATTACHMENT

Resolution No. 31-2012 including Exhibit A - Functional Classification Change Request Form

CITY OF RANCHO CORDOVA

RESOLUTION NO. 31-2012

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA
APPROVING THE SUBMITTAL OF A FUNCTIONAL CLASSIFICATION CHANGE FOR
LOCAL STREETS AND ROADS TO STATE OF CALIFORNIA DEPARTMENT OF
TRANSPORTATION**

WHEREAS, the State of California Department of Transportation maintains record of all functional classifications of streets and roads in the State of California; and

WHEREAS, incorporated cities are responsible for initiating requests for changes to the functional classification of streets and roads under their jurisdiction; and

WHEREAS, the decision to change the Functional Classification should be made based upon careful review of changed conditions and sound reasoning; and

WHEREAS, the City of Rancho Cordova receives State and Federal road improvement and maintenance funding based on street and road designation; and

WHEREAS, said Functional Classification Change, as represented in **Exhibit A** Functional Classification Change Request Form, has been reviewed and examined by the City Council of the City of Rancho Cordova.

NOW, THEREFORE, BE IT HEREBY RESOLVED the City Council of the City of Rancho Cordova does authorize the submittal of a Functional Classification Change for local streets and roads to the State of California, Department of Transportation.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the ____ day of ____, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

David M. Sander, Mayor

ATTEST:

Mindy Cuppy, CMC, City Clerk

Functional Classification Change Request Form

Submitted by: _____
Date: _____

CRS Map Sheet Number	Coordinate	CT District	County	Jurisdiction	Change/ New/ Delete	Road	From	To	(From) Class	(To) New Class	Length (mi)	Number of Through Lanes	Current AADT
07J22	H10	3	Sac	Rancho Cordova	Change	Rod Beaudry Drive	City Limit	Folsom Boulevard	7	6	0.585	2	1753
07J22	J8	3	Sac	Rancho Cordova	Change	Chase Drive	Coloma Road	Hagan Park	7	6	0.395	2	4437
07J23	A10	3	Sac	Rancho Cordova	Change	Data Drive	International Drive	Gold Center Drive	7	6	1.480	2	5082
07J23	B10	3	Sac	Rancho Cordova	Change	Gold Center Drive	Zinfandel Drive	Prospect Park Drive	7	5	0.210	2	9665
07J23	D10	3	Sac	Rancho Cordova	Change	Kilgore Road	International Drive	White Rock Road	7	5	0.620	4	8183
07J23	C10	3	Sac	Rancho Cordova	Change	Prospect Park Drive	International Drive	White Rock Road	7	6	0.630	2	7610
07J23	D10	3	Sac	Rancho Cordova	Change	White Rock Road	Kilgore Road	Sunrise Boulevard	5	4	0.280	4	25459
07J23	B10	3	Sac	Rancho Cordova	Change	Zinfandel Drive	International Drive	Folsom Boulevard	4	3	1.020	6	22298
07J32	G2	3	Sac	Rancho Cordova	Change	Business Park Drive	Bradshaw Road	Horn Road	7	6	0.700	2	7145
07J32	H1	3	Sac	Rancho Cordova	Change	Horn Road	Folsom Boulevard	Routier Road	7	6	0.740	2	4415
07J32	J1	3	Sac	Rancho Cordova	Change	Mills Station Road	Routier Road	Mather Field Road	7	6	0.800	2	6092
07J32	G4	3	Sac	Rancho Cordova	Change	Old Placerville Road	Bradshaw Road	Rockingham Drive	5	4	2.190	4	11864
07J32	K1	3	Sac	Rancho Cordova	Change	Rockingham Drive	Old Placerville Road	Mather Field Road	5	4	0.150	4	
07J33	F4	3	Sac	Rancho Cordova	Change	Chrysanthy Road	Sunrise Boulevard	Rancho Cordova Parkway	7	6	0.480	2	4144
07J33	G7	3	Sac	Rancho Cordova	Change	Kiefer Boulevard	Sunrise Boulevard	Rancho Cordova Parkway	7	5	1.010	2	1539
07J33	H6	3	Sac	Rancho Cordova	Change	Rancho Cordova Parkway	Kiefer Boulevard	Douglas Road	7	6	1.680	2	407
07J33	C10	3	Sac	Rancho Cordova	Change	Zinfadel Drive	Douglas Boulevard	International Drive	7	4	1.875	6	7610
07J33	E3	3	Sac	Rancho Cordova	Change	Douglas Road	Mather Boulevard	Grant Line Road	6	4	3.580	2	4087
07J33	A2	3	Sac	Rancho Cordova	Change	International Drive	Zinfandel Drive	Sunrise Boulevard	7	4	1.000	6	13422

Click on any column heading for instructions.

Functional Classification Codes	
Rural Functional Class Codes: 01= Principal Arterial Interstate 02=Other Principal Arterial 06=Minor Arterial 07=Major Collector 08=Minor Collector 09=Local	Urban Functional Class Codes: 11=Principal Arterial Interstate 12=Principal Arterial -Other Fwys or Expwys 14=Other Principal Arterial 16=Minor Arterial 17=Collector 19=Local

MEMORANDUM



DATE: May 7, 2012

TO: Honorable Mayor and Council Members

FROM: Donna Silva, Finance Director

SUBJECT: PROPOSED PURCHASING POLICY ORDINANCE AMENDMENT

RECOMMENDATION

Waive first reading and introduce Ordinance No. 9-2012.

RESULT OF RECOMMENDED ACTION

This action will replace the existing purchasing system ordinance with a new ordinance that is less complex, allowing for greater flexibility and efficiency.

ADVANCES GOAL: 5

BACKGROUND

The City adopted the County of Sacramento's purchasing ordinance upon incorporation. That ordinance has since been amended three times to reflect policy direction of the City council members, rather than those of the County Board of Supervisors. Subsequent to those amendments, our independent auditors determined that in certain situations current practices are not in line with the purchasing ordinance.

The ordinance, as adopted and amended, has become too detailed and complex to serve as an effective policy document. Therefore, staff has prepared a replacement ordinance that simplifies, clarifies and refines the purchasing policy. The new ordinance allows for increased flexibility, reducing unnecessary bureaucratic processes such as issuing purchase orders for every purchase (even a box of pencils!). It also specifically grants staff the authority to participate in, sponsor, conduct or administer cooperative purchasing agreements for the procurement of supplies, equipment and services with one or more public entities. This can be a cost effective and timely way in which to adhere to the public contracts code and ensure we are getting good pricing.

Both ordinances are attached for review.

CONSTRUCTION CHANGE ORDERS

Contract change orders are a tool for modifying construction contracts as needed to accommodate unforeseen conditions on the construction site and/or make necessary additions or deletions to complete the project work.

While the current ordinance does not grant the City Manager the authority to approve construction change orders, the City Council has periodically granted the City Manager such authority for certain specific contracts or projects, such as the recent conversion of 2897 Kilgore Road into our police station.

The proposed ordinance delegates authority to the City Manager to approve change orders, for “public projects” only, of up to 10% of the original contract amount (or up to \$100,000 if the original contract was less than \$100,000 – this is unchanged from the current authority). Change orders up to 10% of the original contract are very common and are usually built into our original project budgets. This new policy would require council approval only when the amount of construction contract change orders fall outside normal parameters (in excess of 10% of the original contract amount). See section 3.60.110 (C) of the proposed ordinance.

LOCAL BIDDING PREFERENCE

The City and County of Sacramento recently adopted local bidding preference ordinances. Our proposed ordinance does not contain provisions regarding a preference for making purchases from local businesses. In some situations, courts have upheld these provisions if the legislative body of the local agency can make detailed findings that local businesses face higher expenses than surrounding areas because of local taxes, rent, labor wages and benefits and insurance rates. See *Associated General Contractors of California Inc., v. City and County of San Francisco* (9th Cir. 1987) 813 F.2d 922, 943. City staff is currently analyzing the local business preference program adopted by the City and County of Sacramento on April 3, 2012 to determine if a similar program can be instituted in Rancho Cordova.

ATTACHMENTS

1. Chapter 3.60 Purchasing System – existing ordinance
2. Ordinance No. 9-2012 – proposed ordinance

Chapter 3.60 PURCHASING SYSTEM

Sections:

- [3.60.010](#) Adoption of a purchasing system.
- [3.60.020](#) Purchasing agent designated.
- [3.60.030](#) Purchases by city council – Competitive bidding.
- [3.60.040](#) Purchasing award – Factors to be considered.
- [3.60.050](#) Exceptions to competitive bidding requirements.
- [3.60.060](#) Purchases of less than \$20,000 – Procedure.
- [3.60.070](#) Purchase orders.
- [3.60.080](#) Availability of sufficient funds.
- [3.60.090](#) Inspection and review.
- [3.60.100](#) Surplus supplies and equipment.
- [3.60.110](#) Splitting orders prohibited.
- [3.60.120](#) Exceptions – Public projects.
- [3.60.130](#) Exceptions – Contracting for emergency cleanup of hazardous materials.

3.60.010 Adoption of a purchasing system.

A purchasing system is adopted in order to:

- A. Establish efficient procedures for the purchase of supplies, services and equipment;
- B. Secure supplies, services and equipment at the lowest possible cost commensurate with the level of quality required;
- C. Exercise financial control over purchases; and
- D. Clearly define authority for the purchasing function. [Ord. 7-2003 § 1].

3.60.020 Purchasing agent designated.

The city manager is designated as purchasing agent. The city manager may delegate all or a portion of the purchasing duties to any city staff member. The purchasing agent shall have the authority to:

- A. Purchase or contract for supplies, services and equipment required by the city in accordance with purchasing procedures outlined in this chapter;
- B. Negotiate and recommend execution of contracts for the purchase of supplies, services and equipment;
- C. Act to procure for the city the necessary quality in supplies, services, and equipment at the lowest cost to the city;
- D. Prepare and recommend to the city council revisions and amendments to the purchasing rules;
- E. Establish and maintain such forms as reasonably necessary to the operation of purchasing guidelines;
- F. Supervise the inspection of all supplies, services, and equipment purchased to ensure conformance with specifications;
- G. Recommend the sale or disposal of all supplies and equipment which cannot be used by the city, or which have become unsuitable for city use; and
- H. Maintain a bidders list and other records necessary for the efficient acquisition of goods and services. [Ord. 7-2003 § 2].

3.60.030 Purchases by city council – Competitive bidding.

When the amount or value involved is at least \$20,000, the purchase or disposal shall be made by the city

council through competitive bid as outlined below. Bids should be obtained from one or more vendors located within the city of Rancho Cordova whenever possible.

A. Notice inviting bids shall include a general description of the services and/or articles to be purchased or sold, where bid blanks and specifications may be obtained, the time and place for bid openings, and whether bid deposit or bond and faithful performance bond will be required.

B. Notice inviting bids shall be posted in at least three public places in the city that have been designated by ordinance as the place for posting public notices, at least 10 days before the date of opening the bids.

C. The purchasing agent shall also solicit sealed bids from all responsible prospective suppliers whose names are on the bidders list and may advertise the notice inviting bids in applicable publications and websites readily accessible to the public.

D. When deemed necessary by the purchasing agent or city council, any bidder may be required to submit a bid deposit or bond in an amount determined by the purchasing agent or city council. Successful bidders (and their sureties, if a bond is furnished) shall be liable for any damages upon the failure to enter into a contract with the city or upon the failure to perform in accordance with the tenor of the bid.

E. When deemed necessary by the purchasing agent or city council, any person or entity entering into a contract with the city may be required to furnish a faithful performance deposit or bond in an amount determined by the purchasing agent or council.

F. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than 30 calendar days after the bid opening.

G. At its discretion, the city council may reject all bids presented and readvertise for bids.

H. Contracts shall be awarded by the city council to the lowest responsible bidder, except as otherwise provided herein.

I. If two or more bids received from responsible bidders are for the same total amount or unit price, quality and service being equal, preference shall be given to the local vendor, or the city council may accept the lowest bid made by negotiation with the tie bidders and the purchasing agent at the time of the bid opening. [Ord. 7-2003 § 3].

3.60.040 Purchasing award – Factors to be considered.

Purchases shall be awarded after consideration of the following factors:

A. The amount of bid price;

B. The ability, capacity and skill of the bidder to perform the contract or provide the service required;

C. The ability of the bidder to perform the contract or provide the service promptly, or within the time specified, without delay or interference;

D. The reputation and experience of the bidder;

E. The previous experience of the city with the bidder;

F. The previous and existing compliance by the bidder with the laws and ordinances;

G. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;

H. The quality, availability, and adaptability of the supplies or contractual services to the particular use required;

I. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;

J. The number and scope of conditions attached to the bid;

K. The purchase of products, whenever feasible, containing the highest amount of postconsumer and recovered materials practicable. In all cases, these products must meet reasonable performance standards, and be readily available at a competitive price. In addition, all equipment bought, leased or rented shall, wherever feasible, be compatible with the use of recycled products purchased by the city. [Ord. 7-2003 § 4].

3.60.050 Exceptions to competitive bidding requirements.

A. Purchase Contracts.

1. The provisions of this chapter requiring competitive bidding shall not apply to the following:
 - a. Where the city's requirements can be met solely by a single patented article or process;
 - b. To situations where no bids have been received following bid announcements under other provisions of this chapter;
 - c. When the amount involved is less than \$1,000;
 - d. When an emergency requires that an order be placed with the nearest source of supply;
 - e. When a purchase involves goods of a technical nature, where it would be difficult for a vendor to bid on a standard set of specifications, the purchasing agent shall undertake a thorough review of known products and a comparison of features which would most closely meet the city's needs at the least cost;
 - f. When another city department has administered a competitive bidding process within the past two years for the same or substantially similar supplies, services or equipment;
 - g. When the city council specifically waives the competitive bid process and authorizes staff to negotiate the purchase of vehicles by a four-fifths vote.
2. When the procurement falls into any of the categories listed above, the purchasing agent may authorize contracts made by negotiation; provided, that the amount does not exceed \$100,000. When the amount exceeds \$100,000, the action must be authorized by the city council.

B. Service Contracts.

1. The provisions of this chapter requiring competitive bidding shall not apply to the following:
 - a. Contracts involving the acquisition of professional or specialized services, such as, but not limited to, services rendered by architects, attorneys, engineers, and other specialized consultants;
 - b. For janitorial services for city buildings and facilities;
 - c. For maintenance and repair of buildings and facilities;
 - d. For maintenance and repair of public streets, including street sweeping.
2. When the procurement falls into any of the categories listed above, the city manager may authorize contracts made by negotiation; provided, that the amount does not exceed \$100,000. When the amount exceeds \$100,000, the action must be authorized by the city council.

C. Any request for an exception under this section shall include the nature of the contract, amount of the contract, and the reasons why competitive bidding is not feasible. [Ord. 67-2004 § 2; Ord. 24-2003 § 1; Ord. 7-2003 § 5].

3.60.060 Purchases of less than \$20,000 – Procedure.

Where the amount or value involved is more than \$1,000, but less than \$20,000, the purchase or disposal may be made by the purchasing agent, without written bid, and by informal price checking through telephone or mail inquiry, comparison of prices on file or otherwise. Every attempt shall be made to receive at least three price quotations. At the discretion of the purchasing agent, for the acquisition of goods and services

where the value is at least \$1,000 but less than \$20,000, the formal competitive bid process may be used. [Ord. 7-2003 § 6].

3.60.070 Purchase orders.

All purchases shall be documented by a purchase order prepared by the purchasing agent. The original copy shall be directed to the vendor and one copy shall be retained for the purchase order file. The final copy shall be directed to the department for whose benefit the purchase is being made to be used as a receiving report. [Ord. 7-2003 § 7].

