

CITY OF RANCHO CORDOVA



CITY COUNCIL MEETING

Monday, March 3, 2025

**4:00 PM – Special Meeting
American River Room**

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

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

How to Observe or Listen to the 5:30 p.m. Regular Meeting Virtually:

- Online via Zoom: <https://cityofranchocordova.zoom.us/j/81630466928>
Webinar ID: 816 3046 6928
- By phone: +1 669 900 6833 or +1 253 215 8782
Webinar ID: 816 3046 6928

Public Comment

Members of the public who wish to address the City Council may do so in person during the meeting by completing and submitting a Speaker Card to the City Clerk.

Members of the public who wish to provide public comment via email will need to submit comments to CityClerk@cityofranchocordova.org no later than 2:00 p.m. on Monday, March 3, 2025. Written comments received no later than 2:00 p.m. will be distributed to the Council, filed in the record, and will not be read aloud. All comments submitted later than 2:00 p.m. will be distributed to the Council.

If you have questions related to the City Council Meeting, please contact the City Clerk's Office at (916) 851-8720 before Monday, March 3, 2025, at 2:00 p.m.

AGENDA

1. SPECIAL MEETING - CALL TO ORDER/ROLL CALL

Council Members Linda Budge, Garrett Gatewood, Joe Little, David Sander, and Mayor Siri Pulipati

2. PUBLIC COMMENT

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

3. SPECIAL MEETING

- 3.1. **Subject:** Discussion and Possible Direction on City Council Appointments to Regional Boards, Commissions and Committees to Enhance Community and Regional Partnerships.

Recommendation: Recommend discussing a strategy for leveraging City Council appointments to regional boards, commissions, and committees that will strengthen community and regional partnerships, support key initiatives and projects, and provide any additional direction related to City Council appointments to regional boards, commissions, and committees.

4. ADJOURNMENT OF SPECIAL MEETING

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

5. REGULAR MEETING - CALL TO ORDER/ROLL CALL

Council Members Linda Budge, Garrett Gatewood, Joe Little, David Sander, and Mayor Siri Pulipati

6. METRO CABLE TV TELEVISION ANNOUNCEMENT

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

7. PLEDGE OF ALLEGIANCE

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

8. INVOCATION

Deacon Walt Little with St. John Vianney Catholic Church will give the invocation.

9. PRESENTATIONS

- 9.1. Cordova Community Council 65 Years and Counting.
- 9.2. Introduction of New Employees: Rachel Duhe, Deputy City Clerk by Stacy Leitner, City Clerk, Jacob Nunez, Management Analyst II by Michelle Mingay, Finance Manager, and Laura Fickle, Economic Development Manager by Amanda Norton, Economic Development Director.

10. PUBLIC COMMENT

Members of the public wishing to address the Council for any matter not on the agenda may do so at this time by completing and submitting a Speaker Card to the City Clerk.

For items on the agenda, speakers will be called by the Mayor at the point on the agenda when the item will be heard. Speakers are encouraged to keep comments to three minutes or less and to state name and community of residence.

Under the provisions of the California Government Code, the City Council is prohibited from discussing or taking immediate action on any item not on the agenda unless it can be demonstrated to be of an emergency nature or the need to take immediate action arose after the posting of the agenda.

11. COUNCIL REPORTS

12. CITY MANAGER'S REPORT

13. CONSENT CALENDAR ITEMS - ROLL CALL VOTE

13.1. **Subject:** Meeting Minutes from the Regular City Council Meeting of February 18, 2025.

Recommendation: Adopt the minutes.

13.2. **Subject:** A Resolution Authorizing Joint Application to and Participation in the Homekey+ Program for the Mather Veterans Village Phase 4 Project.

Recommendation: Adopt the Resolution.

13.3. **Subject:** A Resolution Authorizing the City Manager to Execute Contract Amendment No. 2023-158-2 with Community Strong Strategies, LLC in an Amount not to Exceed \$117,437 for Economic Development Consulting Services.

Recommendation: Adopt the Resolution.

13.4. **Subject:** A Resolution Increasing the Annual Stormwater Utility Fee (SWUII) for Fiscal Year 2025-2026.

Recommendation: Adopt the Resolution.

13.5. **Subject:** A Resolution Updating the City's Records and Information Management Retention Schedule.

Recommendation: Adopt the Resolution.

13.6. **Subject:** A Resolution Adopting Amendments to the Ticket and Passes Distribution Policy.

Recommendation: Adopt the Resolution approving amendments to the Tickets and Passes Distribution Policy in accordance with Fair Political Practices Commission regulations on the reporting of gifts by public officials.

14. CONSENT PUBLIC HEARING ITEMS - ROLL CALL VOTE

None.

15. PUBLIC HEARING ITEMS

15.1. **Subject:** A Resolution Approving the City of Rancho Cordova's Adjusted Storm Drainage Impact Fee Schedule for 2025, Paid by Developers to Mitigate for their Project Impacts on the City's Drainage System.

Recommendation: Adopt the Resolution.

16. REGULAR CALENDAR ITEMS

16.1. **Subject:** Fiscal Year 2025-27 Budget Priorities Discussion.

Recommendation: Receive presentation and provide direction to staff.

16.2. **Subject:** Communications Update.

Recommendation: Provide 2024 communications update, 2025 communications plans, and answer Council questions.

17. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

18. ADJOURN TO CLOSED SESSION

Mayor Pulipati will adjourn the meeting to closed session.

19. CLOSED SESSION - CALL TO ORDER/ROLL CALL

Council Members Linda Budge, Garrett Gatewood, Joe Little, David Sander, and Mayor Siri Pulipati

20. CLOSED SESSION

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

20.1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (pursuant to California Government Code Section 54956.9(d)(1)) DPML Bear Hollow, LLC, a Delaware limited liability company and DPML Stonecreek, LLC, a Delaware limited liability company v. City of Rancho Cordova, City Council of Rancho Cordova, and DOES 1 through 25, inclusive. Sacramento Superior Court Case No. 23WM000122.

21. OPEN SESSION - REPORT FROM CLOSED SESSION

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

22. ADJOURNMENT

ADDITIONAL INFORMATION

Special Meetings listed below are subject to change/cancellation without further notice.

Unless the Council adopts a motion to extend the meeting, any item that is not initiated before 11:00 p.m. will be continued to the next day at 5:30 p.m. or scheduled on the next regular meeting agenda of the Council.

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

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

UPCOMING MEETINGS

March 17, 2025	5:30 PM Regular Meeting
March 25, 2025	5:30 PM Special Meeting/Work Session
April 7, 2025	4:00 PM Special Meeting/5:30 PM Regular Meeting

April 21, 2025	5:30 PM Regular Meeting
April 29, 2025	5:30 PM Special Meeting/Work Session
May 13, 2025	5:30 PM Special Meeting/Work Session
May 19, 2025	5:30 PM Regular Meeting
May 27, 2025	5:30 PM Special Meeting/Work Session

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

The Rancho Cordova City Council meeting will be videotaped in its entirety and will be cablecast without interruption on Metro Cable 14, the Government Affairs Channel on the Comcast and Direct TV U-Verse Systems. Closed Captioning will be available on the playback cablecast. A DVD copy is available from the City Clerk's Department and a webcast of this meeting will be available for viewing via video streaming from the City's website within 48 hours of adjournment of this meeting.

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

CERTIFICATION OF POSTING OF AGENDA

I, Stacy Leitner, City Clerk for the City of Rancho Cordova, declare that the foregoing agenda for the March 3, 2025, Regular Meeting of the Rancho Cordova City Council was posted and available for review on February 27, 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 27, 2025, at Rancho Cordova, California.



Stacy Leitner, CMC
City Clerk

MEMORANDUM



ITEM 3.1.

DATE: March 3, 2025
TO: Honorable Mayor and Council Members
FROM: Stacy Leitner, City Clerk
SUBJECT: **DISCUSSION AND POSSIBLE DIRECTION ON CITY COUNCIL APPOINTMENTS TO REGIONAL BOARDS, COMMISSIONS AND COMMITTEES TO ENHANCE COMMUNITY AND REGIONAL PARTNERSHIPS**

RECOMMENDATION

Recommend discussing a strategy for leveraging City Council appointments to regional boards, commissions, and committees that will strengthen community and regional partnerships, support key initiatives and projects, and provide any additional direction related to City Council appointments to regional boards, commissions, and committees.

RESULT OF RECOMMENDED ACTION

Following the City Council's discussion, appointed representatives to the City's regional boards, commissions, and committees will be able to strengthen the City's ability to address regional and community needs and ensure that appointees are effectively contributing to the City's long-term goals and initiatives.

BACKGROUND

The Sacramento Region has several public agencies that oversee various services within the area. These agencies' regional boards, commissions and committees often include representation from multiple municipalities, with one or more elected officials from each jurisdiction typically providing representation across the region.

Appointments to regional boards, commissions, and committees are crucial in fostering collaboration between the City and neighboring municipalities, regional partners, and stakeholders. These appointments offer the City Council an opportunity to directly influence key decisions and initiatives that impact the region.

At the December 16, 2024, City Council meeting, the City Council reviewed and approved appointments to various regional boards, commissions, and committees for 2025. During the meeting, the City Council requested staff to bring back the topic for further discussion on how these appointments can be leveraged to enhance community and regional partnerships, as well as to support key initiatives and projects.

On January 6, 2025, a follow-up meeting was held to continue this discussion and strategies

began to be identified. However, the conversation was not fully concluded. This continued discussion will give the City Council the opportunity to further discuss this topic and make any adjustments to the current appointments to regional boards, commissions, and committees (Attachment 1).

Included in this report is a comprehensive overview (Attachment 2) of current appointments to regional boards, commissions, and committees for 2025, which includes: the times and locations for each meeting, a brief background, currently assigned council members, and agency/committee contact information.

FISCAL IMPACT AND FUNDING SOURCE

There is no fiscal impact.

ATTACHMENT(S)

1. 2025 City Council Appointments to Regional Boards Commissions and Committees
2. Overview of City Council Appointments to Regional Boards, Commissions, and Committees

2025 City Council Appointments to Regional Boards, Commissions, and Committees

Name	Strategy	2025
Sacramento Area Council of Governments (SACOG) - Capitol Valley Regional SAFE - Airport Land Use Commission	To create an infill fund to reduce fees for development projects. Primary areas of focus include the following: Folsom Blvd., Coloma Rd., Old Placerville Rd., Sunrise Blvd., and the Connector.	Appointee: Sander Alt: Budge
Sacramento Regional Transit District	To establish a light rail stop at Horn Road and the Mineshaft, improve maintenance at light rail stations, and offer bus service to southeast Rancho Cordova.	Appointee: Budge Alt: Sander
Sacramento Transportation Authority	To secure SB 1 funding to improve local transportation infrastructure, strengthen relationships with key stakeholders, and engage a local lobbyist to complement our state and federal efforts.	Appointee: Pulipati Alt: Gatewood
Capital SouthEast Connector Joint Powers Authority	To secure \$60M to expand the road near Teichert from 2 to 4 lanes and to straighten the curve.	Appointee: Gatewood Alt: Little
Sacramento Placerville Transportation Corridor Joint Powers Authority		Appointee: Sander Alt: Budge
Sacramento Metropolitan Air Quality Management District	Establish a consistent approach to communicate about programs that benefit the Rancho Cordova community.	Appointee: Sander Alt: Pulipati

2025 City Council Appointments to Regional Boards, Commissions, and Committees

Name	Strategy	2025
Sacramento Area Sewer District • Northern California Sanitation Agencies Financing Authority	Part of the infill development discussion and aligned with SACOG strategy.	Appointee: Sander Alt: Little
Regional San • Sacramento Regional County Sanitation District		N/A
Sacramento Metropolitan Cable Television Commission		Appointee: Pulipati Alt: Gatewood
Sacramento-Yolo Mosquito and Vector Control District		Appointee: Robert McGarvey Alt: Sander **2-year term (2025-2026)
South Sacramento Conservation Agency Joint Powers Authority		Appointees: Budge, Gatewood Alt: Little, Pulipati

2025 City Council Appointments to Regional Boards, Commissions, and Committees

Name	Strategy	2025
Greater Sacramento Economic Council		Appointee: Pulipati Alt: Gatewood
Sacramento Local Agency Formation Commission		City's Next Term 2033-2034
Sacramento Public Library Authority Governing Board		Appointee: Little Alt: Budge
Lower American River Conservancy Program Advisory Committee		Appointee: Little Alt: Gatewood
Folsom Lake College Philanthropy Council		Appointee: Pulipati
City Selection Committee of Sacramento County		Appointee: Mayor
Sacramento County Criminal Justice Cabinet		Appointee: Mayor Alt: Little Designee: Chief of Police

2025 City Council Appointments to Regional Boards, Commissions, and Committees

Name	Strategy	2025
Sacramento Homeless Policy Council		Appointee: Little Alt: Gatewood

2025 City Council Appointments to Regional Boards, Commissions, and Committees

Name of Ad-hoc Committee	Strategy	2025
Sacramento County (M/VM)		Designees: Pulipati, Gatewood
Elk Grove Unified School District		Designees: Pulipati, Gatewood
Folsom Cordova Unified School District		Designees: Sander, Budge
Sacramento City Unified School District		Designees: Gatewood, Little
Golden State Water Company		Designees: Sander, Budge
Sacramento Metropolitan Fire District		Designees: Pulipati, Budge
Gateway Signage Committee		Designees: Sander, Budge
Growing Strong Neighborhoods		Designees: Sander, Little
Cordova Recreation and Park District		Designees: Pulipati, Gatewood
Rancho Cordova Technology & Innovation Committee		Designees: Pulipati, Gatewood

2025 City of Rancho Cordova City Council Overview of Appointments to Regional Boards, Commissions, and Committees

Sacramento Area Council of Governments (SACOG) Board of Directors

Meets 3rd Thursday of each month at 9:30 a.m. at SACOG, 1415 L Street, Suite 300, Sacramento

Background Information: In partnership with its 28 member cities and counties, SACOG provides leadership in a collaborative public forum for achieving an efficient regional transportation system, innovating and integrated regional planning, and a high quality of life within the Greater Sacramento region. SACOG is a 32-member Board of Directors (31 voting and 1 non-voting). Voting members are appointed by member jurisdictions from their county board of supervisors or city councils. The one non-voting member is the Caltrans District 3 Director. Source: www.sacog.org

Council Member(s):

David Sander, Appointee (2012-present)

Linda Budge, Alternate (1/1/2025-present)

Contact:

Lanette Espinoza, Clerk of the Board, lespinoza@sacog.org

James Corless, Executive Director

Sacramento Regional Transit District (SacRT) Board of Directors

Meets 2nd and 4th Monday of each month at 4:00 p.m. at the Sacramento Regional Transit Q Street Auditorium, 1102 Q Street, 4th Floor, Suite 4600, Sacramento

Background Information: SacRT began operations on April 1, 1973, following the acquisition of the Sacramento Transportation Authority. Today, SacRT operates more than 82 bus routes, 43 miles of light rail with 53 stations, and ADA paratransit services across a 440-square-mile service area in Sacramento County, including the cities of Sacramento, Citrus Heights, Elk Grove, Folsom, and Rancho Cordova. SacRT is overseen by a 12-member Board of Directors. Source: www.sacrt.com

Council Member(s):

Linda Budge, Appointee (2012-present)

David Sander, Alternate (2012-present)

Contact:

Tabetha Smith, Clerk of the Board, tlsmith@sacrt.com

Henry Li, General Manager/CEO

Sacramento Transportation Authority (STA) Board of Directors

Meets 2nd Thursday of each month at 1:30 p.m. at the Sacramento County Board of Supervisors' Chambers, 700 H Street, Sacramento

Background Information: The STA was established in 1988 as a local transportation authority following the approval of the original Measure A by voters. Its mission is to offer a wide range of transportation programs and services to benefit the 1.6 million residents of Sacramento County, enhancing the communities where they live, work, and play. The STA is governed by a 16-member Board of Directors, representing Sacramento, Citrus Heights, Elk Grove, Folsom, Galt/Isleton, and Rancho Cordova. Source: www.sacta.org

Council Member(s):

Siri Pulipati, Appointee (1/1/2025-present)

Garrett Gatewood, Alternate (1/1/2025-present)

Contact:

Jennifer Doll, Office Manager, jennifer@sacta.org

Kevin Bewsey, Executive Director

Capital SouthEast Connector Joint Powers Authority Board of Directors

Meets the last Friday of each month at 8:30 a.m. at Rancho Cordova City Hall, Council Chambers, 2729 Prospect Park Drive, Rancho Cordova

Background Information: In December 2006, the cities of Elk Grove, Folsom, and Rancho Cordova, along with El Dorado and Sacramento counties, joined forces to create a joint powers authority (JPA) to advance the planning, environmental review, engineering design, and development of the Elk Grove-Rancho Cordova-El Dorado Connector Project (the Connector). Source: www.connectorjpa.com

Council Member(s):

Garrett Gatewood, Appointee (2023-present)

Joe Little, Alternate (1/1/2025-present)

Contact:

Derek Minnema, Executive Director, MinnemaD@SacCounty.gov

Sacramento Placerville Transportation Corridor Joint Powers Authority (SPTC-JPA)

Meets quarterly at 9:30 a.m. at Folsom City Hall, Council Chambers, 50 Natoma Street, Folsom

Background Information: The SPTC-JPA is a public entity established in 1991 with the aim of acquiring 53 miles of the Placerville Branch right of way from Southern Pacific. After completing the purchase in September 1996, the SPTC-JPA and its member agencies entered into a Reciprocal Use and Funding Agreement (RUFA) to define their shared and individual rights and responsibilities regarding the acquisition, ownership, use, operation, improvement, maintenance, financial

management, and eventual disposal of the rail corridor. The SPTC-JPA remains active, focusing on preserving the corridor for transportation and overseeing property management.

The four member agencies are: 1) County of El Dorado, 2) City of Folsom, 3) County of Sacramento, and 4) Sacramento Regional Transit District. A fifth Director at Large is chosen by the four appointed Directors, and the current Director at Large is Rancho Cordova City Council Member David Sander.

Source: www.sptc-jpa.org

Council Member(s):

David Sander, Appointee (2012-present)

Linda Budge, Alternate (2012-present)

Contact:

Jen Thiot, Administrative Assistant, jthiot@folsom.ca.us

Sacramento Metropolitan Air Quality Management District Board of Directors

Typically meets the 4th Thursday of each month at 9:00 a.m. at the Sacramento County Board of Supervisors' Chambers, 700 H Street, Sacramento

Background Information: The Sacramento Metropolitan Air Quality Management District was established in 1996 under Health and Safety Code Sections 40960 et. Seq. to monitor, promote, and improve air quality in Sacramento County. It is one of 35 regional air quality districts in California. The District is tasked with monitoring air pollution within the Basin and developing and implementing programs to reduce pollution levels to meet state and federal health-based standards. The Board of Directors consists of 14 members, including all five Sacramento County Supervisors, four members of the Sacramento City Council, one representative from each of the cities of Citrus Heights, Elk Grove, Folsom, and Rancho Cordova, and one member representing the cities of Galt and Isleton. Source: www.airquality.org

Council Member(s):

David Sander, Appointee (1/1/2025-present)

Siri Pulipati, Alternate (2021-present)

Contact:

Salina Martinez, Clerk of the Board, smartinez@airquality.org

Alberto Ayala, Executive Director

Sacramento Area Sewer District Board of Directors

Meets the 2nd and 4th Wednesday of each month at 9:30 a.m. at the Sacramento County Board of Supervisors' Chambers, 700 H Street, Sacramento

Background Information: SacSewer is the sewage collection, treatment, and resource recovery utility serving the Sacramento region, providing service to over 1.6 million residents. It is governed by a 17-member Board of Directors, which includes five members from the Sacramento Board of Supervisors, five members from the Sacramento City Council, two council members from the City

of Elk Grove, and one representative each from Yolo County and the cities of Citrus Heights, Folsom, Rancho Cordova, and West Sacramento. Source: www.sacsewer.com

Council Member(s):

David Sander, Appointee (2021-present)

Joe Little, Alternate (01/01/2024-present)

Contact:

Sunny Kenner, Executive Secretary, kenners@sacsewer.com

Christoph Dobson, General Manager

Sacramento Metropolitan Cable Television Commission Board of Directors

Meets quarterly in March, June, September and December at 2:30 p.m. at the Sacramento County Board of Supervisors' Chambers, 700 H Street, Sacramento

Background Information: The Sacramento Metropolitan Cable Television Commission is responsible for the following: overseeing State-issued franchises for cable video services in Sacramento County, assisting consumers with cable/video-related issues and concerns, managing the operations of Metro Cable 14, collecting and distributing franchise and PEG fee revenues, monitoring the use of PEG fee funds, and overseeing community programming and the funding of Channel Licensees that support six community channels on the local cable system.

The Commission is a joint powers agency representing seven member jurisdictions: the County of Sacramento and the cities of Sacramento, Citrus Heights, Elk Grove, Rancho Cordova, Folsom, and Galt. Source: <https://sacmetrocable.saccounty.gov/>

Council Member(s):

Siri Pulipati, Appointee (2023-present)

Garrett Gatewood, Alternate (2023-present)

Contact:

Lydia Frazier, Commission Clerk, boardclerk@saccounty.gov

Shawn Ayala, Executive Director

Sacramento-Yolo Mosquito and Vector Control District Board of Trustees

Meets the 3rd Tuesday of each month at 10:00 a.m. at Sacramento-Yolo Mosquito and Vector Control District Office, 8631 Bond Road, Elk Grove

Background Information: In 1915, the California Legislature passed the "Mosquito Abatement Act" to help protect public health from the risks associated with mosquitoes. On June 18, 1946, the Sacramento County-Yolo County Mosquito Abatement District was established. In July 1990, the District Board voted to change the name to better reflect its expanded services, which now include control of ticks, yellow jackets, and other vectors. The District's mission is to provide safe, effective, and cost-efficient mosquito and vector control for Sacramento and Yolo counties, aiming to protect public health from diseases transmitted by mosquitoes, such as West Nile virus, malaria, and others. The two counties together cover 2,013 square miles of urban, commercial, and agricultural

land. The District is governed by a Board of Trustees, with each trustee representing one of the incorporated cities or counties within the District's boundaries. Trustees are appointed to their positions. Source: www.fightthebite.net

Council Member(s):

Robert McGarvey, Appointee (2007-present)

David Sander, Alternate (2007-present)

Contact:

Catalina Garcia, Administrative Assistant, cgarcia@fightthebite.net

Gary Goodman, Manager

South Sacramento Conservation Agency Joint Powers Authority

Meets the last Monday of every other month at 11:00 a.m. at Sacramento County Board of Supervisors' Chambers, 700 H Street, Sacramento

Background Information: The South Sacramento Conservation Agency – Joint Powers Authority is responsible for overseeing the implementation of the South Sacramento Habitat Conservation Plan (SSHCP). This includes acquiring land or easements to establish the SSHCP preserve system, carrying out restoration efforts for species habitats and aquatic resources, developing management and monitoring plans to sustain the preserve system, and ensuring compliance with the SSHCP's conditions and related permits. Additionally, the Agency is tasked with setting and adjusting fees, approving the Agency's annual report, and approving its annual budget. Source: <https://sccob.saccounty.gov/Pages/South-Sacramento-Conservation-Agency.aspx>

Council Member(s):

Linda Budge (2011-present) and Garrett Gatewood (2018-present), Appointees

Joe Little (1/1/2025-present) and Siri Pulipati (2021-present), Alternates

Contact:

Florence Evans, Clerk, BoardClerk@saccounty.gov

Greater Sacramento Economic Council Board of Directors

Typically meets quarterly from 9-11 a.m.

Background Information: The Greater Sacramento Economic Council is dedicated to connecting with national and regional audiences. Its Board of Directors includes representatives from local governments, business leaders, and various other stakeholders. Source: <https://www.greatersacramento.com/>

Council Member(s):

Siri Pulipati (1/1/2025–present), Appointee

Garrett Gatewood (1/1/2025–present), Alternate

Contact:

Barry Broome, President and CEO

Sacramento Local Agency Formation Commission (LAFCo)

Meets the 1st Wednesday of each month at 5:30 p.m. at Sacramento County Board of Supervisors' Chambers, 700 H Street, Sacramento

Background Information: LAFCo is a countywide commission mandated in every California county. Its purpose is to promote the organized creation of local government agencies, protect agricultural and open spaces, and prevent urban sprawl. By law, commissions are required to prepare Municipal Service Reviews and update Spheres of Influence for each independent local government jurisdiction within their county. Source: <https://saclafco.saccounty.gov>

Council Member(s):

According to the rotation schedule, it is anticipated City of Rancho Cordova representation will resume again from January 2033-December 2034.

Contact:

Commission Clerk, commissionclerk@saclafco.org
Jose C. Henriquez, Executive Director

Sacramento Public Library Authority Governing Board of Directors

Meets the 4th Thursday of each month at 3:00 p.m. at the Sacramento County Board of Supervisors' Chambers, 700 H Street, Sacramento

Background Information: The Sacramento Public Library Authority is governed by a joint powers agreement between the County of Sacramento and the cities of Citrus Heights, Isleton, Elk Grove, Rancho Cordova, and Sacramento. Its mission is to provide public library services that offer open access to a wide range of resources and ideas, inspiring learning, promoting reading, and enriching community life for all residents in the member jurisdictions. The Sacramento Public Library is the fourth-largest library system in California, with 28 locations serving 1.4 million people.

The Board is made up of representatives from each member jurisdiction, with seats allocated based on population. It includes all five members of the Sacramento County Board of Supervisors, five council members from the City of Sacramento, two members from the City of Elk Grove, and one member from the city councils of Citrus Heights and Rancho Cordova. The cities of Galt and Isleton are jointly represented by a single council member. The Library Director serves as the CEO of the Authority and acts as the secretary of the governing board. Source: www.saclibrary.org

Council Member(s):

Joe Little, Appointee (1/1/2025 –present)
Linda Budge, Alternate (2019-present)

Contact:

Heather Wilde, Clerk to the Board, hwilde@saclibrary.org
Peter Coyl, Library Director and CEO

Lower American River Conservancy Programs Advisory Committee

Meets as needed

Background Information: The Lower American River Conservancy Program was established by Assembly Bill 1716, which took effect on January 1, 2017. The Program was designed to create a state partner that works in collaboration with local agencies, particularly the County of Sacramento in its role as the manager of the American River Parkway, as well as nonprofit organizations. Its purpose is to help fund projects and provide grants aimed at restoring, enhancing, interpreting, protecting, and improving public access to the Parkway's natural, recreational, educational, and cultural resources. is responsible for reviewing eligible projects and making funding recommendations. The Committee is required to meet at least twice annually in Sacramento County, and its meetings are open to the public. The Committee is composed of 12 members. Source: www.wcb.ca.gov

Council Member(s):

Joe Little, Appointee (1/1/2025 – present)

Garrett Gatewood, Alternate (2018 – present)

Contact:

Cara Allen, Senior Environmental Scientist, cara.allen@wildlife.ca.gov

Folsom Lake College Philanthropy Council

Background Information:

Council Member(s):

Siri Pulipati, Appointee (2021-present)

Contact:

City Selection Committee of Sacramento County

Meets as needed

Background Information: The City Selection Committee of Sacramento County (referred to as "The Committee") is made up of the mayors from each incorporated city within the county, in accordance with Sections 50270 – 50279.2 of the California Government Code. The Committee's role is to appoint city representatives to various boards, commissions, and agencies as mandated by law. The Clerk of the Board of Supervisors serves as the Ex-Officio Clerk to the Committee. Source: <https://sccob.saccounty.gov/Pages/CitySelectionCommittee.aspx>

Council Member(s):

Siri Pulipati, Appointee (1/1/2025-present) – Concurrent with Mayoral term

Contact:

Florence Evans, Clerk, BoardClerk@saccounty.gov

Sacramento County Criminal Justice Cabinet Executive Committee

Meets quarterly in January, April, July, and October

Background Information: The principal mission of the Cabinet is to study the Sacramento County juvenile and criminal justice system, identify deficiencies, formulate policy and programs for change when opportunities present themselves. In addition, its mission is to communicate and present planning, financial, operational, managerial, and programmatic recommendations to the agencies represented on the Cabinet. The Mayor of each incorporated city sits on the board in addition to other County designated officials. Source: <https://dce.saccounty.gov/Public-Safety-and-Justice/CriminalJusticeCabinet/Pages/default.aspx>

Council Member(s):

Siri Pulipati, Appointee (1/1/2025-present) – Concurrent with Mayoral term

Joe Little, Alternate (1/1/2025-present)

Designee: Chief of Police

Contact:

Catherine York, Management Analyst, YorkC@saccounty.gov

Sacramento Homeless Policy Council

Meets quarterly at 9:00 a.m. with ongoing discussion and collaboration between community leaders and staff continuing year-round.

Background Information: The Sacramento Homeless Policy Council (SHPC) was established to foster regional collaboration in the effort to end homelessness. The SHPC convened for the first time on August 27, 2021, to initiate broad, strategic discussions aimed at addressing the homelessness crisis in Sacramento. Current members include elected officials from Sacramento County and the cities of Sacramento, Citrus Heights, Elk Grove, Folsom, Galt, and Rancho Cordova. Additionally, the SHPC includes leaders from key coordinating bodies within the homeless response system, such as the Chair of the Continuum of Care (CoC) and the Chair of the CoC's lead agency, Sacramento Steps Forward. Source: <https://sacramentostepsforward.org/sacramento-homeless-policy-council-2/>

Council Member(s):

Joe Little, Appointee (1/1/2025 – present)

Garrett Gatewood, Alternate (1/1/2025 – present)

Contact:

Lisa Bates, Chief Executive Officer, lbates@sacstepsforward.org

Ad-hoc Committees

Ad-hoc committees are temporary groups formed to address specific issues or tasks that arise unexpectedly. These committees meet as needed, convening only for the duration of the project or problem they are assigned to resolve.

Sacramento County	Designees: Siri Pulipati, Garrett Gatewood
Elk Grove Unified School District	Designees: Siri Pulipati, Garrett Gatewood
Folsom Cordova Unified School District	Designees: David Sander, Linda Budge
Sacramento City Unified School District	Designees: Garrett Gatewood, Joe Little
Golden State Water Company	Designees: David Sander, Linda Budge
Sacramento Metropolitan Fire District	Designees: Siri Pulipati, Linda Budge
Gateway Signage	Designees: David Sander, Linda Budge
Growing Strong Neighborhoods	Designees: David Sander, Joe Little
Cordova Recreation and Park District	Designees: Siri Pulipati, Garrett Gatewood
Rancho Cordova Technology and Innovation	Designees: Siri Pulipati, Garrett Gatewood

CITY OF RANCHO CORDOVA



CITY COUNCIL MEETING

Tuesday, February 18, 2025

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

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

DRAFT MINUTES

1. REGULAR MEETING - CALL TO ORDER/ROLL CALL

Mayor Pulipati called the Regular meeting to order in the David B. Roberts Council Chambers at 5:32 p.m.

