

CITY OF RANCHO CORDOVA



Community Enhancement & Investment Fund Citizen Oversight Board Meeting

Monday, February 10, 2025

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

City Hall
2729 Prospect Park Drive, Rancho Cordova

AGENDA

1. CEIF CITIZEN OVERSIGHT BOARD REGULAR MEETING - CALL TO ORDER/ROLL CALL

Board Members Deane Burk, Lisa Burns, Enrique Cruz, Houa Vang, and Jason Williams
Student /At-large Members Isabella Tang and Vanshit Thakkar
Staff Members Persephonie Riley, Lindsay Samples, and Randi Kay Stephens

2. PUBLIC COMMENT

3. SELECTION OF CHAIR AND VICE CHAIR

4. INTRODUCTION

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

Recommendation: Receive information.

5. REGULAR CALENDAR ITEMS

5.1. **Subject:** Meeting Minutes of the Regular Community Enhancement & Investment Fund Citizen Oversight Board Meeting of February 26, 2024.

Recommendation: Adopt the minutes.

5.2. **Subject:** FY 2023-2025 Budget Snapshot Demonstration.

Recommendation: Receive information.

5.3. **Subject:** FY 2023-2024 Measures H & R Allocations and Expenditures.

Recommendation: Receive information.

- 5.4. **Subject:** FY 2023-2024 Community Grant Review.
Recommendation: Make recommendations about Projects/Programs from FY2023-2024 for further highlighting in the City's digital spaces and hard-copy materials.
- 5.5. **Subject:** FY 2023-2024 Community Grantee Compliance with Reporting Requirements.
Recommendation: Receive information.
- 6. **SCHEDULING OF NEXT MEETING**
- 7. **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 February 10, 2025, Regular Meeting of the Rancho Cordova Community Enhancement & Investment Fund Citizen Oversight Board was posted and available for review on February 7, 2025, 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 February 7, 2025, at Rancho Cordova, California.



Stacy Leitner, CMC
City Clerk

MEMORANDUM



ITEM 4.1.

DATE: February 10, 2025
TO: Chair and Members of the Community Enhancement & Investment Fund Citizen Oversight Board
FROM: Randi Kay Stephens, Management Analyst II
SUBJECT: **ORIENTATION TO THE CITIZEN OVERSIGHT BOARD OF THE COMMUNITY ENHANCEMENT & INVESTMENT FUND**

RECOMMENDATION

Receive information.

RESULT OF RECOMMENDED ACTION

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

BACKGROUND

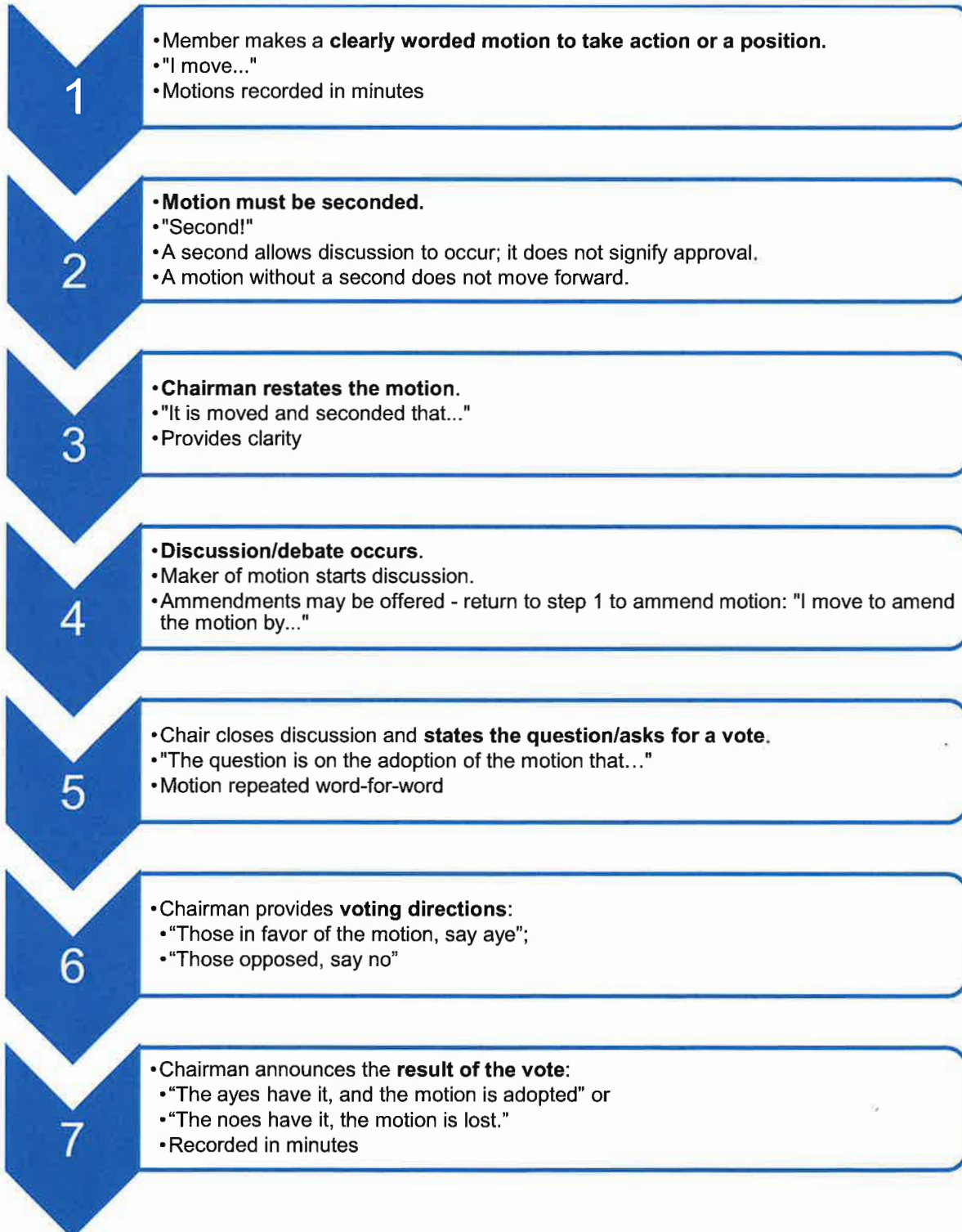
Staff will present on the Citizen Oversight Board's role, procedures, and background for successful participation. Members will receive information about Robert's Rules of Order and meeting conduct. Staff will also provide information to the newly appointed members on completing the Fair Political Practice 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.