3.60.080 Availability of sufficient funds.

No purchase order shall be issued until it has been ascertained that there is to the credit of the department of the city for whose benefit such purchase is to be made a sufficient unappropriated balance in excess of all unpaid obligations to defray the amount of such order. [Ord. 7-2003 § 8].

3.60.090 Inspection and review.

The purchasing agent shall require the inspection of supplies and equipment delivered, and contractual services performed, to determine their conformance with the specifications and requirements set forth in the order or contract. [Ord. 7-2003 § 9].

3.60.100 Surplus supplies and equipment.

At such times as determined by the purchasing agent, reports shall be prepared showing all supplies and equipment which are no longer used or which have become obsolete or worn out. The purchasing agent shall have the authority to sell, trade or exchange all said supplies and equipment. Such sales will be made pursuant to RCMC [3.60.030](#) or [3.60.060](#), whichever is applicable. [Ord. 7-2003 § 10].

3.60.110 Splitting orders prohibited.

It is unlawful to split or separate into smaller orders the purchase of supplies, materials, equipment or services for the purpose of evading the competitive bidding provisions of this chapter. [Ord. 7-2003 § 11].

3.60.120 Exceptions – Public projects.

This chapter is expressly made inapplicable to bids for public projects as defined by Section 20161 of the Public Contracts Code and where the expenditure required for the public project exceeds the limit set by Section 20162 of the Public Contracts Code. The provisions contained in Section 20161 et seq. of the Public Contracts Code establish contract procedures the city shall follow regarding public projects. [Ord. 7-2003 § 12].

3.60.130 Exceptions – Contracting for emergency cleanup of hazardous materials.

When, in the discretion of the public works director/city engineer or his or her designee, it is determined that a hazardous spill has occurred and that immediate cleanup is required to prevent the spill from entering the city storm drain system or any watercourse, the city manager, or his or her designee, may contract for the cleanup of the spill. Any such contract in the amount of \$20,000 or under may be entered into on behalf of the city by the city manager, or his or her designee, without prior city council approval; however, no such contract exceeding \$20,000 in amount shall be executed without prior approval of the city council. [Ord. 7-2003 § 13].

[Home](#) [<](#) [>](#)

This page of the Rancho Cordova Municipal Code is current through Ordinance 8-2011, passed June 20, 2011.

Disclaimer: The City Clerk's Office has the official version of the Rancho Cordova Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://www.cityofranhocordova.org>
City Telephone: (916) 851-8723
[Code Publishing Company](#)
[eLibrary](#)

CITY OF RANCHO CORDOVA

ORDINANCE NO. 9-2012

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA
REPEALING AND RE-ADOPTING CHAPTER 3.60 OF THE RANCHO CORDOVA
MUNICIPAL CODE AND AMENDING SECTION 2.04.110 OF CHAPTER 2.04 OF THE CODE
PERTAINING TO THE CITY'S PURCHASING SYSTEM AND PURCHASING AGENT**

WHEREAS, Government Code Section 54202 et seq., requires every City to adopt policies and procedures governing the purchase of supplies and equipment by the City; and

WHEREAS, the City of Rancho Cordova's purchasing policies and procedures are located in Chapter 3.60 and Section 2.04.110 of the Rancho Cordova Municipal Code; and

WHEREAS, the City Council desires to update the City's purchasing policies and procedures for purchases , in order to conform the policies and procedures with current City practices; and

WHEREAS, the City Council also desires to delegate authority to the City Manager to award contracts for public projects in the amount of \$100,000 or less; and

WHEREAS, the City Council further desires to delegate authority to the City Manager to approve change orders to public project contracts up to a cumulative and final contract amount of \$100,000 for contracts originally totaling \$100,000 or less, and up a cumulative total of 10% of the original contract for contracts of over \$100,000.

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

Section 1. Chapter 3.60 "Purchasing System," of Title 3 of the Rancho Cordova Municipal Code is hereby repealed in its entirety and replaced with a new Chapter 3.60 "Purchasing System" as follows:

3.60.010 ADOPTION OF PURCHASING SYSTEM.

A purchasing system is adopted in order to:

- A. Establish efficient procedures for the purchase of supplies, services and equipment;
- B. Secure supplies, services and equipment at cost commensurate with the level of quality required;
- C. Exercise financial control over purchases; and
- D. Clearly define authority for the purchasing function.

3.60.020 PURCHASING AGENT DESIGNATED.

The city manager is designated as the city's purchasing agent and shall be responsible for the purchase of all supplies, services and equipment for all departments and divisions of the city. The city manager may delegate all or a portion of the purchasing duties to any city staff

member. In accordance with the limitations imposed by section 3.60.030 of this chapter, the purchasing agent shall have the authority to:

- A. Purchase or contract for supplies, services and equipment required by the city in accordance with purchasing procedures outlined in this chapter;
- B. Negotiate and recommend execution of contracts for the purchase of supplies, services and equipment;
- C. Act to procure for the city the necessary quality in supplies, services, and equipment at the lowest cost to the city;
- D. Prepare and recommend to the city council revisions and amendments to the purchasing rules;
- E. Establish and maintain such forms as reasonably necessary to the operation of purchasing guidelines;
- F. Supervise the inspection of all supplies, services, and equipment purchased to ensure conformance with specifications;
- G. Recommend the sale or disposal of all supplies and equipment which cannot be used by the city, or which have become unsuitable for city use;
- H. Maintain records necessary for the efficient acquisition of supplies, equipment and services; and
- I. Award contracts for public projects and approve change orders to contracts for public projects in accordance with the provisions of this Chapter.

3.60.030 LIMITATIONS OF PURCHASING AGENT.

- A. Unless otherwise directed by the city council, the city manager shall have authority to purchase supplies, services and equipment, and approve and execute payment of all warrants in the amount of \$100,000 or less, on an annual basis; drawn upon the city treasury without presentation to the city council, except as provided for in Sections 3.60.110 and 3.60.120 of this Chapter. The purchase of supplies, services and equipment, and payment of warrants in excess of \$100,000, on an annual basis, which have not been authorized pursuant to a specific contract or other instrument previously approved by the city council, shall be presented to the city council for approval.
- B. The city manager shall have the authority to extend or renew contracts, previously approved by the city council, for the purchase of supplies, services, and equipment, so long as no other amendments to the terms of the applicable contract are made, without city council approval
- C. The city manager can promote the peaceful and efficient resolution of many disputes between third parties and the city. The city manager shall, without written concurrence of the city attorney, have the authority to settle for less than \$5,000 any disputes between third parties and the city. The city manager shall, with written concurrence of the city attorney, have the authority to settle for sums between \$5,000 and \$25,000 any disputes between third parties and the city.

3.60.040 PURCHASE PROCEDURES.

- A. Except as otherwise provided in Sections 3.60.110 and 3.60.120 of this Chapter, the purchasing agent or designee shall secure favorable pricing for the procurement of supplies, equipment, and non-professional services. This shall include obtaining at least three bids based upon identical specifications from different vendors prior to purchasing supplies, equipment and non-professional services costing over \$20,000. Bids may be received by informal price checking, in writing, in person, or via the telephone and shall be documented and maintained in a file with the final awarded contract. The competitive bidding procedures as described in Section 20161 et seq. of the Public Contracts Code may be utilized when not otherwise required, at the discretion of the purchasing agent or designee. Award shall be made to the vendor offering the lowest acceptable bid. This requirement shall not apply to the purchase of supplies and equipment for which less than three vendors exist.
- B. The purchase of professional services, such as architectural, landscape architectural, engineering, environmental, land surveying, legal, financial consultants or construction project management contractors shall be made on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.
- C. Without complying with the bidding requirements contained in this section, the purchasing agent may participate in, sponsor, conduct or administer a cooperative purchasing agreement for the procurement of any supplies, equipment, and services with one or more public entities in accordance with an agreement entered into between the participants. Such cooperative purchasing may include, but is not limited to, joint or multiparty contracts between public entities and open-ended state public procurement unit contracts which are made available to the city.

3.60.050 PURCHASE ORDERS.

All purchases requiring a contract shall be documented by a purchase order prepared by the purchasing agent or designee.

3.60.060 AVAILABILITY OF SUFFICIENT FUNDS.

No purchase order shall be issued until it has been ascertained that there is to the credit of the department of the city for whose benefit such purchase is to be made, a sufficient unappropriated balance in excess of all unpaid obligations to defray the amount of the purchase order.

3.60.070 MULTI-YEAR CONTRACTS.

A contract for equipment, supplies or services may be entered into for any period of time deemed to be in the best interest of the City, provided that the term of the contract and renewal provisions are included in the contract. Adequate funds must be available to fulfill the first fiscal year's obligation at the time of contract execution. Appropriations for subsequent years are subject to authorization by the City Council. The purchasing agent shall have the authority to enter into multi-year contracts pursuant to this section in amounts not to exceed \$100,000 on an annual basis.

3.60.080 SPLITTING PURCHASE AND PROJECTS PROHIBITED.

It shall be unlawful to split or separate into smaller purchases or projects any purchase or project for the purpose of evading the provisions of this Chapter or the provisions of the Public Contract Code requiring competitive bidding.

3.60.090 INSPECTION AND REVIEW.

The purchasing agent or designee shall require the inspection of supplies and equipment delivered, and contractual services performed, to determine their conformance with the specifications and requirements set forth in the order or contract as applicable.

3.60.100 SURPLUS SUPPLIES AND EQUIPMENT.

At such times as determined by the purchasing agent, reports shall be prepared showing all supplies and equipment which are no longer used or which have become obsolete or worn out. The purchasing agent shall have the authority to sell, trade or exchange all said supplies and equipment. Any such sales shall be in accordance with the Section 3.60.040(A) of this Chapter.

3.60.110 PUBLIC PROJECTS.

- A. The provisions contained in Section 20161 et seq. of the Public Contracts Code establish contract procedures that the city is required to follow for public projects, where the expenditure required for the public project exceeds the limit set by Section 20162 of the Public Contract Code. The term "public project" is defined by Section 20161 of the Public Contract Code as the following: (1) a project for the erection, improvement, painting, or repair of public buildings and works; (2) work in or about streams, bays, waterfronts, embankments, or other work for protection against overflow; (3) street or sewer work except maintenance or repair; and (4) furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers. The definition of public project contained in Section 20161 of the Public Contract Code provided above may be amended from time to time by the state legislature and such amendments shall be incorporated herein.
- B. The city manager shall have the authority to award contracts for public projects in the amount of \$100,000 or less. Contracts for public projects in excess of \$100,000 shall be awarded by the city council.
- C. The city manager shall have authority to approve change orders for public project contracts up to a cumulative and final contract amount of up to \$100,000 for contracts originally totaling \$100,000 or less, and up to a cumulative total of 10% of the original contract for contracts of over \$100,000. Change orders which exceed these amounts shall be presented to the city council for approval.

3.60.120 EXEMPTIONS

- A. Emergencies. The bidding requirements for supplies, services and equipment contained in this Chapter may be dispensed with when an emergency exists involving a sudden, unexpected occurrence or discovery of a condition or circumstance that poses a clear and imminent danger requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services. In such an emergency the purchasing agent may procure supplies, services and equipment in an amount greater than \$100,000 provided that any such procurement be reported to the City Council at the next City Council meeting. The procurement of supplies, services and

equipment pursuant to this subdivision shall not extend beyond the period of the emergency. Notwithstanding the forgoing, Section 22050 of the Public Contract Code shall apply to expenditures made for public projects in an emergency.

- B. Grants. Notwithstanding the foregoing, any contract which is paid with grant monies shall strictly adhere to those purchasing provisions set forth in the applicable grant agreement and pursuant to any applicable state or federal law or regulation.

Section 2. Section 2.04.110 of Chapter 2.04, Title 2 of the Rancho Cordova Municipal Code is hereby amended to read as follows:

2.04.110 PURCHASING AGENT.

The city manager is designated as the purchasing agent of the city and is authorized to make purchases as provided in Chapter 3.60 of this Code.

Section 3. Severability.

If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. This City Council declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the Ordinance be enforced.

Section 4. Effective Date and Publication.

Within fifteen (15) days from and after adoption, this Ordinance shall be published once in the Grapevine Independent, a newspaper of general circulation printed and published in Sacramento County and circulated in the City of Rancho Cordova, in accordance with California Government Code Section 36933. This Ordinance shall take effect and be enforced thirty (30) days after it is adopted.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the ____ day of _____, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

David M. Sander, Mayor

ATTEST:

Mindy Cuppy, CMC, City Clerk

1824717.1

MEMORANDUM



DATE: May 7, 2012

TO: Honorable Mayor and Council Members

FROM: William Campbell, Principal Planner

SUBJECT: THIRD AMENDMENT OF THE MONTELENA DEVELOPMENT AGREEMENT CANCELLATION

PROPERTY OWNER: Montelena Douglas LLC Mr. Ron Alvarado 5241 Arnold Ave McClellan, CA	ENGINEER: McKay and Soms 1552 Eureka Road, Suite 100 Roseville, CA 95661
PROJECT: Montelena FILE: DD6667 LOCATION: The project is bordered by Douglas Road to the north and Rancho Cordova Parkway to the east. APN: 067-0030-064 and portion of 067-0030-065 PLANNER: William Campbell	

RECOMMENDATION

Table the action for re-notification at a later date.

RESULT OF RECOMMENDED ACTION

The developer has requested that rather than processing this third amendment, that the City Council requested changes and some other minor clerical errors in the original second amendment, be brought back at a future meeting as a revised new second amendment. Staff estimates the new revised second amendment can be re-noticed and brought back to the City Council in June.

MEMORANDUM



DATE: May 7, 2012

TO: Honorable Mayor and Council Members

FROM: Reed Flory and Jessica Hayes, Housing Services Division

**SUBJECT: RESOLUTION APPROVING AND ADOPTING THE 2012-13
COMMUNITY DEVELOPMENT BLOCK GRANT ACTION PLAN**

RECOMMENDATION

Adopt Resolution No. 32-2012.

RESULT OF RECOMMENDED ACTION

City Manager will submit the 2012-2013 Community Development Block Grant Action Plan to HUD and will direct staff to make any technical modifications deemed necessary.

ADVANCES GOALS: 1, 2, 5, and 6.

BACKGROUND

Each year, the City receives an entitlement allocation of CDBG funding from the US Department of Housing and Urban Development (HUD). For FY 2012-13, the City's allocation is \$ 560,195. The current year allocation represents a reduction of more than 10.5% from the prior year's allocation and more than a 25% reduction over the last two program years.

CDBG Program

The federal objective of the CDBG program is to develop viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for low- and moderate-income persons (below 80 percent of area median income). At least 70 percent of the City's CDBG funds must be used for activities that benefit low- and moderate-income persons.

All activities must meet one of the following national objectives for the program: 1) benefit low- and moderate-income persons, 2) prevent or eliminate slums or blight, or 3) meet a community development need having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community.

CDBG funds may be used for a variety of community development activities, including acquisition of real property, rehabilitation of residential and non-residential structures, construction of public facilities and improvements, public services, and economic development and job creation/retention activities.

Action Plan

In order to receive CDBG funds, the City is required to prepare an annual budget plan, called the Action Plan. The Action Plan is the implementing document for the Consolidated Plan, a five-year plan for the City's housing, community development, economic development, infrastructure, and community services goals. The Action Plan identifies the projects to be funded and goals to be accomplished during the CDBG fiscal year.

