

CITY OF RANCHO CORDOVA



CITY COUNCIL MEETING Monday, November 3, 2025

5:00 PM – Special Meeting/Closed Session

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 Meeting:

- Online via Zoom: <https://cityofranhocordova.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@cityofranhocordova.org no later than 2:00 p.m. on Monday, November 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, November 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. ADJOURN TO CLOSED SESSION

Mayor Pulipati will adjourn the meeting to closed session.

4. CLOSED SESSION - CALL TO ORDER/ROLL CALL

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

5. CLOSED SESSION

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

- 5.1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION: Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)(One case).

6. OPEN SESSION - REPORT FROM CLOSED SESSION

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

7. ADJOURNMENT TO REGULAR MEETING

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

8. REGULAR MEETING - CALL TO ORDER/ROLL CALL

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

9. METRO CABLE TV TELEVISION ANNOUNCEMENT

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

10. PLEDGE OF ALLEGIANCE

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

11. INVOCATION

Dr. Dan DeShong with River City Christian Church will give the invocation.

12. PRESENTATIONS

- 12.1. Introduction of New Employees Landon Collins, Senior Building Inspector and Audreanna Coats, Administrative Assistant II by Jeremiah Zillig, Chief Building Official and Eileen Ly, Assistant Planner by Arlene Granadosin-Jones, Planning Manager.

13. 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.

14. COUNCIL REPORTS

15. CITY MANAGER'S REPORT

16. CONSENT CALENDAR ITEMS - ROLL CALL VOTE

16.1. **Subject:** Meeting Minutes from the Regular City Council Meeting of October 20, 2025.

Recommendation: Adopt the minutes.

16.2. **Subject:** A Resolution Authorizing the City Manager to Execute Agreements with 4Leaf, BPR, Great White, Shums Coda, and UpAvanti for On-call Consulting Services Relating to Plan Review, Permitting, and Field Inspections.

Recommendation: Adopt the Resolutions.

16.3. **Subject:** A Resolution Authorizing the City Manager to Execute Contract No. 2025-226 in an Amount not to Exceed \$1,000,281 with Central Striping Service, Inc. for On-Call Traffic Stripes and Pavement Markings Maintenance Services.

Recommendation: Adopt the Resolution.

16.4. **Subject:** A Resolution Authorizing the City Manager to Execute Contract Amendment No. 2022-245-1 for Professional Services with MCE Corporation to Extend the Contract Term from November 30, 2025, to November 30, 2027, and Increasing the Contract Amount from \$500,000, to an Amount not to Exceed \$750,000, for Citywide Stormwater Pump Station Operations and Maintenance Services.

Recommendation: Adopt the Resolution.

16.5. **Subject:** A Resolution Authorizing the City Manager to Execute Contract No. 2025-230 with Wood Rodgers Inc in an Amount not to Exceed \$221,660.00 to Provide the Final Design, Right of Way & Construction Administration Support Services for the White Rock Road Phase 3 Project.

Recommendation: Adopt the Resolution.

16.6. **Subject:** A Resolution Authorizing the Continued Use of Military Equipment for Law Enforcement.

Recommendation: Adopt the Resolution.

16.7. **Subject:** Treasurer's Report - September 30, 2025.

Recommendation: This report is informational only. It is recommended that the City Council receive and file the September 30, 2025, Treasurer's Report.

17. CONSENT PUBLIC HEARING ITEMS - ROLL CALL VOTE

- 17.1. **Subject:** A Resolution Approving the Community Development Block Grant 2026 Annual Action Plan.

Recommendation: Adopt the Resolution.

- 17.2. **Subject:** A Resolution Determining the Need for Local Modifications to the California Building Standard Code and Ordinances Repealing and Replacing Various Chapters of Title 16 "Buildings and Construction," by Adopting by Reference State Building Codes and Making Local Amendments to Portions Thereof, and Adopting Other Related Codes.

Recommendation: Adopt the Resolution, waive the first reading and introduce the Ordinances.

18. PUBLIC HEARING ITEMS

None.

19. REGULAR CALENDAR ITEMS

- 19.1. **Subject:** Update on Illegal Fireworks and Safe and Sane Temporary Firework Stands.

Recommendation: Staff is seeking input on proposed adjustments to fine structures related to the use of illegal fireworks. Staff is also requesting that the City Council review the current Municipal Code provisions and licensing procedures related to safe and sane fireworks and provide feedback on potential updates to those regulations.

- 19.2. **Subject:** Community Enhancement & Investment Fund Update and Discussion.

Recommendation: Receive information and provide direction on FY 2026-2027 community grantmaking, a request to amend the Folsom Lake College Rancho Cordova College Promise Program's FY 2025-2026 allocation, and the transition of the Community Enhancement & Investment Fund's Citizen Oversight Board to a Citizen Oversight Committee.

20. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

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

UPCOMING MEETINGS

November 17, 2025	5:30 PM Regular Meeting
November 25, 2025	5:30 PM Special Meeting/Work Session
December 1, 2025	4:00 PM Special Meeting/5:30 PM Regular Meeting
December 9, 2025	5:30 PM Special Meeting/Work Session
December 15, 2025	5:30 PM Regular Meeting

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

The Rancho Cordova City Council meeting will be videotaped in its entirety and will be cablecast without interruption on Metro Cable 14, the Government Affairs Channel on the Comcast 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 November 3, 2025, Regular Meeting of the Rancho Cordova City Council was posted and available for review on October 30, 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 October 30, 2025, at Rancho Cordova, California.



Stacy Leitner, CMC
City Clerk

CITY OF RANCHO CORDOVA



CITY COUNCIL MEETING

Monday, October 20, 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 5:35 p.m.

Council Members Present: Linda Budge, Garrett Gatewood, Joe Little (arrived at 5:41 p.m.), David Sander, and Mayor Siri Pulipati

Council Members Absent: None

Staff Members Present: Palmer Hilton, Stacy Leitner, Adam, 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

Tera Kolvenbach led the pledge.

4. INVOCATION

Leonardo Reyes with St. John Vianney gave the invocation.

5. PRESENTATIONS

5.1. Presentation of Proclamation in Recognition of Explore Rancho Cordova's 10th Anniversary.

5.2. Presentation of Visit Rancho Cordova's Annual Report.

ITEM 16.1.

Rancho Cordova City Council - DRAFT MINUTES
Meeting of Monday, October 20, 2025

ATTACHMENT 1

- 5.3. Vice Mayor Gatewood's Birthday on October 23, 2025.

6. PUBLIC COMMENT

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

1. Eric Mott
2. Larry Leroy Ladd
3. Helen Whelan-Bashaw
4. William Thomas

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 through 9.5 by Sander second by Budge;
Motion passed with a 5:0 vote.

- 9.1. **Subject:** Meeting Minutes from the Regular City Council Meeting of October 6, 2025.
Recommendation: Adopt the minutes.
- 9.2. **Subject:** Second Reading of an Ordinance of the City Council of the City of Rancho Cordova, State of California Amending Title 23, Article 7 Site Planning and Development Standards of the City of Rancho Cordova Municipal Code.
Recommendation: Waive the second reading and adopt the Ordinance.
- 9.3. **Subject:** A Resolution Authorizing the City Manager to Execute a Contract with Kimley-Horn and Associates, Inc. in an Amount not to Exceed \$285,000 for an Electric Vehicle (EV) Charging Needs Assessment and Network Planning Project Funded by the Sacramento Area Council of Government's Carbon Reduction Program.
Recommendation: Adopt the Resolution.
- 9.4. **Subject:** A Resolution Authorizing the City Manager to Execute Contract No. 2025-227 with Dokken Engineering in an Amount not to Exceed \$2,511,470 to Provide the Environmental and Civil Engineering Services for the North Campus Road Project.
Recommendation: Adopt the Resolution.
- 9.5. **Subject:** A Resolution Authorizing the City Manager to Execute Contract No. 2025-221 with HDR Engineering, Inc. in an Amount not to Exceed \$1,000,000 for On-Call Professional Transportation Planning and Engineering Services, and Contract No. 2025-223 with W-Trans in an Amount not to Exceed \$1,000,000 for On-Call Professional Transportation Planning and Engineering Services, and Contract No. 2025-222 with Kittelson & Associates, Inc. in an Amount not to Exceed \$1,000,000 for On-Call Professional Transportation Planning and Engineering Services.
Recommendation: Adopt the Resolution.

ITEM 16.1.

ATTACHMENT 1

Rancho Cordova City Council - DRAFT MINUTES
Meeting of Monday, October 20, 2025

10. CONSENT PUBLIC HEARING ITEMS - ROLL CALL VOTE

None.

11. PUBLIC HEARING ITEMS

- 11.1. **Subject:** Public Hearing to Accept the Final Economic Subsidy Report Prepared Pursuant to Government Code Section 53083, and a Resolution to Terminate an Economic Development Subsidy in the Form of a Jobs and Talent Attraction Program Economic Incentive for Clutch and Rescind Resolution No. 88-2024.

Recommendation: Conduct a public hearing on an Economic Subsidy Report for a previously approved Jobs and Talent Attraction Program Economic Incentive Agreement for Clutch and accept the report. Adopt the Resolution to terminate the Jobs and Talent Attraction Program Economic Incentive Agreement and rescind Resolution No. 88-2024 which approved the Incentive Agreement between the City of Rancho Cordova and Clutch.

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

ACTION: Motion to approve item 11.1. by Budge second by Sander;
Motion passed with a 5:0 vote.

Mayor Pulipati stated that Item 12.3 would be heard before the other two items on the Regular calendar.

12. REGULAR CALENDAR ITEMS

- 12.1. **Subject:** Rancho Cordova Youth Center Update.

Recommendation: Receive the presentation.

ACTION: Motion to continue item 12.1 to a future meeting by Budge second by Sander;
Motion passed with a 4:0 vote.

AYES: Budge, Little, Sander, and Gatewood

NOES: None

ABSENT: Pulipati

ABSTAIN: None

- 12.2. **Subject:** Fiscal Year 2024-25 Preliminary Year End Financial Report and Budget Amendment.

Recommendation: Receive the report and adopt the Resolution approving the Fiscal Year 2024-25 Budget Amendment.

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

ACTION: Motion to approve item 12.2. by Sander second by Budge;
Motion passed with a 4:0 vote.

AYES: Budge, Little, Sander, and Gatewood

NOES: None

ABSENT: Pulipati

ABSTAIN: None

- 12.3. **Subject:** Legacy Project Discussion.

ITEM 16.1.

Rancho Cordova City Council - DRAFT MINUTES
Meeting of Monday, October 20, 2025

ATTACHMENT 1

Recommendation: Receive presentation and provide feedback and direction.

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

1. Amy Goodwin
2. Michele Elkins-Buettner
3. Emma Beuttner
4. Hal Buttner
5. Larry Ladd
6. Jason Harper
7. Cassie Reyes
8. Kellie Cabral
9. Jeff Stephany
10. Shianne Rios
11. Melanie Freer
12. Lucas Cook
13. Jen Laret
14. Anthony Davis
15. Danielle Mercado
16. Shelly Blanchard
17. Joshua Veach
18. Robert Palumba
19. Mike Marando
20. Rod Borba
21. George Parsons
22. Diann Rogers
23. Dalia Fadl
24. Matt Gillen
25. Derald Langwell
26. Rita Houchin
27. Kathleen Ellerston

Mayor Pulipati closed the public comment period.

ACTION: Input was received regarding Legacy Project Discussion.

Mayor Pulipati left the meeting at 8:43 p.m.

13. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

1. Meeting with Visit Rancho Cordova Regarding Arena Planning.

14. ADJOURNMENT

Vice Mayor Gatewood adjourned the meeting at 8:55 p.m.

Stacy Leitner, CMC
City Clerk

MEMORANDUM



ITEM 16.2.

DATE: November 3, 2025
TO: Honorable Mayor and Council Members
FROM: Jeremiah Zillig, Chief Building Official
SUBJECT: **A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS WITH 4LEAF, BPR, GREAT WHITE, SHUMS CODA, AND UPAVANTI FOR ON-CALL CONSULTING SERVICES RELATING TO PLAN REVIEW, PERMITTING, AND FIELD INSPECTIONS**

RECOMMENDATION

Adopt the Resolutions.

RESULT OF RECOMMENDED ACTION

Adoption of the Resolution would authorize the City Manager to execute contracts with 4Leaf Inc., BPR Consulting Group, Great White Services, Shums Coda Associates, and UpAvanti, Inc,

BACKGROUND

The city previously entered into On-Call Professional Services Agreements with 4Leaf Inc., BPR, Consulting Group, Great White, Shums Coda Associates, and UpAvanti, Inc. These contracts will expire December 31, 2025. The City of Rancho Cordova wishes to contract with: 4Leaf Inc., BPR Consulting Group, Great White Services, Shums Coda Associates, and UpAvanti, Inc. for on-call consulting services for needed plan review, permitting, and field inspections. Adoption of the Resolution would authorize the City Manager to execute five individual contracts, each with a four-year term, and not to exceed \$750,000 per year per contract, for a total of \$3,000,000 per contract. There are sufficient funds budgeted to cover the costs of the contracts, so long as the contracts, cumulatively, do not exceed \$1,300,000 per year.

FISCAL IMPACT AND FUNDING SOURCE

The services covered by these contracts are funded by building permit fees collected.

ATTACHMENT(S)

1. Resolution
2. 4Leaf Proposal 2025
3. BPR Proposal 2025
4. Great White Proposal 2025
5. Shums Coda Proposal 2025
6. UpAvanti Proposal 2025

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 AGREEMENTS WITH 4LEAF INC., BPR CONSULTING GROUP, GREAT WHITE SERVICES, SHUMS CODA ASSOCIATES, AND UPAVANTI, INC. FOR PLAN REVIEW, PERMITTING, AND FIELD INSPECTION SERVICES

WHEREAS, the City of Rancho Cordova wishes to contract with: 4Leaf Inc., BPR Consulting Group, Great White Services, Shums Coda Associates, and UpAvanti, Inc. for on-call consulting services for needed plan review, permitting, and field inspections; and

WHEREAS, adoption of this Resolution will authorize the City Manager to execute five individual contracts, with a four-year term, and not to exceed \$750,000 per year per contract, for a total of \$3,000,000 per contract; and

WHEREAS, there are sufficient funds budgeted to cover the costs of the contracts, so long as the contracts, cumulatively, do not exceed \$1,300,000 per year.

NOW, THEREFORE, BE IT HEREBY RESOLVED THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA does authorize the City Manager to execute the five agreements with: 4Leaf, Inc., BPR Consulting Group, Great White Services, Shums Coda Associates, and UpAvanti Inc.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Siri Pulipati, Mayor

Stacy Leitner, CMC
City Clerk

ITEM 16.2
QUALIFICATIONS TO PROVIDE

ATTACHMENT 2
TO THE

CITY OF RANCHO
CORDOVA

BUILDING PLAN REVIEW & INSPECTION SERVICES



4LEAF, INC.

8896 NORTH WINDING WAY
FAIR OAKS, CA 95628
(916) 964-0010

JUNE 18, 2025

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4LEAF, INC.

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QUALIFICATIONS TO PROVIDE
**BUILDING PLAN REVIEW
& INSPECTION SERVICES**

TO THE
CITY OF RANCHO CORONADO

SECTION 1

COVER LETTER



City of Rancho Cordova
Building and Safety Department
2729 Prospect Park Drive
Rancho Cordova, CA 95670
Attn: Jeremiah Zillig, Building Official

June 18, 2025

RE: Request for Qualifications: Building Plan Review & Inspection Services to the City of Rancho Cordova

Dear Mr. Zillig,

4LEAF, Inc. (4LEAF), a California “C” Corporation is pleased to present our qualifications to provide Plan Review and Inspection services to the City of Rancho Cordova (City). 4LEAF has provided plan review, inspection, and other related services to numerous public agencies throughout California for over 24 years. We look forward to the opportunity to provide these services to the City for upcoming projects. 4LEAF is uniquely qualified and is an ideal consultant choice for the following reasons:

☑ Familiar Consultant

Since 2017, 4LEAF served the City of Rancho Cordova under contract by providing the City with Plan Review, Permitting, and Inspection services. Our staff and project managers have a collaborative working relationship with the City’s Building Division and understand the City’s processes and procedures. 4LEAF takes pride in our commitment to maintaining relationships with local communities and providing personalized, responsive services.

☑ Local Consultant

In addition to serving the City, 4LEAF has provided services to numerous local municipalities and as such, our firm has the necessary local staff to address any needs the City may have in an on-site or remote capacity. Local municipal clients include:

- | | | |
|--------------------------|---------------------------|-------------------------|
| • City of Roseville | • City of Sacramento | • City of Vacaville |
| • City of Citrus Heights | • City of West Sacramento | • County of Sacramento |
| • City of Lodi | • City of Elk Grove | • County of Placer |
| • City of Lincoln | • City of Davis | • County of San Joaquin |

☑ Adaptable Services

4LEAF is renowned for our accommodation and flexibility and is the most dependable provider of on-call, as-needed Plan Review and Building Inspection Services. Our highly adaptable network of 500 qualified professionals is consistently able to fulfill the unique, localized needs of our many municipal clients. We are committed to tackling staffing challenges head on, providing our clients with 24-hour turnaround staffing placement options and expedited off-site services. Our firm cooperates with our clients to provide personnel that meet their specific and unique requirements. Our scope of services include:

- | | |
|---|--|
| ➤ Plan Review (Building, Civil) | ➤ Inspection Services (Daily, Full-time) |
| ➤ Permit Technicians (Daily, Full-time) | ➤ Inspector of Record (Project specific) |
| ➤ Fire (Inspections, Plan Review) | ➤ Code Enforcement (Daily, Full-time) |

☒ **Procedural Quality**

Our firm values the importance of a robust and transparent quality control process. We utilize a dedicated team of QA analysts and managers to ensure our clients receive accurate information regarding on-going procedures, methodologies, and billing. All services rendered and corresponding documentation are meticulously scrutinized before being provided to our clients. 4LEAF believes that providing quality services does not start and end with technical prowess; rather, we see our services as holistic processes involving clear communication, attention to detail, and cost-effective solutions.

☒ **Qualified Personnel**

Joe Nicolas, PE: For more than 40 years, Joe has worked for various cities throughout the Central Valley. During his time, he has served as project manager for several successful projects. He will play an instrumental role in this contract by ensuring that 4LEAF meets the standards set forth by the City.

Vanessa Morales: Having worked as 4LEAF's Plan Review Coordinator Manager for 4 years Vanessa is exceptionally familiar with the permit process. She has key insight into how the City permit system operates that will exponentially improve the services that we are able to provide.

Michael Loomis, SE, CBO, CASp, PMP: As 4LEAF's Director of Structural Engineering, Michael is responsible for managing 4LEAF's Plan Review clientele. He will be responsible for all expedited requests, quality control, and performance of critical plan reviews assigned by the City.

Gabi Coppedge: Is a highly experienced administrative assistant and permit technician who has already spent the past several years working for the City of Rancho Cordova. With her previous experience within the city Gabi is capable of seamlessly transitioning into any project or team necessary.

☒ **Primary Contact**

In the event that 4LEAF is awarded the contract by the City of Rancho Cordova, the contract will be managed by Joe Nicolas. He will dedicate his time and resources to fulfill any and all requests communicated by the City.

PRESIDENT	PROJECT MANAGER	4LEAF LOCAL OFFICE
Kevin J. Duggan Office: (916) 965-0010 Mobile: (925) 250-7602 Email: KDuggan@4leafinc.com	Joe Nicolas, PE Office: (916) 965-0010 Mobile: (916) 200-9959 Email: JNicolas@4leafinc.com	8896 North Winding Way Fair Oaks, CA 95628 Office: (916) 965-0010 Website: 4LEAFINC.COM

Respectfully submitted,


Kevin J. Duggan
 President


Joe Nicolas, PE
 Project Manager

QUALIFICATIONS TO PROVIDE
**BUILDING PLAN REVIEW
& INSPECTION SERVICES**

TO THE
CITY OF RANCHO CORONADO

SECTION 2

FIRM PROFILE



SECTION 2: FIRM PROFILE

4LEAF, Inc. (4LEAF) is a California “C” Corporation that was established in 1999 and incorporated in 2001. Our extensive team of engineers and managers are fully equipped with training and experience to provide complete services including Plan Review, Inspection, CASp, Code Enforcement, Permit Technician assistance, and other related professional and technical services to the City. Our goal is to set the industry standard for excellent customer service, and we have grown to more than 450 personnel throughout California, Arizona, Hawaii, Washington, Nevada, and New England, and we are able to serve any full-time or part-time need the City may have, regardless of scope and duration.

Firm Management

VP, Community Development – Craig Tole

Phone: (925) 580-4055

Email: ctole@4leafinc.com

Plan Review Coordinator Mgr. – Vanessa Morales

Phone: (925) 596-3644

Email: vmorales@4leafinc.com

Dir. of Structural Eng. – Michael Loomis, SE, CASp

Phone: (831) 620-2305

Email: mloomis@4leafinc.com

Project Manager – Joe Nicolas, PE

Phone: (916) 200-9959

Email: jnicolas@4leafinc.com

Office Locations

Sacramento

8896 N. Winding Way
Fair Oaks, CA 95628

Pleasanton (HQ)

2126 Rheem Drive
Pleasanton, CA 94588

Monterey

409 Washington Steet, #100
Monterey, CA 93940

Newport Beach

4440 Von Karman, Suite 300
Newport Beach, CA 92660

San Bernardino

424 E. Vanderbilt Way, Suite A
San Bernardino, CA 92408

San Diego

402 W. Broadway, Suite 400
San Diego, CA 92101

Arizona

2 North Central Ave., Suite 1800
Phoenix, AZ 85004

4LEAF Consulting, LLC

157 E. Warm Springs Rd.
Las Vegas, NV 89119

New England

132 Central St., Suite 210
Foxboro, MA 02035

Professionals

Title	# of Staff	Title	# of Staff
ICC Certified Plans Examiners	45+	ICC Certified Inspectors & IORs	200+
ICC Permit Technicians	45+	Registered Engineers (PE, SE)	20+
Registered Architects	5	ICC Certified Building Officials	30+
Code Enforcement Staff (PC832)	85+	CASp	15
Construction Managers/Inspectors	40+	Fire Plans Examiners & Inspectors	30+

Mission

4LEAF strives to be the best firm by providing our clients with outstanding customer service and first-rate services. We put our philosophy into action by building client relationships and prioritizing the needs of our clients—this has led us to become an industry leader in providing Building & Fire Life Safety Services to both public and private clients. We have worked with municipal departments in the construction, rehabilitation, and repair of public and private buildings and have partnered with design review and preservation boards to determine building improvement criteria and associated project requirements. We have a depth of experience in working with all types of building structures and have performed Inspection and Plan Review services on more than **\$50 billion dollars** in construction throughout the past **24 years**.

We have provided plan review and inspection services for thousands of residential projects, tenant improvements, and complex commercial projects including marijuana facilities office campuses, parking garages, hotels/resorts, transportation facilities, city/county-owned buildings, universities, hospitals, sports arenas, infrastructure, essential service facilities, solar projects, and laboratories. In addition, our team has performed inspections and plan reviews for public and private building structures for compliance with life-safety and Americans with Disabilities Act (ADA) accessibility requirements.

4LEAF has also been an industry leader across numerous other disciplines, such as Code Enforcement and Planning. Our Code Enforcement staff is dedicated to preserving and enhancing the quality of life for the residents in our client jurisdictions and work toward a goal of resolving problems efficiently and safely. Enforcing and upholding municipal codes is of utmost importance to us. Our Code Enforcement Division endeavors to improve communities through education, cooperation, and responsive enforcement.

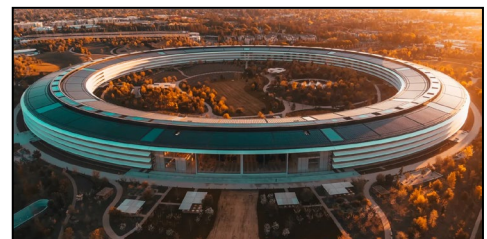
4LEAF's Code Enforcement staff is dedicated to preserving and enhancing the quality of life for the residents in our client jurisdictions and are working toward a goal of resolving problems efficiently and safely. Enforcing and upholding municipal codes (including weed and community preservation, unpermitted construction, unsafe property conditions, hazards to public health, and zoning) is of utmost importance to us. Our Code Enforcement Division endeavors to improve communities through education, cooperation, and responsive enforcement.

We have a proven track record of reviewing and inspecting projects of all sizes and complexities including:

Type B Commercial Construction	Refinery Facilities	Laboratories
City/County-Owned Facilities	Site Work	Power & Energy
Large Campuses	Waterfront	Marijuana Facilities
Fire Recovery Services	Multi-Family Projects	Military Projects
Stadiums/Arenas	Healthcare Facilities	Essential Service Facilities
Commercial Office Parks	Transportation Facilities	Detention Facilities

Large Development Experience

4LEAF is uniquely qualified to work on large development projects of any size. Our team completed Project Inspections for the entire \$8 billion Apple Campus 2 Corporate Headquarters in the City of Cupertino, CA where we curated a team of Building Inspectors and Permitting Specialists.



4LEAF also provided the Plan Review and Inspection services for the \$2.6 billion Wynn Casino Project in the City of Everett, MA; San Jose State University's Interdisciplinary Science Building in the City of San Jose, CA; and the County Office Building III in the County of San Mateo.



We have the resources to deploy staff to any state and as you can see from the limited examples listed above, we have provided services all over the country. Our team is well-equipped and qualified to perform services for any project and in any location. By choosing 4LEAF, you are choosing a company that prides itself on quality work, top-notch customer service, experienced staff, and a multitude of project experience. Please review our scope of services and project examples in the sections that follow to gain more understanding about our firm and how we can help achieve the City's project goals.

Snapshot of Services

Plan Review / Inspection	Permitting	Code Enforcement
• LEED Accredited Professionals • Inspectors of Record • Program Analysis & Studies • Correcting Code Deficiencies • Investigating Complaints • Violation Issuance • Jurisdictional Inspectors • ICC-certified Plan Reviewers • Certified Accessibility Specialists • ICC-certified Building Officials • Building Dept. Services • Expedited Plan Reviews • On- and Off-Site Plan Review • Property Condition Surveys • Industrial, Energy, & Solar	• Over-the-counter reviews • Intake of plans • Routing for plan review • Assignment management • Hosting page turn sessions • Virtual permit technician services • Prepare approval packages • Inspection scheduling • Application Processing • Developing Submittal Forms • Solar Permitting • Property Research • Public interface • Special events permits	• Staff Augmentation Services • Department Assessments • Vendor Enforcement • Blight Enforcement • Substandard Housing • Lead Paint • Tobacco Enforcement • Short Term Rentals • RRP Training • ICC & CACEO Trainings • Rental Housing Programs • Cannabis Enforcement • Business License Enforcement • Parking Enforcement • Zoning

QUALIFICATIONS TO PROVIDE BUILDING PLAN REVIEW & INSPECTION SERVICES

TO THE
CITY OF RANCHO CORONADO

SECTION 3

PERSONNEL



SECTION 3: PERSONNEL

4LEAF understands that our role is to be an advocate on behalf of the City of Rancho Cordova and represent the City's best interests. 4LEAF's team will function as an extension of your staff, seamlessly integrating with the personnel and practices established by the City while adding the perspective and expertise that only 4LEAF can offer. Our goal is to have our staff integrate with yours and be accepted as an essential part of the City. Resumes of all listed personnel will be provided within the Appendix section.

Management Team

Joe Nicolas, PE – Project Manager

Joe is a California-registered Civil Engineer with more than 40 years of experience with both structural design and code compliance for large-scale projects as well as being a Project Manager on collaborative code review and building design projects. Joe has crafted and managed a team of highly successful engineers and MEP staff of more than 20 personnel to work with numerous local clients including the cities of Sacramento, Roseville, Rocklin, and Galt and counties throughout the Central Valley, East Bay Area, and South Bay/Monterey Peninsula. Joe can assist the City with staffing requests and handle contractual details.



Office – (916) 965-0010 | Cell – (916) 200-9959 | Email – JNicolas@4leafinc.com

Craig Tole – Vice President, Community Development

Craig has served Community Development Departments for the past 20 years under the supervision of the company President. Among Craig's responsibilities include the day-to-day contact with many of 4LEAF's clients in the Building & Safety, Engineering, and Construction Management industries. Craig has successfully managed a multitude of inspection projects ranging from \$1 million to \$6 Billion. Craig also manages numerous County IOR programs including San Mateo County PDU, Santa Clara County FAF, Alameda County GSA, and Santa Cruz County GSD.



Office – (916) 965-0010 | Cell - (925) 580-4055 | Email - CTole@4leafinc.com

Michael Loomis, SE, CBO, CASp, PMP – Exec. PM / Director of Engineering

With more than 28 years of expertise in the industry, Michael has an excellent working knowledge of all types of construction, including architectural, structural, electrical, mechanical, and plumbing systems. He also has a strong background in civil engineering, providing developmental engineering plan review support to various projects. Michael is extremely committed and has shown dedication by obtaining multiple certifications through the International Code Council (ICC), and is a Certified Access Specialist, (CASp). Michael is an adaptable leader that quickly identifies departmental issues and solves them by utilizing his ample experience.



Office – (916) 965-0010 | Cell - (831) 620-2305 | Email - MLoomis@4leafinc.com

Vanessa Morales – Plan Review Coordinator Manager

Vanessa serves as 4LEAF's Plan Review Coordinator Manager, supervising the internal routing and completion of plan reviews, ensuring that all projects are handled efficiently and in compliance with regulations. Vanessa is also responsible for training 4LEAF's permit technician staff, equipping them with the skills and knowledge needed to meet the specific needs of the municipalities they serve. Additionally, she serves as the lead coordinator when our clients request process mapping support, assigning the correct analyst to meet the City's needs. Vanessa is also fluent in Spanish and serves as a translator when needed.



Office – (916) 965-0010 | Cell - (925) 789-9917 | Email - VMorales@4leafinc.com

Key Supporting Staff**Gabi Coppedge - Sr. Permit Technician**

Gabriela is an experienced Administrative Assistant and Permit Technician with excellent management and organizational skills. She possesses proficient interpersonal communication skills that allow her to seamlessly integrate into any work environment. Gabriela has additional experience in facilities management and office administration that she uses to creatively address problems with efficient solutions. With her years of quality experience and highly capable interpersonal communication skills, Gabriela is an asset to any project or team that needs permit technician or administrative services.

Scott Martin – Senior Plan Review Engineer

Scott has more than 26 years of engineering experience and has performed a multitude of plan reviews for many different disciplines including OSHPD 3, DSA Projects, and various municipal reviews for clients throughout California. Scott's day-to-day activities include the review of plans submitted to local jurisdictions, creation and submission of plan check letters, and constant communication with all project stakeholders. In addition, Scott is often tasked with the education of building code to applicants. He is instrumental in establishing the new templates for all new clients to establish the municipal preferences for commercial and residential plan check and makes an asset to any team, project, and jurisdiction he is assigned.

Melissa Mennucci – Senior Plan Review Engineer

Melissa is a Registered Structural Engineer in the State of California with more than 16 years of industry experience including more than 10 years of design experience. Melissa is currently managing all plan reviews from our UC Davis client as well as performing Structural Plan Reviews from 4LEAF's Fair Oaks office. She also provides technical guidance to plan reviews and is experienced with a wide array of project and construction types.

Chris Fowler – Senior Building Inspector / Inspector of Record

Christopher Fowler has more than 30 years of senior-level commercial construction project management experience, with special emphasis on LEED educational and governmental buildings. He has extensive knowledge of and experience applying, implementing, and enforcing the International Building Codes. Chris has complete understanding and proficiency with all major construction methods and procedures including hands-on management experience as both a general and subcontractor representative and overseer. He has provided nearly 15 years of educational training programs in coordination with the ICC for college curriculums.

QUALIFICATIONS TO PROVIDE
**BUILDING PLAN REVIEW
& INSPECTION SERVICES**

TO THE
CITY OF RANCHO CORONADO

SECTION 4

SCOPE OF WORK



4LEAF has extensive knowledge and staff experience in all the scopes of services requested by the City. Due to our experience performing these services for many municipalities (*including the City itself*), 4LEAF has the knowledge and personnel to successfully work on the City's project endeavors. We have thoroughly read the City's RFP and understand the scopes needed, the contract terms, and current procedures.

4LEAF will provide Plan Review for any type of structure to ensure compliance with all adopted codes, local ordinances (including Tier 1 of Cal Green, if required) and State and federal laws that pertain to Building and Safety, and for compliance with the adopted International Code Council (ICC) Building, Plumbing, Electrical, Mechanical, National Fire Protection codes and standards, and the Accessibility and Noise and Energy Conservation requirements as mandated by the State of California Title 24, State of California Water Efficient Landscape Ordinance, the State of California Certified Access Specialist (CASP) compliance, and all other applicable ordinances. The types of structures we provide these services for include Single-Family Dwellings, large Multi-Family Mixed-Use Dwelling Units, Commercial, Industrial, and ***OSHDPD-3 facilities***.

We understand that the specific building plan review responsibilities will include, but are not limited to:

- Examining plans, drawings, specifications, computations documents, soils reports, and additional data.
- Ascertaining whether projects are in accordance with applicable building and fire codes, and City ordinances, including but not limited to Title 24 and Title 25.
- Performing such reviews as structural, MEP, green building, fire and life safety, grading and drainage.
- Reviewing plans to ensure conformity to the required strengths, stresses, strains, loads, and stability.
- Reviewing plans to ensure conformity with use and occupancy classification, general building heights and areas, types of construction, fire resistance construction and protection systems, means of egress, accessibility, structural design, soils and foundations, and masonry.
- Providing additional plan review services as requested by the City.
- Conducting all plan review at the City Department or at a site mutually agreed upon in writing and.
- Supplying all plan review staff with all code books and other basic professional references.

EZPlan Review is our in-house tracking software that acts as a communication tool between 4LEAF and the jurisdictions we work with. The use of EZPlan makes communication easy. This web portal allows users to visualize project due dates, notes, and status updates so that projects can be followed from start to finish. Additionally, 4LEAF provides electronically stamped and uploaded copies of approved project plans, a value which saves clients time and resources. With the use of EZPlan, 4LEAF hopes to provide a level of ease and transparency during the off-site plan review process.

[illegible]

Plan Review QA/QC Review Process

Task 1 - Project Tracking Set-up

The first step of our process will be to set up the project in our system to enable 4LEAF and the City each to track the progress of the review. Our plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal.

Task 2 - Complete Submittal Review

Upon receiving the plans from the City, 4LEAF will triage (preliminary plan review performed by 4LEAF plan review project lead) the submittal to verify that the submittal received is complete (i.e., all pertinent plans, calculations, reports, and other related documents) in order that we can begin our review. If the submitted package is incomplete, we will communicate with the City to discuss the deficient documents needed to proceed with our review.

Task 3 - Plan Review Assignment

After the triage process is performed and a complete package is verified, the project will be assigned to the most qualified Plans Examiner, and a turnaround time will be established. We will log each application into our database the same day the plans are received to ensure that they are routed in a timely manner and to allow for daily project tracking.

Task 4 - Plan Review

4LEAF will provide the project contact (Developer, Contractor, Architect, or Engineer) desired by the City with a list of any items needing correction and clarification to comply with applicable building codes, ordinances, and regulations. A correction list will be created based on the missing codes and ordinances.

Task 5 - Quality Control

Prior to submitting the plan review correction list to the City, the designated plan review project lead will review the correction list for adherence to applicable codes and ordinances as well as for accuracy and completeness. After completion of our quality control review a correction list will be e-mailed to a designated staff member at the City or as directed by the City. The correction list and a 4LEAF transmittal form will include the following information: a description of the work, type of construction, occupancy group, square footage, number of floors, and sprinkler requirements.

Task 6 - Plan Review Rechecks

Plans received for rechecks will be reviewed for conformance. Our goal is to actively work with the designers to resolve all unresolved issues after our second review. If it appears that there are complicated issues that might cause a project to go beyond our second review, we will communicate directly with the designer to resolve these concerns.

Task 7 - Project Approval

Once the final plan reviews are completed and ready for approval, 4LEAF will organize the plans and supporting documents per the City's processing requirements and return them to the City, along with our letter of completion.

Turn-Around Times

4LEAF has a tremendous reputation for completing projects on-time and under budget. 4LEAF's plan review team is widely recognized for quick turn-around times and prompt service. Off-site plan reviews are performed at our office, with plans transmitted by personal delivery or overnight service. The standard turn-around time is within 10 business days for residential plan reviews and within 10 days for commercial/industrial plan reviews. **However, these timeframes are negotiable based on your needs. 4LEAF promises to meet the agreed upon project turnaround times and to never exceed the turnaround times provided in Attachment 1 of the RFP.** 4LEAF also provides Fire Plan Review services.

Type of Plans	Transportation	Initial Review	Resubmittal Review	Resubmittal Review #2	Expedited Review	Expedited Resubmittal
*Residential	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
**Multi-Family	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
Commercial	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
***Large Commercial > 15,000 s.f.	< 24 Hours (pick up & delivery)	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable

**Larger complex plan reviews can be negotiated to achieve the best possible pricing. 4LEAF has a proven track record of working with municipalities to provide expedited reviews with special discounted pricing.*

In addition, 4LEAF will communicate directly with design professionals for each set of plans that is reviewed so that **all residential alteration projects, ADUs, commercial alterations, and tenant improvement projects are approved within no more than two rounds of plan review.**

On- and Off-Site Review

4LEAF can supply Registered Professional Plan Review personnel to the City to work on-site performing reviews for residential addition and alteration projects, up to two days a week, as needed. The staff provided will have experience working on-site at municipal permit counters and will seamlessly integrate with City staff.

Document Control

When plans and documents are received for review, 4LEAF's Plan Review Manager and Document Control Technician analyze the project, creates a job number, and completes a Job Setup Sheet. This form highlights both the jurisdiction, applicable contact information, and all project specific design criteria and notes. Jobs are then transmitted through 4LEAF's easily accessed EZPlan Review Portal which tracks initial and subsequent reviews and is open for view by the client. The City and their customers can view 4LEAF's plan review control log through 4LEAF's EZPlan Review Portal.

Plans then get distributed for review to a 4LEAF team consisting of Plan Review Engineers, Architect (a licensed state professional) and/or an ICC Certified Plans Examiner, as applicable. Our staff then performs their function of analyzing the plans and documentation for effective conformance to the state codes, referenced construction standards, and City amendments. 4LEAF's code review methodology is "The Effective Use of the Codes" reinforced through proprietary and jurisdictional checklists. When complete, the Plan Review Manager overviews the project for quality control purposes and forwards comments or approvals to the client's pre-designated contacts.

Off-Site Electronic Plan Review

Digital plan review allows 4LEAF the ability to review, markup and transport plans of any size electronically. We strongly encourage this service for our clients. This process delivers a high degree of cost effectiveness, time efficiency, and a "green" and environmentally friendly system. Through our strong focus on utilizing this digital capability, we offer full access to all 4LEAF engineers and plans examiners company-wide, from any of our office locations. A protected online portal will be established to allow property owners, contractors, developers, businesses, designers, and stakeholders to submit plans electronically for review. Access to the online portal will be given to City staff for immediate access to information regarding project status during the review process.

4LEAF has successfully implemented and used Bluebeam for electronic review of files to help eliminate the use of paper and take the plan review workflow to a whole new level. 4LEAF's offices are equipped with large scale monitors for easy review of plans. Bluebeam Revu combines powerful PDF editing, markup, and collaboration technology with reliable file creation. Bluebeam integrates flawlessly with our Green Line™ approach for electronic and timely turnarounds resulting in permit issuance within 5-7 business days.



Additional Technologies

Having served more than 500 jurisdictions, 4LEAF and our staff are knowledgeable and have experience in working with a variety of different technologies for Electronic Plan Review, Permit Tracking, and Building Inspections. **Our team is exceptionally familiar with the City's choice of software, DigEplan, and will have no trouble utilizing this tool.** Additionally, 4LEAF has experience with other tracking technologies including, but not limited to:



Building Inspection Services

4LEAF has a team of more than 200 ICC Certified Building Inspectors, HCAI (OSHPD)/DSA Inspectors of Record, Fire Personnel, and Construction Inspectors working on various contracts. 4LEAF has a team committed to working in the Rancho Cordova area who will remain for the duration of projects to ensure we capture the goals and performance that have made our inspection system successful.

We maintain the largest on-call database of qualified inspectors of varied qualifications for as-needed requests from our clients. 4LEAF utilizes this service for more than 400 municipalities, and we have included a snapshot of our inspection database below for your review. Inspectors vary from current, full-time inspection staff, idle staff (temporarily between assignments), and pre-qualified staff which include inspectors who are

available subject to client demand. 4LEAF's inspectors are all ICC Certified and experienced working within a municipal work environment. 4LEAF will provide inspectors with all the necessary tools, equipment, and current code books sufficient to facilitate all required inspections. **4LEAF can provide interim or full-time inspectors same day or within one business day**—simply call, email, or text our assigned Management team for an immediate response. Our on-call database is utilized for all our clients for as-needed requests.

Inspector	hrs	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	24 Sun	25 Mon	26 Tue	27 Wed	28 Thu	29 Fri	30 Sat	31 Sun	01 Mon	02 Tue	03 Wed	04 Thu	05 Fri	06 Sat	07 Sun	08 Mon	09 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun	15 Mon	16 Tue	17 Wed
Gregory Adams Chief Building Official Tulare County	88																															
Robert Adler (Part-Time) Building Inspector I Building Inspector II Contra Costa County	152																															
William Alken (Part-Time) Building Inspector II San Joaquin County																																
Minerva Arredondo Chief Building Official Monterey County	200																															

Periodic Inspection Services → Available Next Day

4LEAF can fulfill inspection requests immediately upon request including same day. 4LEAF has a wealth of local and available inspectors ready to serve the City. In addition, 4LEAF has a proven track record of providing such services to a number of different building departments.

Part-Time Inspection Services → Available Next Day

4LEAF will provide the City with part-time inspectors upon request. 4LEAF can provide part-time staff within 24 hours of request for any duration of time. 4LEAF's Project Manager will work closely with the department to identify the right personnel and determine the appropriate work schedule.

Full-Time Inspection Services → Available Two Days or Less

4LEAF can provide full-time inspectors upon request. 4LEAF provides this service regularly to many clients throughout Northern California, including the North Bay, Peninsula/South Bay, East Bay, Sacramento Valley, Central Coast, and Central Valley.

Project Specific Inspection Services → Available Two Days or Less

4LEAF is often tasked with providing inspection services to large projects on behalf of municipalities. 4LEAF currently handles large-scale projects for such clients as the City of Palo Alto, City of Cupertino, etc. These projects are developer-funded into a separate City account which is distributed to 4LEAF using a separate invoice and contract number. This is particularly helpful for fast-paced projects looking for continuous inspection services over a short period of time (i.e. 6 - 36 Months).

Project Inspection Services

4LEAF is a local firm with the depth of resources to handle any inspection request. Our firm has been managing and performing inspection work since our inception in 1999 and has performed inspection assignments ranging from \$100,000 to \$8 Billion. 4LEAF desires to work with City Project Managers to deliver projects along during

the construction phase to save the City time and money when applicable. 4LEAF has a proven track record of working in compliance with all regulations set forth by our clients and has completed numerous projects under budget.

Craig Tole, our Executive Manager, will meet with the City's designated Project Manager to discuss the nature and proposed scope of services required and the project schedule. Craig will assign the appropriate inspector to the project and then establish a schedule for completing the work at the time specified and provide you with the total compensation for the services requested. 4LEAF plans to:

- Provide the City with **highly qualified, experienced professionals** necessary for this project. The proposed personnel will be appropriately registered, certified, or have a license and can effectively collaborate with the City's Project Managers, design team, and contractors.
- Bring **innovative technology** that will enhance our open lines of communication with the City and design team that will interface with the City's technology systems and software platforms.
- Make our team available during the **Construction Document** and **Construction Administration** phases of the project which will expedite issues that may arise.
- Have a well-planned approach throughout the Pre-Construction Phase, Construction Phase, and Closeout Phase to ensure we begin the preparations to close the project out from the day we begin.

The 4LEAF team will make on-site inspections to check the quality and quantity of the work performed by all trades and guard against defects and deficiencies in the work by the Contractor. As necessary, the 4LEAF team will inspect construction means, methods, techniques and sequences to evaluate the Contractor's compliance with the intent of the construction documents and recommend necessary remedial action to the Contractor as required.

The following represents the normal responsibilities associated with providing construction inspection during the construction phase of a project. The actual services are tailored to meet the specific needs of each project:

- Provide daily inspection and documentation of job-related activities.
- Monitor and document Contractor's work for adherence to contract plans and specifications.
- Prepare and maintain thorough daily inspection reports.
- Provide continual review of plans and specifications.
- Coordinate schedules for testing and surveying.
- Document information related to manpower, equipment, & time for extra or force account work.
- Attend all necessary meetings.
- Provide accurate measured quantities and review pay estimates submitted by contractor.
- Provide pictorial and/or video logbook of construction activities and maintain separate "as-builts".
- Report all discrepancies requiring corrective actions to the construction manager and/or owner.
- Meet with contractor to review proposed work and schedule inspection.
- Develop "Punch List" items and follow-up with corrective measures.

Projects requiring OSHPD, DSA, ICC, Etc.

4LEAF maintains an updated database complete with each Inspectors' skill sets, certifications, project history, continuing education, etc. 4LEAF's Project Manager will work closely to identify the right inspector for each

assignment/task. 4LEAF has a proven track record of providing Inspectors for daily assignments or specialty assignments. This includes staff augmentation and project staff augmentation roles.

Inspection of Mechanical, Electrical, Plumbing, and Structural Systems

4LEAF will ensure that personnel inspecting Mechanical, Electrical, and Plumbing Structural Systems will have the proper qualifications, certifications, and experience prior to assignment. Our staff will be routinely checking the structural systems simultaneously with general mechanical, electrical, and plumbing code provisions to ensure that there is no delay in the overall project schedule.

Project Inspections & Reporting

Craig Tole will work closely to ensure all inspections are scheduled with the appropriate qualified staff for the required scope and the confirmation is communicated in writing (via email) to the City Project Manager and contractor on site. Daily, weekly, and monthly reports will be provided to the City summarizing progress at the construction site upon direct observation and will upload and distribute reports into the web-based project management system. All inspections will be documented with pictures and code references to apply the correction as well as, describe the general work performed, noting problems, rejections, and unusual events. The reports will be completed daily, concisely, factually, and will reflect the activities for each day.

 4LEAF, INC. ENGINEERING • CONSTRUCTION MANAGEMENT PLAN CHECK • BUILDING INSPECTION • PLANNING		2126 Rheem Drive Pleasanton, CA 94588 Phone (925) 462-5959 Fax (925) 462-5958	
Inspection Report			
Facility Name and Address  375 Beale Street, San Francisco, CA 94105		4LEAF Report No.: 003 Permit Number 23 - N - 4636 - C - PI Date/Time 04-15-2024 Assessors Parcel Number (APN) 3746 / 002 4LEAF Project No. J4243	
Developer / Contractor  		Location Building/Site: BAHA, 375 Beale St, SF Zone: Level / Floor: Level 1 Gridline To / From:	
Inspection Request Detail: CSI Division: 05 - Metals Title / Description / Additional Information: IR0003 - Framing and Drywall Inspection Requestor: Mario Cabada, Swinerton Field Contact: Mario Cabada, Swinerton Phone #: 415.726.3575 Inspector's Signature:  Inspector's Printed Name: Chris Fowler, Supervising IOR, CBO, HCAI A20879			
Inspection Type: 305-Frame-Rough			
Inspection: ☒ Reinspection:			
Inspection Result:			
Inspections and Observations: PASS 4/15/2024 - IR0003 - PASS AS NOTED: I arrived onsite and met with Mario of Swinerton per perform the requested inspections for framing and drywall inspections. I observed framing, R-19 insulation, and 5/8" type X drywall installation at various walls. Work is installed in substantial conformance with approved, amended construction documents. NOTE 1: Some work remains in progress including door opening. NOTE 2: Additional inspections required as work progresses including insulation, 2nd layer, web stiffeners, etc.			
			

Sample Inspection Report

 4LEAF, INC. ENGINEERING • CONSTRUCTION MANAGEMENT • INSPECTION • PLAN CHECK	
Sample Project Monthly Report	
Apple Campus 2 Project Monthly Progress Report - September 2017 Milestone Summary	
City of Cupertino 4LEAF, INC. - 462 160 1245 Page 1 of 11	
MAIN BUILDING:	
Holder (General Contractor) Milestone final inspections have been successful. We are currently working with Holder to obtain TCO for A2, B2, B8 and B9. Completing entry ceilings and wall close up in all entries. Underfloor finals are at 98% completion in A9, A2 and 90% completion in A3 and B8, pending decision on Phase 3 inspections. Phase 3 inspections have started. Entries in B1 and B2 (all areas) continue progressing, fire pump rooms, fire control, elevator rooms, bicycle storage and ITC. Waiting on Fire Pump room TCO. Conco / Gerdau (Reinforcing Steel Contractor) currently working on concrete structures outside of the building and sidewalks inside of building. RED (Electrical Contractor) continues installation of conduit, seismic bracing, electrical racks, stables, VFD's, above ceiling/wall inspections and conduct in the branch electrical rooms and entries. Pre-energization and torqueing complete for all IPAC's in 3BR rooms. 15 KV permanent power is complete in the building entries working on B4 and B5 Main Breakers at substations. LOTO procedures in place. Documents are posted at all electrical rooms. TCO's in place for all switchgear rooms. All 3BR rooms in B1 and B5 are substantially complete. All plant level panels are complete with exception of A5 panels, VFD's, transformers and UPS's. AC side of EV systems complete with exception of A5. Entries have ongoing "MC, MC and conduit in wall and above ceiling inspections. Completed inspections in A2 and A5 B3 level (Building ground, conduits, junction boxes and etc.) with entries to follow. Milestones are complete for A1/B2 restaurant through plant, panels in substation B5 ongoing. Finishes are being installed in A3, A5 and A9 entries. Milestones for restrooms, plant levels and A9/B1/B2 level's are ongoing. Milestone inspections are broken into smaller sections to make more manageable. Pan-Pacific (Plumbing Contractor) continues working in all areas (specifically Entries) of main building for hydro and drain piping, air pressure tests for DWV systems, and flooring fixtures. Continues installation of drains, mains, copper piping, drain waste vents and condensate drains on B3 through Plant levels. Finish is 95% complete in all areas of restaurant as TCO is complete in A1. Seismic locations are being inspected separately in the entries. Seismic inspections are at 90% complete. Entries are moving fast. Most wall entries are complete. Seismic inspections and final inspections for all areas are happening concurrently. Finishes are being installed in B8 and B3 bathroom and survey areas. Pan-Pacific is about 80% complete for entries building. Schoff Steel (Structural Steel Contractor) continues minor work on entry B5 and B6 plant level. Rolling Plains Construction (Spray Fireproofing Contractor) continues to install fireproofing to building steel and patching trade damage. Continues milestone inspections for CAFCO at the sloped roof. Allamullo Rebar (Reinforcing Steel Contractor) making up / in pads throughout building. Inspections have been ongoing, working with contractor to resolve issues. Actively working on concrete structures outside of main building. Superior Air (Mechanical Contractor) completed installation of hydronic insulation in shafts, CHS's, FSD installation and underfloor FCU's in A4 and A5 areas. Ducting in plenum space (under floor FSD final & Grace Duct) plant level and tie-in to fans are complete. Inspections of intake wings of A3, A3 & A2/Tant - plant level are predominantly done, continuing with A1 areas. Seismic inspections are ongoing. FSD RFP's for shafts are in process. Final inspections for shafts in A3 and A2 are complete. Plant level seismic inspections ongoing at entries. Brattou Mavrou (CMU Contractor) contractors not on site, work completed. Kimerics (Radiant Heating Contractor) all areas of underfloor testing is complete. Trade damage ongoing. Gartner (Exterior Glazing Contractor) exterior glass installation is complete with mainly entries left. Trims for roof and roof membrane have not been inspected to date. Gartner has been informed that 3rd party inspectors will be required for roofing membrane. BAF inspections for horizontal face spread is complete. Currently installing main entry doors, entry face	
2110 RHEEM DRIVE, SUITE A • PLEASANTON, CA 94588 • PHONE (925) 462-5959 • FAX (925) 462-5958 8896 NORTH WINDING WAY • FAIR OAKS, CA 95628 • PHONE (916) 965-0010 • FAX (916) 965-0013	

Sample Monthly Report

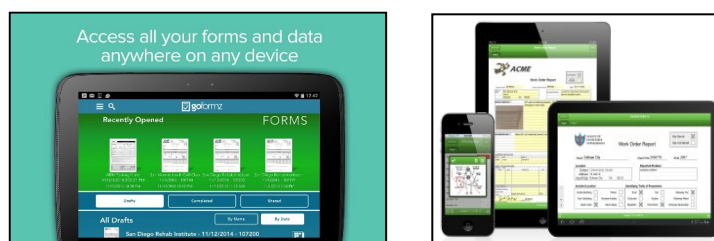
Inspection Reporting Technology

4LEAF has extensive experience working with various inspection reporting technologies, including GoFormz which 4LEAF used for all scopes of the Apple 2 Campus (~\$8 Billion), is currently using for the Encore Boston Harbor Casino (~\$2.5 Billion), San Mateo County Project Development Unit (~\$1 Billion), and at San Jose State University (~\$600 Million). GoFormz allows every piece of information collected on a project to be accessible by all staff as every inspection report is stored securely and safely in the cloud. The information can be accessed through a user's web account where any inspection report can be viewed, and reports can be run using stored project data. With GoFormz, 4LEAF inspectors are able to leave detailed notes under the inspections and observations box and instantaneously attach pictures to reports to show the items inspected. By means of an iPad, inspectors sign reports using a mobile signature block and attached pictures of the item inspected that were taken using the iPad.

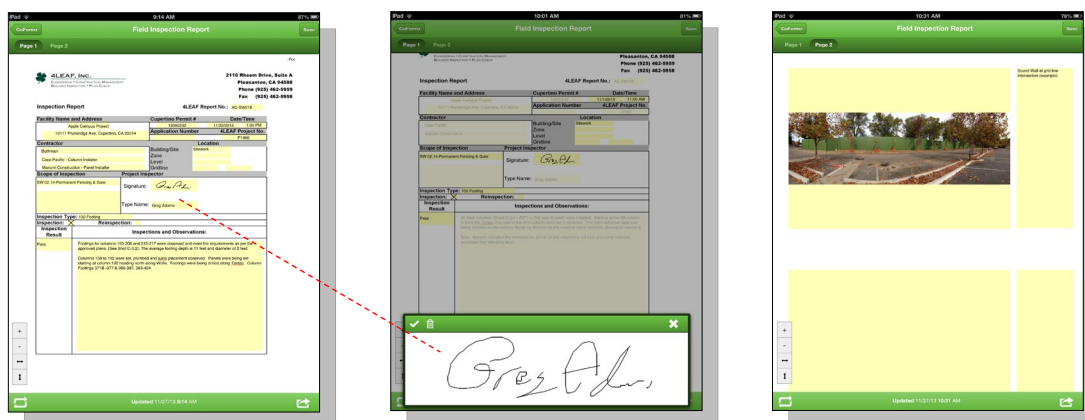


With licenses owned by the City, 4LEAF's Administration team will prepare inspection requests and inspection results documenting construction activity. In addition, 4LEAF will be able to extract information and provide detailed monthly reports detailing the construction activity. The reports will be detailed to identify contractors, subcontractors, work progress, pictures, and a detailed explanation of the field activities.

GoFormz allows every piece of information collected on a project to be accessible by all staff as every form is stored securely and safely in the Cloud. The information can be accessed through a user's web account where they can view any inspection report and run reports on project data. The information can be accessed through a user's web account where they can view any inspection report and run reports on project data.



The inspector will be able to leave detailed notes under the inspections and observations box and instantaneously attach pictures to the report to show the item inspected. The inspector will also be able to sign the report by hand on the iPad through the mobile signature block and pictures taken from the iPad are stored on the inspection document.



Certified Access Specialist (CASp) Capability

4LEAF has fifteen CASp certified professionals on staff and can easily fulfill any CASp related needs that the City of Rancho Cordova may have. We have performed CASp inspections, plan review projects, and have consulted on numerous construction projects for accessibility questions and advice. A list of all of our CASp certified professionals may be found below:



<u>CASp Certified Personnel</u>	<u>Title</u>	<u>CASp No.</u>
Michael Loomis, CASp, SE, CBO, PMP	Director of Structural Engineering	CASp-099
Marty Cooper, CASp, CBO	Building Official / Plans Examiner	CASp-128
Steve Arnold, CASp, CBO	Building Official / Inspector / Plans Examiner	CASp-215
David Rashe, CASp, CBO	Building Official / Plans Examiner / MWELO	CASp-213
Brent Hipsher, CASp, CBO	Building Official / Inspector / IOR	CASp-422
Brian Fenty, CASp, CBO	Building Official / Inspector / Plans Examiner	CASp-781
Mike Kelly, CASp, HCAI C (OSHPD C)	Building & HCAI Inspector	CASp-715
Don Salts, CASp, CBO	Building Official / Inspector	CASp-669
Howard Conroy, CASp, CBO	Building Official / Inspector	CASp-429
Steven Raney, CASp, CBO	Building Official / Inspector / Plans Examiner	CASp-519
Jay Shih, CASp, PE, CBO	Plan Review Engineer / Building Official / Inspector / Fire Plans Examiner	CASp-683
Robert Hall, CASp	Building Inspector	CASp-723
Clay Salzman, CASp, CBO	Building Official / Inspector	CASp-455
Timothy Griffith, CASp, CBO	Building Official / Inspector	CASp-1007
Rouhi El-Rabaa, CASp, PE	Senior Plan Review Engineer	CASp-973

QUALIFICATIONS TO PROVIDE
**BUILDING PLAN REVIEW
& INSPECTION SERVICES**

TO THE
CITY OF RANCHO CORONADO

SECTION 5

PROJECT EXPERIENCE



SECTION 5: CONSULTANT QUALIFICATIONS & REFERENCES

City of Folsom, CA

Plan Review, Building Inspection, and Fire Protection Services

4LEAF has been providing Community Development Services to the City of Folsom since 2010. Over our 15-year partnership, we've worked with the City to provide a wide range of services, including plan review, inspection, and fire protection services. This has enabled us to gain a strong understanding of the City's processes and procedures. 4LEAF Currently has 3-Building Inspectors providing expertise on projects for the Building Department. We also currently provide Fire Plan Review Services (Fire Sprinklers, Fire Alarms, Hood Suppression Systems, Medical Gas, Liquid Petroleum, Etc.) and Fire Inspection Services to the City's Fire Department.



FOLSOM
DISTINCTIVE BY NATURE

AC Hotel by Marriott (510 Palladio Pkwy)

4LEAF has provided plan review services for the new 84,242 sq. ft. AC Hotel in the City of Folsom. The 5-story hotel by Marriott is constructed with 4 levels of type V-A construction above one level of type I-A construction per CBC special provisions section 510. The structure has 3-hour fire-resistance horizontal assembly with 130 hotel rooms plus 8 executive units on floors 2-5. 1st floor has hotel lobby, breakfast, bar and business functions with mixed use occupant groups B, S and A. Accessory uses to the R-1 residential occupancy on floors 2-5 are guest laundry, storage, electrical and mechanical rooms.



Sutter Health – Broadstone Crossing Phase II MOB (1565 Cavitt Dr)

We have provided plan review services to assist with the Sutter Health Broadstone Crossing Phase II MOB project. Details regarding this project include:

- 106,000 sq. ft.
- 3-Story Medical Office Building – Shell & TI
- **OSHPD 3 Surgery Center & Infusion Center**
- Type II-B Construction, B Occupancy Ambulatory Care Facility, H-3 Occupancy Gas Room, and B Occupancy Clinics.



Client Name:	City of Folsom
Project Dates:	2010 - Present
Client Contact:	Allison Konwinski, SE, CBO, Chief Building Official
Client Telephone:	(916) 461-6236
Project Cost:	Varies by Project
% of Work:	Varies by Scope – All work for the above-mentioned projects were performed by 4LEAF

City of Roseville, CA

Plan Review and Inspection Services

4LEAF is contracted to provide Plan Review Services for the City of Roseville Building Department. Since 2011, 4LEAF has reviewed many production homes in various new subdivisions including Fiddymment Ranch, Westpark Village, and Foothills American Dream. Since January 01, 2022, 4LEAF has been tasked with 145+ projects for review (of which, 26 were expedites). 4LEAF is experienced in using Roseville's plan review program DigEplan and permitting software Accela. In addition, 4LEAF always accommodates when the City requests expedited reviews.



Adventist Health

Adventist Health new 275,00 Sq Ft corporate headquarters provides efficiencies and expertise through a wide variety of centralized services. These functions include financial, human capital, information technology, legal/regulatory, operations and strategy.

Project Validation: \$83,500,000

Type 1-B Occupancy: A-2/A-3/B/1



Top Golf

4LEAF worked very closely with both the City of Roseville and the design team throughout the entire review process to ensure that this unique project was completed on a tight deadline. Our team provided a comprehensive review, including that of an alternative means and materials method request, of this entertainment complex. Top Golf, Roseville is a premier entertainment destination in Roseville. Climate controlled golf hitting bays with a sports bar and restaurant.



Additional Projects

Huntington Senior Apartment and Clubhouse. A 76-unit, 10 building, \$14 million senior living project. 4LEAF reviewed all trades for this project.

Master plan reviews: Fiddymment Ranch, master plan in the Sierra Vista master plan community and plan review of homes in the Westpark Village development.

Client Name:	City of Roseville
Project Dates:	2011 - Present
Client Contact:	Mitch Raese, Building Official
Client Telephone:	(916) 774-5332
Project Cost:	Varies by Project
% of Work:	Varies by Scope – All work for the above-mentioned projects were performed by 4LEAF

City of Sacramento, CA

Plan Review Services & Inspection Services

4LEAF is one of the key consulting firms providing the City of Sacramento with Plan Review, Field Inspection, and Permit Processing services. 4LEAF has established a collaborative working relationship with the City's Community Development Department and understands the City's processes and procedures. 4LEAF has worked with the City for 10+ years and currently has 3 inspectors working full time.



Arden Gateway Village, Phase I

4LEAF recently performed the Life Safety, Accessibility, Structural, and Mechanical/Electrical/Plumbing review for phase I of the largest new apartment development in the City of Sacramento. Phase I is a \$80 M complex that develops 13 of the 21 proposed apartment buildings, consisting of a 7,500 sq. ft. community building and 405 multi-family residential units including 1-, 2-, and 3-bedroom apartment units, studio units, and 3-bedroom townhome units.



Q19 Apartments

An exciting project that 4LEAF has recently collaborated with the City on is the review of a new mixed-use building located in Sacramento's vibrant Midtown. 4LEAF performed the Life Safety, Accessibility, Structural, and Mechanical/Electrical/Plumbing reviews of this 4-story, 64,000 sq. ft. building with a valuation of \$6.6 million. 4LEAF worked closely with the City to guide the project through a phased permit and an alternative means and materials method request to bring the project to full approval on an expedited timeline.



California Family Fitness, K Street

This project is on the revitalized K Street Corridor and is a renovation of an existing unreinforced masonry building that had no as-built or drawings. The 31,000 sq. ft., 4-story, Type IIA, A-3/B occupancy building is a \$4.5 million project for which 4LEAF performed Life Safety, Accessibility, Structural, and Mechanical/Electrical/Plumbing reviews. We collaborated closely with the City's Project Manager and design team to work through some difficult design constraints which required the submittal and approval of an alternate material and methods of construction.



Client Name:	City of Sacramento
Project Dates:	2001 - Present
Client Contact:	Danial Valencia, P.E., Supervising Engineer
Client Telephone:	(916) 808- 8959
Project Cost:	Varies by Project
% of Work:	Varies by Scope – All work for the above-mentioned projects were performed by 4LEAF

City of Lathrop, CA

Building Inspection, Permit Technician and Plan Review Services

Since 2010, 4LEAF has been providing as-needed Building Department and Public Works Services for the City of Lathrop. Currently 4LEAF is providing on call Plan Review and Permit Technician. 4LEAF has also provided services within 72 hours or less for Tesla Motors Plan Review Projects and our plan review team worked directly with the Tesla design team utilizing electronic review through a BlueBeam Portal which allows for a collaborative review process.



Kraft-Heinz Foods Warehouse/Distribution Center

New construction of 649,693 square foot warehouse. 4LEAF provided the plan review services for this new warehouse.



The South Lathrop Commerce Center

At completion, consists of almost 5-million square feet of warehouse and light-industrial warehouse/distribution buildings. 4LEAF provided expedited review services consisting of 4 buildings ranging from 110,000 square feet to 921,000 square feet.



Tesla Motors Distribution Center

4LEAF worked closely with the City and Tesla Motors by providing 72-hour turnaround plan review services for the highly specialized projects within the facility.



Consolidated Treatment Facility Phase 2 Expansion

4LEAF provided CM and Inspection services for the City of Lathrop's Phase 2 Expansion of the existing Consolidated Treatment Facility (CTF). The City of Lathrop operates a 1.0 million gallons per day (MGD), GE Zenon Membrane Bio Reactor (MBR) plant that also incorporates portions of the old Crossroads Industrial Wastewater Treatment Plant by retaining the sludge handling facilities including digestion, dewatering, and drying. The City's current population is 20,000, and the City is constructing two new master-planned mixed-use communities which will double the City's population.



Client Name:	City of Lathrop
Project Dates:	2010 - Present
Client Contact:	Ed Short, Chief Building Official
Client Telephone:	(209) 941-7273
Project Cost:	Varies by Project
% of Work:	Varies by Scope – All work for the above-mentioned projects were performed by 4LEAF

County of Sonoma, CA

Plan Review and Inspection Services

4LEAF was awarded the sole source contract with the County of Sonoma to perform all operations relating to the damage caused by the 2017 Sonoma Complex fires.



Resiliency Permit Center

Following the 2017 Complex fires, which spread across ~245,000 acres and resulted in the destruction of 3,000+ residential structures in unincorporated Sonoma County alone, the County contracted with a third-party firm to establish an on-site disaster recovery center. The Resiliency Permit Center (RPC) opened in February 2018 and is currently staffed and operated by 4LEAF. The RPC is exclusively dedicated to the residential reconstruction permitting needs of unincorporated Sonoma County. The recovery center provides a full range of development services to residents, contractors, and developers in Sonoma County. 4LEAF's skilled on-site project team consists of 20+ Building and Fire Inspectors, Plans Examiners, Project Administration Staff, and an Engineering team for this **\$5+ Billion rebuilding effort**.



Services performed by 4LEAF include:

- Project management, scheduling, and support
- Permit intake and processing
- Implementation of permitting procedures
- Plan review services for compliance with environmental building, planning, septic, well, storm drainage, and engineering regulations
- On-site plan review and inspection
- Plan intake, routing, and comment return
- Community engagement



Project Highlights:

- Preapplication screening appointments conducted with applicants to streamline the permitting process
- 100% electronic record keeping program providing project submissions and updated information
- Permit application & review process with a five (5) business day maximum comment response time



Emergency Inspection Response:

In the Spring of 2019, the County of Sonoma suffered extensive flooding due the rising waters of the Russian River. 4LEAF was able to immediately dispatch 20 inspectors to inspect the damage caused to properties as a result of the flood.

Client Name:	County of Sonoma
Project Dates:	2018 - Present
Client Contact:	Tennis Wick, AICP
Client Telephone:	(707) 565-1925
Project Cost:	Varies by Project
% of Work:	Varies by Scope – All work for the above-mentioned projects were performed by 4LEAF

City of Galt, CA

Plan Review, Building Inspection, and Permit Processing Services

Since 2014, 4LEAF has been working with the City of Galt in several capacities including Plan Review, Inspection (CAsp and Building), Building Official, Permitting, and Staff Augmentation services.



On-Call Plan Check Services

4LEAF provides structural, non-structural, accessibility, and civil plan reviews for the City upon request. Our full package includes complete structural and non-structural reviews including deferred submittals for compliance with CBC, CPC, CEC, CALGreen, CAsp, and City-specific regulations and policies. Our plan review team performs these services for projects such as new commercial developments, tenant improvements, new residences, and residential additions.

Fairfield Residential & Commercial Project

4LEAF is providing the full plan review of this new development, which will fill 15.6 acres of vacant land on the northwest corner of the Carillion-Walnut intersection and comprises of 172 townhouse-style rentals and 19,266 s.f. of retail space.



Permit Processing Services

4LEAF provides permit processing and counter services at the City's offices under direction of City staff. 4LEAF Permit Technician staff are experienced and dedicated to serving the public at the Building Department counter. Duties include accepting plans for plan check, calculating permit fees, communicating with the general public and project stakeholders, preparing permit applications, and processing inspection requests.

On-Call Field Inspection Services

Inspectors perform services on projects under construction and inspect for compliance with the State of California Building, Mechanical, Plumbing, Electrical, Energy, CALGreen, and Fire codes.

Client Name:	City of Galt
Project Dates:	2014 - Present
Client Contact:	Ross Lovato, Chief Building Official
Client Telephone:	(209) 366-7200
Contact Email:	RLovato@CityofGalt.org
Project Cost:	Varies by Project
% of Work:	Varies by Scope – All work for the above-mentioned projects were performed by 4LEAF

City of Pittsburg, CA

Building Plan Review, Building Inspection, and Building Official

4LEAF provides the City of Pittsburg with third-party plan review, inspection, building official, and code enforcement services on an as-needed basis. At the request of, and as directed by the City Building Official, 4LEAF staff checks plans and specifications for compliance with the requirements of the current adopted building codes and City's Municipal Code.



4LEAF provides highly qualified plan check professionals who work under the supervision of an ICC Certified Plans Examiner or Licensed Professional Engineer (P.E.) to provide efficient, accurate and timely plan checks services with sufficient staffing to meet the City's needs. All 4LEAF staff have previous experience working for municipalities and have experience successfully managing multiple tasks, assignments, and responsibilities.

4LEAF performs review of structural, life safety, accessibility, plumbing, electrical, mechanical, energy compliance, and building code standards to ensure compliance with the adopted model codes as amended and municipal codes of the City of Pittsburg. All changes/corrections are identified, documented, and addressed prior to approval. Approved plans are stamped and signed as approved once they meet all requirements.

Services include:

- Provide highly qualified plan check professionals who will work under the supervision of an ICC Certified Plans Examiner or Licensed Professional Engineer.
- Provide efficient, accurate, and timely plan check services with sufficient staff to meet the City's needs.
- Provide staff with previous experience working for cities, be customer-service oriented, and have experience successfully managing multiple tasks, assignments, and responsibilities.
- Have the capability to conduct electronic plan review.
- Commercial and residential building plan checks will be performed by 4LEAF, as well as all plumbing, electrical, mechanical, and related plans submitted to the City by private developers or other applicable government agencies for construction and reconstruction projects.
- Check plans for compliance with California Building Codes and all applicable codes and statutes.
- All changes/corrections will be identified, documented, and addressed prior to approval.
- Stamp and sign approved plans once they meet all requirements.

Client Name:	City of Pittsburg
Client Contact:	Jordan Davis, Director of Community Development
Client Phone:	(925) 252-4015
Contact Email:	JDavis@PittsburgCA.gov
Project Dates:	2022 – Present
Project Cost:	Varies by Project
% of Work:	Varies by Scope – All work for the above-mentioned projects were performed by 4LEAF

City of Vallejo, CA

On-Call Building Inspection, Building Official, Permit Support, Planning, Plan Review, Code Enforcement

4LEAF is providing On-Call full Building & Community Development Department services for the City. We are providing on- and off-site plan review for all building codes, including architectural, structural, plumbing, mechanical, and electrical plan check. We currently staff positions including Permit Technicians, Inspectors, Plans Examiners, Planners, and Code Enforcement Officers, ensuring that all project deadlines are delivered as per the City's contract.



Scopes of work include:

- Providing on-call personnel to the Building Department including construction inspectors, building inspectors, building officials, permit technicians, on-site plans examiners/engineers, civil engineers, and code enforcement personnel.
- Providing Building and Civil Plan Review as needed.
- Provide on-call personnel to the Planning Department including Assistant Planners, Planning Technicians, Associate Planners, Senior Planners, Planning Managers, and Planning Directors.
- Reviewing plans and supporting documents submitted for projects.
- Checking for compliance with all applicable codes adopted by the City, including, but not limited to California Building, Mechanical, Plumbing, and Electrical Codes, Uniform Solar Energy Code, and any applicable adopted local amendments, State of California codes or regulations.
- Confirming building use, occupancy, and type of construction, and reviewing construction of buildings and structures to determine satisfaction of safety requirements.
- Coordinating building permit requirements and interfacing with City Departments and other agencies, including but not limited to the Public Works Department and Planning Division.
- Enforcing conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City.
- Providing special inspections by qualified inspectors and conduct investigations as directed by the City, including field and office research and the preparation of letters and/or documents.
- Preparing inspection logs, notice of violations and other documents of building and safety code violation cases for submittal to the City Attorney's office when prosecution action is necessary to obtain compliance with the above codes and regulations.
- Receiving, processing, and issuing building permits and coordinate the plan check and inspection process, including the tracking, routing and storage of building plans and the filing of building permit applications. Input information into the City's computer tracking system.

Agency Name:	City of Vallejo
Client Contact:	Kristin Pollot, Community Development Director
Client Telephone:	(707) 648-4382
Contact Email:	Kristin.Pollot@CityofVallejo.net
Project Dates:	2021 - Present
Project Cost:	Varies by Project
% of Work:	Varies by Scope – All work for the above-mentioned projects were performed by 4LEAF

City of Napa, CA

On-Call Fire Prevention Plan Review & Inspection Services

4LEAF is currently providing On-Call Fire Prevention Plan Review and Inspection services to the City of Napa. Our services include field observation, state-mandated inspections, and construction-related inspections. We are responsible for preparing daily reports, reviewing submittals, and performing other assigned duties. Our team is dedicated to ensuring all project deadlines are met in accordance with the City's contract.



Fire Services:

- Deploying a California-certified Fire Marshal for conducting fire investigations, delivering public education, and implementing Community Risk Reduction (CRR) programs.
- Ensuring the availability of at least one California-certified Fire Prevention Officer at the City office during regular business hours to interact with the public, review fire plans, and perform fire inspections.
- Reviewing plans to ensure they comply with the California Fire Code, as amended and adopted by the State of California (Title 24, Part 9 of the California Fire Code) and the City's requirements.
- Conducting plan reviews for adherence to the National Fire Codes as published by the National Fire Protection Association (NFPA), as adopted and referenced by the State of California (Title 24, Part 2 of the California Building Code; Title 24, Part 9 of the California Fire Code) and the City's requirements.
- Reviewing plans for compliance with relevant provisions regarding fire alarm systems in the National Electrical Code, as published by the National Fire Protection Association (NFPA) and adopted and amended by the State of California (Title 24, Part 3 of the California Electrical Code).
- Inspecting all new structures and modifications to existing structures to ensure they meet all State and Local requirements as specified by the California Building Code, California Fire Code, and City's requirements.
- Inspecting fixed fire suppression systems to verify that installations comply with approved plans, State requirements, local requirements, and manufacturer's specifications.
- Inspecting fire sprinkler systems to ensure that installations meet approved plans, State requirements, local requirements, and manufacturer's specifications.
- Inspecting fire alarm systems to confirm that installations align with approved plans, State requirements, local requirements, and manufacturer's specifications.
- Supporting office staff and providing counter service by responding to inquiries, returning phone calls and emails, entering correction notices and case-related comments into the City's permitting software system (EnerGov), and managing document filing and scanning following field inspections.

Agency Name:	City of Napa
Client Contact:	Greg Fortune, Fire Marshal
Client Phone:	(707) 257-9363
Client Email:	GFortune@CityofNapa.org
Dates of Services:	2024 – Present
Project Cost:	Varies by Project
% of Work:	Varies by Scope – All work for the above-mentioned projects were performed by 4LEAF

QUALIFICATIONS TO PROVIDE
**BUILDING PLAN REVIEW
& INSPECTION SERVICES**

TO THE
CITY OF RANCHO CORONADO

SECTION 6

FEE SCHEDULE



FEE SCHEDULE

FY2025-2026 FEE SCHEDULE & BASIS OF CHARGES

FOR THE CITY OF RANCHO CORDOVA

All Rates are Subject to Basis of Charges

Building

Chief Building Official	\$175/hour
Structural Plan Review Engineer	\$145/hour
Non-Structural Plans Examiner	\$124/hour
Certified Access Specialist (CASp) Inspector	\$140/hour
Certified Access Specialist (CASp) Plans Examiner	\$140/hour
Senior Combination Building Inspector (Building Inspector III)	\$130/hour
Commercial Building Inspector (Building Inspector II)	\$115/hour
Residential Building Inspector (Building Inspector I).....	\$100/hour
Permit Manager.....	\$108/hour
Senior Permit Technician/Senior Project Specialist	\$90/hour
Permit Technician.....	\$85/hour
Clerk/Administrator.....	\$70/hour
Civil Plan Review (Grading, Improvement Plans)	\$175/hour
Supervising Inspector of Record.....	\$175/hour
Inspector of Record	\$145/hour

Code Enforcement

Code Enforcement Director.....	\$180/hour
Code Enforcement Manager	\$145/hour
Senior Code Enforcement Officer.....	\$118/hour
Code Enforcement Officer II	\$111/hour
Code Enforcement Officer I.....	\$105/hour
Code Enforcement Officer.....	\$101/hour
Housing Inspector.....	\$95/hour
Hearing Officer	\$150/hour

Fire

Fire Protection Engineer (FPE).....	\$201/hour
Fire Prevention Officer	\$101/hour
Fire Plans Examiner	\$170/hour
Fire Inspector II.....	\$124/hour
Fire Inspector I.....	\$113/hour

Planning

Housing Policy Director	\$225/hour
Planning Director	\$205/hour
Principal/Planning Manager	\$175/hour
Senior Planner	\$155/hour
Associate Planner	\$129/hour
Assistant Planner	\$113/hour
Planning Technician	\$81/hour

Project Management

Project Manager	\$175/hour
Principal-in-Charge	\$250/hour

Engineering, Public Works Inspection, & Construction Management (Prevailing Wage)

Civil Plan Review (Grading, Improvement Plans)	\$170/hour
Traffic Engineer.....	\$230/hour
Construction Manager.....	\$180/hour
Certified Access Specialist (CAsp) Inspector (Regular time)	\$169/hour
Certified Access Specialist (CAsp) Plans Examiner	\$180/hour
Public Works Inspector (Regular Time)	\$162/hour
Public Works Inspector Apprentice	\$99/hour
Public Works Plans Examiner	\$145/hour

BASIS OF CHARGES

Plan Review Package “A” Complete structural and nonstructural commercial building plan review including CBC, CMC, CPC, CEC (California Electrical Code), California Energy Code (California Energy Efficiency Standards), and City specific regulations and policies.	58%
Plan Review Package “B” Complete nonstructural commercial building plan review including CBC, CMC, CPC, CEC (California Electrical Code), California Energy Code (California Energy Efficiency Standards), and City specific regulations and policies.	38%
Plan Review Package “C” Complete structural commercial building plan review including CBC and City specific regulations and policies.	38%
Plan Review Package “D” Complete residential building plan review including structural and nonstructural CBC, CMC, CPC, CEC (California Electrical Code), California Energy Code (California Energy Efficiency Standards), and City specific regulations and policies.	54%
Plan Review Package “E” Complete structural residential building plan review including CBC and City specific regulations and policies.	38%
Plan Review Package “F” Hourly fee for nonstructural plan review services.	\$124/hr
Plan Review Package “G” Hourly fee for structural plan review services.	\$145/hr
Plan Review Package “H” Hourly fee for commercial building inspection services covering building, plumbing, mechanical and electrical trades.	See Page 1 of this section for Breakdown of Inspection Rates
Plan Review Package “I” Hourly fee for residential building inspections covering building, plumbing, mechanical and electrical trades.	See Page 1 of this section for Breakdown of Inspection Rates
Plan Review Package “J” Hourly fee for in-house permit processing services.	\$145/hr
Other Services Offered	See Page 1 of this section for Rates of Other Services Offered

BASIS OF CHARGES

Rates are inclusive of “tools of the trade” such as forms, telephones, and consumables.

- All invoicing will be submitted monthly.
- Staff Augmentation work (excluding plan review) is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments.
- Most plan reviews will be done in 10 business days or less and 5 business days or less for re-checks. This is not inclusive of holidays or the day of the pick-up of plans.
- Expedited reviews will be billed at 1.5x the plan review fee listed in the fee schedule. Return time will be within seven (7) days of receipt of the plans from the City.
- Plan review of deferred submittals & revisions will be billed at the hourly rates listed.
- All plan review services will be subject to a \$308.00 minimum fee if percentage-based fee or 2-hour minimum charge if hourly rates apply.
- Larger complex plan reviews can be negotiated to achieve the best possible pricing.
- All plan review services will be subject to 2-hour minimum fee.
- All plan review services are billed on a percentage basis and includes the initial review and 2 rechecks.
 - Plan reviews will be billed on an hourly basis only after the initial review and 2 rechecks unless otherwise agreed upon on a case-by-case basis.
 - Fire and Civil Reviews are billed on an hourly basis and are not included in our plan review percentage.
- 4LEAF assumes that these rates reflect the FY2025-2026 contract period. There will be a 3% escalation for FY2026-2027, FY2027-2028, etc.
- Overtime and Premium time will be charged as follows:

- Regular time (work begun after 5AM or before 4PM)	1 x hourly rate
- Nighttime (work begun after 4PM or before 5AM)	1.125 x hourly rate
- Overtime (over 8-hour M-F or Saturdays)	1.5 x hourly rate
- Overtime (over 8 hours Sat or 1 st 8-hour Sun)	2 x hourly rate
- Overtime (over 8 hours Sun or Holidays)	3 x hourly rate
- Overtime will only be billed with prior authorization of the Director or other designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Mileage driven during the course of Inspections will be charged at IRS rate plus 20%.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF's liability will be limited to the value of services provided.
- In accordance with California's Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF's non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.

BASIS OF CHARGES – PREVAILING WAGE

- Rates shown assume the projects will require compliance with California Prevailing Wage rate requirements and assumes the Client will be filing a PWC-100 Form to the California Department of Industrial Relations (DIR) for the projects.
- Rates for prevailing wage categories are subject to annual escalations in accordance with the bi-annual wage determinations from the California DIR.
- Per the new requirements being enforced under SB 854 and because it is assumed that a PWC-100 Form will be filed by the Client to the CA DIR for each project, 4LEAF is required to notify an authorized Apprenticeship Committee through submittal of a DAS-140 form. We are then required to make an official request to an authorized Apprenticeship Committee for an apprentice by submitting a DAS-142 form. We are not assured the apprenticeship committee will be able to provide a suitable / qualified apprentice for the project. Per the apprenticeship requirements, the hours worked by the apprentice must be in a ratio of 1:5 for apprentice to journeyman hours. 4LEAF will not know the labor classification of the Public Works Apprentice until an Apprentice is dispatched to the site; therefore, the rates for the five Periods listed under the California DIR's Wage determination for Building Construction Inspector were used to determine the range of hourly rates for Public Works Inspector Apprentice.
- Pre-approved Overtime and Premium hours for labor categories subject to Prevailing Wage requirements will be charged per the following:

- <i>Nighttime (work begun after 4PM or before 5AM)</i>	<i>1.125 x hourly rate</i>
- <i>Overtime (over 8 hour M-F or Saturdays)</i>	<i>1.5 x hourly rate</i>
- <i>Overtime (over 8 hours Sat or 1st 8 hour Sun)</i>	<i>2 x hourly rate</i>
- <i>Overtime (over 8 hours Sun or Holidays)</i>	<i>3 x hourly rate</i>
- All invoicing will be submitted monthly.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Project-related mileage for inspections will be billed at the allowable IRS Rate.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF's liability will be limited to the value of services provided.
- In accordance with California's Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF's non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.

QUALIFICATIONS TO PROVIDE
**BUILDING PLAN REVIEW
& INSPECTION SERVICES**
TO THE
CITY OF RANCHO CORONADO

APPENDIX



Experience

40 years

Education

California Polytechnic State University
San Luis Obispo, CA –
B.S. Architectural Design

Certifications

California Registered Civil Engineer
License # 58139

Professional Affiliations

ICC – International Code Council

Structural Engineers of Northern
California

Experience Summary

Joe has more than 40 years of experience with both structural design and code compliance for large-scale projects as well as being a **Project Manager** on collaborative code review and building design projects. While leading the Plan Review Staff of more than 45 at the City of Sacramento, Joe had oversight of large public and private developments. These projects included the \$10 Million renovation of Sacramento's Historic City Hall; and high-rise buildings including the \$650 Million, 53-story, Towers Building on Capitola Mall; and the \$138 Million, 39-story Aura Residential Towers. Having worked for 4LEAF for over 7-years, Joe has been the Project Manager for major projects for the Judicial Council of California - Administrative Office of the Courts, the City of Cupertino - Main Street Cupertino, for Stanislaus County - Capital Improvement Projects, and the County of Alameda-Ashland Youth Center.

Select Work Experience**4LEAF, Inc.****Senior Engineer / Senior Project Manager**

For nearly eight years, Joe has been responsible for the management of 4LEAF's plan review operation. Joe has crafted and managed a team of highly successful engineers and MEP staff of more than 20 personnel to work with numerous local clients including the City of Sacramento, City of Folsom, City of Roseville, City of Galt, Aerojet, and numerous Cities and Counties throughout the Central Valley, East Bay Area, and South Bay Area. Joe has worked on and managed a number of high-profile projects including:

- Calaveras County Jail (\$68 Million)
- Tuolumne County Jail (\$30 Million)
- Main Street Cupertino (\$300 Million)
- Administrative Office of the Courts (\$300 Million)

Private Consulting Firm, Sacramento, CA**Director of Plan Review**

Joe was responsible for supervising commercial and residential plan review staff on various projects working for developers and various building departments. Among Joe's responsibilities included preparation and administration of division's budget, consulting with developers, architects, and engineers, and communicating the life-safety & structural building codes.

Pacific Engineering***Principal Engineer***

Joe managed his own firm and supervised staff during the production of steel fabrication drawings. Joe was responsible for providing structural engineering calculations to support the fabrication division and would consult with developers, contractors, architects, and engineers. His duties also included estimating the materials necessary and steel fabrication costs.

City of Sacramento – Development Services Department***Supervising Engineer***

Joe was responsible for supervising the commercial and residential plan review staff on projects needing permits in the City of Sacramento. Joe's responsibilities included preparation and administration of division's budget, consulting with developers, architects, and engineers, and communicating the life-safety building codes. He also served as a plan reviewer for mid-rise structural projects, seismic retrofits of existing buildings using the State Historic Building Code and FEMA documents, and had reviewed various apartments and mixed use projects for the Life Safety provisions of the California Building Codes.

County of Sacramento***Associate Engineer***

Joe provided his expertise in the building design industry providing structural plan review of commercial and residential buildings. These projects included 2 to 3 story apartments, commercial, residential, and Sacramento County Construction projects.

Buehler & Buehler Structural Engineers, Inc.***Associate Engineer***

Joe provided his structural design experience for various projects throughout the Sacramento Region. He has extensive knowledge of the building codes and FEMA documents necessary to design structures. His design experience included the retrofitting of unreinforced masonry buildings, education facilities, healthcare facilities, commercial and residential facilities and parking structures. His experience included structures designed of timber, masonry, concrete, steel mid-rise construction and post tension concrete.

Orland Police Headquarters***Senior Plans Examiner***

Existing Historic Building in Orland, California, a 92,000 square foot public safety building, type VB construction, fully sprinklered. Existing reinforced concrete moment frame arches with concrete shearwalls. Project was designed using the 2007 Historic Building Code and the 2007 California Building Code.

Seismic Evaluation and Upgrade**Ruhstaller Building, Sacramento, CA*****Supervising Engineer***

An early Historic 4600 square foot URM with mezzanine strengthened to meet the "collapse-prevention" performance objective defined in FEMA 310. The lateral system consisted of URM bearing/shearwalls supported by unreinforced brick and concrete footings.

Experience

20+ years

Education

Bachelor of Science, Economics, 2000
Sonoma State University

Industry Affiliations

International Code Council (ICC)
CALBO
CBOAC
APWA

Experience Summary

Craig has overseen 4LEAF's Development Services team for the past 20 years. Among Craig's responsibilities include the day-to-day contact with many of 4LEAF's clients in the Building & Fire Life Safety, Engineering, Construction Management, and Plan Check industries. **Craig has successfully managed a multitude of inspection projects ranging from \$1 million to \$6 Billion.** Craig also manages numerous Building, Fire, and Code Enforcement clients and is responsible for recruiting, qualifying, and placing staff throughout the organization.

Select Project Experience**4LEAF, Inc. – Apple Campus 2 Project****Executive Project Manager****City of Cupertino, CA**

Craig was responsible for consultant building department services to the City of Cupertino Building Department on behalf of 4LEAF. Services include on-site plan review engineering, permitting, plan review, and project inspection services. Craig is the Consultant Project Manager for the **\$6 Billion Apple Campus**

2. Craig was responsible for hiring, placement, and supervision of a project team that will reach more than 20 personnel. This project construction spanned nearly 180 acres and approximately 4 million Sq. Ft. of construction. The campus will include a 2.8 Million Sq. Ft. Main Building with subterranean parking, Corporate Fitness Center, Corporate Auditorium, two above grade Parking Structures, Central Utility Plant, and 600,000 Sq. Ft. of Research and Development Buildings.

