

CITY OF RANCHO CORDOVA



**Community Enhancement & Investment Fund
Citizen Oversight Board Meeting**

Monday, October 10, 2022

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

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

Pursuant to California Assembly Bill 361 amending the Ralph M. Brown Act (Govt. Code 54950-54963), the City has declared a state of emergency relating to COVID-19 and imposed measures to promote social distancing.

Join the Meeting Via Zoom Link:

<https://cityofranhocordova.zoom.us/j/84675396980?pwd=S2NKMnBWRnhPaGIYQTRsSzV6RmpMUT09>

Join the Meeting via the Zoom Phone Number

Zoom Phone Number: +1 669 900 6833, +1 253 215 8782, 888 475 4499 (Toll Free)

Webinar ID: 846 7539 6980

Password: 780903

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 written comments to CityClerk@cityofranhocordova.org no later than 3:00 p.m. on Monday, October 10, 2022. Written comments received no later than 3:00 p.m. will be distributed to the Community Enhancement & Investment Fund Citizen Oversight Board, filed in the record, and will not be read aloud. All comments submitted later than 3:00 p.m. will be distributed to the Board.

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 Community Enhancement & Investment Fund Citizen Oversight Board Meeting or the use of Zoom, please contact the City Clerk's Office at (916) 851-8720 Monday, October 10, 2022, before 3:00 p.m.

AGENDA

1. REGULAR MEETING - CALL TO ORDER/ROLL CALL

Board Members Deane Burke, Lisa Burns, Enrique Cruz, Brian Faulconer, Elizabeth "Liz" Kaestner, Tegan Knifton, Kari Schoch Student/At-large Members Valeria Aguilar, Nia Danelia

2. APPOINT CHAIR AND VICE CHAIR

3. PUBLIC COMMENT

4. REGULAR CALENDAR ITEMS

4.1. **Subject:** Orientation to the Citizen Oversight Board of the Community Enhancement & Investment Fund.

Recommendation: Receive staff presentation.

4.2. **Subject:** Meeting Minutes from November 16, 2021.

Recommendation: Review and Adopt Meeting Minutes from November 16, 2021.

4.3. **Subject:** FY 2021/2022 Measure H and Measure R Funded Projects and Programs.

Recommendation: Receive staff presentation and make recommendations for the FY 2021/2022 Annual Citizen Report publication.

5. SCHEDULING OF NEXT MEETING

5.1. **Subject:** Meeting Date Options.

Recommendation: Review and select a meeting date for the next Citizen Oversight Board meeting.

6. ADJOURNMENT

ADDITIONAL INFORMATION

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

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 October 10, 2022 Regular Meeting of the Rancho Cordova Community Enhancement & Investment Fund Citizen Oversight Board was posted and available for review on October 7, 2022 at City Hall of the City of Rancho Cordova, 2729 Prospect Park Drive, Rancho Cordova, California, 95670. The agenda is also available on the city website at www.cityofranhocordova.org.

Signed October 7, 2022 at Rancho Cordova, California.



Stacy Leitner, CMC
City Clerk

MEMORANDUM



ITEM 4.1.

DATE: October 10, 2022

TO: Chair and Members of the Community Enhancement & Investment Fund Citizen Oversight Board

FROM: Stacy Delaney, Community Enhancement and Investment Senior Management Analyst
Randi Kay Stephens, Management Analyst II

SUBJECT: **ORIENTATION TO THE CITIZEN OVERSIGHT BOARD OF THE COMMUNITY ENHANCEMENT & INVESTMENT FUND**

RECOMMENDATION

Receive staff presentation.

RESULT OF RECOMMENDED ACTION

The Citizen Oversight Board Members will follow the requirements necessary for their appointment.

BACKGROUND

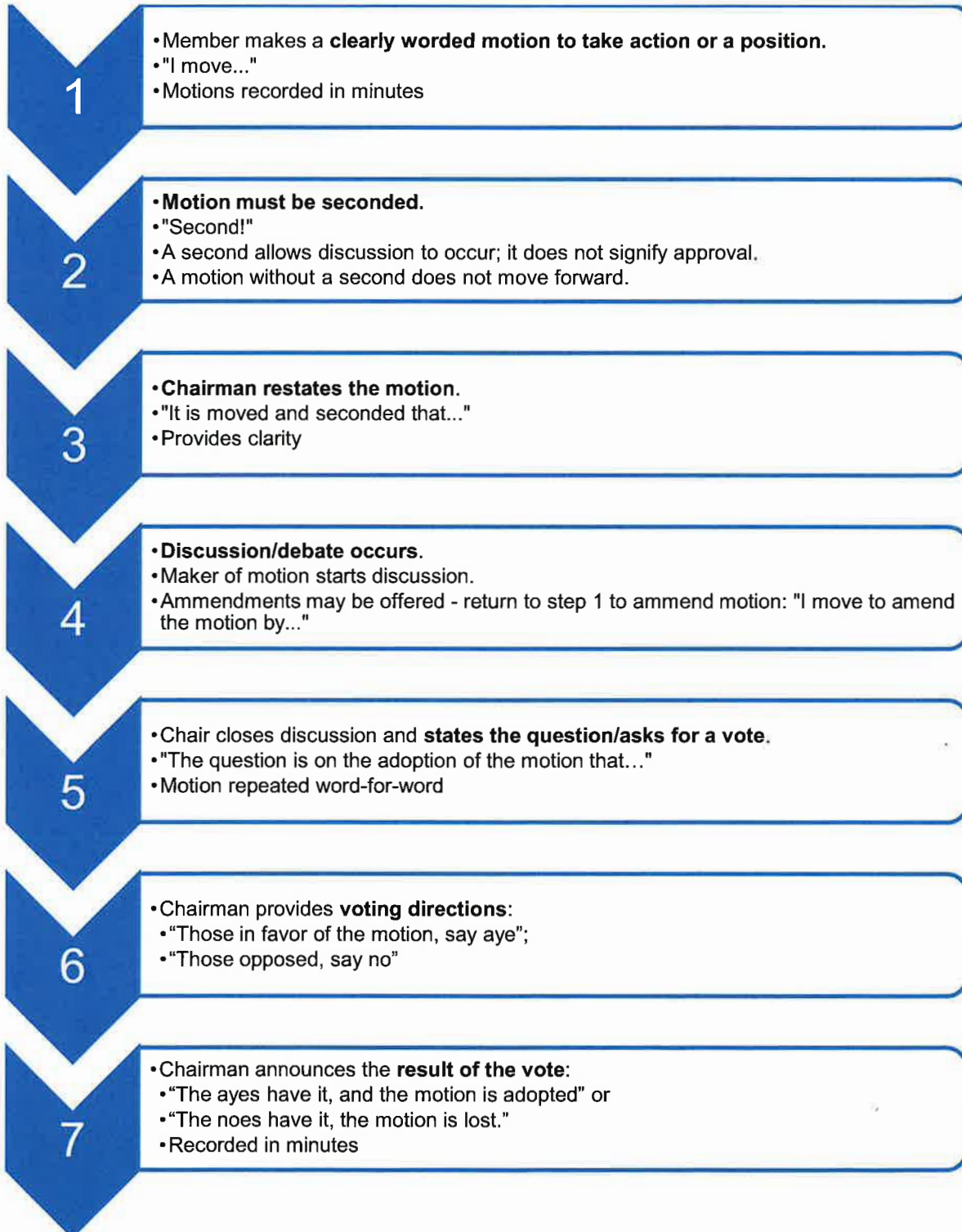
Staff will present on the Citizen Oversight Board's role, procedures, and background for successful participation. Members will receive information about Robert's Rules of Order and meeting conduct. Staff will also provide information to the newly appointed members on completing the Fair Political Practice Commission's Form 700 and state-mandated AB 1234 Ethics training. Newly appointed members will also need to complete a city volunteer waiver form.

ATTACHMENT(S)

1. Robert's Rules Cheat Sheet and Notes
2. Institute for Local Government's ABCs of Open Government Laws
3. Institute for Local Government's AB1234 Materials Part I Financial Interests and Perks
4. Institute for Local Government's AB1234 Materials Part II Governmental Transparency and Fair Process

Robert's Rules of Order Cheat Sheet

HOW TO INTRODUCE NEW BUSINESS – The Main Motion Process



Robert’s Rules of Order Cheat Sheet

WHAT DO I SAY?

To Do This	Motion	You Say This	Debate Allowed?	Vote Required
Introduce Business	Main	“I move that...”	Yes	Majority
Second a Motion	Second	“Second!”	No	No
Change the Wording or add Clarity of a Motion	Amend	“I move to amend the motion by...” (adding words; striking out words; substitute words)	Yes	Majority
Send to Committee	Commit/ Refer	“I move the motion be referred to ...”	Yes	Majority
Postpone Action until a Specific Time	Postpone	“I move the motion be postponed until...” (provide a specific time on the agenda or next meeting date)	Yes	Majority
Postpone Action until an Unspecified Time (a motion will be required to discuss in the future)	Lay on the Table	“I move to lay the motion on the table.”	No	Majority
Limit Debate	Limit Debate	“I move that the debate on this motion be limited to (one) speech of (two) minutes for each member.”	No	Two-thirds
End Debate or Request a Vote	Previous Question	“I move the previous question.”	No	Two-thirds
Take Intermission	Recess	“I move to recess for (time).”	No	Majority
Close Meeting	Adjourn	“I move to adjourn.”	No	Majority

Robert's Rules of Order Additional Information**Why follow Robert's Rules of Order?**

- Allows for democratic speech and action
- Preservers order
- Rights of the organization supersede the rights of individuals
- Facilitates group decisions

Meeting Agendas

1. Approval of Minutes
2. Reports (from officers, committees, task forces)
3. Unfinished Business (replaces term "old business")
4. New Business – items brought forward by motion procedure

Meeting Minutes

- Minutes are a legal record of meetings and the organization.
- Minutes are a record of what is done at a meeting, not what is said.

Minutes should include:

1. Name, date and location of meeting
2. List of attendees (note presence of a quorum)
3. Time meeting was called to order
4. Conflict of Interest & Antitrust Avoidance Affirmation
5. Approval of previous meeting minutes
6. Motion text and name of maker
7. Status/results of motions
8. Time meeting was adjourned

Minutes do not include:

- Discussion
- Personal opinion
- Name of seconder of a motion is not necessary
- Motions withdrawn
- Entire reports (rather attach to minutes)

Motion

- A motion is a formal proposal by a member that the group take a certain action or position.
- A main motion is required to begin the decision making process.
- A motion occurs prior to discussion

Ground Rules for Debating

- Remarks must be germane (relevant and appropriate to the discussion); stay on subject.
- Debate issues, not personalities

Robert's Rules of Order Additional Information

Subsidiary Motions

Assist in treating or disposing of a main motion

- **Postpone Indefinitely** = a way to dispose of an embarrassing motion before it can be brought to vote
- **Amend** = a way to clarify or modify wording
 - Amendments should say exactly where in the main motion the change is to be made, and precisely what words to use.
 - Amendments must be germane
 - Follow the motion process for an amendment, then follow procedure to vote on the newly revised main motion.
 - Rather than amend an amendment; ask group to strike down the pending amendment vote then offer a different version.
- **Commit/Refer** = when additional time or information is needed, the item may be sent to a committee or task force (either an existing or newly created)
 - Before voting on a main motion, you may feel the main motion may require additional study and/or redrafting.
 - Motion to commit or refer should specifically state the committee and deadline
 - A special committee may be formed through the motion to commit (motion should include committee make-up and deadline)
 - Motion is debatable, but only about the matters of the referral and not on the main motion
- **Postpone to a Certain Time** = to move to a later time on the agenda or to the next meeting
 - A time is specified when motion will be addressed
 - Preferred over laying on the table
- **Limit or Extend Debate** = when circumstances call for shorter or longer speech
- **Previous Question** = to close debate and bring to an immediate vote
- **Lay on the Table** = lay motion aside temporarily without setting a time for its consideration
 - Taken up again, via motion process, when the majority decides
 - Often misused term for postpone to a certain time

Motions that Bring a Question Before the Assembly Again

1. **Take from the Table** = resume consideration of a main motion
2. **Rescind, Repeal or Annul** = cancel something that has been previously adopted
3. **Amend Something Previously Adopted** = proposal to modify wording or text previously adopted
4. **Discharge a Committee** = if a question has been referred or a task assigned to a committee that has not made a final report the committee may be discharged to allow the Board to take action or to drop the motion
5. **Reconsider** = within the same meeting a motion has been voted on the question may come before the assembly again as if it had not been voted on

Robert's Rules of Order Information for Chairs

Effective Presiding

1. Start On Time
2. Stick to the Agenda
3. Memorize Frequently Used Procedures
4. Make Sure All Know What is Being Debated and Voted On
 - a. See that motions are worded clearly
 - b. Repeat wording of motions frequently
 - c. Make the effects of amendments clear
5. Learn How to Conduct Voting

Voting

Types of Votes

1. **Majority*** = More than half of the votes cast by persons entitled to vote, excluding blanks or abstentions. Whenever a majority vote of the Board of Directors is taken, it shall mean of the quorum present.
2. **Two-Thirds** = two-thirds of the votes cast by persons entitled to vote, excluding abstentions. Whenever a two-thirds vote of the Board is required, it shall mean of the entire Board whether voting or not.
3. **Majority of Entire Membership** = a majority of the total number of those who are members of the voting body at the time of the vote

*Note: A majority vote is different than a plurality vote, which is the largest number of votes (which may be less than a majority) when there are three or more alternatives. Under Robert's Rules of Order, a plurality vote is not sufficient. Re-vote to achieve a majority.

Voting Methods

1. Voice Vote
2. Standing Vote
3. Show of Hands Vote
4. Counted Vote
5. Ballot Vote

Putting the Motion to a Vote

When no one seeks the floor to debate, the chairman asks, "Is there any further debate?"

Voice Vote

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion, say aye

[pause]

Those opposed, say no

[pause]

The ayes have it and the motion is adopted

- or -

The noes have it and the motion is lost

Robert's Rules of Order Information for Chairs**Show of Hands Vote**

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion will raise the right hand

[Pause]

Those opposed will raise the right hand

[Pause]

Majority vote:

The affirmative has it and the motion is adopted

- or -

The negative has it and the motion is lost

Two-thirds vote:

There are two-thirds in the affirmative and the motion is adopted.

- or -

There are less than two-thirds in the affirmative and the motion is lost

Counted Show of Hands Vote

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion will raise the right hand and keep it raised until counted

[Pause]

Those opposed will raise the right hand and keep it raised until counted

[Pause]

There are ___ in the affirmative and ___ in the negative

Majority vote:

The affirmative has it and the motion is adopted

- or -

The negative has it and the motion is lost

Two-thirds vote:

There are two-thirds in the affirmative and the motion is adopted.

- or -

There are less than two-thirds in the affirmative and the motion is lost

The **ABCs** of Open Government Laws

The underlying philosophy of the open government laws is that public agency processes should be as transparent as possible. Such transparency is vital in promoting public trust in government.

This concept of governmental transparency is so important to the public that some 83 percent of voters supported adding it to California's constitution by adopting Proposition 59 in 2004.

California's open government laws require public officials to:

A

Conduct meetings of public bodies openly, except for limited circumstances under which the law allows the public's business to be conducted privately in closed sessions.

B

Allow the public to participate in meetings of public bodies through a public comment process.

C

Allow inspection and copying of public records, except when non-disclosure is authorized by law.

This pamphlet summarizes these three requirements in general terms.

Local officials are also encouraged to consult with their agency attorneys for information about how these requirements apply in any given situation or more information about this area of the law.

The Institute is able to make this resource available to local officials and others as a result of much appreciated financial support from:



The Institute is grateful for this firm's ongoing commitment to public service ethics and public service ethics education.

All decisions regarding the final content of this pamphlet were the Institute's.

A Conducting the Public's Business in Public

General Rules

- Elected and most appointed local-agency bodies – which include many advisory committees – must conduct their business in open and public meetings.
- A "meeting" is any situation involving a majority of a public body in which agency business is transacted or discussed. In other words, a majority of the body cannot talk privately about a matter of agency business no matter how the communication occurs, whether by telephone or e-mail, or at a local coffee shop.
- The public must be informed of 1) the time and place of and 2) the issues to be addressed at each meeting. In general, public officials may only discuss and act on items included on the posted agenda for a meeting. The agenda must be posted at least 72 hours in advance of a regular meeting and written in a way that informs people of what business will be discussed. Members of the public may request a copy of the agenda packet be mailed to them at the time the agenda is posted or upon distribution to the governing body. Many local agencies also post these materials on their websites. And/or maintain e-mail lists to make agendas available.

Key Things to Know

- **Advisory Bodies.** Advisory bodies formally created by the governing body are subject to the open meeting laws. In some cases, committees of less than a quorum of the public body are also subject to these laws.
- **Serial Meetings.** Avoid unintentionally creating a "serial" meeting—a series of communications that result in a majority of the body's members discussing, deliberating, or taking action, on a matter of agency business.

A Conducting the Public's Business in Public

- **Permissible Gatherings.** Not every gathering of members of a public body outside a noticed meeting violates the law. For example, a violation would not occur if a majority of the members attend the same educational conference or attend a meeting not organized by the local agency as long as members do not discuss among themselves agency business except as part of the gathering. Nor is attendance at a social or ceremonial event in itself a violation. The basic rule to keep in mind is a majority of the members cannot gather and discuss agency business except at an open and properly noticed meeting.
- **Closed Sessions.** The open meeting laws include provisions for private discussions under very limited circumstances. The reasons for holding the closed session must be noted on the agenda and different disclosure requirements apply to different types of closed sessions.
- **Posting and Following the Agenda.** In general, public officials may only discuss and act on items included on the posted agenda for a meeting. However, they or staff may briefly respond to questions or statements during public comments that are unrelated to the agenda items. Officials can also request staff to look into a matter or place a matter on the agenda for a subsequent meeting. Only under unexpected circumstances can matters that are not on the agenda be discussed or acted upon.

Consequences of Non-Compliance with Open Meeting Requirements

- **Nullification of Decision.** Many decisions that are not made according to the open meeting laws are voidable. After asking the agency to cure the violation, either the district attorney or any interested person may sue to have the action declared invalid.
- **Criminal Sanctions.** Additionally, members of the body who intentionally violate the open meeting laws may be guilty of a misdemeanor. The penalty for a misdemeanor conviction is imprisonment in county jail for up to six months or a fine of up to \$1,000 or both.

