

**CITY OF WEST SACRAMENTO
 REGULAR MEETING OF THE WEST SACRAMENTO CITY COUNCIL AND
 WEST SACRAMENTO REDEVELOPMENT SUCCESSOR AGENCY & WEST SACRAMENTO FINANCING AUTHORITY
 NOVEMBER 1, 2017 AGENDA**

Christopher L. Cabaldon, Mayor

Mark F. Johannessen, Mayor Pro Tem
 Christopher T. Ledesma, Council Member

Beverly A. Sandeen, Council Member
 Quirina Orozco, Council Member

Martin Tuttle, City Manager
 Jeffrey Mitchell, City Attorney

6:00 PM Closed Session – See attached agenda
 7:00 PM Pledge of Allegiance

Anyone wishing to address the Council, or any agenda item, should fill out the Request to Speak card and present it to the City Clerk prior to the completion of staff presentation. Items on the Consent Agenda will be considered in one motion and the card should be turned in prior to the first item on Consent.

GENERAL ADMINISTRATION FUNCTION – PART I

1A. PRESENTATIONS BY THE PUBLIC ON MATTERS NOT ON THE AGENDA WITHIN THE JURISDICTION OF THE COUNCIL.
 The Council is prohibited from discussing issues not on the agenda brought to them at this time. According to State Law (the Brown Act), items must first be noticed on the agenda before any discussion or action.

1B. COUNCIL COMMUNICATIONS / ASSIGNMENTS

- Age-Friendly Communities Task Force----- Sandeen, Johannessen
- Align Capital Region----- Cabaldon
- Bikeshare Policy Steering Committee----- Cabaldon
- City/County 2x2----- Sandeen, Orozco
- City/School 2x2----- Orozco, Cabaldon
- Delta Protection Commission ----- Cabaldon; Alternate - Ledesma
- Executive Commission for the Homeless 10-Year Plan ----- Johannessen
- EIFD Public Financing Authority----- Ledesma, Cabaldon, Sandeen
- Local Agency Formation Commission ----- Sandeen
- Port District Commission ----- Ledesma; Johannessen; Sandeen; Cabaldon; Alternate - Orozco
- Regional Water Authority----- Orozco
- River City Regional Stadium Financing Authority ----- Cabaldon, Orozco
- Riverfront Joint Powers Authority ----- Cabaldon, Ledesma
- Sacramento Area Council of Governments (SACOG) ----- Cabaldon; Alternate - Ledesma
- Sacramento Regional County Sanitation District Board ----- Orozco; Alternate - Sandeen
- Streetcar Policy Steering Committee----- Cabaldon; Ledesma; Alternate - Orozco
- Successor Agency Oversight Board----- Cabaldon
- Water Resources Association----- Sandeen
- West Sacramento Area Flood Control Agency JPA ----- Sandeen; Alternate - Ledesma
- West Sacramento Housing Development Corporation Liaison ----- Johannessen
- Yolo County Children's Alliance ----- Orozco
- Yolo County Housing Authority ----- Johannessen
- Yolo County Transportation District ----- Ledesma; Alternate - Sandeen
- Yolo Habitat Conservancy ----- Ledesma; Alternate - Orozco
- Yolo-Solano Air Quality Management District----- Johannessen; Alternate – Vacant
- Yolo Subbasin Sustainable Groundwater Agency ----- Sandeen

1C. COUNCIL APPOINTMENTS, REAPPOINTMENTS, REMOVALS TO/FROM CITY AND NON-CITY BOARDS AND COMMISSIONS
 Environment & Utilities Commission; Planning Commission

If you need special assistance to participate in this meeting, please contact the City Clerk's Office, 617-4500. Notification of at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting. Assisted listening devices are available at this meeting.