**4LEAF, Inc. – Encore Boston Harbor Project****Inspection Services Project Manager****City of Everett, MA**

Craig was the Inspection Services Project Manager for the new \$2.4 Billion Wynn Casino Development in Everett, Massachusetts. The project highlights include:

- Luxury Hotel (629 Rooms)
- Gaming Area
- Retail Space, Gym/Spa
- Food & Beverage Outlets
- Convention & Meeting Space
- Parking Garage



4LEAF, Inc. – County of San Mateo’s Project Development Unit (PDU)**Executive Project Manager****Redwood City, CA**

Craig is responsible for this \$1.2 billion program consisting of up to 18 projects over the course of more than five years. 4LEAF is responsible for the combination building inspections, fire inspections, fire plan checks, and inspection reports related to all projects. 4LEAF is currently performing Plan Check and Inspector of Record services for multiple projects on behalf of the County of San Mateo’s Project Development Unit, including the new **\$150 Million County Office Building III**, and the **\$128 Million Cordilleras Health Campus**.

**4LEAF, Inc. – Building Department Management / Inspection Services****Project Manager****Pleasanton, CA**

Craig is currently the Building Department and Code Enforcement Manager on behalf of 4LEAF. Craig is responsible for all staff augmentation assignments performed for clientele including building official, building inspection, permit technicians/counter services, code enforcement, etc. Craig is responsible for recruiting and placing all building department staff as well as the pick-up and delivery and assignment of plan reviews to appropriate engineers and certified staff. Craig manages including:

- ◆ City of Cupertino Building Department
- ◆ City of Palo Alto Building Department
- ◆ City of Saratoga Building Department
- ◆ City of Sunnyvale Building Department
- ◆ City of Seaside Building Department
- ◆ City of Hollister Building Department
- ◆ City of Dublin Building Department
- ◆ County of Santa Clara Building Department
- ◆ County of Santa Clara, Facilities & Fleet
- ◆ County of Monterey Building Department
- ◆ County of San Benito Building Department
- ◆ County of Alameda, Capital Projects

4LEAF, Inc. – Various Universities and Community College Districts**Project Manager**

Craig has managed multiple consultant agreements with the California State School System, University of California, and Community College Districts. These contracts include Construction Management and Inspector of Record services for both On-Call agreements and project specific assignments. Our University clientele includes:

- San Jose State University
- Cal Poly San Luis Obispo
- California State University, Dominguez Hills
- California State University, Stanislaus
- University of California, Merced
- University of California, Santa Barbara
- University of California, San Francisco
- University of California, Davis
- Stanford University School of Medicine
- Stanford University Facilities Department

Experience

28+ years

Education

MS, Structural Engineering, Santa Clara University, 2022

BS, Civil Engineering, Santa Clara University, 2022

Additional Coursework: Stanford University, San Jose State University, De Anza College, Foothill College, Skyline College, Monterey Peninsula College, CalPoly San Luis Obispo

Registrations

CA & NV Registered Structural Engineer

CA, TX & FL Registered Civil Engineer

NY Registered Professional Engineer

Certifications

ICC Certified Building Official

ICC California Building Plans Examiner

ICC CALGreen Plans Examiner

ICC Accessibility Inspector/Plans Examiner

ICC California Residential Building Inspector

ICC California Commercial Building Inspector

ICC Building Inspector

ICC Plumbing Inspector

ICC CA Residential Plumbing Inspector

ICC CA Commercial Plumbing Inspector

Certified Access Specialist, CASp

SAP Evaluator (CalOES)

Teaching and Accomplishments

"Accessibility in the Public Right-of-Way"
CASI Central, Volume #8, Summer 2019

Adjunct Lecturer (Earthquake Engineering, Timber Design, Strength of Materials)
Santa Clara University, Department of Civil Engineering 2008 - 2017

Instructor (various topics) CALBO & ICC
2010 - 2021

Experience Summary

With more than 28 years of expertise in the industry, Michael has an excellent working knowledge of all types of construction, including architectural, structural, electrical, mechanical, and plumbing. Michael is extremely committed and has shown dedication by obtaining multiple certifications through the International Code Council (ICC), and is a Certified Access Specialist, (CASp).

Michael has experience managing and overseeing the continual operations of the Building Department and has served as the Building Official for the cities of Salinas, Gonzales, and the Town of Woodside. Michael is an adaptable leader that quickly identifies departmental issues and solves them by utilizing his ample experience. He prides himself on his ability to solve problems and react well under pressure, while maintaining the effectiveness of his team.

Michael is a Registered Professional Structural Engineer in the states of California and Nevada and is a Registered Professional Civil Engineer in California, Texas, and Florida.

Select Professional Experience**4LEAF, Inc.****Director of Structural Engineering****2024 – Present**

Michael is 4LEAF's Director of Structural Engineering for 4LEAF. Michael manages a large area of 4LEAF including the Silicon Valley and Monterey Areas and is responsible for the management of 4LEAF's nationwide technical plan reviews. Michael also performs critical commercial reviews on behalf of 4LEAF. In addition, Michael leads the firm in Plan Review recruitment and training to help bolster 4LEAF's team as well as additional contributions to the Building and Safety industry. Michael is a key contributor to our page-turn sessions for complex projects for Cities, Counties, Universities, and other Large Government agencies such as laboratories, when assigned.

ABS Consulting, Houston, Texas**Director of Engineering, Natural Hazards****2023**

- Oversaw technical staff evaluating, monitoring, and mitigating risk from natural hazard events. Staff included engineers, meteorologists, computer programmers and support staff.
- Managed budget for approximately \$3.5 million service line. Reduced operating expenses by approximately 10% in the first 12 months.
- Business development and marketing, including developing new service offerings through collaboration with other departments.
- Changed leadership during reorganization. Mentorship of emerging leaders.
- Collaborated with other directors on resource allocation, development of fees and cross-promoting services.
- Hired, trained, reassigned, and addressed redundancies among staff as needed based on team requirements and market conditions.

CSG Consultants, Inc., Foster City, California**Building Services Manager, Building Official, Senior Principal Structural Engineer****2008 – 2023**

- Chief Building Official, City of Salinas, City of Gonzales, Town of Woodside. Designated building official as needed for multiple additional jurisdictions.
- Assisted jurisdictions on interpreting and implementing laws and code changes.
- Acted as owner's representative and subject matter expert for design-build and design-bid-build projects at public agencies, performing code analysis and interpretation, value engineering, and technical peer review of complexes for multi-phase projects.
- Oversaw building plan review services for the Northern California Region. The annual department revenue was approximately \$6 million including processing almost 2,000 submittals per month. Managed a multidisciplinary team of over 25 staff with 6 direct reports located in 4 regional offices as well as remote workers.
- Set quality standards and ensured accuracy of code and legal interpretations company wide.
- Interfaced with other internal departments regarding resource allocation, proposal writing, and marketing.
- Responded to RFPs and RFQs. Set project budgets and identified project team. Attended interviews for potential jobs.
- Program manager and project manager over dozens of contracts. Managed cross-disciplinary contracts. Ensured project delivery from each service line. Negotiated budgets and scheduled across services lines.
- Worked closely with public agencies to study and resolve complex code issues related to structural design, disabled access, egress, and other critical building systems.
- Multi-discipline plan review for thousands of projects located throughout California.
- Performed site inspections to verify compliance with approved design. Worked with the design team and contractors to develop solutions to field conditions.

GPLA, Inc, Santa Clara, California**Associate / Production Manager****2004 – 2008**

- Coordinated workload throughout the organization to meet client expectations.
- Managed a growing team of engineers and technical staff on a wide variety of projects in almost

every region of the country.

- Hired and trained new staff, developed client relationships, issued proposals, and maintained budgets.
- Traveled throughout the county representing the company at project sites, client offices, and at public agencies.
- Worked with the federal government on designs incorporating anti-terrorism and progressive collapse requirements.
- Performed structural design and drafting.

Peoples Associates Structural Engineers, Milpitas, California**Project Engineer****1997 – 2004**

- Responsible for the design of hundreds of projects in Northern California.
- Specialized in multi-family light-frame construction, seismic retrofit/rehabilitation, and industrial projects.
- Developed project budgets and schedules. Issued proposals.
- Worked with AHJ, architects, and contractors to drive project success.
- Managed assistant engineers and drafters.
- Addressed field issues and change orders from active construction sites.

Experience

9+ Years

Skills

Data Entry
Quickbooks
Microsoft Office
Inventory Management

Education

AA Business Administration
Las Positas College

Experience Summary

Vanessa is a highly organized Plan Review Coordinator Manager with years of experience in management, recordkeeping, and data auditing. Her background in customer service prepared her to effectively serve the public's needs at the Building Department counter, and her excellent interpersonal skills heighten her capacity to build rapport with clients. Vanessa is proficient in the analysis and interpretation of data, which contributes to her ability to explain rules and regulations to permit applicants clearly and concisely. Vanessa has a remarkable drive to excel, and she routinely offers motivation and support to colleagues who need extra encouragement.

Select Professional Experience**4LEAF Inc.****Plan Review Coordinator Manager****2021 – Present**

Vanessa is a dedicated team member who demonstrates natural leadership qualities in her position as Permitting Manager. She helps operate and maintain Building Departments by assisting customers, reviewing applications and plan submittals, collaborating with other departments and agencies, handling fees, and scheduling inspections. Her responsibilities as Permitting Manager includes:

- Issuing and tracking permits throughout the course of the permitting process.
- Managing incoming and outgoing calls and obtaining appropriate permits for construction a variety of construction projects.
- Assisting applicants throughout the permit application process by answering questions, addressing concerns, and providing guidance.
- Coordinating and scheduling appointments for project inspections.
- Filing blueprints, permits, drawings, and other physical documents in addition to managing, retrieving, organizing, recording, and preserving data electronically.
- Collaborating with designers to develop handouts and other informational material for clients.
- Examining plans, blueprints, and other documents to verify accuracy and completeness according to the build code and assisting building inspectors.
- Serving as a liaison between the public and community development.
- Creating permit files and distributing applications for review, updating, and maintaining permitting records, tracking, and reporting on permit activity, and determining and collecting permit fees.

The North Face - CA**Stock Supervisor****2019 - 2021**

- Achieved store sales goals by ensuring associates delivered brand standards, exceptional customer service, and utilized their selling model.
- Provided administrative support and participated in business operations.
- Collaborated with the management team to compose forecasts of sales goals and subsequent courses of action.
- Assessed payroll and made necessary budgeting adjustments.

The North Face - CA**Sales Supervisor****2017 - 2019**

- Contributed to the achievement of target shrink percentage.
- Audited business operations according to company standards and devised methods to improve company productivity.
- Implemented training and accountability tools to better support brand standards.
- Followed process protocols, investigated in-transit units to verify receipt and tracked and reported missing units.

V & D Jewelry - CA**Bookkeeper****2016 - 2018**

- Recorded transactions and transferred translated data into Quickbooks.
- Provided financial statements upon request and/or regularly scheduled posts.
- Tracked fixed and current expenses and maintained daily records.
- Restructured inventory processes, subsequently improving overall business performance.
- Monitored inventory levels and ensured that the needs of the business were satisfied.

Experience

38+ years

Education

A.A. Business, Skyline College

Skills

Microsoft Office
Customer Service
Communication
Bookkeeping

Languages

English
German
Spanish

Experience Summary

Gabriela is an experienced Administrative Assistant and Permit Technician with excellent management and organizational skills. She possesses proficient interpersonal communication skills that allow her to seamlessly integrate into any work environment. Gabriela has additional experience in facilities management and office administration that she uses to creatively address problems with efficient solutions. With her years of quality experience and highly capable interpersonal communication skills, Gabriela is an asset to any project or team that is in need of permit technician or administrative services.

Select Professional Experience**4LEAF Inc.****Permit Technician / Administrative Assistant****2010 – Present**

Gabriela currently performs a wide variety of technical and clerical duties to support Building Departments by assisting customers, reviewing applications and plan submittals, collaborating with other departments and agencies, handling fees, and scheduling inspections. She has spent the past several years performing administrative services for the City of Rancho Cordova. Her responsibilities as a Permit Technician and Administrative Assistant include:

- Issuing and tracking permits throughout the course of the permitting process.
- Managing incoming and outgoing calls and obtaining appropriate permits for construction a variety of construction projects.
- Assisting applicants throughout the permit application process by answering questions, addressing concerns, and providing guidance.
- Coordinating and scheduling appointments for project inspections.
- Filing blueprints, permits, drawings, and other physical documents in addition to managing, retrieving, organizing, recording, and preserving data electronically.
- Collaborating with designers to develop handouts and other informational material for clients.
- Examining plans, blueprints, and other documents to verify accuracy and completeness according to the build code and assisting building inspectors.
- Creating permit files and distributing applications for review, updating, and maintaining permitting records, tracking, and reporting on permit activity, and determining and collecting permit fees.

Experience

26+ years

Education

B.S., Civil Engineering
University of California, Irvine

Certifications

CA Registered Civil Engineer
License # 59091
NV Registered Civil Engineer
License # 019922
ICC, Building Plans Examiner

Professional Affiliations

ICC – International Code Council
Structural Engineers of Northern
California (SEAOC)
ASCE

Experience Summary

Scott has more than 26 years of engineering experience and has performed a multitude of plan reviews for many different disciplines including OSHPD 3, DSA Projects, and various municipal reviews for clients throughout California. Scott's day-to-day activities include the review of plans submitted to local jurisdictions, creation and submission of plan check letters, and constant communication with all project stakeholders.

In addition, Scott is often tasked with the education of building code to applicants. He is instrumental in establishing the new templates for all new clients to establish the municipal preferences for commercial and residential plan check and makes an asset to any team, project, and jurisdiction he is assigned.

Select Professional Experience**4LEAF, Inc.****Plan Review Engineer/Quality Control Manager****2014 - Present**

Since 2014, Scott has been 4LEAF's Senior Plan Check Engineer with a focus on Structural review. Scott has worked on a plethora of 4LEAF's largest commercial reviews. Currently, Scott reviewed the Zuckerberg Chen School for the City of East Palo Alto, several large Commercial Projects for the County of San Mateo's Project Development Unit including a \$120 Million Medical Office Building, two large County facility buildings, and several large reviews for the University of California, Santa Barbara including the \$1.5 Billion Munger Hall Project. In addition, Scott is 4LEAF's Lead Quality Control Plan Review Manager where he is responsible for the final reviews of all outgoing projects. Scott also regularly trains 4LEAF personnel (Engineers and non-structural) on various plan review guidelines and code updates.

4LEAF, Inc. (City of Palo Alto)**Structural Plan Check Engineer****2012 - 2013**

Starting in December of 2013, Scott accepted a position to perform and manage plan reviews in the Central Valley and Central Coast for many of 4LEAF's clientele. Since 2012, Scott has worked for 4LEAF as a structural plan review engineer and was tasked to the City of Palo Alto where he was often assigned to work with the public and architects to answer building code related questions and to provide excellent customer service. In addition, Scott performed many large-scale plan reviews for the City including:

- Workday Campus (6 Stories) - \$50 Million
- Stanford Medical Center (6 Stories) - \$32 Million
- VMWare HTE Tenant Improvement - \$25 Million
- Hilton Hotel and Underground Parking - \$18 Million
- VMWare Parking Structure 2 - \$14 Million
- Stanford Hospital Site Development - \$13 Million
- 260 California (3 Story mixed-use & underground parking) - \$10 M
- Thermal Vacuum Chamber - \$9.7 Million
- VMWare Parking Structure (4 Levels) - \$6.8 Million
- 4-Story Tenant Improvement for Survey Monkey - \$6.1 Million

Willdan Engineering – Fresno, CA

Structural Plan Check Engineer

2007 - 2010

Scott performed structural plan reviews on behalf of Willdan Engineering for numerous jurisdictions throughout California. Scott was tasked with the plan review, creation of the plan check letter, communicating with project stakeholders, and educating the applicants on current building codes and standards. Some of Scott's projects included:

- CSU Humboldt Student Center Expansion; Arcata, CA
- Park Place: Res/Office/Retail over Parking; Paso Robles, CA
- CalRENEW-1 Solar Power Farm; Mendota, CA
- City of Winters Police/Fire Complex; Winters, CA
- UC Davis Hyatt Place Hotel; Davis, CA

Advanced Structural Design, Inc. – Fresno, CA

Project Engineer

1998 - 2007

Scott was a Project Engineer for nearly ten years with Advanced Structural Design out of Fresno. Scott was responsible for engineering design, drafting (AutoCAD & hand), shop drawing review, and coordination with clients.

- Mt. Whitney Classroom Buildings; Visalia CA (DSA #02-107633)
- Plumber's Union Expansion; Fresno, CA
- Oak Valley New Admin; Tulare Co., CA
- Paul Evert's RV Expansion and New Canopies; Fresno, CA
- Grizzlies Stadium; Fresno, CA

Experience

16 + years

Education

B.S., Structural Engineering
University of California, San Diego
M.S., Civil & Environmental Engin.
University of California, Davis

Registrations

CA Licensed Professional Engineer,
Structural (#5677)
CA Licensed Professional Engineer,
Civil (#72245)

Computer Applications

ETABS
SAP
SAFE
RAM
Revit
Bluebeam
Adobe
Excel

Experience Summary

Melissa is a Registered Structural Engineer in the State of California with more than 16 years of industry experience including more than 10 years of design experience. Melissa is currently managing all plan reviews from our UC Davis client as well as performing Structural Plan Reviews from 4LEAF's Fair Oaks office. She also provides technical guidance to plan reviews and is experienced with a wide array of project and construction types.

Select Professional Experience**4LEAF, Inc.****Structural Plan Review Engineer****2016 – Present**

Melissa is responsible for coordinating and managing all plan reviews from 4LEAF for the client UC Davis, including meeting with key personnel when needed. She is also performing Structural Plan Reviews in 4LEAF's Fair Oaks office for various clientele including such cities as Sacramento, Rocklin, Folsom, Roseville, Stockton, and numerous private clients as assigned. Her most recent assignment is providing Structural Plan Review services for Stanford Linear Accelerator (SLAC).

Buehler & Buehler Structural Engineers**Project Engineer****2005 – 2016**

For more than 10 years, Melissa worked as a Project Engineer with this prestigious Design Firm located in Sacramento, CA. She was responsible for managing and designing structural projects using all building materials (steel, concrete, masonry, and wood) and evaluating and retrofitting existing buildings. Melissa routinely collaborated with AMEP consultants on DBB and DB projects using BIM. She also practiced LEAN construction techniques that included pull planning and ISD. In addition, she performed construction administration tasks that include submittal review, RFI response, site visits, field reports, record drawings, etc. as well as managed the new employee training program. Melissa's projects included Commercial, Residential, Schools, Hospitals, and Government Facilities

Experience

30+ years

Education

AA, Business Administration

Certifications

HCAI (OSHPD) A20879
 CalOES Safety Assessment Inspector
 ICC Fire Inspector II
 ICC Accessibility Inspector/Plans Examiner
 ICC Building Inspector
 ICC Building Plans Examiner
 ICC Combination Inspector
 ICC California Commercial Building
 ICC California Commercial Combination
 ICC California Commercial Electrical
 ICC California Commercial Mechanical
 ICC California Commercial Plumbing
 ICC Tall Mass Timber Buildings
 ICC Residential Building Inspector
 ICC California Residential Electrical
 ICC California Residential Mechanical
 ICC California Residential Plumbing
 ICC Certified Building Code Official
 ICC Certified Building Official
 ICC California Combination Inspector
 ICC Combination Inspector - Legacy
 ICC Commercial Combination Inspector
 ICC Electrical Inspector
 ICC Mechanical Inspector
 ICC Mechanical Inspector UMC
 ICC Plumbing Inspector
 ICC Plumbing Inspector UPC
 ICC California Building Plans Examiner
 ICC Building Code Specialist
 ICC California Residential Building
 ICC California Residential Combination
 Heartsaver AED-CPR

Professional Affiliations

International Code Council
 Southern Nevada Building Officials
 Association / World Building Officials
 Association-International Code Council
 Served on committees for Las Vegas Area
 Building and Fire Departments to
 amend and adopt the International
 Building Codes

Experience Summary

Christopher Fowler has more than 30 years of senior-level commercial construction project management experience, with special emphasis on LEED educational and governmental buildings. He has extensive knowledge of and experience applying, implementing, and enforcing the International Building Codes. Chris has complete understanding and proficiency with all major construction methods and procedures including hands-on management experience as both a general and subcontractor representative and overseer. He has provided nearly 15 years of educational training programs in coordination with the ICC for college curriculums.

Chris has ready knowledge of local, state, and federal codes and ordinances such as ICC, UMC, UPC, NFPA, NEC, OSHA, ADA, and health regulations. Chris has completed several billion-dollar construction projects including:

- Apple Park: \$6 Billion
- VMware Corporate Campus: \$1.3 Billion
- Correctional Healthcare Care Facility (OSHPD): \$1.2 Billion
- San Mateo County PDU Program (OSHPD included) \$1.1 Billion

Select Project Experience**4LEAF, Inc.****San Mateo County Project Development Unit (PDU)*****Lead Inspector of Record***

Chris is currently the Lead Inspector of Record managing the on-site operations of the Project Team with 4LEAF, Inc. The construction includes a **\$1.1 Billion** program spanning 18 projects over a nine-year period. To date, 4LEAF has completed or is completing the following:

- San Mateo Medical Center (with OSHPD components)
- Cordilleras
- County Office Building 3
- Skylonda Fire Station
- Navigation Center

4LEAF, Inc.**Apple Park (City of Cupertino)*****Lead Inspector of Record***

Chris was the Lead Project Inspector of Record managing the on-site operations of the Project Team with 4LEAF, Inc. for this **\$6 Billion** project that had an inspection team of up to 23 personnel. The construction spans nearly 180 acres and approximately 4 million Sq. Ft. of construction. The campus includes a 2.8 Million Sq. Ft. Main Building with subterranean



parking, Corporate Fitness Center, Corporate Auditorium, two above grade Parking Structures, Central Utility Plant, and 600,000 Sq. Ft. of Research and Development Buildings. Chris was responsible for the coordination of inspections as well as the final approvals on behalf of the Authority Having Jurisdiction. Chris routinely packaged milestones for the City's Chief Building Official for approval.

California Health Care Facility, Stockton, CA***Senior Inspector of Record***

Chris served as the Senior OSHPD Inspector of Record for the **\$1.2 Billion** and 1.2 million square foot correctional healthcare facility on a 144-acre site. The CHCF-Stockton project provides sub-acute medical and mental health care to approximately 2,870 inmate patients of all security levels. Responsibilities included inspection of civil, ADA compliance, structural, mechanical, pumps, pipelines, plumbing, electrical, fire alarm, fire sprinkler, and site work.

**Arab Emirates, Department of Municipal Affairs of Abu Dhabi, United**

As Independent Contractor, Chris performed special assignment to ensure that Abu Dhabi's International Buildings Codes were adopted, implemented, and properly applied and enforced throughout the Emirate of Abu Dhabi. Chris developed effective policies and procedures to establish a consistent and proper level of code administration and enforcement operations. He also developed and provided continued training programs in coordination with ICC and the DMA. Chris also assisted DMA personnel in Fire/Life safety and accessibility assessments of existing structures.

County School District, Facilities Division, Las Vegas, NV***Plans Examiner/ Code Compliance Inspector/ Manager***

As Senior Plan Reviewer/Code Compliance Inspector/ Manager, Chris's duties included supervising, hiring, planning, training, organizing and evaluating the activities of assigned inspection services personnel to ensure building construction projects were in compliance with all plans, specifications and applicable local, state and federal codes, ordinances and regulations, including change order modifications during the design build phase. Scheduled and monitored all inspections of both new school construction and renovations with annual budget exceeding \$250 million.

Chris provided knowledge, skill, and expertise in assessing site area, from initial grading through Certificate of Occupancy, including all construction of buildings, building systems, system commissioning and commercial/common area, as well as building surveys of existing structures for fire/life safety issues. Chris documented observations and assessments both manually and using job progress computerized management tracking programs.

College of Southern Nevada, Las Vegas, NV***Adjunct Professor***

As Adjunct Professor in the Building Technology Department, Chris instructed students in the fields of Commercial and Residential Building, Plumbing, Electrical, and Mechanical Codes.

Federal Emergency Management Agency (FEMAGCS), New Orleans, LA***Facility Inspector***

Chris served on special assignment to provide post disaster school building damage assessment in greater New Orleans following FEMA response and investigation of Hurricane Katrina.

July 7, 2025

PROPOSAL TO PROVIDE
On-Call Professional Services

Prepared for:

City of Rancho Cordova
2729 Prospect Park Drive
Rancho Cordova, CA 95670



Prepared by:

BPR Consulting Group
2130 Professional Drive, Suite 150
Roseville, CA 95661

July 7, 2025

Mr. Jeremiah Zillig, Building Official

City of Rancho Cordova

2729 Prospect Park Drive

Rancho Cordova, CA 95670

Re: Proposal to Provide On-Call Professional Services

Dear Mr. Zillig,

Thank you for taking the time to review this proposal which provides a detailed overview of the building department services offered by BPR Consulting Group (BPR). We appreciate your time in reviewing this information and hope that we may be of continued service to the City of Rancho Cordova.

Our talented staff of Building Officials, Licensed Engineers, ICC Certified and experienced Plans Examiners, Building Inspectors, and CASp experts have extensive experience providing all aspects of building department services in support of California communities. Our staff has provided similar department services for numerous public agencies throughout the State of California, and we have a thorough understanding of the complicated physical and political landscapes in which we conduct our work.

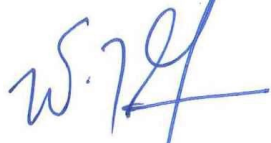
BPR Consulting Group's staff of experienced building safety personnel provide high quality and thorough plan review and inspection services for our clients. Our staff of qualified professionals and our expertise allows us to assist your department to maintain service levels during periods of increased workload. Unlike the large national firms, locally based BPR provides services focused on supporting Northern California communities in the delivery of high-quality building department services, tailored to your needs, with the goal of exceeding your expectations by:

- Providing all services in a **cost-effective** manner.
- Providing **qualified and experienced personnel** who have the ability to effectively communicate and explain relevant code requirements.
- Providing a **high level of customer service** for internal and external customers.
- Balancing the need to ensure conformance to standards and regulations with the need for **predictability, uniformity, and efficiency**.

Please feel free to contact me at 916.662.0665 if you have any questions concerning our qualifications or the services we provide. Thank you for taking the time to review our qualifications. We look forward to continuing to work with the City of Rancho Cordova.

Sincerely,

BPR CONSULTING GROUP



Bill Rodgers, SE

Principal / Director of Plan Review Services

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SECTION 1

COMPANY OVERVIEW

Seamlessly integrating municipal service professionals in support of public agencies is BPR Consulting Group's sole purpose. BPR was founded by individuals with a long history of serving municipalities and public agencies throughout California and Nevada. We have extensive experience in all aspects of building safety, including building official, plan review, building inspection and permit technician services. We have worked with public agencies throughout California to provide these same services.

Our Building Safety team of over 100 professionals consists of California licensed structural, civil, mechanical, electrical and fire protection engineers; Certified Access Specialist (CASP) professionals; ICC-certified building officials, plans examiners, inspectors, permit technicians; and highly experienced administrative personnel.

Building department services we provide to municipalities and agencies include:

- Building Safety Plan Review
- Civil and Onsite Grading Plan Review
- Building Inspection
- Building Official services
- Planning services
- Permit Technician services
- CASP Plan Review and Inspection services
- Fire Prevention Plan Review and Inspection services
- Building Department Management services

Our team has a proven track record of providing efficient and predictable building department services while meeting or exceeding client expectations. Our key objectives in providing these services are:

- **To remain unmatched in furnishing responsive and knowledgeable jurisdictional services.** Our staff currently serves or has served in all facets of municipal work by direct employment experience or as a consultant. BPR's staff knows and understands what is needed for a building department to operate efficiently.
- **To provide timely and responsive plan review services.** We work with you to help communicate results and information directly to your clients. We have the ability to tailor our services to align with your agency's unique and specific needs.
- **To share our wealth of code knowledge and building industry experience.** Our staff has been intimately involved in the development process for the California building codes. We share this unique knowledge by developing and providing code-related training and instruction at industry sponsored conferences, and in support of local ICC Chapters.
- **To be responsive to your specific staffing needs.** As construction and development activity fluctuates within your community, we can adjust our service levels allowing you to maintain seamless service to your customers.
- **To provide staff who have the appropriate experience, certifications, and knowledge.** We closely evaluate staff qualifications and experience to align with your specific needs.

LEADERSHIP / MANAGEMENT TEAM

The founders of BPR share the values of providing quality services and a very high level of customer service to our clients. Our focus is to support California building departments in a professional manner, allowing our clients to provide efficient, timely and professional building safety services for the communities they serve. As demonstrated by the brief biographies below, we have a highly qualified and experienced team of building safety professionals available to provide timely and high-quality building department services for your community.

Bill Rodgers, SE

PRINCIPAL | DIRECTOR OF PLAN REVIEW SERVICES



Bill is a California licensed civil and structural engineer with over 35 years of experience in the field of structural engineering, including over 20 years of experience as a plan review engineer. Bill has worked closely with Building Departments across the State of California, including many years serving the City of West Sacramento, and has assisted government agencies with numerous projects of varying size and type. His wealth of experience includes managing plan review services throughout California and Nevada on behalf of public agency clients and performing structural plan review for commercial and residential projects. **Years of Experience: 35**

Ron Beehler, SE, CBO

PRINCIPAL



Ron is licensed as a Civil and Structural Engineer in California and Nevada, certified by the International Code Council as a Building Official, Plans Examiner and Building Inspector. Ron is uniquely qualified to evaluate and manage all building department services. He utilizes experience gained through more than 35 years of hands-on experience performing life safety, accessibility and structural plan reviews to successfully manage building department plan review services, including building department plan review services for high-profile projects on behalf of public agencies throughout California. **Years of Experience: 40**

Roger Peterson, SE

PRINCIPAL



Roger is a California licensed civil and Structural Engineer, and an experienced building safety professional with over 35 years of experience in structural design and building plan review. Roger has provided plan review services for single and multi-story steel, and concrete-framed buildings, as well as structures utilizing timber, and masonry framing systems. Roger's experience includes plan review of numerous high-profile and fast paced multi-story building projects for multiple public agency clients including management of inspection programs for these same types of projects. Roger utilizes his detailed code knowledge, extensive design experience and on-site construction project experience to ensure accurate, thorough, and timely plan review and inspection services on behalf of municipal client agencies. **Years of Experience: 40**

SECTION 2

QUALIFICATIONS & EXPERIENCE

The following is a small sampling of services and the types of projects for which we are experienced at providing services in support of building departments. We have coordinated in-house, staff-augmentation services and outsourced building department plan review and inspection services, fire plan review and inspection services, permit technician, and planning services to a multitude of public agencies throughout California.

PLAN REVIEW SERVICES

BPR Consulting Group's staff have many years of experience providing plan review for all types of projects ranging from small, simple, tenant-improvement projects to commercial, industrial, and high-rise building projects. We have the ability to assign plans examiners with the same qualifications and professional licenses required for project designers, allowing efficient and professional communication of plan-review related topics. We believe this approach affords a minimum number of plan review cycles allowing projects to move to construction without unnecessary plan review related delays.

CIVIL AND ONSITE GRADING PLAN REVIEW SERVICES

BPR maintains professional staff with the necessary experience to perform the full range of civil and on-site improvement plan review services. More importantly, we possess the knowledge and skills necessary to integrate our services effectively with City requirements for civil improvements.

BPR's civil and on-site grading plan review services include the review and processing of final maps, landscape plans, improvement plans, hydrology and hydraulics calculations and plans, and providing plan reviews for final maps, improvement and landscape plans. Reviews include the evaluation of required reports, studies, grading and improvement plans, and design professional's recommendations.

BUILDING INSPECTION SERVICES

BPR Consulting Group maintains a staff of ICC Certified building inspectors available to serve your community. We understand the importance of personality coupled with code knowledge and the ability to explain identified deficiencies in a constructive and professional manner. We carefully select inspection staff to ensure they possess the appropriate skills and knowledge for the types of projects to which they will be assigned. We value our inspection staff's ability to effectively communicate with city officials, homeowners, contractors, and others as an important trait necessary for delivery of successful inspection services on behalf of the communities we serve. We have found that demonstrated code knowledge, along with clear and efficient communication, are required ingredients for a fair and transparent inspection program.

PERMIT TECHNICIAN SERVICES

BPR Consulting Group maintains a staff of ICC Certified permit technicians available to serve your community. We understand the importance of the permit technician position. As the first contact by residents and builders alike, the first impression provided by our permit technicians sets the stage for the overall permitting experience. Our permit technicians are knowledgeable of state laws associated with issuance of building

permits, have experience with multiple databases utilized by building departments and will quickly learn the unique project routing and approval process used by your department.

FIRE PLAN REVIEW & INSPECTION SERVICES

Although we understand fire is under the jurisdiction of Sacramento Metropolitan Fire, BPR Consulting Group staff are available to provide either fire plan review or fire inspection services as needed to verify compliance with California Building and Fire Codes, adopted National Fire Protection Association Standards and local amendments. Plan review services may include review for fire and life safety code compliance relative to the design of fire protection systems including fire sprinkler systems, fire alarm systems, fire suppression systems, fire pump installations, smoke control systems, civil improvement plans, and non-structural building plans for fire and life safety features.



PROJECT EXPERIENCE

CITY OF LINCOLN

Gardens at Bella Breeze

BPR provided complete building plan review services for the new construction of 189 affordable apartment units with a clubhouse and pool. The apartments consist of (4) unit types including 1-, 2- and 3-bedroom units and (4) three-story building types. Buildings are of Construction Type V-A (apartments) and V-B (clubhouse), with Occupancy Groups R-2 (apartments) and A-3 and B (clubhouse). The buildings are fully sprinklered. This is a publicly funded project subject to the requirements of C.B.C. Chapters 11A and 11B.



CITY OF WEST SACRAMENTO

Marriott Residence Inn

BPR Consulting Group provided complete building department plan review services for this project including review of the site improvements and the accessibility review of the site. The Marriott Residence Inn project consists of the plan review of a new 84,576 s.f. five-story hotel building and associated site improvements. The building is Type IIIA Construction with Occupancy Groups R-1, B and A-2 and is fully fire sprinklered. The construction of the building consists of pre-manufactured wood roof trusses and manufactured wood I-joists supported by wood framed bearing walls. The structure is supported on conventional continuous and pad footings with a concrete slab-on-grade at the ground level. The lateral force resisting system consists of light framed wood walls sheathed with wood structural panels. The building houses offices, meeting rooms, dining room, buffet area, living room, front desk, bar, laundry room, mechanical and electrical rooms, a fitness area and guest rooms at the first-floor level. The second through fifth floors contain guest rooms. Site improvements include landscaping, parking lots with accessible parking and paths of travel, signage, concrete ramps, concrete sidewalks, accessible curb ramps, trash enclosures, screen walls and an outdoor pool.



CITY OF SOUTH LAKE TAHOE**South Lake Tahoe Recreation and Aquatics Center**

BPR staff provided complete building and fire plan review services for the City's Multi-Generational Recreation and Aquatics Center on behalf of the City's Public Works Department. This new 63,000 s.f. capital improvement project includes an indoor pool, natatorium, gymnasium, kitchen, locker rooms, fitness spaces, assembly spaces, administration offices and supporting spaces. This two-level building is constructed of Type II-A Construction and is fully fire sprinklered. Plans were reviewed for compliance with the locally adopted California Building Codes including Building, Electrical, Plumbing, Mechanical, Life Safety Systems (fire suppression/alarm/emergency elements), Cal Green Energy and Accessibility, and related local amendments. As this building is located in an area of significant snow loads, snow loads as well as snow shedding are an integral component of our plan review services.



CITY OF ROCKLIN**Target TI**

BPR provided Fire Protection Plan Review services for this Tenant Improvement project for Target in Rocklin, CA. The existing building utilized Type V-B Construction, included Occupancy Group M, and is fully sprinklered. Fire protection-related improvements for this 136,101 s.f. retail store included modifications to the existing sprinkler systems (124 heads), including new main piping to supply new high-piled storage areas.



CITY OF ROSEVILLE**Multiple Historic Building**

BPR staff worked with the City of Roseville to repurpose multiple buildings in Roseville's historic downtown district. BPR staff provided plan reviews services and consultation to the City as these former retail and office buildings were being converted into restaurants and taverns with assembly occupancies. Plan review included review of seismic upgrades of unreinforced masonry buildings, and review of updated egress and access systems for the new uses.



CITY OF SUISUN

The Lotz Residences

BPR provided third party building plan review services for this residential project located in Suisun, California. The project consisted of (16) new single-family residences, each on an individual lot. Each residence includes a detached two car garage with a carriage house above. All 16 of the residences utilize similar floor plans, roof lines and exterior elevations. The main residences are three levels with approximately 1,745 s.f. of living area and 156 s.f. of patios and decks. The detached two car garages are 441 s.f. with a 473 s.f. carriage house above. The buildings consist of Type VB Construction with Occupancy Groups R-3 and U.



CITY OF STOCKTON

Walmart Fulfillment Center

BPR provided building plan review services for this 881,904 s.f. automated 'next generation' fulfillment center facility that features an automated, high-density storage and retrieval system. The fulfillment center receives, sorts, and ships consumer goods from online orders and is a two-story building with a mezzanine and ancillary support areas (break rooms, office space, meeting rooms, lockers, etc.) throughout. Construction is Type IIB with Occupancy Groups S-1, B and A2. The building is fully sprinklered.



COUNTY OF SHASTA

Burney Commons Housing Community

BPR staff provided complete building and fire department plan review services for this unique community of income-restricted housing to include eight single-story buildings, seven of which are designed as 4-plex residential buildings. The eighth building is a multi-use building which will include two dwelling units and a Community Center. All buildings are of Type VB Construction and fully fire sprinklered. The project includes uncovered parking, a common play area and open space areas. Burney Commons is located within a Fire SRA with High Fire Standard Designation; Wildland Urban Interface requirements were applicable and verified for this project.



COUNTY OF MADERA**Valley Children's Hospital Materials Distribution Center 2**

BPR Consulting Group provided complete building department and fire review of the Valley Children's BPR Consulting Group provided complete building department and fire review of the Valley Children's Hospital Materials Distribution Center. These two projects consisted of a new 25,314 s.f. single story warehouse building with an 1,813 s.f. mezzanine. The structure is Type II-B Construction with Occupancy Groups S-1 and B and is fully fire sprinklered. The building is constructed of structural steel framing, supporting steel roof decking. The roof structure is supported by steel bents and steel columns. The lateral force resisting system consists of steel moment frames and steel cross-bracing. The exterior walls consist of a combination of steel siding, stucco and stone veneer. The foundation for the structure consists of continuous footing at the perimeter of the building and typical spread pad footings at all columns and frames with a concrete slab-on-grade. The mezzanine is a steel framed self-supporting structure with a composite concrete over steel deck system. The lateral force resisting system for the mezzanine consists of steel braced frames.



CITY OF CHICO**At Home Furniture Retail Outlet**

BPR staff provided complete building plan review services for this 80,029 s.f. tenant improvement project. This fully sprinklered, single story, building utilized Type II-B Construction. This project involved the renovation of an existing enclosed mall anchor building, converting it into an At Home Furniture Retail Outlet. Work included modifications to the building's life safety, mechanical, electrical, plumbing, and structural systems, which were upgraded to accommodate the new tenant. Exterior improvements included extensive modifications to the building's architectural façade and exterior accessibility features.

The following is a small sampling of the communities and projects for which BPR's staff have provided [building inspection and staffing services](#):

CITY OF AMERICAN CANYON

BPR's staff provides **building official, plan review, permit technician** and **inspection** services to the city using ICC certified and customer focused staff. In addition to providing Building Official, plan review and inspection services, highly qualified permit technicians provide services to include responding to telephone inquiries, reviewing submitted project documents for completion and logging plans and supporting documents submitted for plan review into the City's plan tracking database.

TOWN OF YOUNTVILLE

BPR staff provides **building inspection** services to address all inspection needs for the community utilizing the services of appropriately qualified and certified inspection staff. Through BPR's inspection services the Town is able to maintain next-day inspections for all ongoing construction projects. We also provide all plan review, **building official, code enforcement**, and remote **permit technician** services to the Town using highly qualified, ICC Certified and customer focused staff.

CITY OF VACAVILLE

BPR provides cost-effective, on-call **building inspection** services to the City of Vacaville. BPR performs residential and commercial inspections, verifying that the work of construction is in conformance with approved project plans as well as identifying issues of non-compliance with applicable building codes. Through BPR's services, the City maintains efficient and timely inspection services for the benefit of the community.

CALIFORNIA CONSTRUCTION AUTHORITY

The California Construction Authority this state agency serving as the building department for fairgrounds throughout California. BPR's Staff provides **plan review** and **building inspection** services on behalf of the California Construction Authority for fairgrounds throughout CA insuring safe buildings and facilities. Projects include multiple assembly occupancies, entertainment venues, agricultural facilities, extensive electrical and accessibility upgrades to many existing facilities located throughout California.

ADDITIONAL CALIFORNIA AGENCIES

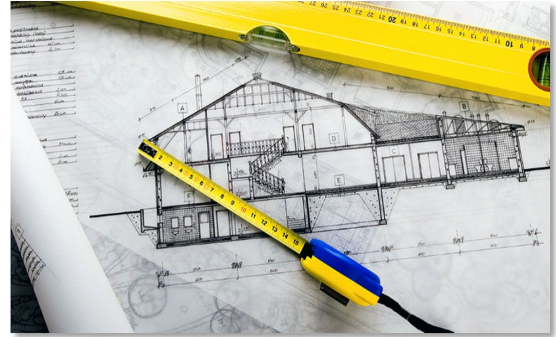
BPR staff have provided and managed building inspection plan review and inspection services on an as-needed basis for State agencies and building departments throughout California.



SECTION 3

TECHNICAL CAPABILITIES

The BPR team holds extensive experience and a proven track record of providing building official, plan review, building inspection, fire plan review and inspection, and permit technician services in a cost-effective manner. Our plan review services focus on providing timely, professional and thorough plan reviews with the goal of issuing code-compliant plans, minimizing code-related issues during the construction phase of a project. We strive to partner early with our clients and design teams on major projects to provide progressive plan reviews during which code compliance issues can be identified and resolved earlier in the design processes.



Our role and mission is to provide the following:

- A **team of professionals** with high-level experience and skills in successfully providing all building department services.
- Utilizing staff with a **customer service focus** and a thorough knowledge of building department policies and procedures.
- Promoting **cooperation and partnership** with other jurisdictions and outside agencies.
- Providing services in a **cost-effective manner** that remain within budget constraints.

BUILDING PLAN REVIEW SERVICES

All plans examination services will be performed by or under the direction of a licensed civil or structural engineer. For unusual or large projects, and when needed to meet aggressive schedules and peak workload demands, additional support will be provided by appropriately qualified staff. Our building officials, plans examiners, and building inspectors maintain a working knowledge of applicable building codes and plan review procedures. Our staff will use their experience and skills to promote efficient services on behalf of your department.

Our staff will work with project applicants and designers in a collaborative and professional manner to quickly identify and resolve code compliance issues. Our plans examiners will perform detailed plan reviews to provide complete and accurate construction documents to minimize questions and problems during the construction phase of projects.

TECHNICAL PLANS EXAMINATION CAPABILITIES

BPR's staff possesses significant technical experience in all areas of plans examination, gained from many years of experience providing services to multiple agencies throughout California. All plans examiners are California Licensed Engineers or Architects, or ICC Certified Plans Examiners with multiple years of experience providing plan review services.

Life Safety

BPR's non-structural plans examiners have provided plan review services for a vast array of projects including large residential, commercial, institutional, industrial, retail, and OSHPD 2, 3 and 5 medical office buildings. Many of our plans examiners are CASp certified. Completed plan review projects range from single-story, residential projects to complex high-rise buildings and numerous building additions and remodels. We are experienced and familiar with the use and application of the most current editions of the following model codes:

- California Building Standards Code (Title 24) Parts 1 through 6 and 9
- International Building Code (IBC)
- Americans with Disabilities Act Standards for Accessible Design
- ANSI Standards
- NFPA Codes & Standards
- CA Code of Regulations (CCR) Titles 19 and 25
- Jurisdiction-Adopted Amendments or Ordinances

Structural

Our structural engineers have experience designing and reviewing all types of projects including residential, multi-family, commercial, and multi-story projects including mid-rise and high-rise projects, institutional projects, industrial projects, retail buildings, schools, medical office buildings and court facilities.

Our structural engineers have experience designing and reviewing projects constructed with all building materials including the following:

- Wood
- Masonry
- Heavy Timber / Timber Frame
- Concrete
- Structural Steel
- Light Gauge Steel Framing
- Straw Bale
- Rammed Earth

Our engineers have designed or reviewed a wide array of structural lateral force resisting systems including:

- Structural steel moment frames
- Buckling-restrained braced frames
- Eccentric braced frames
- Concentric braced frames
- Concrete moment frames
- Wood shear wall systems
- Masonry shear wall systems
- Concrete shear wall systems
- Cantilevered column systems
- Pre-stressed and post-Tensioned Concrete
- Various proprietary lateral force resisting systems

Our structural plans examiners are experienced with the provisions of most model codes including current versions of:

- CCR Title 24, Part 2, Volumes 2 & 2.5
- International Building Code (IBC)
- AISI 341, 358 and 360
- ASCE 7
- ASCE 41
- AISI Standards for Cold Formed Steel
- ANSI / AF&PA NDS for wood framing
- ACI 318
- ACI 530 / TMS 402/602
- CA Historic Building Codes
- CA Existing Building Codes
- NEHRP

Mechanical, Plumbing & Electrical

BPR's Mechanical and Electrical Engineers are well versed in the California Mechanical, Plumbing and Electrical codes. We will review submitted design documents to ensure compliance with the applicable provisions of the California Building Standards Code, as amended by the City.

Energy Compliance

Our engineers and plans examiners are current with the provisions of the California Energy Code requirements as they relate to both new and remodel construction for all project types.

Green Building Standards

BPR's staff has a working knowledge of the proper incorporation of CALGreen building criteria into project designs and the resulting potential impact of these standards related to building code compliance and the environment. Our plans examiners will review project documents to verify compliance with adopted Green Building Code Standards as required by state law and local amendments and ordinances.

Access Compliance & CASp Review

BPR CASp-certified professionals are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. Our staff are experts in the industry and maintain their certifications with continuing education and participation in the Building Standards / DSA rulemaking process.

We assign a CASp-certified plans examiner to all nonresidential or multifamily projects. Access Compliance review is treated as a unique discipline in our workflow.

Flood Zones

BPR's staff of engineers and plans examiners have experience in providing plan reviews for projects located in flood zones and areas prone to flooding. BPR Consulting Group's staff has provided numerous plan reviews for projects located in flood zones using FEMA's Technical Bulletins as well as locally adopted ordinances. Additionally, members of our team have participated in state-sponsored committees to establish guidelines and building code requirements for projects planned in areas designated as flood zones.

OSHPD 2, 3 & 5

BPR Consulting Group's staff of plans examiners and building inspectors have extensive experience providing plan review and inspection services for OSHPD 2, 3 and 5 projects. Our staff is well versed with the OSHPD 2, 3 and 5 requirements included in the California Building Code.

BUILDING INSPECTION SERVICES

BPR building inspectors are qualified and appropriately ICC-certified to provide requested inspection services. Our inspection staff will perform inspection services to verify that the work of construction is in conformance with the approved project plans as well as identifying issues of non-compliance with applicable building codes. Our field inspection services will include inspection of all portions of projects including project sites as applicable. Our building inspectors will write legible and understandable correction notices, field reports and will be available to answer in-person or telephone inquiries. All inspection personnel assigned will be ICC and/or CASp certified as required.



Inspector Qualifications & Certifications

BPR will work with you to select appropriately qualified inspectors with applicable experience and specific code knowledge based on the types of projects assigned for inspection. All BPR Consulting Group inspectors are ICC-certified with many maintaining CASp certification. In addition, BPR employs OSHPD-certified inspectors available for inspection of OSHPD designated facilities.

Inspection personnel will have the ability to read, understand and interpret construction plans, truss drawings and calculations, prepare and maintain accurate records and reports, communicate effectively orally and in writing and to work effectively with contractors, permit applicants, homeowners and agency staff. Inspectors will possess knowledge of approved and modern methods, materials, tools and safety used in building inspection and the most current building standards. Our inspectors are familiar with most of the common scheduling and tracking systems utilized by building departments and can quickly adapt to your systems and requirements.

PERMIT TECHNICIAN SERVICES

Knowledgeable and personable permit technicians are the public's first impression of the building department, and they play a critical role as to how a department's services are perceived.

Our Permit Technicians will greet and work closely with the customers at the public counter or via telephone, answering questions and providing accurate information. Our Permit Technicians will provide information about permit applications, plan review and inspection requirements, will be organized and able to maintain filing systems necessary for tracking permit applications, permits issued, plan checks in progress, approved project documents and any other records or information important to the efficient operation of your department.

SECTION 4

EXHIBITS

On the following pages please find BPR Consulting Group's **Exhibit A – Scope of Work** and **Exhibit B – Cost Information**.



EXHIBIT A - SCOPE OF WORK

PLAN REVIEW SERVICES

The Building and Safety Division of the City of Rancho Cordova desires to contract with a professional consultant to provide building & safety plan review for a broad range of projects, from single-family residences to large commercial and industrial projects. These services include a thorough review of building plans/construction documents to ensure compliance with City Municipal Code and State of California Building Standard Codes. BPR Consulting Group has the experience and the qualifications to provide these services in a manner that ensures peace of mind for the City while delivering tremendous value. We strive to continue our professional relationship with the City of Rancho Cordova, and we hope to provide services that help the City to grow and thrive well into the future.

Our services may include but are not limited to plan review of assigned projects to verify that design documents as well as work of construction meet minimum requirements of the following State adopted building codes and standards:

- The currently adopted edition of the California Building Standards Code
- Title 16 of the Rancho Cordova Municipal Code
- ADA - Americans with Disabilities Act
- LEED - Leadership in Energy & Environmental Design (green building certification)

All plans examination services will be performed under the direction of a licensed Civil or Structural Engineer and/or licensed Architect, and an ICC-Certified Plans Examiner.

Our plans examiners understand and are intimately familiar with applicable building codes and plan review procedures and policies and will readily assist with solutions to complicated plan review issues.

- All Plan Check services will be provided within our local regional office unless space is available at the City office and the City requests that plans be reviewed within their offices.
- All assigned personnel will be professionally qualified by both experience and certifications to perform commercial and/or residential construction document plan check.
- All assigned personnel will be provided with all necessary materials, resources and training to conduct plan checks, including current copies of City amendments, policies, procedures and forms.
- Plan Check approval shall not be recommended to the City until all code compliance issues are resolved and all permit issuance requirements of the City Building Division are satisfied. We will contact the City with any questions related to specific City requirements.
- We will respond within one business day upon notification that a plan check is authorized for us to perform.
- All documents will be picked up from the City of Rancho Cordova City Hall or as otherwise directed. All plan checks will be performed in a timely manner within time-frame guidelines established by the City.

- At completion of each plan review iteration the reviewed documents will be returned to the City along with a hard and electronic copy of associated plan review comments. Upon completion of the plan review where approval of the documents is recommended, we shall return two complete sets of all final documents annotated as approved by BPR Consulting Group.
- All plan review comment letters shall be completed in the format provided by the City.
- All communication shall be conducted and coordinated with the City's representative. We will not contact the applicant directly unless instructed to do so by the City's representative. We will not contact the applicant when plans are approved and understand that the City will notify the applicant when the permit is ready to issue.
- We understand that code interpretations are subject to final review and approval by the Chief Building Official and that all plan review comments are subject to review by the City.
- We will be available within one business day to respond to questions from the City that may be generated during field inspection for each authorized plan check that is subsequently issued a permit for construction.
- We will communicate data necessary for a Certificate of Occupancy per CBC Section 110.2 to the City.
- We are familiar with and will enforce the City's adopted codes and amendments.

Maximum Proposed Turnaround Times for Building Plan Check

We are committed to meeting or exceeding the City's required plan check timeframe. We consistently complete plan reviews within required timeframes for both commercial and residential projects as our standard business practice. We work hard to accommodate any turnaround schedule desired by the City. Multi-disciplinary reviews are typically performed in our offices, but we are available for onsite work when required, upon the City's request.

We are committed to meeting or exceeding the City's required plan review time frames. We consistently complete plan reviews within the identified timeframes for both commercial and residential projects as our standard business practice. We work hard to accommodate any turnaround schedule desired by the City. We propose the following turn-around times for initial checks and re-checks:

Project Type	Maximum Turn-Around Time (Business Days)	
	Initial Submittal	Backcheck Reviews
Residential (Single Family)		
New Construction	10	5
Addition	10	5
Remodel	10	5
Non-Residential		
New Construction	10	5
Addition	10	5
Remodel, Tenant Improvement	10	5
Large, Complex Commercial or Residential Multi-Family Projects	Turnaround times negotiated on a project-by-project basis	

We understand that for plan reviews returned to the City one (1) to five (5) days in excess of the due date, a 5% reduction in cost to the City shall be provided. If the review is completed and returned to the City in six (6) to ten (10) days in excess of the due dates, a 10% reduction in cost to the City shall be provided. If the response time exceeds 10 days in excess of the due date, the plan review shall be completed at no cost to the City.

BPR Consulting Group is also able to accommodate special project plan review needs, such as fast-track or expedited reviews. We establish specific turnaround goals and procedures with jurisdiction staff for these types of projects. For expedited or fast-track projects, we charge a premium of 150% of the standard plan review fee as noted in our fee information in Exhibit B of this proposal.

Communicating Plan Review Results / Plan Review Letters

Plan reviews, when not immediately approved, will result in lists of comments referring to specific details and drawings, and referencing applicable code sections. BPR will provide a clear, concise and thorough plan review correction letter, including a list of necessary corrections, from which clients, designers, contractors and owners can work.

At the completion of each review cycle, BPR will provide a clear, concise plan review letter indicating all discrepancies noted during the plan review. The specific locations and code references of the noted discrepancies will be incorporated in the plan review letters. Plan review letters will be completed in a format requested by the City. After each plan review cycle, an electronic copy of the completed plan review letter will be distributed to the applicant and copied to the City.

After all plan review issues have been resolved, BPR will provide an approval letter along with two copies of the reviewed construction documents to the City. This letter will specify the following information:

- Project Address and Location
- Plan Review Status as Approvable
- The City of Rancho Cordova's Permit Number
- BPR Consulting Group's Project Number
- A list of all documents returned to the City of Rancho Cordova

The final letter will document all red-marked revisions made to the documents by our staff and will specify any and all conditions of approval that need to be completed by the applicant prior to final approval and permit issuance by the City.

The final letter will also include all data necessary to issue a Certificate of Occupancy per CBC 110.2.

Transporting Plans

BPR Consulting Group will arrange for all pick-up and delivery of plan review documents at NO ADDITIONAL COST to the City. BPR uses varied methods of pick-up and delivery with the goal of providing same-day service.

Special Projects

BPR is able to accommodate special project plan review needs such as fast-track, multi-phased, or accelerated plan reviews. We establish project specific turn-around goals and procedures with jurisdiction staff for these types of projects based on the complexity of the projects as well as the construction schedule.

Our staff of engineers and plans examiners will work with the City to resolve all plan review issues. Our staff will deal directly with applicants and their designers during the plan review process to resolve all issues. BPR will furnish assigned personnel with all materials, resources and training necessary to conduct plan reviews, including a current copy of the applicable City amendments, policies, procedures and forms.

Electronic Plan Review

BPR currently provides electronic plan review services for multiple jurisdictions throughout California, and we are prepared to conduct our services electronically for the City of Rancho Cordova.

BPR Consulting Group maintains an efficient cloud-based, electronic-document, submittal system for receiving and sending large electronic document files. Our electronic document portal utilizes a **Sharefile** system to allow permit applicants and client staff the ability to upload construction documents for our plan review services. We are also able to use **Dropbox** to share and collaborate with the County. We are prepared to provide electronic plan check services for your community utilizing our **Bluebeam** electronic plan review system, or any electronic plan review system presently used by your department.

Code Interpretations

Code interpretations are subject to final review and approval by the Chief Building Official. BPR's engineers and plans examiners will provide unbiased recommendations and background information to help the Building Official make an informed decision. All plan review comments are subject to review and approval by the City.

Plan Review Tracking Method & Billing Process

We will create and maintain a Jurisdiction File which contains our research on any unique amendments or specifications required by your jurisdiction, billing arrangements, contact information and any special requests you would like us to keep in mind. BPR uses a custom-designed database to maintain and track all plans throughout the review process from the moment you request a shipment to delivery of the final, approved documents.

Internal Plan Review Tracking System

BPR will utilize our custom-designed plan review tracking system to track all information pertinent to each plan review project. Information such as the project name, city project number, date project was received, date all services were completed, resubmitted dates, assigned plans examiners, plan review cycle, and current plan

review status are tracked. This customized database can also be viewed by City personnel. We will provide you with a private and secure login that allows you to check, at any time, the status of a plan review project.

Plan Check Related Meetings

Our plans examiners and inspectors are available for pre-construction or pre-design meetings, field visits, meetings with the design team, and construction team and project owners as needed at no cost to the City. With some reasonable limitations, pre-construction and pre-design meetings associated with projects that we will plan review are considered as part of our plan review services. Our team of plans examiners and inspectors are always willing to meet with applicants, designers, contractors and City staff as required to resolve plan review or construction-related issues. Our staff can be available for meetings with as little as 24-hour notice. Additionally, our plan review staff is available to attend bi-monthly plan review and/or inspection related meetings at the City at no cost to the City.

Approval for Additional Fees

For projects that cannot be approved after three (3) reviews we understand that additional City approval is required for any and all charges proposed in addition to the percentage fee agreed to in the contract.

We understand that prior approval by the City will be required for any and all charges proposed for deferred submittals and revisions that may occur on projects. Any additional charges for any project must be communicated to the City of Rancho Cordova prior to releasing documents for permit issuance; and upon approval of all projects of this nature an invoice itemizing all charges must be returned with the approved documents to the City.

ON-CALL PERMIT PROCESSING SERVICES

BPR Consulting Group will furnish qualified and customer service-oriented permit technicians to handle the counter, answer phone calls, and issue permits. BPR's permit technician will be familiar with the City's plan intake procedures, fee calculations, tracking systems, permit issuance and customer service expectations as required to provide seamless service to the City's clients. BPR will provide all materials, resources, tools and training necessary for our permit technicians to perform their assigned duties.

- All permit processing and counter services shall be performed at the City office and under the direction of City staff.
- We will assign personnel who are professionally qualified by both experience and training to perform permit processing and counter services. We will provide our permit technician staff with all necessary materials, tools and training.

FIELD INSPECTION SERVICES

BPR's building inspectors will be qualified and appropriately ICC-certified to provide requested inspection services. Our inspection staff will perform inspection services to verify that the work of construction is in conformance with the approved project plans as well as identifying issues of non-compliance with applicable building codes. Our field inspection services will include inspection of all portions of projects including project sites as applicable. Our building inspectors will write legible and understandable correction notices, field reports, and will be available to answer in-person or telephone inquiries. All inspection personnel assigned will be ICC and/or CASp certified as required.

We understand that many municipalities have amended code sections, policies and ordinances that impact the work that is inspected and approved project plans. Our inspection staff will familiarize themselves with local requirements to ensure that the projects we are inspecting are compliant with current code requirements. Specifically, we will ensure compliance with the applicable provisions of the Title 24 California Building Standards Code, Parts 1 through 12, covering structural, fire prevention, life safety, disabled access, energy conservation, green building, plumbing, mechanical and electrical installations in residential, commercial, industrial, existing and historical buildings. When necessary for large or fast-paced projects, multiple inspectors can be made available. BPR's inspectors will inspect projects to verify conformance with approved project drawings and specifications which will include review of the permit documents to verify that onsite conditions are consistent with the approved documents for size, setbacks, heights and other applicable requirements. At the completion of inspections, BPR's inspectors will update database information, complete necessary forms and documents as required to provide seamless service. BPR will work with you to select appropriately qualified inspectors with applicable experience and specific code knowledge based on the types of projects assigned for inspection.

Inspection personnel will have the ability to read, understand and interpret construction plans, truss drawings and calculations, prepare and maintain accurate records and reports, communicate effectively, orally and in writing, and to work effectively with contractors, permit applicants, homeowners and agency staff. Inspectors will possess knowledge of approved and modern methods, materials, tools and safety used in building inspection and the most current building standards. Our inspectors are familiar with most of the common scheduling and tracking systems utilized by building departments and can quickly adapt to your systems and requirements.

Availability

Although we have found that a regular and predictable schedule for inspection staff often is the best method for providing inspection staff to meet the needs of our clients, we can provide inspection services upon as little as 24-hour advance notice. Often we can provide inspection staff for our clients on much shorter notice, sometimes same day notice, to meet inspection needs due to staff absences and/or peak inspection demands.

Integration with City Staff and Departments

As municipal consultants to many jurisdictions, BPR staff is highly adaptive to all processes and procedures and quickly and seamlessly assimilates to your specialized requirements. All personnel are cross-trained in municipal operations to successfully bridge across departments and are accustomed to partnering, assisting, and coordinating with Planning, Public Works, Code Enforcement and other vital City staff and departments.

Inspection Schedule

BPR Consulting Group inspectors are familiar with a multitude of jurisdictional scheduling and tracking systems and can quickly adapt to City requirements. Inspectors will provide inspections for all inspection requests received. Emergency inspections (usually requests that pertain to a serious or urgent life/safety issue) can be provided as they are needed; nights, weekends and holidays. Many of our inspectors are also available to serve at the public counter when needed.

Tools & Equipment

BPR provides cellular phones, and other equipment necessary for inspectors to carry out duties

Quality Control

BPR's project manager will ensure all staff are meeting the needs of the City. All of our personnel work collaboratively with consistent communication between staff members for advice, application of specific expertise and any unique project or client knowledge. Meetings to coordinate and update all staff on current projects and phases of review are held weekly in addition to any special meetings needed to address new developments or issues.

We utilize a custom database to compile all clients and project information as it relates to any service we perform. We also develop and maintain a jurisdiction binder/file containing all pertinent client, project and billing information accessible to project managers and assigned staff, Our technical and administrative staff is highly trained, attending seminars and educational conferences to keep current on up-to-date industry methods and information.

EXHIBIT B – COST INFORMATION

PLAN REVIEW, INSPECTION, AND PERMITTING SERVICE PACKAGES

Plan reviews, inspections and permitting services will be provided in whole or in part using one of the following “packages” as defined by the City of Rancho Cordova:

Plan Review Service Package A

Service includes complete **structural and nonstructural commercial plan review using** the current edition of the California Building Standards Codes (CBSC) and City-specific regulations and policies.

Plan Review Service Package B

Service includes **complete nonstructural commercial building** plan review using the current edition of the California Building Standards Codes (CBSC) and City-specific regulations and policies.

Plan Review Service Package C

Service includes **complete structural commercial building plan review** using the current edition of the California Building Standards Codes (CBSC) and City-specific regulations and policies.

Plan Review Service Package D

Service includes **complete residential building plan review** including structural and nonstructural using current edition of the California Building Standards Codes (CBSC) and City-specific regulations and policies.

Plan Review Service Package E

Service includes complete **structural residential plan reviews** using the current edition of the California Building Standards Codes (CBSC) and City-specific regulations and policies.

Plan Review Service Package F

Service includes **non-structural plan review services** provided on an hourly fee basis.

Plan Review Service Package G

Service includes **structural plan review services** provided on an hourly fee basis.

Inspection Service Package H

Service includes **commercial building inspection services** covering building, plumbing, mechanical and electrical trades. These services will be provided on an hourly fee basis.

Inspection Service Package I

Service includes **residential building inspection services** covering building, plumbing, mechanical and electrical trades. These services will be provided on an hourly fee basis.

Permit Processing Service Package J

Service includes **in-house permit processing services**. This service will be provided on an hourly fee basis.

Other Services Offered

Additional services offered by BPR Consulting Group include fire plan review using the California Fire Code, fire inspection, ADA access compliance review and inspections, site and civil plan review, site civil inspections, and miscellaneous technical consulting.

These services can be provided on a time and materials basis which can be negotiated on a project-by-project basis.

FEE MATRIX

For plan review and inspection services we propose the following fees for the specified service packages and options. The fees are expressed as a percentage of the plan review fee collected by the City of Rancho Cordova or hourly as specified in the “Schedule of Hourly Billing Rates”, below.

Service Pkg.	Project Type					Discipline		Fee
	Commercial	Residential	Building Inspection	Site Inspection	Permit Processing	Non-struct	Struct	
A	✓					✓	✓	65%
B	✓					✓		40%
C	✓						✓	40%
D		✓				✓	✓	65%
E		✓					✓	40%
F	✓	✓				✓		Hourly
G	✓	✓					✓	Hourly
H	✓		✓					Hourly
I		✓	✓					Hourly
J					✓			Hourly
Other Services								Hourly as negotiated

SCHEDULE OF HOURLY BILLING RATES

The rates displayed in the schedule below reflect BPR's current hourly billing rates.

CLASSIFICATION	HOURLY BILLING RATE
Licensed Plan Review Engineer/Architect..... (structural, civil, electrical, mechanical, fire protection, architect)	\$130
ICC Certified Plans Examiner	105
CASp Plans Examiner or Inspector	105
ICC Certified Inspector, Commercial, full-time	115
ICC Certified Inspector, Residential, full-time	75-105
ICC Certified Inspector, all, <u>less than full-time basis</u>	115
Licensed Fire Protection Engineer.....	130
ICC Fire Plans Examiner	105
ICC Fire Inspector	105
Permit Technician	75
Housing Inspector / Code Enforcement Officer	75-115
Inspection Overtime.....	125% of above-listed hourly rates
Mileage.....	Current IRS rate

In addition to the fees noted in the service packages above, we propose the following terms and conditions:

- For partial reviews such as foundation only, electrical only, preliminary reviews, etc., we propose to use the hourly rate specified in Service Packages F or G above.
- For expedited or fast-track projects, (those with turn-around times shorter than proposed in the previous "Availability / Schedule" section), we propose a 50% premium on the above noted fees contingent upon the availability of staff to perform the plan review.
- For the review of deferred submittals such as truss calculations, stairs, etc., submitted after the projects has been approved, we propose to use the hourly rate specified in Service Packages F or G above.
- For the review of revisions to previously approved drawings, we propose to use the hourly rate specified in Service Packages F or G above.
- The above noted plan review fees covers a first, second and third final review for approval purposes only. We propose that additional reviews beyond that point should be billed additionally, in accordance with the hourly rate specified in Plan Review Packages F or G above with advance approval from the jurisdiction.
- We propose a minimum fee of \$300.00 for any plan review service.
- There will be a minimum four (4) hour per day fee for all inspection services.
- There will be a minimum four (4) hour per day fee for all in-house plan review, consulting and support staff services.
- There is no charge for courier or shipping services.
- On each anniversary of the contract start date, BPR may increase hourly rates based on the annual change of the West Region CPI, not to exceed 3%.



Great White Services

2185 Eden River Ct., Rancho Cordova, CA 95670

April 22, 2025

Jeremiah Zillig
City of Rancho Cordova
2729 Prospect Park Drive
Rancho Cordova, CA 95670

Dear Jeremiah,

Thank you for the opportunity to present this proposal. We are excited at the prospect of partnering with you and your team. As a local Rancho Cordova business, we understand the specific makeup, strengths, and challenges of the community you serve. We hope that we may be of service as you facilitate and support our growing city.

Our team of professionals is ready to help you maintain a high level of service during times of increased workload. In addition, we can assist if needed in optimizing your existing software and reporting tools.

We are happy to provide the following services:

Permit Processing Services
Field Inspection Services
Software Optimization Support

Please feel free to contact me if you have any questions regarding the services we provide. We look forward to the opportunity to work together with you and your team at the City of Rancho Cordova.

Sincerely,

Sam White - Owner
Great White Services LLC
sam@greatwhiteservices.com
916.318.9318



EXHIBIT A

Scope of Services

PERMIT PROCESSING SERVICES

We specialize in delivering knowledgeable, service-driven permit technicians who expertly manage permit-related functions—ranging from fielding inquiries and processing applications to facilitating permit issuance. Our team is thoroughly trained in municipal procedures including plan submittals, fee structures, tracking systems, and customer interaction standards. We ensure every technician is fully equipped with the tools, resources, and training needed to provide efficient, high-quality support.

- Permit processing and support services will be delivered Off Site, leveraging secure systems and reliable communication channels, while remaining fully aligned with the City's protocols and under the guidance of City staff.
- We assign technicians who bring a combination of hands-on experience and targeted training, ensuring they are well-prepared to perform all assigned duties with professionalism and accuracy. We maintain responsibility for providing all necessary equipment, ongoing training, and technical resources.

FIELD INSPECTION SERVICES

We provide experienced, ICC-certified building inspectors who are fully qualified to perform a wide range of field inspection services. Our inspectors ensure that all work complies with approved plans and applicable building codes, while identifying any deviations or non-compliant elements. Inspections cover all phases of construction and include project sites, as applicable. All assigned inspection personnel will hold ICC and/or CASp certifications, as required by project scope and jurisdiction.

Our team verifies alignment between on-site conditions and approved construction documents, including dimensions, setbacks, heights, and other critical requirements. This includes all appropriate inspection disciplines, such as mechanical, plumbing, electrical, and structural requirements.

We recognize that every jurisdiction has its own set of amendments, policies, and ordinances that impact inspections. Our inspection personnel take the time to become familiar with local regulations to ensure full compliance. Our work adheres to the latest Title 24 California Building Standards Code (Parts 1 through 12), covering all aspects of the building code.

Each inspector is trained to deliver clear, concise correction notices and field reports, and is accessible for both phone and in-person inquiries. Upon completion of inspections, our staff updates relevant databases, completes documentation, and ensures seamless communication with City personnel. All needed communication and technical equipment will be provided by Great White Services.

Our inspectors are proficient in reading and interpreting detailed construction documents, truss drawings, and engineering calculations. They maintain accurate, professional records and reports, and communicate clearly with contractors, applicants, homeowners, and agency staff. With a strong understanding of current building standards and best practices, as well as experience using various permit tracking and scheduling systems, our team integrates smoothly into any jurisdiction's workflow.



SOFTWARE OPTIMIZATION SUPPORT

We specialize in optimizing existing systems and tools to improve workflow, increase efficiency, and reduce operational friction. We understand that many organizations have powerful tools at their disposal but may not be leveraging them to their full potential. Our role is to dive into your current systems, identify opportunities for improvement, and implement solutions that enhance functionality, streamline processes, and reduce time spent on repetitive or manual tasks. Here are a few services we provide.

- **System Assessment & Optimization:** We collaboratively explore your current software setup to uncover inefficiencies, underutilized features, and areas where performance can be improved—then suggest and implement targeted adjustments to streamline workflows. This may involve recommending additional software solutions that can support your team in providing a high level of service.
- **Workflow Enhancements:** By aligning software capabilities with your team's daily operations, we help simplify complex processes, improve data organization, and enable smarter, faster decision-making using tools you already trust.
- **On-Site Support & Integration:** Our services are delivered on-site or remotely as needed, with hands-on support ready to ensure that improvements are fully integrated into your day-to-day operations with minimal disruption.

We bring a strong foundation in software systems, process mapping, and user-centered optimization. With experience across a wide range of industries and platforms, we're able to quickly adapt to your environment and make meaningful improvements without overhauling your existing tech stack.

We prioritize clear communication, simple documentation, and practical solutions that empower your team to work more effectively.



EXHIBIT B

Cost Information

Rancho Cordova Service Packages

NOT OFFERED

Plan Review Service Package A

Commercial Structural and Non Structural - Complete

Plan Review Service Package B

Commercial Non Structural - Complete

Plan Review Service Package C

Commercial Structural - Complete

Plan Review Service Package D

Residential Structural and Non Structural - Complete

Plan Review Service Package E

Residential Structural - Complete

Plan Review Service Package F

Residential Non-Structural – Hourly Fee Basis

Plan Review Service Package G

Residential Structural – Hourly Fee Basis

OFFERED

Inspection Service Package H

Commercial Building Inspection Services – Hourly Fee Basis

Inspection Service Package I

Residential Building Inspection Services – Hourly Fee Basis

Permit Processing Service Package J

Off Site Permit Processing Services – Hourly Fee Basis

Other Services Offered

Software Optimization Support – Hourly Fee Basis Negotiated by Project



SCHEDULE OF HOURLY RATES

SERVICE PACKAGE	PROJECT TYPE				FEES	HOURLY RATE
	COMMERCIAL	RESIDENTIAL	BUILDING INSPECTION	PERMIT PROCESSING		
A						
B						
C						
D						
E						
F						
G						
H	✓		✓		Hourly	115
I		✓	✓		Hourly	75-105
J				✓	Hourly	115
Other Services – Software Optimization					Hourly	By Project

ADDITIONAL TERMS

Building Inspection Services (Package H/I)

Overtime Rates – 125% of above listed hourly rate
Mileage – Reimbursed at current IRS Rate
Minimum - Four (4) hour per day fee

Permit Technician Services (Package J)

Minimum – Two (2) hour per day fee

June 10, 2025

Attn: Jeremiah Zillig, Chief Building Official
City of Rancho Cordova
2729 Prospect Park Dr,
Rancho Cordova, CA 95670



RE: On-Call Professional Services

Shums Coda Associates, Inc (SCA) appreciates the opportunity to present this requested proposal to renew our contract for On-Call Professional Services to the City of Rancho Cordova. We are confident that SCA can continue to provide the personnel, experience, and approach that will be needed to successfully provide these services to the City.

SCA is a building and fire life-safety consulting firm that was established in 2006 on the principle of assisting our municipal partners with staff augmentation and developmental services related to construction review, permitting, inspections, and documentation procedures. Our firm continually receives exceptional reviews from our jurisdictional clients, as well as design professionals, developers, and contractors from all sizes of projects and varying complexities. Positive interactions related to our work product is centered in our efforts to be customer service oriented and practical in our approach to achieve code minimums. We strive to be a contributing partner, functioning as an extension of the City's staff and provide service excellence to the community of Rancho Cordova.

We are constantly improving our staffing levels and efficiencies to match the complexity of each jurisdiction's needs, and additions in staffing over the past few years will display our strengths in those efforts. Our goal is always to provide a positive outcome to the City of Rancho Cordova's Building Department needs, and we believe our past history with the City will show that SCA is the firm that can deliver requested development services for the community. The following proposal document is the requested abbreviated format of our services, and we can certainly provide additional information (if needed) to highlight key features and distinguishing points of the SCA team that will assist in this undertaking.

We intend to provide primary services from our Corporate Headquarters, with additional support staff being provided from our nearby Folsom Regional office (as well as from other corporate resources when needed). Correspondence or communication regarding the proposal should be directed to Christine Godinez, Chief Operating Officer, via email: christine.godinez@shumscoda.com, via phone (925) 400-8760 (direct), (925) 463-0651 (main), and (925) 463-0691 (fax), or via mail: 5776 Stoneridge Mall Road, Suite 150, Pleasanton, CA 94588. Additionally, technical or proposal specific clarifications that might be needed can be answered by David Basinger, Chief Executive Officer (925) 413-5626 (cell). These corporate officers are authorized to make these representations on behalf of SCA.

SCA has been providing services to the City of Rancho Cordova since 2017 and we look forward to the opportunity to continue to serve the city in this capacity. As always, our team stands ready to answering any additional questions you may have about our firm, or additional services, after reviewing our proposal.

Sincerely,

David Basinger, Architect
CEO/ Principal
david.basinger@shumscoda.com
(925) 413-5626 (Cell)

Christine Godinez
COO/ Corporate Secretary
christine.godinez@shumscoda.com
(925) 400-8760 (Direct)

Corporate Headquarters

5776 Stoneridge Mall Road, Suite 150, Pleasanton, CA 94588 | (925) 463-0651
Tel (844) 674-5179 | Fax (925) 463-0691 | www.shumscoda.com

Regional Offices

Folsom, CA | Irvine, CA | Las Vegas, NV | Salt Lake City, UT | St. George, UT | Goodyear, AZ | Denver, CO

Plan Review Services

SCA can perform plan reviews that cover one or more of the following disciplines:

- Building: architectural (fire/life safety), structural, mechanical, electrical, plumbing, accessibility, green building, energy conservation, and geotechnical in conformance with the currently adopted Jurisdiction Building Codes, or International Building Codes (all as modified or amended by Rancho Cordova).
- Fire: fire/life safety requirements of the CBC/CFC, site reviews for hydrants and apparatus access, fire suppression, fire alarm, NFPA standards as they pertain to construction, equipment, fire protection systems, smoke control reports and hazardous materials to the currently adopted International Fire and Building Codes (all as modified or amended by Rancho Cordova and Sacramento Metro Fire District).
- Public Works/Engineering: grading, drainage, geotechnical, on-site\right-of-way improvements, construction management and inspection for public infrastructure projects, and FEMA Flood Insurance Program.

Inspection Services

SCA provides fire, building, and public works inspection services as directed by the City of Rancho Cordova. These services include:

- Perform new construction and occupancy inspections for compliance with applicable Building (architectural and structural), Fire, Mechanical, Electrical, Plumbing, Accessibility, Energy, and Cal Green codes as amended by Rancho Cordova.
- Review of all construction activities to confirm conformance with approved plans, specifications, and documents.
- Respond and coordinate schedule to complete all inspection requests and reports.
- Attend mandatory meetings, including safety training and project management.

Permit Technician Services

SCA can provide experienced ICC certified Permit Technicians to assist Rancho Cordova with document coordination related to permit submittal and issuance. Our team is familiar with numerous permit software programs that are utilized by our municipal partners and can also provide guidance to applicants related to basic zoning codes and land use law. SCA's Permit Technician Services can cover one or more of the following disciplines:

- Assists with building and fire permit applicants and others by phone and in person.
- Calculating and processes permit fees.
- Reviews, logs, coordinates, and routes various plans and permits.
- Processes and reviews building permit applications, documents, and plan submittals to assure accuracy and compliance with Rancho Cordova requirements.
- Provides information to the public relating to the status of projects and permits.

Plan Review and Inspection “Packages”

We will always strive to match Rancho Cordova’s needs with the right consultant team for each of the following job assignment categories.

1. Plan Review Package “A” Building

Fees for complete structural and nonstructural commercial building plan reviews, performed at SCA offices, will be equal to Sixty-five percent (65%) of the plan review fees as calculated per the jurisdiction.

2. Plan Review Package “B” Building

Fees for complete nonstructural commercial building plan reviews, performed at SCA offices, will be equal to Forty percent (40%) of the plan review fees as calculated per the jurisdiction.

3. Plan Review Package “C” Building

Fees for complete structural commercial building plan reviews, performed at SCA offices, will be equal to Forty percent (40%) of the plan review fees as calculated per the jurisdiction.

4. Plan Review Package “D” Building

Fees for complete structural and nonstructural residential building plan reviews, performed at SCA offices, will be equal to Sixty- Five percent (65%) of the plan review fees as calculated per the jurisdiction.

5. Plan Review Package “E” Building

Fees for complete structural residential building plan reviews, performed at SCA offices, will be equal to Forty percent (40%) of the plan review fees as calculated per the jurisdiction.

The above fees cover all services associated with the typical plan review, which would be a first, second and third review to approve projects.

Extensive plan reviews (longer third reviews or more) will be charged on an hourly rate shown below. Further, smaller projects or Rancho Cordova Capital Improvement Projects may also be charged at an hourly rate when agreed upon with the Chief Building Official. Pre-application, pre-construction, or additional meeting attendance that is necessary for unusual or complex projects shall also be charged at the same hourly rate schedule.

When expedited plan reviews are requested, the turn-around time could be as quickly as a single day, but these types of review schedules are typically determined based on the complexity of the project and the availability of SCA staff to complete the review. Expedited reviews will usually be completed in half the standard turnaround time with the fee being 1.5 times the usual “package” percentage, but turnarounds and final fees can be negotiated further if requested by Rancho Cordova. In some instances, additional fees are not required to obtain expedited reviews.

6. Plan Review Package “F” Building

Hourly fee for complete nonstructural building plan review services will be based on consultant’s qualifications. Hourly fee will range from \$130 to \$140 per hour.

7. Plan Review Package “G” Building

Hourly fee for complete structural building plan review services will be based on consultant’s qualifications. Hourly fee will range from \$130 to \$140 per hour.

8. Inspection Package “H”

Hourly fee for commercial building inspection services will be based on consultant’s qualifications. Hourly fee will range from \$110 to \$135 per hour.

9. Inspection Package “I”

Hourly fee for residential building inspection services will be based on consultant’s qualifications. Hourly fee will range from \$75 to \$110 per hour.

10. Permit Processing Package “J”

Hourly fee for in-house permit processing services will be based on consultant’s qualifications. Hourly fee will range from \$75 to \$95 per hour.

Hourly Rates

We provide ranges to reflect options related to number of certificates and level of experience provided.

Job Title	Hourly Rate
Interim Building Official	\$155
In-House Plan Review	\$145
In-House Code Training	\$165
Senior Plan Review Engineer/Architect (comm., industrial & multi-fam.)	\$140
Plan Review Engineer/Architect (small comm./residential)	\$130
Senior Fire Protection Engineer/Fire Inspector (FPE Complex Systems)	\$200 - \$300
Fire Protection Engineer/Fire Inspector (Non-FPE Life-Safety, Sprinklers, Alarms)	\$160 - \$200
Permit Technician	\$75 - \$95
Clerical Support	\$65 - \$75
CASp Specialist – Plan Review	\$200
CASp Specialist – Inspection	\$250
CASp Specialist - Report	TBD
Acting Supervisor of Inspectors (I.O.R.)**	\$135-\$150
Senior Inspector**	\$125 - \$135
Inspector II**	\$110 - \$125
Inspector I**	\$100 - \$110
Inspector in Training	\$75-\$100

Overtime will not be charged for any plan review services, but SCA does reserve the right to negotiate additional fees for major re-designs or consistently incomplete responses to initial plan review comments (as agreed upon mutually with the jurisdiction). Overtime for inspection and other in-house services will be charged at 150% of the standard hourly rates (as agreed upon mutually with the Rancho Cordova).

**** Hours for inspections in excess of 8 hours (per day) will be billed as overtime at the rate shown above. When overtime is requested, on days when the inspector has not already carried out inspections on the site (i.e., weekends, holidays, etc.), overtime inspection services will be provided in 4-hour minimum segments.**

These rates include all reimbursables and mileage costs as part of the rates, we are willing to negotiate these fees further if selected for the project services.

Further, these rates are subject to an annual increase to account for cost-of-living adjustments (typically 3% - 5%) and will be revised at the beginning of each fiscal year of the contract.

**RESPONSE TO REQUEST FOR PROPOSAL
ON-CALL BUILDING DIVISION SERVICES**

Prepared For City of Rancho Cordova, California

Presented by: UpAvanti Inc.

June 2025

ITEM 13.2.

RESPONSE TO REQUEST FOR PROPOSAL
ON-CALL BUILDING PLAN REVIEW SERVICES
CITY OF RANCHO CORDOVA

ATTACHMENT 6



Building Safety Onward & Upward

1. COVER LETTER

To the City of Rancho Cordova,

UpAvanti Inc. is delighted at the opportunity to submit this response to the Request for Proposal to provide **On-Call Building Plan Review** for the City. We hereby affirm that we meet the requirements and have the expertise to accommodate the scope of services related to the contract.

We specialize in providing a comprehensive range of code consultation. Our plan review service offerings include, fire, life-safety, accessibility, structural, mechanical, electrical, and plumbing.

We believe in specialty plan reviews. Plan reviews will be performed by licensed engineers or architects and ICC-Certified Plans Examiners who are veterans in the related field for compliance.

We are a new company, so we have enthusiasm and passion for our work. We don't take our client's trust in us lightly. We are available to perform plan reviews immediately utilizing highly trained staff. Additional trained individuals are available to help according to workflow needs.

We value quality over quantity. Our team of top-notch Code experts offers boutique services to our clients.

Due to our efficiently managed operations, our team is small and thus, much more **agile and efficient** than most larger companies, and we can quickly respond to work orders. We prioritize effective and efficient management of projects and the timely completion of project milestones and deliverables, especially within the given project constraints. With guaranteed turnaround times, you can be confident your project will stay on track and on time.

Also, **our clientele is substantially fewer** in number than larger firms. This benefits the City as it allows us to be more dedicated, accessible and responsive to the projects we undertake than most firms would be. We can assure the City of Rancho Cordova that, if contracted for the project, special attention is paid to each and every requirement provided in the RFP and/or requested by the project's stakeholders.

Our values are rooted in our dedication to providing excellent Building & Safety services. We focus on verifying compliance with the currently adopted and applicable Building Codes and Standards that contribute towards optimal code compliance and outcomes for all of our clients. Our staff is highly effective in communicating with clients, designers, project owner's, etc. to minimize plan reviews and enhance code compliance.

We believe that every building project is unique, and thus, design our approach to suit the uniqueness of each project we undertake. We understand the significance of plan review for building safety as well as the need for quality and effective plan checks performed by seasoned building construction professionals. Our mission, which is the provision of exceptional building plan review services tailored specifically to each client's needs, reflects this understanding, and also emphasizes our dedication to our core values, which include professionalism, effectiveness, and quality.

As the owner and Principal of UpAvanti Inc., I am authorized to bind a contract and will be the main point of contact during the period of proposal evaluation and the course of the project, should a contract be awarded to us.

Sincerely,

Sarah Deyhimi, PE, CASp, CBO
Principal

<https://upavanti.com>

Email: sdeyhimi@upavanti.com

Cell: (949)466-7517 Office: (916)250-1101

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RESPONSE TO REQUEST FOR PROPOSAL
ON-CALL BUILDING PLAN REVIEW SERVICES
CITY OF RANCHO CORDOVA

ATTACHMENT 6



Building Safety Onward & Upward

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Building Safety Onward & Upward

2. COMPANY OVERVIEW

UpAvanti Inc. was launched in February 2022 as a Corporation specializing in providing a comprehensive range of Building Department services and is conveniently operating from Sacramento County, California. We are a certified Small Business with the Department of General Services-CA and a certified Women's-Business-Enterprise. We started the company by offering Code Consultations and CASp services and to the private sector. Soon we were awarded multiple plan review and CASp inspection contracts by public jurisdictions in the Sacramento and Bay Area and a fire and life-safety plan review contract by the Department of State Architects.

We value quality over quantity. With our limited clientele and our team of top-notch Code experts we offer boutique services to our clients. Our clientele currently consists of public agencies and private entities seeking specialized Code Consultations. Our values are rooted in our dedication to providing excellent Building & Safety services including architectural, fire and life-safety, accessibility, structural, mechanical, electrical, and plumbing plan reviews, CASp services, and staffing. At UpAvanti, we focus on verifying compliance with the currently adopted and applicable Building Codes and Standards that contribute towards optimal code compliance and outcomes for all of our clients. Our staff is highly effective in communicating with clients, designers, project owner's, etc. to minimize plan reviews and enhance code compliance.

Our approach to our services is optimized so that our clients enjoy simultaneous plan reviews and quick turnaround times, which contribute towards protecting public life and safety by having better, safer and more accessible buildings in our communities. We employ industry best practices for continuous improvement, streamlining processes, and increased quality to exceed our customer's operational goals and expectations.

We believe in specialty plan reviews. Plan reviews will be performed by licensed engineers, architects or ICC-Certified Plans Examiners in the related field to verify compliance. Accessibility reviews and inspections will be performed by CASps. Structural review will be performed by California Licensed Civil or Structural Engineers. All assigned personnel will be professionally qualified with both experience and credentials to perform plan checks on commercial and residential construction documents.

Based on decades of experience, our team has extensive expertise in the understanding, interpretation, and implementation of the codes, regulations, and compliance policies for a variety of development projects, including residential, commercial, ground-up, historic, low-rise, high-rise, industrial facilities, OSHPD buildings, etc. We always strive to provide a high level of building safety review services to all our clients. Furthermore, we prioritize high-quality customer service delivery in all our projects, and we take our role as building code educators in the industry very seriously. Our building projects are generally characterized by the following features:

- A team of registered and licensed professionals, who are seasoned in their fields of expertise to provide the highest level of specialized service.
- A dedication to top-notch customer service delivery.
- Timely plan review.
- Effective communication.

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Building Safety Onward & Upward

3. KEY PERSONNEL

The key personnel of UpAvanti have been practicing engineering, plan review, CASp inspections and other building code related professional services since 1984. UpAvanti Inc.'s team is currently comprised of individuals, all of whom bring excellent past and present performance diversified in design, construction and code compliance for the building industry and is ready to serve the City of Rancho Cordova with exceptional success. Additional staff will be available to join the plan review team as needed, should the workflow or a project demand. All staff are trained and highly skilled in the specific disciplines of their expertise. Collectively we hold Professional Engineering licenses in the fields of Structural, Civil, Fire, Electrical, and Mechanical. Additionally, we have CASp certified staff.