The 2012-2013 program year marks the seventh year the City will receive its CDBG funding as a formula allocation directly from HUD and the second year under the current Consolidated Plan for the period 2011-2016. In past program years, the City has funded a variety of projects that provided services to low- and moderate-income households. These projects included but were not limited to housing repair, homeless prevention services, fair housing services, youth programs, senior meal programs, and public facility improvements. The 2012-2013 Action Plan continues to support these efforts.

ANALYSIS

Funding Process

In January 2012, the CDBG application package was made available to all those who were interested in submitting requests to fund eligible CDBG activities. The application package was advertised in the *Grapevine*, posted on the City's website, and sent to several local and regional non-profit organizations. Applications were due on March 16, 2012. On February 23, 2011, the City held a public workshop to solicit input from local residents and service providers and to assist those interested in the preparation of 2012-13 applications. Training and technical assistance to potential applicants was also provided at the meeting.

Funding Requests

Program funds are divided into three categories: Administration (20%), Services (15%) and Capital Improvements/Programs (65%). The City received funding requests for the Services component of the program in excess of 167% of the amount of CDBG funding available to this category in program year 2012-2013. We received applications from only those providers who were funded last year. With two exceptions, recommended funding levels generally reflect modest reductions from last year's allocations. All requests for funding from the Capital Improvements/Program components have been recommended for funding and can be accommodated within Program funding parameters. The Project and Service programs identified in the proposed final 2012-2013 CDBG Action Plan (**Attachment 2**), are those projects/programs recommended to be most likely to succeed and to be responsive to the needs of our community. Of primary importance to staff when reviewing applications for CDBG funding is the capability of applicants to expend grant funds in a timely manner as well as the applicants' ability to maintain compliance with CDBG regulations while producing

the greatest benefit to the City. Consideration was given to a variety of thresholds that projects must meet to comply with CDBG objectives. The national objective that was cited in all applications was “benefit low- and moderate-income persons.” The community priorities for public services, as set out in the Consolidated Plan, include youth services, senior services, and economic development.

It should be noted that there was an increase in funding requests from all applicants over last year’s awards. Unfortunately, all service providers excepting Sacramento Self-help serving the homeless and those threatened with homelessness in our community are recommended to receive across-the-board cuts to service funding for each service provider. Staff attempted to make cuts as fairly as possible given the needs and priorities identified in the 2011-2016 CDBG Consolidated Plan. Given the reduced amount of CDBG funding allocated by HUD to the City, staff has recommended the following reductions from prior year funding

Program	2011-2012	2012-2013	Reduction
Code Enforcement	\$82,000	\$67,200	(\$14,800)*
Rental Housing Inspection	\$82,000	\$67,200	(\$14,800)*
Emergency Repair Loan Program	\$78,383	\$54,795	(\$23,588)
Respite C.L.U.B. by Cordova Neighborhood Church	\$7,921	\$7,000	(\$921)
Youth Services by Folsom Cordova Community Partnership	\$23,000	\$20,000	(\$3,000)
Senior Nutrition by Meals on Wheels	\$39,220	\$35,000	(\$4,220)
Homeless Prevention & Counseling by Sacramento Self-Help Housing	\$12,000	\$12,000	(0)
Affirmatively Advancing Fair Housing	\$15,000	\$10,000 from Services, \$12,000 from P&A (\$22,000 total)	(\$12,309)
CDBG Planning and Administration	\$124,309	\$112,000 (\$12,000 dedicated to Fair Housing)	(\$12,309)

Continued next page.

New Programs			
Cordova Senior Center ADA Improvements	NA	\$75,000	NA
Economic Development Program	NA	\$100,000	NA
TOTAL		\$560,195	

- * Code Enforcement and Rental Housing Inspection activities together have generally averaged about 24% of the total CDBG budget. This reduction keeps these activities at the 24% ratio.

In addition to the continued programs identified above, the 2012-2013 Action Plan also includes one new “Program” and one new “Capital Improvement” effort. These are :

Economic Development Program	\$100,000
Senior Center Facility Improvements	\$ 75,000

The Economic Development Program is a defined sub-set of the CDBG program with precise rules and processes. After satisfying HUD’s requirements to set up such an effort, it is anticipated that this funding will assist to improve both the appearance and fiscal strength of a small number of businesses along Folsom Boulevard. It is also expected that with the experience gained from this effort the City will be more competitive in its efforts to generate additional economic Development resources.

Senior Center Facility Improvements reflect attention to several long time deficiencies in access, security and restroom updates, including improved exiting and emergency access, as well as ADA improvements to the lavatories.

Staff has recommended that 2 programs from the 2011-2012 CDBG program year go unfunded in the 2012-2013 Action Plan. These are the Senior Nutrition Green Thumb program and the fair housing services provided by the Human Rights/Fair Housing Commission. The recommendation to not continue funding for these programs was not made lightly.

Though the Green Thumb Senior Nutrition program has been very popular with the senior population at the Cordova Senior Center, it is a program that provides very similar services to the Meals on Wheels program, except without the scale or the ability to feed home-bound seniors. In light of the considerable cuts to CDBG funding, and to the limited scope and service capacity for the program, it was removed from the 2012-2013 funding cycle.

HUD requires that all communities receiving HUD funds, which include CDBG, agree to Affirmatively Advance Fair Housing in the recipient community. HUD has recently given new attention to the fair housing obligations inherent in HUD based funding, and has clearly stated that jurisdictions cannot simply rely on third party providers to meet fair housing requirements. Rather, Cities must carefully monitor and interact with the community to ensure fair housing obligations are being met. Given the legal liability associated with poor performance, concerns with the capacity of the Human Rights/Fair Housing Commission to fulfill their contractual obligations, and an emerging

understanding of best practices in this area, staff is recommending that we be given 6 months to examine alternatives after which we will return to the City Council with recommendation for program change. Fair Housing funding is recommended to be reserved for the new program.

ATTACHMENTS

1. Resolution No. 32-2012
2. Draft 2011-12 CDBG Action Plan

ATTACHMENT 1

CITY OF RANCHO CORDOVA

RESOLUTION NO. 32-2012

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA
APPROVING AND ADOPTING THE 2012-2013 COMMUNITY DEVELOPMENT BLOCK
GRANT ACTION PLAN AND AUTHORIZING THE CITY MANAGER TO EXECUTE AND FILE
ALL DOCUMENTS REQUIRED TO RECEIVE US DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT (HUD) COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING**

WHEREAS, the Community Development Block Grant Program, authorized pursuant to Title 1 of the Housing and Community Development Act of 1974, as amended (Act), requires that jurisdictions provide for the issuance of grants in order to attain the objective of providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate-income; and

WHEREAS, there has been presented to, and reviewed by this City Council, the 2012-2013 CDBG Action Plan (Action Plan), which describes programs to be funded, in compliance with the goals and objectives of the 2011-2016 Consolidated Plan, for the 2012-2013 program year; and

WHEREAS, there has been presented to, and reviewed by this City Council, Certifications to the U.S. Department of Housing and Urban Development (HUD), including those regarding affirmatively furthering fair housing, anti-displacement and relocation plan, drug free workplace, anti-lobbying, authority of jurisdiction, consistency with strategic plan, citizen participation, community development plan, following Consolidated Plan, use of funds, prohibition of excessive force, compliance with anti-discrimination laws, and lead-based paint; and

WHEREAS, there has been presented to, and reviewed by this City Council an application on Standard Form 424 (Application) to HUD for a Community Development Block Grant in the amount of \$560,195, for the period of July 1, 2012 through June 30, 2013; and

WHEREAS, the Action Plan, and a notice of the 30-day public comment period, have been published for citizen comment prior to forwarding the documents to City Council for approval, which comment period will remain open for the full 30 days continuing after this hearing; and

WHEREAS, the City Council held public hearings on May 7, 2012 to provide an opportunity for the public to comment on the information provided in the Action Plan.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE
CITY OF RANCHO CORDOVA:**

1. Approves the adoption of Resolution 32-2012, which approves:
 - a. The Action Plan, which serves as the CDBG budget for July 1, 2012 to June 30, 2013 (FY 2012-13);
 - b. Standard Form 424 (application for grant funds); and
 - c. Certifications required by HUD that state the City of Rancho Cordova will continue to conduct its activities in accordance with applicable statutes and regulations governing the CDBG Program, as identified in the Certifications in Appendix A of the Action Plan.

2. Authorizes the City Manager, or his designee, to execute and file the Application, Certifications, and all documents, including the Action Plan and SF 424, that are required to receive CDBG funding for and on behalf of the City of Rancho Cordova, and to make minor changes to those documents where necessary.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the ____ day of _____, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

David M. Sander, Mayor

ATTEST:

Mindy Cuppy, CMC, City Clerk

TABLE OF CONTENTS

Executive Summary	1
Objectives	1
Outcomes	2
Evaluation of Past Performance	2
Citizen Participation	3
Introduction	3
Resources	3
Activities to be Undertaken	4
Housing Activities	6
Public Facilities	7
Public Services	8
Planning and Administration Activities	9
Geographic Distribution	10
Homeless and Other Special Needs Populations	17
Address Obstacles to Meeting Underserved Needs	18
Foster and Maintain Affordable Housing	18
Analysis of Impediments Compliance	22

APPENDICES (FINAL VERSION ONLY)

Appendix A: SF-424 and Certifications

Appendix B: Resolution

Appendix C: Public Hearing and Public Comments

Appendix D: Project Descriptions

LIST OF TABLES

Table 1	Proposed CDBG Activities and Projects: Fiscal Year 2012/2013	5
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LIST OF FIGURES

Figure 1	Location of Proposed Projects and Areas of Low- and Moderate-Income Concentration 10	11
Figure 2	Location of Proposed Projects and Areas of Low-Income Concentration 11	12-13
Figure 3	Location of Proposed Projects and Areas of Minority Concentration 12	14-16

EXECUTIVE SUMMARY

The 2012-13 Action Plan is a one-year plan to address the community development and low- and moderate-income housing needs in the City of Rancho Cordova. It is the second Action Plan in the implementation of the five-year Consolidated Plan for the period 2011-2016. Both the Consolidated Plan and the Action Plan are implemented by the City housing staff.

The City anticipates receiving \$560,195 from the federal Community Development Block Grant (CDBG) program. The City also plans to meet its community development and housing needs using a variety of other funding sources, including the City's Very Low Income Housing Trust Fund, the Neighborhood Stabilization Program, and CalHOME funding.

City staff encouraged citizen participation throughout the Action Plan process. This included consulting local organizations, holding public meetings, and encouraging public comment during the public review period. Using research and input from the public, City staff formulated the objectives and outcomes that are briefly described below.

OBJECTIVES

The City's key objectives for the 2012-13 funding period include the following:

- Arrest decline in deteriorated areas of the City by requiring rental property owners to fix code violations and improve their properties, and by increasing code enforcement efforts;
- Assist community-based organizations with additional financing that allows them to provide new or expanded services to target low-income residents, especially seniors and youth;
- Assist economic development through the targeted removal of slum and blight;
- Improve accessibility to public facilities for youth as well as youth crime prevention, primarily through after school activities within the CDBG target area.

OUTCOMES

The City's housing outcomes for this planning period are primarily directed at improving accessibility to decent housing for target-income residents. Approximately 1,400 units will be inspected for health and safety code violations.

The City intends to fund five public services programs, which are expected to benefit approximately 560 residents:

- Senior Nutrition Services (Meals on Wheels), which provides hot meals in the local senior center as well as hot and/or frozen meals to homebound seniors;
- Group Mentoring Initiative, which provides intensive one-on-one mentoring for disadvantaged and at-risk youth;
- Sacramento Self-Help Housing, which provides services to homeless and near-homeless persons;
- Respite CLUB, which provides affordable, senior respite day care services to seniors with severe memory loss; and
- Human Rights/Fair Housing Commission, fair housing counseling hotline to provide tenant information of rights.

Additionally, the City has already funded (through previous years CDBG monies) and will supervise the acquisition and renovation of a community facility for youth crime prevention, which is expected to benefit at least 250 youth the first year of operation:

- Police Activities League (PAL), which provides low-cost or no-cost after school activities to moderate- and low-income youth.

EVALUATION OF PAST PERFORMANCE

The 2011-2012 program year is still in progress. However the 2010-2011 Consolidated Annual Performance and Evaluation Report (CAPER – available for review on the City's website or at City Hall) was accepted by HUD as adequate. The City did have some issues with CDBG subrecipient programs under-performing. This was principally due to the long-term impacts of the recent recession, and the lack of economic recovery that has many non-profits facing severe budget cutbacks and deficits. To help our subrecipients to meet their program goals, the City has allowed them to re-evaluate their program capacity in light of more limited funding sources. The 2012-13 program year applications reflect these re-evaluated performance goals.

CITIZEN PARTICIPATION PROCESS

The City utilized the 2011-2016 Citizen Participation Plan in the creation of this Action Plan. The 2006-2011 Citizen Participation Plan is scheduled for an update this program year. The 2012-13 Action Plan will be presented at the May 7th City Council meeting for Council approval. This Action Plan was noticed on April 20th, and made available for Public Comment. According to the City's Citizen Participation Plan, the Public Comment Period must be open for a minimum of 30 days, and must be noticed by at least 15 days. This means that the Public Comment Period will extend beyond the Council's adoption date. Any public comments received after Council adoption will be included in an amended Action Plan that will be presented to both City Council and HUD for approval.

Public Comments and Responses will be included in the Appendix to this document.

INTRODUCTION

The U.S. Department of Housing and Urban Development (HUD) requires all government entities receiving federal Community Development Block Grant (CDBG) funds to prepare an Annual Action Plan. The Action Plan outlines funding priorities and discusses how activities will meet the community needs identified in the Consolidated Plan. The activities described in this Action Plan are proposed to be undertaken during the period between July 1, 2012 and June 30, 2013.

The major objectives of activities undertaken during the 2012-2013 funding year will be the furthering of issues identified in the 2011-2016 Consolidated Plan, which include efforts to:

- Arrest decline in deteriorated areas of the City by requiring rental property owners to fix code violations and improve their properties, and by increasing code enforcement efforts;
- Assist community-based organizations with additional financing that allows them to provide new or expanded services to target low-income residents, especially seniors and youth;
- Assist economic development through the targeted removal of slum and blight;
- Improve accessibility to public facilities for youth as well as youth crime prevention, primarily through after school activities within the CDBG target area.

RESOURCES

The City of Rancho Cordova will receive \$560,195 in 2012-13 through the CDBG program. While some residents in the City may live in Section 8 properties or use Housing Choice Vouchers (formerly Section 8), these programs are managed by the local public housing authority, Sacramento Housing and Redevelopment

Agency. The City supports private developers in their applications for low-income housing tax credits, when possible, but does not construct affordable housing.

The City does not have any programs that are currently bringing in any program income. All program income from previous program years has been obligated, spent, and drawn down from HUD.

ACTIVITIES TO BE UNDERTAKEN

Table 1 provides a description of the activities to be undertaken during fiscal year 2012-13. The one-year objective (output) and the amount of CDBG funding allocated to each activity are identified. All activities are anticipated to be completed during the fiscal year. More detailed descriptions of activities follow the table.

The City chose to emphasize economic development, increased access to public facilities, and public services activities with their CDBG funding, because there are relatively few other sources of funding available to finance these activities. Within public services, the City gave a high priority to activities serving seniors and youth, as well as activities which result in neighborhood revitalization.