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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.

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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.

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- ▶ **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.

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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 Meeting**

Monday, February 26, 2024

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

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

DRAFT MINUTES

1. CEIF CITIZEN OVERSIGHT BOARD REGULAR MEETING - CALL TO ORDER/ROLL CALL

Chair Knifton called the meeting to order in the David B. Roberts Council Chambers at 5:43 p.m.

Board Members Present: Deane Burk, Lisa Burns, Kari Schoch, and Chair Tegan Knifton

Student At-large Members Present: Alex Bellah (arrived at 6:16 p.m.), Vanshit Thakkar

Staff Members Present: Persephonie Riley, Lindsay Samples, and Randi Kay Stephens

Board Members Absent: Enrique Cruz, Brian Faulconer, and Liz Kaestner

2. PUBLIC COMMENT

Chair Knifton opened the public comment period. Seeing no speakers, Chair Knifton closed the public comment period.

3. REGULAR CALENDAR ITEMS

3.1. Subject: Meeting Minutes from the November 27, 2023, Community Enhancement & Investment Fund Citizen Oversight Board.

Recommendation: Adopt the Minutes.

Chair Knifton opened the public comment period. Seeing no speakers, Chair Knifton closed the public comment period.

ACTION: Motion to approve item 3.1. by Schoch second by Thakkar;
Motion passed with a 5:0 vote

AYES: Burke, Burns, Schoch, Bellah, Thakkar, and Knifton

NOES: None

ITEM 5.1.

ATTACHMENT 1

Rancho Cordova Community Enhancement and Investment Fund Citizen Oversight Board - DRAFT MINUTES
Meeting of Monday, February 26, 2024

ABSENT: Cruz, Faulconer, and Kaestner

ABSTAIN: None

- 3.2. **Subject:** Fiscal Year 2022-2023 Community Enhancement & Investment Fund Year End Financial Review.

Recommendation: Receive information.

Chair Knifton opened the public comment period. Seeing no speakers, Chair Knifton closed the public comment period.

ACTION: Input was received regarding the Fiscal Year 2022-2023 Community Enhancement & Investment Fund Year End Financial Review.

- 3.3. **Subject:** Fiscal Year 2022-2023 Community Enhancement & Investment Fund Grantee Compliance with Reporting Requirements.

Recommendation: Receive information.

Chair Knifton opened the public comment period. Seeing no speakers, Chair Knifton closed the public comment period.

ACTION: Input was received regarding the Fiscal Year 2022-2023 Community Enhancement & Investment Fund Grantee Compliance with Reporting Requirements.

4. SCHEDULING OF NEXT MEETING

- 4.1. **Subject:** Community Enhancement & Investment Fund Citizen Oversight Board Meeting Planning and Scheduling.

Recommendation: Receive information.

Chair Knifton opened the public comment period. Seeing no speakers, Chair Knifton closed the public comment period.

ACTION: Input was received regarding Community Enhancement & Investment Fund Citizen Oversight Board Planning and Scheduling.

5. ADJOURNMENT

Chair Knifton adjourned the meeting at 6:21 p.m.

Persephonie Riley, CMC
Assistant City Clerk

MEMORANDUM



ITEM 5.2.

DATE: February 10, 2025
TO: Chair and Members of the Community Enhancement & Investment Fund Citizen Oversight Board
FROM: Kim Juran, Administrative Services Director
Liisa Behrends, Senior Finance Analyst
SUBJECT: **FY 2023-2025 BUDGET SNAPSHOT DEMONSTRATION**

RECOMMENDATION

Receive information.

RESULT OF RECOMMENDED ACTION

The Citizen Oversight Board will receive information on Measure H and Measure R for FY 2023-2024.

BACKGROUND

Staff will demonstrate the city's new financial data tool and demonstrate how both both Measure H and Measure R funds can be explored interactively by the public. This online resource will be featured on the Community Enhancement & Investment Fund web page: <https://www.cityofranhocordova.org/residents/community-enhancement-investment-fund/grant-applications>.

ATTACHMENT(S)

None

MEMORANDUM



ITEM 5.3.

DATE: February 10, 2025
TO: Chair and Members of the Community Enhancement & Investment Fund Citizen Oversight Board
FROM: Kim Juran, Administrative Services Director
Liisa Behrends, Senior Finance Analyst
SUBJECT: **FY 2023-2024 MEASURES H & R ALLOCATIONS AND EXPENDITURES**

RECOMMENDATION

Receive information.

RESULT OF RECOMMENDED ACTION

The Citizen Oversight Board will receive information on expenditures compared to budget allocations for FY 2023-2024.

BACKGROUND

The Citizen Oversight Board will receive information on the Measure H and Measure R budget allocations and expenditures for Fiscal Year 2023-2024.

Measure H categories for review include:

- Community Grants
- Public Works/ Infrastructure
- Public Safety
- Legacy Project Operations
- Administration
- Legacy Project Allocation

Measure R categories for review include:

- COVID-19 Response & Recovery Economic Development Community Development
- Public Works Infrastructure/ Maintenance
- Affordable Housing & Homelessness
- Neighborhood/Corridor Revitalization
- Administration
- Legacy Project Allocation

ATTACHMENT(S)

None

MEMORANDUM



ITEM 5.4.

DATE: February 10, 2025
TO: Chair and Members of the Community Enhancement & Investment Fund Citizen Oversight Board
FROM: Randi Kay Stephens, Management Analyst II
Lindsay Samples, Management Analyst I
SUBJECT: **FY 2023-2024 COMMUNITY GRANT REVIEW**

RECOMMENDATION

Make recommendations about Projects/Programs from FY2023-2024 for further highlighting in the City's digital spaces and hard-copy materials.

RESULT OF RECOMMENDED ACTION

The Citizen Oversight Board's recommendations will be featured in digital and hard copy spaces.