Council Members Present: Linda Budge (arrived at 5:44 p.m.), Garrett Gatewood, Joe Little, David Sander, and Mayor Siri Pulipati

Council Members Absent: None

Staff Members Present: Rachel Duhe, Palmer Hilton, Stacy Leitner, Persephonie Riley, and Micah Runner

2. METRO CABLE TV TELEVISION ANNOUNCEMENT

The City Clerk read the meetings recordings and playback schedule.

3. PLEDGE OF ALLEGIANCE

Brett Randle with the Sacramento Metropolitan Fire District led the pledge.

4. INVOCATION

Julie Steinbach with the United Methodist Church gave the invocation.

5. PRESENTATIONS

- 5.1. Employee Milestone Anniversary Presentation.

6. PUBLIC COMMENT

Mayor Pulipati opened the public comment period. The following individuals addressed

ITEM 13.1.

Rancho Cordova City Council - DRAFT MINUTES
Meeting of Tuesday, February 18, 2025

ATTACHMENT 1

the Council or submitted public comment via email:

1. Lisa Cooley
2. Abirami Duraiswamy
3. Cathy Birch
4. Helen Whelan-Bashaw

Mayor Pulipati closed the public comment period.

7. COUNCIL REPORTS

Council reported on events since the last meeting.

8. CITY MANAGER'S REPORT

City Manager Micah Runner gave his report.

9. CONSENT CALENDAR ITEMS - ROLL CALL VOTE

Mayor Pulipati opened the public comment period. Seeing no speakers, Mayor Pulipati closed the public comment period.

ACTION: Motion to approve items 9.1 and 9.2 by Budge second by Sander;
Motion passed with a 5:0 vote.

- 9.1. **Subject:** Meeting Minutes from the Regular City Council Meeting of February 3, 2025, and the Special Meeting of February 11, 2025.

Recommendation: Adopt the minutes.

- 9.2. **Subject:** A Resolution Authorizing the City Manager to Execute Contract No. 2024-276 with TPM Construction Inc. in an Amount not to Exceed \$815,000 (Eight Hundred and Fifteen Thousand Dollars) for the City Hall Suite 230 Tenant Improvement Project (80106).

Recommendation: Adopt the Resolution.

10. CONSENT PUBLIC HEARING ITEMS - ROLL CALL VOTE

- 10.1. **Subject:** Jackson Properties Warehouse Storage Building - Major Design Review Amendment and Height Exception (CEQA Exempt pursuant to section 15183. Projects Consistent with a Community Plan or Zoning) - Project No. PLND-0924-0110.

Recommendation: Determine the project exempt per California Environmental Quality Act (CEQA) Guidelines Exemption 15183 (Projects Consistent with a Community Plan, General Plan, or Zoning) and adopt the Resolution for the Jackson Properties Warehouse Storage Building Major Design Review Amendment and Height Exception, PLND-0924-0110, subject to the findings, Project Plans, and Conditions of Approval.

Mayor Pulipati opened the public comment period. Seeing no speakers, Mayor Pulipati closed the public comment period.

ACTION: Motion to continue item 10.1 to the March 17, 2025, City Council meeting by Budge second by Gatewood;
Motion passed with a 5:0 vote.

11. PUBLIC HEARING ITEMS

None.

12. REGULAR CALENDAR ITEMS

ITEM 13.1.

ATTACHMENT 1

Rancho Cordova City Council - DRAFT MINUTES
Meeting of Tuesday, February 18, 2025

- 12.1. **Subject:** Planning Commission Regular Member Nomination and Selection.

Recommendation: Receive a nomination from Vice Mayor Gatewood for the regular member Planning Commission vacancy and make a motion to approve the one (1) member.

Mayor Pulipati opened the public comment period. Seeing no speakers, Mayor Pulipati closed the public comment period.

ACTION: Motion to nominate and appoint Elliott Stevenson as Council Member Gatewood's Regular Planning Commission Member appointee by Budge second by Sander;
Motion passed with a 5:0 vote.

- 12.2. **Subject:** Discussion and Update on Public School Educational Opportunities and the Future of Education in Rancho Cordova.

Recommendation: Receive an update on the education opportunities in Rancho Cordova and provide direction.

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

1. Melody Granger-Mayer
2. Conrade Mayer
3. Helen Whelan-Bashaw
4. Lupe Hernandez
5. Jose Cardona

Mayor Pulipati closed the public comment period.

ACTION: Input was received regarding the Update on Public School Educational Opportunities and the Future of Education in Rancho Cordova.

- 12.3. **Subject:** Rancho Cordova Police Department Update

Recommendation: Receive presentation.

Mayor Pulipati left the meeting at 7:46 p.m.

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

1. Lupe Hernandez

Vice Mayor Gatewood closed the public comment period.

ACTION: Input was received regarding the Rancho Cordova Police Department Update.

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

Recommendation: Receive the presentation and provide feedback.

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

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

13. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

None.

ITEM 13.1.

Rancho Cordova City Council - DRAFT MINUTES
Meeting of Tuesday, February 18, 2025

ATTACHMENT 1

14. ADJOURNMENT

Vice Mayor Gatewood adjourned the meeting at 8:22 p.m.

Stacy Leitner, CMC
City Clerk

MEMORANDUM



ITEM 13.2.

DATE: March 3, 2025
TO: Honorable Mayor and Council Members
FROM: Stefan Heisler, Housing Manager
SUBJECT: **A RESOLUTION AUTHORIZING JOINT APPLICATION TO AND PARTICIPATION IN THE HOMEKEY+ PROGRAM FOR THE MATHER VETERANS VILLAGE PHASE 4 PROJECT**

RECOMMENDATION

Adopt the Resolution.

RESULT OF RECOMMENDED ACTION

Adoption of the Resolution would allow the City Manager to submit a joint application to the Homekey+ Program for the Mather Veterans Village Phase 4 Project, with Mercy Housing California as a joint applicant, for an amount not to exceed \$40,000,000, and if awarded, execute a Standard Agreement and any and all other documents required or deemed necessary or appropriate to secure the Homekey+ funds from the California Department of Housing and Community Development (HCD).

BACKGROUND

The City has partnered with Mercy Housing California and Nation's Finest/Veterans Housing Development Corporation (the Development Team) to develop an affordable housing project on the southeast corner of Bleckely Street and Schirra Avenue. The project is known as Mather Veterans Village Phase 4 and consists of a 70-unit multifamily residential apartment project for homeless and/or disabled veterans or homeless households (the Project). Sixty-nine (69) of the units will be rented at an affordable monthly rent to households earning up to 50 percent of area median income for a period of 55 years. One (1) unit will be an unrestricted manager's unit. The Project will also have a priority for serving seniors aged 62+. The Project will be new construction, three stories, single-loaded, and elevator served. The unit mix includes 58 one-bedroom units and 12 two-bedroom units. The residential units will be arranged around a centrally landscaped courtyard. An approximately 4,000 square foot community clubhouse, offices, and a shared patio will be located within the courtyard. The City approved a Conditional Use Permit for the Project on July 1, 2024. The Planning Commission approved the Project's Major Design Review on December 11, 2024.

The Development Team is preparing an application to the State of California Homekey+ Program. Homekey+ is funded through the 2024 Proposition 1 Behavioral Health Infrastructure Bond Act and is designed to support the development of permanent supportive housing for veterans and individuals with mental health or substance use disorder challenges who are at-

risk of, or experiencing, homelessness. Approximately \$1.033 billion is available in the current Homekey+ Notice of Funding Availability for veteran-serving projects. The final application due date is April 3, 2025. A resolution from the local jurisdiction applicant is required in order to participate in the Homekey+ Program. Based on the strong alignment of the Project with the Homekey+ Program purpose and guidelines, staff is confident that this application has a high chance of receiving an award.

A key commitment in the Homekey+ Program is the provision of services over the life of the project (55 years). As an applicant to the Homekey+ Program, along with the development team co-applicants, the City would remain jointly and severally liable to HCD for performance and compliance with all Homekey+ Program requirements. The Development Team has secured 69 Veterans Affairs Supportive Housing (VASH) vouchers from the Sacramento Housing and Redevelopment Agency for this Project that will be able to reliably provide the required supportive services for this Project and meet the Homekey+ program requirements.

NEXT STEPS

If the City Council adopts the Resolution, staff will work with the Development Team to submit a Homekey+ application by the April 3, 2025 application deadline. With a successful award from the Homekey+ Program, the Project will be fully funded. Project funding sources include \$3,000,000 of American Rescue Plan Act (ARPA) funding from Sacramento County, \$2,000,000 of ARPA funding from the City of Rancho Cordova, and \$1,000,000 of Community Project Funding from the Department of Housing and Community Development (HUD), and if successful, Homekey+ Program funding.

Homekey+ awards are expected to be announced on a continuous basis beginning in June 2025. If awarded, the Project will not need to apply for additional tax credit funding and will be required to begin construction within 8 months of the Homekey+ award.

ENVIRONMENTAL REVIEW

The City is currently applying for HCD funding for a future development project. This approval does not approve any physical development and would not result in direct or indirect physical changes in the environment. The anticipated specific development project that may result from this property acquisition has already been subject to a project-level environmental review and has been determined to be exempt from CEQA pursuant to CEQA Guidelines Section 15332, In-Fill Development Projects, Section 15183 Projects "Consistent with the Community Plan, General Plan or Zoning", Section 15194 Affordable Housing Exemption, and AB 1449 (Chapter 761, Statutes of 2023) Public Resources Code (PRC) Section 21080.40 Affordable Housing statutory exemption. Moreover, the Health and Safety Code Section 50676.1.5(c) specifically exempts HCD actions taken to "provide financial assistance or insurance for the development and construction of Projects" from CEQA review. This activity is not subject to CEQA.

FISCAL IMPACT AND FUNDING SOURCE

There is no fiscal impact associated with this action.

ATTACHMENT(S)

1. Resolution

CITY OF RANCHO CORDOVA

RESOLUTION NO. XX-2025

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF RANCHO CORDOVA
AUTHORIZING JOINT APPLICATION TO AND PARTICIPATION IN THE HOMEKEY+
PROGRAM**

WHEREAS, The Department of Housing and Community Development (“HCD”) has issued a Notice of Funding Availability, dated November 26, 2024 (“NOFA”), for the Homekey+ Program (“Homekey+” or “Program”). HCD has issued the NOFA for Homekey+ grant funds pursuant to Health and Safety Code Section 50675.1.3 (Assem. Bill No. 140 (2021-2022 Reg. Sess.), Subsection 20); Health and Safety Code Section 50675.1.5 (Assem. Bill No. 531 (2023-2024 Reg. Sess.); Section 14184.402 of the Welfare and Institutions Code; Section 5891.5 of the Welfare and Institutions Code; and Round 5 and 6 of the Homeless Housing, Assistance and Prevention (HHAP) grant program. (Assem. Bill No. 129 (chapter 40, Statutes 2023) and Assem. Bill No. 166 (Chapter 48, Statutes 2024), respectively; and

WHEREAS, The City of Rancho Cordova (“Applicant”) desires to jointly apply for Homekey+ grant funds with Mercy Housing California and Mercy Housing California 122, LLC (“Corporation” and “Co-Applicant”). Therefore, Applicant is joining Co-Applicant in the submittal of an application for Homekey+ funds (“Application”) to HCD for review and consideration; and

WHEREAS, HCD is authorized to administer Homekey+ pursuant to the Multifamily Housing Program (Chapter 6.7 (commencing with Section 50675) of Part 2 of Division 31 of the Health and Safety Code). Homekey+ funding allocations are subject to the terms and conditions of the NOFA, the Application, the Department-approved STD 213, Standard Agreement (“**Standard Agreement**”), and all other legal requirements of the Homekey+ Program.

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

1. Applicant is hereby authorized and directed to submit a joint Application to HCD in response to the NOFA, and to jointly apply for Homekey+ grant funds in a total amount not to exceed \$40,000,000.
2. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver a Standard Agreement in a total amount not to exceed \$40,000,000, any and all other documents required or deemed necessary or appropriate to secure the Homekey+ funds from the Department and to participate in the Homekey+ Program, and all amendments thereto (collectively, the “Homekey+ Documents”).
3. Applicant acknowledges and agrees that it shall be subject to the terms and conditions specified in the Standard Agreement, and that the NOFA and Application will be incorporated in the Standard Agreement by reference and made a part thereof. Any and all activities, expenditures, information, and timelines represented in the Application are enforceable through the Standard Agreement. Funds are to be used for the allowable expenditures and activities

identified in the Standard Agreement.

4. The City Manager, or his designee, is authorized to execute the Application and the Homekey+ Documents on behalf of Applicant for participation in the Homekey+ Program.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 3rd day of March 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Siri Pulipati, Mayor

Stacy Leitner, CMC
City Clerk

MEMORANDUM



ITEM 13.3.

DATE: March 3, 2025
TO: Honorable Mayor and Council Members
FROM: Amanda Norton, Economic Development Director
SUBJECT: **A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACT AMENDMENT NO. 2023-158-2 WITH COMMUNITY STRONG STRATEGIES, LLC IN AN AMOUNT NOT TO EXCEED \$117,437 FOR ECONOMIC DEVELOPMENT CONSULTING SERVICES**

RECOMMENDATION

Adopt the Resolution.

RESULT OF RECOMMENDED ACTION

Adoption of the Resolution would authorize the City Manager to execute Contract Amendment No. 2023-158-2 with Community Strong Strategies, LLC in an amount not to exceed \$117,437 for Economic Development Consultant Services.

BACKGROUND

On October 1, 2023, the City of Rancho Cordova entered into a Professional Services Agreement (PSA) with Community Strong Strategies, LLC for economic development consulting services. The Agreement had a total compensation of \$100,000 and was set to expire on June 23, 2024. The PSA was amended to extend the term period until December 31, 2024.

The Second Amendment to the PSA would increase the total compensation by \$17,437, revising the total agreement to an amount not to exceed \$117,437. The additional funds will enable Community Strong Strategies, LLC to complete their economic development consulting projects with the City and ensure that all services outlined in the original scope of services are fully delivered. This adjustment is necessary to conclude existing projects.

FISCAL IMPACT AND FUNDING SOURCE

These consulting services have been budgeted for in the Economic Development General Fund Budget.

ATTACHMENT(S)

1. Resolution
2. Contract Amendment No. 2023-158-2

CITY OF RANCHO CORDOVA

RESOLUTION NO. XX-2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT NO. 2023-158-2 IN AN AMOUNT NOT TO EXCEED \$117,437 WITH COMMUNITY STRONG STRATEGIES, LLC FOR ECONOMIC DEVELOPMENT CONSULTING SERVICES

WHEREAS, on October 1, 2023, the City of Rancho Cordova and Community Strong Strategies, LLC entered into a Professional Services Agreement (PSA) for economic development consulting services, with a total compensation not to exceed \$100,000; and

WHEREAS, the City executed the First Amendment extending the contract term from June 30, 2024, to December 31, 2024, to ensure continued services from Community Strong Strategies, LLC and allow for the completion of ongoing projects; and

WHEREAS, the City would like to execute a Second Amendment to increase the total compensation by \$17,437, revising the agreement total to an amount not to exceed \$117,437; and

WHEREAS, additional funding is necessary for Community Strong Strategies, LLC to complete professional services and successfully finalize projects in alignment with the Scope of Services outlined in the PSA; and

WHEREAS, sufficient funding is available in the Economic Development General Fund budget to cover the additional costs of this amendment.

NOW, THEREFORE, BE IT HEREBY RESOLVED THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA: does hereby authorize the City Manager to execute Contract No. 2023-158-2 with Community Strong Strategies, LLC in an amount not to exceed \$117,437 for Economic Development Consulting Services in a form approved by the City Attorney.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 3rd day of March 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Stacy Leitner, CMC
City Clerk

Siri Pulipati, Mayor

**SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF RANCHO CORDOVA AND
COMMUNITY STRONG STRATEGIES, LLC**

This Second Amendment to the Agreement for Professional Services ("Amendment") is made by and between the City of Rancho Cordova ("City") and Community Strong Strategies, LLC ("Professional") as of December 31, 2024. City and Professional are hereinafter collectively referred to as the "Parties."

RECITALS

WHEREAS, the Parties entered into a Professional Services Agreement ("PSA") dated October 1, 2023 for the purpose of providing Economic Development Consulting Services; and

WHEREAS, the Parties previously amended the PSA to extend the termination date from June 30, 2024, to December 31, 2024; and

WHEREAS, the Parties would like to execute this Second Amendment to increase the agreement amount by \$17,437 to ensure the City receives the professional services from the Provider and to successfully close out projects in alignment with the Scope of Work outlined in the PSA; and

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

NOW, THEREFORE, the Parties hereto agree as follows:

AGREEMENT

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

"City hereby agrees to pay Professional a sum not to exceed One Hundred Seventeen Thousand Four Hundred and Thirty-Seven Dollars (\$117,437), notwithstanding any contrary indication that may be contained in Professional's proposal, for services to be performed and reimbursable costs incurred under this Agreement."

2. The document entitled "Compensation Schedule," attached hereto as **Exhibit B**, shall replace and supersede the PSA's **Exhibit B**.
3. All other terms and conditions in the PSA shall remain in full force and effect to the extent they are not in conflict with this Amendment.

4. The signatures of the Parties to this Amendment may be executed and acknowledged on separate pages or in counterparts which, when attached to this Amendment, shall constitute one complete Amendment.
5. **Contract Administration.** This Agreement shall be administered by Amanda Norton ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

Notices. Any written notice to Professional shall be sent to:
Community Strong Strategies, LLC
ATTN: Tracey Flaningam
99 S. Almaden Boulevard, Suite 600
San Jose, CA 95117
Email Address (for Insurance Update Requests):
tracey@communitystrongstrategies.com

Any written notice to City shall be sent to:
City of Rancho Cordova
ATTN: Amanda Norton
2729 Prospect Park Drive
Rancho Cordova, CA 95670

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

CITY OF RANCHO CORDOVA

PROFESSIONAL

Micah Runner, City Manager

Tracey Flaningam, Partner

Date: _____

Date: _____

Attest:

Stacy Leitner, CMC, City Clerk

Date: _____

Approved as to Form:

Adam U. Lindgren, City Attorney

Date: _____

EXHIBIT B

COMPENSATION SCHEDULE

3.0 Fee Schedule and Terms

- Partner - \$175.00/hour
- Vice President - \$125.00/hour
- CSS Part-time staff - \$50.00/hour

This term of the contract is not to exceed \$117,437.

MEMORANDUM



ITEM 13.4.

DATE: March 3, 2025
TO: Honorable Mayor and Council Members
FROM: Albert Stricker, Public Works Director
Dalia Fadl, Principal Engineer
SUBJECT: **A RESOLUTION INCREASING THE ANNUAL STORMWATER UTILITY FEE (SWUII) FOR FISCAL YEAR 2025-2026**

RECOMMENDATION

Adopt the Resolution.

RESULT OF RECOMMENDED ACTION

Adoption of the Resolution would apply an inflationary adjustment to the Annual Stormwater Utility Fee increasing the rates by 2.4%. This fee is applied in the new development areas of the City.

BACKGROUND

During the formation of the Stormwater Utility II (SWUII) Fee, Council approved a written report entitled "Rate Analysis Report", dated August 7, 2014 (the "Written Report") prepared by Harris & Associates. The report is filed with the City Clerk and available for public inspection. On September 2, 2014, following a properly noticed public hearing, Council adopted Ordinance No. 7-2014 that established the SWUII Fee by adding Chapter 15.11 to the Rancho Cordova Municipal Code. The SWUII fee is applied to new development projects in the City which annex into the City's SWUII area as part of their conditions of approval. Please refer to Attachment 3 for a map of the SWUII district.

As established by the Written Report and Municipal Code Section 15.11.040, "Levy of charge for storm drainage services," the Stormwater Utility II Fee may be increased annually by the annual change in the Consumer Price Index (CPI). The change in CPI from December 2023 to December 2024 is 2.4%. By adoption of the Resolution, the SWUII Fee rates for Fiscal Year 2025-2026 are hereby increased by 2.4% from \$154.33 per Drainage Measurement Unit (DMU) to \$158.03 per DMU. In addition, starting this year, this fee will apply to all publicly owned parcels in compliance with the requirements of Proposition 218.

FISCAL IMPACT AND FUNDING SOURCE

There is no fiscal impact to the city's general fund. The annual stormwater utility fees collected are deposited into an enterprise fund and specifically used for the maintenance of the storm drainage and flood protection system.

ATTACHMENT(S)

1. Resolution
2. SWU Fee Worksheet for FY 2025-2026
3. Drainage Districts Map

CITY OF RANCHO CORDOVA

RESOLUTION NO. XX-2025

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA,
STATE OF CALIFORNIA, APPROVING THE ANNUAL INFLATIONARY ADJUSTMENT TO
THE STORM WATER UTILITY II FEE FOR FISCAL YEAR 2025-2026**

WHEREAS, Council approved a written report entitled, "Rate Analysis Report", dated August 7, 2014, (the "Written Report") prepared by Harris & Associates and filed with the City Clerk containing a description of each parcel of real property within the City to which the Stormwater Utility II Fee is applicable (collectively, the "Identified Parcels"). The Written Report is on file in the office of the City Clerk and is available for public inspection; and

WHEREAS, on September 2, 2014, this Council adopted Ordinance No. 7-2014, adding Chapter 15.11 to the Rancho Cordova Municipal Code entitled "Annual Storm Water Utility II Fee," thereby establishing the Stormwater Utility II Fee; and

WHEREAS, pursuant to Section 15.11.040 of the Municipal Code and the Written Report, the Stormwater Utility II Fee may be increased annually by the annual change in the Consumer Price Index (CPI), during the preceding year, for All Urban Consumers, for the San Francisco-Oakland-San Jose areas, published by the United States Department of Labor, Bureau of Labor Statistics; and

WHEREAS, the change in CPI from December 2023 to December 2024 for All Urban Consumers, for the San Francisco-Oakland-San Jose areas, as published by the United States Department of Labor, Bureau of Labor Statistics, is two and four tenth percent (2.4%).

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

1. The foregoing recitals are true and correct.
2. The Stormwater Utility II Fee rates for Fiscal Year 2025-2026 are hereby increased by 2.4% from \$154.33 per Drainage Measurement Unit (DMU) to **\$158.03** per DMU.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 3rd day of March 2025 by following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ITEM 13.4.

ATTACHMENT 1

ATTEST:

Stacy Leitner, CMC
City Clerk

Siri Pulipati, Mayor

ITEM 13.4.

ATTACHMENT 2

Stormwater Utility Fee Maximum Assessment Rate Calculation by Consumer Price Index (CPI) increases FY 2025-26 CPI WORKSHEET

	CPI Increase	Max. Rate
FY 2014-15		\$114.63
FY 2015-16		\$114.63
FY 2016-17	3.2%	\$118.29
FY 2017-18	3.5%	\$122.43
FY 2018-19	2.9%	\$125.98
FY 2019-20	4.5%	\$131.64
FY 2020-21	2.5%	\$134.93
FY 2021-22	2.0%	\$137.62
FY 2022-23	4.2%	\$143.40
FY 2023-24	4.9%	\$150.42
FY 2024-25	2.6%	\$154.33
FY 2025-26	2.4%	\$158.03

All Urban Consumers, for the San Francisco-Oakland-Hayward Areas
Change from Dec to Dec

Used to update Protest Notice Rates for City

	Max Rate for FY 2025-26	Max Rate for FY 2024-25	Max Rate for FY 2023-24
Single Family Residential Parcels			
0.16 acres or less	\$158.03	\$154.33	\$150.42
0.17 - 0.25 acres	\$173.82	\$169.75	\$165.45
0.26 – 0.33 acres	\$185.70	\$181.35	\$176.76
0.34 – 0.50 acres	\$197.52	\$192.90	\$188.02
greater than 0.50 acres	\$197.52	\$192.90	\$188.02 for the first .50 Acres
	\$98.74	\$96.43	\$93.99 plus per acre over 0.50 acres
Multi-Family Residential Parcels			
18 dwelling units per acre or less	\$1,383.05	\$1,350.64	\$1,316.42 per Acre
Greater than 18 dwelling units	\$1,481.86	\$1,447.13	\$1,410.46 per Acre
Commercial	\$1,481.86	\$1,447.13	\$1,410.46 per Acre
Industrial	\$1,580.66	\$1,543.62	\$1,504.51 per Acre
Schools	\$987.90	\$964.75	\$940.31 per Acre
Private Recreation	\$493.92	\$482.35	\$470.13 per Acre
Parks & Greenbelts	\$197.52	\$192.90	\$188.02 per Acre
Public Property	\$592.71	\$578.82	\$564.16 per Acre

See the separate tab for "The Ranch" Rate Calcs

Calculated Rate for the Ranch

	CPI Increase	Original Max. Rate	The Ranch - Rate w/ private facilities removed
FY 2014-15		\$114.63	\$26.67
FY 2015-16		\$114.63	\$26.67
FY 2016-17	3.2%	\$118.29	\$27.52
FY 2017-18	3.5%	\$122.43	\$28.48
FY 2018-19	2.9%	\$125.98	\$29.30
FY 2019-20	4.5%	\$131.64	\$30.61
FY 2020-21	2.5%	\$134.93	\$31.37
FY 2021-22	2.0%	\$137.62	\$31.99
FY 2022-23	4.2%	\$143.40	\$33.33
FY 2023-24	4.9%	\$150.42	\$34.96
FY 2024-25	2.6%	\$154.33	\$35.86
FY 2025-26	2.4%	\$158.03	\$36.72

	CPI Increase	The Ranch - MFR1 Rate per Acre
FY 2014-15		\$250.06
FY 2015-16		\$250.06
FY 2016-17	3.2%	\$258.06
FY 2017-18	3.5%	\$267.09
FY 2018-19	2.9%	\$274.83
FY 2019-20	4.5%	\$287.19
FY 2020-21	2.5%	\$294.36
FY 2021-22	2.0%	\$300.24
FY 2022-23	4.2%	\$312.85
FY 2022-23	4.9%	\$328.17
FY 2024-25	2.6%	\$336.70
FY 2025-26	2.4%	\$344.78

ITEM 13.4.

ATTACHMENT 2

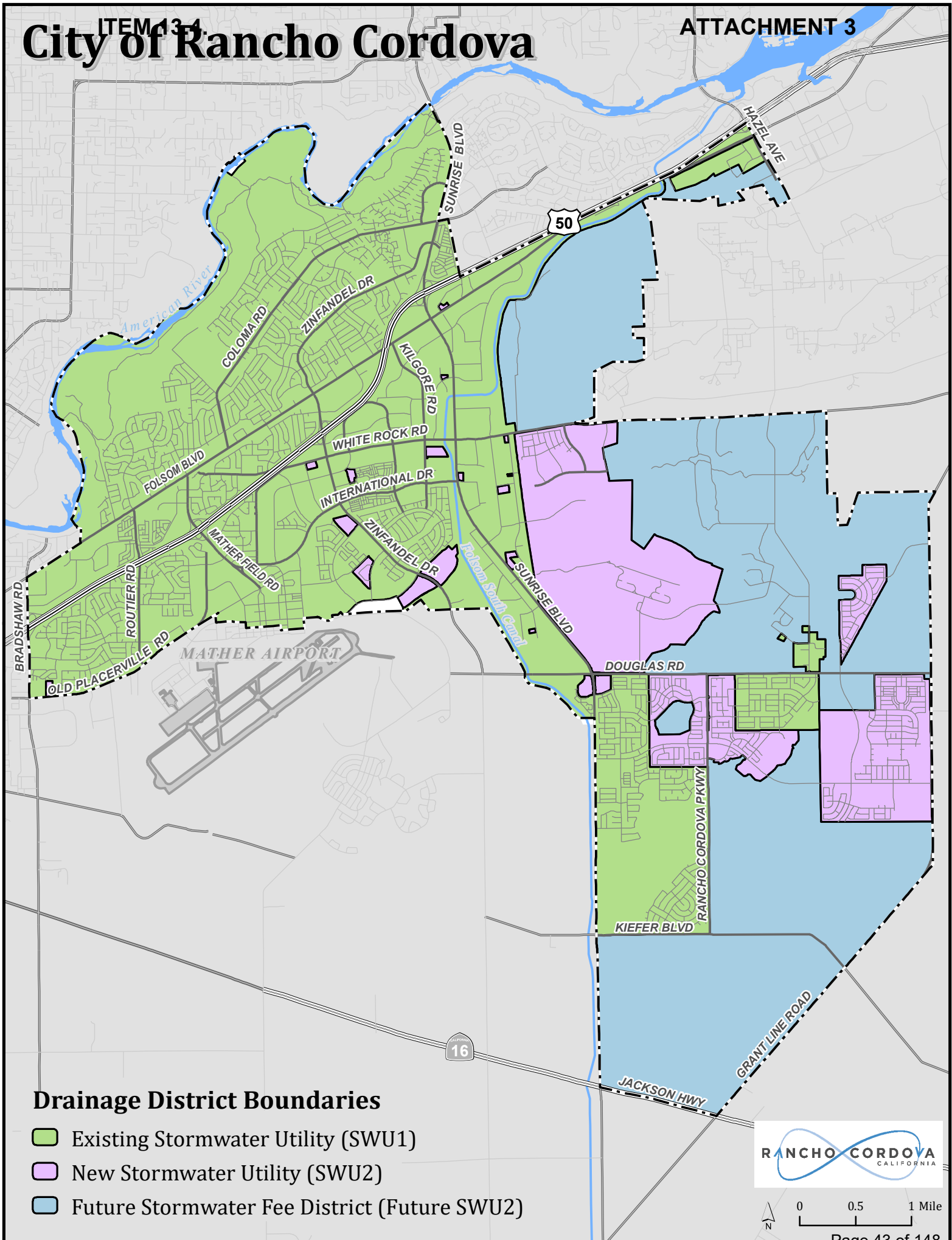
Stormwater Utility Fee II Maximum Assessment Rate Calculation by Consumer Price Index (CPI) increases FY 2025-26 CPI WORKSHEET

Used to update Protest Notice Rates for City

	CPI Increase	Max. Rate
FY 2022-23		\$210.14
FY 2023-24	4.9%	\$220.43
FY 2024-25	2.6%	\$226.16
FY 2025-26	2.4%	\$231.58

	Max Rate for FY 2025-26	Max Rate for FY 2024-25	Max Rate for FY 2023-24
Single Family Residential Parcels			
SFR1	\$231.59	\$226.17	\$220.44
SFR2	\$254.75	\$248.78	\$242.48
SFR3	\$272.11	\$265.74	\$259.01
SFR4	\$289.49	\$282.71	\$275.55
SFR5	\$361.97	\$353.49	\$344.54
Multi-Family Residential Parcels	\$2,171.24	\$2,120.36	\$2,066.63 per Acre
Commercial	\$2,171.20	\$2,120.32	\$2,066.59 per Acre
Industrial	\$2,315.96	\$2,261.68	\$2,204.37 per Acre
Schools	\$1,447.49	\$1,413.57	\$1,377.75 per Acre
Private Recreation	\$723.74	\$706.78	\$688.87 per Acre
Parks & Greenbelts	\$289.49	\$282.71	\$275.55 per Acre
Public Property	\$868.49	\$848.14	\$826.65 per Acre

All Urban Consumers, for the San Francisco-Oakland-Hayward Areas
Change from Dec to Dec



MEMORANDUM



ITEM 13.5.