TABLE 1

PROPOSED CDBG ACTIVITIES AND PROJECTS:
FISCAL YEAR 2012-13

Goal	Activity Name	Activity Description	Output	Funding
Housing				
HS-1, HS-2	Rental Housing Inspection Program	Inspect rental units in the redevelopment area to find and correct code violations.	700 homes inspected.	\$67,200
HS-1, HS-2	Code Enforcement	Provide code enforcement services in the redevelopment area.	700 homes inspected.	\$67,200
HS-1, HS-2	Emergency Repair Loan Program	Emergency repairs for very low- and low-income homeowners facing health and safety problems (including mobile homes)	6 loans made	\$54,795
Public Facilities				
CD-2 CD-3 CD-4	Police Activities League (PAL)	Fund and supervise the acquisition and renovation of a dedicated building to house PAL activities (Project is funded, will be completed during the 2012-2013 program year)	1 public facilities acquired and renovated	\$0*
CD-2 CD-3 CD-4	Senior Center Facility Improvements	Provide improved emergency access to the Senior Center, including new gates and exiting, as well as updated restroom facilities	1 public facility updated	\$75,000
Public Services				
CD-2, CD-3	Group Mentoring Initiative	Provide Youth Support and Improve Community Involvement through intensive one-on-one youth mentoring	80 youth served	\$20,000
CD-1, CD-3	Senior Nutrition Program (Meals on Wheels)	Provide homebound seniors with hot meals or frozen heat-and-serve meals and provide lunch to seniors at the Cordova Senior Center.	205 seniors provided meals	\$35,000
HA-1, CD-3	Sacramento Self-Help Housing Inc.	Provide housing services to residents who are in danger of homelessness, or who are already homeless, to aid them in	75 households provided counseling	\$12,000

securing stable housing.				
CD-1, CD-3	Respite CLUB	Provides senior respite day care services to seniors with severe memory loss.	24 seniors provided day care services	\$7,000
HS-1, HS-2	Fair Housing	Provide fair housing services to residents by responding to inquiries of illegal housing discrimination and investigating discrimination complaints.	50 households provided assistance and education	\$22,000 (\$10,000 from Public Services, & \$12,000 from Planning and Admin.)
Economic Development				
CD-1, CD-3	Façade and Facilities Improvement	Initiate a economic development program designed to help small and medium businesses in the CDBG target area fund façade and facilities improvement.	2 façade or facilities improvements	\$100,000 (additional funding from alternate sources anticipated)
Planning and Administration				
	Planning and Administration	Provide general administration of the CDBG program, including all planning and reporting activities	1 year of program ad-ministration.	\$112,000 (\$12,000 of this total to be used to further Fair Housing efforts)

* First half of funding for acquisition of public facility space (\$118,125) for PAL was committed from FY 2010-2011 CDBG, the second half was from the FY 2011-2012 funding cycle. The project will be completed in during the 2012-2013 program year.

HOUSING ACTIVITIES

RENTAL HOUSING INSPECTION PROGRAM

The rental housing inspection program is an area benefit activity wherein CDBG will partially fund salary and benefits for a 1 FTE code enforcement officer whose duties will include inspecting rental units within the CDBG target area (see Figure 1). The City has many rental units which are likely out of compliance with applicable codes, and this program, in coordination with public and private investment, will arrest the decline of the area by forcing rental property owners to improve their properties to a minimum standard.

2012-13 Output: 700 rental units inspected

Outcome Category: SL-3 "Sustainability of suitable living environment"

Goals Addressed: HS-1, HS-2

Funding: \$67,200

CODE ENFORCEMENT

The code enforcement program is also an area benefit activity wherein CDBG will partially fund salary and benefits for a 1 FTE code enforcement officer whose responsibilities will include responding to code enforcement complaints and proactively enforcing code.

2012-13 Output: 700 units inspected

Outcome Category: SL-3 “Sustainability of suitable living environment”

Goals Addressed: HS-1, HS-2

Funding: \$67,200

EMERGENCY REPAIR LOAN PROGRAM

The Emergency Repair Loan Program (ERLP) provides loans of up to \$5,000 for mobile homes and up to \$7,500 for single family homes to low and moderate income owner-occupants who need to address immediate health and safety deficiencies in their properties. The loans are forgivable over 5 years.

2012-13 Output: 6 loans made

Outcome Category: DH-2 “Affordability of Decent Housing”

Goals Addressed: HS-1, HS-2

Funding: \$54,795

PUBLIC FACILITIES

POLICE ACTIVITIES LEAGUE (PAL) FACILITY ACQUISITION

The Police Activities League will be permanently acquiring a 3,000 square foot portable building and leasing permanent space and utilities, from the school district, for the building for a minimum of 15 years. The organization intends to pay a lump sum for the 15 year lease amount up front. This project was funded over two program years with the first installment of \$118,125 in the 2010-2011 program year and the second installment of \$118,125 in the 2011-2012 program year for a total of \$236,250 awarded to PAL. The project will be completed during the 2012-2013 program year, but will not require any additional funding. The PAL program provides after-school activities and mentoring to at-risk and low and moderate income youth. The building will provide a dedicated facility in which PAL can operate.

2012-13 Output: 1 public facility to be acquired through long-term lease

Outcome Category: SL-1 “Availability/Accessibility of Suitable Living Environment”

Goals Addressed: CD-2, CD-3, CD-4

Funding: \$0 – Project is completely funded, pending acquisition and renovation.

SENIOR CENTER IMPROVEMENTS

The Senior Center Improvements to be provided by the Cordova Recreation and Parks District includes improved emergency access, ADA exiting, and updated restroom facilities.

2012-13 Output: 1 public facility to be updated
 Outcome Category: SL-1 “Availability/Accessibility of Suitable Living Environment”
 Goals Addressed: CD-2, CD-3, CD-4
 Funding: \$75,000

PUBLIC SERVICES

GROUP MENTORING INITIATIVE

The Group Mentoring Initiative is a program designed to facilitate intensive one-on-one mentoring for at-risk and disadvantaged youth. The program uses a multi-faceted mentoring and activity based curriculum to encourage youth to stay away from socially disadvantageous activities and to pursue education and active community engagement.

2012-13 Output: 80 youth served
 Outcome Category: SL-1 “Availability/Accessibility of Suitable Living Environment”
 Goals Addressed: CD-2, CD-3
 Funding: \$20,000

SENIOR NUTRITION SERVICES (MEALS ON WHEELS BY ACC)

The Senior Nutrition Services program has two components: providing five hot meals per week to homebound seniors and providing lunches to seniors at the Cordova Senior Center. The program provides regular contact for homebound seniors. Funding will help pay for the personnel who prepare and deliver the meals.

2012-13 Output: 205 seniors provided with meals
 Outcome Category: SL-1 “Availability/Accessibility of Suitable Living Environment”
 Goals Addressed: CD-1, CD-3
 Funding: \$35,000

SACRAMENTO SELF-HELP HOUSING

Sacramento Self-Help Housing provides counseling and housing referrals to homeless and near-homeless individuals and households. With funding, the organization plans to continue operating in the City’s primary low-income service center, the Rancho Cordova Neighborhood Center.

2012-13 Output: 75 households provided counseling

Outcome Category: SL-1 “Availability/Accessibility of Suitable Living Environment”
 Goals Addressed: HA-1, CD-3
 Funding: \$12,000

RESPITE CLUB

Respite club is a service provided by the Cordova Neighborhood Church. They will provide affordable, senior respite day care service to seniors with severe memory loss.

2012-13 Output: 24 seniors provided day care services
 Outcome Category: SL-1 “Availability/Accessibility of Suitable Living Environment”
 Goals Addressed: CD-1, CD-3
 Funding: \$7,000

FAIR HOUSING

The City of Rancho Cordova will be reviewing its role in Fair Housing services. After this reassessment, the city may solicit third parties to provide Fair Housing support services. It is the intent of this reassessment to ensure that the City’s fair housing obligations are being suitably met using more focused and documented “best practices”. The Fair Housing activities that the City ~~is~~ will ultimately fund through CDBG include intake for housing discrimination complaints, housing discrimination investigation, and, if necessary, mediation or litigation to resolve discrimination issues.

2012-13 Output: 50 households assisted
 Outcome Category: SL-1 “Availability/Accessibility of Suitable Living Environment”
 Goals Addressed: HS-1, HS-2
 Funding: \$22,000 (\$12,000 to come from Planning and Administration, and \$10,000 from Public Services)

PLANNING AND ADMINISTRATION ACTIVITIES

PLANNING AND ADMINISTRATION

The planning and administration funding is intended to provide funding for general staff administration of CDBG programs and activities, including Integrated Disbursement and Information System (IDIS) training, program set-up, reporting, planning, and subrecipient training and monitoring.

2012-13 Output: Quality administration of the CDBG program
 Goals Addressed: PA-1
 Funding: \$112,000 (\$12,000 of this total to go to furthering Fair Housing efforts)

GEOGRAPHIC DISTRIBUTION

Geographic distribution of activities is widely varied, but most take place in or near a low- and moderate-income areas. The location of an activity largely depends on the type of activity and some of the City's 2012-13 activities, such as Meals on Wheels and housing counseling, are able to take place across the entire City. Figure 1 shows the CDBG Target Area for the program year 2012-13. Figures 2 and 2.1 show the low- and very low- income distribution in the City.

The rental housing inspection program and code enforcement activities funded by CDBG will take place in the City's designated CDBG Target Areas (Figure 1). The investment of other public and private funds in these areas will provide a comprehensive approach to revitalization.

The City of Rancho Cordova strives to make all of its programs and activities available to eligible low- and moderate-income residents regardless of sex, race, religious background, or disability. As a result, many programs, including senior services, youth services, and housing counseling will be available to residents citywide. Table 1 details the projects in the City; of which, the majority are available on a citywide basis. Figure 3, 3.1 and 3.2 identify areas of minority concentration.

At least 37% of the 2012-13 program year CDBG funding will be specifically focused on low and moderate income areas. Significant additional funding, particularly from the Economic Development Program and the Emergency Repair Loan Program will also be used in the low and moderate income areas, as needed.