BACKGROUND

The Citizen Oversight Board's role includes selecting grantees from the Community Grants program to highlight in digital and hard copy spaces including the City's Open Gov financial software, an annual digital report, or publications including an annual report from the City of Rancho Cordova.

FY 2023-2024 included more than new and multi-year community grant projects. Staff will provide highlights of the accomplishments from the three community grant categories listed in Resolution No. 63-2023 (attachment 1):

- Arts, Culture, History, Entertainment, and Sports
- Education
- Other

ATTACHMENT(S)

1. Resolution No. 63-2023

CITY OF RANCHO CORDOVA

RESOLUTION NO. 63-2023

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA,
STATE OF CALIFORNIA, APPROVING THE FISCAL YEAR 2023-2024
AMOUNTS FOR COMMUNITY GRANTS, LEGACY FUND,
AND PROGRAMS AND INITIATIVES TO BE FUNDED FROM THE
MEASURE H/COMMUNITY ENHANCEMENT & INVESTMENT FUND**

WHEREAS, in November 2014, Rancho Cordova voters approved Measure H, a ½ cent sales tax measure, which now generates approximately \$12.5 million of annual revenue for the City's general fund; and

WHEREAS, the revenues from the Measure H/Community Enhancement & Investment Fund are locally controlled by the City; and

WHEREAS, the City Council and staff invited the community to submit applications to receive funding from the Measure H/Community Enhancement & Investment Fund and more than 110 such applications were received and considered by the City Council; and

WHEREAS, the City Council also considered recommendations from City staff and Council Members regarding projects to be funded from the Measure H/Community Enhancement & Investment Fund; and

WHEREAS, the City Council, at public meetings, has considered all grant applications, Legacy Fund projects, public comments, staff recommendations, and City Council proposals regarding the Measure H/Community Enhancement & Investment Fund; and

WHEREAS, the City Council, at the budget work session on May 23, 2023, desired to approve funding towards two Legacy Fund projects which will cross multiple fiscal years, the Phoenix Production Company (DBA Rise Up Theatre Company) project and the Mineshaft project with the Cordova Community Council Foundation; and

WHEREAS, the City Council now desires to approve final funding recommendations for projects to receive funding for the 2023-2024 fiscal year from the Measure H/Community Enhancement & Investment Fund, while recognizing that some projects may require subsequent discretionary approvals by the City Council to meet certain legal requirements.

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

1. The Fiscal Year 2023-2024 Measure H/Community Enhancement & Investment Fund Budget and Project list is attached as Exhibit A.
2. That the amounts stated in the Fiscal Year 2023-2024 Measure H/Community Enhancement & Investment Fund Budget and Project List shall become and thereafter be appropriated to funds stated therein and said monies are hereby appropriated.
3. The City Manager is authorized to approve expenditure adjustments within individual funds so long as the total appropriated within each major fund is not exceeded.

4. Additionally, the City Manager, or designee, is authorized to adjust Measure H/Community Enhancement & Investment Fund project allocations per the authority granted under Resolution 122-2021.
5. City staff is authorized to and shall expeditiously process all projects receiving a "Category 1" assignment in Exhibit A, including the execution of funding agreements related to such projects, so that grant funds are distributed as soon as possible.
6. City staff shall ensure that all projects receiving a "Category 2" assignment will move forward as soon as all outstanding issues are resolved, including those related to public bidding and/or prevailing wage requirements; and City staff is authorized to execute required funding agreements and coordinate with necessary outside agencies and parties regarding these projects.
7. Recognizing that the group of projects receiving a "Category 3" assignment in Exhibit A require more extensive staff time to create specifications and meet legal requirements (including public bidding requirements, prevailing wage rules, property entitlements, and/or requirements under the California Environmental Quality Act) City staff shall ensure that planning for these projects makes timely progress and staff shall submit any items requiring additional City Council approval to the Council in a timely fashion.
8. All funding agreements related to the Measure H/Community Enhancement & Investment Fund grants shall be executed by the City Manager, approved by the City Attorney, and shall include requirements to ensure that grant recipients utilize grant monies for the purposes outlined in the approved grant applications. To ensure timely issuance of grant funding, grantees will have 60 days following the receipt of their grant funding agreement to provide the required documentation back to the City needed to execute the agreement. This is being done to help mitigate projects being delayed and/or not finishing during the fiscal year and ensure projects move forward in a timely manner. The Measure H/Community Enhancement & Investment Fund estimated budget is based on the latest available sales tax data at the time the grant applications were approved by the City Council.


PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 5th day of June, 2023 by the following vote:

AYES: Gatewood, Pulipati, Sander, Terry, and Budge

NOES: None

ABSENT: None

ABSTAIN: None



 Linda Budge, Mayor

ATTEST:



Stacy Leitner, CMC
City Clerk

ITEM 5.4.