Example

If two members of a five-member public body consult outside of a public meeting (which is not in and of itself a violation) about a matter of agency business and then one of those individuals consults with a third member on the same issue, a majority of the body has consulted on that issue. Note the communication does not need to be in person and can occur through a third party. For example, sending or forwarding e-mail can be sufficient to create a serial meeting, as can a staff member's polling the body's members in a way that reveals the members' positions to one another.

- **Taping or Recording of Meetings Is Allowed.** Anyone attending a meeting may photograph or record it with an audio or video recorder unless the governing body makes a finding that the noise, illumination, or obstruction of view will disrupt the meeting. Any meeting tape or film made by the local agency becomes a public record that must be made available to the public for at least 30 days.
- **Sign-In Must Be Voluntary.** Members of the public cannot be required to register their name or satisfied any other condition for attendance. If an attendance list is used, it must clearly state that signing the list is voluntary.

B The Public's Right to Participate in Meetings

General Rules

- **Democracy in Action.** The public has a right to address the public body at any meeting. A public official's role is to both hear and evaluate these communications.
- **The Public's Right to be Heard.** Generally, every regular meeting agenda must provide an opportunity for the public to address the public body on any item within the body's jurisdiction. If the issue of concern is one pending before the body, the opportunity must be provided before or during the body's consideration of that issue.

Open-Government-Is-Good-Politics Note

The media are highly vigilant in monitoring compliance with open government requirements—and quick to report on perceived violations.

Key Things to Know

- **Anonymous Speech Must Be Permitted.** Members of the public cannot be required to give their name or address as a condition of speaking. The clerk or presiding officer may request speakers to complete a speaker card, or identify themselves "for the record," but must respect a speaker's desire for anonymity.
- **Reasonable Time Limits May Be Imposed.** Local agencies may adopt reasonable regulations to ensure everyone has an opportunity to be heard in an orderly manner. For example, some agencies impose a uniform time limit on each person providing public comments on an issue.
- **Dealing with Dissension.** The chair cannot stop speakers from expressing their opinions or their criticism of the body. If an individual or group willfully interrupts a meeting and order cannot be restored, the room may be cleared. Members of the media must be allowed to remain and only matters on the agenda can be discussed.

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C The Public's Right To Access Agency Documents and Records

General Rules

- Public agencies must generally make their records available for inspection by the public. Disclosure is the rule; withholding is the exception. In addition, there are a number of state laws that require affirmative disclosure of certain kinds of information (for example, by posting the information on the agency's website).

Key Things to Know

- **Agenda and Meeting Materials.** Copies of the agenda materials and other documents not exempt from disclosure distributed to the body must be available to the public. Any nonexempt materials prepared by the local agency must be available for public inspection at the meeting. Materials prepared and distributed by some other person must be made available after the meeting.
- **Scope of Access.** The public has the right to see nonexempt materials that are created as part of the conduct of the people's business. These materials include any writing that was prepared, owned, used, or retained by a public agency. This can include documents, computer data, e-mails, facsimiles, and photographs.
- **Presumption and Exceptions.** Written materials are presumed to be a public record unless an exception applies. There are a number of exceptions. For example, personnel records are typically exempt from disclosure because their release may violate an employee's privacy rights.

The public's right of access to public records is broadly construed and applies to many documents that public officials might otherwise assume are protected from disclosure.

Consequences of Violation

Anyone can sue the agency to enforce his or her right to access public records subject to disclosure. If the agency loses or otherwise produces the records as the result of the lawsuit, it must pay costs and attorneys fees.

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Beyond Legal Minimums

It is important to note that the requirements discussed in this pamphlet are legal minimums for local government transparency in decision-making. Local agencies can provide for greater transparency.

In thinking about how an agency might provide for greater transparency, questions local agency officials might ponder include the following:

- 1 How can the agency make public information more readily available and easily understandable by the public in order to promote public trust and confidence in the agency and demonstrate the agency's commitment to transparency?
- 2 Are there kinds of information that are already publicly available in some form, but could be made available more conveniently to the public (for example, through voluntarily posting the information on the agency's website or including links on the agency's website to where information is available on other websites)?
- 3 What kinds of information might be of interest to a cross-section of the public relating to the agency's operations and decision-making processes? Are there ways this information can be made available without individual members of the public having to ask for it?

Ongoing consideration of these kinds of questions enables a local agency's officials to engage in collective discussion and decision-making about ways in which their agency can set its sights higher than the minimum requirements of the law.

A Note on Civility in Public Discourse

For communities to be able to work through difficult issues, it's important that people be able to express differing opinions about what best serves the public's interests in a respectful and civil manner.

This includes focusing on the *merits* of one's position. Even if people disagree about what's best for the community in this situation, it doesn't mean that those holding different views are bad people. Treat others with the same respect as one would like to be treated. Questioning others' motives or intelligence, being hostile, engaging in name-calling or making threats undermines one's effectiveness.

No matter how passionate one is about an issue, the goal is to conduct oneself in a way that will add to one's credibility and standing as a thoughtful member of the community.

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Resources for Further Information

California's open government laws are complex and extensive. Consult the following resources for more information on these laws.

- Understanding the *Basics of Public Service Ethics: Transparency Laws*, available at www.ca-ilg.org/transparency (includes discussions of other kinds of disclosure laws, in addition to Open Meeting Law and Public Records Act).
- *Open and Public IV: A User's Guide to the Ralph M. Brown Act, 2d Edition*, 2010. Available on the League of California Cities website at www.cacities.org or by calling 916.658.8200.
- *The People's Business: A Guide to the California Public Records Act*, 2008. Available on the League of California Cities website at www.cacities.org or by calling 916.658.8200.

Local officials should also consult their agency counsel with questions.

The Attorney General also offers guides on these laws; they are available from the Attorney General's website: http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf (Brown Act Guide) and http://ag.ca.gov/publications/2003_Intro_PublicRecordsAct.pdf (Public Records Act).

ILG INSTITUTE FOR LOCAL GOVERNMENT

The Institute for Local Government promotes good government at the local level with practical, impartial, and easy-to-use resources for California communities.

ILG is the research and education affiliate of the California State Association of Counties and the League of California Cities.

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ETHICS

AB 1234 Self-Study Materials Part I: Financial Interests and Perks

AB 1234 requires elected and appointed officials to take *two hours* of ethics training if they receive compensation for their service or are reimbursed for their expenses.¹ The ethics training requirement may also apply to agency employees designated by the agency's legislative body.²

There are many ways to satisfy this requirement, including in-person training and self-study activities. Moreover, like all ethics laws, AB 1234 is a floor, not a ceiling. Local officials can demonstrate their commitment to ethics in public service by going beyond AB 1234's minimum requirements.

This self-study exercise is eligible for *one hour* of AB 1234 self-study credit (or half of the minimum requirement). To claim self study credit, log on to www.ca-ilg.org/AB1234selfstudy, print out and take the test, mail it to the address indicated with the \$25 processing fee. This fee covers grading the test, providing the correct answers (and explanations) and your proof of participation certificate.

Scope of This Self-Study Exercise

These materials cover the first two areas of ethics training required by AB 1234:

- Laws relating to personal financial gain by public officials (including bribery and conflict of interest laws); and
- Laws relating to office-holder perks, including gifts and travel restrictions, personal and political use of public resources and prohibitions against gifts of public funds.³

It also covers ethics principles related to these laws and ethics in public service in general.

Self-study materials for the balance of the AB 1234 requirement are in production. Those materials will cover governmental transparency and fair process laws.

Note that public service ethics laws are extraordinarily complex. The learning objective of both self-study and in-person AB 1234 training courses is to familiarize local officials

with when they need to consult agency counsel, the Attorney General or the Fair Political Practices Commission about a given situation or course of action.

Moreover, the ethics laws and training requirements of AB 1234 are both *minimum* standards. Just because a course of action is legal doesn't mean that it is ethical or that the public or media will perceive it to be so. Local officials are strongly encouraged to go beyond the minimum ethics training standards created by AB 1234 and participate in additional educational activities relating to their legal and ethical obligations as public servants.

Financial Gain

Key Concepts

The principle underlying the financial gain laws is that the possibility of personal financial gain or loss cannot be a factor in your decisions as a public official. The laws in this area are designed to promote the general ethical values of *responsibility* and *trustworthiness*. Public servants have a responsibility to act always in the public's interest, and the public needs to be able to trust that they will.

Key Laws

The following laws are designed to avoid both the reality and the appearance of personal financial gain influencing public servants' actions.

- **Bribery.** Requesting, receiving, or agreeing to receive money in exchange for an official action is a crime. Under the state's criminal laws, a "bribe" includes anything of value; it also includes receiving "advantages." The advantage can be a future one and need not involve the payment of money.⁴ The federal definition of bribery is even broader.⁵
- **Disqualification Based on Financial Interests.** A public official may not make, participate in, or influence a governmental decision that will have a foreseeable and material financial effect on the official, the official's immediate family, or any of the official's economic interests.⁶ Note the breadth of the prohibition: it does not just apply to voting, but the entire process leading up to voting. See sidebar at left/right for a list of the kinds of financial interests that can give rise to potentially disqualifying conflicts of interests.
- **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 contracts are void—meaning that the public agency will not have to pay the official for the benefits provided to the agency under the contract.⁸ Under most circumstances, the prohibition cannot be avoided by disqualifying oneself from participating in the decision on the contract.

- **Helping Prospective Employers.** A public official may not influence agency decisions when the interests of a prospective employer are at stake.⁹ This situation arises when someone is negotiating or has “any arrangement” concerning prospective employment with someone with business before the agency.
- **Revolving Door.** Elected officials and top-level managers cannot represent individuals or entities before their agencies for one-year after leaving office.¹⁰

Note that some local agencies have adopted even more restrictive prohibitions.

The “Leave the Room” Requirement

If you are disqualified from participating on a specific agenda item under the conflict of interest rules established by the Political Reform Act, you must:¹¹

- At the meeting, publicly identify the financial interest or potential conflict of interest in sufficient detail to be understood by the public.
- Not attempt to influence the decision in any way (this includes pre-meeting discussions with staff or colleagues).
- Refrain from discussing or voting on the matter (you should ask the item to be considered separately if it is on the consent calendar).
- Leave the room until after the discussion, vote, and any other disposition of the matter, unless the matter is on the consent calendar.

There are limited exceptions that allow a disqualified official to remain in the room and participate in the discussion as a member of the public when one’s “personal interests” are at stake. Consult with your agency attorney about what kinds of personal interests qualify.

Consequences of Missteps

The consequences of violating these requirements can be severe. They include criminal felony or misdemeanor prosecutions under state and sometimes federal laws. Conviction can involve substantial fines, jail time, and loss of office. Civil fines can also add up. For example, the administrative penalty for violation of the Political Reform Act is a fine of up to \$5,000 per violation. In most instances, officials targeted for civil enforcement actions will pay tens of thousands of dollars in defense costs; significantly more in criminal cases.

There can also be other kinds of negative consequences. For example, if an official violates proscriptions against self-dealing relating to contracts, the official may have to refund amounts paid under the contract. If a decision is tainted by the participation of someone who should have disqualified him or herself, the decision is subject to invalidation.

Financial Interests Affected by an Agency Decision: When to Seek an Attorney's Advice

Talk with your agency attorney when 1) an action by your public agency 2) may affect (positively or negatively) 3) any of the following:

Income. Any source of income of \$500 or more (including promised income) during the prior 12 months for you or spouse/domestic partner.

Real Property. A direct or indirect interest in real property of \$2000 or more that you or your immediate family (spouse/domestic partner and dependent children) have, including such interests as ownership, leaseholds (but not month-to-month tenancies), and options to purchase, especially when any of these are located within 500 feet of the subject of your decision.

Personal Finances. Your or your immediate family's (spouse/domestic partner and dependent children) personal expenses, income, assets, or liabilities.

Gift Giver. A giver of a gift of \$440 (for 2013-2014) or more to you in the prior 12 months, including promised gifts.

Lender/Guarantor. A source of a loan (including a loan guarantor) to you.

Contract. You or a member of your family would have an interest (direct or indirect) in a contract with the agency.

Business Management or Employment. An entity for which you serve as a director, officer, partner, trustee, employee, or manager.

Business Investment. An interest in a business in which you or your immediate family (spouse/domestic partner and dependent children) have a direct or indirect investment worth \$2000 or more.

Related Business Entity. An interest a business that is the parent, subsidiary or is otherwise related to a business if you:

- Have a direct or indirect investment worth \$2000 or more; or
- Are a director, officer, partner, trustee, employee, or manager.

Business Entity Owning Property. A direct or indirect ownership interest in a business entity or trust of yours that owns real property.

Campaign Contributor. A campaign contributor of yours (if you are sitting on an appointed decision-making body).

Other Personal Interests and Biases. You have important, but non-financial, personal interests or biases (positive or negative) about the facts or the parties that could prevent you from making a fair decision.

What Will Happen Next? Agency counsel will advise you whether 1) you can participate in the decision and, 2) if a contract is involved, whether the agency can enter into the contract at all. Counsel may suggest asking either the Fair Political Practices Commission or the State Attorney General to weigh in. Keep in mind the attorney's duty is to promote compliance with the ethics laws, not try to find ways around them.

Personal Advantages and Perks

Key Concepts

The principle underlying the “no perks” laws is that one’s status as a public servant and one’s access to public resources should not afford special privileges. There are two categories of “no perk” laws. One relates to perks that others provide public officials (for example, gifts). The other involves advantages that officeholders provide themselves (for example, use of public resources).

The laws in this area are designed to promote the general ethical values of *fairness*, *responsibility* and *trustworthiness*. For example, receipt of perks from others undermines the public’s trust that decision-makers are treating everyone who comes before them fairly and making decisions solely in the public’s interests.

When officeholders give themselves perks, the public’s trust that these officeholders are being careful and public-minded stewards of taxpayer resources is undermined. To the extent that some of these perks involve political advantages, they undermine the fairness of campaigns and elections.

Key Laws

Generally speaking, the “no perks” laws bar some transactions and require disclosure of others.

- **Loans.** Officials cannot receive loans from those within the agency¹² or with whom the agency contracts (except for bank or credit card indebtedness made in the regular course of the company’s business).¹³ Personal loans over \$500 from others must meet certain requirements (for example, be in writing, clearly state the date, amounts and interest payable).¹⁴
- **Gifts.** With certain exceptions, a public official must disclose most gifts of \$50 or more on his or her Statement of Economic Interests and may not receive gifts from any one source that totals over \$440 in a single year (for 2013 and 2014).¹⁵ 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.¹⁶
- **Travel Expenses from Non-Transportation Companies.** Gifts of travel expenses (for example, airfare, lodging, meals and entertainment) from non-transportation companies are generally subject to the gift rules and must be reported on one’s Statement of Economic Interests as such.

- **Travel Passes from Transportation Companies.** State law strictly forbids elected and appointed public officials from accepting free or discounted travel from transportation companies.¹⁷ The penalty for violating the prohibition against accepting travel passes from transportation companies is severe--an immediate forfeiture of office.¹⁸
- **Receiving Gratuities or Rewards.** It is a crime to receive any kind of gratuity or reward for performing one's duties.¹⁹
- **Honoraria.** State law regulates the degree to which public officials may receive payments for giving a speech, writing an article or attending a public or private conference, convention, meeting, social event, meal or similar gathering.²⁰ Generally such payments—which are known as honoraria--are prohibited. The notion is such communications are part of a public official's service.
- **Personal Use of Public Resources.** State law forbids public officials from using public resources for personal purposes.²¹ "Public resources" include such things as 1) staff time, 2) office equipment (telephones, fax machines, photocopiers, and computers), and 3) office supplies (stationery, stamps, and other items). "Personal" use of public resources includes activities that are for personal enjoyment, private gain or advantage.²² "Use" means the use of public resources that is substantial enough to result in a gain or advantage for the user and a loss to the local agency that can be estimated as a monetary value.²³
- **Expense Reimbursement.** The general rule is that local agency officials may only be reimbursed for actual and necessary expenses.²⁴ Cities, counties, and special districts that reimburse their elected and appointed officials must adopt expense reimbursement policies that specify the kinds of activities that will be reimbursable.²⁵ Local agencies must use expense report forms and all expenses must be documented with receipts.²⁶ These documents are public records subject to disclosure.²⁷
- **Limits on Public Official Compensation.** Typically there is a legal limit on elected public official compensation levels, either in state or local statutes. Public officials, particularly elected ones, may only collect and retain such compensation that the law allows.²⁸ As protectors of the public purse, courts generally take a strict approach to public official compensation limits.²⁹

City and county officials typically receive a monthly salary for their service. Special district directors tend to be compensated by a daily stipend. With certain exceptions, this stipend compensates such directors for:

- A meeting of any "legislative body" as defined by the Brown Act

- A meeting of an advisory body
- Conference attendance or educational activities, including ethics training³⁰

Agencies may compensate officials for attendance at other events as specified in a written policy adopted in a public meeting.³¹

- **Use of Public Resources for Political Purposes.** The same statutes that prohibit the use of public resources for personal benefit also prohibit the use of such resources for campaign purposes.³² The prohibition applies to campaigns to elect candidates and campaigns in support of or opposition to ballot measures.
- **Mass Mailings at Public Expense.** State law forbids sending mass mailings at public expense.³³ The Fair Political Practices Commission has defined “mass mailings” as sending more than 200 identical pieces that contain the name or pictures of elected officials except as part of a standard letterhead.³⁴
- **Gifts of Public Resources or Funds.** California’s constitution forbids gifts of public funds. This prohibits, for example, paying for spouses to accompany public officials.³⁵ It can also be an issue when a public agency contemplates charitable contributions.³⁶
- **Soliciting Political Support from Agency Employees.** Soliciting campaign funds from agency officers or employees is also unlawful,³⁷ as is conditioning employment decisions on support of a person’s candidacy.³⁸ Compensation decisions may not be tied to political support either.³⁹

Speak with your agency counsel about the specifics of these requirements as they may apply to your situation.