Expertise and Experience:

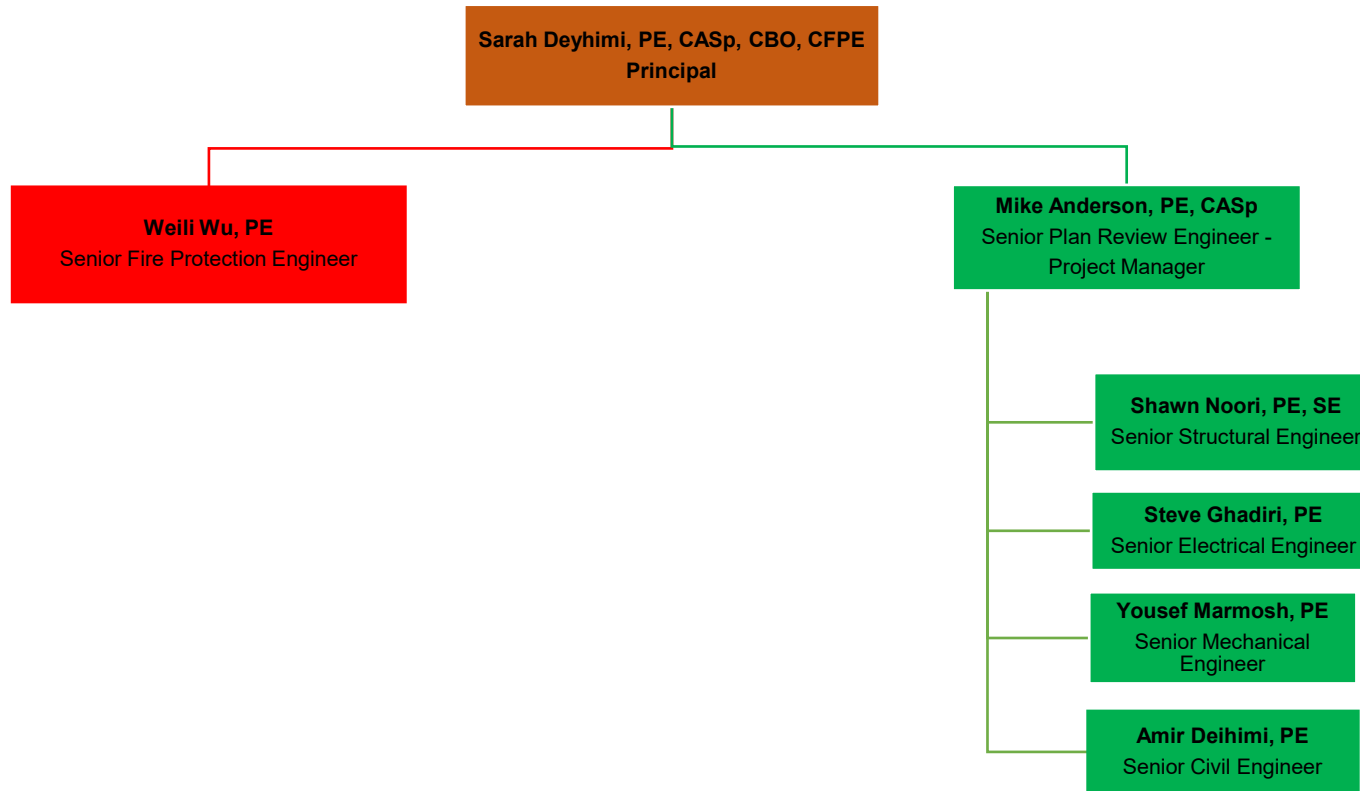
With decades of expertise in the provision of building plan review and structural design, our principal, Sarah Deyhimi, has garnered versatile industry experience for the past 20 years and has teamed up with the some of the best in the industry in the execution of a variety of construction projects for both government and privately-owned building projects. Each of the main key personnel have extensive professional experience over 30 years involving Building Codes and plan review. We are delighted to have Mike Anderson with close to 40 years of plan review experience on our team for plan review, quality control, consultation and overseeing the plan review operation.

All our staff have experience in design as well as construction, which will enhance our ability to understand and interpret the Building Codes and apply specific Code sections in a practical and effective way. We provide customized plan review comments tailored for each and every project. We do not utilize 'canned' or generic comments in our review letters.

Key Personnel:

Sarah Deyhimi will be conducting plan review, project management, client relations and overseeing the plan review operations of UpAvanti Inc. The following staff shall be employed to assist in the plan reviews services:

- Sarah Deyhimi, PE, CASp, CBO (complete plan review, project management)
- Mike Anderson, PE, CASp, ICC (life-safety, accessibility, and structural reviews, project management)
- Shawn Noori, PE, SE (structural reviews)
- Weili Yu, PE (Fire Protection Engineer)
- Yousef Marmosh, PE (mechanical and plumbing reviews)
- Steve Ghadiri, PE (electrical reviews)
- Amir Deihimi, PE (structural, civil and complete residential reviews)

Organization Chart:

Resumes:

A brief resume for each member of our team is provided below. We are a new, small and growing company. Additional staff shall be hired as needed or upon request. OSHPD-3 certified inspectors are available for hire upon request by Client.

➤ **Sarah Deyhimi, PE, CASp, CBO (Principal/Plan Review Engineer)**

Education: Bachelor of Science in Civil Engineering - Persian Gulf University, Booshehr, Iran - September 2003

Professional Registrations:

Civil Engineer, #C83354, California
Certified Building Official, 8376971 – ICC
California Certified Access Specialist – CASp #876
Certified Building Plans Examiner, 8376971 – ICC
Certified Fire Plans Examiner - ICC

Work Experience:

Principal at UpAvanti Inc. - November 2022 to Present

Performing complete plan review, project management, overseeing and managements of the operation, and client relations.

Plan Review and Accessibility Consultant – 4LEAF Inc. - October 2015 to November 2022.

Performed full plan review and consulting for various residential and commercial projects with the focus on commercial life safety, accessibility and structural and full residential reviews.

Project Engineer – Gouvis Engineering - January 2009 to March 2015

Duties included structural design of commercial and residential buildings.

Structural Designer and Detailer – Aban Air Cooler Company - March 2008-January 2009

Design of industrial steel structures

Construction Manager / Structural Observation – September 2003 to March 2008

Capabilities:

Review commercial plans for life safety, structural, accessibility, mechanical, electrical, and plumbing compliance per the current Codes and Standards, such as the CBC, including OSHPD-3 requirements, CEC, CMC, CPC, CGBC, CENC, ASCE, ACI, AISC, etc.

Review residential plans for compliance per the CRC, CEC, CMC, CPC, CGBC, CENC, ASCE, ACI, AISC, etc.

Perform site visits to assess accessibility compliance per the California Building Code and ADA for commercial facilities including restaurants, offices, hotels, warehouses, manufacturing, etc.

➤ **Mike Anderson, PE, CASp, ICC (Senior Plan Review Engineer)**

Education: Bachelor of Science in Civil Engineering - California State University, Sacramento - December, 1984

Professional Registrations:

Civil Engineer, RCE 43777, California
California Plans Examiner, 1065441-60
California Certified Access Specialist – CASp #328

Work Experience:

Senior Code Engineer at UpAvanti Inc. - November 2022 to Present

Overseeing plan review operations and consulting for various commercial projects for life safety and accessibility, CASp Inspections. Performing project management.

Plan Review and Accessibility Engineer at 4LEAF Inc. – March 2015 to January 2022.

Perform plan reviews and consulting for various commercial projects for life safety and accessibility.

Mailing Address: P.O. Box 254, Rancho Cordova, CA, 95670

Office Number: 916-250-1101

Plan Review Engineer, County of Sacramento Building Inspection - November 1989 to March 2015.
Duties included commercial plan review for various projects including office, retail, assembly, storage, hotel, and multi-family dwellings for compliance with applicable codes for life safety, structural and accessibility.

Capabilities:

Review complex commercial plans for life safety, structural and accessibility compliance per the current Codes and Standards such as the CBC, including OSHPD-3, CEC, CMC, CPC, CGBC, CENC, ASCE, ACI, AISC, etc.

Review residential plans for compliance per CRC, CEC, CMC, CPC, CGBC, CENC, ASCE, ACI, AISC, etc.
Perform site visits to assess accessibility compliance per the California Building Code and ADA for commercial facilities including restaurants, offices, hotels, warehouses, manufacturing, etc.

➤ **Shawn Noori, PE, SE (Senior Structural Engineer)**

Education: Master of Science in Civil Engineering – Tehran University - 1980

Professional Registrations:

Civil Engineer, #C67208, California

Structural Engineer, #S5772, California

Work Experience:

Senior Structural Engineer at UpAvanti Inc. - November 2022 to Present

Structural Engineer consultant for project with complex structures

Chief Engineer at Gouvis Engineering - February 89 to Present-Designing complex structures as the Engineer-of-Record

Structural Engineer - July 70 to February 89 - Tehran, Iran-Engineer of Record for various projects.

Capabilities: Review and design of complex structures such as steel and concrete structures. Oversee complex structural reviews.

➤ **Yousef Marmosh, PE (Senior Mechanical & Plumbing Plan Review Engineer)**

Education: University of Technology, Cairo, Egypt Bachelor of Science, Mechanical Engineering (power)
California State University- Sacramento Computers and Engineering Management.

Professional Registrations:

Mechanical Engineer, # 22249, California

IAPMO – International Association of Plumbing and Mechanical Officials

ASHRAE MEMBER

American Society of Heating, Refrigerating and Air Conditioning Engineers.

American Management Association.

Syndicate of the Engineering professions

Work Experience: Over twelve (40) years of industry experience. He is presently principal in charge of developing the construction documents and participating in a wide variety of constructions projects.

Throughout his tasks include but are not limited to:

Senior Mechanical Reviewer at UpAvanti Inc. - November 2022 to Present.

Performing mechanical and plumbing reviews on various commercial projects.

Senior Plan Reviewer at 4LEAF Inc. - April 2014 to April 2019: Performed mechanical and plumbing reviews on commercial projects.

Supervising Mechanical Engineer at California Department of Corrections and Rehabilitations - March 89 to June 2008: Developed construction documents in conformance with the applicable codes for various prison facilities. Reviewed work performed by consultants.

Associate Power Operation & Maintenance Engineer at California State Department of Water Resources - March 81 to March 89: Reviewed and developing electrical and mechanical equipment

maintenance instructions. Participated in design of large and small hydropower pumping plants and appurtenant systems, HVAC, cooling water system, piping, etc.

Capabilities:

Review complex mechanical and plumbing plans compliance per the current Codes and Standards such as CMC, CPC, CEnC, ASHRE, etc.

➤ **Steve Ghadiri, PE (Senior Electrical Plan Review Engineer)**

Education:

M.S. in Electrical Engineering (Power Systems), California State University, Sacramento (CSUS)

B.S. in Electrical and Electronics Engineering, California State University, Sacramento (CSUS)

M.B.A. in Organizational Behavior and Management, Executive Program, Sacramento State University

Professional Registrations: Electrical Engineer, #E012505, California

Work Experience: Over twelve (40) years of industry experience with the State of California. Throughout his tasks include but are not limited to:

Senior Electrical Engineer at UpAvanti Inc. - November 2022 to Present

Performing electrical plan review on various commercial projects.

State of California Energy Commission – researched technology innovations in electrical distribution systems, storage, and renewables integration of distributed energy resources (DER) into the power grid.

State of California Electricity Oversight Board (EOB) -Researched, verified reliability studies, and monitored the electricity market for the State executive policy recommendation and/or implementation as necessary for its legislated role and capacity.

State of California, Department of Youth Authority (CYA)- Performed surveys, designed plans, and provided facility services, lighting replacement projects, emergency generators installations, distribution switchgears, various vocational shop buildings, guard tower, CCTV security systems, and perimeter fence protection systems. Led electrical modification consultation and electrical design plans for all of 17.

State of California, Department of General Services (DGS)-Removal of PCB or contaminated equipment, upgraded facilities electrical systems and installed environmentally acceptable equipment in other State agencies.

State of California, Department of Transportation (CalTrans)- Surveyed and designed electrical power and lighting systems in compliance with Title 24 and the NEC for Cal-Trans administrative, operational, and support facilities projects.

Capabilities: Review complex electrical plans for compliance with the current Codes and Standards such as CEC, CEnC, NFPA70, etc.

➤ **Amir Deihimi, PE (Plan Review Engineer)**

Education: Bachelor of Science in Civil Engineering - Shiraz University, Shiraz, Iran - September, 2003

Professional Registrations: Civil Engineer, #C78194, California

Work Experience:

Plan Review Engineer at UpAvanti Inc. - November 2022 to Present

Performing residential plan reviews. Performing commercial structural plan reviews.

Senior Engineer at Core Structure, Inc. – 2014 to Present-Engineer-of-Record.

In charge of designing building structures, preparing construction documents for various commercial and residential projects, chief engineer. In charge of preparing Civil plans, grading, erosion controls, etc. In charge of preparing nonstructural plans for residential projects.

Project Engineer – Gouvis Engineering - 2003- 2014

Project manager in charge of preparing plans and documents for building structures.

Capabilities:

Mailing Address: P.O. Box 254, Rancho Cordova, CA, 95670

Office Number: 916-250-1101

Review residential plans for compliance per the CRC, CEC, CMC, CPC, CGBC, CENC, ASCE, ACI, AISC, etc. Review of complex structural designs. Review of civil plans.

4. APPROACH TO SERVICE DELIVERY

We confirm our ability and availability to perform the Building Plan Review services requested per the RFP, including the following:

1. Reviewing permit applications and construction documents for compliance with applicable state and local codes.
2. Ensuring designs meet structural, life safety, energy efficiency, and accessibility requirements.
3. Preparing clear and comprehensive written review comments with reference to applicable codes and communicating effectively with design professionals.
4. Reviewing re-submittals and verifying corrections.
5. Participating in plan check meetings, if requested.
6. Maintaining timely turnaround based on mutually agreed service level expectations.
7. Performing plan reviews in digital format (Bluebeam).
8. Providing technical support to City staff and building officials as needed.

Building plan reviews will be performed to verify compliance with the current adopted and applicable local, State and federal building codes and standards including the following:

- California Building Standards, excluding the California Fire Code
- Title 16 of the City of Rancho Cordova Municipal Code
- ADA – American with Disability Act
- Adopted engineering practices

Our approach to this work, as with similar projects we have undertaken, will be to first gain a thorough understanding of the expectations of the City and then formulate an execution plan based on the specifics of this understanding, in order to ensure that all the objectives for each project are executed both effectively and in a timely fashion. A sample review letter of our past projects will be presented to the City upon request. Under the direction and supervision of the City of Rancho Cordova Building Official, we will perform the following steps to complete plan reviews.

Upon receiving a project, the submittal documents will be triaged to verify a fair level of completeness in two business days. The applicant and/or the City will be contacted to obtain any missing document(s) that might be needed to perform a review. We provide customized plan review comments for each project, not pre-written standardized comments. Each comment will be listed under the related sheet number and will include the relevant Code section where applicable. Review comments for each discipline from different reviewers will be compiled into one letter, professionally written with consistent formatting. Additionally, final quality control by Sarah Deyhimi or Mike Anderson will be performed on each letter before distribution. The name and contact information of the reviewer for all disciplines will be in the review letter. Additionally, we will be available to meet with the applicants, designers and City staff, should there be any questions on the comments upon request. Our comment letters are efficient and concise. For exceptionally large projects or as requested by the City, we would suggest and attend a pre-submittal meeting with the design team to go over the key code compliance items and concerns that are to be addressed in the submittal documents. Our personnel will offer effective communication with the customers for clarification of comments and Code requirements and may offer recommendations. A notice will be emailed to the permit applicant when the plans are approved.

We are experienced in electronic plan reviews and have performed plan reviews utilizing various methods with other jurisdictions, such as live Bluebeam sessions, ProjectDox, DigiPlan, and regular PDF reviews by Bluebeam or Adobe. Electronic plan review documents can be emailed to us at submittals@upavanti.com. Electronic files can be shared with us via cloud or city permitting software as applicable. We will perform plan reviews of electronic files utilizing Bluebeam, Adobe, Microsoft Office, or other relevant software and

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programs. Upon project approvals, full copies of all “finalized” files (construction plans, reports, calculations, energy forms) will be submitted to the City via cloud, such as Dropbox or Google Drive with a stamp or note indicating “Reviewed for Code Compliance by UpAvanti Inc.” on all plan sheets and the cover sheets of the supporting documents.

For electronic plan reviews, per City’s directions, subsequent submittals can be emailed to us directly by the customer or by the City. Upon project approval, full copies of all “finalized” files (construction plans, reports, calculations, energy forms) will be submitted to the City with a stamp or note indicating “Reviewed for Code Compliance by UpAvanti Inc.” via cloud, such as Dropbox or Google Drive.

All plan review letters will be completed in word and/or PDF format as requested by the City. Each plan review will be documented by a letter summarizing the comments and a list of plan check comments will be provided for each submittal and re-submittal of the plans and supporting documents for conformance with the applicable codes (Title 24, California Administrative Code). Per City’s direction, plan review letters will be referenced and sent to the City and/or applicant. We will be available within one business day to respond to questions from the City that may be generated during plan check and field inspection for each authorized plan check that is subsequently issued a permit for construction.

Please see the following for our proposed schedule:

Project Type	Turn-Around Time (Business Days)		Expedited Turn-Around Time (Business Days)	
	Initial Review	Subsequent Reviews	Initial Review	Subsequent Reviews
Major or New Non-Residential* (Commercial, Industrial, Public Accommodation, Multi-family Residential, Mixed Use)	10	5	5	5
New Residential (one- and two-Family Dwellings), excluding production homes	10	5	5	3
For exceptionally large projects we confirm to meet the proposed turn-around time stated in the RFP.				

We have historically finished projects prior to the contracted due dates stated. Sarah Deyhimi (principal) is in charge of scheduling and monitoring the workflow to ensure plan reviews are being performed in a timely fashion and contracted due dates are met. We guarantee the above-mentioned turn-around time.

5. RELEVANT EXPERIENCE:

The following is a list of some of the plan review and CASp projects UpAvanti Inc. has performed recently.

Neighborhood J Elementary School – Mountain House, CA UpAvanti is currently performing fire and life safety plan review on the construction of a new elementary school campus consisting of four classroom buildings, an administrative building and a gymnasium. The construction cost is estimated over \$47,000,000. The site is surrounded by fences and contains four Safe Dispersal Areas. The site is surrounded by fences and contains four Safe Dispersal Areas. We checked, egress, fire suppression, fire sprinklers, fire department access roads, fire hydrants, fire alarms, fire separation, occupancy separation area analysis, etc.	Customer Contact info: Deniel DeLoach – Supervising Architect-DSA Phone: 916-324-9495 Email: ddeloach@dsa.ca.gov
The Ranch - Rancho Cordova, CA The site consists of three buildings, a clubhouse, fitness center and events pavilion, an indoor pool, an outdoor pool, and various site amenities serving single-family senior residential buildings. The anticipated construction cost is approximately \$15,000,000. We discussed egress issues for the various assembly rooms and accessibility compliance for the buildings and site in our reviews.	Customer Contact info: Jeremiah Zillig, CBO City of Rancho Cordova. Phone: 916-851-8898 Email: zillig@cityofranhocordova.org 
Sacramento Fire District Training Facility -Rancho Cordova, CA UpAvanti is performing a complete plan review on this new training facility. The building is approximately 25,000 SF, type IIB construction and contains mixed occupancy groups.	Customer Contact info: Jeremiah Zillig, CBO City of Rancho Cordova. Phone: 916-851-8898 Email: zillig@cityofranhocordova.org 
Mills Crossing The project is consisting of three 2-story buildings. A theater and arts building with 26,250 SF area, a food establishment and assembly building approximately 15,200 SF in area and an office building with 37,200 SF area. UpAvanti is currently performing complete plan review of 100% Design Development plans on this project.	Customer Contact info: Jeremiah Zillig, CBO City of Rancho Cordova. Phone: 916-851-8898 Email: zillig@cityofranhocordova.org
Camarillo Village – Williams Homes We were contracted by the project developer to provide accessibility review on the construction plans prepared by the project's Architect-and Civil Engineer-of-Record in 2024. The project consists of townhouses and mixed-use buildings with apartments. There will be 285 residential units in 49 buildings. There are low-income and standard units on site. The anticipated project cost is around \$50,000,000. Our review included discussing the applicability of chapters 11A and/or 11B to the various building types on the site in order to achieve compliance with the correct codes. Other issues included how to best provide an accessible path of travel to each	Customer Contact info: Mike Badner – Project Manager – Williams Homes Cell: 805.914.9350 Email: mbadner@williamshomes.com

commercial building on a challenging site, allocating and positioning the accessible parking in the various lots and providing access to all of the various amenities. We actively participated in notifying the client of potential issues and suggesting practical solutions. The project is expected to take 12 months to complete.



Other Similar Projects:

Encore Casino - Everett, MA

Twenty-seven Stories Hotel, Casino, & Commercial. The Encore Casino (originally Wynn Casino) has three large floors consisting of gaming, dining, assembly, retails and various other occupancies. A 27-story high-rise tower with hotel rooms rises from the center of the podium structure. The podium levels have high occupant loads with complex egress components and the tower has various sizes of hotel rooms including large suites and several two-story suites. This review was conducted during former employment of UpAvanti's staff at a different firm.

This review was conducted during the former employment of UpAvanti's staff at a different firm.

- Lead Life-safety and Accessibility Reviewer: Mike Anderson
- Life-safety and Accessibility Reviewer: Sarah Deyhimi



SMUD Museum of Science and Curiosity - Sacramento, CA

Our staff performed life-safety and accessibility review on this project during their previous employment. This project was an addition and alteration to an existing historical building with change of occupancy to assembly. Preserving the historic characteristics of this building and enforcing the Historical Building Code among others were the highlights of this project.

This review was conducted during the former employment of UpAvanti's staff at a different firm.

- Life-safety and Accessibility Reviewers: Mike Anderson, Sarah Deyhimi
- Mechanical & Plumbing Reviewer: Yousef Marmosh

Reference: Winfred Deleon

Phone: 916-806-1002

Email: Windeleon22@gmail.com



Top Golf - Roseville, CA

An indoor golfing, entertainment, and dining facility. The Top Golf facility is a structure that has three floors with golf tees located on each level. The structure is curved and resembles a stadium design with an

This review was conducted during the former employment of UpAvanti's staff at a different firm.

assembly occupancy due to higher occupant loads from the golfing and viewer occupancies and various dining, bar and gathering areas on all three floors. This review was conducted during the former employment of UpAvanti's staff at a different firm.	- Life-safety and Accessibility Reviewer: Mike Anderson - Mechanical and Plumbing Reviewer: Yousef Marmosh 
Cordilleras Mental Health Center Replacement –Redwood City, CA Multiple OSHPD-3 new residential facilities. This review was conducted during the former employment of UpAvanti's staff at a different firm. Five MHRC buildings, each housing 16 residents for a total licensed bed capacity of 80. The 16-bed limit per separately licensed building, Supported Housing Unit for 57 residents in a single multi-story Campus Center containing an art room, chapel, conference rooms, administrative offices, and other support spaces. A variety of outdoor areas to include multiple secure courtyards at each MHRC, communal gathering spaces, community gardens, and a level outdoor area for a future half-court basketball court.	This review was conducted during the former employment of UpAvanti's staff at a different firm. Life-safety and Accessibility Reviewers: Mike Anderson, Sarah Deyhimi
Monterey Conference Center – Monterey, CA Complete remodel of multi-level conference center. This review was conducted during the former employment of UpAvanti's staff at a different firm. Complete renovations of multi-level conference center. The complex egress system was reviewed in tandem with the owner's consulting firm. The assembly area have high occupant loads that utilized exit paths through existing hotel for a portion of the total required egress.	This review was conducted during the former employment of UpAvanti's staff at a different firm. Life-safety and Accessibility Reviewer: Mike Anderson

6. REFERENCES:

UpAvanti's main staff have worked professionally and closely with the references listed below during their present or previous employments:

Customer Name: Winfred DeLeon
Title: Retired Chief Building Official at City of Sacramento
Telephone number & Email: Phone: 916-806-1002; Email: Windeleon22@gmail.com
Street Address: Unavailable
Description of services provided (8 years): Plan review services on variety of residential and nonresidential projects including commercial, multi-family, single-family residential, healthcare, etc. for City of Sacramento

Customer Name: Robert Ivie
Title: Assistant Building Official – Sacramento County
Telephone number & Email: (916) 876-6013 ; ivieb@saccounty.gov
Street Address: 827 7 th Street, Room 102, Sacramento, CA
Description of services provided: Plan review services on variety of residential and nonresidential projects including commercial, multi-family, single-family residential, healthcare, etc. for Sacramento County

Customer Name: Van Daele Homes
Contact Individual: Deborah Hull
Telephone number & Email: Direct: 951 733-9126 Office: 951 354-2121 adeborah.hull@vandaele.com
Street Address: 391 N. Main St., Suite 301, Corona, CA. 92878
Description of services provided: CASp plan review and inspections on various multi-family residential constructions in design and/or construction phases during the past 3 years. As an example, Vida Apartments I Mountain House, CA.

7. EXHIBIT B

We propose the following fee schedule for compensation of our plan review services.

Packaged Services:

Packages	Services	Fee*
Package A	Services include complete <u>structural and nonstructural commercial plan review</u> using the current editions of the California Building Standards Codes and City-specific regulations and policies.	65% of plan review fees collected by the City
Package B	Service includes complete <u>nonstructural commercial plan review</u> using the current editions of the California Building Standards Codes and City-specific regulations and policies.	50% of plan review fees collected by the City.
Package C	Service includes complete <u>structural commercial plan review</u> using the current editions of the California Building Standards Codes and City-specific regulations and policies.	50% of plan review fees collected by the City.
Package D	Service includes complete <u>residential plan review, excluding production homes</u> , including structural and nonstructural using the current editions of the California Building Standards Codes and City-specific regulations and policies.	65% of plan review fees collected by the City.
Package D.1	Service includes complete <u>residential plan review of production homes</u> including structural and nonstructural using the current editions of the California Building Standards Codes and City-specific regulations and policies.	90% of plan review fees collected by the City.
Package E	Service includes complete <u>structural residential plan review</u> using the current editions of the California Building Standards Codes and City-specific regulations and policies.	50% of plan review fees collected by the City.
Package F	Service includes complete <u>non-structural plan review</u> using the current editions of the California Building Standards Codes and City-specific regulations and policies on an hourly fee basis.	Hourly
Package G	Service includes complete <u>structural plan reviews</u> using the current editions of the California Building Standards Codes and City-specific regulations and policies on an hourly fee basis.	Hourly
Package H	Service includes complete <u>commercial building inspection</u> services covering building, plumbing, mechanical and electrical trades. These services will be provided at an hourly rate.	Hourly
Package I	Service includes complete <u>residential building inspection</u> services covering building, plumbing, mechanical and electrical trades. These services will be provided at an hourly rate.	Hourly

Package J	Service includes <u>in-house permit processing</u> services. These services will be provided at an hourly rate.	Hourly
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Hourly Services:

Services	Hourly Fee*
<u>Non-Structural Plan Review</u> services	Senior Plan Review Engineer/Architect: \$155 per hour CASp (non-Engineer/Architect) Plan Review: \$130 per hour Plan Review Engineer: \$130 per hour Senior Plans Examiner: \$120 per hour Plans Examiner: \$110 per hour
<u>Structural Plan Review</u> services	Structural Engineer: \$160 per hour Senior Plan Review Engineer/Architect: \$155 per hour Plan Review Engineer/Architect: \$130 per hour
Full-Time ICC Certified Commercial Building Inspector	\$115 per hour
CASp Inspection	\$140 per hour
Full-Time ICC Certified Residential Building Inspector	\$78-\$85 per hour
Part-Time ICC Certified Commercial or Residential Building Inspector	\$115 per hour
Permit Processing Staff	\$78 per hour

*Senior Plan Review Engineer/Architect: Licensed Architect/Engineer with a minimum of 20 years of experience.

* Plan Review Engineer: Licensed Architect/Engineer with less than 20 years of experience.

* Senior Plans Examiner: ICC certified Plans examiner with a minimum of 15 years of experience.

* Plans Examiner: ICC certified Plans examiner with less than 15 years of experience.

Miscellaneous Fees:

In addition to the fees noted above, we propose the following terms and conditions:

- The above-mentioned plan review fees for Packages A, B, C, D, and E are for up to three reviews. We proposed that fourth reviews and beyond be billed at the hourly rates.
- For expedited plan review, we propose charging 150 percent of the above noted packages and hourly fees contingent upon the availability of staff to perform an expedited review.
- For partial reviews such as partial foundation only and for electrical, mechanical, plumbing only reviews, we propose utilizing the hourly rates.
- For the review of deferred submittals, shop drawings, revisions to approved plans, etc. we propose utilizing the hourly rates.
- For cancelled or abandoned projects after the first review, we propose 100% of consultant's plan review fee for the packaged services or the hourly rates for the time spent.
- We request a minimum plan review fee of \$250 for each project.

END.

MEMORANDUM



ITEM 16.3.

DATE: November 3, 2025
TO: Honorable Mayor and Council Members
FROM: Albert Stricker, Public Works Director
SUBJECT: **A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACT NO. 2025-226 IN AN AMOUNT NOT TO EXCEED \$1,000,281 WITH CENTRAL STRIPING SERVICE, INC. FOR ON-CALL TRAFFIC STRIPES AND PAVEMENT MARKINGS MAINTENANCE SERVICES**

RECOMMENDATION

Adopt the Resolution.

RESULT OF RECOMMENDED ACTION

Adoption of the Resolution would authorize the City Manager to execute Contract No. 2025-226 with Central Striping Service, Inc. to ensure services for routine maintenance on local streets such as repainting existing traffic stripes, crosswalks, and pavement legends.

BACKGROUND

City staff advertised for a new on-call traffic stripes and pavement markings maintenance contract to support an ongoing program that monitors and evaluates conditions across the city to implement annual striping and pavement markings projects. The striping and pavement markings program enhances safety for motorists, cyclists, and pedestrians, and improves the aesthetics of city roadways.

Bids for the project were solicited on the city's website and on OpenGov.com on August 19, 2025. Bids for the project were publicly opened on September 16, 2025. One bid was received. The lowest responsible and responsive bid was \$1,000,281 from Central Striping Service, Inc. The bid summary sheet is provided as [Attachment 2](#).

FISCAL IMPACT AND FUNDING SOURCE

The contract would be funded from a combination of special district funds and Measure A. There would be no impact on the city's General Fund.

ATTACHMENT(S)

1. Resolution
2. Bid Summary Checklist
3. Contract 2025-226

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 CONTRACT NO. 2025-226 WITH CENTRAL STRIPING SERVICE, INC. IN AN AMOUNT NOT TO EXCEED \$1,000,281 FOR ON-CALL TRAFFIC STRIPES AND PAVEMENT MARKINGS MAINTENANCE SERVICES

WHEREAS, the city solicited bids for on-call traffic stripes and pavement markings maintenance services under the requirements of state law on August 19, 2025; and

WHEREAS, the lowest responsible bidder was Central Striping Service, Inc.; and

WHEREAS, the new contract will include on-call services consisting of routine maintenance activities such as repainting existing traffic stripes, crosswalks, and pavement legends; and

WHEREAS, adoption of this Resolution will award Contract No. 2025-226 to Central Striping Service, Inc. in an amount not to exceed \$1,000,281 for on-call traffic stripes and pavement markings maintenance services; and

WHEREAS, the services will exceed the maximum amount the City Manager is authorized to approve; and

WHEREAS, funding for the contract would be from a combination of special district funds and Measure A. There would be no impact on the City's General Fund.

NOW, THEREFORE, BE IT HEREBY RESOLVED THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA does authorize the City Manager to execute Contract No. 2025-226 with Central Striping Services, Inc. in an amount not to exceed \$1,000,281 for on-call traffic stripes and pavement markings maintenance 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 November 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Siri Pulipati, Mayor

Stacy Leitner, CMC
City Clerk



	Contractor	Bid Grand Total	Project Contact	Contractors License	DIR Registration	Firm Experience and Qualifications	Employee/Staff Experience and Qualifications	Operations Plan	Designation of Subcontractors	Exceptions to Agreement	Bidder's Bond	Non-Collusion Affidavit	Signature Certification Page	Certificate of Insurance	Submittal Confirmation
A	Central Striping Service, Inc.	\$1,000,281.00	X	X	X	X	X	X	NA	X	X	X	X	X	X
B															
C															
D															
E															
F															
G															

Attendees: Victor Ramos, Senior Operations and Maintenance Technician
Miguel Carrillo, Operations and Maintenance Technician II



Victor Ramos, Senior Operations and Maintenance Technician

9/19/2025
Date

**GENERAL SERVICES AGREEMENT BETWEEN
THE CITY OF RANCHO CORDOVA AND CENTRAL STRIPING SERVICE, INC. FOR ON-CALL
TRAFFIC STRIPES AND PAVEMENT MARKINGS MAINTENANCE SERVICES**

THIS AGREEMENT (hereinafter referred to as "Agreement") is made by and between the City of Rancho Cordova, a California municipal corporation, (herein "City") and Central Striping Service, Inc., (herein "Contractor"), as of November 3, 2025.

SECTION 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Contractor shall provide to City the services described in the Scope of Services attached as Exhibit A ("Services") at the time and place and in the manner as specified therein. In the event of a conflict or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

SECTION 2. TERM. The term of this Agreement shall begin on the date first noted above and shall end on November 3, 2028, unless the term of this Agreement is otherwise terminated as provided for in Section 10. The time provided to Contractor to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 10.

SECTION 3. CONTRACT ADMINISTRATOR. This Agreement shall be administered by Operations & Maintenance Division Manager ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

SECTION 4. COMPENSATION OF CONTRACTOR. The Contractor shall be paid One million, Two Hundred Eighty-One Dollars and Zero Cents (\$1,000,281.00) for performance of the Services pursuant to this Agreement. The Contractor shall submit invoices to the City Finance Director on a monthly basis detailing the Services performed. In the event of a conflict between this Agreement and Exhibit A regarding the amount of compensation, the Agreement shall prevail. Upon receipt and approval of the Contractor's invoices, the City shall remit payment to the Contractor for Services provided within thirty (30) days. Payment to Contractor shall be considered as full compensation for performing the Services.

City's failure to discover or object to any unsatisfactory work or billing prior to payment will not constitute a waiver of City's right to request Contractor to correct such work or billings or seek any other legal remedy.

SECTION 5. PERFORMANCE STANDARDS. Contractor shall comply with all applicable laws now in force or which may hereafter be in force with regard to the provision of Services and this Agreement. Contractor represents that it has the skills, expertise, licenses and permits necessary to perform the Services. Contractor shall perform all such Services in the manner and according to the standards observed by a competent practitioner of the same profession in which Contractor is engaged and in accordance with applicable industry standards. Permits and/or licenses shall be obtained and maintained by Contractor without additional compensation throughout the term of this Agreement.

SECTION 6. STATUS OF CONTRACTOR.

6.1 Independent Contractor. At all times during the term of this Agreement, Contractor shall be an independent contractor as defined in Labor Code Section 3353, and shall not be an employee of City. Nothing contained in this Agreement shall be construed to be inconsistent with the foregoing relationship or status. City shall have the right to control Contractor only

insofar as the results of Contractor's services rendered pursuant to this Agreement and assignment of personnel; however, otherwise City shall not have the right to control the means and methods by which Contractor accomplishes services rendered pursuant to this Agreement. Contractor shall have no power or authority by this Agreement to bind the City in any respect. All employees and agents hired or retained by Contractor are employees and agents of Contractor and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees or agents, or any other person resulting from performance of this Agreement.

Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Contractor and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits. Contractor shall not allow any employee, agent or subcontractor to become eligible for a claim for PERS benefits.

- 6.2 Contractor Not an Agent.** Except as City may specify in writing, Contractor shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

SECTION 7. INSURANCE REQUIREMENTS. Prior to beginning any Services under this Agreement, Contractor, at its own cost and expense, shall procure insurance coverage at such levels of coverage, scope, limits, and/or forms as set forth in Exhibit B ("Insurance Requirements") hereto. Contractor shall provide proof satisfactory to City of such insurance and maintain the insurance throughout the term of this Agreement.

SECTION 8. INDEMNIFICATION AND CONTRACTOR'S RESPONSIBILITIES.

- 8.1 General Requirement.** Contractor shall indemnify, defend with counsel selected by the City, and hold harmless City, its officers, agents, employees and representatives from and against any and all claims, losses, liabilities or damages, demands and actions, including payment of reasonable attorney's fees, arising out of or resulting from Services performed pursuant to this Agreement caused in whole or in part by any negligent or willful act or omission of Contractor, its officers, agents, employees, or anyone directly or indirectly acting on behalf of Contractor. The foregoing obligation of Contractor shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the negligence or willful misconduct of the City or its officers, employees, agents, or volunteers and (2) the actions of Contractor or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Contractor to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Contractor from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Contractor

acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

- 8.2 PERS Indemnification.** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing Services under this Agreement is determined by a court of competent jurisdiction of the California Public Employees Retirement System ("PERS") to be eligible for enrollment in PERS as an employee of City, Contractor shall indemnify, defend, and hold harmless City for the payment of any and all employee and/or employer contributions for PERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City, and any attorneys' fees and costs incurred by the City to enforce this Section.
- 8.3 Prevailing Wages.** To the extent required by law, Contractor and all of the Contractor's subcontractors shall comply with California Health and Safety Code Section 33422.1 and shall comply with California Labor Code Section 1770 et seq. and all regulations adopted pursuant thereto (referred to herein as, "Prevailing Wage Laws"), and be responsible for carrying out the requirements of such provisions. The Contractor shall, and hereby agrees to, unconditionally indemnify, reimburse, defend, protect and hold harmless the City its officers, agents, employees and representatives, from and against any and all claims, demands, suits and actions at law or in equity, and losses, liabilities, expenses, penalties, fines, orders, judgments, injunctive or other relief, and costs and damages of every kind, nature and description (including but not limited to attorneys' fees and court costs; with counsel selected by the City), and administrative, enforcement or judicial proceedings, whether known or unknown, and which directly or indirectly, in whole or in part, are caused by, arise from, or relate to, or are alleged to be caused by, arise from, or relate to, the payment or requirement of payment of prevailing wages or the requirement of competitive bidding in the construction or performance of the Services, the failure to comply with any state or federal labor laws, regulations or standards in connection with this Agreement, including but not limited to California Labor Code Section 1770 et seq. and the Prevailing Wage Laws, or any act or omission of the City or the Contractor related to this Agreement with respect to the payment or requirement of payment of prevailing wages or the requirement of competitive bidding, whether or not any insurance policies shall have been determined to be applicable to any such claims, demands, suits, actions, losses, liabilities, expenses, penalties, fines, orders, judgments, injunctive or other relief, costs, damages, or administrative, enforcement or judicial proceedings. It is further agreed that the City does not, and shall not, waive any rights against the Contractor which they may have by reason of this indemnity and hold harmless agreement because of the acceptance by the City, or the deposit with the City by the Contractor, of any of the insurance policies described in this Agreement.

SECTION 9. NONDISCRIMINATION AND EQUAL OPPORTUNITY. Contractor shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Contractor under this Agreement. Contractor shall comply with all applicable federal, state, and

local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Contractor thereby. Contractor shall include the provisions of this section in any subcontract approved by the City.

SECTION 10. TERMINATION AND MODIFICATION. No modification or amendment of this Agreement is effective unless made in writing and signed by both the City and Contractor.

10.1 Termination. City may cancel this Agreement at any time and without cause upon written notification to Contractor.

Contractor may cancel this Agreement upon 30 days written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Contractor shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Contractor delivering to City any or all documents, photographs, computer software, video and audio tapes, and other material provided to Contractor or prepared by or for Contractor or the City in connection with this Agreement.

10.2 Extension. City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Section 2. Any such extension shall require a written amendment to this Agreement, as provided for herein. Contractor understands and agrees that, if City grants such an extension, City shall have no obligation to provide Contractor with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Contractor for any otherwise reimbursable expenses incurred during the extension period.

10.3 Amendments. The Parties may amend this Agreement only by a writing signed by all the Parties.

10.4 Assignment and Subcontracting. Contractor shall not assign or transfer any interest in this Agreement without the prior written consent of the City.

10.5 Options upon Breach by Contractor. If Contractor materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:

10.5.1 Immediately terminate the Agreement;

10.5.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Contractor pursuant to this Agreement;

10.5.3 Retain a different Contractor to complete the services described in Exhibit A not finished by Contractor; and

10.5.4 Charge Contractor the difference between the cost to complete the services described in Exhibit A that is unfinished at the time of breach and the amount that

City would have paid Contractor pursuant to Section 2 if Contractor had completed the work.

SECTION 11. ASSIGNMENT AND SUBCONTRACTING. Contractor shall not assign or transfer any interest in this Agreement without the prior written consent of the City.

SECTION 12. NOTICES. All notices that are regarding this Agreement shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

Any written notice to City shall be sent to:

ATTN: Victor Ramos
City of Rancho Cordova
3303 Luyung Drive
Rancho Cordova, CA 95742

Any written notice to Contractor shall be sent to:

ATTN: Morgan Lesniewski
3489 Luyung Drive
Rancho Cordova, CA 95742
morgan@centralstriping.biz

SECTION 13. CONFLICT OF INTEREST. Contractor may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Contractor in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 et seq.

Contractor shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 et seq.

Contractor hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Contractor was an employee, agent, appointee, or official of the City in the previous twelve months, Contractor warrants that it did not participate in any manner in the forming of this Agreement. Contractor understands that, if this Agreement is made in violation of Government Code §1090 et seq., the entire Agreement is void and Contractor will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Contractor will be required to reimburse the City for any sums paid to the Contractor. Contractor understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

SECTION 14. GOVERNING LAW AND VENUE. The laws of the State of California shall govern this Agreement. Venue for any action regarding this Agreement shall be in the Superior Court of the County of Sacramento or in the United States District Court for the Eastern District of California.

SECTION 15. ATTORNEYS' FEES. If a Party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provisions of this Agreement, the prevailing Party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that Party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

SECTION 16. SEVERABILITY. If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

SECTION 17. NO IMPLIED WAIVER OR BREACH. The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any breach of that term or any other term of this Agreement.

SECTION 18. SURVIVAL. The obligation of this Agreement, which by their nature would continue beyond the term or expiration of the Agreement, including without limitation obligations regarding indemnification shall survive the term or expiration of this Agreement.

SECTION 19. IRS FORM W-9. Contractor shall complete and submit Internal Revenue Service Form W-9 to the City before execution of this Agreement. This City's Finance Director shall have authority to waive this requirement.

SECTION 20. SUCCESSORS AND ASSIGNS. The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.

SECTION 21. ENTIRE AGREEMENT. This Agreement, including the scope of work attached hereto and incorporated herein as Exhibit A, and the insurance requirements attached hereto and incorporated herein as Exhibit B, represents the entire and integrated Agreement between City and Contractor and supersedes all prior negotiations, representations, and Agreements regarding the subject matter of this Agreement, either written or oral.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year set forth above, which date shall be considered the effective date of this Agreement.

CITY OF RANCHO CORDOVA

CONTRACTOR

Micah Runner, City Manager

James Lesniewski, President

Date: _____

Date: _____

Attest:

Stacy Leitner, CMC, City Clerk

Date: _____

Approved as to Form:

Adam U. Lindgren, City Attorney

Date: _____

Section 2 - Scope of Services

2.1 WORK GUIDANCE

All work to be done by any Contractor selected to perform the work outlined in this RFB shall be guided by the:

- County of Sacramento, Municipal Services, Standard Construction Specifications
<https://saccountyspecs.saccounty.gov/Pages/default.aspx>
- Standard Specifications, State of California, California State Transportation Agency, Department of Transportation
http://ppmoe.dot.ca.gov/hq/esc/oe/construction_contract_standards/std_specs/2018_StdSpecs/2018_StdSpecs.pdf

and this RFB, herein referred to as Special Provisions.

2.2 DESCRIPTION OF WORK EXPECTATIONS

The Contractor shall furnish all labor, equipment and materials required for new installations, restorations, and removal and/or replacement of striping and markings (painted and thermoplastic), raised pavement markers, object markers, delineators and channelizers. The Contractor shall also be responsible for removal and/or replacement of defective, worn and missing pavement striping and markings as well as work activities described elsewhere within this Scope of Services.

- All work shall be requested by means of a Work Order (WO) issued by the City.
- All work orders shall be completed within fifteen (15) working days. The fifteen (15) working days shall be measured beginning the first full day following receipt of the WOs.

Except as provided in these contract documents, no unscheduled (extra) work shall be made without prior written approval by the City.

Traffic Stripes and Pavement Markings

New installations, restorations, and removal and/or replacement of thermoplastic and painted traffic stripes and pavement markings shall conform to Section 84, "Markings", of the Standard Specifications and Section 48-2, "Traffic Stripes and Pavement Markings", of the Standard Construction Specifications.

This work includes, but is not limited to, the following:

- Legends
- Arrows
- Words
- Numbers
- Limit Lines
- Crosswalks
- Centerlines
- Lane Lines
- Layout for new installations
- Removal and/or replacement of pavement markings

Response times to requests for traffic striping and pavement markings shall be fifteen (15) working days from receipt of WO, weather and pavement conditions permitting.

[Raised Pavement Markers](#)

This work includes, but is not limited to, the following:

- Reflective pavement markers
- Non-reflective pavement markers
- Raised bars
- Layout for new installation of markers
- Removal and/or replacement of markers

[Object Marker, Delineator & Channelizers](#)

This work includes, but is not limited to, the following:

- Repair/replacement of roadside delineators
- Repair/replacement shoulder obstruction markers
- Repair/replacement channelizers posts

2.3. COMMENCEMENT OF WORK

Bidders acknowledge that submittal of bids does not constitute any acceptance of work by the City. Additionally, the receipt of award of contract to any Bidder shall not constitute any authority to enter upon sites for work and begin maintenance services. Work shall commence only upon formal execution of a contract and notice to proceed from the Contract Manager.

The City seeks to make selection of a Contractor and execute a contract for On-Call Traffic Stripes and Pavement Markings Maintenance Services by October 20, 2025. Bidders acknowledge that they are prepared to execute a contract and begin prosecuting work within this time. Any Bidder unable to meet this timeframe shall not be considered for award.

In the event the selected Contractor fails to adequately perform maintenance services to standards identified in this RFB, as appended to the executed contract, the City reserves the right to terminate the contract.

2.4. TERM OF AGREEMENT

Any contract resulting from subject RFB is expected to be a three (3) year contract starting from the time at which the contract is fully executed.

If mutually agreeable to both parties, any resultant contract may be extended for an additional two (2) years term.

Failure of the Contractor to diligently prosecute the work as defined herein will be considered as grounds for termination of the contract.

Failure to provide an adequate work force shall be considered as grounds for termination of the contract.

This Agreement may be terminated by the City upon thirty (30) calendar days prior written notice addressed to the last known address of the Contractor. In the event of such termination, the Contractor shall be paid for all work successfully completed up to the effective date of such termination.

2.5. SUBCONTRACTORS

Bidders requiring the provision of additional services from subcontractors acknowledge that all proposed subcontractors shall adhere to the same standards of work as described in this RFB. Bidders further acknowledge that the selected Contractor shall be required to perform, with the Contractor's own organization and employees, not less than fifty percent (50%) of the value of all work conducted under the executed contract.

2.6. ADDITIONAL SPECIAL PROVISION

Additional Special Provisions guiding the execution of a contract for On-Call Traffic Stripes and Pavement Markings Maintenance Services are fully described in **Section 5 - Special Provisions**. The additional special provisions as described in Appendix A include items such as Prevailing Wage, Payroll Records, Traffic Management, Regulations of Work, Payment, and other additional special provisions. Proposers' attention is directed to review these additional special provisions as they will be made part of the contract to be executed by the selected Contractor.

PRICE TABLES

TABLE 1. COLOMA ROAD FROM FOLSOM BLVD TO SUNRISE BLVD

This table lists cost information for painted traffic stripes and markings. Detail numbers per the 2014 California MUTCD.

Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
1	Lane Lines Detail 8	29,835	LF	\$1.50	\$44,752.50
2	No Passing Zones-Two Directions Detail 21	3,340	LF	\$1.50	\$5,010.00
3	Right Edge Line Detail 27B	7,855	LF	\$1.50	\$11,782.50
4	Two-Way Left-Turn Lanes Detail 31	8,230	LF	\$1.50	\$12,345.00
5	Lane Drop Markings Detail 37B	175	LF	\$6.00	\$1,050.00
6	Channelizing Line Detail 38A	4,525	LF	\$1.50	\$6,787.50
7	Bike Lane Detail 39	19,105	LF	\$1.50	\$28,657.50
8	Bike Lane Intersection Line Detail 39A	3,285	LF	\$1.50	\$4,927.50
9	Painted Markings	6,380	SF	\$3.00	\$19,140.00
TOTAL					\$134,452.50

TABLE 2. DOUGLAS ROAD FROM CITY LIMITS (FOLSOM SOUTH CANAL) TO GRANT LINE ROAD

This table lists cost information for painted traffic stripes and markings. Detail numbers per the 2014 California MUTCD.

Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
1	Lane Lines Detail 5	2,010	LF	\$1.00	\$2,010.00

ITEM 16.3.

[CENTRAL STRIPING SERVICE INC] RESPONSE DOCUMENT REPORT

RFP No. TBD

On-Call Traffic Stripes and Pavement Markings Maintenance Services

ATTACHMENT 3
CONTRACT NO. 2025-226

Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
2	Lane Lines Detail 8	30,815	LF	\$1.00	\$30,815.00
3	No Passing Zones-Two Directions Detail 21	915	LF	\$15.00	\$13,725.00
4	Channelizing Line Detail 38A	5,340	LF	\$1.00	\$5,340.00
5	Bike Lane Detail 39	35,490	LF	\$1.00	\$35,490.00
6	Bike Lane Intersection Line Detail 39A	1,025	LF	\$1.00	\$1,025.00
7	Remove Pavement Markings by Grinding	96	SF	\$55.00	\$5,280.00
8	Painted Markings	5,435	SF	\$1.00	\$5,435.00
TOTAL					\$99,120.00

TABLE 3. FOLSOM BLVD FROM BRADSHAW ROAD TO SUNRISE BLVD

This table lists cost information for painted traffic stripes and markings. Detail numbers per the 2014 California MUTCD.

Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
1	Lane Lines Detail 8	4,495	LF	\$1.00	\$4,495.00
2	Lane Lines Detail 11	37,470	LF	\$1.00	\$37,470.00
3	No Passing Zones-Two Directions Detail 21	655	LF	\$2.00	\$1,310.00
4	Two-Way Left-Turn Lanes Detail 31	515	LF	\$2.00	\$1,030.00

[CENTRAL STRIPING SERVICE INC] RESPONSE DOCUMENT REPORT

Request For Proposal - On-Call Traffic Stripes and Pavement Markings Maintenance Services

Page 9

ITEM 16.3.

[CENTRAL STRIPING SERVICE INC] RESPONSE DOCUMENT REPORT

RFP No. TBD

On-Call Traffic Stripes and Pavement Markings Maintenance Services

ATTACHMENT 3
CONTRACT NO. 2025-226

Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
5	Channelizing Line Detail 38A	10,230	LF	\$1.00	\$10,230.00
6	Bike Lane Detail 39	36,335	LF	\$1.00	\$36,335.00
7	Bike Lane Intersection Line Detail 39A	3,430	LF	\$1.00	\$3,430.00
8	Painted Markings	11,160	SF	\$1.00	\$11,160.00
TOTAL					\$105,460.00

TABLE 4. ROD BEAUDRY DRIVE FROM E. TIFFANY LANE TO FOLSOM BLVD

This table lists cost information for painted traffic stripes and markings. Detail numbers per the 2014 California MUTCD.

Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
1	No Passing Zones-Two Directions Detail 21	230	LF	\$5.00	\$1,150.00
2	Right Edge Line Detail 27B	1,550	LF	\$3.00	\$4,650.00
3	Channelizing Line Detail 38A	125	LF	\$10.00	\$1,250.00
4	Bike Lane Detail 39	1,600	LF	\$53.00	\$84,800.00
5	Bike Lane Intersection Line Detail 39A	710	LF	\$45.00	\$31,950.00
6	Green Bike Lane System Paint	3,600	SF	\$4.00	\$14,400.00
TOTAL					\$138,200.00

[CENTRAL STRIPING SERVICE INC] RESPONSE DOCUMENT REPORT

Request For Proposal - On-Call Traffic Stripes and Pavement Markings Maintenance Services

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[CENTRAL STRIPING SERVICE INC] RESPONSE DOCUMENT REPORT

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On-Call Traffic Stripes and Pavement Markings Maintenance Services

ATTACHMENT 3
CONTRACT NO. 2025-226**TABLE 5. ROUTIER ROAD FROM OLD PLACERVILLE ROAD TO FOLSOM BLVD**

This table lists cost information for painted traffic stripes and markings. Detail numbers per the 2014 California MUTCD.

Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
1	No Passing Zones-Two Directions Detail 21	3,750	LF	\$1.50	\$5,625.00
2	Right Edge Line Detail 27B	3,000	LF	\$1.50	\$4,500.00
3	Two-Way Left-Turn Lanes Detail 31	3,050	LF	\$1.50	\$4,575.00
4	Channelizing Line Detail 38A	1,605	LF	\$1.50	\$2,407.50
5	Bike Lane Detail 39	6,400	LF	\$1.50	\$9,600.00
6	Bike Lane Intersection Line Detail 39A	2,800	LF	\$1.50	\$4,200.00
7	Green Bike Lane System Paint	17,800	SF	\$3.00	\$53,400.00
TOTAL					\$84,307.50

TABLE 6. SERVICE AREA RC01

This table lists cost information for painted traffic stripes and markings. Detail numbers per the 2014 California MUTCD.

Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
1	Centerlines Detail 1	25,230	LF	\$1.00	\$25,230.00

[CENTRAL STRIPING SERVICE INC] RESPONSE DOCUMENT REPORT

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Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
2	No Passing Zones-Two Directions Detail 21	1,100	LF	\$1.00	\$1,100.00
3	Right Edge Line Detail 27B	11,400	LF	\$1.00	\$11,400.00
4	Right Edge Line Detail 27C	915	LF	\$3.00	\$2,745.00
5	Channelizing Line 38A	450	LF	\$3.00	\$1,350.00
6	Bike Lane Line Detail 39	21,660	LF	\$1.00	\$21,660.00
7	Intersection Line Bike Lane Detail 39A	3,025	LF	\$1.00	\$3,025.00
8	Painted Markings	6,501	SF	\$1.00	\$6,501.00
TOTAL					\$73,011.00

TABLE 7. SERVICE AREA RC02

This table lists cost information for painted traffic stripes and markings. Detail numbers per the 2014 California MUTCD.

Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
1	Centerlines Detail 1	13,830	LF	\$1.00	\$13,830.00
2	No Passing Zones-Two Directions Detail 21	1,160	LF	\$1.00	\$1,160.00
3	Right Edge Line Detail 27B	9,250	LF	\$1.00	\$9,250.00
4	Channelizing Line Detail 38A	410	LF	\$1.00	\$410.00

[CENTRAL STRIPING SERVICE INC] RESPONSE DOCUMENT REPORT

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Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
5	Bike Lane Line Detail 39	8,500	LF	\$1.00	\$8,500.00
6	Intersection Line Bike Lane Detail 39A	1,500	LF	\$1.00	\$1,500.00
7	Painted Markings	8,500	SF	\$2.50	\$21,250.00
TOTAL					\$55,900.00

TABLE 8. SERVICE AREA RC03

This table lists cost information for painted traffic stripes and markings. Detail numbers per the 2014 California MUTCD.

Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
1	Centerlines Detail 1	10,030	LF	\$1.00	\$10,030.00
2	Lane Lines Detail 8	110	LF	\$15.00	\$1,650.00
3	No Passing Zones-Two Directions Detail 21	225	LF	\$15.00	\$3,375.00
5	Bike Lane Line Detail 39	4,320	LF	\$1.00	\$4,320.00
6	Intersection Line Bike Lane Detail 39A	480	LF	\$15.00	\$7,200.00
7	Painted Markings	6,800	SF	\$2.00	\$13,600.00
TOTAL					\$40,175.00

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ATTACHMENT 3
CONTRACT NO. 2025-226**TABLE 9. SERVICE AREA RC05**

This table lists cost information for painted traffic stripes and markings. Detail numbers per the 2014 California MUTCD.

Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
1	Centerlines Detail 1	7,725	LF	\$1.00	\$7,725.00
2	Lane Lines Detail 8	580	LF	\$10.00	\$5,800.00
3	No Passing Zones-Two Directions Detail 21	610	LF	\$10.00	\$6,100.00
4	Right Edge Line Detail 27B	7,920	LF	\$1.00	\$7,920.00
5	Channelizing Line Detail 38A	765	LF	\$10.00	\$7,650.00
6	Bike Lane Line Detail 39	13,595	LF	\$1.00	\$13,595.00
7	Intersection Line Bike Lane Detail 39A	3,415	LF	\$2.00	\$6,830.00
8	Remove Pavement Markings by Grinding	182	SF	\$15.00	\$2,730.00
9	Painted Markings	5,250	SF	\$3.00	\$15,750.00
TOTAL					\$74,100.00

TABLE 10. SERVICE AREA RC07

This table lists cost information for painted traffic stripes and markings. Detail numbers per the 2014 California MUTCD.

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Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
1	Centerlines Detail 1	5,560	LF	\$1.00	\$5,560.00
2	No Passing Zones-Two Directions Detail 21	630	LF	\$3.00	\$1,890.00
3	Right Edge Line Detail 27B	4,100	LF	\$1.00	\$4,100.00
4	Channelizing Line Detail 38A	250	LF	\$6.00	\$1,500.00
5	Bike Lane Line Detail 39	9,500	LF	\$1.00	\$9,500.00
6	Intersection Line Bike Lane Detail 39A	2,800	LF	\$1.00	\$2,800.00
7	Painted Markings	4,700	SF	\$5.00	\$23,500.00
TOTAL					\$48,850.00

TABLE 11. SERVICE AREA RC08

This table lists cost information for painted traffic stripes and markings. Detail numbers per the 2014 California MUTCD.

Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
1	Centerlines Detail 1	7,785	LF	\$1.00	\$7,785.00
2	Lane Lines Detail 8	2,820	LF	\$1.00	\$2,820.00
3	No Passing Zones-Two Directions Detail 21	4,445	LF	\$1.00	\$4,445.00
4	Right Edge Line Detail 27B	16,315	LF	\$1.00	\$16,315.00

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Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
5	Two-Way Left-Turn Lanes Detail 31	2,865	LF	\$1.00	\$2,865.00
6	Lane Drop Markings Detail 37B	410	LF	\$15.00	\$6,150.00
7	Channelizing Line Detail 38A	3,870	LF	\$1.00	\$3,870.00
8	Bike Lane Line Detail 39	25,950	LF	\$1.00	\$25,950.00
9	Intersection Line Bike Lane Detail 39A	2,185	LF	\$1.00	\$2,185.00
10	Painted Markings	3,200	SF	\$4.00	\$12,800.00
TOTAL					\$85,185.00

TABLE 12. SERVICE AREA RC09

This table lists cost information for painted traffic stripes and markings. Detail numbers per the 2014 California MUTCD.

Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
1	Centerlines Detail 1	6,500	LF	\$2.00	\$13,000.00
2	No Passing Zones-Two Directions Detail 21	280	LF	\$5.00	\$1,400.00
3	Right Edge Line Detail 27B	1,800	LF	\$2.00	\$3,600.00
4	Channelizing Line Detail 38A	100	LF	\$4.00	\$400.00
5	Bike Lane Line Detail 39	11,700	LF	\$2.00	\$23,400.00

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Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
6	Intersection Line Bike Lane Detail 39A	715	LF	\$3.00	\$2,145.00
7	Painted Markings	3,500	SF	\$5.00	\$17,500.00
TOTAL					\$61,445.00

TABLE 13. SERVICE AREA RC13

This table lists cost information for painted traffic stripes and markings. Detail numbers per the 2014 California MUTCD.

Line Item	Description	Minimum Quantity Call Out	Unit of Measure	Unit Cost	Total
1	Centerlines Detail 1	7,500	LF	\$1.00	\$7,500.00
2	No Passing Zones-Two Directions Detail 21	615	LF	\$5.00	\$3,075.00
3	Channelizing Line Detail 38A	370	LF	\$5.00	\$1,850.00
4	Bike Lane Line Detail 39	22,700	LF	\$1.00	\$22,700.00
5	Intersection Line Bike Lane Detail 39A	1,225	LF	\$2.00	\$2,450.00
6	Painted Markings	5,225	SF	\$4.00	\$20,900.00
TOTAL					\$58,475.00

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CONTRACT NO. 2025-226**MISCELLANEOUS MAINTENANCE ITEMS**

The Miscellaneous Maintenance Items not captured in the provided tables amount (listed as \$50,000) is the anticipated total for work for the 3-years term and will be included in the Proposal Grand Total. Invoices for this work shall include labor rates and a copy of materials receipts if applicable. The City will reimburse for materials at cost plus 10% with proof of receipt.

Line Item	Description	Unit of Measure	Unit Cost
1	Miscellaneous Maintenance Items for 3-years term	LS	\$50,000.00

BID GRAND TOTAL

Line Item	Description	Total	Unit of Measure	Unit Cost	Total
1	Total combined cost from the bottom line of Table 1. - Table 13.	1	LS	\$950,281.00	\$950,281.00
2	Miscellaneous Maintenance Items for 3-years term	50,000	LS	\$1.00	\$50,000.00
TOTAL					\$1,000,281.00

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City of Rancho Cordova

Public Works

Albert Stricker, Director of Public Works
2729 Prospect Park Drive, Rancho Cordova, CA 95670

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On-Call Traffic Stripes and Pavement Markings Maintenance Services

RESPONSE DEADLINE: September 16, 2025 at 2:05 pm

Report Generated: Friday, September 19, 2025

Central Striping Service Inc Response

CONTACT INFORMATION

Company:

Central Striping Service Inc

Email:

morgan@centralstriping.biz

Contact:

Morgan Lesniewski

Address:

3489 Luyung Drive
Rancho Cordova, CA 95742

Phone:

(916) 826-1686

Website:

N/A

Submission Date:

Sep 16, 2025 1:08 PM (Pacific Time)

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On-Call Traffic Stripes and Pavement Markings Maintenance Services

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ADDENDA CONFIRMATION

No addenda issued

QUESTIONNAIRE

1. Contractor's License Certification*

Pass

Any person or entity submitting a bid on this project to engage in the business or act in the capacity of a Contractor shall be licensed as a Contractor in accordance with the provisions of Division 3, Chapter 9 of the California Business and Professions Code. A bid submitted to the City by a Contractor who is not licensed as set forth above shall be considered non-responsive and shall be rejected by the City.

Before awarding the contract for this RFB, the City must verify that the Contractor was properly licensed when the Contractor submitted his/her bid for this RFB. In order for the City to verify the license status of a Contractor, the Contractor, at the time he/she submits his/her bid for this RFB, shall provide in writing to the City his/her Contractor's license number, name on the license, classification, and expiration date of the license.

No bids submitted to the City shall be invalidated by the failure of the Bidder to be licensed in accordance with the laws of this state. However, at the time the contract is awarded, the Contractor shall be properly licensed in accordance with the laws of this state. The first payment for work or material under any contract shall not be made unless and until the Registrar of Contractors verifies to the City that the records of the Contractors' State License Board indicate that the Contractor was properly licensed at the time the contract was awarded. Any Bidder or Contractor not so licensed shall be subject to all legal penalties imposed by law, including, but not limited to, any appropriate disciplinary action by the Contractors' State License Board. Failure of the Bidder to obtain proper and adequate licensing for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the Bidder.

Contractor's License #: 403896 Name on License: Central Striping Service, Inc. Classifications: A, C-12, C-32 Expires: 5/31/27

[Click to Verify](#) *Value will be copied to clipboard*

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2. Department of Industrial Relations Contractors Registration*

Pass

Any person or entity submitting a bid for this RFB to engage in the business or act in the capacity of a Contractor shall register as a Contractor in accordance with the provisions of the Department of Industrial Relations (DIR). A bid submitted to the City by a Contractor who is not registered as set forth above shall be considered non-responsive and shall be rejected by the City.

Before awarding the contract for this RFB, the City must verify that the Contractor was properly registered when the Contractor submitted his/her bid for this RFB. In order for the City to verify the registration status of a Contractor, the Contractor, at the time he/she submits his/her bid for this RFB, shall provide in writing to the City his/her Contractor's registration number, name on the registration, and expiration date of the registration.

No bid submitted to the City shall be invalidated by the failure of the Bidder to be registered in accordance with the laws of this state. However, at the time the contract is awarded, the Contractor shall be properly licensed in accordance with the laws of this state. Any Bidder or Contractor not so registered shall be subject to all legal penalties imposed by law, including, but not limited to, any appropriate disciplinary action by the DIR. Failure of the Bidder to obtain proper and adequate registration for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the Bidder.

DIR Registration #: 1000006499 Name on Registration: Central Striping Service, Inc. Expires: 6/30/27

[Click to Verify](#) *Value will be copied to clipboard*

3. Exceptions to Agreement

Pass

Note: This portion of the Bid Submittal is not required. However, exceptions taken without providing the required information as part of your bid will not be considered.

- [Exceptions to Agreement.pdf](#)

Agreement.pdf

4. Firm Experience and Qualifications*

Pass

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Please download the below documents, complete, and upload.

Please provide a listing of similar contracts related to On-Call Traffic Stripes and Pavement Markings Maintenance Services that are currently active or have been satisfactorily completed in the last five (5) years. Please provide a contact name for each of the contracts listed.

- [Firm Experience and Qualifi...](#)

4._Firm_Experience_and_Qualifications.pdf

5. Employee/Staff Experience and Qualifications*

Pass

Please download the below documents, complete, and upload.

Bidder shall list the names and experience/qualifications of any employees who would be responsible for undertaking the Items detailed in the Scope of Services of this RFB, should a contract be provided.

- [Staff Experience and Qualif...](#)

5._Staff_Experience_and_Qualifications.docx

6. Operations Plan Details*

Pass

Please download the below documents, complete, and upload.

Bidder shall detail an inventory of equipment, location of any equipment and materials storage facilities, customer service processes and call center location (if applicable).

- [Operations Plan Details.docx](#)

6._Operations_Plan_Details.docx

7. Subcontractors?*

Pass

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Will you be using subcontractors to perform any of the services within the Scope of Services noted in this RFB?

Each Bidder shall set forth below the name and location of the place of business of each subcontractor who will perform work or labor or render service to the Contractor in or about the Services to be performed under these specifications in excess of one-half of one percent (0.5%) of the prime Contractor's total bid or ten thousand dollars (\$10,000.00), whichever is greater. The prime Contractor shall list the portion of the work which will be done by such Subcontractor.

If the Contractor fails to specify a subcontractor for any portion of the work to be performed under the Contract, the Contractor shall be deemed to have agreed to perform such portion itself, and the Contractor shall not be permitted to subcontract that portion of the work except under the conditions allowed by applicable law. Subcontractors shall provide all required licensing documentation to the prime Contractor.

No

8. Bid Guarantee*

Pass

The City will require all bids to be accompanied by a Bid Guarantee in the form of a certified check, a cashier's check, or a bidder's bond. The Bid Guarantee shall be executed by an admitted surety insurer in favor of the City of Rancho Cordova, the amount of which shall not be less than ten percent (10%) of the Bid Grand Total.

The bid bonds for the three acceptable lowest bids shall be retained until the City of Rancho Cordova has accepted the successful bid. All other bid bonds shall be returned to the Bidder ten (10) working days after the opening of the bids.

Performance and Payment Bonds will be required for the execution of a contract with the selected Contractor.

Bid_Bond.pdf

9. Non-Collusion Declaration*

Pass

The Bidder declares:

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[CENTRAL STRIPING SERVICE INC] RESPONSE DOCUMENT REPORT

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On-Call Traffic Stripes and Pavement Markings Maintenance Services

ATTACHMENT 3
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NONCOLLUSION

(Title 23 United States Code Section 112 and
Public Contract Code Section 7106)

To the CITY of RANCHO CORDOVA
DEPARTMENT OF PUBLIC WORKS.

In conformance with Title 23 United States Code Section 112 and Public Contract Code 7106 the Bidder declares that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other Bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the Bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Note: The above Noncollusion Affidavit is part of the bid. Signing this bid on the signature portion thereof shall also constitute signature of this Noncollusion Affidavit.

Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on the date and time of submittal of this bid.

Confirmed

10. Signature Certification Page*

Pass

Please download the below documents, complete, and upload.

[CENTRAL STRIPING SERVICE INC] RESPONSE DOCUMENT REPORT

Request For Proposal - On-Call Traffic Stripes and Pavement Markings Maintenance Services

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If Bidder or other interested person is a corporation, state legal name of corporation, also names of the president, secretary, treasurer, and manager thereof; if a co-partnership, state true name of firm, also names of all individual co-partners composing the firm; if Bidder or other interested person is an individual, state first and last names in full.

By my signature on this bid I certify, under the Penalty of Perjury, that the foregoing Non-Collusion Affidavit and Contractor's License Certification along with all other statements in this bid are true and correct.

- [Signature Certification Pag...](#)

Signature_Certification.pdf

11. Certificate of Insurance*

Pass

The City will require all bids to be accompanied by a sample Certificate of Insurance meeting the City's requirements as detailed in **Exhibit B of Attachment A - Sample General Services Agreement**.

The_City_of_Rancho_Cordova_Central_Striping_Service,_Inc._2025-GLAUEXWC POLL_9-12-2025_2127464356.pdf

12. Bidder Confirmation*

Pass

By confirming here and submitting a bid, Bidder confirms their authority (and has uploaded necessary documentation proving such) to execute this bid in its entirety as submitted and enter into a contract on behalf of the Company Name stated in said bid. Such confirmation will be understood as certification by the Bidder that they have completely read and understand this Request For Bids in its entirety including any and all Addenda released prior to the time of submittal.

Confirmed

EXCEPTIONS TO AGREEMENT *(Required submittal forms)*

Bidders are to prepare all Cost Schedule forms based on the program specifications set forth in the RFB documents without considering any exceptions that may be set forth on this form. In the event the Bidder takes exception to the RFB specifications, they may set forth those exceptions in the following manner:

- The exceptions are to be presented on a separate paper titled "Form Exceptions to Agreement."
- Each exception must be presented separately by stating: the specific exception, the page and line numbers of the exception, the suggested changes to the program related to the exception, the suggested changes in the Agreement language related to the exception, the manner in which the proposed change would benefit the City, the customers or both, and the specific dollar change in each of the various service rates, as proposed by the Bidder in this RFB, that would take place if the exception was accepted by the City.
- The exceptions must be followed with the following language without exception.
- **"Except as set forth above, Bidder is in complete agreement with the proposed terms, conditions, and business arrangements described in the RFB, including the attached Agreement. The Bidder assumes the risk of all conditions foreseen or unforeseen and agrees to provide the services set forth in the Agreement under whatever circumstances may develop other than as herein provided."**
- The form must be signed by an individual authorized to commit the Bidder's firm to the Agreement in the manner set forth below.

Date: 09-15-25

Name: Geri Lesniewski

Title: Executive Vice President

Signature: 

Please note that if exceptions are taken, all required information as set forth above must be submitted. Exceptions taken without providing the required information will not be considered.

FIRM EXPERIENCE AND QUALIFICATIONS *(Required submittal form)*

The Bidder has been engaged in the contracting business, under the present business name for _____⁴⁶ years. Experience in work of a nature similar to that covered in the bid extends over a period of _____⁴⁶ years.

The Bidder, as a Contractor, has never failed to satisfactorily complete a contract awarded to it, except as follows:

Please provide written explanation on a separate sheet(s).

Please provide a listing of similar contracts related to the On-Call Traffic Stripes and Pavement Markings Maintenance Services that are currently active or have been satisfactorily completed in the last five (5) years. Please provide a contact name for each of the contracts listed.

Contract Year(s)	Type of Work Performed	Annual Contract Amount	Client/Agency Name	Contact Name /Title Phone Number
2024	Thermoplastic Striping	\$934,660.67	Caltrans	Mohessen Ghassemi (916) 757-2989
2024	Thermoplastic Pavement Markings	\$1,490,246	Caltrans	Selvendron Manohassan (530) 218-3679
2024	Pavement Striping	\$133,504.90	Copper Cove Rocky Road	Steve Palmer (916) 369-4221
2023	Remove & Replace Striping, Markers, and Markings	\$379,928.07	Caltrans	Ranbir Bhullar ranbir_bhullar@dot.ca.gov
2022	Thermoplastic Striping	\$738,857.50	County of Napa	Sona El-Wakil (707) 259-8383

EMPLOYEE/STAFF EXPERIENCE AND QUALIFICATIONS *(Required submittal form)*

Employee/Staff Name	Title & Position	Years w/ Firm	Years Experience in Trade	Specialized Certifications
Mark Chandler	Fleet Manager	2	22	CDL/Hazmat
Kenneth Ickes	Operations	30	30	
Patrick Ploghoft	Superintendent	30	30	CDL/Hazmat
James Powers	Superintendent	32	32	CDL/Hazmat
Chris Duke	Foreman	17	17	CDL/Hazmat

Use additional sheets of paper as necessary for additional references or employees.

OPERATIONS PLAN *(Required submittal forms)*

Equipment Inventory: Please provide a list of all equipment that will be utilized in the performance of this contract.

Quantity	Name, Type, and Capacity	Model Year and Condition	Fuel Type
3	Thermo Striper, 16000 lbs	2019 Good Condition	Diesel
3	TC – Truck Mounted Attenuator	2019 Good Condition	Diesel
3	Kettle Truck	2024 Good Condition	Diesel
3	Paint Striper	2021 Good Condition	Diesel
4	Line Lazer	2021 Good Condition	Gasoline
6	Minimac	2024 Good Condition	Propane

Equipment Storage and Maintenance Facility: Please provide the facility location(s) where the equipment utilized in this contract will be staged:

3489 Luyung Drive
Street address

Rancho Cordova, CA, 95742
City, State, Zip Code

Customer Service Call Center: Please list the address and phone number of the Customer Service center where calls will be received for this Contract:

3489 Luyung Drive
Street address

Rancho Cordova, CA, 95742
City, State, Zip Code

(916) 635-5175
Phone Number

Will Customer Service representatives be available during normal business hours to answer calls? Y / N
(circle one)

After-hours Emergency Phone Number: 951-345-5178



Bid Bond

KNOW ALL MEN BY THESE PRESENTS: That we, the undersigned, _____

Central Striping Service, Inc

as Principal, and Harco National Insurance Company, a corporation of the
State of Illinois, as Surety, are hereby held and firmly bound unto

City of Rancho Cordova

in the penal sum of One Hundred Thousand Twenty Nine Dollars (\$ 100,029.00)
for the payment of which, well and truly to be made, we hereby jointly and
severally bind ourselves, our heirs, executors, administrators, successors and assigns.Signed, this 11 day of September, 2025The condition of the above obligation is such that whereas the Principal has submitted
a certain bid, to enter into a contract in writing forOn-Call Traffic Stripes and Pavement Markings Maintenance Services

NOW, THEREFORE,

- (a) If said bid shall be rejected, or in the alternate
- (b) If said bid shall be accepted and the Principal shall execute and deliver an acceptable form of contract, and shall furnish a bond for the faithful performance of said Contract, and for the payment of the persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said bid;

THEN, THIS OBLIGATION SHALL BE VOID, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

IN WITNESS WHEREOF, the Principal and the Surety have hereto set their hands and seals, and such of them as are corporations have caused their corporate seals, to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Signed, sealed and delivered in the presence of:

ATTEST:

ATTEST:

Bid Bond Date 09/11/2025Geri Lesniewski Principal, CFOHarco National Insurance CompanyBy: Michael R. Snelling

Michael R. Snelling Attorney-in-Fact

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Sacramento)

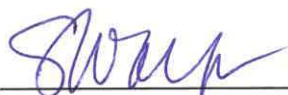
On 9-15-25 before me, Sande Walker, Notary Public
(insert name and title of the officer)

personally appeared Geri Lesniewski,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

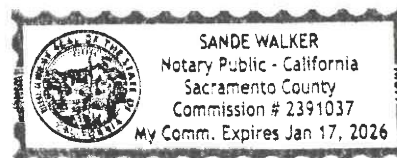
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature



(Seal)



KNOW ALL MEN BY THESE PRESENTS: That **HARCO NATIONAL INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of Illinois, and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of New Jersey, and having their principal offices located respectively in the cities of Rolling Meadows, Illinois and Newark, New Jersey, do hereby constitute and appoint

MICHAEL R. SNELLING, RANDALL L. JORGENSEN, DEBORAH WILLIAMS, CAROL ANN DUNN, KASEY CORRINE DOUGHERTY

Sacramento, CA

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** and is granted under and by authority of the following resolution adopted by the Board of Directors of **INTERNATIONAL FIDELITY INSURANCE COMPANY** at a meeting duly held on the 13th day of December, 2018 and by the Board of Directors of **HARCO NATIONAL INSURANCE COMPANY** at a meeting held on the 13th day of December, 2018.

"**RESOLVED**, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** have each executed and attested these presents on this 31st day of December, 2024



STATE OF NEW JERSEY
County of Essex

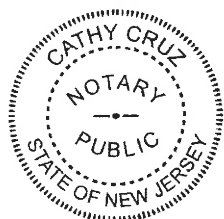
STATE OF ILLINOIS
County of Cook



Michael F. Zurcher

Executive Vice President, Harco National Insurance Company
and International Fidelity Insurance Company

On this 31st day of December, 2024, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.



IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.

Cathy Cruz a Notary Public of New Jersey
My Commission Expires April 16, 2029

CERTIFICATION

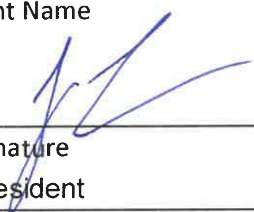
I, the undersigned officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day, September 11, 2025

SIGNATURE CERTIFICATION PAGE *(Required with submittal)*

If Bidder or other interested person is a corporation, state legal name of corporation, also names of the president, secretary, treasurer, and manager thereof; if a co-partnership, state true name of firm, also names of all individual co-partners composing the firm; if Bidder or other interested person is an individual, state first and last names in full.

By my signature on this bid I certify, under the Penalty of Perjury, that the foregoing Non-Collusion Affidavit and Contractor's License Certification along with all other statements in this bid are true and correct.

Date: 9-15-25Central Striping Services
Legal Company or Corporation NameCorporation
Business Type (Corporation, Partnership, etc.)James Lesniewski
Print Name
Signature
President
TitleGeri Lesniewski
Print Name
Signature
Treasurer
TitleGeri Lesniewski
Print Name
Signature
Executive Vice President
TitleJenifer Lesniewski
Print Name
Signature
Secretary
TitleJenifer Lesniewski
Print Name
Signature
Vice President
Title
Print Name
Signature
Title

Section 5 - Special Provisions**5.1. PAYROLL RECORDS**

Attention is directed to Section 1776 of the Labor Code of the State of California. Regulations complementing said Section 1776 are located in Section 16000 and Sections 16400 through 16403 of Title 8, California Administrative Code. The Contractor is required to comply with the provisions of Section 1776 of said Labor Code. The Contractor shall also be responsible for compliance by their subcontractors.

5.2. PRESERVATION OF PROPERTY

Attention is directed to Section 13-1.01, "Preservation of Property" of the Standard Construction Specifications and these Special Provisions.

The Contractor shall take every precaution to protect all public and private property during the performance of this contract. Any damages caused by the Contractor's personnel or equipment will promptly be repaired to the condition existing before the damage. If, in the opinion of the Contract Manager, or their designee, repair is not possible, the damaged facilities will be replaced in kind and size. All costs for such repairs or replacements shall be the sole responsibility of the Contractor. Damages to City facilities due to the Contractor's lack of performance in accordance with these specifications are the Contractor's responsibility.

Full compensation for conforming to the requirements of this section shall be considered as included in the prices paid for the various items of work and no additional compensation shall be allowed, therefore.

5.3. TRAFFIC MAINTENANCE

Attention is directed to Section 7-1.04, "Public Safety", and Section 12, "Temporary Traffic Control," of the Standard Specifications, the Uniform Manual of Traffic Control Devices (latest edition of the California Supplement), and these Special Provisions.

Typically, a minimum of one (1) traffic lane, (not less than 3.66 m (12 feet wide), per direction, shall be allowed for closure during construction activity, or as defined within the approved Traffic Control Plan (TCP). All other traffic lanes shall be open for public vehicular traffic at all times during non-construction activity. No work that interferes with public traffic shall be performed between 3:30 P.M. and 8:30 A.M. except work required under Section 7-1.03, "Public Convenience", and Section 7-1.04, "Public Safety", of the Standard Specifications or by special approval of the Contract Manager, or their designee.

The full width of the traveled way shall be open for use by public traffic on Saturdays, Sundays and designated legal holidays and when maintenance operations are not actively in progress.

Prior to performing any work, under this contract the Contractor shall prepare and submit a TCP to the Contract Manager, or their designee, for review. Note: To avoid delays, the Contractor is encouraged to submit in advance, several standard TCPs covering the most common

maintenance situations anticipated, prior to the start of the contract period. All night work (if any) requires a MANDATORY TCP, for each occurrence.

If traffic controls are required for any operation under this contract to ensure the safety of workers and the public, a TCP must be submitted to the Contract Manager, or their designee, four (4) working days in advance of performing said operation. The Contractor must receive written approval from the Contract Manager, or their designee, prior to implementing any traffic controls and notify Police, and Fire at least twenty-four (24) hours in advance of implementing the traffic controls. Review and approval of a TCP by the Contract Manager, or their designee, is based upon general conformance with Federal, State and local regulations and standards and does not relieve the Contractor of responsibility for the safety of its workers and the public.

The Contractor is responsible for any temporary traffic control required for the installation, restoration, removal and replacement of pavement striping and markings.

If any component in the Contractor's traffic control system is displaced, damaged, or ceases to operate correctly, from any cause, during the life of the work, the Contractor shall immediately repair said component to its original condition or replace said component and shall restore the component to its original location.

Full compensation for conforming to the requirements of this section shall be considered as included in the prices paid for the various items of work and no additional compensation shall be allowed, therefore.

5.4. REGULATIONS AND CONDUCT OF WORK

The Contractor shall plan and conduct the work to comply with local, State, and Federal government agencies' applicable rules, regulations, codes, and ordinances to adequately safeguard persons and property from injury. The Contractor shall direct the performance of the work in compliance with reasonable safety regulations and work practices, and with applicable Federal, State, and local laws, rules and regulations including but not limited to "Occupational Safety and Health Standards" promulgated by the U.S. Secretary of Labor, and Safety Orders of the California Division of Industrial Safety.

5.5. PERSONNEL

All work shall be performed by qualified and trained personnel with a minimum of two (2) year experience in striping and pavement markings maintenance work. Experience must include use of typical tools and operation of commonly used equipment. All workers shall be neat and orderly in appearance.

5.6. SUPERVISION

The Contractor shall provide a competent superintendent during all times that work is being performed with the authority to represent and act for the Contractor in any matter pertaining to this contract. The Contractor shall furnish the names of all such superintendents to the Contract Manager, or their designee, prior to the commencement of this contract and further advise of

any changes.

5.7. DISMISSAL OF UNSATISFACTORY EMPLOYEES

The Contractor shall only furnish workers who are competent and skilled for work under this contract. If, in the opinion of the Contract Manager, or their designee, an employee of the Contractor is incompetent or disorderly, refuses to perform in accordance with the contract specifications, threatens or uses abusive language while on City property, does not meet safety requirements or is otherwise unsatisfactory, that employee shall be removed from all work under this contract. The Contractor shall remove an unsatisfactory employee from contract sites immediately following notification.

5.8. PAYMENT

Attention is directed to Section 8, "Measurement and Payment", of the Standard Construction Specifications. The following shall be substituted with regard to invoicing procedure.

The Contractor's invoice shall include;

Invoice Number

Invoice Date

City's Contract Number

Period Service Provided (Date from – Date to)

A breakdown of each work order completed with a description of the work performed, quantity of the work performed, unit cost, and total cost for the work performed

Billing shall be submitted to the following address:

City of Rancho Cordova

Public Works Department

3303 Luyung Drive

Rancho Cordova, CA 95742

ATTN: Victor Ramos

5.9. WITHHOLDING OF PAYMENT

For work deemed by the Contract Manager, or their designee, as not meeting the requirements of the specifications, the City shall withhold ten percent (10%) of payments due for work not completed, or until work is completed as per contract specifications.

5.10. FAILURE TO PERFORM

If the Contractor, or his representatives, fails to perform in accordance with the terms and conditions of this contract, the Contract Manager, or their designee, will specify the reasons and locations as applicable by written correspondence. Failure by the Contractor to correct any deficiencies within one (1) calendar week of notification may result in withholding of payment. Failure by the Contractor to correct any deficiencies within two (2) calendar weeks or more may result in formal written warning (30-day notice) to the Contractor specifying that such deficiencies must be corrected. Failure by the Contractor to correct such deficiencies within the 60-day specified time period may result in termination of this contract.

In the event of termination, the City shall be liable only for payment of those services performed and accepted by the City prior to the date of termination. Any damages to property caused by the Contractor's inability to meet specification shall be recovered by withholding payments.

5.11. INSPECTION

The Contractor must notify the Contract Manager, or their designee, anytime the Contractor, or his representatives are in the City contributing to the execution of this contract.

The Contractor may receive an inspection report from the Contract Manager. This form will indicate any deficiencies in the work performance of the Contractor. The Contract Manager, or their designee, may inform the Contractor by telephone of urgent deficiencies for immediate attention or repairs. Inspection by City staff may occur the following day the Contractor has serviced the areas.

The lack of inspections by City staff does not relieve the Contractor of his obligations to provide services as required by these specifications. Lack of receipt of inspection reports does not relieve the Contractor of his duties to provide services as required by these specifications.

5.12. COMPLIANCE WITH STANDARD TERMS & CONDITIONS

The Contractor agrees to be bound by the City's standard contract conditions, a sample of which is attached to this RFB (Attachment A - Sample General Services Agreement), and all other terms and conditions in this RFB.

5.13. LIQUIDATED DAMAGES

Attention is directed to Section 8-1.10, "Liquidated Damages", of the Standard Specifications.

5.14. INDEMNITY

The Contractor indemnifies the City as stated in Section 8 of the Attachment A - Sample General Services Agreement.

5.15. CODES AND LEGAL REQUIREMENTS

- (A) All reference to codes, specifications, and standards in the contract documents shall mean, and are intended to be, the latest editions, amendments, and/or revisions of such reference documents in effect, as of the date of this contract.
- (B) Authorities shall apply the minimum work requirements available to any work done for this project. Nothing described in these contract documents shall be construed to permit work not conforming to the most stringent of applicable codes and regulations.
- (C) When contract documents call for materials or construction of better quality or larger size than required by applicable codes, laws, rules or regulations, the contract documents shall take precedence.

5.16. TERMINATION

Any contract resulting from this RFB may be canceled by either party upon (30) calendar days advance notice in writing.

5.17. SOUND CONTROL REQUIREMENTS

Sound control shall conform to the provisions in Section 12-1.09B, "Noise" of the Standard Construction Specifications.

The noise level from the Contractor's operations, between the hours of 8:00 p.m. and 7:00 a.m., shall not exceed 86 dbA at a distance of 15 m (50 feet). Said noise level requirement shall apply to all equipment on the work or related to the work, including but not limited to trucks, transit mixers or transient equipment that may or may not be owned by the Contractor. The use of loud sound signals shall be avoided in favor of light warnings except those required by safety laws for the protection of personnel.

Full compensation for conforming to the requirements of this section shall be considered as included in the prices paid for the various items of work involved and no additional compensation shall be allowed, therefore.

5.18. PUBLIC CONVENIENCE

Attention is directed to Section 7-1.03, "Public Convenience," of the Standard Specifications. The Contractor shall limit his operations to weekdays between the hours of 7:00 A.M. to 6:00 P.M. unless otherwise approved by the Contract Manager, or their designee.

No work will commence before 8:30 A.M. on the City main arterial and collector street without prior written approval by the Contract Manager, or their designee.

Temporary closure of driveways may be allowed subject to the advance written approval of the affected property owners and the Contract Manager, or their designee. Prior to closure of a driveway, the Contractor shall coordinate and notify the property owner at least twice of such closure. The Contractor shall deliver closure notices to residents and operators of commercial properties seventy-two (72) hours prior to each closure, (twenty-four (24) hour notice for emergency repairs).

It is the Contractor's responsibility to provide and accommodate all residents, operators of commercial properties and property owners' specific needs for driveway and pedestrian access at all times.

Full compensation for conforming to the requirements of this section shall be considered as included in the prices paid for the various items of work and no additional compensation shall be allowed, therefore.

5.19. OBSTRUCTIONS

The Contractor shall exercise due caution in performing work so as not to damage the utilities. The work specified shall be conducted by the Contractor as to permit the utility companies to maintain their services without interruption. Utilities which are to remain in place shall be worked around and protected from damage or interruption of service. The Contractor shall coordinate their work with the utility companies where utilities are to be relocated or set to grade.