Figure 1

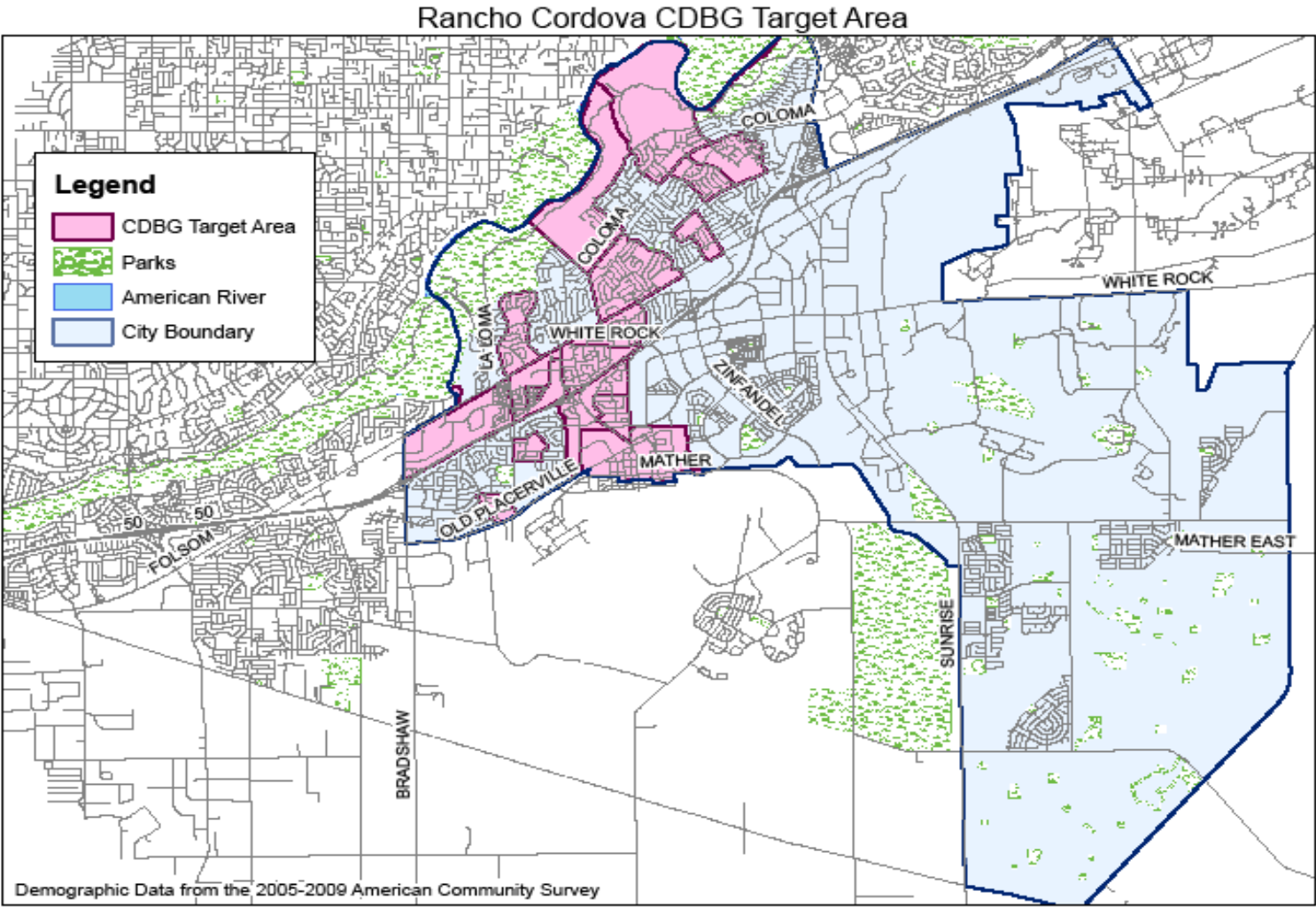


Figure 2

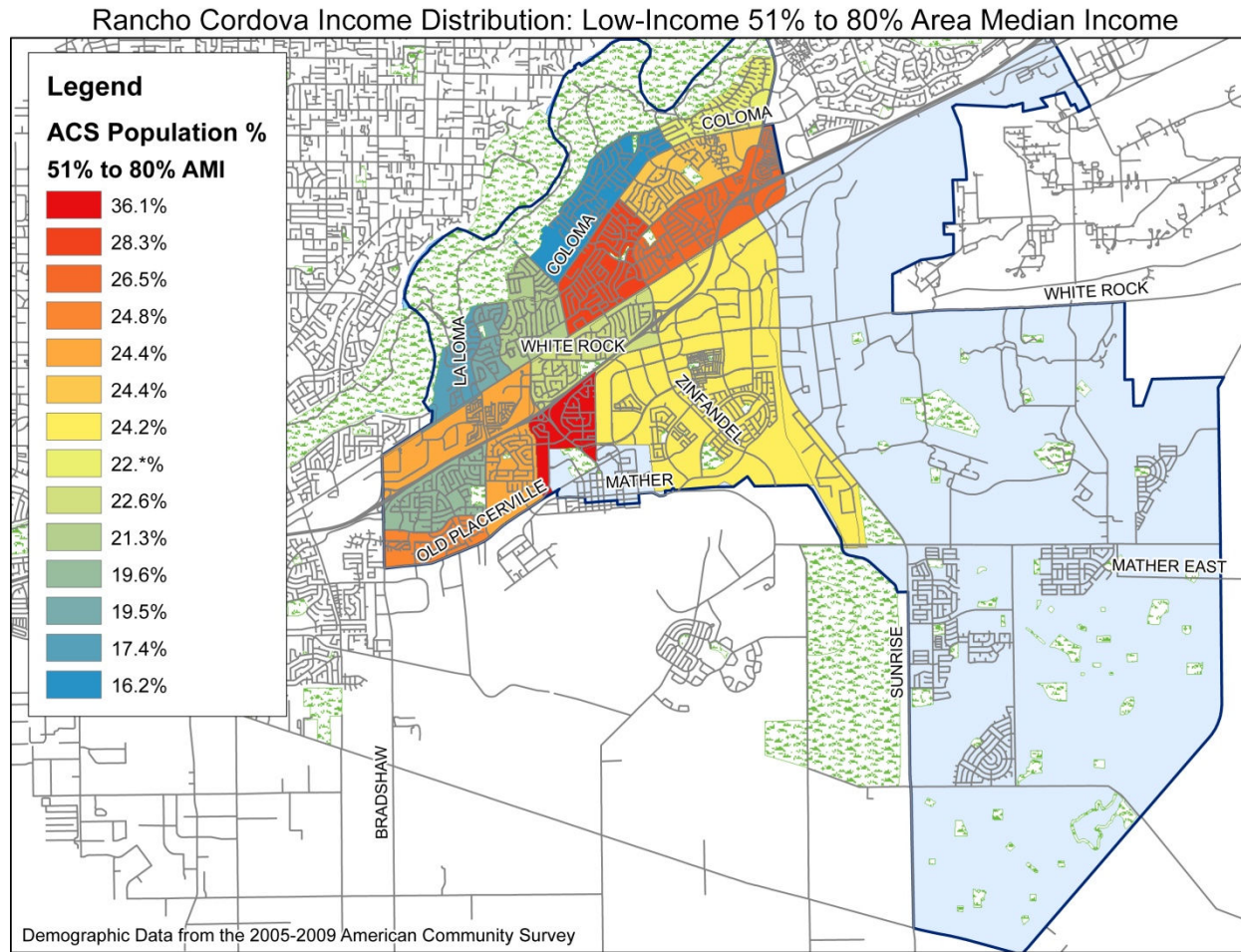


Figure 2.1

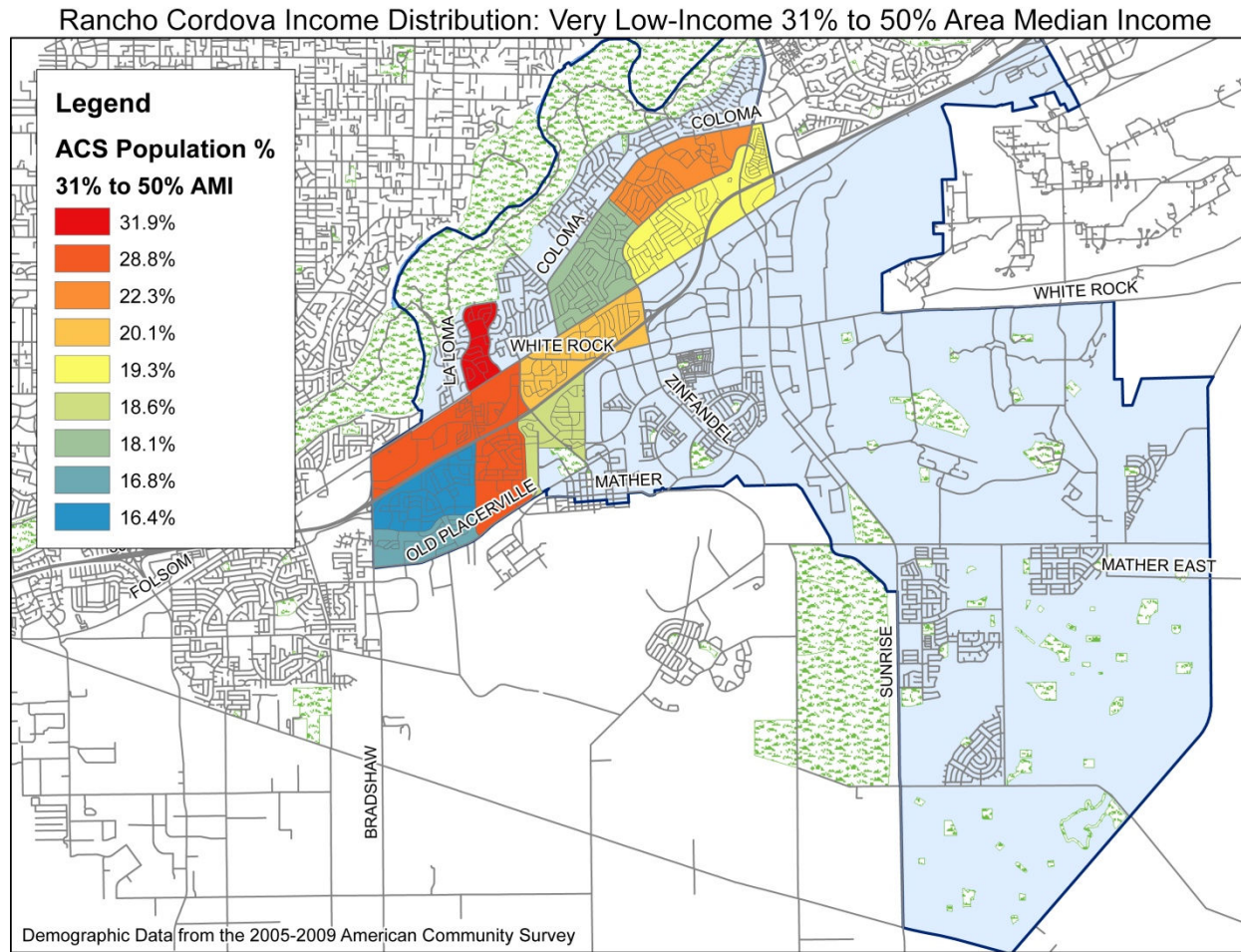


Figure 3

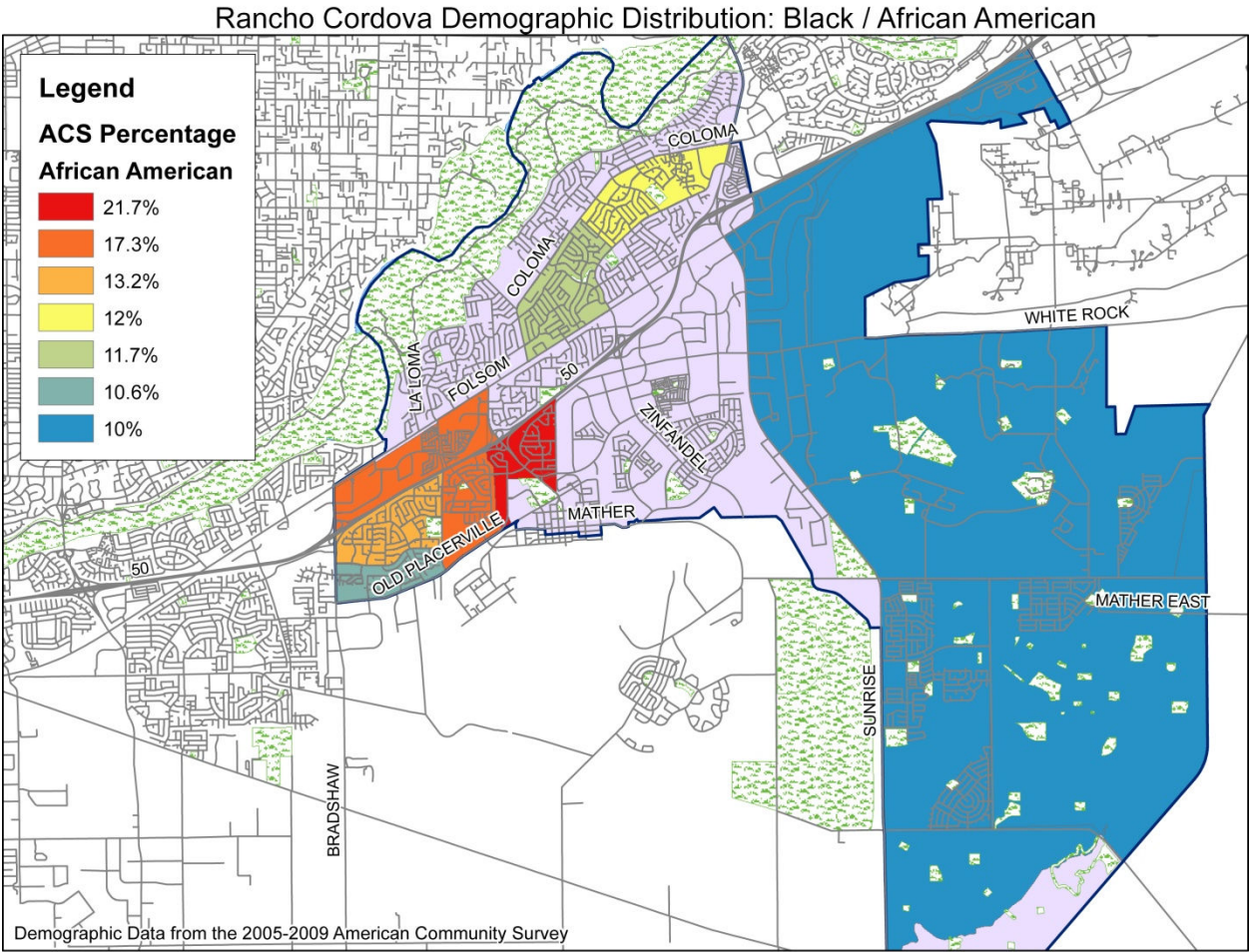


Figure 3.1

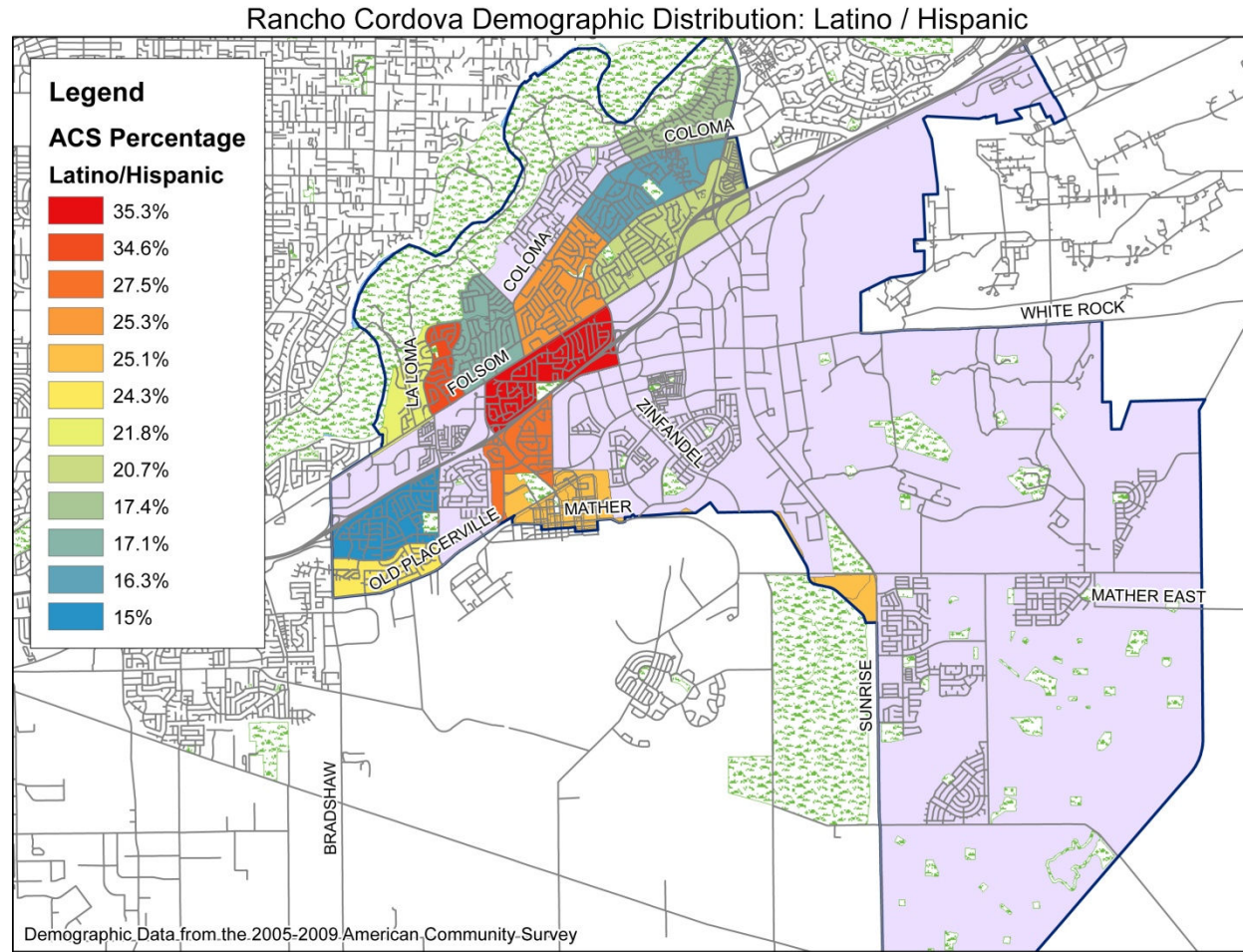
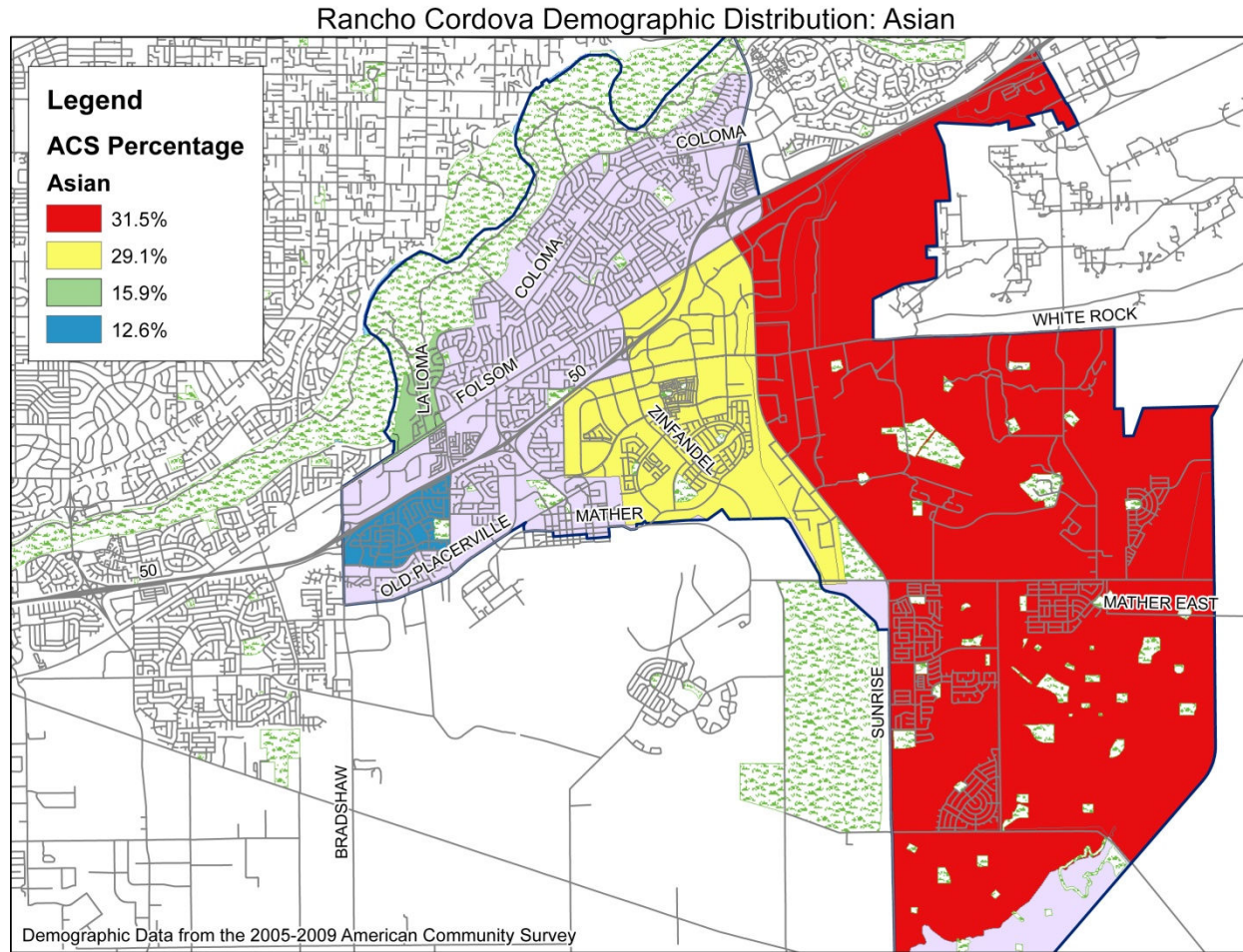