Consequences of Missteps

The consequences of violating the “no-perk” laws can also be severe. For example, the prohibitions against the personal use of public resources are punishable by a \$1,000 per day fine plus three times the value of the resource used.⁴⁰ Criminal penalties include a two to four year prison term and disqualification from office.⁴¹ Prosecution under the federal income tax evasion laws is also a possibility.⁴² Again, this does not include the costs of hiring defense lawyers, which can up to tens of thousands of dollars, if not more.

Beyond the Minimum in Understanding Public Service Ethics

Like all ethics laws, AB 1234 sets minimum standards. The enforcement mechanism for complying with AB 1234's requirements relies on public opinion and media attention. Records of officials' compliance with AB 1234 (proof of participation certificates) are public records and must be maintained for at least five years.⁴³

In addition to maintaining records on compliance with the minimum standards imposed by AB 1234, local agencies may also want to maintain records of any training and study local agency officials engaged in above and beyond the AB 1234's minimum requirements. This will enable those inquiring to ascertain the agency's and individual's full scope of commitment to understanding the ethical and legal obligations associated with public service.

Beyond the Law

Understanding and complying with public service ethics laws is a challenge. But the public expects even more of its public servants. Rather than making decisions purely on the fly, how can public officials maximize the likelihood that they will meet or exceed the public's expectations for ethical conduct?

One is to think in terms of ethical values. Some key values relating to public service include responsibility, trustworthiness, respect and fairness. Assess decisions you have to make against these standards.

In addition, you can ask yourself these kinds of questions:

- What decision, behavior or course of action will best promote the public's trust in my leadership and that of my agency?
- Would I want to read about a certain course of action on the front page of my local newspaper?
- How do I want to be remembered as a public official? What would make my family and parents proud as a legacy?

For example, even if you are not legally required to disqualify yourself from participating in a decision, you may want to voluntarily abstain from participating if you believe the public could reasonably question whether you could put personal relationships and interests aside in making a given decision.

Conclusion

Former British Prime Minister Benjamin Disraeli once observed “...that all power is a trust; that we are accountable for its exercise.” As extensive and complicated as they are, the above rules relating to public service ethics are a reflection of that overarching quest for accountability and trust.

For more information on these rules, go to www.ca-ilg.org/ethicslaws. For more information on ethics principles, please visit www.ca-ilg.org/ethicsprinciples.

References

- ¹ Cal. Gov’t Code § 53235(a), (b).
- ² Cal. Gov’t Code § 53234(c).
- ³ Cal. Gov’t Code § 53235(a), (b).
- ⁴ *Id.* See also *People v. Anderson*, 75 Cal. App. 365 (1925).
- ⁵ See 18 U.S.C. § 201.
- ⁶ See Cal. Gov’t Code §§ 87100 and following.
- ⁷ Cal. Gov’t Code § 1090.
- ⁸ Cal. Gov’t Code § 1092.
- ⁹ Cal. Gov’t Code § 87407.
- ¹⁰ See Cal. Gov’t Code § 87406.3.
- ¹¹ See Cal. Gov’t Code § 87105.
- ¹² See Cal. Gov’t Code § 87460(a), (b).
- ¹³ See Cal. Gov’t Code § 87460(c), (d).
- ¹⁴ See Cal. Gov’t Code § 87461.
- ¹⁵ Cal. Gov’t Code §§ 87200, 87207, 89503; 2 Cal. Code Regs. § 18940.2 (The gift limit is modified every two years to reflect changes in the Consumer Price Index; the \$440 amount is valid for 2013-2014).
- ¹⁶ Cal. Gov’t Code § 82028(a).
- ¹⁷ See Cal. Const. art. XII, § 7 (“A transportation company may not grant free passes or discounts to anyone holding an office in this State . . .”).
- ¹⁸ See Cal. Const. art. XII, § 7 (“ . . . acceptance of a pass or discount by a public officer . . . shall work a forfeiture of that office . . .”).
- ¹⁹ Cal. Penal Code § 70.
- ²⁰ See Cal. Gov’t Code § 89501 (definition of honoraria).
- ²¹ See Cal. Penal Code § 424; Cal. Gov’t Code § 8314.
- ²² Cal. Gov’t Code § 8314(b)(1).
- ²³ Cal. Gov’t Code § 8314(b)(4).
- ²⁴ Cal. Gov’t Code § 36514.5.
- ²⁵ Cal. Gov’t Code § 53232.2(b).
- ²⁶ Cal. Gov’t Code § 53232.3.
- ²⁷ Cal. Gov’t Code § 53232.3(e).
- ²⁸ For example, the salary of council members of general law cities is controlled by Government Code section 36516(a), which permits a city council to establish by ordinance a salary up to a ceiling determined by the city’s population. The electorate may approve a higher salary. Cal. Gov’t Code § 36516(b). A council member appointed or elected to fill a vacancy is compensated in the same amount as his or her predecessor. A directly-elected mayor may receive additional compensation with the consent of the electorate or by ordinance of the city council. Cal. Gov’t Code § 36516.1. See also Cal. Educ. Code §§ 1090 (county board of education compensation), 35120 (school board member compensation), 72425 (community college board member compensation).
- ²⁹ *Id.*
- ³⁰ Cal. Gov’t Code § 53232.1(a).

³¹ Cal. Gov't Code § 53232.1(b).

³² Cal. Penal Code § 424; *People v. Battin*, 77 Cal. App. 3d 635 (1978) (successful criminal prosecution of county supervisor for misusing public funds for improper political purposes), superseded on other grounds by *People v. Conner*, 34 Cal. 3d 141 (1983). *See also* Cal. Gov't Code § 8314 (“‘Campaign activity’ means an activity constituting a contribution as defined in Section 82015 or an expenditure as defined in Section 82025. ‘Campaign activity’ does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes, including the referral of unsolicited political mail, telephone calls and visitors to private political entities.”).

³³ *See* Cal. Gov't Code § 89001.

³⁴ *See* 2 Cal. Code Regs. § 18901.

³⁵ 75 Cal. Op. Att’y Gen. 20 (1992) (finding paying a spouse’s expenses to a conference violates both Government Code section 1090 and constitutional prohibitions against gifts of public funds). *See also* 65 Cal. Op. Att’y Gen. 517, 521 (1982) (finding Government Code section 36514.5 does not authorize reimbursement of the expenses of any person other than a member of the city council). *See also Albright v. City of South San Francisco*, 44 Cal. App. 3d 866, 869-870 (1975). (unauthorized reimbursement is illegal gift).

³⁶ *See generally* McQuillin, *Municipal Corporations*, § 39.25 (3d rev. ed. 1988) (“Appropriations to charitable or nonprofit associations, without consideration [something in return], cannot be made.”)

³⁷ *See* Cal. Gov't Code § 3205 (except for those communications to a significant segment of the public that happens to include fellow public officials and employees).

³⁸ *See* Cal. Gov't Code § 3204, which reads as follows: No one who holds, or who is seeking election or appointment to, any office or employment in a state or local agency shall, directly or indirectly, use, promise, threaten or attempt to use, any office, authority, or influence, whether then possessed or merely anticipated, to confer upon or secure for any individual person, or to aid or obstruct any individual person in securing, or to prevent any individual person from securing, any position, nomination, confirmation, promotion, or change in compensation or position, within the state or local agency, upon consideration or condition that the vote or political influence or action of such person or another shall be given or used in behalf of, or withheld from, any candidate, officer, or party, or upon any other corrupt condition or consideration. This prohibition shall apply to urging or discouraging the individual employee’s action.

³⁹ *See* Cal. Gov't Code § 3205.5, which reads as follows: No one who holds, or who is seeking election or appointment to, any office shall, directly or indirectly, offer or arrange for any increase in compensation or salary for an employee of a state or local agency in exchange for, or a promise of, a contribution or loan to any committee controlled directly or indirectly by the person who holds, or who is seeking election or appointment to, an office. A violation of this section is punishable by imprisonment in a county jail for a period not exceeding one year, a fine not exceeding five thousand dollars (\$5,000), or by both that imprisonment and fine.

⁴⁰ Cal. Gov't Code § 8314(c)(1).

⁴¹ Cal. Penal Code § 424.

⁴² *See* 26 U.S.C. §§ 7201, 7203.

⁴³ Cal. Gov't Code § 53235.2.



AB 1234 Self-Study Materials

Part II: Governmental Transparency and Fair Processes

AB 1234 requires elected and appointed officials to take two hours of ethics training if they receive compensation for their service or are reimbursed for their expenses.¹ The ethics training requirement may also apply to agency employees designated by the agency's legislative body.²

There are many ways to satisfy this requirement, including in-person training and self-study activities. Moreover, like all ethics laws, AB 1234 is a floor, not a ceiling. Local officials can demonstrate their commitment to ethics in public service by going beyond AB 1234's minimum requirements.

As a special service, the Institute for Local Government is offering this article for one hour of AB 1234 self-study credit (or half of the minimum requirement). To claim self-study credit, log on to www.ca-ilg.org/AB1234selfstudy, print out and take the test, mail it to the address indicated with the \$25 processing fee. This fee covers grading the test, providing the correct answers (and explanations) and your proof of participation certificate; it also supports the Institute's work in the public service ethics area.

Scope of This Self-Study Exercise

This article covers half of the required areas of ethics, including:³

- Governmental transparency laws, including financial disclosure laws and laws protecting the public's right to participate in meetings and access public records (the Brown Act and Public Records Act); and
- Law relating to fair processes, including common law bias, due process, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participation in decisions involving family members.

The April 2006 Everyday Ethics column covered the balance of the areas of ethics training required by AB 1234, including:⁴

- Laws relating to personal financial gain by public officials (including bribery and conflict of interest laws); and

- Laws relating to office-holder perks, including gifts and travel restrictions, personal and political use of public resources and prohibitions against gifts of public funds.

Note that public service ethics laws are extraordinarily complex. The learning objective of both self-study and in-person AB 1234 training courses is to familiarize local officials with when they need to consult agency counsel, the attorney general or the Fair Political Practices Commission about a given situation or course of action.

Transparency Laws

The principle underlying governmental transparency laws is that the public trusts what it can observe. Moreover, the prospect that actions will be publicly-known can be a deterrent against actions that might undermine public trust. Thus, the laws in this area are designed to promote the general ethical values of *trustworthiness* and *responsibility*.

There are two basic categories of transparency laws. One relates to activities of the individual official. For example, these laws require specified officials to periodically disclose their personal financial interests (so the public can assess whether those interests played a role in the official's decisions). They also require officials to disclose campaign and charitable fundraising activities.

The other kind of transparency laws requires governmental processes to be transparent to the public. These laws require that governmental decisions be made in public and that the public have the opportunity to weigh in on those decisions. They also require that most public records be open to public inspection.

This self-study exercise discusses both kinds of transparency laws.

Financial Disclosure Laws

There is an adage about one's life being an open book. Nowhere is this truer than for public officials and their finances. The bottom line is that when you become a public official, the public gets to learn a great deal about your financial life. The voters created these disclosure requirements when they approved the Political Reform Act in 1974.⁵

The disclosure requirements apply to nearly every local elected official and department head. Members of commissions, boards, committees and other local agency bodies with significant decision-making authority are also subject to disclosure requirements. An agency may require additional staff positions to disclose their economic interests under the agency's local conflict of interest code. Such employees are known as "designated employees."

The following kinds of economic interests must be disclosed if they meet certain minimum thresholds:⁶

- Sources of income;
- Interests in real property;
- Investments;
- Business positions; and
- Gifts

This disclosure is made on forms called both “Statements of Economic Interests” and “Form 700’s.” Copies of these forms are generally provided by one’s agency. Interactive versions of the forms are available from the Fair Political Practices Commission website: www.fppc.ca.gov.

These forms are filed upon assuming office, on an annual basis while in office, and upon leaving office.

Charitable Fundraising

The disclosure laws are not limited to an official’s personal financial interests. There are extensive disclosure requirements relating to an official’s campaign fundraising activities, of course.⁷ However, a sometimes-overlooked disclosure obligation relates to an official’s charitable fundraising activities. The theory is that the public has a right to know who is contributing to an elected official’s favorite charities and other causes.

The trigger occurs when an elected official gets someone to contribute \$5,000 or more to a legislative, governmental or charitable cause during a calendar year.⁸ Within 30 days of reaching the \$5,000 threshold, the elected official must file a report with the official’s agency (typically with the filing officer).

Conducting the Public’s Business in Public

California’s open meeting laws⁹ provide legal minimums for local governmental transparency in decision-making. Decision-making bodies--which include the governing board as well as many committees and advisory bodies--must conduct their business in an open and public meeting to assure the public is fully informed about local decisions.¹⁰ The following are some key things to keep in mind:

- **Meetings.** A “meeting” is any situation involving a majority of the governing body in which business is transacted or discussed.¹¹ In other words, a majority of the governing body cannot talk privately about an issue before the body no matter how the conversation occurs, whether by telephone or e-mail or at a local coffee shop.¹²
- **Serial Meetings.** One thing to watch for is unintentionally creating a “serial” meeting—a series of communications that result in a majority of governing body members having conferred on an issue. For example, if two members of a five-

member governing body consult outside of a public meeting (which is not in and of itself a violation) and then one of those individuals consults with a third member on the same issue, a majority of the body has consulted on the same issue. Note the communication does not need to be in person and can occur through a third party. For example, sending or forwarding e-mail can be sufficient to create a serial meeting, as can a staff member polling governing body members in a way that reveals the members' positions to one another.¹³

- **Permissible Gatherings.** Not every gathering of governing body members is a problem. For example, a majority of the governing body may attend the same educational conference or a community meeting not organized by the local agency.¹⁴ Nor is attendance at a social or ceremonial event in and of itself a violation.¹⁵ The key rule to keep in mind is a majority of the governing body members cannot meet and discuss agency business except at an open and fully noticed public meeting.
- **Closed Sessions.** The open meeting laws include provisions for closed discussions under very limited circumstances.¹⁶ Because of the complexity of the open meeting laws, close consultation with an agency's legal advisor is necessary to ensure that the requirements relating to and the limitations on closed sessions are observed.

The Public's Right to Participate in Meetings

Another element of open meeting laws is the public's right to address the governing body. A public official's role is to both hear and evaluate these concerns. There are a number of basic rules that govern this right.

- **Posting and Following the Agenda.** The open meeting laws require that the public be informed of the time of and the issues to be addressed at each meeting.¹⁷
- **The Public's Right to be Heard.** Generally, every agenda must provide an opportunity for the public to address the governing body on any item of interest to the public within the body's jurisdiction.¹⁸ If the issue of concern is one pending before the legislative body, the opportunity must be provided before or during the body's consideration of that issue.¹⁹
- **Reasonable Time Limits May Be Imposed.** Local agencies may adopt reasonable regulations to ensure everyone has an opportunity to be heard in an orderly manner.²⁰

The Public's Right to Access Records

Copies of the agenda materials and other documents distributed to the governing body must also be available to the public.²¹ The public has the right to see any materials that

are created as part of the conduct of the people's business.²² These materials include any writing that was prepared, owned, used, or retained by a public agency.²³ They include documents, computer data, e-mails, facsimiles, and photographs.²⁴

Although there are exceptions to a public agency's duty to disclose records, the safe assumption is virtually all materials involved in one's service on the governing body--including e-mails--are public records subject to disclosure.

Fair Process Laws

Not surprisingly, fair process laws promote the ethical value of fairness. This is the notion that everyone has a right to be treated fairly by governmental processes, irrespective of who they are or whom they know. The public's perception that decisions are made fairly is a key element of the public's confidence and trust in government and individual public officials.

The Obligation to be a Fair and Unbiased Decision-Maker

Although California statutes largely determine when public officials must disqualify themselves from participating in decisions, common law (judge-made) and some constitutional principles still require a public official to exercise his or her powers free from personal bias-including biases that have nothing to do with financial gain or losses.

In addition, constitutional due process principles require a decision-maker to be fair and impartial when the decision-making body is sitting in what is known as a "quasi-judicial" capacity. Quasi-judicial matters include variances, use permits, annexation protests, personnel disciplinary actions, and licenses. Quasi-judicial proceedings tend to involve the application of generally adopted standards to specific situations, much as a judge applies the law to a particular set of facts.

For example, a court overturned a planning commission's decision on due process grounds, concluding that a planning commissioner's authorship of an article hostile to a project before the commission gave rise to an unacceptable probability of bias against the project, and that the commissioner should have disqualified himself from participating in the decision.²⁵

Typically, having the official who may have exhibited bias disqualify himself or herself solves the problem.²⁶ If the problem is not addressed though, the agency's decision will be at risk of being overturned by the courts.²⁷ The agency will have to conduct new proceedings free of the influence of the biased decision-maker.²⁸ If the violation rises to the level of a denial of due process under constitutional law, the affected individual(s) may seek damages, costs and attorneys fees.²⁹

Finally, community relations—and the public's views of an official's responsiveness—are seriously undermined when it appears an official is not listening to the input being

provided by the public. Even if you disagree with the views being offered, treat the speaker with the same respect you would like to be treated with if the roles were reversed. Moreover, at least one court has ruled that officials' perceived inattentiveness during a hearing violated due process principles.³⁰

Campaign Contributions and Bias

Generally, the ethics laws with respect to campaign contributions emphasize disclosure rather than disqualification. The emphasis on disclosure enables the public to assess for itself the degree an official could be influenced by campaign contributors who appear before the agency. Both financial and in-kind support must be disclosed.

However, under limited (and sometimes counterintuitive) circumstances, certain local agency officials must disqualify themselves from participating in proceedings regarding licenses, permits and other entitlements for use if the official has received campaign contributions of more than \$250 during the previous twelve months from any party or participant.³¹ The restrictions apply if the official is sitting on an appointed (as opposed to elected) body.³²

In addition, these officials are prohibited from receiving, soliciting or directing a campaign contribution of more than \$250 from any party or participant in a license, permit or entitlement proceeding while the proceeding is pending and for three months after the contribution.³³

Holding Multiple Public Offices

There is such a thing as too much public service; the law limits the degree to which public officials can hold multiple public offices. The reason is that, when one assumes a public office, one takes on responsibility to the constituents of that agency to put their interests first. When one occupies multiple offices in multiple agencies (for example, membership on the city council and serving on the board of another local agency), that job becomes more complicated, both legally and ethically, because of the possibility of conflicting loyalties.³⁴

Offices are incompatible if there is any significant clash of duties or loyalties between the offices or if either officer exercises a supervisory, auditory, or removal power over the other.³⁵ Note there can be specific legislative exceptions to incompatible office rules.³⁶

Competitive Bidding Processes for Public Contracts

Public contracting laws--including those adopted at the local level--are designed to give all interested parties the opportunity to do business with the government on an equal basis. This keeps contracts from being steered to businesses or individuals because of political connections, friendship, favoritism, corruption or other factors. It also assures that the public receives the best value for its money by promoting competition among businesses so the public can receive the best deal.³⁷

Many competitive bidding requirements are locally imposed, for example by charter cities as part of their municipal affairs authority.³⁸ State law also authorizes local agencies to adopt procedures for acquisition of supplies and equipment.³⁹ Most of these purchasing ordinances require competitive bids for contracts in excess of designated dollar amounts.