DATE: March 3, 2025
TO: Honorable Mayor and Council Members
FROM: Persephonie Riley, Assistant City Clerk
Stacy Leitner, City Clerk
SUBJECT: **A RESOLUTION UPDATING THE CITY'S RECORDS AND
INFORMATION MANAGEMENT RETENTION SCHEDULE**

RECOMMENDATION

Adopt the Resolution.

RESULT OF RECOMMENDED ACTION

Adoption of an updated Retention Schedule would enable City staff to facilitate the appropriate and efficient management and retention of City records in accordance with government regulations.

BACKGROUND

The City of Rancho Cordova adopted a Records Retention Schedule by Resolution No. 2-2005 on January 18, 2005, and performed updates in 2014, 2018, and 2023. As a result of working with each department to implement the Records and Information Management (RIM) program, staff identified updates to reflect the administrative, functional, historical, and legal needs of the City.

The updated Retention Schedule contains updates to record categories and example record types to reflect the current business of the City. It contains 107 record categories and can be used to assign accurate classifications in the electronic environment.

Adoption of a Citywide Records Retention Schedule will enable City staff to continue operating the Records Management Program and process routine record destruction adhering to federal, state, and local guidelines.

FISCAL IMPACT AND FUNDING SOURCE

This is no fiscal impact.

ATTACHMENT(S)

1. Resolution
2. Exhibit A to the Resolution - Updated Retention Schedule
3. Updated Retention Schedule (Redlined Version)

CITY OF RANCHO CORDOVA

RESOLUTION NO. XX-2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, UPDATING THE RETENTION SCHEDULE FOR THE RECORDS AND INFORMATION MANAGEMENT PROGRAM

WHEREAS, the City has an obligation to protect and consistently manage the records and information assets of the City in accordance with government regulations; and

WHEREAS, the City adopted the Retention Schedule on January 18, 2005 by Resolution No. 2-2005 and adopted revisions in 2014, 2018, and 2023; and

WHEREAS, since that time, staff has identified the need for additional changes to the Retention Schedule record categories and types to reflect current City processes; and

WHEREAS, this Resolution is intended to adopt updates to the current Retention Schedule to facilitate the appropriate and efficient management and retention of City records in accordance with all laws and regulations including, Government Code Section 34090; and

WHEREAS, the Retention Schedule has been reviewed by Department Heads, the City Attorney, and the City Clerk.

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

1. The Retention Schedule attached hereto as Exhibit A is hereby approved and adopted.
2. The Retention Schedule shall go into effect immediately for the management of City records and information.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 3rd day of March 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Siri Pulipati, Mayor

Stacy Leitner, CMC
City Clerk

ITEM 13.5.

City of Rancho Cordova
Retention Schedule

ATTACHMENT 2 Exhibit A to the Resolution

ACRONYMS USED IN LEGAL CITATIONS AND COMMENTS					
AC = While Active CL = Closed/Complete CU = Current Year D = Day FR = Final Resolution LA = Limitation on Action LI = Life (of program, asset) M = Month MA = Maturity MAINT = Maintain Records PR = Permanent T = Termination Y = Year					
Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
001	Department Administration General internal administrative records of City departments, including: - Documentation of department activities - Routine reports generated by the City - Information captured on a log or a list - Correspondence, memos, notes and emails that do not require acknowledgment and do not pertain to another category - Department projects	City Generated Routine Studies / Reports Department Administrative Documents (<i>calendars, committees, goals, objectives, meeting agendas, meeting minutes, meeting tapes/recording, plans</i>) Employee Communication Letters (<i>announcements, new programs, notices</i>) In-House Committees / Employee Committees Internal Controls Documentation (e.g., AP Edit Lists) Logs (<i>case number, subpoenas received</i>) Monthly and Periodic Reports of Building Activity (Dodge reports, etc.) Office Files, Office Manager Files	All Departments	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
002	Departmental Budget Management Records and information relating to creating and implementing departmental budgets.	Budget Workpapers and supporting material (i.e. sales tax, property tax, TOT, etc.) GANN Limit Calculation Workpapers Budget Amendments	All Departments	4Y	CA - GOV 34090 - (2Y)
003	Officials and Employee Training All documents related to general and specialized technical education and training taken by officials, paid employees and unpaid volunteers, including: - Ethics - Fire Extinguisher - First Aid/CPR - Harassment - Privacy - Safety - Specialized Equipment - Safety Assessment Certifications	AB1234 and Certificates Certification Records Compliance Training Individual Employee Education, Development Proof of Individual Attendance	All Departments	Termination + 5Y	CA - 8 CCR 3203 - (1Y) CA - GOV 12950.1 - (2Y) CA - GOV 34090 - (2Y) CA - GOV 53235.2b - (5Y) CA - GOV 53237.2b - (5Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (AC+2Y)
004	Officials and Employee Training Materials, Courses, Scheduling Documentation regarding the content of courses and schedules for training offered to employees, officials and volunteers.	Presentation Materials PowerPoint Presentations Rosters Sign-in Sheets Testing Training Bulletins	All Departments	2Y	CA - 8 CCR 3203 - (AC+1) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.14 - (AC+1Y)

ITEM 13.5.

City of Rancho Cordova
Retention ScheduleATTACHMENT 2
Exhibit A to the Resolution

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
005	Historical Documents, Events, Memorabilia, Collections, Artifacts Records and information documenting the history and significant milestones of the City as determined by the City Manager or City Clerk	Annual Historical Reports of Building Permit Activity Biographies of City Officials Census Information City Seal City Generated Historical Studies / Reports City Incorporation City Publications Demographics Elections (<i>historic, significant</i>) Executive, City Official Communications, Speeches, Videos Graphic Designs and Artists' Bios Historic Districts Historical Events, Artifacts, Architecture, Designations, Projects Historical Parks, Facilities Media Releases, News, Press Releases Memorial Programs Newspaper Clippings Picture Collections Publicity Photographs Registered Logos Significant News Clippings, Releases	Communications City Clerk	Permanent	CA - GOV 34090 - (2Y)
006	Meetings - Audio/Video Records Audio and Video Recordings of City Council, Commissions, City Committees, and their governing boards.	Audio and Video Recordings	All Departments	Permanent	CA - GOV 34090.7 - (90D) CA - GOV 54953.5(b) - (30D)
007					RETIRED
008	Policies, Procedures and Plans All administrative documentation of City policies and procedures, including: - Crisis Communication Plan - Investment Policy - Administrative Policies - Finance Policies - Records Retention Schedule - Human Resources Policies	Administrative Policies Directives General Orders Guidelines Five-Year Plans Handbooks Policies Procedure Manuals Procedures Program / Initiative Plans Standards	All Departments	Superseded + 6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.14 - (AC+1Y)
009	Procurement Records Records and information created or retained in the preparation of purchasing or acquisition of goods and services.	Bids, Awards (<i>unaccepted, rejected</i>) Exhibits Notices Price Lists Quotations Requisitions Requests for Information (<i>RFI</i>) Requests for Proposal (<i>RFP</i>) Requests for Quote (<i>RFQ</i>) Scorecards Specifications	All Departments	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

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City of Rancho Cordova Retention Schedule

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
010	Records, Information Management Documentation of the compliance with Records and Information Management policy and procedures.	Certificates of Destruction Document Hold Notices, Updates Inactive Records Storage Information Lists of Stored / Destroyed Records Records Transfers (<i>to storage, to other depts.</i>) Transcripts of audio and video recordings of meetings	City Clerk	10Y	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)
011	Service Issues, Complaints Documentation regarding department complaints and related requests for service.	Complaints Issues Log Online Citizen Reporting System Requests Trouble Reports	All Departments	2Y	CA - GOV 34090 - (2Y)
012					RETIRED
013	Vendor, Supplier Files Records and information of suppliers and vendors to all City organizations created or retained in the purchasing or acquisition of goods and services.	Contractors - Vendor List Vendor Packets Vendor Applications, Profiles	All Departments	2Y	CA - GOV 34090 - (2Y)
014	Animal Services Records and information documenting activities of the Animal Services office.	Audio Recordings of Hearings Bite Records Case Files Photos Reporting	Neighborhood Services	3Y	CA - CCP 335.1 - (LA2Y) CA - CCP 340(c) - (LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 122331 - (MAINT) CA - PEN 597.1(d) - (3Y) CA - PEN 802 - (1Y) Rancho Cordova - RCMC 8.09.050 - (3Y)
015	Building Plans, Permits and Construction Documents Records and information documenting the applications for, as well as plans for and construction of, new buildings.	Applications Building Code Board of Appeals Building Code Books Adopted by Ordinance Building Permits Certificates of Compliance Certificates of Occupancy Construction Specifications Correspondence Disability Access Board of Appeals Floor Plans Plan Evaluations and Reviews Plot Plans Site Plans	Building City Clerk Neighborhood Services	Permanent	CA - CBC 107.5 - (180D) CA - CRC 106.5 - (180D) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (Life of Building)
016	Building - Complaints and Violations Records and information documenting compliance with, and receipt, processing and resolution of associated complaints, with building codes violations and permits issued by the City.	Complaints Notices of Completion Notices of Violation Photos Stop Work Orders Violation Case Files	Building City Clerk	Closed+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
017	Master Plans Records and information documenting the plans and construction-related documents associated with master plans. +B11	Building Plans Construction Documents	Building City Clerk	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12981 - (1Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)
018					RETIRED
019					RETIRED
020					RETIRED
021					RETIRED
022					RETIRED
023	Building Plan Review Notes and Inspection Correction Notices Records and information documenting plan review comments and inspection correction notices for residential and non-residential projects.	Plan Review Comment Letters Inspection Correction Notices	Building	Completion + 180 days	CA - CBC 107.5 - (180D)
024	Building Plans and Construction Documents - Soil Reports Soil reports associated with building plans and construction projects.	Soil Reports	Building	Permanent	CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)
025					RETIRED
026					RETIRED
027	Agreements, Contracts and Leases Executed agreements, contracts, leases (which includes any type of contract, such as an agreement, franchise, purchase order, or lease) and associated ancillary documents, between the City and other parties.	Addendums and Amendments Attachments / Exhibits Certificates of Insurance Disclosures Leases, Attachments (<i>includes vehicle and equipment leases</i>) Letters of Intent License Agreements, Licenses Licensing, Licenses (<i>general</i>) Maintenance Agreements Memoranda of Agreement (<i>MOAs</i>) Memoranda of Understanding (<i>MOUs</i>) Real Estate Leases, Attachments Sponsorship Letters Statements of Work (<i>SOWs</i>)	City Clerk	Closed + 10Y	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 91.105(h) - (5Y) US - 24 CFR 92.508 - (CL+5Y) US - 24 CFR 982.158 - (AC+3Y) US - 29 CFR 97.42 - (3Y) US - 29 CFR 516.5 - (3Y) US - 48 CFR 4.703 - (AC3Y) US - 48 CFR 4.705-1 - (4Y)
028	Appointments to Boards, Commissions and Committees Staff records related to appointments made by authorized elected officials to councils, committees, boards, and commissions.	Applications (<i>appointed, unsuccessful</i>) Interview Notes Letters of Appointment Letters of Recommendation Oaths of Office Resumes Submitted Documents	City Clerk Planning CEIF	Term of Office + 2Y	CA - GOV 34090 - (2Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
029	Cemetery Administration Records and information documenting administration of the Matthew Kilgore Cemetery.	Graves Interment Maps of Gravesites Niches Owner Information	City Clerk Facilities	Permanent	CA - BPC 7686.5 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 8110 - (MAINT)
030	Claims by or Against the City Records detailing claims lodged by and against the City.	Accident/Incident Reports Actuarial Reports Annual Audit of Open Claims Appraisals Claims By/Against the City Closing Letters Damage Estimate Reports Supporting Documentation Insurance Claims, Appraisals, Reports Investigations Liability Waivers Subrogation Claims	City Clerk Public Works (Corp Yard)	Final Resolution + 5Y	CA - 2 CCR 11013 - (AC+2Y) CA - CCP 337 - (LA4Y) CA - CCP 338.1 - (LA5Y) CA - GOV 911.2 - (LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12960 - (LA3Y) CA - GOV 34090 - (2Y) CA - VEH 2547 - (LA3Y)
031	Election Records - Administrative Files Documentation of the administration of City elections.	Correspondence Non-municipal election files	City Clerk	2Y	CA - GOV 34090 - (2Y)
032	FPPC Election Forms- Candidates Elected Records and information related to the filing of campaign and election documentation by candidates who are elected to City offices.	Campaign Disclosures: 410, 460, 462, 470, 496, 497, 501	City Clerk	Permanent	CA - GOV 81009(b) - (PR) CA - GOV 84616(b) - (4Y)
033	FPPC Election Forms- Candidates Not Elected Records and information related to the filing of campaign and election documentation by candidates, but who are not elected.	Campaign Disclosures: 410, 460, 462, 470, 496, 497, 501	City Clerk	5Y	CA - GOV 81009(b) - (5Y) CA - GOV 84616(b) - (4Y)
034	Election Records - Candidate Nomination Documents Records and information related to the filing of nomination papers and petitions in lieu of filing fee.	Candidate Statements (<i>for sample ballot</i>) Nomination Papers Petitions in Lieu of Filing Fee Signatures in Lieu of Filing Fee Petitions Supplemental Nomination Papers	City Clerk	Term of Office + 4Y	CA - ELEC 17100(a) - (T+4Y)
035	Final Budget Records and information relating to final approved City budgets.	Final Budget Document	City Clerk Finance	Permanent	CA - GOV 34090 - (2Y)
036	FPPC Forms - Local Ballot Measure Committees Forms mandated by state law related to committees established to support local ballot initiatives.	Form 410 Form 460 Form 496 Form 497	City Clerk	While Active*+4Y	CA - 2 CCR 18401(b)(2) - (4Y) CA - GOV 34090 - (2Y) CA - GOV 84616(b) - (4Y) * Remains active until committee is disbanded
037	FPPC Forms - Mandated Reporting Forms mandated by state law related to receipt and redistribution of gifts and honoraria, ceremonial roles, and holding of multiple positions for certain employees, elected or appointed officials, or consultants.	Form 801 Form 802 Form 806	City Clerk	7Y	CA - GOV 34090 - (2Y) CA - GOV 81009(e) - (7Y) CA - GOV 84616(b) - (4Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
038	FPPC Forms - Statements of Economic Interest Statements of economic interest mandated by state law for certain employees, elected or appointed officials, or consultants.	Form 700	City Clerk	Term of Service or Employment + 7Y	CA - GOV 34090 - (2Y) CA - GOV 81009(e) - (7Y) CA - GOV 84616(b) - (4Y)
039	Insurance Coverage Records detailing the City's general coverage against property damage and liability, whether self-funded or purchased, including renewal submission information, insurance quotes, & broker correspondence.	Binding Information Binders Broker Correspondence California Joint Powers Insurance Authority (CJPIA) Certificates of Insurance Completed Applications Excess Insurance Authority (EIA) Flood Insurance Insurance Policies Insurance Quotes Insurance Submissions Liability Insurance Renewal Strategy	Finance	Life of Policy + 5Y	CA - 22 CCR 3267-2 - (MAINT) CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)
040	Internal Legal Advice and Opinions Memoranda containing legal advice prepared by the City Attorney's for City departments.	Memos Opinions	All Departments	5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
041	Governing Councils, Boards, Agencies & Commissions - Legislative Affairs Records of all actions taken by City legislative bodies, including City Council, City Commissions and Board, City Council Task Forces, Oversight Boards, and City Council Committees taken during public and closed session meetings.	Agendas Agenda Packets (<i>includes staff reports</i>) Agenda Summary Reports Appeals City Codes City-wide Plans/Programs Adopted Commendations List of Appointments Meeting Minutes Minute Books & Index Municipal Code Ordinances Petitions to Council Resolutions Supplemental Communications	City Clerk Planning CEIF	Permanent	CA - GOV 34090(e) - (PR) CA - GOV 54972 - (MAINT)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
042	Litigation and Third Party Claims Records generated for or related to any case or action before a judicial, arbitral, or administrative officer or body.	Complaints Court Orders Discovery Exhibits Judgements Policies of Intent Pleadings Prosecution Recorded Instruments Related Correspondence Releases Settlement Agreements Subpoenas	City Clerk Human Resources	Final Resolution + 10Y	CA - 2 CCR 11013 - (AC+2Y) CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - CCP 338.1 - (LA5Y) CA - GOV 911.2 - (LA6M; LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - LAB 5410 - (LA5Y) CA - RTC 19704 - (LA6Y) CA - UIC 1132 - (LA3Y) US - 26 USC 6531 - (LA6Y) US - 26 USC 6532 - (LA2Y) US - 29 USC 255 - (LA2Y) US - 29 USC 626(d) - (LA300D) US - 42 USC 2000e-5 (e) - (LA180D) US - 42 USC 2000e-5 (f) - (LA180D)
043	Public Information Request Records requested by the public, required for provision to the public, and related inquiries.	Formal Public Records Requests Inquiries	City Clerk	2Y	CA - GOV 34090 - (2Y)
044	Recorded Documents - Liens Records of liens recorded on behalf of the City.	Liens	City Clerk	While Active+2Y	CA - GOV 34090 - (2Y)
045	Public Notices Records documenting compliance with laws requiring public notice of government activities. Subjects include assessments, elections, land use changes, public meetings and hearings, sale of property, and others.	Affidavits of Mailing Affidavits of Posting Affidavits of Publication/Legal Notices Public Hearing Notice Postcards (<i>mailed to property owners but returned as undeliverable</i>) Public Hearing Notices Public Meeting Notices	City Clerk Housing Planning	4Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
046	Municipal Code and Animal Services Compliance and Enforcement Records and information documenting compliance with City codes, including violations.	Audio Recordings of Hearings Body Cam Footage Certificates of Nuisance Certificate of Abatement Citations Compliance with Conditions of Approval Inspections / Enforcement (<i>business, residential</i>) Investigations Lien Confirmation Hearing Records Notices and Orders Photographs Rental Registration Forms Service Authority Service Vehicle Agreement Vehicle Abatement (<i>abandoned vehicles</i>) Reporting	Neighborhood Services	While Active + 3Y	CA - CCP 340 - (LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (1Y) CA - PEN 832.18(b)(5)(A) - (60D) CA - Law Enforcement Evidence and Property Management Guide NOTES: 1) Records for repeat offenders may be retained longer to document a history of violations 2) Records associated with problem properties may be placed on hold.

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
047	Communications External-facing communications and advertising materials, including documentation of outreach activities/events held in cooperation or for the benefit of the local community.	Brochures City Surveys FAQs Mailers Media Packets, Releases, Kits PowerPoint Presentations for Council Members Press Kits Public / Media Inquiries Outreach / Education Materials Publications Produced by the City (<i>newsletter, neighbor guide</i>) Publicity Files Videos	Communications & Public Affairs	4Y	CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)
048	Community Development Block Grant Project Files Records and information of CDBG projects.	Payroll (<i>certified, Davis Bacon</i>) Semi-annual Labor Reports	Community Development - Housing	While Active + 4Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.490(d) - (CL+3Y) US - 24 CFR 570.502(a)(16) - (CL+3Y; CL+4Y)
049	Emergency Loan Program Files Records and information regarding programs that provide assistance to home owners needed funds to respond to emergencies or perform need repairs.	Applications Correspondence Monitoring Files Notices	Community Development - Housing	While Active + 3Y	CA - 25 CCR 7721 - (MAINT) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) * Loan is active until fully paid
050	Personnel Files All documents related to paid employees (full and part-time) and interns including but not limited to: - selection/hiring - assignments - promotion - demotion - transfer - layoff - termination / resignation - pay rates / other terms of compensation	Applications, Applicant Reference Verifications Awards, Rewards, Certificates, Recognition Background Checks, Investigations - candidates hired Complaints and Disciplinary Actions Drivers License Data - Class C Employee Policy Acknowledgements I-9 Documents and copies of associated documents Immigration Supporting Documentation Investigations Job Offer Letters Leave of Absence Documentation, FMLA Oaths of Office Performance Evaluations, Reviews or PIPs	Human Resources	Termination + 6Y	CA - 2 CCR 11013 - (AC+2) CA - 8 CCR 11040(7)(C) - (3Y) CA - 22 CCR 1085-2 - (CU+4Y) CA - GOV 3105(f) - (T+5Y) CA - GOV 12946 - (T+4Y) CA - GOV 12960 - (LA3Y) CA - GOV 12965 - (LA2Y) CA - GOV 34090 - (2Y) CA - LAB 432.3 - (T+3Y) CA - LAB 1198.5 - (T+3Y) CA - LAB 2810.8 - (3Y) CA - VEH 1808.1(c) - (1Y) US - 8 CFR 274a(2) - (3Y or T+1Y, whichever is longer) US - 20 CFR 655.760 - (T+1Y) US - 29 CFR 825.500(b) - (3Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1602.31 - (AC+2Y) US - 29 CFR 1627.3(b) - (T+1Y) US - 29 USC 1059 - (T+1Y) US - 41 CFR 60-1.12 (a) - (T+2Y) US - 41 CFR 60-741.80 - (T+2Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
051	Community Engagement Records Records and information regarding informational resources, programs and events for City neighborhoods.	Brochures Correspondence Events (<i>sign-in sheets</i>) Flyers Growing Strong Neighborhoods Liability Waivers Rebuild Days Tree Planting/Arborist Programs: 1) Volunteer Acknowledgement 2) Beautification: Tree Stump Removal, and Waterwise Landscaping, Chain Link Fence 3) Neighborhood Engagement	Communications & Public Affairs Public Works	3Y	CA - GOV 34090 - (2Y)
052	Economic Development Programs and Services Records and information documenting the City's economic development programs including marketing, events and customer relationships management.	Brownfields Grant Business Incentive Programs (<i>grants, funding</i>) Business Recruitment Programs Community Activities Demographics Economic Development Programs Economic Development Strategy Jobs and Talent Program Meeting Minutes Revolving Loan Program Signage and Facade Program	Economic Development	While Active + 4Y	CA - CCP 337 - (LA4) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y)
053	Building, Property Management Records and information regarding the structure of City buildings.	As-Built Blueprints Construction Records Demolition Records Electrical Wiring Schematics Floor Plans Professional Services Property Inventory Repair and Maintenance Tenant Improvements Utility Consumption Tracking	Facilities	Life of Building or Facility + 10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)
054	Business Continuity Records - Facilities and Emergency Operations All documentation for dealing with preparation for and responses to emergencies, disasters and/or system failures for City facilities. Includes the Emergency Operations Center.	After-Hours Binder Business Continuity Plans Disaster Recovery Plan Drill Records Emergency Contact Lists, Employee Lists, Roster of Workers Emergency Evacuation Procedures Emergency Operations Center Emergency Preparedness Emergency Response Evacuation Plans Fire Prevention Plan	Facilities Public Works	Superseded+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
055	Facility Rentals Records and information of the rental of rooms or areas within City facilities by others.	Applications Proof of Insurance	Facilities	While Active + 4Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
056	Maintenance Inspection Reports Reports of inspections of maintenance performed on City facilities and infrastructure including: - Buildings - Changeable Message Signs (CMS) - Closed Circuit TVs (VVTVs) - Streets - Sidewalks - Signals and Bridges - Storm Drains - Streetlights - Trees	Air Quality Inspections Backflow Inspections Building/Site Inspection Log Elevator Permits Equipment Inspections Fire Extinguisher Inspections Hazardous Materials Inspections Janitorial Inspections Landscape Inspection	Facilities Public Works	4Y	CA - AQMD Rule 1470 - (3Y) CA - 8 CCR 3203(b)(1) - (1Y) CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 4216.2(f) - (3Y) CA - GOV 34090 - (2Y)
057	Security, Access Operations Records and information regarding physical access controls and protection for City buildings and facilities.	Access Controls Access Reports Badge Lists Daily Activity Logs Facility Key Lists Key Cards Transaction Logs	Facilities Human Resources	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
058	Asset Management, Maintenance Records related to the management and maintenance of City assets, including equipment, fleet vehicles, real property and infrastructure assets.	Air Quality Permits Equipment Certifications Equipment Accident Reports Irrigation Landscaping Maintenance and Repair Work Orders Maintenance Reports (<i>buildings, sidewalks</i>) Maintenance Timelines Roads Signals Storm Drains Street Sweeping Tree Service Vehicles/ Fleet Work Orders	Facilities Public Works	Life of Asset + 4Y	CA - AQMD Rule 1470 - (3Y) CA - 8 CCR 3203(b)(1) - (1Y) CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 4216.2(f) - (3Y) CA - GOV 34090 - (2Y) CA - HSC 25250.18(b) - (3Y)
059	Real Estate Transactions Records and information related to the ownership, acquisition, disposition, transfer of, lease of, or improvement of real property, infrastructure and facilities including grant deeds, owned by or used by the City.	Acquisitions Attachments Buildings Capital Improvements Community Development Block Grant (CDBG) Property Acquisitions Deeds of Trust Dispositions Housing Authority Owned Properties Land Mortgages Possessory Interest Predevelopment Agreements Property Transaction (<i>DDA, DA, etc.</i>) Purchase and Sale Agreements Right of Way Sales Valuation Information	City Clerk Housing Public Works	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090(a) - (PR) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
060	Accounts Payable and Receivable Records and information related to the accounting of monies paid by the City including payment for financial obligation.	Aging Reports Employee Project Billing Rates Form 1099 Records and Form W-9 Records Invoices and Vouchers (i.e. credit memos, EE expense reports, EE reimbursement, credit cards, refunds) Project/Developer Billing Packet (i.e. billing posting journals, reconciliations, etc.) Purchasing Card Expense Reconciliation/Allocations Deposits (<i>cash count reports, petty cash disbursement, cash register receipts, cash receipts</i>) Reconciliations	Finance	6Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y) US - 29 CFR 97.42 - (3Y) US - 29 CFR 516.5 - (3Y) US - 48 CFR 4.705-1 - (4Y; 2Y)
061	Audits (Internal, External) Records and information related to auditing activities, including reviewing and documenting operational, compliance, or financial information created as a part of an audit.	Annual Audit Reports (TDA, Finance Corp.) Annual Financial Report (i.e. CAFR, Memorandum of Internal Control (MOIC), Single Audit) Remediation Plans / Results Responses Cal Pers Audit	Finance Human Resources	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.517 - (AC+3Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)
062	Bank Account Information Records and information related to banking authorities, activities, transactions and correspondence. This category includes reconciliations.	Bank Account Administration Bank Statements (<i>all agencies</i>) Checks, Canceled Reconciliations Signature Cards	Finance	4Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 48 CFR 4.705-1(d) - (4Y)
063	Business Licenses Records and information documenting the issuance of City business licenses.	Annual Licenses (fireworks) Applications (new, renewal) Employee Permits General Business Licenses (<i>commercial, home based, rental property</i>) Special Licenses (<i>handyman, car parts, etc.</i>) Tobacco License	Finance	5Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) Rancho Cordova - RCMC 4.02.080 - (1Y) Rancho Cordova - RCMC 4.10.155 - (5Y)
064	Debt Records and information relating to analysis of City financing activities.	Amortization Schedules Bonds (<i>continuing disclosures, bond rating reports, official statements</i>) Loans (<i>debt state loans, water (Alston & Imola)</i>)	Finance	Maturity* + 10Y	CA - CCP 336a - (LA6Y) CA - CCP 337 - (LA4Y) CA - CCP 337.5 - (LA10Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) * Maturity includes cancellation and redemption

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
065	Financial Reporting - Annual, Official, Periodic Issued and official periodic financial reports, whether required by regulations or generated to track financial transactions and achievements by the City.	ACFR Reports Audit Files, Plans Audit Schedules Audits Improvement Plans U.S. Equal Employment Opportunity Commission (EEOC) Reports PERS Reports Payroll Reports (HRA, RMT, ICMA 457 accounts, Nationwide, deferred compensation) Petty Cash Audits Possessory Interest Report (to County) Quarterly Investment Report/Treasurer's Report Self Insurance Reports Special District Administration Reports State Controller's Report (streets, financial transactions, financing corporation, employee compensation) Workers Compensation Reports	Finance/Risk	6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)
066	Financial, Strategic Planning Records and information relating to financial planning.	Business Plans Financial Plans Forecasts Strategic Plans	Finance Communications & Public Affairs	4Y	CA - GOV 34090 - (2Y)
067	Fixed Assets Records and information related to the ownership, transfer, acquisition, disposition, capital leased, or improvement of fixed assets owned by or used by the City.	Acquisitions Amortization Asset Retirement Records Disposition/Sale Capital Asset Records Capital Improvements Depreciation Schedules Valuation Information	Finance	Life of Asset + 10Y	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 26 USC 6531 - (LA6Y)
068	General Ledger, Journal Entries, Project Entries Records and information related to the transfer of charges between accounts and summaries of account information, including year end summaries of general ledger transactions.	Account Ledgers/Sub-Ledgers Balance Sheets Chart of Accounts General Ledger Inventory Transfers Journal Entries and Backup Documentation Miscellaneous Logs Trial Balance Year-End / Account Detail History Report	Finance	6Y	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
069	Payroll Records and information related to the accounting of payroll earnings, deductions, and issuance. This also includes records and information reflecting all earnings and benefits paid to each employee.	CalPERs Actuarial Reports Deduction Reports (deferred compensation, pers, garnishment) Payroll Checks, Copies, Stub Reports Quarterly Payroll Taxes (941) Timekeeping Records W-2, W-4 Bi-Weekly/Monthly Payroll Report Packets	Finance	6Y	CA - 2 CCR 570.5 - (5Y) CA - 2 CCR 571(b)(1)(E) - (5Y) CA - 8 CCR 11040(7) - (3Y) CA - 22 CCR 1085-2(c) - (4Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) CA - LAB 226a - (3Y) CA - LAB 1174(d) - (3Y) CA - LAB 1197.5 - (LA2Y, LA3Y) CA - UIC 1132 - (LA3Y) US - 20 CFR 655.760 - (3Y) US - 26 CFR 31.6001-1(e)(2) - (4Y) US - 26 USC 6531 - (LA6Y) US - 29 CFR 516.5 - (3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1620.32 - (2Y) US - 29 CFR 1627.3(a) - (3Y) US - 29 USC 436 - (5Y) US - 48 CFR 4.705-2 - (4Y; 2Y)
070	Unclaimed Funds Records and information pertaining to periodic publication of outstanding checks that are 3 years or older. After the City goes through its due diligence of trying to find the rightful owner, Finance returns any unclaimed funds to the City.	Uncashed Checks Unclaimed Funds	Finance	10Y	CA - CCP 1513 - (3Y) CA - GOV 34090 - (2Y) US - Uniform Unclaimed Property Act (2016), Section 404 - (10Y)
071	Grants Funding Sources Documents the application, evaluation, awarding, administration, monitoring, reporting, and status of grants and other funding sources in which a local government entity is the recipient, grantor, allocator, or administrator. Includes: - Community Development Block Grant (CDBG) - Combined Federal, State, Local Grants - Enterprise Funds (water, waste, housing) - Federal Grants - Local Grants - State Grants - Transportation Agency Funding	Applications (<i>including project proposals</i>) Audits Award Notification Grant Administration Grant Funding Grant Evaluations Program Rules, Regulations, Procedures Property Taxes Funding Reports to Funding Agencies	All Departments	While Active + 3Y	CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) US - 29 CFR 97.42 - (3Y) * Unsuccessful applications are retained for 2 years. NOTE: If a grant requires longer retention, its specific requirements will take precedence.
072	Background Checks - Personnel Not Hired All documentation related to background checks for Applicants and unpaid volunteers that were not hired.		Human Resources	4Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) NOTE: Background checks for personnel hired are part of the personnel file.