Construction area signs shall be furnished, installed, maintained, and removed when no longer required by the Contractor following the provisions in Section 12, "Safety, Public Convenience, and Traffic Control," of the Standard Construction Specifications.

Full compensation for conforming to the requirements of this section shall be considered as included in the prices paid for the various items of work and no additional compensation shall be allowed, therefore.

5.20. WATER POLLUTION CONTROL

Water pollution control work shall conform to the requirements in Section 13, "Water Pollution Control", of the Standard Specifications, and these Special Provisions.

As part of the water pollution control work, a Water Pollution Control Program, hereafter referred to as the "WPCP," is required for this contract. The WPCP shall be prepared in accordance with Caltrans Storm Water Quality Handbook, SWPPP and WPCP Preparation Manual, current addition.

Implementation, inspection, maintenance, and modification of the WPCP shall be in accordance with the Caltrans Storm Water Quality Handbook, Construction Site Best Management Practice Field Manual and Trouble Shooting Guide, current addition.

The Contractor shall become fully informed of and comply with the applicable provisions of the Caltrans Storm Water Quality Handbook, and Federal, State and local regulations that govern the Contractor's operations and storm water discharges from both the project site and areas of disturbance outside the project limits during construction.

Unless arrangements for disturbance of areas outside the project limits are made by the City and made part of the contract, it is expressly agreed that the City assumes no responsibility to the Contractor or property owner whatsoever with respect to any arrangements made between the Contractor and property owner to allow disturbance of areas outside the project limits.

The Contractor shall be responsible for the costs and for any liability imposed by law as a result of the Contractor's failure to comply with the requirements set forth in this section "Water Pollution Control" including, but not limited to, compliance with the applicable provisions of the Handbook and Federal, State and local regulations. For the purposes of this paragraph, costs and liabilities include but are not limited to fines, penalties and damages whether assessed against the City or the Contractor, including those levied under the Federal Clean Water Act and the State Porter Cologne Water Quality Act.

Full compensation for conforming to the requirements of this section shall be considered as included in the prices paid for the various items of work and no additional compensation shall be allowed, therefore.

5.21. QUANTITIES

The quantities shown in the Cost Schedule are given to provide Bidders with an indication of potential order of magnitude and scope of work. The actual amount of work done under this contract may differ from the quantities shown. The City does not expressly or by implication agree that the actual amount of work will correspond therewith but reserves the right to increase or decrease the amount of any class or portion of the work or to omit portions of the work as directed by the Contract Manager, or their designee.

5.22. DUST CONTROL

Attention is directed to Section 17, "Dust Control," of the Standard Construction Specifications. The Contractor shall be responsible for dust control. The Contractor shall diligently control dust resulting from his operations and from public traffic passing through the work area by the application of water and/or dust palliative. Dust palliative shall conform to Section 17-2, "Dust Palliative," of the Standard Construction Specifications.

The Contractor shall provide dust control at all times including Saturdays, Sundays, and holidays. Whenever the Contractor shall appear negligent in controlling dust, the Contract Manager, or their designee may direct attention to the existence of a dust hazard and instruct the Contractor to immediately alleviate the dust hazard.

Full compensation for conforming to the requirements of this section shall be considered as included in the prices paid for the various items of work and no additional compensation shall be allowed, therefore.

5.23. MOBILIZATION

Mobilization shall be in accordance with Section 8-1.03, "Payment for Mobilization", of the Standard Construction Specifications.

Full compensation for conforming to the requirements of this section shall be considered as included in the prices paid for the various items of work and no additional compensation shall be allowed, therefore.

5.24. WORK ORDER

Requests for services are made via a Work Order (WO). WOs are originated by City staff during regular City business hours in response to observed or reported maintenance deficiencies. Delivery of the written WOs will be via email and be made directly to the Contractor or their representatives.

5.25. PREVAILING WAGE

See **Section 8.3 of Attachment A - Sample General Services Agreement.**

5.26. CONDUCT

The Contractor shall plan and conduct the work to comply with local, State, and Federal government agencies' applicable rules, regulations, codes, and ordinances to adequately safeguard persons and property from injury. The Contractor shall direct the performance of the work in compliance with reasonable safety regulations and work practices, and with applicable Federal, State, and local laws, rules and regulations including but not limited to "Occupational Safety and Health Standards" promulgated by the U.S. Secretary of Labor, and Safety Orders of the California Division of Industrial Safety.

5.27. EXISTING UTILITIES

Attention is directed to Section 6-16 "Existing Utilities" of the Sacramento County Standard Construction Specifications and these Special Provisions.

The toll-free number for Underground Service Alert (U.S.A.) is (800) 642-2444. The Contractor is required to call this number two working days (48 hours) in advance of performing excavation work.

The Contractor shall take adequate measures to ensure that their operations do not harm any existing underground facilities not specifically mentioned, or shown on the plans.

5.28. GUARANTEE

Excepting only items of routine maintenance, ordinary wear and unusual abuse or neglect, Contractor shall guarantee all work executed by Contractor and Subcontractors, and all supplies, materials and devices of whatsoever nature incorporated in, or attached to the work, or otherwise delivered to City as a part of the work pursuant to the Contract, to be free of all defects of workmanship and materials for a period of one year after acceptance of work under each Work Order issued as a part of the Contract by the City. The Contractor shall repair or replace any or all such work or material, together with all or any other work or material which may be displaced or damaged in so doing, that may prove defective in workmanship or material within said one (1) year guarantee period without expense or charge of any nature whatsoever to the City.

In the event that the Contractor shall fail to comply with the conditions of the foregoing guarantee within ten (10) working days after being notified of the defect in writing, City shall have the right, but shall not be obligated to repair, or obtain the repair of, the defect and the Contractor shall pay to City on demand all costs and expense of such repair.

Notwithstanding anything herein to the contrary, in the event that any defect in workmanship or material covered by the foregoing guarantee results in a condition which constitutes an immediate hazard to the health or safety, or any property interest, or any person, City shall have the right to immediately repair, or cause to be repaired, such defect, and Contractor shall pay to City on demand all costs and expense of such repair. The foregoing statement relating to hazards

ITEM 16.3.**ATTACHMENT 3
CONTRACT NO. 2025-226**

to health, safety or property shall be deemed to include either temporary or permanent repairs, which may be required as determined in the sole discretion and judgment of the City.

**EXHIBIT B
INSURANCE REQUIREMENTS**

Before beginning any work under this Agreement, Contractor, at its own cost and expense, shall procure "occurrence coverage" insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Contractor and its agents, representatives, employees, and subcontractors. Contractor shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects to the City. Contractor shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Contractor's bid. Contractor shall not allow any subcontractor to commence work on any subcontract until Contractor has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. Contractor shall maintain all required insurance listed herein for the duration of this Agreement.

1. Workers' Compensation. Contractor shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Contractor. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, Contractor may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or the Contractor, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

An endorsement shall state that coverage shall not be canceled except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. Contractor shall notify City within fourteen (14) days of notification from Contractor's insurer if such coverage is suspended, voided or reduced in coverage or in limits.

The requirement to maintain Statutory Worker's Compensation and Employer's Liability Insurance may be waived by the City upon written verification that Contractor does not have any employees.

2. Commercial General and Automobile Liability Insurance.

2.1 General requirements. Contractor, at its own cost and expense, shall maintain commercial general liability insurance for the term of this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000.00) and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00). The commercial general liability and automobile liability insurance shall be per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a commercial general liability insurance or an automobile liability form or other form with a general aggregate limit is used, either the general aggregate

limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

2.2 Minimum scope of coverage. Commercial general liability coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition), Code 1 (any auto). No endorsement shall be attached limiting the coverage.

2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as an endorsement to the policy:

- a. City and its officers, employees, agents, and volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Contractor, including the insured's general supervision of Contractor; products and completed operations of Contractor; premises owned, occupied, or used by Contractor; and automobiles owned, leased, or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or volunteers.
- b. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- c. An endorsement must state that coverage is primary insurance with respect to the City and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.
- d. Any failure of Contractor to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.
- e. An endorsement shall state that coverage shall not be canceled except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. Contractor shall notify City within fourteen (14) days of notification from Contractor's insurer if such coverage is suspended, voided or reduced in coverage or in limits.

Professional hereby acknowledges and agrees to the insurance requirements set forth in this section which shall be monitored for compliance by Ebix, RCS, Inc.

Initial

3. All Policies Requirements.

3.1 Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

3.2 Verification of coverage. Prior to beginning any work under this Agreement, Contractor shall furnish City with certificates of insurance and with original endorsements effecting coverage required herein. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

3.3 Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

3.4 Deductibles and Self-Insured Retentions. Contractor shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

During the period covered by this Agreement, only upon the prior express written authorization of Contract Administrator, Contractor may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Contractor procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

3.5 Waiver of Subrogation. Contractor hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the Contractor, its employees, agents, and subcontractors.

3.6 Notice of Reduction in Coverage. In the event that any coverage required by this section is reduced, limited, or materially affected in any other manner, Contractor shall provide written notice to City at Contractor's earliest possible opportunity and in no case later than five (5) days after Contractor is notified of the change in coverage.

4. Remedies. In addition to any other remedies City may have if Contractor fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Contractor's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Contractor to stop work under this Agreement or withhold any payment that becomes due to Contractor hereunder, or both stop work and withhold any payment, until Contractor demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

MEMORANDUM



ITEM 16.4.

DATE: November 3, 2025

TO: Honorable Mayor and Council Members

FROM: Albert Stricker, Public Works Director
Quoc Nham, Principal Civil Engineer

SUBJECT: **A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACT AMENDMENT NO. 2022-245-1 FOR PROFESSIONAL SERVICES WITH MCE CORPORATION TO EXTEND THE CONTRACT TERM FROM NOVEMBER 30, 2025, TO NOVEMBER 30, 2027, AND INCREASING THE CONTRACT AMOUNT FROM \$500,000, TO AN AMOUNT NOT TO EXCEED \$750,000, FOR CITYWIDE STORMWATER PUMP STATION OPERATIONS AND MAINTENANCE SERVICES**

RECOMMENDATION

Adopt the Resolution.

RESULT OF RECOMMENDED ACTION

Adoption of the Resolution would authorize the City Manager to execute a professional services amendment with MCE Corporation to extend the contract term from November 30, 2025, to November 30, 2027, which results in an increase to the contract amount from \$500,000, to an amount not to exceed \$750,000, for stormwater pump station operations and maintenance services.

BACKGROUND

The City of Rancho Cordova's storm drain system includes more than 250 miles of underground pipes, six pump stations, eight regional flood control basins, and more than 70 acres of creek channels or tributaries to the American River. The city's six pump stations serve a critical flood control function for several drainage watersheds throughout the city.

The work conducted under this contract includes performing routine inspections, operations, maintenance, and record keeping for the city's six storm drain pump stations and SCADA system, on-call emergency response, regulatory compliance, repair and upgrade coordination, as well as other items as designated by the City Engineer.

On November 21, 2022, City Council approved Contract No. 2022-245 for an amount not to exceed \$500,000 with MCE Corporation for storm drain pump station operations and maintenance services over a three-year contract term. MCE Corporation has an excellent performance record and an effective understanding of the city's desired level of service. The

city is seeking to execute a contract amendment with MCE Corporation to extend the contract term from November 30, 2025, to November 30, 2027, which results in an increase to the contract amount from \$500,000 to an amount not to exceed \$750,000. The time extension and cost increase are necessary to provide ongoing citywide storm drain pump station operations and maintenance services.

FISCAL IMPACT AND FUNDING SOURCE

Funding for the contract will be from the city's Stormwater Utility Fee. There is no impact to the general fund.

ATTACHMENT(S)

1. Resolution
2. Contract Amendment No. 2022-245-1

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 CONTRACT AMENDMENT NO. 2022-245-1 WITH MCE CORPORATION TO INCREASE THE CONTRACT AMOUNT FROM \$500,000, TO AN AMOUNT NOT TO EXCEED \$750,000, FOR STORMWATER PUMP STATION OPERATIONS AND MAINTENANCE SERVICES

WHEREAS, the city entered into Contract No. 2022-245 with MCE Corporation on November 21, 2022 in the amount of \$500,000 to provide citywide storm drain pump station operations and maintenance services; and

WHEREAS, the scope of work includes all labor, materials, tools, and equipment to perform services comprised of routine inspections, operations, maintenance, and record keeping for the city's six storm drain pump stations and SCADA system, on-call emergency response, regulatory compliance, repair and upgrade coordination, as well as other items as designated by the City Engineer; and

WHEREAS, MCE Corporation has provided an excellent performance record and an effective understanding of the city's desired level of service; and

WHEREAS, the city wishes to extend the contract term from November 30, 2025 to November 30, 2027; and

WHEREAS, the city wishes to increase the maximum compensation amount from \$500,000 to an amount not to exceed \$750,000; and

WHEREAS, the amount exceeds the maximum amount that the City Manager has authorization to approve; and

WHEREAS, there are sufficient funds budgeted to cover the cost of Contract Amendment No. 2022-245-1, funded from the city's stormwater utility fee.

NOW, THEREFORE, BE IT HEREBY RESOLVED THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA does authorize the City Manager to execute Contract Amendment No. 2022-245-1 with MCE Corporation in a form approved by the City Attorney to extend the contract term from November 30, 2025, to November 30, 2027, which results in an increase to the contract amount from \$500,000, to an amount not to exceed \$750,000, for citywide storm drain pump station operations and maintenance services.

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

AYES:

NOES:

ABSENT:

ITEM 16.4.

ATTACHMENT 1

ABSTAIN:

ATTEST:

Stacy Leitner, CMC
City Clerk

Siri Pulipati, Mayor

**FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF RANCHO CORDOVA AND MCE CORPORATION FOR
STORMWATER PUMP STATION OPERATIONS AND MAINTENANCE SERVICES**

This First Amendment to the Professional Services Agreement ("Amendment") is made by and between the City of Rancho Cordova ("City") and MCE Corporation ("Professional") as of November 3, 2025. City and Professional are hereinafter collectively referred to as the "Parties."

RECITALS

WHEREAS, the Parties entered into a Professional Services Agreement ("Agreement") No. 2022-245 dated November 21, 2022, to provide stormwater pump station operations and maintenance services; and

WHEREAS, the scope of work includes all labor, materials, tools, and equipment to perform services comprised of routine inspections, operations, maintenance, and record keeping for the City's six storm drain pump stations and SCADA system, on-call emergency response, regulatory compliance, repair and upgrade coordination, as well as other items as designated by the City engineer; and

WHEREAS, MCE Corporation has provided an excellent performance record and an effective understanding of the City's desired level of service; and

WHEREAS, the City wishes to extend the contract term from November 30, 2025, to November 30, 2027; and

WHEREAS, the City wishes to increase the maximum compensation amount from \$500,000 to an amount not to exceed \$750,000; 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 continue receiving services by Professional.

NOW, THEREFORE, the Parties hereto agree as follows:

AGREEMENT

1. The Parties agree to modify the end date of the Agreement from November 30, 2025, to November 30, 2027. The first sentence of Section 1.1 of the Agreement, "Term of Service," is amended to read as follows:

"The term of this Agreement shall begin on the date first noted above and shall end on November 30, 2027, the date of completion specified in Exhibit A. Professional shall complete the work described in Exhibit A prior to that date, unless the term of the Agreement is otherwise terminated or extended, as provided in Section 8."

2. Section 2 of the Agreement, "Compensation," provides for the City to pay Professional a sum not to exceed \$500,000. The Parties agree to amend Section 2 of the Agreement in order to increase the

compensation amount to pay Professional for additional services. The first sentence of Section 2 of the Agreement is amended to read as follows:

"City hereby agrees to pay Professional a sum not to exceed Seven Hundred Fifty Thousand Dollars (\$750,000.00), notwithstanding any contrary indication that may be contained in Professional's proposal, for services to be performed and reimbursable costs incurred under this Agreement."

3. The document entitled "Compensation Schedule," attached hereto as Exhibit B, shall replace and supersede the Agreement's Exhibit B.
4. All other terms and conditions in the Agreement shall remain in full force and effect to the extent they are not in conflict with this Amendment.
5. 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.

SIGNATURE PAGE FOLLOWING

IN WITNESS WHEREOF, the parties have executed this Amendment as of the day and year first above written.

CITY OF RANCHO CORDOVA

PROFESSIONAL

Micah Runner, City Manager

Jeff Core, President

Date:_____

Date:_____

Attest:

Stacy Leitner, CMC, City Clerk

Date:_____

Approved as to Form:

Adam U. Lindgren, City Attorney

Date:_____

EXHIBIT B - Compensation Schedule

**City of Rancho Cordova
Pump Station Maint. Services
Labor and Equipment Rates
December 1, 2025 to November 30, 2026**

Labor Classification	REGULAR TIME	OVERTIME	SUNDAY & HOLIDAY
Area Manager	\$94.92	\$142.39	\$192.22
Foreman	\$61.23	\$91.84	\$123.98
Laborer 1	\$46.41	\$69.61	\$93.98
Laborer 2	\$42.19	\$63.28	\$85.43
Laborer 3	\$33.75	\$50.63	\$68.35
After-Hours Response (2 Hour Minimum)			

Prevailing Wage

Construction Laborer	\$102.14	\$129.72	\$158.25
Sign Work	\$97.56	\$123.90	\$151.16
Painter Brush	\$93.87	\$119.22	\$145.44
Truck Driver	\$106.79	\$135.62	\$165.46
Operating Engineer	\$129.20	\$164.09	\$200.19
Plumber	\$131.70	\$167.26	\$204.06
Electrical	\$120.24	\$152.70	\$186.30
Senior Tree Trimmer	\$58.44	\$81.82	\$114.55
Tree Trimmer	\$55.83	\$78.17	\$109.43
Groundsperson	\$52.51	\$73.52	\$102.92

Equipment

Utility Truck	\$12.76
Standard Pickup Truck	\$10.55
High Weed Mower	\$8.44
Trailer	\$3.16
Weed Eater	\$2.11
Blower	\$2.11
Chainsaw	\$2.11

Materials - Cost Plus 8%**Sub-Contract** - Cost Plus 15%

MEMORANDUM



ITEM 16.5.

DATE: November 3, 2025

TO: Honorable Mayor and Council Members

FROM: Albert Stricker, Public Works Director
Edgar Medina, Assistant Public Works Director

SUBJECT: **A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACT NO. 2025-230 WITH WOOD RODGERS INC IN AN AMOUNT NOT TO EXCEED \$221,660.00 TO PROVIDE THE FINAL DESIGN, RIGHT OF WAY & CONSTRUCTION ADMINISTRATION SUPPORT SERVICES FOR THE WHITE ROCK ROAD PHASE 3 PROJECT**

RECOMMENDATION

Adopt the Resolution.

RESULT OF RECOMMENDED ACTION

Adoption of the Resolution and awarding the design contract would finalize the design and right of way phases of White Rock Road Phase 3 Project and prepare for the construction phase of a critical widening that will support the traveling public, increase safety and support future development growth in Rancho Cordova.

BACKGROUND

White Rock Road from 0.5 mile east of Rancho Cordova Parkway to the city limits is currently an undivided two-lane road with narrow shoulders, no bicycle facilities, and poor pavement condition with vertical & horizontal alignment challenges (See Project Site Map). At full build-out, the White Rock Road Phase 3 Project will include six lanes with class II bicycle lanes, sidewalks, and landscaped median and frontage. The project will increase safety and beauty of the corridor, promote economic development by improving access between 65,000 jobs in Rancho Cordova and surrounding regions, and provide an alternate route to US 50 that relieves regional congestion.

As part of the project coordination process with the Sacramento County Water Agency, it was determined that additional scope of work is required for the design of the water system along the corridor that will support future development growth. Sacramento County Water Agency will reimburse the city for costs associated with this additional scope.

The White Rock Road Project is not only a critical safety enhancement but also supports the city's goals to promote the positive image of Rancho Cordova; ensure a safe, inviting and livable community; and ensure the availability of the best public services in the region while

practicing sound financial management.

This contract is to complete the final design engineering services, right of way acquisition and construction administration as the project transitions into the construction phase.

The project schedule will finalize the design in Winter 2026 with construction scheduled to begin in spring/summer 2026.

FISCAL IMPACT AND FUNDING SOURCE

Funding for White Rock Road Phase 3 Project consists of \$5,500,000 in SACOG Regional Grant, \$4,000,000 Congressional Direct Spending Funds, and Traffic Mitigation Impact Fees. There are no impacts to the city's general fund.

This project is included in the city's current approved Capital Improvement Plan and in the 2025/26 budget.

ATTACHMENT(S)

1. Resolution
2. Project Limits
3. Contract No. 2025-230

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
CONTRACT NO. 2025-230 IN AN AMOUNT NOT TO EXCEED \$221,660.00 WITH
WOOD RODGERS, INC. FOR THE FINAL ENGINEERING, RIGHT OF WAY ACQUISITIONS
AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE
WHITE ROCK ROAD PHASE 3 PROJECT**

WHEREAS, the City of Rancho Cordova desires to enter into Contract No. 2025-230 with Wood Rodgers Inc. in an amount not to exceed \$221,660.00 for final design, right of way acquisition and construction administration services for the White Rock Road Phase 3 Project; and

WHEREAS, the Public Works Department employs the assistance of qualified consultants for engineering design services in order to provide flexibility to adapt to the variable Capital Improvement Program demands; and

WHEREAS, Wood Rodgers, Inc has performed the final engineering on the previous phases and preliminary engineering design for the entire White Rock Road corridor; and

WHEREAS, this project was reviewed under the requirements of the California Environmental Quality Act and National Environmental Policy Act and Initial Study with Mitigated Negative Declaration/Environmental Assessment with Finding of No Significant Impact and Section 4(f) Evaluation was approved in January 2016 and will be re-validated in December 2025; and

WHEREAS, funding for the final phase of the White Rock Road Phase 3 Project currently consists of a \$5,500,000 Sacramento Area Council of Governments (SACOG) Regional Grant, Sacramento Water Agency Funds, Traffic Mitigation Impact Fees and the contract does not impact the general fund; and

WHEREAS, the services will exceed the maximum amount the City Manager has authorization to approve.

NOW, THEREFORE, BE IT HEREBY RESOLVED THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA does authorize the City Manager to execute Contract No. 2025-230 in an amount not to exceed \$221,660.00 with Wood Rodgers, Inc. and 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 November 2025 by the following vote:

AYES:

NOES:

ITEM 16.5.

ATTACHMENT 1

ABSENT:

ABSTAIN:

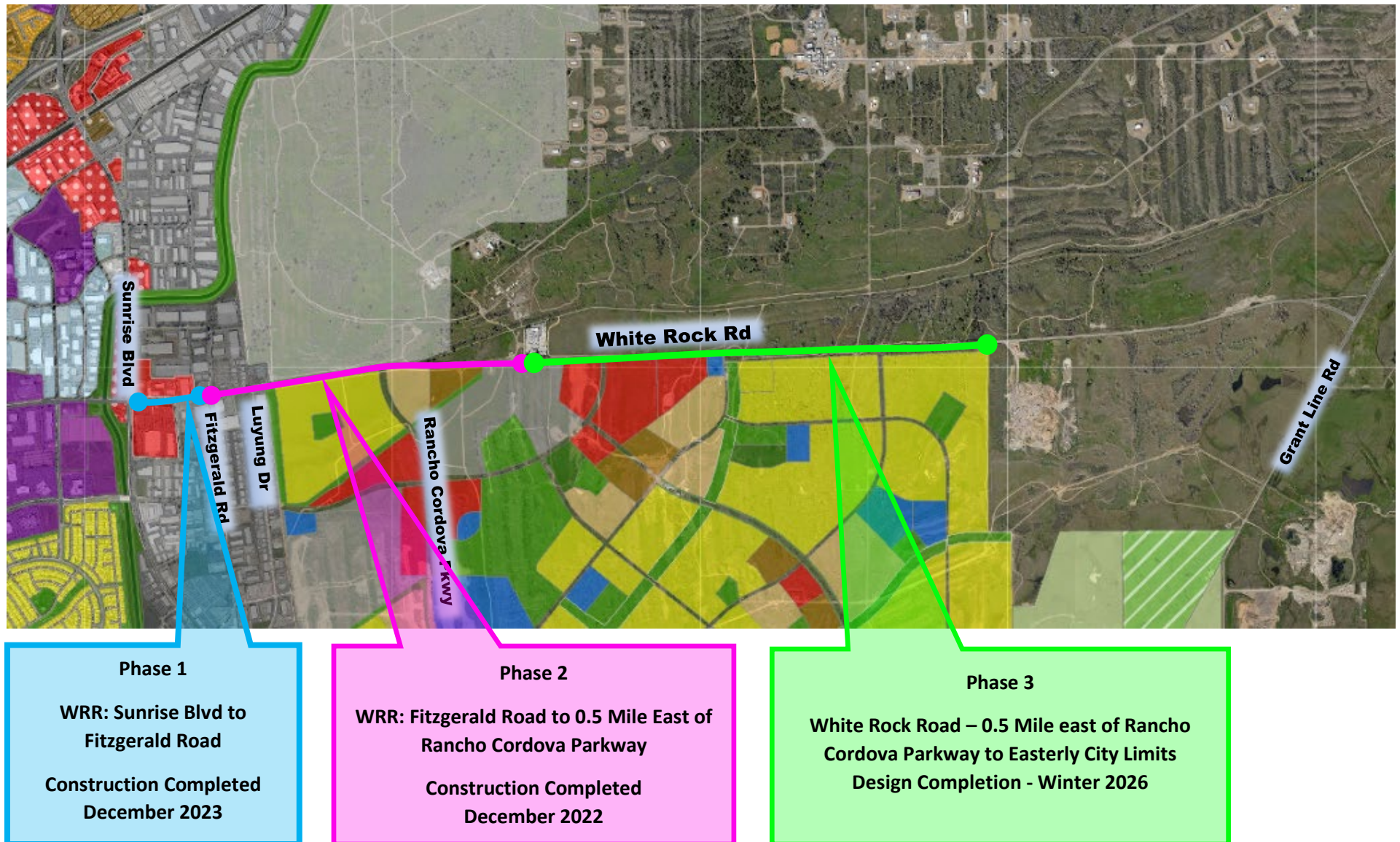
ATTEST:

Stacy Leitner, CMC
City Clerk

Siri Pulipati, Mayor

Attachment 2 – Project Limits

White Rock Road Project



**PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF RANCHO CORDOVA AND WOOD RODGERS, INC
FOR THE WHITE ROCK ROAD PHASE 3 PROJECT, CS80055**

THIS AGREEMENT (hereinafter referred to as "Agreement") for professional services is made by and between the City of Rancho Cordova, a California municipal corporation, (herein "City") and Wood Rodgers, Inc., ("Professional") as of November 03, 2025.

SECTION 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Professional shall provide to City the services described in the Scope of Services attached as Exhibit A ("Services") at the time and place and in the manner as specified therein. In the event of a conflict or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 Term of Services.** The term of this Agreement shall begin on the date first noted above and shall end on June 30, 2029, the date of completion specified in Exhibit A. Professional shall complete the services described in Exhibit A prior to that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Professional to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8.
- 1.2 Standard of Performance.** Professional shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Professional is engaged in the geographical area in which Professional practices its profession. Professional shall prepare all work products required by this Agreement in a substantial, first-class manner and shall conform to the standards of quality normally observed by a person practicing in Professional's profession.
- 1.3 Assignment of Personnel.** Professional shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Professional shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 Time.** Professional shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.2 above and to satisfy Professional's obligations hereunder.

SECTION 2. COMPENSATION. City hereby agrees to pay Professional a sum not to exceed TWO HUNDRED TWENTY ONE THOUSAND, SIX HUNDRED SIXTY DOLLARS AND ZERO CENTS: (\$221,660.00), notwithstanding any contrary indications that may be contained in Professional's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Professional's proposal, attached as Exhibit B, regarding the amount of compensation, the Agreement shall prevail. City shall pay Professional for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Professional for services rendered pursuant to this Agreement. Professional shall

submit all invoices to City in the manner specified herein. Except as specifically authorized by City, Professional shall not bill City for duplicate services performed by more than one person.

Professional and City acknowledge and agree that compensation paid by City to Professional under this Agreement is based upon Professional's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Professional. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Professional and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

2.1 Invoice. Professional shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Professional and each employee, agent, and subcontractor of Professional performing services hereunder, as well as a separate notice when the total number of hours of work by Professional and any individual employee, agent, or subcontractor of Professional reaches or exceeds 862 hours, which shall include an estimate of the time necessary to complete the work described in Exhibit A;
- The Professional's signature.

2.2 Monthly Payment. City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have thirty (30) days from the receipt of an invoice that complies with all of the requirements above to pay Professional.

2.3 Final Payment. City shall make the final payment within sixty (60) days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.

2.4 Total Payment. City shall pay for the services to be rendered by Professional pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Professional in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Professional submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

- 2.5 Hourly Fees.** Fees for work performed by Professional on an hourly basis shall not exceed the amounts shown on the fee schedule set forth in Exhibit B.
- 2.6 Reimbursable Expenses.** Reimbursable expenses, if any, are set forth shall not exceed the amount in Exhibit B. Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.
- 2.7 Payment of Taxes.** Professional is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.8 Payment upon Termination.** In the event that the City or Professional terminates this Agreement pursuant to Section 10, the City shall compensate the Professional for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Professional shall maintain adequate logs and timesheets in order to verify costs incurred to that date.
- 2.9 Authorization to Perform Services.** The Professional is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

SECTION 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Professional shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Professional only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Professional's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

SECTION 4. INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Professional, at its own cost and expense, shall procure "occurrence coverage" insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Professional and its agents, representatives, employees, and subcontractors. Professional shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects to the City. Professional shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Professional's bid. Professional shall not allow any subcontractor to commence work on any subcontract until Professional has obtained all insurance required herein for the subcontractor(s) and

provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. Professional shall maintain all required insurance listed herein for the duration of this Agreement.

- 4.1 Workers' Compensation.** Professional shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Professional. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, Professional may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or the Professional, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

An endorsement shall state that coverage shall not be canceled except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. Professional shall notify City within fourteen (14) days of notification from Professional's insurer if such coverage is suspended, voided or reduced in coverage or in limits.

The requirement to maintain Statutory Worker's Compensation and Employer's Liability Insurance may be waived by the City upon written verification that Professional does not have any employees.

Professional hereby acknowledges and agrees to the insurance requirements set forth in this section which shall be monitored for compliance by Ebix, RCS, Inc.

Initial

4.2 Commercial General and Automobile Liability Insurance.

- 4.2.1 General requirements.** Professional, at its own cost and expense, shall maintain commercial general liability insurance for the term of this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000.00) and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00). The commercial general liability and automobile liability insurance shall be per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a commercial general liability insurance or an automobile liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities

contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 Minimum scope of coverage. Commercial general liability coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition), Code 1 (any auto). No endorsement shall be attached limiting the coverage.

4.2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as an endorsement to the policy.

- a. City and its officers, employees, agents, and volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Professional, including the insured's general supervision of Professional; products and completed operations of Professional; premises owned, occupied, or used by Professional; and automobiles owned, leased, or used by the Professional. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or volunteers.
- b. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- c. An endorsement must state that coverage is primary insurance with respect to the City and its officers, officials, employees, and volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.
- d. Any failure of Professional to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.
- e. An endorsement shall state that coverage shall not be canceled except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. Professional shall notify City within fourteen (14) days of notification from Professional's insurer if such coverage is suspended, voided or reduced in coverage or in limits.

Professional hereby acknowledges and agrees to the insurance requirements set forth in this section which shall be monitored for compliance by Ebix, RCS, Inc.

Initial

4.3 Professional Liability Insurance. Professional, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed

professionals performing work pursuant to this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000) covering the licensed professionals' errors and omissions.

- 4.3.1 Any deductible or self-insured retention shall not exceed \$150,000 per claim.
- 4.3.2 An endorsement shall state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.
- 4.3.3 The following provisions shall apply if the professional liability coverages are written on a claims-made form:
 - a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
 - b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
 - c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Professional must provide extended reporting coverage for a minimum of five (5) years after completion of the Agreement or the work. The City shall have the right to exercise, at the Professional's sole cost and expense, any extended reporting provisions of the policy, if the Professional cancels or does not renew the coverage.
 - d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

Professional hereby acknowledges and agrees to the insurance requirements set forth in this section which shall be monitored for compliance by Ebix, RCS, Inc.

_____ Initial

4.4 All Policies Requirements.

- 4.4.1 **Acceptability of insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.
- 4.4.2 **Verification of coverage.** Prior to beginning any work under this Agreement, Professional shall furnish City with certificates of insurance and with original endorsements effecting coverage required herein. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

4.4.3 Subcontractors. Professional shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.4.4 Deductibles and Self-Insured Retentions. Professional shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

During the period covered by this Agreement, only upon the prior express written authorization of Contract Administrator, Professional may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Professional procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

4.4.5 Waiver of Subrogation. Professional hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the Professional, its employees, agents, and subcontractors.

4.4.6 Notice of Reduction in Coverage. In the event that any coverage required by this section is reduced, limited, or materially affected in any other manner, Professional shall provide written notice to City at Professional's earliest possible opportunity and in no case later than five (5) days after Professional is notified of the change in coverage.

4.5 Remedies. In addition to any other remedies City may have if Professional fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Professional's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Professional to stop work under this Agreement or withhold any payment that becomes due to Professional hereunder, or both stop work and withhold any payment, until Professional demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

SECTION 5. INDEMNIFICATION AND PROFESSIONAL'S RESPONSIBILITIES.

- 5.1 General Requirements.** Professional shall indemnify, defend with counsel selected by the City, and hold harmless the City and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct or negligent acts or omissions of Professional or its employees, subcontractors, or agents, by acts for which they could be held strictly liable, or by the quality or character of their work. The foregoing obligation of Professional shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the negligence or willful misconduct of the City or its officers, employees, agents, or volunteers and (2) the actions of Professional or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Professional to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Professional from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Professional acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.
- 5.2 PERS Indemnification.** In the event that Professional or any employee, agent, or subcontractor of Professional providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System ("PERS") to be eligible for enrollment in PERS as an employee of City, Professional shall indemnify, defend, and hold harmless City for the payment of any and all employee and/or employer contributions for PERS benefits on behalf of Professional or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City, and any attorneys' fees and costs incurred by the City to enforce this Section.
- 5.3 Design Professionals.** To the extent that the services under this Agreement include design professional services subject to California Civil Code Section 2782.8, as may be amended from time to time, Professional's duty to indemnify under Sections 5.1 and 5.2 shall only be to the maximum extent permitted by California Civil Code Section 2782.8.

SECTION 6. STATUS OF PROFESSIONAL.

- 6.1 Independent Contractor.** At all times during the term of this Agreement, Professional shall be an independent contractor as defined in Labor Code Section 3353, and shall not be an employee of City. Nothing contained in this Agreement shall be construed to be inconsistent with the foregoing relationship or status. City shall have the right to control Professional only insofar as the results of Professional's services rendered pursuant to this Agreement and

assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means and methods by which Professional accomplishes services rendered pursuant to this Agreement. Professional shall have no power or authority by this Agreement to bind the City in any respect. All employees and agents hired or retained by Professional are employees and agents of Professional and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Professional by any such employees or agents, or any other person resulting from performance of this Agreement.

Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Professional and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits. Professional shall not allow any employee, agent or subcontractor to become eligible for a claim for PERS benefits.

- 6.2 Professional Not an Agent.** Except as City may specify in writing, Professional shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Professional shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

SECTION 7. LEGAL REQUIREMENTS.

- 7.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 Compliance with Applicable Laws.** Professional and any subcontractors shall comply with all laws and regulations applicable to the performance of the work hereunder, including but not limited to, the California Building Code, the Americans with Disabilities Act, and any copyright, patent or trademark law. Professional's failure to comply with any law(s) or regulation(s) applicable to the performance of the work hereunder shall constitute a breach of contract.
- 7.3 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Professional and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 Licenses and Permits.** Professional represents and warrants to City that Professional and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Professional represents and warrants to City that Professional and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing,

Professional and any subcontractors shall obtain and maintain valid Business Licenses from City during the term of this Agreement.

- 7.5 Nondiscrimination and Equal Opportunity.** Professional shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Professional under this Agreement. Professional shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Professional thereby.

Professional shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

SECTION 8. TERMINATION AND MODIFICATION.

- 8.1 Termination.** City may cancel this Agreement at any time and without cause upon written notification to Professional.

Professional may cancel this Agreement upon thirty (30) days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Professional shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Professional delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Professional or prepared by or for Professional or the City in connection with this Agreement.

- 8.2 Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Professional understands and agrees that, if City grants such an extension, City shall have no obligation to provide Professional with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Professional for any otherwise reimbursable expenses incurred during the extension period.
- 8.3 Amendments.** The Parties may amend this Agreement only by a writing signed by all the Parties.
- 8.4 Assignment and Subcontracting.** City and Professional recognize and agree that this Agreement contemplates personal performance by Professional and is based upon a determination of Professional's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this

Agreement was and is the professional reputation and competence of Professional. Professional may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Professional shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.

8.5 Survival. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Professional shall survive the termination of this Agreement.

8.6 Options upon Breach by Professional. If Professional materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:

8.6.1 Immediately terminate the Agreement;

8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Professional pursuant to this Agreement;

8.6.3 Retain a different Professional to complete the services described in Exhibit A not finished by Professional; and

8.6.4 Charge Professional the difference between the cost to complete the services described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Professional pursuant to Section 2 if Professional had completed the work.

SECTION 9. KEEPING AND STATUS OF RECORDS.

9.1 Records Created as Part of Professional's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Professional prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Professional hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Professional agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties.

9.2 Professional's Books and Records. Professional shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Professional pursuant to this Agreement.

- 9.3 Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Professional to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

SECTION 10. MISCELLANEOUS PROVISIONS.

- 10.1 Attorneys' Fees.** If a Party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing Party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that Party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 Venue.** In the event that either Party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Sacramento or in the United States District Court for the Eastern District of California.
- 10.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.
- 10.6 Use of Recycled Products.** Professional shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 Conflict of Interest.** Professional may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Professional in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Professional shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Professional hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Professional was an employee, agent, appointee, or official of the City in the previous twelve months, Professional warrants that it did not participate in any manner in the forming of this Agreement. Professional understands that, if this Agreement is made in violation of Government Code §1090 *et seq.*, the entire Agreement is void and Professional will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Professional will be required to reimburse the City for any sums paid to the Professional. Professional understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

10.8 Solicitation. Professional agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

10.9 Contract Administration. This Agreement shall be administered by Kristine Courdy ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

10.10 Notices.

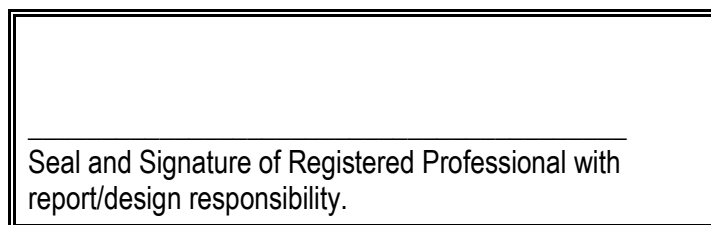
Any written notice to City shall be sent to:

ATTN: Edgar Medina
City of Rancho Cordova
2729 Prospect Park Drive
Rancho Cordova, CA 95670

Any written notice to Professional shall be sent to:

ATTN: Steven Robinson
3301 C Street, Bldg 100-B
Sacramento, Ca. 95816
Email Address: srobinson@woodrogers.com

10.11 Professional Seal. Where applicable in the determination of the Contract Administrator or when required by law, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation. The stamp/seal shall be in a block entitled "Seal and Signature of Registered Professional with report/design responsibility," as in the following example.



- 10.12 Integration.** This Agreement, including the scope of services attached hereto and incorporated herein as Exhibit A, and the compensation schedule attached hereto and incorporated herein as Exhibit B, represents the entire and integrated agreement between City and Professional and supersedes all prior negotiations, representations, or agreements, either written or oral.
- 10.13 IRS Form W-9.** Professional shall complete and submit Internal Revenue Service Form W-9 to the City before execution of this Agreement. The City's Finance Director shall have authority to waive this requirement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year set forth above, which date shall be considered the effective date of this Agreement.

CITY OF RANCHO CORDOVA

PROFESSIONAL

Micah Runner, City Manager

Mark Rayback, President

Date:_____

Date:_____

Attest:

Stacy Leitner, CMC, City Clerk

Date:_____

Approved as to Form:

Adam U. Lindgren, City Attorney

Date:_____

EXHIBIT A
SCOPE OF SERVICES



September 5, 2025

Mr. Edgar Medina, Principal Engineer, Public Works Department
City of Rancho Cordova
2729 Prospect Park Drive
Rancho Cordova, California 95670

Re: Scope of Services for the Preparation of the Plans, Specifications and Estimate for the White Rock Road Widening Phase 3 – Macal Drive to City Limits Project

Mr. Medina,

The City of Rancho Cordova (City) has requested this scope of work from Wood Rodgers, Inc. (Wood Rodgers) to complete design and construction services for Phase 3 of the White Rock Road Widening Project (Project). This letter is to formally request a contract with the City for engineering services to complete plans, specifications, and estimate (PS&E) for Phase 3 of White Rock Road, as well as provide right of way services and bidding and construction assistance as described below.

SCOPE OF WORK

This Scope of Work will provide the services needed to complete the documentation that is necessary to construct the final phase of the Project.

TASK 1 – PROJECT MANAGEMENT

Project management is a continuous activity that commences with the receipt of the Notice to Proceed and continues through submittal of the final Project deliverables. Key elements of Wood Rodgers' project management program include regular progress reports, work progress monitoring and cost control, coordination, and communication.

A coordination and status meeting (Project Development Team Meeting) will be held on a monthly basis or as deemed necessary by either party to review Project status and budget, to obtain City input, to make informed decisions, and to discuss issues that have the potential to affect the Project budget or schedule.

Wood Rodgers will prepare the meeting agendas in consultation with the City, distribute the agendas prior to the meetings, arrange for appropriate participants to attend, and distribute meeting minutes to the participants within five days after the meeting.

Wood Rodgers will prepare and submit monthly progress reports to the City. The monthly progress reports will include progress of work; an updated Project schedule; the information/ decisions that are required to maintain the schedule and complete deliverables; problems encountered that may affect schedule, budget, or work products; and anticipated work for the following month.

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Wood Rodgers' Project Manager is responsible for the controls necessary to ensure that assignments are completed within budget for development of overall project design and the plan, specification and estimate (PS&E) for the Project to be constructed. Once project protocol is defined, communication will be maintained between the Project Manager, the City, and the Project Team. The Project Manager will act as the principal liaison between the City and the consultant team. Key team members will be involved in development of the Project schedule in order to assure proper coordination of all the required Tasks.

Quality Control/Quality Assurance

The Wood Rodgers Project Team will employ quality assurance procedures that will ensure that the work products will be complete and correct for the purposes of this Project. These procedures include informal peer review as well as formal review by a senior engineer in order to ensure that the plans and documents comply with accepted standards, are grammatically correct, and will result in a constructible project.

Deliverables:

- Project Development Team Meeting Agendas and Minutes
- Invoices with Monthly Progress Reports

TASK 2 – PHASE 3 FINAL PLANS, SPECIFICATIONS, AND ESTIMATE

2.1 FINAL PS&E

Wood Rodgers will complete the design of Phase 3 and will produce the final construction plans, special provisions, and final construction cost estimate. Wood Rodgers has previously developed 90% level design, plans, and estimate. This task will include incorporating all City comments on the 90% documents. Prior to submitting the Final Design, Wood Rodgers will perform an internal quality and constructability review of the entire PS&E package.

Upon approval of the final PS&E, Wood Rodgers will furnish to the City with the approved Plans, Specifications and Estimates to be used for project advertising. Plan submittal to the City will include a velum/mylar plot of the title sheet, and electronic CADD drawing files of all sheets. Specifications submittal will include a "camera ready" copy of electronic files in Microsoft Word format. A hard copy and the electronic files used to generate the Engineer's Estimate will also be furnished to the City.

Wood Rodgers will submit and facilitate review and revision of the PS&E package. Each submittal will include four (4) sets (unless otherwise directed) of plan prints and return of the "red-lined" set of plans with City comments from previous submittals.

Deliverables:

- Final Signed Plan Set (PDF)
- Final Signed Title Sheet (Full Size Mylar)
- Engineer's Construction Estimate

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- Bid Documents, Special Provisions and Technical Specifications

2.2 CALTRANS LOCAL ASSISTANCE SUPPORT

Wood Rodgers will assist the City in preparing Caltrans Local Assistance Procedure Management Forms as required to complete the E-76 for utility and right of way certification. Wood Rodgers will be available to assist the City with Caltrans coordination.

Wood Rodgers will also assist the City with utility coordination, including preparing utility agreements for AT&T, AT&T Fiber, and SCWA. Wood Rodgers will also coordinate with SMUD for a new service point to power irrigation equipment.

Deliverables:

- Local Assistance Forms and Documents as requested by the City
- Utility coordination including Utility Agreements

2.3 HYDROMODIFICATION AND LID ANALYSIS

Wood Rodgers will complete the hydromodification and LID analysis and will address all City comments on the previously prepared report. Work will include adding ditches and other appropriate LID devices to the Project and update plans, specifications, and estimates accordingly. A final report will be provided for City approval.

Deliverables:

- Incorporate ditches and LID devices into PS&E
- Final Report

Task 2 Assumptions

1. The City will have no more comments on the hydromodification and LID analysis.
2. Direct utility relocation coordination will be performed by the City.

TASK 3 – PHASE 3 SCWA WATER LINE DESIGN

The Sacramento County Water Authority (SCWA), owns and operates a 12-inch/16-inch water transmission main within the limits of the White Rock Road improvements.

Wood Rodgers will complete design plans and a construction cost estimate for construction of the SCWA water line improvements. The design will meet SCWA's Standards and Criteria. The design plans will include plan and profile drawings, connection details and appurtenance details. This task includes preparation of profiles to meet DDW requirements for all pipeline installations. The front-end contract documents will utilize the City's standard document. Technical specifications shall be prepared in

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Construction Specifications Institute format, and per the SCWA standard, it is assumed that SCWA will prepare and provide the technical specifications for the project.

All City and SCWA comments will be reviewed, responded to, addressed and incorporated into the final submittal. Wood Rodgers will work with SCWA to obtain all required SCWA approvals.

Wood Rodgers shall prepare all documentation necessary for SCWA to apply for a State Water Resources Control Board – Division of Drinking Water (DDW) Waiver from separation (parallel and crossing) requirements, if required.

Deliverables:

- Final Signed SCWA Approved Water Relocation Plans with Specifications and Estimate
- DDW Waiver Request (Word and pdf format)

TASK 4 - RIGHT OF WAY SERVICES

4.1 PLAT AND LEGAL DOCUMENTS

Wood Rodgers will provide support with right of way, easement, and IOD acquisitions. This task will include the following work:

- Assist with the City acceptance of the Fee and PUE IOD's for the Easton parcels along the south side of White Rock Road. This will include preparing plat and legal documents for each of the nine parcels.
- The IOD's do not account for the S-curve correction (approximately Station 202+00 to 225+00) proposed on White Rock Road. Wood Rodgers will support the City with resolving the right of way and easement issue through exhibits, meetings, and new or revised plat and legal documents.

Additionally, Wood Rodgers will assist with recording final titles with Sacramento County for any easement or right of way boundary changes.

Deliverables:

- Plat and Legal Documents for IOD acceptance for 9 parcels
- Plat and Legal Documents for right of way and/or easement acquisition (up to 4 parcels)

4.2 RIGHT OF WAY MONUMENTATION

Wood Rodgers will establish positions for up to 10 monument wells to be set at the centerline of White Rock Road. Once the positions are set, the monument wells will be constructed by our contractor subconsultant, unless the City has a contractor available to perform the work. We will follow up after installation and punch the position in the brass cap. Monuments will be set after notice from the City that construction of this segment has been completed.

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Deliverables:

- Establish and set right of way monuments (up to 10)

4.3 CORNER RECORD

Per the Professional Land Surveyors Act, preconstruction corner records are required to be submitted and filed with the Sacramento County Surveyor for all existing monuments whose positions fall within the project limits. Wood Rodgers assumes up to 10 monuments will be recorded.

After the reference points have been set, Wood Rodgers will complete the corner record and submit to the County.

Deliverables:

- Locate existing monuments and set reference points
- Complete and submit preconstruction corner record (up to 10 monuments)

4.4 RECORD OF SURVEY

Wood Rodgers will prepare a Record of Survey map upon completion of construction in accordance with Section 8762 of the Government Code.

Deliverables:

- Prepare and submit a Record of Survey

Task 4 Assumptions

1. Monument wells to be set for centerline monuments by our subcontractor.
2. The City will be responsible for paying any fees to Sacramento County to review and record the Record of Survey or Corner Record.
3. City will be responsible for obtaining any Title Reports.

TASK 5 - BIDDING ASSISTANCE

5.1 BIDDING ASSISTANCE

The Wood Rodgers Team will provide assistance, as requested, to the City during construction bidding. The work may include answering questions from prospective bidders, assisting the City in preparation of addenda to the PS&E during the advertisement period, attending the bid opening, providing an analysis of bids received, and providing ongoing consultation as well as interpretation of the construction documents. Wood Rodgers will also prepare one Conformed Set of plans after bidding is completed.

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ATTACHMENT 3



5.2 SCWA BID SERVICES

During the bid period, Wood Rodgers shall provide support to the City and SCWA by answering questions and issuing clarifications as required. Bid support will also include preparation and issuance of any addendums to the Contract Documents and a written recommendation to award. Wood Rodgers will provide the City and SCWA with the following engineering support services during construction:

- RFI's: Wood Rodgers will review and respond to Contractor Requests for Information (RFI). This task assumes up to four (4) RFI's will be required.
- Shop Drawings: Wood Rodgers will review and respond to all project shop drawing submittals. This task assumes up to ten (10) submittals, and five (5) re-submittals.
- Construction Meetings: Wood Rodgers will participate and lead construction meetings, as needed. This task assumes up to two (2) construction meetings will be required.
- As-Builts: Wood Rodgers will prepare as-built documentation utilizing AutoCAD. It is assumed that the Contractor will provide Wood Rodgers with one (1) full-sized plan set with red-lined mark-ups of the as-built conditions. Wood Rodgers will update the design plans to reflect the as-built condition.

Deliverables:

- Engineer's Support to City During Bidding
- One (1) Conformed Set of Plans (PDF)

TASK 6 - CONSTRUCTION ASSISTANCE

Wood Rodgers will provide construction assistance, as requested, to the City of Rancho Cordova during the construction of the Project. The work may include responses to requests for information, attending meetings, review and approval of submittals and shop drawings, and providing ongoing consultation as well as interpretation of construction documents. The Wood Rodgers engineers responsible for each design area (e.g., roadway design, drainage design) will be available for consultation as required.

Upon completion of construction, Wood Rodgers will prepare as-built plans with comments/revisions received from the City and/or contractor. Plans will be provided in PDF format. DWG files can be provided if requested.

Deliverables:

- Engineering Support During Construction
- One (1) As-Built Set of Plans (PDF)

ITEM 16.5.

Mr. Edgar Medina
Scope of Work – White Rock Road Widening – Phase 3
September 5, 2025
Page 7

ATTACHMENT 3



PROJECT BUDGET

Wood Rodgers will perform the work described in this scope of work for a not-to-exceed without prior authorization Time-and-Materials (T/M) budget of **\$221,660**.

A detailed breakdown of the budget is included in Exhibit A. Wood Rodgers' current billing rates are provided in Exhibit B.

Wood Rodgers recommends your authorization of this scope of work, and we look forward to continuing our involvement with you and reaching a successful completion of this Project.

If you require additional information regarding this request, please do not hesitate to contact me at (916) 440-8131.

Sincerely,
WOOD RODGERS, INC.

Mark Rayback, PE
President

Enclosure

EXHIBIT B
COMPENSATION SCHEDULE

EXHIBIT "A"

Preparation of the Plans, Specifications and Estimate for the White Rock Road Widening Phase 3 – Macal Drive to City Limits

 Task Description	WOOD RODGERS												TOTAL COST	
	Principal Engineer II	Senior Engineer II	Senior Engineer I	Project Engineer II	Engineer II	Engineer I	Principal Surveyor I	Senior Surveyor I	Surveyor II	2 Person Survey Crew	Project Coordinator	TOTAL HOURS		
	\$320	\$260	\$250	\$235	\$215	\$195	\$285	\$250	\$215	\$365	\$170			
TASK 1 - PROJECT MANAGEMENT AND AGENCY COORDINATION	4	24	0	8	0	0	0	0	0	0	8	44	\$10,760	
TASK 2 - PHASE 3 FINAL PLANS, SPECIFICATIONS, AND ESTIMATE	0	34	12	16	72	100	0	0	0	0	0	234	\$50,580	
Task 2.1 - Final Plans, Specifications, & Estimate		18			40	60						118		
Task 2.2 - Caltrans Local Assistance Support		16	8	8	16							48		
Task 2.3 - Hydromodification & LID Analysis			4	8	16	40						68		
TASK 3 - PHASE 3 SCWA WATER DESIGN	4	0	28	0	24	60	0	0	0	0	0	116	\$25,140	
TASK 4 - RIGHT OF WAY SERVICES	0	0	0	0	0	0	28	92	114	16	0	250	\$61,330	
Task 4.1 - Plat & Legal Documents							16	64	42			122		
Task 4.2 - Right of Way Monumentation							2	12		16		30		
Task 4.3 - Corner Record							4	8	34			46		
Task 4.4 - Record of Survey							6	8	38			52		
TASK 5 - BIDDING ASSISTANCE	6	10	10	4	16	42	0	0	0	0	4	92	\$20,270	
Task 5.1 - Bidding Assistance	2	6	6	4	8	18					2	46		
Task 5.2 - SCWA Bid Services	4	4	4		8	24					2	46		
TASK 6 - CONSTRUCTION ASSISTANCE	2	16	12	24	40	32	0	0	0	0	0	126	\$28,280	
TOTAL HOURS	16	84	62	52	152	234	28	92	114	16	12	862		
TOTAL LABOR COST	\$5,120	\$21,840	\$15,500	\$12,220	\$32,680	\$45,630	\$7,980	\$23,000	\$24,510	\$5,840	\$2,040		\$196,360	
DIRECT EXPENSE COSTS														
Subcontractor to Set Monument Wells												\$25,000		
Plotting, Printing												\$200		
Mailing and Delivery												\$100		
TOTAL DIRECT EXPENSE COST												\$25,300		
PROJECT TOTAL COST (LABOR + DIRECT EXPENSE)														\$221,660

EXHIBIT "B"



SACRAMENTO & ROSEVILLE FEE SCHEDULE

CLASSIFICATION	STANDARD RATE
Principal Engineer/Geologist/Surveyor/Planner/GIS/LA* II	\$320
Principal Engineer/Geologist/Surveyor/Planner/GIS/LA* I	\$285
Senior Engineer/Geologist/Surveyor/Planner/GIS/LA* II	\$260
Senior Engineer/Geologist/Surveyor/Planner/GIS/LA* I	\$250
Project Engineer/Geologist/Surveyor/Planner/GIS/LA* II	\$235
Project Engineer/Geologist/Surveyor/Planner/GIS/LA* I	\$225
Engineer/Geologist/Surveyor/Planner/GIS/LA* II	\$215
Engineer/Geologist/Surveyor/Planner/GIS/LA* I	\$195
Assistant Engineer/Geologist/Surveyor/Planner/GIS/LA*	\$165
Designer	\$100
Senior CAD Technician/Graphics Designer II	\$200
Senior CAD Technician/Graphics Designer I	\$175
CAD Technician/Graphics Designer	\$155
Project Coordinator	\$170
Administrative Assistant	\$135
1 Person Survey Crew	\$255
2 Person Survey Crew	\$365
3 Person Survey Crew	\$465
Consultants, Outside Services, Materials & Direct Charges	Cost Plus 10%
Overtime Work, Expert Witness Testimony and Preparation	Rate Plus 50%

*LA = Landscape Architect

Blueprints, reproductions, and outside graphic services will be charged at vendor invoice. Auto mileage will be charged at the IRS standard rate, currently 70 cents per mile.

Fee Schedule subject to change January 1, 2026 and annually thereafter.

MEMORANDUM



ITEM 16.6.

DATE: November 3, 2025
TO: Honorable Mayor and Council Members
FROM: Matt Tamayo, Chief of Police
SUBJECT: **A RESOLUTION AUTHORIZING THE CONTINUED USE OF MILITARY EQUIPMENT FOR LAW ENFORCEMENT**

RECOMMENDATION

Adopt the Resolution.

RESULT OF RECOMMENDED ACTION

Adoption of the Resolution would authorize the continued use of military equipment for the City of Rancho Cordova's process as it pertains to AB 481 - Military Equipment for Law Enforcement.

BACKGROUND

On September 30, 2021, Governor Newsom signed into law a series of policing reform legislation, including Assembly Bill No. 481 (AB 481). AB 481 requires a law enforcement agency to obtain approval from the applicable governing body, by adoption of a military equipment use policy, prior to taking certain actions relating to the funding, acquisition, or use of military equipment.

The City of Rancho Cordova has established a law enforcement services contract with the Sacramento County Sheriff's Office and formed the Rancho Cordova Police Department (RCPD) to provide municipal law enforcement services within the corporate limits of the city.

The law enforcement services encompass duties and functions of the type falling under the jurisdiction of, and customarily rendered by, a city police department under applicable state statutes. Such services include: (1) the enforcement of state statutes and city codes and ordinances; (2) patrol and traffic enforcement; (3) investigative services; and (4) such other special services customarily performed by police departments to the extent specifically set forth in this Agreement. This contractual relationship allows cities that do not have their own independent police department to select law enforcement services that best fit the needs of the community.

Consistent with the requirements of AB 481, the Sacramento County Board of Supervisors originally adopted the Sacramento County Sheriff's Office Military Equipment Inventory and Policy on Tuesday, October 4, 2022. Per the requirements of AB 481, annually, the Sacramento Sheriff's Office must take an annual report and the Military Equipment Inventory and Policy for

adoption by the County Board of Supervisors; that approval occurred on June 3, 2025 and September 23, 2025. The current Sacramento Sheriff's Order and Inventory List for AB 481 can be found on their website. Based on our contractual relationship with the county, after approval, the policy and list become a standard operating procedure for the Rancho Cordova Police Department.

The city is committed to ensuring that we have access to the most up-to-date equipment to safeguard the citizens of Rancho Cordova. These items provide public safety officers with the necessary tools to help safely resolve volatile situations in an effort to safeguard lives and ensure safety.

FISCAL IMPACT AND FUNDING SOURCE

There is no fiscal impact.

ATTACHMENT(S)

1. Resolution
2. Sacramento County Staff Report - AB 481 Military Equipment - June 2025
3. Sacramento County Staff Report - AB 481 Policy Military Equipment - September 2025
4. Military Equipment Annual Report 2025

CITY OF RANCHO CORDOVA

RESOLUTION NO. XX-2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, AMENDING THE MILITARY EQUIPMENT USE POLICY

WHEREAS, on September 30, 2021 Governor Gavin Newsom signed into law Assembly Bill 481 (AB 481); and

WHEREAS, AB 481 (codified at Government Code § 7070 et seq.,) requires law enforcement agencies to obtain approval of the applicable governing body by the adoption of a Military Equipment Use Policy, prior to taking certain actions relating to the funding, acquisition, or use of military equipment as defined by AB 481; and

WHEREAS, the city contracts with the County of Sacramento for the provision of law enforcement services through Contract 91-2010 and its related amendments; and

WHEREAS, this contract contemplates that the Sacramento County Sheriff's Department will provide law enforcement services within the city's municipal boundaries; and

WHEREAS, the city desires to maintain this existing relationship with Sacramento County and the Sacramento County Sheriff's Department; and

WHEREAS, the Sacramento County Board of Supervisors approved a Military Equipment Use Policy on October 4, 2022; and

WHEREAS, the Sacramento County Board of Supervisors updated the Military Equipment Use Policy on June 4, 2024; and

WHEREAS, the Sacramento County Board of Supervisors updated the Military Equipment Use Policy on June 3, 2025 and September 23, 2025; and

WHEREAS, the city desires to maintain a consistent Military Equipment Use Policy as applied to both the Rancho Cordova Police Department and its utilization of law enforcement services provided by the Sacramento County Sheriff's Department; and

WHEREAS, the City does hereby incorporate by reference Sacramento County's Military Equipment Use Policy and desires to approve such policy as may be amended from time to time; and

NOW, THEREFORE, BE IT HEREBY RESOLVED THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA does adopt the County of Sacramento's Military Equipment Use Policy.

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

AYES:

ITEM 16.6.

ATTACHMENT 1

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Stacy Leitner, CMC
City Clerk

Siri Pulipati, Mayor

**COUNTY OF SACRAMENTO
CALIFORNIA**

For the Agenda of:
June 3, 2025
Timed: 10:00 AM

To: Board of Supervisors

Through: David Villanueva, County Executive
Eric Jones, Deputy County Executive
Public Safety and Justice

From: Jim Cooper, Sheriff, Sheriff's Office

Subject: Sacramento Sheriff's Office Annual Military Equipment Use Report For 2025; Authorization For Continued Use Of Military Equipment And Amend The Inventory As Changes Occur; And Authorization To Purchase And Acquire Military Equipment In The Future In Accordance With Military Equipment Policy

District(s): All

RECOMMENDED ACTION

1. Receive and File the Sacramento Sheriff's Office Annual Military Equipment Use Report for 2025 and adopt the attached resolution authorizing the following:
2. Authorization for the continued use of military equipment as shown in the attached Annual Equipment Report for 2025 and authorization to amend the inventory as changes occur.
3. Authorization to purchase and acquire military equipment in the future in compliance with the Military Equipment policy, as shown in the attached Annual Military Equipment Use Report for 2025.

BACKGROUND

California Assembly Bill No. 481 (AB481) was authorized by Assembly Member David Chiu and approved by Governor Newsom on September 30, 2021. The purpose of AB481 was to address the funding, acquisition, and use of military

Receive And File The Sacramento Sheriff's Office Annual Military Equipment Use Report For 2025; Authorization For Continued Use Of Military Equipment And Amend The Inventory As Changes Occur; And Authorization To Purchase And Acquire Military Equipment In The Future In Accordance With Military Equipment Policy

Page 2

equipment. AB481 added Chapter 12.8, Section 7070 through 7075 of the Government Code.

On October 4, 2022, the Board adopted an ordinance related to the approval of a Military Equipment Policy in accordance with AB481 (Ordinance No. 1596). In addition, the Board authorized the Sacramento Sheriff's Office (SSO) for the continued use of Military Equipment and authorized the SSO to make purchases and acquire Military Equipment in the future in accordance with the policy (Resolution No. 2022-0812).

In the attached Annual Military Equipment Use Report for 2025, there are three sections:

1. The Military Equipment Use Policy
2. An Inventory of the SSO's Military Use Equipment, including details on the Use, Purpose, Justification, Authorized Use, Fiscal Impact, Training Requirement, and any Legal/Procedural Rules associated with the specified equipment.
3. Demographics of Use in 2024, which details equipment deployments and total events by zip code, race, age, and sex.

In addition, the SSO requests the annual authorization for the continued use of the military equipment outlined in the report and authorization for the future purchase or acquisition of military equipment for replacement or addition in compliance with the Military Equipment Policy.

The SSO's AB 481 Inventory and Policy will have the additional oversight of the Professional Standards Division, the Office of the Inspector General, and the Community Review Commission on an annual basis. Additionally, the use of this equipment is regulated by existing statutes and policies. The SSO made a presentation on AB481 to the Community Review Commission on May 6, 2025.

The military equipment in this inventory is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety. The term "military equipment," as used in AB481, does not necessarily indicate the equipment that has been used by the military. Pursuant to AB481, items deemed to be "military equipment" include, but are not limited to, unmanned aerial or ground vehicles, armored vehicles, command and control vehicles, pepper balls, less lethal shotguns, less lethal

ITEM 16.6.**ATTACHMENT 2**

Receive And File The Sacramento Sheriff's Office Annual Military Equipment Use Report For 2025; Authorization For Continued Use Of Military Equipment And Amend The Inventory As Changes Occur; And Authorization To Purchase And Acquire Military Equipment In The Future In Accordance With Military Equipment Policy

Page 3

40mm projectile launchers, long-range acoustic devices, and flashbangs. The SSO is committed to using the most up-to-date tools and equipment to safeguard the community in Sacramento. These items provide peace officers the ability to safely resolve volatile situations that otherwise might rise to the level of a lethal force encounter. To that end, the items in this inventory also provide Sheriff Deputies with vital tools that facilitate compliance with its stringent use of force policy. Other items deemed to be "military equipment" via AB481 include foundational equipment such as rifles. These rifles allow peace officers to address lethal threats with greater precision and from a greater distance.

The SSO is seeking to purchase new items, which are listed in the provided attachment "2025 AB481 Inventory Review Presentation" document. The requested equipment includes replacements for an existing armored vehicle and robot, and additional unmanned aircraft systems.

All prior military equipment use complied with the military equipment use policy that was in effect at the time. (See Government Code section 7071(d).)

FINANCIAL ANALYSIS

There is no cost associated with the Annual Report provided. Any replacement or addition of equipment purchased as a result of the authorization provided by the Board will be funded through the SSO's Fiscal Year 2025-26 Proposed Budget.

Attachment(s):

RES – Resolution

ATT 1 – Military Equipment Annual Report 2025

**COUNTY OF SACRAMENTO
CALIFORNIA**

For the Agenda of:
September 23, 2025
Timed:10:00 AM

To: Board of Supervisors

Through: David Villanueva, County Executive
Eric Jones, Deputy County Executive
Public Safety and Justice

From: Jim Cooper, Sheriff, Sheriff's Office

Subject: Authorization To Purchase And Acquire Military Equipment
In The Future In Accordance With The Military Equipment
Policy

District(s): All

RECOMMENDED ACTION

Approve the attached resolution authorizing the Sheriff, or his designee, to purchase and acquire military equipment in the future in compliance with the Military Equipment policy.

BACKGROUND

California Assembly Bill No. 481 (AB481) was authorized by Assembly Member David Chiu and approved by Governor Newsom on September 30, 2021. The purpose of AB481 was to address the funding, acquisition, and use of military equipment. AB481 added Chapter 12.8, Section 7070 through 7075 of the Government Code. On October 4, 2022, the Board adopted an ordinance related to the approval of a Military Equipment Policy in accordance with AB481 (Ordinance No. 1596).

On June 3, 2025, the Board authorized the Sacramento Sheriff's Office (SSO) to continue utilizing Military Equipment and formally receive and file the Annual Military Equipment Use Report for 2025 (Resolution No. 2025-0331). Additionally, the SSO requested authorization to proceed with future purchases and acquire military equipment in accordance with the Military

Authorization To Purchase And Acquire Military Equipment In The Future In Accordance With Military Equipment Policy

Page 2

Equipment Policy; however, this request was deferred by the Board until after the June budget hearings.

In keeping with past practice, we are requesting pre-approval to purchase equipment listed in the attached 2025 AB481 Inventory Review Presentation, should the need arise. While we cannot confirm that these purchases will occur, this approval will provide us with the authority to act quickly if equipment needs to be replaced due to damage or age, or if additional resources are required to respond to critical incidents. The requested equipment will be purchased in accordance with the County's procurement process, regardless of the funding source.

Smaller items will be purchased as budgeted through general fund appropriations. These routine purchases are considered part of the normal course of business and are included within operational costs. For any purchases that fall outside of operational costs, a specific funding source will be identified, and we will seek Board approval to amend the budget accordingly.

Potential other funding sources would include Asset Forfeiture Funds or Tucker Funds.

Asset Forfeiture Funds must be used solely for law enforcement purposes and are not permitted to replace or supplant existing personnel or supply budgets. The United States, Department of Justice (U.S. DOJ) Equitable Sharing Program (ESP) and the State of California ESP are nationwide law enforcement initiatives that remove the tools of crime from criminal organizations, deprive wrongdoers of the proceeds of their crimes, recover property that may be used to compensate victims, and deter crime. Federal law authorizes the United States Attorney General to share federally forfeited property with participating state and local law enforcement agencies. The exercise of this authority is discretionary and subject to statutory limitations.

The Sacramento Sheriff's Office (SSO) participates in both the U.S. DOJ ESP, which is provided for by 28 U.S.C. Section 524, and the State of California ESP. The U.S. DOJ regulations state that any local law enforcement agency that directly participates in an investigation or prosecution that results in a federal forfeiture may request an equitable share of the net proceeds of that forfeiture. The SSO receives equitable sharing revenues pursuant to the ESP and places these funds in a restricted special revenue fund. All expenditures are made in accordance with the Guide to Equitable Sharing for State and Local Law Enforcement Agencies. The funds are audited by the U.S. DOJ.

Authorization To Purchase And Acquire Military Equipment In The Future In Accordance With Military Equipment Policy

Page 3

The Tucker Fund, named after the legislative sponsor of the original bill, AB1109, Statutes of 1987, is addressed in Government Code Section 26746. A civil process fee of \$12 is assessed for each disbursement of money collected under a writ of attachment, execution, possession, or sale, excluding enforcement of child support obligations. These funds are not permitted to replace or supplant existing personnel or supply budgets. These funds are used to supplement the County's cost for fleet replacement, equipment, maintenance, and civil process operations, including data systems and consultant services.

Please note that all purchases—regardless of the funding source—will be reported in the SSO's Annual Military Equipment Use Report, ensuring full transparency and accountability.

FINANCIAL ANALYSIS

There is no cost associated with the request to purchase and acquire military equipment in the future, as outlined in the military equipment policy. Any replacement or addition of equipment purchased as a result of the authorization provided by the Board will be funded through the SSO's Fiscal Year 2025-26 Adopted Budget. Anything outside of, or in addition to, the Fiscal Year 2025-26 Adopted Budget will be brought to the Board for consideration.

Attachment(s):
RES – Resolution



Sacramento County Sheriff's Office

Annual Military Equipment Use Report for 2025

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Demographics of Use in 2024	32

Jim Cooper, Sheriff

4500 Orange Grove Avenue, Sacramento, CA 95841

Military Equipment Use Policy

Specialized Enforcement Maximum Safety Equipment (SEMS)

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

706.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Sheriff's Office.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue service weapons.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- Area denial electroshock devices, microwave weapons, water cannons, long-range acoustic devices (LRADs), acoustic hailing devices, and sound cannons.
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

706.2 POLICY

It is the policy of the Sacramento Sheriff's Office that members of this office comply with the provisions of Government Code § 7071 with respect to military equipment.

706.3 MILITARY EQUIPMENT COORDINATOR

The Sheriff or authorized designee should designate a member of this office to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- a. Acting as liaison to the governing body for matters related to the requirements of this policy.
- b. Identifying the Sheriff's Office equipment that qualifies as military equipment in the current possession of the Sheriff's Office or the equipment the Sheriff's Office intends to acquire that requires approval by the governing body.
- c. Conducting an inventory of all military equipment at least annually.
- d. Collaborating with any allied agency that may use military equipment within the jurisdiction of Sacramento Sheriff's Office (Government Code § 7071).
- e. Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 1. Publicizing the details of the meeting.
 2. Preparing for public questions regarding the Sheriff's Office's funding, acquisition, and use of equipment.
- f. Preparing the annual military equipment report for submission to the Sheriff or authorized designee and ensuring that the report is made available on the office website (Government Code § 7072).
- g. Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Sheriff's Office will respond in a timely manner.

706.4 MILITARY EQUIPMENT INVENTORY

The [list of qualifying equipment](#) for the Sheriff's Office is available on SacSheriff.com under [Transparency](#).

706.5 APPROVAL

The Sheriff or the authorized designee shall obtain approval from the County Board of Supervisors by way of an ordinance adopting the military equipment policy. As part of the approval process, the Sheriff or the authorized designee shall ensure the proposed military equipment policy is submitted to the County Board of Supervisors and is available on the Sheriff's Office website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the County Board of Supervisors prior to engaging in any of the following (Government Code § 7071):

- a. Requesting military equipment made available pursuant to 10 USC § 2576a.
- b. Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- c. Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- d. Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of the Sheriff's Office.
- e. Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the County Board of Supervisors.
- f. Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- g. Acquiring military equipment through any means not provided above.

706.6 COORDINATION WITH OTHER JURISDICTIONS

Military equipment should not be used by any other law enforcement agency or member in this jurisdiction unless the military equipment is approved for use in accordance with this policy.

706.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Sheriff or the authorized designee should submit a military equipment report to the County Board of Supervisors for each type of military equipment approved within one year of approval and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Sheriff or the authorized designee should also make each annual military equipment report publicly available on the Sheriff's Office website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in the Sheriff's Office inventory.

706.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Sheriff's Office shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Sheriff's Office should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

Military Use Equipment

Unmanned Aircraft System (UAS)

An unmanned aircraft along with the associated equipment utilized to enhance the safety of the community and officers.

Description, quantity, capabilities, lifespan, and purchase cost for current inventory:

1. **Autel EVO II 640T (RCPD)**, Cost: \$6,900, quantity: 1, Lifespan: 3-5 years. This is a remotely operated battery-powered aircraft designed to be operated within sight of the operator or a spotter. Each drone is equipped with a camera capable of relaying a real-time image back to the drone operator day or night.
2. **Autel EVO II Dual (RCPD)**, Cost: \$10,000, Quantity: 1, Lifespan: 3-5 years. This is a remotely operated battery-powered aircraft designed to be operated within sight of the operator or a spotter. Each drone is equipped with a camera capable of relaying a real-time image back to the drone operator day or night.
3. **Autel EVO II 6k**, Cost: \$2,100, Quantity: 1, Lifespan: 3 years. This is a remotely operated battery-powered aircraft designed to be operated within sight of the operator or a spotter. Each drone is equipped with a camera capable of relaying a real-time image back to the drone operator.
4. **DJI Inspire 2, Basic Video/Image capture** (See URL for full Specs), Cost: \$0 Donation, Quantity: 1, Lifespan, 3 Years, Annual Maintenance: \$600. Website: <https://www.dji.com/inspire-2>
5. **DJI Mavic 2 Enterprise Dual**, Cost: \$3,850, Quantity: 3, Lifespan: 3-5 years. This is a remotely operated battery-powered aircraft designed to be operated within sight of the operator or a spotter. Each drone is equipped with a camera capable of relaying a real-time image back to the drone operator day or night.
6. **DJI Mavic 2 Enterprise Zoom**, Cost \$3,000, Quantity: 5, Lifespan: 3-5 years. This is a remotely operated battery-powered aircraft designed to be operated within sight of the operator or a spotter. Each drone is equipped with a camera capable of relaying a real-time image back to the drone operator.
7. **DJI Mavic 2 Professional**, Cost: No cost (Obtained pursuant to California Civil Code Section 2080.6), Quantity: 1, Lifespan: 3-5 years. This is a remotely operated battery-powered aircraft designed to be operated within sight of the operator or a spotter. Each drone is equipped with a camera capable of relaying a real-time image back to the drone operator.
8. **DJI Mavic Advanced**, Cost: \$10,000, Quantity: 1, Lifespan: 3-5 years. This is a remotely operated battery-powered aircraft designed to be operated within sight of the operator or a spotter. Each drone is equipped with a camera capable of relaying a real-time image back to the drone operator day or night.
9. **DJI Mini 2**, Cost: \$450, Quantity: 10, Lifespan: 3-5 years. This is a remotely operated battery-powered aircraft designed to be operated within sight of the operator or a spotter.

Each drone is equipped with a camera capable of relaying a real-time image back to the drone operator.

10. **DJI Phantom 4 Professional**, Cost: \$1,600, Quantity: 1, Lifespan: 3-5 years. This is a remotely operated battery-powered aircraft designed to be operated within sight of the operator or a spotter. Each drone is equipped with a camera capable of relaying a real-time image back to the drone operator.
11. **DJI Matrice 30T, DFR Capable / High res thermal/ Speaker/spotlight for de-escalation, (RCPD Purchase)** Cost: \$9,637 , Quantity: 5, Lifespan: 3 Years, Annual Maintenance: \$700. Website: <https://www.dji.com/matrice-30>.
12. **DJI Avata, Mini indoor UAS / high-res daytime camera/ for indoor flight**, Cost: \$1,388, Quantity: 7, Lifespan: 3 Years, Annual Maintenance: \$300. Website: <https://www.dji.com/avata-2/specs>
13. **DJI Avata 2 Mini indoor UAS / high-res daytime camera/ for indoor flight**, Cost:\$1,200 Quantity: 4, Lifespan: 3 Years, Annual Maintenance: \$300. Website: <https://www.dji.com/avata-2/specs>
14. **DJI M300, DFR Capable /Speaker/spotlight / Carry payload for search and rescue**, Cost: \$13,200, Quantity: 1, Lifespan: 3-5 years, Annual Maintenance: \$800. Website: <https://www.dji.com/matrice-300>.
15. **DJI Mavic 3 Enterprise, High-res video/crime scene and fatal collision reconstruction**, Cost: \$3,788, Quantity: 3, Lifespan: 3 Years, Annual Maintenance: \$500. Website: <https://www.dji.com/mavic-3-enterprise>
16. **DJI Mavic 3 Thermal, High res thermal/ Speaker/spotlight** Cost: \$5,748, Quantity: 8, Lifespan: 3-5 years. Annual Maintenance: \$500
17. **Event 38 E400ISR VTOL Fixed Wing UAS: High-res day/thermal video, long loiter time:** Cost: \$42,977 (Grant Purchase), Quantity 2, Life span: 5-8 years, Annual Maintenance: \$800
18. **DJI Matrice 4T, High Resolution Thermal / Speaker/spotlight**
Quantity 1, Cost: \$7,200 Life span: 5-8 years, Annual Maintenance: \$500

Proposed Uses

The Sacramento County Sheriff's Office SCOUT program uses Unmanned Aerial System (UAS) craft of varying sizes and capabilities to enhance public safety. All the crafts used by the program are the same makes and models available for purchase by the public. The craft is used in compliance with all federal, state, and local laws and is not used in any way for routine patrol or surveillance of the public.

Justification:

The wide variety of UAS utilized by the Sacramento County Sheriff's Office augment the Air Operations detail. They provide an aerial perspective that is directly viewable by Incident Commanders and Tactical Commanders during critical incidents and high-risk events. Because

of these UAS, commanders are able to make split-second decisions that keep officers and surrounding citizens safe, as well as reduce the risk of use-of-force encounters with a sequestered suspect(s).

Rules of Use

14 CFR Part 107 Small Unmanned Aircraft Systems governs the use of drones. More information about the rules for public safety agencies can be found on the FAA website at https://www.faa.gov/uas/public_safety_gov/

The use of UAS is governed by Federal, State, and local laws and regulations. The Federal Aviation Administration (FAA) governs all aircraft rules and regulations for flight within the US National Airspace, including UAS

Sheriff's Office General Orders:

Policy 606 – Unmanned Aerial Systems

Training

All SSO UAS Pilots have FAA Part 107 Commercial UAS Pilot License and go through 40 hours of initial training prior to operating any UAS in the field. This training includes but is not limited to, Federal rules and regulations, State rules and regulations, SSO Policy, Flight training (day and night), and SSO Obtained FAA Authorizations.

Ensuring Compliance

The Sheriff's Office uses a Pilot and Equipment Flight Management System that alerts the administrators anytime a UAS exceeds standard operating procedures and when pilots are out of flight currency standards. The Federal Aviation Administration has the authority to perform a compliance check of Sheriff's Office UAS Operations at any time and the authority to revoke issued Certificate of Authorizations. The Sheriff's Office has the authority to investigate any suspected UAS Pilot misconduct and take disciplinary action up to and including termination.

Fiscal Impact

Annual Maintenance, warranty, old equipment replacement cost is approximately \$30,000.

Robots

Unmanned machines operating on the ground are utilized to enhance the safety of the community and officers.

Description, quantity, capabilities, lifespan, and purchase cost

1. **PackBot 510**, Cost: no cost (1033 program), Quantity: 5, Lifespan: 10 years. PackBot 510 is a man-transportable robot that performs bomb disposal, surveillance and reconnaissance, CBRN detection, and HazMat handling operations. PackBot 510 easily climbs stairs and navigates narrow passages, relaying real-time video, audio, and sensor data while the operator stays at a safer, standoff distance. The PackBot 510 manipulator lifts up to 44 lbs.

2. **Remote Andros F6-A**, Cost: \$250,000, Quantity: 1, Lifespan: 15 years. The Remote Andros F6-A is a heavy-duty robot with stair-climbing ability and an arm capable of lifting 65 lbs. The F6A also offers multiple communications options, a chassis and manipulator that allow for accessories and tool combinations, and quick-release pneumatic wheels for rapid width reduction.
3. **Qinetic Dragon Runner Robot**, Cost: \$90,000, Quantity: 1, Lifespan: 8-10 years. This is a compact robot platform that can be hand-carried or transported inside a rucksack. It can be remotely operated from many hundreds of meters away, providing protection and safety to their operators.
4. **Robotex Avatar Tactical Robot**, Cost: \$57,618.80, Quantity 2, Lifespan: until deemed unusable. The AVATAR® enhances the capabilities of SWAT and tactical response teams by allowing them to quickly and safely inspect dangerous situations, there is no longer a need to send personnel in before you've had a chance to assess the situation. The AVATAR® enhances the capabilities of SWAT and tactical response teams by allowing them to quickly and safely inspect dangerous situations, there is no longer a need to send personnel in before you've had a chance to assess the situation.

Purpose

To be used to remotely gain visual/audio data, deliver HNT phone, open doors, disrupt packages, and clear buildings.

Justification:

Robots are used in place of a person when practical to safely accomplish a task without putting a person in harm's way. They can open doors, look at things, manipulate, or move items. They can deliver equipment, provide communication, and aid in de-escalation. Often the only alternative to using a robot is to put an officer or bomb technician, or tactical personnel, in great jeopardy to accomplish a task that could be safely performed with a robot.

Authorized Use

Only assigned operators who have completed the required training shall be permitted to operate the robots identified at sections 2(a)(i) through (ii). Use is established by the Bomb Squad Commander and or Incident Commander.

Training

EOD Robot operators (PackBot, Qinetic Dragon, Remote Andros F6-A) must complete FBI Hazardous Devices School and FBI Robotics School. Robotex Avatar drivers include lecture, familiarization, and driving training.

Legal and Procedural Rules

It is the policy of the Sacramento County Sheriff's Office to utilize a robot only for official law enforcement purposes, and in a manner that respects the privacy of our community, pursuant to State and Federal law.

Armored Vehicles

Commercially produced wheeled armored personnel vehicle utilized for law enforcement purposes.

Description, quantity, capabilities, lifespan, and purchased cost

1. **LENCO BEARCAT G2**, Cost: \$244,062 (2008 model), \$389,256 (2022 model), Quantity 2, Lifespan: 10 years. The Lenco Bearcat, G2, is an armored vehicle that seats 10-12 personnel with an open floor plan that allows for the rescue of down personnel. It can stop various projectiles, which provides greater safety to citizens and officers beyond the protection level of shield and personal body armor.

Purpose

To be used in response to critical incidents to enhance officer and community safety, improve scene containment and stabilization, and assist in resolving critical incidents.

Justification

Should the Lenco Bearcat or Rook be removed from the current inventory, the ability to safely rescue, evacuate, and extricate civilians and law enforcement personnel from high-risk situations would be severely compromised and place the public, law enforcement, and the suspect(s) in an immediate higher degree of danger. In the instance in which there exists an active gun battle involving suspect(s) weapons such as high-power rifles and high-power handgun ammunition, or there exists a very high probability of the potential of an armed conflict occurring, normal "hardcover" such as standard patrol vehicles, body armor, helmets, portable shields, and even masonry or wood items, would not provide the adequate ballistic protection to safely evacuate and rescue civilians and public safety personnel from such an incident. This would effectively decrease the ability of law enforcement to provide lifesaving, harm-reduction measures to the public and their own personnel, while at the same time increasing the risk to the suspect(s).

Authorized Use

The use of armored vehicles shall only be authorized by a watch commander or SWAT commander based on the specific circumstances of a given critical incident. Armored vehicles shall be used only by officers trained in their deployment and in a manner consistent with Department policy and training.

Fiscal Impact

\$8,000 maintenance, \$5,000 gas.

Training

All drivers/operators shall attend formalized instruction and be trained in vehicle operations and practical driving instruction.

Legal and Procedural Rules

All drivers/operators shall attend formalized instruction and be trained in vehicle operations and practical driving instruction.

High Mobility Multi-Purpose Wheeled Vehicle (HMMWV), 2.5 Ton Trucks, 5-Ton Trucks, or Wheeled Vehicles with attached Breaching or Entry Apparatus

Description, quantity, capabilities, lifespan, and purchased cost

1. **1985 AM General Corporation 5-Ton Truck**, Cost: no cost (1033 program), Quantity 1, Lifespan: 10 years. The AM General 5-Ton Vehicle is a military piece of construction equipment. It is outfitted with a dump bed and is all-wheel drive. The vehicle is not equipped with any weapons or weapon mounts nor is it intended to be deployed during any enforcement activity.

Purpose

The intended purpose of this vehicle is to provide aid in incidents involving major flooding at or around the Rio Cosumnes Correctional Center.

Authorized Use

This vehicle has never been deployed and the Sheriff's Office is currently in the process of eliminating it from the fleet.

Training

Operating this vehicle requires a Class B California Driver's License with an Air Brake Endorsement. All operators must utilize this vehicle in accordance with Sheriff's Office General Orders regarding vehicle operations.

Fiscal Impact

None

Legal and Procedural Rules

All drivers/operators shall attend formalized instruction and be trained in vehicle operations and practical driving instruction.

2. **1992 AM General High Mobility Multipurpose Wheeled Vehicle (HMMWV)**, Cost: no cost (1033 program), Quantity:1, Lifespan unknown. The Youth Services HMMWV is a show vehicle that is deployed and operated by a team of deputies assigned to the Youth Services Unit. The onboard equipment is utilized by Sheriff's Deputies, attracting the attention of the public while providing tools to interact with them to bridge the gap between law enforcement and the community. The YSU HMMWV is equipped with: Law Enforcement Radio Equipment to communicate with public safety entities in the region, an Audio Speaker Public address system, Red and Blue exterior emergency response lighting white scene lighting/illumination Xbox game system Mounted televisions for multi-media use.
3. **2001 AM General HMMWV**, Cost: no cost (1033 program), Quantity:1, Lifespan unknown. The Youth Services HMMWV is a show vehicle that is deployed and operated by a team of deputies assigned to the Youth Services Unit. The onboard equipment is utilized by Sheriff's Deputies, attracting the attention of the public while providing tools to interact with them

to bridge the gap between law enforcement and the community. The YSU HMMWV is equipped with: Law Enforcement Radio Equipment to communicate with public safety entities in the region, an Audio Speaker Public address system, and Red and Blue exterior emergency response lighting, and white scene lighting/illumination.

Purpose

The YSU HMMWV's are deployed during community events at schools, parks, churches, car shows, and various other events as a static display. Additionally, the YSU HMMWV's are used for community parades.

Justification

The outfitted HMMWV vehicles are always popular with the public. They provide an opportunity for the Sacramento Sheriff's Office to interact with the youth in a manner that has proven favorable to a majority of kids. They are also a great way to answer general questions about law enforcement, and potentially recruit future generations to the profession.

Authorized Use

The YSU HMMWV's do not need special approval prior to deployment. It is deployed from the Sheriff's headquarters and is not used for routine patrol or transportation.

Training

Operating the vehicle does not require any special operator permits or licenses. However, basic EVOC training is a minimum requirement. Additionally, drivers are given multiple behind-the-wheel lessons to acclimate themselves to driving this unique vehicle. Using equipment associated with the YSU HMMWV's requires minimal familiarization training.

Fiscal

\$4,000 maintenance

Legal and Procedure Rules

All drivers/operators shall attend formalized instruction and be trained in vehicle operations and practical driving instruction.

Tracked Armored Vehicles that Provide Ballistic Protection to Occupants and Utilize a Tracked System for Forward Motion

Description, quantity, capabilities, lifespan, and purchased cost

1. **Ring Power ROOK- Modified CAT compact Track Loader chassis**, Cost: \$315,518.65, Quantity: 1, Lifespan: 10 years. The ROOK can be utilized by authorized SWAT personnel to identify, discover, and locate threats or hazards, including explosives and ballistic threats. The ROOK may be used to stabilize critical infrastructure and functions to minimize health and safety threats during a terrorist attack. During a terrorist attack, the ROOK will allow for law enforcement-protected response.

Purpose

To provide a capability for defensive ballistic protection in indoor and outdoor environments, rescue platforms for elevated structure rescue, and rough terrain environments where certain equipment would be limited.

Justification

Should the Lenco Bearcat or Rook be removed from the current inventory, the ability to safely rescue, evacuate, and extricate civilians and law enforcement personnel from high-risk situations would be severely compromised and place the public, law enforcement, and the suspect(s) in an immediate higher degree of danger. In the instance in which there exists an active gun battle involving suspect(s) weapons such as high-power rifles and high-power handgun ammunition, or there exists a very high probability of the potential of an armed conflict occurring, normal "hardcover" such as standard patrol vehicles, body armor, helmets, portable shields, and even masonry or wood items, would not provide the adequate ballistic protection to safely evacuate and rescue civilians and public safety personnel from such an incident. This would effectively decrease the ability of law enforcement to provide lifesaving, harm-reduction measures to the public and their own personnel while at the same time increasing the risk to the suspect(s).