For public works projects, state law defines when general law cities and counties must use competitive bidding. For general law cities, public works projects over \$5,000 are subject to the state's competitive bidding requirements.⁴⁰ For county projects, the threshold is based on population: \$6,500 (counties with populations of 500,000 or over), \$50,000 (counties with populations of 2 million or over) and \$4,000 (all other counties).⁴¹ Note that it is a misdemeanor to split projects to avoid competitive bidding requirements.⁴²

In order to give all interested parties an opportunity to do business with the agency and get the best price for the public, the agency has to publicize the opportunity. This is typically accomplished by publishing a notice inviting bids in a newspaper of general circulation that is printed or published in the jurisdiction, or if there is none, posting the notice in at least three public places in the jurisdiction.⁴³ Trade publications can also be a helpful way to reach a wide segment of the contracting industry.

Decisions Involving Family Members

The Political Reform Act requires public officials to disqualify themselves from participating in decisions that will increase or decrease their immediate family's expenses, income, assets or liabilities.⁴⁴ "Immediate family" includes one's spouse or domestic partner, and dependent children.⁴⁵ The notion is that it is very difficult for any person to be fair and unbiased when one's family's interests are concerned; it is, of course, also difficult for the public to perceive the official to be fair and unbiased about close family members.

Because of this, some jurisdictions have adopted additional restrictions on the hiring or appointing of relatives of public officials. These are known as anti-nepotism policies. It can be wise to avoid questions about family relationship by voluntarily not participating in decisions that affect family members, even if the law or local agency regulations allow you to participate.

Beyond the Law

At some point in your service as a public official, you will likely face two common types of ethical dilemmas:

- **Personal Cost Ethical Dilemmas.** This involves situations in which doing the right thing may or will come at a significant personal cost to you or your public agency. These also can be known as "moral courage" ethical dilemmas.⁴⁶

- **Right-versus-Right Ethical Dilemmas.** This type of ethical dilemma involves those situations in which there are two conflicting sets of “right” values.⁴⁷

Of course, some dilemmas are a combination of both: a conflict between competing sets of “right” values (right-versus-right) and a situation in which doing the right thing involves personal or political costs.

Personal Cost Ethical Dilemmas

With these kinds of dilemmas, the costs can be political - such as the loss of political support or perhaps even one’s prospects for reelection. Or, the cost can be financial, for example a missed opportunity for financial gain or material benefits. Issues relating to the proper use of public resources fall into the “personal cost” type of ethical dilemma, inasmuch as these dilemmas typically involve whether one is going to forgo a tempting political or personal benefit. Finally, the cost can be more directly personal, as when one fears a particular course of action may jeopardize a friendship. In these situations, the answer is relatively simple. *The bottom line is that being ethical means doing the right thing regardless of personal costs.*

Right-versus-Right Ethical Dilemmas

Right-versus-right ethical dilemmas can be more difficult to resolve. An easy example, however, is when a political supporter urges you to do something that conflicts with your own best sense of what will serve your community’s interests. In this dilemma, there is a conflict between your *responsibility* to do what is in the public’s best interest and your *loyalty* to your political supporter. Responsibility and loyalty are both bona fide ethical values.

The key is, as a public servant, the ethical value of responsibility (and the responsibility to do what is in the public’s best interest) trumps the ethical value of loyalty. This is when thinking about the public’s perception of the right thing to do can be a useful dilemma-resolution strategy.

Conclusion

In politics, there is a great temptation to engage in ends/means thinking in which one is tempted to conclude that good or desirable ends justify the means. As both Dr. Martin Luther King Jr. and Gandhi have observed, the means *are* the end in a democracy and good ends cannot come from questionable means.

Public officials are stewards of the public’s trust in both their institutions and their leaders. Central to that trust is a fair and open process. Conscientious attention to laws and principles of fair and open government will help you as a leader pursue both good means and good ends.

Resources for Further Information

For more information about ethics laws and principles, check out the following resources:

- California Attorney General Publications:
www.caag.state.ca.us/publications/index.htm (click on “ethics”)
- Fair Political Practices Commission Publications:
<http://www.fppc.ca.gov/index.php?id=226>
- Institute for Local Government Ethics Resource Center: www.ca-ilg.org/trust

References

- ¹ Cal. Gov’t Code § 53235(a), (b).
- ² Cal. Gov’t Code § 53234(c).
- ³ Cal. Gov’t Code § 53234(d)(3), (4).
- ⁴ Cal. Gov’t Code § 53234(d)(1), (2).
- ⁵ This is a requirement of the Political Reform Act. *See generally* Cal. Gov’t Code §§ 87200 and following.
- ⁶ *See* Cal. Gov’t Code §§ 87200-87210; 2 Cal. Code Regs. §§ 18723-18740.
- ⁷ *See generally* Cal. Gov’t Code §§ 84100 and following; 2 Cal. Code Regs. §§ 18401 and following.
- ⁸ *See* Cal. Gov’t Code § 82015(b)(2)(B)(iii).
- ⁹ *See generally* Cal. Gov’t Code §§ 54950 and following (for cities, counties, special districts and school districts); Cal. Educ. Code §§ 72121 and following (for community college district governing boards).
- ¹⁰ *See* Cal. Gov’t Code 54952.2(a); Cal. Gov’t Code § 54954.2(a).
- ¹¹ Cal. Gov’t Code § 54952.2(a).
- ¹² Cal. Gov’t Code § 54952.2(b); Cal. Educ. Code § 72121.
- ¹³ Cal. Gov’t Code § 54952.2.
- ¹⁴ Cal. Gov’t Code § 54952.2(c)(2).
- ¹⁵ Cal. Gov’t Code § 54952.2(c)(5).
- ¹⁶ *See* Cal. Gov’t Code § 54954.5; Cal. Educ. Code § 71122.
- ¹⁷ Cal. Gov’t Code § 54954.2(a); Cal. Educ. Code § 72121.
- ¹⁸ Cal. Gov’t Code § 54954.3(a); Cal. Educ. Code § 72121.5.
- ¹⁹ Cal. Gov’t Code § 54954.3(a).
- ²⁰ Cal. Gov’t Code § 54954.3(b); *White v. City of Norwalk*, 900 F.2d 1421, 1425 (9th Cir. 1990).
- ²¹ Cal. Gov’t Code § 54957.5.
- ²² *See generally* Cal. Gov’t Code §§ 6250 and following.
- ²³ Cal. Gov’t Code § 6252(d).
- ²⁴ Cal. Gov’t Code § 6252(e).
- ²⁵ *Nasha v. City of Los Angeles*, 125 Cal. App. 4th 471 (2004).
- ²⁶ *See Fairfield v. Superior Court*, 14 Cal. 3d 768 (1975); *Mennig v. City Council*, 86 Cal. App. 3d 341 (1978).
- ²⁷ *See generally* Cal. Civ. Proc. Code § 1094.5.
- ²⁸ *See Clark v. City of Hermosa Beach*, 48 Cal. App. 4th 1152 (1996) (requiring council to rehear an appeal from the planning commission’s decision and provide a fair hearing).
- ²⁹ *See* 42 U.S.C. §§ 1983, 1988.
- ³⁰ *See Lacy Street Hospitality Service v. City of Los Angeles*, 22 Cal. Rptr. 3d 805 (2004) (depublished 2005 Daily Journal D.A.R. 84). This case may not be cited as precedent and is provided here only as an illustration.
- ³¹ Cal. Gov’t Code § 84308.

³² See Cal. Gov't Code § 8208(a)(3); 2 Cal. Code Regs. § 18438.1.

³³ See Cal. Gov't Code § 84308(b).

³⁴ See Cal. Gov't Code § 1126.

³⁵ 71 Cal. Op. Att'y Gen. 39 (1988).

³⁶ See, for example, Cal. Health & Safety Code § 6480(b) (relating to city officials serving on sanitary districts); Cal. Gov't Code § 61231 (relating to irrigation district directors serving on community services district boards). See also 85 Cal. Op. Att'y Gen. 239 (2002) (noting the legislature can create exceptions to the incompatibility doctrine).

³⁷ See Cal. Pub. Cont. Code § 100.

³⁸ *Smith v. City of Riverside*, 34 Cal. App. 3d 529 (1973).

³⁹ Cal. Gov't Code §§ 54201 and following.

⁴⁰ Cal. Pub. Cont. Code §§ 20160-20162.

⁴¹ Cal. Pub. Cont. Code §§ 20120-20123.

⁴² Cal. Pub. Cont. Code § 20163.

⁴³ See, e.g., Cal. Pub. Cont. Code § 20164.

⁴⁴ See 2 Cal. Code Regs. § 18703.5.

⁴⁵ Cal. Gov't Code § 82029; 2 Cal. Code Regs. § 18229.

⁴⁶ See Rushworth M. Kidder, *Moral Courage: Taking Action When Your Values Are Put to the Test* (William Morrow, 2005).

⁴⁷ See Rushworth M. Kidder, *How Good People Make Tough Choices: Resolving the Dilemmas of Ethical Living* (Simon and Schuster, 1995) 13-49.



**City of Rancho Cordova
Community Enhancement & Investment Fund Citizen Oversight Board**

Agenda

Tuesday, November 16, 2021

5:30-7:30 p.m.

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

City Hall
2729 Prospect Park Drive, Rancho Cordova

Join the Meeting Via Zoom Link:

<https://cityofranhocordova.zoom.us/j/85430395363?pwd=M0x6eDBvZGFvV3RqK3AvN0grbUVUZz09>

Join the Meeting via the Zoom Phone Number

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

Webinar ID: 854 3039 5363

Password: 246830

DRAFT MINUTES

1. Vice Chair Brian Faulconer called the meeting to order via Zoom and in the David B. Roberts Council Chambers at 5:31 p.m.

Oversight Board Members Present: Burk, Faulconer (Brian), Hughes, Kastner, Knifton, and Popyack

Oversight Board Members Absent: Escobar

At-large Appointees Present (Youth Representatives): Faulconer (MaryEllen) and Rumsey

ITEM 4.2.

ATTACHMENT 1

City of Rancho Cordova

Community Enhancement & Investment Fund Citizen Oversight Board – Draft Minutes for Nov. 16, 2021

Staff Members Present: Delaney, Juran Karageorgiou, Leitner, Leonardich, Riley, and Stephens

2. Public Comment

Public comment was opened at 5:33 p.m. No additional members of the public were present or participating via Zoom. The public comment period was closed at 5:34 p.m.

3. Review and Adopt Meeting Minutes from October 13, 2021

Motion made by Knifton, seconded by Popyack, carried by an 8-0-0 vote.

4. Fiscal Year 2021-23 Budget Snapshot Demonstration

Kim Juran Karageorgiou, Administrative Services Director, presented on the open data website: "Fiscal Year 2021-23 Budget Snapshot Demonstration" (<https://stories.opengov.com/ranchocordovaca/published/T-yvgzL3u>). Juran Karageorgiou shared information about the city's revenues, expenses, percentages and amounts of property and sales taxes raised including Bradley-Burns. Juran Karageorgiou discussed how Measure H and R funds are collected and shared a visual representation of each tax dollar collected and how it supports the city to provide enhanced services to residents and businesses.

5. Confirm Revenues Received in the Prior Fiscal Year

Delaney presented the Detailed Trial Balance for 2021 to highlight the monthly Measure H distributions received by the City of Rancho Cordova.

6. Review Actual Expenditures to Budget Allocation Approved

Delaney presented the City of Rancho Cordova's Adopted Resolution 64-2020 to clarify the original budgeted amounts approved by council.

Delaney then presented on the expenditures through June 30, 2021. Delaney clarified that many of the projects received extensions due to challenges of delivering programs or services during COVID-19 restrictions. Delaney presented on a variety of specific projects/programs and how the Community Enhancement & Investment Fund worked with grantees to allow for flexibility with accountability. In many cases the city has prepared amended agreements to extend timelines.

Delaney presented on how Measure H funds are allocated to specific city purposes (Public Safety, Public Works, Community/Economic Development, etc.),

legacy projects, and how funding buckets are created to provide specific types of programming within the city (Arts, Athletics, etc.).

7. Review Each Community Enhancement Fund Grantee's Compliance with Reporting Requirements

Leonardich presented on compliance as it relates to grantees completing timely Use of Funds and Outcomes Reports. Leonardich clarified the process for submitting reports and how it aligns a project's timing and purpose. He also shared that in addition to reviewing reports, staff completes site visits with grantees.

Leonardich shared the details of the internal process for reviewing Use of Funds Reports including reconciling receipts, credit card statements, bank statements, and accounting documents. For the Outcomes Reports, Leonardich shared grantees submit narratives explaining how programs/projects were delivered, participant details (including how many people attended), challenges/barriers in completing projects, and pictures and notes. To support newer grantees with less experience, Leonardich provides report writing workshops and a guide to completing successful financial and narrative reports.

Leonardich shared two sample reports to demonstrate how Community Enhancement & Investment staff monitor grantees and ensure funds are used for intended purposes with transparency.

8. Scheduling of Next Meeting

Delaney advised that staff will prepare a doodle poll in late Summer 2022 to plan the next Citizen Oversight Board Meeting in Fall 2022. Delaney explained why the Citizen Oversight Board meets in the third or fourth quarter of the year.

Those reasons include:

- Staff close the Fiscal Year 2021/2022 books in August and need time to prepare the financial reports;
- Grantees provide Use of Funds and Outcomes Reports at the end of June or July in most agreements; and
- Staff may need to open applications for the public to serve as At-Large or Oversight Board members if there are any changes to the appointed members of the Citizen Oversight Board.

The meeting was adjourned at 6:34 p.m. by Vice Chair Brian Faulconer.

MEMORANDUM



ITEM 4.3.

DATE: October 10, 2022

TO: Chair and Members of the Community Enhancement & Investment Fund Citizen Oversight Board

FROM: Stacy Delaney, Community Enhancement and Investment Senior Management Analyst

SUBJECT: **FY 2021/2022 MEASURE H AND MEASURE R FUNDED PROJECTS AND PROGRAMS**

RECOMMENDATION

Receive staff presentation and make recommendations for the FY 2021/2022 Annual Citizen Report publication.

RESULT OF RECOMMENDED ACTION

The Citizen Oversight Board's recommendations of Measure H and Measure R funded projects and programs will be highlighted in the FY 2021/2022 Annual Citizen Report publication.

BACKGROUND

Staff will share an overview of the Annual Citizen Report. Staff will provide information on the seven Project/Programs categories supported by Measure H and Measure R funds during FY 2021/2022.

1. Legacy Fund Allocation
2. Public Works/Infrastructure
3. Community & Economic Development
4. Public Safety
5. Arts, Culture, History, Entertainment & Sports
6. Education, After-School Programs & School Gardens
7. Other Community Priorities

ATTACHMENT(S)

1. Community Enhancement & Investment Fund FY 2020/2021 Annual Citizen Report
2. Community Enhancement & Investment Fund Project Highlights For Potential Inclusion in the Fiscal Year 2021/2022 Citizen Report

CITY OF RANCHO CORDOVA COMMUNITY ENHANCEMENT & INVESTMENT FUND FISCAL YEAR 2020/2021 CITIZEN REPORT



ITEM 4.3.

Dear Rancho Cordova Resident,

Thank you for taking the time to read the annual *Community Enhancement & Investment Fund Citizen Report*. As stewards of this fund, it is our hope that this report will bring to life the many projects that have been funded to enhance our community and invest in opportunities for residents and businesses.

As you may know, the Community Enhancement & Investment Fund is supported by both Measure H and Measure R, which are half-cent, voter-approved sales tax measures approved in November 2014 and November 2020. The fund is used to support a variety of projects and programs, including public safety, public works, community-driven programs, and economic development and other priorities. You will notice that we added “Investment” to the name of the fund this year to reflect the additional community priorities supported.

Now in its sixth year, the Community Enhancement & Investment Fund program received grant applications from individuals, organizations, businesses, community partners and internal city departments. The City Council reviewed the grant applications with a focus on fulfilling needs to support key community priority areas, which are outlined in this publication. More than 50 projects were selected for funding during Fiscal Year 2020/2021. This report provides an overview of projects during Fiscal Year 2020/2021 and explains how sales tax revenue was spent.

This past fiscal year was especially challenging due to the worldwide COVID-19 pandemic. While some programs were postponed, many of our Community Enhancement & Investment Fund programs transitioned to virtual formats to provide residents and businesses access while adhering to health orders. Despite these unprecedented times, Rancho Cordovans did what they do best: inspired and supported one another.

To provide an extra layer of oversight to monitor the Community Enhancement & Investment Fund, an Oversight Board was created in 2017 that includes up to nine city residents who provide feedback and recommendations to city staff. One of the Oversight Board’s tasks was to provide feedback about accomplishments highlighted in this report.

The city takes great pride in serving Rancho Cordova through stewardship of the Community Enhancement & Investment Fund, and we hope you enjoy this edition. For more information, visit CityofRanchoCordova.org/CommunityEnhancementInvestmentFund.

Sincerely,



Cyrus Abhar
City Manager

SIX-YEAR SNAPSHOT

Following are key community priority areas created by the City Council in partnership with residents and businesses, including the percentage of grant funding over the last six fiscal years and project highlights.



