CITY OF RANCHO CORDOVA

CITY COUNCIL MEETING
Monday, September 20, 2021

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

City Hall
2729 Prospect Park Drive, Rancho Cordova

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

Join the Meeting Via Zoom Link:
https://cityofranchocordova.zoom.us/j/88582302972?pwd=Ykt5M3BQQmNIZlRLRWEzMm82T1J0QT09

Join the Meeting via the Zoom Phone Number
Zoom Phone Number: US: +1 669 900 6833, +1 253 215 8782, 888 475 4499 (Toll Free)
Webinar ID: 885 8230 2972
Password: 874870

Instructions to Make Public Comment

Submitting Public Comment via Email

Members of the public who wish to provide public comment via email will need to submit comments to CityClerk@cityofranchocordova.org no later than 3:00 p.m. on Monday, September 20, 2021. All comments submitted later than 3:00 p.m. will be sent to the City Council for their review and may not be read during the meeting.

Listening to a Zoom Meeting by Zoom Video Conference

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

Listening to a Zoom Meeting by Phone Only

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

All public comments will be limited to three-minutes.

If you have questions related to the City Council Meeting or the use of Zoom, please contact the City Clerk's Office at (916) 851-8720 Monday, September 20, 2021 before 3:00 p.m.

AGENDA

1. REGULAR MEETING - CALL TO ORDER/ROLL CALL

Council Members Linda Budge, Siri Pulipati, David Sander, Donald Terry, and Mayor Garrett Gatewood.

2. METRO CABLE TV TELEVISION ANNOUNCEMENT

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

3. PLEDGE OF ALLEGIANCE

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

4. INVOCATION

Lieutenant Harry Kim with the Salvation Army Rancho Cordova will give the invocation.

5. PRESENTATIONS

5.1. Water Conservation Update from Golden State Water, Sacramento County Water Agency, and Cal American Water.

5.2. Cordova Lancers, Leaders, and Legends Update on Mentors at Cordova High School (MACH) Program and Student Recognition.

5.3. Introduction of New Employee: Cynthia Leng, Building Permit Technician I by Joe Cuffe, Chief Building Official.

6. PUBLIC COMMENT

Citizens wishing to address the Council for any matter not on the agenda may do so at this time via teleconference or by completing and submitting a Speaker Card to the City Clerk.

If you want to make a public comment via teleconference, please use the "raise hand" feature at the bottom center of the screen. If you are participating by telephone and you want to make a public comment, please press *9 to raise your hand. For those participating by Zoom or telephone, please wait to be called upon by the City Clerk.

For items on the agenda, speakers will be called by the Mayor at the point on the agenda when the item will be heard.

Speakers are encouraged to keep comments to three minutes or less and to state name and community of residence. Under the provisions of the California Government Code, the City Council is prohibited from discussing or taking immediate action on any item not on the agenda unless it can be demonstrated to be of an emergency nature or the need to take immediate action arose after the posting of the agenda.

7. COUNCIL REPORTS

8. CITY MANAGER'S REPORT

9. CONSENT CALENDAR ITEMS - ROLL CALL VOTE

9.1. **Subject:** Meeting Minutes from the Regular City Council Meeting of September 7, 2021.
Recommendation: Adopt the Minutes.

9.2. **Subject:** Second Reading of an Ordinance Cancelling a Development Agreement by and Between the City of Rancho Cordova and Jaeger Road 530, LLC Relative to The Preserve at Sunridge Project.
Recommendation: Waive the second reading and adopt the Ordinance.

9.3. **Subject:** Second Reading of an Ordinance Establishing a Special Tax Zone No. 30 for Transit-Related Services for Falconer Commercial Building Project.
Recommendation: Waive second reading and adopt the Ordinance.

9.4. **Subject:** Quarterly Treasurer's Report for June 30, 2021.
Recommendation: This report is informational only. It is recommended that the City Council receive and file the June 30, 2021 Treasurer's Report.

10. CONSENT PUBLIC HEARING ITEMS - ROLL CALL VOTE

10.1. **Subject:** A Resolution of Modification to the Rancho Cordova Tourism Business Improvement District Management Plan.
Recommendation: Adopt the Resolution.

11. PUBLIC HEARING ITEMS

None.

12. REGULAR CALENDAR ITEMS

12.1. **Subject:** Discussion and Direction on Reinstating a Planning Commission.
Recommendation: Receive a report on Planning Commission qualifications, structure and selection process. Provide staff with any feedback or direction on the information presented.

12.2. **Subject:** Discussion and Direction on Parking Policy Updates and Electric Vehicle Charging Stations.
Recommendation: Receive presentation; provide feedback and direction.

12.3. **Subject:** EnerGov Land Management System Phase II Go-Live Presentation.
Recommendation: Receive Presentation on EnerGov Phase II Go Live.

13. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

14. ADJOURNMENT

ADDITIONAL INFORMATION

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

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

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

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

UPCOMING MEETINGS

September 28, 2021	5:30 PM Special Meeting/Closed Session
October 4, 2021	5:30 PM Regular Meeting
October 12, 2021	5:30 PM Special Meeting/Work Session
October 18, 2021	5:30 PM Regular Meeting
October 26, 2021	5:30 PM Special Meeting/Work Session
November 1, 2021	4:00 PM Special Meeting/Regular Meeting
November 9, 2021	5:30 PM Special Meeting/Work Session
November 15, 2021	5:30 PM Regular Meeting

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

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

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

CERTIFICATION OF POSTING OF AGENDA

I, Stacy Leitner, City Clerk for the City of Rancho Cordova, declare that the foregoing agenda for the September 20, 2021 Regular Meeting of the Rancho Cordova City Council was posted and available for review on September 16, 2021 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.cityofranchocordova.org.

Signed September 16, 21021 at Rancho Cordova, California.

Stacy Leitner

Stacy Leitner, CMC
City Clerk

City of Rancho Cordova

Drought Discussion

September 20, 2021

CALIFORNIA AMERICAN WATER

DEPARTMENT OF WATER RESOURCES
SACRAMENTO COUNTY
WATER AGENCY

Golden State
Water Company
A Subsidiary of American States Water Company

AGENDA

- Drought Update
- Conservation
- Drought Response By Your Water Purveyor
  - California American Water
  - Sacramento County Water Agency
  - Golden State Water Company

CALIFORNIA AMERICAN WATER

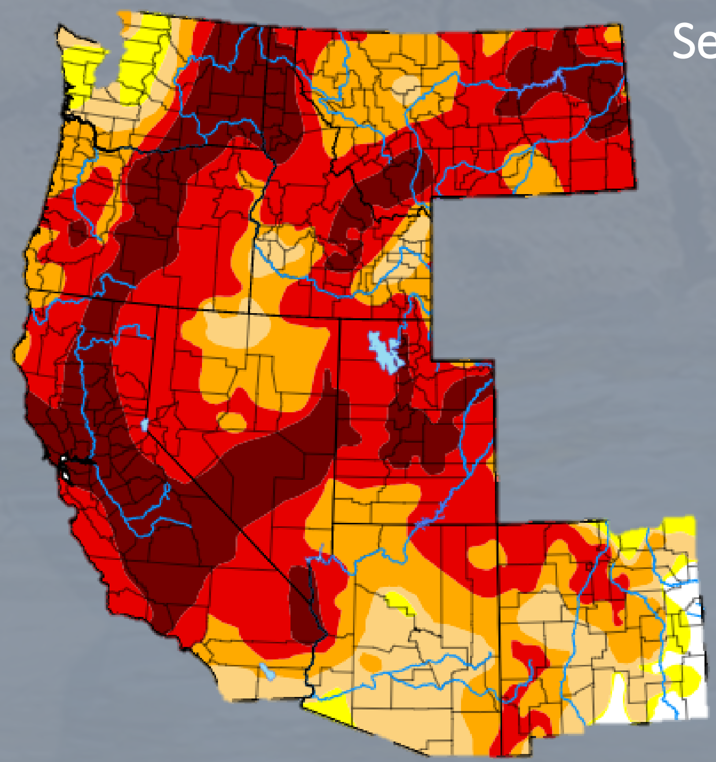
DEPARTMENT OF WATER RESOURCES SACRAMENTO COUNTY WATER AGENCY

Golden State Water Company
A Subsidiary of American States Water Company

DROUGHT UPDATE

- All states in the Western US are experiencing various levels of drought conditions
- 94% of the Western US experiencing 'moderate drought' or worse
- 83% in 'severe drought' (or worse); 60% in 'extreme drought' (or worse)

U.S. Drought Monitor
September 2, 2021



Intensity
None
D0 (Abnormally Dry)
D1 (Moderate Drought)
D2 (Severe Drought)
D3 (Extreme Drought)
D4 (Exceptional Drought)
No Data

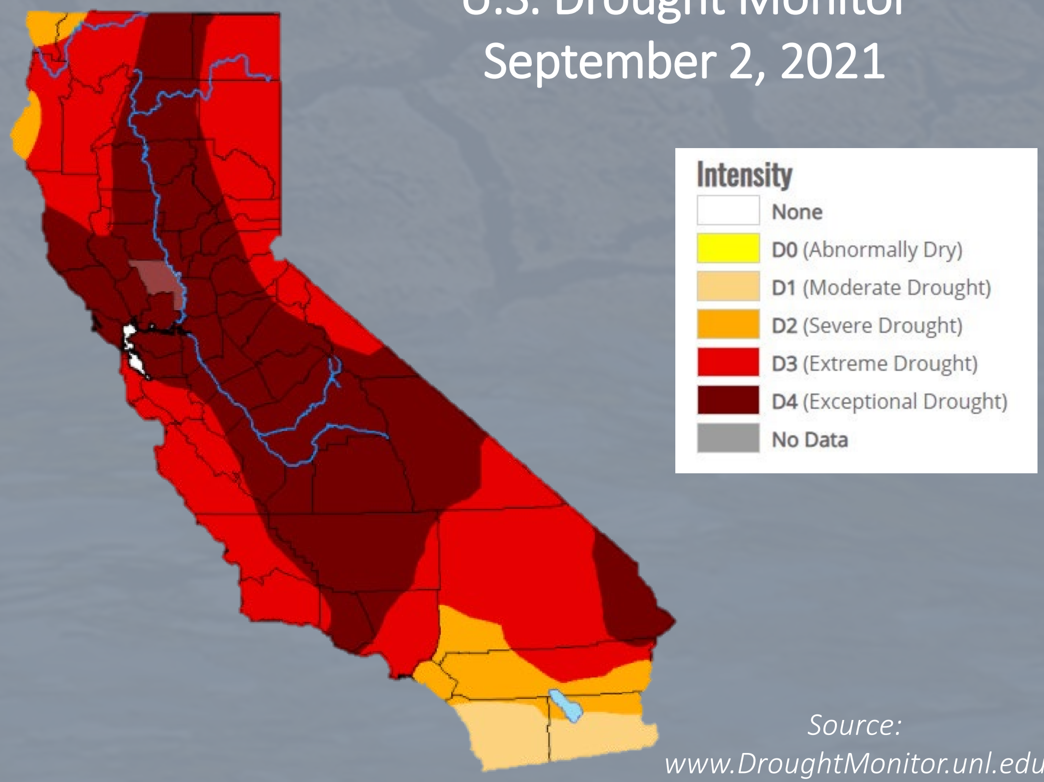
Source: www.DroughtMonitor.unl.edu

CALIFORNIA AMERICAN WATER | DEPARTMENT OF WATER RESOURCES SACRAMENTO COUNTY WATER AGENCY | Golden State Water Company A Subsidiary of American States Water Company

DROUGHT UPDATE

- Governor Newson has declared drought emergency in 50 of 58 counties in California
- Approximately 95% of the state is experiencing severe, extreme or exceptional drought conditions
- On July 8, Governor Newsom asked all Californians to voluntarily reduce water use by 15% (compared to 2020)

U.S. Drought Monitor
September 2, 2021



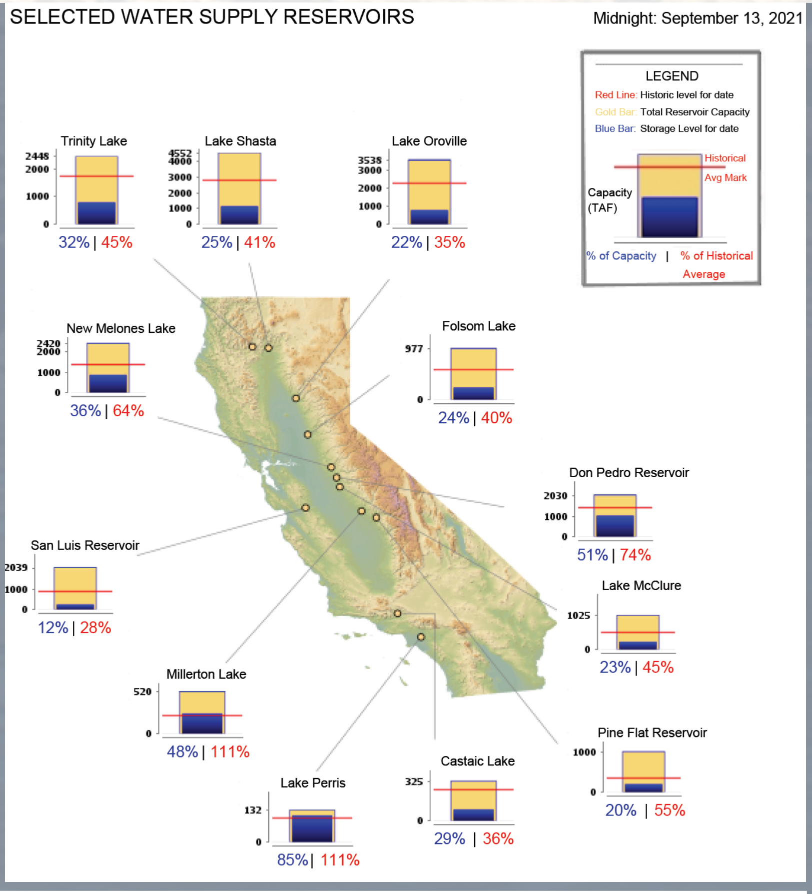
Source: www.DroughtMonitor.unl.edu

CALIFORNIA AMERICAN WATER | DEPARTMENT OF WATER RESOURCES SACRAMENTO COUNTY WATER AGENCY | Golden State Water Company A Subsidiary of American States Water Company

DROUGHT UPDATE

- California’s major reservoirs are at critically low levels
- Northern and Central California reservoirs feeling largest impact

Source: www.water.ca.gov



CALIFORNIA AMERICAN WATER

DEPARTMENT OF WATER RESOURCES

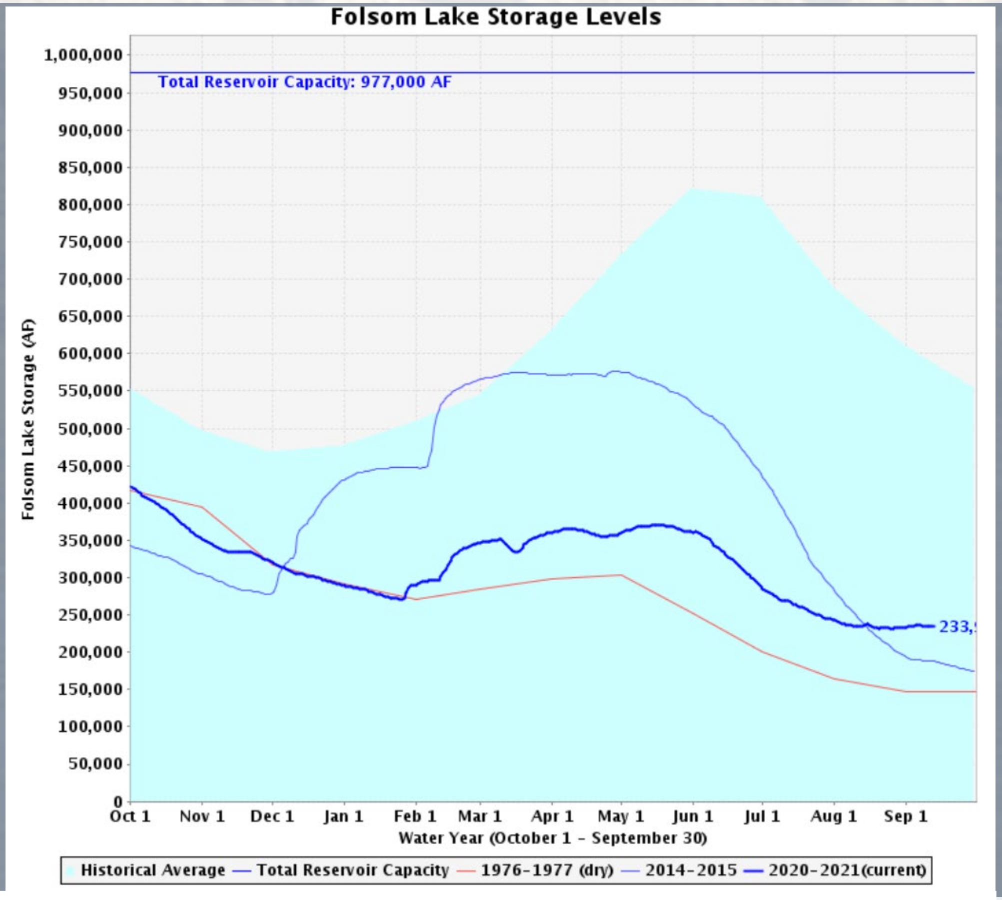
SACRAMENTO COUNTY WATER AGENCY

Golden State Water Company

A Subsidiary of American States Water Company

DROUGHT UPDATE

- Sacramento County is included in Governor's emergency drought proclamation
- All Californians are included in Governor's call for 15% water use reduction, compared to 2020 usage
- Things may get worse before they get better: NOAA has predicted **70%** chance of La Niña conditions in Winter 2021-22



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CONSERVATION

Rancho Cordova residents did a tremendous job reducing water use during the last drought, and most have continued those water-efficient practices and made conservation a way of life

- We must all work together to help protect valuable local and state water supplies
- Biggest opportunity to save: reduce the amount of water used for outdoor watering

CALIFORNIA AMERICAN WATER

DEPARTMENT OF WATER RESOURCES SACRAMENTO COUNTY WATER AGENCY

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CONSERVATION

- Don’t let water run off your property
- Fix leaks promptly
- Customers are encouraged to limit outdoor irrigation to three days per week
  - Addresses ending in odd number: Tuesday, Thursday, Saturday
  - Addresses ending in even number: Wednesday, Friday, Sunday

CALIFORNIA AMERICAN WATER

DEPARTMENT OF WATER RESOURCES SACRAMENTO COUNTY WATER AGENCY

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CALIFORNIA AMERICAN WATER

- California American Water produces over 90 percent of water supplied to customers in Rancho Cordova from local groundwater wells not subject to curtailment
- California American Water is currently at Stage 1 of our Rule 14.1 and are requesting customers reduce water use by 15 percent

CALIFORNIA AMERICAN WATER

- Customers receive frequent updates from us through bill messages, emails, and social media
- For information about conservation programs and services, or to report suspected water waste, customers may visit www.californiaamwater.com or contact our Sacramento conservation team at 916 568-4201

SACRAMENTO COUNTY WATER AGENCY

- Water Supplies - Sacramento County Water Agency (SCWA) provides groundwater and surface water to customers in Rancho Cordova and the ratio varies throughout the year
- Outreach - customers receive frequent updates from us through the mail and news media with the next mailer expected in the next 30 days
- Rebate Programs and Water Efficiency Tips - please visit www.scwa.net

CALIFORNIA AMERICAN WATER

DEPARTMENT OF WATER RESOURCES SACRAMENTO COUNTY WATER AGENCY

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SACRAMENTO COUNTY WATER AGENCY

- Free Water Wise House Call - to assess your irrigation system and check your indoor plumbing, please call 866-685-2322 to schedule an appointment

- Report Water Waste or General Water Efficiency Questions - call 3-1-1

GOLDEN STATE WATER COMPANY

- GSWC supply is 35% surface water and the rest from water pumped from Sacramento Valley Groundwater Basin
  - We were curtailed in August and we may be again next Summer
- Filed with California Public Utilities Commission to implement Schedule 14.1. This Schedule establishes stages of conservation. We requested to be in Stage 1 for now (15% Voluntary Conservation)

CALIFORNIA AMERICAN WATER

DEPARTMENT OF WATER RESOURCES
SACRAMENTO COUNTY
WATER AGENCY

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GOLDEN STATE WATER COMPANY

Golden State Water has and will continue to update customers regarding local drought conditions, voluntary conservation and ways they can reduce their water footprint

- To learn more about the drought and conservation opportunities, customers are encouraged to visit us online, email/call or follow Golden State Water on social media

Website	Email	Facebook/Twitter	Phone
Gswater.com/conservation	conservation@gswater.com	@GoldenStateH2O	800.999.4033

CALIFORNIA AMERICAN WATER

DEPARTMENT OF WATER RESOURCES
SACRAMENTO COUNTY
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Thank You

CALIFORNIA AMERICAN WATER

DEPARTMENT OF WATER RESOURCES
SACRAMENTO COUNTY
WATER AGENCY

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ITEM 9.1.

CITY OF RANCHO CORDOVA

CITY COUNCIL MEETING
Tuesday, September 7, 2021

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

City Hall
2729 Prospect Park Drive, Rancho Cordova

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

DRAFT MINUTES

1. **REGULAR MEETING - CALL TO ORDER/ROLL CALL**
Mayor Gatewood called the Regular meeting to order in the David B. Roberts Council Chambers at 5:36 p.m.

Council Members Present: Linda Budge, Siri Pulipati, David Sander, Donald Terry, and Mayor Garrett Gatewood

Council Members Absent: None

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

2. **METRO CABLE TV TELEVISION ANNOUNCEMENT**
The City Clerk read the meetings recordings and playback schedule.

3. **PLEDGE OF ALLEGIANCE**
Larry Ladd led the pledge.

4. **INVOCATION**

Mayor Garrett Gatewood gave the invocation.

5. **PRESENTATIONS**

5.1. Presentation of Proclamation Designating September 2021 as Prostate Cancer Awareness Month.

5.2. Introduction of New Employee: Chad Tibbs, Information Technology Analyst II and Sarah Nichols, Accountant, by Kim Juran, Administrative Services Director.

5.3. Recognize the Retirement of Rancho Cordova Police Chief Kate Adams

6. PUBLIC COMMENT

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

1. Larry Ladd
2. Jill Fellows
3. Helen Fredericks

Mayor Gatewood closed the public comment period.

7. COUNCIL REPORTS

Council reported on events since the last meeting.

8. CITY MANAGER'S REPORT

City Manager Cyrus Abhar gave his report.

9. CONSENT CALENDAR ITEMS - ROLL CALL VOTE

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

ACTION: Motion to approve item 9.1 through 9.4 by Budge second by Terry; Motion passed with a 5:0 vote.

9.1. **Subject:** Meeting Minutes from the Regular City Council Meeting of August 16, 2021 and the Special Meeting of August 24, 2021, August 26, 2021, and August 31, 2021.
Recommendation: Adopt the Minutes.

9.2. **Subject:** Second Reading of an Ordinance Amending Title 23 Zoning Code, Article 1 Administration, Section 104 Approval Authority, Section 110 Application Processing and Add Section 141 Major Design Review; Article 7 Site Planning and Development Standards, Section 710 Housing Incentives and Add Section 707 Objective Design Standards; and Article 9 Specific Use Provisions, Repeal and Replace Section 901 Accessory Dwelling Units.
Recommendation: Waive the second reading and adopt the Ordinance.

9.3. **Subject:** A Resolution Authorizing the Acquisition of Property at 10599 Folsom Boulevard, Rancho Cordova, and Authorizing Execution of a Purchase and Sale Agreement, Assignment and Assumption Agreement, Certificate of Acceptance, and Recordation of a Grant Deed.
Recommendation: Adopt the Resolution.

9.4. **Subject:** A Resolution of Intention to Modify the Rancho Cordova Tourism Business Improvement District Management District Plan.
Recommendation: Adopt the Resolution declaring the City's intention to modify the existing Rancho Cordova Tourism Business Improvement District Management District Plan.

10. CONSENT PUBLIC HEARING ITEMS - ROLL CALL VOTE

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

Council Member Budge asked that Item 10.5 be pulled for separate discussion.

ACTION: Motion to approve item 10.1 through 10.4 and item 10.6 by Terry second by Pulipati;
Motion passed with a 5:0 vote.

10.1. **Subject:** A Resolution Declaring a Protest Hearing and Authorizing the Mailing of Property Owner Ballot Relating to the Imposition of the Annual Stormwater Utility Fee for the Sunrise Palms Project.
Recommendation: Adopt the Resolution.

10.2. **Subject:** A Resolution Declaring a Protest Hearing and Authorizing the Mailing of Property Owner Ballot Relating to the Imposition of the Annual Stormwater Utility Fee for the Falconer Commercial Building Project.
Recommendation: Adopt the Resolution.

10.3. **Subject:** A Resolution Creating Special Tax Area Zone 30 and an Ordinance Establishing a Special Tax for Transit-Related Services for the Falconer Commercial Building Project.
Recommendation: Adopt the Resolution creating special tax area Zone 30 and introduce and waive the first reading of the Ordinance, establishing a Special Tax for Transit-Related services for the Falconer Commercial Building project.

10.4. **Subject:** White Rock Center Major Design Review Amendment; Project No. PLND0821-0001.
Recommendation: Adopt the Resolution approving the Major Design Review Amendment for the White Rock Center building colors.

10.5. **Subject:** The Ranch Phase I: Villages 4, 5, 6, and 9 Major Design Review Permit Project No. DD10060.
Recommendation: Find the project is exempt under CEQA Exemption 15182, Residential Projects Pursuant to a Specific Plan. The project was analyzed as part of the Ranch Special Planning Area Environmental Impact Report (EIR); and adopt the Resolution for the Ranch Phase I: Villages 4, 5, 6, and 9 Major Design Review.

ACTION: Motion to approve item 10.5. by Terry second by Pulipati;
Motion passed with a 4:0 vote.
AYES: Pulipati, Sander, Terry, and Mayor Gatewood
NOES: None
ABSENT: None
ABSTAIN: Budge

10.6. **Subject:** An Ordinance Cancelling a Development Agreement by and Between The City of Rancho Cordova and Jaeger Road 530, LLC Relative to The Preserve at Sunridge Project
Recommendation: Waive the first reading and introduce the Ordinance.

11. PUBLIC HEARING ITEMS

None.

12. REGULAR CALENDAR ITEMS

12.1. **Subject:** Community Engagement Division Update.
Recommendation: Receive Community Engagement Division Update.

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

1. Donald Childs

Mayor Gatewood closed the public comment period.

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

12.2. **Subject:** Presentation on the Zinfandel Drive Bicycle and Pedestrian Overcrossing Project Alternatives.
Recommendation:

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

1. Donald Childs
2. Austin Allen

Mayor Gatewood closed the public comment period.

ACTION: Input was received regarding the Zinfandel Drive Bicycle and Pedestrian Overcrossing Project Alternatives.

12.3. **Subject:** Inform Council of the Intent and Progress to Complete a Local Road Safety Plan .
Recommendation: Receive information regarding development of the City of Rancho Cordova Local Road Safety Plan.

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

ACTION: Input was received regarding the Intent and Progress to Complete a Local Road Safety Plan.

12.4. **Subject:** A Resolution Adopting Senate Bill 743 Guidelines for the Analysis of Vehicle Miles Traveled Under the California Environmental Quality Act.
Recommendation: Adopt the Resolution.

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

1. Donald Childs

Mayor Gatewood closed the public comment period.

ACTION: Motion to approve item 12.4. by Budge second by Terry;
Motion passed with a 5:0 vote.

13. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

1. Water Conservation Efforts by the City.

14. ADJOURN TO CLOSED SESSION

Mayor Gatewood adjourned the meeting to closed session in memory of Norma Niblett, Bob Van Cleef, and Harminder Grewal at 9:42 p.m.

15. CLOSED SESSION - CALL TO ORDER/ROLL CALL

Mayor Gatewood called closed session to order at 9:12 p.m.

Council Members Present: Linda Budge, Siri Pulipati, David Sander, Donald Terry, and Mayor Garrett Gatewood

Council Members Absent: None

Staff Members Present: Cyrus Abhar and Adam Lindgren

16. CLOSED SESSION

Council met in closed session to discuss the following item:

CONFERENCE WITH LABOR NEGOTIATORS -- pursuant to Government Code Section 54957. Agency designated representatives (Cyrus Abhar, City Manager and Adam Lindgren, City Attorney).

17. OPEN SESSION - REPORT FROM CLOSED SESSION

City Attorney Adam Lindgren reported that staff was given direction and no reportable action was taken in closed session.

18. ADJOURNMENT

Mayor Gatewood adjourned the meeting at 9:42 p.m.

____

Stacy Leitner, CMC
City Clerk

MEMORANDUM

ITEM 9.2.

DATE: September 20, 2021

TO: Honorable Mayor and Council Members

FROM: Elizabeth Sparkman, Community Development Director

SUBJECT: **SECOND READING OF AN ORDINANCE CANCELLING A DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF RANCHO CORDOVA AND JAEGER ROAD 530, LLC RELATIVE TO THE PRESERVE AT SUNRIDGE PROJECT**

RECOMMENDATION

Waive the second reading and adopt the Ordinance.

RESULT OF RECOMMENDED ACTION

Approval of the Ordinance would cancel a Development Agreement between the City of Rancho Cordova and Jaeger Rancho 530, LLC.

BACKGROUND

On August 16, 2021 the City Council waived the first reading and passed to a second reading or an Ordinance cancelling a Development Agreement between the City of Rancho Cordova and Jaeger Road 530, LLC.

FISCAL IMPACT AND FUNDING SOURCE

Adoption of the Ordinance would have no fiscal impact.

ATTACHMENT(S)

1. Ordinance
2. Preserve at Sundridge Termination DA Cancellation
3. Exhibit A to Termination DA

CITY OF RANCHO CORDOVA

ORDINANCE NO. XX-2021

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA CANCELLING A DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF RANCHO CORDOVA AND JAEGER ROAD 530, LLC RELATIVE TO THE PRESERVE AT SUNRIDGE PROJECT

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

Section 1. Recitals.

A. In order to strengthen the public planning process, encourage private participation in comprehensive planning and reduce the economic risk of development, the Legislature of the State of California adopted Section 65864, *et seq.*, of the Government Code (the "Development Agreement Statute"), authorizing the City, and any person having a legal or equitable interest in the real property, to enter into a development agreement and establish certain development rights in the property, which is the subject of the development project application. Pursuant to Government Code section 65868, development agreements may be cancelled by mutual consent of the parties.

B. The City and Jaeger Road 530, LLC. ("Landowner") entered into a Development Agreement (the "Original Agreement") which was approved by the City Council which was recorded on April 26, 2007 as Document #200704260430.

C. The Original Agreement was for the development of the Preserve at Sunridge project (the "Project"), consisting of single-family residential, multi-family residential, commercial and office uses, a neighborhood park, an elementary school, detention/water quality basins, an open space/wetland preserve, pedestrian facilities, bikeways, parkways, and drainage corridors on the Project site.

D. The City and Landowner entered into the Original Agreement relative to development of the 530 acre portion of land described in Exhibit A and Exhibit B of the Agreement (the "Property").

E. On September 2, 2009, Landowner and K. Hovnanian at Jaeger Ranch, LLC ("Developer") entered into an agreement for the sale of the Property to Developer.

E. On February 21, 2020, the City and Developer entered into a Development Agreement based on the new entitlements for the Project (the "Agreement").

F. On [DATE], 2021, the Developer signed a "Termination of Development Agreement" for the cancellation of the Original Agreement.

G. Pursuant to Government Code section 65868, the City and Landowner now wish adopt an ordinance to cancel the Original Agreement ("Termination Agreement") to enact the new entitlements provided in the Agreement.

H. The City Council finds that the adoption of this Termination Agreement is not considered a "project" and is exempt from CEQA under CEQA Guideline 15378.

I. On September 7, 2021, the City Council, as the legislative body for purposes of Development Agreement approval, amendment and cancellation, held a properly noticed public hearing pursuant to Government Code section 65867 and considered all comments received in writing and all testimony received at the public hearing.

Section 2: Findings.

Therefore, on the basis of: the foregoing recitals, which are hereby incorporated herein, the City Council finds and determines that:

A. The Termination Agreement is consistent with the objectives, policies, general land uses and programs specified and contained in the City's General Plan.

B. The Termination Agreement will not be detrimental to the public interest, health, safety, convenience or welfare of the City in that the Project will proceed in accordance with all the programs and policies of the General Plan as detailed in the 2020 entitlements.

C. The City Council finds that the adoption of this Termination Agreement is not considered a "project" and is exempt from CEQA under CEQA Guideline 15378.

D. The Termination Agreement is consistent with the substantive elements of Government Code sections 65864 through 65869.5, and has been processed consistent with all the procedural requirements thereof.

Section 3: Approval of the Termination of Development Agreement.

The City Council hereby approves the Termination of Development Agreement, attached to this Ordinance and incorporated herein by reference as **Exhibit A**, and authorizes the City Manager to sign the Termination of Development Agreement after the effective date of this Ordinance.

Section 4: Recordation

Within ten (10) days after the Termination of Development Agreement is executed by the City Manager, the City Clerk shall submit the amendment to the County Recorder for recordation.

Section 5: Severability.

If any section, subsection, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, it shall not affect the remaining portions of this Ordinance that can be given effect without the invalid provision and, to this end, the provisions of this Ordinance are severable. This City Council hereby 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 6: Publication and Effective Date.

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

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova is 20th day of September 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

____
Garrett Gatewood, Mayor

ATTEST:

____
Stacy Leitner, CMC
City Clerk

OFFICIAL BUSINESS
Document entitled to free recording
Government Code Section 6103

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

City of Rancho Cordova
2729 Prospect Park Drive
Rancho Cordova, CA 95670
Attn: City Clerk

(SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE)

TERMINATION OF DEVELOPMENT AGREEMENT

BY AND BETWEEN

THE CITY OF RANCHO CORDOVA

AND

JAEGER ROAD 530, LLC, AS LANDOWNERS

RELATIVE TO PRESERVE AT SUNRIDGE

Reason for recording:

This Termination of Development Agreement is being recorded to reflect the termination of the Development Agreement that was recorded on April 26, 2007 in Book 20070426 Page 0430 (Document #200704260430).

TERMINATION OF DEVELOPMENT AGREEMENT
"PRESERVE AT SUNRIDGE"

This Termination of Development Agreement ("Termination Agreement" or "Agreement") is entered into as of this ___ day of ______________, 2021 by and between the CITY OF RANCHO CORDOVA, a municipal corporation ("City"), and K. HOVNANIAN AT JAEGER RANCH, LLC, a California Limited Liability Company ("Developer"), pursuant to the authority of Government Code section 65864 et. seq., relating to Development Agreements. City and Developer are hereinafter collectively referred to as the "Parties" and singularly as "Party."

RECITALS

A. City and JAEGER ROAD 530, LLC, a California limited liability company ("Original Landowner") entered into a Development Agreement recorded April 26, 2007 (the "Original Development Agreement"), Document #200704260430, relative to a 530 acre portion of land described in Exhibit A and Exhibit B of the Original Development Agreement (the "Property").

B. Developer purchased the Property from Original Landowner on September 2, 2009, a copy of which Grant Deed recorded on September 3, 2009 in Book 20090903 Page 0247 (Document #20090903) is attached as **Exhibit A**, attached hereto.

C. Based on new entitlements for the Property, Developer and City have entered into a Development Agreement by and between the City of Rancho Cordova and Developer dated February 21, 2020 and recorded in Book 20200501 Page 0617 (Document # 202005010617).

D. Pursuant to Section 11.5 of the Original Development Agreement, the Agreement may be cancelled in whole or in part by the mutual consent of the parties thereof or their successors in interest.

E. The City has acted in accordance with Government Code section 65868 by providing proper notice, hearing and the adoption of an ordinance to cancel the Original Development Agreement.

AGREEMENT

1. **Incorporation of Recitals**. The Preamble, the Recitals, all defined terms set forth herein, and all exhibits attached hereto, are hereby incorporated into this Termination Agreement as if set forth herein in full.

2. **Termination of Original Development Agreement**. Developer, as the successor in interest, and City mutually agree to terminate the Original Development Agreement, in whole, that was recorded on April 26, 2007 in Book 20070426, Page 0430 in the office the Sacramento County Clerk Recorder.

3. **Notices**. All notices and other communications required or permitted under this Termination Agreement, the enabling legislation, or the procedure adopted pursuant to Government Code section 65865, must be in writing and must be delivered in person or sent by certified mail, postage prepaid, or by facsimile or electronic mail (provided that such email shall be promptly followed by delivery of such notice by another method as provided herein).

Notice required to be given to City shall be addressed as follows:

CITY OF RANCHO CORDOVA
Community Development Director
2729 Prospect Park Drive
Rancho Cordova, CA 95670
Fax: (916) 851-8714
E-mail: esparkman@cityofranchocordova.org

Notice required to be given to Developer shall be addressed as follows:

K. Hovnanian at Jaeger Ranch, LLC.
Attn: Kevin Kimball, Region President
3721 Douglas Boulevard, Suite 150
Roseville, CA 95661
Phone: 916-945-5500
Fax: 916-923-3467

With a copy to:

K. Hovnanian Homes
Attn: Chad Fuller, Chief Legal Counsel
20830 N. Tatum Blvd., Suite 250
Phoenix, AZ 85050
Phone: 480-824-4200
Fax: 480-824-4201

Either Party may change the address stated herein by giving notice in writing to the other Party, and thereafter notices shall be addressed and transmitted to the new address.

4. **City Manager Authorization**. The City of Rancho Cordova, a municipal corporation, has authorized this Termination Agreement to be executed in duplicate by its City Manager and attested to by its City Clerk under the authority of Ordinance No. 41-2006 adopted by the Council of the City on the 7th day of August, 2006, and has caused this Agreement to be executed.

"CITY"

CITY OF RANCHO CORDOVA,
a municipal corporation

By: ______________________________

Name: Cyrus Abhar

Its: City Manager

Date: ______________________________

"DEVELOPER"

K. HOVNANIAN AT JAEGER RANCH, LLC
a California Limited Liability Company

By: ______________________
Name: Kevin Kimball
Its: Region President

Date: ______________________________

ATTEST:

____
Stacy Leitner, City Clerk

APPROVED AS TO FORM:

____
Adam U. Lindgren
City Attorney

Date: ______________________________

3859186.1

RECORDING REQUESTED BY:
K. Hovnanian at Jaeger Ranch, LLC

AND WHEN RECORDED, MAIL TO:

K. Hovnanian at Jaeger Ranch, LLC
Attn: Chief Legal Counsel
1375 Exposition Blvd., Suite 300
Sacramento, California 95815

Sacramento County Recorder
Craig A. Kramer, Clerk/Recorder
BOOK 20090903 PAGE 0247
Check Number 1983
Thursday, SEP 03, 2009 8:59:13 AM
Ttl Pd $14.00 Nbr-0006033796
SJS/57/1-2

APN: 067-0040-008-0000 (SPACE ABOVE FOR RECORDER'S USE ONLY)

GRANT DEED

THE UNDERSIGNED GRANTOR(S) DECLARE(S) CITY TAX is $ N/A
DOCUMENTARY TRANSFER TAX is $0 **This transfer is exempt from Documentary Transfer Tax pursuant to Revenue & Taxation Code Section 11925(d) and R&TC 62(a)(2) because it results solely in a change in the method of holding title to the realty and the proportional ownership between the transferor and the transferee is maintained**

___ computed on full value of property conveyed, or
___ computed on full value less value of liens or encumbrances remaining at time of sale,
___ realty not sold
___ City of Rancho Cordova, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **JAEGER ROAD 530, LLC,** a California limited liability company ("GRANTOR"), hereby grants to **K. HOVNANIAN AT JAEGER RANCH, LLC,** a California limited liability company ("GRANTEE") the following described real property as shown on Exhibit "A" attached hereto and made part hereof;

Dated: September 2, 2009

"GRANTOR":

Courtney McAlister
JAEGER ROAD 530, LLC
By: COURTNEY MCALISTER, VICE PRESIDENT, CHIEF LEGAL COUNSEL

State of California }
} ss.
County of Sacramento }

On 9/2, 2009 before me, Terrie Lackner, Notary Public, personally appeared Courtney McAlister, who proved to me on the basis of satisfactory evidence to be the person~~(s)~~ whose name~~(s)~~ is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity~~(ies)~~, and that by his/~~her/their~~ signature~~(s)~~ on the instrument the person~~(s)~~, or the entity upon behalf of which the person~~(s)~~ acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Terrie Lackner (affix seal)

TERRIE LACKNER
Commission # 1822937
Notary Public - California
Sacramento County
My Comm. Expires Nov 16, 2012

EXHIBIT "A"

Legal Description of the Property

The land referred to herein is situated in the State of California, County of Sacramento, City of Rancho Cordova, and is described as follows:

ALL THAT PORTION OF SECTION 16 TOWNSHIP 8 NORTH, RANGE 7 EAST, M.D.B. & M., DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID SECTION 16; THENCE, ALONG THE WEST LINE OF SAID SECTION, NORTH 0°19'30" WEST 4,358.66 FEET; THENCE NORTH 39°56'50" EAST 5,290.23 FEET TO A POINT ON THE EAST LINE OF SAID SECTION AND IN AN OLD FENCE, THENCE, ALONG SAID SECTION LINE AND SAID OLD FENCE SOUTH 0°30' EAST 4,358.74 FEET TO THE SOUTHEAST CORNER OF SAID SECTION 16, AND AN OLD FENCE CORNER; THENCE ALONG THE SOUTH LINE OF SAID SECTION, SOUTH 89°56'50" WEST 5,303.44 FEET TO THE POINT OF BEGINNING.

APN: 067-0040-008-0000

MEMORANDUM

ITEM 9.3.

DATE: September 20, 2021

TO: Honorable Mayor and Council Members

FROM: Elizabeth Sparkman, Community Development Director

SUBJECT: **SECOND READING OF AN ORDINANCE ESTABLISHING A SPECIAL TAX ZONE NO. 30 FOR TRANSIT-RELATED SERVICES FOR FALCONER COMMERCIAL BUILDING PROJECT**

RECOMMENDATION

Waive second reading and adopt the Ordinance.

RESULT OF RECOMMENDED ACTION

Adoption of the Ordinance would assist the City in meeting the costs of providing transit-related services by creating a Special Tax Area Zone No. 30 and establishing a Special Tax for transit-related services for the Falconer Commercial Building project.

BACKGROUND

On September 7, 2021, the City Council waived the first reading and passed to a second reading of the Ordinance. On the same date, the City Council also approved a Resolution that established Special Tax Zone No. 30, the boundaries of which will be contiguous to the boundaries of the Falconer Commercial Building project.

Following adoption of the Ordinance, a mailed ballot election will be held on October 7, 2021 at 1:30 P.M., at which time the ballot(s) will be tabulated by the City Clerk. The results of the mail ballot election will be declared at the City Council meeting on November 1, 2021.

FISCAL IMPACT AND FUNDING SOURCE

There is no impact to the City's General Fund.

ATTACHMENT(S)

1. Ordinance
2. Exhibit A to the Ordinance
3. Exhibit B to the Ordinance- Property Land Use Catagory

CITY OF RANCHO CORDOVA

ORDINANCE NO. XX-2021

AN ORDINANCE OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, ESTABLISHING A SPECIAL TAX FOR TRANSIT-RELATED SERVICES FOR THE FALCONER COMMERCIAL BUILDING PROJECT SUBJECT TO VOTER APPROVAL

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

Section 1. Purpose, Intent and Authority.

It is of critical importance to the City Council of the City of Rancho Cordova that residents of and employees working in the City receive high quality transit-related services. In carefully reviewing the City's budget and revenue projections, it is clear to City staff that the City budget does not contain adequate funding to ensure the continued delivery of adequate high-quality transit-related services unless additional revenues are obtained.

It is the purpose and intent of this non-codified Ordinance to generate additional funds to pay for transit-related services by authorizing the levy of a tax on improved parcels of real property on the secured property tax roll of Sacramento County that are within Zone 30 of the Rancho Cordova Transit-Related Services Special Tax Area (the "Zone").

This tax is a special tax within the meaning of Section 4 of the Article XIIIA of the California Constitution. Because the burden of this tax falls upon property, this tax also is a property tax, but this tax is not determined according to nor in any manner based upon the value of property; this tax is levied on a parcel and use of property basis. Insofar as not inconsistent with this Ordinance or with legislation authorizing special taxes and insofar as applicable to a property tax that is not based on value, such provisions of the California Revenue and Taxation Code and of Article XIII of the California Constitution as relate to ad valorem property taxes are intended to apply to the collection and administration of this tax (Section 4 of this Ordinance), as authorized by law. This tax is not an ad valorem property tax; it is an excise tax on the use of property. Because the revenue from the tax may be used only to fund transit-related services, it is also a special tax.

The revenues raised by this tax are to be used solely for the purpose of providing transit-related services as are deemed necessary by the City Council for the benefit of the residents and/or employees of Zone 30.

At the time that the Council adopted this non- codified Ordinance, there were zero (0) registered voters residing in Zone 30 and one (1) property owner. Because the Transit-Related Services Special Tax will be imposed on property in Zone 30 and paid by the owners of the property, the Council finds that restricting the vote on the Transit-Related Services Special Tax to property owners in Zone 30 is appropriate and consistent with the principles and requirements of California Constitution article XIIIC (Proposition 218).

Section 2. Definitions.

The following definitions shall apply throughout this Ordinance.

A. "Constant first year dollars" shall mean an actual dollar amount which, in years subsequent to the first fiscal year the tax is levied, shall have the same purchasing price as the base amount in first fiscal year dollars as measured by the Consumer Price Index. The base amount shall be the amount of tax per parcel as specified in Section 3(A) herein. The adjustments from actual to constant dollars shall be made by use of the Consumer Price Index, as specified in Section 3(B) herein.

B. "Consumer Price Index" means the Consumer Price Index for all Urban Consumers (CPI-U) for the San Francisco-Oakland-San Jose Area as published by the U.S. Department of Labor, Bureau of Labor Statistics. If the Consumer Price Index is discontinued or revised, such other government index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the Consumer Price Index had not been discontinued or revised.

C. “Fiscal year" means the period of July 1 through the following June 30.

D. “Parcel" means the land and any improvements thereon, designated by an assessor’s parcel map and parcel number and carried on the secured property tax roll of Sacramento County. For the purposes of this Ordinance, parcel does not include any land or improvements outside the boundaries of Zone 30, nor any land or improvements owned by any governmental entity.