Exhibit A to Resolution 011-2023

App.	Category	Application Name	Project Description	FY 2023-2024 Requested	FY 2023-2024 Approved	Category	Notes
5	Arts, Culture, History, Entertainment & Sports	Rancho Cordova River City Concert Band: Enhancements	This proposed project would provide funds to the Rancho Cordova River City Concert Band (RCRCCB) for equipment, musical talent, and related expenses, thereby enhancing its potential to provide high-quality musical performance events in the City of Rancho Cordova and to equip the RCRCCB to represent the City of Rancho Cordova as musical ambassadors within the region. The goal of the volunteer-driven RCRCCB is to engage with and represent the community of Rancho Cordova with superior musical performances, foster musical interest among children, bring world-class guest artists, conductors and composers to the Rancho Cordova stage, and to provide performance opportunities for skilled community musicians.	\$25,000	\$20,000	1	Recommended for funding similar to that of other arts organizations; \$20,000.
6	Arts, Culture, History, Entertainment & Sports	Symphony d'Oro Rancho Cordova: Community Enhancement & Investment Project – Season 2023-2024	This proposed project would provide funding to Symphony d'Oro Rancho Cordova to be expended for music, performance venue rental, recording fees, guest performing artist/composer fees and related expenses to continue and expand world-class orchestral music offerings in traditional and non-traditional venues in the City of Rancho Cordova. The goal of the volunteer-driven symphony is to entertain and educate community audiences by providing high quality musical performances consisting of well-known but now infrequently performed works, or new musical works developed collaboratively with regional musicians.	\$26,000	\$20,000	1	Recommended for funding similar to that of other arts organizations; \$20,000.
8	Arts, Culture, History, Entertainment & Sports	FCUSD: Cordova High School Musical Instruments	The proposed project would support the purchase of new musical instruments for Cordova High School music program. The Cordova High School music program provides instruments to student musicians when families cannot rent an instrument. Of the 97 Cordova High Band and Orchestra members, only 10 students provide their own instrument currently. Normal wear and tear, even with constant care and repair, shortens an instrument's lifespan. The current inventory is older, aging and in need of repair and replacement due to being used for many years at marching band practice, football games, parades, traveling, and daily use. This would fund approximately 24 instruments.	\$46,052	\$20,000	1	Recommended for funding similar to that of other arts programs; \$20,000 for two fiscal years. FY 2023-2024 Funding: \$20,000 FY 2024-2025 Funding: \$20,000
9	Arts, Culture, History, Entertainment & Sports	CCC: Rehearsal Space for Band and Symphony	This proposed project would provide funds to the Cordova Community Council to work with the Symphony d'Oro Rancho Cordova, Rancho Cordova River City Concert Band, and RC Swing Collaborative to assure adequate rehearsal venues and opportunities to enhance the quality of the musical arts in Rancho Cordova. After the pandemic disruption, the Cordova Community Council and all three music groups collaborated to find better ways to achieve this goal and negotiated terms with the Mandarin Center for the groups. This solution has worked well and the organizations have achieved the ideal weekly rehearsal schedule. This request is designed to continue that arrangement for 2.75 years. The Swing Collective will continue rehearsals at the MACC at no extra cost. This is a multiyear request.	\$22,030	\$22,030	1	This is a multiyear request. FY 2023-2024 Funding: \$22,030 (12 months) FY 2024-2025 Funding: \$22,822 (12 months) FY 2025-2026 Funding: \$17,531 (9 months)
11	Arts, Culture, History, Entertainment & Sports	Mandarins of Sacramento: "Immortal Winds" (Indoor Winter Wind Ensemble)	Mandarins proposes a second year of "Immortal Winds", a winter performing arts ensemble focusing on brass and woodwind instruments, to be based in Rancho Cordova. Winter Winds ensembles present an original show each year, approximately 8–10 minutes in length, and refine it throughout the winter season. Shows are performed and are judged in various musical and visual categories. Immortal Winds will address a current need in the community – high schools in Rancho Cordova only offer winter percussion and winter guard programs and Sacramento State only offers an independent winter percussion group. It will be open to all interested woodwind and brass players between the ages of 16-23 years of age. Experience camps will be held in November and December during which students will have the opportunity to hone the musical skills and learn basic movements used in the performances. In January, any interested student is eligible to audition for the forty available competitive openings in the ensemble.	\$20,000	\$20,000	1	Fund for one year only at a level similar to other arts organizations; \$20,000.
12	Arts, Culture, History, Entertainment & Sports	FCUSD: Mills Drumline Phase II	The project proposes to fund additional equipment for the Mills Middle School Drumline. The response to the Drumline program has been strong. To support the growing demand for the program, this grant would ensure there are enough drums and equipment for every student in class to perform with and also provides students with a uniform for drumline events such as Rancho Cordova's 4th of July events. This would be a second grant for the Mills Middle School Drumline which Council supported in FY 2022-2023 with a multiyear award; The program would receive \$1,500 in FY 2023-2024 under the previous award for replacement parts.	\$20,000	\$18,500	1	Program is funded in a separate agreement for \$1,500 in FY 2023-2024. Together with the current recommendation, this funds the full request.
13	Arts, Culture, History, Entertainment & Sports	Hummingbird Theatre Company: 2023-2024 Season	Hummingbird Theatre Company wants to make theatre accessible to the people. They believe in engaging audiences with performances that not only reflect thoughtfully, make them laugh longer, and feel more, but also inspire pride in their hometown of Rancho Cordova. For 2023-2024, Hummingbird Theatre proposes a robust theatrical season that will include an October 2023 production of the "The Crucible," a dramatized and partially fictionalized story of the Salem witch trials. In April 2024, Hummingbird Theatre would produce BANG! by bringing the Broadway show "Chicago" to life. Lastly, the group would like to finish their theatre season in June with the "Complete Works of Shakespeare Abridged." Funding would cover rehearsal and performance space, actor stipends, production expenses, marketing expenses, etc.	\$59,600	\$59,600	1	Recommended to receive full grant request.

ITEM 5.4.