Legacy Fund **24%**
Large-scale projects that cross multiple fiscal years

- Funded a new Youth Center that is under construction in Rancho Cordova
- Partially funded the Mills Crossing Civic Center that is coming soon to Rancho Cordova
- Partially funded the new, now open Cordova Community Pool at Hagan Park



Public Works/Infrastructure **17%**
Repaved roads, repaired sidewalks and improved safety in Rancho Cordova neighborhoods, including:

- Road and sidewalk improvements in the Cordova Towne/ White Rock and Cordova Meadows Neighborhoods
- Traffic and sidewalk improvements in multiple neighborhoods
- Chase Drive/Coloma Road Plaza Project
- Sunrise Boulevard Rehabilitation Project



Public Safety **15%**

- Created the Crime Suppression Unit, Folsom-Olson-Zinfandel Area Program and Detection K9 Program through RCPD
- Supported local youth through Rancho Cordova Police Activities League programs and events



Community & Economic Development **14%**

- Beautified residential and commercial properties throughout the city through beautification projects, neighborhood improvement projects, and abatement programs
- Launched new COVID-19 assistance programs for residents and businesses



Arts, Culture, History, Entertainment & Sports **12%**

- Opened the new Mills Station Arts and Culture Center and restored the historic American River Grange
- Created and enhanced music programs at Rancho Cordova schools, and brought musical and performing arts performances to our community
- Improved sports fields and provided equipment, coaching and additional resources for youth sports programs



Education, After-School Programs & School Gardens **7%**

- Developed the Rancho Cordova Promise Program to send students and veterans to Folsom Lake College tuition free, the first program of its kind in the region
- Formed multiple after-school programs at Rancho Cordova schools and through nonprofit organizations to support local students



Other Community Priorities **6%**

- Supported homeless individuals and families through Mather Veterans Village and the Rancho Cordova Homeless Assistance Resource Team
- Distributed meals to households, seniors, students and homeless individuals through multiple organizations, especially during the COVID-19 pandemic



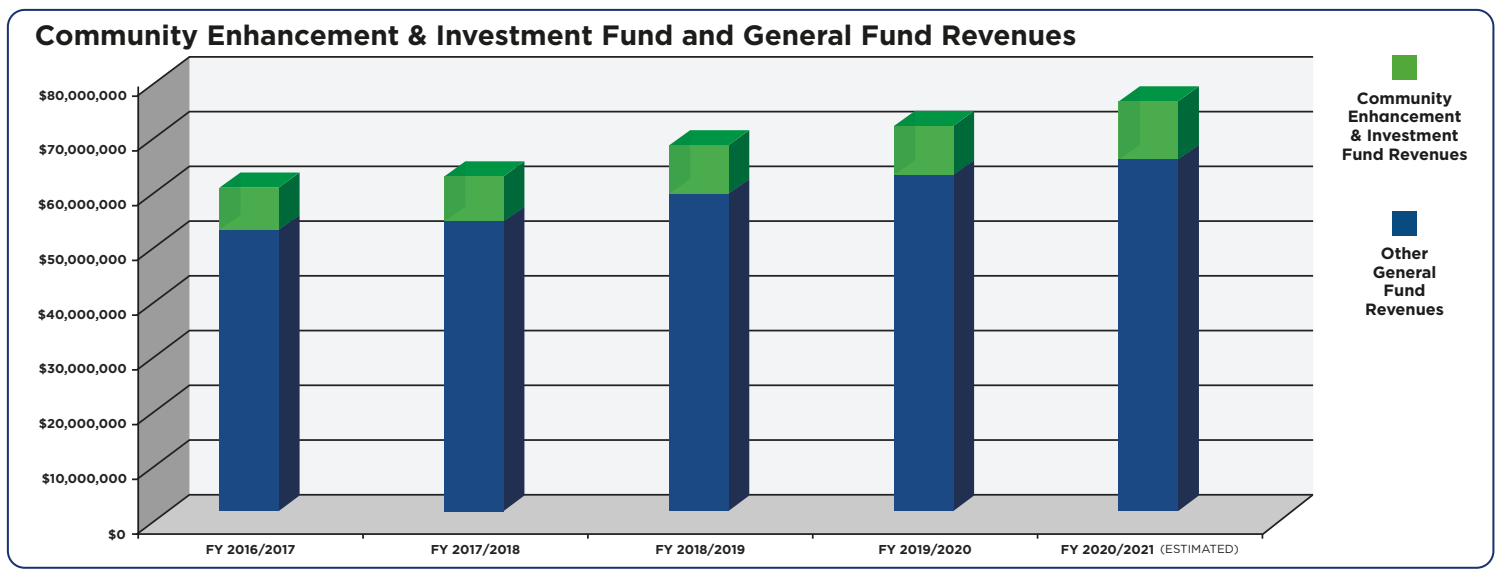
Administration & Communications **5%**

- Funding for the administration of the Community Enhancement & Investment Fund is 5% of the total annual fund budget each year. Almost the entire Community Enhancement & Investment Fund supports projects and programs that benefit our community, due to minimal administrative fees.



COMMUNITY ENHANCEMENT & INVESTMENT FUND PROJECTS

FISCAL YEAR 2020/2021 The following section provides a five-year overview of Community Enhancement & Investment Fund and General Fund revenues, as well as project examples during Fiscal Year 2020/2021.



During Fiscal Year 2020/2021, the Community Enhancement & Investment Fund is estimated to have generated approximately \$10.5 million in additional sales tax revenue. This sales tax revenue is part of the city's General Fund but accounted for separately. The chart above depicts the past five years of these revenues.

Read on for specific project examples in seven of the priority areas and how the projects support our community. For a full list of approved projects, program updates and an interactive tool and map, visit CityofRanchoCordova.org/CommunityEnhancementInvestmentFund or scan the QR code.



ENHANCING PUBLIC WORKS

Allocation: \$936,000

ATTACHMENT 1

Below are some specific project examples in this priority area.

CORDOVA VINEYARDS AND CORDOVA LANE REHABILITATION PROJECT Grant: \$590,000

Anticipated completion Summer 2022

- Paved **5.1** lane miles of street
- Upgraded **14,015** square feet of sidewalk
- Upgraded **56** sidewalk ramps
- Installed **2.1** miles of bike lanes

2021 SIDEWALK IMPROVEMENT PROJECT Grant: \$101,000

Repaired **7,700** square feet of sidewalk

Repaired **1,900** linear feet of curbs and gutters

ENHANCED LITTER REMOVAL AND GRAFFITI REMOVAL PROGRAM Grant: \$130,000

Collected **4,400+** bags of trash

TREE-FRIENDLY CITY OF RANCHO CORDOVA Grant: \$115,000

Planted **369** trees

160 residential locations

Removed **56** tree stumps

from **40** locations

Removed **143** graffiti tags

LEGACY FUND

Allocation: \$3,400,000

The Community Enhancement & Investment Fund provides funding for large-scale projects through an annual legacy fund allocation. Legacy projects cross multiple fiscal years. Below are some specific project examples in this priority area.

CORDOVA COMMUNITY POOL

Grant: \$3,400,000*
New community pool, expansion of existing lap pool and a new larger building at Hagan Community Park

Partnership with Cordova Recreation & Park District



Opened June 2021

*Includes Park Renovation Fee

RANCHO CORDOVA YOUTH CENTER

Grant: \$5,175,000
A 1.75-acre property on Investment Circle to serve students with a focus on equity and inclusion, mentorship, academic support and sports activities

Site gifted to city by Center of Praise Ministries



Under construction, opening Summer 2022

MILLS CROSSING CIVIC CENTER

Grant: \$1,000,000
Pre-development work for new civic center on an approximately 10-acre site on Folsom Boulevard

Design selection early 2022



SOIL BORN FARMS IMPROVEMENTS

Grant: \$887,000
Improvements and upgrades to utilities, parking lot and access driveway, drainage, lighting and native plantings

Anticipated completion in Spring 2022



Additional support from California Wildlife Conservation Board through a partnership with Sacramento County

LITTLE LEAGUE FIELD RENOVATION PROJECT

Grant: \$4,000,000
Improvements to existing little league fields or building new fields at another location



ENHANCING COMMUNITY & ECONOMIC DEVELOPMENT

Allocation: \$936,000

Below are some specific project examples in this priority area.

PANDEMIC RECOVERY

Grant: A fund of up to \$275,000

Supported **555** residents with free grocery delivery



Provided **10** small businesses with recovery grants

Provided **179** business owners with business counseling

Provided **60,000** masks to **234** businesses

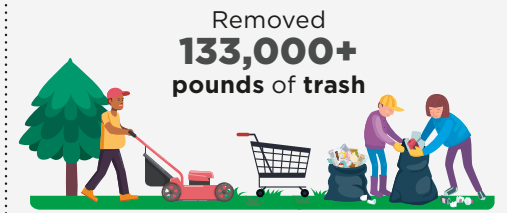
Supported **70** businesses through the Rancho Cordova Chamber of Commerce Microgrant Program

NEIGHBORHOOD SERVICES ABATEMENT PROGRAM

Grant: \$152,000

Cleaned up **990** locations

Recovered **700** shopping carts



Removed **133,000+** pounds of trash

COMMUNITY BEAUTIFICATION PROJECTS AND COMMUNITY BUILDING

Grant: A fund of up to \$115,000

Completed **11** beautification and community service projects



Provided **6** microgrants for neighborhood events to serve **1,000** residents

BUSINESS INCENTIVE PROGRAM

Grant: A fund of up to \$300,000

Supported **3** businesses with incentives to open or expand

Supported **1** business with a grant to beautify the exterior of its business




ENHANCING PUBLIC SAFETY

Allocation: \$1,658,106

The Community Enhancement & Investment Fund provided an additional \$1,658,106 to the \$23 million+ annual police budget. Below are some unit details and statistics in this priority area.

A SAFE COMMUNITY



Crime decreased **61%** from 2004-2019

CRIME SUPPRESSION UNIT

Grant: \$1,224,906

500 contacted probationers

ARRESTS MADE	
113 felony	14 misdemeanor
143 felony warrant	23 misdemeanor warrant

SCHOOL YOUTH PROGRAMS

Grant: \$9,000

Served **71** students



DETECTION K9 PROGRAM

Grant: \$160,136

Made **514** school appearances



Conducted **6** searches in partnership with RCPD patrol and Sacramento County Probation

Attended **10** community events

FOLSOM-OLSON-ZINFANDEL AREA PROGRAM

Grant: \$264,064

Supported **290** businesses through Business Watch Program

Supported **205** businesses through No Trespassing Orders Program



ENHANCING EDUCATION, AFTER-SCHOOL PROGRAMS & SCHOOL GARDENS

ATTACHMENT 1

Allocation: \$593,540

RANCHO CORDOVA PROMISE PROGRAM

Grant: \$150,540



205 students attending Folsom Lake College fee free during the 2020/2021 academic year

Expanded the program to serve **20** veterans during the 2020/2021 academic year



A.M. WINN ELEMENTARY SCHOOL SUPPLIES

Grant: \$16,000

Purchased art supplies and lesson book supplies to support **389** students



ROBERT J. MCGARVEY ELEMENTARY SCHOOL GARDEN CLASSROOM

Grant: \$10,000

Served **80** students daily
Built new raised garden beds, a garden shed and outdoor classroom area



CORDOVA LANCERS, LEADERS & LEGENDS MENTORS AT CORDOVA HIGH SCHOOL

Grant: \$60,000

Served **76** students

Volunteered **694+** hours of community service



26% of students increased their overall GPA

MILLS MIDDLE SCHOOL POSITIVE BEHAVIOR REWARDS PROGRAM

Grant: \$10,000

Awarded **446** students for good grades and attendance



Recognized **54** students per month for Student of the Month Award

ENHANCING ARTS, CULTURE, HISTORY, ENTERTAINMENT & SPORTS

Below are some specific project examples in this priority area.

Allocation: \$853,915

YOUTH SPORTS GROWTH AND START-UP FUND

Grant: A fund of up to \$30,000

Created the Rancho Cordova Track Club

Served **50** Rancho Cordova athletes ages 6 to 24



Hosted **2** meets for **2,000+** athletes and **3,000+** spectators from across the country

ART IN PUBLIC PLACES

Grant: A fund of up to \$70,000

Sacramento Valley SPARK hosted **1** drive-thru event for **2,400+** attendees and **2** art community stops

Wrapped **30** utility and traffic signal boxes with local art



Created **1** mural at Prospect Community Day School

PERFORMING ARTS FUND

Grant: A fund of up to \$30,000

Purchased equipment for a new **80-seat** CalCap Black Box Theatre to host live performances

Opened July 2021



HUMMINGBIRD THEATRE COMPANY

Grant: \$20,000

Hosted **8** performances of "Into the Woods"

Purchased sound equipment and acquired musical rights



SCHOOL ATHLETIC TEAMS AND ACTIVITIES FUND

Grant: \$211,790

Served **3,650** students

Purchased athletic equipment and supplies for **4** schools



ENHANCING OTHER COMMUNITY PRIORITIES

Allocation: \$587,205

Below are some specific project examples in this priority area.

NEIGHBORHOOD IMPROVEMENT PROJECTS

Grant: \$185,650

Partnership with Rebuilding Together Sacramento and Sierra Service Project

Improved **17** homes through painting, landscaping, interior projects and more



Completed **187** projects at these homes



LOCAL COMMUNITY SERVICE PARTNERSHIPS FUND

Grant: A fund of up to \$75,000

Held **23** community events

Hosted **2** community programs

Served **11,200+** residents



KIWANIS RANCHO CORDOVA BOOK BUDDIES

Grant: \$3,000

Distributed **1,402** books to **1,000+** students at **7** elementary schools to promote the love of reading



NUTRITION SERVICES FOR RESIDENTS

Grant: \$112,000

Partnership with Rancho Cordova Food Locker, Meals on Wheels, Blessings in a Backpack, People's Pantry, and Homeless Assistance Resource Team

Distributed **550,179** meals to households and individuals

Distributed **3,546** meals to homebound seniors



Distributed **47,540** meals to students

Distributed **1,240** meals to homeless individuals



2729 Prospect Park Drive
Rancho Cordova, CA 95670

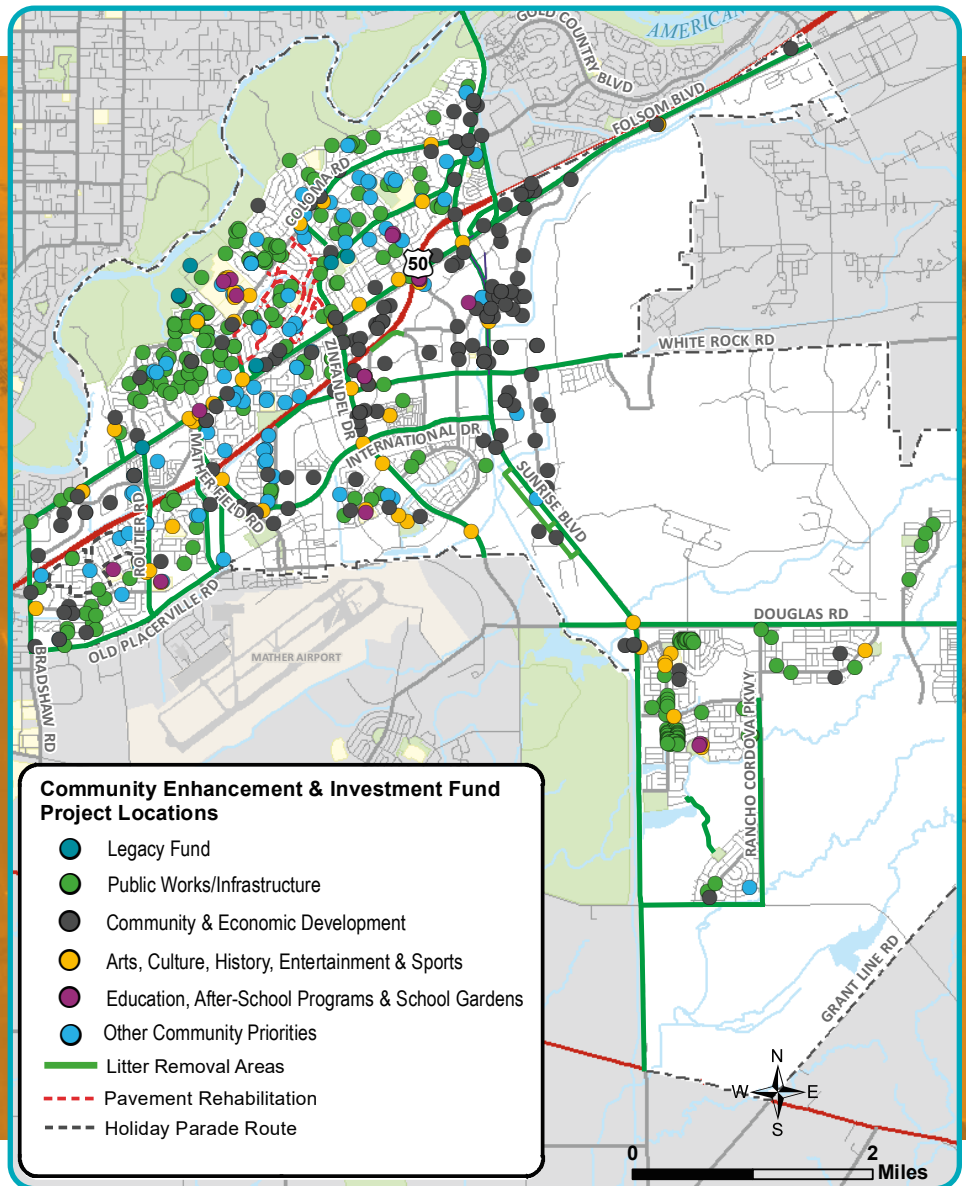


COMMUNITY ENHANCEMENT
& INVESTMENT FUND

COMMUNITY ENHANCEMENT & INVESTMENT FUND PROJECT MAP

Community Enhancement & Investment Fund projects and programs supported every neighborhood in the City of Rancho Cordova during Fiscal Year 2020/2021.

This map highlights projects and programs by key community priority area. Please note Public Safety allocations enhance services citywide and are, thus, not shown on this map.