Authorized Use

The ROOK shall be used by SWAT team members in a manner consistent with Department policy and training. Furthermore, only SWAT team members or those designated by the tactical commander, who have completed the appropriate training, will operate the ROOK.

Fiscal Impact

Maintenance cost \$7,000.

Training

All drivers/operators shall attend formalized instruction and be trained in ROOK operations and practical driving instruction.

Legal and Procedural Rules

It is the policy of the Department to utilize armored vehicles only for official law enforcement purposes, and pursuant to State and Federal law.

Mobile Incident Command (MIC)

Vehicles built or modified to facilitate operational control and direction of public safety units.

Description, quantity, capabilities, lifespan, and purchase cost

1. **LDV Mobile Command Vehicle (MCV), 2022 Freightliner/ Berkshire**, Cost: \$1,605,236.00, Quantity: 1, Lifespan: Unknown. The MCV is deployed to major incidents, planned operations and public events that require a mobile command post. It allows for Commanders, Supervisors, Negotiators and Tactical Dispatchers to perform their duties in the field while providing command, control, and communications of personnel and assets during these events.

2. **NOMAD Tactical Communications Vehicle (TCV), 2017 Ford 450 XLT**, Cost: \$479,455.58, Quantity: 1, Lifespan: Unknown. The NOMAD has been modified and is deployed to major incidents, planned operations and public events that require UAS support at an established command post. It allows for UAS operators command and control of their teams as well as on-scene logistical support.
3. **Mobile Booking, 2008 Wabash 53' Trailer**, Cost: no cost (1033 program), Quantity: 1, Lifespan: Unknown. The Mobile Booking Vehicle trailer provides a comfortable and climate-controlled field environment for those being arrested during a large-scale incident. It further facilitates mobile booking for incidents involving mass arrests.

Purpose

To be utilized during major incidents at the direction of the Special Operations Commander or Sheriff's Office Fleet Manager.

Justification

The **Mobile Command Vehicle** and the **NOMAD** vehicle are configured with interoperable voice, video, and data capabilities that allow consistency of service for command and control, dispatch and intelligence in the field, in a climate-controlled and quiet environment. These vehicles are deployed to protracted critical incidents such as hostage situations, active shootings, and large natural disasters.

The **Mobile Booking** trailer provides a comfortable and climate-controlled environment for those being arrested during a large-scale incident. The alternative would be to have them out in the elements during the process or transported to the Main Jail, where they would eventually be released in a potentially unfamiliar environment. Additionally, the ability to process arrested persons outside of the Main Jail allows patrol personnel to return to handling calls for service in a much more expeditious manner.

Authorized Use

These vehicles are to be utilized at the direction of the Special Operations Commander or Sheriff's Fleet Manager. These vehicles are not utilized during routine patrol or transportation.

Training

The NOMAD and Mobile Booking trailer do not require any special operator permits or licenses. The Mobile Command Vehicle requires a Class B license. All operators must attend the appropriate training for operation in accordance with the California Department of Motor Vehicles.

Legal and Procedural Rules

It is the policy of the Sacramento County Sheriff's Office to utilize Command and Control Vehicles only for official law enforcement purposes and in accordance with established policy

Fiscal Impact

Approximately \$5000 per year

Area denial electroshock devices, microwave weapons, water cannons, long-range acoustic devices (LRADs), acoustic hailing devices, and sound cannons.

Description, quantity, capabilities, lifespan, and purchased cost

1. **LRAD Long Range Acoustic Device D100X**, Cost: \$15,429.80, Quantity: 1, Lifespan: 10 Years. These LRADs are a communication device that allows the user to focus a broadcast on a specific person, group, structure, or area similar to how a spotlight focuses light when compared to a flood light. LRAD voice broadcast systems are louder and significantly more intelligible than bullhorns and vehicle PA systems. LRAD systems ensure law enforcement's warnings, commands, and instructions are clearly heard and understood. They are capable of 140 decibels and have a maximum range of 600 meters.
2. **American Tech LRAD 1000X**, Cost: \$41,785 per unit, Quantity: 2, Lifespan: Unknown, purchased in 2008. These large LRAD devices are mounted atop Folsom Dam. They are used by Folsom Dam Bureau law enforcement personnel to communicate with boaters on the lake and visitors on the shore. This LRAD is no longer working and is being stored until properly disposed of at County Surplus.
3. **Ultra Marine Hyper-Spike Remote Acoustic Hailing Device (RAHD) HS-18 (LRAD type Device)** Cost: \$24,567.00 per unit, Quantity: 2, Lifespan: Unknown, purchased in 2024. These medium LRAD type devices are mounted atop Folsom Dam as a replacement to the older LRAD1000X. They are used by Folsom Dam Bureau law enforcement personnel to communicate with boaters on the lake and visitors on the shore.

Purpose

The LRAD is used by the Folsom Dam Bureau to communicate with boaters on the lake and visitors on the shore.

The LRAD is used frequently in service of high-risk search warrants where Critical Incident Negotiations Team (CINT) members call the occupants out of a residence. This use of de-escalation lessens the chance of a force-on-force encounter between a suspect, officer, and citizens.

The LRAD is also used during protest activities to give warnings prior to arrest and to give instructions on avenues of egress prior to any arrests as required by section 726 of the Penal Code.

The LRAD can also be used in the event of a civil disaster, such as a flood or fire, to ensure that citizens are notified of potential harm.

Justification

The LRAD 100X BLK-Mag is used weekly by the Special Enforcement Detail and trained negotiators during high-risk search warrant services and other critical incidents. The LRAD is utilized as a communication device to give directions, announce law enforcement intent, and

safely resolve incidents at the lowest level possible. The LRAD provides law enforcement with a loud, clear, audio warning device that may be used in numerous instances related to public safety.

Authorized Use

The LRAD shall only be used by officers trained in its deployment and used in a manner consistent with Department policy and training.

Training

SWAT, Marine, Folsom Dam Bureau, and CINT personnel are trained in its usage by their respective units.

Legal and Procedural Rules

The Sacramento County Sheriff's Office utilizes LRADs only for official law enforcement purposes and in accordance with established policy.

Fiscal Impact

Approximately \$100 per year

Less Lethal Launchers and Rounds

Less Lethal Launchers are utilized by department personnel as a less lethal tool to launch impact rounds.

Description, quantity, capabilities, and purchase cost

1. **DEFENSE TECHNOLOGY, 40MM SINGLE SHOT LAUNCHER, MODELS 1425, 1327, 1325**, Cost: \$984, Quantity: 41, Lifespan: 25 years. The above models are 40MM single launchers and share similar roles and characteristics. They are tactical single shot launchers, and fire standard 40mm less lethal ammunition. They will launch a 40MM less lethal round up to 131 feet and are only authorized to be used by specially trained personnel.
2. **DEFENSE TECHNOLOGY 37MM SINGLE LAUNCHER**, Cost \$1000, Quantity: 7, Lifespan: 25 Years. The Defense Technology 37mm single launcher is a tactical single-shot launcher, similar in characteristics and performance to the above-listed Penn Arms SL1-37. It fires standard 37mm less lethal ammunition, which gives similar performance to 40mm ammunition. These launchers are only authorized to be used by specially trained personnel.¹
3. **PENN ARMS SL6-37 37MM LAUNCHER**, Cost \$3000, Quantity: 9, Lifespan: 25 Years. The Penn Arms SL6-37MM Launcher is a tactical multi-launcher capable of firing 6 rounds before reloading. It will fire standard 37mm less lethal ammunition, which gives similar performance to 40mm less lethal ammunition. These launchers are only authorized to be used by specially trained personnel.¹
4. **PENN ARMS GL1-40**, Cost: \$984, Quantity: 4, Lifespan: 25 years. The GL1-40 is a tactical single-shot launcher and has the same function and similar characteristics as the above-

¹ These were previously in service but are still retained in inventory by the Sheriff's Office.

listed models from Defense Technology. It will fire standard 40mm less lethal ammunition. It will launch a 40MM less lethal round up to 131 feet and is only authorized to be used by specially trained personnel.

5. **PENN ARMS PGL65**, Cost: \$3300, Quantity: 1, Lifespan: 15 years. The PGL65 is a 40mm launcher capable of launching six less lethal rounds before requiring reloading. It will launch a 40MM less lethal round up to 131 feet and is only authorized to be used by SWAT personnel.
6. **PENN ARMS SL1-37 37MM LAUNCHER**, Cost \$1140, Quantity: 5, Lifespan: 25 Years. The Penn arms SL1-37 37MM Launcher is a tactical single-shot launcher that fires standard 37mm less lethal ammunition, which gives similar performance to 40mm ammunition. These launchers are only authorized to be used by specially trained personnel.¹
7. **PENN ARMS SL65-37 37MM LAUNCHER**, Cost \$3000, Quantity: 1, Lifespan: 25 Years. The Penn Arms SL65-37MM Launcher is a tactical multi-launcher capable of firing 6 rounds before reloading. It is similar to the above-listed SL6-37, with the exception of the inclusion of a rifled barrel. It fires 37mm less lethal ammunition, which gives similar performance to 40mm less lethal ammunition. These launchers are only authorized to be used by specially trained personnel.²
8. **DEFENSE TECHNOLOGY L8 37MM LAUNCHER**, Cost \$3000, Quantity: 1, Lifespan: 25 Years. The Defense Technology L8 37mm Launcher is a tactical multi-launcher capable of firing 6 rounds before reloading, similar in characteristics and performance to the above-listed Penn Arms SL6-37. It will fire standard 37mm less lethal ammunition, which gives similar performance to 40mm less lethal ammunition. These launchers are only authorized to be used by specially trained personnel.²
9. **PENN ARMS L140-4**, Cost: \$1,511.00, Quantity: 5, Lifespan: 25 years, The L140-4 is a tactical single-shot 40mm launcher and has the same function and similar characteristics as the older version GL1-40. It will fire standard 40mm less lethal ammunition. It will launch a 40 mm less lethal round up to 180 feet and is only authorized to be used by specially trained personnel. This item was approved in 2024, but has not been purchased.
10. **P540-3 COLLAPSIBLE STK PGL65-40 40MM MULTI LAUNCHER PENN ARMS**, Cost: \$3022.73, Quantity: 3, Lifespan 15 Years. The P540-3 is a 40mm launcher capable of launching six less lethal rounds before requiring reloading. It will launch a 40MM less lethal round up to 180 feet and is only authorized to be used by SWAT personnel. It is similar to the older version of PGL65. This item was approved in 2024, but has not been purchased.
11. **DEFENSE TECHNOLOGY, 40MM EXACT IMPACT SPONGE, #6325**, Cost: \$27.83, Quantity: 2500, Lifespan: 5 years. A less lethal 40mm lightweight plastic and foam projectile fired from a single or multi-round purpose-built 40mm grenade launcher with a rifled barrel at 325 FPS. The 30-gram foam projectile delivers 120 ft/lbs. of energy on impact. The 40mm Exact Impact Sponge Round provides accurate and effective performance when fired from the approved distance of not less than five (5) feet and as far as 131 feet from the target.

² These were previously in service but are still retained in inventory by the Sheriff's Office.

12. **DEFENSE TECHNOLOGY, 40MM DIRECT IMPACT OC, #6320**, Cost: \$29.40, Quantity: 2500, Lifespan: 5 years. A less lethal 40MM lightweight plastic and crushable foam projectile fired from a single or multi-round purpose-built 40mm grenade launcher with a rifled barrel at 295 FPS. The 39-gram crushable foam projectile delivers 120 ft/lbs. of energy upon impact in addition to a dispersion of 5 grams of OC irritant. The 40mm Direct Impact OC Round provides accurate and effective performance when fired from the approved distance of not less than five (5) feet and as far as 120 feet from the target.
13. **DEFENSE TECHNOLOGY, 40MM DIRECT IMPACT**, Cost: \$27.83, Quantity: 2500, Lifespan: 5 years. A less lethal 40mm lightweight plastic and crushable foam projectile fired from a single or multi-round purpose-built 40mm grenade launcher with a rifled barrel at 305 FPS. The 39-gram crushable foam projectile delivers 120 ft/lbs. of energy upon impact. The 40mm Direct Impact Round provides accurate and effective performance when fired from the approved distance of not less than 5 feet and as far as 120 feet from the target.
14. **SAGE K01 37MM IMPACT ROUND**, Cost: \$25.00, Quantity: 250, Lifespan: 5 Years. A less lethal 37mm lightweight plastic and foam projectile fired from a single or multi-round purpose-built 37mm grenade launcher with a rifled barrel at 240 FPS. The 77.5-gram polyurethane projectile delivers 153 ft/lbs. of energy on impact. ²
15. **SAGE K01LE IMPACT ROUND**, Cost: \$25.00, Quantity: 250, Lifespan: 5 Years. A less lethal 37mm lightweight plastic and foam projectile fired from a single or multi-round purpose-built 37mm grenade launcher with a rifled barrel at 175 FPS. The 77.5-gram polyurethane projectile delivers 81 ft/lbs. of energy on impact. ²
16. **CTS 4557HV 40MM SPONGE ROUND SPIN STABILIZED HIGH VELOCITY**, Cost: \$26.19, Quantity: 75, Lifespan 5 years. The CTS 4557HV is a 60-gram high velocity less lethal 40mm soft rubber and plastic projectile fired from a single or multi-round purpose-built 40 mm launcher with a rifled barrel. It has a velocity of 330 ft/sec and a maximum effective range of 60 yards. It has a standoff distance of seven (7) yards. It allows tactical officers to have a greater standoff distance from the suspect when deploying. It is only authorized to be used by SED personnel.
17. **CTS 4551 40MM MULTI 3 THREE FOAM BATON SMOKELESS**, Cost: \$27.50, Quantity: 50, Lifespan: 5 years. The CTS 4551 is a less lethal 40mm round that consists of three rubber projectiles that are spin-stabilized and have an effective range of 40 feet. The rounds can be used to create openings in barriers such as glass to allow drones to enter and properly ventilate a structure during tactical operations. It is only authorized to be used by specially trained personnel.

Purpose

To limit the escalation of conflict where employment of lethal force is prohibited or avoidable.

Justification

Chemical agents are used to help alleviate the need for officers to use potentially lethal options. In a situation where a suspect is shooting at officers, and chemical agents are deployed, it may induce a cease-fire and peaceful resolution to the situation. Cases around the

nation have repeatedly proven this to be true, as chemical agents are utilized on an almost daily basis nationwide. Without the ability to use chemical agents, officers may be forced to enter barricaded residences, thus increasing the likelihood of a deadly encounter for either the officer or suspect. Studies related to the safety of chemical agents have shown them to be very safe to those who are exposed to the agent, with only short-term discomfort being the byproduct of their use.

Authorized Use

Situations for use of the less lethal weapon systems may include, but are not limited to:

- Self-destructive, dangerous, and/or combative individuals.
- Riot/crowd control and civil unrest incidents.
- Circumstances where a tactical advantage can be obtained.
- Potentially vicious animals.
- Training exercises or approved demonstrations.

Training

Sworn members utilizing 40MM less lethal chemical agents or impact rounds are trained in their use by POST-certified less lethal and chemical agent instructors.

Fiscal Impact

Annual maintenance is approximately \$100 for each launcher.

Legal and Procedural Rules

Use is established under the following Sheriff's Office Policies:

Lexipol Policy 300	Use of Force
Lexipol Policy 303	Control Devices
Lexipol Policy 306	Firearms
Lexipol Policy 306.3	Firearms – Authorized firearms, ammunition and other weapons
Lexipol Policy 306.6	Firearms – Firearms training and qualifications
Lexipol Policy 306.16	Purchase, Issuance, and Inventory Control of Sheriff's Office-Owned Firearms

Less Lethal Shotgun

Less Lethal Shotgun is used to deploy the less lethal 12-gauge Super-Sock Beanbag Round.

Description, quantity, capabilities, and purchase cost

1. **REMINGTON 870 LESS LETHAL SHOTGUN**, Cost: \$750, Quantity: 587, Lifespan: 25 years. The Remington 870 Less Lethal Shotgun is used to deploy the less lethal 12-gauge Super-Sock Beanbag Round from a distance of 5 to 75 feet. The range of the weapon system helps to maintain space between officers and a suspect reducing the immediacy of the threat which is a principle of de-escalation.

2. **SRM ARMS M1216 Less Lethal Shotgun**, Cost \$1,549, Quantity: 1, Lifespan: 25 Years. A single unit of this less lethal shotgun was purchased to conduct a trial and evaluation to determine its suitability for use by the Sheriff's Office. The unit did not perform as required, and no further units will be purchased. This item will not be issued for duty use.³
3. **GENESIS ARMS GEN-12 LL Less Lethal Shotgun**, Cost \$1,799, Quantity: 1, Lifespan: 25 Years. A single unit of this less lethal shotgun is requested for purchase to conduct a trial and evaluation to determine its suitability for use by the Sheriff's Office. The unit uses the same 12-gauge Super-Sock Beanbag Rounds as the Remington 870 Less Lethal Shotgun and would be used in a similar role.
4. **12-GAUGE SUPER-SOCK BEANBAG ROUND**, Cost: \$5.25, Quantity: 50,000, Lifespan: No expiration date. A less lethal 2.4-inch 12-gauge shotgun round firing a ballistic fiber bag filled with 40 grams of lead shot at a velocity of 270-290 feet per second (FPS). CTS Super-Sock rounds are discharged from a dedicated 12-gauge shotgun that is distinguishable by an orange butt stock and foregrip. This round provides accurate and effective performance when fired from the approved distance of not fewer than five (5) feet. The maximum effective range of this munition is up to 75 feet from the target. The Model 2581 Super-Sock is in its deployed state immediately upon exiting the barrel. It does not require a minimum range to "unfold" or "stabilize." The Super-Sock is an aerodynamic projectile. However, accuracy is relative to the shotgun, barrel length, environmental conditions, and the operator. The Super-Sock is very accurate. However, effectiveness depends on many variables, such as distance, clothing, stature, and the point where the projectile impacts.

Purpose

To limit the escalation of conflict where employment of lethal force is prohibited or otherwise avoidable.

Justification

The Remington 870 Less Lethal Shotgun is the Sheriff's Office's primary less-lethal launcher. In many situations, officers rely on less lethal launchers to avoid the necessity to use lethal force. Less lethal launchers provide officers the means to deal with dangerous situations without having to close the distance with potentially armed or combative people. They can be used from greater, and thus safer, distances than other less lethal devices, such as Tasers or other conducted energy devices. Because they can be used from a distance, it creates less likelihood for the person causing the potential danger to get close enough to harm officers. In turn, this decreases the likelihood that officers will come under such threat and it becomes less likely that it will be necessary for officers to use greater levels of force. In this way, these less-lethal launchers and their associated ammunition fill a critical role in the tactical de-escalation process that other equipment would not be able to fulfill.

Authorized Use

³ This item was in the Sheriff's office inventory but has not yet been issued for duty use.

Situations for use of the less lethal weapon systems may include, but are not limited to:

- Self-destructive, dangerous, and/or combative individuals.
- Riot/crowd control and civil unrest incidents.
- Circumstances where a tactical advantage can be obtained.
- Potentially vicious animals.
- Training exercises or approved demonstrations.

Training

Sworn members utilizing less lethal shotguns trained in their use by POST-certified less lethal and chemical agent instructors.

Fiscal Impact

Annual maintenance is approximately \$50 for each less-lethal shotgun.

Legal and Procedural Rules

Use is established under the following Sheriff's Office Policies:

- | | |
|-----------------------|--|
| Lexipol Policy 300 | Use of Force |
| Lexipol Policy 303 | Control Devices |
| Lexipol Policy 306 | Firearms |
| Lexipol Policy 306.3 | Firearms – Authorized firearms, ammunition and other weapons |
| Lexipol Policy 306.6 | Firearms – Firearms training and qualifications |
| Lexipol Policy 306.16 | Purchase, Issuance, and Inventory Control of Sheriff's Office-Owned Firearms |

Distraction Devices

"Flashbang" Grenades that create a distraction during a hostage rescue, room entry, or high-risk arrest situations.

Description, quantity, capabilities, lifespan, and purchased cost

1. CTS 7290 series Flash-Bangs (Diversionary Device), cost: \$39 per unit, quantity: 480, lifespan: 5 years. The Flash Bang produces atmospheric overpressure and brilliant white light that causes short-term physiological/ psychological sensory deprivation (Approximately 6-8 Seconds) to give officers a tactical advantage.
2. CTS 4090 series 40mm Aerial Flash-Bang (Diversionary Device), cost: \$39 per unit, quantity: 50, lifespan: 5 years. The Flash Bang produces atmospheric overpressure and brilliant white light that causes short-term physiological/ psychological sensory deprivation (Approximately 6-8 Seconds) to give officers a tactical advantage. The aerial flashbang allows for a distraction device that has minimal fire risk if a deployment is considered reasonable in a rural environment.

Purpose

Flash-Bang devices are used during training and tactical events when a diversion or distraction is believed to be an effective tool to bring an event to a safe resolution.

Justification

Light sound diversionary devices (flash-bangs) utilize flash powder to deflagrate, which emits heat, light, and sound from the device. This is designed to very temporarily overwhelm a human being's sensory system. The fractions of a second which are potentially gained through the use of flash bangs can provide deputies a window of opportunity to achieve resolution in high-risk situations.

Authorized Use

Flashbangs are used in accordance with established state and federal law.

Fiscal Impact

\$2000 Per Year

Training

SWAT personnel receive training internally when they transfer to the unit as well as POST certified in-class training. Additional training will be completed annually to re-certify members of the SWAT team in the use and deployment of the Flash-Bang devices. Non-SWAT personnel attend a POST-certified class in the use and deployment of the Flash-Bang device.

Legal and Procedural Rules

Flashbangs are used in accordance with Operations Orders 2/04 and 2/05, as well as in accordance with established state and federal law.

Rifles

Firearms that are equipped with shoulder stocks and long, spirally grooved barrels intended to make bullets spin and thereby have greater accuracy over longer distances.

Description, quantity, capabilities, and purchase cost

1. **SEEKINS .308 CALIBER RIFLE, MODEL SP-10M**, Cost: \$5000, Quantity: 8, Lifespan: 5 years. This rifle is issued to specially trained SWAT personnel and is used to provide overwatch during special operations and to address targets that may be behind barricades, wearing heavy armor, or require precision or distance capabilities exceeding those of standard patrol rifles.
2. **SIG SAUER .308 CALIBER RIFLE, MODEL 716G2**, Cost: \$1500, Quantity: 16, 15 years. This rifle is issued to authorized personnel assigned to the Sheriff's Folsom Dam Bureau and is used to provide overwatch during special operations and to address targets that may be behind barricades, wearing heavy armor, or require precision or distance capabilities exceeding those of standard patrol rifles. This weapon complies with the special requirements of SSO's contract with the U.S. Bureau of Reclamation to provide infrastructure security to Folsom Dam.

3. **DANIEL DEFENSE 11.5" RIFLE, MODEL DDM4 V7**, Cost: \$1775, Quantity: 18, Lifespan: 20 years. A rifle that fires an intermediate-power cartridge (.223). It is a short-barreled select fire rifle which allows a trained officer better control inside of structures with greater accuracy than a handgun. This rifle is issued only to specially trained SWAT personnel.
4. **DANIEL DEFENSE 11.5" RIFLE, MODEL DDM4 V7S**, Cost: \$1300, Quantity: 7, Lifespan: 15 Years. A rifle that fires an intermediate-power cartridge (.223). It is a short-barreled rifle that allows a trained officer better control inside of structures with greater accuracy than a handgun. This rifle is semi-automatic only and is issued to specially-trained personnel.
5. **COLT 10.5" RIFLE, MODEL LE6946CQB**, Cost: \$2067, Quantity: 26, Lifespan: 20 years. A rifle that fires an intermediate-power cartridge (.223). It is a short-barreled select fire rifle which allows a trained officer better control inside of structures with greater accuracy than a handgun. This rifle is issued to specially trained personnel and/or kept on hand as backup equipment for the above Daniel Defense DDM4 V7 rifles.
6. **COLT AR-PATTERN 5.56 CALIBER RIFLE, (MODELS LE6920, AR15A3, MATCH TARGET, LE6940, SPORTER II)**, cost \$897, Quantity: 575, Lifespan: 20 years. These rifles are the Sheriff's Office's standard-issue patrol rifles. Prior to using a rifle, officers must attend POST-certified training in the operation of the rifle. Additionally, all members that operate any rifle are required to pass a range qualification two times a year. The above models are largely interchangeable, with the differences between models being limited largely to cosmetic or ergonomic differences only, for example, the contour of the handguards. As they have substantial parts commonality, an inventory of older out-of-service rifles is maintained for use as spare parts on rifles currently in service. ⁴
7. **ARMALITE 5.56 CALIBER RIFLE, MODELS M15A4**, Cost \$897, Quantity: 24, Lifespan: 20 Years. These have similar characteristics as the above Colt AR-Pattern rifles. They are largely interchangeable with our standard issue rifles, with the differences between models being limited largely to cosmetic or ergonomic differences only, for example, the contour of the handguards. No Armalite rifles are currently issued for duty but are kept on hand as a backup inventory and for use as training rifles.
8. **HECKLER & KOCH MP5K 9MM**, Cost \$1000, Quantity: 2, Lifespan: 20 Years, Annual Maintenance: \$250 per rifle. The Heckler & Koch MP5K is an automatic 9mm firearm larger than a pistol, but smaller than a rifle. It was formerly in service with specially trained SWAT officers. The Sheriff's Office retained two of these firearms in its inventory, neither of which are currently issued for duty use.
9. **HORNADY TAP .223 REM 53 GRAIN RIFLE ROUND**, Cost: \$230 per case of 200, Quantity: 5000 cases, Lifespan: No expiration. TAP Patrol is specifically designed to provide consistent and reliable performance through the FBI protocol when fired through 14.5" – 16" barreled 1:7 – 1:9" twist patrol rifles. The lead free CX™ bullet features a flat polymer tip, which allows it to provide "barrier blind" performance ensuring consistent penetration depths. The flat tip design ensures the bullet will not plug with material from the barriers and

⁴ This item is in the Sheriff's office inventory but has not yet been issued for duty use and was not included on the previous AB 481 list.

ensures feeding through the wide variety of patrol rifle platforms. TAP Patrol ammunition is loaded with temperature stable, low flash propellant.

10. **HORNADY TAP ELD-MATCH .308 168GR AR SNIPER RIFLE ROUND**, Cost: \$1.05/round, quantity: 20,000 Rounds, Lifespan: No expiration. Designed specifically for the 308 AR-10 platform and its variants, the resilient tip of the ELD Match bullet aids in reliable feed and function, and the propellant is specifically tailored to efficiently operate in the AR-10. The 168-gr.tip delivers excellent performance and features a resilient, heat-resistant polymer tip that improves the ballistic coefficient, resulting in higher impact velocities, less drop, less wind drift, and more energy on target.
11. **HORNADY TAP ELD-MATCH .308 165GR GMX HEAVY BARRIER SNIPER ROUND**, Cost: \$1.52/round, Quantity: 5,000 Rounds, Lifespan: No expiration. The bullet is similar to the above-listed Hornady TAP ELD Match AR Sniper ammunition but is designed to penetrate heavy barriers such as 1-inch laminated glass with exceptional weight retention while still delivering superior performance.
12. **HORNADY TAP ELD-MATCH .308 110GR URBAN SNIPER ROUNDS**, Cost: \$1.45/round, Quantity: 5,000 Rounds, Lifespan: No expiration. The bullet is similar to the above-listed Hornady TAP ELD Match AR Sniper ammunition but is designed to NOT over-penetrate while maintaining weight retention and still delivering superior performance.

Purpose

To be used, when appropriate, as weapons to address threats with more precision and/or across greater distances than a handgun.

Justification

The Daniel Defense M4 provides SED/SWAT team members the ability to provide citizens, victims, and officers with a higher level of protection/defense against a violent subject who is armed.

The Seekins Sp-10M is a new rifle to SED (SWAT). The rifle has been deployed by SED sniper/ observers approximately eight (8) times since its adoption in 2021. Previous iterations of sniper rifles have been deployed by SED sniper/ observer teams numerous times to assist in observation or to provide firing solutions during critical incidents when no other means/ resources were available or as necessary. Additionally, the long-range capabilities of the rifle allow law enforcement personnel to retain a large standoff distance from a dangerous suspect, thereby increasing officer safety.

The **Sig Sauer 716G2** was chosen for its ability to serve as a precision rifle in a similar role as the SEEKINS SP-10M (45), and at the same time fill a similar role to a standard-issue patrol rifle should such a need arise. In this way, it would eliminate the need for staff to issue a **Sig Sauer 716G2** to carry two rifles, one for precision use and one for all other appropriate applications. The need for officers issued a Sig Sauer 716G2 to have access to a precision rifle stems from their assignment to a facility tasked with maintaining such a capability per federal contract, and to aid in their response to a potential terror attack. Additionally, the long-range capabilities of

the rifle allow law enforcement personnel to retain a large standoff distance from a dangerous suspect, thereby increasing officer safety.

Law enforcement is tasked with responding to dangerous events which may require an armed response. In certain circumstances, it may become necessary for an officer to discharge their firearm in the course of duty. In these situations, officers equipped with rifles are able to place rounds accurately. This results in an increase in safety for the public and officers. **Speer Gold Dot Soft Point .223 Caliber 55 Grain Rifle** Rounds were selected to be used in conjunction with the rifle utilized by the Sheriff's Office.

The Sheriff's Office utilizes the **Hornady TAP ELD-Match 168 grain AR .308 caliber rifle ammunition** as the primary ammunition for the Seekins SP-10M precision rifle. This ammunition is designed specifically for the AR-10 platform. The resilient tip of the ELD Match bullet aids in reliable feed and function, and the propellant is specifically tailored to efficiently operate in the AR-10. The 168 gr. ELD- Match bullet with Heat Shield tip delivers excellent terminal performance, limiting over penetration. Hornady TAP Precision features a resilient, heat-resistant polymer tip that improves the ballistic coefficient, resulting in higher impact velocities, less drop, less wind drift, and more energy on target, making it extremely accurate and reliable. This specific ammunition has a pinned primer that prevents the primer from "blowing back" into the chamber and causing failures in the firearm. SED sniper/ observers rigorously tested several brands of ammunition and determined the Hornady TAP ELD-Match 168 grain AR .308 caliber rifle ammunition to be the best ammunition to fit their needs and performance with the Seekins SP-10M.

Hornady TAP ELD-Match 168 grain Heavy Barrier .308 caliber rifle ammunition is utilized in conjunction with the Seekins SP-10M precision rifle. Hornady TAP ELD-Match 168 grain AR .308 caliber rifle ammunition has been deployed by SED sniper/ observer teams to assist in observation or to provide firing solutions during critical incidents when no other means/ resources were available or as necessary.

Authorized Use

Only members that have attended POST-certified rifle training are authorized to use a rifle.

Fiscal Impact

Annual maintenance is approximately \$250 for each rifle.

Training

Prior to using a rifle, officers must attend POST-certified training in the operation of the rifle. Additionally, all members that operate any rifle are required to pass a range qualification two times a year.

Legal and Procedural Rules

Use is established under the following Sheriff's Office Policies:

Lexipol Policy 300 Use of Force

Lexipol Policy 306 Firearms

Lexipol Policy 306.3 Firearms – Authorized firearms, ammunition and other weapons

Lexipol Policy 306.6 Firearms – Firearms training and qualifications

Lexipol Policy 306.16 Purchase, Issuance, and Inventory Control of Sheriff's Office-Owned Firearms

.50 Caliber Rifles and Ammunition

Weapons that fire a .50 caliber round, which has greater capabilities for distance and barrier penetration than standard precision rifles.

Description, quantity, capacities, and purchase cost

1. **BARRET .50 CALIBER RIFLE, MODEL M82A1**, Cost: \$5000, Quantity: 1, Lifespan: 5 years. The Barrett M82A1 fires a heavier round than the patrol rifle or precision .308 rifle. It is utilized when there is a potential need to engage an armored target further away than the capabilities of other issued rifles or to engage a target behind a heavy barrier such as thick metal. This rifle is only used by specially trained SWAT personnel.
2. **HORNADY A-MAX 750 GRAIN .50 BMG AMMUNITION**, Cost: \$8.99/Round, Quantity: 1000 Rounds, Lifespan: No expiration. This ammunition is used with the Barrett M82A1 precision .50 caliber rifle.

Purpose

To be used, when appropriate, as weapons to address threats with more precision and/or across greater distances or through greater barricade or armor than a standard precision rifle.

Justification

The Barret M821A1 is a high-powered rifle deployed by specifically trained SED sniper/ observers. This rifle may be utilized to provide observation or to provide firing solutions during critical incidents when no other means/ resources are available or as necessary. This rifle can provide highly accurate firing solutions capable of debilitating engine blocks in vehicles (big rigs attempting to crash into the Capitol building or mass casualty vehicle vs. pedestrian incidents). This rifle may also be used to break through hardened barriers where other rifles and/ or ammunition are not powerful enough to penetrate, such as; bank teller glass during hostage incidents, engine blocks, or other thick metal.

The Hornady A-Max Match 750 grain 50 BMG rifle ammunition is a high-powered rifle ammunition deployed in conjunction with the Barret M82A1 by specifically trained SED sniper/ observers. This rifle and ammunition may be utilized to provide observation or to provide firing solutions during critical incidents when no other means/ resources are available or as necessary. This ammunition can provide highly accurate firing solutions capable of debilitating large engine blocks in vehicles as well defeat heavy ballistic barriers. This ammunition may also be used to break through hardened barriers where other rifles and/ or ammunition are not powerful enough to penetrate, such as; bank teller glass during hostage incidents, engine blocks, or other thick metal.

Authorized Use

Only members that have attended POST-certified rifle training are authorized to use a rifle. Additionally, this rifle is only used by specially trained SWAT officers.

Fiscal Impact

Annual maintenance is approximately \$100 for each rifle.

Training

Prior to using a rifle, officers must attend POST-certified training in the operation of rifles. Additionally, all members that operate any rifle are required to pass a range qualification two times a year. This rifle is only used by specially trained SWAT officers.

Legal and Procedural Rules

Use is established under the following Sheriff's Office Policies:

- Lexipol Policy 300 Use of Force
- Lexipol Policy 306 Firearms
- Lexipol Policy 306.3 Firearms – Authorized firearms, ammunition and other weapons
- Lexipol Policy 306.6 Firearms – Firearms training and qualifications
- Lexipol Policy 306.16 Purchase, Issuance, and Inventory Control of Sheriff's Office-Owned Firearms

Explosive Breaching Tools

Battering Rams, Slugs, and Breaching Apparatus that are explosive in nature. Items designed to safely gain entry into a structure. Items designed to remove a lock, such as bolt cutters, or handheld ram designed to be operated by one person, are specifically excluded from the section.

Description, quantity, capabilities, lifespan and purchased cost

1. **Detonating Cord**, cost: \$1 per foot, quantity: 750 Feet, lifespan: Depending on usage. A detonating cord is a thin flexible tube filled with [pentaerythritol tetranitrate](#) (PETN). With the PETN exploding at a rate of approximately 6400 m/s, any common length of detonation cord appears to explode instantaneously. It is a high-speed fuse that explodes, rather than burns, and is suitable for detonating high explosives.
2. **Blasting Cap**, cost: \$18 per unit, quantity: 50, lifespan: 10 years. A blasting cap is a small sensitive primary explosive device used to detonate a larger, more powerful, and less sensitive secondary explosive such as TNT, Dynamite, or plastic explosive. Blasting caps come in a variety of types, including non-electric caps, electric caps, and fuse caps.

Purpose

To be used during tactical operations to gain entry into a structure safely.

Justification:

Energetic breaching is used in extreme circumstances when there is either no alternative or no desirable alternative to gain entry into a structure safely. It may also be used as a distraction or a means of gaining an alternate entry point when it is reasonably safe to do so. Energetic breaching requires specially trained EOD Bomb Technicians or SED Breachers. Energetic breaching may only occur with the authorization of an Incident Commander, Tactical Commander, primarily in exigent, life-threatening circumstances when deadly force would be authorized.

Authorized Use

Explosive breaching may only occur after authorization by the Incident Commander or SWAT Commander in the field, and during training exercises.

Fiscal Impact

Not applicable

Training

Explosive Breaching technicians are required to complete a departmentally approved Explosive Breaching Course.

Legal and Procedural Rules

All explosive breaching tools are to be used for official law enforcement purposes and pursuant to State and Federal Law.

PepperBall Launchers, Chemical Agents and Smoke Canisters

Tear Gas and Pepper Ball Devices that contain a chemical agent that is released when deployed.

Description, quantity, capabilities, lifespan and purchased cost

1. **CTS Ferret 40mm Liquid Barricade Penetrator Round**, CS (Model 4330) Cost: \$33 per unit, Quantity: 250, Lifespan: 5 Years. The Liquid CS-filled projectile penetrates intermediate barriers and delivers irritant agents into an adjacent room.
2. **CTS Pyro CS Grenade – Baffled (Model 5230B)** Cost: \$51 per unit, Quantity: 225, Lifespan: 5 Years. The CS Pyro Grenade is a compact, chemical agent device that provides safe expulsion of approximately 25 grams of active agent during its 20-40 second discharge time, with minimal risk of fire. It is safe to use inside of a residence. This grenade is 6.2 in. by 2.6 in.
3. **CTS Pyro CS Grenade (Model 5230)** Cost: \$53 per unit, Quantity: 245, Lifespan: 5 Years. The CS Pyro Grenade is a compact, chemical agent device that provides safe expulsion of approximately 100 grams of active agent during its 20-40 second discharge time, with minimal risk of fire. It is safe to use inside of a residence. This grenade is 6.2 in. by 2.6 in.
4. **CTS Pyro CS Grenade (Model 8230)** Cost: \$35 per unit, Quantity: 175, Lifespan: 5 Years. The CS Pyro Grenade mini is a compact, chemical agent device that provides safe expulsion of approximately 25 grams of active agent during its 20-40 second discharge time, with minimal risk of fire. It is safe to use inside of a residence. This grenade is 4.9 in. by 1.4 in.

5. **CTS OC Vapor Aerosol Grenade (Model 6340)** Cost: \$52 per unit, Quantity: 150, Lifespan: 5 Years. The CTS OC Vapor Aerosol Grenade is for law enforcement and corrections use to deliver a high concentration of Oleoresin Capsicum (OC) in a powerful mist. The OC Vapor Aerosol Grenade is ideal for cell extractions or barricade situations where the use of pyrotechnic, powder, or liquid devices is not practical or desired.
6. **CTS CS Vapor Aerosol Grenade (Model 6330)** Cost: \$51 per unit, Quantity: 150, Lifespan: 5 Years. The CTS CS Vapor Aerosol Grenade is for law enforcement and corrections use to deliver a high concentration of CS in a powerful mist that is best used indoors and requires no personal decontamination.
7. **CTS OC/CS Vapor Aerosol Grenade (Model 6343)** Cost: \$55.80 per unit, Quantity: 130, Lifespan: 5 Years. The CTS CS Vapor Aerosol Grenade is for law enforcement and corrections use to deliver a high concentration of CS in a powerful mist that is best used indoors and requires no personal decontamination.
8. **CTS CS Expulsion Grenade (Model 5430)** Cost: \$59.90 per unit, Quantity: 95, Lifespan: 5 Years. The CTS CS Expulsion Grenade is for law enforcement and corrections use to deliver a high concentration of CS chemical agent in a powder payload. Provides the best results when used indoors.
9. **CTS OC Expulsion Grenade (Model 5440)** Cost: \$59.90 per unit, Quantity: 80, Lifespan: 5 Years. The CTS OC Expulsion Grenade is for law enforcement and corrections use to deliver a high concentration of OC chemical agent in a powder payload. Provides the best results when used indoors.
10. **CTS CS Jet-Lite Rubber Handball Grenade (Model 9230)** Cost: \$35.47 per unit, Quantity: 25, Lifespan: 5 Years. The 9230 CS Jet-Lite Rubber Ball Grenade is one of the small-diameter burning grenades that discharges a high volume of chemical agents through multiple emission ports. This grenade is used specifically for outdoor use and should not be deployed indoors due to fire-producing capability. Can be hand thrown or launched.
11. **CTS SMOKE PYRO JET LITE CANISTER GRENADE OUTDOOR (Model 5210JL)**, Cost: \$42.75, Quantity: 25, Lifespan: 5 years. The CTS 5210JL is a large-diameter burning grenade designed to discharge a high volume of inert smoke rapidly through multiple emission ports. The smoke composition is formulated to burn rapidly creating a "smoke screen" allowing for tactical movements and decreasing the possibility that the grenade can be picked up and thrown back at personnel. It can be hand-thrown or launched. It is only authorized to be used by specially trained personnel.
12. **Defense Technology CS Han-Ball Grenade (Model 1092)** Cost: \$56.45 per unit, Quantity: 58, Lifespan: 5 Years. This launchable grenade holds approximately 0.29 oz. of active agent that it expels in approximately 10-25 Seconds. The grenade is a fast-burning, high-volume continuous discharge grenade.
13. **Defense Technology CS Barricade Penetrator (Model 2262)** Cost: \$27 per unit, Quantity: 58, Lifespan: 5 Years. Liquid CS-filled projectile penetrates intermediate barriers and delivers irritant agents into an adjacent room.

14. **Defense Technology First Defense 1.3% MK-9 Fogger OC Aerosol (Model 43953)**
Cost: \$58.50 per unit, Quantity: 50, Lifespan: 5 Years. This tool is intended for use in crowd management and will deliver 14 short bursts of OC at an effective range of 18-20 ft. This 1.3% MC OC aerosol product utilizes a cone or fogger delivery method providing a wide spray pattern for easier target acquisition.
15. **Defense Technology First Defense 1.3% MK-9 Stream OC Aerosol (Model 56895)** Cost: \$59.10 per unit, Quantity: 50, Lifespan: 5 Years. This tool is intended for use in crowd management and will deliver 14 short bursts of OC at an effective range of 18-20 ft. This 1.3% MC OC aerosol product utilizes a stream delivery method providing a target-specific, strong concentrated stream for greater standoff.
16. **CTS Sting-Ball Grenade (Model 9590)** Cost: \$65.30 per unit, Quantity: 75, Lifespan: 5 Years. Multi-effect grenades with a loud blast, bright flash, and dispersion of stinging .31 caliber pellets. Can also be configured to dispense an instantaneous cloud of irritant powder
17. **CTS Sting-Ball Grenade with CS Agent (Model 9593)** Cost: \$68.30 per unit, Quantity: 70, Lifespan: 5 Years. Multi-effect grenades with a loud blast, bright flash, and dispersion of stinging .31 caliber pellets. The device is configured to dispense an instantaneous cloud of CS irritant powder
18. **CTS CS Tear-Ball Grenade (Model 9430)** Cost: \$63.30 per unit, Quantity: 50, Lifespan: 5 Years. Tear Ball Grenades are explosive "rubber-ball" style grenades that upon initiation eject a powder agent of CS, CN, OC, or talc into a radius surrounding the device. Tear Balls are primarily used for crowd control in indoor and outdoor situations.
19. **CTS Triple Phase CS Smoke Grenade (Model 5231)** Cost: \$64.60 per unit, Quantity: 65, Lifespan: 5 Years. CS Triple Phaser canister grenade is a large-diameter grenade consisting of 3 separate aluminum canisters pressed together with separate charges between each canister. When deployed, the grenade will separate over a broad space to give a wider area of coverage. Can be launched or thrown.
20. **CTS White Smoke Grenade (Model 5210)** Cost: \$50.25 per unit, Quantity: 50, Lifespan: 5 Years. White outdoor smoke grenades are used for obscuring tactical movement and signaling or marking a landing zone.
21. **Pepper Ball VKS Launcher** Cost: \$850 per unit, Quantity: 8, Lifespan: 20 Years. The Pepper Ball launcher is a carbon dioxide (CO₂) powered device designed to fire non-lethal Pepper Ball projectiles. They may be used in crowd control and Mobile Field Force situations to limit the escalation of conflict where the employment of lethal force is prohibited or undesirable. These launchers are not classified as firearms and are described as non-lethal by the manufacturer. Pepperball launchers are designed to deliver less lethal Pepper Ball projectiles for the purpose of incapacitating, immobilizing, or stunning a human being through the infliction of a less-than-lethal impairment of physical condition, function, or senses, including physical pain or discomfort.
22. **Pepper Ball VXR Live-X Projectile** Cost: \$3 per unit, Quantity: 12,000, Lifespan: Until Expired. The VXR Live-X Projectile is a non-lethal round. The projectile contains approximately 10x the PAVA of the VXR LIVE projectile. This projectile is best for direct

impact or area saturation. Discharged from a Pepper Ball Launcher, the projectile has a velocity of 280-425 FPS. The projectile has a direct impact of 150ft and an area of saturation of 390+ ft. The projectile contains 2.5% PAVA powder.

Purpose

Used to assist members of the SWAT team to bring a dangerous event to a safe resolution. This item may be utilized by trained SWAT and Mobile Field Force personnel in crowd control and Mobile Field Force Deployments or in a correctional setting where necessary.

Justification

Any critical incident will effectively put a strain on the daily functions of patrol and responding to citizens' calls for service. When officers are dealing with a critical incident, all other emergencies that citizens may have are often prioritized below the critical incident. During a critical incident, neighbors are evacuated from their homes for their safety for several hours, roads are closed and businesses may be shut until the incident is resolved. Chemical agents may be used to ensure that the incident is resolved in a timely manner, limiting the impact on the citizens.

Chemical agents are used to help alleviate the need for officers to use potentially lethal options. In a situation where a suspect is shooting at officers and chemical agents are deployed, it may induce a cease-fire and peaceful resolution to the situation. Cases around the nation have repeatedly proven this to be true, as chemical agents are utilized on an almost daily basis nationwide. Without the ability to use chemical agents, officers may be forced to enter barricaded residences, thus increasing the likelihood of a deadly encounter for either the officer or suspect. Studies related to the safety of chemical agents have shown them to be very safe to those who are exposed to the agent, with only short-term discomfort being the byproduct of their use.

Authorized Use

All items are used in accordance with established state and federal law. It is further used in accordance with established department policy, including Operations Orders 2/04 and 2/05, General Orders 2/08, 2/11, and 2/15.

Training

SWAT operators who utilize these munitions have been through and successfully completed a POST-approved gas school and/or trained in-house by POST-certified chemical agent instructors. Non-SWAT personnel attend a POST-certified class in the use and deployment of the above-mentioned device.

Fiscal Impact

Total: \$24,100

Breakdown of total:

CTS Ferret 40mm Liquid Barricade Penetrator Round, CS (Model 4330): \$1500

CTS Pyro CS Grenade – Baffled (Model 5230B): \$2500

ITEM 16.6.

Sacramento County Sheriff's Office

ATTACHMENT 4

Military Equipment Use Report 2025

CTS Pyro CS Grenade (Model 5230): \$2500

CTS Pyro CS Grenade (Model 8230): \$2000

CTS OC Vapor Aerosol Grenade (Model 6340): \$1500

CTS CS Vapor Aerosol Grenade (Model 6330): \$1500

CTS OC/CS Vapor Aerosol Grenade (Model 6343): \$1000

CTS CS Expulsion Grenade (Model 5430): \$1000

CTS OC Expulsion Grenade (Model 5440): \$1000

CTS CS Jet-Lite Rubber Handball Grenade (Model 9230): \$750

Defense Technology CS Han-Ball Grenade (Model 1092): \$750

Defense Technology CS Barricade Penetrator (Model 2262): \$500

Defense Technology First Defense 1.3% MK-9 Fogger OC Aerosol (Model 43953): \$1500

Defense Technology First Defense 1.3% MK-9 Stream OC Aerosol (Model 56895): \$1500

CTS Sting-Ball Grenade (Model 9590): \$1000

CTS Sting-Ball Grenade with CS Agent (Model 9593): \$1000

CTS CS Tear-Ball Grenade (Model 9430): \$750

CTS Triple Phase CS Smoke Grenade (Model 5231): \$1000

CTS White Smoke Grenade (Model 6210): \$750

Pepper Ball VKS Launcher: \$100

Pepper Ball VXR Live-X Projectile: Replacement as used

Legal and Procedural Rules

Use is established under established Sheriff's Office policy and in accordance with established state and federal laws.

Maintenance of Military Supply Levels

When stocks of military equipment listed within the aforementioned sections have reached significantly low levels or have been exhausted, the Sacramento County Sheriff's Office may order up to 10% of the stock in a calendar year without the Board of Supervisors approval to maintain essential availability for the department's needs, and not be found in a position of being depleted of emergency resources for a critical event and/or ongoing event, such as incidents of civil unrest, or long-term, large-scale tactical operations. As such, the SSO is authorized to acquire additional stock of items listed here from other law enforcement agencies or contracted vendors in the event of an emergency, when approved by the Sheriff or their designee.

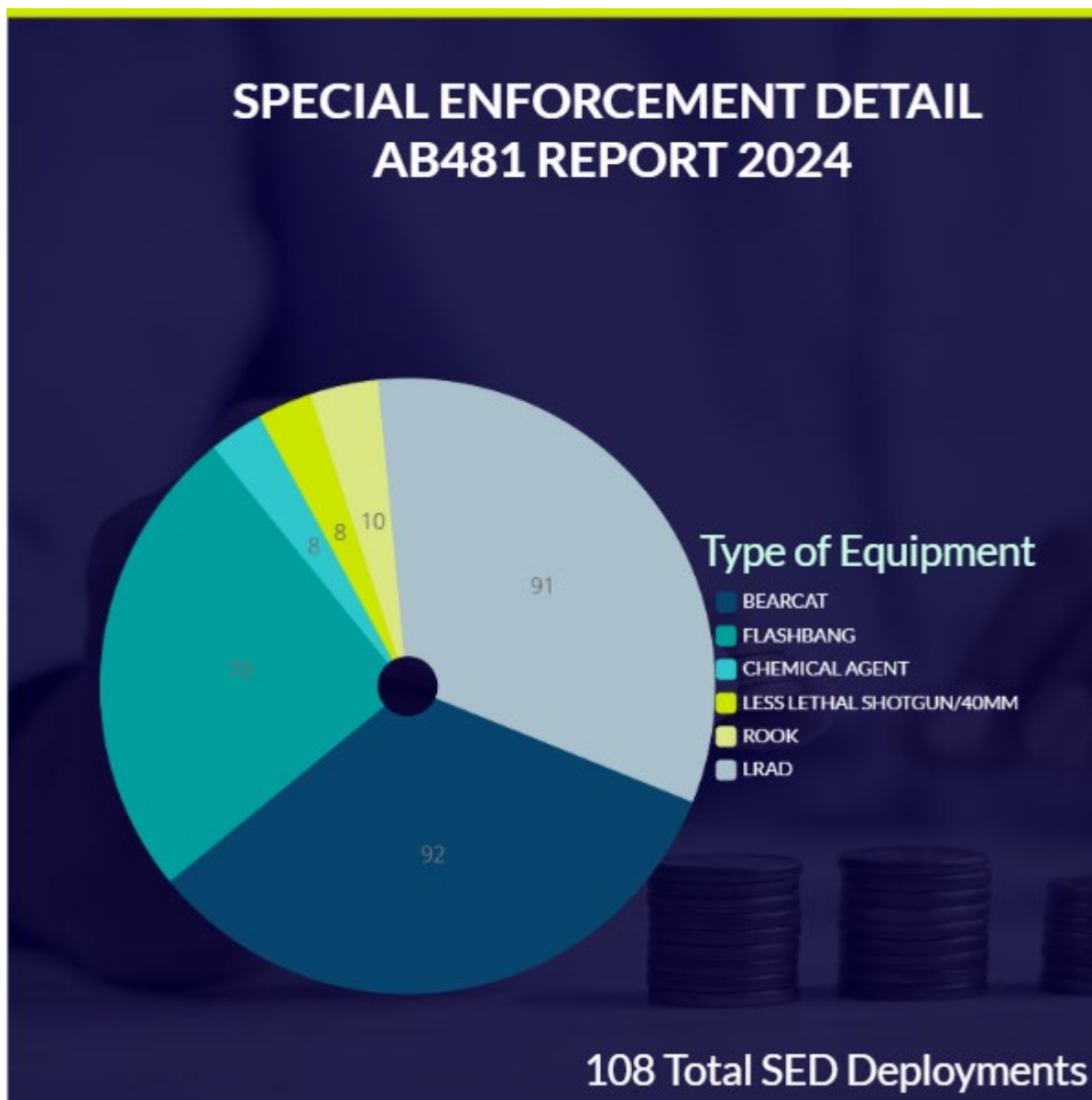
New Equipment Requested

The Sheriff's Office respectfully requests the purchase of the following additional equipment for Fiscal Year 2025-2026.

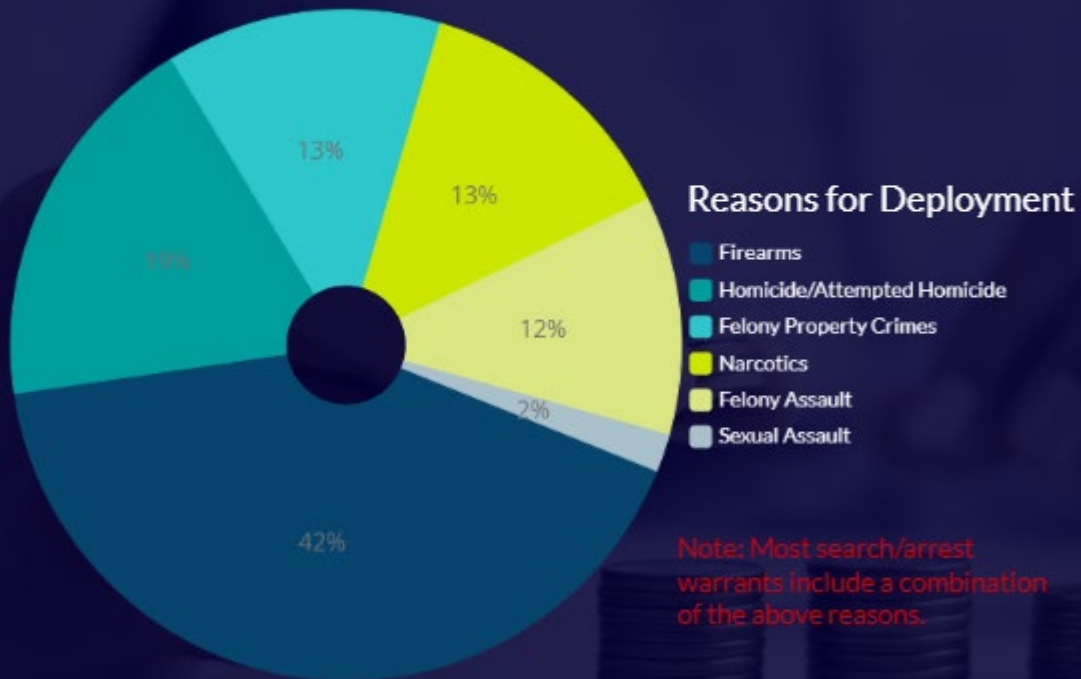
1. **LENCO BEARCAT G2**, Cost: Approximately \$500,000, Quantity 1, Lifespan: 10 years. This is a replacement Bearcat for the 2008 Bearcat that has reached the end of its lifespan. The Lenco Bearcat G2, is an armored vehicle that seats 10-12 personnel with an open floor plan that allows for the rescue of down personnel. It can stop various projectiles, which provides greater safety to citizens and officers beyond the protection level of shield and personal body armor.
2. **DJI Matrice 30T, DFR Capable / High res thermal/ Speaker/spotlight for de-escalation**, Cost: \$9,637, Requested additional: 2, Lifespan: 3 Years, Annual Maintenance: \$700.
3. **DJI Matrice 4T, High res thermal/ Speaker/spotlight capable**. Cost: \$7,299, Request Additional: 1. Lifespan: 3 years, Annual Maintenance: \$500
4. **DJI Mavic 3 Thermal, High res thermal/ Speaker/spotlight** Cost: \$5,498, Requested Additional: 4, Lifespan: 3-5 years. Annual Maintenance: \$500
5. **DJI Avata 2 Mini indoor UAS / high-res daytime camera/ for indoor flight**, Cost:\$1,200 Additional requested: 12, Lifespan: 3 Years, Annual Maintenance: \$300.
6. **DJI Matrice M4TD Drone, remotely stationed docked drone for Drone as First Responder**, Cost: \$7320, Requested:4, Life Span: 3-5 years, Annual Maintenance: \$700.
7. **DJI Matrice M3TD Drone, remotely stationed docked drone for Drone as First Responder**, Cost: \$6325, Requested:4, Life Span: 3-5 years, Annual Maintenance: \$700.
8. **SPOT Robot by Boston Dynamics**. Cost: \$449,000. Quantity: 1. Lifespan: 10+ years. The SPOT Robot will replace the **QinetiQ Dragon Runner Robot** that has been in use for the past 15 years. The previous robot is no longer supported due to the manufacturer shifting focus to other robotic technologies. SPOT is a highly adaptable mobile robot built to operate on various terrains and perform a wide range of tasks. It will assist the Bomb Squad by safely handling explosive devices without risking personnel. During SWAT incidents, SPOT will provide critical support by delivering communication equipment, conducting surveillance, transporting supplies, and locating victims or suspects. Additionally, SPOT can assess hazardous environments involving chemical, biological, radiological, or nuclear (CBRN) threats. It is also capable of entering active shooter situations to systematically search for victims in need, allowing law enforcement to stay focused on neutralizing the threat.

Demographics of Use in 2024

Special Enforcement Detail Deployments:

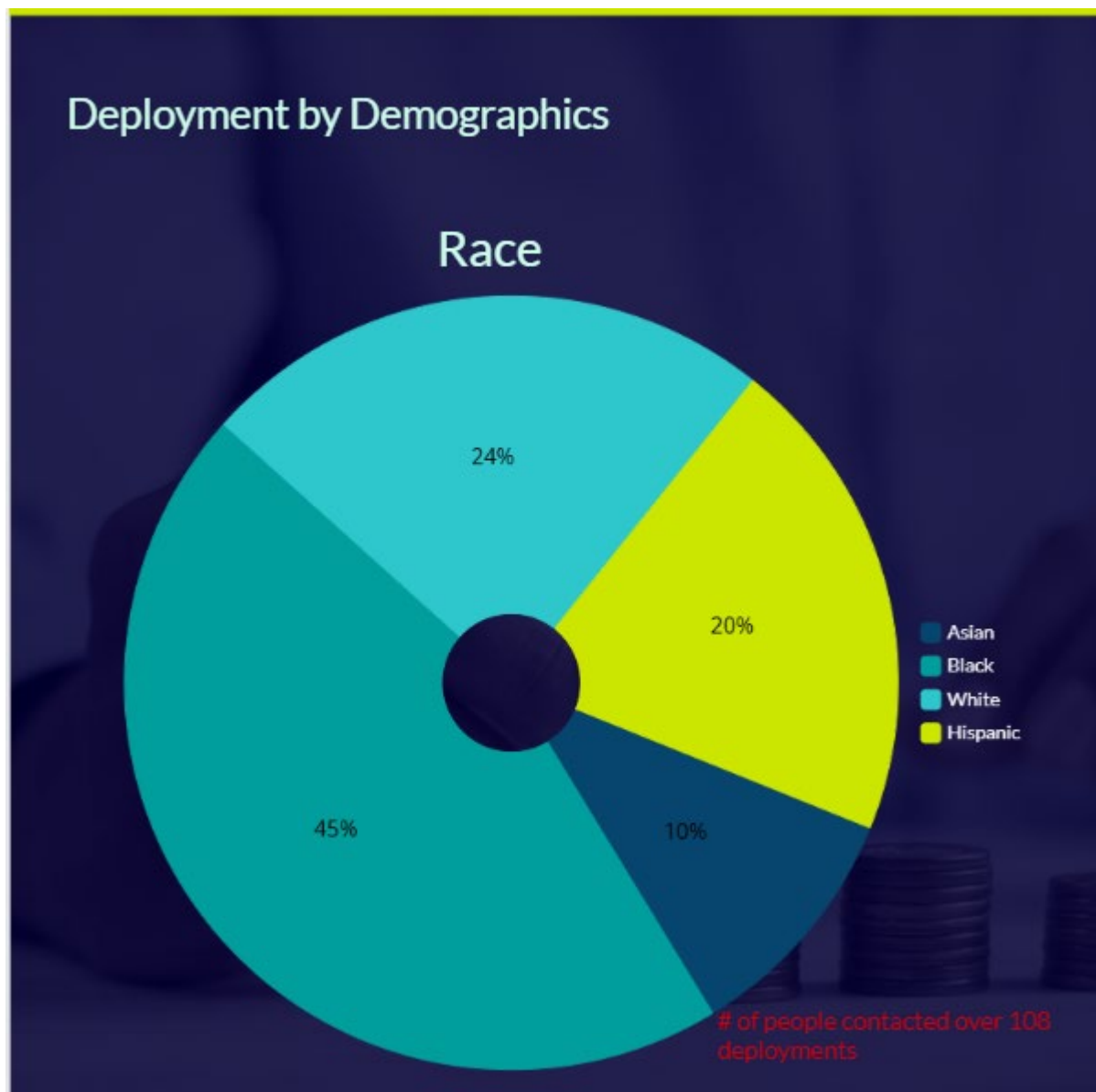


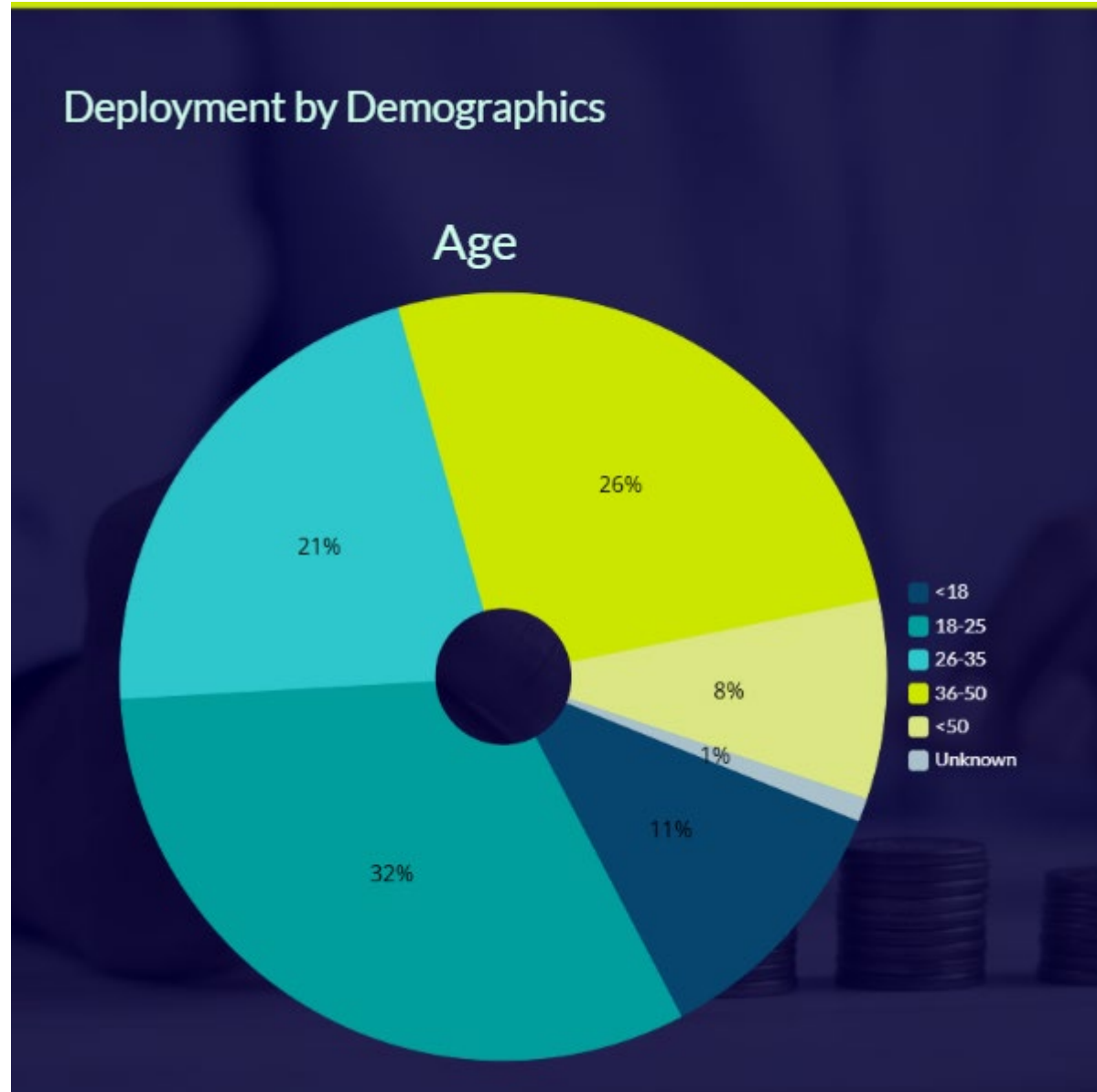
All SED Deployments of Equipment listed under AB481 are in conjunction with the service of a high-risk, Felony Search/Arrest Warrant.

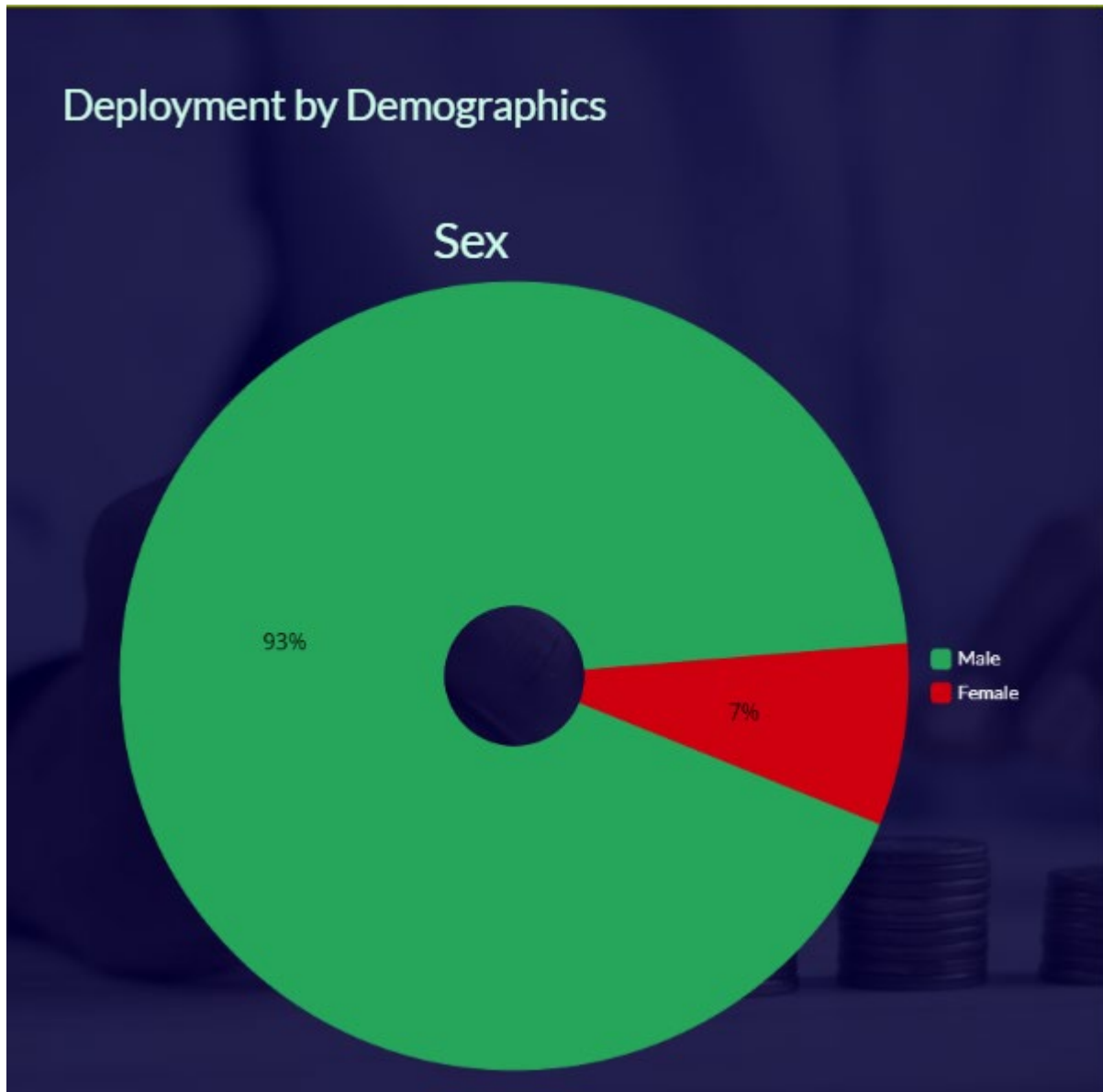


Total Events by Zipcode

95828	9	95827	2
95821	8	95843	2
95670	7	95864	2
95824	7	95621	1
95826	6	95814	1
95842	6	95832	1
95660	5	95835	1
95825	5	94621	1
95608	5	95624	1
95823	4	95878	1
95628	4	95632	1
95831	3	95817	1
95818	3	94544	1
95822	3	95829	1
95833	2	95815	1
95838	2	95603	1
95673	2	95758	1
95662	2	95742	1
95841	1	95630	1
		95641	1







Unmanned Aircraft System (UAS) Deployments:

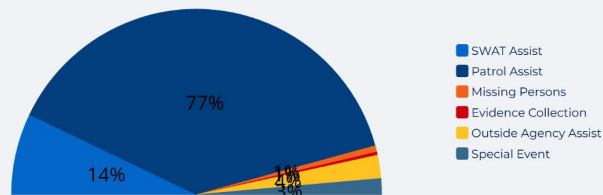
Sacramento County Sheriff's
Office 2024 AB481 Report

UAS

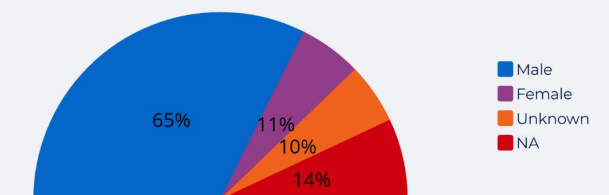
January - December 2024

Total Deployments: 718

Reason for
Deployment



Gender



Sacramento County Sheriff's
Office 2024 AB481 Report

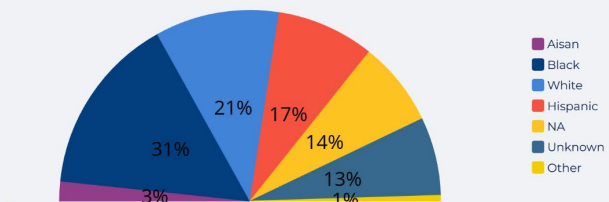
UAS

January - December 2024

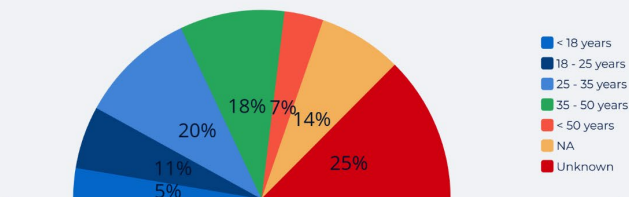
Total Deployments: 718

Deployment Data by Demographics

Race



Age

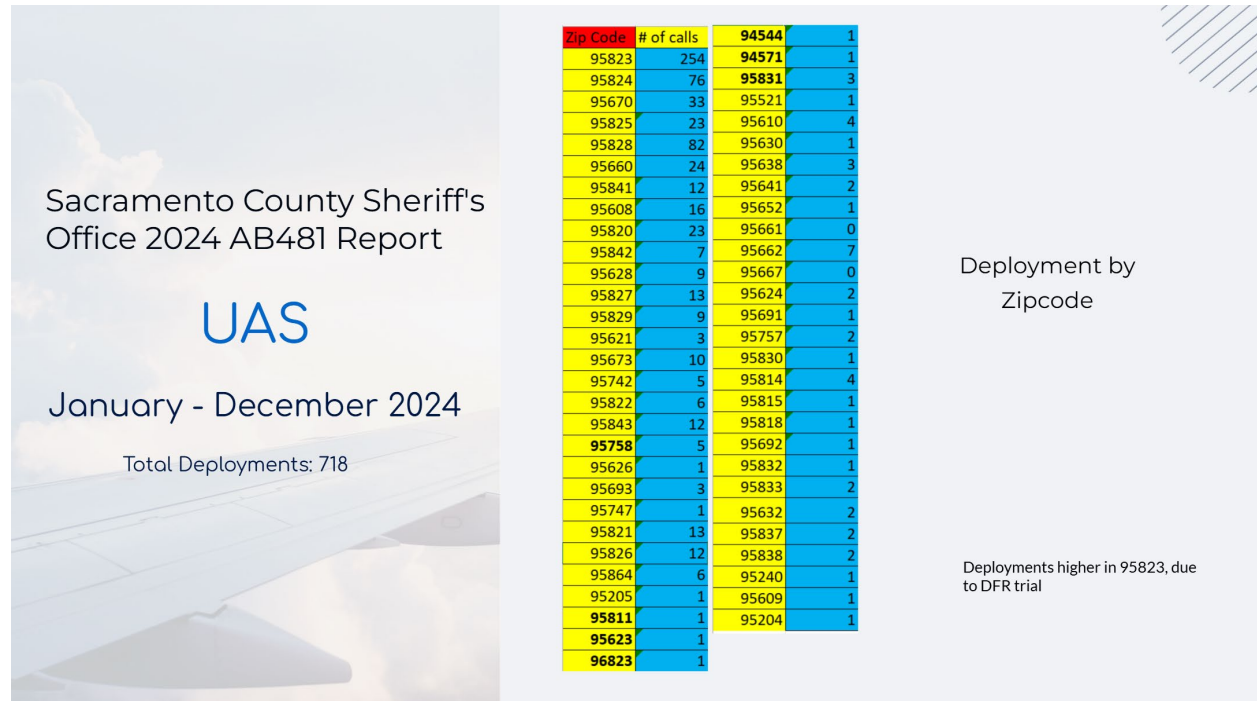


ITEM 16.6.

Sacramento County Sheriff's Office

ATTACHMENT 4

Military Equipment Use Report 2025



MEMORANDUM



ITEM 16.7.

DATE: November 3, 2025

TO: Honorable Mayor and Council Members

FROM: Kim Juran-Karageorgiou,
Administrative Services Director

SUBJECT: TREASURER'S REPORT – SEPTEMBER 30, 2025

RECOMMENDATION

This report is informational only. It is recommended that the City Council receive and file the September 30, 2025, Treasurer's Report.

RESULT OF RECOMMENDED ACTION

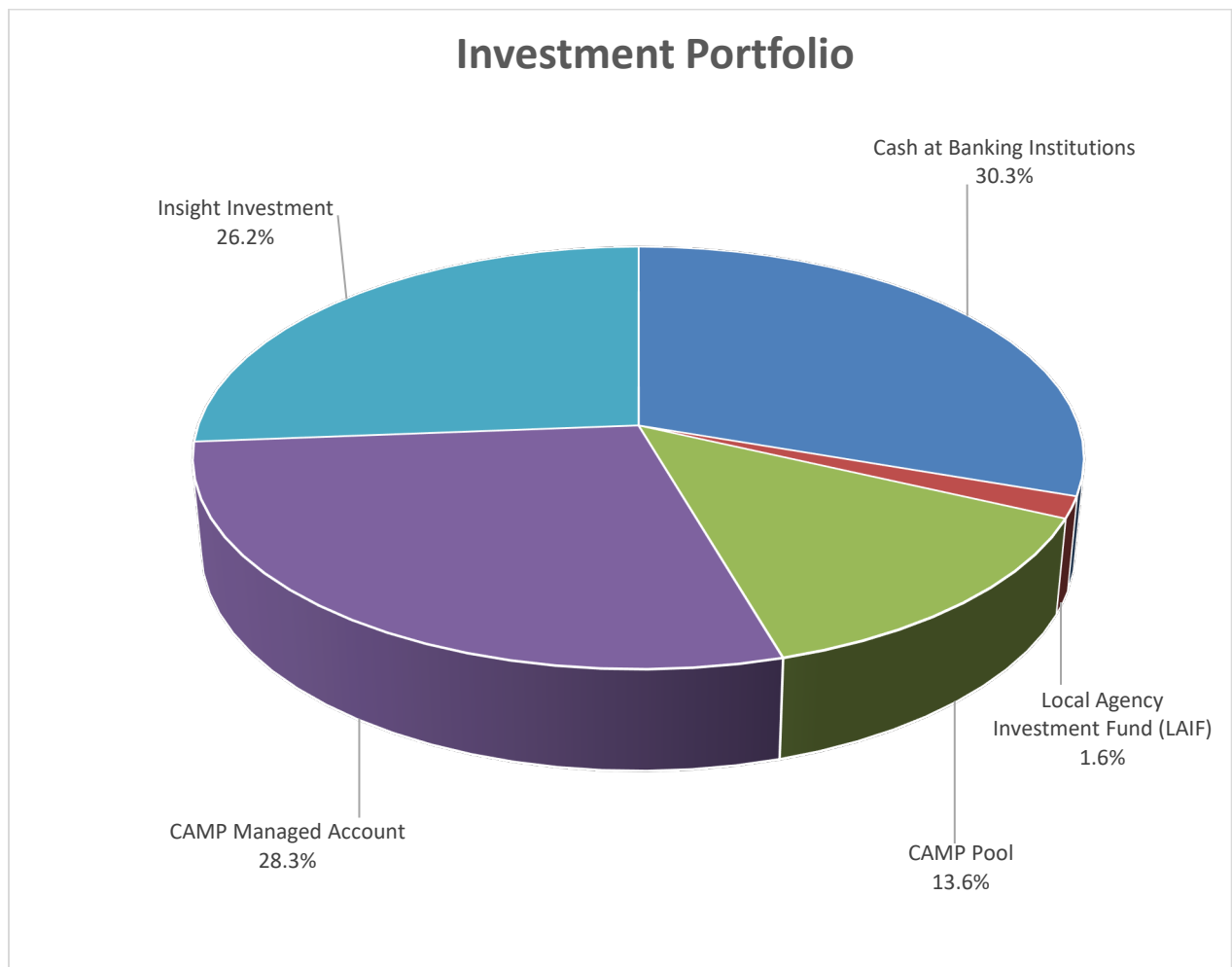
The Treasurer's Report is required to be submitted to the City Council at least quarterly in accordance with California Government Code Section 53600 et. seq. The purpose of the Treasurer's Report is to update the City Council and the public on the status of the city's cash balances and investments and highlight material changes from one period to another. The scope of this report covers the third quarter of the 2025 calendar year ending September 30, 2025 and is in compliance with the state's reporting requirements.

BACKGROUND

Attached is the quarterly Treasurer's Report for the period ending September 30, 2025. Treasurer's Reports are provided to the City Council on a quarterly basis.

On June 30, 2025, the value of the city's total portfolio was \$414.5 million. Since that time, the city's cash balances increased by \$6.0 million with an ending market value balance of \$420.5 million as of September 30, 2025. The funds are held as follows:

Investment Distribution	Book Value	Market Value
Cash at Banking Institutions	127,383,905	127,383,905
Local Agency Investment Fund (LAIF)	6,933,199	6,933,199
CAMP Pool	56,981,934	56,981,934
CAMP Managed Account	116,870,918	118,863,387
Insight Investment	109,434,513	110,318,015
Total	417,604,468	420,480,439



The third quarter of 2025 saw the Fed deliver its first largely anticipated rate cut of 2025, lowering the target interest rate range to 4% to 4.25%. Fed Chair Jerome Powell described the rate cut as a “risk management cut” reflecting growing concerns over the cooling labor market. Inflation continues to be a concern with the CPI hovering at 2.9% year-over-year. The city continues to focus on diversification and credit quality in its managed investment portfolio while also taking advantage of the continuing high rates and security available for short-term investments.

The city’s cash balance as of September 30, 2025, was allocated by fund type/purpose as follows:

- General Fund: \$16.3 million
- Community Enhancement & Investment Fund (includes Legacy reserves): \$23.4 million
- Sunrise Development Impact Fees (restricted for specific improvements needed as a result of development in the area): \$46.4 million
- Transportation Funds: \$131.8 million
- Storm Drain Fund: \$21.8 million
- Capital Projects/Grant/Special Revenue Funds: \$125.1 million

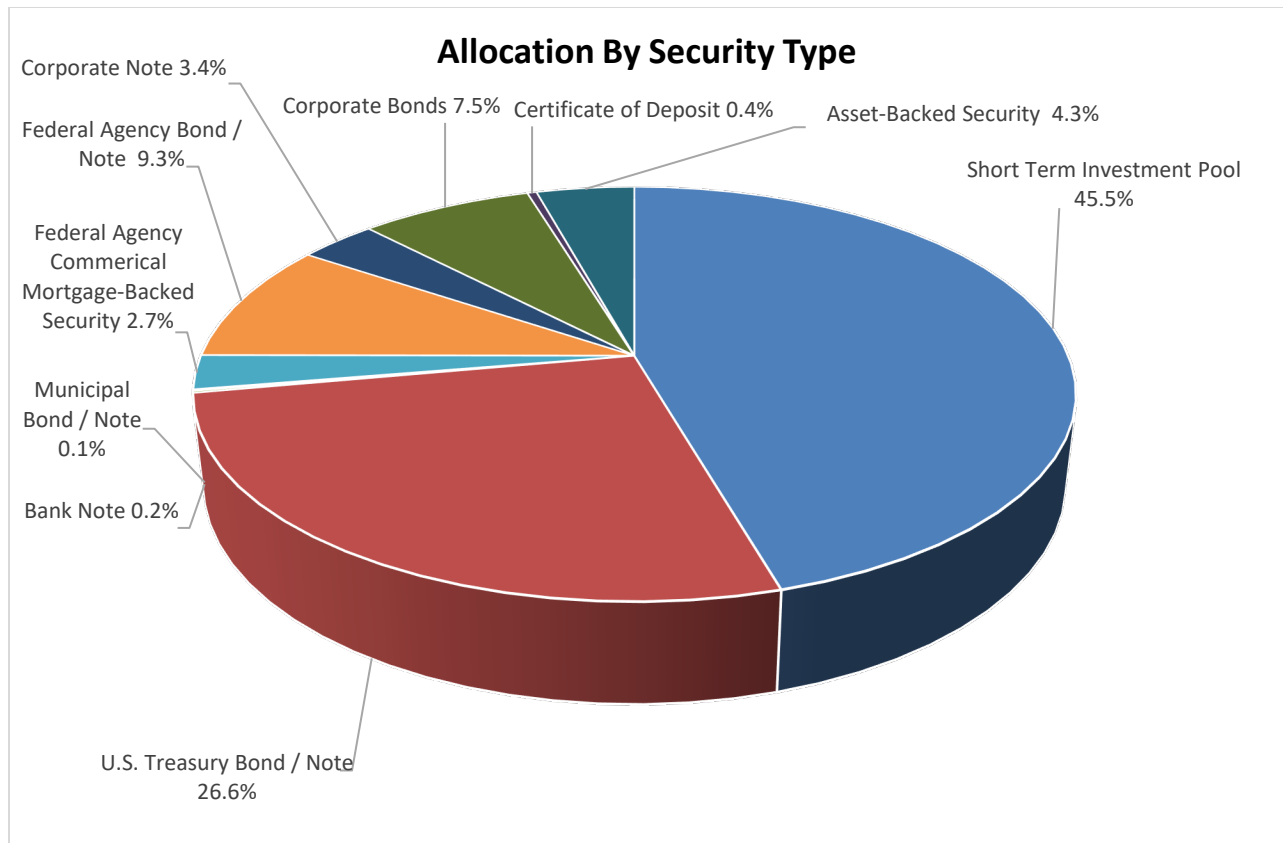
- Agency Funds (funds held for other entities): \$52.8 million

The overall portfolio is well diversified with \$226.3 million invested in marketable securities, \$63.9 million is invested in short-term investments that are considered liquid (LAIF, CAMP, and money markets), and another \$127.4 million is on deposit with our banks, which includes \$10.9 million on deposit with one local bank as part of the city's participation in a local banking initiative. Staff, in conjunction with our financial advisors, periodically review the mix of liquid and long-term investments and adjusts the portfolio according to the market conditions and our short-term cash needs.