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
073	Benefit Plans Plans established to provide employee benefits and associated administrative documents. Types of plans include: - Health - Dental - Vision - Flex Spending - Pension - Retirement	COBRA Rates, Records, Histories Deferred Compensation (457, 401K) Employee Benefit Plans Group Insurance Cost Data Life Insurance CalPERS Retirement Plan Summary Plan Descriptions	Human Resources	Life of Plan + 6Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 29 CFR 1627.3(b)(2) - (LI*+1Y) US - 29 CFR 4007.10 - (6Y) US - 29 CFR 4041.5 - (LI*+6Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y) * Life of Plan
074	Employee Benefit Files Employee election (selection), enrollment or termination forms and related correspondence, including transmissions to carriers of additions, changes, claims and deletions (includes employee medical records subject to HIPAA requirements).	Benefit Files, Enrollments, Appeals Beneficiary Designations Death Claims, Life Event Documents Deferred Compensation Disability Claims Employee Cost-Sharing Amounts Employment Authorizations, Terminations, Confirmations, Status Changes, Coverage Changes Flexible Spending Enrollment Life Insurance Notification Letters/EOI Premium Information Required Benefits Reporting Retirement Loans / Retirement Supplemental Forms	Human Resources	Termination + 6Y	CA - 22 CCR 1085-2 - (CU+4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 4007.10 - (6Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1602.31 - (AC+2Y) US - 29 CFR 1602.32 - (3Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y)
075	Employee Medical Records Documents pertaining to medical records of City employees, including workplace injuries, drug screens, and workers' compensation (includes employee records subject to HIPAA requirements).	Drug Screening Personnel Files - Medical Vaccination Records	Human Resources	Termination+6Y	CA - 8 CCR 10102 - (Injury+5Y or Closed+1Y) CA - 8 CCR 14300.33 - (5Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - LAB 5406 - (LA1Y; LA240W) CA - LAB 5410 - (LA5Y) CA - 29 CFR 1904.33 - (6Y) US - 29 CFR 1910.95 - (2Y) US - 49 CFR 382.401(b) - (5Y for positive results; 1Y for negative results)
076	Regulatory Reporting for Human Resources Official non-financial Human Resources reports issued by City organizations to comply with regulatory requirements.	ACA Reports Labor Reports OSHA 300 Reports Workers' Comp Reports	Human Resources	6Y	CA - 2 CCR 11013(c)(1) - (2Y) CA - 8 CCR 14300.33(a) - (6Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 405.9 - (5Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1602.31 - (2Y) US - 29 CFR 1602.32 - (3Y) US - 29 CFR 1904.33 - (5Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
077	Salary, Compensation Documentation of job classification compensation.	Classification Studies Compensation Plans, Planning, Analysis Cost of Living Adjustments Job Descriptions Job Evaluation Documentation Salary Range History Salary Surveys	Human Resources	6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (2Y)
078	Staffing and Recruitment Records and information related to recruitment of qualified persons for both paid and unpaid position with the City, whether full time or temporary, including: - applications and related records of candidates interviewed but not hired or accepted - applications received but not acted upon.	Applications, CVs, Resumes (<i>rejected, unsolicited</i>) Applicant Tracking Records (<i>hired, rejected</i>) Background Checks, Investigations - candidates not hired/accepted Civil Service Examination Results and Rankings Drug Testing, Pre-Hire Screening - candidates not hired/accepted Interview Notes Job Descriptions Job Postings, Announcements Job Requisition Requests Position Information Temporary Intern Staffing Test Results (<i>non-hires</i>) Test and Examination Materials Declined Offer Letters	Human Resources	6Y	CA - 2 CCR 11013(c)(2) - (2Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 12960 - (LA3Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (2Y) US - 29 CFR 1607.4 - (MAINT) US - 29 CFR 1627.3(b)(1) - (1Y) US - 41 CFR 60-741.44(f)(4) - (3Y) US - 41 CFR 60-741.44(k) - (3Y) US - 49 CFR 382.401(b) - (5Y for positive results; 1Y for negative results)
079					RETIRED
080	Application, System Development and Maintenance Technical documentation related to development of City technology processes, applications, or systems, as well as conversions, changes or modifications to existing applications or systems.	Business, Functional Requirements Change Requests Data Element Attribute Reports Data Migration Documentation Database Dictionary / Schema End User Documentation, User Manuals Hardware Configurations Network Circuits Inventories Network/Equipment Control Support Documentation Source Code System Documentation (<i>codebooks, record layouts, reference guides, specifications</i>) System, Application Maintenance Documentation (<i>hardware/operating system requirements, monitoring logs, operating manuals</i>)	Information Technology	Life of Application, System or Process+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
081	Business Continuity Records - Computing Equipment and Network Operations All documentation for dealing with preparation for and responses to emergencies, disasters and/or system failures for City computing resources.	Business Continuity Plans Data Breach Notifications Data Breach Reports and Responses Disaster Recovery Plan Emergency Response	Information Technology	3Y	CA - CIV 1798.27 - (3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
082	Technology Access and Security Records and technical documentation of internal controls and system security. Includes data / information security breaches, notifications, and supporting documentation.	System Security Assessments Change Management Case Files Data Sets, Extracted Data Summaries Security Access Request Forms Work Order Requests	Information Technology	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
083	Administrative Entitlement Decisions Records and information pertaining to decisions on Administrative Entitlement requests.	Administrative Decisions Administrative Entitlements Administrative Meeting Minutes	Planning	Permanent	CA - GOV 12981 - (1Y) CA - GOV 34090 - (2Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
084	Planning and Zoning Services Records and information pertaining to the activities of the planning division, including zoning. Includes Discretionary Entitlement (hearing required) records.	Appeals ABC Notifications for Liquor Licenses Below Market Rate Units / Affordable Housing Design Review and Appeals Development Regulations Discretionary Entitlements Downtown Parking Requirements E.I.R., Notice of Determination, Categorical General Plan Home Occupation Permits (<i>HOP</i>) Land Use Permits, Studies Parking Calculations Planned Unit Development (<i>PUD</i>) Planning Review Case Files (<i>notices, neighbor letters, plans, blueprints</i>) Public Use Summary of Actions Variances Zoning, Rezoning and Map Amendments	Planning	Permanent	CA - 14 CCR 15095 - (Reasonable) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12981 - (1Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI*) * Life of the Building
085	Assessment/Special Funding Districts Records and information documenting the formation and operations of Special funding districts including those for: - Maintenance - Transit - Street Lighting - Landscaping - Police Tax - Mello-Roos	District Formation Documents	Public Works Finance Community Development	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) CA - GOV 60201 - (PR)
086	Encroachments Records documenting encroachments upon City property, or by the City on the property of others.	Encroachment Permits, Certificates	Public Works	While Active + 10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
087	Hazardous Waste, Monitoring and Remediation Planning, monitoring and contingency/emergency action plans for hazardous waste, emergency and spill response, natural and exposure emergencies, notifications and response; environmental action plans and supporting documentation; hazardous communications plans, including labeling, MSDS controls, training programs and procedures.	Emergency Response Programs Employee Hazardous Chemical Exposure Hazardous Material Incident Reports Hazardous Substances Shipping Manifests Hazardous Waste Material Safety Data Sheets (<i>MSDS</i>) Proposition 65 Monitoring Site Mitigation Toxic Substance Inventory	Public Works Facilities	While Active + 30Y	CA - 8 CCR 3204d - (CL+30Y) CA - 22 CCR 66262.40 - (3Y) CA - 22 CCR 66263.22 - (3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25160.8(c)(3)(D) - (AC+3Y) US - 29 CFR 1910.1020 - (CL+30Y)
088	Operational Maps Informal maps and geographical information pertaining to City operations and services.	Sewer TV Surveys Storm Water Street Sweeping Tree Trimming Trash Pick-up	Public Works	Superseded + 4Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
089					RETIRED

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
090	Public Works Project Files - CIP Projects Records and information related to the administration, analysis, design, development, planning, construction and maintenance of public works Capital Improvement (CIP) and related engineering projects for City facilities and infrastructure. Includes projects funded from various sources including bonds, grants, capital improvement and general fund.	Assessments Bridges and Creeks Inventories Calculations Capacity (<i>water, wastewater</i>) Fees Certificates of Compliance/Notice of Non-Compliance Change Orders Contractor Material Submittals Daily Inspections and Progress Meetings Drainage E.I.R., Notice of Determination, Categorical Exemptions Encroachment Permits, Certificates Field Inspections, Closures Improvement Plans, Drawings Photos/Pictures Project Plans Project Schedules, Insurance, Permits Real Estate Appraisals Site Aerial Photos Specifications Studies and Surveys Underground Utilities Maps	Public Works	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095 - (Reasonable) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 92.508(c) - (AC+5Y) US - 29 CFR 97.42(b) - (AC+3Y) US - 40 CFR 122.21(p) - (5Y) US - 40 CFR 122.41(j) - (3Y)
091					RETIRED
092	Public Works Project Files - Development Projects Records and information related to the administration, analysis, design, development, planning, construction and maintenance of developer driven projects involving City infrastructure.	Assessments Certificates of Compliance/Notice of Non-Compliance Daily Inspections and Progress Meetings Development Fee Book Drainage E.I.R., Notice of Determination, Categorical Exemptions Encroachment Permits, Certificates Field Inspections, Closures Improvement Plans, Drawings Photos/Pictures Project Plans and Schedules, Insurance, Permits Record Drawing Site Aerial Photos Specifications, Calculations, Change Orders Street Address Files Studies and Surveys Underground Utilities Maps	Public Works	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095 - (Reasonable) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 29 CFR 97.42(b) - (AC+3Y)
093	Real Property Maps and Drawings Final maps and geographical information pertaining to City properties.	Annexations Lot Line Adjustments Parcel Mergers Parcels, Plats Sphere of Influence Subdivisions	Planning Public Works	Permanent	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI*) US - 44 CFR 60.3 - (MAINT) * Life of Building, Asset or Facility

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
094	Recorded Documents - Vital Records and information pertaining to those original key documents recorded on behalf of the City.	Abandonments Address Records Affordable Housing Plans Annexations Certificate of Correction Conveyances from the City (<i>deeds, easements, abandonments/vacations</i>) Conveyances to the City (<i>deeds, easements, dedications</i>) Deeds Detachments Development Agreements Easements Grant Deeds Irrevocable Offers to Dedicate Notice of Completion Notice of Special Tax Lien Rights-of-Way Vacations	City Clerk	Permanent	CA - GOV 34090(a) - (PR)
095	Traffic, Traffic Control and Improvement and Transportation Planning Records and information related to traffic engineering and transportation planning activities (including studies and surveys), and the City's efforts to manage and improve traffic and circulation.	ADA Compliance (<i>ramps, sidewalks</i>) Bicycles Enforcement Highway Corridors Impact Studies Investigations Signals Signs Speed Surveys Streets Street/Highway Studies/Surveys Temporary Street Closures Traffic Calming Traffic Counts Traffic Management Plans Transportation Planning	Public Works	5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
096					RETIRED
097	Use Permits Documentation of permits issued in the City for the use of City property and facilities.	Applications Block Parties Filming Permits Notices Special Events Street Permits Tent Permits Transportation Permits (<i>oversize, overweight</i>) Tree Permit Temporary Use Permits	Public Works Planning	4Y	CA - CCP 337 - (LA4Y) CA - GOV 34090 - (2Y)
098	Water Drainage Management Records and information documenting the operations and maintenance of the City's storm drains, pump stations and drainage ditches.	Drainage Ditches NPDES Permit Pump Stations Storm Drains	Public Works	Life of Asset+10Y	CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25244.19 - (4Y) CA - HSC 25244.20 - (4Y) US - 40 CFR 122.41(j) - (3Y) US - 40 CFR 122.44 - (3Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
099	State & Federal Legislative Affairs	Analysis of legislation affecting the City Council Letters of Support/Opposition Federal Legislative Update Legislative Platform State Legislative Update	Communications & Public Affairs	While Active* + 2Y	CA - GOV 34090 - (2Y) * Records associated with historically significant legislation may be directed to #005, Historical.
100	Facilities Projects Records and information related to the management of Facilities Projects and Maintenance.	Repair and Maintenance Capital Improvement Project Tenant Improvement Professional Services	Facilities	Completion+10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095 - (Reasonable) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 29 CFR 97.42(b) - (AC+3Y) US - 40 CFR 122.21(p) - (5Y) US - 40 CFR 122.41(j) - (3Y)
101	Community Enhancement and Investment Fund Records and information related to the management of Community Enhancement Fund Programs and Projects	Applications and supplemental materials received from prospective grantees Applications and guidelines for the grant process Reports received from grant recipients Annual Citizen Report	CEIF Communications and Public Affairs	While Active + 6Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 USC 6531 - (LA6Y)
102	Community Enhancement Fund - Grant Funding for Private Property Projects Records and information related to the management of Community Enhancement Fund Programs and Projects involving physical improvements or construction on privately owned property	Applications and supplemental materials received from prospective grantees Applications and guidelines for the grant process Reports received from grant recipients Labor Compliance Documents (Department of Industrial Relations)	CEIF	While Active + 10Y	CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 USC 6531 - (LA6Y)
103	Investments Records and information relating to analysis of City investment activities.	Certificates of Deposit (CDs) Direct Investments Local Agency Investment Fund (LAIF) Security Instruments Stock/Equity Trust Accounts	Finance	4Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 301.6501(a)-1 - (CU+3)
104	Neighborhood Services Programs Records and information relating to the programs offered through Neighborhood Service: - Parking Enforcement - Animal Clinic	Applications Parking Tickets Sign up Sheets	Neighborhood Services	3 Years	CA - CCP 335.1 - (LA2Y) CA - CCP 340(c) - (LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 122331 - (MAINT) CA - PEN 597.1(d) - (3Y) CA - PEN 802 - (LA1Y; LA2Y; LA3Y)
105	Art Program Records and information relating to the City's art program.	Applications Approval Letter Releases and Waivers	CEIF City Manager	While Active + 4 Years	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments
106	Building Security Video Recordings	Video Recordings	Facilities	1Y	CA - GOV 34090.6 - (Routine Video: 1Y)
107	Public Works Incomplete Projects Records and information relating to any project started by Public Works but was never completed or was abandoned.	Assessments Certificates of Compliance/Notice of Non-Compliance Daily Inspections and Progress Meetings Development Fee Book Drainage E.I.R., Notice of Determination, Categorical Exemptions Encroachment Permits, Certificates Field Inspections, Closures Improvement Plans, Drawings Photos/Pictures Project Plans and Schedules, Insurance, Permits Record Drawing Site Aerial Photos Specifications, Calculations, Change Orders Street Address Files Studies and Surveys Underground Utilities Maps	Public Works	10Y	CA - 14 CCR 15095 - (Reasonable) CA - CCP 337 - (LA4Y) CA - CCP 337.15 (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
001	Department Administration General internal administrative records of City departments, including: - Documentation of department activities - Routine reports generated by the City - Information captured on a log or a list - Correspondence, memos, notes and emails that do not require acknowledgment and do not pertain to another category - Department projects	City Generated Routine Studies / Reports Department Administrative Documents (<i>calendars, committees, goals, objectives, meeting agendas, meeting minutes, meeting tapes/recording, plans</i>) Employee Communication Letters (<i>announcements, new programs, notices</i>) In-House Committees / Employee Committees Internal Controls Documentation (e.g., AP Edit Lists) Logs (<i>case number, subpoenas received</i>) Monthly and Periodic Reports of Building Activity (Dodge reports, etc.) Office Files, Office Manager Files	All Departments	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
002	Departmental Budget Management Records and information relating to creating and implementing departmental budgets.	Budget Workpapers and supporting material (i.e. sales tax, property tax, TOT, etc.) GANN Limit Calculation Workpapers Budget Amendments	All Departments	4Y	CA - GOV 34090 - (2Y)
003	Officials and Employee Training All documents related to general and specialized technical education and training taken by officials, paid employees and unpaid volunteers, including: - Ethics - Fire Extinguisher - First Aid/CPR - Harassment - Privacy - Safety - Specialized Equipment - Safety Assessment Certifications	AB1234 and Certificates Certification Records Compliance Training Individual Employee Education, Development Proof of Individual Attendance	All Departments	Termination + 5Y	CA - 8 CCR 3203 - (1Y) CA - GOV 12950.1 - (2Y) CA - GOV 34090 - (2Y) CA - GOV 53235.2b - (5Y) CA - GOV 53237.2b - (5Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (AC+2Y)
004	Officials and Employee Training Materials, Courses, Scheduling Documentation regarding the content of courses and schedules for training offered to employees, officials and volunteers.	Presentation Materials PowerPoint Presentations Rosters Sign-in Sheets Testing Training Bulletins	All Departments	2Y	CA - 8 CCR 3203 - (AC+1) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.14 - (1Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
005	Historical Documents, Events, Memorabilia, Collections, Artifacts Records and information documenting the history and significant milestones of the City as determined by the City Manager or City Clerk	Annual Historical Reports of Building Permit Activity Biographies of City Officials Census Information City Seal City Generated Historical Studies / Reports City Incorporation City Publications Demographics Elections (<i>historic, significant</i>) Executive, City Official Communications, Speeches, Videos Graphic Designs and Artists' Bios Historic Districts Historical Events, Artifacts, Architecture, Designations, Projects Historical Parks, Facilities Media Releases, News, Press Releases Memorial Programs Newspaper Clippings Picture Collections Publicity Photographs Registered Logos Significant News Clippings, Releases	Communications City Clerk	Permanent	CA - GOV 34090 - (2Y) US - 24 CFR 91 Subpart C - (MAINT)
006	Meetings - Audio/Video Records Audio and Video Recordings of City Council, Commissions, City Committees, and their governing boards.	Audio and Video Recordings	All Departments	Permanent	CA - GOV 34090.7 - (90D) CA - GOV 54953.5(b) - (30D)
007					RETIRED
008	Policies, Procedures and Plans All administrative documentation of City policies and procedures, including: - Crisis Communication Plan - Investment Policy - Administrative Policies - Finance Policies - Records Retention Schedule - Human Resources Policies	Administrative Policies Directives General Orders Guidelines Five-Year Plans Handbooks Policies Procedure Manuals Procedures Program / Initiative Plans Standards	All Departments	Superseded + 6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.14 - (AC+1Y)
009	Procurement Records Records and information created or retained in the preparation of purchasing or acquisition of goods and services.	Bids, Awards (<i>unaccepted, rejected</i>) Exhibits Notices Price Lists Quotations Requisitions Requests for Information (<i>RFI</i>) Requests for Proposal (<i>RFP</i>) Requests for Quote (<i>RFQ</i>) Scorecards Specifications	All Departments	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
010	Records, Information Management Documentation of the compliance with Records and Information Management policy and procedures.	Certificates of Destruction Document Hold Notices, Updates Inactive Records Storage Information Lists of Stored / Destroyed Records Records Transfers (to storage, to other depts.) Transcripts of audio and video recordings of meetings	City Clerk	10Y	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1 - (CU+4Y) US - 26 CFR 301.6501 - (CU+3Y)
011	Service Issues, Complaints Documentation regarding department complaints and related requests for service.	Complaints Issues Log Online Citizen Reporting System Requests Trouble Reports	All Departments	2Y	CA - GOV 34090 - (2Y)
012					RETIRED
013	Vendor, Supplier Files Records and information of suppliers and vendors to all City organizations created or retained in the purchasing or acquisition of goods and services.	Contractors - Vendor List Vendor Packets Vendor Applications, Profiles	All Departments	2Y	CA - GOV 34090 - (2Y)
014	Animal Services Records and information documenting activities of the Animal Services office.	Audio Recordings of Hearings Bite Records Case Files Photos Reporting	Neighborhood Services	3Y	CA - CCP 335.1 - (LA2Y) CA - CCP 340(c) - (LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 122331 - (MAINT) CA - PEN 597.1(d) - (3Y) CA - PEN 802 - (1Y) Rancho Cordova - RCMC 8.09.050 - (3Y)
015	Building Plans, Permits and Construction Documents Records and information documenting the applications for, as well as plans for and construction of, new buildings.	Applications Building Code Board of Appeals Building Code Books Adopted by Ordinance Building Permits Certificates of Compliance Certificates of Occupancy Construction Specifications Correspondence Disability Access Board of Appeals Floor Plans Plan Evaluations and Reviews Plot Plans Site Plans	Building City Clerk Neighborhood Services	Permanent	CA - CBC 107.5 - (180D) CA - CRC 106.5 - (180D) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (Life of Building)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
016	Building - Complaints and Violations Records and information documenting compliance with, and receipt, processing and resolution of associated complaints, with building codes violations and permits issued by the City.	Complaints Notices of Completion Notices of Violation Photos Stop Work Orders Violation Case Files	Building City Clerk	Closed+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
017	Master Plans Records and information documenting the plans and construction-related documents associated with master plans. +B11	Building Plans Construction Documents	Building City Clerk	Permanent	CA - CBC 107.5 - (180D) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12981 - (1Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)
018					RETIRED
019					RETIRED
020					RETIRED
021					RETIRED
022					RETIRED
023	Building Plan Review Notes and Inspection Correction Notices Records and information documenting plan review comments and inspection correction notices for residential and non-residential projects.	Plan Review Comment Letters Inspection Correction Notices	Building	Completion + 180 days	CA - CBC 107.5 - (180D)
024	Building Plans and Construction Documents - Soil Reports Soil reports associated with building plans and construction projects.	Soil Reports	Building	Permanent	CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)
025					RETIRED
026					RETIRED

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
027	Agreements, Contracts and Leases Executed agreements, contracts, leases (which includes any type of contract, such as an agreement, franchise, purchase order, or lease) and associated ancillary documents, between the City and other parties.	Addendums and Amendments Attachments / Exhibits Certificates of Insurance Disclosures Leases, Attachments (<i>includes vehicle and equipment leases</i>) Letters of Intent License Agreements, Licenses Licensing, Licenses (<i>general</i>) Maintenance Agreements Memoranda of Agreement (<i>MOAs</i>) Memoranda of Understanding (<i>MOUs</i>) Real Estate Leases, Attachments Sponsorship Letters Statements of Work (<i>SOWs</i>)	City Clerk	Closed + 10Y	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 91.105(h) - (5Y) US - 24 CFR 92.508 - (CL+5Y) US - 24 CFR 982.158 - (AC+3Y) US - 29 CFR 97.42 - (3Y) US - 26 CFR 31.6001-1 - (CU+4Y) US - 29 CFR 516.5 - (3Y) US - 48 CFR 4.703 - (AC3Y) US - 48 CFR 4.705-1 - (4Y)
028	Appointments to Boards, Commissions and Committees Staff records related to appointments made by authorized elected officials to councils, committees, boards, and commissions.	Applications (<i>appointed, unsuccessful</i>) Interview Notes Letters of Appointment Letters of Recommendation Oaths of Office Resumes Submitted Documents	City Clerk Planning CEIF	Term of Office + 2Y	CA - GOV 34090 - (2Y)
029	Cemetery Administration Records and information documenting administration of the Matthew Kilgore Cemetery.	Graves Interment Maps of Gravesites Niches Owner Information	City Clerk Facilities	Permanent	CA - BPC 7686.5 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 8110 - (MAINT)
030	Claims by or Against the City Records detailing claims lodged by and against the City.	Accident/Incident Reports Actuarial Reports Annual Audit of Open Claims Appraisals Claims By/Against the City Closing Letters Damage Estimate Reports Supporting Documentation Insurance Claims, Appraisals, Reports Investigations Liability Waivers Subrogation Claims	City Clerk Public Works (Corp Yard)	Final Resolution + 5Y	CA - 2 CCR 11013 - (AC+2Y) CA - CCP 337 - (LA4Y) CA - CCP 338.1 - (LA5Y) CA - GOV 911.2 - (LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12960 - (LA3Y) CA - GOV 34090 - (2Y) CA - VEH 2547 - (LA3Y)
031	Election Records - Administrative Files Documentation of the administration of City elections.	Correspondence Non-municipal election files	City Clerk	2Y	CA - GOV 34090 - (2Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
032	FPPC Election Forms- Candidates Elected Records and information related to the filing of campaign and election documentation by candidates who are elected to City offices.	Campaign Disclosures: 410, 460, 462, 470, 496, 497, 501	City Clerk	Permanent	CA - GOV 81009(b) - (PR) CA - GOV 84616(b) - (4Y)
033	FPPC Election Forms- Candidates Not Elected Records and information related to the filing of campaign and election documentation by candidates, but who are not elected.	Campaign Disclosures: 410, 460, 462, 470, 496, 497, 501	City Clerk	5Y	CA - GOV 81009(b) - (5Y) CA - GOV 84616(b) - (4Y)
034	Election Records - Candidate Nomination Documents Records and information related to the filing of nomination papers and petitions in lieu of filing fee.	Candidate Statements (<i>for sample ballot</i>) Nomination Papers Petitions in Lieu of Filing Fee Signatures in Lieu of Filing Fee Petitions Supplemental Nomination Papers	City Clerk	Term of Office + 4Y	CA - ELEC 17100(a) - (T+4Y)
035	Final Budget Records and information relating to final approved City budgets.	Final Budget Document	City Clerk Finance	Permanent	CA - GOV 34090 - (2Y) US - 26 USC 6531 - (LA6Y)
036	FPPC Forms - Local Ballot Measure Committees Forms mandated by state law related to committees established to support local ballot initiatives.	Form 410 Form 460 Form 496 Form 497	City Clerk	While Active*+4Y	CA - 2 CCR 18401(b)(2) - (4Y) CA - GOV 34090 - (2Y) CA - GOV 84616(b) - (4Y) * Remains active until committee is disbanded
037	FPPC Forms - Mandated Reporting Forms mandated by state law related to receipt and redistribution of gifts and honoraria, ceremonial roles, and holding of multiple positions for certain employees, elected or appointed officials, or consultants.	Form 801 Form 802 Form 806	City Clerk	7Y	CA - GOV 34090 - (2Y) CA - GOV 81009(e) - (7Y) CA - GOV 84616(b) - (4Y)
038	FPPC Forms - Statements of Economic Interest Statements of economic interest mandated by state law for certain employees, elected or appointed officials, or consultants.	Form 700	City Clerk	Term of Service or Employment + 7Y	CA - GOV 34090 - (2Y) CA - GOV 81009(e) - (7Y) CA - GOV 84616(b) - (4Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
039	Insurance Coverage Records detailing the City's general coverage against property damage and liability, whether self-funded or purchased, including renewal submission information, insurance quotes, & broker correspondence.	Binding Information Binders Broker Correspondence California Joint Powers Insurance Authority (CJPIA) Certificates of Insurance Completed Applications Excess Insurance Authority (EIA) Flood Insurance Insurance Policies Insurance Quotes Insurance Submissions Liability Insurance Renewal Strategy	Finance	Life of Policy + 5Y	CA - 22 CCR 3267-2 - (MAINT) CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)
040	Internal Legal Advice and Opinions Memoranda containing legal advice prepared by the City Attorney's for City departments.	Memos Opinions	All Departments	5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
041	Governing Councils, Boards, Agencies & Commissions - Legislative Affairs Records of all actions taken by City legislative bodies, including City Council, City Commissions and Board, City Council Task Forces, Oversight Boards, and City Council Committees taken during public and closed session meetings.	Agendas Agenda Packets (<i>includes staff reports</i>) Agenda Summary Reports Appeals City Codes City-wide Plans/Programs Adopted Commendations List of Appointments Meeting Minutes Minute Books & Index Municipal Code Ordinances Petitions to Council Resolutions Supplemental Communications Transcripts of audio and video recordings of meetings	City Clerk Planning CEIF	Permanent	CA - GOV 34090(e) - (PR) CA - GOV 54972 - (MAINT)

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City of Rancho Cordova
Retention Schedule

ATTACHMENT 3

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
042	Litigation and Third Party Claims Records generated for or related to any case or action before a judicial, arbitral, or administrative officer or body.	Complaints Court Orders Discovery Exhibits Judgements Policies of Intent Pleadings Prosecution Recorded Instruments Related Correspondence Releases Settlement Agreements Subpoenas	City Clerk Human Resources	Final Resolution + 10Y	CA - 2 CCR 11013 - (AC+2Y) CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - CCP 338.1 - (LA5Y) CA - GOV 911.2 - (LA6M; LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - LAB 5410 - (LA5Y) CA - RTC 19704 - (LA6Y) CA - UIC 1132 - (LA3Y) US - 26 USC 6531 - (LA6Y) US - 26 USC 6532 - (LA2Y) US - 29 USC 255 - (LA2Y) US - 29 USC 626(d) - (LA300D) US - 42 USC 2000e-5 (e) - (LA180D) US - 42 USC 2000e-5 (f) - (LA180D)
043	Public Information Request Records requested by the public, required for provision to the public, and related inquiries.	Formal Public Records Requests Inquiries	City Clerk	2Y	CA - GOV 34090 - (2Y)
044	Recorded Documents - Liens Records of liens recorded on behalf of the City.	Liens	City Clerk	While Active+2Y	CA - GOV 34090 - (2Y)
045	Public Notices Records documenting compliance with laws requiring public notice of government activities. Subjects include assessments, elections, land use changes, public meetings and hearings, sale of property, and others.	Affidavits of Mailing Affidavits of Posting Affidavits of Publication/Legal Notices Public Hearing Notice Postcards (<i>mailed to property owners but returned as undeliverable</i>) Public Hearing Notices Public Meeting Notices	City Clerk Housing Planning	4Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
046	Municipal Code and Animal Services Compliance and Enforcement Records and information documenting compliance with City codes, including violations.	Audio Recordings of Hearings Body Cam Footage Certificates of Nuisance Certificate of Abatement Citations Compliance with Conditions of Approval Inspections / Enforcement (<i>business, residential</i>) Investigations Lien Confirmation Hearing Records Notices and Orders Photographs Rental Registration Forms Service Authority Service Vehicle Agreement Vehicle Abatement (<i>abandoned vehicles</i>) Reporting	Neighborhood Services	While Active + 3Y	CA - CCP 340 - (LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - PEN 802 - (1Y) CA - PEN 832.18(b)(5)(A) - (60D) CA - Law Enforcement Evidence and Property Management Guide NOTES: 1) Records for repeat offenders may be retained longer to document a history of violations 2) Records associated with problem properties may be placed on hold.