CityofRanchoCordova.org

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CityofRanchoCordova.org/CommunityEnhancementInvestmentFund

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916.851.8700



**Community Enhancement & Investment Fund Project Highlights
For Potential Inclusion in the Fiscal Year 2021/2022 Citizen Report**

Categories Historically Highlighted in the Citizen Report Include:

- **Legacy Fund**
- **Public Works/Infrastructure**
- **Community & Economic Development**
- **Public Safety**
- **Education, After-School Programs & School Gardens**
- **Arts, Culture, History, Entertainment, & Sports**
- **Other Community Priorities**

During the 2021/2022 Fiscal Year, the program is estimated to have generated approximately \$23.5 million in additional sales tax revenue (H and R combined).

Legacy Fund Allocation

(Recommend up to 4 Projects/Programs from this Category)

The Community Enhancement & Investment Fund provides funding for large-scale projects through an annual legacy fund allocation. Legacy projects cross multiple fiscal years.

Below are some specific project examples in this priority area.

Allocation: \$2,407,000 (Measure H) and \$2,000,000 (Measure R)

Rancho Cordova Youth Center

Grant: \$5,671,319 (Measure H and R combined)

Youth of Praise Ministries donated the facility for the purpose of a youth center in Rancho Cordova. The Youth Center was dedicated in January of 2020. The pre-development work was completed in FY 2020/21. The 1.75-acre property on Investment Circle will serve students with a focus on equity and inclusion, mentorship, academic support, and sports activities with programming by Boys and Girls Clubs of Greater Sacramento and Rancho Cordova PAL. The building improvements include new mechanical units, electrical modifications, new windows, kitchen modifications, bathroom modifications, ADA modifications and security improvements, site improvements including exterior fencing, parking lot overlay, multi-sport turf field, covered seating, an outdoor basketball court, and an indoor boxing ring. The center will open in November of 2022.

Mills Crossing Civic Center

Grant: \$1,000,000 (Measure H)

The design selection for the future Mills Crossing Civic Center was made in the Summer of 2022. The detailed architectural and design phase of the project is now underway. The goal is a beautiful urban hub for our community that focuses on the arts, health and wellness, cultural and community space, creative maker spaces, housing, and retail. This is a 9.8-acre site on Folsom Boulevard.

Soil Born Farms: Center for Food, Health, and the Environment

Grant: \$407,000 (awarded FY 2021/22). Prior awards were given towards this overall project from the City of Rancho Cordova (\$480,000 in FY 2020/21). Additional support from California Wildlife Conservation Board through a partnership with Sacramento County was also provided.

The project funding went towards backbone infrastructure improvements at Soil Born Farms such as utility upgrades, parking lot and driveway access, drainage, lighting, native plantings, and final design of the farm stand and kitchen building. Soil Born Farms is a non-profit organization based in Rancho Cordova, whose mission is to create an urban agriculture and education project that empowers youth and adults to discover and participate in a local food system that encourages healthy living, nurtures the environment, and grows a sustainable community. The backbone infrastructure improvements were completed in 2022.

Rancho Cordova Little League

Grant: \$4,000,000 (Measure H and Measure R combined)

In partnership with Rancho Cordova Little League, Cordova Recreation and Park District, and Folsom Cordova Unified School District, the City of Rancho Cordova is exploring design options for Ahlstrom Park and potential other locations for a future project.

Public Works/Infrastructure**(Recommend up to 4 Projects/Programs from this Category)**

Below are some specific project examples in this priority area.

Allocation: \$1,300,000 (Measure H) and \$4,000,000 (Measure R)

Cordova Vineyards/Cordova Lane Neighborhood Rehabilitation Project

Grant: \$795,000 (Measure H) and \$4,000,000 allocation (Measure R)

Funding for road rehabilitation. This project was awarded the 2022 APWA Sacramento Chapter Project of the Year Award to the City's Public Works team.

- Paved 14.8 lane miles of street (2,642,000 square feet of roadway)
- Upgraded 20,800 square feet of sidewalk
- Upgraded 87 sidewalk ramps
- Installed 3.2 miles of bike lanes

2022 ADA Sidewalk Improvement Project

Grant: \$200,000

This project repaired existing sidewalks at 77 locations throughout the city.

- Repaired 6,590 square feet of sidewalk
- Repaired 7,045 linear feet of curbs and gutters

Enhanced Litter Removal and Graffiti Removal Program

Grant: \$175,000

This project provided for enhanced litter collection and graffiti removal on city arterials and Highway 50 interchanges to improve and maintain the cleanliness and beautification of the city.

- Collected 4,925+ bags of trash
- Removed 984 graffiti tags

Tree Friendly City of Rancho Cordova

Grant: \$130,000

Programs to enhance the City's urban forest in collaboration with the Sacramento Tree Foundation. Includes plantings, education, and addressing maintenance of the urban forest's long-term health.

- Planted 296 trees, 125 locations
- Removed 69 tree stumps from 47 locations
- Pruned and maintained 564 city trees

Community & Economic Development
(Recommend up to 4 Projects/Programs from this Category)

Below are some specific project examples in this priority area.

Allocation: \$1,475,000 (Measure H) and \$4,000,000 (Measure R). For simplicity, the \$495,000 associated with the Youth Center is shown on page one, with the other Youth Center Items.

Business Incentive Program, Sign & Façade Program, Job, and Talent Program (Measure H)

Grant: A fund of up to \$400,000

The Rancho Cordova Business Incentive Program promotes new business development; existing businesses wanting to expand into vacant, existing business space; and enterprises that will hire or retain employees in the City, thereby contributing to local economic prosperity. The Program is also intended to enhance the City's competitiveness in attracting businesses that will further enhance the existing quality of life within the City by providing high quality services and products to its residents. The grant funds are utilized on a case-by-case basis depending on the need of the business community. In the FY 2021/2022 there were no applications for qualifying projects.

Economic Development (Measure H)

Grant: \$100,000

The Economic Development project grant was established to conduct a market feasibility analysis, program implementation and business promotion for potential corporate growth, and corridor revitalization and industry expansions. With the various COVID-19 variants and continued shutdowns, many companies were delaying the decision to bring employees back into the office. Now that the shifting nature of COVID-19 has stabilized, the office park study will be conducted in the next fiscal year.

City Place Making and Branding (Measure H)

Grant: \$150,000

Funding that can be used towards banners, signage, and public relations/marketing support. The program funding was focused on banners, hardware, and seasonable banner changeouts alongside City corridors.

- Installed 658 banners
- Purchased 405 banners/hardware for light poles

Community Beautification Projects and Community Building (Measure H)

Grant: A fund of up to \$130,000

This program provides community reinvestment and beautification including but not limited to landscape improvements, dead tree/stump removals and property enhancements, community micro-grants, community, and cultural events, and other programs and projects. During the program year, the following residential micro grants and beautification projects were awarded:

- Somerset Ranch 4th of July celebration at Hillside Park
- ITLV Halloween Bag distribution at Abraham Lincoln and A.M. Winn
- ITLV Kids Day Booth at Hagan Community Park

- Juneteenth Event at Lincoln Village Park
- 4th of July celebration at Cypress Community Park
- Completed 21 beautification/service projects
- Sponsored 1 tournament at Cordova High School

These residential micro grant programs and events served more than 15,000 residents (when combined with the community micro grant numbers shown elsewhere).

Neighborhood Services Abatement Program (Measure H)

Grant: \$200,000

This program assists with homeless and nuisance property abatement.

- Cleaned up 252 locations
- Removed 541,710 pounds of trash
- Recovered 575 shopping carts

\$4,000,000 in Measure R COVID-19 Response & Economic Recovery/Development Includes the Following Focus Areas:

Animal License Fee Waiver (Measure R)

City ordinance requires all dogs and cats over 4 months old to be vaccinated against rabies and licensed with the city within 30 days. There is no charge currently for pet licenses (beginning July 1, 2021). A complimentary license that will last through the expiration date of the vaccination is provided.

- Issued 2,177 animal licenses free to residents saving residents \$60,000

Workforce Development (Measure R)

The Workforce Development Program offers free educational and training opportunities to Rancho Cordova residents who are unemployed, underemployed or want to upskill to compete for higher wage jobs. Six workforce programs served 186 residents. The programs were provided by DP Global, Folsom Cordova Community Partnership, General Assembly, Udacity, Coursera, and Women in Data.

- 62% of participants were from ethnically and culturally diverse population. 31% white, 7% did not disclose
- 63% female/37% male

RCity APP (Measure R)

RCity, is a new digital app created especially for Rancho Cordova businesses and those who dine and shop in the city. The city partnered with the Rancho Cordova Chamber of Commerce and COLU to develop and launch RCity, a digital app that helps the city’s businesses recover from the pandemic and grow, while giving customers a chance to earn rewards for future purchases.

- 184 local Rancho Cordova businesses on the free app
- 1,181 registered users

Rancho Delivers – Food Delivery Assistance (Measure R)

Rancho Delivers provides free grocery delivery to residents living in the City of Rancho Cordova. Free grocery delivery is available from Raley's Supermarkets and Safeway. The city created the program to support residents as we work together to stop the spread of coronavirus. The city also wanted to ensure that residents who are feeling ill, caring for a family member or have an underlying health condition can shop and have groceries delivered free.

- 349 grocery delivery fees have been waived saving residents \$2,500

Small Business Recovery Grants (Measure R)

Rancho Cordova Recovery Grants offered eligible businesses with no more than 25 full-time equivalent employees and less than \$3 million in annual gross revenue in 2020 grants. Awards were given based on whether the eligibility was met, the demonstrated need of the business due to COVID-19, and the quality of the application. Funding of \$10,000, \$20,000, \$30,000, or \$40,000 was awarded. Eligible business categories included retail, restaurants, other hospitality, health & fitness, arts & entertainment, wineries, breweries & distilleries, and daycares.

- 58 grants were awarded, totaling \$1,090,000

Business Retention Related to COVID-19 (Measure R)

In partnership with the Rancho Cordova Chamber of Commerce the following COVID-19 business retention efforts took place:

- 325 businesses received 16,000 N95 masks and 20,000 surgical masks, sanitizer, and COVID-19 testing kits
- 300 minority owned businesses were identified in the city and the Minority Business Assistance Recovery & Kickstart (MBARK) interfaced with 70 businesses directly to assess needs
- Employee quick reference guides were created and distributed to businesses for homelessness, resources, and referrals

Business License Fee Waiver (Measure R)

From January 1, 2022 to December 31, 2022, general business license fees for Rancho Cordova commercial and home-based businesses with less than 15 employees have been waived for one year. The waiver will help offset the financial strain that our local businesses continue to experience due to the COVID-19 pandemic and applies to new license applications, as well as renewals.

- 896 business license waivers have been issued saving small and home-based businesses \$92,000

Small Business Design Assistance Program (Measure R)

For small business owners who are starting or expanding, this program saves time and costs by pairing the business owner with a design professional who will work to produce floor plans needed for a Certificate of Occupancy.

- 7 local small business utilized the program to help them obtain construction documents required by the city to get their Certificate of Occupancy.

\$1,700,000 in Measure R is focused on Affordable Housing/Homelessness**Affordable Housing/Homelessness (Measure R)**

There are 82 units under construction at the St. Anton Communities project, known as Sunrise Crossing, located at 11295 Folsom Blvd. Units at Sunrise Crossing would range from studios to two bedrooms and from 425 to 885 square feet. Rents would range from those making 30% to 70% of area median income.

Digital Equity Program (Measure R)

The City of Rancho Cordova, the City of Sacramento, SMUD, and United Way California Capital Region launched a Digital Equity program to help ensure equal access to technology and internet. Through this program, eligible residents may qualify to receive a free computer or laptop, one year of free internet service, and free digital literacy training.

- Distributed 250 tablets and 240 computers to low-income residents

Public Safety

(Recommend up to 3 Projects/Programs from this Category)

The Community Enhancement and Investment Fund provided an additional \$1,761,839 to the \$25 million+ annual police budget. Below are some unit details and statistics in this priority area.

Crime Suppression Unit

Grant: \$1,190,187

The Crime Suppression Unit (CSU) conducts proactive investigations based on crime analysis and community tips and complaints to remove criminals, weapons, illicit drugs, and contraband off the streets.

- 407 contacted probationers
- Arrests Made
 - 206 felony
 - 168 felony warrant
 - 52 misdemeanor
 - 44 misdemeanor warrant

Rancho Cordova Police Department Youth Center Officer and Youth Programs

Grant: \$270,506

Funding of a Rancho Cordova Police Department PAL/Youth Center Officer, student award programs, and youth outreach events.

- 92 students were recognized with awards

Rancho Cordova Police Department Folsom, Olson, Zinfandel (FOZ) Officer

Grant: \$301,146

Funding of a Problem Oriented Policing Officer focusing on Folsom, Olson, Zinfandel (FOZ)

- Supported 48 businesses through Business Watch Program and was the law enforcement liaison for loss prevention related to retail theft.

Arts, Culture, History, Entertainment & Sports
(Recommend up to 5 Projects/Programs from this Category)

Below are some specific project examples in this priority area.

Allocation: \$1,320,100 (plus an additional \$209,648 per adopted resolutions)

Gujarati Samaj of Sacramento (GSS): Navratri Multi-Cultural Event

Grant: \$5,000

The multi-cultural event took place on Sunday, October 2, 2022, at Rancho Cordova City Hall. More than 100 people attended the event.

Nimbus Films: Documentary Film

Grant: \$58,450

The documentary film captures the people, places, and events through a 160-year history that shaped Rancho Cordova. The release of the documentary film, *Rancho Cordova, from the Gold Rush to the Space Race*, that chronicles the fortunes of Rancho Cordova beginning with the Gold Rush will take place on October 13 and October 20, 2022, at the MACC.

Sacramento Theatre Company: After-School Musical Production and In-Class Theatre Arts Integration Program

Grant: \$2,500 (Plus they had prior funding from a different fiscal year).

The program did not fully launch at White Rock Elementary School, and they are returning unspent funds to the City.

Rancho Cordova Student Athlete Coalition (RCSAC): Cordova High School Athletic and Student Support Program

Grant: \$50,000

This grant provides funding to support the student athletic programs at Cordova High School. The grant term hasn't ended so the program impact and full expenditures are not known yet.

Ankur: Festival of Knowledge Multi-Cultural Event

Grant: \$5,000

The multi-cultural event took place on February 5, 2022, and included a cultural program, family game show, an essay writing competition, a drawing competition, and snacks and tea at the conclusion of the program. Eighty people attended the event held at Hagan Park.

Mather Wrestling Club: Youth Program at Mitchell Middle School

Grant: \$2,000

The Mather Wrestling Club was supposed to host a program for girls and boys ages 9-14 years of age at Mitchell Middle School during the Summer of 2020. Due to COVID-19, the program was postponed. The program was not able to operate again in 2021. It was held in the Summer of 2022. The organization was awarded additional funds, totaling \$2,000, in FY 2021/22 to augment the original funds granted to successfully hold the program. The youth camp was held on Tuesdays and Thursdays, from June 28 to July 28 at Mitchell Middle School.

Rancho Cordova River City Concert Band: Band Enhancements

Grant: \$20,000

Rancho Cordova River City Concert Band (RCRCCB) used the funding to purchase necessary equipment, equipment protection materials, production materials to host free musical performances, and to rent performance venues. RCRCCB has produced and performed virtual musical concerts that debuted and remain accessible via their YouTube channel. RCRCCB has included a livestreaming platform for their in-person performances too. RCRCCB has reached over 13,870 views of their videos. Three in-person performances took place during the program period in Rancho Cordova. “For the Love of Music” at Koreana Plaza, “Proudly They Served” at the Memorial Day celebration at the Performing Arts Center, and a “Summer Fun” concert at the Performing Arts Center. They also served as Rancho Cordova musical ambassadors while participating in two band festivals.

Kannada Sangha of Sacramento (KSS): Multi-Cultural Event

Grant: \$5,000

KSS hosted a Ranga Vasantha event on April 30, 2022, at Rancho Cordova City Hall. The multi-cultural event featured a walking violinist and other performances. Approximately 250 people attended the event.

NorCal School of the Arts: Theatre Arts and Social-Emotional Learning Program at Williamson

Grant: \$15,000

NorCal School of the Arts provided Social Emotional Learning (SEL) and theatre arts integrated classes to 18 classrooms at Williamson Elementary School. Each classroom received 10 weekly classes during the school day. The program also provided professional development opportunities for Williamson teachers to learn how to integrate SEL strategies through theatre arts. Theatre is used as tool to increase student creativity and through the integrated lessons, included social emotional learning strategies. The program is taught by professional teaching artists who are trained in SEL.

Mandarins of Sacramento: Music Academy at Sunrise and McGarvey Elementary Schools

Grant: \$22,000

The grant provided scholarships to students and instruments for them to use in an after-school music program offered by Mandarins to Sunrise and Robert J. McGarvey Elementary School students. The classes met twice per week and each session lasts for one hour. The participants also performed at two concerts. A total of 60 students participated.

Sacramento Performing Arts Conservatory: Cordova Youth Spotlight Orchestra

Grant: \$14,925

The Cordova Youth Spotlight Orchestra enrolled 36 students and provided a total of 26 hours of instruction. Students met weekly for coaching sessions. Two concerts were held. Twenty-two beginner and intermediate members performed a concert at Kids Day at the Park. Thirty-six beginner members performed a concert at the Rancho Cordova Moose Lodge. Funding was used to purchase instruction books, rosin, tuners, shoulder rests, amplifiers, and computer equipment.

Symphony d'Oro: Band Enhancements

Grant: \$20,000

The symphony returned to live performances following a two-year period where performances were only available online. They performed six performances in total over the program year. Four of the six were in-person. The first two were streamed on Symphony d'Oro's YouTube channel. More than 1,600 people have watched the performances online and hundreds of people have attended the recent live shows that were held at the Performing Arts Center at Cordova High School and at Rancho Cordova City Hall.

LaCars' Legacy: Your world, Your Canvas Puppetry Arts

Grant: \$19,000

LaCars' Legacy provided Your World, Your Canvas Puppetry Arts program to Rancho Cordova youth. The program provided puppet making, set building and design, and theatrics programming. They also hosted a showcase of participants' skills at the conclusion of the program. Ten youth signed up to participate and attendance fluctuated throughout the program.

Sacramento City Unified School District: A.M. Winn Team Sports Support

Grant: \$12,000

A.M. Winn formed two middle school basketball teams, two soccer teams, a track team, and a golf team. Each student in grades 4-8 were invited to try out for team sports. Athletic attire and equipment were purchased through the grant funding. The new jerseys meet league requirement and have brought pride to the student athletes and the school community.