E. “Rancho Cordova Transit-Related Services Special Tax Area" means all the properties within the jurisdictional limits of the City of Rancho Cordova.

F. “Rancho Cordova Transit-Related Services Special Tax Area Zone 30 (the “Zone”)” means that portion of the incorporated area of the City of Rancho Cordova located within the boundaries as shown on the map Exhibit A.

G. “Transit-Related Services” means providing, operating, maintaining and subsidizing transit services and all supporting facilities, infrastructure, programs and incentives that benefit the residents of the Rancho Cordova Transit-Related Services Special Tax Area, and shall be calculated and set according to the methodology described in Engineer’s Report County Service Area No. 10 and Benefit Zone No. 1 County of Sacramento, November 18, 2004, which established the methodology for the original service charge for Benefit Zone No. 1.

H. “Voter” means a person who owns real property within Zone 30, as shown on the last equalized assessment role prepared by the Sacramento County Assessor’s Office, at the time that the City Council adopts an ordinance authorizing the imposition of a transit-related services tax to the voters of Zone 30.

Section 3. Amount and Level of Taxes.

The tax per year on each parcel in the Zone shall not exceed the amount applicable to the parcel, as specified below.

A. For First Fiscal Year:

The tax per year for the first fiscal year (July 1, 2022 through June 30, 2023) shall be the amount of Tax per Parcel for a Land Use Code Category as set forth on Exhibit B hereto. The use code assigned to each parcel shall be reviewed and updated periodically. Rates in Exhibit B shall be calculated and set according to the methodology described in Engineer's Report County Service Area No. 10 and Benefit Zone No. 1 County of Sacramento, November 18, 2004 which established the methodology for the original service charge for Benefit Zone No. 1.

B. For Subsequent Fiscal Years:

In order to keep the tax on each parcel in constant first year dollars for each fiscal year subsequent to the first fiscal year, the tax per year shall be adjusted as set forth below to reflect any increase in the Consumer Price Index beyond the first fiscal year the tax is levied.

In June or July of each year, City Council shall determine the amount of taxes to be levied upon the parcels in Zone 30 for the then current fiscal year, as set forth below.

For each Land Use Category on Exhibit B, the tax per year on each parcel for each fiscal year subsequent to the first fiscal year shall be an amount determined as follows:

Tax Per Parcel For then Current Fiscal Year	=	Tax Per Parcel For Immediately Preceding Fiscal Year	X	Consumer Price Index from April of immediately Preceding Fiscal Year to April of then Current Fiscal Year **OR** 6 percent, whichever is less

Provided, however, that in no event shall the tax per parcel for any fiscal year be less than the amount established for the first fiscal year.

C. Nature of Tax Levy.

The taxes levied on each parcel pursuant to this Article shall be a charge upon the parcel and shall be due and collectible as set forth in Section 4, below.

Section 4. Collection and Administration.

A. Taxes as Liens Against the Property.

The amount of taxes for each parcel each year shall constitute a lien on such property, in accordance with Revenue and Taxation Code Section 2187, and shall have the same effect as an ad valorem real property tax lien until fully paid.

B. Collection.

The taxes on each parcel shall be billed on the secured roll tax bills for ad valorem property taxes and are to be collected in the same manner in which Sacramento County collects secured roll ad valorem property taxes. Insofar as feasible and insofar as not inconsistent with this Ordinance, the times and procedures regarding exceptions, due dates, installment payments, corrections, cancellations, refunds, late payments, penalties, liens, and collections for secured roll ad valorem property taxes (as established by Sacramento County) shall be applicable to the collection of this tax. Notwithstanding anything to the contrary in the foregoing, as to this tax:

1. The secured roll tax bills shall be the only notices required for this tax, and

2. The homeowners and veterans exemptions shall not be applicable because such exemptions are determined by dollar amount of value.

C. Costs of Administration by County.

The reasonable costs incurred by the County officers collecting and administering this tax shall be deducted from the collected taxes.

D. Use of Tax Revenue.

The revenue collected from the tax imposed by this ordinance shall be placed into a separate account and may be used only to fund transit-related services, including the costs of administering and collecting the tax and enforcing the provisions of this ordinance. Revenue from the tax may be used for transit-related services citywide.

E. Refunds.

1. Whenever the amount of any tax, interest or penalty has been overpaid or paid more than once or has been erroneously or illegally collected or received by the City pursuant to this ordinance, it may be refunded as provided in this Section.

2. No refund may be made except upon a written claim verified by the person who paid the tax or by his or her guardian or conservator or the executor or administrator of his or her will or estate and stating the grounds upon which the claim is made. All claims filed pursuant to this subsection must be presented within one year after payment of the amount for which the claimant is seeking a refund.

3. No order of a refund may be made until a written claim therefor has been presented in accordance with this subsection. No suit for money, damages or a refund may be brought against the City until a written claim therefor has been presented to the City and has been acted upon or has been deemed rejected by the City, in accordance with this subsection. Only the person who filed the claim may bring such a suit, and if another person should do so, judgment shall not be rendered for the plaintiff.

F. Initiatives to Affect Tax.

Consistent with the California Constitution (art. XIIIC, § 3) the tax imposed by this ordinance may be affected by initiative. The procedures for qualification of such an initiative and the election on a qualified initiative shall be consistent with the California Constitution (art. 2, sec. 8), the California Elections Code (Chapter 3 of Division 9), and the Municipal Code. The minimum number of signatures necessary to qualify an initiative to affect the tax approved by this ordinance shall be equal to 5 percent of the votes in the City for all candidates for Governor at the last gubernatorial election. The election on a qualified initiative to affect the tax shall be a regular citywide election. An initiative affecting the tax shall be approved only if at least two-thirds of the votes cast on the measure are in favor of its approval.

Section 5. Severability Clause.

If any article, section, subsection, sentence, phrase of clause of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The voters of Zone 30 hereby declare that they would have adopted the remainder of this Ordinance, including each article, section, subsection, sentenced phrase or clause, irrespective of the invalidity of any other article, section, subsection, sentence, phrase or clause.

Section 6. Effective Date and Posting.

This Ordinance shall take effect immediately upon its approval by two-thirds of the voters voting within the Zone in an election to be held on November 1, 2021, so that taxes shall first be collected hereunder for the tax year beginning July 1, 2022.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova is 20th day of September 2021, by the following vote:

AYES:

NOES:

ABSENT:

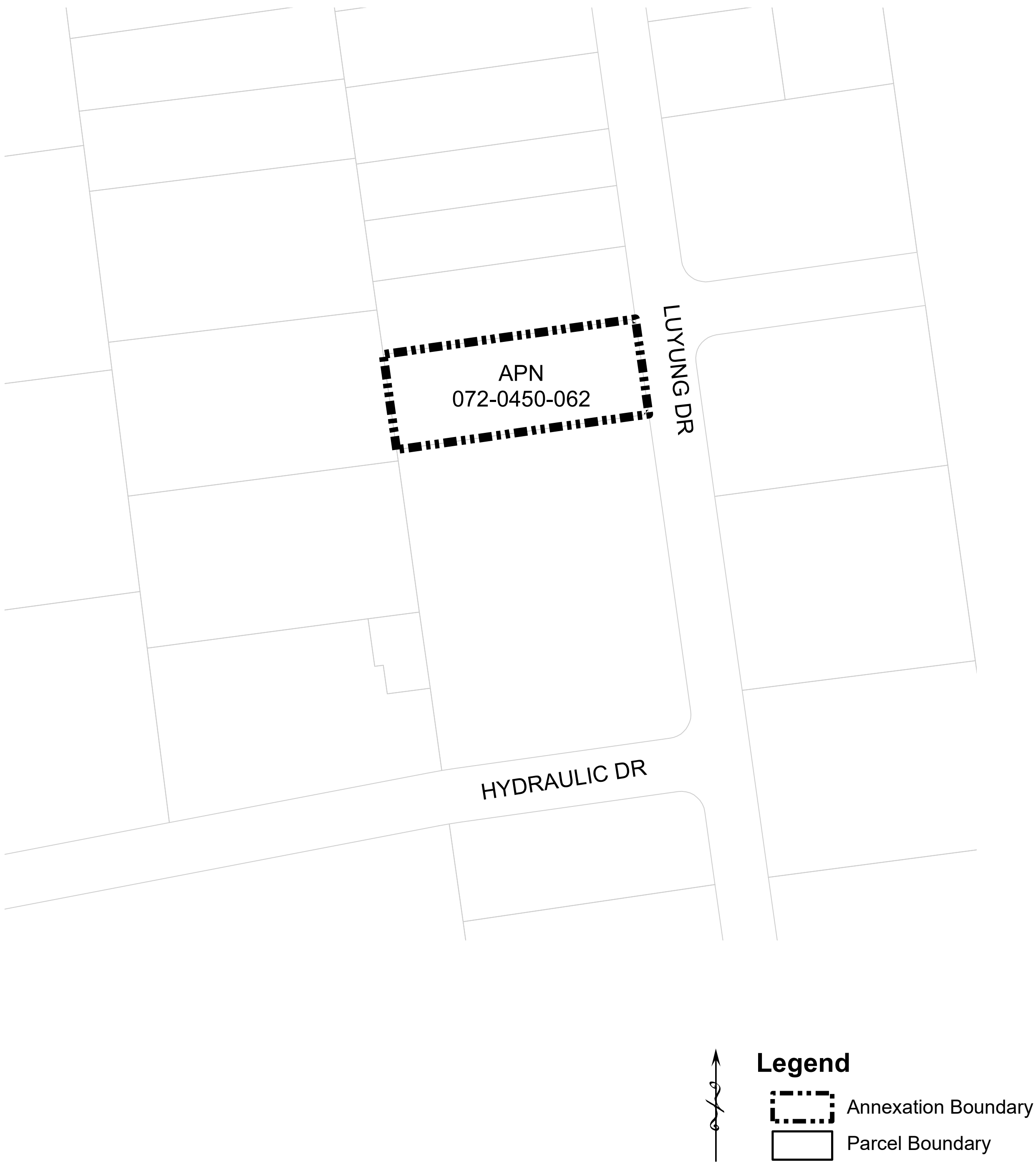
ABSTAIN:

____
Garrett Gatewood, Mayor

ATTEST:

____
Stacy Leitner, CMC
City Clerk

CITY OF RANCHO CORDOVA
TRANSIT RELATED SERVICES SPECIAL TAX AREA
ANNEXATION 30
(FALCONER COMMERCIAL BUILDING PROJECT)



ATTACHMENT 3
Exhibit B to the Ordinance

Amount of Tax per Parcel by Land Use Category

A. Residential Dwelling Units

As adjusted for inflation from the original base year, the amount of Tax per Parcel for fiscal year 2021-2022 for Residential Land Use Categories shall be $77.19 per low density residential dwelling unit or low density residential dwelling unit equivalent, $61.75 per medium density residential dwelling unit or medium density residential dwelling unit equivalent, or $46.31 per high density residential dwelling unit or high density residential dwelling unit equivalent (Multi-family residential units on a single parcel shall be assessed on a proportionately equivalent basis (e.g., a two-unit attached housing structure, such as a duplex, would be deemed to consist of two residential parcels for purposes of the Transit-Related Services Special Tax).

B. Non-Residential

As adjusted for inflation from the original base year, the amount of Tax per Parcel for fiscal year 2021-2022 for Non-Residential Land Use Categories (except Recreational and Agricultural) shall be $1,979.15 per retail and service commercial acre, $1,701.27 per commercial mixed use or office commercial acre, and $710.15 per light industrial acre.

C. Inflator Formula

The tax is subject to an annual inflator formula based on the Consumer Price Index for all Urban Consumers (CPI-U) for the San Francisco-Oakland-San Jose Area, or six percent, whichever is less.

MEMORANDUM

ITEM 9.4.

DATE: September 20, 2021

TO: Honorable Mayor and Council Members

FROM: Kim Juran-Karageorgiou,
Administrative Services Director

SUBJECT: **QUARTERLY TREASURER'S REPORT FOR JUNE 30, 2021**

RECOMMENDATION

This report is informational only. It is recommended that the City Council receive and file the June 30, 2021 Treasurer's Report.

RESULT OF RECOMMENDED ACTION

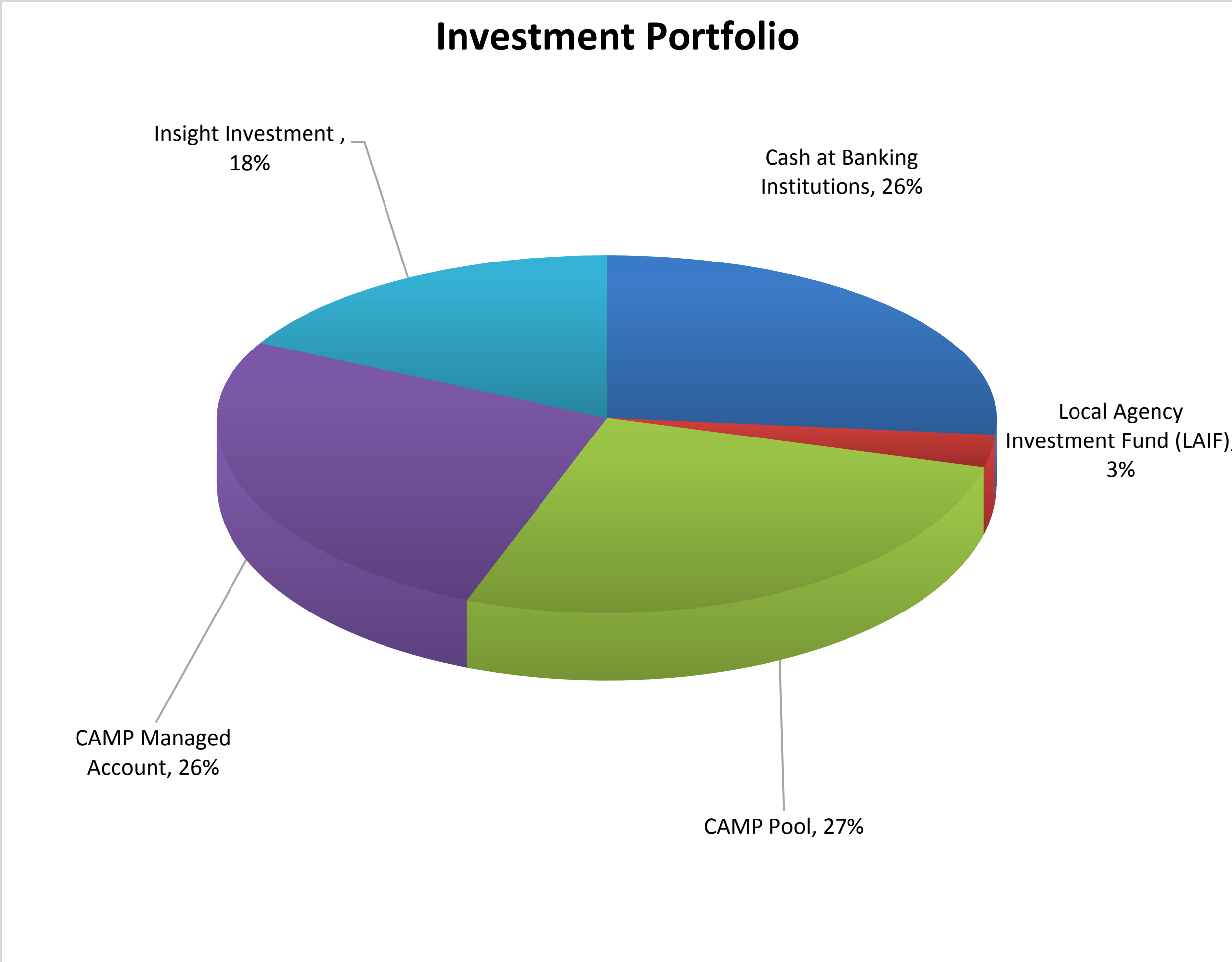
The Treasurer's Report is required to be submitted to the City Council at least quarterly in accordance with California Government Code Section 53600 et. seq. The purpose of the Treasurer's Report is to update the City Council and the public on the status of the City's cash balances and investments and highlight material changes from one period to another. The scope of this report covers the second quarter of the 2021 calendar year ending June 30, 2021 and is in compliance with the State's reporting requirements.

BACKGROUND

Attached is the quarterly Treasurer's Report for the period ending June 30, 2021. Treasurer's Reports are provided to the City Council on a quarterly basis.

At March 31, 2021, the value of the City's total portfolio was $205.1 million. Since that time, the balances increased by $24.1 million with an ending balance of $229.2 million as of June 30, 2021. The funds are held as follows:

Investment Distribution	Book Value	Market Value
Cash at Banking Institutions	60,510,353	60,510,353
Local Agency Investment Fund (LAIF)	6,187,234	6,187,234
CAMP Pool	61,269,864	61,269,864
CAMP Managed Account	58,408,508	58,860,066
Insight Investment	41,641,113	42,366,522
Total	**228,017,071**	**229,194,038**



The second quarter of 2021 saw continued economic improvement buoyed by the acceleration of the roll-out of COVID-19 vaccines. U.S. equities continued to rise in the second quarter and the S&P 500 reached a new all-time high in late June. Inflation pressures continued to be a concern as the core consumer price index (CPI) saw its single largest year over year increase since June 1992. Short-term interest rates are expected to remain near zero for the remainder of 2021 as the Federal Reserve indicated that interest rate rises could come in 2023.

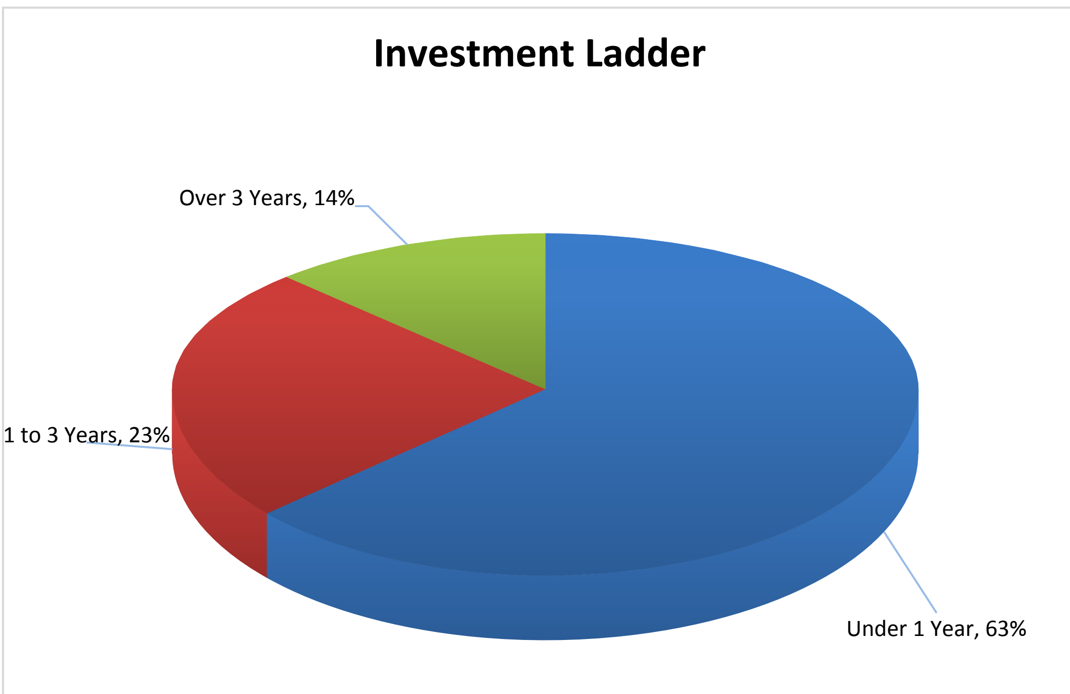
At June 30, 2021, the City's cash balance was allocated by fund type/purpose as follows:

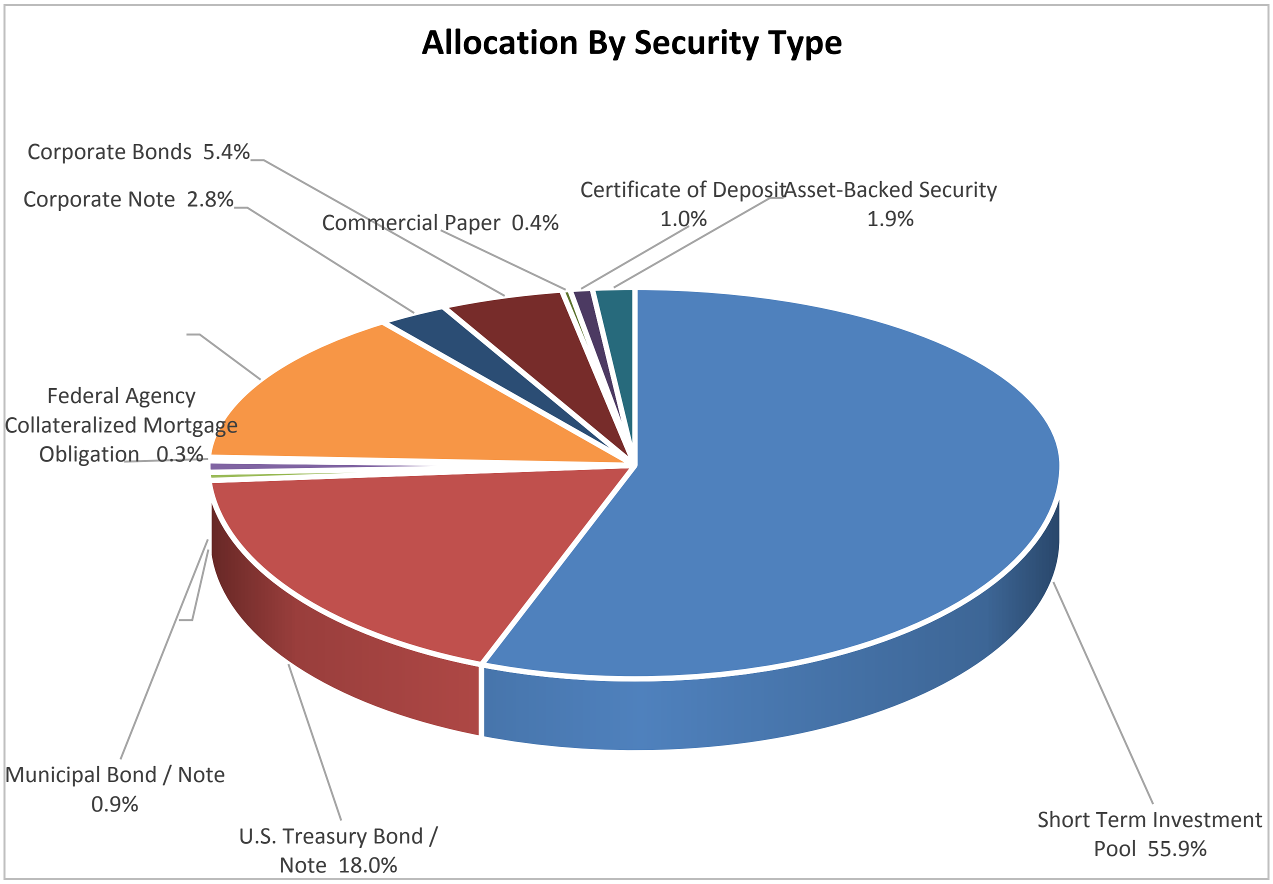
- General Fund: $44.3 million
- Community Enhancement Fund: $12.8 million
- Measure R Fund: $0.7 million
- Sunrise Development Impact Fees (restricted for specific improvements needed as a result of development in the area): $45.6 million
- Transportation Funds: $59.0 million
- Storm Drain Fund: $17.8 million
- Capital Projects/Grant/Special Revenue Funds: $37.8 million
- Agency Funds: $10.0 million

The overall portfolio is well diversified with $100.0 million invested in marketable securities, $67.5 million is invested in short-term investments that are considered liquid (LAIF, CAMP, and money markets), and another $60.5 million is on deposit with our banks, which includes $11.5 million on deposit with three local banks as part of the City's participation in a local banking initiative and COVID-19 Lift Program. Staff, in conjunction with our financial advisors, periodically reviews the mix of liquid and long-term investments and adjusts the portfolio according to the market conditions and our short-term cash needs.

Staff thoroughly reviews investment statements and makes appropriate inquiries of its investment advisors to confirm the existence and viability of the City's assets. The City invests conservatively in investment policy options in accordance with California State Government Code. The long-term assets are in securities that can be held to maturity, thus are less vulnerable to the fluctuations of the market. All securities are in compliance with the City's investment policy. There are sufficient funds to meet the City's expenditure requirements for the next six months.

The distribution of investments are displayed in the following charts:





ATTACHMENT(S)

1. City of Rancho Cordova Treasurer's Report for the quarter ended June 30, 2021

CITY OF RANCHO CORDOVA
TREASURER'S REPORT
FOR THE QUARTER ENDED JUNE 30, 2021

Security Held	Par Value	Book Value	Market Value
Wells Fargo Bank	48,969,389	48,969,389	48,969,389
5 Star Bank	5,274,063	5,274,063	5,274,063
American River Bank	5,266,886	5,266,886	5,266,886
Tri Counties Bank	1,000,015	1,000,015	1,000,015
Local Agency Investment Fund (LAIF)	6,187,234	6,187,234	6,187,234
CAMP Pool	61,269,864	61,269,864	61,269,864
CAMP Managed Account	57,865,030	58,408,508	58,860,066
Insight Investment	41,147,005	41,641,113	42,366,522
Total	**226,979,485**	**228,017,071**	**229,194,038**

CAMP®

Managed Account Detail of Securities Held

For the Month Ending **June 30, 2021**

Rancho Cordova - GENERAL FUND - [redacted]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	125,000.00	AA+	Aaa	12/01/16	12/05/16	125,375.98	1.93	835.60	125,013.26	125,390.63
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	1,000,000.00	AA+	Aaa	06/27/17	06/29/17	1,010,898.44	1.73	6,684.78	1,000,436.22	1,003,125.00
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	1,150,000.00	AA+	Aaa	07/06/17	07/11/17	1,156,962.89	1.85	7,687.50	1,150,280.91	1,153,593.75
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	600,000.00	AA+	Aaa	08/01/17	08/03/17	588,492.19	1.72	1,263.59	599,094.22	602,343.72
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	350,000.00	AA+	Aaa	10/02/18	10/03/18	337,722.66	2.91	1,105.64	347,149.40	355,195.33
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	450,000.00	AA+	Aaa	05/03/18	05/07/18	435,621.09	2.73	1,421.54	447,003.57	456,679.71
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	800,000.00	AA+	Aaa	01/03/18	01/04/18	789,843.75	2.18	2,527.18	798,048.61	811,875.04
US TREASURY NOTES DTD 08/15/2012 1.625% 08/15/2022	912828TJ9	425,000.00	AA+	Aaa	09/05/18	09/07/18	407,169.92	2.76	2,594.61	419,916.32	432,238.26
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	350,000.00	AA+	Aaa	01/30/19	01/31/19	344,449.22	2.55	20.21	347,872.85	360,226.58
US TREASURY NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	550,000.00	AA+	Aaa	06/03/19	06/07/19	545,681.64	1.83	757.00	547,923.98	564,523.41
US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	850,000.00	AA+	Aaa	07/01/19	07/03/19	844,388.67	1.78	2,327.11	846,976.06	875,765.63
US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	1,000,000.00	AA+	Aaa	10/02/19	10/04/19	1,005,742.19	1.48	2,737.77	1,003,287.87	1,030,312.50
US TREASURY NOTES DTD 12/15/2020 0.125% 12/15/2023	91282CBA8	4,000,000.00	AA+	Aaa	05/21/21	05/24/21	3,987,656.25	0.25	218.58	3,988,157.92	3,978,750.00
US TREASURY NOTES DTD 12/15/2020 0.125% 12/15/2023	91282CBA8	4,800,000.00	AA+	Aaa	06/25/21	06/28/21	4,773,375.00	0.35	262.29	4,773,463.75	4,774,500.00

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Managed Account Detail of Securities Held

For the Month Ending **June 30, 2021**

Rancho Cordova - GENERAL FUND - [redacted]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	450,000.00	AA+	Aaa	02/03/20	02/07/20	462,216.80	1.36	24.46	458,334.83	470,601.54
US TREASURY NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	725,000.00	AA+	Aaa	03/02/20	03/06/20	760,315.43	0.85	39.40	749,521.49	758,191.37
US TREASURY NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	1,000,000.00	AA+	Aaa	01/02/20	01/07/20	1,014,726.56	1.66	54.35	1,009,856.71	1,045,781.20
US TREASURY NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	1,550,000.00	AA+	Aaa	11/01/19	11/06/19	1,581,363.28	1.55	84.24	1,570,225.44	1,620,960.86
US TREASURY NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	2,450,000.00	AA+	Aaa	12/02/19	12/05/19	2,486,750.00	1.66	133.15	2,474,110.99	2,562,163.94
US TREASURY NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	3,700,000.00	AA+	Aaa	06/07/21	06/08/21	3,888,179.69	0.33	201.09	3,884,308.37	3,869,390.44
US TREASURY NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	4,000,000.00	AA+	Aaa	06/18/21	06/21/21	4,184,375.00	0.46	217.39	4,182,706.45	4,183,124.80
US TREASURY NOTES DTD 12/31/2019 1.750% 12/31/2024	912828YY0	475,000.00	AA+	Aaa	08/05/20	08/07/20	507,693.36	0.18	22.59	501,020.42	494,296.88
US TREASURY NOTES DTD 12/31/2019 1.750% 12/31/2024	912828YY0	800,000.00	AA+	Aaa	07/01/20	07/06/20	852,250.00	0.28	38.04	840,773.49	832,500.00
US TREASURY NOTES DTD 06/30/2020 0.250% 06/30/2025	912828ZW3	100,000.00	AA+	Aaa	03/01/21	03/04/21	98,589.84	0.58	0.68	98,696.12	98,218.75
US TREASURY NOTES DTD 06/30/2020 0.250% 06/30/2025	912828ZW3	425,000.00	AA+	Aaa	04/01/21	04/05/21	416,765.63	0.72	2.89	417,228.71	417,429.69
US TREASURY NOTES DTD 12/31/2020 0.375% 12/31/2025	91282CBC4	525,000.00	AA+	Aaa	05/04/21	05/06/21	516,120.12	0.75	5.35	516,412.63	514,992.19
Security Type Sub-Total		**32,650,000.00**					**33,122,725.60**	**0.96**	**31,267.03**	**33,097,820.59**	**33,392,171.22**
Supra-National Agency Bond / Note											

Managed Account Detail of Securities Held

For the Month Ending **June 30, 2021**

Rancho Cordova - GENERAL FUND - [redacted]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Supra-National Agency Bond / Note											
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 07/25/2018 2.750% 07/23/2021	459058GH0	750,000.00	AAA	Aaa	07/18/18	07/25/18	748,245.00	2.83	9,052.08	749,964.71	751,122.75
INTL BK RECON & DEVELOP NOTES DTD 11/24/2020 0.250% 11/24/2023	459058JM6	650,000.00	AAA	Aaa	11/17/20	11/24/20	648,602.50	0.32	167.01	648,882.00	648,133.20
Security Type Sub-Total		**1,400,000.00**					**1,396,847.50**	**1.67**	**9,219.09**	**1,398,846.71**	**1,399,255.95**
Municipal Bond / Note											
CT ST TXBL GO BONDS DTD 06/11/2020 1.998% 07/01/2024	20772KJW0	75,000.00	A+	Aa3	05/29/20	06/11/20	75,000.00	2.00	749.25	75,000.00	78,150.75
CHAFFEY UHSD, CA TXBL GO BONDS DTD 12/05/2019 2.101% 08/01/2024	157411TK5	100,000.00	AA-	Aa1	11/06/19	12/05/19	100,000.00	2.10	875.42	100,000.00	103,709.00
SAN JUAN USD, CA TXBL GO BONDS DTD 10/29/2020 0.702% 08/01/2024	798306WN2	200,000.00	NR	Aa2	10/16/20	10/29/20	200,000.00	0.70	585.00	200,000.00	200,232.00
NY ST URBAN DEV CORP TXBL REV BONDS DTD 12/23/2020 0.870% 03/15/2025	650036DT0	425,000.00	AA+	NR	12/16/20	12/23/20	425,000.00	0.87	1,088.71	425,000.00	423,193.75
UNIV OF CAL TXBL REV BONDS DTD 07/16/2020 0.883% 05/15/2025	91412HGE7	100,000.00	AA	Aa2	07/10/20	07/16/20	100,000.00	0.88	112.83	100,000.00	100,305.00
CT ST T/E GO BONDS DTD 06/25/2020 2.000% 06/01/2025	20772KKK4	100,000.00	A+	Aa3	06/12/20	06/25/20	105,097.00	0.94	166.67	104,047.62	106,019.00
CT ST TXBL GO BONDS DTD 06/04/2021 0.923% 06/01/2025	20772KNW5	275,000.00	A+	Aa3	05/20/21	06/04/21	275,000.00	0.92	190.37	275,000.00	275,706.75
FL ST BOARD OF ADMIN TXBL REV BONDS DTD 09/16/2020 1.258% 07/01/2025	341271AD6	75,000.00	AA	Aa3	09/03/20	09/16/20	75,530.25	1.11	471.75	75,442.94	75,747.75
FL ST BOARD OF ADMIN TXBL REV BONDS DTD 09/16/2020 1.258% 07/01/2025	341271AD6	100,000.00	AA	Aa3	09/03/20	09/16/20	100,663.00	1.12	629.00	100,553.83	100,997.00
FL ST BOARD OF ADMIN TXBL REV BONDS DTD 09/16/2020 1.258% 07/01/2025	341271AD6	200,000.00	AA	Aa3	09/03/20	09/16/20	200,000.00	1.26	1,258.00	200,000.00	201,994.00

Managed Account Detail of Securities Held

For the Month Ending **June 30, 2021**

Rancho Cordova - GENERAL FUND - [redacted]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Municipal Bond / Note											
MN ST TXBL GO BONDS DTD 08/25/2020 0.630% 08/01/2025	60412AVJ9	130,000.00	AAA	Aa1	08/11/20	08/25/20	130,000.00	0.63	341.25	130,000.00	129,494.30
LOS ANGELES CCD, CA TXBL GO BONDS DTD 11/10/2020 0.773% 08/01/2025	54438CYK2	175,000.00	AA+	Aaa	10/30/20	11/10/20	175,000.00	0.77	563.65	175,000.00	175,049.00
Security Type Sub-Total		**1,955,000.00**					**1,961,290.25**	**1.01**	**7,031.90**	**1,960,044.39**	**1,970,598.30**
Federal Agency Collateralized Mortgage Obligation											
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	5,104.99	AA+	Aaa	04/11/18	04/30/18	5,206.53	2.93	15.14	5,110.15	5,104.99
FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/01/2022	3137BM6P6	197,875.32	AA+	Aaa	04/04/18	04/09/18	199,560.36	2.88	509.53	198,298.99	202,173.00
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	16,125.37	AA+	Aaa	12/07/18	12/17/18	16,125.32	3.20	43.04	16,125.35	16,458.59
FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	94,168.17	AA+	Aaa	11/20/19	11/26/19	94,165.89	2.09	164.17	94,166.68	96,123.26
FHMS K043 A2 DTD 03/01/2015 3.062% 12/01/2024	3137BGK24	275,000.00	AA+	Aaa	03/19/20	03/25/20	288,621.09	1.95	701.71	284,937.35	295,496.62
Security Type Sub-Total		**588,273.85**					**603,679.19**	**2.32**	**1,433.59**	**598,638.52**	**615,356.46**
Federal Agency Bond / Note											
FHLB GLOBAL NOTE DTD 07/14/2016 1.125% 07/14/2021	3130A8QS5	700,000.00	AA+	Aaa	07/14/16	07/15/16	695,743.30	1.25	3,653.13	699,969.68	700,273.00
FREDDIE MAC NOTES DTD 05/07/2020 0.375% 05/05/2023	3137EAER6	400,000.00	AA+	Aaa	05/05/20	05/07/20	399,832.00	0.39	233.33	399,896.56	401,062.80
FREDDIE MAC NOTES DTD 08/21/2020 0.250% 08/24/2023	3137EAEV7	1,200,000.00	AA+	Aaa	08/19/20	08/21/20	1,198,776.00	0.28	1,058.33	1,199,126.03	1,199,544.00
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	365,000.00	AA+	Aaa	09/02/20	09/04/20	365,066.65	0.24	286.42	365,048.46	364,779.18

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Managed Account Detail of Securities Held

For the Month Ending **June 30, 2021**

Rancho Cordova - GENERAL FUND - [redacted]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Bond / Note											
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	485,000.00	AA+	Aaa	09/02/20	09/04/20	484,839.95	0.26	380.59	484,883.64	484,706.57
FREDDIE MAC NOTES DTD 10/16/2020 0.125% 10/16/2023	3137EAEY1	415,000.00	AA+	Aaa	10/14/20	10/16/20	413,452.05	0.25	108.07	413,816.77	413,458.28
FREDDIE MAC NOTES DTD 11/05/2020 0.250% 11/06/2023	3137EAEZ8	450,000.00	AA+	Aaa	11/03/20	11/05/20	449,595.00	0.28	171.88	449,682.95	449,392.50
FANNIE MAE NOTES DTD 11/25/2020 0.250% 11/27/2023	3135G06H1	400,000.00	AA+	Aaa	11/23/20	11/25/20	399,544.00	0.29	94.44	399,634.62	399,446.80
FREDDIE MAC NOTES DTD 12/04/2020 0.250% 12/04/2023	3137EAFA2	400,000.00	AA+	Aaa	12/02/20	12/04/20	399,604.00	0.28	75.00	399,679.58	399,249.20
FEDERAL HOME LOAN BANK NOTES DTD 04/16/2020 0.500% 04/14/2025	3130AJHU6	500,000.00	AA+	Aaa	04/15/20	04/16/20	497,520.00	0.60	534.72	498,119.61	497,054.50
FANNIE MAE NOTES DTD 04/24/2020 0.625% 04/22/2025	3135G03U5	500,000.00	AA+	Aaa	04/22/20	04/24/20	498,970.00	0.67	598.96	499,214.51	499,384.50
FREDDIE MAC NOTES DTD 07/23/2020 0.375% 07/21/2025	3137EAEU9	500,000.00	AA+	Aaa	07/21/20	07/23/20	497,510.00	0.48	833.33	497,978.24	493,422.00
FANNIE MAE NOTES DTD 08/27/2020 0.375% 08/25/2025	3135G05X7	450,000.00	AA+	Aaa	08/25/20	08/27/20	447,894.00	0.47	590.63	448,249.62	443,761.65
FEDERAL HOME LOAN BANK NOTES DTD 09/11/2020 0.375% 09/04/2025	3130AK5E2	200,000.00	AA+	Aaa	09/10/20	09/11/20	199,400.00	0.44	243.75	199,496.65	196,804.00
FREDDIE MAC NOTES DTD 09/25/2020 0.375% 09/23/2025	3137EAEX3	450,000.00	AA+	Aaa	09/23/20	09/25/20	448,645.50	0.44	459.38	448,852.69	443,460.60
FANNIE MAE NOTES DTD 11/12/2020 0.500% 11/07/2025	3135G06G3	450,000.00	AA+	Aaa	11/09/20	11/12/20	448,389.00	0.57	337.50	448,593.36	445,105.35
Security Type Sub-Total		**7,865,000.00**					**7,844,781.45**	**0.47**	**9,659.46**	**7,852,242.97**	**7,830,904.93**
Corporate Note											
JOHN DEERE CAPITAL CORP NOTES DTD 01/06/2017 2.650% 01/06/2022	24422ETL3	250,000.00	A	A2	03/10/17	03/15/17	248,897.50	2.75	3,220.49	249,881.47	253,175.00

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Managed Account Detail of Securities Held

For the Month Ending **June 30, 2021**

Rancho Cordova - GENERAL FUND - [redacted]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
PACCAR FINANCIAL CORP NOTE DTD 03/01/2019 2.850% 03/01/2022	69371RP75	100,000.00	A+	A1	02/22/19	03/01/19	99,912.00	2.88	950.00	99,980.49	101,799.40
JPMORGAN CHASE & CO BONDS DTD 03/22/2019 3.207% 04/01/2023	46647PBB1	375,000.00	A-	A2	03/15/19	03/22/19	375,000.00	3.21	3,006.56	375,000.00	382,913.63
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 07/08/2020 0.650% 07/07/2023	14913R2D8	300,000.00	A	A2	07/06/20	07/08/20	299,832.00	0.67	942.50	299,886.98	301,215.00
PNC BANK NA CORP NOTES DTD 01/23/2019 3.500% 01/23/2024	693475AV7	375,000.00	A-	A3	02/12/19	02/15/19	377,670.00	3.34	5,760.42	376,386.09	402,159.75
CHARLES SCHWAB CORP NOTES (CALLABLE) DTD 03/18/2021 0.750% 03/18/2024	808513BN4	135,000.00	A	A2	03/16/21	03/18/21	134,932.50	0.77	289.69	134,938.97	135,711.18
MORGAN STANLEY CORP NOTES DTD 04/28/2014 3.875% 04/29/2024	61746BDQ6	375,000.00	BBB+	A1	07/19/19	07/23/19	396,483.75	2.59	2,502.60	387,739.79	407,293.13
AMAZON.COM INC CORPORATE NOTES DTD 05/12/2021 0.450% 05/12/2024	023135BW5	355,000.00	AA	A1	05/10/21	05/12/21	354,481.70	0.50	217.44	354,505.35	354,227.17
AMERICAN HONDA FINANCE CORP NOTE DTD 06/27/2019 2.400% 06/27/2024	02665WCZ2	375,000.00	A-	A3	07/11/19	07/15/19	373,140.00	2.51	100.00	373,877.21	393,967.13
GOLDMAN SACHS GROUP INC BONDS DTD 07/08/2014 3.850% 07/08/2024	38141EC23	375,000.00	BBB+	A2	07/08/19	07/11/19	392,467.50	2.84	6,938.02	385,562.86	405,396.38
BB&T CORPORATION CORP BONDS DTD 07/29/2019 2.500% 08/01/2024	05531FBH5	375,000.00	A-	A3	08/01/19	08/05/19	375,622.50	2.46	3,906.25	375,380.73	395,197.13
WALT DISNEY COMPANY/THE DTD 09/06/2019 1.750% 08/30/2024	254687FK7	375,000.00	BBB+	A2	09/03/19	09/06/19	373,470.00	1.84	2,242.19	374,028.20	386,887.50
BANK OF NY MELLON CORP DTD 10/24/2019 2.100% 10/24/2024	06406RAL1	150,000.00	A	A1	01/21/20	01/28/20	150,660.00	2.00	586.25	150,461.73	157,173.15
TOYOTA MOTOR CREDIT CORP CORP NOTES DTD 02/13/2020 1.800% 02/13/2025	89236TGT6	50,000.00	A+	A1	05/20/20	05/26/20	50,488.50	1.58	345.00	50,374.88	51,624.35

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For the Month Ending **June 30, 2021**

Rancho Cordova - GENERAL FUND - [redacted]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
TOYOTA MOTOR CREDIT CORP CORP NOTES DTD 02/13/2020 1.800% 02/13/2025	89236TGT6	50,000.00	A+	A1	05/21/20	05/26/20	50,696.00	1.49	345.00	50,534.11	51,624.35
TOYOTA MOTOR CREDIT CORP CORP NOTES DTD 02/13/2020 1.800% 02/13/2025	89236TGT6	200,000.00	A+	A1	05/20/20	05/26/20	201,954.00	1.58	1,380.00	201,499.50	206,497.40
BANK OF AMERICA CORP NOTES (CALLABLE) DTD 04/22/2021 0.976% 04/22/2025	06051GJR1	325,000.00	A-	A2	04/16/21	04/22/21	325,000.00	0.98	607.97	325,000.00	326,024.08
CITIGROUP INC CORP NOTES DTD 04/27/2015 3.300% 04/27/2025	172967JP7	300,000.00	BBB+	A3	08/28/20	09/01/20	332,985.00	0.88	1,760.00	327,102.45	326,271.90
APPLE INC (CALLABLE) CORP NOTES DTD 05/11/2020 1.125% 05/11/2025	037833DT4	400,000.00	AA+	Aa1	05/11/20	05/13/20	400,804.00	1.08	625.00	400,618.46	404,587.20
JPMORGAN CHASE & CO CORPORATE NOTES DTD 06/01/2021 0.824% 06/01/2025	46647PCH7	580,000.00	A-	A2	05/24/21	06/01/21	580,000.00	0.82	398.27	580,000.00	579,071.42
UNITEDHEALTH GROUP INC CORPORATE NOTES DTD 05/19/2021 1.150% 05/15/2026	91324PEC2	475,000.00	A+	A3	05/17/21	05/19/21	474,173.50	1.19	637.29	474,193.01	473,551.73
Security Type Sub-Total		**6,295,000.00**					**6,368,670.45**	**1.82**	**36,760.94**	**6,346,952.28**	**6,496,367.98**
Commercial Paper											
SUMITOMO MITSUI TRUST NY COMM PAPER DTD 05/05/2021 0.000% 11/01/2021	86563GY14	850,000.00	A-1	P-1	05/05/21	05/05/21	849,277.50	0.17	0.00	849,506.29	849,708.45
Security Type Sub-Total		**850,000.00**					**849,277.50**	**0.17**	**0.00**	**849,506.29**	**849,708.45**
Certificate of Deposit											
MUFG BANK LTD/NY CERT DEPOS DTD 02/28/2019 2.980% 02/25/2022	55379WZU3	350,000.00	A-1	P-1	02/27/19	02/28/19	350,000.00	2.96	3,621.53	350,000.00	356,652.80

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For the Month Ending **June 30, 2021**