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

The distribution of investments are displayed in the following charts:





ATTACHMENT(S)

1. City of Rancho Cordova Treasurer's Report for the quarter ended September 30, 2025

**CITY OF RANCHO CORDOVA
TREASURER'S REPORT
FOR THE QUARTER ENDED September 30, 2025**

Security Held	Book Value	Market Value	Average Yield
Wells Fargo Bank	116,444,067	116,444,067	4.1%
5 Star Bank	10,939,838	10,939,838	4.4%
Local Agency Investment Fund (LAIF)	6,933,199	6,933,199	4.3%
CAMP Pool	56,981,934	56,981,934	4.4%
CAMP Managed Account	116,870,918	118,863,387	varies by holding
Insight Investment	109,434,513	110,318,015	varies by holding
Total	417,604,468	420,480,439	



Managed Account Detail of Securities Held

For the Month Ending September 30, 2025

Rancho Cordova - GENERAL FUND - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY N/B DTD 12/31/2020 0.375% 12/31/2025	91282CBC4	525,000.00	AA+	Aa1	05/04/21	05/06/21	516,120.12	0.75	497.54	524,524.67	520,268.70
US TREASURY N/B DTD 04/01/2024 4.500% 03/31/2026	91282CKH3	11,650,000.00	AA+	Aa1	01/02/25	01/03/25	11,683,675.78	4.25	1,440.25	11,663,743.84	11,687,314.95
US TREASURY N/B DTD 04/30/2021 0.750% 04/30/2026	91282CBW0	100,000.00	AA+	Aa1	02/10/22	02/14/22	95,277.34	1.92	313.86	99,351.25	98,248.40
US TREASURY N/B DTD 07/01/2024 4.625% 06/30/2026	91282CKY6	3,000,000.00	AA+	Aa1	07/01/25	07/03/25	3,017,460.94	4.02	35,064.54	3,013,200.47	3,017,952.00
US TREASURY N/B DTD 08/02/2021 0.625% 07/31/2026	91282CCP4	325,000.00	AA+	Aa1	05/03/22	05/05/22	294,125.00	3.03	342.22	318,956.64	316,677.08
US TREASURY N/B DTD 08/02/2021 0.625% 07/31/2026	91282CCP4	825,000.00	AA+	Aa1	07/05/22	07/08/22	755,229.49	2.84	868.72	810,754.40	803,872.58
US TREASURY N/B DTD 08/02/2021 0.625% 07/31/2026	91282CCP4	825,000.00	AA+	Aa1	08/01/22	08/04/22	759,515.63	2.74	868.72	811,381.77	803,872.58
US TREASURY N/B DTD 08/02/2021 0.625% 07/31/2026	91282CCP4	950,000.00	AA+	Aa1	06/02/22	06/06/22	864,537.11	2.94	1,000.34	932,918.70	925,671.45
US TREASURY N/B DTD 08/02/2021 0.625% 07/31/2026	91282CCP4	1,300,000.00	AA+	Aa1	08/08/22	08/15/22	1,183,812.50	3.04	1,368.89	1,275,653.66	1,266,708.30
US TREASURY N/B DTD 11/15/2016 2.000% 11/15/2026	912828U24	1,150,000.00	AA+	Aa1	10/05/22	10/11/22	1,059,886.72	4.10	8,687.50	1,125,303.18	1,128,347.80
US TREASURY N/B DTD 11/15/2016 2.000% 11/15/2026	912828U24	1,800,000.00	AA+	Aa1	01/04/23	01/06/23	1,674,632.81	3.96	13,597.83	1,763,519.84	1,766,109.60
US TREASURY N/B DTD 11/15/2016 2.000% 11/15/2026	912828U24	3,200,000.00	AA+	Aa1	12/05/22	12/07/22	2,977,625.00	3.92	24,173.91	3,136,640.90	3,139,750.40
US TREASURY N/B DTD 05/02/2022 2.750% 04/30/2027	91282CEN7	1,300,000.00	AA+	Aa1	01/31/23	02/03/23	1,251,707.03	3.70	14,960.60	1,282,018.91	1,282,074.30
US TREASURY N/B DTD 08/01/2022 2.750% 07/31/2027	91282CFB2	350,000.00	AA+	Aa1	07/03/23	07/07/23	329,957.03	4.30	1,621.60	340,984.04	344,531.25



Managed Account Detail of Securities Held

For the Month Ending September 30, 2025

Rancho Cordova - GENERAL FUND - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY N/B DTD 08/01/2022 2.750% 07/31/2027	91282CFB2	1,000,000.00	AA+	Aa1	06/02/23	06/06/23	953,671.88	3.97	4,633.15	979,586.29	984,375.00
US TREASURY N/B DTD 08/01/2022 2.750% 07/31/2027	91282CFB2	2,100,000.00	AA+	Aa1	03/02/23	03/06/23	1,959,644.53	4.44	9,729.62	2,041,693.13	2,067,187.50
US TREASURY N/B DTD 08/01/2022 2.750% 07/31/2027	91282CFB2	2,400,000.00	AA+	Aa1	05/01/23	05/05/23	2,318,906.25	3.62	11,119.57	2,365,006.06	2,362,500.00
US TREASURY N/B DTD 11/30/2022 3.875% 11/30/2027	91282CFZ9	750,000.00	AA+	Aa1	01/02/24	01/05/24	747,128.91	3.98	9,766.91	748,408.31	753,954.75
US TREASURY N/B DTD 11/30/2022 3.875% 11/30/2027	91282CFZ9	1,100,000.00	AA+	Aa1	12/01/23	12/05/23	1,085,433.59	4.24	14,324.80	1,092,096.52	1,105,800.30
US TREASURY N/B DTD 02/28/2023 4.000% 02/29/2028	91282CGP0	700,000.00	AA+	Aa1	02/02/24	02/06/24	702,925.78	3.89	2,397.79	701,736.94	706,179.60
US TREASURY N/B DTD 06/30/2021 1.250% 06/30/2028	91282CCH2	400,000.00	AA+	Aa1	07/01/24	07/03/24	353,140.63	4.49	1,263.59	366,885.15	375,328.00
US TREASURY N/B DTD 06/30/2021 1.250% 06/30/2028	91282CCH2	400,000.00	AA+	Aa1	08/01/24	08/05/24	361,218.75	3.96	1,263.59	372,092.68	375,328.00
US TREASURY N/B DTD 06/30/2021 1.250% 06/30/2028	91282CCH2	850,000.00	AA+	Aa1	09/04/24	09/06/24	779,576.17	3.59	2,685.12	798,341.19	797,572.00
US TREASURY N/B DTD 06/30/2021 1.250% 06/30/2028	91282CCH2	1,200,000.00	AA+	Aa1	06/06/24	06/11/24	1,061,484.38	4.39	3,790.76	1,103,493.00	1,125,984.00
US TREASURY N/B DTD 01/02/2024 3.750% 12/31/2028	91282CJR3	1,050,000.00	AA+	Aa1	02/03/25	02/06/25	1,028,425.78	4.33	9,950.75	1,031,785.55	1,053,322.20
US TREASURY N/B DTD 01/02/2024 3.750% 12/31/2028	91282CJR3	1,125,000.00	AA+	Aa1	10/31/24	11/05/24	1,108,212.89	4.14	10,661.51	1,111,636.19	1,128,559.50
US TREASURY N/B DTD 01/02/2024 3.750% 12/31/2028	91282CJR3	1,950,000.00	AA+	Aa1	12/03/24	12/06/24	1,924,330.08	4.10	18,479.96	1,929,178.97	1,956,169.80
US TREASURY N/B DTD 01/02/2024 3.750% 12/31/2028	91282CJR3	8,200,000.00	AA+	Aa1	01/02/25	01/07/25	8,019,023.44	4.36	77,710.60	8,050,143.61	8,225,944.80



Managed Account Detail of Securities Held

For the Month Ending September 30, 2025

Rancho Cordova - GENERAL FUND - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY N/B DTD 06/30/2022 3.250% 06/30/2029	91282CEV9	500,000.00	AA+	Aa1	04/01/25	04/04/25	488,007.81	3.87	4,106.66	489,306.17	492,519.50
US TREASURY N/B DTD 06/30/2022 3.250% 06/30/2029	91282CEV9	1,000,000.00	AA+	Aa1	05/01/25	05/06/25	984,531.25	3.65	8,213.32	985,940.46	985,039.00
US TREASURY N/B DTD 06/30/2022 3.250% 06/30/2029	91282CEV9	1,650,000.00	AA+	Aa1	08/01/25	08/05/25	1,609,394.53	3.94	13,551.97	1,610,898.06	1,625,314.35
US TREASURY N/B DTD 06/30/2022 3.250% 06/30/2029	91282CEV9	1,900,000.00	AA+	Aa1	03/03/25	03/06/25	1,839,140.63	4.06	15,605.30	1,846,622.56	1,871,574.10
US TREASURY N/B DTD 06/30/2022 3.250% 06/30/2029	91282CEV9	2,875,000.00	AA+	Aa1	09/02/25	09/05/25	2,831,987.30	3.67	23,613.28	2,832,738.57	2,831,987.13
US TREASURY N/B DTD 06/30/2022 3.250% 06/30/2029	91282CEV9	10,200,000.00	AA+	Aa1	07/01/25	07/03/25	10,013,929.69	3.75	83,775.82	10,024,627.79	10,047,397.80
Security Type Sub-Total		68,650,000.00					66,633,676.77	3.95	431,450.59	67,581,169.47	67,973,436.72
U.S. Treasury Bill											
TREASURY BILL DTD 12/26/2024 0.000% 12/26/2025	912797NU7	4,200,000.00	A-1+	P-1	07/01/25	07/03/25	4,115,823.60	4.10	0.00	4,158,868.35	4,161,351.60
Security Type Sub-Total		4,200,000.00					4,115,823.60	4.10	0.00	4,158,868.35	4,161,351.60
Municipal Bond / Note											
CALIFORNIA ST UNIV-B DTD 07/29/2021 0.862% 11/01/2025	13077DQD7	175,000.00	AA-	Aa2	07/09/21	07/29/21	175,000.00	0.86	628.54	175,000.00	174,536.25
CA ST DTD 03/15/2023 4.846% 03/01/2027	13063D3N6	240,000.00	AA-	Aa2	03/09/23	03/15/23	240,000.00	4.85	969.20	240,000.00	243,298.32
Security Type Sub-Total		415,000.00					415,000.00	3.18	1,597.74	415,000.00	417,834.57
Federal Agency Commercial Mortgage-Backed Security											
FHMS K054 A2 DTD 04/01/2016 2.745% 01/01/2026	3137BNGT5	277,213.05	AA+	Aa1	04/11/23	04/14/23	265,734.70	4.32	634.12	275,905.83	275,650.68



Managed Account Detail of Securities Held

For the Month Ending September 30, 2025

Rancho Cordova - GENERAL FUND - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Commercial Mortgage-Backed Security											
FHMS K058 A2 DTD 11/01/2016 2.653% 08/01/2026	3137BSP72	650,000.00	AA+	Aa1	04/06/23	04/12/23	622,628.91	3.98	1,437.04	642,689.01	642,340.40
FHMS K061 A2 DTD 01/01/2017 3.347% 11/01/2026	3137BTUM1	431,067.03	AA+	Aa1	05/19/23	05/24/23	417,798.25	4.29	1,202.32	426,710.74	426,775.76
FHMS K064 A2 DTD 05/01/2017 3.224% 03/01/2027	3137BXOY1	650,000.00	AA+	Aa1	08/16/23	08/18/23	613,132.81	4.94	1,746.33	634,821.06	643,522.10
FHMS K065 A2 DTD 07/01/2017 3.243% 04/01/2027	3137F1G44	650,000.00	AA+	Aa1	06/08/23	06/13/23	622,857.42	4.42	1,756.63	639,002.57	643,111.30
FHMS KJ48 A1 DTD 12/01/2023 4.858% 05/01/2028	3137HBC69	496,436.94	AA+	Aa1	12/06/23	12/14/23	496,432.96	4.86	2,009.74	496,434.46	504,699.64
FHMS KJ46 A1 DTD 07/01/2023 4.777% 06/01/2028	3137HAD45	515,150.02	AA+	Aa1	07/19/23	07/27/23	515,137.17	4.78	2,050.73	515,142.87	519,549.40
FHMS K505 A2 DTD 07/01/2023 4.819% 06/01/2028	3137HACX2	650,000.00	AA+	Aa1	07/13/23	07/20/23	656,492.20	4.59	2,610.29	653,599.06	662,218.05
FNA 2023-M6 A2 DTD 07/01/2023 4.190% 07/01/2028	3136BQDE6	620,656.25	AA+	Aa1	07/18/23	07/31/23	610,134.19	4.58	2,167.12	614,709.00	621,827.43
FHMS K508 A2 DTD 10/01/2023 4.740% 08/01/2028	3137HAQ74	650,000.00	AA+	Aa1	10/11/23	10/19/23	635,741.60	5.25	2,567.50	641,023.63	662,556.05
FHMS K506 A2 DTD 09/01/2023 4.650% 08/01/2028	3137HAMH6	950,000.00	AA+	Aa1	09/07/23	09/14/23	935,946.65	4.99	3,681.25	941,326.37	964,926.40
FHMS K509 A2 DTD 10/01/2023 4.850% 09/01/2028	3137HAST4	490,000.00	AA+	Aa1	10/25/23	10/31/23	474,377.33	5.60	1,980.42	479,812.95	501,252.36
FHMS K507 A2 DTD 09/01/2023 4.800% 09/01/2028	3137HAMS2	650,000.00	AA+	Aa1	09/20/23	09/28/23	642,230.55	5.07	2,600.00	645,039.08	662,903.80
FHMS K510 A2 DTD 11/01/2023 5.069% 10/01/2028	3137HB3D4	235,000.00	AA+	Aa1	11/14/23	11/21/23	234,320.62	5.14	992.68	234,556.58	241,352.05
FHMS K511 A2 DTD 12/01/2023 4.860% 10/01/2028	3137HB3G7	360,000.00	AA+	Aa1	11/28/23	12/07/23	358,965.72	4.93	1,458.00	359,320.58	368,191.08



Managed Account Detail of Securities Held

For the Month Ending September 30, 2025

Rancho Cordova - GENERAL FUND - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Commercial Mortgage-Backed Security											
FHMS K514 A2 DTD 02/01/2024 4.572% 12/01/2028	3137HBLV4	375,000.00	AA+	Aa1	02/01/24	02/08/24	378,749.63	4.34	1,428.75	377,576.90	380,490.75
FHMS K520 A2 DTD 04/01/2024 5.180% 03/01/2029	3137HCKV3	370,000.00	AA+	Aa1	04/23/24	04/30/24	371,501.83	5.09	1,597.17	371,123.63	382,743.91
FHMS K524 A2 DTD 07/01/2024 4.720% 05/01/2029	3137HDV56	520,000.00	AA+	Aa1	07/16/24	07/25/24	523,193.32	4.58	2,045.33	522,517.94	531,391.12
FHMS K522 A2 DTD 06/01/2024 4.803% 05/01/2029	3137HDJJ0	633,330.30	AA+	Aa1	06/05/24	06/13/24	633,328.40	4.80	2,534.90	633,330.30	648,240.16
FHMS K526 A2 DTD 08/01/2024 4.543% 07/01/2029	3137HDXL9	585,000.00	AA+	Aa1	08/07/24	08/15/24	590,472.09	4.33	2,214.71	589,329.68	594,911.66
FHMS K539 A2 DTD 04/01/2025 4.410% 01/01/2030	3137HKXJ8	315,000.00	AA+	Aa1	04/15/25	04/24/25	314,988.98	4.41	1,157.63	314,990.08	319,005.23
Security Type Sub-Total		11,073,853.60					10,914,165.33	4.74	39,872.66	11,008,962.32	11,197,659.33
Federal Agency Bond / Note											
FANNIE MAE DTD 11/12/2020 0.500% 11/07/2025	3135G06G3	450,000.00	AA+	Aa1	11/09/20	11/12/20	448,389.00	0.57	900.00	449,967.69	448,329.60
Security Type Sub-Total		450,000.00					448,389.00	0.57	900.00	449,967.69	448,329.60
Corporate Note											
UNITEDHEALTH GROUP INC (CALLABLE) DTD 05/19/2021 1.150% 05/15/2026	91324PEC2	475,000.00	A+	A2	05/17/21	05/19/21	474,173.50	1.19	2,063.61	474,896.92	466,452.38
ASTRAZENECA FINANCE LLC (CALLABLE) DTD 05/28/2021 1.200% 05/28/2026	04636NAA1	450,000.00	A+	A1	07/16/21	07/20/21	450,540.00	1.17	1,845.00	450,073.22	441,929.25
AMERICAN EXPRESS CO (CALLABLE) DTD 11/04/2021 1.650% 11/04/2026	025816CM9	450,000.00	A-	A2	11/19/21	11/23/21	449,316.00	1.68	3,031.88	449,849.07	438,762.15
JPMORGAN CHASE & CO (CALLABLE) DTD 11/19/2020 1.045% 11/19/2026	46647PBT2	350,000.00	A	A1	11/24/21	11/29/21	339,717.00	1.66	1,341.08	347,656.17	348,432.00



Managed Account Detail of Securities Held

For the Month Ending September 30, 2025

Rancho Cordova - GENERAL FUND - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
CATERPILLAR FINL SERVICE DTD 01/10/2022 1.700% 01/08/2027	14913R2U0	450,000.00	A	A2	01/11/22	01/13/22	447,727.50	1.81	1,763.75	449,421.43	438,117.75
TARGET CORP (CALLABLE) DTD 01/24/2022 1.950% 01/15/2027	87612EBM7	80,000.00	A	A2	01/19/22	01/24/22	79,864.00	1.99	329.33	79,964.77	78,101.28
BANK OF NY MELLON CORP (CALLABLE) DTD 01/26/2022 2.050% 01/26/2027	06406RBA4	900,000.00	A	Aa3	01/26/22	01/28/22	898,002.00	2.10	3,331.25	899,472.16	878,818.50
BERKSHIRE HATHAWAY FIN (CALLABLE) DTD 03/15/2022 2.300% 03/15/2027	084664CZ2	900,000.00	AA	Aa2	03/15/22	03/17/22	883,116.00	2.70	920.00	895,079.41	881,268.30
NATIONAL AUSTRALIA BK/NY DTD 06/09/2022 3.905% 06/09/2027	63254ABE7	400,000.00	AA-	Aa2	06/09/22	06/13/22	396,424.00	4.10	4,859.56	398,789.42	399,935.20
TEXAS INSTRUMENTS INC (CALLABLE) DTD 11/18/2022 4.600% 02/15/2028	882508BV5	100,000.00	A+	Aa3	05/11/23	05/18/23	102,404.00	4.04	587.78	101,181.21	101,722.10
LOCKHEED MARTIN CORP (CALLABLE) DTD 05/25/2023 4.450% 05/15/2028	539830BZ1	70,000.00	A-	A2	05/23/23	05/25/23	69,874.00	4.49	1,176.78	69,933.55	70,785.26
TARGET CORP (CALLABLE) DTD 06/10/2025 4.350% 06/15/2028	87612EBU9	110,000.00	A	A2	06/05/25	06/10/25	109,998.90	4.35	1,475.38	109,999.17	111,093.95
JOHN DEERE CAPITAL CORP DTD 07/14/2023 4.950% 07/14/2028	24422EXB0	450,000.00	A	A1	07/21/23	07/25/23	453,438.00	4.78	4,764.38	451,927.51	462,110.40
CITIBANK NA (CALLABLE) DTD 09/29/2023 5.803% 09/29/2028	17325FBB3	900,000.00	A+	Aa3	10/02/23	10/04/23	895,536.00	5.92	290.15	897,166.00	944,015.40
TOYOTA MOTOR CREDIT CORP DTD 01/05/2024 4.650% 01/05/2029	89236TLL7	205,000.00	A+	A1	01/03/24	01/05/24	204,729.40	4.68	2,277.21	204,816.67	208,758.47
TOYOTA MOTOR CREDIT CORP DTD 01/05/2024 4.650% 01/05/2029	89236TLL7	270,000.00	A+	A1	01/02/24	01/05/24	269,630.10	4.68	2,999.25	269,749.66	274,950.18
AIR PRODUCTS & CHEMICALS (CALLABLE) DTD 02/08/2024 4.600% 02/08/2029	009158BH8	430,000.00	A	A2	02/06/24	02/08/24	429,428.10	4.63	2,912.06	429,602.43	437,742.15
CISCO SYSTEMS INC (CALLABLE) DTD 02/26/2024 4.850% 02/26/2029	17275RBR2	525,000.00	AA-	A1	02/21/24	02/26/24	524,816.25	4.86	2,475.52	524,871.38	538,719.83



Managed Account Detail of Securities Held

For the Month Ending September 30, 2025

Rancho Cordova - GENERAL FUND - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
BLACKROCK FUNDING INC (CALLABLE) DTD 03/14/2024 4.700% 03/14/2029	09290DAA9	60,000.00	AA-	Aa3	03/05/24	03/14/24	59,891.40	4.74	133.17	59,922.50	61,373.22
BLACKROCK FUNDING INC (CALLABLE) DTD 03/14/2024 4.700% 03/14/2029	09290DAA9	915,000.00	AA-	Aa3	03/06/24	03/14/24	915,448.35	4.69	2,030.79	915,323.16	935,941.61
ADOBE INC (CALLABLE) DTD 04/04/2024 4.800% 04/04/2029	00724PAF6	230,000.00	A+	A1	04/02/24	04/04/24	229,696.40	4.83	5,428.00	229,779.76	236,201.72
ADOBE INC (CALLABLE) DTD 04/04/2024 4.800% 04/04/2029	00724PAF6	270,000.00	A+	A1	04/01/24	04/04/24	269,597.70	4.83	6,372.00	269,707.87	277,280.28
WELLS FARGO & COMPANY (CALLABLE) DTD 04/23/2025 4.970% 04/23/2029	95000U3T8	195,000.00	BBB+	A1	04/16/25	04/23/25	195,156.00	4.95	4,253.49	195,134.92	198,713.19
WELLS FARGO & COMPANY (CALLABLE) DTD 04/23/2025 4.970% 04/23/2029	95000U3T8	505,000.00	BBB+	A1	04/15/25	04/23/25	505,000.00	4.97	11,015.45	505,000.00	514,616.21
BANK OF AMERICA CORP (CALLABLE) DTD 05/09/2025 4.623% 05/09/2029	06051GMT3	800,000.00	A-	A1	05/06/25	05/09/25	800,000.00	4.62	14,588.13	800,000.00	809,911.20
NATIONAL RURAL UTIL COOP (CALLABLE) DTD 05/10/2024 5.150% 06/15/2029	63743HFS6	205,000.00	A-	A2	09/09/24	09/16/24	212,941.70	4.24	3,108.60	211,301.00	212,335.52
NATIONAL RURAL UTIL COOP (CALLABLE) DTD 05/10/2024 5.150% 06/15/2029	63743HFS6	320,000.00	A-	A2	09/09/24	09/16/24	332,563.20	4.23	4,852.44	329,967.95	331,450.56
HOME DEPOT INC (CALLABLE) DTD 06/25/2024 4.750% 06/25/2029	437076DC3	165,000.00	A	A2	06/17/24	06/25/24	163,935.75	4.90	2,090.00	164,181.83	168,970.56
HOME DEPOT INC (CALLABLE) DTD 06/25/2024 4.750% 06/25/2029	437076DC3	335,000.00	A	A2	06/18/24	06/25/24	333,160.85	4.88	4,243.33	333,586.84	343,061.44
AMERICAN HONDA FINANCE DTD 09/05/2024 4.400% 09/05/2029	02665WFO9	500,000.00	A-	A3	09/03/24	09/05/24	499,400.00	4.43	1,588.89	499,518.23	502,623.50
STATE STREET CORP (CALLABLE) DTD 04/24/2025 4.834% 04/24/2030	857477DB6	340,000.00	A	Aa3	04/22/25	04/24/25	340,000.00	4.83	7,167.75	340,000.00	349,048.42
PACCAR FINANCIAL CORP DTD 05/08/2025 4.550% 05/08/2030	69371RT71	700,000.00	A+	A1	05/05/25	05/08/25	698,915.00	4.59	12,651.53	698,993.87	712,572.70



Managed Account Detail of Securities Held

For the Month Ending September 30, 2025

Rancho Cordova - GENERAL FUND - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
ANALOG DEVICES INC (CALLABLE) DTD 06/16/2025 4.500% 06/15/2030	032654BE4	700,000.00	A-	A2	06/12/25	06/16/25	699,384.00	4.52	9,187.50	699,418.52	708,922.90
HOME DEPOT INC (CALLABLE) DTD 09/15/2025 3.950% 09/15/2030	437076DJ8	80,000.00	A	A2	09/08/25	09/15/25	79,712.80	4.03	140.44	79,715.47	79,311.68
HOME DEPOT INC (CALLABLE) DTD 09/15/2025 3.950% 09/15/2030	437076DJ8	295,000.00	A	A2	09/09/25	09/15/25	293,625.30	4.05	517.89	293,636.48	292,461.82
Security Type Sub-Total		14,130,000.00					14,107,163.20	3.95	127,813.37	14,129,638.55	14,256,511.08
Certificate of Deposit											
TORONTO DOMINION BANK NY DTD 10/31/2022 5.600% 10/27/2025	89115B6K1	850,000.00	A-	A2	10/27/22	10/31/22	850,000.00	5.60	45,087.78	850,000.00	850,836.40
NORDEA BANK ABP NEW YORK DTD 11/03/2022 5.530% 11/03/2025	65558UYF3	850,000.00	A-1+	P-1	11/02/22	11/03/22	850,000.00	5.53	19,324.28	850,000.00	850,535.50
Security Type Sub-Total		1,700,000.00					1,700,000.00	5.57	64,412.06	1,700,000.00	1,701,371.90
Bank Note											
MORGAN STANLEY BANK NA (CALLABLE) DTD 07/19/2024 4.968% 07/14/2028	61690U8E3	275,000.00	A+	Aa3	07/17/24	07/19/24	275,000.00	4.97	2,922.15	275,000.00	279,065.33
MORGAN STANLEY BANK NA (CALLABLE) DTD 07/19/2024 4.968% 07/14/2028	61690U8E3	400,000.00	A+	Aa3	07/18/24	07/19/24	400,400.00	4.94	4,250.40	400,246.52	405,913.20
Security Type Sub-Total		675,000.00					675,400.00	4.95	7,172.55	675,246.52	684,978.53
Asset-Backed Security											
CARMX 2022-3 A3 DTD 07/20/2022 3.970% 04/15/2027	14318MAD1	84,347.46	AAA	NR	07/12/22	07/20/22	84,345.47	3.97	148.83	84,346.82	84,297.78
FORDO 2023-A A3 DTD 03/31/2023 4.650% 02/15/2028	344928AD8	81,156.58	AAA	NR	03/28/23	03/31/23	81,148.12	4.65	167.72	81,152.46	81,375.55
HAROT 2023-3 A3 DTD 08/22/2023 5.410% 02/18/2028	43815OAC1	264,015.30	AAA	NR	08/15/23	08/22/23	263,960.85	5.42	515.78	263,986.42	265,977.19



Managed Account Detail of Securities Held

For the Month Ending September 30, 2025

Rancho Cordova - GENERAL FUND - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
DCENT 2023-A1 A DTD 04/11/2023 4.310% 03/15/2028	254683CY9	380,000.00	NR	Aaa	04/04/23	04/11/23	379,977.96	4.31	727.91	379,989.02	380,414.96
BACCT 2023-A1 A1 DTD 06/16/2023 4.790% 05/15/2028	05522RDG0	205,000.00	AAA	NR	06/08/23	06/16/23	204,953.59	4.79	436.42	204,975.23	206,021.72
AMXCA 2023-1 A DTD 06/14/2023 4.870% 05/15/2028	02582JJZ4	225,000.00	AAA	NR	06/07/23	06/14/23	224,980.04	4.87	487.00	224,989.36	226,222.65
DCENT 2023-A2 A DTD 06/28/2023 4.930% 06/15/2028	254683CZ6	420,000.00	AAA	Aaa	06/21/23	06/28/23	419,943.26	4.93	920.27	419,969.07	422,685.90
HAROT 2023-4 A3 DTD 11/08/2023 5.670% 06/21/2028	438123AC5	96,280.76	NR	Aaa	11/01/23	11/08/23	96,263.81	5.67	151.64	96,270.34	97,419.96
FITAT 2023-1 A3 DTD 08/23/2023 5.530% 08/15/2028	31680EAD3	314,933.25	AAA	Aaa	08/15/23	08/23/23	314,913.73	5.53	774.04	314,921.99	317,832.53
HAROT 2024-1 A3 DTD 02/21/2024 5.210% 08/15/2028	437918AC9	382,784.31	AAA	Aaa	02/13/24	02/21/24	382,767.66	5.21	886.36	382,774.12	386,402.77
AMXCA 2023-3 A DTD 09/19/2023 5.230% 09/15/2028	02582JKD1	495,000.00	AAA	NR	09/12/23	09/19/23	494,977.87	5.23	1,150.60	494,986.47	501,444.90
BACCT 2023-A2 A2 DTD 12/14/2023 4.980% 11/15/2028	05522RDH8	230,000.00	NR	Aaa	12/07/23	12/14/23	229,969.11	4.98	509.07	229,980.09	232,822.33
NAROT 2024-A A3 DTD 05/22/2024 5.280% 12/15/2028	65479UAD0	505,000.00	NR	Aaa	05/14/24	05/22/24	504,952.83	5.28	1,185.07	504,965.82	510,892.85
CHAIT 2024-A1 A DTD 01/31/2024 4.600% 01/15/2029	161571HV9	565,000.00	AAA	NR	01/24/24	01/31/24	564,913.95	4.60	1,155.11	564,941.48	570,349.42
WFCIT 2024-A1 A DTD 03/01/2024 4.940% 02/15/2029	92970QAA3	650,000.00	AAA	Aaa	02/21/24	03/01/24	649,823.59	4.95	1,427.11	649,877.08	659,419.15
TAOT 2024-C A3 DTD 07/30/2024 4.880% 03/15/2029	89237QAD2	280,000.00	AAA	NR	07/23/24	07/30/24	279,999.83	4.88	607.29	280,000.00	283,126.20
HAROT 2024-3 A3 DTD 08/21/2024 4.570% 03/21/2029	43813YAC6	430,000.00	NR	Aaa	08/09/24	08/21/24	429,932.45	4.57	545.86	429,947.63	433,412.91



Managed Account Detail of Securities Held

For the Month Ending September 30, 2025

Rancho Cordova - GENERAL FUND - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
AMXCA 2024-1 A DTD 04/23/2024 5.230% 04/16/2029	02582JKH2	580,000.00	AAA	NR	04/16/24	04/23/24	579,881.10	5.23	1,348.18	579,881.10	591,986.28
BACCT 2024-A1 A DTD 06/13/2024 4.930% 05/15/2029	05522RDJ4	535,000.00	AAA	Aaa	06/06/24	06/13/24	534,969.99	4.93	1,172.24	534,978.74	544,068.25
ALLYA 2024-2 A3 DTD 09/27/2024 4.140% 07/16/2029	02007NAC2	210,000.00	AAA	NR	09/24/24	09/27/24	209,978.29	4.14	386.40	209,983.08	210,506.73
VALET 2024-1 A3 DTD 11/26/2024 4.630% 07/20/2029	92868RAD0	175,000.00	AAA	Aaa	11/19/24	11/26/24	174,983.51	4.63	247.58	174,986.60	177,021.78
TAOT 2025-A A3 DTD 01/29/2025 4.640% 08/15/2029	89240JAD3	410,000.00	NR	Aaa	01/22/25	01/29/25	409,983.56	4.64	845.51	409,986.94	415,191.83
VALET 2025-1 A3 DTD 03/25/2025 4.500% 08/20/2029	92868MAD1	565,000.00	NR	Aaa	03/18/25	03/25/25	564,980.79	4.50	776.88	564,983.91	570,659.04
COMET 2024-A1 A DTD 09/24/2024 3.920% 09/15/2029	14041NGE5	615,000.00	AAA	NR	09/17/24	09/24/24	614,879.95	3.92	1,071.47	614,903.26	615,711.56
HAROT 2025-2 A3 DTD 05/08/2025 4.150% 10/15/2029	437921AD1	200,000.00	NR	Aaa	04/29/25	05/08/25	199,977.66	4.15	368.89	199,979.95	200,689.00
WFCIT 2024-A2 A DTD 10/24/2024 4.290% 10/15/2029	92970QAE5	330,000.00	AAA	Aaa	10/17/24	10/24/24	329,950.96	4.29	629.20	329,959.68	332,726.13
HART 2025-A A3 DTD 03/12/2025 4.320% 10/15/2029	44935CAD3	555,000.00	AAA	NR	03/04/25	03/12/25	554,918.14	4.32	1,065.60	554,928.13	559,239.09
FORDO 2025-A A3 DTD 03/25/2025 4.450% 10/15/2029	34535KAD0	685,000.00	AAA	Aaa	03/18/25	03/25/25	684,933.42	4.45	1,354.78	684,941.86	691,856.85
TAOT 2025-B A3 DTD 04/30/2025 4.340% 11/15/2029	89231HAD8	355,000.00	AAA	NR	04/24/25	04/30/25	354,979.66	4.34	684.76	354,982.61	357,892.89
NAROT 2025-A A3 DTD 05/27/2025 4.490% 12/17/2029	65481GAD7	670,000.00	NR	Aaa	05/20/25	05/27/25	669,871.36	4.49	1,337.02	669,881.96	677,993.77
AMXCA 2025-1 A DTD 02/11/2025 4.560% 12/17/2029	02582JKM1	855,000.00	AAA	NR	02/04/25	02/11/25	854,810.10	4.57	1,732.80	854,833.23	867,562.52



Managed Account Detail of Securities Held

For the Month Ending September 30, 2025

Rancho Cordova - GENERAL FUND - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
HAROT 2025-3 A3 DTD 08/12/2025 4.040% 02/21/2030	43813QAD1	630,000.00	AAA	Aaa	08/05/25	08/12/25	629,986.83	4.04	707.00	629,987.35	631,314.81
TAOT 2025-C A3 DTD 07/30/2025 4.110% 03/15/2030	89238VAD0	490,000.00	AAA	Aaa	07/22/25	07/30/25	489,948.35	4.11	895.07	489,950.21	492,446.57
VZMT 2025-3 A1A DTD 03/31/2025 4.510% 03/20/2030	92348KDY6	715,000.00	NR	Aaa	03/25/25	03/31/25	714,969.26	4.51	985.31	714,974.00	720,939.50
HART 2025-C A3 DTD 09/17/2025 3.880% 04/15/2030	44935JAD8	575,000.00	AAA	NR	09/09/25	09/17/25	574,906.16	3.88	867.61	574,909.21	574,346.23
GMCAR 2025-2 A3 DTD 05/14/2025 4.280% 04/16/2030	362549AD9	155,000.00	AAA	Aaa	05/06/25	05/14/25	154,977.18	4.28	276.42	154,978.92	156,180.95
BACCT 2025-A1 A DTD 06/12/2025 4.310% 05/15/2030	05522RDK1	435,000.00	AAA	NR	06/05/25	06/12/25	434,998.35	4.31	833.27	435,000.00	439,977.71
WFCIT 2025-A1 A DTD 06/10/2025 4.340% 05/15/2030	92970QAJ4	840,000.00	AAA	NR	06/03/25	06/10/25	839,986.06	4.34	1,620.27	839,989.46	848,977.08
CCCIT 2025-A1 A DTD 06/26/2025 4.300% 06/21/2030	17305EHA6	950,000.00	AAA	Aaa	06/18/25	06/26/25	949,742.27	4.31	10,779.86	949,754.80	959,883.80
COMET 2025-A1 A DTD 09/16/2025 3.820% 09/16/2030	14041NGF2	725,000.00	AAA	NR	09/09/25	09/16/25	724,862.54	3.82	1,153.96	724,865.94	724,622.28
Security Type Sub-Total		17,863,517.67					17,861,299.61	4.55	42,936.16	17,861,694.34	18,021,913.42
Managed Account Sub-Total		119,157,371.27					116,870,917.51	4.13	716,155.13	117,980,547.24	118,863,386.75
Joint Powers Authority											
CAMP Pool		56,981,933.79	AAAm	NR			56,981,933.79		0.00	56,981,933.79	56,981,933.79
Liquid Sub-Total		56,981,933.79					56,981,933.79		0.00	56,981,933.79	56,981,933.79


Managed Account Detail of Securities Held

 For the Month Ending **September 30, 2025**

Rancho Cordova - GENERAL FUND - [REDACTED]						
Securities Sub-Total	\$176,139,305.06	\$173,852,851.30	4.13%	\$716,155.13	\$174,962,481.03	\$175,845,320.54
Accrued Interest						\$716,155.13
Total Investments						\$176,561,475.67

ITEM 16.7 SECURITIES HELD

As of September 30, 2025

ATTACHMENT 1
GERARDO CORDOVA

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Cash and Cash Equivalents										
	Cash and Cash Equivalents	0.000		65,255.80	65,255.80	65,255.80	65,255.80	0.00	0.00	0.06
Total Cash and Cash Equivalents				65,255.80	65,255.80	65,255.80	65,255.80	0.00	0.00	0.06
Corporate Bonds										
24422EWPO	JOHN DEERE CAPITAL CORP 4.8% 09JAN2026	4.800	01/09/2026	550,000.00	552,035.00	550,555.00	551,059.50	504.50	5,940.00	0.51
478160BY9	JOHNSON & JOHNSON 2.45% 01MAR2026 (CALLABLE 01DEC25)	2.450	03/01/2026 12/01/2025	1,000,000.00	949,330.00	992,120.32	993,689.43	1,569.11	1,973.61	0.88
06051GFX2	BANK OF AMERICA CORP 3.5% 19APR2026	3.500	04/19/2026	800,000.00	768,064.00	793,554.50	797,498.10	3,943.60	12,522.22	0.71
023135BX3	AMAZON.COM INC 1% 12MAY2026 (CALLABLE 12APR26)	1.000	05/12/2026 04/12/2026	1,000,000.00	902,520.00	979,231.71	982,384.55	3,152.84	3,833.33	0.83
46625HRS1	JPMORGAN CHASE & CO 3.2% 15JUN2026 (CALLABLE 15MAR26)	3.200	06/15/2026 03/15/2026	1,000,000.00	949,700.00	990,477.73	994,240.54	3,762.81	9,333.33	0.88
693475AX3	PNC FINANCIAL SERVICES 2.6% 23JUL2026 (CALLABLE 23MAY26)	2.600	07/23/2026 05/24/2026	800,000.00	741,568.00	784,147.61	791,007.78	6,860.17	3,871.11	0.68
037833DN7	APPLE INC 2.05% 11SEP2026 (CALLABLE 11JUL26)	2.050	09/11/2026 07/11/2026	650,000.00	609,082.50	633,468.17	639,486.07	6,017.90	703.26	0.56
48125LRU8	JP MORGAN CHASE BANK NA 5.11% 08DEC2026 (CALLABLE 08NOV26)	5.110	12/08/2026 11/08/2026	1,500,000.00	1,518,600.00	1,515,169.67	1,518,874.73	3,705.06	23,846.67	1.40
89236TDR3	TOYOTA MOTOR CREDIT CORP 3.2% 11JAN2027	3.200	01/11/2027	1,100,000.00	1,031,052.00	1,073,946.70	1,089,861.84	15,915.14	7,724.44	0.95
46647PBW5	JPMORGAN CHASE & CO 1.04% 04FEB2027 (CALLABLE 04FEB26)	1.040	02/04/2027 02/04/2026	1,000,000.00	961,450.00	975,022.49	988,957.96	13,935.47	1,617.78	0.89

ITEM 16.7
SECURITIES HELDATTACHMENT 1
FRANCISCO CORDOVA

As of September 30, 2025

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Corporate Bonds										
24422EWD7	JOHN DEERE CAPITAL CORP 2.35% 08MAR2027	2.350	03/08/2027	600,000.00	553,404.00	581,960.59	587,495.64	5,535.05	861.67	0.51
191216CR9	COCA-COLA CO/THE 3.375% 25MAR2027	3.375	03/25/2027 01/25/2027	1,000,000.00	978,430.00	985,557.01	994,315.14	8,758.13	468.75	0.90
437076CA8	HOME DEPOT INC 2.5% 15APR2027 (CALLABLE 15FEB27)	2.500	04/15/2027 02/15/2027	1,500,000.00	1,398,930.00	1,459,234.12	1,470,494.36	11,260.24	17,187.50	1.29
91159HHR4	US BANCORP 3.15% 27APR2027 (CALLABLE 27MAR27)	3.150	04/27/2027 03/27/2027	850,000.00	789,072.00	824,485.84	839,280.84	14,795.00	11,379.38	0.73
025816DG1	AMERICAN EXPRESS CO 5.389% 28JUL2027 (CALLABLE 28JUL26)	5.389	07/28/2027 07/28/2026	1,000,000.00	1,010,310.00	1,005,466.87	1,009,691.78	4,224.91	9,281.06	0.93
194162AN3	COLGATE-PALMOLIVE CO 3.1% 15AUG2027 (CALLABLE 15JUL27)	3.100	08/15/2027 07/15/2027	1,567,000.00	1,501,091.98	1,537,262.09	1,548,726.37	11,464.28	6,072.13	1.39
037833DB3	APPLE INC 2.9% 12SEP2027 (CALLABLE 12JUN27)	2.900	09/12/2027 06/12/2027	900,000.00	850,563.00	879,669.14	886,298.27	6,629.13	1,305.00	0.79
06051GGA1	BANK OF AMERICA CORP 3.248% 21OCT2027 (CALLABLE 21OCT26)	3.248	10/21/2027 10/21/2026	1,000,000.00	963,420.00	973,002.21	986,945.47	13,943.26	14,345.33	0.89
89236TKL8	TOYOTA MOTOR CREDIT CORP 5.45% 10NOV2027	5.450	11/10/2027	500,000.00	512,655.00	506,114.30	515,263.84	9,149.54	10,597.22	0.47
14913UA59	CATERPILLAR FINL SERVICE 4.6% 15NOV2027	4.600	11/15/2027	1,000,000.00	999,440.00	999,583.67	1,014,954.74	15,371.07	17,250.00	0.92
02665WED9	AMERICAN HONDA FINANCE 4.7% 12JAN2028	4.700	01/12/2028	600,000.00	611,328.00	605,532.75	607,431.43	1,898.68	6,110.00	0.56
02665WEM9	AMERICAN HONDA FINANCE 5.125% 07JUL2028	5.125	07/07/2028	700,000.00	713,811.00	708,499.73	717,801.51	9,301.78	8,271.18	0.66

ITEM 16.7 SECURITIES HELD

As of September 30, 2025

ATTACHMENT 1
FRANCISCO CORDOVA

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Corporate Bonds										
931142ES8	WALMART INC 1.5% 22SEP2028 (CALLABLE 22JUL28)	1.500	09/22/2028 07/22/2028	1,000,000.00	901,490.00	922,179.28	936,910.38	14,731.10	333.33	0.83
17325FBB3	CITIBANK NA 5.803% 29SEP2028 (CALLABLE 29AUG28)	5.803	09/29/2028 08/29/2028	1,000,000.00	1,033,740.00	1,021,308.40	1,048,905.61	27,597.21	161.19	0.95
532457DB1	ELI LILLY & CO 4% 15OCT2028 (CALLABLE 15SEP28)	4.000	10/15/2028 09/15/2028	1,700,000.00	1,707,650.00	1,707,502.07	1,702,939.54	(4,562.53)	7,555.56	1.58
61747YFA8	MORGAN STANLEY 5.123% 01FEB2029 (CALLABLE 01FEB28)	5.123	02/01/2029 02/01/2028	800,000.00	800,040.00	800,023.44	817,238.37	17,214.93	6,716.82	0.74
17275RBR2	CISCO SYSTEMS INC 4.85% 26FEB2029 (CALLABLE 26JAN29)	4.850	02/26/2029 01/26/2029	1,000,000.00	998,640.00	999,032.29	1,026,132.61	27,100.32	4,580.56	0.92
24422EXT1	JOHN DEERE CAPITAL CORP 4.85% 11JUN2029	4.850	06/11/2029	1,500,000.00	1,536,870.00	1,534,534.81	1,540,934.70	6,399.89	22,027.08	1.42
61747YFF7	MORGAN STANLEY 5.449% 20JUL2029 (CALLABLE 20JUL28)	5.449	07/20/2029 07/20/2028	500,000.00	515,760.00	511,353.50	516,654.82	5,301.32	5,297.64	0.48
857449AE2	STATE STREET BANK & TR 4.782% 23NOV2029	4.782	11/23/2029	2,500,000.00	2,551,625.00	2,548,689.91	2,563,900.13	15,210.22	42,174.58	2.36
713448GH5	PEPSICO INC 4.3% 23JUL2030 (CALLABLE 23JUN30)	4.300	07/23/2030 06/23/2030	1,000,000.00	998,570.00	998,618.62	1,006,099.83	7,481.21	8,002.78	0.92
Total Corporate Bonds				31,617,000.00	30,910,241.48	31,397,304.54	31,685,475.88	288,171.34	271,344.51	28.54
Government Agencies										
3133EPYK5	FEDERAL FARM CREDIT BANK 5.125% 10OCT2025	5.125	10/10/2025	1,100,000.00	1,101,749.00	1,100,025.20	1,100,212.23	187.03	26,621.53	1.02
3133EPMB8	FEDERAL FARM CREDIT BANK 4.125% 08DEC2025	4.125	12/08/2025	1,500,000.00	1,484,865.00	1,498,842.32	1,500,071.16	1,228.84	19,250.00	1.37

SECURITIES HELD

As of September 30, 2025

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Agencies										
3133EPCF0	FEDERAL FARM CREDIT BANK 4.5% 02MAR2026	4.500	03/02/2026	1,100,000.00	1,120,416.00	1,102,958.28	1,102,384.92	(573.36)	3,850.00	1.03
3133EPHH1	FEDERAL FARM CREDIT BANK 4% 28APR2026	4.000	04/28/2026	900,000.00	906,378.30	901,242.22	900,633.59	(608.63)	15,200.00	0.84
3130AN4T4	FEDERAL HOME LOAN BANK 0.875% 12JUN2026	0.875	06/12/2026	1,000,000.00	903,900.00	977,409.33	979,996.40	2,587.07	2,625.00	0.83
3130AWLZ1	FEDERAL HOME LOAN BANK 4.75% 12JUN2026	4.750	06/12/2026	1,150,000.00	1,146,607.50	1,149,142.52	1,157,967.65	8,825.13	16,387.50	1.06
3133EPNG6	FEDERAL FARM CREDIT BANK 4.375% 23JUN2026	4.375	06/23/2026	1,000,000.00	1,000,360.00	1,000,087.42	1,003,936.08	3,848.66	11,788.19	0.92
3133ENV72	FEDERAL FARM CREDIT BANK 4.5% 27JUL2026	4.500	07/27/2026	1,000,000.00	998,761.20	999,726.86	1,007,254.64	7,527.78	7,875.00	0.92
3130APJH9	FEDERAL HOME LOAN BANK 1.75% 28OCT2026 (CALLABLE 28OCT25) #0006	1.750	10/28/2026 10/28/2025	1,300,000.00	1,178,866.00	1,265,491.93	1,280,034.80	14,542.87	9,605.56	1.09
3133EPK79	FEDERAL FARM CREDIT BANK 4.375% 07DEC2026	4.375	12/07/2026	1,250,000.00	1,245,867.50	1,248,372.16	1,259,180.86	10,808.70	17,165.80	1.15
3133ERK42	FEDERAL FARM CREDIT BANK 4.125% 16DEC2026	4.125	12/16/2026	1,500,000.00	1,494,885.00	1,496,814.09	1,506,343.77	9,529.68	17,875.00	1.38
3133ERS93	FEDERAL FARM CREDIT BANK 4.25% 13JAN2027	4.250	01/13/2027	1,500,000.00	1,498,710.00	1,499,177.31	1,509,625.59	10,448.28	13,635.42	1.38
3133ERGT2	FEDERAL FARM CREDIT BANK 4.5% 11JUN2027	4.500	06/11/2027	1,000,000.00	1,000,520.00	1,000,294.19	1,013,182.08	12,887.89	13,625.00	0.92
3133ETVJ3	FEDERAL FARM CREDIT BANK 3.625% 27AUG2027	3.625	08/27/2027	1,725,000.00	1,725,051.75	1,725,049.79	1,724,168.72	(881.07)	5,732.03	1.59

SECURITIES HELD

As of September 30, 2025

ATTACHMENT 1

FRANCISCO CORDOVA

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Agencies										
3130ATU54	FEDERAL HOME LOAN BANK 4.25% 10DEC2027	4.250	12/10/2027	1,200,000.00	1,206,438.70	1,202,930.05	1,212,674.02	9,743.97	15,583.33	1.11
3133EN5N6	FEDERAL FARM CREDIT BANK 4% 06JAN2028	4.000	01/06/2028	900,000.00	904,194.00	901,932.41	904,101.11	2,168.70	8,400.00	0.83
3130ATS57	FEDERAL HOME LOAN BANK 4.5% 10MAR2028	4.500	03/10/2028	1,000,000.00	1,014,989.00	1,007,323.89	1,018,684.62	11,360.73	2,500.00	0.94
3130AWC24	FEDERAL HOME LOAN BANK 4% 09JUN2028	4.000	06/09/2028	1,000,000.00	999,822.81	999,904.08	1,009,165.20	9,261.12	12,333.33	0.92
3133ETUC9	FEDERAL FARM CREDIT BANK 4.07% 21AUG2028 (CALLABLE 21AUG26)	4.070	08/21/2028 08/21/2026	1,300,000.00	1,303,055.00	1,303,055.00	1,302,825.23	(229.77)	5,878.89	1.20
3133EPUN3	FEDERAL FARM CREDIT BANK 4.5% 28AUG2028	4.500	08/28/2028	1,500,000.00	1,505,100.00	1,504,073.78	1,532,678.09	28,604.31	6,000.00	1.39
3130B3W25	FEDERAL HOME LOAN BANK 4.3% 27NOV2028	4.300	11/27/2028	1,500,000.00	1,495,050.00	1,495,982.76	1,525,743.53	29,760.77	22,037.50	1.38
3130AVBD3	FEDERAL HOME LOAN BANK 4.5% 09MAR2029	4.500	03/09/2029	1,000,000.00	989,580.00	992,672.88	1,023,970.65	31,297.77	2,625.00	0.91
3130B1BC0	FEDERAL HOME LOAN BANK 4.625% 08JUN2029	4.625	06/08/2029	600,000.00	609,150.00	606,868.97	618,601.33	11,732.36	8,633.33	0.56
3136GAK24	FANNIE MAE 4.15% 11JUL2029 (CALLABLE 11JAN27)	4.150	07/11/2029 01/11/2027	2,800,000.00	2,805,600.00	2,805,071.91	2,810,357.73	5,285.82	25,499.44	2.59
3130ATUT2	FEDERAL HOME LOAN BANK 4.5% 14DEC2029	4.500	12/14/2029	1,100,000.00	1,110,120.00	1,108,760.25	1,129,554.56	20,794.31	14,575.00	1.03
3134HAW33	FREDDIE MAC 4.75% 18DEC2029 (CALLABLE 18JUN26)	4.750	12/18/2029 06/18/2026	1,300,000.00	1,303,575.00	1,302,305.87	1,307,185.49	4,879.62	17,495.83	1.20

ITEM 16.7
SECURITIES HELD

As of September 30, 2025

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Agencies										
3130AV5P3	FEDERAL HOME LOAN BANK 4.375% 08MAR2030	4.375	03/08/2030	1,500,000.00	1,514,971.50	1,513,425.62	1,538,473.19	25,047.57	4,010.42	1.40
31358DDR2	FANNIE MAE 0% 15MAY2030	0.000	05/15/2030	2,700,000.00	2,221,808.40	2,244,018.79	2,259,867.92	15,849.13	0.00	2.05
3130AWGS3	FEDERAL HOME LOAN BANK 4.125% 14JUN2030	4.125	06/14/2030	2,500,000.00	2,529,232.50	2,527,757.77	2,538,288.35	10,530.58	30,364.58	2.34
Total Government Agencies				38,925,000.00	38,319,624.16	38,480,717.65	38,777,163.51	296,445.86	357,172.68	35.38
Government Bonds										
9128285J5	USA TREASURY 3% 31OCT2025	3.000	10/31/2025	750,000.00	739,660.72	749,723.21	749,276.40	(446.81)	9,354.62	0.68
9128285N6	USA TREASURY 2.875% 30NOV2025	2.875	11/30/2025	1,000,000.00	962,347.10	997,427.97	997,981.77	553.80	9,583.33	0.89
91282CJS1	USA TREASURY 4.25% 31DEC2025	4.250	12/31/2025	1,000,000.00	1,000,159.60	1,000,041.13	1,000,695.31	654.18	10,625.00	0.92
91282CJV4	USA TREASURY 4.25% 31JAN2026	4.250	01/31/2026	1,000,000.00	1,000,198.66	1,000,063.14	1,000,703.13	639.99	7,044.84	0.92
9128286F2	USA TREASURY 2.5% 28FEB2026	2.500	02/28/2026	750,000.00	713,645.09	743,337.87	745,649.42	2,311.55	1,553.87	0.66
91282CKB6	USA TREASURY 4.625% 28FEB2026	4.625	02/28/2026	1,200,000.00	1,203,332.15	1,202,079.15	1,203,318.74	1,239.59	4,599.45	1.11
91282CKH3	USA TREASURY 4.5% 31MAR2026	4.500	03/31/2026	1,000,000.00	1,002,854.91	1,001,165.01	1,003,203.12	2,038.11	0.00	0.93
91282CKS9	USA TREASURY 4.875% 31MAY2026	4.875	05/31/2026	975,000.00	983,115.57	978,889.71	981,489.84	2,600.13	15,843.75	0.91

As of September 30, 2025

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Bonds										
912828YD6	USA TREASURY 1.375% 31AUG2026	1.375	08/31/2026	1,000,000.00	913,909.60	975,286.82	978,851.56	3,564.74	1,139.50	0.84
91282CHY0	USA TREASURY 4.625% 15SEP2026	4.625	09/15/2026	1,150,000.00	1,160,380.81	1,160,009.05	1,159,604.29	(404.76)	2,203.90	1.07
91282CCZ2	USA TREASURY 0.875% 30SEP2026	0.875	09/30/2026	1,000,000.00	899,612.73	969,414.56	972,367.19	2,952.63	0.00	0.83
91282CDK4	USA TREASURY 1.25% 30NOV2026	1.250	11/30/2026	1,000,000.00	906,487.73	968,358.83	972,070.31	3,711.48	4,166.67	0.84
91282CDQ1	USA TREASURY 1.25% 31DEC2026	1.250	12/31/2026	1,000,000.00	904,104.91	966,001.51	970,273.44	4,271.93	3,125.00	0.83
91282CEC1	USA TREASURY 1.875% 28FEB2027	1.875	02/28/2027	1,000,000.00	922,698.66	970,431.81	975,351.56	4,919.75	1,553.87	0.85
91282CET4	USA TREASURY 2.625% 31MAY2027	2.625	05/31/2027	1,100,000.00	1,031,253.68	1,069,512.94	1,081,781.25	12,268.31	9,625.00	0.95
91282CEW7	USA TREASURY 3.25% 30JUN2027	3.250	06/30/2027	1,300,000.00	1,255,875.45	1,280,757.72	1,291,570.31	10,812.59	10,562.50	1.16
91282CFB2	USA TREASURY 2.75% 31JUL2027	2.750	07/31/2027	600,000.00	563,791.07	581,949.50	590,625.00	8,675.50	2,735.05	0.52
91282CFH9	USA TREASURY 3.125% 31AUG2027	3.125	08/31/2027	1,000,000.00	970,393.98	978,524.13	990,742.19	12,218.06	2,589.78	0.90
91282CFM8	USA TREASURY 4.125% 30SEP2027	4.125	09/30/2027	1,300,000.00	1,294,723.11	1,296,163.22	1,312,542.97	16,379.75	0.00	1.20
91282CFU0	USA TREASURY 4.125% 31OCT2027	4.125	10/31/2027	850,000.00	843,893.47	847,015.37	858,632.81	11,617.44	14,577.62	0.78

SECURITIES HELD

As of September 30, 2025

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Bonds										
91282CFZ9	USA TREASURY 3.875% 30NOV2027	3.875	11/30/2027	1,000,000.00	987,737.73	990,814.91	1,005,273.44	14,458.53	12,916.67	0.91
91282CGP0	USA TREASURY 4% 29FEB2028	4.000	02/29/2028	1,500,000.00	1,484,594.87	1,488,154.03	1,513,242.18	25,088.15	4,972.38	1.37
91282CHA2	USA TREASURY 3.5% 30APR2028	3.500	04/30/2028	1,000,000.00	970,628.35	980,467.23	997,109.38	16,642.15	14,551.63	0.90
91282CND9	USA TREASURY 3.75% 15MAY2028	3.750	05/15/2028	2,250,000.00	2,244,997.77	2,245,301.83	2,257,207.02	11,905.19	31,640.63	2.07
91282CHX2	USA TREASURY 4.375% 31AUG2028	4.375	08/31/2028	2,100,000.00	2,105,010.94	2,103,231.50	2,142,738.28	39,506.78	7,613.95	1.94
91282CJF9	USA TREASURY 4.875% 31OCT2028	4.875	10/31/2028	1,250,000.00	1,275,297.16	1,267,041.18	1,294,531.25	27,490.07	25,335.43	1.18
91282CJW2	USA TREASURY 4% 31JAN2029	4.000	01/31/2029	2,500,000.00	2,518,270.09	2,517,000.95	2,527,050.78	10,049.83	16,576.09	2.33
91282CES6	USA TREASURY 2.75% 31MAY2029	2.750	05/31/2029	940,000.00	901,007.84	909,924.83	910,441.41	516.58	8,616.67	0.83
91282CFJ5	USA TREASURY 3.125% 31AUG2029	3.125	08/31/2029	1,100,000.00	1,077,359.15	1,082,000.52	1,077,484.38	(4,516.14)	2,848.76	0.99
91282CFL0	USA TREASURY 3.875% 30SEP2029	3.875	09/30/2029	1,200,000.00	1,183,316.52	1,186,382.92	1,208,203.13	21,820.21	0.00	1.09
91282CLR0	USA TREASURY 4.125% 31OCT2029	4.125	10/31/2029	800,000.00	800,690.18	800,574.00	812,718.75	12,144.75	13,720.11	0.74
91282CMG3	USA TREASURY 4.25% 31JAN2030	4.250	01/31/2030	1,250,000.00	1,277,982.70	1,275,517.90	1,276,464.85	946.95	8,806.05	1.18

ITEM 16.7
SECURITIES HELD

As of September 30, 2025

Cusip	Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Total accrued interest	% Port cost
Government Bonds										
91282CGQ8	USA TREASURY 4% 28FEB2030	4.000	02/28/2030	1,430,000.00	1,442,573.15	1,441,873.41	1,446,590.23	4,716.82	4,740.33	1.33
91282CMZ1	USA TREASURY 3.875% 30APR2030	3.875	04/30/2030	1,475,000.00	1,466,189.51	1,466,797.47	1,484,333.98	17,536.51	23,763.33	1.35
Total Government Bonds				39,770,000.00	39,008,094.96	39,491,235.33	39,790,119.67	298,884.34	286,985.78	36.02
Grand total				110,377,255.80	108,303,216.40	109,434,513.32	110,318,014.86	883,501.54	915,502.97	100.00

MEMORANDUM



ITEM 17.1.

DATE: November 3, 2025
TO: Honorable Mayor and Council Members
FROM: Ka Vang, Management Analyst
Stefan Heisler, Housing Manager
SUBJECT: **A RESOLUTION APPROVING THE COMMUNITY DEVELOPMENT
BLOCK GRANT 2026 ANNUAL ACTION PLAN**

RECOMMENDATION

Adopt the Resolution.

RESULT OF RECOMMENDED ACTION

Adoption of the Resolution would direct the City Manager to make final edits and submit the 2026 Annual Action Plan (AAP) and SF424 Certifications and Assurances to the Department of Housing and Urban Development (HUD) for approval, as required for the city to receive 2026 Community Development Block Grant (CDBG) entitlement funding.

BACKGROUND

The City of Rancho Cordova has been a CDBG entitlement jurisdiction since 2006. As an entitlement jurisdiction, the city receives an annual allocation of funds from HUD. Each year the city is required to complete an AAP that describes how the city will use the CDBG funds for the coming program year. The AAP works as an application to HUD to receive CDBG funds for the following program year and is submitted as part of the Consolidated Plan.

The city must complete the public participation process as outlined in the Citizen Participation Plan, present the AAP for public comment for at least 30 days, conduct a public hearing to approve the AAP, and submit the approved AAP and program certifications to receive its entitlement allocation of CDBG funding from HUD. The city's CDBG entitlement funding has averaged approximately \$600,000 over the last couple of years, and the city estimates it will receive \$600,000 in entitlement funds in 2026 and reallocate \$100,000 unspent prior year funds. HUD will notify the city of its total allocation sometime between late 2025 and the first quarter of 2026. For this reason, the recommended awards included in the 2026 AAP, as well as this staff report, represent estimates and an AAP Amendment may be required once the final city allocation amount is received.

CDBG Program

The federal intent of the CDBG program is to develop viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities,

principally for low- and moderate-income persons, households, and neighborhoods. The city has a goal of using at least 80 percent of the city's CDBG funds for activities that benefit low- and moderate-income persons.

All activities must meet one or more of the following national objectives for the program: 1) benefit low- and moderate-income persons, 2) prevent or eliminate slums or blight, or 3) meet an urgent community development need that poses a serious and immediate threat to the health or welfare of the community. To reach these objectives, CDBG funds may be used for a variety of community development activities, including acquisition of real property, rehabilitation of residential and nonresidential structures, construction of public facilities and infrastructure improvements, public services, and economic development and job creation/retention activities.

CDBG is an eligible funding source for public services, capital projects, and planning and administrative activities; however, regulatory spending caps limit how much funding may be used for certain activities. For example, no more than 15 percent of the current year entitlement funding may be used to fund public services, and no more than 20 percent may be used on planning and administration activities.

Annual Action Plan process:

The AAP process includes several steps:

1. The city creates a budget based on an estimate of the funding that will be available in the coming program year. This funding includes the entitlement for the year and any rollover or recaptured funds from prior years.
2. The city solicits feedback from stakeholders regarding community needs and opportunities. The stakeholders that are consulted include residents and groups that provide services to youth, seniors, low-income families, persons experiencing homelessness, persons with disabilities, and other government agencies and nonprofits that provide public services and public programs in the city.
3. The city releases a Notice of Funding Availability (NOFA) to solicit projects for the estimated CDBG funds and encourages potential CDBG recipients to submit project applications for review. The NOFA was released on July 18, 2025.
4. The city hosted a NOFA workshop on August 7, 2025, for all potential applicants. The workshop also provides an opportunity to assess changing needs in the community and make public comments.
5. The city held a community meeting for the public, to educate, answer questions, and provide a venue for public comment for the Annual Action Plan for the 2026 CDBG Program Year on August 21, 2025.
6. To determine which projects best meet the city's priority needs and goals, applications are reviewed and scored by city staff according to a set scoring rubric that is based on the needs and priorities established in the 2025-2029 CDBG Consolidated Plan. The Consolidated Plan is a planning document which sets priorities and goals for the CDBG program over a five-year period. Applications are also scored on performance criteria, including the ability to complete the project in a timely manner and in compliance with CDBG regulations.

7. The scored project applications are presented to city staff for consideration and recommendation. The recommended projects are included in the draft AAP with estimated budgets.
8. A draft AAP that includes an updated needs assessment, feedback collected from stakeholders, and the proposed projects identified to best meet both community needs and city goals is prepared, publicly noticed, and released to the public for a 30-day public comment period. The 2026 draft AAP was released for the public comment period starting October 3, 2025.
9. After the close of the 30-day public comment period on the draft AAP, a final AAP is presented at a public hearing for any additional public comment and Council approval. After Council approval, staff submits the final AAP to HUD for its review and approval.

Public Services:

The city received four public service applications. Staff recommends funding all four of the 2026 public service projects at the amounts indicated in **Table 1** below. If the city's 2026 CDBG allocation is greater than \$600,000, as conservatively estimated, 15% of that additional amount will be split between the Meals on Wheels program and Folsom Cordova Community Partnership Youth Rise Program.

Project Sentinel and 211 are recommended for slightly higher amounts than requested because these projects are funded on a formula level by multiple Sacramento area jurisdictions, of which the city funds a percentage of the overall costs based on the renter population in each jurisdiction. Several of these jurisdictions fund these projects on a fiscal year basis. Therefore, there are anticipated mid-year budget increases that will be determined in 2026. The slightly higher recommended award amounts account for these anticipated increases.

Table 1: Public Services - 2026 Applications and Recommended Funding Awards

Organization and Program	2025 Funding	2026 Requested Amount	2026 Recommended Awards
*Meals on Wheels: Senior Nutrition Program	\$56,250	\$50,000	\$44,689
211: Renters Helpline	\$14,000	\$13,611	\$13,611
**Project Sentinel: Fair Housing	\$8,442	\$8,988.40	\$10,000
*FCCP: Youth Rise Program	\$31,000	\$35,000	\$31,700
TOTAL	\$109,692	\$107,599.40	\$100,000

*This project will receive a split of 15% of the allocation to the City over \$600,000.

**\$10,000 of this project is recommended to be funded through Planning and Administration for administration of Project Sentinel.

Planning and Administration

Planning and administration activities for the 2026 CDBG program year include managing the CDBG budget, collecting and reporting quarterly reports from the CDBG recipients, completing

the required environmental, labor compliance, and financial reports, preparing and submitting the Consolidated Annual Performance Evaluation Report (CAPER), and day-to-day program administration. The city expects to have about \$120,000 available for program planning and administration. From this amount, staff recommends to fund administration of the Project Sentinel program in the amount of \$10,000.

Capital Programs and Projects

The city estimates that \$390,000 in 2026 entitlement funding and \$100,000 in relocated prior year funding will be available for capital programs and projects.

The city received 2 capital project/programs applications and 1 economic development application. The applications were scored against a set rubric with a sliding scale that evaluated each project and program against criteria that included the city's five-year goals, financial stability, readiness to proceed, and ability to meet CDBG requirements.

The ranked applications were provided to city management staff for review and evaluation to see how the applications rank against established city goals. Staff recommends funding two of the applications listed in **Table 2** below. Staff is recommending \$0 in funding for WeeCare. Workforce Development and Economic Development activities are not included in the city's 2025–2029 Consolidated Plan and associated goals and therefore, the WeeCare project is not eligible for CDBG funding unless a Consolidated Plan amendment is adopted. The following levels are provided for Council discussion. 65% of any additional funding received by the city above the \$600,000 estimate would be allocated to Rebuilding Together Sacramento's Critical Repair Program, which directly supports low-income homeowners by addressing urgent health and safety repairs.

Table 2: Capital Programs - 2026 Applications and Recommended Funding Awards

Capital Programs and Projects	Requested Amount	Recommended Award
Rebuilding Together Sacramento - Critical Repair Program	\$350,000	\$390,000
WeeCare Boast Program	\$80,000	\$0
Public Works – ADA Sidewalk Improvement Program	\$100,000	\$100,000
TOTAL	\$530,000	\$490,000

Funding recommendations are based on conservative estimates of both the projected entitlement allocation and the amount that might be available from prior year rollover. The city may elect to increase funding awards if additional funds become available, or additional funding may be awarded to other activities listed above in the Program Applications scoring table. The city may wish to consider a mid-year substantial amendment, should a change in funding be deemed appropriate.

FISCAL IMPACT AND FUNDING SOURCE

The CDBG program's planning and administration allocation covers the cost of administering the program, plus Project Sentinel fair housing administration costs. The public service grants

are made to organizations that have diversified funding sources and are able to provide consistent services despite minor fluctuations in the CDBG fund. The capital programs and projects funding allow for the cost of both the actual activity and the costs of enforcing Davis Bacon labor standards and National Environmental Protection Act (NEPA) clearances. The table below shows the funding to be received in 2026 and how that funding fits into the CDBG funding categories.

There is no expected impact on the city's general fund.

CDBG Category	CDBG Budget
Planning and Administration	\$120,000
Public Services	\$90,000
Capital Programs and Projects – includes \$100,000 of prior year rollover funding	\$490,000
TOTAL	\$700,000

ATTACHMENT(S)

1. Resolution
2. Final Annual Action Plan

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 ADOPTION OF THE 2026 ANNUAL ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) is the federal agency that promulgates regulations and oversees the administration of the CDBG program; and

WHEREAS, HUD requires that entitlement jurisdictions complete a plan for expending the funds on eligible activities, referred to as the Annual Action Plan (AAP); and

WHEREAS, there has been presented to, and reviewed by this City Council, the 2026 AAP, which describes programs to be funded, in compliance with the goals and objectives of the 2025-2029 Consolidated Plan; and

WHEREAS, there has been presented to, and reviewed by this City Council, certifications to the U.S. Department of Housing and Urban Development (HUD), including those regarding fair housing, anti-displacement and relocation requirements, drug free workplace requirements, anti-lobbying rules, authority of jurisdiction, consistency with strategic plan, compliance with citizen participation obligations, consistency with the 2025-2029 Consolidated Plan, eligible use of funds, prohibition of excessive force, compliance with anti-discrimination laws, and lead-based paint; and

WHEREAS, the 2026 AAP and a notice of the 30-day public comment period have been published for citizen comment prior to forwarding the documents to City Council for approval; and

WHEREAS, the city is expecting notification of a 2026 CDBG allocation in the amount of approximately \$600,000 from HUD, and is awaiting the annual application form (Standard Form 424); and

WHEREAS, the city has \$100,000 in unexpended rollover funds from previous program years and will be reallocated to the 2026 program year; and

WHEREAS, the City Council held a public hearing on November 3, 2025, to provide an opportunity for the public to comment and to approve of the 2026 AAP.

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

1. Approves the adoption of the Resolution which approves:
 - a. The 2026 Annual Action Plan, which will serve as the CDBG budget from January 1, 2026, through December 31, 2026;
 - b. Certifications required by HUD state that the City of Rancho Cordova will continue to conduct its activities in accordance with applicable statutes and regulations governing the CDBG program, including the Certifications in Appendix A of the 2026 Annual Action Plan.
2. Authorizes the City Manager, or his designee, to take all actions and to execute and/or file all documents reasonably necessary to implement the above-referenced amendments including, without limitation, taking such actions and executing and/or filing such documents as are reasonably necessary to receive HUD CDBG funding for and on behalf of the City of Rancho Cordova, and to make any reasonably necessary revisions or changes to those documents.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Stacy Leitner, CMC
City Clerk

Siri Pulipati, Mayor

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The City of Rancho Cordova (City) is located in Sacramento County (County), California, and lies approximately 13 miles east of the state's capital city, Sacramento. Rancho Cordova was incorporated in 2003 and has a population of approximately 85,451 as of 2025 (California Department of Finance). The City became a US Department of Housing and Urban Development (HUD) entitlement jurisdiction in 2006 and currently receives one HUD-funded grant through entitlement, the Community Development Block Grant (CDBG). In 2017, the City became part of the Sacramento County HOME Consortium whereby Sacramento County, as lead agency, became administrator of the City's annual HOME Investment Partnerships (HOME) grant allocation.

Every five years, HUD requires that entitlement jurisdictions create a five-year plan, known as the Consolidated Plan, which outlines the use of CDBG, HOME, Emergency Solutions Grant (ESG), and other housing and community focused funding provided by HUD. Each year of the five-year Consolidated Plan, the jurisdiction must create an Annual Action Plan, which serves as a one-year plan for the City's CDBG program to help address community development and low- and moderate-income community needs.

This 2026 Annual Action Plan covers January 1, 2026, to December 31, 2026, the second year of the City's 2025-2029 Consolidated Plan. The City's Community Development Department is responsible for implementing both the Consolidated Plan and the Annual Action Plans.

The Sacramento Housing and Redevelopment Agency (SHRA) administers and implements the HOME Consortium's annual HOME funding allocation.

The CDBG program is a federal grant program that is administered by HUD, which provides communities with funds for infrastructure, neighborhood improvements, and other community planning and development programs. The grant also helps the City fund needed services in the community, including programs for seniors, disabled populations, low-income households, and disadvantaged youth. The Consolidated Plan offers Rancho Cordova an opportunity to shape housing and community development needs into a coordinated community effort, and to strategically plan programs to meet those needs. In doing so, the Consolidated Plan works to uphold the City's citywide goals:

1. Support safe, connected, and thriving neighborhoods by focusing on safety, education, investment, enforcement, and inclusive engagement so all residents feel secure and empowered.

2. Create and maintain sustainable, reliable infrastructure that provides essential services, adapts to growth, and supports long-term community resilience.

3. Position the city as a regional leader in innovation by fostering economic opportunities, supporting local businesses, promoting sustainable planning, and driving long-term prosperity.

4. Enrich community life by expanding arts, entertainment, and cultural opportunities that bring people together, strengthen identity, and enhance quality of life.

5. Foster a flexible, collaborative, and innovative organization committed to continuous improvement, ensuring efficiency and readiness to meet evolving community needs.

With the use of CDBG funds and the implementation of this plan, the City will continue to propagate efforts to better the quality of life of its residents, especially low-income and disadvantaged populations.

The City received [\$600,000] for its 2026 allocation of CDBG funding from HUD. The City plans to use a variety of funding sources to meet its housing and community development needs, including Community Enhancement Funds and other resources as they become available.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City's CDBG program objectives and outcomes for this planning period (January 1, 2026–December 2026) are primarily directed at providing needed services for youth, individuals, and families at risk of homelessness; services for seniors in the community; improving accessibility to community facilities; enhancing conditions for existing housing through the continued assistance of code enforcement and rental housing inspections; and supplying funding to give low-income residents a chance to make health- and safety-related repairs to their homes. These objectives align closely with the feedback that the City received from community stakeholders and past public service program participants that were interviewed during the completion of this plan.

On [November 3, 2025], City Council approved this Annual Action Plan, as well as the activities and projects that will be funded for the 2026 program year. The City is funding 5 public services providers who will use CDBG funds to administer 4 programs and 2 Capital Improvement Projects. The 2026 public service providers and programs are as follows:

These organizations will provide programs for the 2026 Annual Action Plan year:

Annual Action Plan
2026

2

(1) Folsom Cordova Community Partnership's Youth Rise Program, which provides health and wellness mentorship and education to middle school and high school students to foster a safe and positive school climate for improved youth development, academic performance, and career readiness.

(2) Meals on Wheels' Senior Nutrition Services, which takes hot meals or frozen heat-and-serve meals to homebound seniors.

(3)- (4) A collaborative team has been developed between 211, and Project Sentinel to reduce housing discrimination, promote public awareness of fair housing laws and rights, and assist persons with disabilities. This team will provide a telephone hotline, tenant education and housing assistance, and mediation services for Rancho Cordova residents in a housing crisis or dispute. 211 will deal directly with concerns about tenant/landlord disputes, while fair housing issues will be identified and referred to Project Sentinel. These organizations will provide two programs for the 2026 Annual Action Plan year: (3) Renter's helpline to offer housing counseling services, as well as helping to settle tenant/landlord disputes and housing discrimination cases; (4) Renter's helpline/fair housing services to reduce housing discrimination, promote public awareness of fair housing laws and rights, and assist persons with disabilities.

The 2026 Capital Improvement Projects are as follows:

(1) Rebuilding Together Sacramento's Critical Repair Program, which provides urgently needed repairs to homes that are primarily located in the CDBG target area.

(2) City of Rancho Cordova Public Works Department ADA Sidewalk Program

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The 2024 Consolidated Annual Performance and Evaluation Report (CAPER) was submitted to HUD in April 2025 and is still under review. The 2023 CAPER demonstrates that the service providers met their projected outcomes, and, as a result, the City continued to fund these organizations. The city is currently conducting a desk audit of Folsom Cordova Community Partnership program. The city also attended a pop-up event and conducted a desk audit of USNRG – SheBuilds in 2024. The city plans to conduct ongoing desk monitoring on all programs in all program years to come. The CDBG program has successfully met expenditure deadlines in years past and is on target to meet all its deadlines. The City is also current on quarterly and semi-annual reports due to HUD.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City initiated several efforts aimed at conducting community outreach and facilitating citizen participation during the drafting of this 2026 Annual Action Plan.

Outreach included local newspaper announcements for meetings and hearings, which all met proper noticing requirements; publications on the City's website for upcoming CDBG activities; interviews with recipients of CDBG-funded programs and other community stakeholders; and a public meeting to solicit community feedback (refer to **Attachment A** for full comments/results).

As mentioned above, the City conducted multiple stakeholder consultations with local service providers to solicit professional feedback in the areas of housing, homelessness, social services, senior populations, disabled populations, youth populations, and persons living with HIV/AIDS. Please refer to the Process section (AP-10) of this plan for more information on the consultations that were completed.

The following is a timeline of the citizen participation that was conducted in preparation of the 2026 Annual Action Plan:

- On July 18, 2025, the City posted a notice at City Hall, online, and in the local newspaper of a Notice of Funding Availability (NOFA) release for 2026 CDBG funds and a NOFA workshop.
- On August 1, 2025, the City posted a notice at City Hall, online, and in the local newspaper of for a public community needs meeting on August 21, 2025, to solicit community feedback.
- On August 7, 2025, City staff facilitated a NOFA workshop to review scoring criteria for applicants.
- On August 21, 2025, the City held a public zoom meeting to solicit feedback regarding community needs for the 2026 Annual Action Plan.
- Between September 15 and September 19, 2025, CDBG staff conducted stakeholder consultations with various local service providers and nonprofits.
- On September 19, 2026, the City posted a notice at City Hall, online, and in the local newspaper of a 30-day public review and comment period that would begin October 3, 2025, for the 2026 Annual Action Plan.
- On October 3, 2025, the City released the draft 2026 Annual Action Plan for the 30-day public review and comment period.
- On October, 17, 2025, the City posted a notice at City Hall, online, and in the local newspaper of a public hearing on November 3, 2025 to consider adopting the 2026 Annual Action Plan.

- On [November 3, 2025], the City held a public hearing and adopted the 2026 Annual Action Plan.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

All public comments were accepted throughout the public participation process. Please see below for a summary of public comments received; please also see Attachment G for a summary of all comments received through the survey and outreach that was conducted:

- No public comments were received for the NOFA Workshop on August 7, 2025.
- No public comments were received from the community needs meeting held on August 21, 2025.
- Comments were received for the stakeholder consultation and can be viewed on Attachment G.
- [] was received during the 30-day public comment period from October 3, 2025 – November 3, 2025.
- [] was received from the public hearing from November 3, 2025.

6. Summary of comments or views not accepted and the reasons for not accepting them

All public comments were accepted.

7. Summary

This 2026 Annual Action Plan will work as a guide in implementing the priorities, activities, and goals for the CDBG program between January 1, 2026, and December 31, 2026. These priorities, activities, and goals were shaped by a combination of community participatory feedback, area-focused demographic data collection and analysis, community stakeholder involvement, consideration of countywide goals and policies, and feedback solicited from Rancho Cordova's City Council.

PR-05 Lead & Responsible Agencies - 91.200(b)**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator		RANCHO CORDOVA	Community Development Department- Housing Division

Table 1 – Responsible Agencies

Narrative

The City of Rancho Cordova's Community Development Department currently serves as the lead agency for overseeing and implementing the Consolidated Plan process as well as administering CDBG funds. The Community Development Department was initiated in 2015, and includes the Planning Department, Building and Safety Department, and the Housing Division, which manages the City's CDBG funds. The CDBG program was managed by the Housing Division under the Economic Development Department prior to 2015.

For the HOME Consortium, the County of Sacramento is the lead agency and delegates administrative responsibilities to a County agency called the Sacramento Housing and Redevelopment Agency (SHRA). SHRA implements HOME Investment Partnership funds on behalf of the City and other jurisdictions in the County.

Consolidated Plan Public Contact Information

City of Rancho Cordova
 Community Development Department
 2729 Prospect Park Drive
 Rancho Cordova, CA 95670
 (916) 851-8700

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**1. Introduction**

The City of Rancho Cordova consulted with several local service providers to help identify local needs and evaluate opportunities for partnerships and improved coordination for the 2026 Annual Action Plan (see **Attachment A**). The City also invited public comment through a 30-day public comment period and a public hearing for the approval of the draft Annual Action Plan. The following sections discuss the consultation process, the public comment process, and the planned coordination efforts for the 2026 Annual Action Plan cycle.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City’s Housing Division is striving to improve the City’s affordable housing stock and continues to improve coordination for initiatives aimed at increasing the supply of affordable housing in the region. Recently, the City has focused its efforts through various programs to renovate existing structures and build new affordable units for families, senior citizens, and disabled individuals.

The City’s Homeless Outreach Team (HOT) is one of the ways in which the City helps to connect homeless individuals and at-risk homeless individuals with the services needed. HOT is composed of two officers, code enforcement, and two City’s Homeless Navigator. The team also builds relationships with homeless individuals and families to assist them in finding services, education, and resources to help them become self-sufficient.

The City cooperates with SHRA in ensuring that public and voucher-supported housing in the City is safe, habitable, and fully occupied whenever possible. Other collaborative partners include 211 Connect which works with the City, mental and general health providers, and other service agencies to help households in need find suitable housing. The City regularly looks for opportunities to improve communication and connect service providers and housing providers to help leverage services, reduce service burden due to repeat clientele, and ensure that persons with housing and service needs are directed to the correct providers.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Sacramento Steps Forward is the nonprofit entity that manages the regional Continuum of Care. The City cooperates with Sacramento Steps Forward whenever possible, including promptly responding to requests for data, and through

ongoing participation in the public Continuum of Care discussions. The proximity of the Veterans Administration Hospital at the former Mather Air Force Base and the Mather Veterans Village housing project and availability of other services for veterans, such as Stand Down (which provides critical life services to homeless veterans) and Nations Finest, all make the City an ideal partner in addressing the problems facing homeless veterans. Additionally, the City's lead CDBG program staff is a member of the Continuum of Care Board and coordinates the City's CDBG housing and community development efforts to be aligned with the Continuum's most recent updates and goals.

The City also partners with the Child Protective Services Division and the Senior and Adult Services Division of the Sacramento County Department of Child, Family and Adult Services, including providing on-site workspace for a child welfare worker in the City Police Department offices. The Folsom Cordova Unified School District and the Child Protective Services Division assist in identifying homeless families. Sacramento Self-Help Housing, along with other services provided through the Continuum of Care, helps identify housing resources. The City has engaged in several cross-agency and cross-skill set team-building and problem-solving efforts to improve communication and identify opportunities to connect people with the available services as efficiently as possible.

Finally, the Rancho Cordova Homeless Assistance Resource Team (HART) continues to work with 211 Connect to specifically address the problem of homelessness in Rancho Cordova. Most homeless resources and assistance groups are either located in the City of Sacramento or clustered in distant parts of Sacramento County. Homeless people in Rancho Cordova must first find transportation in order to have access to these resources. HART is working to bring more resources into the Rancho Cordova community to address homelessness where it is happening.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Sacramento Steps Forward administers both the Continuum of Care and the Homeless Management Information System (HMIS); Sacramento County manages the available ESG funds for the Sacramento region. The City does not receive ESG funds.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	FOLSOM CORDOVA COMMUNITY PARTNERSHIP
	Agency/Group/Organization Type	Housing Services-Children Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Non-Housing Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CDBG staff met with Folsom Cordova Community Partnership on September 15, 2025, to discuss the needs of families in the community. [The partnership indicated that the CDBG-funded youth services program offers mentorship, SEL, and life-skills training, with strong feedback from participants. Key challenges include space limitations, rising costs, and eligibility restrictions, while unmet needs identified include rental assistance, digital and financial literacy, and inclusive programming for youth with disabilities.
2	Agency/Group/Organization	Meals on Wheels by ACC
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CDBG staff met with Meals on Wheels on September 2, 2025, to discuss the needs of seniors and persons with disabilities in the community. [The partnership indicated that CDBG funding has been critical in meeting the rising demand for senior meal support, especially as more seniors struggle with the high cost of living. They highlighted the need to restore Café meal service partnerships to provide seniors with socialization opportunities and noted that ongoing funding stability is vital as nonprofit resources remain flat or decline while community needs continue to grow.
3	Agency/Group/Organization	Rebuilding Together Sacramento
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Rebuilding Together Sacramento met with CDBG staff on September 17, 2025, and provided feedback related to the housing and rehabilitation needs of the City's housing stock, and more funding. This will inform the City's CDBG priorities related to housing. The partnership indicated that CDBG-funded critical repairs in Rancho Cordova are seen as highly impactful, providing long-term safety and stability for vulnerable homeowners, including seniors and mobile home residents. The biggest challenges are environmental review delays, rising construction costs, and demand that continues to outpace available resources, with providers also requesting guidance on bundling minor safety fixes with major repairs.

5	Agency/Group/Organization	211 Sacramento
	Agency/Group/Organization Type	Housing Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-homeless Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CDBG staff met with 211 Connect on September, 23, 2025, to discuss the needs of Rancho Cordova. The partnership indicated that the CDBG program in Rancho Cordova has been well targeted to core community needs, with strong City support and communication. However, 2-1-1 noted an emerging gap in homelessness prevention resources, particularly financial assistance to prevent evictions, as regional funding for this type of support is diminishing.

Identify any Agency Types not consulted and provide rationale for not consulting

All agencies were included in the consultation process, and many opportunities were provided for them to participate, including a public meeting and one-on-one interviews or emailed questions. No agencies were excluded from this public consultation process; however, the City focused its one-on-one interview efforts on agencies serving HUD priority populations and whose services represented the highest priority needs within the City.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Sacramento Steps Forward	Both plans work to address issues leading to homelessness and to assist persons and families experiencing homelessness in the region.
Housing Element	City of Rancho Cordova	The Housing Element is intended to help identify and plan for housing needs in the City, including very low- and low-income housing.
City and County of Sacramento Housing Element	Sacramento Housing and Redevelopment Agency	SHRA certifies through their 424s that they will continue to affirmatively further fair housing. SHRA has incorporated the fair housing strategies identified in the last AI and the City and County of Sacramento's Housing Element.

Table 3 - Other local / regional / federal planning efforts

Narrative

The lead agency for the HOME Consortium Consolidated Plan is SHRA. SHRA also serves as the housing authority for the county. SHRA consulted with staff from Sacramento Area Council of Governments, Sacramento Steps Forward, the County of Sacramento, the cities of Sacramento, Rancho Cordova, Folsom, Isleton and Galt, various nonprofits, and private organizations in the development and implementation of the HOME Consortium Consolidated Plan. Organizations were consulted on an individual and group basis.

The City of Rancho Cordova's Community Development Department currently serves as the lead agency for overseeing and implementing the City's CDBG Consolidated Plan process as well as administering CDBG funds. The Community Development Department was initiated in 2015, and includes the Planning Division, Building and Safety Division, Neighborhood Services Division, and the Housing Division, which manages the City's CDBG funds. The CDBG program was managed by the Housing Services Division under the Economic Development Department prior to 2015. However, the Housing Service Division has since been incorporated into the Community Development Department. Rancho Cordova City staff specifically coordinated with SHRA to bring the City into compliance with the County's HOME and CDBG program year start and end dates, as well as to align themselves to share the same Consolidated Plan cycle. The city hopes to improve coordination and implementation of

affordable housing programs by the Consolidated Plan cycle alignment and continued prioritization of its strategic plan goals around increasing and improving affordable housing units.

The goals of the City's Housing Element to affirmatively further fair housing are aligned with the City's Consolidated Plan goals. The City will continue cooperating and actively engaging the County of Sacramento in its attention to homelessness issues, including chronic homelessness and near homelessness, by participating in Continuum of Care initiatives and schedules. The City will also continue to contract with 211 Connect to provide housing counseling and homelessness prevention to Rancho Cordova residents. Additionally, due to the imminent change in guidance regarding how the fair housing analysis should be carried out, SHRA has determined that in the interim, in compliance with the guidance in the AFFH interim Final Rule, SHRA will certify through their 424s that they will continue to affirmatively further fair housing. The fair housing strategies identified in the last AI and adopted into the 2021-2029 City of Sacramento and County of Sacramento Housing Elements will be incorporated by SHRA. As SHRA is the HOME Consortium the City of Rancho Cordova has followed SHRA's lead for planning and implementation of this grant program.

The City will continue to coordinate with service providers, stakeholders, public agencies, and organizations that specialize in public and assisted housing sectors, as well as various other special needs services on a local and regional scale. The City aims to continuously grow its relationships and communication with local professional organizations and entities to help best address the priority needs of the jurisdiction and surrounding areas.

AP-12 Participation - 91.401, 91.105, 91.200(c)**1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

The City completed public meetings, outreach, and noticing as required by the City's Citizen Participation Plan. All public participation processes were made available to the public. Additionally, staff conducted community outreach with public service program recipients. Public comment received during the outreach for this Annual Action Plan can be found in the Executive Summary section (AP-05). Several stakeholder consultations were held and are summarized in the consultation section above.

Consultation responses from service providers identified the need for additional funding, more youth and senior services, and mental health services. They also identified the need for affordable and accessible housing, childcare services, senior services, and services/shelter for persons experiencing homelessness. Consultations also identified the need for more equitable community engagement and service provision as well as more detailed tracking of CDBG accomplishments (specifically by race, ethnicity, and gender/gender identity).

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	stakeholders and service providers	Public noticing for the NOFA workshop	none received	n/a	
2	Public Meeting	stakeholders and service providers	On August 7, 2025, 1 community stake holders attended the NOFA workshop	none received	n/a	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Newspaper Ad	Non-targeted/broad community	Public noticing for the community needs meeting	[no comments received]	[no comments received]	
5	Public Meeting	Non-targeted/broad community	On August 21, 2025, city staff attended a community needs meeting with the public via zoom.	No comments received. See Attachment A.	No comments were received	
6	Newspaper Ad	Non-targeted/broad community	Public noticing for the 30-day review period	[no comments received]	n/a	
7	Draft 2026 AAP open to public review and comments	Non-targeted/broad community	30 -day comment period open to public	[no comments received]	n/a	
8	Newspaper Ad	Non-targeted/broad community	Public noticing for the public hearing to approve the 2026 AAP	[no comments received]	n/a	
9	Public Meeting	Non-targeted/broad community	On November 3, 2025, City Council approved the 2026 Annual Action Plan	[]	n/a	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

The City of Rancho Cordova has been successful over the last several years at finding and applying for alternative funding sources to help meet affordable housing development needs. These sources have included tax credits, infrastructure infill grants, sustainable community grants, veterans housing grants, and, for the single-family owner-occupied housing rehabilitation program, CalHome funding. The City has also pursued other State of California housing funds whenever they seemed appropriate. The City will continue to expand its funding sources by researching and seeking additional funding opportunities.

The City receives approximately \$275,000 in HOME funds through lead agency County of Sacramento. The City does not currently receive ESG or other HUD funds directly from the federal government or from the State of California.

The City received [\$600,000] in CDBG funding for the 2026 plan year. This Annual Action Plan contains award amounts for each activity funded

during the 2026 program year.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	600,000.00	0.00	100,000.00	700,000.00	1,800,000.00	The City receives approximately [\$600,000] in CDBG funds each year of the five-year Consolidated Plan cycle (approx. \$3,000,000 total). The City received [\$600,000] for the 2026 program year. An estimated \$1,800,000 will be received for the remainder of the Consolidated Plan cycle. The City anticipates receiving no program income at this time.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Federal funds require additional regulation, labor compliance standards, and administration that can add a significant cost burden to a new affordable housing project or a rehabilitation project. Unless the available funding sufficiently offsets the additional cost and labor burden inherent in federal funds, it can actually be damaging to a project budget to include CDBG or HOME as funding sources. For new construction and large-scale rehabilitation of affordable housing, the City prefers to pursue funding that does not significantly increase the building cost, unless there are sufficient federal funds to benefit the project's bottom line. The CDBG allocation to the City does not add sufficient value to offset the increased costs for most of the City's affordable housing development efforts. Therefore, the City focuses CDBG funding either on

projects that are already burdened with federal reporting requirements or on projects where there is no other viable funding source, and the project can be completed with the available CDBG funding. The City's CDBG program does not have any matching requirements.

With respect to public service projects funded with CDBG funds, to best leverage the City's available resources, the City will continue to look for opportunities to layer private and non-federal resources with federal resources and to require that CDBG subrecipients demonstrate sufficient committed non-CDBG funding, so that projects and services will have the best results for the community and the low- and very low-income residents they are intended to serve. These sources include tax credits, infrastructure infill grants, sustainable community grants, veterans housing grants, and, for the single-family owner-occupied housing rehabilitation program, CalHome funding. The City has also pursued other State of California housing funds whenever appropriate.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City uses publicly owned land and property to support CDBG-funded administrative, planning, and project activities. The City also uses City vehicles, which are used for the CDBG-funded code enforcement and rental housing inspection activities to transport the code enforcement officers to the sites that are being inspected. Additionally, City Hall equipment is used to administer the day-to-day activities of planning and administration for the CDBG program.

The Folsom Cordova Community Partnership uses public school district property to hold mentor initiative classes for its youth programs, while the Meals on Wheels Senior Nutrition program uses the City's Senior Center, which is owned by the Park District, to provide hot meals to seniors. In the future, the City plans to use City-owned property to build affordable housing developments.