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
047	Communications External-facing communications and advertising materials, including documentation of outreach activities/events held in cooperation or for the benefit of the local community.	Brochures City Surveys FAQs Mailers Media Packets, Releases, Kits PowerPoint Presentations for Council Members Press Kits Public / Media Inquiries Outreach / Education Materials Publications Produced by the City (<i>newsletter, neighbor guide</i>) Publicity Files Videos	Communications & Public Affairs	4Y	CA - CCP 337 - (LA4Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)
048	Community Development Block Grant Project Files Records and information of CDBG projects.	Payroll (<i>certified, Davis Bacon</i>) Semi-annual Labor Reports	Community Development - Housing	While Active + 4Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.490(d) - (CL+3Y) US - 24 CFR 570.502(a)(16) - (CL+3Y; CL+4Y)
049	Emergency Loan Program Files Records and information regarding programs that provide assistance to home owners needed funds to respond to emergencies or perform need repairs.	Applications Correspondence Monitoring Files Notices	Community Development - Housing	While Active + 3Y	CA - 25 CCR 7721 - (MAINT) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) * Loan is active until fully paid

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
050	Personnel Files All documents related to paid employees (full and part-time) and interns including but not limited to: - selection/hiring - assignments - promotion - demotion - transfer - layoff - termination / resignation - pay rates / other terms of compensation	Applications, Applicant Reference Verifications Awards, Rewards, Certificates, Recognition Background Checks, Investigations - candidates hired Complaints and Disciplinary Actions Drivers License Data - Class C Employee Policy Acknowledgements I-9 Documents and copies of associated documents Immigration Supporting Documentation Investigations Job Offer Letters Leave of Absence Documentation, FMLA Oaths of Office Performance Evaluations, Reviews or PIPs	Human Resources	Termination + 6Y	CA - 2 CCR 11013 - (AC+2) CA - 8 CCR 11040(7)(C) - (3Y) CA - 22 CCR 1085-2 - (CU+4Y) CA - GOV 3105(f) - (T+5Y) CA - GOV 12946 - (T+4Y) CA - GOV 12960 - (LA3Y) CA - GOV 12965 - (LA2Y) CA - GOV 34090 - (2Y) CA - LAB 432.3 - (T+3Y) CA - LAB 1198.5 - (T+3Y) CA - LAB 2810.8 - (3Y) CA - VEH 1808.1(c) - (1Y) US - 8 CFR 274a(2) - (3Y or T+1Y, whichever is longer) US - 20 CFR 655.760 - (T+1Y) US - 29 CFR 825.500(b) - (3Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1602.31 - (AC+2Y) US - 29 CFR 1627.3(b) - (T+1Y) US - 29 USC 1059 - (T+1Y) US - 41 CFR 60-1.12 (a) - (T+2Y) US - 41 CFR 60-741.80 - (T+2Y)
051	Community Engagement Records Records and information regarding informational resources, programs and events for City neighborhoods.	Brochures Correspondence Events (<i>sign-in sheets</i>) Flyers Growing Strong Neighborhoods Liability Waivers Rebuild Days Tree Planting/Arborist Programs: 1) Volunteer Acknowledgement 2) Beautification: Tree Stump Removal, and Waterwise Landscaping, Chain Link Fence 3) Neighborhood Engagement	Communications & Public Affairs Public Works	3Y	CA - GOV 34090 - (2Y)
052	Economic Development Programs and Services Records and information documenting the City's economic development programs including marketing, events and customer relationships management.	Brownfields Grant Business Incentive Programs (<i>grants, funding</i>) Business Recruitment Programs Community Activities Demographics Economic Development Programs Economic Development Strategy Jobs and Talent Program Meeting Minutes Revolving Loan Program Signage and Facade Program	Economic Development	While Active + 4Y	CA - CCP 337 - (LA4) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
053	Building, Property Management Records and information regarding the structure of City buildings.	As-Built Blueprints Construction Records Demolition Records Electrical Wiring Schematics Floor Plans Professional Services Property Inventory Repair and Maintenance Tenant Improvements Utility Consumption Tracking	Facilities	Life of Building or Facility + 10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI)
054	Business Continuity Records - Facilities and Emergency Operations All documentation for dealing with preparation for and responses to emergencies, disasters and/or system failures for City facilities. Includes the Emergency Operations Center.	After-Hours Binder Business Continuity Plans Disaster Recovery Plan Drill Records Emergency Contact Lists, Employee Lists, Roster of Workers Emergency Evacuation Procedures Emergency Operations Center Emergency Preparedness Emergency Response Evacuation Plans Fire Prevention Plan	Facilities Public Works	Superseded+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
055	Facility Rentals Records and information of the rental of rooms or areas within City facilities by others.	Applications Proof of Insurance	Facilities	While Active + 4Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
056	Maintenance Inspection Reports Reports of inspections of maintenance performed on City facilities and infrastructure including: - Buildings - Changeable Message Signs (CMS) - Closed Circuit TVs (VVTVs) - Streets - Sidewalks - Signals and Bridges - Storm Drains - Streetlights - Trees	Air Quality Inspections Backflow Inspections Building/Site Inspection Log Elevator Permits Equipment Inspections Fire Extinguisher Inspections Hazardous Materials Inspections Janitorial Inspections Landscape Inspection	Facilities Public Works	4Y	CA - AQMD Rule 1470 - (3Y) CA - 8 CCR 3203(b)(1) - (1Y) CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 4216.2(f) - (3Y) CA - GOV 34090 - (2Y)
057	Security, Access Operations Records and information regarding physical access controls and protection for City buildings and facilities.	Access Controls Access Reports Badge Lists Daily Activity Logs Facility Key Lists Key Cards Transaction Logs	Facilities Human Resources	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
058	Asset Management, Maintenance Records related to the management and maintenance of City assets, including equipment, fleet vehicles, real property and infrastructure assets.	Air Quality Permits Equipment Certifications Equipment Accident Reports Irrigation Landscaping Maintenance and Repair Work Orders Maintenance Reports (<i>buildings, sidewalks</i>) Maintenance Timelines Roads Signals Storm Drains Street Sweeping Tree Service Vehicles/ Fleet Work Orders	Facilities Public Works	Life of Asset + 4Y	CA - AQMD Rule 1470 - (3Y) CA - 8 CCR 3203(b)(1) - (1Y) CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 4216.2(f) - (3Y) CA - GOV 34090 - (2Y) CA - HSC 25250.18(b) - (3Y)
059	Real Estate Transactions Records and information related to the ownership, acquisition, disposition, transfer of, lease of, or improvement of real property, infrastructure and facilities including grant deeds, owned by or used by the City.	Acquisitions Attachments Buildings Capital Improvements Community Development Block Grant (CDBG) Property Acquisitions Deeds of Trust Dispositions Housing Authority Owned Properties Land Mortgages Possessory Interest Predevelopment Agreements Property Transaction (<i>DDA, DA, etc.</i>) Purchase and Sale Agreements Right of Way Sales Valuation Information	City Clerk Housing Public Works	Permanent	CA - CCP 315 - (LA10Y) CA - CCP 337 - (LA4Y) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090(a) - (PR) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y)
060	Accounts Payable and Receivable Records and information related to the accounting of monies paid by the City including payment for financial obligation.	Aging Reports Employee Project Billing Rates Form 1099 Records and Form W-9 Records Invoices and Vouchers (i.e. credit memos, EE expense reports, EE reimbursement, credit cards, refunds) Project/Developer Billing Packet (i.e. billing posting journals, reconciliations, etc.) Purchasing Card Expense Reconciliation/Allocations Deposits (<i>cash count reports, petty cash disbursement, cash register receipts, cash receipts</i>) Reconciliations	Finance	6Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) CA - LAB 1174(d) - (3Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y) US - 29 CFR 97.42 - (3Y) US - 29 CFR 516.5 - (3Y) US - 48 CFR 4.705-1 - (4Y; 2Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
061	Audits (Internal, External) Records and information related to auditing activities, including reviewing and documenting operational, compliance, or financial information created as a part of an audit.	Annual Audit Reports (TDA, Finance Corp.) Annual Financial Report (i.e. CAFR, Memorandum of Internal Control (MOIC), Single Audit) Remediation Plans / Results Responses Cal Pers Audit	Finance Human Resources	Permanent	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.517 - (AC+3Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)
062	Bank Account Information Records and information related to banking authorities, activities, transactions and correspondence. This category includes reconciliations.	Bank Account Administration Bank Statements (<i>all agencies</i>) Checks, Canceled Reconciliations Signature Cards	Finance	4Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 48 CFR 4.705-1(d) - (4Y)
063	Business Licenses Records and information documenting the issuance of City business licenses.	Annual Licenses (fireworks) Applications (new, renewal) Employee Permits General Business Licenses (<i>commercial, home based, rental property</i>) Special Licenses (<i>handyman, car parts, etc.</i>) Tobacco License	Finance	5Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) Rancho Cordova - RCMC 4.02.080 - (1Y) Rancho Cordova - RCMC 4.10.155 - (5Y)
064	Debt Records and information relating to analysis of City financing activities.	Amortization Schedules Bonds (<i>continuing disclosures, bond rating reports, official statements</i>) Loans (<i>debt state loans, water (Alston & Imola)</i>)	Finance	Maturity* + 10Y	CA - CCP 336 - (LA6Y) CA - CCP 336a - (LA6Y) CA - CCP 337 - (LA4Y) CA - CCP 337.5 - (LA10Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 301.6501 - (CU+3) * Maturity includes cancellation and redemption

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
065	Financial Reporting - Annual, Official, Periodic Issued and official periodic financial reports, whether required by regulations or generated to track financial transactions and achievements by the City.	ACFR Reports Audit Files, Plans Audit Schedules Audits Improvement Plans U.S. Equal Employment Opportunity Commission (EEOC) Reports PERS Reports Payroll Reports (HRA, RMT, ICMA 457 accounts, Nationwide, deferred compensation) Petty Cash Audits Possessory Interest Report (to County) Quarterly Investment Report/Treasurer's Report Self Insurance Reports Special District Administration Reports State Controller's Report (streets, financial transactions, financing corporation, employee compensation) Workers Compensation Reports	Finance/Risk	6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 26 CFR 1.1461-2 - (CU+1Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)
066	Financial, Strategic Planning Records and information relating to financial planning.	Business Plans Financial Plans Forecasts Strategic Plans	Finance Communications & Public Affairs	4Y	CA - GOV 34090 - (2Y)
067	Fixed Assets Records and information related to the ownership, transfer, acquisition, disposition, capital leased, or improvement of fixed assets owned by or used by the City.	Acquisitions Amortization Asset Retirement Records Disposition/Sale Capital Asset Records Capital Improvements Depreciation Schedules Valuation Information	Finance	Life of Asset + 10Y	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) US - 26 USC 6531 - (LA6Y)
068	General Ledger, Journal Entries, Project Entries Records and information related to the transfer of charges between accounts and summaries of account information, including year end summaries of general ledger transactions.	Account Ledgers/Sub-Ledgers Balance Sheets Chart of Accounts General Ledger Inventory Transfers Journal Entries and Backup Documentation Miscellaneous Logs Trial Balance Year-End / Account Detail History Report	Finance	6Y	CA - GOV 34090 - (2Y) US - 26 CFR 31.6001-1(e)(2) - (CU+4Y) US - 26 USC 6531 - (LA6Y)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
069	Payroll Records and information related to the accounting of payroll earnings, deductions, and issuance. This also includes records and information reflecting all earnings and benefits paid to each employee.	CalPERs Actuarial Reports Deduction Reports (deferred compensation, pers, garnishment) Payroll Checks, Copies, Stub Reports Quarterly Payroll Taxes (941) Timekeeping Records W-2, W-4 Bi-Weekly/Monthly Payroll Report Packets	Finance	6Y	CA - 2 CCR 570.5 - (5Y) CA - 2 CCR 571(b)(1)(E) - (5Y) CA - 8 CCR 11040(7) - (3Y) CA - 22 CCR 1085-2(c) - (4Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) CA - LAB 226a - (3Y) CA - LAB 1174(d) - (3Y) CA - LAB 1197.5 - (LA2Y, LA3Y) CA - UIC 1132 - (LA3Y) US - 20 CFR 655.760 - (3Y) US - 26 CFR 31.6001-1(e)(2) - (4Y) US - 26 USC 6531 - (LA6Y) US - 29 CFR 516.5 - (3Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1620.32 - (2Y) US - 29 CFR 1627.3(a) - (3Y) US - 29 USC 436 - (5Y) US - 48 CFR 4.705-2 - (4Y; 2Y)
070	Unclaimed Funds Records and information pertaining to periodic publication of outstanding checks that are 3 years or older. After the City goes through its due diligence of trying to find the rightful owner, Finance returns any unclaimed funds to the City.	Uncashed Checks Unclaimed Funds	Finance	10Y	CA - CCP 1513 - (3Y) CA - GOV 34090 - (2Y) US - Uniform Unclaimed Property Act (2016), Section 404 - (10Y)
071	Grants Funding Sources Documents the application, evaluation, awarding, administration, monitoring, reporting, and status of grants and other funding sources in which a local government entity is the recipient, grantor, allocator, or administrator. Includes: - Community Development Block Grant (CDBG) - Combined Federal, State, Local Grants - Enterprise Funds (water, waste, housing) - Federal Grants - Local Grants - State Grants - Transportation Agency Funding	Applications (<i>including project proposals</i>) Audits Award Notification Grant Administration Grant Funding Grant Evaluations Program Rules, Regulations, Procedures Property Taxes Funding Reports to Funding Agencies	All Departments	While Active + 3Y	CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 570.502(a)(7)(i)(A) - (AC+4Y) US - 29 CFR 97.42 - (3Y) * Unsuccessful applications are retained for 2 years. NOTE: If a grant requires longer retention, its specific requirements will take precedence.
072	Background Checks - Personnel Not Hired All documentation related to background checks for Applicants and unpaid volunteers that were not hired.		Human Resources	4Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) NOTE: Background checks for personnel hired are part of the personnel file.

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073	Benefit Plans Plans established to provide employee benefits and associated administrative documents. Types of plans include: - Health - Dental - Vision - Flex Spending - Pension - Retirement	COBRA Rates, Records, Histories Deferred Compensation (457, 401K) Employee Benefit Plans Group Insurance Cost Data Life Insurance CalPERS Retirement Plan Summary Plan Descriptions	Human Resources	Life of Plan + 6Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 29 CFR 1627.3(b)(2) - (LI*+1Y) US - 29 CFR 4007.10 - (6Y) US - 29 CFR 4041.5 - (LI*+6Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y) * Life of Plan
074	Employee Benefit Files Employee election (selection), enrollment or termination forms and related correspondence, including transmissions to carriers of additions, changes, claims and deletions (includes employee medical records subject to HIPAA requirements).	Benefit Files, Enrollments, Appeals Beneficiary Designations Death Claims, Life Event Documents Deferred Compensation Disability Claims Employee Cost-Sharing Amounts Employment Authorizations, Terminations, Confirmations, Status Changes, Coverage Changes Flexible Spending Enrollment Life Insurance Notification Letters/EOI Premium Information Required Benefits Reporting Retirement Loans / Retirement Supplemental Forms	Human Resources	Termination + 6Y	CA - 22 CCR 1085-2 - (CU+4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 34090 - (2Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 4007.10 - (6Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1602.31 - (AC+2Y) US - 29 CFR 1602.32 - (3Y) US - 29 USC 1027 - (6Y) US - 29 USC 1059 - (T+1Y) US - 29 USC 1113 - (LA6Y) US - 29 USC 1451 - (LA6Y)
075	Employee Medical Records Documents pertaining to medical records of City employees, including workplace injuries, drug screens, and workers' compensation (includes employee records subject to HIPAA requirements).	Drug Screening Personnel Files - Medical Vaccination Records	Human Resources	Termination+6Y	CA - 8 CCR 10102 - (Injury+5Y or Closed+1Y) CA - 8 CCR 14300.33 - (5Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - LAB 5406 - (LA1Y; LA240W) CA - LAB 5410 - (LA5Y) CA - 29 CFR 1904.33 - (6Y) US - 29 CFR 1910.95 - (2Y) US - 49 CFR 382.401(b) - (5Y for positive results; 1Y for negative results)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
076	Regulatory Reporting for Human Resources Official non-financial Human Resources reports issued by City organizations to comply with regulatory requirements.	ACA Reports Labor Reports OSHA 300 Reports Workers' Comp Reports	Human Resources	6Y	CA - 2 CCR 11013(c)(1) - (2Y) CA - 8 CCR 14300.33(a) - (6Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 405.9 - (5Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.30 - (3Y) US - 29 CFR 1602.31 - (2Y) US - 29 CFR 1602.32 - (3Y) US - 29 CFR 1904.33 - (5Y)
077	Salary, Compensation Documentation of job classification compensation.	Classification Studies Compensation Plans, Planning, Analysis Cost of Living Adjustments Job Descriptions Job Evaluation Documentation Salary Range History Salary Surveys	Human Resources	6Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) US - 29 CFR 516.6 - (2Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (2Y)
078	Staffing and Recruitment Records and information related to recruitment of qualified persons for both paid and unpaid position with the City, whether full time or temporary, including: - applications and related records of candidates interviewed but not hired or accepted - applications received but not acted upon.	Applications, CVs, Resumes (<i>rejected, unsolicited</i>) Applicant Tracking Records (<i>hired, rejected</i>) Background Checks, Investigations - candidates not hired/accepted Civil Service Examination Results and Rankings Drug Testing, Pre-Hire Screening - candidates not hired/accepted Interview Notes Job Descriptions Job Postings, Announcements Job Requisition Requests Position Information Temporary Intern Staffing Test Results (<i>non-hires</i>) Test and Examination Materials Declined Offer Letters	Human Resources	6Y	CA - 2 CCR 11013(c)(2) - (2Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12946 - (4Y) CA - GOV 12960 - (LA3Y) CA - GOV 34090 - (2Y) US - 29 CFR 1602.14 - (AC+1Y) US - 29 CFR 1602.31 - (2Y) US - 29 CFR 1607.4 - (MAINT) US - 29 CFR 1627.3(b)(1) - (1Y) US - 41 CFR 60-741.44(f)(4) - (3Y) US - 41 CFR 60-741.44(k) - (3Y) US - 49 CFR 382.401(b) - (5Y for positive results; 1Y for negative results)
079					RETIRED
080	Application, System Development and Maintenance Technical documentation related to development of City technology processes, applications, or systems, as well as conversions, changes or modifications to existing applications or systems.	Business, Functional Requirements Change Requests Data Element Attribute Reports Data Migration Documentation Database Dictionary / Schema End User Documentation, User Manuals Hardware Configurations Network Circuits Inventories Network/Equipment Control Support Documentation Source Code System Documentation (<i>codebooks, record layouts, reference guides, specifications</i>) System, Application Maintenance Documentation (<i>hardware/operating system requirements, monitoring logs, operating manuals</i>)	Information Technology	Life of Application, System or Process+2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)

ITEM 13.5.

ATTACHMENT 3

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
081	Business Continuity Records - Computing Equipment and Network Operations All documentation for dealing with preparation for and responses to emergencies, disasters and/or system failures for City computing resources.	Business Continuity Plans Data Breach Notifications Data Breach Reports and Responses Disaster Recovery Plan Emergency Response	Information Technology	3Y	CA - CIV 1798.27 - (3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
082	Technology Access and Security Records and technical documentation of internal controls and system security. Includes data / information security breaches, notifications, and supporting documentation.	System Security Assessments Change Management Case Files Data Sets, Extracted Data Summaries Security Access Request Forms Work Order Requests	Information Technology	2Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - CIV 1798.27 - (3Y)
083	Administrative Entitlement Decisions Records and information pertaining to decisions on Administrative Entitlement requests.	Administrative Decisions Administrative Entitlements Administrative Meeting Minutes	Planning	Permanent	CA - GOV 12981 - (1Y) CA - GOV 34090 - (2Y)
084	Planning and Zoning Services Records and information pertaining to the activities of the planning division, including zoning. Includes Discretionary Entitlement (hearing required) records.	Appeals ABC Notifications for Liquor Licenses Below Market Rate Units / Affordable Housing Design Review and Appeals Development Regulations Discretionary Entitlements Downtown Parking Requirements E.I.R., Notice of Determination, Categorical General Plan Home Occupation Permits (HOP) Land Use Permits, Studies Parking Calculations Planned Unit Development (PUD) Planning Review Case Files (notices, neighbor letters, plans, blueprints) Public Use Summary of Actions Variances Zoning, Rezoning and Map Amendments	Planning	Permanent	CA - 14 CCR 15095 - (Reasonable) CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 12981 - (1Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI*) * Life of the Building
085	Assessment/Special Funding Districts Records and information documenting the formation and operations of Special funding districts including those for: - Maintenance - Transit - Street Lighting - Landscaping - Police Tax - Mello-Roos	District Formation Documents	Public Works Finance Community Development	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) CA - GOV 60201 - (PR)

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City of Rancho Cordova
Retention Schedule

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
086	Encroachments Records documenting encroachments upon City property, or by the City on the property of others.	Encroachment Permits, Certificates	Public Works	While Active + 10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
087	Hazardous Waste, Monitoring and Remediation Planning, monitoring and contingency/emergency action plans for hazardous waste, emergency and spill response, natural and exposure emergencies, notifications and response; environmental action plans and supporting documentation; hazardous communications plans, including labeling, MSDS controls, training programs and procedures.	Emergency Response Programs Employee Hazardous Chemical Exposure Hazardous Material Incident Reports Hazardous Substances Shipping Manifests Hazardous Waste Material Safety Data Sheets (MSDS) Proposition 65 Monitoring Site Mitigation Toxic Substance Inventory	Public Works Facilities	While Active + 30Y	CA - 8 CCR 3204d - (CL+30Y) CA - 22 CCR 66262.40 - (3Y) CA - 22 CCR 66263.22 - (3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25160.8(c)(3)(D) - (AC+3Y) US - 29 CFR 1910.1020 - (CL+30Y)
088	Operational Maps Informal maps and geographical information pertaining to City operations and services.	Sewer TV Surveys Storm Water Street Sweeping Tree Trimming Trash Pick-up	Public Works	Superseded + 4Y	CA - CCP 337.1 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
089					RETIRED
090	Public Works Project Files - CIP Projects Records and information related to the administration, analysis, design, development, planning, construction and maintenance of public works Capital Improvement (CIP) and related engineering projects for City facilities and infrastructure. Includes projects funded from various sources including bonds, grants, capital improvement and general fund.	Assessments Bridges and Creeks Inventories Calculations Capacity (<i>water, wastewater</i>) Fees Certificates of Compliance/Notice of Non-Compliance Change Orders Contractor Material Submittals Daily Inspections and Progress Meetings Drainage E.I.R., Notice of Determination, Categorical Exemptions Encroachment Permits, Certificates Field Inspections, Closures Improvement Plans, Drawings Photos/Pictures Project Plans Project Schedules, Insurance, Permits Real Estate Appraisals Site Aerial Photos Specifications Studies and Surveys Underground Utilities Maps	Public Works	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095 - (Reasonable) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y) US - 24 CFR 92.508(c) - (AC+5Y) US - 29 CFR 97.42(b) - (AC+3Y) US - 40 CFR 122.21(p) - (5Y) US - 40 CFR 122.41(j) - (3Y)
091					RETIRED

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
092	Public Works Project Files - Development Projects Records and information related to the administration, analysis, design, development, planning, construction and maintenance of developer driven projects involving City infrastructure.	Assessments Certificates of Compliance/Notice of Non-Compliance Daily Inspections and Progress Meetings Development Fee Book Drainage E.I.R., Notice of Determination, Categorical Exemptions Encroachment Permits, Certificates Field Inspections, Closures Improvement Plans, Drawings Photos/Pictures Project Plans and Schedules, Insurance, Permits Record Drawing Site Aerial Photos Specifications, Calculations, Change Orders Street Address Files Studies and Surveys Underground Utilities Maps	Public Works	Permanent	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095 - (Reasonable) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 29 CFR 97.42(b) - (AC+3Y) US - 40 CFR 122.21(p) - (3Y) US - 40 CFR 122.41(j) - (3Y)
093	Real Property Maps and Drawings Final maps and geographical information pertaining to City properties.	Annexations Lot Line Adjustments Parcel Mergers Parcels, Plats Sphere of Influence Subdivisions	Planning Public Works	Permanent	CA - CCP 337.15 - (LA10Y) CA - GOV 34090 - (2Y) CA - HSC 19850 - (LI*) US - 44 CFR 60.3 - (MAINT) * Life of Building, Asset or Facility
094	Recorded Documents - Vital Records and information pertaining to those original key documents recorded on behalf of the City.	Abandonments Address Records Affordable Housing Plans Annexations Certificate of Correction Conveyances from the City (<i>deeds, easements, abandonments/vacations</i>) Conveyances to the City (<i>deeds, easements, dedications</i>) Deeds Detachments Development Agreements Easements Grant Deeds Irrevocable Offers to Dedicate Notice of Completion Notice of Special Tax Lien Rights-of-Way Vacations	City Clerk	Permanent	CA - GOV 34090(a) - (PR)

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
095	Traffic, Traffic Control and Improvement and Transportation Planning Records and information related to traffic engineering and transportation planning activities (including studies and surveys), and the City's efforts to manage and improve traffic and circulation.	ADA Compliance (<i>ramps, sidewalks</i>) Bicycles Enforcement Highway Corridors Impact Studies Investigations Signals Signs Speed Surveys Streets Street/Highway Studies/Surveys Temporary Street Closures Traffic Calming Traffic Counts Traffic Management Plans Transportation Planning	Public Works	5Y	CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y)
096					RETIRED
097	Use Permits Documentation of permits issued in the City for the use of City property and facilities.	Applications Block Parties Filming Permits Notices Special Events Street Permits Tent Permits Transportation Permits (<i>oversize, overweight</i>) Tree Permit Temporary Use Permits	Public Works Planning	4Y	CA - CCP 337 - (LA4Y) CA - GOV 34090 - (2Y)
098	Water Drainage Management Records and information documenting the operations and maintenance of the City's storm drains, pump stations and drainage ditches.	Drainage Ditches NPDES Permit Pump Stations Storm Drains	Public Works	Life of Asset+10Y	CA - CCP 338 - (LA3Y) CA - CCP 338.1 - (LA5Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 25244.19 - (4Y) CA - HSC 25244.20 - (4Y) US - 40 CFR 122.41(j) - (3Y) US - 40 CFR 122.44 - (3Y)
099	State & Federal Legislative Affairs	Analysis of legislation affecting the City Council Letters of Support/Opposition Federal Legislative Update Legislative Platform State Legislative Update	Communications & Public Affairs	While Active* + 2Y	CA - GOV 34090 - (2Y) * Records associated with historically significant legislation may be directed to #005, Historical.

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
100	Facilities Projects Records and information related to the management of Facilities Projects and Maintenance.	Repair and Maintenance Capital Improvement Project Tenant Improvement Professional Services	Facilities	Completion+10Y	CA - CCP 337.1 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - 14 CCR 15095 - (Reasonable) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 29 CFR 97.42(b) - (AC+3Y) US - 40 CFR 122.21(p) - (5Y) US - 40 CFR 122.41(j) - (3Y)
101	Community Enhancement and Investment Fund Records and information related to the management of Community Enhancement Fund Programs and Projects	Applications and supplemental materials received from prospective grantees Applications and guidelines for the grant process Reports received from grant recipients Annual Citizen Report	CEIF Communications and Public Affairs	While Active + 6Y	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 USC 6531 - (LA6Y)
102	Community Enhancement Fund - Grant Funding for Private Property Projects Records and information related to the management of Community Enhancement Fund Programs and Projects involving physical improvements or construction on privately owned property	Applications and supplemental materials received from prospective grantees Applications and guidelines for the grant process Reports received from grant recipients Labor Compliance Documents (Department of Industrial Relations)	CEIF	While Active + 10Y	CA - CCP 337 - (LA4Y) CA - CCP 337.15 - (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 USC 6531 - (LA6Y)
103	Investments Records and information relating to analysis of City investment activities.	Certificates of Deposit (CDs) Direct Investments Local Agency Investment Fund (LAIF) Security Instruments Stock/Equity Trust Accounts	Finance	4Y	CA - CCP 337 - (LA4Y) CA - CCP 338 - (LA3Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 26 CFR 301.6501(a)-1 - (CU+3)
104	Neighborhood Services Programs Records and information relating to the programs offered through Neighborhood Service: - Parking Enforcement - Animal Clinic	Applications Parking Tickets Sign up Sheets	Neighborhood Services	While Active + 3 Years	CA - CCP 335.1 - (LA2Y) CA - CCP 340(c) - (LA1Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 34090 - (2Y) CA - HSC 122331 - (MAINT) CA - PEN 597.1(d) - (3Y) CA - PEN 802 - (LA1Y; LA2Y; LA3Y)
105	Art Program Records and information relating to the City's art program.	Applications Approval Letter Releases and Waivers	CEIF City Manager	While Active + 4 Years	CA - CCP 337 - (LA4Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y)

ITEM 13.5.