Mandarins of Sacramento Music Center: Safe Rehearsal Space

Grant: \$30,000

The goal of the project is to provide safe and secure rehearsal spaces within Mandarins Music Center by providing a music and performing arts rehearsal space for local ensembles and individual musicians/performing artists to perfect their music-making, dance, composition, and performance skills. Interior modifications were made to the building and the purchase of equipment took place. This included things such as an interior acoustical door, portable pipe and draping, the purchase of a conductor's podium, chairs, a sanitizer gun, a smart TV, and 85 commercial grade music stands. The portions still in progress include wiring for audio and visual equipment, installation of mirrors, and additional pipe and draping. The contract was extended until December 31, 2022, to complete the project.

River City Christian: Middle School and High School Crossover Basketball

Grant: \$20,000

River City Christian hosted the Crossover Basketball League to middle and high school students in Rancho Cordova. The middle school Crossover League had 37 players which made up 4 teams. The high school league had 52 players which made up 6 teams. Student scholarships were provided to student-athletes in need as part of this program. A middle school banquet and a high school banquet were held featuring guest pro athlete speakers for the teams.

Folsom Cordova Unified School District: Athletic Improvement Plan for Cordova High School

Grant: \$142,500

The goals of the program are to update equipment and supplies, cover transportation costs for athletics, provide a safe environment, provide additional funds for stipends for increased enrichment needs, upgrade and update facilities, and promote school pride and recognition. The funding was spent on sports equipment, student-athlete transportation, facility improvements, security for games, recognition awards, travel and meals, and employee salaries. The projects paid for include the track sand traps and take-off blocks, golf push carts, security for football and basketball games, sandwich boards to help direct traffic, seven additional coaching stipends, student-athlete awards, green fees, wrestling team travel to sections and state championship, volleyball uniforms, balls for various sports teams, wrestling mat, wrestling singlets, swim team shed and storage cart, track shots and throw equipment, athletic first aid kits, cross country pull wagon, golf polo shirts, transportation for track, soccer, baseball, and volleyball, and fuel for vans. During the 2021-22 academic year, participation in school athletics increased, following two years of decline during COVID-19. Twenty-seven percent of all students at Cordova High School participate in athletics.

Folsom Cordova Unified School District: Athletic Improvement Plan for Mills and Mitchell Middle Schools, and Kinney High School

Grant: \$60,750

The goals of the program are to update equipment and supplies, cover transportation costs for athletics, provide a safe environment, provide additional funds for stipends for increased enrichment needs, upgrade and update facilities, and promote school pride and recognition. The funding was spent on new equipment such as game basketballs and volleyballs, a locking basketball cart, customized duffel bags for players, sports canopies customized with school name and logo, customized padded chairs for the school teams/opposing players to use during basketball, volleyball, and wrestling seasons, table covers with mascot(s), portable audio system for track, gym floor cleaning system, athletic coaching stipends, awards and medals for team celebrations, new track jerseys, track and field singlets, basketball uniforms, soccer uniforms, soccer nets, head gear and pads for wrestling, chin guards for soccer, and more. After two years of COVID-19 disruption to the middle school athletic programs, the 2021-22 academic year had more students involved and total participation numbers have increased to almost pre-pandemic numbers. Mills Middle had 25% of students and Mitchell Middle had 26% of students participating in athletics. Kinney was not able to provide athletics due to not having a league.

Sacramento Philharmonic & Opera: Rancho Cordova Community Pop-Up Concerts

Grant: \$15,000

The Sacramento Region Performing Arts Alliance (Sacramento Philharmonic & Opera) will host a series of public pop-up chamber concerts in locations throughout Rancho Cordova. The contract term was extended to allow concerts to take place in October to finish out the grant deliverables. The final two concerts will take place on Saturday, October 8, 2022. The first at the Sacramento Children's Museum and later the same day, the second concert at KP International Market. Earlier concerts took place at Kids Day at the Park, at the MACC, and at the Rancho Cordova luncheon at City Hall.

Sacramento Children's Museum: Operational Budget

Grant: \$130,000

The Sacramento Children's Museum used funding to offer a safe and welcoming play environment. The facility was able to reopen in May 2022. The funding supported staff salaries to run the administration and educational programs of the museum. Funding was used to purchase two new small exhibits (giant pin screen and mobile ice cream truck). Additionally, it allowed monthly free programming for children with special needs, reduced admission to low-income families, special celebrations, weekly classes, and homeschool enrichment, and training for staff.

Cordova Community Council Foundation: Rehearsal Space for Band and Symphony

Grant: \$18,900

Both the band and the symphony resumed in-person rehearsals and provided live performances. Symphony d'Oro held four concerts and Rancho Cordova River City Concert Band held five concerts during the fiscal year. Their performances have evolved from concerts to musical productions with vocal performances, video, and other upgrades that add value to the experience.

Cordova Community Council Foundation: Renovations and Maintenance for Youth Sports Facilities

Grant: \$50,000

Sports fields located on property owned by the Folsom Cordova Unified School District and Cordova Recreation and Park District were improved which enhances playing conditions for youth athletes and encourages participation in youth sports leagues. Field improvements include:

- Dugout Shade Project for Rancho Cordova Little League
- Field maintenance equipment including a new Knox box as well as Knox box replacement parts, replacement hoses, and field drag tools
- Painting of Rancho Cordova Little League and PAL storage containers at Ahlstrom Field.
- Turf enhancements at Stone Creek Park to support play for the Rancho Cordova Soccer Club in partnership with the Cordova Recreation and Park District
- Rancho Cordova Track Club equipment storage
- Rancho Cordova Little League Snack Bar Improvement Project

Cordova Community Council Foundation: Youth Sports Leagues COVID Recovery Promo Campaign

Grant: \$31,000

No youth sports leagues were in operation in Rancho Cordova between March 2020 and March 2021, when limited play resumed under COVID-19 public health restrictions. With the return to play in the Spring of 2021, activity has increased. Activities include renovation of the rcathletics.org website, participation in Kids Day in the Park, acquisition of branded gear to elevate the profile of Rancho Cordova Athletic Association, support for volunteers working on behalf of the project, graphic design and printing of flyers and signage, and supporting outreach efforts by member leagues.

Cordova Community Council Foundation: MACC Programming and Operations

Grant: \$172,000

Funding supports the development and operation of year-round programming of events and activities for the Mills Station Arts and Culture Center (MACC). During the program year, the MACC hosted 10 major exhibits. Each exhibit includes numerous events which are held during a given exhibit period, resulting in dozens of activities during the year. The MACC now features “artist spotlight” shows in the upper floor of the MACC and gives local artists a one person show experience for approximately one month. The MACC has added live theater to the offerings and expanded their dates to three weekends per month to provide greater access to MACC activities. More than 2,700 people attended the MACC during the program year.

Arts in Public Places Fund

Grant: \$50,000

The Arts in Public Places Fund provides funding for public art projects in the City. A second call for artists proposals for the Utility Box Art Wrap program took place in June-July 2022. Applications were accepted from artists 16 years and older within the greater Sacramento region. More than 130 art submissions were submitted, and 27 pieces of art were selected. The art is anticipated to be wrapped on city traffic signal boxes and SMUD utility boxes in late 2022, weather, product availability, and schedule permitting. Each artist will receive a \$750 stipend for each art wrap design selected.

Performing Arts Fund

Grant: \$35,000

The Performing Arts Fund provides funding for performing arts projects in the City. The fund was used by Hummingbird Theatre Company and California Capital Arts Foundation.

Hummingbird Theatre Company produced a full theatrical production of “Clue” from July 8, 2022, to July 31, 2022. The rehearsals and production took place at the CalCap Black Box Theatre in Rancho Cordova. The production ran for three weekends (instead of four) averaging 400 audience members in attendance. One of the weekend show dates was cancelled due to cast illnesses.

California Capital Arts Foundation and The California Capital Film Office presented the California Capital Documentary Film Festival in June of 2022. More than 40 films were shown at three different filming locations within Rancho Cordova (Rancho Cordova City Hall, CalCap Black Box Theatre, and George Washington Carver School of Arts and Science Black Box Theatre) over a three-day period. They sold or distributed more than 400 tickets for the festival.

Youth Sports Growth and Start-up Fund

Grant \$30,000

The Youth Sports Growth and Startup Fund provides funding for youth sports for the purpose of growing an existing league or starting a new league in Rancho Cordova, including, but not limited to, the purchase of new equipment, new uniforms, fees, and other required costs.

The Rancho Cordova Track Club received funding through this program to purchase timing equipment, supplies, and to rent equipment for track meets. The Rancho Cordova Track Club has grown in participant numbers for both cross country (approximately 280%) and track and field (approximately 55%) from 2021 to 2022.

Additionally, the fund supported the Rancho Cordova Jr. Lancers Football and Cheer program so they could purchase 53 assorted shoulder pads, and 28 helmets, facemasks, chin cups, and straps for the football team.

Folsom Cordova Unified School District Post COVID Coaching Summit

Grant: \$15,000

A coaching summit was held to train coaches at Cordova High School, Mills Middle School, and Mitchell Middle School to develop post-COVID-19 culture for social emotional learning. During the training, individuals gained a better understanding of the impact and influence that coaches have upon student-athletes and the opportunities that coaches have within Rancho Cordova to change the culture of athletics. The summit provided training for 22 coaches. The contract was extended until December 31, 2022, since funding remained under the original grant to hold an additional coaching summit.

Cordova Community Council Foundation: Youth Poet Laureate Program

Grant: \$10,000

The Cordova Community Council Foundation established a Youth Poet Laureate program that involves events, programming, and awards for youth poets, spoken word artists and creative writers. The initial stages of the project included the development of activities, securing membership in the National Poet Laureate program, hosting five workshops, and creating a website page. Participants of the program must be 13-19 years of age and live in or attend school in Rancho Cordova. This program was extended through Fiscal Year 2022/2023.

Youth Baseball Connections

Grant: \$15,000

This program funding would provide opportunities to youth athletes interested in playing on a Rancho Cordova travel baseball team. Primary ages would include 7th and 8th grade players.

The structure and program partner(s) to be determine. This project did not move forward. No funds were expended.

Hosting Youth Track Meets

Grant: \$250,000

The hosting youth track meets funding was approved to host youth track meets in Rancho Cordova, to improve track facilities at Cordova High School, and to provide needed equipment, facilities, and supplies. In the 2021-2022 season, the Rancho Cordova Track Club hosted several major track meets at Cordova High School. They hosted the Golden West Invitational (1,000 athletes), the USATF qualifying meet for the Junior Olympics, and the All-America Mile on the Fourth of July (63 runners).

eGaming Event to Promote STEM

Funding, from the Youth Sports Growth and Start-up Fund, was established to explore the viability of hosting an eGaming event to promote STEM in Rancho Cordova. The structure and program partners(s) to be determined. This would have been funded out of the Youth Sports Growth and Startup Fund bucket if it moved forward. However, this project did not move forward in FY 2021/22. A small amount of funding was used to augment funding for an expanded robotics program with Suvidha International Foundation.

Western Swing Society: The “Swing Sweet Home” Project

Grant: \$7,273

This project was approved in June of 2022 when projected revenues came in higher than anticipated. The Western Swing Society will use the funds to host and record monthly swing dance events in Rancho Cordova. This project is not scheduled to be complete until June of 2023. No program stats are available yet.

Phoenix Productions: Rancho Cordova Rise-up Theatre Company Development and Construction Project

Grant: \$150,000

This project was approved in June of 2022 when projected revenues came in higher than anticipated. The applicant is identifying potential viable locations in Rancho Cordova. This is still in the early exploration and planning stages. No program stats are available yet.

Sacramento Children’s Museum: “XOXO” An Exhibit About Love & Forgiveness

Grant: \$46,450

This project was approved in June of 2022 when projected revenues came in higher than anticipated. The XOXO exhibit opened on September 18, 2022 and will run through December 28, 2022. The exhibit features hands-on activities to spark conversations, share emotions, and play and nurture creative confidence in children. Rancho Cordova residents can attend for free on Sundays during the exhibit dates. Program stats are not available since it just started in mid-September.

**Education, After-School Programs, and School Gardens
(Recommend up to 5 Projects/Programs from this Category)**

Below are some specific project examples in this priority area.

Allocation: \$474,118 (plus an additional \$12,300 per separate adopted resolutions)

Folsom Cordova Community Partnership: Youth Career Centers

Grant: \$30,000

Folsom Cordova Community Partnership provided career center services to high school students in Rancho Cordova which allows students to explore career pathways and to develop career plans and career readiness skills. Youth career centers are at Cordova High, Kinney High, and Walnutwood High and served 115 unduplicated youth during the program period. Services at the career centers include career exploration/career assessments, pathway, and goal setting, resume development/job attainment, adulting workshops, employer engagement, and student internships.

Boys and Girls clubs of Greater Sacramento: Navigator Elementary Keeping Kids Connected

Grant: \$60,000

The program operated in-person, five days a week at Navigator Elementary School. New this academic year, the Club provided “weekend food bags” to Club families who were struggling with food insecurity. In addition to the daily homework help program, the Club also provided healthy habits curricula, a bullying prevention initiative, social-emotional learning, special events, such as gardening club and more. The Club served 58 youth members and an additional 271 youth received programs and services at the school. Youth attending the Club on average missed four fewer days of school than youth who did not attend the Club and 91% of Club members showed improvement in a single academic subject or overall GPA.

Elk Grove Unified School District: Readers Today, Leaders Tomorrow at Sunrise Elementary School

Grant: \$3,750

Funding was provided to both Sunrise and Robert J. McGarvey elementary schools to diversify the titles and book authors in their school libraries. This included picture books to young adult books. Sunrise Elementary School acquired 227 new cultural and young adult library books and/or sets increasing the literature in circulation that is reflective of student’s various backgrounds and cultures.

Elk Grove Unified School District: Readers Today, Leaders Tomorrow at Robert J. McGarvey Elementary School

Grant: \$3,750

Funding was provided to both Sunrise and Robert J. McGarvey elementary schools to diversify the titles and book authors in their school libraries. This included picture books to young adult books. Robert J. McGarvey Elementary School acquired 206 new cultural and young adult library books and/or sets increasing the literature in circulation that is reflective of student’s various backgrounds and cultures.

Cordova Lancers Leaders and Legends (CL3): MACH Program

Grant: \$75,000

The year-round MACH program at the high school focused on assisting students who are underperforming and at-risk students who are displaying a combination of challenges such as grades, attendance, and classroom behavior issues. The high school program continued to serve students from Cordova High, Kinney High, and Prospect Community Day School. MACH high school participants met weekly where expectations were set, guest speakers shared their stories, and program participants shared and celebrated each other's successes. MACH expanded to Mills Middle School. The middle school participants also met weekly and were engaged in learning activities geared toward providing life skills and developing social skills. Tutoring was made available to Cordova High School participants every other Saturday during the first semester and was expanded during the second semester to also making tutoring available after school every Wednesday. One-on-one academic support sessions continue to be provided on an individual basis. Eighty-seven students participated in the Cordova MACH program and forty-two students participated in the Mills MACH program. Academic performance improved, behavior improved, and MACH members continued to actively engage in community service activities contributing a total 1,461 community service hours.

PRO Youth and Families: Governments Engaging Youth in Rancho Cordova

Grant: \$81,168

PRO Youth and Families provided civic education to teens between the ages of 13-18 using a multi-prong approach. An academic year-long civic education program called Youth @ City Council and a four-week Summer @ City Hall Program were held at Rancho Cordova City Hall. Participants developed a culminating project which required each participant to identify an issue which they researched, composed a legislative proposal, and presented that proposal during a program graduation ceremony. During the grant period, 17 students participated in the Youth @ City Council program and 23 students participated in Summer @ City Hall program.

Sacramento SPLASH: Youth Environmental Leadership Camp

Grant: \$29,700

Sacramento SPLASH developed its first summer camp program known as the Youth Environmental Leadership Camp. The class was created for students entering 6th and 7th grades. Student designed and implemented climate-smart solutions aimed at improving air/water quality, and/or natural habitats where they live. The learned about project management, budgeting, and implementation of their projects with the support of mentors and staff. Thirty students went on field trips throughout the region. Students learned about career opportunities available to them that centered on climate change.

Sacramento City Unified School District: Carver College Prep/Summer Bridge Program

Grant: \$26,150

George Washington Carver School of Arts and Science provided its Summer Bridge and College Prep program to help students reconnect to school, make up graduation credit, and prepare for the college application process. Students received individual college counseling sessions, participated in mock interviews, were provided with a SAT preparation course, and were enrolled in a SAT test date. Forty-four students attended the program. Students worked on essays, personal statements, learned about the financial aid process, prepared applications, and more.

Folsom Cordova Unified School District: Positive Behavior Interventions and Supports (PBIS)

Grant: \$10,000

Mills Middle School has an award-winning Positive Behavior Interventions and Supports (PBIS) program. The grant funding provides rewards and incentives including field trips for students. Students start out the year with 100 merits. Students with 96 or more merits earn a “Fun Friday” reward. Additionally, themed baskets are raffled off to students who use their Mills Bills to enter the raffle. Mills Bills are awarded to students when they show one or more of the Mustang 5 P’s: Prompt, Prepared, Polite, Positive, Productive. Students must have 96 or more merits to win a raffle. The rewards program also includes a student recognition component each quarter. Students are invited for breakfast and receive a Mills t-shirt, Mills swag, and a certificate. A few students also receive sweatshirts, water bottles, or tumblers as a raffle prize at the awards breakfast. Academic rewards are also given. Hundreds of students a month earn various rewards (anywhere from 600-700 students).

Soil Born Farms: Urban Agriculture and Education Project

Grant: \$30,000

Soil Born Farms provided its garden education program which included farm field trips, school garden programs, and intern training. Soil Born Farms also worked diligently to develop the formation of an elementary through high school agriculture pathway. A co-ed teen program focused on exposing students to various programs at Soil Born was created so students could learn and participate in greenhouse growing, orchard care, youth education, environmental stewardship, and healthy eating. Soil Born was able to host consistent farm field trips for Cordova High School classes. Home garden kits were transitioned to school garden kits since students were back on campus. Students were able to grow plants in their greenhouse. More than 1,000 field trip interactions took place during the program year for Rancho Cordova students. Another 500+ interactions took place through school garden programming on Rancho Cordova campuses. Soil Born worked with students and faculty from Cordova Meadows, Cordova Gardens, White Rock, and Cordova High.