Exhibit A to Resolution 1011011-2023

<u>App.</u>	<u>Category</u>	<u>Application Name</u>	<u>Project Description</u>	<u>FY 2023-2024 Requested</u>	<u>FY 2023-2024 Approved</u>	<u>Category</u>	<u>Notes</u>
20	Arts, Culture, History, Entertainment & Sports	California Capital Film Office: California Capital International Documentary Film Festival	The Second Annual California Capital Documentary Film Festival will take place in Rancho Cordova in late September/October 2023. The festival will feature over 60 documentary films from all over the world, over three days at three screening locations within Rancho Cordova including City Hall. They are seeking funding to offset expense items such as production costs, website, graphic design and printing, equipment and room rental, etc. The goal of the California Capital International Documentary Film Festival is to build a world class International Documentary Film Festival that takes places in the City of Rancho Cordova but serves the Sacramento Capital region thereby bringing audiences into the city and raising the visibility of Rancho Cordova. This year they plan on at the very least, doubling their attendance, attracting world class and award winning new documentaries from around the globe and make the California Capital International Documentary Film Festival, Sacramento's premier and most anticipated film festival.	\$37,750	\$25,000	1	Recommended to receive \$25,000 for FY 2023-2024.
21	Arts, Culture, History, Entertainment & Sports	Sacramento Telangana Association: Festival of Colors (Holi)	A grant would provide funds to Sacramento Telangana Association (STA) to organize and host the Festival of Colors. STA will partner with WeEmbrace (an organization that serves individuals with disabilities) and other community organizations to celebrate the Festival of Colors in 2024. This festival marks the arrival of spring and is a celebration of fertility, color, and love, and a time for people to get together and enjoy themselves with friends, families and the community. Funding would cover event rental costs, promotion, materials and supplies, refreshments, etc.	\$5,500	\$5,500	1	Recommended for event sponsorship at \$5,500 level.
22	Arts, Culture, History, Entertainment & Sports	Sacramento Telangana Association: Festival of Flowers (Multicultural Integration Project)	A grant would provide funds to Sacramento Telangana Association (STA) to organize and host the "Bathukamma" Festival known as the Festival of Flowers. Every year during the September - October timeframe the festival is held and celebrates the inherent relationship between earth, water, plants, flowers, and human beings. They are partnering with other nonprofits and organizations for wider community outreach. A grant would allow STA to help educate and organize this festival in Rancho Cordova by funding event rental costs, promotion, education, dinner, etc.	\$15,000	\$15,000	1	Recommended to receive full grant request.
24	Arts, Culture, History, Entertainment & Sports	Nimbus Films: "Righting a Wrong: Japanese Americans & WWII"	The film builds on the successful traveling Smithsonian exhibit hosted by the MACC in 2023. The exhibit told the story of the imprisonment of thousands of Japanese Americans. By interviewing those imprisoned and their surviving family members, NIMBUS Films will illustrate the devastating impact unjust policies can have on people, families and society itself. There were also individuals who assisted the Japanese Americans by safeguarding their property during their period of incarceration and rejected the racism of the era. Their stories will demonstrate how willful people can make a positive difference in times of crisis. They are seeking funding to produce, direct, write, research, and narrate the film.	\$69,100	\$69,100	1	Recommended to receive full grant request.
28	Arts, Culture, History, Entertainment & Sports	Sacramento Telangana Association: International Kite Festival (iKFest)	Sacramento Telangana Association (STA) and Rancho Cordova Travel and Tourism (RCTT) proposes to bring the International Kite Festival to the City of Rancho Cordova. Across the world and the United States, many cities have similar annual festivals attracting kite flyers from all over. RCTT will help promote it with an objective of promoting tourism to the City of Rancho Cordova. This will be a free event open to all ages. They are seeking funding to cover rental costs, kites and spools, refreshments, event promotion, etc.	\$5,500	\$5,500	1	Recommended for event sponsorship at \$5,500 level.
29	Arts, Culture, History, Entertainment & Sports	College Sports and Sacramento Developer Collective: City of Rancho Cordova - Esports Tournament & Showcase	The aim of this proposed project is to host an esports tournament where gamers can compete, interact, and learn about the latest trends in the esports industry. The two-day proposed event would include live broadcasted esports tournaments; a showcase for scholastic esports clubs, game developers, and vendors; giveaways; speaker sessions surrounding education and careers; along with screen-free activities. A food truck and organized family activities will encourage guests to stay throughout the day and maximize attendance. Tournaments will be held in popular esports titles such as Smash Bros. and Rocket League or League of Legends, to maximize competitive participation through multiple touch points. To support career-building opportunities, the event team will hire current students and recent graduates who are actively involved in the industry and have demonstrated excellence in their fields, to work alongside industry professionals. Anticipated in-person attendance (competitors, vendors, and general attendees) is estimated to be between 250 and 500, with online engagement to exceed 2,000 views. Participation and viewership will fluctuate based on the number of event days, games selected, and content produced. Funding would cover room rentals, event staff, marketing, broadcasting, prizes, etc.	\$66,500	\$25,000	2	Recommended for funding; \$25,000. Applicant shall also become a member of the Rancho Cordova Athletic Association (RCAA).
30	Arts, Culture, History, Entertainment & Sports	SABA/BARC: May is Bike Month Kick-off Rancho Cordova's "Cicladova"	"Cicladova" is a proposed one-day festival which aims to build awareness for equitable transportation alternatives and to community members of Rancho Cordova. The goal is to hold an Active Streets event (similar to CicLAvia.com) that includes walking and rolling, and active transportation activities such as a quick build streetscape, a bike rodeo, blender bikes, bike repair and other activities related to health and wellness. The event would be the kick-off to May is Bike Month 2024. The proposed festival will promote active transportation, physical and mental health. For years, the City of Rancho Cordova has supported work to improve bicycling and bicycling infrastructure. Funding would be used towards project and event management, permit fees, road closures, equipment, supplies, advertising, etc.	\$17,000	\$17,000	1	Recommended to receive full grant request.

ITEM 5.4.