City of Rancho Cordova
Retention Schedule

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Record No.	Record Category Name and Description	Example Records	Department/Office of Record	Retention Period	Legal Citations and Comments Blue=Confirmed Green=Added Red=Deleted
106	Building Security Video Recordings	Video Recordings	Facilities	1Y	CA - GOV 34090.6 - (Routine Video: 1Y)
107	Public Works Incomplete Projects Records and information relating to any project started by Public Works but was never completed or was abandoned.	Assessments Certificates of Compliance/Notice of Non-Compliance Daily Inspections and Progress Meetings Development Fee Book Drainage E.I.R., Notice of Determination, Categorical Exemptions Encroachment Permits, Certificates Field Inspections, Closures Improvement Plans, Drawings Photos/Pictures Project Plans and Schedules, Insurance, Permits Record Drawing Site Aerial Photos Specifications, Calculations, Change Orders Street Address Files Studies and Surveys Underground Utilities Maps	Public Works	10Y	CA - 14 CCR 15095 - (Reasonable) CA - CCP 337 - (LA4Y) CA - CCP 337.15 (LA10Y) CA - GOV 945.6(a)(2) - (LA6M; LA2Y) CA - GOV 8546.7 - (CL+3Y) CA - GOV 34090 - (2Y) US - 2 CFR 200.334 - (CL+3Y)

MEMORANDUM



ITEM 13.6.

DATE: March 3, 2025
TO: Honorable Mayor and Council Members
FROM: Adam Lindgren, City Attorney
Anthony Amara, Deputy City Attorney
Sarah Graham, Deputy City Attorney
SUBJECT: **A RESOLUTION ADOPTING AMENDMENTS TO THE TICKET AND PASSES DISTRIBUTION POLICY**

RECOMMENDATION

Adopt the Resolution approving amendments to the Tickets and Passes Distribution Policy in accordance with Fair Political Practices Commission regulations on the reporting of gifts by public officials.

RESULT OF RECOMMENDED ACTION

Adoption of the Resolution would update the existing Ticket Policy to reflect administrative changes and updates provided by the Fair Political Practices Commission (FPPC).

BACKGROUND

The City of Rancho Cordova is committed to supporting local events, organizations and activities. In many cases, this support takes the form of City sponsorships, grants, or in-kind professional services. Frequently, in exchange for these sponsorships and contributions from the City, and in some cases simply as a reflection of an organization's generosity, the City receives tickets and passes for admission to a facility, institution, or event.

Historically, the City, like other sponsors, has distributed these tickets and passes among its employees and officials. Public purposes of the City are served when the City receives and distributes these tickets and passes to City employees and officials.

Recent changes to the Political Reform Act's rules and the Fair Political Practices Commission ("FPPC") guidance interpreting these rules, now impose additional reporting requirements for receipt and distribution of these tickets and passes by the City. In particular, the receipt of such tickets or passes may now be considered gifts to public officials if they are not reported as income or if they are not distributed in accordance with a written policy duly adopted by the legislative body that complies with the FPPC regulations. This is the case even if the tickets or passes are the result of City sponsorship. The City previously adopted a tickets and passes policy in accordance with state law, but now seeks to make amendments in order to maintain compliance with the law.

The City Attorney recommends adoption of the Policy ([Attachment 2](#)). The recommendation is not a result of any complaint by a member of the public or the FPPC, but is recommended in order to comply with state law and as a matter of good, professional practice and ethics.

DISCUSSION:

The Policy provides for the City's distribution of tickets and passes received from outside entities that are not earmarked or designated for a specific City official's use.

The Policy also covers tickets or passes received in the following situations: pursuant to a contract; because the City owns or controls the facility or venue(s) at which the event occurs; because the City sponsors the event; or because the City purchased the tickets or passes. In each of these cases the tickets will not result in a reportable gift to an individual official if the ticket or pass is distributed in accordance with the Policy.

Tickets and passes received from an outside source and which are not designated or earmarked to a particular official must be forwarded to the City Manager or their designee for distribution. Tickets and passes must not then be allocated in a manner that is disproportionate. Once distributed to a City official or employee, tickets and passes may not be further transferred by the recipient "except to members of the official's immediate family or no more than one (1) guest solely for their attendance at the event." 2 CCR 18944.1(b)(3). This limitation implicitly recognizes the reality that participation of public officials in these events is a value to the community not only for the participation of the public official or employee, but also for the participation of his or her immediate family or one (1) guest outside the official's immediate family.

Distribution of tickets and passes pursuant to the Policy must be documented in a completed FPPC form 802, which shall be completed by the City Clerk and maintained on file. The City Clerk, or their designee, shall determine the fair value of the tickets, the distribution of such tickets and passes, and the public purpose served by the distribution.

The completed Form 802 must be filed and posted on the City's website within 45 days of distribution. The City Clerk shall also provide the website link to the FPPC along with a copy of the City's Tickets and Passes Distribution Policy. Since the City Clerk must only file a Form 802 per event, the Policy alleviates the need for each individual employee or official to report receipt of the ticket or pass on their Form 700.

As an alternative to adopting a Policy in accordance with Tit. 2 Cal. Code Regs., Section 18944.1, individual City Council members and employees may accept tickets and passes up to an aggregate amount of \$630 per source in a calendar year and report the receipt of such tickets and passes on their Form 700 and as required under state and federal income tax laws.

Certain distributions of tickets and passes, as may occur from time to time, shall be outside the scope of this Tickets and Passes Distribution Policy. For example, tickets and passes that are earmarked or designated by an outside source for use by a specific city official shall be reported as a gift pursuant to the Political Reform Act (Government Code Sections 81000 et seq., as it may be amended from time to time) and the FPPC Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as they may be amended from time to time). Also, the Policy does not apply to an admission to an event identified in FPPC Regulation 18942(a)(13) at which an official will perform a ceremonial role. Nor shall it apply to a ticket or

pass if the official receiving the ticket or pass reimburses the City for the ticket or pass within 30 days of receipt.

FISCAL IMPACT AND FUNDING SOURCE

There will be no direct fiscal impact to the City. Implementation of this Policy will result in additional staff time spent on accepting tickets, determining their value, distribution of the tickets, and reporting.

ATTACHMENT(S)

1. Resolution
2. Exhibit A to the Resolution - Updated Ticket and Passes Distribution Policy
3. Redlined Updated Ticket and Passes Distribution Policy

CITY OF RANCHO CORDOVA

RESOLUTION NO. XX-2025

A RESOLUTION OF THE CITY COUNCIL APPROVING AND ADOPTING AMENDMENTS TO THE TICKETS AND PASSES DISTRIBUTION POLICY

WHEREAS, Title 2 of the California Code of Regulations, Section 18944.1 ("Section 18944.1") was adopted by the Fair Political Practices Commission ("FPPC") to regulate the distribution to public officials of tickets and/or passes that provide admission to a facility, event, show or performance for an entertainment, amusement, recreational, or similar purpose ("Tickets"); and

WHEREAS, from time to time, the City receives complimentary Tickets from third party sources, both public and private, or the City receives Tickets pursuant to a contract or sponsorship, or because the City owns or controls the facility or venue where the event is taking place, or the City purchased tickets to an event; and

WHEREAS, the Political Reform Act (Government Code Sections 81000 et seq.) and the FPPC's implementing Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq.) are amended from time to time and recent changes have imposed additional reporting requirements for receipt and distribution of such tickets as may be received by the City and distributed to City officials and employees, and

WHEREAS, the City desires to distribute Tickets to City officials and employees in a manner that furthers the City's governmental and public purposes, including the promotion of local businesses, community resources, programs, and facilities; and

WHEREAS, consistent with Section 18944.1, the City desires to amend the current written policy related to the distribution of Tickets and establishing procedures for the disclosure of Tickets distributed to, or at the behest of, City officials in accordance with the applicable FPPC regulations and the Political Reform Act.

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

Section 1. Adoption of Tickets and Passes Distribution Policy

The City Council hereby adopts the amendments to the City of Rancho Cordova Tickets and Passes Distribution Policy ("Ticket Policy"), incorporated herein by this reference and attached hereto as Exhibit A.

Section 2. Delegation of Authority

The City Council hereby delegates authority to the City Manager to make changes to the Ticket Policy in the future so that the Ticket Policy will be consistent with any future amendments to Section 18944.1.

Section 3. Effective Date

This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova this 3rd day of March, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN

ATTEST:

Siri Pulipati, Mayor

Stacy Leitner, CMC
City Clerk

**CITY OF RANCHO CORDOVA
TICKETS AND PASSES DISTRIBUTION POLICY****I. Purpose**

This Tickets and Passes Distribution Policy ("Policy") governs the distribution of tickets and passes donated or given to the City of Rancho Cordova ("City"). This Policy is established in accordance with Section 18944.1 of the Fair Political Practices Commission (FPPC) Regulations, which sets forth the circumstances under which the City's distribution of tickets or passes to a City official does not result in a gift to the individual official.

This policy is subject to all applicable FPPC Regulations and the Political Reform Act. Nothing in this policy is intended to alter, amend or otherwise affect the obligations of City officials and employees under the Political Reform Act. This Policy is a public record and is subject to inspection and copying under Government Code Section 81008.

II. Application of Policy

This Policy applies to the distribution of all tickets or passes donated, received, or purchased by the City that provide admission to a facility, event, show, or performance for an entertainment, amusement, recreational or similar purpose.

III. Definitions

Unless otherwise expressly provided in this Policy, terms in this Policy shall have the same meaning as that ascribed to such terms in the Political Reform Act (Government Code Sections 81000 et seq., as it may be amended from time to time) and the FPPC Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as they may be amended from time to time.)

"City" shall mean the City of Rancho Cordova.

"City official" means every elected member, officer, employee or consultant of the City of Rancho Cordova, as defined in Government Code Section 82048 and FPPC Regulation Section 18700. Such term shall include, without limitation, any City board or commission member or other appointed official or employee required to file an annual Statement of Economic Interests (FPPC Form 700)..

"City venue" means any facility owned, controlled or operated by the City of Rancho Cordova.

"Immediate family" means spouse, registered domestic partner and dependent children as defined in FPPC Regulation Section 18943.

"Ticket" means "ticket or pass" and includes anything that provides access or an admission privilege to an event or function and for which similar tickets or passes are offered for sale to the public to view, listen to or otherwise take advantage of the attraction or activity for which the ticket is sold. This definition includes any benefits that the ticket or pass provides to all members of the public with the same class of ticket or pass. If other benefits, such as food, beverages or other items, are provided to the City official at the event and such benefits are not included as part of the admission to the event, those benefits are not covered by this Policy and should be separately reported as gifts.

IV. Procedures for Distribution

A. Tickets received by the City from an outside source without designation or earmarking as to the specific City official who may use the tickets shall be forwarded to the City Manager or designee. The City Manager or designee shall determine the fair value of the tickets, the individuals who may use them, and report their distribution as provided in Section VII.

B. Tickets or passes received by the City from an outside source(s) that are earmarked for use by a specific City official are considered gifts to the City official and are subject to the FPPC disclosure and reporting requirements applicable to gifts, unless one of the exemptions listed below applies.

C. For tickets or passes received by the City pursuant to the terms of a contract or because the City owns or controls the facility or venue at which the Event occurs or the City sponsors the Event, a City official may request use of these tickets or passes, or for distribution to an individual or organization outside the City, by completing Parts 3 and 4 of the FPPC Form 802 and submitting the request to the City Manager.

D. For tickets or passes purchased or acquired by the City for use by an elected City official, or for distribution to an individual or organization outside the City at the request of an elected City official, the City official shall be responsible for reporting the distribution of the tickets or passes on the Form 802.

E. The City Manager shall have the authority, in his or her sole discretion, to establish procedures for the distribution of tickets and passes in accordance with this Policy. No City official, City Manager, political appointee, or department head shall use or allocate tickets or passes to events in a manner that is disproportionate. All requests for tickets which fall within the scope of this Policy shall be made in accordance with the procedures established by the City Manager.

V. Exemption to the Policy

A. Ceremonial Role or Function. Tickets or passes provided to a City official to carry out his or her job duties or where the City official will perform a ceremonial role or function on behalf of the City at the Event are not considered gifts to the City official and are exempt from the disclosure and reporting requirements of this policy.

B. Income. Tickets or passes received by a City official who treats the tickets or passes as income consistent with federal and state income tax laws and the City report distribution of the tickets or passes as income to the City official on the FPPC Form 802 are otherwise exempt from this policy.

C. Reimbursement. Tickets or passes which the City official purchases or reimburses the City for the face value of the tickets or passes are exempt from this policy.

VI. Public Purpose

The distribution of any ticket by the City to, or at the behest of, a City official must accomplish a "public purpose" of the City. The public purposes to be accomplished by the distribution of tickets or passes by the City include, but are not limited to:

- 1) To obtain oversight of facilities or events that have received City funding or support;
- 2) To review facilities or events that may require City funding or support in the near future or to gather information about the operation of a facility similar to one presently or potentially operated by the City;
- 3) To promote local and regional businesses, community programs, economic development and tourism within the City;
- 4) To attend a community event in which the City is a participant;
- 5) To attend an event, activity or program sponsored by the City;
- 6) To promote intergovernmental relations, including but not limited to, attendance at an event with, or by, elected or appointed public officials from other jurisdictions, their staff and their guests;
- 7) To promote public and private facilities available for City resident use;
- 8) To support and/or show appreciation for community and nonprofit programs or services that benefit City residents;
- 9) To encourage or recognize significant academic, athletic, or public achievements by City students, residents, or businesses;
- 10) To reward City employees and community members for his or her exemplary service to the public;
- 11) To promote City growth and development, including economic development and job creation opportunities;
- 12) To promote open and accessible government by appearances or participation of City Officials at business and community events;
- 13) To promote employment retention, including enhancement of employee morale and to reward public service. (this purpose is not applicable where the ticket or pass is distributed to a member of governing body, the City Manager, a political appointee or Department Head);
- 14) To promote City recognition, visibility, and/or profile on a local, state, national or worldwide scale;
- 15) To comply with all written contracts where the City as a form of consideration has required that a certain number of tickets or suites be made available for City use.

VII. Prohibited Transfer of Ticket

A City Official may not transfer any ticket distributed to themselves pursuant to this Policy, to any other person, except to members of the City official's immediate family or no more than one (1) guest, which shall be solely for their personal use to attend the event.

VIII. Ticket Reporting and Disclosure Requirements

Tickets distributed by the City to a City official shall be documented in a completed FPPC Form 802. The completed Form 802 shall be filed with the City Clerk and posted on the City's website in a prominent fashion within 45 days after the distribution.

Such postings shall include the following information and any other information that may be required by the FPPC:

1. The name of the recipient, except that if the recipient is a department or other unit of the City, the City may post the name, address, description of the organization and number of tickets provided to the organization in lieu of posting the names of each recipient;¹
2. A description of the event;
3. The date of the event;
4. The fair value of the ticket;
5. The number of tickets provided to each person or organization;
6. If the ticket was distributed at the behest of a City official, the name of the City official who made such behest;
7. If the ticket was transferred to a member of recipients immediate family or a guest pursuant to Section VII of this Policy, the relationship of the transferee;
8. A description of the public purpose(s) under which the distribution was made, or, alternatively, that the City official is treating the ticket as income; and
9. If the ticket or pass was distributed for the public purpose of oversight or inspection of City facilities, a written inspection report of findings and recommendations by the official receiving the ticket or pass..

A Form 802 posted to the City's website shall be maintained on the City's website for a period of not less than four years.

XIV. Alternatives to Policy

As an alternative to complying with Section IV of this Policy, a City official may treat the ticket or pass as income to the City official, consistent with applicable state and federal income tax laws, and the City reports the distribution of the ticket or pass as income to the City official in compliance with this Policy.

¹ If the ticket or pass is distributed to a member of the governing body, the City Manager, a political appointee or Department head, the City must report the name of the individual receiving the ticket.

**CITY OF RANCHO CORDOVA
TICKETS AND PASSES DISTRIBUTION POLICY**

I. Purpose

This Tickets and Passes Distribution Policy ("Policy") governs the distribution of tickets and passes donated or given to the City of Rancho Cordova ("City"). This Policy is established in accordance with Section 18944.1 of the Fair Political Practices Commission (FPPC) Regulations, which sets forth the circumstances under which the City's distribution of tickets or passes to a City official does not result in a gift to the individual official.

This policy is subject to all applicable FPPC Regulations and the Political Reform Act. Nothing in this policy is intended to alter, amend or otherwise affect the obligations of City officials and employees under the Political Reform Act. This Policy is a public record and is subject to inspection and copying under Government Code Section 81008.

II. Application of Policy

This Policy applies to the distribution of all tickets or passes donated, received, or purchased by the City that provide admission to a facility, event, show, or performance for an entertainment, amusement, recreational or similar purpose.

III. Definitions

Unless otherwise expressly provided in this Policy, terms in this Policy shall have the same meaning as that ascribed to such terms in the Political Reform Act (Government Code Sections 81000 et seq., as it may be amended from time to time) and the FPPC Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as they may be amended from time to time.)

"City" shall mean the City of Rancho Cordova.

"City official" means every elected member, officer, employee or consultant of the City of Rancho Cordova, as defined in Government Code Section 82048 and FPPC Regulation Section 18700. Such term shall include, without limitation, any City board or commission member or other appointed official or employee required to file an annual Statement of Economic Interests (FPPC Form 700). ~~every elected official or employee of the City of Rancho Cordova, as defined in Government Code Section 82048 and FPPC Regulation 18700.~~

"City venue" means any facility owned, controlled or operated by the City of Rancho Cordova.

"Immediate family" means spouse, registered domestic partner and dependent children as defined in FPPC Regulation Section 18943.

"Ticket" means "ticket or pass" and includes anything that provides access or an admission privilege to an event or function and for which similar tickets or passes are offered for sale to the public to view, listen to or otherwise take advantage of the attraction or activity for which the ticket is sold. This definition includes any benefits that the ticket or pass provides to all members of the public with the same class of ticket or pass. If other benefits, such as food, beverages or other items, are provided to the City official at the event and such benefits are not included as

part of the admission to the event, those benefits are not covered by this Policy and should be separately reported as gifts.

IV. Procedures for Distribution

A. Tickets received by the City from an outside source without designation or earmarking as to the specific City official who may use the tickets shall be forwarded to the City Manager or designee. The City Manager or designee shall determine the face-fair value of the tickets, the individuals who may use them, and report their distribution as provided in Section VII.

B. Tickets or passes received by the City from an outside source(s) that are earmarked for use by a specific City official are considered gifts to the City official and are subject to the FPPC disclosure and reporting requirements applicable to gifts, unless one of the exemptions listed below applies.

C. For tickets or passes received by the City pursuant to the terms of a contract or because the City owns or controls the facility or venue at which the Event occurs or the City sponsors the Event, a City official may request use of these tickets or passes, or for distribution to an individual or organization outside the City, by completing Parts 3 and 4 of the FPPC Form 802 and submitting the request to the City Manager.

D. For tickets or passes purchased or acquired by the City for use by an elected City official, or for distribution to an individual or organization outside the City at the request of an elected City official, the City official shall be responsible for reporting the distribution of the tickets or passes on the Form 802.

EB. The City Manager shall have the authority, in his or her sole discretion, to establish procedures for the distribution of tickets and passes in accordance with this Policy. No City official, City Manager, political appointee, or department head shall use or allocate tickets or passes to events in a manner that is disproportionate. All requests for tickets which fall within the scope of this Policy shall be made in accordance with the procedures established by the City Manager.

V.- Exemption to the Policy

A. Ceremonial Role or Function. Tickets or passes provided to a City official to carry out his or her job duties or where the City official will perform a ceremonial role or function on behalf of the City at the Event are not considered gifts to the City official and are exempt from the disclosure and reporting requirements of this policy.

B. Income. Tickets or passes received by a City official who treats the tickets or passes as income consistent with federal and state income tax laws and the City report distribution of the tickets or passes as income to the City official on the FPPC Form 802 are otherwise exempt from this policy.

C. Reimbursement. Tickets or passes which the City official purchases or reimburses the City for the face value of the tickets or passes are exempt from this policy.

VI. Public Purpose

ITEM 13.6.

ATTACHMENT 3

The distribution of any ticket by the City to, or at the behest of, a City official must accomplish a "public purpose" of the City. The public purposes to be accomplished by the distribution of tickets or passes by the City include, but are not limited to:

- 1) To obtain oversight of facilities or events that have received City funding or support;
- 2) To review facilities or events that may require City funding or support in the near future or to gather information about the operation of a facility similar to one presently or potentially operated by the City;
- 3) To promote local and regional businesses, community programs, economic development and tourism within the City;
- 4) To attend a community event in which the City is a participant;
- 5) To attend an event, activity or program sponsored by the City;
- 6) To promote intergovernmental relations, including but not limited to, attendance at an event with, or by, elected or appointed public officials from other jurisdictions, their staff and their guests;
- 7) To promote public and private facilities available for City resident use;
- 8) To support and/or show appreciation for community and nonprofit programs or services that benefit City residents;
- 9) To encourage or recognize significant academic, athletic, or public achievements by City students, residents, or businesses;
- 10) To reward City employees and community members for his or her exemplary service to the public;
- 11) To promote City growth and development, including economic development and job creation opportunities;
- 12) To promote open and accessible government by appearances or participation of City Officials at business and community events;
- 13) To promote employment retention, including enhancement of employee morale and to reward public service. (this purpose is not applicable where the ticket or pass is distributed to a member of governing body, the City Manager, a political appointee or Department Head);
- 14) To promote City recognition, visibility, and/or profile on a local, state, national or worldwide scale;
- 15) To comply with all written contracts where the City as a form of consideration has required that a certain number of tickets or suites be made available for City use.

VII. Prohibited Transfer of Ticket

A City Official may not transfer any ticket distributed to themselves pursuant to this Policy, to any other person, except to members of the City official's immediate family or no more than one (1) guest, which shall be solely for ~~that immediate family member's~~their personal use to attend at the event.

VIII. Ticket Reporting and Disclosure Requirements

Tickets distributed by the City to a City official shall be documented in a completed FPPC Form 802. The completed Form 802 shall be filed with the City Clerk and posted on the City's website in a prominent fashion within 30-45 days after the distribution.

Such postings shall include the following information and any other information that may be required by the FPPC:

1. The name of the recipient, except that if the recipient is a department or other unit of the City organization, the City may post the name, address, description of the organization and number of tickets provided to the organization in lieu of posting the names of each recipient;¹
2. A description of the event;
3. The date of the event;
4. The face-fair value of the ticket;
5. The number of tickets provided to each person or organization;
6. If the ticket was distributed at the behest of a City official, the name of the City official who made such behest;
7. If the ticket was transferred to a member of recipients immediate family or a guest pursuant to Section VII of this Policy, a person meeting the requirements of paragraph (b)(3), the relationship of the transferee; and
8. A description of the public purpose(s) under which the distribution was made, or, alternatively, that the City official is treating the ticket as income; and-
9. If the ticket or pass was distributed for the public purpose of oversight or inspection of City facilities, aA written inspection report of ~~findings~~findings and recommendations by the official receiving the ticket or pass. if received for the oversight or inspection of facilities.

A Form 802 posted to the City's website shall be maintained on the City's website for a period of not less than four years.

XIVIII. Alternatives to Policy

As an alternative to complying with Sections ~~III and~~ IV of this Policy, a City official may treat the ticket or pass as income to the City official, consistent with applicable state and federal income tax laws, and the City reports the distribution of the ticket or pass as income to the City official in compliance with ~~Section VII of~~ this Policy.

¹ If the ticket or pass is distributed to a member of the governing body, the City Manager, a political appointee or Department head, the City must report the name of the individual receiving the ticket.

MEMORANDUM



ITEM 15.1.

DATE: March 3, 2025
TO: Honorable Mayor and Council Members
FROM: Albert Stricker, Public Works Director
Dalia Fadl, Principal Engineer
SUBJECT: **A RESOLUTION APPROVING THE CITY OF RANCHO CORDOVA'S
ADJUSTED STORM DRAINAGE IMPACT FEE SCHEDULE FOR 2025,
PAID BY DEVELOPERS TO MITIGATE FOR THEIR PROJECT
IMPACTS ON THE CITY'S DRAINAGE SYSTEM**

RECOMMENDATION

Adopt the Resolution approving the attached 2025 Storm Drainage Impact Fee Schedule.

RESULT OF RECOMMENDED ACTION

Adoption of the Resolution would approve the 2025 Storm Drainage Impact Fee Schedule.

BACKGROUND

The City's Storm Drainage Impact Fee Program was established in 2020 through the City Council's adoption of Rancho Cordova Municipal Code (RCMC) Chapter 16.95. The City started collecting fees under this program in March 2021. The fees collected as part of the Storm Drainage Impact Fee Program facilitate new development through construction of major drainage infrastructure that provides regional benefits, while mitigating development impacts of the City's drainage system. The fees are paid by developers and collected at the project approval phase.

On an annual basis, the impact fees are adjusted to account for inflation based on the Engineering News - Record (ENR) index. This year the adjustment is 1.002%. In addition, credits and reimbursements are adjusted annually pursuant to RCMC 16.95.110 and 16.95.120.

The 2025 Storm Drainage Impact Fee schedule ([Attachment 2](#)) includes a table showing the proposed fees that will take effect immediately upon approval of the Resolution.

FISCAL IMPACT AND FUNDING SOURCE

The proposed Resolution would have no impact on the General Fund. Funds collected pursuant to the Storm Drainage Impact Fee Program will be used for City storm drain improvements.

ATTACHMENT(S)

1. Resolution
2. Exhibit A to the Resolution - 2025 Drainage Impact Fees

CITY OF RANCHO CORDOVA

RESOLUTION NO. XX-2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, APPROVING THE ADJUSTED STORM DRAINAGE IMPACT FEE SCHEDULE FOR 2025

WHEREAS, the City separated from Sacramento County's Zone 11 drainage fee program and created a Storm Drainage Impact Fee Program in 2020; and

WHEREAS, City Council Adopted Municipal Code Chapter No. 16.95 Establishing the City's Storm Drainage Impact Fee Program In October 2020; and

WHEREAS, the City started implementing the new Storm Drainage Impact Fee Program in March 2021; and

WHEREAS, annually in January, the City will update the drainage impact fee schedule to account for inflation based on the Engineering News-Record Index, and this year the increase is 1.002%; and

WHEREAS, the adjusted 2025 Storm Drainage Impact Fee Schedule is included in Exhibit A.

NOW, THEREFORE, BE IT HEREBY RESOLVED THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA adopts the 2025 Storm Drainage Impact Fee Schedule.

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the 3rd day of March 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Siri Pulipati, Mayor

Stacy Leitner, CMC
City Clerk

NOTICE OF UPDATED FEE 1-1-2025

Storm Drainage Impact Fees

NOTICE IS HEREBY GIVEN that the Storm Drainage Impact Fees will automatically be adjusted in January by averaging the percentage change in the 20-City and San Francisco Construction Cost Index (CCI) as reported by Engineering News-Record (ENR) for the twelve-month period ending in October of the prior year.

Land Use	Percent Impervious	Construction Cost/Acre	Administrative Cost/Acre	Total Fee/Acre
Commercial/Office/Retail ¹	70%	\$ 25,246.29	\$ 1,010.41	\$ 26,257
Industrial	70%	\$ 25,246.29	\$ 1,010.41	\$ 26,257
High Density Residential				
RMH	75%	\$ 27,051.45	\$ 1,082.66	\$ 28,134
RD-30 ²	70%	\$ 25,246.29	\$ 1,010.41	\$ 26,257
RD-25	70%	\$ 25,246.29	\$ 1,010.41	\$ 26,257
RD-20	70%	\$ 25,246.29	\$ 1,010.41	\$ 26,257
Medium Density Residential				
RD-15	70%	\$ 25,246.29	\$ 1,010.41	\$ 26,257
RD-10	60%	\$ 21,640.30	\$ 865.91	\$ 22,506
RD-7	50%	\$ 18,033.22	\$ 721.42	\$ 18,755
RD-6	40%	\$ 14,427.22	\$ 576.92	\$ 15,004
Low Density Residential				
RD-5	40%	\$ 14,427.22	\$ 576.92	\$ 15,004
RD-4	38%	\$ 13,705.81	\$ 547.80	\$ 14,254
RD-3	33%	\$ 11,722.73	\$ 468.00	\$ 12,191
RD-2	28%	\$ 9,918.65	\$ 395.75	\$ 10,314
RD-1	25%	\$ 9,017.15	\$ 361.25	\$ 9,378
AR-1	17%	\$ 6,131.49	\$ 244.79	\$ 6,376
AR-2	10%	\$ 3,606.00	\$ 144.50	\$ 3,750
AR-5	10%	\$ 3,606.00	\$ 144.50	\$ 3,750
AR-10	10%	\$ 3,606.00	\$ 144.50	\$ 3,750
Mowed grass with graded and piped to drain	20%	\$ 7,213.07	\$ 289.00	\$ 7,502
Mowed grass with no piped drainage	10%	\$ 3,606.00	\$ 144.50	\$ 3,750
Impervious Area Park ²	75%	\$ 27,051.45	\$ 1,082.66	\$ 28,134
School Campus with detention	25%	\$ 9,017.15	\$ 361.25	\$ 9,378
School Campus	50%	\$ 18,033.22	\$ 721.42	\$ 18,755

Impervious area for Commercial and Industrial reduced to reflect the use of Low Impact Development (LID) practices, meeting HMP requirements and

¹ increased landscaping standards. Actual fees may vary if LID not utilized

² A school or park that detains greater than 50% of peak flow value, at the discretion of the City, may reduce the fee by 50%.

MEMORANDUM



ITEM 16.1.

DATE: March 3, 2025
TO: Honorable Mayor and Council Members
FROM: Kim Juran, Administrative Services Director
SUBJECT: FISCAL YEAR 2025-27 BUDGET PRIORITIES DISCUSSION

RECOMMENDATION

Receive presentation and provide direction to staff.