Figure 3.2



HOMELESS AND OTHER SPECIAL NEEDS POPULATIONS

The City's strategy related to the needs of the homeless, those at risk of homelessness, and other special needs populations involves funding a variety of supportive services offered locally or regionally to Rancho Cordova residents. Currently, Rancho Cordova is home to the Mather Community Campus, a major supportive housing facility for homeless individuals, but other resources have limited capacity. As identified in the 2011-2016 Consolidated Plan, the City's goal is to encourage a system of collaborative supportive services, located in the City, to allow for accessibility for residents. The City is seeking additional funding for programs and services aimed directly at assisting its homeless and special needs populations as levels of CDBG funding appear to be in decline. In 2012-13 programs aimed at homeless and other special needs populations include:

- Homeless and family assistance to locate temporary or permanent housing, provided by Sacramento Self-Help Housing;
- Senior services, provided by Meals on Wheels and Cordova Neighborhood Church's Respite C.L.U.B.;
- Youth services, provided by Police Activities League and Folsom Cordova Community Partnership.

In addition, the City in collaboration with the Veterans Affairs Hospital, Vietnam Veterans of Northern California, Sacramento Housing and Redevelopment Agency, and Mercy Housing California, are actively pursuing the development of approximately 30 beds for at-risk veteran populations in coordination with the Sacramento VA hospital. Furthermore, the Housing Division is in process on the development of affordable senior rental housing in the CDBG target area. The project is slated to be funded from competitive HOME grant funds (potentially \$3.5 million) and 9% Tax Credits (potentially \$9 million) rather than CDBG. Finally, the City's Adopted Housing Element also identifies strategies to remove potential constraints to housing for persons with disabilities. These strategies include:

H.2.2.1 – Develop housing rehabilitation programs to assist in the improvement of owner- and renter-occupied housing units in the City. The housing rehabilitation program shall include a grant/loan component, when funding is available, for very low- and low-income households residing in housing units in need of rehabilitation and include a grant component, when funding is available, for very low-income, senior, and disabled households, for emergency repairs.

H.2.2.2 – Continue the use of the City's Emergency Repair Program to provide health and safety repairs for 10 to 15 households falling in the extremely low-, very low-, and low-income ranges. This is a forgivable loan for mobile home owners and homeowners for a five-year period, as long as the owner continues to occupy the unit.

Both of these programs have been used to help low and moderate income disabled home-owners to address health and safety issues and to improve accessibility in their homes.

While the City does not operate any transitional housing facilities, it does cooperate with the County of Sacramento's Continuum of Care. The City is also home to one of the most utilized transitional housing facilities at the Mather Community Campus. The City's plan for the 2012-13 program year is to continue cooperating and actively engaging the County of Sacramento in its attention to homeless issues. These issues also include chronic homelessness, and near homelessness. The City of Rancho Cordova also contracts with Sacramento Self-Help to provide housing counseling and homelessness prevention to Rancho Cordova residents. Sacramento Self-Help is accessible to Rancho Cordova residents via the internet, by telephone, and by walk-in appointment at their Sacramento office. The City will also continue the ADA Accessibility Improvements identified in the 2011-12 Amended Action plan. These activities include replacing deficient sidewalks, curb-cuts, and other pedestrian ADA improvements in the City, and particularly in the CDBG target area. Funding for these projects was allocated in the 2011-12 program year, however, a significant portion of these projects will be completed during the 2012-13 program year.

OBSTACLES TO ADDRESSING UNDER-SERVED NEEDS

While there are several constraints to meeting the needs of target-income residents, the primary obstacle is the lack of available resources for services within the City's boundaries. Many services are located in the City of Sacramento or the County of Sacramento unincorporated areas that are not convenient for the residents of Rancho Cordova; additionally, those services located locally often do not have sufficient capacity to meet current needs and the City does not have sufficient resources to help those local service providers to build that capacity.

The City plans to use its CDBG funds to promote the local provision of services for low- and moderate-income residents in Rancho Cordova. Furthermore, the City will also encourage area service providers to offer services in the community. In the 2012-13 program year, several organizations (including Sacramento Self-Help Housing, Cordova Neighborhood Church, and Folsom Cordova Community Partnership) are expected to provide services within Rancho Cordova.

FOSTER AND MAINTAIN AFFORDABLE HOUSING

The City's 2008-2013 Housing Element includes a number of important programs to facilitate the development of affordable housing in Rancho Cordova. Some of these programs include:

- Developers of new residential projects within the newly developing areas of the City (generally in the large, vacant areas south of Highway 50) shall prepare an Affordable Housing Plan (Plan) for the project for City review and approval that identifies the project's plan for providing affordable housing. (Policy H.1.5)
- Provide neighborhood revitalization in existing areas through housing rehabilitation (owner- and renter-occupied units) and infill reuse/conversion. (Policy H.2.2)
- Continue to identify the most troubled multi-family projects (in terms of law enforcement, code enforcement, and blight conditions) and aggressively pursue the transformation or conversion of such

properties into uses that move the community into a more balanced housing market that will not result in the loss of existing affordable housing units subsidized with federal, state, or local funds. (Action H.2.2.4)

- Pursue potential reuse and conversion opportunities for additional housing along Folsom Boulevard. (Policy H.2.5)
- Provide a range of senior housing opportunities, including senior developments with single-story homes, independent living, assisted living, skilled nursing, and shared housing, and pursue opportunities and funding to convert existing apartment complexes to senior housing facilities. (Policy H.4.2)
- Provide housing for the special needs populations, including housing accessible for persons with disabilities (including veterans as a primary target group), large households, the homeless, and single-parent households. (Policy H.4.4)
- Pursue available and appropriate state and federal funding sources to support efforts to meet new construction needs of very low-, low-, and moderate-income households. (Action H.7.2.1)

Additional measures are identified and explained in detail in the City's Housing Element.

REMOVE BARRIERS TO AFFORDABLE HOUSING

The City is undertaking a number of actions to reduce potential barriers and constraints to affordable housing as well as housing for special needs populations. These include creating funds in support of affordable housing development, as well as offering fee reductions, regulatory incentives, density incentives, as well as the operation of two home rehabilitation and repair programs, and several other options. These include the actions and policies listed above, in the Foster and Maintain Affordable Housing section, and the policies and actions listed above in the section on Homeless and Other Special Needs Populations and can be found with additional detail in the City's 2008-2013 Housing Element.

DEVELOP INSTITUTIONAL STRUCTURE

The Housing and Neighborhood Services Division, within the Economic Development Department, will be responsible for the management, implementation, and monitoring of the Consolidated Plan documents, including the Action Plan.

The City staff will administer the programs and activities funded with CDBG funds. These staff members will work with the individual City divisions, such as Public Works, as well as partner districts, such as Folsom Cordova Unified School District and Cordova Park and Recreation District, to develop procedures and coordinate the administration of programs that will be carried out by these divisions. Designated staff will also work closely with the providers of CDBG-funded services and programs that are not carried out by the City.

ENHANCE COORDINATION

The City will continue its work with neighboring jurisdictions such as the County of Sacramento, City of Sacramento, City of Citrus Heights, City of Elk Grove, City of Folsom, and other surrounding jurisdictions, including Sacramento Housing and Redevelopment Agency and SACOG, to address the regional issues that affect the needs of target-income persons as well as special needs populations. The City intends to reinvigorate the regional CDBG working group to help streamline reporting and monitoring requirements for local service providers that operate within all/some of the jurisdictions. The goal in this effort is to reduce the burden of providing services within each jurisdiction with CDBG funding. The City also intends to work directly with service providers and local, state, and federal agencies (e.g., HUD and HCD).

PUBLIC HOUSING NEEDS

There are ten apartment complexes that include some of the 747 affordable housing units in Rancho Cordova. Some of these units are administered by Sacramento Housing and Redevelopment Agency (SHRA), which serves as the public housing authority for Sacramento County. The City of Rancho Cordova does not have its own local housing authority. Resident initiatives are handled directly by SHRA.

ANTI-POVERTY STRATEGY

The City's anti-poverty strategy is based on revitalizing the City's existing housing stock to provide safe and decent places to live, and supporting social services agencies that provide various services that promote income and housing stability. In addition, the City's strategy is to provide supportive services for target-income residents, including senior and youth services.

In the 2012-13 program year, the City plans the following anti-poverty programs:

- Senior nutrition programs, such as Meals on Wheels ;
- Housing crisis intervention services, provided by Sacramento Self-Help Housing;
- Homeless services, provided by Sacramento Self-Help Housing and the processes set out in Sacramento County's Continuum of Care program; and
- Youth services aimed at fostering community involvement and increasing post secondary education opportunities for low- and moderate-income youth.

LEAD-BASED PAINT HAZARDS

The City will comply with the Residential Lead-Based Paint Hazard Reduction Act of 1992 as implemented in 24 CFR 35 Subpart B. Compliance includes the following strategies.

HOUSING REHABILITATION

All housing rehabilitation activities funded under this Plan will assess lead hazard risk before proceeding. This includes the planned Emergency Repair Program. This applies to any work on structures constructed prior to January 1, 1978. The work will comply with the appropriate level of protection indicated in 24 CFR 35.100.

All work on homes constructed prior to January 1, 1978, will have a lead hazard risk assessment conducted as described at 24 CFR 35.110.

At the completion of any prescribed lead hazard reduction activities, a clearance examination is required as described at 24 CFR 35.110.

INFORMATION AND EDUCATION

Households that participate in housing activities under this Plan, including home purchase, rental assistance, or rehabilitation, will be given educational material regarding the hazards of lead-based paint, signs of lead poisoning, and strategies to reduce exposure. Materials will include the use of HUD/EPA publications such as “Protect Your Family from Lead in Your Home.” Information will be provided in multiple languages.

TESTING

Blood testing of children occupying housing constructed prior to January 1, 1978. Testing can be in conjunction with housing programs, public health programs, or other programs conducted under this Plan.

MONITORING PLAN

The City of Rancho Cordova has developed a monitoring system to ensure that the activities carried out in furtherance of the Plan are done so in a timely manner in accordance with the federal monitoring

requirements of 24 CFR 570.501(V) and 24 CFR 85.40 and all other applicable laws, regulations, policies, and sound management and accounting practices. The objectives of the monitoring plan are described in more detail in the Consolidated Plan.

ANALYSIS OF IMPEDIMENTS COMPLIANCE

During the 2012-2013 program year, the City will perform a comprehensive review of the current Analysis of Impediments to identify progress and next steps to help ensure fair housing access and choice in the Rancho Cordova Community. The CDBG funds that have been allocated to Fair Housing efforts will be utilized to help the City make progress in addressing the specific impediments identified in the Analysis of Impediments study completed in the 2010-2011 program year. The City expects to make a midyear amendment to the 2012-2013 CDBG Action Plan to clearly identify the course of action best suited to improving Fair Housing access and choice in the City and in removing identified impediments to fair housing.

MEMORANDUM



DATE: May 7, 2012

TO: Honorable Mayor and Council Members

FROM: Ted A. Gaebler, City Manager

SUBJECT: CITY COUNCIL APPOINTMENT TO CALIFORNIA CAPITAL AIRSHOW BOARD

RECOMMENDATION

Adopt Resolution No. 33-2012.

RESULT OF RECOMMENDED ACTION

As specified in the Airshow bylaws, this approval would give Rancho Cordova representation on the California Capital Airshow Board specifically chosen by the City Council.

BACKGROUND

The bylaws for the California Capital Airshow Board state that "the Rancho Cordova City Council shall appoint one director." This seat was previously filled by Beth Walter, who has given her resignation in order to devote time to personal matters.

To fill this vacancy, I strongly recommend Mike Treacy as the Rancho Cordova representative on the Airshow Board. Mike has provided oversight, administration and financial management of 80 fairs and festivals within the California state fair system, he is a member of multiple professional fair associations and he has received multiple awards and honors in his professional career, including his most recent induction into the Western Fairs Association's Hall of Fame.

Because of his extensive experience and broad knowledge base, I believe that appointing Mike to this seat would give continuity to the City Council's interest as the best area representative and will make him an invaluable asset to the Airshow Board.

On behalf of the Council, Mayor David Sander and Vice Mayor Linda Budge had the opportunity to meet with Mike Treacy and feel that he would be an exceptional delegate for this position.

ATTACHMENTS

1. Resolution No. 33-2012
2. Mike Treacy Resume

ATTACHMENT 1

CITY OF RANCHO CORDOVA

RESOLUTION NO. 33-2012

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA
APPOINTING MIKE TREACY TO REPRESENT THE CITY OF RANCHO CORDOVA ON THE
CALIFORNIA CAPITAL AIRSHOW BOARD**

WHEREAS, the City Council is entitled to appoint a director to the California Capital Airshow Board by the Board's bylaws; and

WHEREAS, a City vacancy currently exists and the term of the appointment is at the pleasure of the City Council as the appointing authority; and

WHEREAS, Mike Treacy has an extensive background that will immediately add value to the success of the annual Airshow.

NOW, THEREFORE, BE IT HEREBY RESOLVED THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA does authorize Mike Treacy to serve as the City's representative on the California Capital Airshow Board for an indefinite term.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the ____ day of _____, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

David M. Sander, Mayor

ATTEST:

Mindy Cuppy, CMC, City Clerk

MICHAEL F. TREACY
11378 Tunnel Hill Way~Gold River, California 95670
(916) 631-7716

PROFESSIONAL EXPERIENCE

Executive Director
Division of Fairs and Expositions
California Department of Food and Agriculture
Sacramento, California 2004-2010

Provided oversight of the administrative and financial management of 80 fairs and festivals within the California state fair system. Administered budget approval of over \$400 million of annual funds for all the fairs. Supervised a staff of 18 professionals assisting fairs in all phases of operations. Was the primary contact for fairs with the Governor's Office, the California State Legislature, the Department of Food and Agriculture, Fair Boards of Directors and an extensive mélange of community groups with interests in their fairs. Networked with fairs and festivals internationally and throughout the United States to insure that California fairs exceeded the most rigorous standards of business operations and enterprise.