916 Ink: Find Your Creative Writing Workshop Series

Grant: \$47,000

916 Ink provided creative writing workshops to students in Rancho Cordova in grades 3-12. During each session students learned about the creative process and had an opportunity to engage playfully with words. Students then wrote to a variety of visual and tactile prompts. The writing prompts were sequenced to build upon each other as part of 916 Ink's storytelling curriculum. They held their in-person workshop series for 65 students during the 2021-2022 academic year. Books were published for the five participating school cohorts (Robert J. McGarvey, Walnutwood High, A.M. Winn, Kinney High, and George Washington Carver School of Arts and Science). Five drive-thru book release events were held to celebrate the students becoming published authors.

The Student and Landowner Education and Watershed Stewardship (SLEWS) Program at George Washington Carver School of Arts and Science

Grant: \$15,000

Center for Land-Based Learning was going to provide its Student and Landowner Education and Watershed Stewardship (SLEWS) program at George Washington Carver School of Arts and Science. However, due to COVID-19 restrictions on field trips, this program did not move forward during the 2021-2022 academic year. No funds were expended.

Suvidha International Foundation: Robotics Training for Underprivileged Students

Grant: \$14,400

The STEM robotics program, hosted by Suvidha International, included ten teams of middle school students. The 12-week program culminated in a robotics competition held at Rancho Cordova City Hall on May 21, 2022. Students learned and participated in robotics, computer programming, engineering, and leadership and presentation skills. Prizes were awarded to first, second, and third place teams competing in the Sumo Bot and Line Follower competition.

Folsom Cordova Unified School District Bookworm Book Vending Machine at Williamson Elementary School

Grant: \$3,000

A Bookworm vending machine was purchased and installed at Williamson Elementary School. The machine holds approximately 100 books at a time and operates with gold tokens that students can earn as part of the school's positive rewards program. Students can earn tokens for positive behavior, consistent attendance, and to encourage literacy. Students redeem their tokens for books that are released from the vending machine at no cost to the students.

Folsom Cordova Unified School District: Elementary School Field Trips and Assemblies

Grant: \$35,000

Folsom Cordova Unified School District used the funding to provide field trips/assemblies and learning opportunities for Rancho Cordova students. This included trips or experiences such as Sly Park, Sacramento Splash, Mad Science of Sacramento Valley, Sacramento History Alliance, Sierra Nevada Journeys, William Pond Park, Fenix Drum and Dance Company, B Street Theatre, art supplies, music assemblies, etc. Participating schools included Cordova Gardens, Cordova Villa, Peter J. Shields, Riverview STEM, Williamson, Rancho Cordova, White Rock, and Navigator.

Sacramento City Unified School District: Field Trips and Assemblies

Grant: \$7,500

Sacramento City Unified School District used the funding to provide experiential learning opportunities for students at A.M. Winn and George Washington Carver School of Arts and Science. They were not able to go on field trips, but they had school culture building activities for the students. Students from Carver received physical education shirts and pants, and a school communications unit for rallies and school events. A.M. Winn hosted 25 eurythmy interactive assemblies. Eurythmy develops spatial awareness, coordination, and balance.

Elk Grove Unified School District: Field Trips and Assemblies

Grant: \$7,500

Due to COVID-19 restrictions, and the timing of the planned field trips by Sunrise and Robert J. McGarvey Elementary Schools, the field trips were cancelled. An extension was granted to expend the funds during the 2022-23 academic year so the 6th graders can attend their week-long science camp now that field trips are allowed to happen again within the district.

Suvidha International: Speech and Debate Programs

Grant: \$7,500

This project was approved in June of 2022 when projected revenues came in higher than anticipated. This project launched in September of 2022 accepting registration from Rancho Cordova students in grades 4-8. Participants will learn speech, research, writing, critical thinking, persuasion skills, and different styles of debate. The program is anticipated to take place through October of 2022 and conclude with a debate competition in November of 2022. Program stats are not available yet since it just launched.

Other Community Priorities

(Recommend up to 5 Projects/Programs from this Category)

Below are some specific project examples in this priority area.

Allocation: \$856,156 (plus and additional \$929,364 per separate adopted resolutions)

Meals on Wheels by ACC: Senior Nutrition Program

Grant: \$10,000

Meals on Wheels by ACC provided senior nutrition services to seniors. They provided a total of 3,579 unduplicated older adults with 344,434 meals during the fiscal year. Seventy unduplicated older adults residing in Rancho Cordova received 4,584 emergency/congregate meals. A total of 123 unduplicated older adults received 11,791 home delivered meals. Cafes were physically closed in March of 2020, so service transitioned to curbside pickup at various location. Most Rancho Cordova residents use the pickup location at Cordova Neighborhood Church but may go to other locations that best serve them.

Sacramento Area Bicycle Advocates (SABA): Community Bicycling in Rancho Cordova

Grant: \$19,099

SABA together with Bicycle Advocates of Rancho Cordova (BARC) provided bike valet programs at community events, hosted bike repair clinics, organized social bike rides, and distributed bike safety lights and helmets during the program period. BARC hosted a Juneteenth community event at Lincoln Village. At that event, SABA’s participation consisted of bike mechanics working on more than 30 bikes, providing a “fix-a-flat” demonstration for adults and kids, and providing another 10 bikes for BARC to give to community members who needed a bike for daily transportation, along with helmets and lights. Bike mechanics worked on bikes at other events throughout the season. Mechanics were part of four repair clinics associated with BARC events in the spring. At each event SABA also held a hands-on demonstration of how to fix flat tires. During May is Bike Month, BARC hosted two social rides (50 riders total), two energizer stations (reaching 150 people and riders), three community events (reaching 300 people), four bike valet events (parking 250 bikes), twenty bikes in total given to community members in need, thirty helmets fitted to youth, one hundred sets of lights given to riders, and one hundred and seventy bicycles serviced with Ride Ready Repair.

Rancho Endurance Sports: Kids on Bikes

Grant: \$21,000

Rancho Cordova Endurance Sports applied to do a program focused on bicycle usage and safety for children with the community. Due to supply chain issues caused by the COVID-19 pandemic, this program did not move forward. No funds were expended.

Kiwanis Club of Rancho Cordova Foundation: Book Buddies Program

Grant: \$2,500

The Kiwanis Club distributed more than 2,000 books between January and June 2022. They surveyed teachers and librarians to learn what young people are reading. Each book included a tip sheet for adults to encourage reading at home and a bookmark. They served Peter J. Shields, Cordova Gardens, Cordova Meadows, Williamson, White Rock, Cordova Villa, and Mills. They also distributed books at Kids Day in the Park, the Easter Egg event in Hagan Park, and the Folsom Cordova Unified School District Parent Summit on Literacy.

Blessings in a Backpack (BIAB): Help Us Feed the Kids

Grant: \$25,000

During the 2021/22 academic year, BIAB provided weekend food for 315 students at 5 elementary school sites (Cordova Gardens, Rancho Cordova, Williamson, Cordova Villa, and Abraham Lincoln). That equates to 39,930 meals (2 breakfasts, 2 lunches, and 2 dinners) and 13,470 snacks per child during the program year.

Rancho Cordova Food Locker: Compliance Enhancements and Capacity Building

Grant: \$50,000

The Rancho Cordova Food Locker continued to distribute free food to its patrons despite the ongoing COVID-19 pandemic. From July 2021 through June 2022, 7,529 households were served and food for 27,440 individuals was distributed. With increased gas prices, housing, and food costs the number of first-time patrons continues to grow. Funding was used to provide maintenance on the box truck, pay part-time staff for food locker operations, and make IT and communications system upgrades. The contract ends in late 2022 so full stats are not known.

Whisker Warriors Animal Defense Fund: Spay/Neuter/Vaccine Program

Grant: \$36,000

Whisker Warriors Animal Defense Fund provides a spay/neuter and vaccination program for canines and felines (and a small number of rabbits) in Rancho Cordova and the continuation of the caring of community felines. Education and spay/neuter services are needed to reduce pet overpopulation. They facilitated the distribution of free vouchers for spay/neuter and vaccination services during the program period and 279 animals were altered. Numbers are lower than normal, but the COVID-19 pandemic resulted in the closure of spay/neuter clinics and/or restrictions which resulted in less appointments, surgeries, and treatments. They also cared for 20 colonies of cats and provided free dog and cat goods to residents/programs. This includes free pet supplies to seniors participating in the Meals-on-Wheels program as well as veterans living in Mather Veterans Village.

Rebuilding Together Sacramento: A Home Improvement Program

Grant: \$150,000

Rebuilding Together Sacramento used the funding to support improvements to homes throughout the City of Rancho Cordova. Home improvements were focused on health, safety, and efficiency repairs, maintenance, and beautification work for homes owned by residents who are low or moderate income. Work performed varied by needs of each individual home, but included things such as landscaping, debris removal, fencing, roof repair and maintenance, accessibility improvements, electrical, plumbing, carpentry, and energy efficiencies. Fourteen homes received multiple improvements during the program year and an additional seventeen homes received minor home modifications such as shower grab bars, mats and chairs, smoke, fire, and carbon monoxide detectors, handrails, etc.

Cordova Community Council Foundation: Mills Station Arts and Culture (MACC) Double Doors

Grant: \$12,500

This grant provided funds to install double doors at the MACC to allow for access for typical gallery shipping crates, large exhibits, and large musical instruments such as piano and harp.

Habitat for Humanity: Home Repairs and Neighborhood Revitalization in Rancho Cordova

Grant: \$100,000

Habitat for Humanity of Greater Sacramento provides home repairs and home beautification projects for low-income Rancho Cordova homeowners. They provided 15 Rancho Cordova homeowners with repairs and improvements that included roof replacement, dry rot repair, painting, landscaping, fencing, yard clean-up, pest control, and duct work.

American River Grange No. 172: Exterior Painting and Wheelchair Ramp

Grant: \$56,457

Replacement siding, exterior painting, and wood repairs were made to the exterior of the historic American River Grange Hall. Additionally, ADA improvements will be made to allow visitors and guests a safe and reliable means on ingress and egress to the building. This contract goes through December of 2022.

Rancho Cordova Chamber of Commerce: Explore Program

Grant: \$53,000

The Rancho Cordova Chamber of Commerce operates the Explore Rancho Cordova program which provides information about Rancho Cordova and its amenities to new residents, new employees in the city, visitors participating in tournaments, and other visitors. Additionally, they conduct new outreach to renters, engage with residents online, and encourage non-resident employees to spend more time and resources in Rancho Cordova. A new website was launched which includes new features for residents. Explore hosted drop-in days for residents, provided "My Hometown – Let's Explore" coloring books, provided special incentive codes for new residents to use the RCity App and shop local, delivered welcome bags to new residents, hosted welcome receptions, and more. Funding supports operations and technology. Quarterly, about 300 residential households receive a welcome letter, gift, and invitation to the drop-in days or request a delivery of a welcome bag.

Federspiel Park Enhancement Project

This Federspiel Park Enhancement project was not funded by the Community Enhancement & Investment Fund (CEIF). It was funded by Park Renovation Fees and therefore, not shown here. The applicant applied through the CEIF, and it was recommended to be funded out of another funding source by Council.

Rancho Cordova HART: Winter Sanctuary

Grant: \$30,000

Rancho Cordova Homeless Assistance Team (HART) hosted and organized winter shelter for the homeless in Rancho Cordova, providing housing, counseling, and other services. New this year, Rancho Cordova HART provided a mobile shower and hygiene supplies to their shelter guests and to the unhoused community members. During the Winter Sanctuary program, each client was given a roof over their head, a bed to sleep in, a clean sleeping bag, dinner, refreshments, and community support. The next day they were given a bag containing breakfast and snacks for the day. Two days a week the Rancho Cordova Homeless Navigator provided referrals and counseling to the guests. Rancho Cordova HART connected a total of 507 people with resources and had more than 250 volunteers involved in the Winter Sanctuary program.

Rancho Cordova Elks Lodge

Grant: \$20,000

The funding was used to provide repairs, system cleaning, and equipment replacement to the Elks Lodge. This included HVAC system repairs, sewage system cleaning and repairs, and refrigeration repairs and replacement equipment in their kitchen.

Cordova Community Council Foundation: Mills Station Arts and Culture (MACC) Air Circulation Improvement

Grant: \$8,600

The funding was used to replace seven windows on the second floor of the MACC to improve air circulation and better regulate temperature and ventilation.

Rancho Cordova PAL: Outdoor Adventure Club

Grant: \$20,800

The Rancho Cordova Police Activities League launched the Outdoor Adventure Club with this grant. The program was designed to get children engaged in outdoor activities and community service projects. The Outdoor Adventure Club has more than 50 children participating and is projecting an increase in 2022. The Club went on 10 adventures and participated in 3 community service projects so far. The PAL team also attended an outdoor recreation leadership training where they learned how to camp with children and make the outdoors a learning adventure from start to finish. This grant doesn't end until December of 2022.

Rancho Cordova PAL Adventure Van

Grant: \$21,000

The City of Rancho Cordova leases a van for the use of the Rancho Cordova Police Activities League (PAL). PAL uses the van to transport youth to and from various activities such as training, leadership building activities, Outdoor Adventure Club outings, etc. A second van was supposed to be leased beginning in FY 2021/22, but due to supply chain issues and manufacturer delays, the one original van is the only one currently being leased by PAL.

Folsom Cordova Unified School District: New Technology for Cordova High School Career Technical Education Students

Grant: \$50,000

Funding was provided to Folsom Cordova Unified School District to purchase new computers for the Career Technical Education Pathway programs at Cordova High School. Thirty-eight laptop computers and software were purchased for the Business Academy and/or the Engineer Academy on campus. Of those purchased approximately 17 of them were paid for using grant funding provided by the City of Rancho Cordova.

Local Community Partnerships Fund

Grant: \$75,000

This established funding available to community groups to grow and strengthen partnerships in Rancho Cordova. Funding is available year-round. During the program year, the following community micro grants were awarded:

- LaCars' Legacy "Your World, Your Canvas" art program
- Rancho Cordova Food Locker Thanksgiving giveaway
- Rancho Cordova Food Locker Christmas giveaway
- Folsom Cordova Community Partnership Winter Festival
- River City Christian Harvest Festival
- Folsom Cordova Community Partnership Cultural Series/Events
- California Capital Arts Foundation Film Festival Gala
- Sacramento Performing Arts Conservancy Kids Day performance

These community micro grant programs and events served more than 15,000 residents (when combined with the residential micro grant numbers shown elsewhere).

Non-Profit COVID-19 Relief

Grant \$130,000 (Measure H) and \$205,000 (Measure R is calculated as part of the Non-profit COVID-19 Relief under Economic Development)

This established funding available for Rancho Cordova based partner organization who lost significant revenue during the pandemic to be eligible to receive \$5,000 or \$10,000 COVID-19 relief grants.

- 36 local non-profits received \$5,000 or \$10,000 COVID-19 relief grants.

Rancho Cordova Moose Lodge: Parking Lot Improvement Initiative

Grant: \$68,000

The Rancho Cordova Moose Lodge parking lot has sink holes and disintegrating asphalt. The project was approved in June of 2022 when projected revenues came in higher than anticipated. This project has not started yet.

Salvation Army of Rancho Cordova Corps: Community Hub Program

Grant: \$5,000

The Salvation Army of Rancho Cordova purchased school supplies and related items for elementary children. This project was approved in June of 2022 when projected revenues came in higher than anticipated. This project took place in August of 2022. They provided school supplies for 50 students in need.

Benevolent and Protective Order of Elks, Rancho Cordova Lodge #2484: Facility Improvements for Use by Local Entities

Grant: \$45,245

The Rancho Cordova Elks' Lodge is looking to make improvements to the kitchen capacity and efficiency of the lodge space. The lodge can be adapted to provide the location for any number of events at a significantly lower cost than commercial spaces. This project was approved in June of 2022 when projected revenues came in higher than anticipated. This project has not started yet.

Folsom Cordova Unified School District: Cordova High School Locker Room Facilities Update

Grant: \$380,000

This project was approved in April of 2022 when projected revenues came in higher than anticipated. The contract between the city and school district doesn't end until December 31, 2022. The project scope includes purchasing new lockers, updating windows in locker rooms, providing a safe environment, and promoting school pride and pride in the facilities. Funding will be spent on lockers and accessories, locker installation, and retrofit windows and the installation of them in the locker rooms. This grant is part of a larger renovation to the locker rooms at Cordova High School. The entire project includes abatement work, electrical work, wall finishes, ceiling finishes, lights, epoxy flooring, and drywall replacement in both rooms.

Potential Addition of a Steeplechase Pit and Equipment at Cordova High School

Grant: \$220,000

This project was approved in April of 2022 when projected revenues came in higher than anticipated. The project went as an information item to the school board in Summer of 2022. The district is getting quotes on the scope of work. If it is feasible and within budget, the city anticipates entering a contract with the school district to complete this project.

MEMORANDUM



ITEM 5.1.

DATE: October 10, 2022
TO: Chair and Members of the Community Enhancement & Investment Fund Citizen Oversight Board
FROM: Stacy Delaney, Community Enhancement and Investment Senior Management Analyst
SUBJECT: MEETING DATE OPTIONS

RECOMMENDATION

Review and select a meeting date for the next Citizen Oversight Board meeting.

RESULT OF RECOMMENDED ACTION

Staff can secure meeting facilities and personnel necessary for the next meeting of the Citizen Oversight Board.

BACKGROUND

The Community Enhancement & Investment Fund Citizen Oversight Board will need to meet again to review budget-to-actual expenses, report compliance, and receive information from the Administrative Services Director about Measure H and Measure R funding. Members and staff will discuss dates for the next Citizen Oversight Board meeting. If necessary, staff will follow-up with Citizen Oversight Board Members to select a final date.

Dates for consideration:

- Tuesday, November 15, 2022, 5:30 p.m.
- Wednesday, November 30, 2022, 5:30 p.m.
- Tuesday, December 20, 2022, 5:30 p.m.
- Tuesday, January 10, 2023, 5:30 p.m.

ATTACHMENT(S)

None