Exhibit A to Resolution 011-2023

App.	Category	Application Name	Project Description	FY 2023-2024 Requested	FY 2023-2024 Approved	Category	Notes
32	Arts, Culture, History, Entertainment & Sports	Mather Youth Wrestling: A Rancho Cordova Sports Club	The Mather Wrestling Club is a youth sports and fitness club providing an outlet for youth (girls and boys) between the ages 8 to 14. The club offers the benefits of exercise in a controlled, positive and fun environment with an experienced coach. The club promotes community pride and supports the growth and athletic development. Club activity coincides with the youth wrestling club season to gain exposure as a Rancho Cordova sports club in local tournaments. Scholarships will be made available to those who cannot afford the participation fees. Funding will provide t-shirts, shorts, uniforms, mat cleaner, supplies, registrations, scholarships, etc.	\$17,300	\$0 (See CC3)	N/A	Funding to be provided under the Youth Sports Growth and Startup Fund Bucket. See CC3. This is a multiyear request for three years in total. Recommended for one year of funding at \$10,000.
35	Arts, Culture, History, Entertainment & Sports	CCC: Sports Facilities Improvement and Maintenance	This proposed project would provide funds to the Cordova Community Council (CCC) on behalf of the Rancho Cordova Athletic Association to be expended for materials and services to improve and maintain youth sports fields and facilities located on property owned by the Folsom Cordova Unified School District (FCUSD) and/or Cordova Recreation and Park District (CRPD). The project is currently operating in the City of Rancho Cordova, wherein the school district or park district provides labor or other services for field or facility improvements and repairs on their property with material and other services costs, and volunteer effort provided by the Rancho Cordova Athletic Association (RCAA). The projects are selected by a consortium of Rancho Cordova youth sports league leaders organized under the RCAA, a project of the CCC. The sports leagues which stand to benefit from this project include Rancho Cordova Little League, Cordova Girls Softball, Rancho Cordova Soccer, Rancho Cordova Track Club, Cordova Blue Marlins, Cordova Cordettes, Cordova Jr. Lancers, and possibly others. Funding will provide materials (turf, paint, fill dirt, etc.) and administrative oversight. This is a multiyear request.	\$27,500	\$25,000	1	This is a multiyear request. FY 2023-2024 Funding: \$25,000 (6 months) FY 2024-2025 Funding: \$50,000 (12 months)
36	Arts, Culture, History, Entertainment & Sports	CCC: Youth Sports Promotion Campaign	This proposed project would provide funds to the Cordova Community Council to assist the Rancho Cordova Athletic Association to continue efforts to improve and expand promotion for youth sports leagues in the City of Rancho Cordova. The project will utilize digital and traditional outreach efforts to boost the profile of youth sports leagues, including collaborative efforts which include mass distribution of flyers, development of high quality and effective signage and an expanded means to extend information regarding what Rancho Cordova sports leagues have to offer with a goal of growing year-to-year league participation by 5%. Funding would provide for event flyer distribution, printing and signage, website, materials, outreach and oversight. This is a multiyear request.	\$23,100	\$20,000	1	This is a multiyear request. FY 2023-2024 Funding: \$20,000 (6 months) FY 2024-2025 Funding: \$40,000 (12 months)
37	Arts, Culture, History, Entertainment & Sports	Rancho Cordova Student Athlete Coalition (RCSAC): Athletic Improvements	The Rancho Cordova Student Athlete Coalition (RCSAC) has worked with Folsom Cordova Unified School District staff to identify academic and athletic needs at Cordova High School. The purpose of RCSAC is to equitably and efficiently support and recognize the diverse Rancho Cordova student-athletes while maintaining, improving, and upgrading all that is Rancho Cordova athletics. The proposed funding will support tutoring programs, educational field trips, advertising and marketing, physical improvements such as a new marquee and signage, some general facility improvements, recognition awards, and salaries for additional coaches, trainers, and enrichment staff. RCSAC has a booster club component and through this, aims to increase the fundraising efforts at Cordova High School.	\$221,500	\$221,500	1	This is a multiyear request. Recommended to receive full grant request for a single fiscal year. FY 2023-2024 Funding: \$221,500.
38	Arts, Culture, History, Entertainment & Sports	Rancho Cordova Little League: Improvement Plan, Field Enhancement & Required Equipment	Field conditions are vital in baseball. The better they are with manicured infields and outfields, the more the players and community members can safely enjoy them. Through baseball, Rancho Cordova Little League (RCLL) seeks to enhance the physical, mental, and emotional well-being of every child that takes part. It is the league's express goal that every player will be a better citizen and have a greater chance for success in future endeavors as a result of their RCLL experience, and furthermore, leave such a lasting impression with them that they will return to RCLL when they have children of their own. The teams practice and play games exclusively on the baseball fields and surrounding areas located at Cordova Lane/Ahlstrom Park and W.E. Mitchell Middle School. These fields are mowed and maintained by RCLL. This funding request is to purchase new landscaping equipment that can be used for years to come in order to keep fields groomed to the best condition possible for players and their safety. This includes a tractor, front loader, mower, trash receptacles, etc.	\$53,510	\$53,510	1	Recommended to receive full grant request.
39	Arts, Culture, History, Entertainment & Sports	CCC: Positive Coaching Alliance	This proposed project provides funding to the Cordova Community Council to provide training for parents, players, volunteers and leaders of Rancho Cordova youth sports leagues. This project coordinates with leadership at all leagues to offer specialized training to adults who work as coaches, managers and fans of youth sports. The proposed project also offers workshops for players regarding topics such as health and good sportsmanship. The courses are designed and conducted by providers at the Positive Coaching Alliance (PCA). The on-going training is fueled by a desire to have citywide consistency of standards governing how adults and athletes should comport themselves while engaged in athletic competition anywhere, but especially in Rancho Cordova. Success would mean a substantial culture change has taken place in youth sports conduct in our city. Utilized annually by larger sports organizations in the city, parents, volunteers, coaches and others attend either voluntarily or as a requirement by the league. During the workshops professional presenters lead participants through a 90-minute training session. The funding supports PCA workshops and administration.	\$9,500	\$7,500	1	Recommended to receive \$7,500 for FY 2023-2024.

ITEM 5.4.