Key Achievements:

- *Reorganized Division operations to insure that the annual \$32 million budget was effectively allocated to the programs most worthy of funding
- *Developed a state-wide television marketing campaign to promote fairs
- *Designed and implemented a system which designates all of the fairgrounds in the state as emergency centers when needed during natural disasters
- *Instituted the Code Adam system for locating lost or abducted children at each fair in the state
- *Integrated and coordinated efforts of three Joint Powers Authorities
- *Developed with the Western Fairs Association on-going training programs for all fair employees and their Boards of Directors
- *Initiated a system of professional assistance to fairs to help them contend with difficult economic situations faced in California

CEO Kern County Fair
15th District Agricultural Association
Bakersfield, California 1988-2004

Managed the 166 acre complex which contained exhibit halls, concert venues, equestrian arenas, satellite wagering facilities, livestock buildings and meeting spaces. Supervised a permanent staff of 30 full-time employees and 600 temporary employees and volunteers during the annual 12-day fair.

Key Accomplishments:

- *Increased revenues from \$2.7 million to \$5.4 million with a 34% reserve
- *Directed the planning and construction over \$7 million in capital improvements
- *Expanded interim usage rental revenue by more than 100%
- *Improved cash sponsorship from \$15,000 to over \$230,000
- *Increased Fair attendance from 294,000 to 461,000
- *Created a public/private partnership with a locally-based international corporation which donated a new \$1 million multiple-purpose facility to the Fair, resulting in the reception of the prestigious Merrill Award presented by the Western Fairs Association
- *Envisioned and created a Neighborhood Resource Center on the fairgrounds to serve the needs of low income families in the community
- *Named by Amusement Business as among the top 50 fairs in the U.S. for three consecutive years

Exposition Park Director and Fair Manager
Jackson County Exposition Park
Medford, Oregon 1984-1988

Managed a 204 acre recreation complex and fairgrounds. Directed the fair's growth from the 7th largest to the 2nd largest fair in attendance in Oregon within four years. Doubled annual interim revenues and increased cash sponsorships from \$7,000 to over \$50,000.

Community Development Director and Assistant City Manager
Morgantown, West Virginia 1982-1984

Wrote and administered \$3.1 million in federal grants for the City of Morgantown to revitalize economically depressed neighborhoods and to purchase a new fleet of city buses.

EDUCATION

Master of Parks and Recreation Administration (MS)
Master of Public Administration (MPA)

1981

West Virginia University
Morgantown, West Virginia

Bachelor of Arts in Social Sciences (BA)

1966

University of North Dakota
Grand Forks, North Dakota

MILITARY SERVICE 1966-1970

United States Air Force: Defense Language Institute, Monterey, California; Far East Theatre: Mandarin Chinese Language Interpreter and Airborne Training Supervisor.
Honorable Discharge

PROFESSIONAL ASSOCIATIONS

Western Fairs Association (WFA)~Sacramento, California
Vice-President and Treasurer

International Association of Fairs and Expositions (IAFE)~Springfield, Missouri
Chairman: International Development Committee

California Authority of Racing Fairs (CARF)~Sacramento, California
President of the Board of Directors (Two Terms)

California Construction Authority (CCA)~Sacramento, California
Board of Directors

California Fair Services Authority (CFSA)~Sacramento, California
Board of Directors

Greater Bakersfield Convention and Visitors Bureau
President (Two Terms)

AWARDS and HONORS

Hall of Fame~Western Fairs Association 2011

International Association of Fairs and Expositions Sweepstakes Award

Kern County Council of Governments Regional Award of Merit

Greater Bakersfield Chamber of Commerce Beautiful Bakersfield Award

Community Action Partnership of Kern County
Personal Achievement Award-Inaugural Recipient

Bakersfield Hispanic Chamber of Commerce Corporation of the Year Award 2003

Golden Empire Habitat for Humanity~Bakersfield, California
Award of Merit

MEMORANDUM

DATE: May 7, 2012

TO: Honorable Mayor and Council Members

FROM: Cyrus Abhar, Public Works Director
Mark Thomas, Senior Engineer

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA AUTHORIZING CONTINUATION OF THE CORDOVAN TRANSIT SERVICE AND REROUTE



RECOMMENDATION

Adopt Resolution No. 34-2012.

RESULT OF RECOMMENDED ACTION

Adoption of this resolution will authorize the City Manager, or his designee, to:

1. Authorize use of City's Transit-Related Services Tax to continue CordoVan service to the Capital Village and Villages of Zinfandel areas, as well expand service to the Sunridge Development Area (Anatolia); and
2. Implement the preferred routing modifications or alternative; and
3. Execute agreement with property owner of Zinfandel Plaza for use of parking lot as a shuttle stop; and
4. Authorize Transit Services operation extension of the CordoVan by the Sacramento Regional Transit District for an additional year.

ADVANCES GOALS 1, 2, 5, and 6.

BACKGROUND

At the March 19, 2012 regular City Council meeting, staff presented an update on Citywide Transit Services. Staff introduced options for continuing and modifying the CordoVan transit service routing by recommending that an alternative source of funding be utilized, and modified routes be implemented to serve the Villages of Zinfandel and Capital Village development areas, as well as expanding service to the Sunridge development area (Anatolia).

This staff report reintroduces the March 19 discussion, presents the remaining obstacles to the recommendations made to Council on March 19, and provides support for staff's recommendations.

Rancho CordoVan Operation Funding

The CordoVan Service has been operated since inception in June, 2009 through a 3-year Congestion Mitigation Air Quality demonstration grant. That grant will expire on June 30, 2012. In order to maintain CordoVan shuttle service, City staff is recommending that funds collected through the City's Transit-Related Services Tax be used to continue this service to the Capital Village and Villages of Zinfandel area, and to expand transit service to the SunRidge development area (Anatolia, etc.).

The Transit-Related Services Tax was approved by Council Resolution No. 141-2005, which established a special tax district and intent to impose such tax on new development. Subsequent to the adoption of Resolution No. 141-2005, certain developments have approved the tax by ballot. The City has been collecting this tax on the Villages of Zinfandel and Anatolia developments in an amount great enough to continue providing the CordoVan shuttle service. However, in order to utilize this funding source to continue operating the shuttle, modifications to the current route and schedule would need to be approved so that the shuttle can better serve the residents of these developments.

If adopted, Resolution No. 34-2012 (**Attachment 1**) would authorize the use of the City's Transit-Related Services Tax to maintain and expand operation of the CordoVan shuttle service, and to include service to the residential developments in Villages of Zinfandel (Stonecreek) and Sunridge (Anatolia).

Coordination of Routes

At the March 19, 2012 Council meeting, staff presented to Council various options for modifying the routing of the CordoVan in an efficient and equitable manner. The preferred route options recommended at that time, Villages Concept Option A and Anatolia Concept Option B (**Attachment 2**), were supported by Council and have been the basis for staff's work since that time.

One obstacle to the preferred routes discussed on March 19, was the use of the Zinfandel Plaza parking lot in order to maintain a 15-minute service loop. Staff highlighted that an agreement for use of the Zinfandel Plaza shopping center parking lot, as a shuttle stop, had not yet been reached. The preferred routing concepts presented were contingent upon the execution of an agreement with the property owner of Zinfandel Plaza.

Staff has been in negotiation with the property owner of Zinfandel Plaza for the past several months and has come to an initial agreement. However, the agreement has not been executed as a result of continued negotiation the property owner is having with a potential tenant, for utilization of adjacent space. The design for tenant improvements to the property has modified the site layout originally identified for the CordoVan shuttle stop. In order to ensure the property owner is able to utilize space on their property to the fullest of its intended use, staff has been working with the property owner to create a site improvement plan that works best for both property owner's tenant and the CordoVan shuttle stop.

The coordination of the CordoVan stop with new tenant improvements has resulted in a delay to the execution of an agreement. In order to begin the work needed to re-route the CordoVan service, staff felt it appropriate to generate a contingency plan for the CordoVan stop, should an agreement with the property owner not come to fruition.

For this reason, staff has provided here what we believe to be the only viable contingency route options for the CordoVan service (**Attachment 3**). Should an agreement with the property owner not be executed prior to June 30, 2012, to utilize space in the Zinfandel Plaza parking lot as a CordoVan shuttle stop, then the contingency routes as shown on attachment 3 will be the only available routes for CordoVan service.

Resolution No. 34-2012, if adopted, would authorize the implementation of the preferred CordoVan routing options, Villages Concept Preferred Option and Anatolia Concept Preferred Option, and authorizes the execution of an agreement with the property owner of the Zinfandel Plaza in order to utilize parking lot space as a CordoVan shuttle stop. In addition, Resolution No. 34-2012 also provides authorization to implement the CordoVan contingency route options, Villages Concept Contingency Option and Anatolia Concept Contingency Option, in the event that an agreement with the Zinfandel Plaza Property owner is not reached by, or before, June 30, 2012.

Staff intends to do everything in their power to ensure that the preferred routing options are implemented, but the alternative included in the resolution ensures availability of services if an agreement is not reached with the property owner for implementation of the preferred option.

Continuation of CordoVan Service with Regional Transit

The original service contracting process was initiated in 2009. Four bids were received for Rancho CordoVan service and Sacramento Regional Transit District ("RT") came in with the second lowest cost structure of the four bids. RT was selected as it was determined that the low bid was not fully responsive.

The contract with RT was for a three-year term and contained provisions which allow staff to extend the contract in one-year increments for up to seven additional years (up to 10-years total).

RT has successfully delivered service at the contracted cost structure and has been able to provide strong ancillary services in the form of bus stop planning and implementation, marketing and outreach, and customer service. Low cost combined with very responsive service has resulted in a strong demonstration of transit service in the Zinfandel corridor. The CordoVan is providing nearly 150 rides per day on average.

Staff recommends continuation of CordoVan Transit Service through RT for an additional year. If adopted, Resolution No. 34-2012 would authorize the continuation of service provision through RT for one additional year.

ATTACHMENTS

1. Resolution No. 34-2012
2. Preferred CordoVan Route Option
3. Contingency CordoVan Route Option

ATTACHMENT 1**CITY OF RANCHO CORDOVA****RESOLUTION NO. 34-2012****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA
AUTHORIZING CONTINUATION OF THE CORDOVAN TRANSIT SERVICE AND REROUTE**

WHEREAS, in 2009 the City of Rancho Cordova contracted with a professional transit provider for the implementation of a three-year demonstration shuttle service, to be funded by grant funds; and

WHEREAS, the demonstration grant period ends on June 30, 2012 and in the three years since commencement the shuttle service has shown success in building a steady base of ridership; and

WHEREAS, in 2005 the City Council adopted Resolution No. 141-2005 creating the Rancho Cordova Transit-Related Services Special Tax Area and indicated its intent to impose the tax on new development in the City; and

WHEREAS, subsequent to adoption of Resolution No. 141-2005 there have been mail ballots, approved by property owners in relevant zones of new development, that has collected tax revenues for the purpose of providing transit related services to those developments; and

WHEREAS, the Transit-Related Services Special Tax collects sufficient revenue to continue providing the shuttle service when the three-year demonstration shuttle service grant terminates on June 30, 2012; and

WHEREAS, in order to serve the new developments in the City, who pay the Transit-Related Services Special Tax, the shuttle service requires the establishment of new routes; and

WHEREAS, in order to provide a comparable level of service as the three-year demonstration shuttle service, the City of Rancho Cordova must enter into an agreement with a private property owner in order to utilize their property for use as a shuttle stop; and

WHEREAS, the City of Rancho Cordova intends to provide no disruption of shuttle service by beginning new routes on July 1, 2012, funded by the Transit-Related Services Special Tax; and

WHEREAS, the City of Rancho Cordova intends to continue receiving service provision for one additional year from the Sacramento Regional Transportation District, who was awarded a contract in 2009 that provided for the initial three-year demonstration period, and can be extended in one-year increments for up to seven-years.

ATTACHMENT 1

NOW, THEREFORE, BE IT HEREBY RESOLVED THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA does authorize the City Manager, or his designee, to:

1. Authorize use of City's Transit-Related Services Tax to continue CordoVan service to the Capital Village and Villages of Zinfandel areas, as well expand service to the Sunridge Development Area (Anatolia); and
2. Implement Villages Route Preferred Option and Anatolia Route Preferred Option, or Villages Route Contingency Option and Anatolia Route Contingency Option, contingent upon execution of agreement with property owner for shuttle stop in Zinfandel Plaza parking lot; and
3. Execute agreement with property owner of Zinfandel Plaza for use of parking lot as a shuttle stop; and
4. Authorize Transit Services operation of the CordoVan by the Sacramento Regional Transit District for an additional year.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the _____ day of _____, 2012 by the following vote:

AYES:

NOES:

ABSENT:

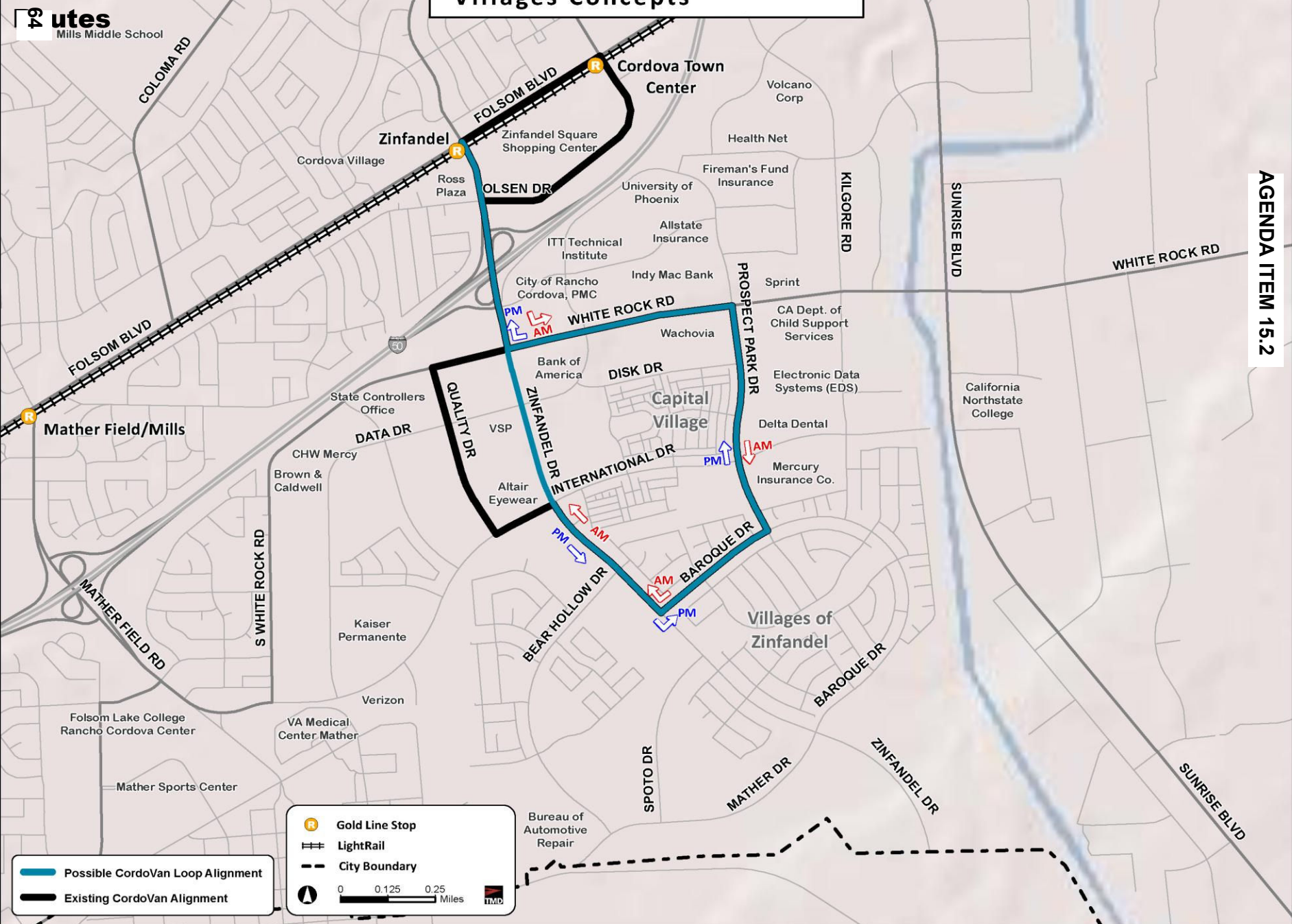
ABSTAIN:

David M. Sander, Mayor

ATTEST:

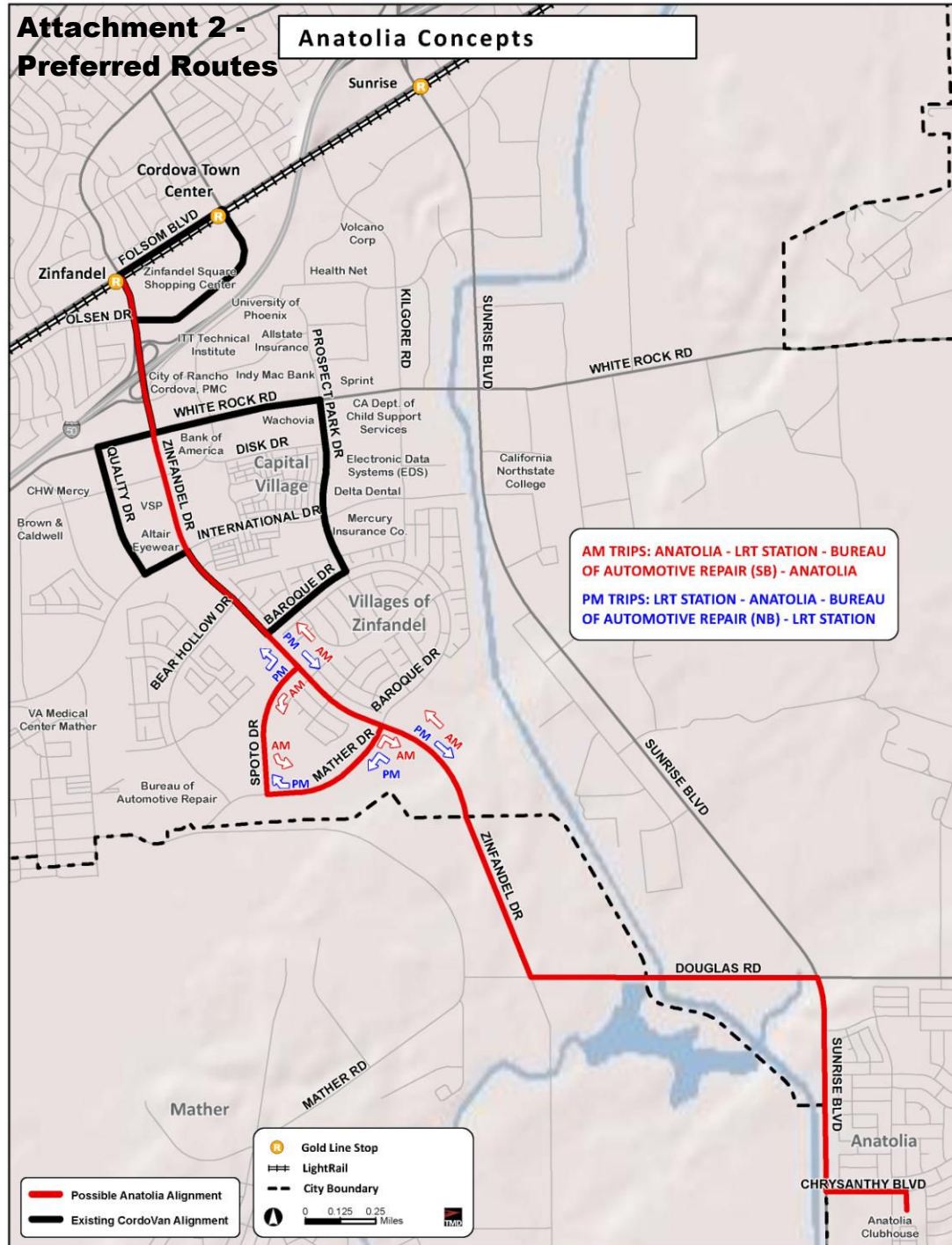
Mindy Cuppy, CMC, City Clerk

Villages Concepts

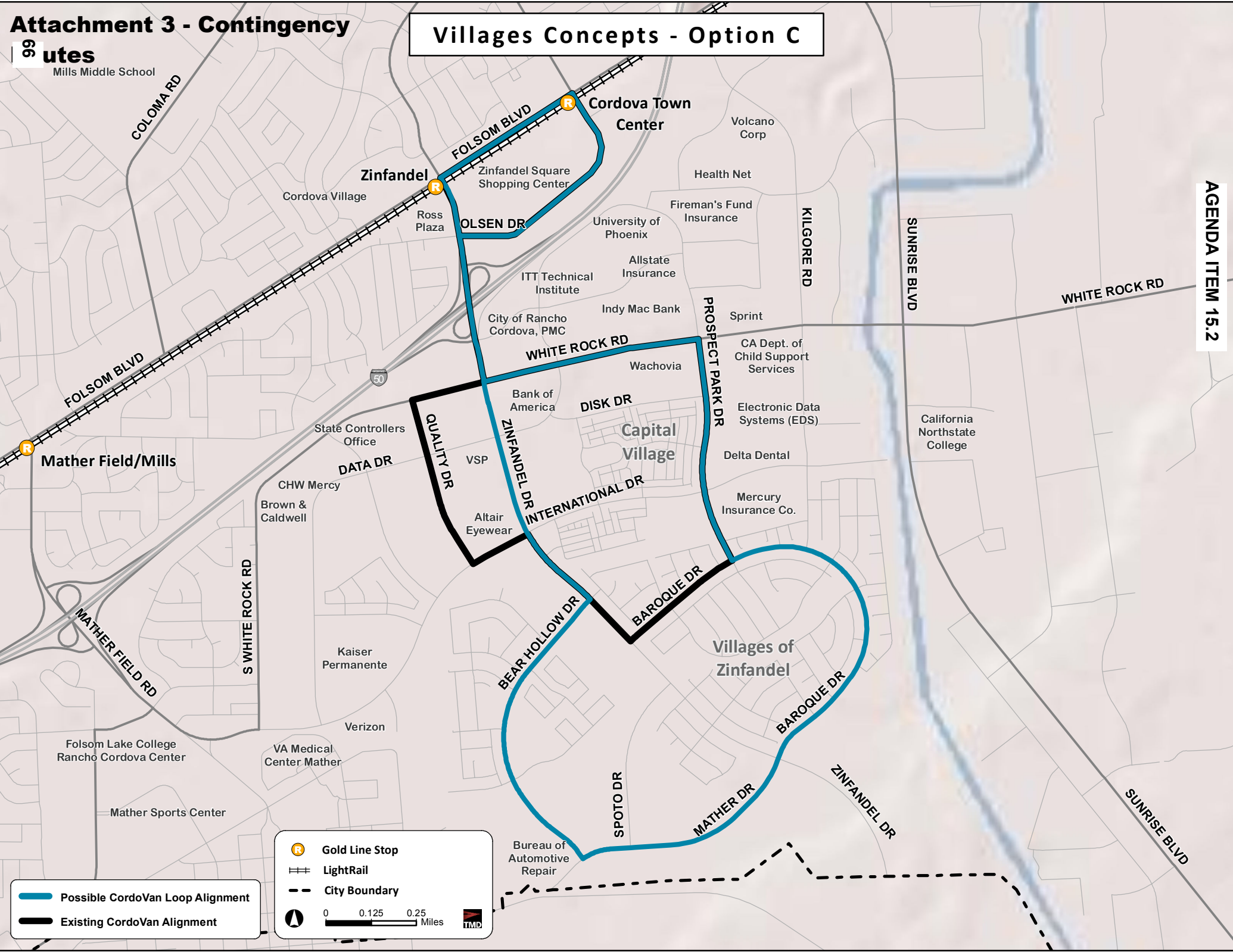


Attachment 2 - Preferred Routes

Anatolia Concepts



Villages Concepts - Option C



Anatolia Concepts - Option A

AGENDA ITEM 15.2

MEMORANDUM



DATE: May 7, 2012

TO: Honorable Mayor and Council Members

FROM: Reed Flory, Housing Services Administrator

SUBJECT: **CREATION OF A CITY LOCAL HOUSING TRUST FUND (LHTF) AND APPLICATION FOR STATE, LOCAL HOUSING TRUST FUND PROGRAM MATCHING GRANT FUNDS**

RECOMMENDATION

- 1) Adopt Resolution No. 35-2012 creating a Local Housing Trust Fund; and
- 2) Adopt Resolution No. 36-2012 authorizing submission of an application for State Housing and Community Development (HCD) Local Housing Trust Fund grant funding and the execution of a grant agreement and any amendments required thereto.

RESULT OF RECOMMENDED ACTION

With the creation of a “new” Local Housing Trust Fund (LHTF), the City qualifies to make application for grant funds from the State’s LHTF program. These monies will be matched with the leveraging of the City’s Very Low Income Housing fee thereby providing critically needed financing for both the Mather Disabled Veterans’ Village development and the Horizons elderly project.

BACKGROUND

In 2011 the state of California issued a Notice of Funding Availability for approximately \$16 million of matching grant funds for “New” formed Local Housing Trust Funds. These State monies are proposed to match Local Housing Trust funding up to a maximum of \$2.0 million (for a combined total of \$4.0 million) for the development of affordable housing. A City LHTF need not have on deposit the total of its match. It must, though, demonstrate a revenue stream dedicated to the LHTF. A “Local Housing Trust Fund” is described as:

“... a public, joint public and private fund or charitable nonprofit organization described in Section 501(c)(3) of the Internal Revenue Code, which was established by legislation, ordinance, resolution (including nonprofit articles of incorporation) or a public-private partnership organized to receive specific revenue to address local housing needs. The key characteristic of a Local Housing Trust Fund is that it receives Ongoing Revenues from Dedicated Sources of funding sufficient to permit the fund to participate in the Program.”

When the City of Rancho Cordova incorporated in 2003, it intended to adopt the County's existing Housing Trust Fund and its accompanying Very Low Income Housing Fee. A review of the City Code which memorialized these early cityhood actions reveals that the language in the current Code creates the fee (Very Low Income Housing Fee), but fails to create the Local Housing Trust Fund. The creation of the Trust Fund by way of adopting the simple resolution proposed here has been reviewed by State HCD and has been found sufficient to meet the prerequisite conditions required of an applicant in other words we satisfy the requirement for a "new" formed LHTF.

The second recommended action would authorize the City manager to submit an application for \$2.0 million of State matching grant funds. This application requires the existence of a "dedicated source" which the City satisfies with the existence of the City's Very Low Income Housing Fee.

The Very Low income Housing Fee annually has produced a cash flow ranging from a low of \$40,000 a year to a high of nearly \$400,000 a year. The fee has averaged approximately \$125,000 a year over its 9 year life. It is recommended that the subject State LHTF application reference a line of credit from the city's General Fund matching the state's \$2.0 million thereby permitting the City to recognize the maximum grant. In the financing structure for either of the two target developments (Horizons & Veterans' Village) the State monies would be expected to stay in the project as a grant whereas prior to any commitment of City Trust funds the City will require that the project financing anticipate repayment of the City monies (with interest). Repayment of monies advanced by the City will be required within 18 months of initial stabilized occupancy of any assisted development. This requirement would mirror the City's participation in the Crossings project; a project which is on schedule to reimburse City funding early while the City enjoys interest earnings and fees totaling more than \$200,000 paid to the general fund.

Finally, any use of State or City LHTF funds under this program will require that staff return to the City Council to formally request approval of any proposed financing structure.

ATTACHMENTS

1. Resolution No. 35-2012
2. Resolution No. 36-2012

ATTACHMENT 1

RESOLUTION NO. 35-2012

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA
ESTABLISHING A LOCAL HOUSING TRUST FUND**

WHEREAS, on December 1 2003, the City of Rancho Cordova adopted Ordinance Number 26-2003 continuing the Housing Trust Impact Development Fee that was previously established by the County of Sacramento prior to the City's incorporation; and

WHEREAS, the City has collected the Housing Trust Development Impact Fee and properly utilized the funds to help finance and implement housing development projects in the City, however, the City never established a housing trust as described in Health and Safety Code Section 50843; and

WHEREAS, the City now seeks to apply for certain affordable housing grants that are only available to Cities that have established local housing trusts; and

WHEREAS, the City will continue to collect the Housing Trust Impact Development Fee as it has in the past, pursuant to Ordinance Number 26-2003. Those fees will be allocated to the newly established local housing trust in order to leverage those resources and enable the City to qualify for additional funding.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA THAT:

1. The City Council hereby establishes a Local Housing Trust Fund; and
2. The City Council hereby dedicates the revenues generated from the Very Low Income Housing Fee to the Local Housing Trust Fund.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the ____ day of _____, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

David M. Sander, Mayor

ATTEST:

Mindy Cuppy, CMC, City Clerk

1864184.1

ATTACHMENT 2**RESOLUTION NO. 36-2012****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA
AUTHORIZING SUBMITTAL OF A LOCAL HOUSING TRUST FUND APPLICATION
TO THE STATE OF CALIFORNIA**

WHEREAS, the California Department of Housing and Community Development (the "Department") is authorized to allocate Local Housing Trust Fund Program ("LHTFP") funds made available from the Housing and Emergency Shelter Act of 2006. LHTF funds are to be used for the purposes set forth in Section 50843.5 of the Health and Safety Code and any implementing regulations developed by the Department; and

WHEREAS, on June 10, 2011, the Department issued a Notice of Funding Availability announcing the availability of funds under the LHTF Program (the "NOFA"); and

WHEREAS, In response to the NOFA, the City of Rancho Cordova, a subdivision of the State of California, wishes to apply to the Department for, and receive an allocation of, LHTF funds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA THAT:

1. In response to the NOFA, the City of Rancho Cordova shall submit an application to the Department to participate in the LHTF Program for an allocation of funds not to exceed two million Dollars (\$2,000,000) for the following activities and/or programs: new construction tax credit type developments such as Mather Veterans' Village for disabled and homeless or near homeless veterans and Horizons at New Rancho for very low income elderly all to located within the City of Rancho Cordova.
2. If the application for funding is approved, the Applicant hereby agrees to use the LHTFP funds for eligible activities in the manner presented in its application as approved by the Department in accordance with the statute and guidelines cited above. It also may execute a standard agreement, any amendments thereto, and any and all other documents or instruments necessary or required by the Department for participation in the LHTF Program (collectively, the required documents).
3. The applicant authorizes the City Manager to execute, in the name of the applicant, the required documents.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the ____ day of _____ 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

David M. Sander, Mayor

The undersigned City Clerk of the applicant does hereby attest and certify that the foregoing is a true and full copy of a resolution of the governing board of the applicant passed and adopted at a duly convened meeting on the date set forth above, and said resolution has not been altered, amended, or repealed.

ATTEST:

Mindy Cuppy, CMC, City Clerk

1864184.1