Rancho Cordova - GENERAL FUND - [redacted]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Certificate of Deposit											
SUMITOMO MITSUI BANK NY CERT DEPOS DTD 07/14/2020 0.700% 07/08/2022	86565CKU2	360,000.00	A	A1	07/10/20	07/14/20	360,000.00	0.70	1,218.00	360,000.00	361,691.28
NORDEA BANK ABP NEW YORK CERT DEPOS DTD 08/29/2019 1.850% 08/26/2022	65558TLL7	400,000.00	AA-	Aa3	08/27/19	08/29/19	400,000.00	1.84	2,569.44	400,000.00	407,658.40
SKANDINAV ENSKILDA BANK LT CD DTD 09/03/2019 1.860% 08/26/2022	83050PDR7	400,000.00	A+	Aa2	08/29/19	09/03/19	400,000.00	1.85	2,583.33	400,000.00	407,704.40
DNB BANK ASA/NY LT CD DTD 12/06/2019 2.040% 12/02/2022	23341VZT1	400,000.00	AA-	Aa2	12/04/19	12/06/19	400,000.00	2.03	657.33	400,000.00	410,440.40
CREDIT SUISSE NEW YORK CERT DEPOS DTD 03/23/2021 0.590% 03/17/2023	22552G3C2	350,000.00	A+	Aa3	03/19/21	03/23/21	350,000.00	0.59	573.61	350,000.00	350,558.25
Security Type Sub-Total		**2,260,000.00**					**2,260,000.00**	**1.68**	**11,223.24**	**2,260,000.00**	**2,294,705.53**
Asset-Backed Security											
ALLYA 2018-2 A3 DTD 04/30/2018 2.920% 11/15/2022	02004VAC7	17,490.62	NR	Aaa	04/24/18	04/30/18	17,487.45	2.92	22.70	17,489.66	17,521.67
ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	41,480.56	AAA	Aaa	06/19/18	06/27/18	41,477.72	3.00	55.31	41,479.60	41,604.05
HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	121,961.45	AAA	Aaa	11/20/18	11/28/18	121,943.22	3.16	171.29	121,954.65	123,230.51
VALET 2018-2 A3 DTD 11/21/2018 3.250% 04/20/2023	92869BAD4	105,823.19	AAA	Aaa	11/15/18	11/21/18	105,818.74	3.25	105.09	105,821.37	106,925.15
BMWLT 2021-1 A4 DTD 03/10/2021 0.370% 07/25/2024	05591RAD6	105,000.00	AAA	Aaa	03/02/21	03/10/21	104,995.83	0.37	6.48	104,996.21	104,834.59
COMET 2019-A2 A2 DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	700,000.00	AAA	NR	08/28/19	09/05/19	699,823.74	1.73	535.11	699,888.64	711,974.13
HAROT 2020-3 A3 DTD 09/29/2020 0.370% 10/18/2024	43813KAC6	175,000.00	AAA	NR	09/22/20	09/29/20	174,974.29	0.37	23.38	174,979.07	175,213.31
GMALT 2020-3 A4 DTD 09/29/2020 0.510% 10/21/2024	362569AD7	100,000.00	AAA	Aaa	09/22/20	09/29/20	99,986.00	0.51	15.58	99,988.60	100,302.60

CAMP®

Managed Account Detail of Securities Held

For the Month Ending **June 30, 2021**

Rancho Cordova - GENERAL FUND - [redacted]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
MBALT 2021-B A3 DTD 06/29/2021 0.400% 11/15/2024	58769KAD6	280,000.00	AAA	NR	06/22/21	06/29/21	279,978.86	0.40	6.22	279,978.89	280,041.14
GMALT 2021-1 A4 DTD 02/24/2021 0.330% 02/20/2025	36261RAD0	115,000.00	NR	Aaa	02/17/21	02/24/21	114,982.64	0.33	11.60	114,984.15	114,923.62
GMALT 2021-2 A4 DTD 05/26/2021 0.410% 05/20/2025	380144AD7	65,000.00	AAA	NR	05/18/21	05/26/21	64,994.53	0.41	8.14	64,994.67	64,830.22
VWALT 2020-A A4 DTD 12/03/2020 0.450% 07/21/2025	92868VAD1	265,000.00	AAA	NR	11/24/20	12/03/20	264,945.20	0.45	36.44	264,952.01	265,004.72
HAROT 2021-2 A3 DTD 05/26/2021 0.330% 08/15/2025	43811JAC1	225,000.00	AAA	Aaa	05/18/21	05/26/21	224,991.23	0.33	33.00	224,991.43	224,238.06
GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	135,000.00	AAA	NR	10/06/20	10/14/20	134,971.15	0.38	21.38	134,975.39	135,031.48
HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	95,000.00	AAA	NR	04/20/21	04/28/21	94,990.01	0.38	16.04	94,990.41	94,974.68
NAROT 2021-A A3 DTD 06/23/2021 0.330% 10/15/2025	65480BAC1	590,000.00	AAA	Aaa	06/15/21	06/23/21	589,990.03	0.33	43.27	589,990.08	588,005.68
TAOT 2021-B A3 DTD 06/14/2021 0.260% 11/17/2025	89190GAC1	650,000.00	AAA	NR	06/08/21	06/14/21	649,930.00	0.26	79.80	649,930.74	647,232.95
CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	70,000.00	AAA	NR	01/20/21	01/27/21	69,986.17	0.34	10.58	69,987.37	69,916.71
CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	145,000.00	AAA	NR	04/13/21	04/21/21	144,968.75	0.52	33.51	144,970.01	145,191.89
Security Type Sub-Total		**4,001,755.82**					**4,001,235.56**	**0.80**	**1,234.92**	**4,001,342.95**	**4,010,997.16**
Managed Account Sub-Total		**57,865,029.67**					**58,408,507.50**	**1.03**	**107,830.17**	**58,365,394.70**	**58,860,065.98**
Money Market Mutual Fund											
CAMP Pool		61,269,863.78	AAAm	NR			61,269,863.78		0.00	61,269,863.78	61,269,863.78

Managed Account Detail of Securities Held

For the Month Ending **June 30, 2021**

Rancho Cordova - GENERAL FUND - [redacted]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Liquid Sub-Total		61,269,863.78					61,269,863.78		0.00	61,269,863.78	61,269,863.78
Securities Sub-Total		$119,134,893.45					$119,678,371.28	1.03%	$107,830.17	$119,635,258.48	$120,129,929.76
Accrued Interest											$107,830.17
Total Investments											$120,237,759.93

SECURITIES HELD

As of June 30, 2021

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Asset Backed Securities										
89239JAD6	TOYOTA AUTO RECEIVABLES OWNER TAOT 2019-B A3	2.570	08/15/2023	370,158.37	377,156.69	374,634.72	374,491.52	(143.20)	396.38	0.90
Total Asset Backed Securities				370,158.37	377,156.69	374,634.72	374,491.52	(143.20)	396.38	0.90
Cash and Cash Equivalents										
	Cash and Cash Equivalents	0.000		43,846.63	43,846.63	43,846.63	43,846.63	0.00	0.00	0.10
Total Cash and Cash Equivalents				43,846.63	43,846.63	43,846.63	43,846.63	0.00	0.00	0.10
Corporate Bonds										
14913Q2N8	CATERPILLAR FINL SERVICE 3.15% 07SEP2021	3.150	09/07/2021	1,000,000.00	1,012,100.00	1,000,925.46	1,005,437.50	4,512.04	9,887.50	2.42
94988J5T0	WELLS FARGO BANK NA 3.625% 22OCT2021 (CALLABLE 21SEP21)	3.625	10/22/2021 09/21/2021	1,000,000.00	1,018,780.00	1,001,709.19	1,007,535.18	5,825.99	6,847.22	2.43
24422ETL3	JOHN DEERE CAPITAL CORP 2.65% 06JAN2022	2.650	01/06/2022	593,000.00	601,201.19	594,837.86	600,421.04	5,583.18	7,595.34	1.44
89236TDP7	TOYOTA MOTOR CREDIT CORP 2.6% 11JAN2022	2.600	01/11/2022	1,000,000.00	1,002,090.00	1,000,417.56	1,012,433.05	12,015.49	12,205.56	2.39
0258M0EG0	AMERICAN EXPRESS CREDIT 2.7% 03MAR2022 (CALLABLE 31JAN22)	2.700	03/03/2022 01/31/2022	500,000.00	507,845.00	501,846.92	507,288.04	5,441.12	4,387.50	1.21
693476BN2	PNC FINANCIAL SERVICES 3.3% 08MAR2022 (CALLABLE 06FEB22)	3.300	03/08/2022 02/06/2022	750,000.00	771,150.00	756,107.49	763,754.68	7,647.19	7,700.00	1.84
46625HJE1	JPMORGAN CHASE & CO 3.25% 23SEP2022	3.250	09/23/2022	1,000,000.00	1,014,000.00	1,004,981.53	1,036,053.91	31,072.38	8,756.94	2.42

SECURITIES HELD

As of June 30, 2021

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Corporate Bonds										
166764AH3	CHEVRON CORP 3.191% 24JUN2023 (CALLABLE 24MAR23)	3.191	06/24/2023 03/24/2023	1,100,000.00	1,143,759.00	1,123,621.39	1,154,907.97	31,286.58	585.02	2.73
90331HNV1	US BANK NA CINCINNATI 3.4% 24JUL2023 (CALLABLE 23JUN23)	3.400	07/24/2023 06/24/2023	650,000.00	682,090.50	667,024.20	688,810.48	21,786.28	9,576.67	1.63
06051GHC6	BANK OF AMERICA CORP 3.004% 20DEC2023 (CALLABLE 20DEC22)	3.004	12/20/2023 12/20/2022	850,000.00	888,190.50	880,855.13	880,895.90	40.77	709.28	2.12
02665WCT6	AMERICAN HONDA FINANCE 3.55% 12JAN2024	3.550	01/12/2024	600,000.00	654,468.00	645,741.08	645,239.33	(501.75)	9,940.00	1.56
17325FAS7	CITIBANK NA 3.65% 23JAN2024 (CALLABLE 23DEC23)	3.650	01/23/2024 12/23/2023	1,000,000.00	1,076,820.00	1,076,053.50	1,075,958.93	(94.57)	15,918.06	2.57
459200HU8	IBM CORP 3.625% 12FEB2024	3.625	02/12/2024	600,000.00	652,356.00	646,836.99	646,422.84	(414.15)	8,337.50	1.56
037833CU2	APPLE INC 2.85% 11MAY2024 (CALLABLE 11MAR24)	2.850	05/11/2024 03/11/2024	400,000.00	413,260.00	408,232.39	424,513.38	16,280.99	1,551.67	0.99
06051GHL6	BANK OF AMERICA CORP 3.864% 23JUL2024 (CALLABLE 23JUL23)	3.864	07/23/2024 07/23/2023	800,000.00	856,216.00	852,804.66	853,006.66	202.00	13,481.07	2.05
Total Corporate Bonds				11,843,000.00	12,294,326.19	12,161,995.35	12,302,678.89	140,683.54	117,479.33	29.38
Government Agencies										
3135G0S38	FANNIE MAE 2% 05JAN2022	2.000	01/05/2022	1,000,000.00	992,380.00	998,581.79	1,009,789.49	11,207.70	9,722.22	2.37
3137EADB2	FREDDIE MAC 2.375% 13JAN2022	2.375	01/13/2022	750,000.00	760,777.50	752,807.10	759,180.00	6,372.90	8,263.02	1.82
313378WG2	FEDERAL HOME LOAN BANK 2.5% 11MAR2022	2.500	03/11/2022	1,000,000.00	1,004,720.00	1,001,117.66	1,016,781.00	15,663.34	7,569.44	2.40

SECURITIES HELD

As of June 30, 2021

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Agencies										
3135G0T78	FANNIE MAE 2% 05OCT2022	2.000	10/05/2022	1,000,000.00	988,920.00	995,989.34	1,023,022.77	27,033.43	4,722.22	2.36
3133EA7E2	FEDERAL FARM CREDIT BANK 1.96% 07NOV2022	1.960	11/07/2022	1,000,000.00	1,009,046.00	1,004,319.02	1,024,632.03	20,313.01	2,885.56	2.41
3135G0T94	FANNIE MAE 2.375% 19JAN2023	2.375	01/19/2023	980,000.00	998,228.00	987,966.73	1,013,130.12	25,163.39	10,409.10	2.39
3133EKKT2	FEDERAL FARM CREDIT BANK 2.25% 08FEB2023	2.250	02/08/2023	840,000.00	853,524.00	845,994.53	867,888.50	21,893.97	7,455.00	2.04
3130ADRG9	FEDERAL HOME LOAN BANK 2.75% 10MAR2023 #0000	2.750	03/10/2023	1,000,000.00	1,014,967.70	1,006,475.39	1,042,820.84	36,345.45	8,402.78	2.43
3133EKGC4	FEDERAL FARM CREDIT BANK 2.25% 05APR2023	2.250	04/05/2023	1,000,000.00	996,160.00	998,303.13	1,035,764.98	37,461.85	5,312.50	2.38
3137EAEN5	FREDDIE MAC 2.75% 19JUN2023	2.750	06/19/2023	1,000,000.00	1,015,570.00	1,007,315.53	1,049,186.25	41,870.72	840.28	2.43
3135G0U43	FANNIE MAE 2.875% 12SEP2023	2.875	09/12/2023	985,000.00	1,022,617.15	1,004,809.03	1,041,143.74	36,334.71	8,495.63	2.44
3134GWN69	FREDDIE MAC 0.27% 14SEP2023 (CALLABLE 14SEP21)	0.270	09/14/2023 09/14/2021	1,000,000.00	999,600.00	999,706.20	998,970.34	(735.86)	795.00	2.39
3133EKKU9	FEDERAL FARM CREDIT BANK 2.3% 08NOV2023	2.300	11/08/2023	1,100,000.00	1,122,682.00	1,112,181.34	1,150,407.57	38,226.23	3,654.44	2.68
3133EJ2B4	FEDERAL FARM CREDIT BANK 3% 06DEC2023	3.000	12/06/2023	1,250,000.00	1,339,837.50	1,331,383.30	1,329,879.93	(1,503.37)	2,500.00	3.20
3134GVP51	FREDDIE MAC 0.5% 15DEC2023 (CALLABLE 15DEC21)	0.500	12/15/2023 12/15/2021	1,000,000.00	1,000,000.00	1,000,000.00	1,000,881.44	881.44	208.33	2.39

SECURITIES HELD

As of June 30, 2021

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Agencies										
3133EKMX1	FEDERAL FARM CREDIT BANK 2.23% 23FEB2024	2.230	02/23/2024	2,100,000.00	2,129,174.84	2,116,912.18	2,201,481.14	84,568.96	16,520.58	5.09
3134GWH90	FREDDIE MAC 0.4% 08MAR2024 (CALLABLE 08SEP21) #0000	0.400	03/08/2024 09/08/2021	800,000.00	799,920.00	799,928.76	798,668.67	(1,260.09)	995.56	1.91
3130AMQQ8	FEDERAL HOME LOAN BANK 0.35% 23APR2024 (CALLABLE 23DEC21)	0.350	04/23/2024 12/23/2021	1,000,000.00	999,000.00	999,013.63	998,312.35	(701.28)	68.06	2.39
3130A1XJ2	FEDERAL HOME LOAN BANK 2.875% 14JUN2024	2.875	06/14/2024	835,000.00	881,814.28	864,666.70	893,343.55	28,676.85	1,066.94	2.11
3135GAC90	FANNIE MAE 0.25% 15JUL2024 (CALLABLE 15OCT21)	0.250	07/15/2024 07/15/2021	500,000.00	500,000.00	500,000.00	496,590.65	(3,409.35)	572.92	1.19
3130AL2A1	FEDERAL HOME LOAN BANK 0.5% 10FEB2025 (CALLABLE 10FEB22)	0.500	02/10/2025 02/10/2022	1,000,000.00	1,002,860.00	1,001,733.33	994,982.14	(6,751.19)	1,944.44	2.40
Total Government Agencies				**21,140,000.00**	**21,431,798.97**	**21,329,204.69**	**21,746,857.50**	**417,652.81**	**102,404.02**	**51.21**
Government Bonds										
912828WY2	USA TREASURY 2.25% 31JUL2021	2.250	07/31/2021	1,000,000.00	998,987.73	999,963.13	1,001,826.93	1,863.80	9,323.20	2.39
912828XW5	USA TREASURY 1.75% 30JUN2022	1.750	06/30/2022	1,000,000.00	983,164.06	994,783.43	1,016,406.25	21,622.82	0.00	2.35
9128282S8	USA TREASURY 1.625% 31AUG2022	1.625	08/31/2022	1,000,000.00	977,854.91	992,374.23	1,017,304.69	24,930.46	5,387.23	2.34
912828VB3	USA TREASURY 1.75% 15MAY2023	1.750	05/15/2023	850,000.00	854,548.83	852,351.78	873,906.25	21,554.47	1,859.38	2.04
9128282D1	USA TREASURY 1.375% 31AUG2023	1.375	08/31/2023	1,000,000.00	987,734.38	993,021.29	1,023,632.81	30,611.52	4,558.42	2.36

SECURITIES HELD

As of June 30, 2021

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Bonds										
912828T26	USA TREASURY 1.375% 30SEP2023	1.375	09/30/2023	1,000,000.00	985,940.85	992,582.40	1,024,101.56	31,519.16	3,418.72	2.36
912828W71	USA TREASURY 2.125% 31MAR2024	2.125	03/31/2024	1,000,000.00	1,019,143.98	1,011,905.75	1,046,953.12	35,047.37	5,283.47	2.44
91282CCG4	USA TREASURY 0.25% 15JUN2024	0.250	06/15/2024	900,000.00	894,413.17	894,449.11	894,515.63	66.52	92.21	2.14
Total Government Bonds				7,750,000.00	7,701,787.91	7,731,431.12	7,898,647.24	167,216.12	29,922.63	18.40
Grand total				41,147,005.00	41,848,916.39	41,641,112.51	42,366,521.78	725,409.27	250,202.36	100.00

MEMORANDUM

ITEM 10.1.

DATE: September 20, 2021

TO: Honorable Mayor and Council Members

FROM: Amanda Norton, Economic Development Manager

SUBJECT: **A RESOLUTION OF MODIFICATION TO THE RANCHO CORDOVA TOURISM BUSINESS IMPROVEMENT DISTRICT MANAGEMENT PLAN**

RECOMMENDATION

Adopt the Resolution.

RESULT OF RECOMMENDED ACTION

Adoption of the Resolution would result in the modification of the Rancho Cordova Tourism Business Improvement District (RCTBID) Management District Plan (MDP).

BACKGROUND

The Rancho Cordova Tourism Business Improvement District (RCTBID) is a benefit assessment district that was approved in 2010 and began operations in 2011, and was subsequently renewed in 2013 and again in 2021. The RCTBID was created to fund marketing and sales promotion efforts for assessed lodging businesses. The RCTBID currently includes all lodging businesses within the boundaries of the City of Rancho Cordova.

The Property and Business Improvement District Law of 1994, Streets and Highways Code §36600 et seq., allows for the Owners' Association to request the City Council to modify the MDP. The RCTBID Owners' Association, the Rancho Cordova Travel and Tourism Corporation (RCTTC), has provided written request to the City Council to modify the RCTBID. A copy of the request letter is included. The proposed modification of the RCTBID MDP will update exemption language erroneously included in the Plan. The following language will be stricken from the Plan, "Based on the benefit received, assessments will not be collected on: charges incurred by a person in the performance of official duties as an officer or employee of a local, state or federal government entity, or by government sponsored corporate charge card." The modified Plan will reflect exemption verbiage as it was written in the Plan from the prior term.

RCTBID MODIFICATION PROCESS

September 7, 2021 - RESOLUTION OF INTENTION
Upon written request by the RCTTC, the City Council may adopt a resolution of intention which states the proposed modification to the RCTBID. The RCTTC provided a written request for the proposed modification to the City Council dated August 24, 2021. Receipt of this written request allows the City Council to initiate proceedings for RCTBID MDP modification at the September 7, 2021 meeting.

September 10, 2021 - NOTICE
The Property and Business Improvement District Law of 1994 requires the City to public the Resolution of Intention in a newspaper of general circulation in the City at least seven (7) days before the public hearing and mail a complete copy of the Resolution of Intention to each business owner affected by the proposed modification at least ten (10) days before the public hearing.

September 20, 2021 - PUBLIC HEARING & RESOLUTION OF MODIFICATION
The City Council shall hold a public hearing on the proposed RCTBID MDP modifications. If the City Council, following the public hearing, decides to modify the RCTBID, the City Council shall adopt a Resolution of Modification.

FISCAL IMPACT AND FUNDING SOURCE

There is no Fiscal Impact.

ATTACHMENT(S)

1. Resolution
2. RCTT BID Modification Request
3. RCTBID Renewal MDP Amended 8-25-21_Final

CITY OF RANCHO CORDOVA

RESOLUTION NO. XX-2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, DECLARING ITS INTENTION TO MODIFY THE MANAGEMENT DISTRICT PLAN OF THE RANCHO CORDOVA TOURISM BUSINESS IMPROVEMENT DISTRICT, FIXING THE TIME AND PLACE OF A PUBLIC HEARING THEREON, AND GIVING NOTICE THEREOF

WHEREAS, on April 19, 2021 the City Council of the City of Rancho Cordova ("City Council" adopted Resolution Number 40-2021 adopting the Management District Plan ("MDP") and renewing the Rancho Cordova Tourism Improvement District (RCTBID); and

WHEREAS, the Property and Business Improvement District Law of 1994, Streets and Highways Code §36600 et seq. authorizes the City to modify the MDP at the request of the Owners' Association; and

WHEREAS, the RCTBID Owners' Association, the Rancho Cordova Travel and Tourism Corporation ("RCTTC"), has requested in writing that the City Council modify the RCTBID MDP; and

WHEREAS, a modified MDP has been prepared to update exemption language erroneously included in the Plan; and

WHEREAS, on September 7, 2021, at 5:30 PM, the City Council adopted a Resolution of Intention to Modify the Management District Plan of the Rancho Cordova Tourism Business Improvement District, Resolution No.135-2021 (the "Resolution of Intention"); and

WHEREAS, the public hearing to consider the modification of the RCTBID has been properly noticed in accordance with the Streets and Highways Code §36623; and

WHEREAS, on September 20, 2021 at 5:30 PM at Council Chambers located at 2729 Prospect Park Drive, Rancho Cordova, CA 95670, the City Council held a public hearing regarding the modification of the RCTBID MDP, and the City Council heard and received objections and protests, if any, to the modification of the RCTBID MDP; and

WHEREAS, the City Council has determined that there was no majority protest. A majority protest is defined as written protests received from owners of businesses in the proposed district which would pay fifty percent (50%) or more of the assessments proposed to be levied. Protests are weighted based on the assessment proposed to be levied on each lodging business.

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

1. The recitals set forth herein are adopted by the City Council as findings and they are true and correct.
2. The City Council hereby modifies the RCTBID MDP. The modification of the RCTBID MDP will update exemption language erroneously included in

the MDP. The modified MDP will reflect exemption verbiage as it was written in the MDP from the prior term.

3. The modified MDP dated September 7, 2021 is hereby adopted and approved.
4. This resolution shall take effect immediately upon its adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 20th day of September, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

____
Garrett Gatewood, Mayor

ATTEST:

____
Stacy Leitner, CMC
City Clerk

VISIT
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August 24, 2021

Mr. Micah Runner
Deputy City Manager
City of Rancho Cordova
2729 Prospect Park Dr
Rancho Cordova, CA 95670

Re: Rancho Cordova Tourism Business Improvement District Modification Request

Dear Mr. Runner,

As the Rancho Cordova Tourism Business Improvement District (RCTBID) Owners' Association, Rancho Cordova Travel and Tourism Corporation (RCTTC) hereby requests modification of the RCTBID Management District Plan, pursuant to Streets and Highways Code §36635.

Specifically, we are requesting a modification to the current authorized Management District Plan (Plan). The modification would consist of updating language erroneously included surrounding exemptions. Upon approval, the modified Plan will reflect the exemption verbiage as it was previously written in RCTBID's previous term's Plan.

We ask that you consider this item at the City Council meeting on September 7, 2021. It is our understanding that a public hearing will also be necessary to complete the modification; we ask that you set the public hearing for September 20, 2021.

Should you have any questions regarding the RCTBID or the modification, please feel free to contact me directly at marc@visitranchocordova.com or (916) 290-5166.

Best Regards,

Marc Sapoznik
Executive Director
Rancho Cordova Travel & Tourism

2021-2031

Photo Credit: City of Rancho Cordova

RANCHO CORDOVA TOURISM BUSINESS IMPROVEMENT DISTRICT
MANAGEMENT DISTRICT PLAN

Prepared pursuant to the Property and Business Improvement District Law of 1994, Streets and Highways Code section 36600 et seq.

September 7, 2021

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Prepared by
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I. OVERVIEW

Developed by Rancho Cordova Travel & Tourism Corporation (RCTTC) and Rancho Cordova hoteliers, the Rancho Cordova Tourism Business Improvement District (RCTBID) is an assessment district proposed to provide specific benefits to payors, by funding marketing and sales promotion efforts for assessed businesses. This approach has been used successfully in other destination areas throughout the country to provide the benefit of additional room night sales directly to payors.

Location: RCTBID includes all lodging businesses with two (2) rooms or more located within the boundaries of the City of Rancho Cordova as shown on the map in Section III.

Services: RCTBID is designed to provide specific benefits directly to payors by increasing awareness and demand for room night sales. Marketing and sales promotions, destination development, and destination recovery and crisis response programs will increase demand for overnight tourism and market payors as tourist, meeting and event destinations, thereby increasing demand for room night sales.

Budget: The total RCTBID annual budget for the initial year of its ten (10) year operation is anticipated to be approximately $2,464,000. This amount may fluctuate as room sales do.

Cost: The annual assessment rate is four and one half of one percent (4.5%) of gross room rental revenue. At the City of Rancho Cordova City Council's discretion, assessments collected may be used to repay a capital infrastructure bond if the City Council chooses to issue bonds. Until and unless bonds are issued, any funds collected by the RCTBID will be used towards the services outlined in this Plan. The assessment of four and one half of one percent (4.5%) of gross room rental revenue as levied pursuant to this Plan will also not be collected on stays pursuant to contracts executed prior to July 1, 2021. Stays pursuant to contracts executed between September 1, 2013 and June 30, 2021 shall instead be subject to assessment at the rate of $1.50 per paid occupied room per night. During the ten (10) year term, the assessment rate may be increased annually by the RCTBID Owners' Association by a maximum of one percent (1%) of gross room rental revenue per year, as described in Section IV. The total assessment rate may not exceed ten percent (10%).

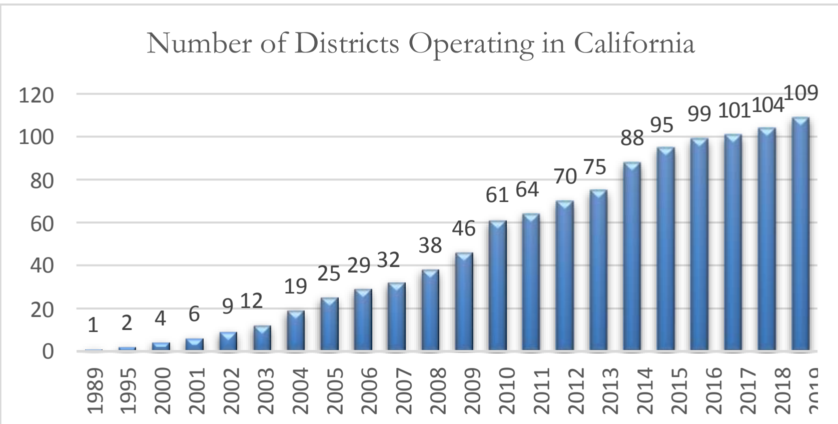
Collection: The City of Rancho Cordova (City) will be responsible for collecting the assessment on a monthly basis (including any delinquencies, penalties and interest) from each lodging business in their respective jurisdictions located in the boundaries of the RCTBID. The City shall take all reasonable efforts to collect the assessments from each lodging business.

Duration: RCTBID will have a ten (10) year life, beginning July 1, 2021 through June 30, 2031. Once per year, beginning on the anniversary of RCTBID renewal, there is a thirty (30) day period in which owners paying fifty percent (50%) or more of the assessment may protest and initiate a City Council hearing on RCTBID termination.

Management: Rancho Cordova Travel and Tourism Corporation (RCTTC) will continue to serve as the RCTBID Owners' Association. The Owners' Association is charged with managing funds and implementing programs in accordance with this Plan, and must provide annual reports to the City Council.

II. BACKGROUND

TBIDs are an evolution of the traditional Business Improvement District. The first TBID was formed in West Hollywood, California in 1989. Since then, over 100 California destinations have followed suit. In recent years, other states have begun adopting the California model – Montana, South Dakota, Washington, Colorado, Texas and Louisiana have adopted TBID laws. Several other states are in the process of adopting their own legislation. The cities of Wichita, Kansas and Newark, New Jersey used an existing business improvement district law to form a TBID. And, some cities, like Portland, Oregon and Memphis, Tennessee have utilized their home rule powers to create TBIDs without a state law.



California's TBIDs collectively raise over $275 million annually for local destination marketing. With competitors raising their budgets, and increasing rivalry for visitor dollars, it is important that Rancho Cordova lodging businesses continue to invest in stable, lodging-specific marketing programs.

TBIDs utilize the efficiencies of private sector operation in the market-based promotion of tourism districts. TBIDs allow lodging business owners to organize their efforts to increase demand for room night sales. Lodging business owners within the TBID pay an assessment and those funds are used to provide services that increase demand for room night sales.

In California, most TBIDs are formed pursuant to the Property and Business Improvement District Law of 1994. This law allows for the creation of a benefit assessment district to raise funds within a specific geographic area. *The key difference between TBIDs and other benefit assessment districts is that <u>funds raised are returned to the private non-profit corporation</u> governing the district.*

There are many benefits to TBIDs:

- Funds must be spent on services and improvements that provide a specific benefit only to those who pay;
- Funds cannot be diverted to general government programs;
- They are customized to fit the needs of payors in each destination;
- They allow for a wide range of services;
- They are ***designed, created and governed by those who will pay*** the assessment; and
- They provide a stable, long-term funding source for tourism promotion.

III. RANCHO CORDOVA TRAVEL & TOURISM CORPORATION ACCOMPLISHMENTS

Established in 2010, but formally organized in 2011, the Rancho Cordova Tourism Business Improvement District (RCTBID) set out to increase the number of district visitors, improve the brand of the destination and increase market share for the hotels in Rancho Cordova. Through robust marketing, brand positioning and consistent relationship management, the Visit Rancho Cordova brand, managed by Rancho Cordova Travel & Tourism Corporation (RCTTC) has accomplished these goals and continues to serve as an asset to the Rancho Cordova community. Since the formation of RCTBID in 2011 through year-end 2019, Occupancy rate increased 49.2%, Average Daily Rate (ADR) increased by 44.1%, and RevPAR increased by 77.6%. Over this same timeframe, nationally the Occupancy rate increased 15.1%. (Source: Statista).

Mission:
To enhance the Rancho Cordova community through the economic and social contributions of travelers to the region. To achieve this, RCTTC markets domestically and internationally and ensures the guest's experience in Northern California is world class.

Vision:
To welcome the world to Rancho Cordova, California.

Values:
Kaizen, Respect, Integrity, Alignment, Innovation

Brand Promise:
When you visit Rancho Cordova, you see the promise of America.

Visitor Promise:
No matter where you're from, you will always be welcome.

Events Sponsored by RCTTC through sponsorship, grant or marketing programs

Events were entirely or in-part contingent on sponsorship bid from RCTTC

- Two-time Host City U.S. Rowing Youth Nationals
- US Rowing Southwest Juniors Championship
- Pac-12 Rowing Championship
- NCAA Rowing Championships
- Amgen Tour of California 2019
- Technique Gymnastics tournaments including the U12 Statewide Championships, Flower Power Invitational, etc.
- Little League Best of the West Tournament
- KOT Rugby Tournament
- Rio Strada Golden State Race Series
- Hangtown Motocross
- California Capital Airshow

Digital Impact

- Average of 50 million impressions per year 2018 and 2019 from digital advertising
- 31k followers across owned social channels with 3.1 million impressions, 43.6k engagements and 10.5k clicks from channels in 2019, alone
- 3,100 e-distribution list with an average open rate of 37.7% (2020) despite national averages being between 15%-20%

• Expert digital marketing partnerships earning over 268k website visits since March of 2018
• Leisure media marketing earning more than $122,129 in attributed revenue from 479 bookings for 2019, alone
• Website marketing earning more than $55,523 in attributed revenue from 138 bookings in 2019, alone

Media Familiarization Tours
• Visit California Gold Rush Rally
  o Multi-day, multi-destination FAM in partnership with Visit California
• Visit California Canada Media FAM
  o In partnership with Visit California
• Amgen 2019 FAM
  o In partnership with the AMGEN Tour of California and Visit California

Community Impact
• Multiyear Sacramento Children's Museum Exhibit Sponsor
• Leadership Rancho Cordova
  o In addition to sponsoring Leadership attendees, RCTTC has sponsored Leadership led community projects such as the Hagan Park Dog Park and custom bike racks
  o RCTTC presents Tourism module for each annual Leadership class
• CH&LA PPE - $200,000 + value
  o Through the Rancho Cordova Travel & Tourism group membership with California Hotel & Lodging Association (CH&LA), the organization was able to distribute $200k+ in PPE (personal protection equipment) to Rancho Cordova hotels in 2020.
• Established RCPD Hotel Watch Program
• RCTTC fought to remove tax on assessment for district hotels in 2019
• RCTTC represents the interest of Rancho Cordova hotels at the Sacramento County DA/RCPD Crime Reduction Meetings
• 2020 Restaurant business campaigns and engagements in response to the COVID-19 pandemic
• Welcome/Hygiene bags for wildfire evacuees displaced in Rancho Cordova hotels

Trade Shows and Events
• San Diego Travel Show (2018)
• Bay Area Travel Show (2018-2019)
• Visit California Canada Media Mission (2018/2019)
• Cordova Community Council Christmas Tree Lighting (2014-2019)
  o Magic Maker Sponsorship
• IFest (2019)
• Kids Day in the Park (2019)
• Cordova Golf Tournament (2019)
• Rancho Cordova Chamber Golf Scramble (2017-2019)
• LGBTQ Pride Festival (2019)
• CalSAE Seasonal Spectacular (2017-2019)
• Ride the Parkway (2019)
• Run the Parkway (2019)
• Sacramento State Homecoming (2019)
• Business Expo with Rancho Cordova Chamber of Commerce (2015-2019)

<u>Organization Awards</u>
- HSMAI International Marketing Campaign Award – Silver (2020)

<u>RCTTC staff represents the organization on the following Boards, Committees and Associations:</u>
- California Capital Airshow
  - Board Member (2015- present)
- Rancho Cordova Chamber of Commerce
  - Board Member (2015- present)
  - Government Affairs Committee (2019-present)
- California Travel Association
  - Board Member (2019-present)
  - Advocacy Committee
  - COVID Task Force Committee
- Meeting Professionals International (MPI)
  - MPI Global Young Professionals Advisory Council (2019-2020)
  - MPI Sacramento Sierra Nevada Chapter Recruitment Committee (2018-2020)
    - Chair 2020
- Cal SAE
- Gold Country Visitors Association
- Destinations International
- Highway 50 Bike Share Task Force (2018)

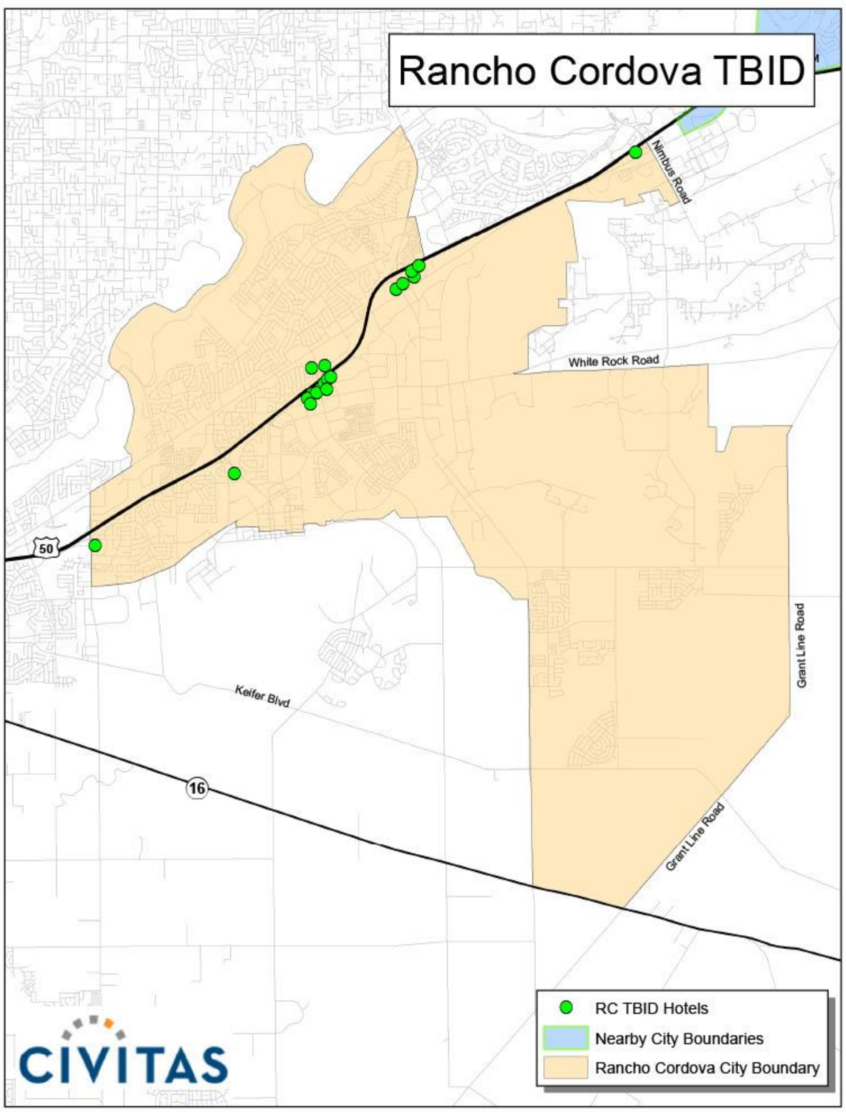
<u>Industry recognition</u>
- Executive Director, Marc Sapoznik awarded CDME (Certified Destination Management Executive) 2020
- Marketing Manager, Leena Riggs awarded Cal Travel Association's "30 under 30" 2019

IV. BOUNDARY

The RCTBID will include all lodging businesses existing and in the future with two (2) rooms or more, available for public occupancy within the boundaries of the City of Rancho Cordova.

Lodging business means: any structure, or any portion of any structure, which is occupied or intended or designed for occupancy by transients for dwelling, lodging or sleeping purposes, and includes any hotel, inn, tourist home or house, motel, studio hotel, bachelor hotel, lodging house, rooming house, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed location, or other similar structure or portion thereof.

The boundary, as shown in the map below, currently includes seventeen (17) lodging businesses. A complete listing of lodging businesses within the RCTBID can be found in Appendix 2.

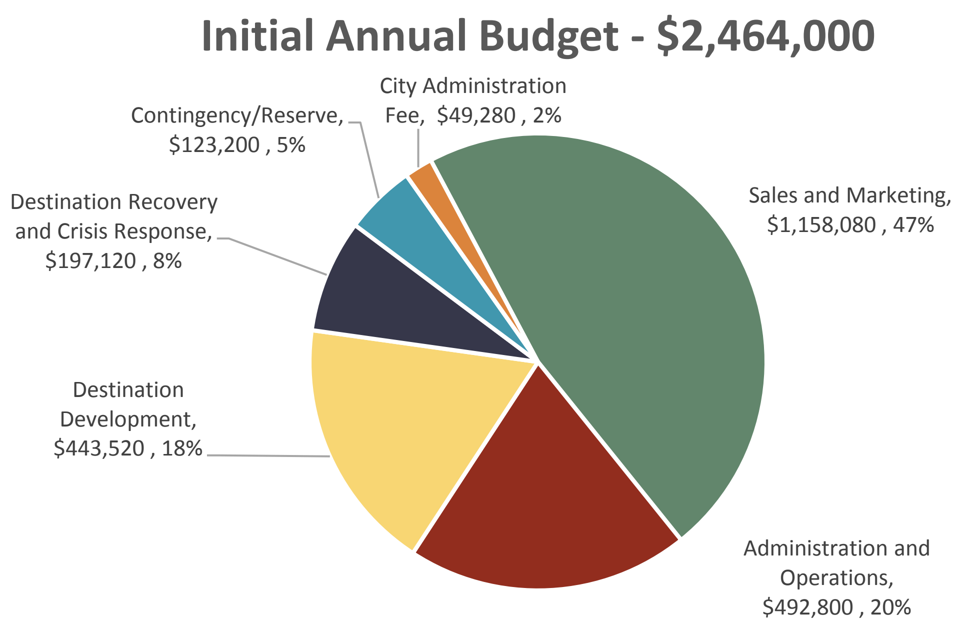


V. BUDGET AND SERVICES

A. Annual Service Plan

Assessment funds will be spent to provide specific benefits conferred or privileges granted directly to assessed businesses, that are not provided to those not charged, and which do not exceed the reasonable cost to the City of conferring the benefits or granting the privileges. The privileges and services provided with the RCTBID funds are sales and marketing promotions, destination development, and destination recovery & crisis response programs available only to assessed businesses.

A service plan budget has been developed to deliver services that benefit the assessed businesses. A detailed annual budget will be developed and approved by RCTTC. The table below illustrates the initial annual budget allocations. The total initial budget is $2,464,000.



Although actual revenues will fluctuate due to market conditions, the proportional allocations of the budget shall remain the same. However, the City and the RCTTC board shall have the authority to adjust budget allocations between the categories by no more than fifteen percent (15%) of the total budget per year. A description of the proposed improvements and activities for the initial year of operation is below. The same activities are proposed for subsequent years. In the event of a legal challenge against the RCTBID, any and all assessment funds may be used for the costs of defending the RCTBID.

Each budget category includes all costs related to providing that service. For example, the sales and marketing budget includes the cost of staff time dedicated to overseeing and implementing the sales and marketing program. Staff time dedicated purely to administrative tasks is allocated to the administrative portion of the budget. The costs of an individual staff member may be allocated to multiple budget categories. The staffing levels necessary to provide the services below will be determined by the RCTTC on an as-needed basis.

Sales and Marketing

A sales and marketing program will promote assessed businesses as tourist, meeting, and event destinations. The sales and marketing program will have a central theme of promoting Rancho Cordova as a desirable place for overnight visits. The program will have the goal of increasing demand for overnight visitation and room night sales at assessed businesses, and may include the following activities:

- Internet marketing efforts to increase awareness and optimize internet presence to drive demand for overnight visitation and room sales to assessed businesses;
- Print ads in magazines and newspapers, television ads, and radio ads targeted at potential visitors to drive demand for overnight visitation and room sales to assessed businesses;
- Attendance of trade shows to promote assessed businesses;
- Sales blitzes for assessed businesses;
- Familiarization tours of assessed businesses;
- Preparation and production of collateral promotional materials such as brochures, flyers and maps featuring assessed businesses;
- Attendance of professional industry conferences and affiliation events to promote assessed businesses;
- Lead generation activities designed to attract tourists and group events to assessed businesses;
- Director of Sales and General Manager meetings to plan and coordinate tourism promotion efforts for assessed businesses; and
- Development and maintenance of a website designed to promote assessed businesses.

Destination Development

Destination Development (DD) will be eighteen percent (18%) of the annual budget. As the total number of rooms sold and room prices increases over time, the amount of available funds for projects are anticipated to increase. Working collaboratively with the City Manager, the RCTTC will develop specific DD funding criteria. The City and the RCTTC shall have equal input to make recommendations to the RCTTC Board for final project approval. The award of any public works project contract DD must be done in accordance with City Charter and Municipal Code requirements. Policies and procedures acceptable to both the RCTTC and the City will be developed. These DD projects may include:

- Comprehensive and integrated wayfinding signage system including signage to parking decks and lots;
- Rubber tire trolley transportation program connecting hotels with downtown and other attractions, to increase room night sales;
- Art and cultural projects, to attract overnight visitors;
- Gateway enhancements, to attract overnight visitors;
- Enhancements to environmental experiences which attract overnight visitors, and shall expose visitors to the value of the vital ecosystems;
- Improvements to existing parks and sports facilities utilized by overnight visitors;
- Safe and fun entertainment complex for young teens and adults utilized by overnight visitors;
- Live music venue which attracts overnight visitors;
- Infrastructure improvements that enhance Destination competitive position to attract desirable special events year around and attract overnight visitors; and

- Improvements to the City's downtown parking deck that make the overnight visitor experience more desirable.

Destination Recovery and Crisis Response
A destination recovery and crisis response program is designed to respond to present and future challenges posed by the COVID-19 pandemic. Development and implementation of a recovery plan and crisis response program for Rancho Cordova will outline phases to market the destination to increase demand for overnight visitation and room sales to assessed businesses, with an emphasis on cleanliness measures and safety precautions in the era of COIVD-19. These phases could include targeting local marketing, followed by drive markets, short-fly markets, long-fly markets, and eventually key international markets. These programs may include, but are not limited to:

- Develop messaging for recovery efforts to ensure that Rancho Cordova is top-of-mind when travel restrictions ease to increase demand for overnight visitation to assessed businesses;
- Development and implementation of a recovery plan for Rancho Cordova that will outline phases to market the destination to increase demand for overnight visitation and room sales to assessed businesses; phases could include targeting local marketing, followed by drive markets, short-fly markets, long-fly markets, and eventually key international markets;
- Utilize research to determine recovery factors that dictate consumer sentiment towards travel to assessed businesses;
- Development and implementation of a 'clean and safe" campaign to attract overnight visitation to assessed businesses; and
- Appointment of a cleanliness manager who is responsible for developing a cleanliness plan, implementing the plan, and training lodging business employees in an effort to improve the visitor experience and increase demand for overnight visitation to assessed businesses.

Administration and Operations
The administration and operations portion of the budget shall be utilized for administrative staffing costs, office costs, advocacy, and other general administrative costs such as insurance, legal, and accounting fees.

City Administration Fee
The City of Rancho Cordova shall be paid a fee equal to two percent (2%) of the amount of assessment collected, to cover its costs of collection and administration.

Contingency/Reserve
The budget includes a contingency line item to account for uncollected assessments, if any. If there are contingency funds collected, they may be held in a reserve fund or utilized for other program, administration or renewal costs at the discretion of the RCTTC Board. Policies relating to contributions to the reserve fund, the target amount of the reserve fund, and expenditure of monies from the reserve fund shall be set by the RCTTC Board. Contingency/reserve funds may be spent on District programs or administrative and renewal costs in such proportions as determined by the RCTTC Board. The reserve fund may be used for the costs of renewing the RCTBID.