Exhibit A to Resolution 0711023

<u>App.</u>	<u>Category</u>	<u>Application Name</u>	<u>Project Description</u>	<u>FY 2023-2024 Requested</u>	<u>FY 2023-2024 Approved</u>	<u>Category</u>	<u>Notes</u>
42	Arts, Culture, History, Entertainment & Sports	CCC: Youth Sports Fee Assistance	This proposed project would provide funds to the Cordova Community Council for distribution by the Rancho Cordova Athletic Association (RCAA) to continue to manage a fee assistance program for children unable to participate in youth sports programs due to family financial barriers. Cordova Community Council worked with RCAA to establish criteria for assistance, operational guidelines for distribution of funds, as well as bookkeeping and reporting operations. This is a multiyear request.	\$8,000	\$8,000	1	This is a multiyear request. FY 2023-2024 Funding: \$8,000 (6 months) FY 2024-2025 Funding: \$30,000 (12 months) Note that this project was pre-approved for an additional FY 2023-2024 award in the amount of \$22,000.
44	Arts, Culture, History, Entertainment & Sports	WeEMBRACE: Enrichment & Sports Activities	This proposed project offers free enrichment programs (arts/crafts & social skills) and adaptive sports activities for children and adults with disabilities in and around Rancho Cordova. WeEMBRACE will be offering activities for individuals with disabilities in an integrated setting with neuro typical peers. All their activities help the individuals with disabilities foster friendship, increase their social and communication skills, and promote physical fitness during weekends. WeEMBRACE accepts students of all ages, all cultures and all abilities. Proposed activities would be free and available on weekends.	\$19,286	\$0 (See CC3)	N/A	Funding to be provided under the Youth Sports Growth and Startup Fund Bucket. See CC3. Recommended for \$10,000 in funding similar to that of other youth sports leagues.
46	Arts, Culture, History, Entertainment & Sports	FCUSD: Upgrade Weight Room with State of the Art Equipment at CHS	This proposed project will provide eight new racks, with all the necessary equipment to support a multitude of activities for the physical education classes, strength and conditioning athletic program, and the adaptive physical education programs at Cordova High School. In addition, the middle of the room will be transformed into a synthetic turf area to provide space for speed and agility drills and plyometric exercises.	\$208,189	\$208,189	1	Recommended to receive full grant request.
47	Arts, Culture, History, Entertainment & Sports	Rancho Cordova Track Club	The Rancho Cordova Track Club is currently running a year-round program. They have seen an increase in registration and need additional equipment and storage. The storage containers are for the implements and equipment is for the younger demographic of athletes they serve. The equipment needs include hurdles, shots, javelins, discuses, hammers, storage boxes, timing equipment, etc.	\$20,002	\$0 (See CC3)	N/A	Funding to be provided under the Youth Sports Growth and Startup Fund Bucket. See CC3. Recommended for \$10,000 in funding similar to that of other youth sports leagues.
48	Arts, Culture, History, Entertainment & Sports	Rancho Cordova Junior Lancers Football & Cheer: Reorganization	The Junior Lancers seek to attract new players and families through youth sports excellence. The Junior Lancers are looking at ways to better cycle athletes through off-season training programs. Junior Lancers seeks a grant to outfit teams with essential safety gear and training equipment. Funding would cover things such as cheer and football player packs, cheer camp, cheer events, uniforms, tents, spirit wear, snack bar supplies, team dinners, field goal post wraps, distance markers, facility equipment, football training bags, football training equipment, training for coaches, helmet reconditioning, etc.	\$172,420	\$30,000	1	Recommended to receive \$30,000 in FY 2023-2024 and \$50,000 in FY 2024-2025.
49	Arts, Culture, History, Entertainment & Sports	SABA/BARC: Building Community Bicycling in Rancho Cordova	The Bicycling Advocates for Rancho Cordova (BARC) and the Sacramento Area Bicycle Advocates (SABA) seek funding for biking and community activities during 2023-2024. Activities include the bike valet parking, bike maintenance pop-up clinics, social rides, bike education classes, Lights On! events, bicycle safety events, and pop-up experiences for youth and adults integrating cycling with other educational subject matters. BARC plans to use 2023-2024 funding to build additional capacity, to finalize becoming a 501(c)(3) nonprofit, and to expand its social media presence for cycling in Rancho Cordova. Additionally, BARC has achieved greater autonomy in providing bike valet service at Rancho Cordova community events, such as the California Capital Air Show and the Fourth of July celebration. The grant request for 2023-2024 extends the work in these areas: to provide direct services to community members in Rancho Cordova and to increase the capacity in Rancho Cordova via BARC and residents.	\$19,750	\$19,750	1	Recommended to receive full grant request.
Arts, Culture, History, Entertainment & Sports Subtotal				\$1,865,365	\$1,522,931		

ITEM 5.4.

Exhibit A to Resolution 171101-2023

App.	Category	Application Name	Project Description	FY 2023-2024 Requested	FY 2023-2024 Approved	Category	Notes
LP1	Legacy Fund	Legacy Project Allocation FY 2023-2024	<p>Fund Phoenix Production Company (DBA Rise Up Theatre Company): FY 2022-2023 Revenues: \$23,613 FY 2023-2024 Revenues: \$1,318,056 FY 2024-2025 Revenues: \$134,504 FY 2025-2026 Revenues: \$139,885 FY 2026-2027 Revenues: \$145,480 FY 2027-2028 Revenues: \$176,760 Total combined amount for Phoenix Production Company (DBA Rise Up Theatre Company) is \$1,938,298.</p> <p>Fund Mineshaft Project (Cordova Community Council Foundation): FY 2022-2023 Revenues: \$1,300,000 FY 2023-2024 Revenues: \$5,000,000 FY 2024-2025 Revenues \$3,800,000 Total combined amount for Mineshaft Project (Cordova Community Council Foundation) is \$10,100,000.</p>	\$3,417,697	\$3,417,697	3	These two Legacy Fund Projects may use a combination of Measure H & Measure R funding.
Legacy Project Allocation			Total	\$3,417,697	\$3,417,697		
PS1	Public Safety	Rancho Cordova Police Department Crime Suppression Unit (CSU)	Funding for four officers and two marked patrol cars for the CSU.	\$1,456,431	\$1,456,431	1	
PS2	Public Safety	Rancho Cordova Police Department Folsom, Olson, Zinfandel (FOZ) Officer	Funding of a Rancho Cordova Police Department Problem Oriented Policing (POP) Officer focusing on FOZ and businesses.	\$271,598	\$271,598	1	
PS3	Public Safety	ShotSpotter	ShotSpotter Technology to enhance officer efficiency to calls of reported gun fire.	\$300,000	\$300,000	1	
Public Safety			Total	\$2,028,029	\$2,028,029		
PW1	Public Works	Pavement Rehabilitation	Sunrise Boulevard/Mather Field Road pavement rehabilitation, sidewalk repair, and drainage improvements.	\$1,125,000	\$1,125,000	1	
PW2	Public Works	Enhanced Litter and Graffiti Abatement in Streets & Channels	Enhanced trash & graffiti abatement on City arterials, drainage channels, and Highway 50 interchanges.	\$200,000	\$200,000	1	
PW3	Public Works	Enhance the City's Urban Forest	Programs to enhance the City's urban forest in collaboration with Sacramento Tree Foundation. Includes plantings, education, and addressing deferred maintenance of the urban forest's long-term health.	\$150,000	\$150,000	1	
PW4	Public Works	Sidewalk Repair	Replacement and repair of existing sidewalk to continue the work towards eliminating the approximately \$10 M backlog.	\$200,000	\$200,000	1	
PW5	Public Works	Trail Connection	Planning phase of the American River Parkway Trail Connection.	\$150,000	\$150,000	1	
Public Works			Total	\$1,825,000	\$1,825,000		
LPO	Legacy Project Operations	Rancho Cordova Youth Center	Funding of operations for the Rancho Cordova Youth Center.	\$822,600	\$822,600	1	
LPO	Legacy Project Operations	Rancho Cordova Police Department Youth Center Officer	Funding of a Rancho Cordova Police Department PAL/Youth Center Officer, student award programs, and youth outreach events.	\$280,439	\$280,439	1	
Legacy Project Operations			Total	\$1,103,039	\$1,103,039		
AD1	Administration	Administration & Communication	Funding of the administration of the Community Enhancement & Investment Fund (5% of total annual Measure H/Community Enhancement & Investment Fund budget).	\$625,000	\$625,000	1	
Administration			Total	\$625,000	\$625,000		
Total of approved grants, internal department allocations for initiatives, and Legacy Fund allocation for FY 2023-2024				\$13,280,757	\$12,500,000		