RESULT OF RECOMMENDED ACTION

The direction provided by the City Council will help to inform the priorities and direction for the preparation of the Fiscal Year 2025-27 Budget.

BACKGROUND

The preparation of the city's next two-year budget for the fiscal years starting on July 1, 2025 through June 30, 2027 is officially underway, with the City Council providing high-level direction on priorities at their January 28, 2025 work session. The City Council priorities identified at that work session have been incorporated into the attached budget presentation. The intent of this budget presentation is to confirm that the specific programs, projects, and priorities planned in the next two-year work program are in alignment with Council's expectations and to receive feedback on any additional priorities that may be missing.

FISCAL IMPACT AND FUNDING SOURCE

No fiscal impact. The City's budget forecast remains strong, with a more moderate pace of growth in revenues anticipated in comparison to the unprecedented year-over-year growth experienced in recent years. Even with the more moderate economic outlook, the city's ability to deliver the high caliber of programs, services, and projects to the community remains strong.

ATTACHMENT(S)

1. Presentation



FISCAL YEAR 2025-27 BUDGET PRIORITIES DISCUSSION

March 3, 2025



RANCHO CORDOVA PILLARS

Strategic Focus Areas



Grow Strong
Neighborhoods



Build Robust
Infrastructure



Lead
Community
Growth &
Innovation



Create Vibrant
Community
and Cultural
Places



Promote
Organizational
Excellence



FISCAL YEAR 2025-27 ECONOMIC FORECAST

- City budget is anticipated to remain healthy but with a slow down in year over year revenue increases
 - Sales Tax, which has decreased from prior year levels, is expected to plateau affecting both the General Fund and CEIF
 - Development activity remains strong in the city, but may be impacted by number of permit ready lots
- City expenses remain stable with some noteworthy trends
 - City contract for police services is showing signs of cost containment from prior year increases, allowing for additional growth opportunities
 - Continuing to grow organizational capacity to ensure timely delivery of projects and services
 - Federal government uncertainty and potential litigation exposure continue to be monitored for potential budget impacts

FISCAL YEAR 2025-27 ORGANIZATIONAL PRIORITIES



Establish clear, measurable goals and identify Key Performance Indicators (KPI's) to determine whether desired outcomes are achieved



Using campaign-level efforts, increase the city's proactive storytelling to highlight all of the amazing things happening in Rancho Cordova



Continue to evaluate and invest in technology to enhance operational efficiency and community impact

GROW STRONG NEIGHBORHOODS

Foster the growth of vibrant, livable neighborhoods that prioritize safety, enhance quality of life, and strengthen community connectedness. By promoting well-designed spaces, accessible amenities, and inclusive engagement, we will create environments where all residents feel secure, supported and empowered to thrive.

Expand the Homeless Outreach Team to 7 days per week

Expand neighborhood investment strategies

- Establish a “Rock the Block” campaign for beautification/home repairs
- Expand use of most successful incentive programs
- Continue proactive infrastructure investment

Continue investing in technology to support these initiatives and enhance data collection

School District Reorganization effort



BUILD ROBUST INFRASTRUCTURE

Develop and maintain a reliable, well-integrated infrastructure system that ensures access to essential services for all residents while being adaptable to future growth. By prioritizing sustainability, efficiency, and proactive maintenance, we will create a foundation for long-term resilience and support the evolving needs of the community.

Infrastructure to support new growth and development in the city

- Sunrise Blvd. Phase 3
- White Rock Road Phase 3
- Infrastructure for new middle school & high school south of Douglas Road

Monier Circle Flood Control Basin

Zinfandel Bicycle & Pedestrian Overcrossing and Artwalk

Mather Field Road Corridor Revitalization

Continue to build out the Real Time Information Center

Enhance Proactive Deferred Maintenance (Street & Stormwater)



BUILD ROBUST INFRASTRUCTURE

CURRENT DEFERRED MAINTENANCE & BUDGET CHALLENGES

• Infrastructure Elements:

- Streets - \$85M
 - Current Budget: \$9.0M/Year
 - Deferred pavement maintenance grows to \$146M over next 10 years without additional investment.
- Stormwater - \$120M
 - Current Budget: \$4M/Year
- Sidewalk Gaps & Defects - \$20M
- Missing streetlights - \$20M



Poor/Failed



Fair

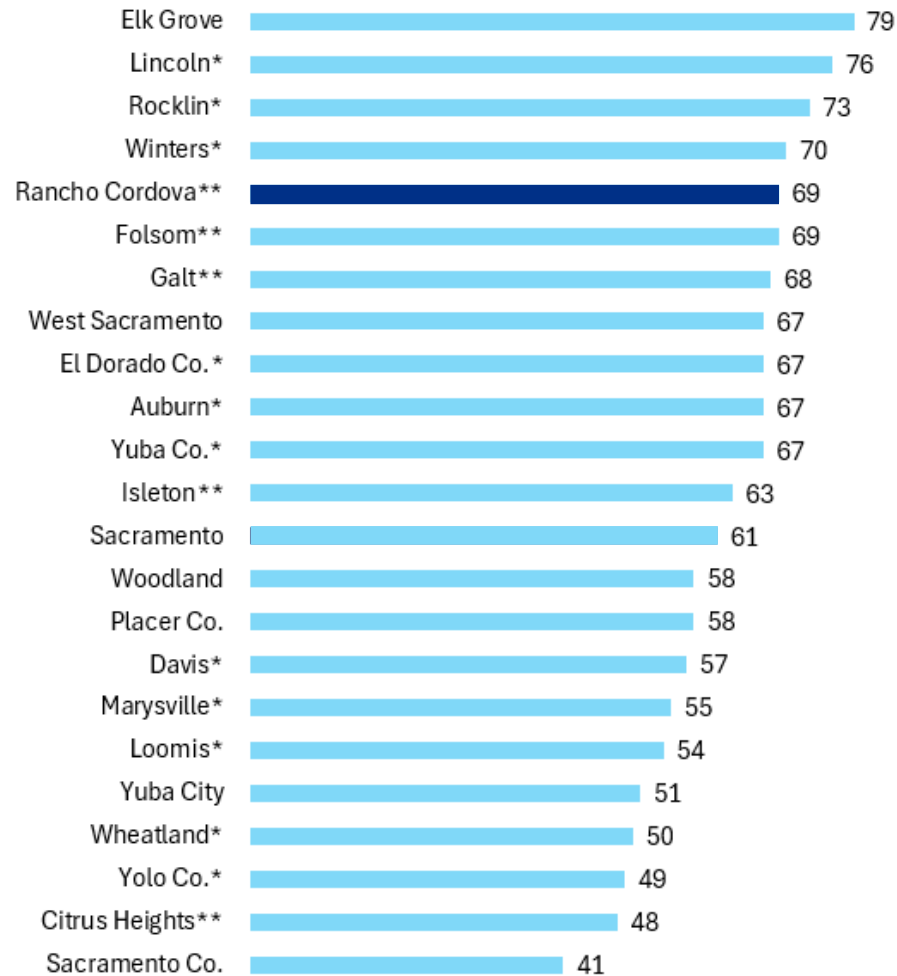


New/V. Good

Condition Category	PCI Range	PERCENT IN RANGE	Rehabilitation Costs (\$)
Good	70 – 100	54.2	\$6.0 - \$7.5 / SY
Fair	50 – 69	28.1	\$6.5 - \$47.0 / SY
Poor	25 – 49	13.9	\$40 - \$67 / SY
Failed	< 25	3.8	\$59 - \$103 / SY
Total	-	100.0	

BUILD ROBUST INFRASTRUCTURE

COUNTYWIDE ROADWAY CONDITIONS



Pavement Condition Index

WHERE DOES THE CITY STAND?

WHERE DOES THE CITY WANT TO BE?

BUILD ROBUST INFRASTRUCTURE

CURRENT DEFERRED MAINTENANCE & BUDGET CONSIDERATIONS

Current budget to address streets deferred maintenance is \$9M/year

RECOMMENDED OPTION 1: MAINTAIN AVERAGE ROADWAY CONDITION AT GOOD "PCI 70"

- Adding \$2M/year would allow us to fix roads faster and maintain PCI:
 - Average quality of roadways remains steady
 - Some deteriorate and some improve
 - Deferred maintenance increases
 - Ongoing maintenance costs increase

FUTURE OPTION 2: INCREASE AVERAGE ROADWAY CONDITION TO GOOD "PCI 80"

- Adding \$7M/year would address \$143 Million deferred maintenance shortfall
 - Improves average quality of roadways
 - Deferred maintenance reduced
 - Ongoing maintenance costs decrease
 - Transition from Rehabilitation to Preservation

ADDITIONAL MAINTENANCE NEEDS

- Stormwater Deferred Maintenance, Sidewalk Gaps and Defects, Streetlights
 - Total \$160M

LEAD COMMUNITY GROWTH & INNOVATION

Promote the city as a forward-thinking regional hub for creating new economic opportunities, supporting local entrepreneurs, fostering sustainable community planning, and driving long-term economic prosperity through strategic growth and development.

Complete General Plan Update

Implement Economic Development Strategic Plan

- Office Park of the Future
- Entrepreneur Ecosystem
- Talent Pipeline Management
- MBark
- Small Business AI Support

Gateway Developments – Legado/Westborough

Catalyst Project Opportunities

- AI Ecosphere/Tech Hub
- Other Catalyst Opportunities



CREATE VIBRANT COMMUNITY AND CULTURAL PLACES

Enhance community vibrancy by creating a diverse array of arts, entertainment, and cultural opportunities that bring people together. Through strategic partnerships, we will strengthen the sense of place, encourage community engagement, and improve the overall quality of life for all residents.

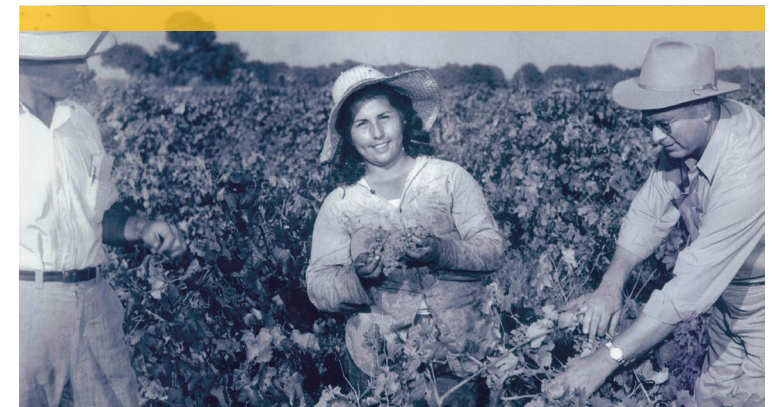
Arts Strategic Plan

Focus on creating Community Hubs/Nodes

- Neighborhood Pop-Ups & Good Neighbor Days
- Legacy Projects

Leveraging Community Partners/Assets

- Cordova Community Council
- Children Museum
- MACC
- Soil Born Farms



CREATE VIBRANT COMMUNITY AND CULTURAL PLACES

FUTURE COMMUNITY THEATRE

Potential Location: 2810 Zinfandel

- 26,350 sq ft: Live performance theatre, rehearsal space, storage, and 1,500 sq ft flex meeting space. ADA Compliant: Restroom, Parking, and sidewalks.
- Zoning allows the use of this type.
- Opportunity to revitalize this shopping center.
- Adjacent to public transit and ample parking.
- Site includes potential community meeting space (Veteran's)

Recommendations

- City to take the lead role in negotiating a lease agreement and completing necessary tenant improvements
- Conduct a Request for Qualifications from interested performing arts groups to operate & program the space



Create vibrant community and cultural places



CREATE VIBRANT COMMUNITY AND CULTURAL PLACES

FUTURE LIBRARY



Additional and expanded services needed to serve the growing population

Rancho Cordova's existing sq ft per capita is very low

Single story facility needed in Southeast Rancho Cordova

- Smaller leased store-front location while planning for a new larger library
- Joint facilities are less favorable now due to safety

CFF Library Impact Fees may be used for the purchase, construction, expansion or acquisition of public library facilities to serve the growth area

Interim options, like bookmobile or book kiosk, would not be eligible under the Library Fees

CREATE VIBRANT COMMUNITY AND CULTURAL PLACES

MINESHAFT



The Cordova Community Council has decided not to pursue the relocation and expansion of the Mineshaft building



Building will continue to be used for the time being as is (with some facility safety improvements)



Future needs will be re-evaluated in coordination with other legacy projects



CREATE VIBRANT COMMUNITY AND CULTURAL PLACES

CHILDREN'S MUSEUM

Facility Enhancements

- Improvements to interior lobby to allow for better connectivity between two sides of the facility
- Exterior façade improvements
 - Add color and liveliness along with additional signage
- Create a gated outdoor space
 - Would allow for outdoor exploration area
 - Create space that could be utilized for parties and other events



PROMOTE ORGANIZATIONAL EXCELLENCE

Achieve organizational excellence by cultivating a nimble, collaborative environment that embraces change and drives innovation. Through forward-thinking strategies and a commitment to continuous improvement, we will ensure that our organization remains adaptable, efficient, and prepared to meet the evolving needs of our community.

Capacity building to meet current and future demands

City Hall Facility Improvements – One Stop City Hall

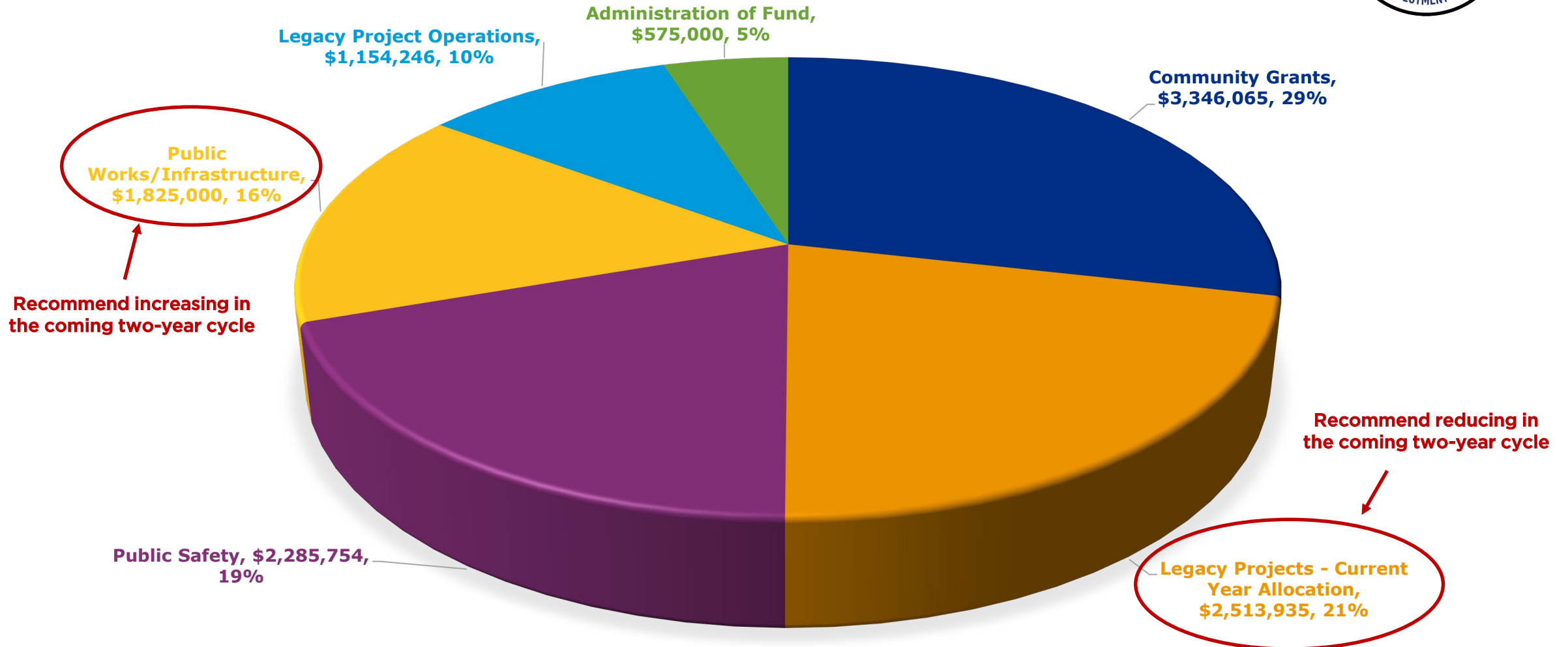
Commitment to maintaining organizational culture/values

Continue investing in data driven tools and create KPI's



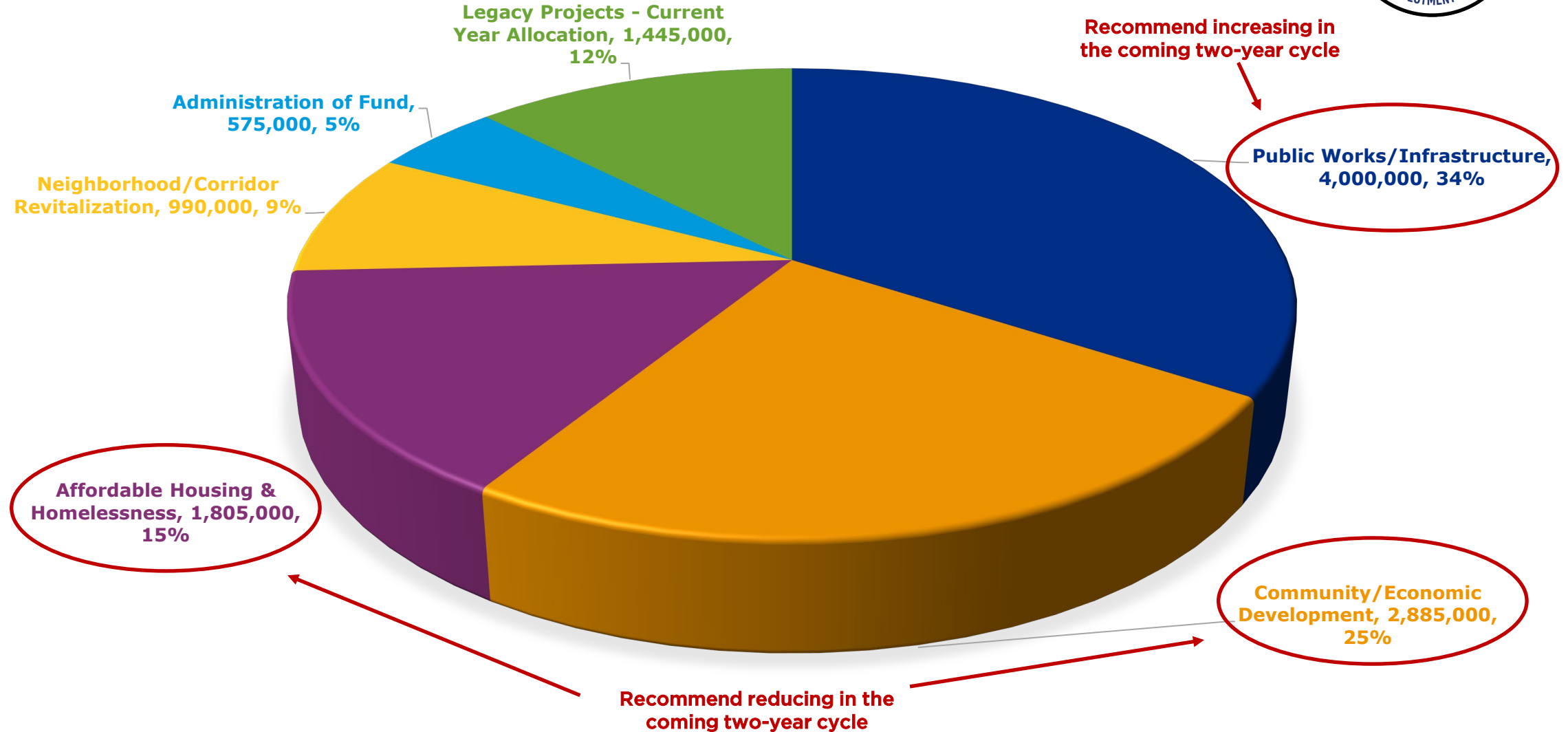


CURRENT MEASURE H ALLOCATION





CURRENT MEASURE R ALLOCATION





PROPOSED ALLOCATION OF CEIF FUNDS

	Measure H \$11.8 Million			Measure R \$11.8 Million	
Category	% Allocation	\$ Amount		% Allocation	\$ Amount
Public Safety	20%	2,360,000			
Public Works/Infrastructure	↑ 22%	2,596,000		↑ 48%	5,664,000
Community & Economic Development				↓ 17%	2,006,000
Community Grants	28%	3,304,000			
Affordable Housing/Homelessness				↓ 10%	1,180,000
Neighborhood/Corridor Revitalization				10%	1,180,000
Legacy Project Operations	10%	1,180,000			
Legacy Project Allocation	↓ 15%	1,770,000		10%	1,180,000
Administration of Fund	5%	590,000		5%	590,000

COUNCIL FEEDBACK & DIRECTION

MEMORANDUM



ITEM 16.2.

DATE: March 3, 2025
TO: Honorable Mayor and Council Members
FROM: Maria Kniestedt, Communications and Public Affairs Director
SUBJECT: COMMUNICATIONS UPDATE

RECOMMENDATION

Provide 2024 communications update, 2025 communications plans, and answer Council questions.

RESULT OF RECOMMENDED ACTION

Provide an understanding of the City's 2024 communications successes and insights, as well as 2025 strategic communications recommendations.

BACKGROUND

Anually the City's communications team presents and update to the City Council.

The goal of the update is to provide the City Council with a review of:

- 2024 communications activities
- Data and insights from 2024
- 2025 proactive strategic communications recommendations

FISCAL IMPACT AND FUNDING SOURCE

There is no fiscal impact.

ATTACHMENT(S)

1. Presentation

COMMUNICATIONS UPDATE

2024 Insights, 2025 Strategic Plan



TONIGHT'S DISCUSSION



- Goals
- Approach
- Capabilities



- Data Tools
- 2024 Metrics
- Year-over-Year Growth + Goals



- Insights
- What's New
- 2025 Plans



- Questions & Discussion

2024 HIGHLIGHTS



CITY'S COMMUNICATIONS APPROACH

Strategic & Proactive

Goals

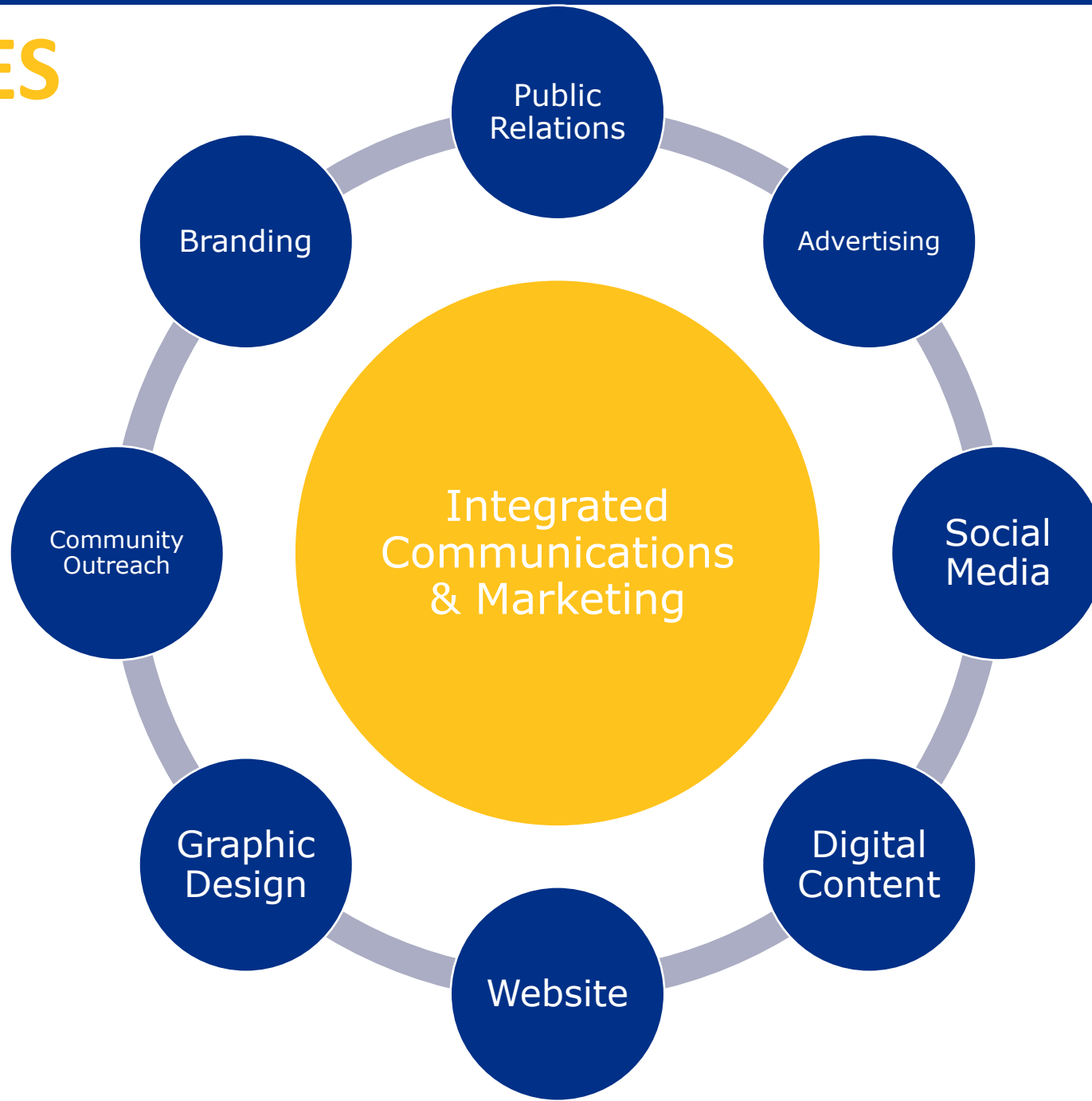
- Strategic
- Purposeful
- Data-Driven
- Future Forward

How We Work

- Strategic Communications Plan
- Quarterly Work Plans
- Capacity for Reactive Communications



CAPABILITIES



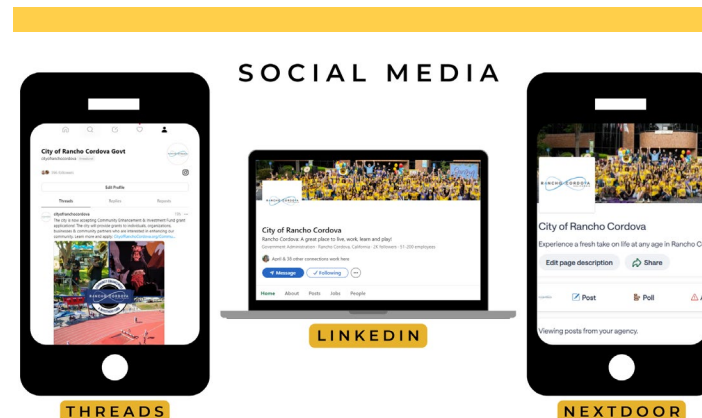
DATA-GATHERING TOOLS

Metrics provide an objective snapshot that delivers strategic insights.