B. Annual Budget

The total ten (10) year improvement and service plan budget is projected at approximately $2,464,000 annually, and for a total amount of $64,760,489 through 2031 if the maximum assessment rate increases are adopted. This budget is expected to fluctuate as room sales change and if the assessment rate is increased. If the maximum annual assessment increases are adopted by the Owners' Association upon approval from City Council, the annual budget will increase as illustrated in the table below. The initial annual assessment rate is four and one half of one percent (4.5%) of gross room rental revenue. The Owners' Association may increase the assessment rate by a maximum of one percent (1%) per year to a maximum rate of ten percent (10%).

The assessment rate might not increase starting in 2022, the increases may be implemented in later years at the discretion of the Owners' Association. The table below demonstrates the maximum with the assumption that the rates will be increased in annually from 2022 through 2027 as it is a required disclosure, it is not the anticipated course of action. Alternate courses of action may be taken in regards to implementing the assessment rate increase other than what is demonstrated in the chart below, within the parameters of this Management District Plan. For example, increases may be implemented in years 2028-2031, with the stipulation that each annual increase is no more than one percent (1%) and that the total assessment rate may not exceed ten percent (10%). Additionally, a three percent (3%) annual increase in the total budget is shown, to account for estimated increased room night sales as a result of RCTBID efforts. This three percent (3%) annual increase is a conservative estimate based on the effects of similarly sized TBID budgets.

Estimated Annual Budget If Maximum Assessment Rates Are Adopted 2021-2031

Year	Sales & Marketing	Administration	Destination Development	Destination Recovery	Contingency/ Reserve	City Fee	Total
2021-22	$1,158,080	$492,800	$443,520	$197,120	$123,200	$49,280	**$2,464,000**
2022-23	$1,457,868	$620,369	$558,332	$248,148	$155,092	$62,037	**$3,101,846**
2023-24	$1,774,595	$755,147	$679,632	$302,059	$188,787	$75,515	**$3,775,734**
2024-25	$2,109,136	$897,505	$807,754	$359,002	$224,376	$89,750	**$4,487,524**
2025-26	$2,461,993	$1,047,657	$942,891	$419,063	$261,914	$104,766	**$5,238,283**
2026-27	$2,834,322	$1,206,095	$1,085,485	$482,438	$301,524	$120,609	**$6,030,473**
2027-28	$4,455,807	$1,896,088	$1,706,479	$758,435	$474,022	$189,609	**$9,480,441**
2028-29	$4,589,481	$1,952,971	$1,757,674	$781,188	$488,243	$195,297	**$9,764,854**
2029-30	$4,727,166	$2,011,560	$1,810,404	$804,624	$502,890	$201,156	**$10,057,800**
2030-31	$4,868,981	$2,071,907	$1,864,716	$828,763	$517,977	$207,191	**$10,359,534**
Total	**$30,437,430**	**$12,952,098**	**$11,656,888**	**$5,180,839**	**$3,238,024**	**$1,295,210**	**$64,760,489**

The table below demonstrates the annual improvement and service plan budget with the assumption that the rates will not be increased during the district's ten (10) year term. Additionally, a three percent (3%) annual increase in the total budget is shown, to account for estimated increased room night sales as a result of RCTBID efforts.

Estimated Annual Budget If Maximum Assessment Rates Are Not Adopted
2021-2031

Year	Sales & Marketing	Administration	Destination Development	Destination Recovery	Contingency /Reserve	City Fee	Total
2021-22	$1,158,080	$492,800	$443,520	$197,120	$123,200	$49,280	**$2,464,000**
2022-23	$1,192,822	$507,584	$456,826	$203,034	$126,896	$50,758	**$2,537,920**
2023-24	$1,228,607	$522,812	$470,530	$209,125	$130,703	$52,281	**$2,614,058**
2024-25	$1,265,465	$538,496	$484,646	$215,398	$134,624	$53,850	**$2,692,479**
2025-26	$1,303,429	$554,651	$499,186	$221,860	$138,663	$55,465	**$2,773,254**
2026-27	$1,342,532	$571,290	$514,161	$228,516	$142,823	$57,129	**$2,856,451**
2027-28	$1,382,808	$588,429	$529,586	$235,372	$147,107	$58,843	**$2,942,145**
2028-29	$1,424,292	$606,082	$545,474	$242,433	$151,520	$60,608	**$3,030,409**
2029-30	$1,467,021	$624,264	$561,838	$249,706	$156,066	$62,426	**$3,121,321**
2030-31	$1,511,032	$642,992	$578,693	$257,197	$160,748	$64,299	**$3,214,961**
Total	**$13,276,089**	**$5,649,400**	**$5,084,460**	**$2,259,760**	**$1,412,350**	**$564,940**	**$28,246,999**

C. California Constitutional Compliance

The RCTBID assessment is not a property-based assessment subject to the requirements of Proposition 218. Courts have found Proposition 218 limited the term 'assessments' to levies on real property.[1] Rather, the RCTBID assessment is a business-based assessment, and is subject to Proposition 26. Pursuant to Proposition 26 all levies are a tax unless they fit one of seven exceptions. Two of these exceptions apply to the RCTBID, a "specific benefit" and a "specific government service." Both require that the costs of benefits or services do not exceed the reasonable costs to the City of conferring the benefits or providing the services.

1. Specific Benefit

Proposition 26 requires that assessment funds be expended on, "a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege."[2] The services in this Plan are designed to provide targeted benefits directly to assessed businesses, and are intended only to provide benefits and services directly to those businesses paying the assessment. These services are tailored not to serve the general public, businesses in general, or parcels of land, but rather to serve the specific businesses within the RCTBID. The activities described in this Plan are specifically targeted to increase demand for room night sales for assessed lodging businesses within the boundaries of the RCTBID, and are narrowly tailored. RCTBID funds will be used exclusively to provide the specific benefit of increased demand for room night sales directly to the assessees. Assessment funds shall not be used to feature non-assessed lodging businesses in RCTBID programs, or to directly generate sales for non-assessed businesses. The activities paid for from assessment revenues are business services constituting and providing specific benefits to the assessed businesses.

[1] *Jarvis v. the City of San Diego* 72 Cal App. 4th 230
[2] Cal. Const. art XIII C § 1(e)(1)

The assessment imposed by this RCTBID is for a specific benefit conferred directly to the payors that is not provided to those not charged. The specific benefit conferred directly to the payors is an increase in demand for room night sales. The specific benefit of an increase in demand for room night sales for assessed lodging businesses will be provided only to lodging businesses paying the district assessment, with marketing and sales programs promoting lodging businesses paying the RCTBID assessment. The marketing and sales programs will be designed to increase room night sales at each assessed lodging businesses. Because they are necessary to provide the marketing and sales promotions, destination development, and destination recovery and crisis response programs that specifically benefit the assessed lodging businesses, the administration and contingency services also provide the specific benefit of increased demand for room night sales to the assessed lodging businesses.

Although the RCTBID, in providing specific benefits to payors, may produce incidental benefits to non-paying businesses, the incidental benefit does not preclude the services from being considered a specific benefit. The legislature has found that, "A specific benefit is not excluded from classification as a 'specific benefit' merely because an indirect benefit to a nonpayor occurs incidentally and without cost to the payor as a consequence of providing the specific benefit to the payor."[3]

2. *Specific Government Service*

The assessment may also be utilized to provide, "a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product."[4] The legislature has recognized that marketing and promotions services like those to be provided by the RCTBID are government services within the meaning of Proposition 26[5]. Further, the legislature has determined that "a specific government service is not excluded from classification as a 'specific government service' merely because an indirect benefit to a nonpayor occurs incidentally and without cost to the payor as a consequence of providing the specific government service to the payor."[6]

3. *Reasonable Cost*

RCTBID services will be implemented carefully to ensure they do not exceed the reasonable cost of such services. The full amount assessed will be used to provide the services described herein. Funds will be managed by the RCTTC, and reports submitted on an annual basis to the City. Only assessed lodging businesses will be featured in marketing materials, receive sales leads generated from RCTBID-funded activities, be featured in advertising campaigns, and benefit from other RCTBID-funded services. Non-assessed lodging businesses will not receive these, nor any other, RCTBID-funded services and benefits.

The RCTBID-funded programs are all targeted directly at and feature only assessed businesses. It is, however, possible that there will be a spill over benefit to non-assessed

[3] Government Code § 53758(a)
[4] Cal. Const. art XIII C § 1(e)(2)
[5] Government Code § 53758(b)
[6] Government Code § 53758(b)

businesses. If non-assessed lodging businesses receive incremental room nights, that portion of the promotion or program generating those room nights shall be paid with non-RCTBID funds. RCTBID funds shall only be spent to benefit the assessed businesses, and shall not be spent on that portion of any program which directly generates incidental room nights for non-assessed businesses.

D. Assessment

The annual assessment rate is four and one half of one percent (4.5%) of gross room rental revenue. At the City Council's discretion, assessments collected may be used to repay a capital infrastructure bond if Council chooses to issue bonds. Until and unless bonds are issued, any funds collected by the RCTBID will be used towards the services outlined in this Plan. The assessment of four and one half of one percent (4.5%) of gross room rental revenue as levied pursuant to this Plan will also not be collected on stays pursuant to contracts executed prior to July 1, 2021. Stays pursuant to contracts executed between September 1, 2013 and June 30, 2021 shall instead be subject to assessment at the rate of $1.50 per paid occupied room per night. During the ten (10) year term, the assessment rate may be increased annually by the Owners' Association by a maximum of one percent (1%) of gross room rental. The total assessment rate may not exceed ten percent (10%).

The term "gross room rental revenue" as used herein means: the consideration charged, whether or not received, for the occupancy of space in a lodging business valued in money, whether to be received in money, goods, labor or otherwise, including all receipts, cash, credits and property and services of any kind or nature, without any deduction therefrom whatsoever. Gross room rental revenue shall not include any federal, state or local taxes collected, including but not limited to transient occupancy taxes.

The assessment is levied upon and a direct obligation of the assessed lodging business. However, the assessed lodging business may, at its discretion, pass the assessment on to transients. The amount of assessment, if passed on to each transient, shall be disclosed in advance and separately stated from the amount of rent charged and any other applicable taxes, and each transient shall receive a receipt for payment from the business. If the RCTBID assessment is identified separately it shall be disclosed as the "RCTBID Assessment." As an alternative, the disclosure may include the amount of the RCTBID assessment and the amount of the assessment imposed pursuant to the California Tourism Marketing Act, Government Code §13995 et seq. and shall be disclosed as the "Tourism Assessment." The assessment is imposed solely upon, and is the sole obligation of the assessed lodging business even if it is passed on to transients. The assessment shall not be considered revenue for any purpose, including calculation of transient occupancy taxes.

Bonds may be issued.

E. Penalties and Interest

The RCTBID shall reimburse the City of Rancho Cordova for any costs associated with collecting unpaid assessments. If sums in excess of the delinquent RCTBID assessment are sought to be recovered in the same collection action by the City, the RCTBID shall bear its pro rata share of such collection costs. Assessed lodging businesses which are delinquent in paying the assessment shall be responsible for paying:

1. *Original Delinquency.* When an assessment becomes delinquent, any owner who fails to remit any assessment imposed by this Plan within the time required shall pay a penalty of 10 percent (10%) of the amount of the assessment in addition to the amount of the assessment.
2. *Continued Delinquency.* Any owner who fails to remit any delinquent remittance on or before a period of thirty (30) days following the date on which the remittance first became delinquent shall pay a second delinquency penalty of ten percent (10%) of the amount of the assessment in addition to the amount of the assessment and the ten percent (10%) penalty first imposed.
3. *Fraud.* If the City determines that the nonpayment of any remittance due under this chapter is due to fraud, a penalty of twenty-five percent (25%) of the amount of the assessment shall be added thereto in addition to the penalties stated in subsections (1) and (2) of this section.
4. *Interest.* In addition to the penalties imposed, any owner who fails to remit any assessment imposed by this Plan shall pay interest at the rate of one and one-half percent (1.50%) per month or fraction thereof, compounded, on the amount of the assessment, exclusive of penalties, from the date on which the remittance first became delinquent until paid.
5. *Penalties Merged with Assessment.* Every penalty imposed and such interest as accrues under the provisions of this section shall become a part of the assessment herein required to be paid.

F. Time and Manner for Collecting Assessments

The RCTBID assessment will be implemented beginning July 1, 2021 and will continue for ten (10) years through June 30, 2031. The City will be responsible for collecting the assessment on a monthly basis (including any delinquencies, penalties and interest) from each lodging business. The City shall take all reasonable efforts to collect the assessments from each lodging business. The City shall forward the assessments collected to the Owners' Association.

Concurrent with the remittal of assessment funds to the Owners Association, the City shall also provide monthly reports stating details surrounding businesses that are default on expected payments, as well as the term of their delinquency and any other relevant information for the Owners Association to reasonably determine which assessed businesses are in compliance with the RCTBID assessment.

VI. GOVERNANCE

A. Owners' Association

The City Council, through adoption of this Management District Plan, has the right, pursuant to Streets and Highways Code §36651, to identify the body that shall implement the proposed program, which shall be the Owners' Association of the RCTBID as defined in Streets and Highways Code §36612. The City Council has determined that Rancho Cordova Travel and Tourism Corporation (RCTTC) will serve as the Owners' Association for the RCTBID.

B. Brown Act and California Public Records Act Compliance

An Owners' Association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. The Owners' Association is, however, subject to government regulations relating to transparency, namely the Ralph M. Brown Act and the California Public Records Act. These regulations are designed to promote public accountability. The Owners' Association acts as a legislative body under the Ralph M. Brown Act (Government Code §54950 et seq.). Thus, meetings of the RCTTC board and certain committees must be held in compliance with the public notice and other requirements of the Brown Act. The Owners' Association is also subject to the record keeping and disclosure requirements of the California Public Records Act. Accordingly, the Owners' Association shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

C. Annual Report

The RCTTC shall present an annual report at the end of each fiscal year of operation to the City Council, and shall file the annual report with the City of Rancho Cordova City Clerk, pursuant to Streets and Highways Code §36650 (see Appendix 1). The annual report shall include:

- Any proposed changes in the boundaries of the improvement district or in any benefit zones or classification of businesses within the district.
- The improvements and activities to be provided for that fiscal year.
- An estimate of the cost of providing the improvements and the activities for that fiscal year.
- The method and basis of levying the assessment in sufficient detail to allow each business owner to estimate the amount of the assessment to be levied against his or her business for that fiscal year.
- The estimated amount of any surplus or deficit revenues to be carried over from a previous fiscal year.
- The estimated amount of any contributions to be made from sources other than assessments levied pursuant to this part.

APPENDIX 1 – LAW

*** THIS DOCUMENT IS CURRENT THROUGH THE 2020 SUPPLEMENT ***
(ALL 2019 LEGISLATION)

STREETS AND HIGHWAYS CODE
DIVISION 18. PARKING
PART 7. PROPERTY AND BUSINESS IMPROVEMENT DISTRICT LAW OF 1994

CHAPTER 1. General Provisions

ARTICLE 1. Declarations

36600. Citation of part

This part shall be known and may be cited as the "Property and Business Improvement District Law of 1994."

36601. Legislative findings and declarations; Legislative guidance

The Legislature finds and declares all of the following:

(a) Businesses located and operating within business districts in some of this state's communities are economically disadvantaged, are underutilized, and are unable to attract customers due to inadequate facilities, services, and activities in the business districts.

(b) It is in the public interest to promote the economic revitalization and physical maintenance of business districts in order to create jobs, attract new businesses, and prevent the erosion of the business districts.

(c) It is of particular local benefit to allow business districts to fund business related improvements, maintenance, and activities through the levy of assessments upon the businesses or real property that receive benefits from those improvements.

(d) Assessments levied for the purpose of conferring special benefit upon the real property or a specific benefit upon the businesses in a business district are not taxes for the general benefit of a city, even if property, businesses, or persons not assessed receive incidental or collateral effects that benefit them.

(e) Property and business improvement districts formed throughout this state have conferred special benefits upon properties and businesses within their districts and have made those properties and businesses more useful by providing the following benefits:

(1) Crime reduction. A study by the Rand Corporation has confirmed a 12-percent reduction in the incidence of robbery and an 8-percent reduction in the total incidence of violent crimes within the 30 districts studied.
(2) Job creation.
(3) Business attraction.
(4) Business retention.
(5) Economic growth.
(6) New investments.

(f) With the dissolution of redevelopment agencies throughout the state, property and business improvement districts have become even more important tools with which communities can combat blight, promote economic opportunities, and create a clean and safe environment.

(g) Since the enactment of this act, the people of California have adopted Proposition 218, which added Article XIII D to the Constitution in order to place certain requirements and restrictions on the formation of, and activities, expenditures, and assessments by property-based districts. Article XIII D of the Constitution provides that property-based districts may only levy assessments for special benefits.

(h) The act amending this section is intended to provide the Legislature's guidance with regard to this act, its interaction with the provisions of Article XIII D of the Constitution, and the determination of special benefits in property-based districts.

(1) The lack of legislative guidance has resulted in uncertainty and inconsistent application of this act, which discourages the use of assessments to fund needed improvements, maintenance, and activities in property-based districts, contributing to blight and other underutilization of property.

(2) Activities undertaken for the purpose of conferring special benefits upon property to be assessed inherently produce incidental or collateral effects that benefit property or persons not assessed. Therefore, for special benefits to exist as a separate and distinct category from general benefits, the

incidental or collateral effects of those special benefits are inherently part of those special benefits. The mere fact that special benefits produce incidental or collateral effects that benefit property or persons not assessed does not convert any portion of those special benefits or their incidental or collateral effects into general benefits.
(3) It is of the utmost importance that property-based districts created under this act have clarity regarding restrictions on assessments they may levy and the proper determination of special benefits. Legislative clarity with regard to this act will provide districts with clear instructions and courts with legislative intent regarding restrictions on property-based assessments, and the manner in which special benefits should be determined.

36602. Purpose of part

The purpose of this part is to supplement previously enacted provisions of law that authorize cities to levy assessments within property and business improvement districts, to ensure that those assessments conform to all constitutional requirements and are determined and assessed in accordance with the guidance set forth in this act. This part does not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes.

36603. Preemption of authority or charter city to adopt ordinances levying assessments

Nothing in this part is intended to preempt the authority of a charter city to adopt ordinances providing for a different method of levying assessments for similar or additional purposes from those set forth in this part. A property and business improvement district created pursuant to this part is expressly exempt from the provisions of the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 (Division 4 (commencing with Section 2800)).

36603.5. Part prevails over conflicting provisions

Any provision of this part that conflicts with any other provision of law shall prevail over the other provision of law, as to districts created under this part.

36604. Severability

This part is intended to be construed liberally and, if any provision is held invalid, the remaining provisions shall remain in full force and effect. Assessments levied under this part are not special taxes.

ARTICLE 2. Definitions

36606. “Activities

“Activities” means, but is not limited to, all of the following that benefit businesses or real property in the district:

(a) Promotion of public events.
(b) Furnishing of music in any public place.
(c) Promotion of tourism within the district.
(d) Marketing and economic development, including retail retention and recruitment.
(e) Providing security, sanitation, graffiti removal, street and sidewalk cleaning, and other municipal services supplemental to those normally provided by the municipality.
(f) Other services provided for the purpose of conferring special benefit upon assessed real property or specific benefits upon assessed businesses located in the district.

36606.5. “Assessment”

“Assessment” means a levy for the purpose of acquiring, constructing, installing, or maintaining improvements and providing activities that will provide certain benefits to properties or businesses located within a property and business improvement district.

36607. “Business”

"Business" means all types of businesses and includes financial institutions and professions.

36608. "City"

"City" means a city, county, city and county, or an agency or entity created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code, the public member agencies of which includes only cities, counties, or a city and county, or the State of California.

36609. "City council"

"City council" means the city council of a city or the board of supervisors of a county, or the agency, commission, or board created pursuant to a joint powers agreement and which is a city within the meaning of this part.

36609.4. "Clerk"

"Clerk" means the clerk of the legislative body.

36609.5. "General benefit"

"General benefit" means, for purposes of a property-based district, any benefit that is not a "special benefit" as defined in Section 36615.5.

36610. "Improvement"

"Improvement" means the acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to, the following:

(a) Parking facilities.
(b) Benches, booths, kiosks, display cases, pedestrian shelters and signs.
(c) Trash receptacles and public restrooms.
(d) Lighting and heating facilities.
(e) Decorations.
(f) Parks.
(g) Fountains.
(h) Planting areas.
(i) Closing, opening, widening, or narrowing of existing streets.
(j) Facilities or equipment, or both, to enhance security of persons and property within the district.
(k) Ramps, sidewalks, plazas, and pedestrian malls.
(l) Rehabilitation or removal of existing structures.

36611. "Management district plan"; "Plan"

"Management district plan" or "plan" means a proposal as defined in Section 36622.

36612. "Owners' association"

"Owners' association" means a private nonprofit entity that is under contract with a city to administer or implement improvements, maintenance, and activities specified in the management district plan. An owners' association may be an existing nonprofit entity or a newly formed nonprofit entity. An owners' association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. Notwithstanding this section, an owners' association shall comply with the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code), at all times when matters within the subject matter of the district are heard, discussed, or deliberated, and with the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code), for all records relating to activities of the district.

36614. "Property"

"Property" means real property situated within a district.

36614.5. "Property and business improvement district"; "District"

"Property and business improvement district," or "district," means a property and business improvement district established pursuant to this part.

36614.6. "Property-based assessment"

"Property-based assessment" means any assessment made pursuant to this part upon real property.

36614.7. "Property-based district"

"Property-based district" means any district in which a city levies a property-based assessment.

36615. "Property owner"; "Business owner"; "Owner"

"Property owner" means any person shown as the owner of land on the last equalized assessment roll or otherwise known to be the owner of land by the city council. "Business owner" means any person recognized by the city as the owner of the business. "Owner" means either a business owner or a property owner. The city council has no obligation to obtain other information as to the ownership of land or businesses, and its determination of ownership shall be final and conclusive for the purposes of this part. Wherever this part requires the signature of the property owner, the signature of the authorized agent of the property owner shall be sufficient. Wherever this part requires the signature of the business owner, the signature of the authorized agent of the business owner shall be sufficient.

36615.5. "Special benefit"

"Special benefit" means, for purposes of a property-based district, a particular and distinct benefit over and above general benefits conferred on real property located in a district or to the public at large. Special benefit includes incidental or collateral effects that arise from the improvements, maintenance, or activities of property-based districts even if those incidental or collateral effects benefit property or persons not assessed. Special benefit excludes general enhancement of property value.

36616. "Tenant"

"Tenant" means an occupant pursuant to a lease of commercial space or a dwelling unit, other than an owner.

ARTICLE 3. Prior Law

36617. Alternate method of financing certain improvements and activities; Effect on other provisions

This part provides an alternative method of financing certain improvements and activities. The provisions of this part shall not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes. Every improvement area established pursuant to the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500) of this division) is valid and effective and is unaffected by this part.

CHAPTER 2. Establishment

36620. Establishment of property and business improvement district

A property and business improvement district may be established as provided in this chapter.

36620.5. Requirement of consent of city council

A county may not form a district within the territorial jurisdiction of a city without the consent of the city council of that city. A city may not form a district within the unincorporated territory of a county without the consent of the board of supervisors of that county. A city may not form a district within the territorial jurisdiction of another city without the consent of the city council of the other city.

36621. Initiation of proceedings; Petition of property or business owners in proposed district

(a) Upon the submission of a written petition, signed by the property or business owners in the proposed district who will pay more than 50 percent of the assessments proposed to be levied, the city council may initiate proceedings to form a district by the adoption of a resolution expressing its intention to form a district. The amount of assessment attributable to property or a business owned by the same property or business owner that is in excess of 40 percent of the amount of all assessments proposed to be levied, shall not be included in determining whether the petition is signed by property or business owners who will pay more than 50 percent of the total amount of assessments proposed to be levied.
(b) The petition of property or business owners required under subdivision (a) shall include a summary of the management district plan. That summary shall include all of the following:
(1) A map showing the boundaries of the district.
(2) Information specifying where the complete management district plan can be obtained.
(3) Information specifying that the complete management district plan shall be furnished upon request.
(c) The resolution of intention described in subdivision (a) shall contain all of the following:
(1) A brief description of the proposed improvements, maintenance, and activities, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property or businesses within the district, a statement as to whether bonds will be issued, and a description of the exterior boundaries of the proposed district, which may be made by reference to any plan or map that is on file with the clerk. The descriptions and statements do not need to be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements, maintenance, and activities, and the location and extent of the proposed district.
(2) A time and place for a public hearing on the establishment of the property and business improvement district and the levy of assessments, which shall be consistent with the requirements of Section 36623.

36622. Contents of management district plan

The management district plan shall include, but is not limited to, all of the following:
(a) If the assessment will be levied on property, a map of the district in sufficient detail to locate each parcel of property and, if businesses are to be assessed, each business within the district. If the assessment will be levied on businesses, a map that identifies the district boundaries in sufficient detail to allow a business owner to reasonably determine whether a business is located within the district boundaries. If the assessment will be levied on property and businesses, a map of the district in sufficient detail to locate each parcel of property and to allow a business owner to reasonably determine whether a business is located within the district boundaries.
(b) The name of the proposed district.
(c) A description of the boundaries of the district, including the boundaries of benefit zones, proposed for establishment or extension in a manner sufficient to identify the affected property and businesses included, which may be made by reference to any plan or map that is on file with the clerk. The boundaries of a proposed property assessment district shall not overlap with the boundaries of another existing property assessment district created pursuant to this part. This part does not prohibit the boundaries of a district created pursuant to this part to overlap with other assessment districts established pursuant to other provisions of law, including, but not limited to, the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500)). This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with another business assessment district created pursuant to this part. This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with a property assessment district created pursuant to this part.
(d) The improvements, maintenance, and activities proposed for each year of operation of the district and the maximum cost thereof. If the improvements, maintenance, and activities proposed for each year of operation are the same, a description of the first year's proposed improvements, maintenance, and activities and a statement that the same improvements, maintenance, and activities are proposed for subsequent years shall satisfy the requirements of this subdivision.
(e) The total annual amount proposed to be expended for improvements, maintenance, or activities, and debt service in each year of operation of the district. If the assessment is levied on businesses, this amount may be estimated based upon the assessment rate. If the total annual amount proposed to be expended in each year

of operation of the district is not significantly different, the amount proposed to be expended in the initial year and a statement that a similar amount applies to subsequent years shall satisfy the requirements of this subdivision.
(f) The proposed source or sources of financing, including the proposed method and basis of levying the assessment in sufficient detail to allow each property or business owner to calculate the amount of the assessment to be levied against his or her property or business. The plan also shall state whether bonds will be issued to finance improvements.
(g) The time and manner of collecting the assessments.
(h) The specific number of years in which assessments will be levied. In a new district, the maximum number of years shall be five. Upon renewal, a district shall have a term not to exceed 10 years. Notwithstanding these limitations, a district created pursuant to this part to finance capital improvements with bonds may levy assessments until the maximum maturity of the bonds. The management district plan may set forth specific increases in assessments for each year of operation of the district.
(i) The proposed time for implementation and completion of the management district plan.
(j) Any proposed rules and regulations to be applicable to the district.
(k) (1) A list of the properties or businesses to be assessed, including the assessor's parcel numbers for properties to be assessed, and a statement of the method or methods by which the expenses of a district will be imposed upon benefited real property or businesses, in proportion to the benefit received by the property or business, to defray the cost thereof.
(2) In a property-based district, the proportionate special benefit derived by each identified parcel shall be determined exclusively in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the activities. An assessment shall not be imposed on any parcel that exceeds the reasonable cost of the proportional special benefit conferred on that parcel. Only special benefits are assessable, and a property-based district shall separate the general benefits, if any, from the special benefits conferred on a parcel. Parcels within a property-based district that are owned or used by any city, public agency, the State of California, or the United States shall not be exempt from assessment unless the governmental entity can demonstrate by clear and convincing evidence that those publicly owned parcels in fact receive no special benefit. The value of any incidental, secondary, or collateral effects that arise from the improvements, maintenance, or activities of a property-based district and that benefit property or persons not assessed shall not be deducted from the entirety of the cost of any special benefit or affect the proportionate special benefit derived by each identified parcel.
(l) In a property-based district, the total amount of all special benefits to be conferred upon the properties located within the property-based district.
(m) In a property-based district, the total amount of general benefits, if any.
(n) In a property-based district, a detailed engineer's report prepared by a registered professional engineer certified by the State of California supporting all assessments contemplated by the management district plan.
(o) Any other item or matter required to be incorporated therein by the city council.

36623. Procedure to levy assessment

(a) If a city council proposes to levy a new or increased property assessment, the notice and protest and hearing procedure shall comply with Section 53753 of the Government Code.
(b) If a city council proposes to levy a new or increased business assessment, the notice and protest and hearing procedure shall comply with Section 54954.6 of the Government Code, except that notice shall be mailed to the owners of the businesses proposed to be assessed. A protest may be made orally or in writing by any interested person. Every written protest shall be filed with the clerk at or before the time fixed for the public hearing. The city council may waive any irregularity in the form or content of any written protest. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing. Each written protest shall contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the city as the owner of the business, the protest shall contain or be accompanied by written evidence that the person subscribing is the owner of the business or the authorized representative. A written protest that does not comply with this section shall not be counted in determining a majority protest. If written protests are received from the owners or authorized representatives of businesses in the proposed district that will pay 50 percent or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50 percent, no further proceedings to levy the proposed assessment against such

businesses, as contained in the resolution of intention, shall be taken for a period of one year from the date of the finding of a majority protest by the city council.

(c) If a city council proposes to conduct a single proceeding to levy both a new or increased property assessment and a new or increased business assessment, the notice and protest and hearing procedure for the property assessment shall comply with subdivision (a), and the notice and protest and hearing procedure for the business assessment shall comply with subdivision (b). If a majority protest is received from either the property or business owners, that respective portion of the assessment shall not be levied. The remaining portion of the assessment may be levied unless the improvement or other special benefit was proposed to be funded by assessing both property and business owners.

36624. Changes to proposed assessments

At the conclusion of the public hearing to establish the district, the city council may adopt, revise, change, reduce, or modify the proposed assessment or the type or types of improvements, maintenance, and activities to be funded with the revenues from the assessments. Proposed assessments may only be revised by reducing any or all of them. At the public hearing, the city council may only make changes in, to, or from the boundaries of the proposed property and business improvement district that will exclude territory that will not benefit from the proposed improvements, maintenance, and activities. Any modifications, revisions, reductions, or changes to the proposed assessment district shall be reflected in the notice and map recorded pursuant to Section 36627.

36625. Resolution of formation

(a) If the city council, following the public hearing, decides to establish a proposed property and business improvement district, the city council shall adopt a resolution of formation that shall include, but is not limited to, all of the following:

(1) A brief description of the proposed improvements, maintenance, and activities, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property, businesses, or both within the district, a statement on whether bonds will be issued, and a description of the exterior boundaries of the proposed district, which may be made by reference to any plan or map that is on file with the clerk. The descriptions and statements need not be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements, maintenance, and activities and the location and extent of the proposed district.

(2) The number, date of adoption, and title of the resolution of intention.

(3) The time and place where the public hearing was held concerning the establishment of the district.

(4) A determination regarding any protests received. The city shall not establish the district or levy assessments if a majority protest was received.

(5) A statement that the properties, businesses, or properties and businesses in the district established by the resolution shall be subject to any amendments to this part.

(6) A statement that the improvements, maintenance, and activities to be conferred on businesses and properties in the district will be funded by the levy of the assessments. The revenue from the levy of assessments within a district shall not be used to provide improvements, maintenance, or activities outside the district or for any purpose other than the purposes specified in the resolution of intention, as modified by the city council at the hearing concerning establishment of the district. Notwithstanding the foregoing, improvements and activities that must be provided outside the district boundaries to create a special or specific benefit to the assessed parcels or businesses may be provided, but shall be limited to marketing or signage pointing to the district.

(7) A finding that the property or businesses within the area of the property and business improvement district will be benefited by the improvements, maintenance, and activities funded by the proposed assessments, and, for a property-based district, that property within the district will receive a special benefit.

(8) In a property-based district, the total amount of all special benefits to be conferred on the properties within the property-based district.

(b) The adoption of the resolution of formation and, if required, recordation of the notice and map pursuant to Section 36627 shall constitute the levy of an assessment in each of the fiscal years referred to in the management district plan.

36627. Notice and assessment diagram

Following adoption of the resolution establishing district assessments on properties pursuant to Section 36625, the clerk shall record a notice and an assessment diagram pursuant to Section 3114. No other provision of Division 4.5 (commencing with Section 3100) applies to an assessment district created pursuant to this part.

36628. Establishment of separate benefit zones within district; Categories of businesses

The city council may establish one or more separate benefit zones within the district based upon the degree of benefit derived from the improvements or activities to be provided within the benefit zone and may impose a different assessment within each benefit zone. If the assessment is to be levied on businesses, the city council may also define categories of businesses based upon the degree of benefit that each will derive from the improvements or activities to be provided within the district and may impose a different assessment or rate of assessment on each category of business, or on each category of business within each zone.

36628.5. Assessments on businesses or property owners

The city council may levy assessments on businesses or on property owners, or a combination of the two, pursuant to this part. The city council shall structure the assessments in whatever manner it determines corresponds with the distribution of benefits from the proposed improvements, maintenance, and activities, provided that any property-based assessment conforms with the requirements set forth in paragraph (2) of subdivision (k) of Section 36622.

36629. Provisions and procedures applicable to benefit zones and business categories

All provisions of this part applicable to the establishment, modification, or disestablishment of a property and business improvement district apply to the establishment, modification, or disestablishment of benefit zones or categories of business. The city council shall, to establish, modify, or disestablish a benefit zone or category of business, follow the procedure to establish, modify, or disestablish a property and business improvement district.

36630. Expiration of district; Creation of new district

If a property and business improvement district expires due to the time limit set pursuant to subdivision (h) of Section 36622, a new management district plan may be created and the district may be renewed pursuant to this part.

CHAPTER 3. Assessments

36631. Time and manner of collection of assessments; Delinquent payments

The collection of the assessments levied pursuant to this part shall be made at the time and in the manner set forth by the city council in the resolution levying the assessment. Assessments levied on real property may be collected at the same time and in the same manner as for the ad valorem property tax, and may provide for the same lien priority and penalties for delinquent payment. All delinquent payments for assessments levied pursuant to this part may be charged interest and penalties.

36632. Assessments to be based on estimated benefit; Classification of real property and businesses; Exclusion of residential and agricultural property

(a) The assessments levied on real property pursuant to this part shall be levied on the basis of the estimated benefit to the real property within the property and business improvement district. The city council may classify properties for purposes of determining the benefit to property of the improvements and activities provided pursuant to this part.

(b) Assessments levied on businesses pursuant to this part shall be levied on the basis of the estimated benefit to the businesses within the property and business improvement district. The city council may classify businesses for purposes of determining the benefit to the businesses of the improvements and activities provided pursuant to this part.

(c) Properties zoned solely for residential use, or that are zoned for agricultural use, are conclusively presumed not to benefit from the improvements and service funded through these assessments, and shall not be subject to any assessment pursuant to this part.

36633. Time for contesting validity of assessment

The validity of an assessment levied under this part shall not be contested in an action or proceeding unless the action or proceeding is commenced within 30 days after the resolution levying the assessment is adopted pursuant to Section 36626. An appeal from a final judgment in an action or proceeding shall be perfected within 30 days after the entry of judgment.

36634. Service contracts authorized to establish levels of city services

The city council may execute baseline service contracts that would establish levels of city services that would continue after a property and business improvement district has been formed.

36635. Request to modify management district plan

The owners' association may, at any time, request that the city council modify the management district plan. Any modification of the management district plan shall be made pursuant to this chapter.

36636. Modification of plan by resolution after public hearing; Adoption of resolution of intention

(a) Upon the written request of the owners' association, the city council may modify the management district plan after conducting one public hearing on the proposed modifications. The city council may modify the improvements and activities to be funded with the revenue derived from the levy of the assessments by adopting a resolution determining to make the modifications after holding a public hearing on the proposed modifications. If the modification includes the levy of a new or increased assessment, the city council shall comply with Section 36623. Notice of all other public hearings pursuant to this section shall comply with both of the following:

(1) The resolution of intention shall be published in a newspaper of general circulation in the city once at least seven days before the public hearing.

(2) A complete copy of the resolution of intention shall be mailed by first class mail, at least 10 days before the public hearing, to each business owner or property owner affected by the proposed modification.

(b) The city council shall adopt a resolution of intention which states the proposed modification prior to the public hearing required by this section. The public hearing shall be held not more than 90 days after the adoption of the resolution of intention.

36637. Reflection of modification in notices recorded and maps

Any subsequent modification of the resolution shall be reflected in subsequent notices and maps recorded pursuant to Division 4.5 (commencing with Section 3100), in a manner consistent with the provisions of Section 36627.

CHAPTER 3.5. Financing

36640. Bonds authorized; Procedure; Restriction on reduction or termination of assessments

(a) The city council may, by resolution, determine and declare that bonds shall be issued to finance the estimated cost of some or all of the proposed improvements described in the resolution of formation adopted pursuant to Section 36625, if the resolution of formation adopted pursuant to that section provides for the issuance of bonds, under the Improvement Bond Act of 1915 (Division 10 (commencing with Section 8500)) or in conjunction with Marks-Roos Local Bond Pooling Act of 1985 (Article 4 (commencing with Section 6584) of Chapter 5 of Division 7 of Title 1 of the Government Code). Either act, as the case may be, shall govern the proceedings relating to the issuance of bonds, although proceedings under the Bond Act of 1915 may be modified by the city council as necessary to accommodate assessments levied upon business pursuant to this part.

(b) The resolution adopted pursuant to subdivision (a) shall generally describe the proposed improvements specified in the resolution of formation adopted pursuant to Section 36625, set forth the estimated cost of those improvements, specify the number of annual installments and the fiscal years during which they are to

be collected. The amount of debt service to retire the bonds shall not exceed the amount of revenue estimated to be raised from assessments over 30 years.
(c) Notwithstanding any other provision of this part, assessments levied to pay the principal and interest on any bond issued pursuant to this section shall not be reduced or terminated if doing so would interfere with the timely retirement of the debt.

CHAPTER 4. Governance

36650. Report by owners' association; Approval or modification by city council

(a) The owners' association shall cause to be prepared a report for each fiscal year, except the first year, for which assessments are to be levied and collected to pay the costs of the improvements, maintenance, and activities described in the report. The owners' association's first report shall be due after the first year of operation of the district. The report may propose changes, including, but not limited to, the boundaries of the property and business improvement district or any benefit zones within the district, the basis and method of levying the assessments, and any changes in the classification of property, including any categories of business, if a classification is used.
(b) The report shall be filed with the clerk and shall refer to the property and business improvement district by name, specify the fiscal year to which the report applies, and, with respect to that fiscal year, shall contain all of the following information:

(1) Any proposed changes in the boundaries of the property and business improvement district or in any benefit zones or classification of property or businesses within the district.
(2) The improvements, maintenance, and activities to be provided for that fiscal year.
(3) An estimate of the cost of providing the improvements, maintenance, and activities for that fiscal year.
(4) The method and basis of levying the assessment in sufficient detail to allow each real property or business owner, as appropriate, to estimate the amount of the assessment to be levied against his or her property or business for that fiscal year.
(5) The estimated amount of any surplus or deficit revenues to be carried over from a previous fiscal year.
(6) The estimated amount of any contributions to be made from sources other than assessments levied pursuant to this part.

(c) The city council may approve the report as filed by the owners' association or may modify any particular contained in the report and approve it as modified. Any modification shall be made pursuant to Sections 36635 and 36636.
The city council shall not approve a change in the basis and method of levying assessments that would impair an authorized or executed contract to be paid from the revenues derived from the levy of assessments, including any commitment to pay principal and interest on any bonds issued on behalf of the district.

36651. Designation of owners' association to provide improvements, maintenance, and activities

The management district plan may, but is not required to, state that an owners' association will provide the improvements, maintenance, and activities described in the management district plan. If the management district plan designates an owners' association, the city shall contract with the designated nonprofit corporation to provide services.

CHAPTER 5. Renewal

36660. Renewal of district; Transfer or refund of remaining revenues; District term limit

(a) Any district previously established whose term has expired, or will expire, may be renewed by following the procedures for establishment as provided in this chapter.
(b) Upon renewal, any remaining revenues derived from the levy of assessments, or any revenues derived from the sale of assets acquired with the revenues, shall be transferred to the renewed district. If the renewed district includes additional parcels or businesses not included in the prior district, the remaining revenues shall be spent to benefit only the parcels or businesses in the prior district. If the renewed district does not include parcels or businesses included in the prior district, the remaining revenues attributable to these parcels shall be refunded to the owners of these parcels or businesses.

(c) Upon renewal, a district shall have a term not to exceed 10 years, or, if the district is authorized to issue bonds, until the maximum maturity of those bonds. There is no requirement that the boundaries, assessments, improvements, or activities of a renewed district be the same as the original or prior district.

CHAPTER 6. Disestablishment

36670. Circumstances permitting disestablishment of district; Procedure

(a) Any district established or extended pursuant to the provisions of this part, where there is no indebtedness, outstanding and unpaid, incurred to accomplish any of the purposes of the district, may be disestablished by resolution by the city council in either of the following circumstances:

(1) If the city council finds there has been misappropriation of funds, malfeasance, or a violation of law in connection with the management of the district, it shall notice a hearing on disestablishment.

(2) During the operation of the district, there shall be a 30-day period each year in which assessees may request disestablishment of the district. The first such period shall begin one year after the date of establishment of the district and shall continue for 30 days. The next such 30-day period shall begin two years after the date of the establishment of the district. Each successive year of operation of the district shall have such a 30-day period. Upon the written petition of the owners or authorized representatives of real property or the owners or authorized representatives of businesses in the district who pay 50 percent or more of the assessments levied, the city council shall pass a resolution of intention to disestablish the district. The city council shall notice a hearing on disestablishment.

(b) The city council shall adopt a resolution of intention to disestablish the district prior to the public hearing required by this section. The resolution shall state the reason for the disestablishment, shall state the time and place of the public hearing, and shall contain a proposal to dispose of any assets acquired with the revenues of the assessments levied within the property and business improvement district. The notice of the hearing on disestablishment required by this section shall be given by mail to the property owner of each parcel or to the owner of each business subject to assessment in the district, as appropriate. The city shall conduct the public hearing not less than 30 days after mailing the notice to the property or business owners. The public hearing shall be held not more than 60 days after the adoption of the resolution of intention.

36671. Refund of remaining revenues upon disestablishment or expiration without renewal of district; Calculation of refund; Use of outstanding revenue collected after disestablishment of district

(a) Upon the disestablishment or expiration without renewal of a district, any remaining revenues, after all outstanding debts are paid, derived from the levy of assessments, or derived from the sale of assets acquired with the revenues, or from bond reserve or construction funds, shall be refunded to the owners of the property or businesses then located and operating within the district in which assessments were levied by applying the same method and basis that was used to calculate the assessments levied in the fiscal year in which the district is disestablished or expires. All outstanding assessment revenue collected after disestablishment shall be spent on improvements and activities specified in the management district plan.

(b) If the disestablishment occurs before an assessment is levied for the fiscal year, the method and basis that was used to calculate the assessments levied in the immediate prior fiscal year shall be used to calculate the amount of any refund.

APPENDIX 2 – ASSESSED BUSINESSES

Business Name	Address	
Best Western Plus Rancho Cordova Inn	10713 White Rock Rd	Rancho Cordova
Comfort Inn & Suites near Folsom Lake	12249 Folsom Blvd	Rancho Cordova
Courtyard Sacramento Rancho Cordova	10683 White Rock Rd	Rancho Cordova
Days Inn & Suites Rancho Cordova	3240 Mather Field Rd	Rancho Cordova
Doubletree Suites by Hilton-Rancho Cordova	11260 Point East Dr	Rancho Cordova
Extended Stay America	10721 White Rock Rd	Rancho Cordova
Fairfield Inn & Suites Rancho Cordova	10745 Gold Center Dr	Rancho Cordova
Hampton Inn Sacramento Rancho Cordova	10755 Gold Center Dr	Rancho Cordova
Holiday Inn Sacramento Rancho Cordova	11269 Point East Dr	Rancho Cordova
HomeTowne Studios by Red Roof	11299 Point East Dr	Rancho Cordova
Homewood Suites by Hilton Rancho Cordova Sacramento	10700 White Rock Rd	Rancho Cordova
Hyatt Place Sacramento Rancho Cordova	10744 Gold Center Dr	Rancho Cordova
La Quinta Inn & Suites -Rancho Cordova	11131 Folsom Blvd	Rancho Cordova
Motel 6 Rancho Cordova	10694 Olson Dr	Rancho Cordova
California Inn Rancho Cordova	10800 Olson Dr	Rancho Cordova
Residence Inn Sacramento Rancho Cordova	2779 Prospect Park Dr	Rancho Cordova
Sacramento Marriott Rancho Cordova	11211 Point East Dr	Rancho Cordova

MEMORANDUM

ITEM 12.1.

DATE: September 20, 2021

TO: Honorable Mayor and Council Members

FROM: Darcy Goulart, Planning Manager

SUBJECT: **DISCUSSION AND DIRECTION ON REINSTATING A PLANNING COMMISSION**

RECOMMENDATION

Receive a report on Planning Commission qualifications, structure, and selection process. Provide staff with any feedback or direction on the information presented.

RESULT OF RECOMMENDED ACTION

No action will be taken by City Council. Staff will present information related to Planning Commission qualifications, structure and selection and will ask for specific direction as needed.

BACKGROUND

On June 29th, staff's presentation on reinstating a Planning Commission focused on ideal functionality of a Planning Commission, with the main focus being on their Roles and Responsibilities. Staff presented what the City Council's roles and responsibilities currently are in comparison to what they would be if a Planning Commission were reinstated. Below summarizes the Council's direction on the approval authority of both the Council and Planning Commission.

City Council Authority

- Hear and take final action on legislative actions:
  - -General Plan/Specific Plan/Special Planning Area adoptions or amendments
  - -Development Agreements or amendments
  - -Prezoning – purposes of annexing land
  - -Zoning Code Amendments/Rezoning of property
- Hear appeals of the Planning Commission
- Final authority on all City initiated public projects (i.e., Youth Center, Civic Center, etc.)

Planning Commission Authority

- Hear and decide appeals of the Community Development Director (CDD) on determinations

or administrative permits
- Hear and decide on quasi-judicial actions:
  - Conditional use permits
  - Major design reviews (Residential – master homes and multifamily; Commercial – 5,000 sf; Industrial – 10,000 sf)
  - Tentative maps
  - Variances
- Exercise any other powers and duties as prescribed by State law, local ordinance or directed by the City Council.