Discussion

The City intends to use CDBG funds to support programs and projects that can best benefit from the additional funding. Because the City's CDBG allocation is limited, the City plans to complete the costlier housing improvements and production through partnerships and the use of alternative funds.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeless Prevention	2025	2029	Affordable Housing Homeless Non-Homeless Special Needs	Citywide	Homeless Prevention	CDBG: \$13,611.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 338 Persons Assisted
2	Senior & Disability Services	2025	2029	Non-Homeless Special Needs	Citywide	Senior & Disability Services	CDBG: \$44,689.00	Public service activities other than Low/Moderate Income Housing Benefit: 187 Persons Assisted
3	Child & Youth Services	2025	2029	Non-Homeless Special Needs	Citywide	Child & Youth Services and Programming	CDBG: \$31,700.00	Public service activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted
4	Public Facilities	2025	2029	Non-Housing Community Development	CDBG Target Area	Public Infrastructure Improvement	CDBG: \$100,000.00	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 30 Households Assisted
5	Housing Preservation Program	2025	2029	Affordable Housing	CDBG Target Area	Acquisition & Rehabilitation	CDBG: \$390,000.00	Homeowner Housing Rehabilitated: 14- 18 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Program Administration	2025	2029	Planning and Administration	Citywide	Acquisition & Rehabilitation Homeless Prevention Child & Youth Services and Programming Senior & Disability Services Public Facilities Public Infrastructure Improvement	CDBG: \$120,000.00	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Homeless Prevention
	Goal Description	Housing counseling; tenant-landlord mediation; housing placement services
2	Goal Name	Senior & Disability Services
	Goal Description	Congregate and home-deliver meals for homebound seniors; case management and outreach for accessibility improvements; other senior and disability services

3	Goal Name	Child & Youth Services
	Goal Description	After-school programming, youth mentoring; school, health, and food supplies; other services to assist at-risk and low-income youth
4	Goal Name	Public Facilities
	Goal Description	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: ADA Sidewalk Program will benefit 30 households.
5	Goal Name	Housing Preservation Program
	Goal Description	Emergency repairs to address health and safety issues, accessibility improvements, maintenance assistance; rental housing inspections and code enforcement in CDBG target areas
6	Goal Name	Program Administration
	Goal Description	Other: City staff will conduct planning and administration of its CDBG and HOME grant funds, including reporting, monitoring, tracking budgets, labor compliance, environmental compliance, community engagement, and subrecipient coordination

AP-35 Projects - 91.420, 91.220(d)**Introduction**

The City received [\$600,000] in CDBG funds to the City for the 2026 program year. The funding allocations from HUD are usually announced in the spring of each year. CDBG project applications were received and reviewed by an independent group, as well as by City staff. Each application was scored according to criteria that the City established as part of the Consolidated Plan process. Criteria included the organization's capacity to successfully complete projects and programs, past project management performance, CDBG funding eligibility, how closely the project matched with the National Objectives laid out by HUD, and how thoroughly the projects addressed the community needs identified in the Consolidated Plan. Please refer to **Attachment D** for a copy of the application scoring rubric and application questions.

The City will continue funding health- and safety-related improvements to residents' homes, public infrastructure improvements for ADA accessibility, and public services activities with its CDBG funding, as there are relatively few other funding sources available to finance these activities. Within public services, the City prioritized activities serving seniors and youth, fair housing support, and homelessness prevention.

Funding amounts provided in the paragraphs and table below are only estimates, pending announcement of the final 2026 CDBG allocations in spring 2026. Once the City receives final HUD awards, the estimated amounts in the "Project Summary" table below will follow the contingency guidelines outlined in the following paragraph.

Contingency Guidelines:

The City originally estimates that it will receive \$600,000 in CDBG funds for the 2026 program year. In late spring of 2026, HUD will release the City's actual allocation of [\$600,000.] The City will distributed the extra funding in the following way: Once the City receives the final allocation amount, 15 percent of additional funds will go towards Public Services projects, specifically, to be split evenly between Meals on Wheels and Folsom Cordova Community Partnership. The remaining additional funds will be allocated to Housing Preservation Program and specifically Rebuilding Together Sacramento. These additional funds are allocated based on higher application scores. If the final allocation is less than \$600,000, then public service and capital improvement projects will be proportionally decreased from estimated funding levels to match actual allocation amounts.

Funding amounts in the table below are based on scoring criteria from the submitted program applications, as well as staff recommendations. The Renters Helpline and Fair Housing Services activities

are coordinated through a regional service contract and therefore are a high priority for

#	Project Name
1	HP-26 Housing Preservation Program
2	PF-2026 Public Facilities
3	PS-26 Public Services
4	PA-26 Planning and Administration

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Priorities are allocated first by priority needs identified in the consolidated plan and adjusted annually from community engagement feedback received, second by the availability of sufficient resources to support a successful program or project, and third by the availability of local service providers to respond to the needs. The primary obstacle to addressing underserved needs is a shortage of resources, primarily funding.

AP-38 Project Summary
Project Summary Information

1	Project Name	HP-26 Housing Preservation Program
	Target Area	CDBG Target Area Citywide
	Goals Supported	Housing Preservation Program
	Needs Addressed	Acquisition & Rehabilitation
	Funding	CDBG: \$290,000.00, Prior Year Rollover: \$100,000
	Description	RTS operates primarily on a referral basis, collaborating with the City's Rental Housing and Code Enforcement within the CDBG target area to find and correct code violations, and rehabilitation of low-income owner-occupied housing to prolong housing habitability.
	Target Date	12/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 14-18 housing units will receive roof and critical systems repair assistance from Rebuilding Together Sacramento.
	Location Description	Roof repairs will be provided to low-income homeowners.
	Planned Activities	Rebuilding Together Sacramento: Critical Repair Program (14A/LMH) – \$390,000 , – Roof and critical repairs to low-income households. (14-18 households)
2	Project Name	PF-2026 Public Facilities
	Target Area	CDBG Target Area
	Goals Supported	Non-Housing Community Development
	Needs Addressed	Public Facilities Public Infrastructure Improvement
	Funding	CDBG: \$100,000.00
	Description	ADA Sidewalk improvements completed by the City's Public Works Department.
	Target Date	12/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 20-30 households will benefit from the improved ADA access in the City.
	Location Description	CDBG Target Area

	Planned Activities	ADA Sidewalk Improvement (03L/LMA) – \$100,000 – ADA sidewalk repair program – CDBG: \$100,000 - Remove and replace damaged curbs, gutters and sidewalk, and replace sidewalk ramps to meet current ADA standards throughout the City.
3	Project Name	PS-26 Public Services
	Target Area	CDBG Target Area
	Goals Supported	Homeless Prevention Senior & Disability Services Child & Youth Services
	Needs Addressed	Homeless Prevention Child & Youth Services and Programming Senior & Disability Services
	Funding	CDBG: \$90,000.00
	Description	Public services for youth, seniors, and persons and household at risk of homelessness.
	Target Date	12/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 212 individuals will benefit from youth and senior targeted public services from Folsom Cordova Community Partnership, and Meals on Wheels; 338 individuals will benefit from housing public services from 211.
	Location Description	Citywide
	Planned Activities	Folsom Cordova Community Partnership: Youth Rise Program (05D/LMC)– \$31,700 – Provide youth support, development, and empowerment through health and wellness. (25 individuals) Meals on Wheels: Senior Nutrition Program (05A/LMC) – \$44,688 – Take hot meals or frozen heat-and-serve meals to homebound seniors and provide lunch to seniors at the Cordova Senior Center. (187 individuals) 211: Renters Helpline (05J/LMC) – \$13,612 – Respond to requests from Rancho Cordova residents who are in danger of becoming homeless due to conflicts with their landlord or property manager and are seeking assistance. Provide fair housing referrals for households potentially experiencing discrimination. (338 individuals)
	Project Name	PA-26 Planning and Administration

4	Target Area	Citywide
	Goals Supported	Homeless Prevention Senior & Disability Services Child & Youth Services Public Facilities Housing Preservation Program Program Administration
	Needs Addressed	Acquisition & Rehabilitation Homeless Prevention Child & Youth Services and Programming Senior & Disability Services Public Facilities Public Infrastructure Improvement
	Funding	CDBG: \$120,000.00
	Description	General administration of the CDBG program, including all planning and reporting activities. Some fair housing services will also be provided.
	Target Date	12/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	Provide administration and support for all CDBG and HOME programs, including all planning and reporting activities. Planning and administration – CDBG: \$110,000 General CDBG Fair Housing Services – CDBG: \$10,000 – Provide fair housing services to residents by responding to inquiries of illegal housing discrimination and investigating discrimination complaints.
	Location Description	
	Planned Activities	Provide general administration of the CDBG programs, including all planning and reporting activities. Planning and Administration (21A) - \$110,000 – General CDBG and program administration and planning. Project Sentinel: Fair Housing (21D) - \$10,000 Provide fair housing services to residents by responding to inquiries of illegal housing discrimination and investigating discrimination complaints.

AP-50 Geographic Distribution - 91.420, 91.220(f)**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

Geographic distribution of activities is widely varied, but most take place in or near low- and moderate-income areas. As seen on the attached CDBG[KV1] Target Area map (**Attachment E**), the CDBG target area is dispersed throughout the City, allowing for a spread of eligible activities. The specific location of an activity largely depends on the type of activity. Some of the City's 2026 activities, such as the programs administered by Meals on Wheels, Folsom Cordova Community Partnership, and 211 Connect, are able to serve populations across the entire City, while other projects and programs are located in and provided to populations in the CDBG target area. Rebuilding Together Sacramento will take place across the City and CDBG target areas.

Geographic Distribution

Target Area	Percentage of Funds
CDBG Target Area	85
R/ECAP Census Tract 89.11	
Citywide	15

Table 8 - Geographic Distribution**Rationale for the priorities for allocating investments geographically**

The City prioritizes CDBG investments in the Target Area where residents are low- and moderate-income. Although the Rental Housing Inspection and Code Enforcement Programs are no longer funded with CDBG, staff continue to monitor conditions and refer homes to the CDBG-funded Critical Repair Program or to blight removal efforts, ensuring that resources are directed to neighborhoods with the greatest need.

Discussion

The City strives to make all of its programs and activities available to eligible low- and moderate-income residents regardless of gender, race, national origin, age, source of income, familial/marital status, religious affiliation, or disability. As a result, all public service programs, including senior services and youth services, will be available to residents citywide. Significant additional funding will also be used in the low- and moderate-income areas, as needed, for capital projects and programs. Because much of the existing City is in the CDBG target area, providing capital facility improvements and housing preservation services in the CDBG target area allows a significant portion of the City to receive improvements. Similar services are provided to neighborhoods outside the target area, which are funded via other funding sources.

AP-75 Barriers to affordable housing -91.420, 91.220(j)**Introduction**

According to the City's 2021–2029 Housing Element, the most significant barriers to affordable housing in Rancho Cordova are rooted in housing affordability, with high housing costs and a limited supply of affordable rentals placing the greatest burden on low-income households. These challenges are compounded by persistent segregation and unequal access to housing opportunities, disparities in homeownership rates among racial and ethnic groups, and stricter rental market policies that disproportionately impact low-income and marginalized communities.

The City also faces the ongoing issue of an older housing stock, which contributes to substandard conditions and higher maintenance needs, particularly in rental properties. These findings were incorporated directly into the Consolidated Plan to ensure consistency and alignment with the City's broader housing and community development goals.

The barriers identified include:

- High cost of housing and shortage of affordable rental units
- Persistent segregation and unequal housing opportunities
- Disparities in homeownership that widen the wealth gap
- Stricter rental policies, such as high credit and income standards, leading to higher eviction rates
- An aging housing stock that contributes to substandard rental conditions

One obstacle specific to Rancho Cordova in meeting the needs of low-income residents is the lack of available resources for services within the City's boundaries. Many services are located in the City of Sacramento or Sacramento County unincorporated areas, which are not conveniently accessible for the residents of Rancho Cordova. Additionally, local services often do not have sufficient capacity to meet current needs. To help ameliorate this obstacle, the City plans to use its CDBG funds to promote the local provision of services for low- and moderate-income residents in Rancho Cordova. Furthermore, the City will continue to work with area service providers to offer services in the community. In the 2026 program year, several organizations (including 211 Connect, Meals on Wheels, and Folsom Cordova Community Partnership) will provide services in Rancho Cordova.

The City has provided services and worked to offer housing opportunities to underserved groups, including individuals experiencing homelessness and veterans with disabilities. The City continues its active participation in County efforts, the Mather Veterans

Administration Hospital, and service provider initiatives to locate and develop a continuum of housing opportunities for disabled veterans.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Discussion

The City's 2021-2029 Housing Element includes a thorough analysis of governmental and regulatory barriers to affordable housing. The City has been aggressive in pursuing affordable housing development opportunities and has mitigated or eliminated almost all regulatory barriers as effectively as possible.

AP-85 Other Actions - 91.420, 91.220(k)**Introduction**

The Community Development Department will be responsible for the management, implementation, and monitoring of the Consolidated Plan documents, including the implementation of each year's Annual Action Plan.

City staff will administer the programs and activities funded with CDBG funds. These staff members will work with the individual City departments, such as Public Works, as well as partner districts, such as the Folsom Cordova Unified School District, to develop procedures and coordinate the administration of programs that will be carried out by these departments and districts. Designated staff will also work closely with the local providers of CDBG-funded services and programs.

While there are several constraints to meeting the needs of target-income residents, the primary obstacle is the lack of available resources for services within the City's boundaries.

Actions planned to address obstacles to meeting underserved needs

The need for affordable housing for lower income households and supportive housing for persons with special needs continues to exceed available resources. The City has provided services and worked to offer housing opportunities to underserved groups, including individuals experiencing homelessness and veterans with disabilities. The City continues its active participation in County efforts, the Mather Veterans Administration Hospital, and service provider initiatives to locate and develop a continuum of housing opportunities for disabled veterans.

The City also plans to use its CDBG funds to promote the local provision of services for low- and moderate-income residents in Rancho Cordova. Furthermore, the City will continue to work with area service providers to offer services in the community. In the 2026 program year, several organizations, including 211 Connect, Folsom Cordova Community Partnership, Meals on Wheels, and Rebuilding Together Sacramento, will provide CDBG-funded services in Rancho Cordova.

Actions planned to foster and maintain affordable housing

According to the City's 2021-2029 Housing Element, 19 housing developments in Rancho Cordova provide subsidized housing, with a total of 575 low- and very low-income units. Subsidized units account for approximately 2.13 percent of the total housing stock. The City does not have its own local housing authority. Affordable housing initiatives and properties are largely handled directly by the SHRA. The remainder of the affordable housing units that are not operated and overseen by SHRA are operated by various local nonprofits. The most prominent of these are Volunteers of America, which operates the Mather Community Campus transitional housing program, and Mercy Housing, which operates 100 units of permanent supportive housing at the Mather Veterans Village. Future Phase 4 will include

59 affordable permanent housing units, with Phase 5 adding 30 additional units.

The City has undertaken a number of actions to reduce potential barriers and constraints to affordable housing and housing for special needs populations. These actions include identifying funds in support of affordable housing development and offering fee reductions, regulatory incentives, density incentives, and the operation of a home rehabilitation and repair program, as well as several other options. These can be found with additional detail in the City's 2021-2029 Housing Element. The Housing Element includes a thorough analysis of governmental and regulatory barriers to affordable housing. The City has been aggressive in pursuing affordable housing development opportunities and has mitigated regulatory barriers as effectively as possible.

Additionally, an affordable housing developer has applied for HOME funds from the HOME Consortium to develop a 28-unit affordable housing project called the Crossings at Woodberry. These units would be for families earning between 30 and 60 percent of the Area Median Income.

Actions planned to reduce lead-based paint hazards

The City complies with the Residential Lead-Based Paint Hazard Reduction Act of 1992 as implemented in 24 Code of Federal Regulations (CFR) 35 Subpart B. Compliance includes the following strategies:

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

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

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

Actions planned to reduce the number of poverty-level families

The City continues to fund public services intended to help poverty-level families. The City's anti-poverty strategy is based on revitalizing Rancho Cordova's existing housing stock to provide safe and decent places to live, and on supporting the services of social services agencies that promote income and housing stability. The City's strategy also includes supportive services for target-income residents, including senior and youth services. For example, the City continues to fund 211 Connect, as 211 Connect provides vital services and resources to families who are homeless or are at risk of homelessness.

The City continues to fund other anti-poverty programs, such as the Senior Nutrition program offered

by

Meals on Wheels. Additionally, the City funds the Folsom Cordova Community Partnership's Group Mentoring Initiative. This program supports youth and enhances community involvement through intensive one-on-one youth mentoring to help improve economic opportunities for low-income youth in Rancho Cordova. The City also partners with the Rancho Cordova Police Department's Police Activities League (RCPD PALs), which provides positive recreational, educational, and leadership opportunities for youth. Through these efforts, and by supporting other community-based initiatives, the City remains committed to investing in programs that engage youth, provide safe alternatives, and improve long-term outcomes for at-risk residents.

The City uses non-federal funds to support many programs and projects, such as job training, through the Community Enhancement fund. In the 2026 program year, multiple programs will receive funding from both CDBG funds and Community Enhancement funds; those programs include Meals on Wheels, Rebuilding Together Sacramento, and the Folsom Cordova Community Partnership Group Youth Mentoring Initiative.

Actions planned to develop institutional structure

The City has developed a monitoring system to ensure that the activities carried out in furtherance of the Annual Action Plan are done so in a timely manner in accordance with the federal monitoring requirements of 24 CFR 570.501 and 2 CFR 200 and all other applicable laws, regulations, policies, and sound management and accounting practices. The objectives of the monitoring system are described in more detail in the Consolidated Plan.

The City's Community Development Department will be responsible for the management, implementation, and monitoring of the Consolidated Plan documents, including the Annual Action Plan and all other subsequent documents related to the implementation of the CDBG program.

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

Actions planned to enhance coordination between public and private housing and social service agencies

Staff has continually strived to provide training opportunities and technical assistance to grant subrecipients and has worked to establish "best practices," with the goal of integrating them into the day-to-day and long-term implementation of the program. In addition, the City is continuing its initiative to coordinate activities with neighboring cities, especially in regard to responding to fair housing-related

efforts. Coordinated efforts include joint monitoring of common service providers, standardizing reporting requirements to encourage efficiency and consistency, and sharing information from workshops.

During the 2026 program year, the City will implement contracts with local service organizations and City departments that provide assistance to seniors, youth populations, households at risk of homelessness, public improvements, and housing preservation.

The City's 2021-2029 Updated Housing Element includes a comprehensive fair housing analysis that examined barriers, needs, and opportunities across the community. By integrating this analysis directly into the Housing Element, the City ensured that housing strategies are aligned with state and federal fair housing requirements. The findings from this analysis were then incorporated into the consolidated Plan, providing consistency across planning documents and strengthening the City's commitment to advancing fair and housing opportunities.

Discussion

The City will continue its work with neighboring jurisdictions, such as the County of Sacramento, City of Sacramento, City of Citrus Heights, and City of Elk Grove, and agencies such as the SHRA and the Sacramento Area Council of Governments, to address the regional issues that affect the needs of target-income persons and special needs populations. The goal in this effort is to reduce the burden of providing services within each jurisdiction through CDBG funding. The City also intends to work directly with service providers and local, state, and federal agencies (e.g., HUD and the California Department of Housing and Community Development).

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

Discussion

The City will continue to work to make the most efficient and effective use of CDBG funds to ensure that the benefit to the community, and particularly to low- and moderate-income households, is realized.

MEMORANDUM



ITEM 17.2.

DATE: November 3, 2025

TO: Honorable Mayor and Council Members

FROM: Jeremiah Zillig, Chief Building Official

SUBJECT: **A RESOLUTION DETERMINING THE NEED FOR LOCAL MODIFICATIONS TO THE CALIFORNIA BUILDING STANDARD CODE AND ORDINANCES REPEALING AND REPLACING VARIOUS CHAPTERS OF TITLE 16 “BUILDINGS AND CONSTRUCTION”, BY ADOPTING BY REFERENCE STATE BUILDING CODES AND MAKING LOCAL AMENDMENTS TO PORTIONS THEREOF, AND ADOPTING OTHER RELATED CODES**

RECOMMENDATION

Adopt the Resolution, waive the first reading and introduce the Ordinances.

RESULT OF RECOMMENDED ACTION

The recommended Ordinances would come back for a second reading and adoption at the next regular City Council meeting. Adoption of the Resolution and the Ordinances would result in the city's building codes being updated to current industry best practices and will coincide with new building codes mandated by the State of California to protect property, health, life and safety.

BACKGROUND

Every three years, the California Building Standards Commission, along with other state agencies, reviews and amends the parts of Title 24 of the California Code of Regulations, a.k.a. the California Building Standards Code (the “CBSC”). The 2025 CBSC has an effective date of January 1, 2026 and includes the following:

1. 2025 California Administrative Code
2. 2025 California Building Code, Volumes 1 & 2
3. 2025 California Historical Building Code
4. 2025 California Residential Code
5. 2025 California Existing Building Code
6. 2025 California Plumbing Code
7. 2025 California Energy Code
8. 2025 California Electrical Code
9. 2025 California Mechanical Code
10. 2025 California Green Building Code
11. 2025 California Referenced Standards

Staff also recommends that the Council adopt the following amended Chapter 16.40 “Moving Buildings”, which has been revised to clarify position titles, responsibilities, insurance requirements and appeals.

These codes are applicable and enforceable at the local level. The City of Rancho Cordova may amend the CBSC as necessary to account for local climatic, geological or topographical conditions, or to clarify code requirements locally where state application is absent or unclear, but the city may not lessen the standards found in the adopted building codes.

AMENDMENT DRAFTING PROCESS

The overall philosophy of adoption has been to keep the mandatory code requirements to the minimum specified by model code organizations. These code organizations promulgate codes based on many years of development and tens of thousands of hours from professionals of many jurisdictions. Every aim was taken to avoid the addition of unnecessary restrictions.

Even though the goal was to minimize the changes to state codes, several amendments have been made. Some are a result of coordination with local requirements by SMUD and/or the Sacramento Metropolitan Fire District. All modifications to building standards are connected to climatic, geographic and/or topographical findings as required by state regulation. Most of these are continuations of existing practices and amendments to previous code adoptions. See Attachment 1 for a brief description of each locally proposed amendment to a building standard.

FINDINGS AND FILING REQUIREMENTS

State law requires that all local amendments to building standards in the California Building Standards Code be filed with the California Building Standards Commission. When filed, the amendments must be accompanied by local findings identifying the local climatic, geological or topographical conditions necessitating the changes. The local findings are made in the Resolution of Findings, Attachment 1. The filing will be made after the Council’s adoption of the attached Ordinances and the Resolution of Findings.

2022 CALIFORNIA BUILDING CODE ADOPTION AND SIGNIFICANT CHANGES

Many of the amendments to the 2025 California Building Codes were statutory provisions resulting in very few significant changes to building designs and permitting requirements. The codes are adopted by local jurisdictions by adopting ordinances that incorporate the codes by reference and allow local amendments thereto. The city has determined that it is necessary to amend state building standards found in the 2025 California Building Standards Code as follows: the 2025 California Building Code, the 2025 California Residential Code, the 2025 California Plumbing Code, and the 2025 California Electrical Code. The city’s amendments to these codes are outlined in Rancho Cordova Ordinances, Attachments 2 through 13 as follows:

Attachment	City Code	Code Adoption / Amendments
2	16.02 Administrative Code	Adopt With Local Amendments
3	16.04 Building Code	Adopt With Local Amendments
4	16.05 Historical Building Code	Adopt by Reference Without Amendments
5	16.06 Residential Code	Adopt With Local Amendments
6	16.10 Existing Building Code	Adopt by Reference Without Amendments
7	16.24 Plumbing Code	Adopt With Local Amendments
8	16.26 Energy Code	Adopt by Reference Without Amendments
9	16.28 Electrical Code	Adopt With Local Amendments
10	16.32 Mechanical Code	Adopt by Reference Without Amendments
11	16.36 Swimming Pool	Adopt With Local Amendments
12	16.38 Green Building Code	Adopt by Reference Without Amendments
13	16.40 Moving Buildings	Adopt by Reference Without Amendments

PUBLIC HEARING

State law authorizes local jurisdictions to adopt codes by reference (Cal. Gov't Code sections 50022.2 et seq.). Government Code section 50022.3 requires that a public hearing on the proposed code adoptions be set after the first reading of the ordinances. If the first reading of the ordinances occurs tonight, a public hearing on this item will be scheduled for the November 3, 2022, City Council meeting.

REQUESTED MOTION

That the City Council adopt this Resolution determining a need for local amendments to the California Building Standards Codes; introduce and waive the first reading of Ordinances which repeal and replace Rancho Cordova Municipal Code Sections 16.02, 16.04, 16.05, 16.06, 16.10, 16.24, 16.26, 16.28, 16.32, 16.36, 16.38, and 16.40, and set a public hearing for consideration of the proposed Ordinances on December 17, 2025, at 5:30 p.m. or as soon thereafter as the matter may be heard.

ATTACHMENTS

1. Resolution of Findings.
2. Ordinance Repealing and Replacing Chapter 16.02, "Uniform Administrative Code".
3. Ordinance Repealing and Replacing Chapter 16.04, "Building Code".
4. Ordinance Repealing and Replacing Chapter 16.05, "Historical Building Code".
5. Ordinance Repealing and Replacing Chapter 16.06, "Residential Building Code".
6. Ordinance Repealing and Replacing Chapter 16.10, "Existing Building Code".
7. Ordinance Repealing and Replacing Chapter 16.24, "Plumbing Code".
8. Ordinance Repealing and Replacing Chapter 16.26, "Energy Code".
9. Ordinance Repealing and Replacing Chapter 16.28, "Electrical Code".
10. Ordinance Repealing and Replacing Chapter 16.32, "Mechanical Code".
11. Ordinance Repealing and Replacing Chapter 16.36, "Swimming Pools and Spas".
12. Ordinance Repealing and Replacing Chapter 16.38, "Green Building Code".
13. Ordinance Repealing and Replacing Chapter 16.40, "Moving Buildings"

CITY OF RANCHO CORDOVA

RESOLUTION NO. XXX-2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, DETERMINING THE NEED FOR LOCAL MODIFICATIONS TO THE CALIFORNIA BUILDING STANDARDS CODE**RECITALS**

WHEREAS, Title 24 of the California Code of Regulations, also known as the California Building Standards Code ("CBSC"), contains construction standards applicable to local jurisdictions throughout the state including the City of Rancho Cordova ("City"); and

WHEREAS, when reasonably necessary due to local climatic, geological, or topographical conditions, Health and Safety Code Sections 17958.5 and 18941.5 permit the City to establish more restrictive building standards than those outlined in the CBSC; and

WHEREAS, before making changes to the CBSC under Health and Safety Code Section 17958.5, Health and Safety Code Section 17958.7 requires the City to make express findings that such changes are reasonably necessary because of local climatic, geological or topographical conditions; and

WHEREAS, the City is adopting local amendments to chapters within the California Building Code, California Plumbing Code, California Electrical Code, California Fire Code, and the California Residential Code;

WHEREAS, these local amendments have been evaluated and recognized by the City as tools for addressing problems with building construction in the City of Rancho Cordova, which are aimed at establishing and maintaining an environment that will afford the City a high level of fire and life safety to all those who work, live and play within the City's boundaries; and

WHEREAS, once adopted, the City is required to file its local amendments and findings with the California Building Standards Commission.

Section 1: Findings. This Resolution and the referenced Ordinances are being adopted pursuant to the following findings:

CEQA Compliance. CEQA requires analysis of agency approvals of discretionary "projects." A "project," under CEQA, is defined as "the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment." (CEQA Guidelines, § 15378.) As reflected in State CEQA Guideline 15061 (b) (3), an activity is not subject to CEQA, "[w]here it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment..." The proposed resolution of findings and the ordinance amendments are not a "project" within the meaning of CEQA because the resolution and amendments seek to update the existing building codes to current industry best practices and to coincide with new codes mandated by the state. Because no new building codes are being added resulting in the expansion of uses or activities is reasonably anticipated, no possibility exists that the ordinances will result in a significant effect on the environment. Thus, the proposed ordinances are not

subject to the requirements of CEQA. However, in the event that adoption of the ordinances is considered a CEQA project, it would nonetheless qualify for categorical exemptions as set forth below.

CEQA Guidelines Section 15061(b)(3) states that a project is exempt from CEQA “where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.” The approval of the code amendments set forth in the proposed ordinances do not approve any physical development and it would not result in a direct or indirect physical changes in the environment. Any specific development projects that may result from these changes will be subject to environmental review. The proposed amendments are consistent with the new California Building Standards Code. For these reasons, the proposed amendments would not have the potential to result in individually or cumulatively significant effects on the environment and these Municipal Code amendments are exempt from review under CEQA and no further environmental review is necessary.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Rancho Cordova hereby declares and finds the following:

- A. The City, according to the authority granted it under California Health and Safety Code Sections 17958.5 and 18941.5, has determined that there is a need to establish building standards that are more restrictive than those adopted by the state of California and found in Title 24 and Title 25 of the California Code of Regulations. These new building standards have been determined by the City of Rancho Cordova to address the problems, concerns and future direction by which the City can establish and maintain an environment which will afford an appropriate level of fire and life safety to all who live, work and play within its boundary. In accordance with CA health and safety code 17958, the changes or modifications are substantially equivalent to changes or modifications that were previously filed by the governing body of the city or county and were in effect as of September 30, 2025.
- B. The City has determined that it is necessary to amend state building standards found in the 2025 California Building Standards Code as follows: the 2025 California Building Code, the 2025 California Residential Code, the 2025 California Plumbing Code, the 2025 California Electrical Code, and the 2025 California Fire Code. The City’s amendments to these codes are outlined in Rancho Cordova Ordinances as follows:

City Code	Code Adoption / Amendments
16.02 Administrative Code	Adopt With Local Amendments
16.04 Building Code	Adopt With Local Amendments
16.05 Historical Building Code	Adopt by Reference Without Amendments
16.06 Residential Code	Adopt With Local Amendments
16.10 Existing Building Code	Adopt by Reference Without Amendments
16.24 Plumbing Code	Adopt With Local Amendments
16.26 Energy Code	Adopt by Reference Without Amendments
16.28 Electrical Code	Adopt With Local Amendments
16.32 Mechanical Code	Adopt by Reference Without Amendments
16.36 Swimming Pool	Adopt With Local Amendments
16.38 Green Building Code	Adopt by Reference Without Amendments
16.40 Moving Buildings	Adopt by Reference Without Amendments

- C. Under the provisions of Sections 17958.5 and 18941.5 of the Health and Safety Code, the amendment of state-building standards at the local level must be reasonably necessary due to local climatic, topographical and/or geological conditions and the City must make express findings in this regard. The Council has determined that the following findings of fact address and present the local climatic, topographical, and/or geological conditions, which either singularly or in combination, has caused the aforementioned amendments to be adopted:

1. **CLIMATIC – Unremarkable.**

2. **TOPOGRAPHICAL – Unremarkable.**

3. **GEOLOGICAL**

- a. The City of Rancho Cordova is in an area with localized pockets of clay and expansive soils. These soil conditions are a source of concern for footing and foundation design. Additionally, expansive soils can hold large amounts of moisture for extended periods. Either of these factors or a combination of both has been found to create an increased risk of moisture intrusion under slabs in certain, common construction methods.
 - b. Rancho Cordova and its surrounding region contain many pockets of “hot” or corrosive soils. Galvanic corrosion is self-generating and occurs on the surface of a metal exposed to an electrolyte (such as moist, salt-laden soil). The action is similar to that which occurs in a wet, or dry, cell battery. Differences in electrical potential between locations on the surface of the metal (pipe) in contact with such soil may occur for a variety of reasons, including the joining of different metals (iron and copper or brass for example). This can be due to the characteristics of the soil in contact with the pipe surface, e.g., pH, soluble salt, oxygen and moisture content, soil resistivity, temperature and presence of certain bacteria. Any one or a combination of these factors may cause a small amount of electrical current to flow through the soil between areas on the pipe or metal surface. Where this current discharges into the soil from such an area, metal is removed from the pipe surface and corrosion occurs. Premature failure of the buried metallic pipe due to galvanic action has been experienced in the Rancho Cordova area for decades.
4. Based upon the local climatic, topographical and geological conditions identified in Section C, the specific amendments identified in Rancho Cordova Ordinances 16.02 Administrative Code, 16.04 Building Code, 16.06 Residential Code, 16.24 Plumbing Code, 16.28 Electrical Code, and 16.36 Swimming Pool, are found to be reasonable and necessary modifications to the requirements established pursuant to Sections 17958.5 and 18941.5. While it is clearly understood that the adoption of such amendments may not prevent the incidence failures, the implementation of these various amendments to the code attempt to reduce the severity and potential loss of life, property, and protection of the environment.
5. California Health and Safety Code Section 17958.7 requires that building standards modifications or change be expressly marked and identified as to which each finding refers. Therefore, the City Council finds that the following table identifies the sections of the California Building, Residential, Plumbing, Electrical, Fire Codes, that have been amended by the City and the corresponding local climatic, geological and topographical

conditions, as identified in Section C, that have necessitated the modification of the state's building standards.

2025 California Building Code Section:	<i>Local Condition</i>
1907.1	3a, 3b
2025 California Residential Code Section:	
R506.3.3	3b
2025 California Plumbing Code Section:	
312.4	3b
Table 312	3b
2025 California Electrical Code Section:	
230.28(C)and (D)	Amendment per SMUD electric utility provider requirements.
230.70(D)	
300.5(L)	

BE IT FURTHER RESOLVED that a copy of this Resolution and the adopted Ordinances shall be filed with the California Building Standards Commission in accordance with Health and Safety Code Section 17958.7, and that a copy of this Resolution and the adopted Ordinances shall also be filed with the California State Fire Marshal's Office and the Department of Housing and Community Development.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Siri Pulipati, Mayor

ATTEST:

Stacy Leitner, CMC
City Clerk

CITY OF RANCHO CORDOVA

ORDINANCE NO. XX-2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, REPEALING AND REPLACING CHAPTER 16.02, "UNIFORM ADMINISTRATIVE CODE" OF THE RANCHO CORDOVA MUNICIPAL CODE WHICH ADOPTS BY REFERENCE AND MAKES AMENDMENTS TO ADMINISTRATIVE PORTIONS OF THE 2025 CALIFORNIA BUILDING CODE BASED ON THE 2024 INTERNATIONAL BUILDING CODE, THE 2025 CALIFORNIA HISTORICAL BUILDING CODE, THE 2025 CALIFORNIA RESIDENTIAL CODE BASED ON THE 2024 INTERNATIONAL RESIDENTIAL CODE, THE 2025 CALIFORNIA EXISTING BUILDING CODE, THE 2025 CALIFORNIA PLUMBING CODE BASED ON THE 2024 UNIFORM PLUMBING CODE, THE 2025 CALIFORNIA MECHANICAL CODE BASED ON THE 2024 UNIFORM MECHANICAL CODE AND THE 2025 CALIFORNIA ELECTRICAL CODE BASED ON THE 2023 NATIONAL ELECTRICAL CODE

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

Section 1. Title 16, Chapter 16.02, "Uniform Administrative Code," is hereby repealed and replaced, in its entirety, to read as follows:

**Chapter 16.02
ADMINISTRATIVE CODE**

Sections:

- 16.02.010 Title.
- 16.02.020 Purpose.
- 16.02.030 Adoption of the Administrative Codes.
- 16.02.040 Scope.
- 16.02.050 Amendments to the 2025 California Building Code.
- 16.02.060 Amendments to the 2025 California Residential Code.
- 16.02.070 Amendments to the 2025 California Existing Building Code.
- 16.02.080 Amendments to the 2025 California Plumbing Code.
- 16.02.090 Amendments to the 2025 California Mechanical Code.
- 16.02.100 Administration of the Technical Codes.

16.02.010 Title.

This chapter shall be known and cited as the Rancho Cordova Administrative Code.

16.02.020 Purpose.

The purpose of the Rancho Cordova Administrative Code is to provide for the uniform administration and enforcement of the technical codes adopted by this jurisdiction.

The purpose of the Rancho Cordova Administrative Code and the technical codes is not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of the Rancho Cordova Administrative Code.

16.02.030 Adoption of the Administrative Codes.

A. 2025 California Building Code. Except as otherwise amended by RCMC section 16.02.060, sections 101 through 116 of the 2025 Edition of the California Building Code, Part 2, Title 24 of the California Code of Regulations, including Appendix C (Group U-Agricultural Buildings), are hereby adopted and incorporated by reference herein.

B. 2025 California Historical Building Code. Chapter 8-1 of the 2025 Edition of the California Historical Building Code, Part 8, Title 24 of the California Code of Regulations, is adopted as is, with no modifications or amendments.

C. 2025 California Residential Code. Except as otherwise amended by this chapter, sections R101 through R114 of the 2025 Edition of the California Residential Code, Part 2.5, Title 24 of the California Code of Regulations, including Appendices BH (Automatic Vehicular Gates), BI (Light Straw-Clay Construction), BJ (Strawbale Construction), BO (Existing Buildings and Structures) and CI (Swimming Pool Safety Act as amended) are hereby adopted and incorporated by reference.

D. 2025 California Existing Building Code. Sections 115 through 117 of the 2025 California Existing Building Code are hereby adopted and incorporated by reference.

E. 2025 California Plumbing Code. Except as otherwise amended by this chapter, sections 101 through 106 of the 2025 California Plumbing Code, Part 5, Title 24 of the California Code of Regulations, are hereby adopted and incorporated by reference herein.

F. 2025 California Mechanical Code. Except as otherwise amended by this chapter, sections 101 through 106 (excluding sections 104.2, 107, and Table 104.5) of the 2025 California Mechanical Code, Part 4, Title 24 of the California Code of Regulations, are hereby adopted and incorporated by reference herein.

16.02.040 Scope.

The provisions of the Rancho Cordova Administrative Code shall serve as the administrative, organizational, and enforcement rules, and regulations for the technical codes that regulate the site preparation and construction, alteration, moving, demolition, repair, use, and occupancy of buildings and structures; including, but not limited to, docks, harbors, wharves, marinas, boathouses, signs, swimming pools, accessory structures, and building service equipment within this jurisdiction.

16.02.050 Amendments to the 2025 California Building Code.

A. Section [A] 101.1 "Title" is amended to read as follows:

[A] 101.1 Title.

These regulations shall be known as the *Building Code* of the City of Rancho Cordova, hereinafter referred to as "this code."

- B. Section [A] 103.1 "Creation of enforcement agency" is amended as follows:
[A] 103.1 Creation of enforcement agency. The Building and Safety Department is hereby created and the official in charge thereof shall be known as the Chief Building Official (building official stated in code). The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.
- C. Section [A] 105.2, "Work exempt from permit" is amended to read as follows:
[A] 105.2 Work exempt from permit. Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. All structures must meet set-back and height requirements as determined by the City Planning Department. Permits shall not be required for the following:

Building:

1. Other than storm shelters, one-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area of such structures with walls does not exceed 120 square feet, with a maximum 12-inch overhang or eave, structures with four open sides do not exceed 120 square feet in roof area. It is permissible that these structures still be regulated by *Part 7 California Wildland Urban-Interface Code*, despite exemption from permit. Any utilities provided for such structure shall require a permit. Structure shall not be used for human habitation. All structures must meet set-back and height requirements as determined by the City Planning Department.
2. Fences, other than swimming pool barriers, not over 7 feet high.
3. Oil derricks.
4. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
5. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
6. Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basement or story below, and not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18 925 L) and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.

11. Swings and other playground equipment accessory to detached one- and two-family dwellings.
12. Window awnings in group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
13. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.

Electrical:

1. **Repairs and maintenance:** Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.
2. **Radio and television transmitting stations:** The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and installation of towers and antennas.
3. **Temporary testing systems:** A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.
4. Repair or replacement of current-carrying parts of any switch, conductor, or control device.
5. Reinstallation of attachment receptacles but not the outlets therefore.
6. Repair or replacement of electrodes or transformers of the same size and capacity for signs or gas tube systems.
7. Temporary wiring for experimental purposes in suitable experimental laboratories.
8. The wiring for temporary theater, motion picture, or television stage sets.
9. Electrical wiring, devices, appliances, apparatus, or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
10. Low-energy power, control, and signal circuits of Classes I and II as defined in the Rancho Cordova Electrical Code.

Gas:

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical:

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part that does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (0.75 kw) or less.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided that such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.
3. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Sign:

1. The changing of the advertising copy or message on a painted or printed sign only. Except for theater marquees and similar signs specifically designed for the use of replaceable copy, electrical signs shall not be included in this exemption. Exemption from a building permit may not extend to exemption from requirements of the Rancho Cordova Zoning Code.
2. Painting, repainting, or cleaning of an advertising structure or the changing of the advertising copy or message thereon shall not be considered an erection or alteration that requires a sign permit unless a structural change is made. Exemption from a building permit may not extend to exemption from requirements of the Rancho Cordova Zoning Code.
3. Temporary signs (Building permit exemptions for temporary signs may not extend to exemption from requirements of the Rancho Cordova Zoning Code):
 - a. Real estate signs allowed per the Zoning Code of Rancho Cordova.
 - b. Temporary construction signs, signs identifying architects, landscape architects, engineers, contractors, or builders provided the signs are located on the construction site and the signs do not exceed 4 square feet in area.
 - c. Political, religious, and civic campaign signs.

- d. Promotional signs.
 - e. Signs identified by the Rancho Cordova Zoning Code as being exempt from the provisions of the Rancho Cordova Zoning Code.
- D. Section [A] 105.2.2.1, "Limits on repair for R-3 and U occupancies", is added to read as follows:

[A] 105.2.2.1 Limits on repair for R-3 and U occupancies. When the scope of work for R-3 and U Occupancies involves the removal or replacement of 50 percent or greater of the linear length of the walls of the building (exterior plus interior) within a one-year period, the project shall be considered new construction; and the entire building shall comply with all current codes.

- E. Section [A] 105.4.1 "Certificate of Construction," is added to read as follows:

[A] 105.4.1 Certificate of Construction. The Building Official may issue a Certificate of Construction for projects where a building permit is not appropriate. Typical examples of such projects are structures constructed for Rancho Cordova where a building permit would not be issued but a plan review would be performed or a project not under Rancho Cordova's jurisdiction but where inspection is to be conducted by the City on a contract.

- F. Section [A] 105.4.2, "Certificate of Release," is added to read as follows:

[A] 105.4.2 Certificate of Release. Prior to issuance of a permit, a Certificate of Release shall be obtained from the fire protection district for the following:

1. Multi-family dwellings.
2. Most commercial projects. The following commercial projects **do not** require Certificate of Release from the fire protection district (list is not all inclusive; contact the Building & Safety Division to verify):
 - a. Miscellaneous mechanical, plumbing, and electrical permits
 - b. Re-roofing or roof repairs
 - c. Public Pools
 - d. Signs (pole, wall and monument)
 - e. Partial Permits (with no work effecting fire suppression)
 - f. Demolition permits
 - g. Incidental repairs not effecting fire suppression.

- G. Section [A] 105.7, "Placement of Permit," is amended to read as follows:

[A] 105.7 Placement of permit. Work requiring a permit shall not be commenced until the permit holder or an agent of the permit holder has posted the building permit in a highly visible location on the job site so as to allow the Building Official to conveniently make the required entries thereon regarding inspection of the work. The permit application, or a copy, and all correction notices must be kept with the building permit. This permit shall be maintained available by the permit holder until completion of the work and final approval has been granted by the Building Official.

H. Section [A] 109.2, "Schedule of permit fees," is amended to read as follows:

[A] 109.2 Schedule of permit fees. On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as prescribed by resolution of the City of Rancho Cordova.

When submittal documents are required by Section 107, a plan review fee shall be paid at the time of submitting the documents for plan review. Said plan review fee shall be prescribed by resolution of the City of Rancho Cordova.

When submittal documents are incomplete or changed so as to require additional plan review, or when the project involves a deferred submittal item as defined in Section [A] 107.3.4.1 and or amended construction documents as defined in [A] Section 107.4, an additional plan review fee shall be charged as prescribed by resolution of the City of Rancho Cordova.

I. Section [A] 109.6, "Refunds," is amended to read as follows:

[A] 109.6 Refunds. The Building Official may authorize the refunding of any fee paid hereunder that was erroneously paid or collected.

The Building Official may authorize the refunding of not more than 40 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code. Where no plan review fee was required, the Building Official may authorize the refunding of not more than 80 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code.

The Building Official may authorize the refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.

The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original applicant no later than 180 days after the date of fee payment.

J. Section [A] 109.7, "Reinspections," is added to read as follows:

[A] 109.7 Reinspections. A re-inspection fee may be assessed for any of the following reasons:

1. When such portion of work for which inspection is called is not completely ready or when previous corrections called for are not made.
2. When the job address is not clearly posted and visible from the street or the front of the building.
3. When there is a lack of access to the work to be inspected.
4. When the building permit is not posted on the job site.

5. When the approved plans are not readily available to the inspector.
6. When the building permit, or a copy, and any previous correction notice(s) are not readily available.
7. For deviating from plans requiring the approval of the Building Official.

This section is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of this Code, but as controlling the practice of calling for inspections before the job is completely ready for such inspection.

To obtain a re-inspection, the applicant shall pay any re-inspection fee as prescribed by resolution of the City of Rancho Cordova.

In instances where re-inspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.

K. Section [A] 111.1, "Change of occupancy," is amended to read as follows:

[A] 111.1 Change of occupancy. A building or structure shall not be used or occupied in whole or in part, and a change of occupancy of a building or structure or portion thereof shall not be made, until the Building Official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or other ordinances of the City of Rancho Cordova. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the City of Rancho Cordova shall not be valid.

Exceptions:

1. Certificates of occupancy are not required for work exempt from permits under Section 105.2.
2. Certificates of Occupancy are not required for R-3 One- or Two-Family Dwellings or Townhouse occupancies.
3. Accessory buildings or structures (Residential Only).

L. Section [A] 110.5, "Inspection Requests" is amended to read as follows:

[A] 110.5 Inspection Requests. It shall be the duty of the person doing the work authorized by a permit to notify the Authority Having Jurisdiction that such work is ready for inspection. The Authority Having Jurisdiction shall be permitted to require that a request for inspection be filed not less than 24 hours, not including weekends, before such inspection is desired. Such request shall be made electronically by telephone request service or via internet system.

It shall be the duty of the person requesting inspections in accordance with this code to provide access to and means for inspection of such work.

M. Section [A] 110.2, "Certificate issued." is amended to read as follows:

[A] 111.2 Certificate issued. After the building official inspects the building or structure and does not find violations of the provisions of this code or other laws enforced by the Building & Safety Division, the building official shall issue a certificate of occupancy that contains the following:

1. The building permit number.
2. The address of the structure.
3. The name and address of the owner or the owner's authorized agent.
4. A description of that portion of the structure for which the certificate is issued.
5. A statement that the described portion of the structure has been inspected for compliance with the requirements of this code.
6. The name of the building official.
7. The edition of the code under which the permit was issued.
8. The use and occupancy, in accordance with the provisions of Chapter 3.
9. The type of construction as defined in Chapter 6.
10. The design occupant load.
11. Where an automatic sprinkler system is provided, whether the sprinkler system is required.
12. Any special stipulations or conditions of the building permit.

N. Section [A]112.3 "Authority to disconnect service utilities" is amended to read as follows:

[A]112.3 Authority to disconnect service utilities. The building official shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code and the referenced codes and standards in case of emergency where necessary to eliminate an immediate hazard to life or property or where such utility connection has been made without the approval required by Section 112.1 or 112.2. The building official shall notify the serving utility, and wherever possible the owner or the owner's authorized agent and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner or the owner's authorized agent or occupant of the building, structure or service system shall be notified in writing, as soon as practical thereafter.

When any building service equipment is maintained in violation of the technical codes and in violation of any notice issued pursuant to the provisions of this section, the building official may institute any appropriate action to prevent, restrain, correct, or abate the violation.

O. Section [A] 112.3.1 "Authority to condemn building service equipment" is added to read as follows:

[A] 112.3.1 Authority to condemn building service equipment. Whenever the building official ascertains that any building service equipment regulated in the technical codes has become hazardous to life, health, or property or becomes unsanitary, the code official shall order, in writing, that such equipment either be removed or restored to a safe or sanitary condition, whichever is appropriate. The written notice shall fix a time limit for compliance with such order. No person shall use or maintain defective building service equipment after receiving such notice.

When such equipment or installation is to be disconnected, a written notice of such disconnection and causes therefore shall be given as soon as practical thereafter to the utility, the owner, and occupant of such building, structure, or premises.

When any building service equipment is maintained in violation of the technical codes and in violation of any notice issued pursuant to the provisions of this section, the building official shall institute any appropriate action to prevent, restrain, correct, or abate the violation.

P. Section [A] 112.3.2, "Connection after order to disconnect," is added to read as follows:

[A] 112.3.2 Connection after order to disconnect. No person shall make connections from any energy, fuel, or power supply nor supply energy or fuel to any building service utilities or equipment that has been disconnected or ordered to be disconnected by the building official or the use of which has been ordered to be discontinued by the building official until the building official authorizes the reconnection and use of such equipment.

The building official shall have the right to withhold clearing building service utilities or equipment for hookup by the service agency if the owner or contractor refuses to comply with other ordinances affecting the structure as a whole.

Q. Section [A] 114.4, "Violation Fee," is amended to read as follows:

[A] 114.4 Violation Fee. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the Building Official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

A violation fee is separate and independent from all other fees and shall be collected regardless of whether a permit is then or subsequently issued. The violation fee shall not apply to emergency work when the Building Official determines that such work was urgently necessary and that it was not practical to obtain a permit prior to commencing the work. In such cases, a permit must be obtained as soon as it is practical to do so; if there is an unreasonable delay in obtaining such permit, the violation fee may be charged. Payment of the violation fee does not exempt any person from compliance with other provisions of this Code, the technical codes, or from any penalty otherwise prescribed by law.

The *minimum* violation fee will be based on one hour of inspection time, plus one hour of administrative work time, multiplied by the current labor rate for the appropriate position, in addition to the Total Permit Fee of any permits necessary to mitigate the violation.

The *maximum* violation fee will not exceed the amount equal to the Total Permit Fee, plus violation related inspection time and violation related administrative work time, multiplied by the current labor rate for the appropriate position, in addition to the Total Permit Fee of any permits necessary to mitigate the violation. The payment of such violation fee shall not exempt any person from compliance with other provisions of this Code, the Technical Codes, or from any penalty prescribed by law.

The Building Official shall have discretion to adjust a violation fee when extenuating circumstances exist.

Any person who violates the provisions of this code may also become subject to an Administrative Citation as described in RCMC Chapter 16.18.205(F).

16.02.60 Amendments to the 2025 California Residential Code.

A. Section R101.1, "Title" is amended as follows:

R101.1 Title.

These provisions shall be known as the *Residential Code for One- and Two-family Dwellings* of the City of Rancho Cordova, and shall be cited as such and will be referred to herein as "this code."

B. Section R103.1 "Creation of agency" is amended as follows:

R103.1 Creation of agency.

The Building and Safety Department is hereby created and the official in charge thereof shall be known as the Chief Building Official (building official stated in code). The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

C. Section R105.2, "Work exempt from permit" is amended to read as follows:

R105.2 Work exempt from permit. Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

Building:

1. Other than storm shelters, one-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area of such structures with walls does not exceed 120 square feet, with a maximum 12-inch overhang or eave, structures with four open sides do not exceed 120 square feet in roof area. It is permissible that these structures still be regulated by *Part 7 California Wildland Urban-Interface Code*, despite exemption from permit. Any utilities provided for such structure shall require a permit. Structure shall not be used for human habitation. All structures must meet set-back and height requirements as determined by the City Planning Department.
2. Other than storm shelters, residential one-story detached accessory structures greater than 120 square feet but not exceeding 200 square feet shall comply with all of the following conditions:
 - A. The accessory structure shall be pre-manufactured and installed in accordance with the manufacturer's specifications.
 - B. The structure shall not be fully enclosed; examples include gazebos, patio covers, pergolas, arbors, or trellises.
 - C. The structure shall not be designed or used for storage purposes; sheds, carports and garages are not permitted under this section.
 - D. The structure shall not exceed twelve (12) feet in height, measured from the adjoining grade to the highest point of the roof.

- E. The structure shall comply with fire separation distance requirements to the lot line as prescribed for a non-sprinklered building.
- F. All parts of the structure, including eave overhangs, shall not project more than twelve (12) inches beyond the exterior walls, nor cross property lines.
- G. Any utilities provided to the structure shall require a permit.
- H. The structure shall not be used for human habitation or commercial purposes.
- I. All structures shall comply with setback and height requirements as determined by the City Planning Department.
- J. The structure shall not be located within a public utility or maintenance easement required by the Zoning Code where a neighboring dwelling has a zero side yard.
- K. In addition to these Building & Safety Department requirements, all structures must also comply with setback and height requirements as established by the City Planning Department.

It is permissible that these structures still be regulated by Part 7 California Wildland Urban-Interface Code, despite exemption from permit.

- 3. Fences not over 7 feet (2134 mm) high.
- 4. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- 5. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
- 6. Sidewalks and driveways.
- 7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- 8. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
- 9. Swings and other playground equipment.
- 10. Window awnings supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
- 11. Decks not exceeding 200 square feet (18.58 m²) in area, that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling or townhouse and do not serve the exit door required by Section R318.4

Electrical:

- 1. Listed cord-and-plug connected temporary decorative lighting.
- 2. Reinstallation of attachment plug receptacles but not the outlets therefor.
- 3. Replacement of branch circuit overcurrent devices of the required capacity in the same location.
- 4. Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.

5. Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Gas:

1. Portable heating, cooking or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

1. Portable heating appliances.
2. Portable ventilation appliances.
3. Portable cooling units.
4. Steam, hot- or chilled-water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
8. Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.
3. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Sign:

1. Temporary signs (Building permit exemptions for temporary signs may not extend to exemption from requirements of the Rancho Cordova Zoning Code):
 - a. Real estate signs allowed per the Zoning Code of Rancho Cordova.
 - b. Temporary construction signs, signs identifying architects, landscape architects, engineers, contractors, or builders provided the signs are located on the construction site and the signs do not exceed 4 square feet in area.
 - c. Political, religious, and civic campaign signs.
 - d. Promotional signs.
 - e. Signs identified by the Rancho Cordova Zoning Code as being exempt from the provisions of the Rancho Cordova Zoning Code.

- D. Section R105.2.2.1, "Limits on repair for R-3 and U occupancies", is added to read as follows:

R105.2.2.1 Limits on repair for R-3 and U occupancies. When the scope of work for R-3 and U Occupancies involves the removal or replacement of 50 percent or greater of the linear length of the walls of the building (exterior plus interior) within a one-year period, the project shall be considered new construction; and the entire building shall comply with all current codes.

- E. Section R105.2.2.1, "Notices and orders", is amended to read as follows:

R104.6 Notices and orders.

The Building Official or duly authorized code enforcement officer shall issue necessary notices or orders to ensure compliance with this code. Notice of violations shall be in accordance with Section R113.2.

- F. Section R105.4.1, "Certificate of Construction," is added to read as follows:

R105.4.1 Certificate of Construction. The Building Official may issue a Certificate of Construction for projects where a building permit is not appropriate. Typical examples of such projects are structures constructed for Rancho Cordova where a building permit would not be issued but a plan review would be performed or a project not under Rancho Cordova's jurisdiction but where inspection is to be conducted by the City on a contract.

- G. Section R105.4.2, "Certificate of Release," is added to read as follows:

R105.4.2 Certificate of Release. Prior to issuance of a permit, a Certificate of Release shall be obtained from the fire protection district for the following:

1. Any new dwelling when there is no public water supply source with a distribution system conforming to City standards.

2. Any new dwelling, covered porch/patio, and attached garage 3,600 square feet or greater. Exception: Unenclosed metal patio covers.
3. Any new dwelling with a private access road.
4. Where the furthest point of the habitable structure is more than 150 feet from the public road.

H. Section R105.7, "Placement of Permit," is amended to read as follows:

R105.7 Placement of permit. Work requiring a permit shall not be commenced until the permit holder or an agent of the permit holder has posted the building permit in a highly visible location on the job site so as to allow the Building Official to conveniently make the required entries thereon regarding inspection of the work. The permit application, or a copy, and all correction notices must be kept with the building permit. This permit shall be maintained available by the permit holder until completion of the work and final approval has been granted by the Building Official.

I. Section R106.3.4, "Deferred submittals," is added to read as follows:

R106.3.4 Deferred submittals. For the purposes of this section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the Building Official within a specified period. Deferral of any submittal items shall have the prior approval of the Building Official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the Building Official. Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the Building Official with a notation indicating that the deferred submittal documents have been reviewed and been found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the design and submittal documents have been approved by the Building Official.

J. Section R108.2, "Schedule of permit fees," is amended to read as follows:

R108.2 Schedule of permit fees. On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as prescribed by resolution of the City of Rancho Cordova.

When submittal documents are required by Section R106, a plan review fee shall be paid at the time of submitting the documents for plan review. Said plan review fee shall be prescribed by resolution of the City of Rancho Cordova.

The plan review fees specified in this Section are separate fees from the permit fees specified in this Section and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review, or when the project involves a deferred submittal item as defined in Section R106.4, an additional plan review fee shall be charged as prescribed by resolution of the City of Rancho Cordova.

K. Section R108.3, "Building permit valuations," is amended to read as follows:

R108.3 Building permit valuations. The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as structures, electrical, gas, mechanical, plumbing equipment, and permanent systems. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official.

L. Section R108.5, "Refunds," is amended to read as follows:

R108.5 Refunds. The Building Official may authorize the refunding of any fee paid hereunder that was erroneously paid or collected.

The Building Official may authorize the refunding of not more than 40 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code. Where no plan review fee was required, the Building Official may authorize the refunding of not more than 80 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code.

The Building Official may authorize the refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.

The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original applicant no later than 180 days after the date of fee payment.

M. Section R108.7, "Re-inspection fee," is added to read as follows:

R108.7 Re-inspection fee. A re-inspection fee may be assessed for any of the following reasons:

1. When such portion of work for which inspection is called is not completely ready or when previous corrections called for are not made.
2. When the job address is not clearly posted and visible from the street or the front of the building.
3. When there is a lack of access to the work to be inspected.
4. When the building permit is not posted on the job site.
5. When the approved plans are not readily available to the inspector.
6. When the building permit, or a copy, and any previous correction notice(s) are not readily available.
7. For deviating from plans requiring the approval of the Building Official.

This section is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of this Code, but as controlling the practice of calling for inspections before the job is completely ready for such inspection.

To obtain a re-inspection, the applicant shall pay any re-inspection fee as prescribed by resolution of the City of Rancho Cordova.

In instances where re-inspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.

N. Section R109.3, "Inspection Requests" is amended to read as follows:

R109.3 Inspection Requests. It shall be the duty of the person doing the work authorized by a permit to notify the Authority Having Jurisdiction that such work is ready for inspection. The Authority Having Jurisdiction shall be permitted to require that a request for inspection be filed not less than 24 hours, not including weekends, before such inspection is desired. Such request shall be made electronically by telephone request service or via internet system.

It shall be the duty of the person requesting inspections in accordance with this code to provide access to and means for inspection of such work.

O. Section R110.1, "Use and occupancy," is amended to read as follows:

R110.1 Use and change of occupancy. A building or structure shall not be used or occupied in whole or in part, and a change of occupancy of a building or structure or portion thereof shall not be made, until the Building Official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of this code or other ordinances of the City of Rancho Cordova. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the City of Rancho Cordova shall not be valid.

Exceptions:

1. Certificates of Occupancy are not required for R-3 One or Two-Family Dwellings or Townhome occupancies.
2. Certificates of occupancy are not required for work exempt from permits under Section R105.2.
3. Accessory buildings or structures.

P. Section R111.3 "Authority to disconnect service utilities" is amended to read as follows:

R111.3 Authority to disconnect service utilities. The building official shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code and the referenced codes and standards in case of emergency where necessary to eliminate an immediate hazard to life or property or where such utility connection has been made without the approval required by Section 112.1 or 112.2. The building official shall notify the serving utility, and wherever possible the owner or the owner's authorized agent and occupant of the building, structure or service system of the decision to disconnect prior to taking

such action. If not notified prior to disconnecting, the owner or the owner's authorized agent or occupant of the building, structure or service system shall be notified in writing, as soon as practical thereafter.

When any building service equipment is maintained in violation of the Technical Codes and in violation of any notice issued pursuant to the provisions of this section, the code official may institute any appropriate action to prevent, restrain, correct, or abate the violation.

Q. Section R111.4 "Authority to condemn building service equipment" is added to read as follows:

R111.4 Authority to condemn building service equipment. Whenever the building official ascertains that any building service equipment regulated in the technical codes has become hazardous to life, health, or property or becomes unsanitary, the code official shall order, in writing, that such equipment either be removed or restored to a safe or sanitary condition, whichever is appropriate. The written notice shall fix a time limit for compliance with such order. No person shall use or maintain defective building service equipment after receiving such notice.

When such equipment or installation is to be disconnected, a written notice of such disconnection and causes therefore shall be given as soon as practical thereafter to the utility, the owner, and occupant of such building, structure, or premises.

When any building service equipment is maintained in violation of the technical codes and in violation of any notice issued pursuant to the provisions of this section, the building official shall institute any appropriate action to prevent, restrain, correct, or abate the violation.

R. Section R111.4.1, "Connection after order to disconnect," is added to read as follows:

R111.4.1 Connection after order to disconnect. No person shall make connections from any energy, fuel, or power supply nor supply energy or fuel to any building service utilities or equipment that has been disconnected or ordered to be disconnected by the building official or the use of which has been ordered to be discontinued by the building official until the building official authorizes the reconnection and use of such equipment.

The building official shall have the right to withhold clearing building service utilities or equipment for hookup by the service agency if the owner or contractor refuses to comply with other ordinances affecting the structure as a whole.

S. Section R113.4, "Violation Penalties," is amended to read as follows:

R113.4 Violation Fee.

Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the Building Official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

A violation fee is separate and independent from all other fees and shall be collected regardless of whether a permit is then or subsequently issued. The violation fee shall not apply to

emergency work when the Building Official determines that such work was urgently necessary and that it was not practical to obtain a permit prior to commencing the work. In such cases, a permit must be obtained as soon as it is practical to do so; if there is an unreasonable delay in obtaining such permit, the violation fee may be charged. Payment of the violation fee does not exempt any person from compliance with other provisions of this Code, the technical codes, or from any penalty otherwise prescribed by law.

The *minimum* violation fee will be based on one hour of inspection time, plus one hour of administrative work time, multiplied by the current labor rate for the appropriate position, in addition to the Total Permit Fee of any permits necessary to mitigate the violation.

The *maximum* violation fee will not exceed the amount equal to the Total Permit Fee, plus violation related inspection time and violation related administrative work time, multiplied by the current labor rate for the appropriate position, in addition to the Total Permit Fee of any permits necessary to mitigate the violation. The payment of such violation fee shall not exempt any person from compliance with other provisions of this Code, the Technical Codes, or from any penalty prescribed by law.

The Building Official shall have discretion to adjust a violation fee when extenuating circumstances exist.

Any person who violates the provisions of this code may also become subject to an Administrative Citation as described in RCMC Chapter 16.18.205(F).

16.02.70 Amendments to the 2022 California Existing Building Code.

A. Section [A] 101.1 "Title" is amended to read as follows:

[A] 101.1 Title.

These regulations shall be known as the *Existing Building Code* of the City of Rancho Cordova, hereinafter referred to as "this code."

B. Section [A] 103.1 "Creation of agency" is amended as follows:

[A] 103.1 Creation of enforcement agency.

The Building and Safety Department is hereby created and the official in charge thereof shall be known as the Chief Building Official (code official stated in code). The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

C. Section [A] 105.2, "Work exempt from permit" is amended to read as follows:

[A] 105.2 Work exempt from permit. Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. All structures must meet set-back and height requirements as determined by the City Planning Department. Permits shall not be required for the following:

Building:

1. Other than storm shelters, one-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area of such structures with walls does not exceed 120 square feet, with a maximum 12-inch overhang or eave, structures with four open sides do not exceed 120 square feet in roof area. It is permissible that these structures still be regulated by *Part 7 California Wildland Urban-Interface Code*, despite exemption from permit. Any utilities provided for such structure shall require a permit. Structure shall not be used for human habitation. All structures must meet set-back and height requirements as determined by the City Planning Department.
2. Fences, other than swimming pool barriers, not over 7 feet high.
3. Oil derricks.
4. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
5. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
6. Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basement or story below, and not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18 925 L) and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one- and two-family dwellings.
12. Window awnings in group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
13. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.

Electrical:

1. **Repairs and maintenance:** Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

2. **Radio and television transmitting stations:** The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and installation of towers and antennas.
3. **Temporary testing systems:** A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.
4. Repair or replacement of current-carrying parts of any switch, conductor, or control device.
5. Reinstallation of attachment receptacles but not the outlets therefore.
6. Repair or replacement of electrodes or transformers of the same size and capacity for signs or gas tube systems.
7. Temporary wiring for experimental purposes in suitable experimental laboratories.
8. The wiring for temporary theater, motion picture, or television stage sets.
9. Electrical wiring, devices, appliances, apparatus, or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
10. Low-energy power, control, and signal circuits of Classes I and II as defined in the Rancho Cordova Electrical Code.

Gas:

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical:

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part that does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (0.75 kw) or less.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall

be considered as new work and a permit shall be obtained and inspection made as provided in this code.

2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided that such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.
3. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Sign:

1. The changing of the advertising copy or message on a painted or printed sign only. Except for theater marquees and similar signs specifically designed for the use of replaceable copy, electrical signs shall not be included in this exemption. Exemption from a building permit may not extend to exemption from requirements of the Rancho Cordova Zoning Code.
2. Painting, repainting, or cleaning of an advertising structure or the changing of the advertising copy or message thereon shall not be considered an erection or alteration that requires a sign permit unless a structural change is made. Exemption from a building permit may not extend to exemption from requirements of the Rancho Cordova Zoning Code.
3. Temporary signs (Building permit exemptions for temporary signs may not extend to exemption from requirements of the Rancho Cordova Zoning Code):
 - a. Real estate signs allowed per the Zoning Code of Rancho Cordova.
 - b. Temporary construction signs, signs identifying architects, landscape architects, engineers, contractors, or builders provided the signs are located on the construction site and the signs do not exceed 4 square feet in area.
 - c. Political, religious, and civic campaign signs.
 - d. Promotional signs.
 - e. Signs identified by the Rancho Cordova Zoning Code as being exempt from the provisions of the Rancho Cordova Zoning Code.

D. Section [A] 105.4.1 "Certificate of Construction," is added to read as follows:

[A] 105.4.1 Certificate of Construction. The code official may issue a Certificate of Construction for projects where a building permit is not appropriate. Typical examples of such projects are structures constructed for Rancho Cordova where a building permit would not be issued but a plan review would be performed or a project not under Rancho Cordova's jurisdiction but where inspection is to be conducted by the City on a contract.

E. Section [A] 105.4.2, "Certificate of Release," is added to read as follows:

[A] 105.4.2 Certificate of Release. Prior to issuance of a permit, a Certificate of Release shall be obtained from the fire protection district for the following:

1. Multi-family dwellings.
2. Most commercial projects. The following commercial projects do not require Certificate of Release from the fire protection district (list is not all inclusive; contact the Building & Safety Division to verify):
 - a. Miscellaneous mechanical, plumbing, and electrical permits
 - b. Re-roofing or roof repairs
 - c. Public Pools
 - d. Signs (pole, wall and monument)
 - e. Partial Permits (with no work effecting fire suppression)
 - f. Demolition permits
 - g. Incidental repairs not effecting fire suppression.

F. Section [A] 105.7, "Placement of Permit," is amended to read as follows:

[A] 105.7 Placement of permit. Work requiring a permit shall not be commenced until the permit holder or an agent of the permit holder has posted the building permit in a highly visible location on the job site so as to allow the code official to conveniently make the required entries thereon regarding inspection of the work. The permit application, or a copy, and all correction notices must be kept with the building permit. This permit shall be maintained available by the permit holder until completion of the work and final approval has been granted by the code official.

G. Section [A] 108.2, "Schedule of permit fees," is amended to read as follows:

[A] 108.2 Schedule of permit fees. On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as prescribed by resolution of the City of Rancho Cordova.

When submittal documents are required by Section 106, a plan review fee shall be paid at the time of submitting the documents for plan review. Said plan review fee shall be prescribed by resolution of the City of Rancho Cordova.

When submittal documents are incomplete or changed so as to require additional plan review, or when the project involves a deferred submittal item as defined in Section [A] 106.3.4. and or amended construction documents as defined in [A] Section 106.4, an additional plan review fee shall be charged as prescribed by resolution of the City of Rancho Cordova.

H. Section [A] 108.6, "Refunds," is amended to read as follows:

[A] 108.6 Refunds. The building official may authorize the refunding of any fee paid hereunder that was erroneously paid or collected.

The building official may authorize the refunding of not more than 40 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code.

Where no plan review fee was required, the building official may authorize the refunding of not more than 80 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this code.

The building official may authorize the refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.

The building official shall not authorize the refunding of any fee paid except upon written application filed by the original applicant no later than 180 days after the date of fee payment.

I. Section [A] 108.7, "Reinspection Fees" is added to read as follows:

[A] 108.7 Reinspection Fees. A re-inspection fee may be assessed for any of the following reasons:

1. When such portion of work for which inspection is called is not completely ready or when previous corrections called for are not made.
2. When the job address is not clearly posted and visible from the street or the front of the building.
3. When there is a lack of access to the work to be inspected.
4. When the building permit is not posted on the job site.
5. When the approved plans are not readily available to the inspector.
6. When the building permit, or a copy, and any previous correction notice(s) are not readily available.
7. For deviating from plans requiring the approval of the Building Official.

This section is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of this Code, but as controlling the practice of calling for inspections before the job is completely ready for such inspection.

To obtain a re-inspection, the applicant shall pay any re-inspection fee as prescribed by resolution of the City of Rancho Cordova.

In instances where re-inspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.

J. Section [A] 109.5, "Inspection Requests" is amended to read as follows:

[A] 109.5 Inspection Requests. It shall be the duty of the person doing the work authorized by a permit to notify the Authority Having Jurisdiction that such work is ready for inspection. The Authority Having Jurisdiction shall be permitted to require that a request for inspection be filed not less than 24 hours, not including weekends, before such inspection is desired. Such request shall be made electronically by telephone request service or via internet system.

It shall be the duty of the person requesting inspections in accordance with this code to provide access to and means for inspection of such work.

K. Section [A] 110.1, "Change of occupancy," is amended to read as follows:

[A] 110.1 Change of occupancy. A building or structure shall not be used or occupied in whole or in part, and a change of occupancy of a building or structure or portion thereof shall not be made, until the Building Official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or other ordinances of the City of Rancho Cordova. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the City of Rancho Cordova shall not be valid.

Exceptions:

1. Certificates of occupancy are not required for work exempt from permits under Section 105.2.
2. Certificates of Occupancy are not required for R-3 One- or Two-Family Dwellings or Townhouse occupancies.
3. Accessory buildings or structures (Residential Only).

L. Section [A] 110.2, "Certificate issued." is amended to read as follows:

[A] 110.2 Certificate issued. After the building official inspects the building or structure and does not find violations of the provisions of this code or other laws enforced by the Building & Safety Division, the building official shall issue a certificate of occupancy that contains the following:

1. The building permit number.
2. The address of the structure.
3. The name and address of the owner or the owner's authorized agent.
4. A description of that portion of the structure for which the certificate is issued.
5. A statement that the described portion of the structure has been inspected for compliance with the requirements of this code.
6. The name of the building official.
7. The edition of the code under which the permit was issued.
8. The use and occupancy, in accordance with the provisions of Chapter 3.
9. The type of construction as defined in Chapter 6.
10. The design occupant load.
11. Where an automatic sprinkler system is provided, whether the sprinkler system is required.
12. Any special stipulations or conditions of the building permit.

M. Section [A] 111.3 "Authority to disconnect service utilities" is amended to read as follows:

[A] 111.3 Authority to disconnect service utilities. The code official shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code and the referenced codes and standards in case of emergency where necessary to

eliminate an immediate hazard to life or property or where such utility connection has been made without the approval required by Section 111.1 or 111.2. The code official shall notify the serving utility and, wherever possible, the owner or the owner's authorized agent and the occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner, the owner's authorized agent or occupant of the building, structure or service system shall be notified in writing, as soon as practical thereafter.

When any building service equipment is maintained in violation of the Technical Codes and in violation of any notice issued pursuant to the provisions of this section, the code official may institute any appropriate action to prevent, restrain, correct, or abate the violation.

N. Section [A] 111.3.1 "Authority to condemn building service equipment" is added to read as follows:

[A] 111.3.1 Authority to condemn building service equipment. Whenever the code official ascertains that any building service equipment regulated in the technical codes has become hazardous to life, health, or property or becomes unsanitary, the code official shall order, in writing, that such equipment either be removed or restored to a safe or sanitary condition, whichever is appropriate. The written notice shall fix a time limit for compliance with such order. No person shall use or maintain defective building service equipment after receiving such notice.

When such equipment or installation is to be disconnected, a written notice of such disconnection and causes therefore shall be given as soon as practical thereafter to the serving utility, the owner, and occupant of such building, structure, or premises.

When any building service equipment is maintained in violation of the Technical Codes and in violation of any notice issued pursuant to the provisions of this section, the Building Official shall institute any appropriate action to prevent, restrain, correct, or abate the violation.

O. Section [A] 111.3.2, "Connection after order to disconnect," is added to read as follows:

[A] 111.3.2 Connection after order to disconnect. No person shall make connections from any energy, fuel, or power supply nor supply energy or fuel to any building service utilities or equipment that has been disconnected or ordered to be disconnected by the code official or the use of which has been ordered to be discontinued by the code official until the code official authorizes the reconnection and use of such equipment.

The code official shall have the right to withhold clearing building service utilities or equipment for hookup by the service agency if the owner or contractor refuses to comply with other ordinances affecting the structure as a whole.

P. Section [A] 113.4, "Violation penalties," is amended to read as follows:

[A] 113.4 Violation Fee. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the Building Official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

A violation fee is separate and independent from all other fees and shall be collected regardless of whether a permit is then or subsequently issued. The violation fee shall not apply to emergency work when the Building Official determines that such work was urgently necessary and that it was not practical to obtain a permit prior to commencing the work. In such cases, a permit must be obtained as soon as it is practical to do so; if there is an unreasonable delay in obtaining such permit, the violation fee may be charged. Payment of the violation fee does not exempt any person from compliance with other provisions of this Code, the technical codes, or from any penalty otherwise prescribed by law.

The *minimum* violation fee will be based on one hour of inspection time, plus one hour of administrative work time, multiplied by the current labor rate for the appropriate position, in addition to the Total Permit Fee of any permits necessary to mitigate the violation.

The *maximum* violation fee will not exceed the amount equal to the Total Permit Fee, plus violation related inspection time and violation related administrative work time, multiplied by the current labor rate for the appropriate position, in addition to the Total Permit Fee of any permits necessary to mitigate the violation. The payment of such violation fee shall not exempt any person from compliance with other provisions of this Code, the Technical Codes, or from any penalty prescribed by law.

The Building Official shall have discretion to adjust a violation fee when extenuating circumstances exist.

Any person who violates the provisions of this code may also become subject to an Administrative Citation as described in RCMC Chapter 16.18.205(F).

16.02.080 Amendments to the 2025 California Plumbing Code.

A. Section 104.2, "Exempt Work" is amended to read as follows:

104.2 Exempt Work. Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. A permit shall not be required for the following:

Plumbing Permits. A plumbing permit shall not be required for the following:

1. The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.
3. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

B. Section 104.3.2, "Plan Review Fees" is amended to read:

104.3.2 Plan Review Fees. Where a plan or other data is required to be submitted in accordance with Section 104.3.1, a plan review fee shall be paid at the time of submitting construction documents for review. Said plan review fee shall be prescribed by resolution of the City of Rancho Cordova.

When submittal documents are incomplete or changed so as to require additional plan review, or when the project involves a deferred submittal item as defined in Section 104.3.4 and or amended construction documents as defined in Section 104.3.5, an additional plan review fee shall be charged as prescribed by resolution of the City of Rancho Cordova.

C. Section 104.3.4, "Deferred submittals" is added to read as follows:

104.3.4 Deferred submittals. For the purposes of this section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the Building Official within a specified period. Deferral of any submittal items shall have the prior approval of the Building Official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the Building Official. Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the Building Official with a notation indicating that the deferred submittal documents have been reviewed and been found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the design and submittal documents have been approved by the Building Official.

D. Section 104.3.5, "Amended construction documents" is added to read as follows:

104.3.5 Amended construction documents.

Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

E. Section 104.4.6, "Retention of Plans" is amended to read as follows:

104.4.6 Retention of Plans. One set of approved construction documents and computations, either paper or electronic, will be retained by the Authority Having Jurisdiction until final approval of the work covered therein.

Plans will be retained as required by the jurisdiction's Record Retention Policy, a copy of which is available for inspection from the Authority Having Jurisdiction.

F. Section 104.5, "Schedule of permit fees" is amended to read as follows:

104.5 Schedule of permit fees. On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as prescribed by resolution of the City of Rancho Cordova.

When submittal documents are required, a plan review fee shall be paid at the time of submitting the documents for plan review. Said plan review fee shall be prescribed by resolution of the City of Rancho Cordova.

The plan review fees specified in this Section are separate fees from the permit fees specified in this Section and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review, or when the project involves a deferred submittal item as defined in Section 104.3.4, an additional plan review fee shall be charged as prescribed by resolution of the City of Rancho Cordova.

G. Section 104.5.2, "Violation Fee" is amended to read as follows:

104.5.2 Violation Fee. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the Building Official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

A violation fee is separate and independent from all other fees and shall be collected regardless of whether a permit is then or subsequently issued. The violation fee shall not apply to emergency work when the Building Official determines that such work was urgently necessary and that it was not practical to obtain a permit prior to commencing the work. In such cases, a permit must be obtained as soon as it is practical to do so; if there is an unreasonable delay in obtaining such permit, the violation fee may be charged. Payment of the violation fee does not exempt any person from compliance with other provisions of this Code, the technical codes, or from any penalty otherwise prescribed by law.

The *minimum* violation fee will be based on one hour of inspection time, plus one hour of administrative work time, multiplied by the current labor rate for the appropriate position, in addition to the Total Permit Fee of any permits necessary to mitigate the violation.

The *maximum* violation fee will not exceed the amount equal to the Total Permit Fee, plus violation related inspection time and violation related administrative work time, multiplied by the current labor rate for the appropriate position, in addition to the Total Permit Fee of any permits necessary to mitigate the violation. The payment of such violation fee shall not exempt any person from compliance with other provisions of this Code, the Technical Codes, or from any penalty prescribed by law.

The Building Official shall have discretion to adjust a violation fee when extenuating circumstances exist.

Any person who violates the provisions of this code may also become subject to an Administrative Citation as described in RCMC Chapter 16.18.205(F).

H. Section 104.5.3, "Fee Refunds" is amended to read as follows:

104.5.3 Fee Refunds. The Building Official may authorize the refunding of any fee paid hereunder that was erroneously paid or collected.

The Building Official may authorize the refunding of not more than 40 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code. Where no plan review fee was required, the Building Official may authorize the refunding of not more than 80 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code.

The Building Official may authorize the refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.

The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original applicant no later than 180 days after the date of fee payment.

I. Section 105.2.3, "Inspection Requests" is amended to read as follows:

105.2.3 Inspection Requests. It shall be the duty of the person doing the work authorized by a permit to notify the Authority Having Jurisdiction that such work is ready for inspection. The Authority Having Jurisdiction shall be permitted to require that a request for inspection be filed not less than 24 hours, not including weekends, before such inspection is desired. Such request shall be made electronically by telephone request service or via internet system.

It shall be the duty of the person requesting inspections in accordance with this code to provide access to and means for inspection of such work.

J. Section 105.2.4, "Advance Notice" is deleted.

K. Section 105.2.6, "Reinspections" is amended to read as follows:

105.2.6 Reinspections. A re-inspection fee may be assessed for any of the following reasons:

1. When such portion of work for which an inspection is called is not completely ready or when previous corrections called for are not made.
2. When the job address is not clearly posted and visible from the street or the front of the building.
3. When there is a lack of access to the work to be inspected.
4. When the building permit is not posted on the job site.
5. When the approved plans are not readily available to the inspector.
6. When the building permit, or a copy, and any previous correction notice(s) are not readily available.

7. For deviating from plans requiring the approval of the Building Official.

This section is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of this Code, but as controlling the practice of calling for inspections before the job is completely ready for such inspection.

To obtain a re-inspection, the applicant shall pay any re-inspection fee as prescribed by resolution of the City of Rancho Cordova.

In instances where re-inspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.

- L. Section 106.2, "Notices of Violation" is amended to read as follows:

106.2 Notices of Violation. Notices of violation shall be written by the Authority Having Jurisdiction and shall be permitted to be posted at the site of the work or mailed or delivered to the permittee or their authorized representative.

Refusal, failure, or neglect to comply with such notice or order within the prescribed timeframe, shall be considered a violation of this code and shall be subject to the penalties set forth by the governing laws of the jurisdiction.

- M. Section 106.5, "Authority to disconnect service utilities" is amended to read as follows:

106.5 Authority to disconnect service utilities. The Building Official or an authorized representative shall have the authority to disconnect any utility service or energy supplied to the building, structure, or building service equipment therein regulated by this Code or the Technical Codes when the building owner or occupant knowingly fails to comply with a notice or order, in case of emergency where necessary to eliminate an immediate hazard to life or property, or where such utility connection has been made without approval of the building official.

The building official shall notify the serving utility, and wherever possible the owner or the owner's authorized agent and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner or the owner's authorized agent or occupant of the building, structure or service system shall be notified in writing, as soon as practical thereafter.

When any building service equipment is maintained in violation of the technical codes and in violation of any notice issued pursuant to the provisions of this section, the building official may institute any appropriate action to prevent, restrain, correct, or abate the violation.

- N. Section 106.6, "Authority to condemn building service equipment" is amended to read as follows:

106.6 Authority to condemn building service equipment. Whenever the building official ascertains that any building service equipment regulated in the technical codes has become hazardous to life, health, or property or becomes unsanitary, the code official shall order, in writing, that such equipment either be removed or restored to a safe or sanitary condition, whichever is appropriate. The written notice shall fix a time limit for compliance with such order.

No person shall use or maintain defective building service equipment after receiving such notice.

When such equipment or installation is to be disconnected, a written notice of such disconnection and causes therefore shall be given as soon as practical thereafter to the utility, the owner, and occupant of such building, structure, or premises.

When any building service equipment is maintained in violation of the technical codes and in violation of any notice issued pursuant to the provisions of this section, the building official shall institute any appropriate action to prevent, restrain, correct, or abate the violation.

O. Section 106.7, "Connection after order to disconnect" is added to read as follows:

106.7 Connection after order to disconnect. No person shall make connections from any energy, fuel, or power supply nor supply energy or fuel to any building service utilities or equipment that has been disconnected or ordered to be disconnected by the Building Official or the use of which has been ordered to be discontinued by the Building Official until the Building Official authorizes the reconnection and use of such equipment.

The Building Official shall have the right to withhold clearing building service utilities or equipment for hookup by the service agency if the owner or contractor refuses to comply with other ordinances affecting the structure as a whole.

P. Section [A] 108.2, "Schedule of permit fees," is amended to read as follows:

[A] 108.2 Schedule of permit fees. On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as prescribed by resolution of the City of Rancho Cordova.

When submittal documents are required by Section 106, a plan review fee shall be paid at the time of submitting the documents for plan review. Said plan review fee shall be prescribed by resolution of the City of Rancho Cordova.

When submittal documents are incomplete or changed so as to require additional plan review, or when the project involves a deferred submittal item as defined in Section [A] 106.3.4. and or amended construction documents as defined in [A] Section 106.4, an additional plan review fee shall be charged as prescribed by resolution of the City of Rancho Cordova.

16.02.090 Amendments to the 2022 California Mechanical Code.

A. Section 104.3.2, "Plan Review Fees" is amended to read:

104.3.2 Plan Review Fees. Where a plan or other data is required to be submitted in accordance with Section 104.3.1, a plan review fee shall be paid at the time of submitting construction documents for review. Said plan review fee shall be prescribed by resolution of the City of Rancho Cordova.

When submittal documents are incomplete or changed so as to require additional plan review, or when the project involves a deferred submittal item as defined in Section 104.3.4 and or

amended construction documents as defined in Section 104.3.5, an additional plan review fee shall be charged as prescribed by resolution of the City of Rancho Cordova.

B. Section 104.3.4, "Deferred submittals" is added to read as follows:

104.3.4 Deferred submittals. For the purposes of this section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the Building Official within a specified period. Deferral of any submittal items shall have the prior approval of the Building Official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the Building Official. Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the Building Official with a notation indicating that the deferred submittal documents have been reviewed and been found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the design and submittal documents have been approved by the Building Official.

C. Section 104.4.6, "Retention of Plans" is amended to read as follows:

104.4.6 Retention of Plans. One set of approved construction documents and computations, either paper or electronic, will be retained by the Authority Having Jurisdiction until final approval of the work covered therein.

Plans will be retained as required by the jurisdiction's Record Retention Policy, a copy of which is available for inspection from the Authority Having Jurisdiction.

D. Section 104.5, "Schedule of permit fees" is amended to read as follows:

104.5 Schedule of permit fees. On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as prescribed by resolution of the City of Rancho Cordova.

When submittal documents are required, a plan review fee shall be paid at the time of submitting the documents for plan review. Said plan review fee shall be prescribed by resolution of the City of Rancho Cordova.

The plan review fees specified in this Section are separate fees from the permit fees specified in this Section and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review, or when the project involves a deferred submittal item as defined in Section 104.3.1, an additional plan review fee shall be charged as prescribed by resolution of the City of Rancho Cordova.

E. Section 104.5.2, "Violation Fee" is amended to read as follows:

104.5.2 Violation Fee. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the Building Official,

or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

A violation fee is separate and independent from all other fees and shall be collected regardless of whether a permit is then or subsequently issued. The violation fee shall not apply to emergency work when the Building Official determines that such work was urgently necessary and that it was not practical to obtain a permit prior to commencing the work. In such cases, a permit must be obtained as soon as it is practical to do so; if there is an unreasonable delay in obtaining such permit, the violation fee may be charged. Payment of the violation fee does not exempt any person from compliance with other provisions of this Code, the technical codes, or from any penalty otherwise prescribed by law.

The *minimum* violation fee will be based on one hour of inspection time, plus one hour of administrative work time, multiplied by the current labor rate for the appropriate position, in addition to the Total Permit Fee of any permits necessary to mitigate the violation.

The *maximum* violation fee will not exceed the amount equal to the Total Permit Fee, plus violation related inspection time and violation related administrative work time, multiplied by the current labor rate for the appropriate position, in addition to the Total Permit Fee of any permits necessary to mitigate the violation. The payment of such violation fee shall not exempt any person from compliance with other provisions of this Code, the Technical Codes, or from any penalty prescribed by law.

The Building Official shall have discretion to adjust a violation fee when extenuating circumstances exist.

Any person who violates the provisions of this code may also become subject to an Administrative Citation as described in RCMC Chapter 16.18.205(F).

F. Section 104.5.3, "Refunds" is amended to read as follows:

104.5.3 Refunds. The Building Official may authorize the refunding of any fee paid hereunder that was erroneously paid or collected.

The Building Official may authorize the refunding of not more than 40 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code. Where no plan review fee was required, the Building Official may authorize the refunding of not more than 80 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code.

The Building Official may authorize the refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.

The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original applicant no later than 180 days after the date of fee payment.

G. Section 105.2.3, "Inspection Requests" is amended to read as follows:

105.2.3 Inspection Requests. It shall be the duty of the person doing the work authorized by a permit to notify the Authority Having Jurisdiction that such work is ready for inspection. The Authority Having Jurisdiction shall be permitted to require that a request for inspection be filed not less than 24 hours, not including weekends, before such inspection is desired. Such request shall be made electronically by telephone request service or via internet system.

It shall be the duty of the person requesting inspections in accordance with this code to provide access to and means for inspection of such work.

H. Section 105.2.4, "Advance Notice" is deleted, and incorporated into section 105.2.3

I. Section 105.2.6, "Reinspections" is amended to read as follows:

105.2.6 Reinspections. A re-inspection fee may be assessed for any of the following reasons:

1. When such portion of work for which an inspection is called is not completely ready or when previous corrections called for are not made.
2. When the job address is not clearly posted and visible from the street or the front of the building.
3. When there is a lack of access to the work to be inspected.
4. When the building permit is not posted on the job site.
5. When the approved plans are not readily available to the inspector.
6. When the building permit, or a copy, and any previous correction notice(s) are not readily available.
7. For deviating from plans requiring the approval of the Building Official.

This section is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of this Code, but as controlling the practice of calling for inspections before the job is completely ready for such inspection.

To obtain a re-inspection, the applicant shall pay any re-inspection fee as prescribed by resolution of the City of Rancho Cordova.

In instances where re-inspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.

J. Section 106.2, "Notices of Violation" is amended to read as follows:

106.2 Notices of Violation. Notices of violation shall be written by the Authority Having Jurisdiction and shall be permitted to be posted at the site of the work or mailed or delivered to the permittee or their authorized representative.

Refusal, failure, or neglect to comply with such notice or order within the prescribed timeframe, shall be considered a violation of this code and shall be subject to the penalties set forth by the governing laws of the jurisdiction.

K. Section 106.5, "Authority to disconnect service utilities" is amended to read as follows:

106.5 Authority to disconnect service utilities. The Building Official or an authorized representative shall have the authority to disconnect any utility service or energy supplied to the building, structure, or building service equipment therein regulated by this Code or the Technical Codes when the building owner or occupant knowingly fails to comply with a notice or order, in case of emergency where necessary to eliminate an immediate hazard to life or property, or where such utility connection has been made without approval of the building official.