Research

- Random Sample Surveys
- Scientific Panels
- Self-selection Surveys



Channels

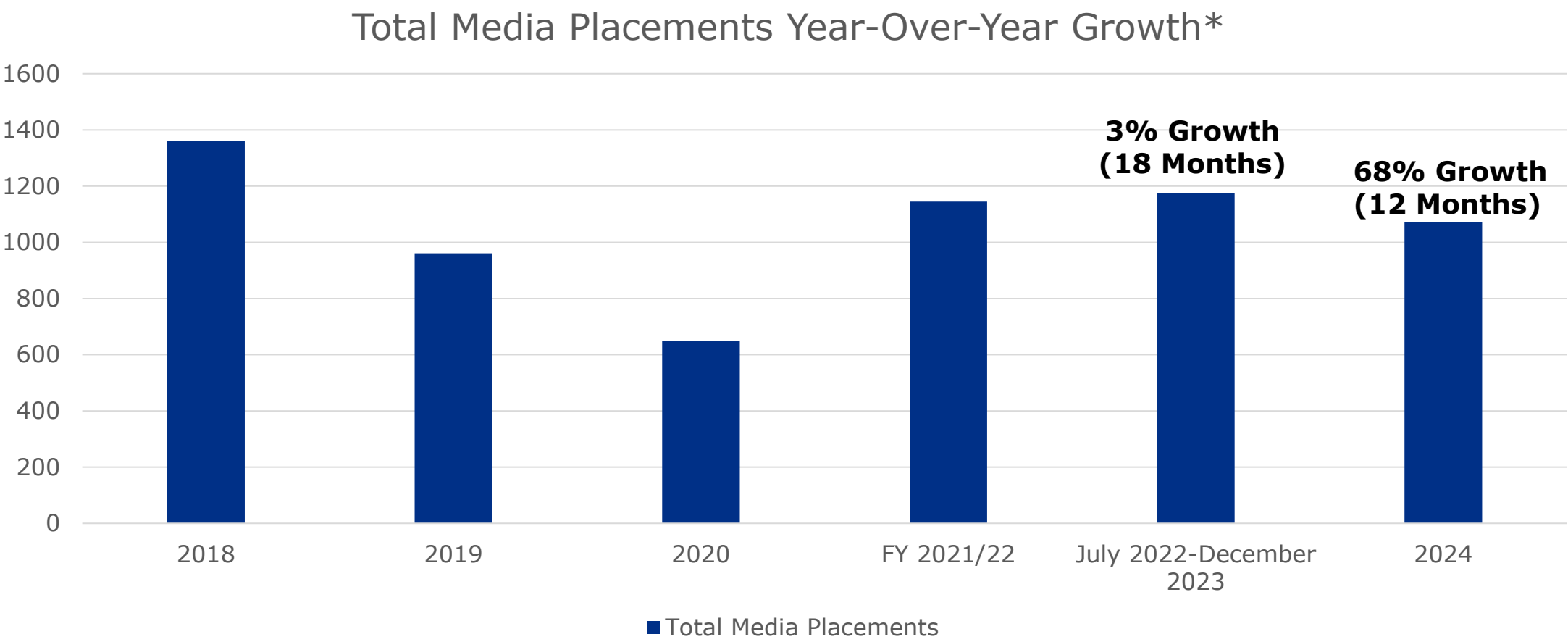
- Audience Growth
- Engagement
- Anecdotal



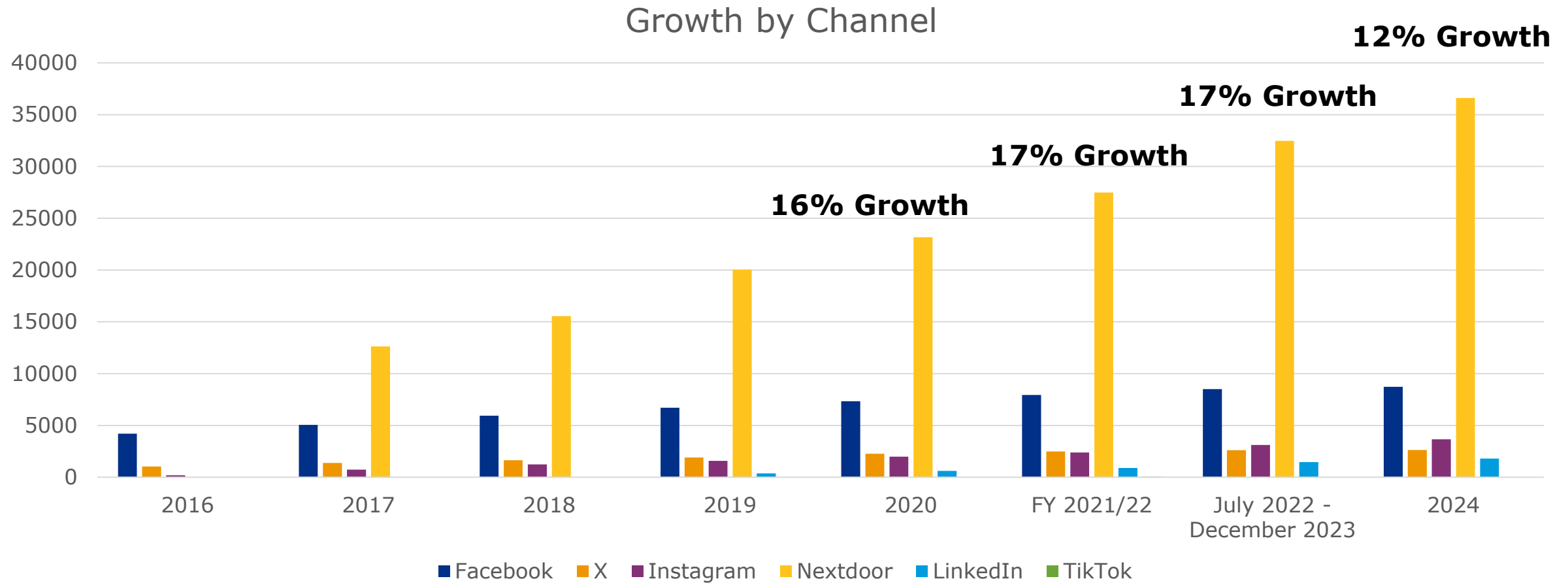
Digital Content

- Visits
- Opens
- Clicks

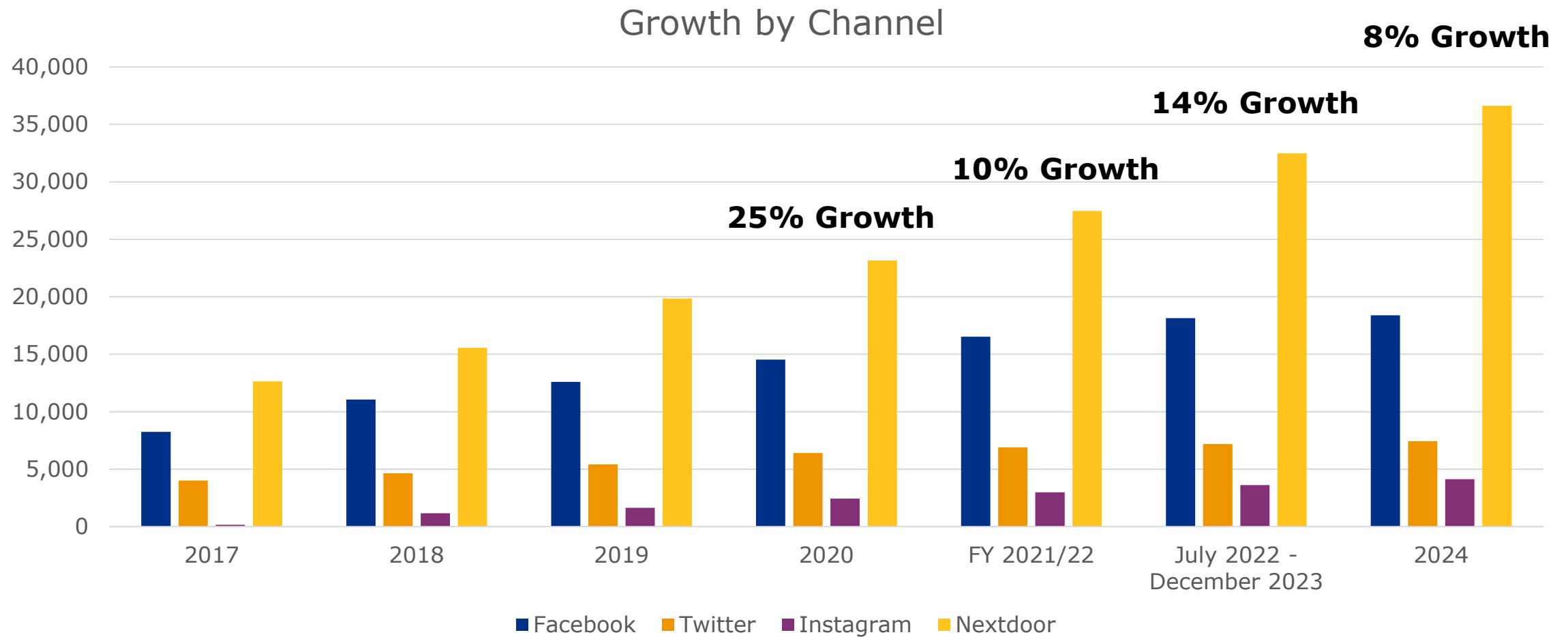
METRICS: MEDIA RELATIONS



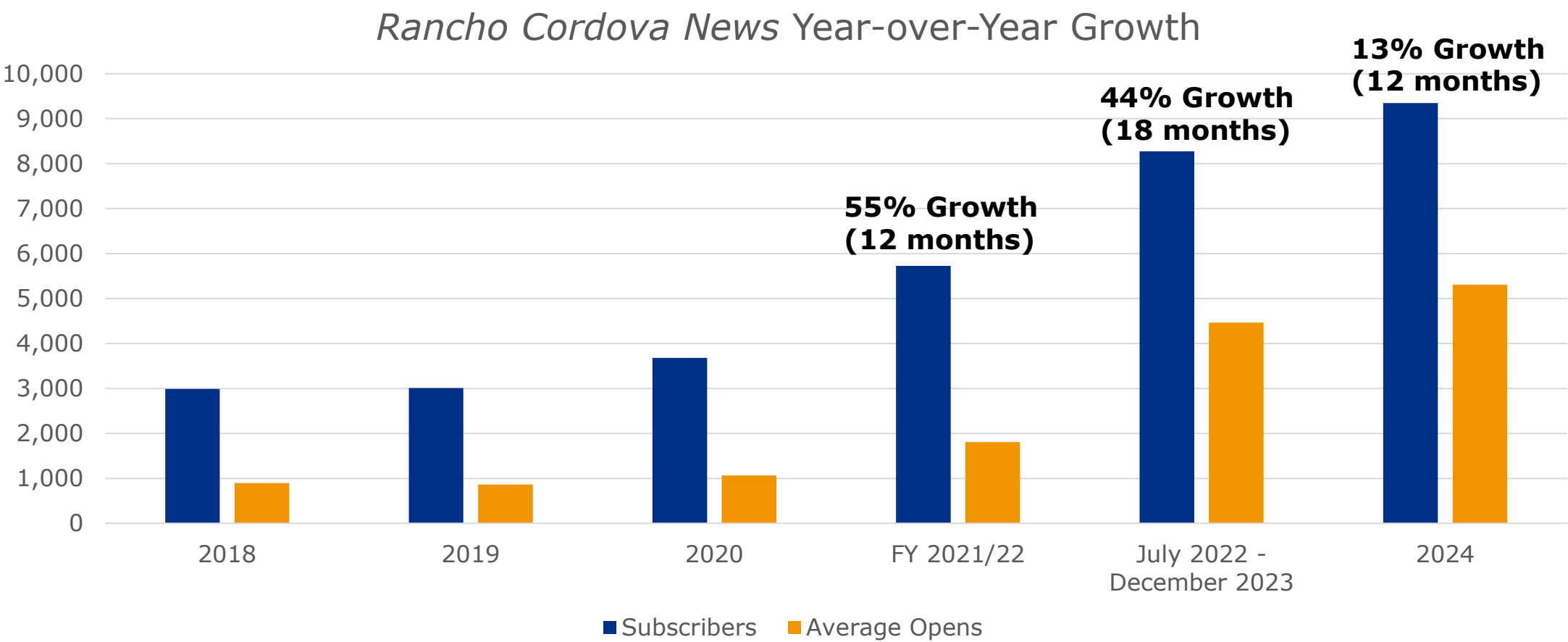
METRICS: CITY SOCIAL MEDIA



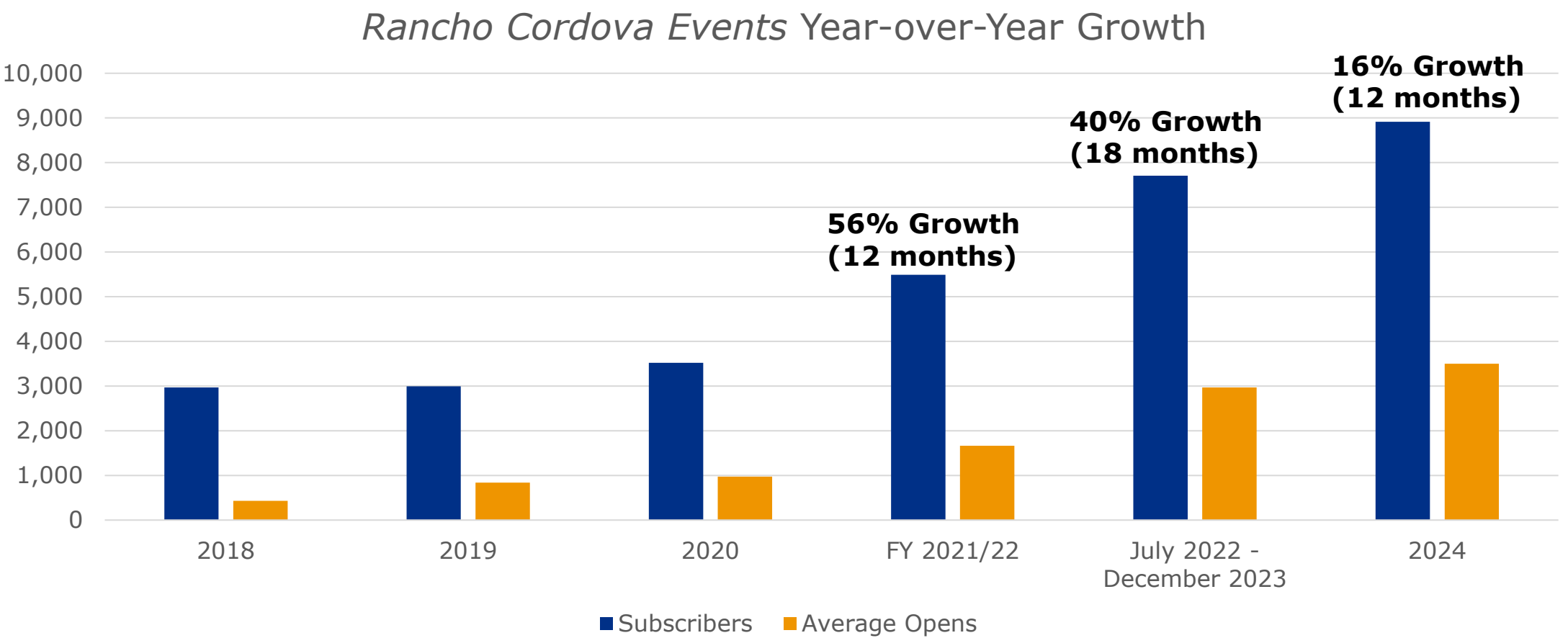
METRICS: RCPD SOCIAL MEDIA



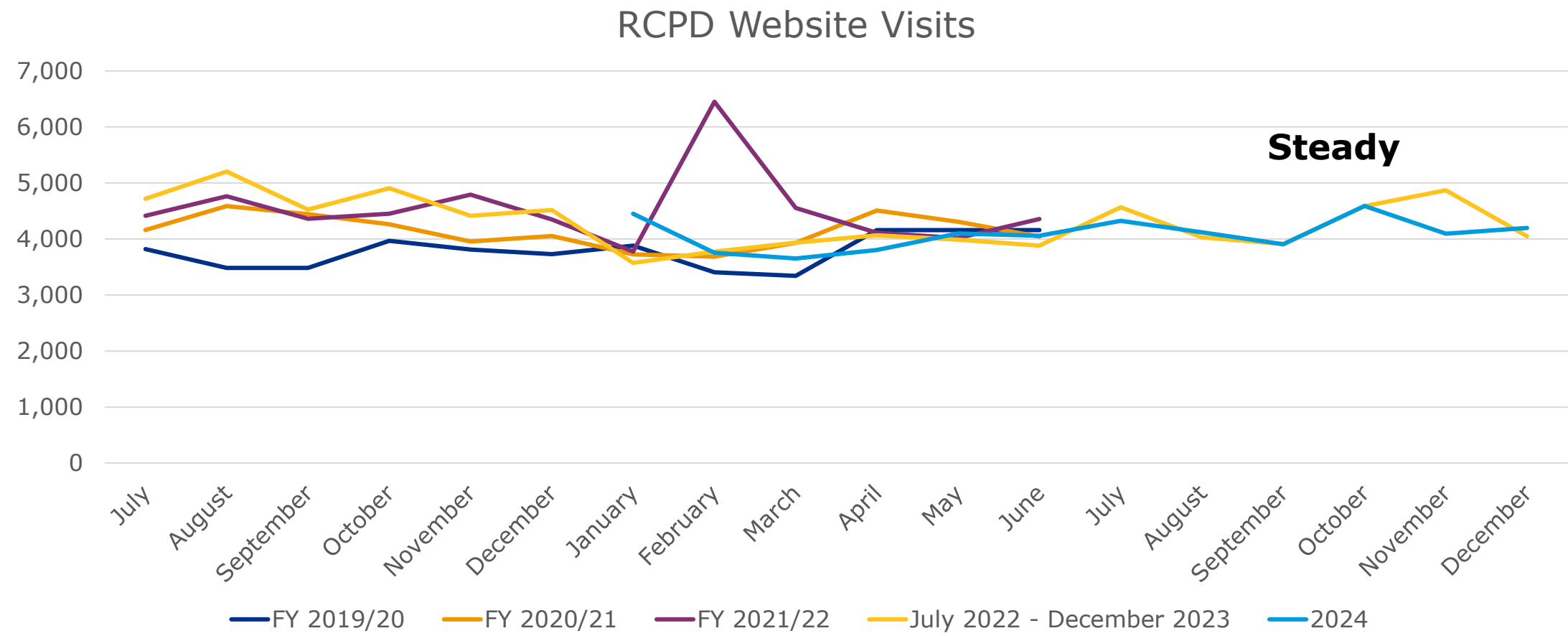
METRICS: DIGITAL NEWSLETTER



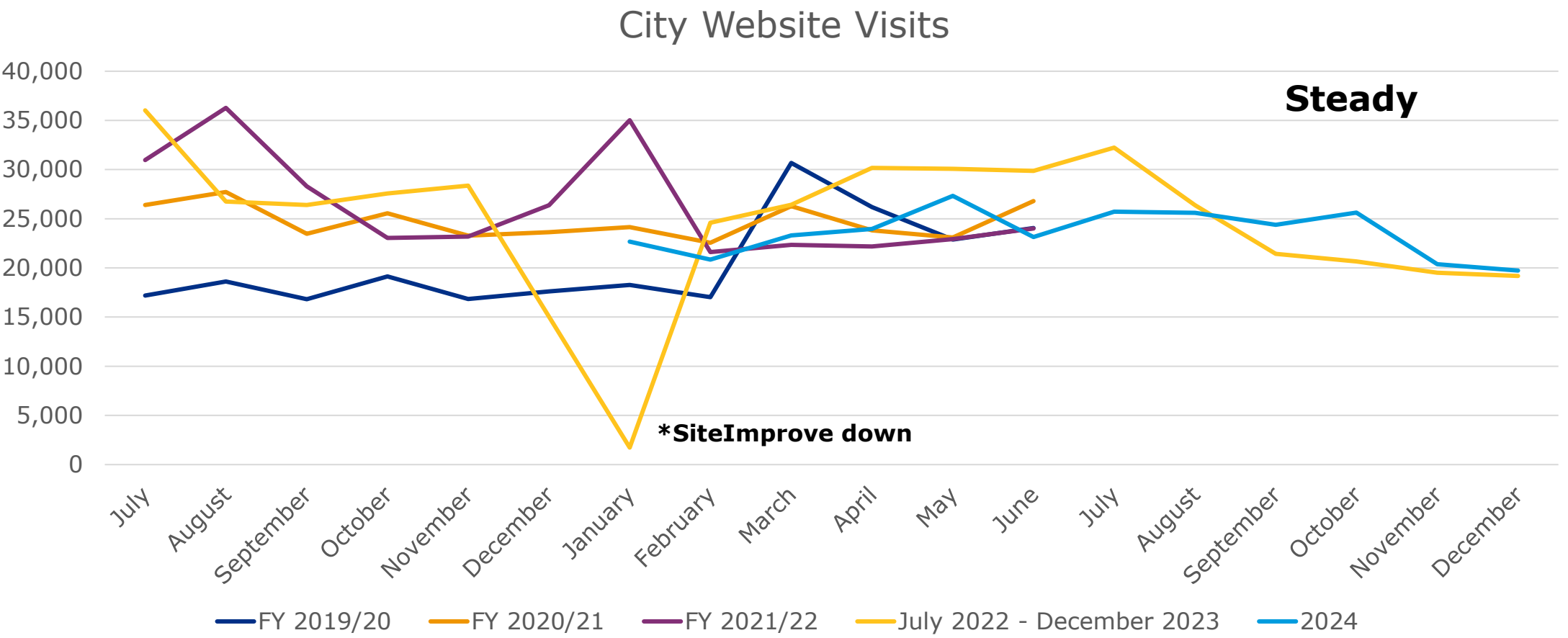
METRICS: DIGITAL NEWSLETTER



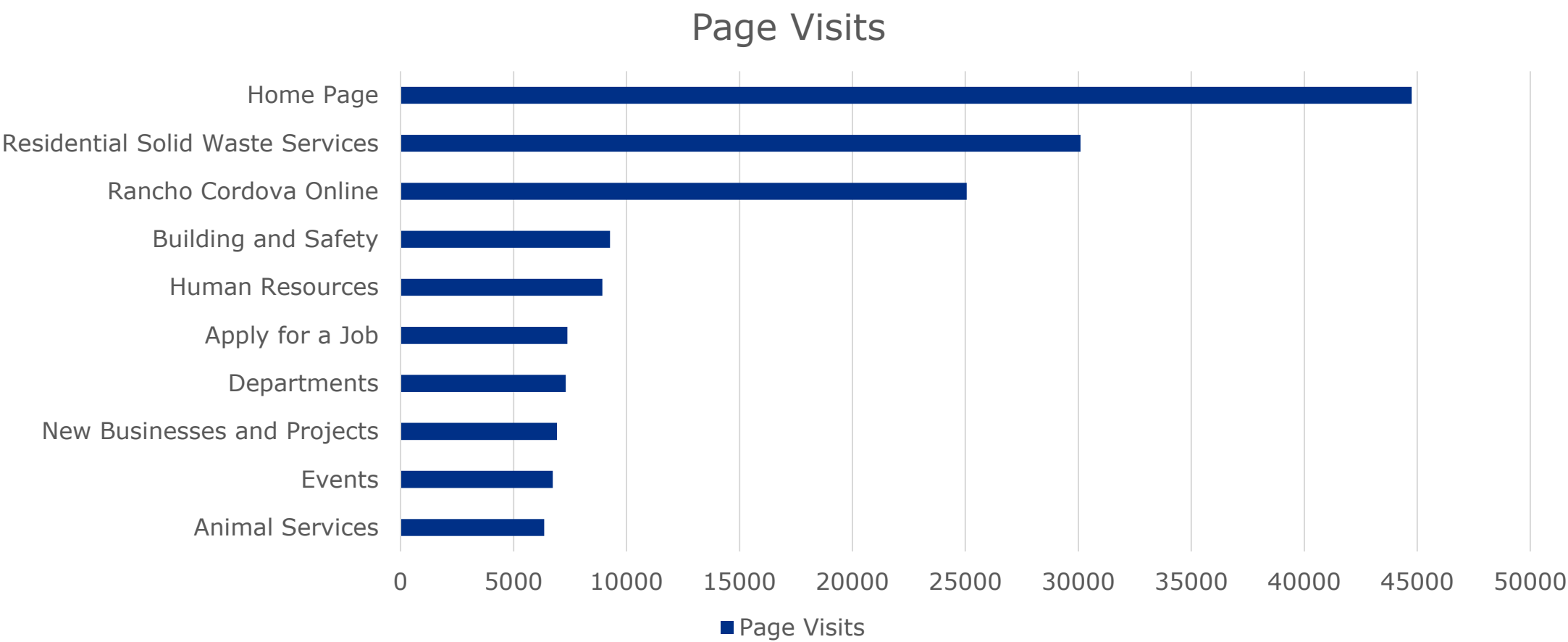
METRICS: RCPD WEBSITE



METRICS: CITY WEBSITE



METRICS: TOP 10 CITY WEBPAGES



METRICS: PAID MEDIA & PUBLICATIONS

12

Advertisements

138

Publications

Join us for GOOD NEIGHBOR Day In Stone Creek!
Where City Hall Comes to You!
Thursday, October 24th
5:30 PM – 8:00 PM
FREE!
Stone Creek Community Park
3625 Spoto Drive
Rancho Cordova, CA 95670

BRANCHING OUT: A Tree Care Workshop
Join the City of Rancho Cordova's Urban Forest team inside the Old Schoolhouse at Soil Born Farms, 2140 Chase Drive, on Saturday, June 29 at 9:30 AM to hear from local knowledgeable tree experts. Learn about proper watering and pruning techniques, selecting the right tree for the right location and more. Speakers include:
• Lori Murphy - Arborist, City of Rancho Cordova & Davey Resource Group
• Julia Gowin, Ph.D. - CalFire Urban & Community Forestry Program
• Pam Bone - U.C. Lifetime Master Gardener

CDBG COMMUNITY DEVELOPMENT BLOCK GRANT
The City of Rancho Cordova receives Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD).
BEFORE **AFTER**

WHAT IS CDBG?
The Community Development Block Grant (CDBG) provides vital funding from the U.S. Department of Housing and Urban Development (HUD).
CONSOLIDATED PLAN
As we develop our next Consolidated Plan (ConPlan), which will guide our use of CDBG funds over the coming years, we are seeking

PET OWNERSHIP IN THE CITY OF RANCHO CORDOVA
The City of Rancho Cordova has a pet division. This means all pets are city limits. This flyer gives owners in our city. Below is a municipal code provision.
LEASH LAW
All dogs must remain on a leash. A dog loose on public property is a long while walking on public property the property owner has given consent. Canine friends are safely contained.
BARKING
All dogs should remain quiet. A pet owner is in violation when the period with no more than 30 seconds the responsibility of the dog owner. The Sacramento SPCA offers free training. www.sspca.org. RCMC 8.03.010(A).
TETHERING
It is unlawful to keep your dog. You can tether a dog only to perform instantly should the dog become to tethering as well as proper truck be.

Give Us Your Feedback
Second Corridor Enhancement Plan Survey

Upcoming Public Works Projects in the Anatolia Neighborhood
The City of Rancho Cordova has five upcoming Public Works projects in your neighborhood. Learn more about each project below or by visiting CityofRanchoCordova.org/Cur by scanning the QR code.
School Crossing Improvements
• This project will provide increased safety to crossings by installing Rectangular Flashing Beacons (RRFBs), high-visibility crosswalks, advanced yield markings.

Take Our Survey: Rossmoor Bar Trails

SHAPE THE FUTURE OF RANCHO CORDOVA
The City of Rancho Cordova invites you to attend a joint community workshop on two important city planning efforts. Learn more about the **General Plan Update** and **Active Transportation Plan** and share your ideas!
JOIN US
October 15, 2024
5:30 PM at City Hall

GENERAL PLAN UPDATE
The city is updating the General Plan—the document that will guide the city's growth and development over the next 25 years. This update marks an exciting opportunity for the community to shape the city's next phase of growth and transformation. Come share your vision for Rancho Cordova!
For more information on the General Plan Update, visit: www.cityofranchocordova.org/gpu2050 or scan the QR code.

ACTIVE TRANSPORTATION PLAN (ATP)
Walk. Bike. Roll. Help create an inclusive citywide vision for safe and comfortable walking, biking, and rolling for people of all ages and abilities. The city invites all community members to co-create this plan and share input on how to improve the city's active transportation network.
For more information on the Active Transportation Plan and to take the survey visit: www.cityofranchocordova.org/walkbikeroll or scan the QR code.

HAPPY HOLIDAYS

RANCHO CORDOVA GENERAL PLAN 2050

RANCHO CORDOVA ACTIVE TRANSPORTATION PLAN (ATP)

COMMUNITY OUTREACH

ATP Community Pop-Up



GPU Community Workshop

Mills Crossing

GOALS AND YEAR-OVER-YEAR GROWTH

Channel	2024 Goals	2024 Actuals	2025 Goals
Media Relations	10% Positive Story Growth	+68% City	10% Positive Story Growth
Social Media	10% Channel Growth	+12% City +8% RCPD	10% Channel Growth
Digital Content	20% Subscriber Growth	+13% City News +16% City Events	15% Subscriber Growth
Websites	Steady Visitors	Steady City Steady RCPD	Steady Visitors
Publications	Steady Growth	+50% City	Steady Growth
Advertising*			Set Baseline
Podcast*			Set Baseline

***New measures for 2025**

INSIGHTS FOR 2025

- Growth across all channels means high audience engagement
- Campaign model produces best results



Maximize
campaign efforts,
which have the
strongest results



Grow new
channels and
hone content



Create easy-to-
understand and
clearly branded
information



Focus on high-
interest storytelling
across efforts



Promote
significant city
projects and
programs



Measure and
analyze efforts to
understand what
works best

WHAT'S NEW IN 2025

- Storytelling: Key City Projects, Programs
- Campaigns: Zinfandel Pedestrian Overcrossing, RCYC, Growing Strong Neighborhoods, Smart City/Tech, Econ Dev
- Dowdle City Puzzle and Mural
- City Hall Soundbite Podcast (Internal)
- City Merchandise Site
- Tech: HootSuite, Teleprompter, AI for Photos and Website, Community Outreach Tool
- Publications: Annual Report, Annual Citywide Mailout
- Refreshed look for Rancho Cordova News, Events
- Test & Learns: Podcast (Internal → External)



COMMUNICATIONS CAMPAIGNS & PROJECTS

Supporting the City's Strategic Focus Areas



Grow Strong Neighborhoods

Zinfandel POC
Spring Service Day
RCPD Crime Reduction and
RTIC Storytelling
New GSN Education Campaign
Foundational Communications



Build Robust Infrastructure

Zinfandel POC
Grantline Safety
Improvements
Mather Field Beautification
Sunrise Blvd Phase 2
New Stormwater Pumps
RCPD RTIC Storytelling
Foundational Communications



Lead Community Growth & Innovation

Zinfandel POC
Smart City
Econ Dev Strategic Plan
SiFi Launch
RCPD's RTIC
City's AI/Tech storytelling
Foundational Communications



Create Vibrant Community and Cultural Places

Zinfandel POC
RCYC
Dowdle Puzzle Art
Barrel District Promotion
CCC & MACC Events
Foundational Communications



Promote Organizational Excellence

City Hall Soundbite Podcast
Public Service Recognition
Week
Brand Standards Update
City Council Support
Annual Report and Citywide
Annual Mailer
Internal Communications

2025 PLANS: Q1

PROACTIVE COMMUNICATIONS

Strategic Plan

- Staff report
- PowerPoint
- Video
- Workplans
- Campaign-level plans

City Hall Soundbite Podcast

- Set up and training
- Content and launch

Campaigns/Projects

- RCYC
- Zinfandel POC (planning)
- Grow Strong Neighborhoods (concept)
- Spring Service Day
- Dowdle Puzzle/Mural
- Chrysanthy Ribbon Cutting
- May is Bike Month (planning)
- City Merch Site

Community Outreach

- Mills Crossing
- Community Development Projects
- GPU
- ATP
- Stone Creek
- Rio Del Oro

Publications

- 2025 City Resource Guide
- FY23/24 Digital Annual Report
- Project and Event Flyers
- RCYC Program Guide
- Animal Services Vax Clinic Flyer
- Call for Artists flyer

Branding

- Refresh brand standards
- New corridors for citywide banners
- New signature blocks
- New notepads
- New ppt template
- New social media headers
- Refresh RC News/Events Design

Media Relations

- Cal Cap Doc Fest
- 60th Anniversary Cordova Girls Softball
- Chrysanthy Opening
- Prep Q2 pitches

Citywide Photos

Advertising

- *Comstock's* Women in Leadership
- Chamber Economic Outlook
- CEIF print ad
- RCYC digital ads on Facebook

FOUNDATIONAL COMMUNICATIONS

Digital Content

- RC News, RC Events

Social Media

- Content development
- City/RCPD Channel Management

Media Relations (reactive)

- City and RCPD

Media and Social Media Monitoring

- City and RCPD

Website Management

- Content
- SEO

Billboards/Lobby Digital Display

Branded Giveaways

Metrics/Analysis

CITY COUNCIL SUPPORT

Mayoral Support:

- Rancho Cordova Luncheon
- New Council Photos
- Event Talking Points
- Mayor Monthly Bingo Card Activity

Council Meetings/Special Work Sessions

Speaking Engagement Support



QUESTIONS & DISCUSSION



THANK YOU!