Additionally, a possible implementation tool that was presented was a transition of authority and how it could be gradually shifted from the City Council to the Planning Commission after a few months of training. The Council was in favor of a transitioned approach, as well as holding joint City Council/Planning Commission Workshops as needed.

DISCUSSION

This next discussion on reinstating a Planning Commission will focus on qualifications, structure and selection process. The main focus will be qualification and structure, with some basic elements related to selection.

Structure

The discussion of structure will focus on two specific areas; the number of Planning Commissioners and the term of each member. The previous Planning Commission was made up of seven (7) members; five (5) appointed and two (2) At-large. The five appointed members resided within the City limits and the two At-large were from within the City's Planning boundary as shown on the General Plan land use map. To provide Council with a recommendation on this specific topic, staff looked at the composition of Planning Commissions in other jurisdictions.

- City of Folsom – seven (7) members: five (5) appointed, two (2) At-large
- City of Elk Grove – five (5) members: appointed
- City of Citrus Heights - seven (7) members: five (5) appointed, two (2) At-large
- City of Galt - five (5) members: appointed
- City of West Sacramento - seven (7) members: five (5) appointed, two (2) At-large
- City of Sacramento - 13 commissioners: appointed
- City of Roseville – seven (7) members: appointed
- County of Sacramento – five (5) members: appointed

Staff's research shows that jurisdictions take various approaches to how their Planning Commission is comprised. Similar to the city's previous Planning Commission, at least four other jurisdictions in the region utilize a seven-member Planning Commission. This type of structure can be beneficial depending upon the type of qualifications desired. In almost all cases, the appointed members term coincides with the Council Member or Supervisor that appointed him or her. The At-large members are generally a two-year term. Staff would suggest that the term limits of any appointed member coincide with the Council Member's term. If At-large members are selected, the suggested term for these roles, is two years. Before providing a recommendation on the desired number of Commissioners, staff will go through suggested qualifications. The Council's desired qualifications may help determine the number of Commissioners.

Qualifications

The desired qualifications of a Planning Commissioner can vary depending on the ultimate number of members.

The first qualification to consider is residency. As stated above, the previous five appointed members were residents of the City, with the two At-large living within the planning boundary. It is common to require that all members of a Planning Commission reside within the jurisdiction's boundaries. If appointed by an established district boundary, the member must reside within that boundary. The City does not have district boundaries and therefore, staff would suggest that each Council Member appoint a Planning Commissioner. If the Council opts to go with a seven-member Commission (two At-large), staff would suggest that the two At-large members be selected by majority vote of the Council.

The second qualification to consider is if professional experience in a field closely related to development is desired. These fields could be a land use or environmental professional, surveyor/engineer, designer, architect, or any other skill set area that Council wishes to include. While this qualification can be beneficial to add to the overall makeup of the Commission, staff would advise against requiring every member to meet this qualification. Whether five or seven members is selected, requiring this qualification of every member might become difficult to fill each vacancy. An alternative to requiring professional experience, would be demonstrating an interest and desire in the planning and development of the City, as well as experience in community leadership roles, committee roles, engagement in the community or any other roles or interest that would be beneficial to the role as a Planning Commission. Members with a variety of professional experience and local interest provides a good breadth and depth to the Planning Commission.

Lastly, if there are any additional qualifications that are desired of a potential Planning Commissioner, staff would request that the Council provide that direction for inclusion in the overall qualifications.

Selection Process

The selection process will not be decided during the August 24, 2021 discussion. It is anticipated that staff will return for one last meeting where Council will approve the finalized details of reinstating a Planning Commission that have been discussed in various work sessions. However, staff recommendation is that at a minimum the following procedures or items will be part of the overall selection process.

1. Application
2. Statement of Interest with a narrative of why the applicant would like to be a Planning Commissioner
3. Level of background check/clearance prior to selection

If there are additional steps that the Council would like to be included as part of the selection process, staff would request that the Council provide that direction.

RECOMMENDATIONS

The recommendations below from staff need Council direction. Staff will return at a later date for final Council action on these items, as well as roles and responsibilities.

Structure

1. Should the Planning Commission be comprised of five appointed members (one by each Council Member) or seven members: five appointed (one by each Council member) and two At-large?

2. Does Council concur that the term of the Planning Commissioner shall follow that of the Council Member that appointed the Planning Commissioner and any At-large members will have a two-year term?

Qualifications

1. Do perspective Planning Commissioners need to reside within the City limits?

2. Should appointed and/or At-large members have specified professional experience?

FISCAL IMPACT AND FUNDING SOURCE

The Fiscal Impact is not known at this time, and it will be further analyzed when the Council finalizes the structure and responsibilities for the Planning Commission.

ATTACHMENT(S)

1. Presentation
2. League of California Cities Handout

Planning Commission Discussion and Direction

Darcy Goulart, Planning Manager
September 20, 2021

Tonight's Goal

- **Receive a report on Qualifications, Structure and Selection Process**
  - ➢ Provide specific direction on qualifications and structure

Recap of 6.29.21 Meeting

City Council Roles & Responsibilities

- Hear and take final action on legislative actions:
  - ➢ General Plan/Specific Plan/Special Planning Area Adoptions or Amendments
  - ➢ Development Agreements or Amendments
  - ➢ Prezoning – purposes of annexing land
  - ➢ Zoning Code Amendments/Rezoning of property
- Hear appeals of the Planning Commission
- Final authority on all City initiated public projects (i.e., Youth Center, Civic Center, etc.)

Planning Commission Roles & Responsibilities

- Hear and decide appeals of the Community Development Director (CDD) on determinations or Administrative permits
- Hear and decide on quasi-judicial actions:
  - ➢ Conditional use permits
  - ➢ Major design reviews
    - ▪ Residential – master homes and multifamily
    - ▪ Commercial – 5,000 sf
    - ▪ Industrial – 10,000 sf
  - ➢ Tentative maps
  - ➢ Variances
- Exercise any other powers and duties as prescribed by State law, local ordinance or directed by the City Council.

Structure

- Previous PC – 7 member
  - 5 appointed – resided within the City limits
  - 2 at large – resided in Planning boundary

- Composition of surrounding jurisdictions PC

  City of Folsom - 7 members: 5 appointed, 2 at large
  City of Elk Grove - 5 members: appointed
  City of Citrus Heights - 7 members: 5 appointed, 2 at large
  City of Galt - 5 members: appointed
  City of West Sacramento - 7 members: 5 appointed, 2 at large
  City of Sacramento - 13 commissioners: appointed
  City of Roseville - 7 members: appointed
  County of Sacramento - 5 members: appointed

Structure

- Term
  - Appointed - coincide with the Council member's term
  - At large – two-year term

- Initial start up phase will vary due to current Council member terms

Qualifications

- Residency – common to require members to live within boundary of jurisdiction or district (if established).
- Professional Experience – a field closely related to development
  - ➢ Land use or environmental professional
  - ➢ Surveyor/engineer
  - ➢ Designer
  - ➢ Architect
  - ➢ Any other skill set identified by Council
- Values and Ethics – League of CA Cities suggested values and ethics
- Alternative to Professional Experience
  - ➢ Demonstrating an interest and desire in the planning and development of the city
  - ➢ Experience in community leadership roles, committee roles, engagement in the community or other to role of interest beneficial to the role as a Commissioner

Selection Process/Appointment

- Minimum procedures or items of the overall process
  - Application
  - Statement of Interest – narrative of why the applicant would like to be a Commissioner
  - Level of background check/clearance prior to selection

- Any additional steps Council would like as part of the selection process?

- Staff would suggest:
  - Each council member nominates a member which is then voted on by all Council.
  - At large members – select by majority vote of Council

Staff Recommendations

- *Structure*
  1. Should the Planning Commission be comprised of five or seven members?
  2. Does Council concur that the term of the Planning Commissioner shall follow that of the Council member that nominated the Planning Commissioner, and any at large members will have a 2-year term?

- *Qualifications*
  1. Do perspective Planning Commissioners need to reside within the City limits?
  2. Should appointed and/or at large members have specified professional experience?

Future Topics & Anticipated Timeline

- Estimated Timeline
  - September 20th – Tonight's discussion
  - October – Final action items for Council to consider and approve
  - October – Application process begins
  - November – Review of applications
  - December – Council selection of Planning Commission members
  - January 2022 – Planning Commissioners sworn in and training begins
  - First Planning Commission meeting – April 2022

Questions?

SECTION 1

The Planning Commissioner's Role

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SECTION 1

The Planning Commissioner's Role

WHAT IS A PLANNING COMMISSION?

The planning commission is a permanent committee made up of five or more individuals who have been appointed by the governing body (city council or board of supervisors) to review and act on matters related to planning and development.[1] Most planning commissioners are lay people without any previous land use experience. Commissioners serve at the pleasure of the council or board of supervisors, so commission membership may change in response to changes in those bodies. A local agency need not create a planning commission; in some jurisdictions, the governing body functions in that capacity.[2]

WHY PLAN?

Planning is a proactive process that establishes goals and policies for directing and managing future growth and development. Local agencies plan to address fundamental issues such as the location of growth, housing needs, and environmental protection. Additionally, planning helps account for future demand for services, including sewers, roads, and fire protection. In addition, planning:

- **Saves Money.** Good planning can save on infrastructure and essential service costs.
- **Sets Expectations.** Planning establishes the ground rules for development. A comprehensive general plan, for example, sends a clear signal that accepted standards and procedures apply to community development. This will not eliminate conflicts entirely, but at least sets expectations that can help minimize conflict.
- **Improves Economic Development and Quality of Life.** Economic development and quality of life issues go hand in hand because businesses want to locate in communities where their employees want to live. Planning outlines alternatives and choices so that the community can promote employment and economic well-being.
- **Provides a Forum for Reaching Consensus.** Planning processes, such as the development of the general plan, provide a forum for seeking community consensus. Planning efforts should always involve broad and diverse segments of the community to assure that the resulting plan fully addresses community needs. This will provide the public with a sense of ownership over the plan.

[1] Cal. Gov't Code § 65100.
[2] Cal. Gov't Code § 65101.

- **Connects People to the Community.** Planning ensures that architectural and aesthetic elements are incorporated into projects to connect people to their community and establish a sense of place.
- **Protects Property Values.** Property values are enhanced when a community plans for parks, trails, playgrounds, transit, and other amenities. Planning also protects property and property values by separating incompatible land uses. Imagine if a factory could just set up shop in the middle of a neighborhood. Planning assures that this will not occur.
- **Reduces Environmental Damage and Conserves Resources.** Planning helps identify important natural and cultural resources and can channel development in a way that protects or augments these resources.

THE COMMISSION'S DUTIES

The planning commission plays a central role in the planning process in three important ways. First, it acts as an advisory board to the main governing body on all planning and development issues. Second, the commission assures that the general plan is implemented by reviewing development applications on a case-by-case basis. Just as you build a building one brick at a time, you implement a community vision one project at a time. Third, the commission functions as the decision-making body for many proposals. However, any planning commission action can be appealed to the governing body, which can uphold the commission's decision, overturn it, modify it, or send it back for further study.

Planning commission duties vary depending on the jurisdiction. You can learn about your commission's particular responsibilities by asking the planning department. Most commissions have the following responsibilities:[3]

- **General Plan.** Assist in writing the general plan and hold public hearings on its adoption. (The governing body retains authority to actually adopt the general plan.) Promote public interest in the general plan. Consult with and advise public officials and agencies, utilities, organizations, and the public regarding implementation of the general plan. Also review, hold hearings on, and act upon proposed amendments to the plan.
- **Specific Plans.** Assist in writing any specific plans or community plans and hold public hearings on such plans. (The governing body retains authority to actually adopt specific plans.) Also review, hold hearings on, and act upon proposed amendments to such plans.
- **Zoning and Subdivision Maps.** Review, hold hearings on, and act upon zoning ordinances, maps, conditional use permits, and variances. Similarly consider subdivision applications.
- **Individual Project Approvals.** Review individual projects for consistency with the general plan, any applicable specific plans, the zoning ordinance, and other land use policies and regulations.
- **Report on Capital Improvements Plans.** Annually review the jurisdiction's capital improvements program and the public works projects of other local agencies for consistency with the general plan.
- **Coordinate Planning Efforts.** Coordinate local plans and programs with those of other public agencies.
- **Consider Land Acquisitions.** Report to the governing body on the consistency of proposed public land acquisition or disposal with the general plan.
- **Special Studies.** Undertake special planning studies as needed.

With so many responsibilities, it is important for every planning commission to think about how it will divide its time between day-by-day approvals and long-range planning efforts, both of which are important. It is easy to get caught up in the day-to-day efforts at the expense of long-range planning.

[3] *See for example* Cal. Gov't Code §§ 65103, 65353, 65400, 65401, 65402, 65854 and 66452.1.

OTHER LOCAL PLANNING BODIES

Some local agencies divide land use decision-making by creating positions and commissions to focus on specific aspects of the land use planning process.

- **Board of Zoning Adjustment.** A local body, created by ordinance and appointed by the governing body, whose responsibility is to consider requests for variances.
- **Building Official.** The person responsible for the administration and enforcement of building, housing, plumbing, electrical, and related codes.
- **Historic Preservation Commission.** A commission appointed by the governing body charged with carrying out the historic preservation chapter of the zoning ordinance.
- **Zoning Administrator.** An appointed official who implements zoning ordinance and is also often empowered to make decisions concerning design permits, administrative use permits, and other permits as provided for in the zoning ordinance.
- **Zoning Board.** An appointed body that hears and decides matters relating to the application of the zoning ordinance and considers appeals of zoning administrator's decisions.

PUBLIC SERVICE ETHICS

As a planning commissioner, you wield considerable power over how your community grows and develops. With this power comes the expectation that you will hold yourself to the highest ethical standards. Part of being ethical means exercising your power in the public's interests, as opposed to personal self-interest or other narrow, private interests. The chart on page 5 highlights some of the ethical values associated with public service and what they mean in terms of your duties as a planning commissioner.

There are a number of sources of guidance on your ethical obligations as a planning commissioner. One is the law. California has a complex array of laws relating to ethics that are summarized in this section. The law, however, merely sets a minimum standard for ethical conduct. Just because an action is *legal* doesn't mean that it is *ethical*. For example, it may be legal for you to vote on your best friend's project application, but if everyone in the community knows how close the two of you are, will the community truly feel that you were able to put the community's interests ahead of your personal loyalties? Another source of guidance may be your agency's own code of ethics, if it has one. Many cities and counties have adopted codes of ethics to serve as a guidepost in local decision-making.[4]

✓ *For More Information*

For more resources designed to assist local officials in working through ethical dilemmas, visit the website for the Institute for Local Self Government at www.ilsg.org/trust.

At some point in your service as a planning commissioner, you will likely face two common types of ethical dilemmas. The first involves situations in which doing the right thing will come at a significant personal cost to you or your public agency. In these situations, the answer is relatively simple. The bottom line is that being ethical means doing the right thing for the community regardless of personal costs.

The second type of ethical dilemma involves those situations in which there are two conflicting sets of "right" values. In these instances, drawing the ethical bottom line is more difficult. If you find yourself faced

[4] For more information about codes of ethics, see *Developing a Local Agency Ethics Code: A Process-Oriented Guide*, published by the Institute for Local Self Government and available at www.ilsg.org.

with a "right versus right" decision, the following questions may help you come to an answer:

- Which ethical values are in conflict (for example, trustworthiness, compassion, loyalty, responsibility fairness, or respect)?
- What are the facts? What are the benefits to be achieved or the harm to be avoided by a particular decision? Is there a decision that does more good than harm?
- What are your options? Is there a course of action that would be consistent with both sets of values?
- Is one course of action more consistent with a value that is particularly important to you (for example, promise-keeping or trustworthiness)?
- What decision best reflects your responsibility as an officeholder to serve the interests of the community as a whole?
- What decision will best promote public confidence in the planning commission and your leadership?

For example, as a planning commissioner, you will frequently be asked to make exceptions to your jurisdiction's planning laws. A developer may, for instance, ask for a general plan amendment to enable a project to be approved. The developer is likely to point to numerous benefits that will flow to the community as the result of the amendment.

In coming to a decision in such a situation, the first step is to consider what ethical values are at stake. One might be fairness to those property owners who developed their properties in accordance with the policies expressed in the general plan. Another might be compassion for the developer seeking the amendment: if it is not economically feasible to develop the property as envisioned by the general plan, perhaps an amendment is in order.

The next step is to weigh the competing costs and benefits. Although the developer has identified the benefits to the community associated with approving the amendment, what are the benefits of adhering to the general plan? Will an amendment in this situation open the door for other amendment requests? How might the planning commission fairly evaluate those requests while still maintaining the overall integrity of the general plan? Are there options that might enable the community to reap some of the benefits described by the developer while still being consistent with the general plan as written?

Finally, consider which approach will best promote the public's confidence in the planning process. Will the public's confidence be undermined if the commission doesn't enforce the plan? Or will denying the amendment look so rigid and unfair to the applicant that it will undermine the public's faith in the planning commission as a decision-making body? What decision will best support the commission's stewardship of the community's growth and development?

The answers to the questions listed above will vary with each situation and likely will not always be clear-cut or obvious. However, asking difficult questions and thoroughly evaluating the answers can go a long way in helping you make consistently ethical decisions that further the public's interests.

ETHICS LAWS

California law promotes ethics in two ways: by requiring public disclosure and by prohibiting certain actions. The financial statements that you (and many public officials) must file with the Fair Political Practices Commission (FPPC) are an example of disclosure. In essence, the law allows the public to scrutinize the relationships between your personal finances and public decision-making. Disclosure laws allow the public (typically with the assistance of the media) to assess whether there may be too close of a relationship between your economic interests and the decisions you make as a public official.

In other instances, the law goes a step further and *prohibits* certain actions. For example, an official must disqualify him or herself from participating in a decision that will affect his or her financial interests. *This does not necessarily mean the disqualified official has done anything illegal or corrupt.* It simply means that the public's interests are better served by removing any question as to the official's decision-making motivations.

Public Service Values for Commissioners

Fairness

- I review applications and make other decisions based on the merits of the issues.
- I honor the law's and the public's expectation that the general plan and other planning policies will govern development decisions in our jurisdiction.
- I support the public's right to know and promote meaningful public involvement.
- I am impartial and do not favor developers or others who are in a position to help me.
- I promote equality and treat all people, projects, and perspectives equitably.

Compassion

- I recognize government's responsibilities to society's less fortunate.
- I consider exceptions to planning policies when there are unintended consequences or undue burdens.
- I realize that some people are intimidated by the public process and try to make their interactions as stress-free as possible.
- I convey the agency's care for and commitment to its community members.
- I am attuned to and care about the needs of the public, officials, and staff.

Respect for Others

- I treat fellow officials, staff, and the public with courtesy, even when we disagree.
- I focus on the merits in discussions, not personalities, character, or motivations.
- I gain value from diverse opinions and build consensus.
- I follow through on commitments, keep others informed, and make timely responses.
- I am approachable and open-minded and I convey this to others.
- I listen carefully and ask questions that add value to discussions.
- I am engaged and responsive.
- I involve staff in all meetings that affect agency business.

Responsibility

- I come to meetings prepared.
- I do not disclose confidential information without proper legal authorization.
- I represent the official positions of the agency to the best of my ability when authorized to do so.
- I explicitly state that my personal opinions do not represent the agency's position and do not allow the inference that they do.
- I refrain from any action that might appear to compromise my independent judgment.
- I take responsibility for my own actions, even when it is uncomfortable to do so.
- I do not use information that I acquire in my public capacity for personal advantage.
- I do not represent third parties' interests before my agency or neighboring agencies.

Integrity

- I am truthful with my fellow commissioners, the public, and others.
- I do not promise that which I have reason to believe is unrealistic.
- I am prepared to make unpopular decisions to further the public's interest.
- I credit others' contributions in moving our community's interests forward.
- I do not knowingly use false or inaccurate information to support my position.
- I excuse myself from decisions when my or my family's financial interests may be affected by my agency's actions.
- I disclose suspected instances of corruption to the appropriate authorities.

Public Trust

- I remember that my obligation as a public official is to serve the whole community.
- I make sound planning decisions that implement the policies expressed in the general plan.
- I consider the interests of the entire community in reaching my decisions.
- I give full considerations to all aspects of a project, including protection of the environment and the need for affordable housing.
- I promote the efficient use of the agency's resources.
- I balance the fiscal impacts of a project with the agency's social and planning goals.

Vision

- I work to assure that the vision expressed in the general plan is one that works to improve the quality of life in my community.
- I am proactive and innovative when setting goals and considering proposals.
- I maintain consistent standards but am sensitive to the need for compromise, thinking outside the box, and improving existing paradigms.
- I promote intelligent innovation to forward the agency's policies and services.
- I consider the broader regional and statewide implications of the agency's decisions and issues.

California's ethics laws fall into three general categories: (1) those involving possible financial gain by you as an officeholder, (2) those involving the use of your office for personal advantages and perks, and (3) those involving situations in which your ability to conduct a fair and impartial process might be questioned. Each of these relates back to the overarching goal of assuring the public that governmental decisions are made based on what best serves the public's interests.

Financial Gain

The notion behind financial gain laws is that the public has a right to know about a public official's financial situation and that officeholders should not even *appear* to be influenced by the effect of their decisions on their personal finances. Financial gain laws include:

- **Financial Interests—Disclosure and Disqualification Issues.** Public officials must periodically disclose their financial interests—such as interests in real property, investments, business positions, and sources of income and gifts—to the public.[5] This disclosure is made on a form called "Statement of Economic Interests," also known as "Form 700." A public official cannot make or attempt to influence a governmental decision if it is reasonably foreseeable that the decision could have a "material financial effect" on his or her financial interests.[6] The FPPC has developed a series of questions (known as the "eight-step process") to determine whether an official must be disqualified from participating in a decision. If you are worried that an upcoming decision will have an effect—positive or negative—on one or more of your financial interests, talk with your agency's attorney (not planning staff) as soon as possible.
- **Interests in Contracts Prohibited.** A public official may not have a financial interest in any contract made by the board or body of which the official is a member.[7] The law is very strict on this point. Such

THE STATE POLITICAL REFORM ACT: KEY THINGS TO KNOW

- California's disclosure and disqualification requirements are administered by the Fair Political Practices Commission (FPPC), which gives both informal and formal advice on the application of these requirements. Check out the FPPC's website (www.fppc.ca.gov) for contact information, as well as for other useful information relating to the FPPC's administration of the Political Reform Act.
- For purposes of disqualification, key areas of financial interest of concern to the FPPC include business entities in which an official has an investment of $2,000 or more; real property in which an official has an interest of $2,000 or more; sources of income of $500 or more within the preceding year; business entities in which the official is a director, officer, partner, trustee, employee, or manager; and anyone from whom the official has received gifts of $340 or more in the preceding year.
- When in doubt, the FPPC will usually err on the side of disclosure and disqualification.
- The city attorney's or county counsel's advice will not immunize an official from prosecution for violating disclosure and disqualification requirements. However, it is nonetheless wise to consult agency counsel as soon as you suspect that you may have an issue under the Political Reform Act.
- Violations of the Political Reform Act are subject to civil and criminal penalties, depending on the severity of the offense. For example, knowing and willful violation of the act is a misdemeanor and subjects the violator to a fine of the greater of $10,000 or three times the amount not reported.[8]
- For information on how to disqualify yourself, see Section 2, page 14.

5 *See* Cal. Gov't Code §§ 87200 and following.
6 *See* Cal. Gov't Code §§ 87100 and following.
7 Cal. Gov't Code § 1090.
8 Cal. Gov't Code § 91000(b).

contracts are void.[9] Under most circumstances, the prohibition cannot be avoided by disqualifying oneself from participating in the decision on the contract. Again, consult with your agency's attorney immediately if there is a contract before the commission in which you may have an interest.

- **Bribery.** Requesting, receiving, or agreeing to receive anything of value in exchange for an official action is a crime. In addition to criminal penalties, an individual convicted of bribery forfeits his or her office and is disqualified from holding public office in the future.[10]

Personal Advantages and Perks

The law strictly limits the degree to which an officeholder can receive benefits relating (or appearing to relate) to his or her status as an officeholder:

- **Gifts.** With certain exceptions, a public official must disclose most gifts over $50 on his or her Statement of Economic Interests and may not receive gifts from any one source that totals over $340 in a single year.[11] Gifts include meals, certain kinds of travel payments, and rebates or discounts to public officials not offered to others in the usual course of business.[12] The law is particularly strict about free transportation passes (not including frequent flier awards offered to everyone); acceptance of such passes results in immediate loss of office.[13]
- **Speaking Fees or Honoraria.** Public officials may not receive payments for giving a speech, writing an article, or attending a conference or meeting. Limited exceptions apply. Free conference admission, lodging, and meals provided directly in connection with speeches within California, for example, are not considered prohibited honoraria and need not be reported.[14]
- **Use of Public Resources.** It is a felony to misuse public funds, which can include such things as submitting inaccurate or inflated expense reports from traveling on agency business. Public resources (including staff time and office supplies) may not be used for either personal or political purposes.[15]

For More Information

Institute for Local Self Government, *A Local Official's Guide to Ethics Laws (2002),* available at www.ilsg.org.

California Attorney General's Office, *Conflicts of Interests (1998),* available at www.caag.state.ca.us/publications/conflict/conflict.pdf.

Fair Political Practices Commission booklets, available at www.fppc.ca.gov or through the toll-free advice line (866-ASK-FPPC).

- **Common Law Bias from Personal Interests.** A strong personal interest in a decision can be the basis for a finding of what is known as "common law bias." Common law bias is sufficient to disqualify a public official from participating in a decision, particularly if the official is sitting in a quasi-judicial capacity (see page 20). For example, one court found a council member biased on a proposed addition to a home in his neighborhood because the addition would block the council member's view of the ocean.[16]

Fairness and Impartiality

Officeholders should make decisions in a fair and impartial manner. Key laws that planning commissioners need to be aware of include:

- **Campaign Contributions.** Commissioners who are running for office must disqualify themselves from entitlement proceedings—such as land use permits—if they received campaign contributions of more than $250 during the previous twelve months from the applicant. Moreover, candidates may not receive or solicit contributions of more than $250 from any applicant while the application is pending and for three months afterward.[17]

[9] Cal. Gov't Code § 1092.

[10] Cal. Penal Code §§ 68, 98.

[11] Cal. Gov't Code §§ 87200, 87207; 2 Cal. Code of Regs. § 18940.2 ($340 amount valid through 2004).

[12] Cal. Gov't Code § 82028(a).

[13] Cal. Const. art. XII, § 7.

[14] Cal. Gov't Code §§ 89501, 89502; 2 Cal. Code of Regs. § 18950.3.

[15] Cal. Penal Code § 424. *See, e.g., People v. Battin*, 77 Cal. App. 3d 635 (1978).

[16] *See Clark v. City of Hermosa Beach,* 48 Cal. App. 4th 1152 (1996).

[17] Cal. Gov't Code § 84308.

RECIPE FOR AN EFFECTIVE PLANNING COMMISSION[21]

- **Focus on the Big Picture.** Focus on the big picture before you; avoid being distracted by personalities, groups, or issues that do not have anything to do with the merits of the present agenda item.
- **Meeting Procedures.** Established rules and procedures keep meetings on track. The chairperson and staff should have defined responsibilities. In addition, rules for testimony should be clear and widely available at all meetings.
- **Follow the Law.** Keep legal requirements in mind. When in doubt, ask legal counsel for advice. Before approving an application, you should be able to answer the following questions in the affirmative: Is the proposal consistent with the general plan? Does it meet all applicable zoning and subdivision requirements? Are the environmental impacts reduced or eliminated by the conditions of approval, or are there overriding considerations? Is the commission's decision supported by findings of fact based on substantial evidence in the record?
- **Stay Informed.** Prior to the hearing, commissioners should have read the agenda packet and supplemental reports. It is also a good idea to review the portions of the general plan and the zoning ordinance that are relevant to each agenda item.
- **Open Communication.** Each commissioner shares responsibility for the free flow of ideas and discussion among everyone present at a meeting, including applicants, staff, members of the public, and the commissioners themselves. Be objective, listen, and ask questions.
- **An Efficient Pace.** The chair should recognize when testimony must be closed for deliberations. Commissioners should hold their motions until the discussion has concluded. Both the chair and the other commissioners should know whether to continue a hearing or to make a decision.
- **Effective Leadership.** An effective chairperson assists the flow of ideas and helps keep the proceedings on track.

- **Effect of Decisions on Family Members' Financial Interests.** A public official must disqualify him or herself from participating in a decision that would reasonably have a foreseeable material financial effect on a member of his or her immediate family (spouse and dependent children).[18]
- **Party or Factual Bias.** A strong personal animosity towards a project applicant or the receipt of information about a project may constitute a disqualifying source of bias when a planning commission is sitting in a quasi-judicial capacity.[19] This is a variation of the "*ex parte* communications" doctrine, which suggests that, in quasi-judicial matters, all communications to you about the merits (or demerits) of the proposed use should occur in the course of a public hearing (see page x).
- **Dual Officeholding.** State law prohibits public officials from holding multiple offices at the same time that subject them to conflicting loyalties.[20] Check with your agency counsel if you are worried that this prohibition may apply to an office you are seeking.

In addition to these state ethics requirements, cities and counties may have local restrictions and requirements.

WORKING WITH FELLOW COMMISSIONERS

Good working relationships within the planning commission, as well as with planning and other staff, the city council or board of supervisors, other boards and commissions, applicants, consultants, and the public, are critical in order for planning functions to be effective and efficient. Positive working relationships are based on

[18] Cal. Gov't Code §§ 82029, 87103.
[19] *See Breakzone Billiards v. City of Torrance*, 81 Cal. App. 4th 1205, 1234 n.23 (2000).
[20] *See* Cal. Gov't Code § 1126.
[21] Adapted from Governor's Office of Planning and Research, *The Planning Commissioner's Book,* (revised May 1998); http://ceres.ca.gov/planning/plan_comm/.

mutual understanding of the role of each group, including:

- Clear expectations about how each group will relate to the other, as defined by adopted procedures
- A common set of goals, as reflected in the general plan and other adopted planning documents
- A willingness to solve problems by listening to others, considering alternatives, and arriving at a consensus
- An ability to communicate directly and clearly with others

WORKING WITH STAFF

A good working relationship with staff will significantly improve your effectiveness as a planning commissioner. A planning department staff member will always be present at commission meetings. Other attendees may include representatives from your jurisdiction's attorney's office and public works department.

Planning staff advises the commission on local agency plans, ordinances, and policies. In addition, they provide background information and research, prepare plans and reports, make recommendations, and answer technical questions on development proposals under the commission's consideration. Other staff responsibilities include:

- Orienting new commissioners
- Noticing meetings
- Responding to requests for information in a timely and professional manner
- Delivering agenda packets in time for adequate review
- Highlighting key issues, data, and criteria in staff reports and presentations
- Anticipating the type of information that will be needed for a decision
- Being accessible and keeping all commissioners equally informed
- Reviewing applications for completeness
- Acting in a fair, ethical, and consistent manner

Members of the planning staff can be a tremendous resource for you. Most will have received at least some training in geography, landscape design, urban and rural planning, economics, law, and statistics. In addition to their other duties, staff are responsible for staying current on new trends, technologies, and regulations in the planning and development field. They can use this

TIPS FOR DEVELOPING AND MAINTAINING GOOD STAFF RELATIONS

A good staff-commission relationship is built on mutual trust and respect. Here are some ways to achieve that:

- Come to meetings having reviewed the materials prepared by staff.
- Ask questions of staff in advance and alert them to concerns you intend to raise during the meeting.
- If you disagree with a staff recommendation, state specific reasons for your decision. This will help staff to draft findings in support of your decision. Simply stating "I do not like the project" is not enough.
- Clearly communicate to staff what the commission needs in order to make well-informed decisions. If material is not being presented in an understandable way, work with staff to make changes.
- Treat staff with respect.
- Do not assume that staff is wrong and a critic is right.
- Compliment staff when and where appropriate.

information to assist the planning commission in developing creative solutions to local problems.

Consultants

Local agencies face serious restrictions on staff expansion, while the demand for public planning continues to increase. Consultants are often used to address temporary staffing needs, such as:

- Complete studies requiring special skills
- Provide additional support on an as-needed basis
- Prepare studies and analyses required by environmental laws
- Assist on large projects, such as a general plan update

The commission should consider consultants as extensions of regular staff.

WORKING WITH THE GOVERNING BODY

One not so obvious ongoing relationship to take into account is the relationship between the planning commission and the governing body (city council or board of supervisors). In most cases, individual commissioners serve at the pleasure of one or more members of the governing body and therefore should consider the views of the governing body in making their decisions.

The planning commission-governing body relationship can become strained (at least from the commission's perspective) if the governing body repeatedly overturns planning commission decisions. In such cases, you may feel that the governing body did not look at the land use issues as closely as the commission. One thing to keep in mind, however, is that the governing body must also contend with political pressures that are not always felt by the appointed commission.

Here are some ideas on how to promote a good ongoing relationship between the planning commission and the governing body:

✓ *Who Does What in the Project Review Process?*

PLANNING STAFF

- Identifies relevant local regulations for project applications
- Works with applicants to make a project work
- Works with other departments and agencies, such as the engineering department or the regional air board, to incorporate comments and technical recommendations into a project
- Ensures that procedures are being followed
- Prepares a professional analysis and recommendation
- Monitors project implementation
- Holds consensus-building meetings on controversial projects

AGENCY COUNSEL

- Answers legal questions
- Does not give policy direction or advice
- Advises on relevant legal considerations, both in terms of process (for example, notice requirements) and substance

PLANNING COMMISSION

- Balances staff analysis, including agency goals and policies, with community input
- Renders a decision based on findings of fact when acting in a quasi-judicial capacity
- Makes recommendations to the governing body on policy matters when acting in a legislative capacity
- Evaluates land use aspects of projects and leaves more technical issues for staff review and implementation (commissioners should trust staff to implement their general directions)

GOVERNING BODY

- Balances staff analysis, planning commission decisions, and agency goals

- Make adequate findings to insure that the reasons for your actions are clear
- Ask for clarification of the governing body's policies or actions if they are unclear
- Include in planning commission minutes any questions or points of view that are not obvious in your decisions and findings
- Send a planning commission representative to meetings of the governing body to discuss difficult decisions
- Request an annual joint work session to discuss priorities, communication and other pressing issues
- Do not rely solely on staff to convey your message, either to the public or to the appropriate elected officials
- Do an annual self-evaluation and follow through with any needed changes in how the commission does business

Keep in mind that elected officials must answer to the voters. You may find it helpful to be familiar with the policy perspectives of the members of the governing body, particularly as they relate to land use policies and programs. (For example, are they "slow growth" or "pro-growth"?) Casting individual commission decisions in ways that address issues of concern to individual members of the governing body (if not conforming to them) reduces the liklihood that a commission decision will be overturned on appeal.

WORKING WITH THE MEDIA

The media can be a commissioner's best friend—or worst enemy. Developing a good relationship with the local media is an important—and often underrated—element of working in local government. Most members of the public will learn about local land use decisions through local newspapers, radio, and television. Because of this, it is important to engage reporters to make sure that the local agency's side of the story gets told.

One of the keys in working with the media is to retain your credibility. Here are some tips for retaining your credibility:

- Share information when you can and be as transparent as possible.
- Return phone calls promptly (respect reporter deadlines). Leaving questions unanswered invites errors and unintentional bias.
- Never say "no comment;" this always sounds evasive.
- One of the most respected comments is "I don't know. I'll get back to you." Be sure to get back with the information.
- Remember that there is no such thing as "off the record." If you don't want a comment to end up in the press, don't make it.

It can be beneficial to establish ongoing relationships or an open-door policy with media representatives, but always be careful to keep your comments concise and on point. Often the media is just looking for a quote from the commission, not necessarily all the relevant facts. Staff may be able to provide reporters with more specific facts or details.

Getting Your Message Out

Another good tip for dealing with the media is to identify and repeat a single message. If you think about it, most people are only quoted once or twice in an article. What is it that you want that quote to be? (See *Media Messages for Local Government* on the next page) If you stick to your message and keep repeating

✓ *For More Information*

Delivering the Message (2000). California Association of Public Information Officials. Available at www.capio.org it, it is more likely that the reporter will use that quote. The more you ramble, the greater the risk is that you will get off message and that the reporter might pull something out of context that you might not like to see in print.

In addition, focus on substance, not procedures. Most people find procedural and legal details boring. Jargon should be avoided at all costs. Instead, use everyday language. Why say "we gave it a negative declaration" when you can say "we've decided it won't significantly affect the environment"?

An excellent resource in working with the media is your jurisdiction's public information officer. This person can alert the media to favorable stories. If you never call reporters in advance, then all they will cover are meetings, not all of which go smoothly. Contrary to popular perception, good news goes in the paper too. It is more likely that your message will stick when the story matches the message.

MEDIA MESSAGES FOR LOCAL GOVERNMENT

Journalists often build stories around people to explain an issue in human terms. Often, land use stories are about an agency's action in response to public concerns. Emphasizing the benefits of this responsiveness as it impacts individuals puts the story into a framework with which readers can relate. Here are some talking points that address common land use decisions from the local agency perspective:

- **Good Planning Maximizes Property Values.** Planning maximizes property values by insuring that development occurs in a way that is compatible with the surrounding community and the environment. Often, when property owners complain that a particular action devalues their property, they are forgetting that the underlying value of their property is already higher due to nearby public investments in roads, sewers, infrastructure, and good planning in general.
- **What Is the Impact to the Average Person?** Describe the positive or negative implications of decisions in terms of what they mean for the general public. How does planning promote a better community?
- **Balancing Act.** Local officials must strike a fair balance between individual preferences and the interest of the whole community. What is at stake in most planning decisions is the ability of public agencies to solve problems and respond to the public's concerns.
- **Quality of Life.** Effective planning promotes important quality of life issues, including a sense of place and connectedness. Developing a sense of community helps draw people together and makes communities better places to live and raise families.
- **Economic Prosperity.** Quality of life and adequate infrastructure issues are often key factors when a business is deciding where to locate.
- **Fairness.** Public agencies seek solutions that achieve fairness and justice, not only for individual landowners but also for the community as a whole.

MEMORANDUM

ITEM 12.2.

DATE: September 20, 2021

TO: Honorable Mayor and Council Members

FROM: Stefan Heisler, Housing Manager
Paul Junker, Interwest Consulting Group
Nick Pergakes, Interwest Consulting Group

SUBJECT: **DISCUSSION AND DIRECTION ON PARKING POLICY UPDATES AND ELECTRIC VEHICLE CHARGING STATIONS**

RECOMMENDATION

Receive presentation; provide feedback and direction.

RESULT OF RECOMMENDED ACTION

Staff will receive Council direction on parking and electric vehicle related policies and amendments and will return to Council for additional discussion on these topics and/or bring back Zoning Code amendments for adoption.

BACKGROUND AND ANALYSIS

In Fall 2020, the City of Rancho Cordova began updating the City's Zoning Code, working under an SB-2 grant from the State of California Department of Housing and Community Development. Staff and the City's consultant, Interwest Consulting Group, have completed a draft of the Zoning Code updates.

On June 29, 2021 City staff and Interwest presented a number of Zoning Code updates to the City Council for discussion and direction. Due to time constraints, changes to parking standards were not discussed. Additionally, Council members discussed alternatives for requiring electric vehicle charging stations. This presentation will seek Council comment and direction on these two remaining topics.

Below are discussions of major changes that staff will present to the Council for preliminary review. No action is requested of Council at this meeting, but Council comments and guidance will assist staff in finalizing draft amendments for formal Council consideration.

Parking Amendments

Parking constitutes one of the largest single uses of land in many cities and parking regulations have a significant effect on the form of communities. Excessive requirements for parking drive up the cost of development and reduce the amount of usable building space in projects. Lack of adequate parking can impact residents and leave commercial development at a competitive disadvantage. Finding the right balance between supply and demand is key, and many cities are looking at ways to improve parking in their cities to increase economic activity, expand affordable housing options, and make their communities overall healthier and more livable.

To better inform parking standards for Rancho Cordova, research was conducted on parking policies and regulations being implemented in California. Additionally, stakeholder interviews with commercial and office real estate brokers to discuss their current parking needs, parking supply issues, and future trends based on their experiences in Rancho Cordova and other cities in the Sacramento region. Parking strategies evaluated in this process included:

- Charging for on-street parking in certain areas of the City
- Eliminating all minimum parking space requirements for off-street parking
- Reduce minimum parking space requirements for residential uses
- Reduce minimum parking space requirements for non-residential uses (commercial, office and industrial uses)
- Establish maximum parking space requirements for all uses Citywide
- Require a parking cash-out program for employers in the City
- Establish congestion pricing for parking
- Provide parking reductions for new development near transit or has rideshare access
- Use of in-lieu parking fees
- Unbundling of parking fees from rental leases
- Provide universal transit passes to employees in the City

While the above noted strategies have been implemented in California cities, the context of a city must be considered to determine whether a strategy is appropriate. Rancho Cordova is an evolving community, but is still best characterized as a suburban community. Based on staff's evaluation, the more aggressive programs described above are not yet appropriate in Rancho Cordova. As such, revisions to parking standards focus primarily on ensuring required parking standards are adequate, but not burdensome to future development projects.

Ensuring parking standards adequately serve residents and businesses in Rancho Cordova were seen as a priority when discussing changes to the Parking section of the Zoning Code. The following changes to Chapter 23.719 Parking and Loading were prepared:

- Reviewed and made relatively minor adjustments to parking standards for non-residential uses
- Reduced minimum parking for multi-family residential
- Revised parking requirements within the vicinity of a major transit stop. Recommend reducing parking by 25% within one-half mile or 50% within a quarter-mile of a major transit stop (currently a 10% reduction is allowed when within one-quarter mile of a major transit stop)
- Established a maximum percentage of required parking spaces citywide (150% of the minimum required). Uses in the downtown district were revised to a maximum of 125% of the minimum space required (currently 150% maximum is stated for the downtown area)
- Added a provision (Footnote 12) for Office, Business and Professional allowing up to 200% of minimum parking standard in recognition of intensive office uses that require high levels of parking.
- Added a provision (Footnote 14) for Manufacturing allowing up to 300% of minimum parking standard in recognition of the range in intensity from traditional manufacturing up to the more labor-intensive high-tech manufacturing.
- Modified parking standard for Personal Storage to require a base level of three spaces

plus one space per 100 storage units. Added Footnote 15 requiring loading spaces when storage units do not have direct access to internal drive aisles.

- Added new electric vehicle parking regulations referencing CalGreen Code requirements

Electric Vehicle Charging Stations

Staff has prepared a new Electric Vehicle Parking Spaces section (Section 23.719.160) that requires the provision of electric vehicle parking spaces. This draft section is based upon CALGreen Title 24, Part 11 (CALGreen). CALGreen requires at a minimum that electric vehicle (EV) Capable parking spaces be installed in new multi-family residential and non-residential projects and for non-residential additions greater than 1,000 square feet and alterations with a permit value greater than $200,000. EV Capable requires adequate electrical panel capacity to accommodate vehicle charging stations and the installation of conduit from the panel to future charging stations. This is the minimum level of improvement under CALGreen. Similar to other building codes, the City may opt for a higher level of requirements that require creation of a greater percentage of EV Capable spaces.

For new multi-family projects, a minimum of 10 percent of parking spaces must be EV Capable. For new non-residential projects the required number of EV Capable spaces are as follows:

Total Number of Parking Spaces	Required EV Capable Parking Spaces
0 – 9	0
10 – 25	1
26 – 50	2
51 – 75	4
75 – 100	5
101 – 150	7
151 – 200	10
201	6% of Total

CALGreen does not require the installation of vehicle charging stations; requirements are limited to creating EV Capable spaces that allow the subsequent installation of charging stations.

In addition to referencing the requirements of CALGreen, proposed Section 23.719.160 establishes the following provisions for projects in Rancho Cordova:

- Compliance with EV parking space regulations included in review of Minor and Major Design Review applications.
- EV spaces can be provided in any designated parking space and such spaces shall be counted for purposes of providing the required number of parking spaces.
- The Community Development Director may exempt projects from EV space requirements, if it is determined providing such spaces is technically infeasible.

This proposed amendment to vehicle charging stations meets the State requirements, however Council may provide additional direction to go beyond these requirements.

FISCAL IMPACT

The planning effort for the Zoning Code Update is funded by the City's SB-2 grant. There is no direct fiscal impact to the City.

ATTACHMENT(S)

1. Chapter 23.719 Parking and Loading
2. Presentation

Chapter 23.719

PARKING AND LOADING

Sections:
23.719.010 Purpose.
23.719.020 Applicability.
23.719.030 Permit requirements.
23.719.040 Calculations.
23.719.050 Use and general requirements for parking lots.
23.719.060 Requirements for off-street parking spaces.
23.719.070 Vehicle parking requirements.
23.719.080 Reductions and exceptions to minimum parking requirements.
23.719.090 Design standards for surface parking lots.
23.719.100 Design standards for parking structures.
23.719.110 Bicycle parking requirements.
23.719.120 Design standards for bicycle parking facilities.
23.719.130 Standards for off-street parking for private residences.
23.719.140 Trip reduction requirements.
23.719.150 Off-street loading requirements.

23.719.160 Electric vehicle parking.

23.719.010 Purpose.
This chapter establishes standards for the amount, location, and development of motor vehicle parking, bicycle parking, and on-site loading areas. The purpose of the standards is to provide for safe vehicular parking, circulation, and loading requirements supportive of a variety of uses in an increasingly pedestrian, bicycle-friendly, and transit-oriented community. [Ord. 4-2017 § 3 (Exh. B); Ord. 12-2011 § 3 (Exh. A); Ord. 27-2008 § 1 (Exh. A § 4.7.010)].

23.719.020 Applicability.
Off-street parking and loading provisions of this chapter shall apply as follows:

A. New Development. For all buildings or structures erected and all uses of land established after the effective date of the ordinance codified in this title, parking for vehicles and bicycles and loading facilities shall be provided as required by this chapter.

B. Change in Use. When the use of any building, structure, or premises is changed, resulting in an increase of more than 10 percent in the required number of off-street parking spaces, additional off-street parking shall be provided consistent with Table 23.719-1 (Required Minimum Vehicle Ratios) and required bicycle parking, and the parking lot design shall comply with the requirements of this code.

C. Change of Occupancy. Where a new business license is required, additional parking spaces shall be provided if the new occupancy would result in an increase of more than 10 percent in the required number of off-street parking spaces. The director or his/her designee shall review the parking requirements of the proposed use and must approve the parking plan before a new business license is issued.