The building official shall notify the serving utility, and wherever possible the owner or the owner's authorized agent and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner or the owner's authorized agent or occupant of the building, structure or service system shall be notified in writing, as soon as practical thereafter.

When any building service equipment is maintained in violation of the technical codes and in violation of any notice issued pursuant to the provisions of this section, the building official may institute any appropriate action to prevent, restrain, correct, or abate the violation.

L. Section 106.6, "Authority to condemn building service equipment" is amended to read as follows:

106.6 Authority to condemn building service equipment. Whenever the building official ascertains that any building service equipment regulated in the technical codes has become hazardous to life, health, or property or becomes unsanitary, the code official shall order, in writing, that such equipment either be removed or restored to a safe or sanitary condition, whichever is appropriate. The written notice shall fix a time limit for compliance with such order. No person shall use or maintain defective building service equipment after receiving such notice.

When such equipment or installation is to be disconnected, a written notice of such disconnection and causes therefore shall be given as soon as practical thereafter to the utility, the owner, and occupant of such building, structure, or premises.

When any building service equipment is maintained in violation of the technical codes and in violation of any notice issued pursuant to the provisions of this section, the building official shall institute any appropriate action to prevent, restrain, correct, or abate the violation.

M. Section 106.7, "Connection after order to disconnect" is added to read as follows:

106.7 Connection after order to disconnect. No person shall make connections from any energy, fuel, or power supply nor supply energy or fuel to any building service utilities or equipment that has been disconnected or ordered to be disconnected by the Building Official or the use of which has been ordered to be discontinued by the Building Official until the Building Official authorizes the reconnection and use of such equipment.

The Building Official shall have the right to withhold clearing building service utilities or equipment for hookup by the service agency if the owner or contractor refuses to comply with other ordinances affecting the structure as a whole.

N. Table 104.5 “Mechanical Permit Fees” is deleted.

16.02.100 Administration of the Technical Codes.

A. Rancho Cordova Building Code. The Rancho Cordova Building Code contained within Chapter 16.04 of the Rancho Cordova Municipal Code shall be governed by the administrative, organizational, and enforcement rules of the 2025 California Building Code, as adopted and amended by this Chapter.

B. Rancho Cordova Residential Building Code. The Rancho Cordova Residential Building Code contained within Chapter 16.06 of the Rancho Cordova Municipal Code shall be governed by the administrative, organizational, and enforcement rules of the 2025 California Residential Code, as adopted and amended by this Chapter.

C. Rancho Cordova Electrical Code. The Rancho Cordova Electrical Code contained with Chapter 16.28 of the RCMC shall be governed by the administrative, organizational, and enforcement rules of the 2025 California Building Code, as adopted and amended by this Chapter.

D. Rancho Cordova Energy Code. The Rancho Cordova Energy Code contained with Chapter 16.26 of the RCMC shall be governed by the administrative, organizational, and enforcement rules of the 2025 California Building Code, as adopted and amended by this Chapter.

E. Rancho Cordova Historical Building Code. The Rancho Cordova Historical Building Code contained within Chapter 16.05 of the Rancho Cordova Municipal Code shall be governed by the administrative, organizational, and enforcement rules of the 2025 California Building Code, as amended and adopted by this Chapter, and the 2025 California Historical Building Code, as adopted by this Chapter.

F. Rancho Cordova Existing Building Code. The Rancho Cordova Existing Building Code contained within Chapter 16.10 of the Rancho Cordova Municipal Code shall be governed by the administrative, organizational, and enforcement rules of the 2025 California Building Code, as amended and adopted by this Chapter, and the 2025 California Existing Building Code, as adopted by this Chapter.

G. Rancho Cordova Plumbing Code. The Rancho Cordova Plumbing Code contained within Chapter 16.24 of the Rancho Cordova Municipal Code shall be governed by the administrative, organizational, and enforcement rules of the 2025 California Building Code, as amended and adopted by this Chapter, and the 2025 California Plumbing Code, as adopted by this Chapter.

H. Rancho Cordova Mechanical Code. The Rancho Cordova Mechanical Code contained within Chapter 16.32 of the Rancho Cordova Municipal Code shall be governed by the administrative, organizational, and enforcement rules of the 2025 California Building Code, as amended and adopted by this Chapter, and the 2025 California Mechanical Code, as adopted by this Chapter.

I. Rancho Cordova Green Building Code. The Rancho Cordova Green Building Code contained within Chapter 16.38 of the Rancho Cordova Municipal Code shall be governed by the administrative, organizational, and enforcement rules of the 2025 California Building Code, as adopted and amended by this Chapter.

H. Rancho Cordova Swimming Pool and Spa Code. The Rancho Cordova Swimming Pool and Spa Code contained within Chapter 16.36 of the Rancho Cordova Municipal Code, shall be governed by the administrative, organizational, and enforcement rules of the 2025 California Building Code, as amended and adopted by this Chapter.

K. Rancho Cordova Moving Buildings Code. The Rancho Cordova Moving Buildings Code are contained within RCMC chapter 16.40, "Moving Buildings."

Section 2. Severability

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

Section 3. Effective Date and Publication

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

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the _____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Siri Pulipati, Mayor

ATTEST:

Stacy Leitner, CMC
City Clerk

CITY OF RANCHO CORDOVA

ORDINANCE NO. XX-2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, REPEALING AND REPLACING CHAPTER 16.04, "BUILDING CODE" OF THE RANCHO CORDOVA MUNICIPAL CODE, WHICH ADOPTS BY REFERENCE AND MAKES AMENDMENTS TO THE 2025 CALIFORNIA BUILDING CODE BASED ON THE 2024 INTERNATIONAL BUILDING CODE

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

Section 1. Title 16, Chapter 16.04, "Building Code," is hereby repealed and replaced, in its entirety, to read as follows:

**Chapter 16.04
BUILDING CODE**

Sections:

- 16.04.010 Title.
- 16.04.020 Purpose.
- 16.04.030 Adoption of Building Codes.
- 16.04.040 Amendment of Adopted Codes.

16.04.010 Title.

This chapter shall be known and cited as the Rancho Cordova Building Code.

16.04.020 Purpose.

The purpose of the Rancho Cordova Building Code is to provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, installation, quality of materials, use and occupancy, location and maintenance of all buildings and structures within this jurisdiction, and certain equipment specifically regulated herein.

16.04.030 Adoption of building codes.

The 2025 California Building Code, Part 2, Title 24 of the California Code of Regulations (hereinafter referred to as the "State Code"), incorporating the International Building Code, 2024 Edition, published by the International Code Council, including Appendix C (Group U-Agricultural Buildings), and any rules and regulations promulgated pursuant thereto, are hereby adopted and incorporated by reference herein. Except as otherwise provided by this chapter and Chapter 16.02 RCMC, the provisions thereof shall be controlling within the limits of the City of Rancho Cordova.

16.04.040 Amendment of adopted codes.

Notwithstanding the provisions of RCMC 16.04.030, the State Code is amended as follows:

A. Section 1907.4, "Vapor retarder," is amended to read as follows:

1907.4 Vapor retarder. Groups R-1 and R-3 occupancies with concrete floors bearing on the ground shall have provided below the concrete floor a

minimum of 4 inches of clean, well graded crushed rock or gravel 3/8 inch minimum to 1 1/2 inches maximum size. All occupancies; A 10-mil (0.010 inch; 0.254 mm) polyethylene vapor retarder conforming to ASTM E1745 Class A requirements with joints lapped not less than 6 inches (152 mm) shall be placed between the concrete floor slab and the base course or the prepared subgrade where a base course does not exist, or other approved equivalent methods or materials shall be used to retard vapor transmission through the floor slab.

Exception: A vapor retarder is not required:

1. For detached structures accessory to occupancies in Group R-3, such as garages, utility buildings or other unheated facilities.
2. For unheated storage rooms having an area of less than 70 square feet (6.5 m²) and carports attached to occupancies in Group R-3.
3. For buildings of other occupancies where migration of moisture through the slab from below will not be detrimental to the intended occupancy of the building.
4. For driveways, walks, patios and other flatwork which will not be enclosed at a later date.
5. Where approved by the building official, based on local site conditions.

Section 2. Severability

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

Section 3. Effective Date and Publication

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

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the _____ day of _____, 2025 by the following vote:

AYES:

NOES:

ITEM 17.2.

ATTACHMENT 3

ABSENT:

ABSTAIN:

Siri Pulipati, Mayor

ATTEST:

Stacy Leitner, CMC
City Clerk

CITY OF RANCHO CORDOVA

ORDINANCE NO. XX-2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, REPEALING AND REPLACING CHAPTER 16.05, "HISTORICAL BUILDING CODE" OF THE RANCHO CORDOVA MUNICIPAL CODE WHICH ADOPTS BY REFERENCE THE 2025 CALIFORNIA HISTORICAL BUILDING CODE

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

Section 1. Title 16, Chapter 16.05, "Historical Building Code," is hereby adopted, to read as follows:

**Chapter 16.05
HISTORICAL BUILDING CODE**

Sections:

- 16.05.010 Title.
- 16.05.020 Purpose.
- 16.05.030 Adoption of Historical Building Code.

16.05.010 Title.

This chapter shall be known and cited as the Rancho Cordova Historical Building Code.

16.05.020 Purpose.

The purpose of the Rancho Cordova Historical Building Code is to provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, installation, quality of materials, use and occupancy, location and maintenance of Historical buildings and structures within this jurisdiction.

16.05.030 Adoption of the Historical Building Code.

The 2025 California Historical Building Code, Part 8, Title 24 of the California Code of Regulations (hereinafter referred to as the "State Code"), and any rules and regulations promulgated pursuant thereto, are hereby adopted and incorporated by reference herein. Except as otherwise provided by this chapter and Chapter 16.02 RCMC, the provisions thereof shall be controlling within the limits of the City of Rancho Cordova.

Section 2. Severability

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

Section 3. Effective Date and Publication

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

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the _____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Siri Pulipati, Mayor

ATTEST:

Stacy Leitner, CMC
City Clerk

CITY OF RANCHO CORDOVA

ORDINANCE NO. XX-2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, REPEALING AND REPLACING CHAPTER 16.06, "RESIDENTIAL CODE" OF THE RANCHO CORDOVA MUNICIPAL CODE, WHICH ADOPTS BY REFERENCE AND MAKES AMENDMENTS TO THE 2025 CALIFORNIA RESIDENTIAL CODE BASED ON THE 2024 INTERNATIONAL RESIDENTIAL CODE

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

Section 1. Title 16, Chapter 16.06, "Residential Code," is hereby repealed and replaced, in its entirety, to read as follows:

**Chapter 16.06
RESIDENTIAL BUILDING CODE**

Sections:

- 16.06.010 Title.
- 16.06.020 Purpose.
- 16.06.030 Adoption of building codes.
- 16.06.040 Scope.
- 16.06.050 Amendment of adopted codes.

16.06.010 Title.

This chapter shall be known and cited as the Rancho Cordova Residential Building Code.

16.06.020 Purpose.

The purpose of the Rancho Cordova Residential Building Code is to provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, installation, quality of materials, use and occupancy, location and maintenance of all buildings and structures within this jurisdiction, and certain equipment specifically regulated herein.

16.06.030 Adoption of building codes.

The 2025 California Residential Code, Part 2.5, (hereinafter referred to as the "CRC") Title 24 of the California Code of Regulations (hereinafter referred to as the "State Code"), incorporating the International Residential Code, 2024 Edition, as published by the International Code Council, including Appendices BH (Automatic Vehicular Gates), BI (Light Straw-Clay Construction), BJ (Strawbale Construction), and BO (Existing Buildings and Structures) and any rules and regulations promulgated pursuant thereto, are hereby adopted and incorporated by reference herein. Except as otherwise provided by this chapter and Chapter 16.02 RCMC, the provisions thereof shall be controlling within the limits of the City of Rancho Cordova.

16.06.040 Scope.

The provisions of the Rancho Cordova Residential Building Code shall serve as the organizational, and enforcement rules and regulations for the technical codes that regulate the site preparation and construction, alteration, moving, demolition, repair, use, and occupancy of

residential buildings and structures; including, but not limited to, one and two-family dwellings, townhomes, docks, boathouses, and building service equipment within this jurisdiction.

16.06.050 Amendment of adopted codes.

Notwithstanding the provisions of RCMC 16.06.030, the State Code is amended as follows:

A. Section R506.3.3, "Vapor retarder," is amended to read as follows:

R506.3.3 Vapor retarder. Groups R-1 and R-3 occupancies with concrete floors bearing on the ground shall have provided below the concrete floor a minimum of 4 inches of clean, well graded crushed rock or gravel 3/8 inch minimum to 1 1/2 inches maximum size. A 10-mil (0.010 inch; 0.254 mm) polyethylene vapor retarder conforming to ASTM E1745 Class A requirements with joints lapped not less than 6 inches (152 mm) shall be placed between the concrete floor slab and the base course or the prepared subgrade where a base course does not exist, or other approved equivalent methods or materials shall be used to retard vapor transmission through the floor slab.

Exception: A vapor retarder is not required:

1. Garages, utility buildings and other unheated accessory structures.
2. For unheated storage rooms having an area of less than 70 square feet (6.5 m²) and carports.
3. For driveways, walks, patios and other flatwork not likely to be enclosed at a later date.
4. Where approved by the building official, based on local site conditions.

B. Section Appendix BO105.5. Electrical equipment and wiring, is amended to read as follows:

BO105.5 Electrical equipment and wiring. Electrical equipment and wiring shall comply with the *2025 California Electrical Code* as adopted.

Section 2. Severability

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

Section 3. Effective Date and Publication

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

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the _____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Siri Pulipati, Mayor

ATTEST:

Stacy Leitner, CMC
City Clerk

CITY OF RANCHO CORDOVA

ORDINANCE NO. XX-2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, REPEALING AND REPLACING CHAPTER 16.10, "EXISTING BUILDING CODE" OF THE RANCHO CORDOVA MUNICIPAL CODE, WHICH ADOPTS BY REFERENCE THE 2025 CALIFORNIA EXISTING BUILDING CODE

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

Section 1. Title 16, Chapter 16.10, "Existing Building Code," is hereby adopted, to read as follows:

**Chapter 16.10
EXISTING BUILDING CODE**

Sections:

- 16.10.010 Title.
- 16.10.020 Purpose.
- 16.10.030 Adoption of Existing Building Code.

16.10.010 Title.

This chapter shall be known and cited as the Rancho Cordova Existing Building Code.

16.10.020 Purpose.

The purpose of the Rancho Cordova Existing Building Code is to provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, installation, quality of materials, use and occupancy, location and maintenance of existing buildings and structures within this jurisdiction.

16.10.030 Adoption of the Existing Building Code.

The 2025 California Existing Building Code, Part 10, Title 24 of the California Code of Regulations (hereinafter referred to as the "State Code"), and any rules and regulations promulgated pursuant thereto, are hereby adopted and incorporated by reference herein. Except as otherwise provided by this chapter and Chapter 16.02 RCMC, the provisions thereof shall be controlling within the limits of the City of Rancho Cordova.

Section 2. Severability

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

Section 3. Effective Date and Publication

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

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the _____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Siri Pulipati, Mayor

ATTEST:

Stacy Leitner, CMC
City Clerk

CITY OF RANCHO CORDOVA

ORDINANCE NO. XX-2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, REPEALING AND REPLACING CHAPTER 16.24, "PLUMBING CODE" OF THE RANCHO CORDOVA MUNICIPAL CODE, WHICH ADOPTS BY REFERENCE AND MAKES AMENDMENTS TO THE 2025 CALIFORNIA PLUMBING CODE BASED ON THE 2024 UNIFORM PLUMBING CODE

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

Section 1. Title 16, Chapter 16.24, "Plumbing Code," is hereby repealed and replaced, in its entirety, to read as follows:

**Chapter 16.24
PLUMBING CODE**

Sections:

- 16.24.010 Title.
- 16.24.020 Purpose.
- 16.24.030 Adoption of plumbing codes.
- 16.24.040 Amendment of adopted codes.

16.24.010 Title.

This chapter shall be known and cited as the Rancho Cordova Plumbing Code.

16.24.020 Purpose.

The purpose of the Rancho Cordova Plumbing Code is to provide minimum requirements and standards for the protection of the public health, safety, and welfare.

16.24.030 Adoption of plumbing codes.

The 2025 California Plumbing Code, Part 5, Title 24 of the California Code of Regulations (hereinafter referred to as the "State Code"), incorporating the Uniform Plumbing Code, 2024 Edition, as published by the International Association of Plumbing and Mechanical Officials, and any rules and regulations promulgated pursuant thereto, are hereby adopted and incorporated by reference herein. Except as otherwise provided by this chapter and Chapter 16.02 RCMC, the provisions thereof shall be controlling within the limits of the City of Rancho Cordova.

16.24.040 Amendment of adopted codes.

Notwithstanding the provisions of RCMC 16.24.030, the State Code, is amended as follows:

- A. 103.5, "Private Sewage Disposal Systems," is added to read as follows:

103.5 Private Sewage Disposal Systems. The installation of private sewage disposal systems is under the jurisdiction of the Environmental Health Division of the Sacramento County Environmental Management Department.

B. Section 312.4 is amended to read as follows:

312.4 Piping subject to corrosion, erosion, or mechanical damage shall be protected in an approved manner.

312.4.1 Each system of buried ferrous piping used for either potable water or gas supply shall have a protective coating of an approved type, machine applied and conforming to recognized standards. Field wrapping shall provide equivalent protection and is restricted to those short sections and fittings necessarily stripped for threading.

312.4.2 All buried ferrous piping shall be provided with cathodic protection installed according to Table 312 of this Section and the following requirements:

1. Galvanic anodes for cathodic protection of ferrous piping shall be buried not less than 3 feet below grade and below the bottom of the pipe to be protected. They shall be not less than 4 feet horizontally from any buried metallic pipe. Before back filling, the anode shall be flooded with a minimum of 5 gallons of water. When connected to the pipe being protected, less than 6 inches above grade, the anode shall be connected with a thermite weld. Connections 6 inches or more above grade may be made by the use of a listed mechanical clamp.
2. Water supply piping shall be isolated at the connection of the utility or private tap from the water main and at each building foundation line adjacent to the full-way shutoff valve.
3. Gas supply piping shall be isolated adjacent to each foundation line or at the appliance when located outside the building and from the serving gas supplier's service equipment.
4. Approved isolation fittings shall be located a minimum of 6 inches above grade, except that fitting at the water tap.
5. Any piping laid in the same trench with pipe requiring cathodic protection shall be separated laterally a minimum of 12 inches from the protected pipe, and piping installed diagonally above the pipe requiring cathodic protection shall be separated vertically a minimum of 6 inches. All separations shall be maintained with clean earth in accordance with Section 314.0.

C. Table 312 is added to read as follows:

Table 312

ANODE SELECTION CHART

Allowable length of coated and wrapped buried ferrous gas or water pipe for each size anode						
	Pipe Size					
Anode Size	1/2"	3/4" & 1"	1 1/4" & 1 1/2"	2"	3"	4"
1 lb. anode	50'	—	—	—	—	—
3 lb. anode	150'	100'	50'	50'	—	—
9 lb. anode	500'	200'	200'	150'	100'	100'
17 lb. anode	—	500'	350'	300'	250'	150'
32 lb. anode	—	—	500'	500'	450'	350'

D. Section 713.4 is amended to read as follows:

713.4 The public sewer shall be permitted to be considered as not being available when such public sewer or any building or exterior drainage facility connected thereto is located more than two hundred (200) feet (61 m) from the property line.

E. Section D101.1, "Applicability," of Appendix D, is amended to read as follows:

D101.1 Applicability. This appendix provides general guidelines for the sizing of storm water drainage systems. Roof drains, leaders and rainwater piping shall be designed to carry away rainfall at the rate of at least 3 inches of rainfall per hour, based on locally established values.

Section 2. Severability

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

Section 3. Effective Date and Publication

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

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the _____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Siri Pulipati, Mayor

Stacy Leitner, CMC
City Clerk

CITY OF RANCHO CORDOVA

ORDINANCE NO. XX-2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, REPEALING AND REPLACING CHAPTER 16.26, "ENERGY CODE" OF THE RANCHO CORDOVA MUNICIPAL CODE, WHICH ADOPTS BY REFERENCE THE 2025 CALIFORNIA ENERGY CODE

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

Section 1. Title 16, Chapter 16.26, "Energy Code," is hereby adopted, to read as follows:

**Chapter 16.26
ENERGY CODE**

Sections:

- 16.26.010 Title.
- 16.26.020 Purpose.
- 16.26.030 Adoption of Energy Code.

16.05.010 Title.

This chapter shall be known and cited as the Rancho Cordova Energy Code.

16.05.020 Purpose.

The purpose of the Rancho Cordova Energy Code is to provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, installation, quality of materials, use and occupancy, location and maintenance of all duly designated historic buildings and structures within this jurisdiction.

16.05.030 Adoption of the Energy Code.

The 2025 California Energy Code, Part 6, Title 24 of the California Code of Regulations (hereinafter referred to as the "State Code"), and any rules and regulations promulgated pursuant thereto, are hereby adopted and incorporated by reference herein. Except as otherwise provided by this chapter and Chapter 16.02 RCMC, the provisions thereof shall be controlling within the limits of the City of Rancho Cordova.

Section 2. Severability

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

Section 3. Effective Date and Publication

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

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the _____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Siri Pulipati, Mayor

ATTEST:

Stacy Leitner, CMC
City Clerk

CITY OF RANCHO CORDOVA

ORDINANCE NO. XX-2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, REPEALING AND REPLACING CHAPTER 16.28, "ELECTRICAL CODE" OF THE RANCHO CORDOVA MUNICIPAL CODE, WHICH ADOPTS BY REFERENCE AND MAKES AMENDMENTS TO THE 2025 CALIFORNIA ELECTRICAL CODE BASED ON THE 2023 NATIONAL ELECTRICAL CODE

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

Section 1. Title 16, Chapter 16.28, "Electrical Code," is hereby repealed and replaced, in its entirety, to read as follows:

**Chapter 16.28
ELECTRICAL CODE**

Sections:

- 16.28.010 Title.
- 16.28.020 Purpose.
- 16.28.030 Adoption of electrical codes.
- 16.28.040 Amendment of adopted codes.

16.28.010 Title.

This chapter shall be known and cited as the Rancho Cordova Electrical Code.

The purpose of the Rancho Cordova Electrical Code is to provide minimum electrical system standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, installation, and quality of materials.

16.28.030 Adoption of electrical codes.

The 2025 California Electrical Code (excluding all Appendices), Part 3, Title 24 of the California Code of Regulations (hereinafter referred to as the "State Code"), incorporating the National Electrical Code, 2023 Edition (excluding all Appendices), published by the National Fire Protection Association, and any rules and regulations promulgated pursuant thereto, are hereby adopted and incorporated by reference herein. Except as otherwise provided by this chapter and Chapter 16.02 RCMC, the provisions thereof shall be controlling within the limits of the City of Rancho Cordova.

16.28.040 Amendment of adopted codes.

Notwithstanding the provisions of RCMC 16.28.030, the State Code is amended as follows:

A. Article 230.28(C) and (D) are added to read as follows:

230.28(C) Service Entrance or Load Centers located in walls or partitions. When overhead service entrance conductors are installed in walls or partitions, they shall be enclosed in Rigid Metallic Conduit (RMC) or Intermediate Metallic Conduit of 1 1/2 inch minimum trade size.

230.28(D) Service Entrance method of attachment. No new or replacement overhead service drop shall be attached to the structure. The service mast shall be used as the support and shall be of minimum 1 1/2" Rigid Metallic Conduit (RMC) or Intermediate Metallic Conduit (IMC).

B. Article 230.70(D) is added to read as follows:

230.70(D) Ten Foot Limit for Service Raceway. Service entrance conductors shall not extend inside any building for more than ten feet to reach the disconnect or overcurrent protection device except when under a concrete floor. Special permission of SMUD and the Authority Having Jurisdiction must be obtained to increase this distance. (Reference SMUD Regulations)

C. Article 300.5(L) is added to read as follows:

300.5(L) Depth Requirement. All underground service entrance raceways shall be buried a minimum of 30 inches below grade (35" near the SMUD service box) unless located below a concrete building slab, in which case, the depth may be reduced to 12 inches below grade. (Reference SMUD Regulations)

Section 2. Severability

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

Section 3. Effective Date and Publication

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

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the _____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Siri Pulipati, Mayor

Stacy Leitner, CMC
City Clerk

CITY OF RANCHO CORDOVA

ORDINANCE NO. XX-2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, REPEALING AND REPLACING CHAPTER 16.32, "MECHANICAL CODE" OF THE RANCHO CORDOVA MUNICIPAL CODE WHICH ADOPTS BY REFERENCE THE 2025 CALIFORNIA MECHANICAL CODE BASED ON THE 2024 UNIFORM MECHANICAL CODE

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

Section 1. Title 16, Chapter 16.32, "Mechanical Code," is hereby repealed and replaced, in its entirety, to read as follows:

**Chapter 16.32
MECHANICAL CODE**

Sections:

- 16.32.010 Title.
- 16.32.020 Purpose.
- 16.32.030 Adoption of mechanical codes.

16.32.010 Title.

This chapter shall be known and cited as the Rancho Cordova Mechanical Code.

16.32.020 Purpose.

The purpose of the Rancho Cordova Mechanical Code is to provide minimum system standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, installation, quality of materials, location, operation, and maintenance or use of heating, ventilating, cooling, refrigeration systems, incinerators, and other miscellaneous heat-producing appliances within this jurisdiction.

16.32.030 Adoption of mechanical codes.

The 2025 California Mechanical Code, Part 4, Title 24 of the California Code of Regulations (hereinafter referred to as the "State Code"), incorporating the Uniform Mechanical Code, 2024 Edition, published by the International Association of Plumbing and Mechanical Officials, and any rules and regulations promulgated pursuant thereto, are hereby adopted and incorporated by reference herein. Except as otherwise provided by this chapter and Chapter 16.02 RCMC, the provisions thereof shall be controlling within the limits of the City of Rancho Cordova.

Section 2. Severability

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

Section 3. Effective Date and Publication

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

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the _____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Siri Pulipati, Mayor

ATTEST:

Stacy Leitner, CMC
City Clerk

CITY OF RANCHO CORDOVA

ORDINANCE NO. XX-2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, REPEALING AND REPLACING CHAPTER 16.36, "SWIMMING POOL CODE" OF THE RANCHO CORDOVA MUNICIPAL CODE, WHICH ADOPTS BY REFERENCE AND MAKES AMENDMENTS TO SECTION 3109 OF THE 2025 CALIFORNIA BUILDING CODE AND APPENDIX CI OF THE 2025 RESIDENTIAL CODE

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

Section 1. Title 16, Chapter 16.36, "Swimming Pool Code," is hereby repealed and replaced, in its entirety, to read as follows:

**Chapter 16.36
SWIMMING POOL AND SPA SAFETY CODE**

Sections:

- 16.36.010 Title.
- 16.36.020 Purpose.
- 16.36.030 Adoption of specific codes.
- 16.36.040 Scope.
- 16.36.050 Definitions.
- 16.36.060 Amendments to the California Building Code.
- 16.36.070 Amendments to the California Residential Code.

16.36.010 Title.

This chapter shall be known and cited as the Rancho Cordova Swimming Pool and Spa Safety Code.

16.36.020 Purpose.

The purpose of the Rancho Cordova Swimming Pool and Spa Safety Code is to provide minimum requirements and standards for the protection of the public health, safety, and welfare within this jurisdiction, as well as to reference the many different codes that pertain to swimming pools, spa and hot tub safety.

16.36.030 Adoption of specific codes.

Public, commercial and residential swimming pools shall comply with Health and Safety Code Sections 115920 through 115929.

Authority: Health and Safety Code Section 115920 et seq., AB3305, Statutes 1996, C.925.

Residential, public and/or commercial swimming pools and spas shall comply with the requirements of Section 3109 of the 2025 California Building Code and Appendix CI of the 2025 California Residential Code.

Residential, public and commercial swimming pools shall comply with the requirements of the 2025 California Electrical Code, 2025 California Plumbing Code, 2025 California Mechanical Code and 2025 California Energy Code.

16.36.040 Scope

The provisions of the Rancho Cordova Swimming Pool and Spa Safety Code shall serve as the administrative, organizational, enforcement rules, and regulations for the technical codes that regulate pool, spa, hot tub, water-containing devices intended for human immersion, and associated service equipment safety within this jurisdiction.

16.36.050 Definitions

Definitions for the administrative, organizational, enforcement rules, and regulations for the technical codes that regulate the site preparation and construction, alteration, moving, demolition, repair, and use of swimming pools, spas, hot tubs, and other water-containing devices intended for swimming or recreational bathing, and associated service equipment within this jurisdiction are contained within the 2025 California Building Code, Chapter 2, the 2025 California Residential Code, Chapter 2, and California Health and Safety Code Section 115921.

16.36.060 Amendments to the 2025 California Building Code and 2025 California Residential Code

A. California Building Code Chapter 31, Section 3109.2 “115921(c)” and the California Residential Code Appendix CI, section “115921(c)” are amended to read as follows:

115921. (c) *“Enclosure” means a permanent fence wall, or other barrier that isolates a swimming pool from access to the home or neighboring properties. The term “permanent” shall mean not being able to be removed, lifted, or relocated without the use of a tool.*

B. California Building Code Chapter 31, Section 3109.2, “115922” and the California Residential Code Appendix CI, section “115922” are amended to read as follows:

115922. (a) *Except as provided in Section 115925, when a building permit is issued for the construction of a new swimming pool or spa or the remodeling of an existing swimming pool or spa at a private single-family home, the respective swimming pool or spa shall be isolated from access from other properties by an enclosure that meets the requirements of Section 115923, and at least two of the following seven drowning prevention safety features:*

(1) *An enclosure that meets the requirements of Section 115923 and isolates the swimming pool or spa from the private single-family home.*

(2) *Removable mesh fencing that meets American Society for Testing and Materials (ASTM) Specifications F2286 standards in conjunction with a gate that is self-closing and self-latching and can accommodate a key lockable device.*

(3) *An approved safety pool cover, as defined in subdivision (d) of Section 115921.*

(4) *Exit alarms on the private single-family home’s doors that provide direct access to the swimming pool or spa. The exit alarm may cause either an alarm noise or a verbal warning, such as a repeating notification that “the door to the pool is open.”*

(5) *A self-closing, self-latching device with a release mechanism placed no lower than 54 inches above the floor on the private single-family home’s doors providing direct access to the swimming pool or spa.*

(6) *An alarm that, when placed in a swimming pool or spa, will sound upon detection of accidental or unauthorized entrance into the water. The alarm shall meet and be*

independently certified to the ASTM Standard F2208 "Standard Safety Specification for Residential Pool Alarms," which includes surface motion, pressure, sonar, laser, and infrared type alarms. A swimming protection alarm feature designed for individual use, including an alarm attached to a child that sounds when the child exceeds a certain distance or becomes submerged in water, is not a qualifying drowning prevention safety feature.

(7) Other means of protection, if the degree of protection afforded is equal to or greater than that afforded by any of the features set forth above and has been independently verified by an approved testing laboratory as meeting standards for those features established by the ASTM or the American Society of Mechanical Engineers (ASME).

(b) Before the issuance of a final approval for the completion of permitted construction or remodeling work, the local building code official shall inspect the drowning safety prevention features required by this section and, if no violations are found, shall give final approval.

16.36.070 Swimming Pool Safety Code

California Health and Safety Code Section 115920-115929 (as amended)

The California Building Code Chapter 31, Section 3109.2 "11590-115929" (as amended) and the California Residential Code Appendix CI, section "115920-115929" (as amended), are as follows:

115920. This act shall be known and may be cited as the Swimming Pool Safety Act.

[Added by Stats. 1996, Ch. 925, Sec. 3.5. Effective January 1, 1997.]

115921. As used in this article, the following terms have the following meanings:

(a) "Swimming pool" or "pool" means any structure intended for swimming or recreational bathing that contains water over 18 inches deep. "Swimming pool" includes in-ground and aboveground structures and includes, but is not limited to, hot tubs, spas, portable spas, and nonportable wading pools.

(b) "Public swimming pool" means a swimming pool operated for the use of the general public with or without charge, or for the use of the members and guests of a private club. Public swimming pool does not include a swimming pool located on the grounds of a private single-family home.

(c) "Enclosure" means a permanent fence wall, or other barrier that isolates a swimming pool from access to the home or neighboring properties. The term "permanent" shall mean not being able to be removed, lifted, or relocated without the use of a tool.

(d) "ANSI/APSP performance standard" means a standard that is accredited by the American National Standards Institute (ANSI) and published by the Association of Pool and Spa Professionals (APSP).

(e) "Suction outlet" means a fitting or fixture typically located at the bottom or on the sides of a swimming pool that conducts water to a recirculating pump.

[Amended by Stats. 2024, Ch. 769, (SB 552) Effective January 1, 2025.]

115922. (a) Except as provided in Section 115925, when a building permit is issued for the construction of a new swimming pool or spa or the remodeling of an existing swimming pool or spa at a private single-family home, the respective swimming pool or spa shall be isolated from access from other properties by an enclosure that meets the requirements of Section 115923, and at least two of the following seven drowning prevention safety features:

(1) An enclosure that meets the requirements of Section 115923 and isolates the swimming pool or spa from the private single-family home.

(2) Removable mesh fencing that meets the ASTM International F2286 standard in conjunction with a gate that is self-closing and self-latching and can accommodate a key lockable device.

(3) A manually operated or power-operated safety pool cover that is accompanied by a label verifying that the cover meets the specifications of the ASTM International F1346-23 standard.

(4) Exit alarms on the private single-family home's doors and windows that provide direct access to the swimming pool or spa without any intervening enclosure. Whenever any door or window is opened or left ajar, exit alarms shall make either an audible, continuous alarm sound or a repeating verbal warning, such as a notification that "the door to the pool is open." An exit alarm may be battery operated or connected to the electrical wiring of the building.

(5) A self-closing, self-latching device with a release mechanism placed no lower than 54 inches above the floor on the private single-family home's doors providing direct access to the swimming pool or spa.

(6) An alarm in good repair and operable as designed that, when placed in a swimming pool or spa, will sound upon detection of accidental or unauthorized entrance into the water. The alarm shall meet and be independently certified to the ASTM International F2208 standard that includes surface motion, pressure, sonar, laser, and infrared type alarms. A swimming protection alarm feature designed for individual use, including an alarm attached to a child that sounds when the child exceeds a certain distance or becomes submerged in water, is not a qualifying drowning prevention safety feature.

(7) Other means of protection, if the degree of protection afforded is equal to or greater than that afforded by any of the features set forth above and has been independently verified by an approved testing laboratory as meeting standards for those features established by ASTM International, the American Society of Mechanical Engineers, or another nationally recognized standards development organization, and the feature is accompanied by a label verifying that the protection meets those standards.

(b) The requirements of subdivision (a) are not satisfied by any of the following:

(1) An exit alarm and a self-closing, self-latching device on the same door.

(2) An exit alarm and a door latch on separate doors.

(3) A safety pool cover and an alarm described in paragraph (6) of subdivision (a).

(c) Before the issuance of a final approval for the completion of permitted construction or remodeling work, the local building code official shall inspect the drowning safety prevention features required by this section and, if no violations are found, shall give final approval.

[Amended by Stats. 2024, Ch. 745 (AB 2866) and Ch. 769, (SB 552) Effective January 1, 2025.]

115923. *An enclosure shall have all of the following characteristics:*

(a) Any access gates through the enclosure open away from the swimming pool, and are self-closing with a self-latching device placed no lower than 60 inches above the ground.

- (b) A minimum height of 60 inches.*
- (c) A maximum vertical clearance from the ground to the bottom of the enclosure of two inches.*
- (d) Gaps or voids, if any, do not allow passage of a sphere equal to or greater than four inches in diameter.*
- (e) An outside surface free of protrusions, cavities, or other physical characteristics that would serve as handholds or footholds that could enable a child below the age of five years to climb over.*

[Added by Stats. 1996, Ch. 925, Sec. 3.5. Effective January 1, 1997.]

115924. *(a) Any person entering into an agreement to build a swimming pool or spa, or to engage in permitted work on a pool or spa covered by this article, shall give the consumer notice of the requirements of this article.*

(b) Pursuant to existing law, the Department of Health Services shall have available on the department's Web site, commencing January 1, 2007, approved pool safety information available for consumers to download. Pool contractors are encouraged to share this information with consumers regarding the potential dangers a pool or spa poses to toddlers. Additionally, pool contractors may provide the consumer with swimming pool safety materials produced from organizations such as the United States Consumer Product Safety Commission, Drowning Prevention Foundation, California Coalition for Children's Safety & Health, Safe Kids Worldwide, Association of Pool and Spa Professionals, or the American Academy of Pediatrics.

[Amended by Stats. 2006, Ch. 478, Sec. 3. Effective January 1, 2007.]

115925. *The requirements of this article do not apply to any of the following:*

- (a) Public swimming pools.*
- (b) Hot tubs or spas with locking safety covers that comply with the ASTM International F1346 standard.*
- (c) An apartment complex, or any residential setting other than a single-family home.*

[Amended by Stats. 2024, Ch. 769, (SB 552) Effective January 1, 2025.]

115926. *(a) The State Department of Social Services shall prescribe drowning prevention safety standards governing all swimming pools and other bodies of water located at facilities regulated by the department, regardless of whether the swimming pool is also subject to this article. The department may adopt higher drowning prevention safety standards than the requirements of this article. The department shall adopt regulations required by this section by January 1, 2027.*

(b) Notwithstanding the rulemaking provisions of the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code), the State Department of Social Services may implement, interpret, or make specific this article by means of interim licensing standards or similar written instructions until regulations are adopted. These interim licensing standards or similar written instructions shall have the same force and effect as regulations until January 1, 2027.

[Added by Stats. 2024, Ch. 745, (AB 2866) Effective January 1, 2025.]

115927. *Notwithstanding any other provision of law, this article shall not be subject to further modification or interpretation by any regulatory agency of the state, this authority being reserved*

exclusively to local jurisdictions, as provided for in paragraph (7) of subdivision (a) of Section 115922 and subdivision (c) of Section 115925.

[Amended by Stats. 2018, Ch. 957, Sec. 13. (SB 1078) Effective January 1, 2019.]

115928. *Whenever a building permit is issued for the construction of a new swimming pool or spa, the pool or spa shall meet all of the following requirements:*

(a) (1) The suction outlets of the pool or spa for which the permit is issued shall be equipped to provide circulation throughout the pool or spa as prescribed in paragraphs (2) and (3).

(2) The swimming pool or spa shall either have at least two circulation suction outlets per pump that shall be hydraulically balanced and symmetrically plumbed through one or more "T" fittings, and that are separated by a distance of at least three feet in any dimension between the suction outlets, or be designed to use alternatives to suction outlets, or be designed to use alternatives to suction outlets, including, but not limited to, skimmers or perimeter overflow systems to conduct water to the recirculation pump.

(3) The circulation system shall have the capacity to provide a complete turnover of pool water, as specified in Section 3124B of Chapter 31B of the California Building Standards Code (Title 24 of the California Code of Regulations).

(b) Suction outlets shall be covered with anti-entrapment grates, as specified in the ANSI/APSP-16 performance standard or successor standard designated by the federal Consumer Product Safety Commission, that cannot be removed except with the use of tools. Slots or openings in the grates or similar protective devices shall be of a shape, area, and arrangement that would prevent physical entrapment and would not pose any suction hazard to bathers.

(c) Any backup safety system that an owner of a new swimming pool or spa may choose to install in addition to the requirements set forth in subdivisions (a) and (b) shall meet the standards as published in the document, "Guidelines for Entrapment Hazards: Making Pools and Spas Safer," Publication Number 363, March 2005, United States Consumer Product Safety Commission.

[Amended by Stats. 2012, Ch. 679, Sec. 2. (AB 2114) Effective January 1, 2013.]

115928.5. *Whenever a building permit is issued for the remodel or modification of an existing swimming pool, toddler pool, or spa, the permit shall require that the suction outlet or suction outlets of the existing swimming pool, toddler pool, or spa be upgraded so as to be equipped with anti-entrapment grates, as specified in the ANSI/APSP-16 performance standard or a successor standard designated by the federal Consumer Product Safety Commission.*

[Amended by Stats. 2012, Ch. 679, Sec. 3. (AB 2114) Effective January 1, 2013.]

115929. *(a) The Legislature encourages a private entity, in consultation with the Epidemiology and Prevention for Injury Control Branch of the department, to produce an informative brochure or booklet, for consumer use, explaining the child drowning hazards of, possible safety measures for, and appropriate drowning hazard prevention measures for, home swimming pools and spas, and to donate the document to the department.*

(b) The Legislature encourages the private entity to use existing documents from the United States Consumer Product Safety Commission on pool safety.

(c) If a private entity produces the document described in subdivisions (a) and (b) and donates it to the department, the department shall review and approve the brochure or booklet.

(d) Upon approval of the document by the department, the document shall become the property of the state and a part of the public domain. The department shall place the document on its Web site in a format that is readily available for downloading and for publication. The department shall review the document in a timely and prudent fashion and shall complete the review within 18 months of receipt of the document from a private entity.

[Added by Stats. 2003, Ch. 422, Sec. 3. Effective January 1, 2004.]

Section 2. Severability

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

Section 3. Effective Date and Publication

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

PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the _____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Siri Pulipati, Mayor

ATTEST:

Stacy Leitner, CMC
City Clerk

CITY OF RANCHO CORDOVA

ORDINANCE NO. XX-2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, REPEALING AND REPLACING CHAPTER 16.38, "GREEN BUILDING CODE" OF THE RANCHO CORDOVA MUNICIPAL CODE, WHICH ADOPTS BY REFERENCE THE 2025 CALIFORNIA GREEN BUILDING STANDARDS CODE

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

Section 1. Title 16, Chapter 16.38, "Green Building Code," is hereby repealed and replaced, in its entirety, to read as follows:

**Chapter 16.38
GREEN BUILDING CODE**

Sections:

- 16.38.010 Title.
- 16.38.020 Purpose.
- 16.38.030 Adoption of green building codes.

16.38.010 Title.

This chapter shall be known and cited as the Rancho Cordova Green Building Code.

16.38.020 Purpose.

The purpose of the Rancho Cordova Green Building Code is to provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, installation, quality of materials, use and occupancy, location and maintenance of all buildings and structures within this jurisdiction.

16.38.030 Adoption of green building codes.

All deemed Mandatory provisions of the 2025 California Green Building Standards Code, Part 11, Title 24 of the California Code of Regulations (hereinafter referred to as the "State Code"), and any rules and regulations promulgated pursuant thereto, are hereby adopted and incorporated by reference herein. Except as otherwise provided by this chapter and Chapter 16.02 RCMC, the provisions thereof shall be controlling within the limits of the City of Rancho Cordova.

Section 2. Severability

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

Section 3. Effective Date and Publication

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PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the _____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Siri Pulipati, Mayor

ATTEST:

Stacy Leitner, CMC
City Clerk

CITY OF RANCHO CORDOVA

ORDINANCE NO. XX-2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RANCHO CORDOVA, STATE OF CALIFORNIA, REPEALING AND REPLACING CHAPTER 16.40, "MOVING BUILDINGS" OF THE RANCHO CORDOVA MUNICIPAL CODE

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

Section 1. Title 16, Chapter 16.40, "Moving Buildings," is hereby repealed and replaced, in its entirety, to read as follows:

**Chapter 16.40
MOVING BUILDINGS**

Sections:

- 16.40.010 Permit required.
- 16.40.020 Building relocation application and plan submittal.
- 16.40.030 Inspections prior to relocation.
- 16.40.040 Application approval.
- 16.40.050 Approval limitation on building relocation application.
- 16.40.060 Posting notice of intention to move.
- 16.40.070 Denial of building permit.
- 16.40.080 Appeals.
- 16.40.090 Issuance of building permit.
- 16.40.100 Authority to issue building permit.
- 16.40.110 Liability insurance required.
- 16.40.120 House and building moving requirements – Flags, lights, etc.
- 16.40.130 Approval of house and building moving equipment and apparatus and route by Director of Public Works – Bond required.
- 16.40.140 Highway moving permit.
- 16.40.150 Highway moving permit limitations – Time.
- 16.40.160 Public nuisance.

16.40.010 Permit required.

No person shall move or cause to be relocated any building or structure across any public street or highway, or from one property to another, or from one location to another in the city, or from any city or county outside of the city of Rancho Cordova, without first obtaining a moving permit through the procedures provided in this chapter.

16.40.020 Building relocation application and plan submittal.

Application for building relocation shall be filed with the Building Official.

A. Contents of Application. The application shall specify the existing location of the building, size, and character of the building to be relocated, the proposed improvements or changes, if any, the proposed location, the property owner's name and address, the intended use of the building.

B. Plan Submittal. Three complete sets of plans are required for the building permit along with a completed building permit application. The plot plan for the proposed location, fully dimensioned, and drawn to scale, shall show location of the building,

indicating proposed setbacks of the building and size, location, and use of *all* existing structures at the proposed location, and site development required. Architectural plans must be fully dimensioned, and drawn to scale, and be no smaller than 18 inches x 24 inches in paper size for review purposes. Plans must include foundation designs from a qualified design professional, which may include geotechnical reports for soil conditions.

C. Entry and Site Identification. The applicant shall arrange for entry of the buildings proposed to be relocated and provide a stake driven in the ground, protruding four feet above grade, at the front and rear of the proposed location for posting and attaching house numbers as provided by RCMC 16.40.050.

16.40.030 Inspections prior to relocation.

Within five working days of being notified by the applicant, the Building Official shall cause the inspection of the building to be relocated.

16.40.040 Application approval.

After reviewing the application for building relocation and inspection of the building and proposed location, the Building Official shall give his or her approval in writing and so notify the property owner and applicant of the requirements imposed on his approval.

Upon said approval, the Building Official shall cause the building and the proposed location to be posted with an “notice of intention to move” sign as provided in RCMC 16.40.050.

16.40.050 Approval limitation on building relocation application.

Approval of building relocation application shall be limited to 60 days from completion of the posting period when no appeal is filed.

16.40.060 Posting notice of intention to move.

When the building has been approved for relocation to a new site, the Building Official shall cause a “notice of intention to move” sign to be posted, on stakes, for **five working days** from date of posting, with assigned house number, provided by the applicant, at the front and rear of the proposed site and on the front of the building proposed to be moved; such notice shall not be less than 13 inches by 19 inches in size and shall set forth the character of the building to be moved, the present and proposed site of the building, and the date of posting.

Exception: Buildings being moved from outside the city limits of Rancho Cordova into the City of Rancho Cordova shall require a **ten working day** posting period in lieu of five days.

A. The building shall not be moved from the location shown on the application for the duration of the required posting period. If for any reason the posting period has been interrupted, the building and proposed site shall be reposted for an additional five working days (or ten working days if outside the city limits).

B. No building shall be temporarily relocated on present or other property for temporary storage purposes, except legal contractors’ storage yards, without having written approval of Building Official and the owner of the property used for this temporary storage. The Building Official may require a surety bond, cash bond, or other means to ensure the removal of the building and may set a time limit as deemed necessary to protect the public and the City of Rancho Cordova.

C. No moving permit shall be issued, nor the building moved from the existing location, until the required posting and appeal period has elapsed.

D. Exemption from Posting. A building being relocated on existing property, when approved by the Building Official, may be exempted from the posting requirements.

16.40.070 Denial of building permit.

A. The application for a building permit shall be denied when:

1. Any unlawful, dangerous, or defective condition of a building proposed to be moved is such that remedy or correction cannot effectively be made; or
2. The relocation of the building to the proposed site would cause appreciable damage to or be materially detrimental to the property or improvements in the district within the immediate vicinity of the proposed new location; or
3. The structure is of a type prohibited at the proposed location by law or regulation of the city.

B. The Building Official, or his or her designees, shall inform the applicant of the denial in writing within 10 working days of the filing of the application. The denial shall set forth the reasons therefor, shall designate the applicable provisions of the law or regulations upon which the denial is predicated.

16.40.080 Appeals.

Appeals to the denial of a permit to relocate a building shall follow the procedure as set forth in RCMC 16.18 Nuisance Code, Sections 16.18.504 through 16.18.513.

16.40.090 Issuance of building permit.

A. If a building permit is granted, it shall be granted under conditions which shall require the owner, or agent of the owner, of any building to be moved to comply with the provisions of all applicable state laws and local ordinances, to make such changes or repairs as may be necessary to comply therewith or to fill remaining basements or other subsequent openings on the property.

B. No building relocated in accordance with the provisions of this chapter shall be used or occupied or have utility services connected thereto until said necessary changes or repairs have been completed.

C. Any building relocated in another location shall be brought up to current regulations of the building, plumbing, mechanical, and electrical codes. The Building Official *may* waive a specific requirement when the requirement met the Rancho Cordova Building Code in effect at the time it was built and does not cause a health or safety hazard.

D. Prior to the issuance of any building permit, the applicant for the moving permit must produce evidence indicating:

1. That they have sealed the sewer line at the site from which the building is being moved in a manner prescribed by the appropriate political subdivision having jurisdiction thereof; or

2. That they have properly destroyed the septic tank system in accordance with the requirements of the Authority Having Jurisdiction.

E. The Building Official shall require the owner or agent to deposit a certificate of deposit or a surety bond with the city to ensure compliance with the conditions imposed on the building permit. The surety bond must be issued by a corporate surety authorized to do business in the State of California and shall be filed in the form prescribed by the Building Official and subject to his/her approval. The amount of the bond shall be set at the discretion of the Building Official. At the time of filing the certificate of deposit or surety bond with the city, the property owner must also execute and file a statement in substantially the following language:

I, _____, the applicant and property owner, hereby promise to comply with the conditions imposed on the building permit No. _____. By way of guarantee that this work will be done, I/we herewith deposit with the city a (certificate of deposit, or surety bond) in the sum of \$_____ and agree that in the event these conditions are not fulfilled within three hundred sixty-five (365) days hereafter, the city may use said certificate of deposit, or forfeit the surety bond and apply the proceeds either to cause said conditions to be fulfilled or to demolish the building which was under the authority of said building permit.

F. The condition(s) imposed upon the issuance of the building permit for a moved building shall be met within 365 days. Noncompliance of this requirement shall give cause to forfeit the certificate of deposit or surety bond and to abate as a public nuisance.

G. Building Relocation Application Fee. The applicant shall pay a relocation application fee for each application at the time of issuance. The fee for each permit shall be that fee prescribed by resolution of the City Council.

H. Fee Refund. No refund shall be made where an inspection is made as required by RCMC 16.40.030. The Building Official may authorize the refunding of not more than 80 percent of the application fee when no inspection was made as required by RCMC 16.40.030. The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than 180 days from the date of fee payment.

I. Exemption from Building Relocation Application Fee.

1. Buildings that are being moved within Rancho Cordova to locations outside the City of Rancho Cordova.
2. Buildings or portions of buildings being moved to or through the city that are approved manufactured buildings.
3. Incidental accessory structures of 120 square feet or less which will not be used for human habitation.
4. Buildings being moved to a storage yard approved by the Rancho Cordova Zoning Code for storage purposes.

16.40.100 Authority to issue building permit.

In the event the decision of the Building Official to grant the building permit is not appealed within the posting period specified in RCMC 16.40.050, and the building proposed to be moved will not come within the scope of the conditions prohibited by RCMC 16.40.060, and the applicant has

complied with all other applicable requirements of this chapter, the Building Official shall issue the building permit.

In the event an appeal has been filed, the Building Official shall issue or deny the permit, pursuant to the terms of the final decision of the City Council and the other applicable provisions of this chapter.

16.40.110 Liability insurance required.

No moving permit shall be issued under the provisions of this chapter unless the permitted shall have first taken out and agreed to maintain at all times public liability insurance in an amount not less than \$1,000,000 for injuries, including wrongful death, to any one person, and shall take out and agree to maintain at all times property damage insurance in an amount not less than \$500,000. Such insurance shall name the city as an insured, and a certificate of insurance shall be filed with the Director of Public Works, or his or her designees.

16.40.120 House and building moving requirements – Flags, lights, etc.

Red lights at each corner of the building shall be maintained by the mover from one-half hour after sunset until one-half hour before sunrise.

A. Notice of Emergency Service. Any person moving a building on any city road shall notify the Department of Public Works immediately before and after the movement.

B. Authorized Moving Hours. Movement of buildings on any city road shall be prohibited between the hours of 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 7:00 p.m. on weekdays.

C. No building shall be moved into a fire district without first giving notice to the fire district into which the building is to be moved 10 working days prior to the move.

16.40.130 Approval of house and building moving equipment and apparatus and route by Director of Public Works – Bond required.

The Director of Public Works, or his or her designees, may, in their discretion, inspect all rollers, trucks, wheels, dollies, tractors, or other apparatus proposed to be used in the moving operation, and shall restrict the use of such apparatus to that which, in their judgment, will not cause injury to highways, bridges, or other property. The Director of Public Works, or his or her designees, may also require reasonable changes in the route proposed, even though the route required may be longer than the one proposed, and also require an applicant or his or her agent to file a surety bond issued by a corporate surety authorized to do business in the state of California in such amount of \$5,000 or a certificate of insurance in the amount of \$10,000 with an oversize, overweight endorsement to guarantee the restoration and repair of city roads damaged by moving equipment and apparatus, in accordance with applicable city standards.

16.40.140 Highway moving permit.

When a building permit has been granted by the Building Official and all provisions of this chapter and other regulations and/or requirements for issuing a building permit for the building have been fulfilled, the Director of Public Works, or his or her designees, shall issue a highway moving permit. The applicant shall pay an additional fee for this permit. The permit fee shall be \$30.00.

Buildings that are being moved from outside the city or from within the city to terminate in a city or county other than Rancho Cordova that qualifies for exemption of building relocation application fee as provided by RCMC 16.40.100(I) and are required to use city roads or highways shall be required to pay the \$30.00 fee for a moving permit.

A. Fee for Additional Buildings. The fee for additional buildings or portions of any severed buildings moved at the same time to the same locations as provided herein shall be \$10.00.

B. Exemption from Highway Moving Permit. The highway moving permit fee (and fee for additional buildings) shall not be required in the following instances:

1. If the building is being moved from one location to another location and no public road is to be used;
2. Buildings and/or sections of buildings being moved to or through the city that are approved manufactured buildings.

C. The exemption to a highway moving permit does not exempt the buildings in RCMC 16.40.020 from the required wide load highway permit.

16.40.150 Highway moving permit limitations – Time.

Permission to move any building under any moving permit shall expire 60 days after issuance, except that the Director of Public Works, or his or her designees, may extend the expiration time an additional 60 days.

A. Transfer. Permits issued under this chapter shall not be transferred by the holder thereof to any other person.

All movements of buildings authorized by the moving permit shall be made under the control and supervision of the grantee of the permit.

B. Refunds. No fees required by this chapter shall be refunded if the moving of a building authorized by the moving permit is not made. [Ord. 21-2003 §§ 2, 4; Ord. 20-2003 §§ 2, 4; SCC 48 § 2 (part), 1971].

16.40.160 Public nuisance.

Any building moved contrary to any of the provisions of this chapter is unlawful and a public nuisance and the Building Official shall commence action or proceedings for the abatement and removal and enjoinder thereof in a manner provided in this chapter. The remedies provided herein shall be cumulative and not exclusive.

Section 2. Severability

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

Section 3. Effective Date and Publication

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PASSED AND ADOPTED by the City Council of the City of Rancho Cordova on the _____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Siri Pulipati, Mayor

Stacy Leitner, CMC
City Clerk

MEMORANDUM



ITEM 19.1.

DATE: November 3, 2025
TO: Honorable Mayor and Council Members
FROM: Russell Ducharme, Neighborhood Services Manager
Erin Naderi, Management Analyst
SUBJECT: **UPDATE ON ILLEGAL FIREWORKS AND SAFE AND SANE
TEMPORARY FIREWORK STANDS**

RECOMMENDATION

Staff is seeking input on proposed adjustments to fine structures related to the use of illegal fireworks. Staff is also requesting that the City Council review the current Municipal Code provisions and licensing procedures related to safe and sane fireworks and provide feedback on potential updates to those regulations.

RESULT OF RECOMMENDED ACTION

As a result of the discussion, staff will make any requested modifications to the proposed changes based on City Council feedback and return at a future meeting for Council adoption of the changes.

BACKGROUND

Illegal Fireworks:

On August 4, 2025, staff provided the City Council with an update regarding illegal firework enforcement efforts and the operation of temporary firework stands within the city.

Following that discussion, Council directed staff to conduct additional research on potential ordinance amendments, program data analysis, and operational improvements to enhance the effectiveness of the city's fireworks management program.

At this meeting, staff will present a comprehensive follow-up presentation summarizing progress and recommendations in the following key areas:

1. Illegal Fireworks Communication Plan

- Education Strategy: Public outreach efforts designed to increase community awareness regarding fireworks laws, safety, and penalties.

- Partnership Approach: Collaboration with community partners, public safety agencies, and media outlets to strengthen communication and compliance.

2. Drone Deployment and Enforcement Expansion

- Program Enhancement: Recommendation to increase the number of drones used during fireworks enforcement periods.
- Coverage Objective: Improve aerial surveillance capacity and area coverage to enhance detection, evidence collection, and response coordination.

3. Ordinance Amendment Recommendations

- Fine Structure Review: Evaluate increasing administrative penalties for illegal fireworks violations.
- Fine Cap Adjustment: Consider raising the maximum allowable fine under the current municipal code.
- Appeal Fee Update: Assess the appeal fee to ensure cost recovery and administrative efficiency.

4. Program Data Analysis

- Year-to-Year Comparison: Review enforcement data from prior years to identify trends, enforcement outcomes, and compliance rates.
- Performance Metrics: Evaluate the effectiveness of communication, enforcement, and operational strategies in reducing illegal fireworks activity.

Firework Stand License:

At the August 4, 2025 City Council meeting, staff presented an overview of the city's fireworks booth licensing process and proposed several updates to ensure the program remains fair, equitable, and beneficial to Rancho Cordova nonprofits and residents. Following that discussion, the City Council directed staff to conduct a stakeholder meeting with fireworks distributors and participating nonprofit organizations to gather feedback before finalizing any proposed Municipal Code amendments.

On September 25, 2025, staff held the Fireworks Booth Licensing Stakeholder Meeting, offering both in-person and virtual participation. The meeting generated strong attendance and productive dialogue, with representatives from TNT Fireworks, Phantom Fireworks, and multiple nonprofit organizations sharing their perspectives. A follow-up survey was also distributed to all invitees, ensuring that those who could not attend had an opportunity to provide input.

Based on the feedback received from the stakeholder meeting and survey responses, staff has refined its approach and is recommending a focused set of Municipal Code updates rather than broad structural changes. These proposed updates are intended to clarify eligibility requirements, modernize submission timelines, and maintain equitable access for participating nonprofits.

The following recommendations are being presented for City Council review and direction:

1. Revise the application submittal window in RCMC 4.54.360B so that applications are accepted no earlier than March 1st and no later than the first Monday in May, replacing the outdated "second Tuesday in April" deadline.
2. Add the definition to RCMC 4.54.205, "Principal and Permanent Meeting Place" to align with the State Fire Marshal's Model Ordinance and remove the "Planning Area" terminology from RCMC 4.54.350A1(a).
 - "Principal and permanent meeting place shall include, but not be limited to, a permanent structure, playing field, geographic area, or service population which resides in or is located within the City of Rancho Cordova."

3. Add a secondary procedural eligibility pathway for nonprofits without a physical location in Rancho Cordova that partner with a qualifying local nonprofit and provide a letter of testimonial verifying that proceeds benefit Rancho Cordova residents or programs.

These revisions reflect community and stakeholder input while preserving fairness, local benefit, and administrative clarity in the fireworks booth licensing process.

Any future code modifications would be developed based on that input and presented for formal consideration at a future date.

FISCAL IMPACT AND FUNDING SOURCE

There is no formal action taken.

ATTACHMENT(S)

1. Presentation

Illegal Firework Enforcement and Temporary Firework Stands

November 3, 2025



Meeting Goals

- Provide data requested at the August 4, 2025, Council meeting
 - Communication Plan
 - Drone Deployment and Expansion of Enforcement.
 - Program Data Analysis
 - Ordinance Amendment Recommendations
 - Safe and Sane Temporary Firework Stand Recap and Recommendations.

Communication Plan

- November/early December Mailing: First piece generating awareness about the new fine structure and requirements. Will also identify dangers and tips in advance of New Year's Eve. Mail to all residents.
- News Alert: Issue News Alert about new fine structure in December and April
- Annual Mailout: Amplify November message and reiterate new fines/dangers.
- 4th of July Mailout
- Social Media Amplification: Continue with widespread social media amplification to reinforce mailers. Timing should be linked to major holidays where illegal fireworks are being used.

Communication Plan

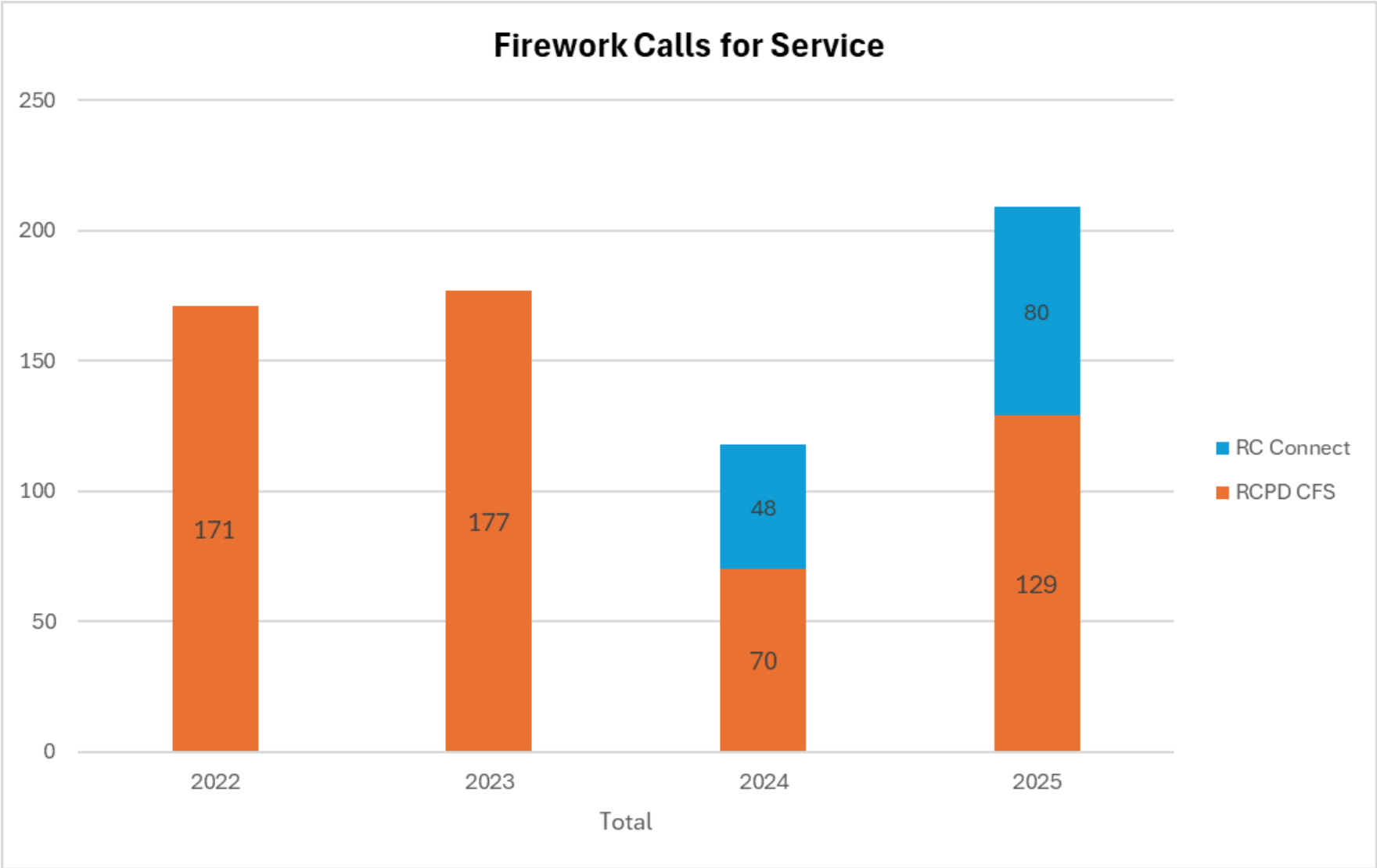
- Paid Social Media Ads: This would be a test and learn in which we geolocate and deploy digital ads, highlighting fines and linking to our website information
- Digital Amplification: Ensure information is recurring in Dec/Jan, April/May/June.
- Updated fireworks website page: Update the existing fireworks webpage on the city website with new fine structure, reporting information, and more.
- Billboards: Create billboard art that discourages use of illegal fireworks
- Media Relations: Pitch media in December and April to amplify new fine structure and seriousness of issue.

Drone Deployment and Enforcement Expansion

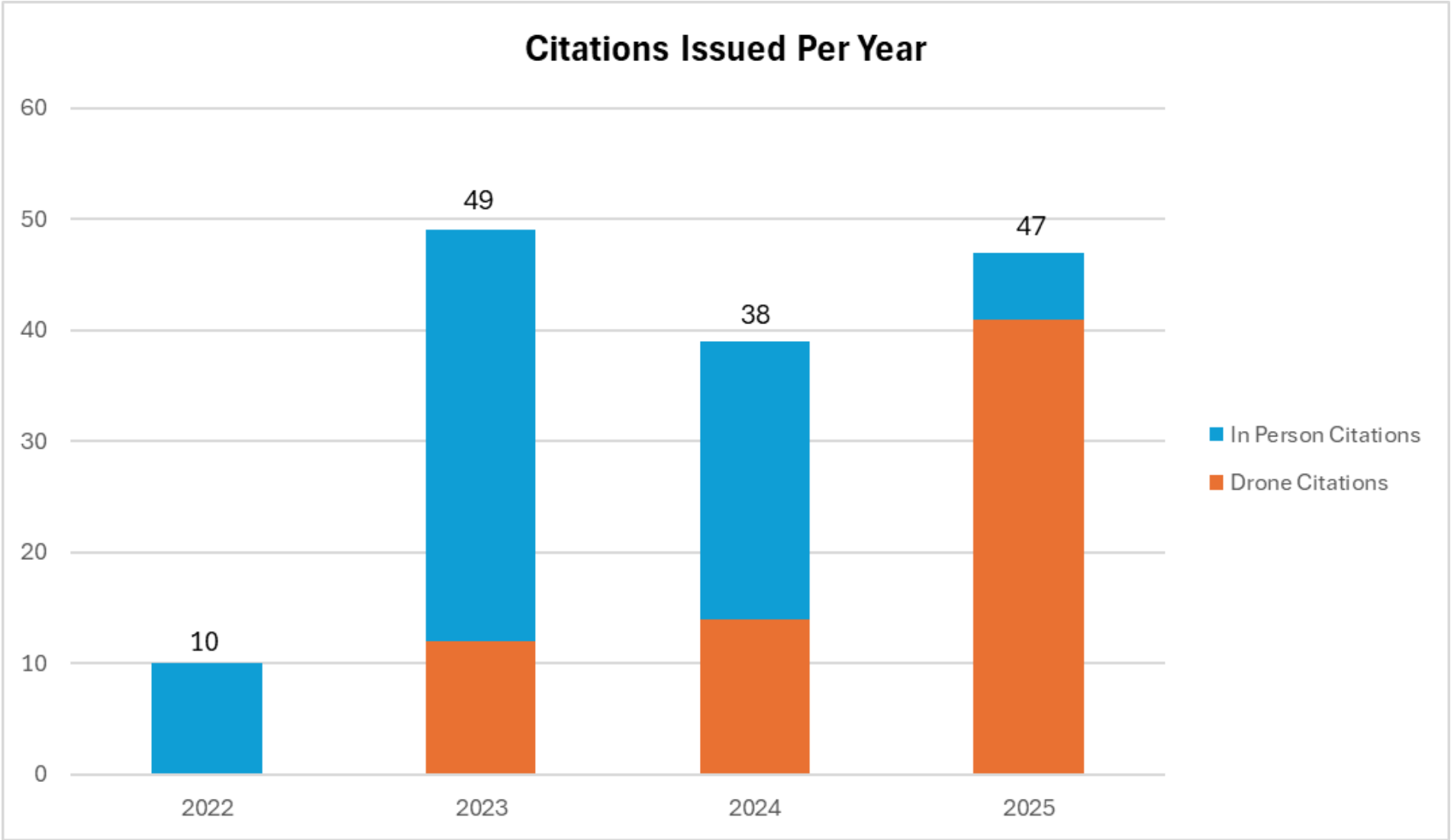
July 4th Enforcement

- Increase the number of drone teams from 3 to 8
 - 4 teams on the north side of Folsom
 - 2 teams on the south side of Folsom
 - 2 teams south of Douglas
- Increase administrative staff from 2 to 6
 - Process Drone data and notices
 - Call takers for resident's requests
- Reduce the number of field teams from 4 to 2

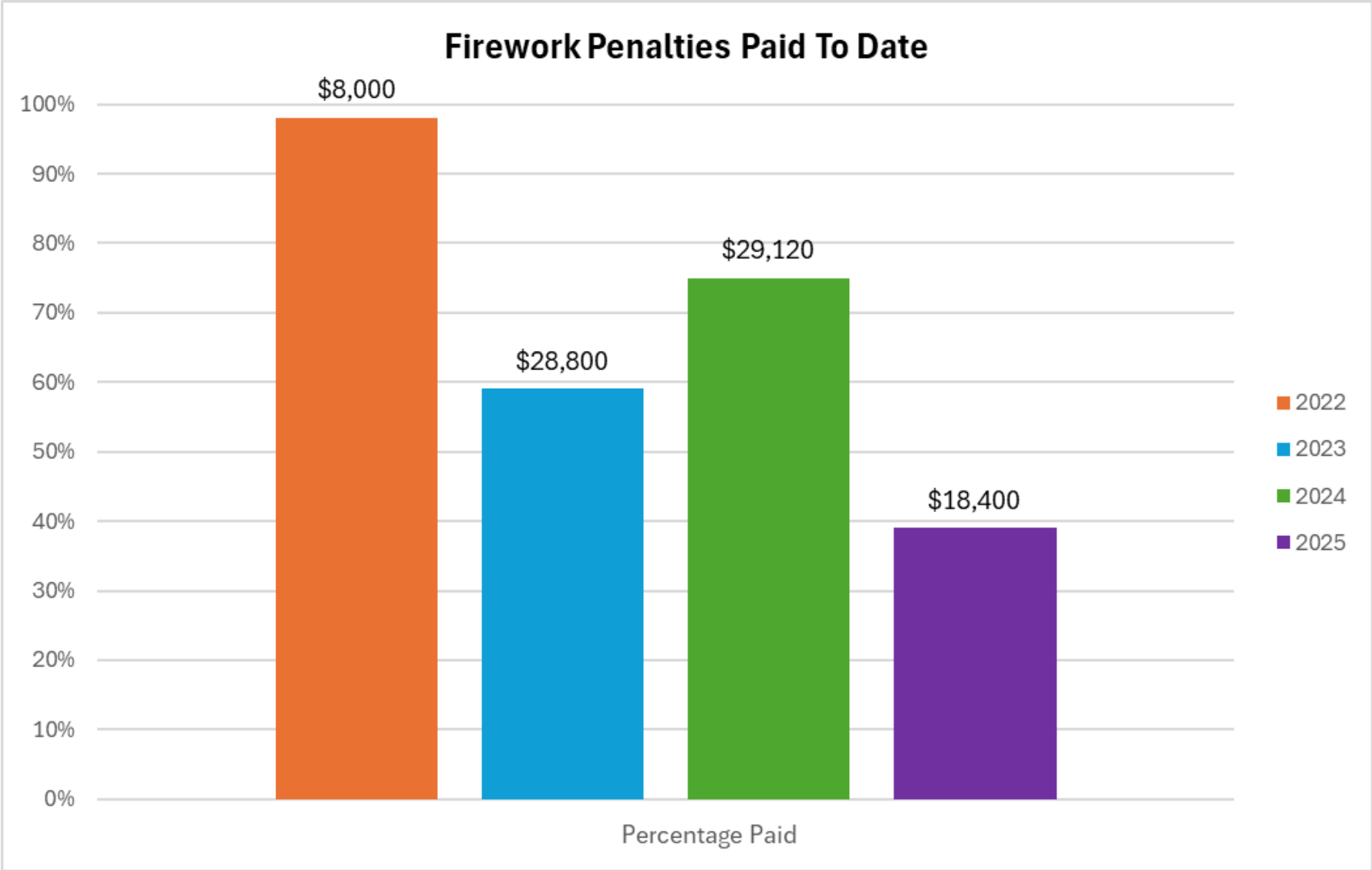
Program Data Analysis



Program Data Analysis



Program Data Analysis



Jurisdiction Enforcement Comparison

Jurisdiction	2025 Citations	Citation Amount	Square miles	Population
City of Rancho Cordova	47	\$ 47,000.00	34.57	85,451.00
City of Sacramento	44	\$ 267,000.00	97.7	524,943.00
City of Elk Grove	41	\$ 330,000.00	42.03	182,842.00
City of Citrus Heights	40	\$ 300,000.00	14.2	87,583.00
County of Sacramento	72	\$ 72,000.00	984	600,000.00

Ordinance Modifications

- Staff has analyzed several fining mechanisms used by other cities and counties as well as program data. Staff is recommending the following modifications to the municipal code:
 - \$1,000 per illegal firework launched
 - From both private and public property
 - \$10,000 cap per property
 - Increase the fee to appeal an Administrative Citation from \$250 to \$500

Ordinance Modifications - 4.54.305

G. A violation of this section shall be charged as a misdemeanor punishable by a fine or imprisonment in the county jail for not more than six months, or both. In addition to any other remedy allowed by law, any host who violates this section is subject to all remedies available pursuant to RCMC 1.01.190. Violations of this section are declared to be a public nuisance. Any host who violates this section is liable for all the response costs relating to the violation. Any fines pursuant to this section, if delinquent, may be recoverable by property lien or special assessment pursuant to RCMC 1.01.200.

A violation of this section is subject to an administrative fine as follows:

- 1. One thousand dollars ~~for first violation~~ **per violation**; each single illegal firework shall be considered a separate violation.
- 2. ~~Two thousand five hundred dollars for second violation within one year of the first violation;~~
- 3. ~~Five thousand dollars for each additional violation within one year of the first violation;~~
- 4. Ten thousand dollars for each violation which occurs on school properties.

Ordinance Modifications - 4.54.300

Except as otherwise provided in this article, no person shall possess, sell, use, display or explode any rocket, firecracker, Roman candle, squib, torpedo, torpedo cane, fire balloon, wire core sparkler, wooden core sparkler, black cartridge or other combustible device or explosive substance or any kind of fireworks, by whatsoever name known, within the city. These items, as well as any “safe and sane fireworks” possessed, sold, used, or displayed outside of the authorized time period identified in RCMC 4.54.320, are prohibited. For the purposes of this article, “fireworks” has the same meaning as in California Health and Safety Code Section 12511.

- A violation of this section is subject to an administrative fine as follows:
- 1. One thousand dollars per violation; each single illegal firework shall be considered a separate violation.

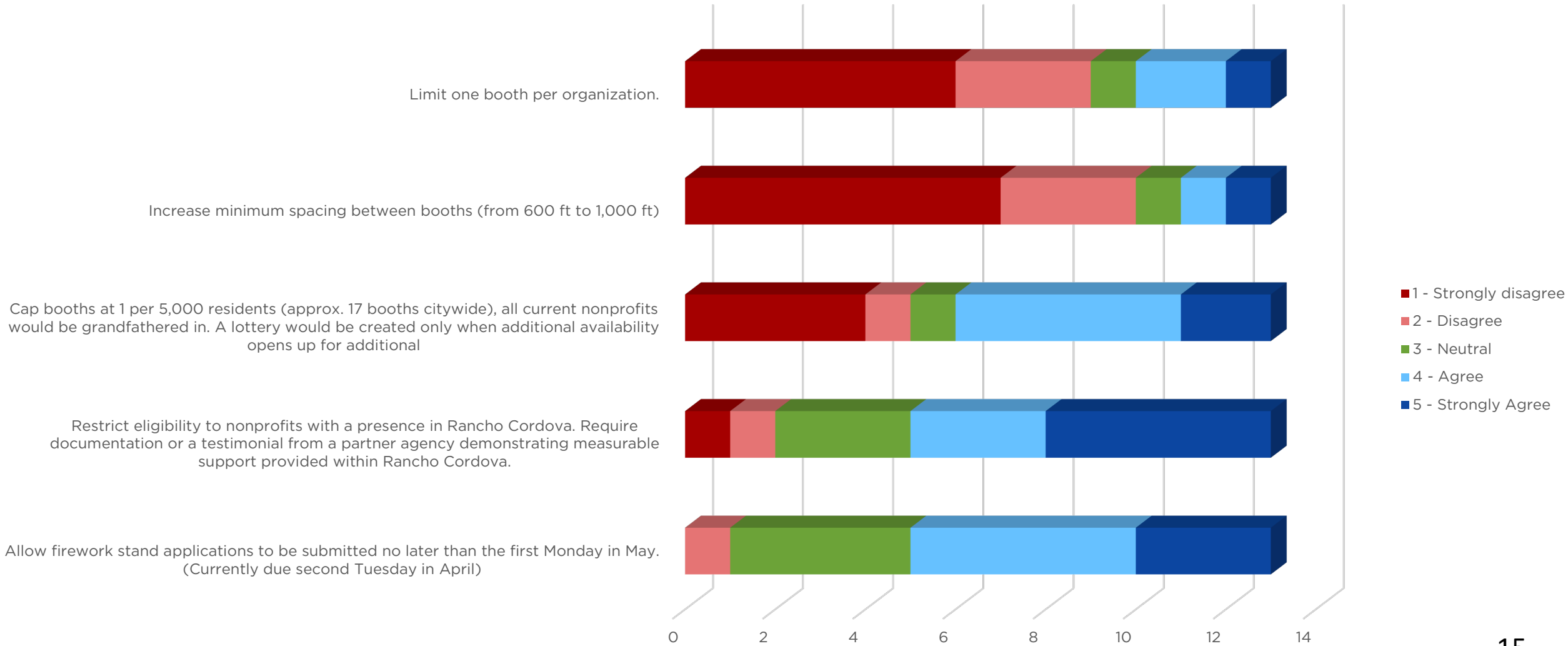
Safe and Sane Temporary Firework Stand Recap

- The City is reviewing the fireworks booth licensing process to ensure it remains fair, equitable, and sustainable.
- Council previously directed staff to gather feedback from participating nonprofits and distributors before recommending any municipal code updates.
- The goal is to align the program with community benefit, reduce confusion in the code, and maintain opportunities for Rancho Cordova–based organizations.

Stakeholder Meeting

- Held on September 25, 2025, with both in-person and virtual attendance options with over 12 people in attendance.
- Discussion generated valuable feedback and constructive dialogue on proposed changes.
- Follow-up survey sent to all invitees so even those unable to attend could share feedback, we had 13 responses.

Survey Results



Proposed Recommendations

1. Revise the application submittal window in RCMC 4.54.360B so that applications are accepted no earlier than March 1st and no later than the first Monday in May, replacing the outdated “second Tuesday in April” deadline.
2. Add the definition to RCMC 4.54.205, “Principal and Permanent Meeting Place” to align with the State Fire Marshal’s Model Ordinance and remove the “Planning Area” terminology from RCMC 4.54.350A1(a).
 - “Principal and permanent meeting place shall include, but not be limited to, a permanent structure, playing field, geographic area, or service population which resides in or is located within the City of Rancho Cordova.”
3. Add a secondary procedural eligibility pathway for nonprofits without a physical location in Rancho Cordova that partner with a qualifying local nonprofit and provide a letter of testimonial verifying that proceeds benefit Rancho Cordova residents or programs.

THANK YOU

QUESTIONS & DISCUSSION



MEMORANDUM



ITEM 19.2.

DATE: November 3, 2025
TO: Honorable Mayor and Council Members
FROM: Kim Juran, Administrative Services Director
Randi Kay Stephens, Management Analyst II
SUBJECT: **COMMUNITY ENHANCEMENT & INVESTMENT FUND UPDATE AND DISCUSSION**

RECOMMENDATION

Receive information and provide direction on FY 2026-2027 community grantmaking, a request to amend the Folsom Lake College Rancho Cordova College Promise Program's FY 2025-2026 allocation, and the transition of the Community Enhancement & Investment Fund's (CEIF) Citizen Oversight Board to a Citizen Oversight Committee.

RESULT OF RECOMMENDED ACTION

City Council's direction and guidance will be used to update the Fiscal Year 2026-2027 grant application process, provide staff information on proceeding with an amendment to the current Folsom Lake College Rancho Cordova College Promise Program, and clarify the future design of the body providing direct oversight for Measures H and R.

BACKGROUND

The Community Enhancement & Investment Fund Department staff are interested in receiving policy direction from the City Council on several matters that impact both Fiscal Year 2025-26 funding allocations and the upcoming Fiscal Year 2026-27 grant cycle.

Confirm the Community Grant Process for FY 2026-2027

The next community grant application period will take place February 9 - March 13, 2026. Staff seeks guidance from the City Council on any desired updates to eligibility or types of applications being sought or excluded, so that marketing and instructions for the upcoming application period can be revised as needed. If no additional changes are requested, staff will continue to operate the community grantmaking program as implemented in FY 2025-2026:

- Economic Development-related proposals will NOT be considered during the CEIF grant process. Economic Development has created a separate sponsorship program that aligns with the City Council-approved Economic Development Strategic Plan.
- Referring cultural and community events and programs to the city's micro-grant program process which allows applications requesting up to \$10,000 throughout the year.
- The city will accept applications under the following categories: Arts, Culture, History, and Entertainment; Youth Programs & Services (includes Education); and Community

Assistance Programs (Other). Incubator Fund grantees are considered under any category where a new applicant seeks support under \$25,000.

Funding for the Rancho Cordova Promise Program (Folsom Lake College)

The Community Enhancement & Investment Fund has provided grant support for the Rancho Cordova College Promise Program at Folsom Lake College (FLC). The FLC team will be coming to the City Council in Winter 2026 with a full update on program outcomes and metrics. However, in advance of that presentation, a decision on funding is necessary for the project to continue through the academic year ending in June 2026. The current contract has been amended and extended to cover additional time but does not include additional dollars as FLC was spending existing grant funds, which have now been fully expended. Staff is seeking direction from Council on a potential amendment that would increase the current year commitment to the Promise Program by \$95,000, with an amount of \$32,000 for Fall 2025 and \$63,000 for Spring 2026 student costs. Should the City Council recommend the amendment to existing grant funding, staff will bring an item back on the consent calendar at a future meeting date for approval. Staff also seeks City Council's direction on whether to ask FLC to be an applicant in the upcoming FY 2026-2027 community grant application period or if the Council would like to have a budget line in the amount of \$150,000 per year dedicated to the Rancho Cordova College Promise Program from the CEIF allocation.

Transitioning the Citizen Oversight Board to a Committee

The city established the Community Enhancement & Investment Fund Oversight Board in 2017 to provide an additional layer of transparency to the community on how these voter-approved tax dollars are spent. While not specifically required by the ballot language, the intent was to engage a group of residents to review the accomplishments achieved with CEIF funds and make recommendations on projects and programs to highlight in the annual report and/or transparency portal. The Oversight Board was established as a five-member board appointed by majority vote of the City Council, with two at-large youth representatives at the high school and college level. While Oversight Board members are appointed to two-year terms, often times members will transition off of the board prior to the end of the term, requiring a formal recruitment to fill a vacancy, which can take several months from start of the recruitment to appointment. Oversight Board vacancies often result in delays in when the board can meet. Since its inception, the CEIF Oversight Board has met approximately once or twice per year. In addition, board members are currently required to complete annual Form 700 and bi-annual ethics training under AB1234, an additional administrative burden to both board members and staff.

Based on the lessons learned since the creation of the Oversight Board, staff is recommending that City Council consider potential changes. Staff is proposing two options for City Council consideration and feedback:

- Option 1 is transitioning the Citizen Oversight Board to a committee to streamline the recruitment process and allow more flexibility in how the committee operates. The current process has board members joining for one to two meetings per year and the administrative and time requirements for serving are more cumbersome than the meetings themselves. Board members do not have a financial interest in the grants reviewed and are not allowed to be current recipients of community grant funding as part of their service. Removing the state-mandated training and administrative requirements during a term of service will simplify the experience and result in a more productive use of a participant's time. The composition of the board could remain the

same with a total of seven (7) members, five (5) members that are full-time residents aged 18 and over, as well as two (2) at-large students representing Folsom Lake College's Promise Program as well as a local school district through an annual rotation among Folsom Cordova Unified School District, Elk Grove Unified School District, and Sacramento City Unified School District. All current committee members would be able to continue their service on the committee through this transition and the terms of the committee service would remain. In the interest of expediting recruitments, staff could be authorized to accept applications and appoint members for service on the Citizen Oversight Committee going forward or the appointment could continue to be a Council action. Staff believes that the goal of having an oversight committee for an additional level of transparency would continue to be met.

- Option 2 is transitioning from a formal board of appointed members to a model of bi-annual community meetings open to all interested members of the public. These meetings would be heavily promoted via city communication channels to encourage participation and could potentially engage a larger group of citizens than the current CEIF Oversight Board process. These meetings could include presentations from CEIF funding recipients on how they are putting these dollars to work in the community and allow for community engagement and interaction. Staff believes that this model could potentially result in greater citizen engagement and interest than the Oversight Board or Committee model.

If Council is supportive of either of the options provided above, staff will return at a future meeting date with the appropriate resolutions for Council action. If Council prefers not to pursue either of the recommendations above, staff will continue to utilize the current CEIF Oversight Board model.

FISCAL IMPACT AND FUNDING SOURCE

This discussion will provide potential updates to the criteria used for the upcoming Fiscal Year 2026-2027 grant process, which has historically allocated approximately \$3 million in annual funding to community organizations. The amendment to the Rancho Cordova College Promise Program at Folsom Lake College would result in an additional cost of \$66,500 to the FY 2025-2026 Measure H community grant program. The transition of the Citizen Oversight Board to a Citizen Oversight Committee would improve efficiency and make more productive use of board/committee members' time.

ATTACHMENT(S)

1. Presentation

Community Enhancement & Investment Fund Update and Process Discussion

November 3, 2025



CityOfRanchoCordova.org

Objective:

Gather policy and process guidance and direction from the Council on several matters:

- Confirming Grant Process for FY 2026-2027
- Funding for Rancho Cordova Promise Program (Folsom Lake College)
- Transitioning the Citizen Oversight Board to a Committee





Community Grant Process for FY 2025-2026

Community Grant Program categories were updated for FY 2025-2026:

- Arts, Culture, History, and Entertainment
- Youth Programs & Services (includes Education)
- Community Assistance Programs (formerly known as “other”)
- Pilot Programs (Two-Years for Long-Term Grantees)
- Incubator Fund (\$25,000 or less)

Updated the Microgrant Program to refer cultural events to nimble \$10,000 grant opportunity

Removed economic development-related proposals (including workforce) from consideration



Proposed Changes for FY 2026-2027

Establish a
consistent
budget
worksheet

Applicants will
be required to
highlight per
participant
costs

Structure grant
agreements to
pay on a per
participant cost



Folsom Lake College Promise Program

Program Background

- Provides a grant of up to \$886 per semester (equivalent to tuition amount)
- 50-60 students served in recent years
- Higher persistence rate by semester and year than traditional FLC students

Funding Status

- FLC has been utilizing \$450K of funding received in Fiscal Year 2017-18 and estimated that sufficient funds remained for the 2025-26 academic year
- Estimated shortfall for 2025-26 is \$95,000
- Council direction requested for Fiscal Year 2026-27 if FLC should apply as a grantee or be automatically funded



CEIF Oversight Board

Background

- Created in 2017 at the request of Council to provide an additional layer of transparency
- The oversight board reviews the accomplishments achieved with CEIF funds and makes recommendations on projects/programs to highlight
- Five-member board appointed by majority of Council plus two at large youth representatives
- Since it is currently a formal board, all members must complete a Form 700 and bi-annual ethics training, which often requires more time than the meeting(s) itself



CEIF Oversight Board Potential Changes

Option 1: Transition Citizen Oversight Board to Committee

- Committee could continue to meet annually to review previous fiscal year's allocations and expenses, community grantee report compliance and make recommendations for highlights in the annual report and digital resources.
- Committee services removes barriers to participation by members of the public and saves staff time (AB1234, Form 700s, and Recruitment Process)
- Maintains the current composition of 5 full-time residents of Rancho Cordova that are over 18 as well as 2 student participants representing both the Rancho Cordova College Promise Program and a local school district (rotation among the three districts)
- Transparency continues through multiple channels including the City Audit, OpenGov, CEIF Website, City's Annual Report, Newsletters and Social Media

Option 2: Transition from a formal board of appointed members to bi-annual community meetings open to any interested members of the public

- Notify the public via city communication channels of meeting days and times to encourage participation
- Provides an opportunity for engagement of a potentially larger group of citizens to learn more about how CEIF dollars are spent and how this information is shared
- These meetings could include presentations from CEIF funding recipients