MEMORANDUM



ITEM 5.5.

DATE: February 10, 2025
TO: Chair and Members of the Community Enhancement & Investment Fund Citizen Oversight Board
FROM: Lindsay Samples, Management Analyst I
Randi Kay Stephens, Management Analyst II
SUBJECT: **FY 2023-2024 COMMUNITY GRANTEE COMPLIANCE WITH REPORTING REQUIREMENTS**

RECOMMENDATION

Receive information.

RESULT OF RECOMMENDED ACTION

The Citizen Oversight Board will receive information on grantee compliance with Community Enhancement & Investment Fund reporting requirements.

BACKGROUND

All FY 2023-2024 grantees complied with the reporting requirements for Use of Funds and Outcomes Reports. Staff will share samples of reports and clarify the process for submitting reports in alignment with the grant project/program's timing and purpose. Staff will provide background on the verification done by the city, including the process for reviewing reports, conducting site visits with grantees, and records retention.

ATTACHMENT(S)

1. CEIF Grant Reporting Guidelines 2023-2024



Community Enhancement & Investment Fund Grant Reporting Guidelines for Approved Grant Recipients

General Information

The City of Rancho Cordova appreciates your time and effort in preparing reports regarding your Community Enhancement & Investment Fund Grant ("Grant"). These reports:

- Provide the City with valuable information about progress towards goals and objectives of the Grant;
- Document what is being accomplished and what challenges must be overcome; and
- Ensure accountability for the use of Grant funds.

The City requires that narrative and financial reports be submitted together on a schedule established in Exhibits B and C of the executed grant agreement, or as modified in subsequent correspondence. If unusual circumstances arise that may delay the submittal of reports and supporting documentation, please promptly inform City staff.

Reports may be submitted in hardcopy format to Rancho Cordova City Hall (2729 Prospect Park Drive, Rancho Cordova, CA 95670) or electronically by e-mailing Lindsay Samples at lsamples@cityofranhocordova.org. If submitting via e-mail, your report will be acknowledged once received. Please note that the City's e-mail system will not accept e-mails 10MB or larger in size. If needed, send attachments in separate emails.

In 2017, the City Council created an oversight board. The Oversight Board reviews the manner in which Community Enhancement & Investment Funds were spent. They also review each grantee's compliance within the City's reporting requirements and make recommendations to exclude non-complying organizations from future grant award cycles to City Council for consideration.

In addition, each grant recipient must clearly document all expenditures made with the grant funding. Such documentation may include receipts, cancelled checks, credit card statements, or other evidence acceptable to the City.

Please do not hesitate to contact City staff with any questions regarding these guidelines.

Reporting Components

In grant reporting, grantees are expected to describe and evaluate the activities undertaken and to account for the use of grant funds during the reporting period.

The Report for Use of Funds (Exhibit B) should include:

- A. The original amount of the grant and the current remaining balance;
- B. The full project budget as approved, or as agreed to in an approved amendment; and
- C. Expenditures for the reporting period using the same expense categories set forth in the executed agreement or as agreed to in an executed amendment.

The Outcomes Report (Exhibit C) should include the following:

- A. Progress made toward the expected outcomes of the grant and any other significant accomplishments;
- B. Any setbacks or challenges to the progress of the grant activities;
- C. Plans and/or goals for the upcoming reporting period;
- D. An aggregated report on any program evaluations;
- E. A narrative explanation of any significant variances between proposed spending and actual spending in each category;
- F. Any additional information as listed in Exhibit C of the executed agreement;
- G. Lessons learned by your organization for the grant-funded activities (final reports only);
- H. Pictures if available; and
- I. Any additional information that the City should know about.

Do's and Don'tsDo

- Provide a summary sheet in the Use of Funds Report (Exhibit B) that identifies which category each expense belongs under.
- Put receipts/invoices in the same order as they appear on the corresponding summary sheet.
- Use spreadsheet software (such as Microsoft Excel) if possible.

Don't

- Provide receipts/invoices that are not related to the grant unless requested to show matching funds or in-kind sponsorships.
- Provide a balancing of checks from a bank account. Each expense is looked at individually. It does not matter where the award check was deposited.
- Group together receipts on summary sheets. List each expense individually.
- Use cash.
- Handwrite or accept any handwritten receipts.
- Supply invoices that are unpaid or are quotes.

Anticipated Balance at End of Grant Period

Approval of the use of unexpended funds beyond the agreement term or for uses not outlined in Exhibit A is at the City's discretion. Additionally, grant funding outside of the amount allocated by City Council requires City action and potentially may require further Council action.

Option A. Return unspent funds to the City. If any grant funds advanced to the grant recipient remain unexpended at the end of the grant term, the grant recipient shall return the unexpended funds within thirty (30) days of the expiration of the agreement.

Option B. Grant Extension: The current grant period may be extended if the project is generally on track but progress toward the objectives has been slower than anticipated. If you would like to request an extension, please notify City staff.

In the event the costs to perform the items of work exceed the amount of funds granted by the City, the grant recipient is responsible for the payment of all costs in excess of the grant funds. If you anticipate unexpended funds or costs greater than anticipated, please inform City staff.