D. Modification to Existing Structures. Whenever an existing building or structure is modified such that it creates an increase of more than 10 percent in the number of off-street parking spaces required, additional off-street parking spaces shall be provided in accordance with the requirements of this chapter. [Ord. 4-2017 § 3 (Exh. B); Ord. 12-2011 § 3 (Exh. A); Ord. 27-2008 § 1 (Exh. A § 4.7.020)].

23.719.030 Permit requirements.
New parking lots and modifications or expansions to existing parking lots require the following permits:

A. Building Permit. New parking lot design and modifications to existing parking lots in conjunction with a substantial change in use to an existing structure shall be reviewed in conjunction with the building permit and any other land use or development permit required for the project.

B. Zoning Certification. Modification or improvement to an existing parking lot that impacts the parking space layout, configuration, number of stalls, landscape planters, etc., shall require zoning certification as provided in Chapter 23.113 RCMC (Zoning Certification) to authorize the change as consistent with the zoning code.

C. Exempt Activities. Parking lot improvements listed below shall be considered minor in nature in that they do not alter the number or configuration of parking stalls. Such improvements shall be exempt from permit requirements.

1. Repairing any defects in the surface of the parking area, including holes and cracks.

2. Resurfacing, slurry coating, and restriping of a parking area with identical delineation of parking spaces.

3. Repairing or replacing in the same location damaged planters and curbs.

4. Working in landscape areas, including sprinkler line repair, replacement of landscape materials, or refurbishment. [Ord. 4-2017 § 3 (Exh. B); Ord. 12-2011 § 3 (Exh. A); Ord. 27-2008 § 1 (Exh. A § 4.7.030)].

23.719.040 Calculations.

A. If the calculation for parking needs results in the requirement for a fraction of a parking space, the value shall be rounded to the nearest whole number as provided in RCMC 23.107.020 (Rules of interpretation).

B. Seating capacity shall be based upon the actual number of seats or one seat per 18 inches of bench or pew length and one seat per 24 inches of booth length for dining. For other areas where seating is not fixed, the seating capacity shall be determined as indicated by the Uniform Building Code. [Ord. 4-2017 § 3 (Exh. B); Ord. 12-2011 § 3 (Exh. A); Ord. 27-2008 § 1 (Exh. A § 4.7.040)].

23.719.050 Use and general requirements for parking lots.

A. All vehicular parking areas shall be maintained by the owner of the property, ~~such as being~~ kept free of garbage and debris, and free of damage to asphalt, concrete surface, landscape areas, and ~~or~~ curbing.

B. Required off-street parking spaces and parking areas shall be used only for parking operable vehicles of residents, employers, employees, customers, and visitors as appropriate to the allowed uses of the applicable zone.

C. Required off-street parking spaces shall not be used for the storage of vehicles or materials, or for the parking of trucks used in conducting business. Parking spaces not needed to meet minimum requirements may be used for alternative uses subject to the provisions of this title (e.g., temporary use permit, permanent or semi-permanent display of merchandise).

D. No sales, storage, repair work, dismantling, or servicing of any kind shall be permitted in parking spaces without necessary permits for such use.

E. All required off-street parking shall be kept clear of temporary or permanent obstructions.

F. Existing parking shall not be reduced below the requirements of this section.

G. Living, sleeping, or housekeeping in any vehicle, trailer, or vessel is prohibited.

H. For residential tenant and guest parking, the spaces must be marked pursuant to~~per~~ the required minimum standards for tenant and guest parking. [Ord. 4-2017 § 3 (Exh. B); Ord. 12-2011 § 3 (Exh. A); Ord. 27-2008 § 1 (Exh. A § 4.7.060). Formerly 23.719.060].

23.719.060 Requirements for off-street parking spaces.

A. Required off-street parking spaces shall not be located within any required front yard or required street side yard setback of any parcel (see RCMC 23.719.130 (Standards for off-street parking for private residences) for additional allowances and requirements).

B. Parking may not occur within any required clear vision triangle area on a corner lot.

C. Parking spaces shall not preclude direct and free access to stairways, walkways, elevators, any pedestrian accessway, or fire safety equipment. Such access shall be a clear minimum width of 44 inches, no part of which shall be within a parking space. [Ord. 4-2017 § 3 (Exh. B); Ord. 12-2011 § 3 (Exh. A); Ord. 27-2008 § 1 (Exh. A § 4.7.070). Formerly 23.719.070].

23.719.070 Vehicle parking requirements.
A. Minimum Requirements. Minimum vehicle and parking space requirements are listed in Table 23.719-1 (Required Minimum Vehicle Ratios). Where there is more than one parking ratio listed in the table, the greater of the two applies.

B. For the purpose of calculating parking ratios in all districts, the following types of parking are considered outdoor storage and are not considered parking:

1. Fleet vehicle parking.

2. Parking for vehicles that are for sale, lease, or rent.

C. Parking areas that exceed minimum vehicle parking requirements are subject to the following requirements:

1. All projects that exceed the minimum parking requirement by more than 125 percent shall demonstrate how the property can be developed in the future to utilize the additional parking areas for structures, landscaping, plazas, or other active use.

2. The number of vehicle spaces provided shall not exceed 150 percent of the minimum parking ratio.

3~~2~~. In the downtown district, the number of vehicle parking spaces provided shall not exceed 125 ~~150~~ percent of the minimum parking ratio. Where no parking is required, the maximum parking allowance is two spaces.

D. Similar Use. For a use not listed in Table 23.719-1 (Required Minimum Vehicle Ratios), the required vehicle shall be the same as for the most similar use listed, as determined by the director.

E. Compact Car Spaces.

1. Up to 25 percent of the required number of parking spaces may be sized for compact cars.

2. Compact car parking spaces shall be at least eight feet in width and 16 feet in length, and shall be clearly marked "COMPACT CARS ONLY," "COMPACT," or "C."

3. Compact car spaces shall be distributed throughout the parking lot.

4. Where an entire section of the parking lot is restricted to compact parking with an angle of 90 degrees, the aisle width may be reduced from the standard 25 feet to 21 feet. Such compact sections should be located so as to minimize the distance from the parking lot section to the appropriate building or activity.

F. Disabled Parking. All off-street parking areas of multifamily, mixed use, and nonresidential properties must comply with the requirements of the Disabled Access Regulations, California Building Code, Title 24.

G. Tandem parking may be used in apartment and condominium developments.

H. Mechanical or automated parking may be used in apartment and condominium developments.

~~G. Exceptions. Exceptions to minimum parking space standards shall be permitted in accordance with RCMC 23.719.080 (Reductions and exceptions to minimum parking requirements).~~

Table 23.719-1: Required Minimum Vehicle Ratios

Land Use Category	Vehicle Parking Spaces
Residential Uses	
Adult Day Care Home	None beyond single-family
Caretaker Housing	1/bedroom
Dwelling, Multifamily	
Studio and one-bedroom units	~~1.5/unit~~ 1/-unit
Two- and three-bedroom units	~~2/unit~~ 2 ~~per~~/unit
Four- or more bedroom units	~~2/unit~~ 2 ~~per~~/unit
+ Guest parking	~~0.6/unit~~ 0.2/unit
Accessory Dwelling Unit[11]	1/unit
Junior Accessory Dwelling Unit	No minimum
Dwelling, Single-Family[1,2]	2/unit
Dwelling, Two-Family[1,2]	2/unit
Family Day Care Home, Large	1 additional
Family Day Care Home, Small	No minimum
Dormitories	1 space/3 occupants
Group Residential	None beyond single-family
Guest House	0 additional
Home Occupations[3]	1 additional
Live-Work Facility	2/unit (plus 0.25/unit for guests)
Manufactured Home	2/unit
Mobile Home	2/unit
Mobile Home Park	2/unit
Residential Care Home	1 space per employee, plus 1 space/facility vehicle, plus 1 space/8 persons at facility capacity
Senior Independent Living Facility	0.5/unit (plus 0.1 per unit for guests)
Agriculture, Resource, and Open Space Uses	
Equestrian Facility	1/4 stables
Recreation, Education, and Public Assembly Uses	
Cemeteries, Mausoleums	1/4 seats[5]
Clubs, Lodges, and Private Meeting Halls	1/3 seats[5]

Land Use Category	Vehicle Parking Spaces
Community Centers/Civic Uses	4/1,000 sf
Community Garden	1/5,000 sf lot area[4]
Correctional Institution	Parking Study Required
Golf Courses[6]	10/hole
Indoor Amusement/Entertainment Facility	4/1,000 sf
Indoor Fitness and Sports Facility	4/1,000 sf
Libraries and Museums	3/1,000 sf
Outdoor Commercial Recreation	2/1,000 sf[7] or 1/4 seats or person capacity, whichever is greater
Parks and Public Plazas (less than 10 acres)	No minimum
Parks (10 acres or larger)	5% of total site area[4,7]
Public Safety Facility	4/1,000 sf
Recreational Vehicle Parks	1.5/site
Religious Institutions	0.3/seat
Resource-Related Recreation	1/10,000 sf land area, minimum 4 spaces
Schools, Public	
Preschool facilities and kindergartens	1/employee plus 1 per classroom, or 1/3 seats in assembly area, whichever is greater
Elementary or middle schools	1/employee plus 1 per classroom, or 1/3 seats in assembly area, whichever is greater
High schools	1/employee plus 1/3 students in 11th and 12th grades; or 1/3 seats in main auditorium
Colleges	1 space/employee + 1 space/2 students; or 1/3 seats in largest assembly area
Commercial schools	1 space/employee + 1 space/2 students; or 1/3 seats in largest assembly area
Stadiums/Arenas	Special review of parking required
Theaters and Auditoriums	0.3/seat[10]
Utility, Transportation, and Communication Use Listings	
Airport	Parking Study Required
Broadcasting and Recording Studios	3.2/1,000 sf
Heliports	1/landing pad
Park and Ride Facility	N/A
Parking Facility	N/A
Telecommunication Facility	0.5/1 employee
Utility Facilities and Infrastructure	0.5/1 employee
Retail, Service, and Office Uses	
Adult Day Care Facility	1 space/employee, plus 1 space/facility vehicle, plus 1 space/8

Land Use Category	Vehicle Parking Spaces
	persons at facility capacity
Alcoholic Beverage Sales	3.6/1,000 sf
Ambulance Service	3.2/1,000 sf
Animal Sales and Grooming	3.6/1,000 sf
Art, Antique, Collectable	3.6/1,000 sf
Artisan Shops	3.6/1,000 sf
Banks and Financial Services	~~3.2/1,000 sf~~ 3/1,000 sf
Bars and Nightclubs	1 per 3 fixed seats, or 1/50 sf of net floor area of assembly space
Bed and Breakfast Inns	1/room
Building Materials Stores and Yards	1/1,000 sf
Business Support Services	3.2/1,000 sf
Call Centers	~~6/1,000 sf~~ 5/1,000 sf
Child Day Care Facility	1 space/employee, plus 1 space/facility vehicle, plus 1 space/8 persons at facility capacity
Convenience Stores	3.6/1,000 sf
Drive-In and Drive-Through Sales and Service (not including restaurants)	1 space/2 employees during period of greatest employment
Equipment Sales and Rental[8]	1/250 sf interior sales area, plus 1/1,000 sf exterior display area
Furniture, Furnishings, and Appliance Stores	1/1,000 sf
Garden Center/Plant Nursery	1/300 sf retail sales area, plus 1/1,000 sf exterior display area
Grocery Stores/Supermarket	3.5/1,000 sf
Home Improvement Supplies	~~2.5/1,000 sf~~ 2/1,000 sf
Hotels and Motels	1/room
Kennels, Commercial	3.2/1,000 sf
Maintenance and Repair, Small Equipment	3.2/1,000 sf
Medical Services, General	3.9/1,000 sf
Medical Services, Extended Care	1 space/employee, plus 1 space/facility vehicle, plus 1 space/8 persons at facility capacity
Medical Services, Hospitals[9]	2/bed or 2/1,000 sf
Mortuaries and Funeral Homes[5]	1/3 seats
Neighborhood Market	3/1,000 sf
Offices, Business and Professional[12]	3/1,000 sf
Offices, Accessory	3/1,000 sf
Personal Services	3.2/1,000 sf

Land Use Category	Vehicle Parking Spaces
Residential Care Facility	1 space/employee, plus 1 space/facility vehicle, plus 1 space/8 persons at facility capacity
Restaurants	1/3 seats
Retail, Accessory	3.6/1,000 sf
Retail, General	3.6/1,000 sf
Retail, Warehouse Club	3.6/1,000 sf
Veterinary Facility	3.2/1,000 sf
Regional Shopping Center	5.5/1,000 sf
Tasting Room[13~~2~~]	1 space/300 sf
~~Automobile and~~ Vehicle Uses	
~~Auto and~~ Vehicle Dismantling	4~~3~~ spaces, plus 1 space/employee
~~Auto and~~ Vehicle Sales and Rental	2.5/1,000 sf, plus 1 space per rental vehicle
~~Auto and~~ Vehicle Sales, Wholesale	1/1,000 sf, minimum 2 spaces
~~Auto and~~ Vehicle Storage	1/2,000 sf, plus 1 space/company-operated vehicle
Vehicle ~~Auto~~ Parts Sales	3.6/1,000 sf
Car Washing and Detailing	3 spaces minimum + 2 per bay
Service Stations	3 spaces minimum + 2 per bay
Vehicle Services	2 per service bay
Industrial, Manufacturing, and Processing Uses	
Agricultural Products Processing	1.6/1,000 sf, plus 1 space/company-operated vehicle
Manufacturing[14]	~~1.6/1,000 sf, plus 1 space/company-operated vehicle~~ 1/1,000 sf, plus 1 space/company-operated vehicle
Office (as accessory to a use in this category)	2.7/1,000 sf
Printing and Publishing	1/1,000 sf, plus 1 space/company-operated vehicle
Recycling Facility, Processing	1/200 sf office space, plus 1 space/employee
Recycling Facility, Scrap and Dismantling Facility	1/1,000 sf, plus 1 space/company-operated vehicle
Research and Development	~~3/1,000 sf~~ 2.5/1,000 sf
Storage, Personal Storage Facility[15]	~~1/2,000 sf, plus 1 space/company-operated vehicle~~3 spaces plus one space for every 100 storage units
Storage, Warehouse	0.5/1,000 sf, plus 1 space/company-operated vehicle
Wholesaling and Distribution	0.5/1,000 sf, plus 1 space/company-operated vehicle
Special Regulated Uses	
Card Rooms	1/2 seats in play area
Check Cashing Businesses	3.6/1,000 sf
Massage Parlor	3.2/1,000 sf

Land Use Category	Vehicle Parking Spaces
Pawnshops	3.6/1,000 sf
Recycling Facility, Collection Facility	3.2/1,000 sf
Sexually Oriented Businesses	1/3 fixed seats or 4/1,000 sf, whichever is greater
Smoke Shops	3.6/1,000 sf
Tattoo Parlors	3.6/1,000 sf
Thrift Store	3.6/1,000 sf

Notes:
1. See RCMC 23.719.130.
2. Parking may be reduced to one space per unit for residential units for low or moderate income subsidized homeownership units.
3. Additional parking for home occupations is not required to be covered or enclosed and may occur within the front or street-side yard setback on a driveway or other paved surface.
4. On-street parking space adjacent to park property may be credited toward parking requirement.
5. Applies to seating in main or largest assembly area only.
6. Clubhouse calculated as retail and provided in addition to required spaces for golf courses. Additional parking not required for accessory uses (e.g., driving ranges, putting greens, maintenance shops, equipment storage).
7. Parking based on area of active recreation only.
8. Indoor and outdoor merchandise display areas.
9. Calculate associated medical office facilities as medical services, general.
10. If fixed seating is not used, then parking shall be provided at a ratio of one space/30 square feet of floor area in the assembly hall(s).
11. Parking requirements shall be in compliance with Government Code Section 65852.2. No additional parking shall be required for an accessory dwelling unit if: the unit is located within one-half mile of public transit, the unit is located within an architecturally and historically significant district; the unit is part of the existing primary residence or an existing accessory structure; or there is a car share vehicle located within one block of the unit.
12. Office, Business and Professional shall be allowed up to 200% of minimum required parking by right with no additional approvals.
13. Required parking spaces for adjacent uses can be counted towards the required parking for a tasting room as long as the hours of operations for the use do not overlap with the tasting room hours.
14. Manufacturing shall be allowed up to 300~~200~~% of minimum required parking by right with no additional approvals.
15. Personal storage facilities with internally accessed storage units (units not directly accessed from internal drive aisles) shall provide loading zones at each building with number of loading spaces determined during project review.

[Ord. 3-2019 § 5 (Exh. A); Ord. 4-2018 § 3 (Exh. A); Ord. 4-2017 § 3 (Exh. B); Ord. 12-2011 § 3 (Exh. A); Ord. 27-2008 § 1 (Exh. A § 4.7.080). Formerly 23.719.080].

23.719.080 Reductions and exceptions to minimum parking requirements.

The following are exceptions or reductions to minimum parking requirements that are available:

A. Parking District Waiver. Minimum off-street parking requirements may be waived for properties that have access to public parking facilities. The waiver may be granted by the director.

B. Parking Reduction. Parking may be reduced by the approval authority according to the following provisions. Total parking reductions may not exceed 20 percent of required parking:

1. Reduction for Special Motor Vehicles. Up to five percent of the off-street parking may be provided by smaller parking spaces for special or alternative motor vehicles (e.g., golf carts, motorcycles, motorized scooters).

2. Reduction for Secure Bicycle Parking. Developments which provide additional secure bicycle parking facilities over and above the minimum requirement may reduce their parking requirement by one vehicle space for every two additional bicycle spaces provided.

3. Reduction for Parking Near Major Transit Stops (e.g., light rail stations, BRT stations, or significant bus facilities). Parking requirements may be reduced by 25 percent within one-half mile or ~~10~~ 50 percent when within one-quarter mile of a major transit stop.

4. Reduction for Existing Uses to Enable Property Enhancements. Parking requirements for existing nonresidential development may be reduced by up to 10 percent if spaces are replaced with either or both of the following:

a. Landscaping.

b. On-site pedestrian plazas, seating areas, shelters, bicycle racks, and/or walkways.

5. Shower/Locker Facilities. Developments with 100 or more employees may reduce their parking requirement by providing shower and clothing locker facilities for bicycle-commuting employees. Maximum reduction: five percent of required parking.

6. Preferred Carpool/Vanpool Parking Spaces. Office or industrial developments which guarantee preferred parking spaces (e.g., covered, shaded, or near building entrance) to employees who participate regularly in a carpool or vanpool may reduce their parking requirement by one vehicle space for every one space which is marked and reserved for carpools/vanpools at a preferred location. Maximum reduction: five percent of required parking.

C. Joint Vehicle Parking Lot or Structure. Required parking for two or more freestanding uses on adjacent or nearby sites may be satisfied by the use of a joint vehicle parking facility to the extent that it can be shown by the owners or operators that the demand for parking in the joint facility does not materially overlay (e.g., uses primarily of a daytime versus a nighttime or weekday versus weekend nature); and provided, that such right of joint use is evidenced by a deed, lease, contract, or similar written instrument upholding such joint use. In this situation, the size of the joint parking lot shall be at least as large as the number of vehicle parking spaces required by the largest user.

D. Parking in Mixed-Use Projects. In mixed-use projects with residential, office and/or commercial components it is assumed that some parking spaces will be shared due to the difference in peak parking demand and required motor vehicle parking may be reduced according to the following formula:

1. Calculation of the minimum vehicular parking for the portion of the building occupied by the primary is based on 100 percent of the floor area.

2. Calculation of the minimum vehicular parking for the portion of the building occupied by secondary or subsequent uses may be calculated at 80 percent of the floor area.

E. Available parking in public or common parking lots and structures.

F. Additional parking reductions may be permitted as part of an adjustment process. [Ord. 4-2017 § 3 (Exh. B); Ord. 12-2011 § 3 (Exh. A); Ord. 27-2008 § 1 (Exh. A § 4.7.100). Formerly 23.719.090].

23.719.090 Design standards for surface parking lots.
A. All vehicular parking spaces shall be on the same lot as the main structure they serve, on an abutting lot, or within 1,000 feet, subject to the following requirements:

1. There is a safe, direct, attractive, lighted, and convenient pedestrian route between the vehicle parking area and the use being served.

2. There is an assurance in the form of deed, lease, contract, or other similar document that the required spaces will continue to be available for off-street parking use according to the required standards.

B. Special Requirement for Parking in Downtown District.

1. ~~Auto~~ Vehicle parking lots shall be located behind or beside buildings on one or both sides.

2. ~~Auto~~ Vehicle parking and maneuvering areas (including any permitted drive-through service lanes) shall not be located between the street and the building facade with the primary entrance.

3. ~~Auto~~ Vehicle parking and maneuvering areas located to the side of a building cannot occupy more than 50 percent of the site's frontage onto an arterial or collector roadway. When a site has more than one frontage on an arterial or collector roadway, then the vehicle~~auto~~ parking lot located to the side of a building may occupy more than 50 percent of the site's frontage on the secondary street.

4. ~~Auto~~ Vehicle parking and maneuvering areas on corner lots shall not be located adjacent to intersections.

C. Parking Lot Design.

1. Surfacing and Striping. Areas used for parking and maneuvering of vehicles shall be paved with a minimum of two-inch asphalt, concrete, or equivalent surface. All parking areas shall be appropriately striped, marked, and signed.

2. Curb Cuts/Access Points. Street access points shall be the minimum necessary to provide access while not inhibiting the safe circulation and carrying capacity of the street. Curb cuts must comply with city street improvement standards.

3. Driveways/Driveway Approach Width and Grade. The minimum driveway width shall comply with public improvement and fire safety standards.

4. Back-Out Parking. With the exception of duplexes and single-family residences, all parking areas shall be designed so that vehicles are not permitted to back out of the parking area onto a public street.

5. Driveway/Drive Aisle Width. Driveways shall have a minimum paved width of 20 feet for two-way circulation and 14 feet for one-way circulation or according to Table 23.719-2 (Angle Parking Space and Drive Aisle Dimensions), wherever is greater. Driveways shall not occupy a yard setback or buffer except to pass through the yard in order to connect directly to a public street or as necessary for shared driveways and internal access between uses on abutting lots.

6. See RCMC 23.910.030 for drive-in and drive-through sales and services design standards.

7. Turnaround Areas. Parking spaces shall be provided with adequate drive aisles or turnaround areas so that all vehicles may enter the street in a forward manner.

8. Setback Restrictions for Parking Spaces and Drive Aisles. Parking areas including spaces, aisles, and turnaround and maneuvering areas shall not occupy the required setbacks.

9. Connect Parking Lots. ~~Auto~~ Vehicle parking areas shall be designed to connect with vehicle~~auto~~ parking areas on adjacent sites to eliminate the necessity of utilizing the public right-of-way for cross movements. Joint or shared access, internal circulation, or parking is encouraged with adjacent uses.

10. Minimum Clearance. Driveways, aisles, turnaround areas, and ramps shall have a minimum vertical clearance of 12 feet for the entire length and width, but such clearance may be reduced in parking structures.

11. Drainage. Adequate drainage shall be provided to dispose of the runoff generated by the impervious surface area of the parking area. Provision shall be made for the on-site collection of drainage waters to eliminate sheet flow of such waters onto sidewalks, public rights-of-way, and abutting private property.

12. Clear Vision Area. See RCMC 23.731.060 (Height measurement) for driveway clearance vision area requirements.

13. Service and Loading Areas. Service and loading areas shall not be located on the frontage of a light rail station or adjacent street.

D. Parking Space Dimensions and Aisle Standards for Surface Parking Lots.

1. All surface parking lots shall be designed in accordance with city standards for stalls and aisles as set forth in Tables 23.719-2 (Angle Parking Space and Drive Aisle Dimensions) and 23.719-3 (Parallel Parking Space and

Drive Aisle Dimensions) and Figures 23.719-1 (Angle Parking Space and Drive Aisle Dimensions) and 23.719-2 (Parallel Parking Space and Drive Aisle Dimensions).

Table 23.719-2: Angle Parking Space and Drive Aisle Dimensions

Angle	Stall Width a	Stall to Curb b	Aisle c	Two Rows + Aisle d
90°	9'-0" 9'-6" 10'-0"	19'-0" 19'-0" 19'-0"	25'-0"** 24'-8"** 24'-0"**	63'-0" 62'-6" 62'-0"
60°	9'-0" 9'-0" 9'-6" 10'-0"	21'-0" 21'-0" 21'-3" 21'-6"	20'-0"** 19'-0"* 18'-6"* 18'-0"*	62'-0" 61'-0" 61'-0" 61'-0"
45°	9'-0" 9'-0" 9'-6" 10'-0"	19'-10" 19'-10" 20'-2" 20'-6"	20'-0"** 16'-4"* 15'-2"* 14'-0"*	59'-8" 56'-0" 55'-6" 55'-0"

* One-way aisle.

** Two-way aisle.

Figure 23.719-1: Angle Parking Space and Drive Aisle Dimensions

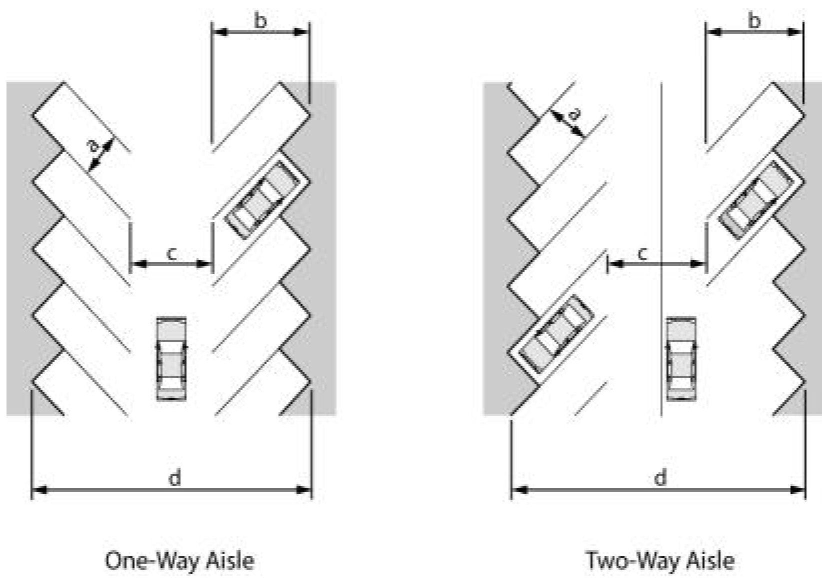


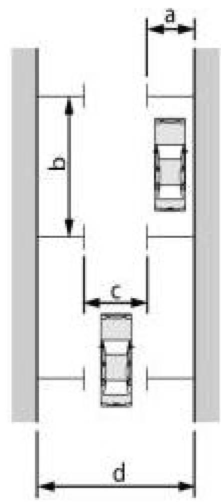
Table 23.719-3: Parallel Parking Space and Drive Aisle Dimensions

Stall Width a	Stall Length b	Aisle c	Two Rows + Aisle d
9'-0"	24'-0"	12'-0"*	30'
9'-6"	24'-0"	12'-0"*	31'

Stall Width a	Stall Length b	Aisle c	Two Rows + Aisle d
10'-0"	24'-0"	12'-0"*	32'

*One-way

Figure 23.719-2: Parallel Parking Space and Drive Aisle Dimensions



E. A minimum of 75 percent of vehicle parking stalls shall be of standard size (the remainder may be compact). See RCMC 23.719.070(E) (Compact Car Spaces).

F. Landscaping of Parking Lots. See RCMC 23.716.070 (Parking lot landscape).

G. Pedestrian Circulation/Walkways. Pedestrian circulation/walkways shall be designed to the requirements specified in RCMC 23.722.050 (Standards for on-site pedestrian pathways).

H. Vehicular Overhang.

1. Vehicular overhang is permitted, provided no vehicle shall overhang into a sidewalk which would reduce the unencumbered width of a sidewalk to less than four feet.

2. A vehicle is permitted to overhang into a landscaped area by two feet; provided, that the required landscaped area is extended by two feet.

3. The overhang shall not count as part of the parking space dimension.

I. Lighting of Parking Lot. See Chapter 23.725 RCMC (Outdoor Lighting). [Ord. 4-2017 § 3 (Exh. B); Ord. 12-2011 § 3 (Exh. A); Ord. 27-2008 § 1 (Exh. A § 4.7.110). Formerly 23.719.100].

23.719.100 Design standards for parking structures.

A. Ground Floor Active Use. For all new multi-level parking structures, a minimum of 50 percent of the total ground floor street frontage, excluding driveway entrances and exits, stairwells, elevators, and centralized payment booths, shall be designed to accommodate commercial, retail, office, or residential floor space.

B. Ground Floor Facades. Blank, flat walls are prohibited on all parking structure facades that face public rights-of-way. The following are acceptable methods to avoid blank, flat walls. One or more of these methods shall be incorporated along the entire facade:

1. Street-facing ground floor active uses (see subsection (A) of this section, Ground Floor Active Use).

2. Ground floor windows, doors, or display areas.

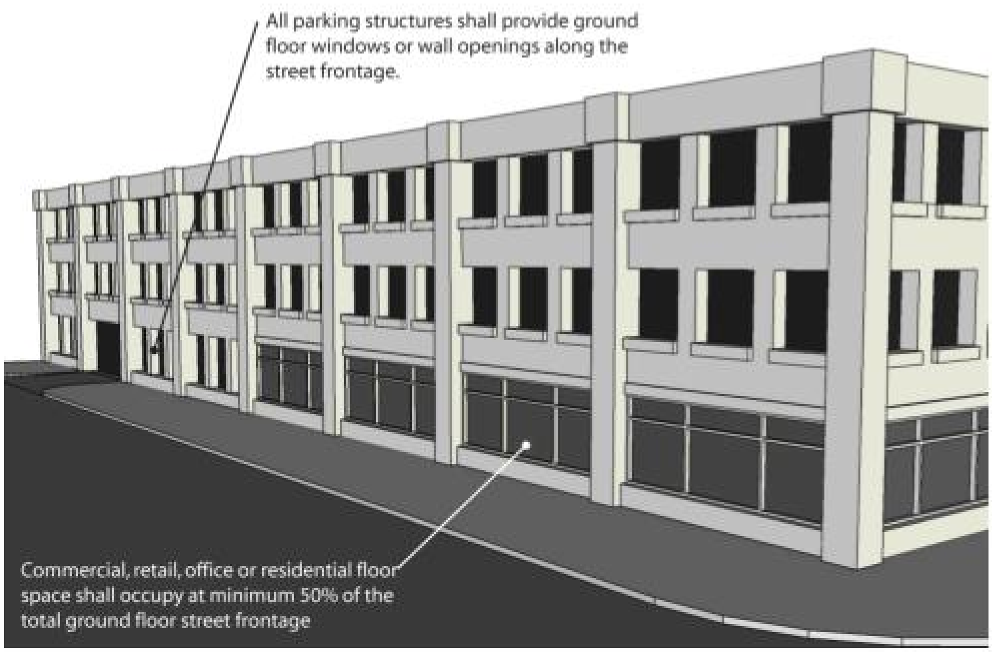
3. A repeating pattern of color change, texture change, and material change, each of which should be integral parts of the structure and not superficially applied trim, graphics, or paint.

4. The use of reveals, projecting ribs, or offsets which should be no less than 12 inches in width. All elements should repeat at intervals of 30 feet or less.

C. Lighting. Metal halide lighting shall be used for all parking structures, with uplighting being the preferred method of lighting. This allows for a more even lighting distribution across the floor and field of vision for users, accurate color rendition, and protection from lighting elements.

D. All parking structures are subject to design review as described in Chapter 23.140 RCMC (Minor Design Review) or Chapter 23.141 RCMC (Major Design Review).

Figure 23.719-3: Parking Structure Design Requirements



[Ord. 4-2017 § 3 (Exh. B); Ord. 13-2013 § 4 (Exh. B); Ord. 12-2011 § 3 (Exh. A); Ord. 27-2008 § 1 (Exh. A § 4.7.120). Formerly 23.719.110].

23.719.110 Bicycle parking requirements.
A. Short-Term Bicycle Parking. If a land use or project is anticipated to generate visitor traffic, the project must provide permanently anchored bicycle racks within 100 feet of the visitors' entrance. To enhance security and visibility the bicycle racks shall be readily visible to passersby. The bicycle capacity of the racks must equal an amount equivalent to 10 percent of all required motorized vehicle parking. There shall be a minimum of one rack with capacity for two bicycles.

B. Long-Term Bicycle Parking. Buildings with over 10 tenant-occupants (e.g., multifamily tenants, owners, employees) shall provide secure bicycle parking for five percent of required motorized vehicle spaces for employees/residents, with a minimum of one space. Acceptable parking facilities shall be convenient from the street and include one or a combination of the following:

1. Covered, lockable enclosures with permanently anchored racks for bicycles.

2. Lockable bicycle rooms with permanently anchored racks.

3. Lockable, permanently anchored bicycle lockers.

4. In the case of residential development a standard garage is sufficient, if available. [Ord. 4-2017 § 3 (Exh. B); Ord. 12-2011 § 3 (Exh. A). Formerly 23.719.115].

23.719.120 Design standards for bicycle parking facilities.
All developments shall meet the following minimum requirements for bicycle parking and design. The purpose of these design standards is to ensure that bicycle parking is visible from the buildings served, is convenient to cyclists, and provides sufficient security from theft and damage.

A. Minimum Required Bicycle Parking. Minimum required bicycle parking spaces are required as designated in RCMC 23.719.110 (Bicycle parking requirements).

B. Bicycle Parking Location and Access.

1. Use. Areas set aside for required bicycle parking must be clearly reserved for bicycle parking only.

2. Lighting. See RCMC 23.725.060 (General lighting standards).

3. Location.

a. Outdoor bicycle parking should be located within 100 feet, or as close as possible to the primary building entrance, without impeding pedestrian circulation or emergency access.

b. Bicycle parking must be visible from within on-site buildings or the street.

c. Bicycle parking may be located within a building if access is readily available from an outdoor entrance.

d. Bicycle parking is prohibited within 100 feet of a trash or recycling enclosure.

4. Amenities. Bicycle parking areas are encouraged to include a bench and bicycle rack screened with 30- to 36-inch shrubs from any parked cars or arterial streets.

5. Pedestrian Conflicts. Bicycle parking and bicycle racks shall be located to avoid conflicts with pedestrian movement and accessibility requirements.

C. Covered Bicycle Parking Spaces for All Uses. All required employee bicycle parking spaces and 50 percent of all visitor bicycle parking must be sheltered from precipitation by means such as roof extensions, overhangs, awnings, arcades, carports, roofed enclosures, lockers, or indoor bicycle rooms. These may be Class I parking spaces (e.g., bike lockers) or other suitable alternative.

D. Bicycle Parking for Residential Uses. When required, 25 percent of all bicycle parking for residential uses shall be provided as Class I facilities (locker, bike room, etc.).

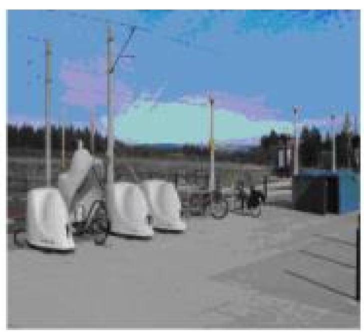
Figure 23.719-4: Acceptable Covered Bicycle Parking Options (Bicycle Parking Near Entry Door, Freestanding Bicycle Parking Enclosure, and Indoor Bicycle Room)

Bicycle Parking Near Entry *Freestanding Bicycle Parking Enclosure* *Indoor Bicycle Room*

E. Bicycle Rack Types and Dimensions.

1. Security. Bicycle parking facilities shall offer security in the form of either a lockable enclosure in which the bicycle can be stored or a rack upon which the bicycle can be locked. Bicycle parking racks, shelters, or lockers must be securely anchored to the ground or to a structure. Bicycle racks must hold bicycles securely by the means of the frame. The frame must be supported so that the bicycle cannot be pushed or fall to one side in a manner that will damage the wheels.

Figure 23.719-5a: Acceptable Bicycle Rack Options



Bicycle Racks That Support *Bicycle Lockers* *Sheltered Parking*

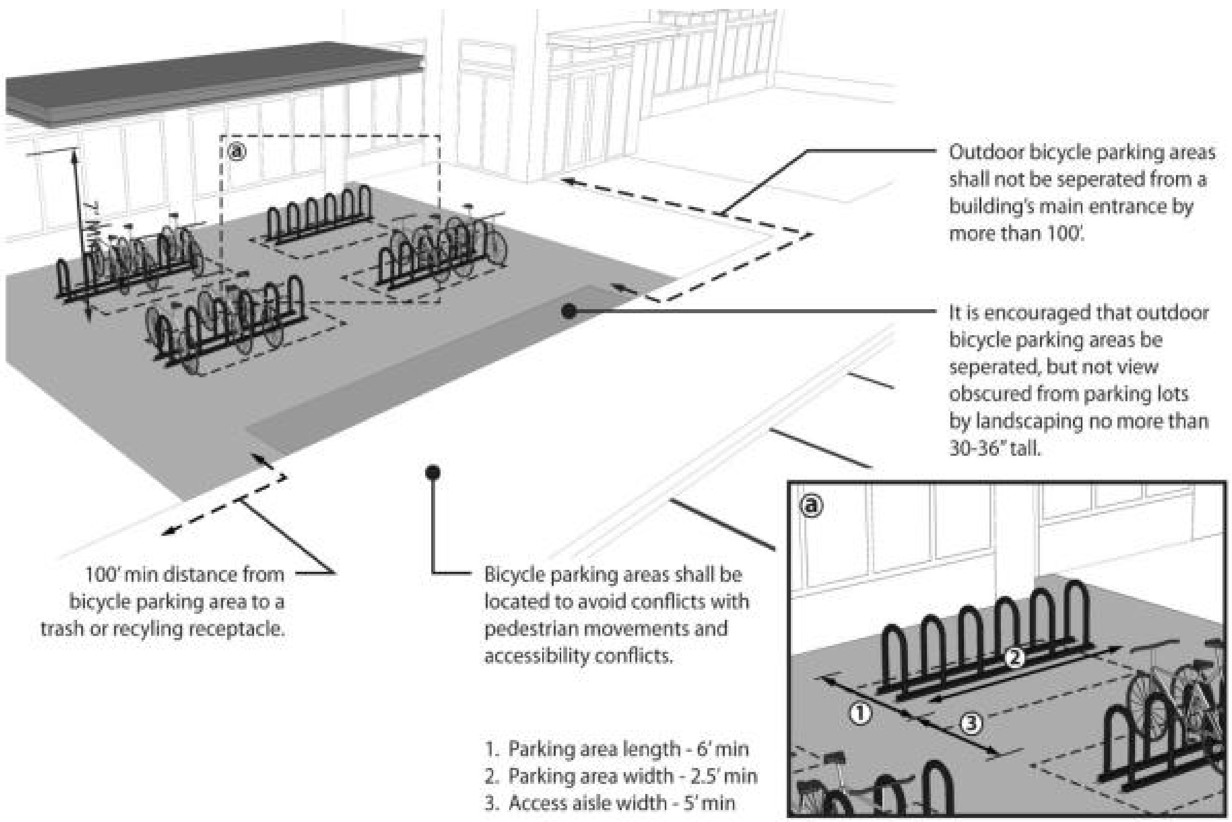
Both Sides of a Bicycle

2. Unique artistic design facilities are encouraged. The racks/facilities should be easily identified as a bike rack.

Figure 23.719-5b: Artistic Bike Rack Design Options

3. Standards. Bicycle parking shall be at least one and one-half feet wide by six feet long for a single bicycle parking space or two and one-half feet wide by six feet long for two paired bicycle racks (as pictured in Figure 23.719-6) and, when covered, provide a minimum vertical clearance of seven feet. An access aisle of at least five feet wide shall be provided and maintained beside or between each row of bicycle parking. Each required bicycle space must be accessible without moving another bicycle. Bicycle parking spaces required by this chapter may not be rented or leased.

Figure 23.719-6: Bicycle Parking Area Design Requirements



F. Paving and surfacing of bicycle parking areas shall be surfaced with hard surfacing of at least two inches minimum (i.e., pavers, asphalt, concrete, or similar material). This surface must be designed to maintain a well-drained condition.

G. Exemptions. The following uses are exempt from bicycle parking requirements:

1. Temporary uses.

2. Agriculture.

3. Mini-storage facilities.

4. Home occupations. [Ord. 4-2017 § 3 (Exh. B); Ord. 13-2013 § 4 (Exh. B); Ord. 12-2011 § 3 (Exh. A); Ord. 27-2008 § 1 (Exh. A § 4.7.130)].

23.719.130 Standards for off-street parking for private residences.
Off-street parking and driveways for detached dwellings, manufactured homes, single-family attached dwellings, and two-unit attached dwellings shall meet the following requirements:

A. Any vehicle, trailer, or vessel which is inoperable or vehicles that are Certified as Non-Operation or Planned Non-Operation Certified with the Department of Motor Vehicles shall be stored entirely within an enclosed structure, where it is not visible from the street or other public or private property and shall not be parked or stored in any yard within a residential zoning district or neighborhood.

B. Unless specifically permitted by this code, required off-street parking spaces shall not be located within any required front yard or required street side yard setback of any parcel. Required parking must be provided within a fully enclosed garage or carport (see RCMC 23.734.040, Development standards).

C. Parking in excess of the required parking (e.g., driveways) may be provided within the front and street side yard setback, as follows:

1. Vehicle parking (including driveways) within the front yard area or as seen by the public street in residential areas shall be provided on a lasting, durable surface (e.g., concrete, asphalt, or similar material). Permeable paving materials, such as paver stones, pervious concrete, or interlocking grids with gravel, are permitted as an alternative to a standard asphalt or concrete surface. Use of grasscrete, ribbon drive (Hollywood strips) or other acceptable alternatives as determined by the director may be allowed for purposes of a driving surface that leads to a legal parking area outside of the front yard area or as seen by the public street. No parking is allowed on these features within the front yard area or as seen by the public street.

2. Parking areas shall not exceed the maximum impervious surface allowed on a parcel (e.g., impervious surface in front yards is limited to 40 percent coverage).

3. Parking may not occur within any required clear vision triangle area on a corner lot.

D. Each parking space shall be at least eight and one-half feet wide by 18 feet deep.

E. Tandem (end-to-end) parking is allowed to meet the minimum off-street parking requirements.

F. Required parking may be provided in the rear yard only when an alley is available for access.

G. The minimum driveway width is 10 feet. Driveway pavement shall be five feet from the side property line in order to provide an area of landscaping between adjacent lots. Deviations from these standards may be allowed through site plan and architecture review for small-lot single-family developments at the time of master home plan review where these standards cannot be attained due to design. Remaining unpaved portion shall be landscaped, irrigated, and maintained. See Figure 23.716-2 (Nonpervious Surface Limits in Single-Family and Two-Family Residential Zones).

H. The use of structures, temporary canopies, tarps, and other similar types of covering for vehicles is strictly prohibited within the front setback.

I. Commercial vehicles shall not be parked on residential property.

J. Parking of RVs, trailers, and vessels shall conform with the following additional regulations:

1. Parking on a lasting, durable surface (e.g., concrete, asphalt, grasscrete, or permeable paving material) is required.

2. Parking within the clear vision area is prohibited. [Ord. 15-2018 § 4 (Exh. A); Ord. 7-2018 § 3; Ord. 4-2018 § 3 (Exh. A); Ord. 4-2017 § 3 (Exh. B); Ord. 12-2011 § 3 (Exh. A); Ord. 27-2008 § 1 (Exh. A § 4.7.140)].

23.719.140 Trip reduction requirements.

A. Applicability. The provisions of this chapter shall apply to all major development projects defined as follows:

1. Any commercial, industrial, institutional, or other use which is expected to employ 200 or more persons, as determined by either actual employee projections or equivalent development size.

2. Any existing facility or development which increases its gross floor area and, after such increase, exceeds the minimum equivalent development size.

3. The director may, if projected traffic conditions warrant, apply the provisions of this section to developments smaller than those specified.

B. Exempt Projects. Notwithstanding any other provisions of this code, the following uses and activities shall be specifically exempt from the provisions of this section:

1. Development projects expected to employ fewer than 200 persons.

2. Temporary construction activities on any affected project, including activities performed by engineers, architects, contractors, subcontractors, and construction workers.

C. Equivalent Development Size. For the purpose of this section, the standards listed in Table 23.719-4 (Equivalent Development Size) shall be considered equivalent to the 200-employee threshold.

Table 23.719-4: Equivalent Development Size

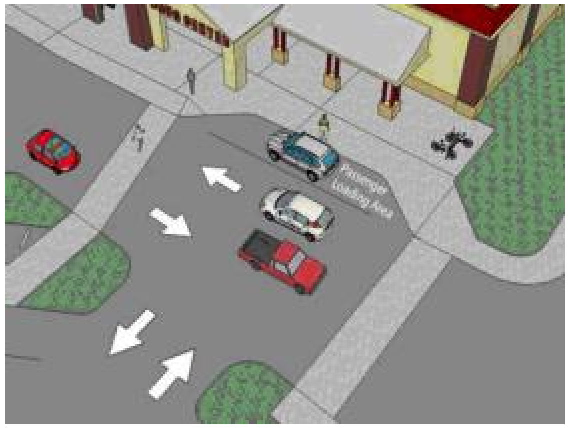
Type of Use	Minimum Development Size (in square feet) Equivalent to 200 Employees
Office (excluding medical)	50,000
Industrial Office Park (MP)	60,000
Hospital and Medical Offices	80,000
Commercial	100,000
Light Industrial (M-1)	95,000
Heavy Industrial (M-2)	130,000
Mixed or Multiple Uses	[1]

Notes:

1. The minimum development size for mixed- or multiple-use developments shall be calculated based on the employment equivalent of the square footage or areas devoted to each type of use.

D. Passenger Loading Areas. Parking areas for major development projects shall designate a passenger loading area or areas for embarking and disembarking passengers from ridesharing vehicles. Such passenger loading areas shall be located at the point(s) of primary pedestrian access from the parking area to the adjacent building(s) and shall be designed in such a manner that vehicles waiting in the loading area do not impede vehicular circulation in the parking area. The passenger loading areas shall be designed as a turn-out as indicated by Figure 23.719-7 and shall be large enough to accommodate the number of waiting vehicles equivalent to one-half percent of the required parking for the project. See Figure 23.719-7 (Passenger Loading Areas).

Figure 23.719-7: Passenger Loading Areas



E. Preferential Parking Spaces for Carpool and Vanpool Vehicles. All major development projects shall reserve and designate at least 10 percent of the employee parking spaces for the project for ridesharing vehicles by marking such spaces "Carpool/Vanpool Only." The number of preferential parking spaces must be increased above 10 percent of the employee parking as necessary to accommodate all legitimate carpools and vanpools. Such spaces shall be located near the building entrance(s), covered, shaded, or in some other obvious way be determined as preferential. For purposes of this section, the factors listed in Table 23.719-5 (Employee Parking Ratios) shall be used to determine the number of employee parking spaces.

Table 23.719-5: Employee Parking Ratios

Type of Use	Percentage of Total Parking Devoted to Employee Parking
Office (excluding medical)	70%
Hospital and Medical Office	50%
Commercial	30%
Industrial	70%

F. Shower and Locker Facilities. All development projects above the minimum development size threshold shall provide shower and locker facilities for use by employees or tenants who commute to the site by bicycle or walking. Such facilities shall be clearly indicated on all development/improvement plans. One shower and eight lockers with minimum dimensions of 12 inches by 18 inches by 36 inches shall be provided for each 200 employees or fraction thereof, based on the equivalent development size data. The shower and locker facilities must be located convenient to one another and should be located near the employee bicycle parking facilities whenever possible. [Ord. 4-2017 § 3 (Exh. B); Ord. 12-2011 § 3 (Exh. A); Ord. 27-2008 § 1 (Exh. A § 4.7.150)].

23.719.150 Off-street loading requirements.

A. Purpose of Loading Area Requirements. The purpose of these regulations is to provide the number, size, location, and screening requirements for loading areas in mixed-use, commercial, and industrial uses. The intent of these regulations is to minimize disruptions of traffic flow by freight-carrying vehicles blocking the public right-of-way and to minimize impacts to vehicular and pedestrian conflicts.

B. When Loading Regulations Apply. This regulation applies to all nonresidential development in mixed-use commercial and industrial districts, whether or not a permit or other approval is required for the development. Buildings smaller than 8,000 square feet in size are exempt from the requirements of this section.

C. General Loading Area Requirements.

1. The number of required loading spaces is based on the use of the building and the building size minus any residential component square footage.

2. Where two or more uses are located on the same premises, the number of loading area spaces required is the sum of the spaces required for each use.

3. The provision for maintenance of off-street loading facilities is a continuing obligation of the property owner.

4. Loading and maneuvering areas shall be hard-surfaced unless a permeable surface is required to reduce surface runoff, as determined by the director.

5. Parking of passenger vehicles may be allowed in off-street loading areas subject to specific time limits to prevent conflicts with off-street loading activities. If parking is allowed, the parking time limits shall be clearly posted. These parking spaces shall not count toward meeting the general parking requirements.

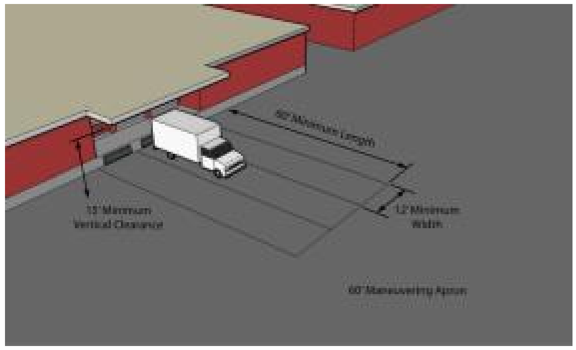
6. Off-Street Loading Standards.

a. Each required off-street loading space in an industrial area shall have a minimum length of 60 feet, a minimum width of 12 feet, and a minimum vertical clearance of 15 feet inside dimensions. Off-street loading spaces in industrial zones shall also provide a 60-foot maneuvering apron in addition to the minimum length of the loading space. These requirements apply to all off-street loading spaces in industrial zones including at-grade and depressed loading docks.

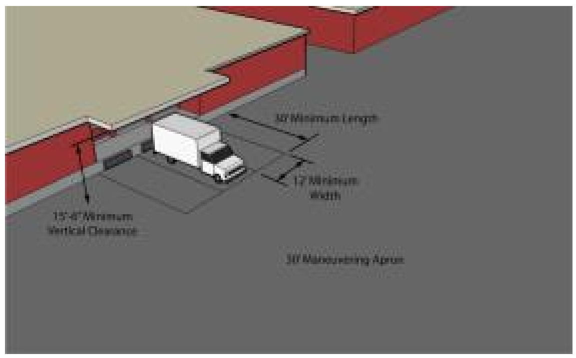
b. Each required off-street loading space, other than in industrial zones, shall have a minimum length of 30 feet, a minimum width of 12 feet, and a minimum vertical clearance of 14.5 feet inside dimensions. Off-street loading spaces shall also provide a 30-foot maneuvering apron in addition to the minimum length of the loading space. These requirements apply to all off-street loading spaces including at-grade and depressed docks.

7. Loading areas must comply with the setback and perimeter landscaping and screening standards. When parking areas are prohibited or not allowed between a building and a street, loading areas are also not allowed.

Figure 23.719-8: Typical Loading Area



Off-Street Loading Spaces in an Industrial Area



Off-Street Loading Spaces in a Nonindustrial Area

8. For uses not specifically mentioned, the requirements for off-street loading facilities shall be the same as the closest approximate use as determined by the director.

D. Location of Required Loading Facilities.

1. The off-street loading facilities, including the required maneuvering apron, in all cases, shall be on the same lot or parcel of land as the structure they are intended to serve.

2. The off-street loading facilities shall be designed and located so that loading vehicles do not encroach upon required setbacks, driveways, or required parking spaces during maneuvering and loading activities.

3. No loading space, including the required maneuvering apron, shall be located so that a vehicle using such loading space projects into any public street or any adjoining property except in the case of a reciprocal access agreement or similar mechanism.

4. Loading spaces shall be provided with access to an alley when alley access is available.

5. Bays and doors shall be located in a manner that would preclude any possibility for trucks to back into bays from arterial streets. [Ord. 4-2017 § 3 (Exh. B); Ord. 12-2011 § 3 (Exh. A); Ord. 27-2008 § 1 (Exh. A § 4.7.160)].

23.719.160 Electric Vehicle Parking Spaces.

A. Applicability.

The California Green Building Standards Code (CALGreen) requires that new construction and major alterations include adding "EV Capable" parking spaces which have electrical panel capacity, a dedicated branch circuit and a raceway to the EV parking spot to support future installation of charging stations. All new construction and qualifying additions or alterations must comply with CALGreen, Title 24, Part 11.

B. Parking Requirements and Location of Electric Vehicle Spaces.

1. As part of the Minor and Major Design Review process, the City shall require that parking facilities be provided to accommodate electric or other alternative fuel vehicles.

2. The location of the electrical outlets shall be specified on building plans, and proper installation shall be verified by the Building Division prior to issuance of a Certificate of Occupancy.

3. Electric vehicle ready charging infrastructure shall be provided in multi-family housing developments and non-residential developments according to the standards outlined by CALGreen.

4. Electric vehicle charging stations may be provided in any area designed for the parking or loading of vehicles.

5. Where electric vehicle recharging stations are provided, they shall follow the space requirements and development standards outlined in CALGreen.

6. Parking spaces with electric vehicle charging shall be counted as a standard parking space for the purposes of providing required parking per this Code.

C. Exemptions

1. Electric vehicle charging stations shall not apply to temporary parking lots.

2. Other exemptions may be granted by the Director, where the Director determines that compliance with the requirements of this Section is technically infeasible.

Parking Code Updates & Electric Vehicle Charging Stations

August 24, 2021

MEETING AGENDA

- Parking Strategies Reviewed and Related Amendments
- CALGreen Electric Vehicle (EV) Charging Station Amendments
- Summary and Next Steps

Zoning Code Update

Parking Amendments

Parking Chapter Amendments

- Parking Research and Analysis
  - Conducted research on parking policies and regulations being implemented in Northern California and Sacramento region
  - Meetings with stakeholders
  - Approximately a dozen parking strategies were reviewed for adjusting the City's parking regulations

Parking Strategies Reviewed

- Charging for on-street parking in certain areas of the City
- Eliminating all minimum parking space requirements for off-street parking
- Reduce minimum parking space requirements for residential uses
- Reduce minimum parking space requirements for non-residential uses (commercial, office and industrial uses)
- Establish maximum parking space requirements for all uses Citywide
- Require a parking cash-out program for employers in the City
- Establish congestion pricing for parking
- Provide parking reductions for new development near transit or has rideshare access
- Use of in-lieu parking fees
- Unbundling of parking fees from rental leases
- Provide universal transit passes to employees in the City

Parking Chapter

- Chapter 23.719 Parking and Loading Revisions
  - Minor adjustments to parking standards for residential and non-residential uses
  - Reduced minimum parking for multi-family residential
  - Revised parking requirements within the vicinity of a major transit stop
  - Established parking caps citywide (cannot exceed 150% of the minimum required citywide; cannot exceed 125% of minimum in Downtown Planning Area)

- Does Council have any additional policy direction?

Parking Chapter

- Chapter 23.719 Parking and Loading Revisions
  - Office, Business and Professional – New footnote to allow up to 200% of minimum parking to accommodate range of parking needs for office users.
  - Manufacturing - New footnote to allow up to 300% of minimum parking to accommodate range of parking needs from traditional manufacturing to high tech manufacturing.
  - Personal Storage – Revised to require 3 parking spaces base (employees) plus 1 space per 100 storage units (clients). Footnote requiring loading spaces for internal storage units (no direct access from drive aisles).

- Does Council have any additional policy direction?

Zoning Code Update

EV Parking Amendments

EV Parking Chapter

- Chapter 23.719.160 Electric Vehicle Parking
  - References CALGreen requirements, standards, State building codes
  - Requires EV Capable parking for multi-family and non-residential projects
  - Applies to new construction and certain additions/modifications of non-residential
  - Zoning Code clarifies when EV spaces are reviewed, locations for EV spaces and allowed exemption for “technical infeasibility”

EV Parking Chapter

- CALGreen Requirements and Optional Tiers

Multifamily Dwellings

Required Percent of Total Parking Spaces to be "EV Capable"	Optional Tier 1 Percent of Total Parking Spaces to be "EV Capable"	Optional Tier 2 Percent of Total Parking Spaces to be "EV Capable"
10%	15%	20%

- If guest parking is available, at least one "EV Capable" space must be for guest parking.

Nonresidential

Total Number of Parking Spaces	Required Number of Parking Spaces to be "EV Capable"	Optional Tier 1 Number of Parking Spaces to be "EV Capable"	Optional Tier 2 Number of Parking Spaces to be "EV Capable"
0-9	0	1	1
10-25	1	2	2
26-50	2	3	4
51-75	4	5	6
76-100	5	7	9
101-150	7	10	12
151-200	10	14	17
201	6% of total	8% of total	10% of total

Summary and Next Steps

- Scope of parking amendments are relatively narrow
  - Is Council interested in a continued exploration of revised parking standards and regulations?

- On August 16, 2021 Council indicated a desire to discuss EV charging stations
  - These proposed changes meet State CALGreen requirements
  - Does Council have any policy direction beyond the State required EV capable standards?

MEMORANDUM

ITEM 12.3.

DATE: September 20, 2021

TO: Honorable Mayor and Council Members

FROM: Kim Juran, Administrative Services Director

SUBJECT: **ENERGOV LAND MANAGEMENT SYSTEM PHASE II GO-LIVE PRESENTATION**

RECOMMENDATION

Receive Presentation on EnerGov Phase II Go Live.

RESULT OF RECOMMENDED ACTION

The presentation will inform the City Council and members of the public about the capabilities of the recently launched Phase II of the City's EnerGov Land Management System.

BACKGROUND

The City utilizes a land management and permitting software system for many functions across the City including planning, permitting, inspections, code enforcement, animal services, business license, and cashiering. The City began work on the implementation of a new land management system, Tyler Technologies EnerGov, in late 2018. The first phase of this new system encompassed the City's licensing functions, including business license and animal license, and went live in March 2020. The second phase of this new system includes electronic plan review, permits, inspections, and code enforcement and went live in August 2021. The purpose of this presentation is to highlight the functionality of this new system, including the expanded online services available to the public through the City's Rancho Cordova Online portal.

FISCAL IMPACT AND FUNDING SOURCE

This item is for informational purposes only.

ATTACHMENT(S)

1. EnerGov Update CC PP 9-20-21

Rancho Cordova ONLINE

Apply for, renew and pay for licenses, submit permits and plans, and apply for meeting or event space online

EnerGov Phase II Go Live Presentation

September 20, 2021

RANCHO CORDOVA CALIFORNIA

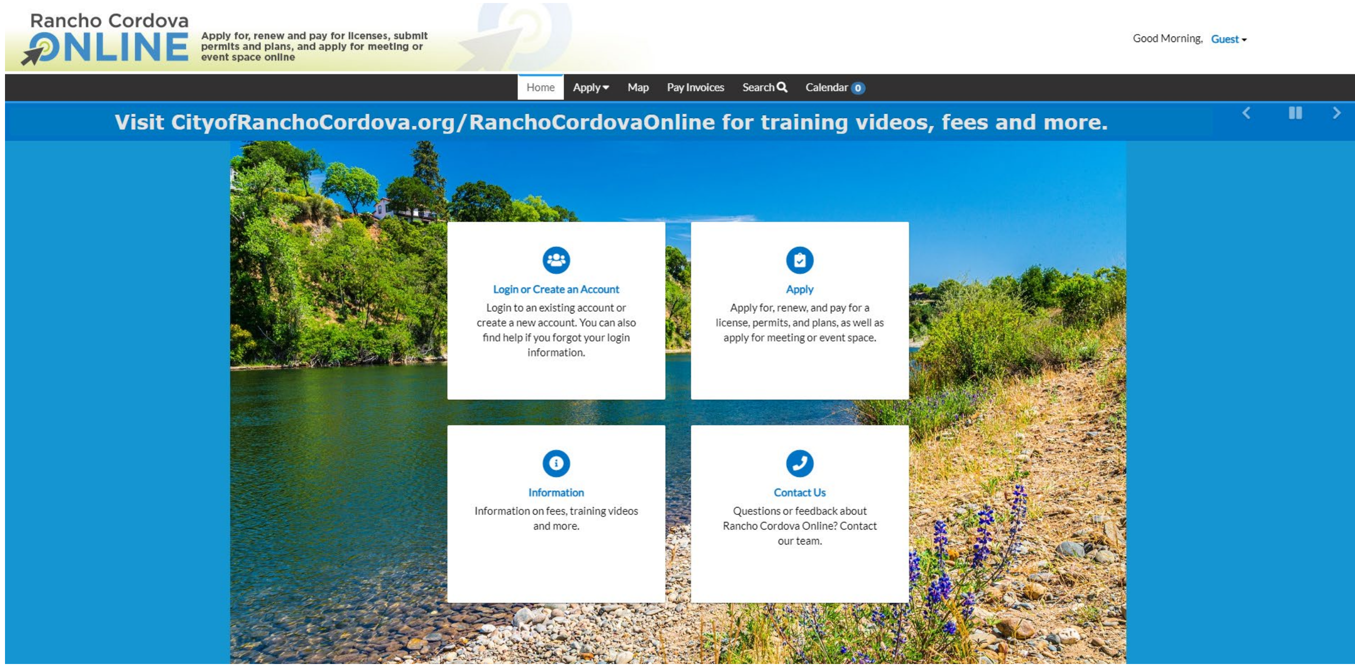
CityOfRanchoCordova.org

EnerGov Land Management System

- Replaces City’s existing land management system used by Building, Planning, Neighborhood Services, & Public Works
- Provides an enhanced online customer experience for plan submittal, permitting, and payment
- Streamlined and paperless processes for back-office staff
- Field efficiencies through use of iPads and EnerGov apps

Rancho Cordova Online (Citizen Self Service Portal)

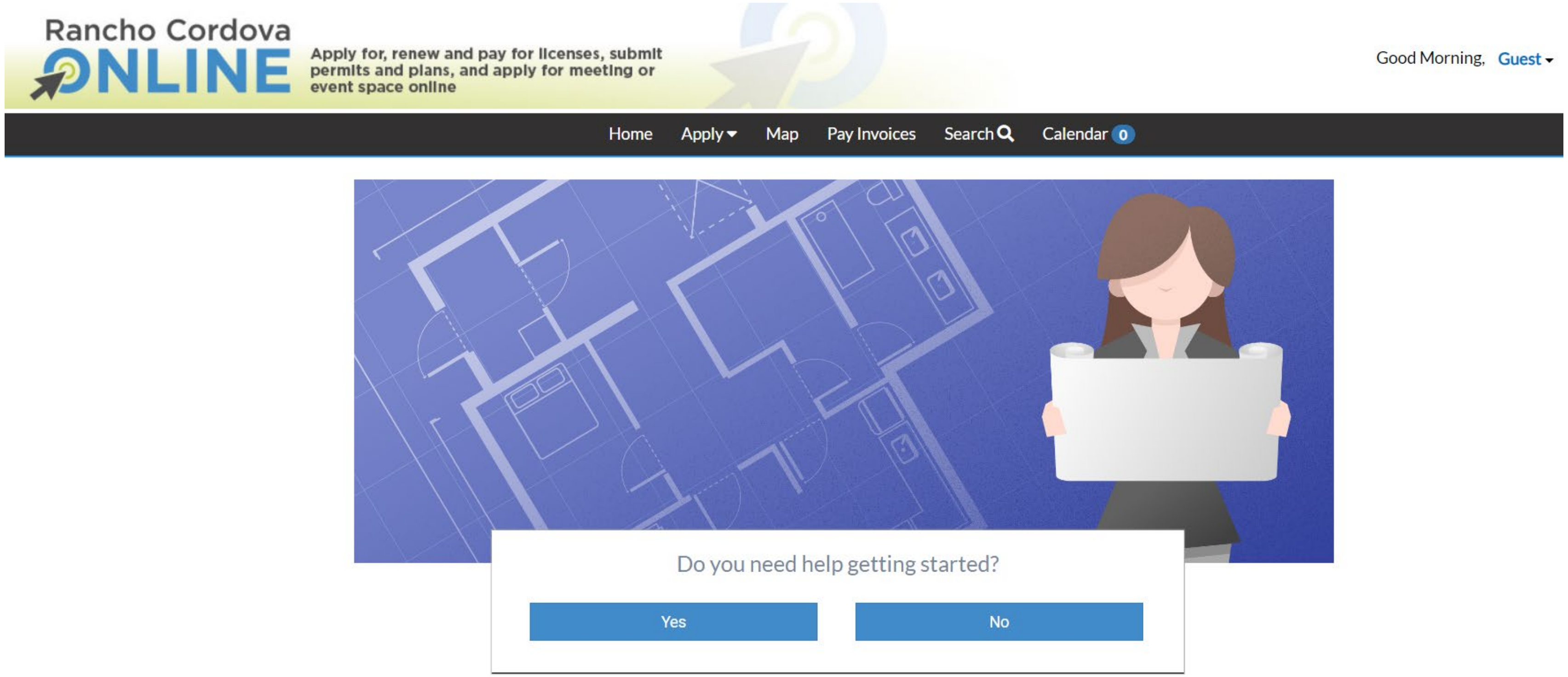
- Currently available online
  - Business & Pet Licenses
  - Sidewalk Vendor
  - Temporary Sign & Use Permits
  - All Planning Entitlements
  - Improvement Plan Review
  - Encroachment, Tree, & Transportation Permits
  - Facilities Room Rentals
  - Abandoned Shopping Cart Prevention Plan



- Building Permits to be added in the future

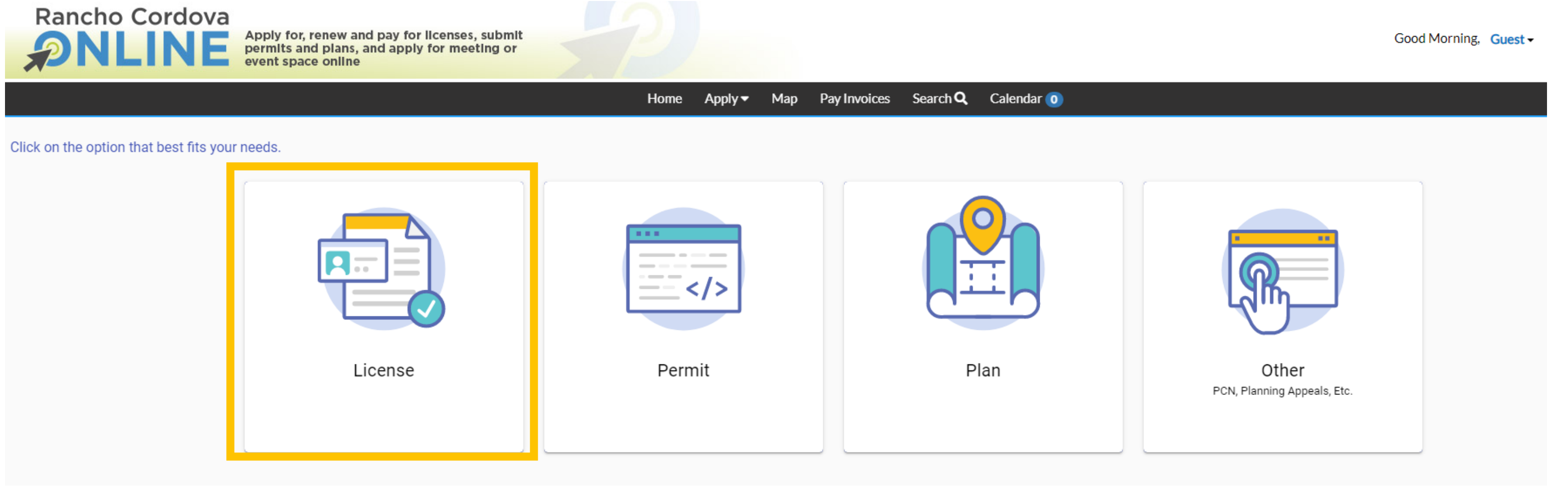
Rancho Cordova Online Customer Experience

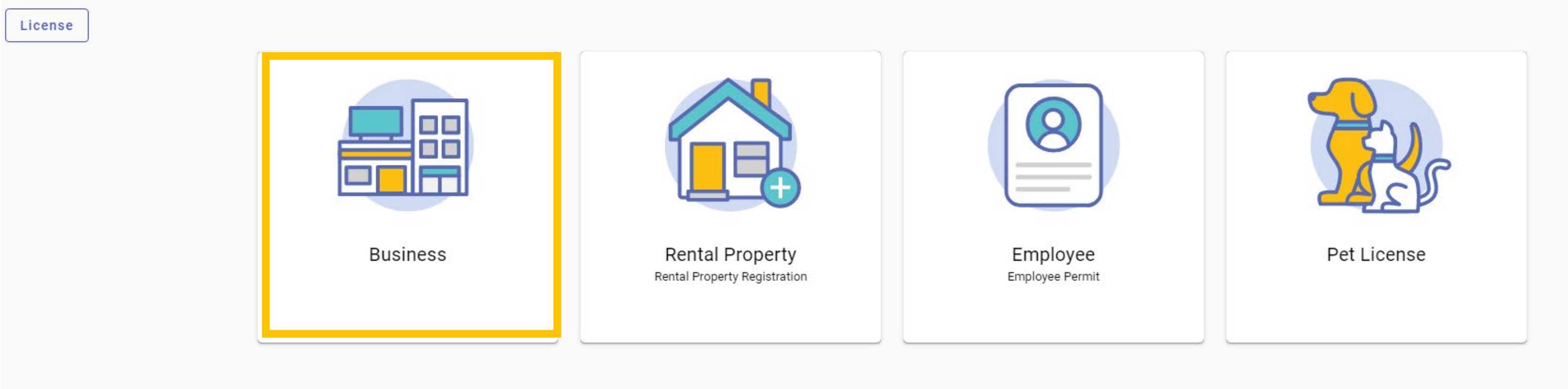
- Asks questions to guide customer to correct application type



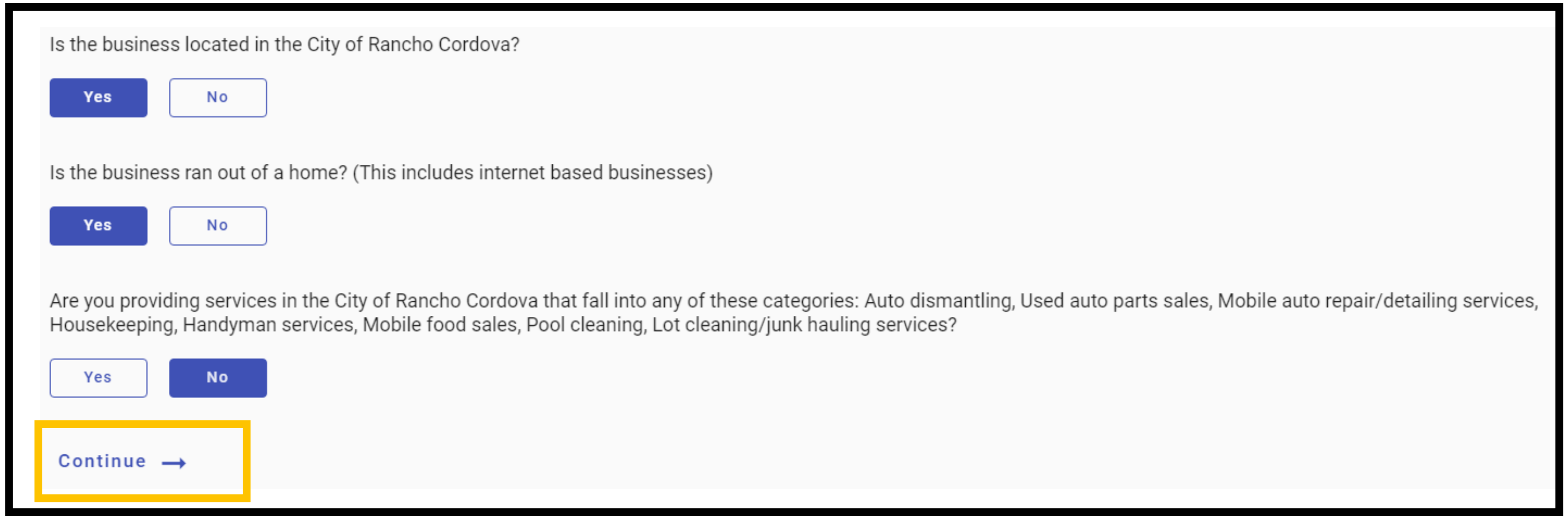
Rancho Cordova City Hall | 2729 Prospect Park Drive | Rancho Cordova, CA 95670 | 916.851.8700

Rancho Cordova Online Customer Experience

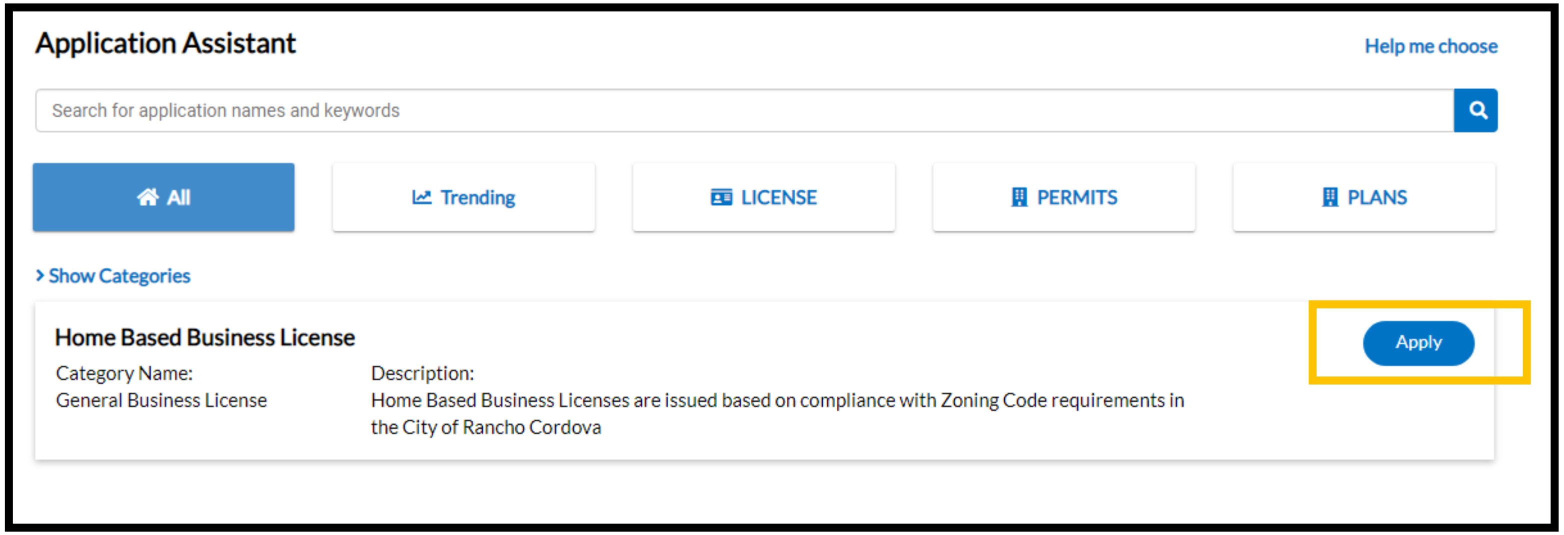




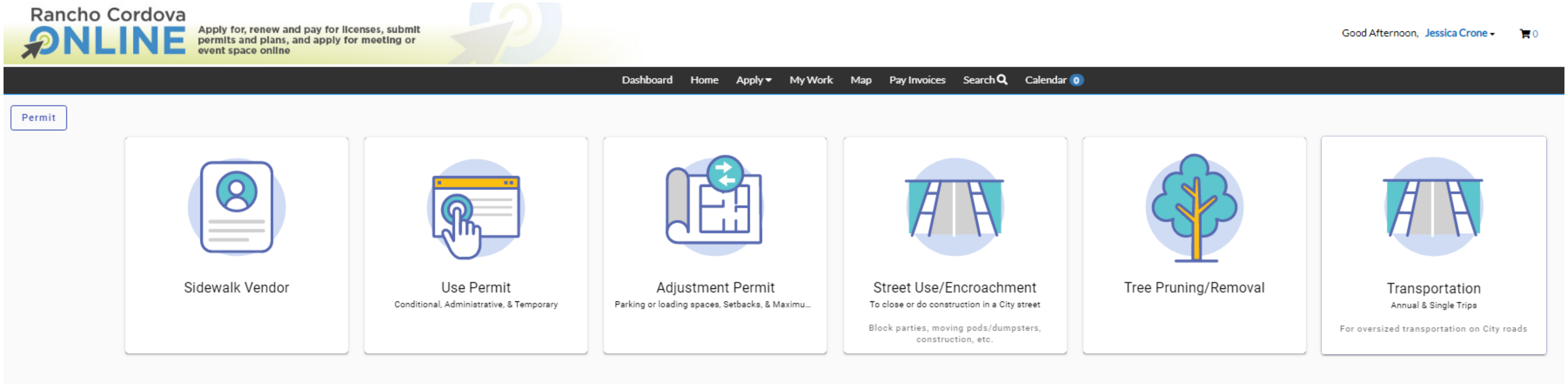
Rancho Cordova Online Customer Experience



Rancho Cordova ONLINE

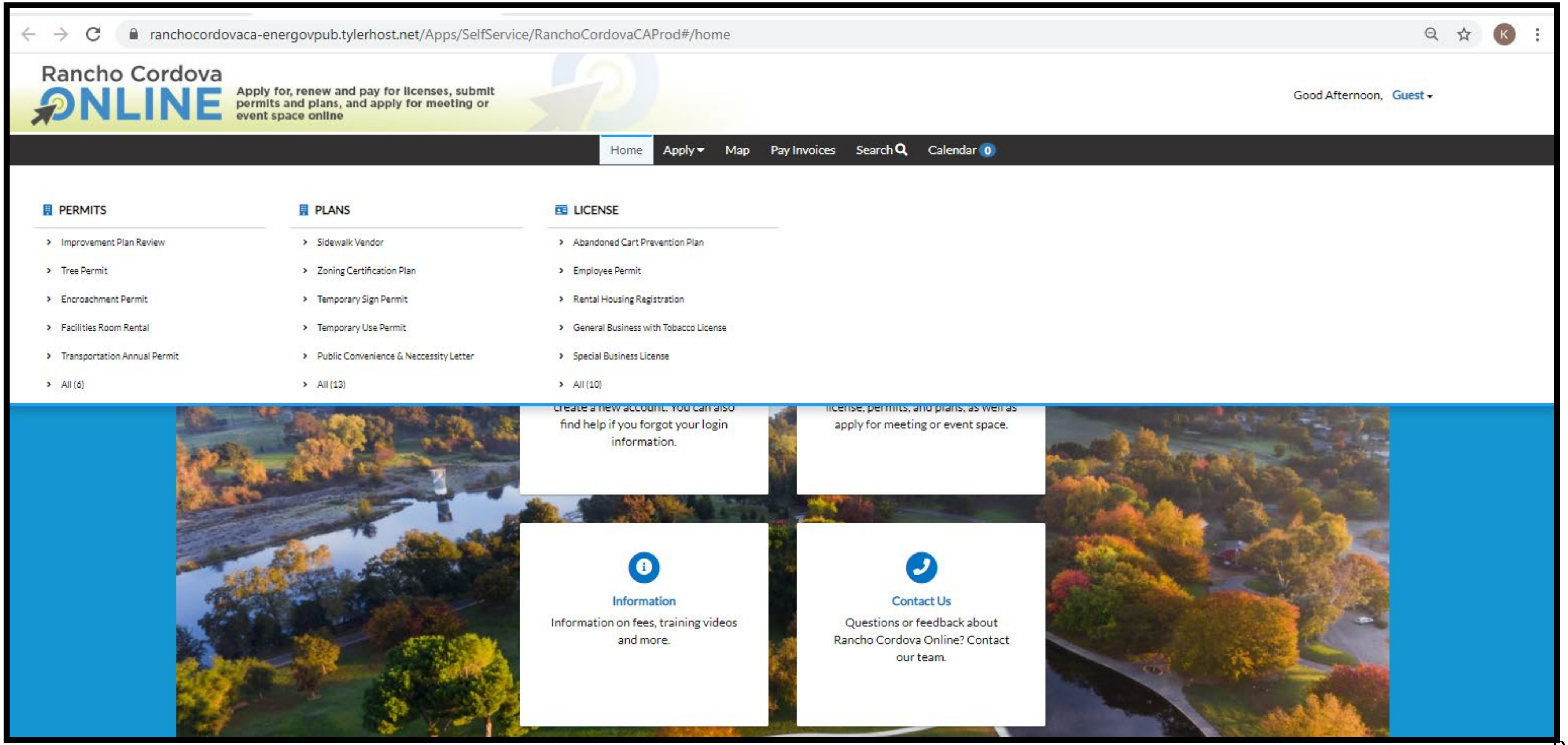


Rancho Cordova Online Customer Experience



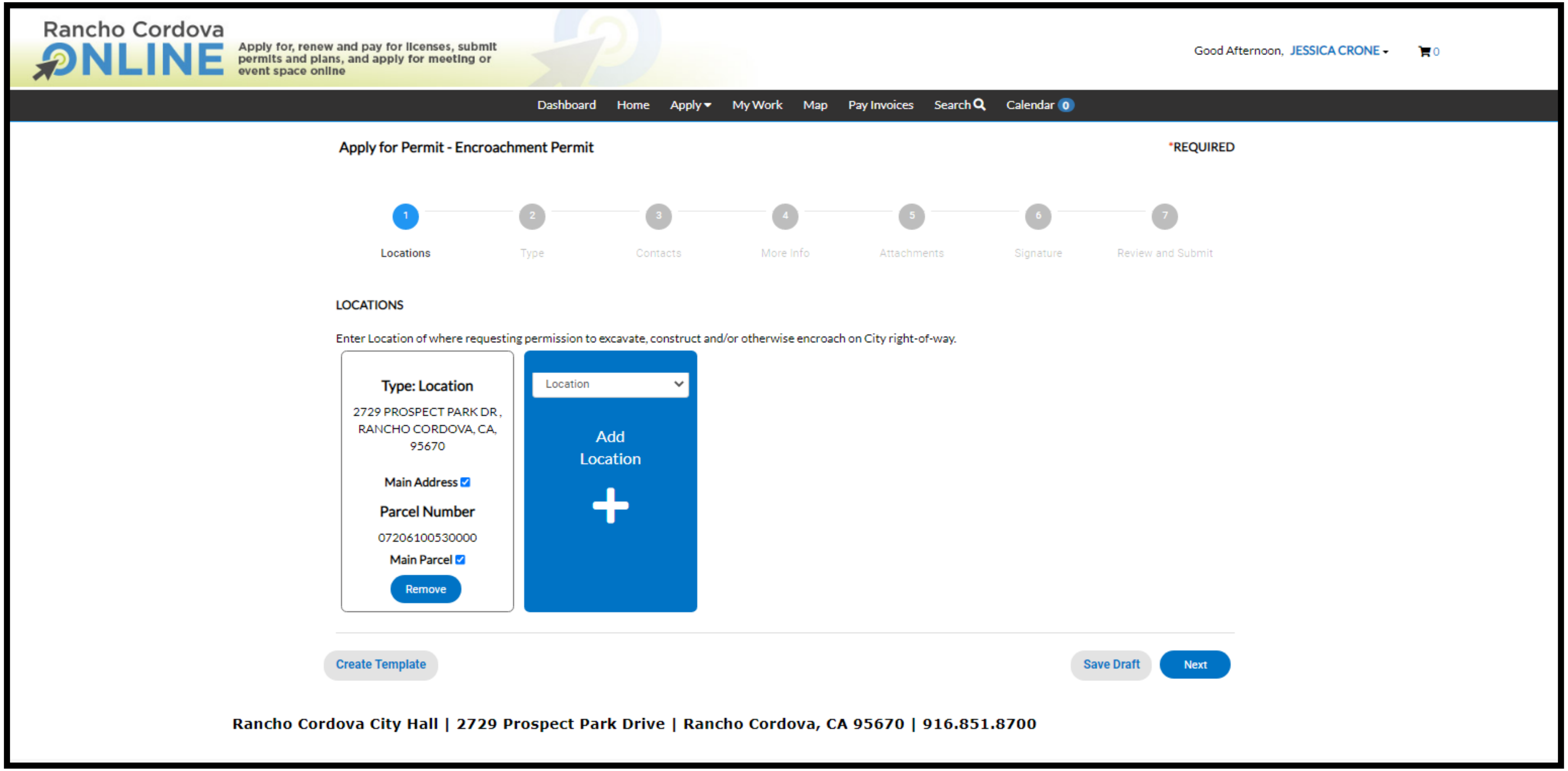
Rancho Cordova Online Application Process

Customer starts at the Home Page & applies for a permit



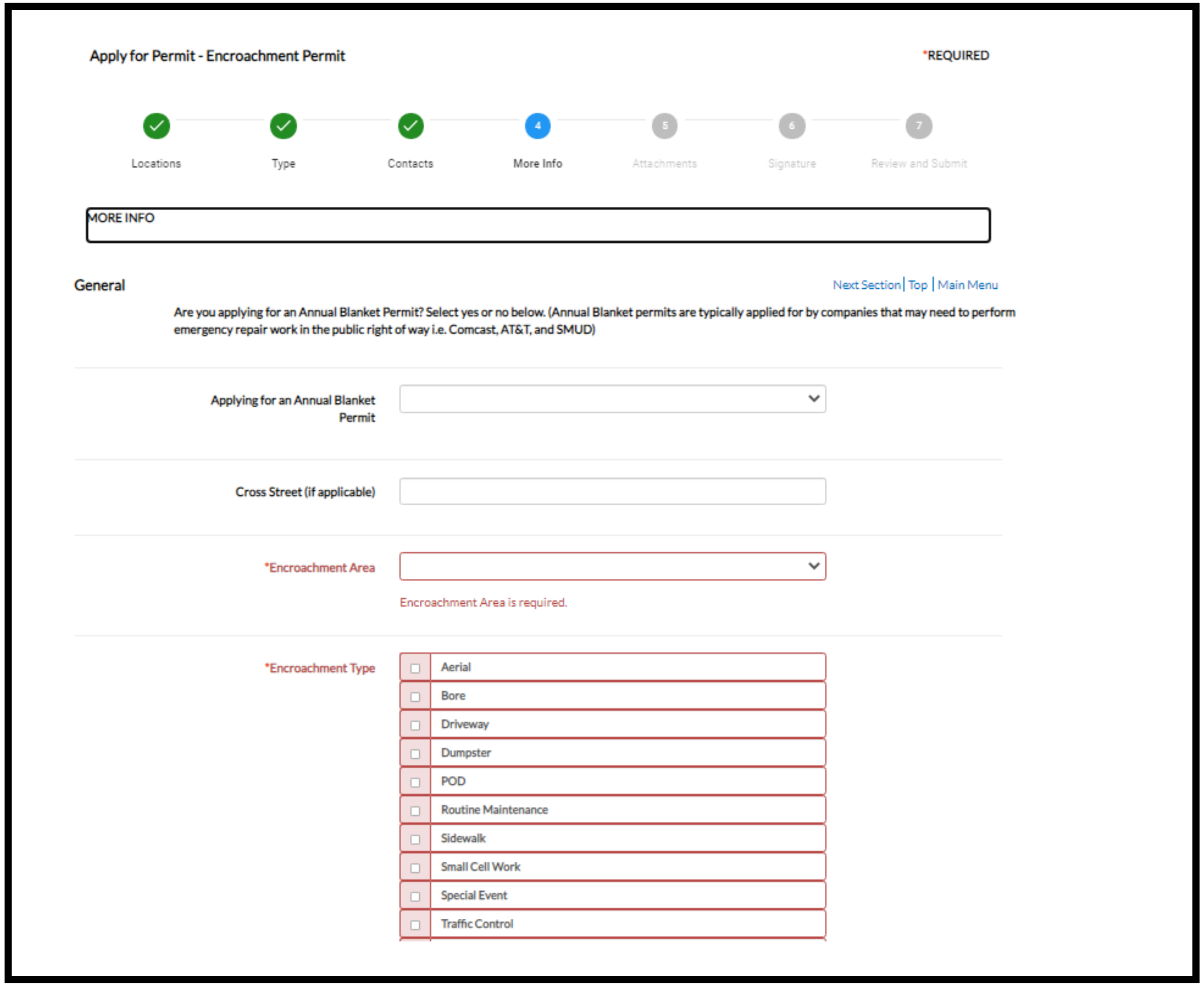
Rancho Cordova Online Application Process

Enter location of the project (address, APN, cross streets, etc.)



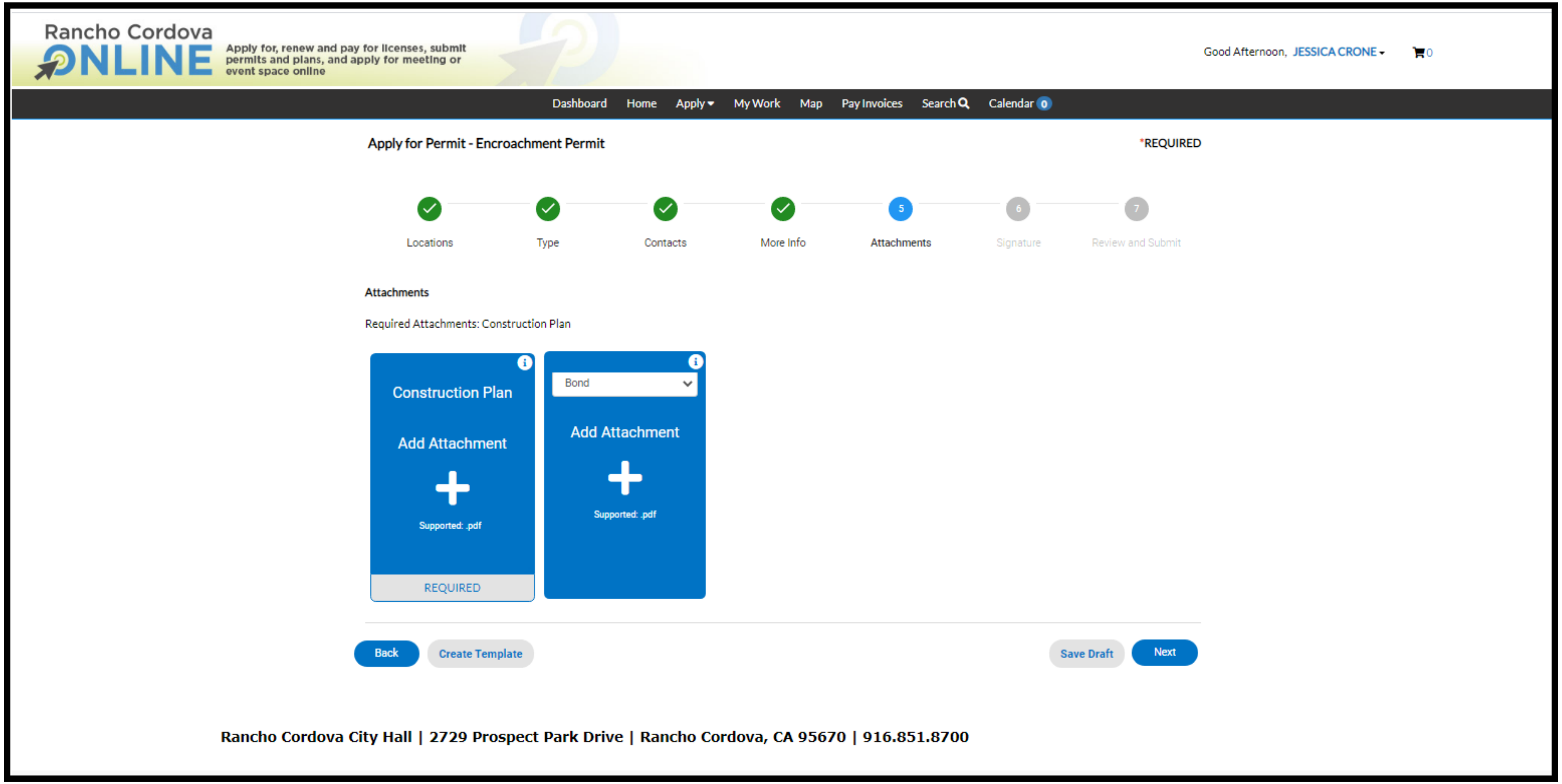
Rancho Cordova Online Application Process

Customer enters project details & information



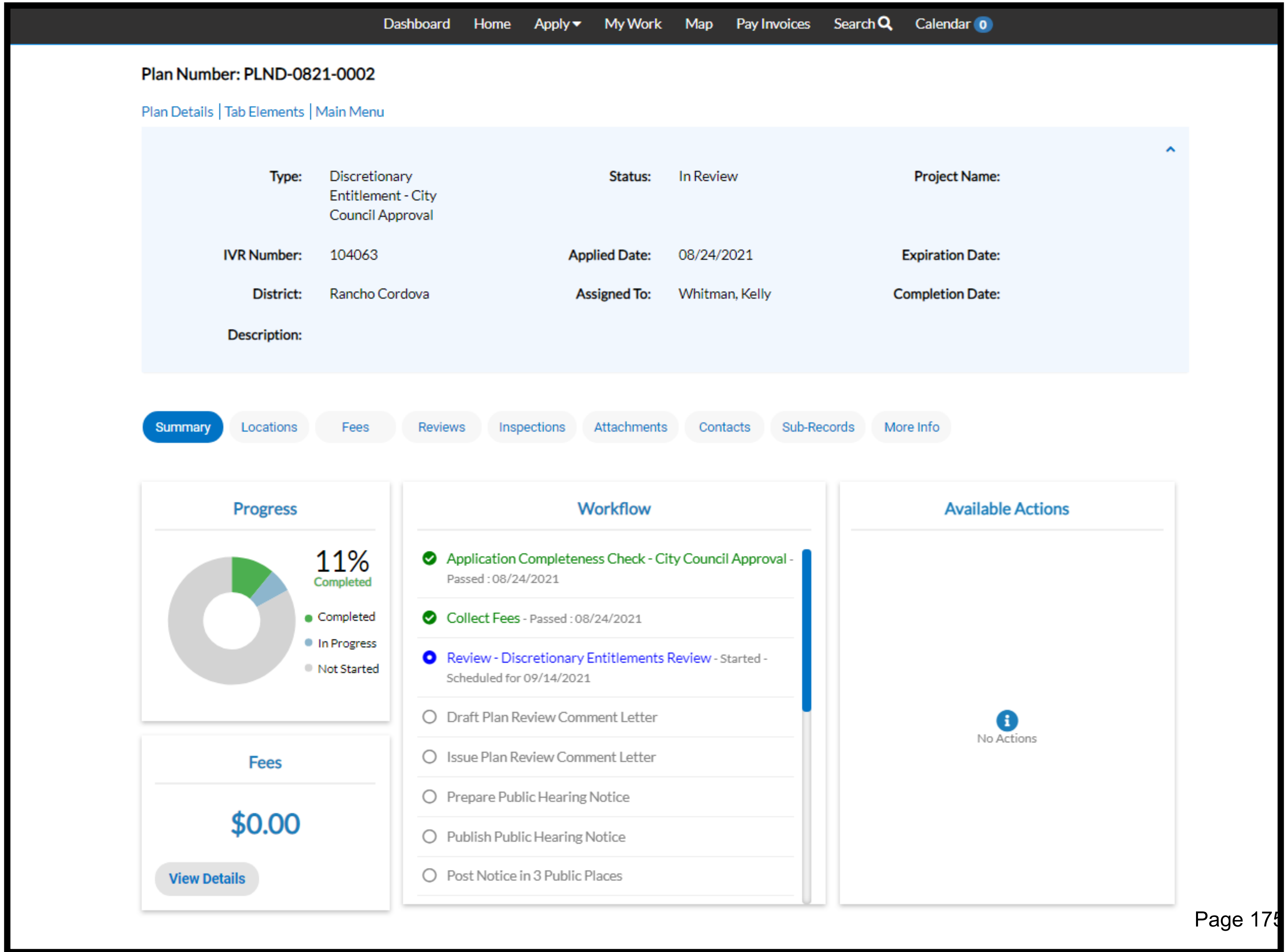
Rancho Cordova Online Application Process

Customer will submit plans, attachments, reports, etc. for review



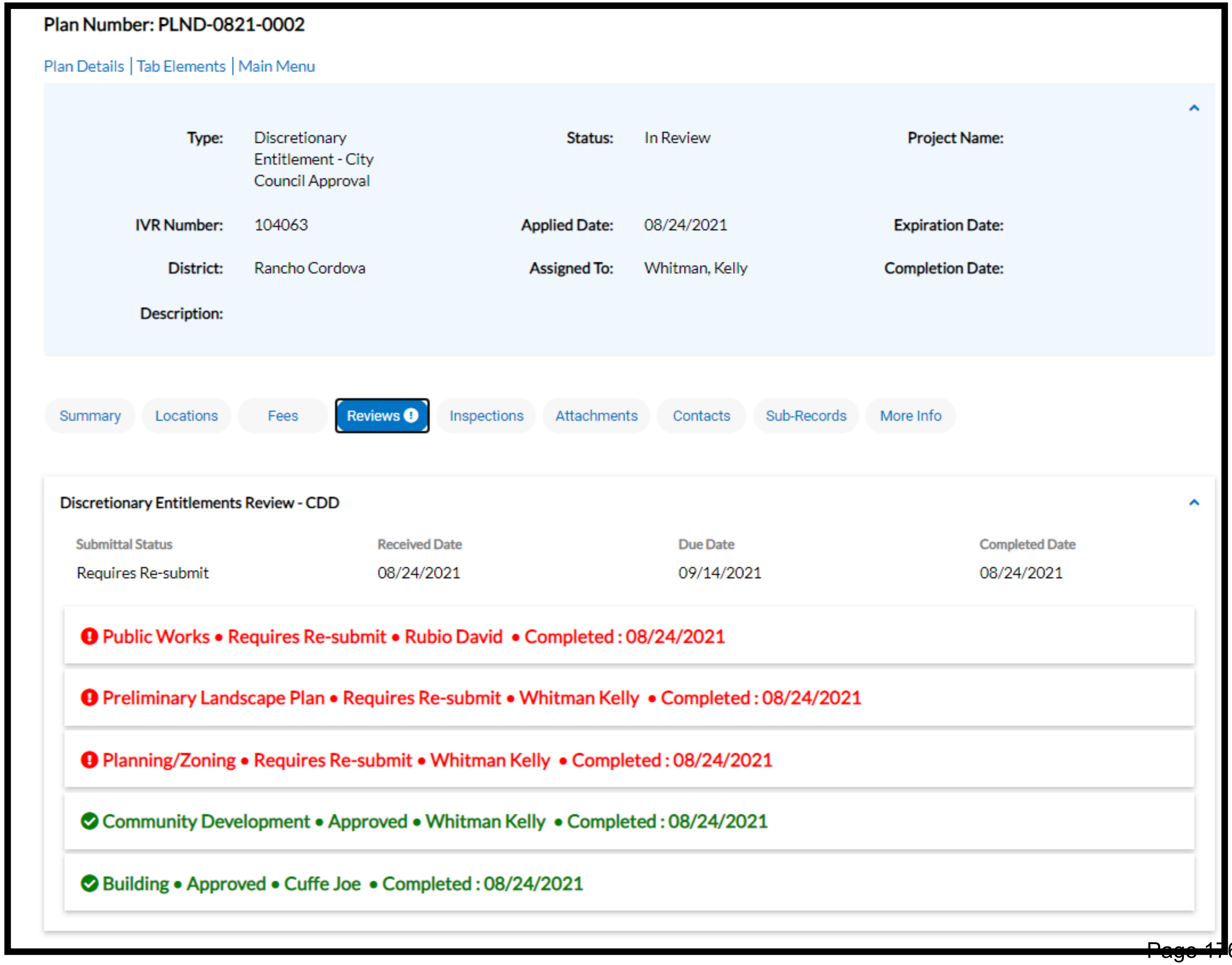
Rancho Cordova Online Customer Portal

Customer can see an overview of their submission online in real time



Rancho Cordova Online Customer Portal

Customer can view the status of their submission, including which items may require re-submittal

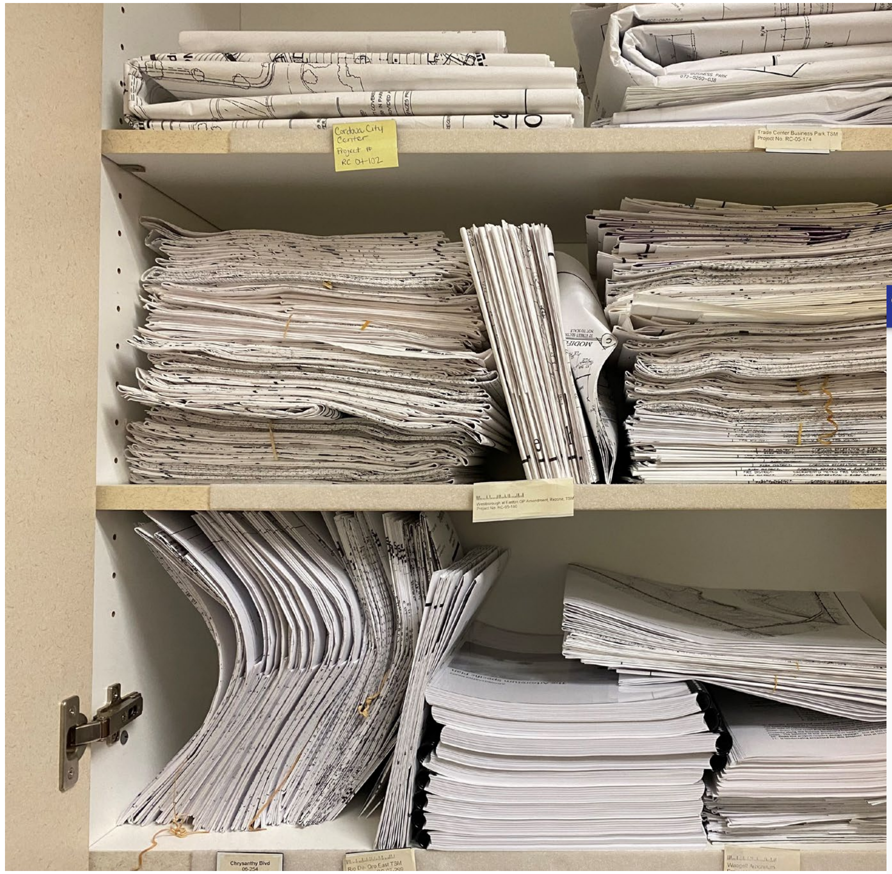


Back Office Efficiencies

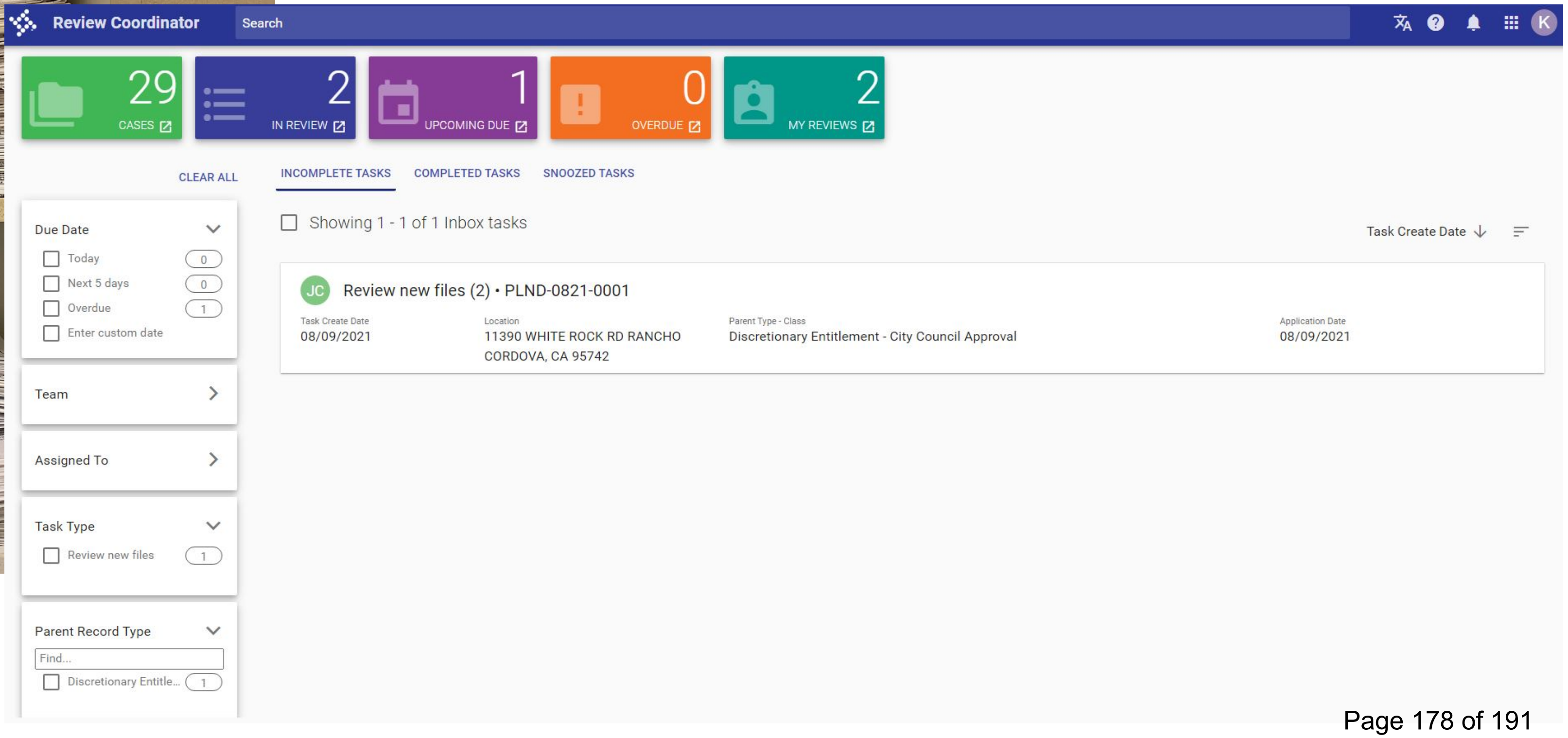
- EnerGov allows the applicant to submit online and review the status of their project (plan review, submittals, approvals, etc.)
- Plan Review and permitting submittals are routed electronically to City departments through EnerGov and Bluebeam
- Outside Department/Agency reviewers can be added to the Bluebeam Studio Session where they can add mark-ups/comments to the plans
- EnerGov allows the City staff to track the progress, route the submittal to the reviewers, approve plans, schedule/manage inspections, and close-out the project

Streamlined and Paperless Processes

Before
Manual paper process



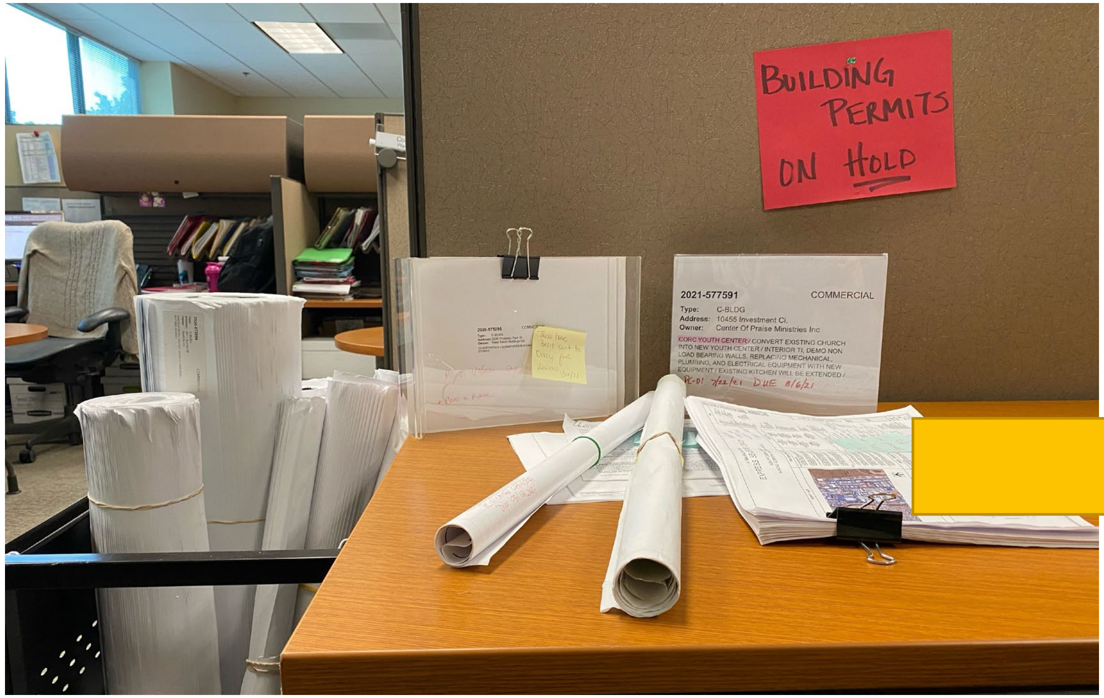
After
Staff uses Review Coordinator

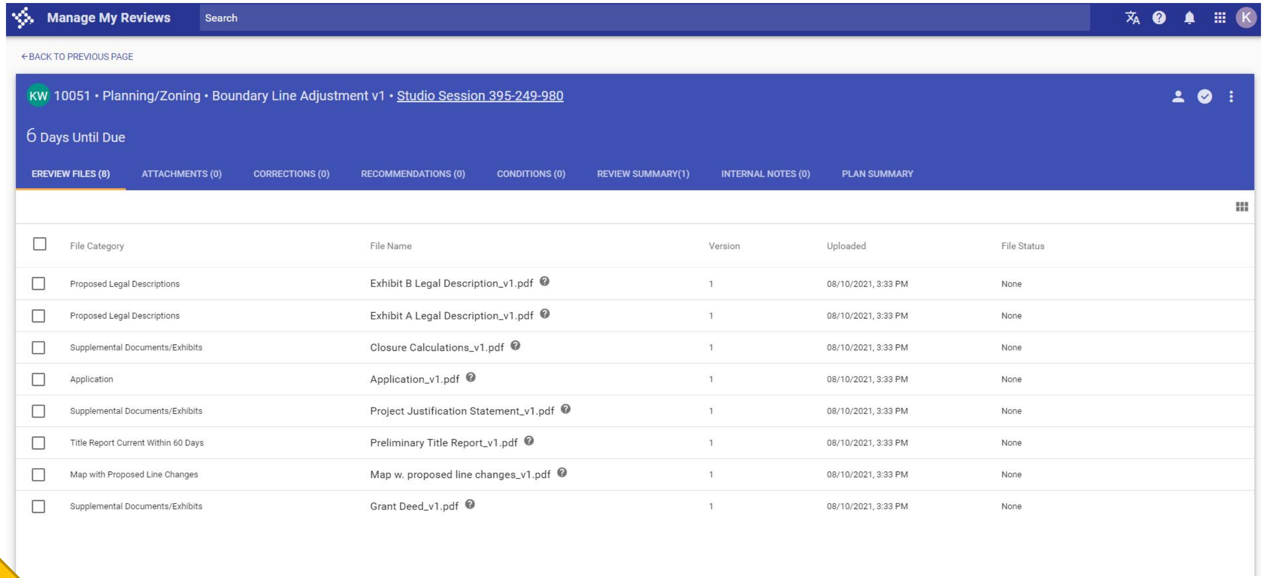


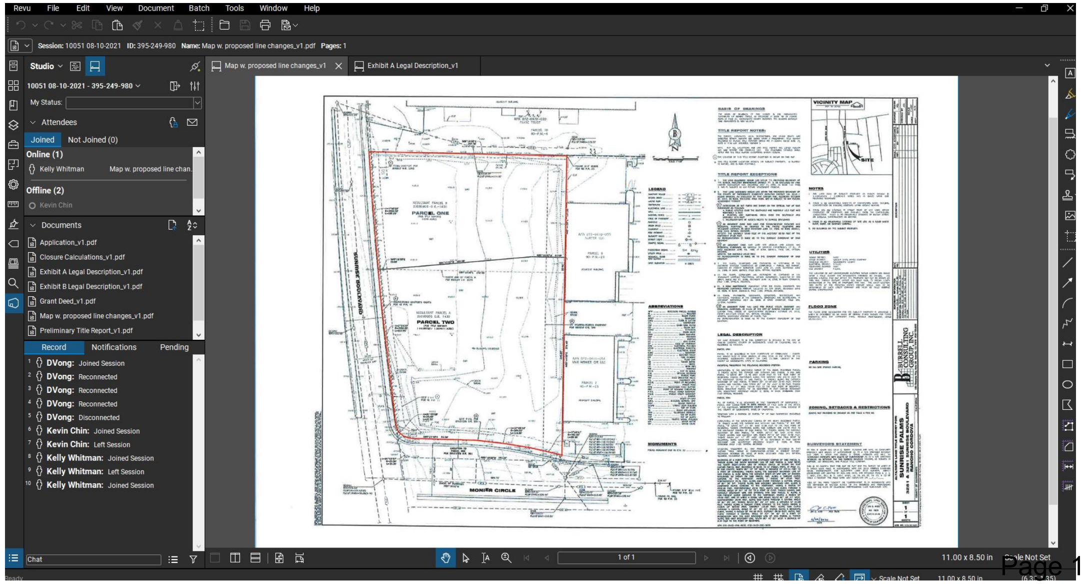
Streamlined and Paperless Processes

Before

Storing & sorting lots of paper







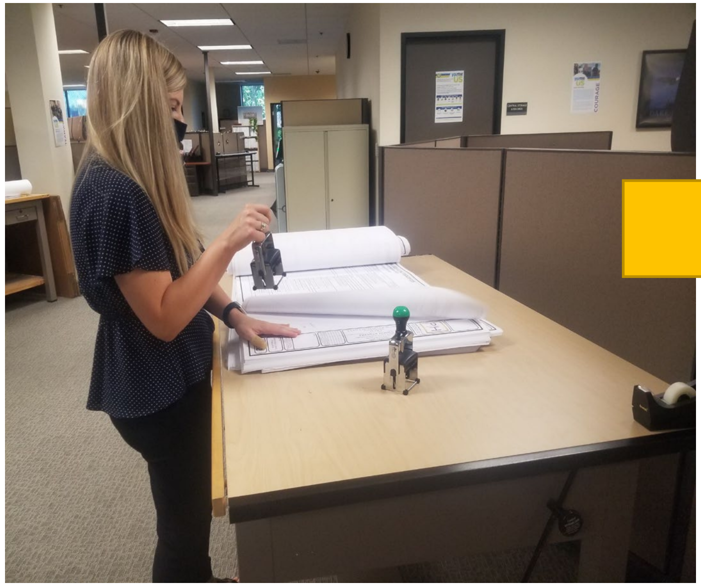
After

Utilize Manage My Reviews & Bluebeam for digital eReviews

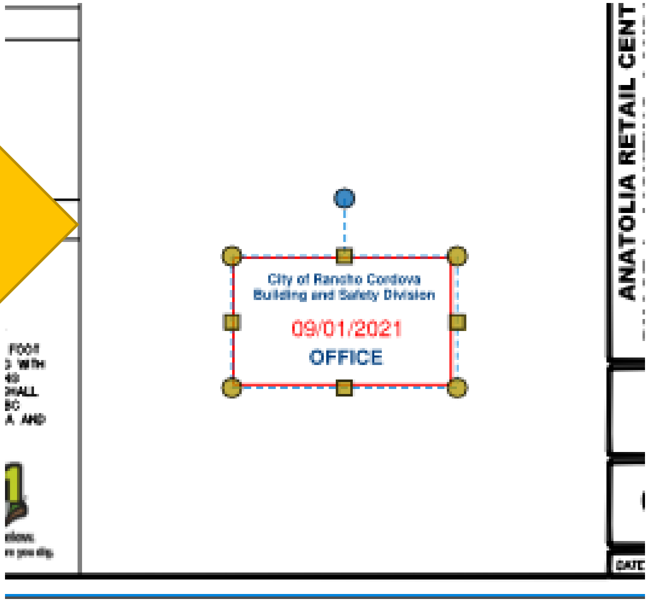
Streamlined and Paperless Processes

- Field inspectors are using iPads for inspections making it easier for documenting corrections and reviewing plans in the field
- Bluebeam is being utilized to digitally review and approve plans. This allows staff to save time when we are stamping plan sets in for review - it is now a couple of clicks.

<u>Before</u>
Manually Stamping one by one

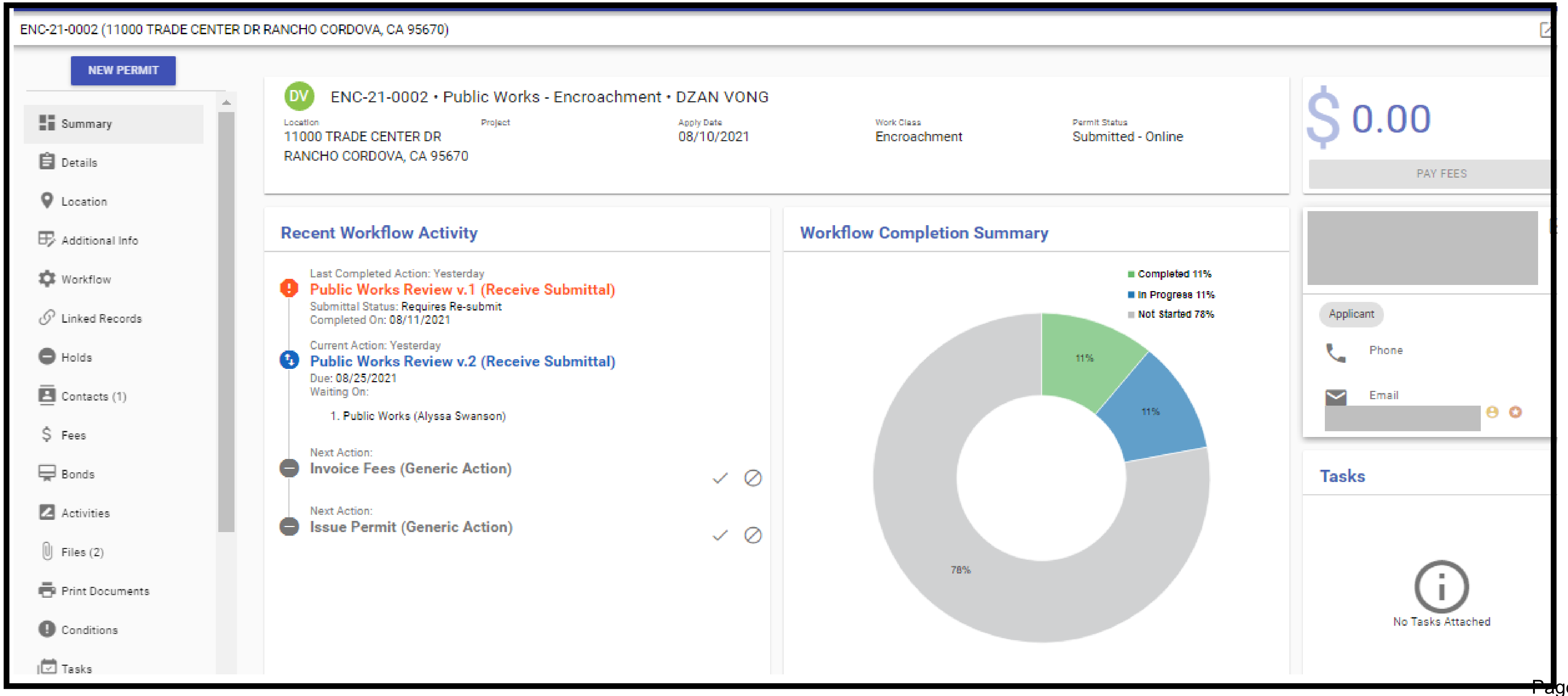


<u>After</u>
Quick Digital Stamping



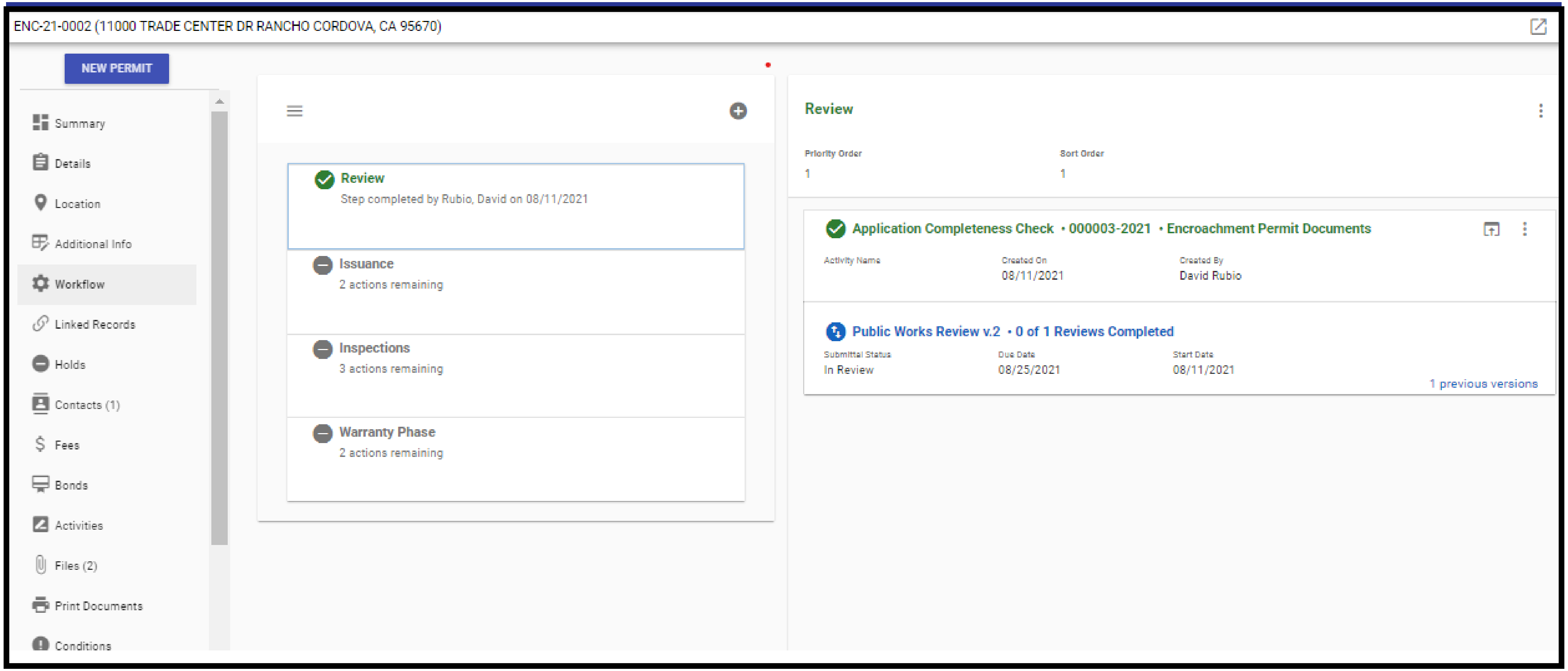
Streamlined and Paperless Processes

The permit management summary screen (seen by City staff) shows all the steps & information of the permit application

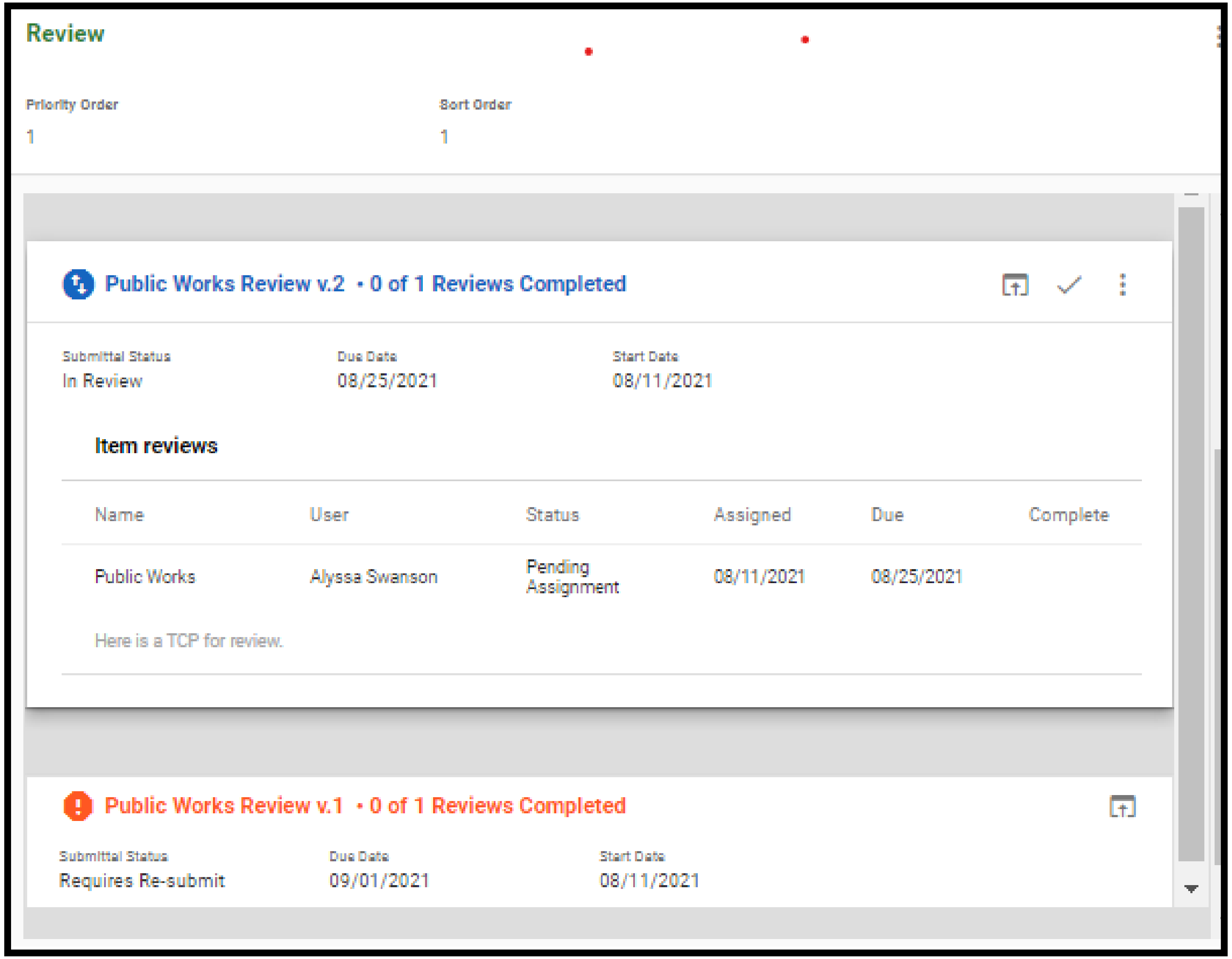


Streamlined and Paperless Processes

All the steps needed to review and approve an application is visible for staff



Streamlined and Paperless Processes



The Review portion of the process allows for plan review & resubmittals through EnerGov

Streamlined and Paperless Processes

- **EnerGov shows all the actions taken in processing the permit**
- **Electronic communication capabilities via online & automated emails**

Communication (3)

Date Sent

New eReview File Uploaded ENC-21-0002 • 08/10/2021 11:17AM

To
RCCH-SVC-Tyler@cityofranchocordova.org;dvong@cityofranchocordova.org

Message
ENC-21-0002test 8/10/2021 9:17:29 AM 1 file(s): (JB671423_RANCHO CORDOVA_DRAFT.pdf)

Permit ENC-21-0002 has been assigned to you. • 08/10/2021 11:17AM

To
dvong@cityofranchocordova.org

Message
Permit ENC-21-0002 has been assigned to you.

New Public Works Permit Submitted Online ENC-21-0002 • 08/10/2021 11:17AM

To
drubio@cityofranchocordova.org;kchin@cityofranchocordova.org;qnham@cityofranchocordova.org;dvong@cityofranchocordova.org

Message
The following Public Works - Encroachment permit ENC-21-0002 has been submitted online. Please review & process accordingly. T...

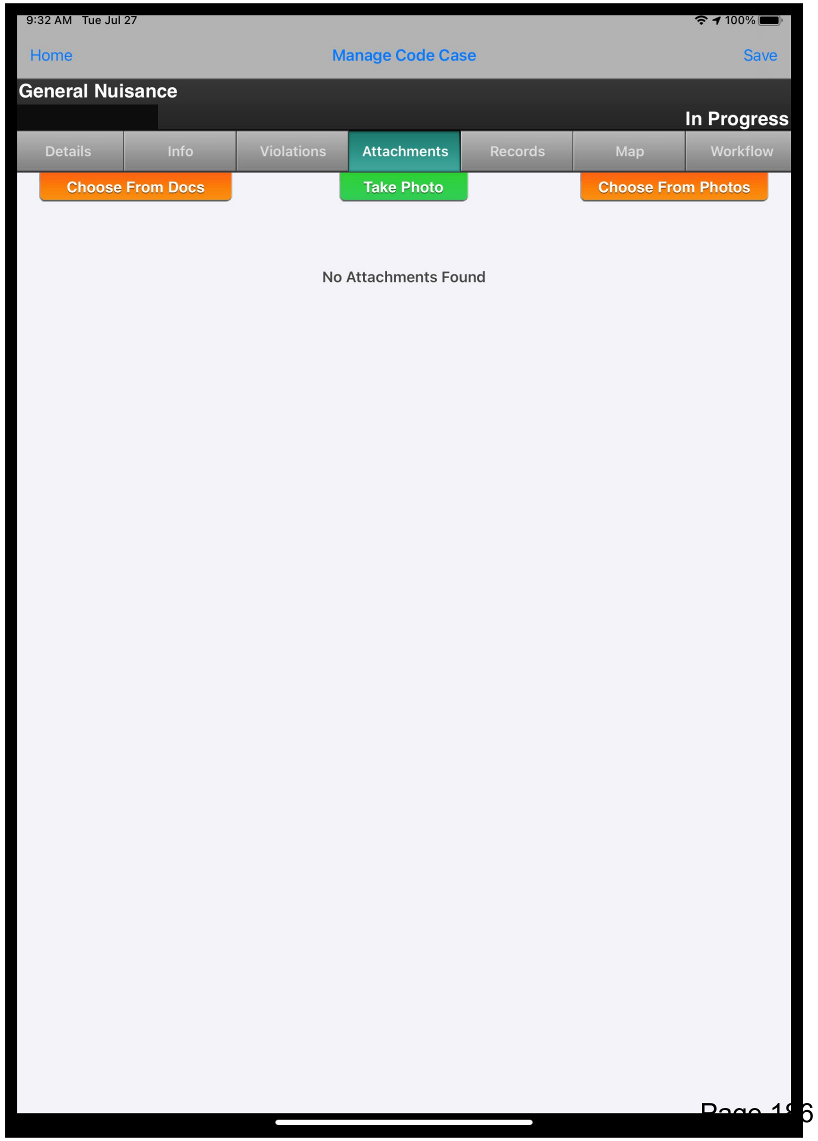
Field Efficiencies

- Field Efficiency for Building Inspectors and Code Officers through iG Apps
  - Map feature uses GIS
  - Scheduled inspections/cases viewable from home screen
  - Create proactive cases the field
  - Take photos directly on the iPad and attaches to the case
  - Ability to Email customers copy of notices while in the field

Field Efficiencies

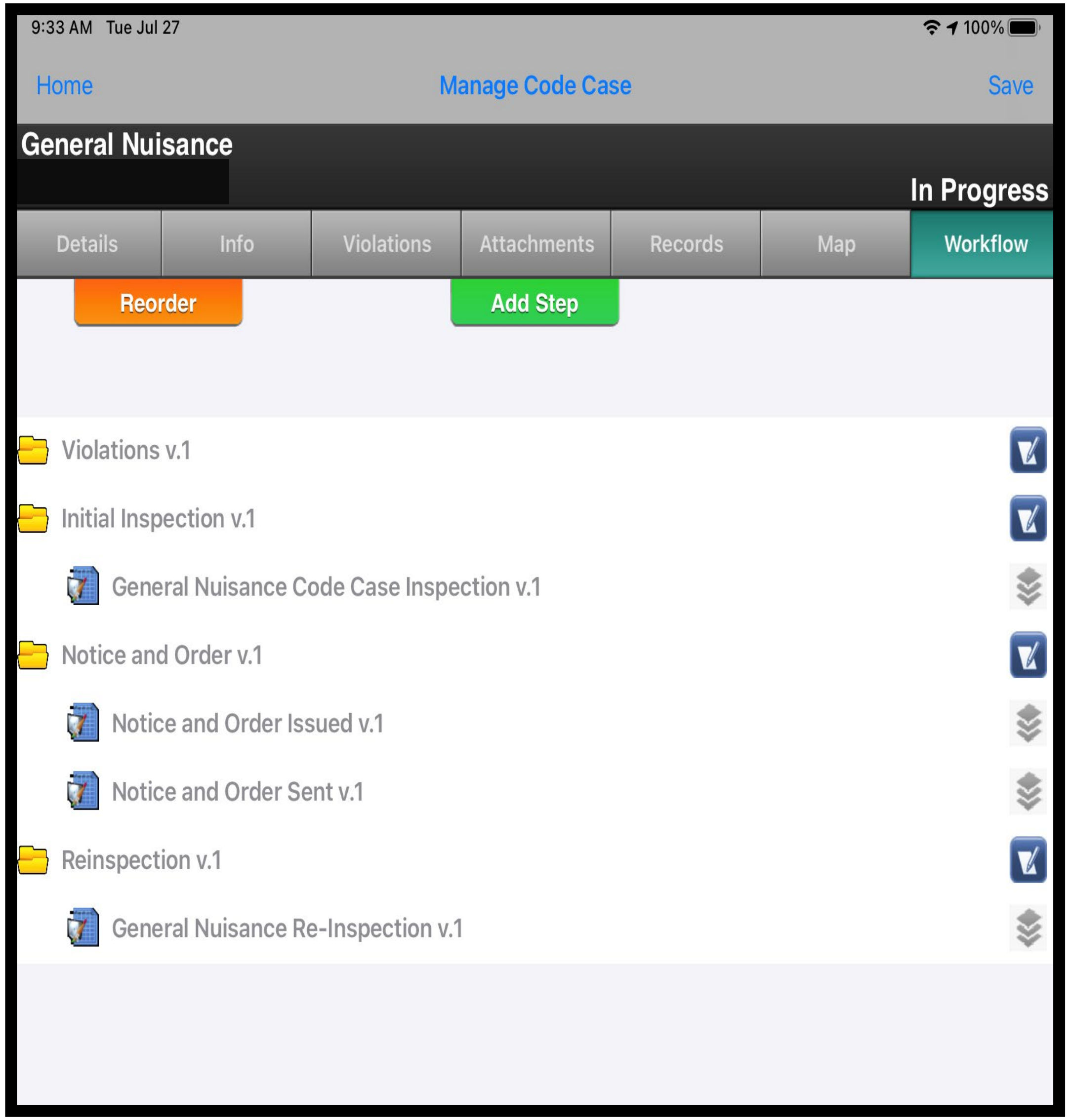
Take photos directly from iPad and attach to case

Attach notes to the photo



Field Efficiencies

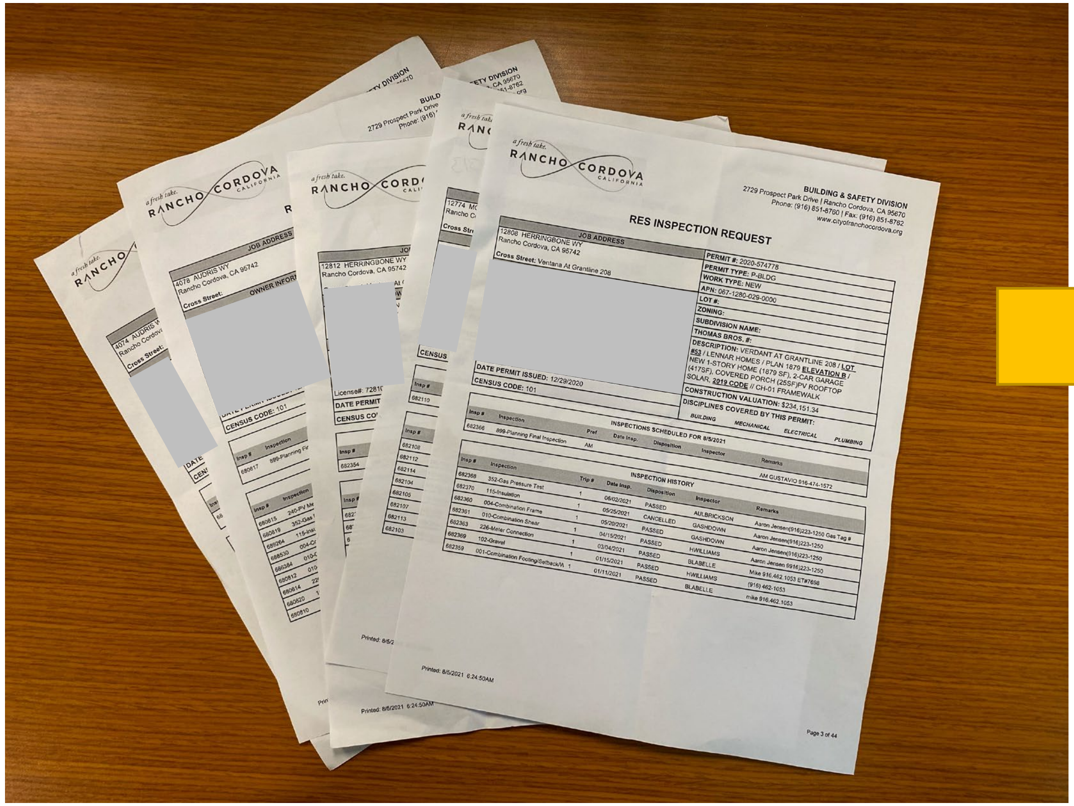
Streamlined inspection process



Field Efficiencies

Prior Process

- Print out inspections for the day



EnerGov Process

- Use iG Apps

Outcomes

Enhanced data search capabilities

- Case types are organized and more efficient
- Custom Fields are searchable with more specific and detailed information
- Staff will be able to make better use of data in decision making

Core Configuration Team

- Administrative Services/IT - Jessica Crone
- Planning - Kelly Whitman
- Public Works – Marilyn Phelps, Dzan Vong, Kevin Chin
- Building - Wyatt Peters-Soliz
- Neighborhood Services - Brittany Mariscal
- Finance - Michelle Mingay

THANK YOU

QUESTIONS?