PRESENTATIONS

- PUBLIC WORKS/ADMINISTRATION**
CONSIDERATION OF PRESENTATION BY CALTRANS REGARDING THE UPCOMING INFRASTRUCTURE FOR REBUILDING AMERICA (INFRA) GRANT APPLICATION FOR THE INTERSTATE 80 BUS/CARPOOL LANE PROJECT. (ANBIAH)

CONSENT AGENDA

- ADMINISTRATIVE SERVICES/FINANCE**
CONSIDERATION OF RESOLUTION 17-70 OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF DEBT. (WRIGHT)

Comment: As the City prepares to issue debt to fund both the Streetcar Project and Flood improvements, the City is approving a resolution which states its intent to establish a beginning date for tracking expenses that may be reimbursed from bond proceeds.
- ADMINISTRATIVE SERVICES/FINANCE**
CONSIDERATION OF THE TREASURER'S QUARTERLY FINANCIAL REPORT ON THE CITY'S INVESTMENT PORTFOLIO FOR THE PERIOD ENDING SEPTEMBER 30, 2017; ANNUAL REVIEW AND APPROVAL OF AMENDMENTS TO THE CITY'S ADOPTED INVESTMENT POLICY. (WRIGHT)

Comment: It is responsibility of the City Treasurer to submit a report to the City Council on investment activities and practices, including an annual review of compliance with the City's Investment Policies. This is as quarterly report on the City's investment portfolio as of September 30, 2017.
- ADMINISTRATIVE SERVICES/HUMAN RESOURCES**
CONSIDERATION OF UPDATED BENEFIT SUMMARIES FOR UNREPRESENTED EMPLOYEES FOR FISCAL YEARS 2017/18 AND 2018/19 AND UPDATED CLASSIFICATION PLAN (SALARY SCHEDULE). (WRIGHT)

Comment: Staff is seeking approval for the updated benefit summaries for all unrepresented employees as well as the updated Classification Plan. These changes will be incorporated into the budget for fiscal years 2017/18 and 2018/19.
- COMMUNITY DEVELOPMENT/PLANNING**
CONSIDERATION OF RESOLUTION 17-72 APPROVING THE APPLICATION TO THE CALIFORNIA STRATEGIC GROWTH COUNCIL FOR THE TRANSFORMATIVE CLIMATE ACTION PLAN PROGRAM FUNDS FOR THE 2035 CLIMATE ACTION PLAN UPDATE. (HAMILTON)

Comment: The Transformative Climate Communities Program was established by Assembly Bill 2722, to fund the development and implementation of neighborhood-level transformative climate community plans that include multiple, coordinated greenhouse gas emissions reduction projects that provide local economic, environmental, and health benefits to disadvantaged communities. The California Strategic Growth Council has been delegated the responsibility for the administration of this grant program, establishing necessary procedures. The City is contemplating submitting an application to the California Strategic Growth Council for the 2035 Climate Action Plan Update Project.
- ECONOMIC DEVELOPMENT & HOUSING**
CONSIDERATION OF GRANT APPLICATION TO THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY FOR BROWNFIELD ASSESSMENT GRANT FUNDING FOR THE PIONEER BLUFF/STONE LOCK PLANNING AREA. (LAUREL)

Comment: The United States Environmental Protection Agency has issued a request for proposals for its Brownfield Assessment Grant Program, which awards grants of \$200,000-\$400,000 to municipalities and other eligible entities for the purpose of conducting environmental site assessments and cleanup planning. Staff is proposing to apply for a \$300,000 grant to support continued de-industrialization and redevelopment of the Pioneer Bluff and Stone Lock planning area.
- PARKS & RECREATION**
CONSIDERATION AND AWARD OF CONTRACT TO PURCHASE AND INSTALL ELKHORN PARK PLAY EQUIPMENT. (C. TUTTLE)

Comment: The City of West Sacramento was recently awarded two grants for improvements to Elkhorn Park to help to create a multi-cultural, intergenerational and family-oriented venue for the neighborhood. Staff is requesting that Council award the contract for the purchase and installation of new play equipment at Elkhorn Park in the amount of \$39,754.67, as well as approve related actions to implement the project.

9. **POLICE**
CONSIDERATION OF 2017 THIRD QUARTER REPORT ON 21ST CENTURY POLICING. (MCDONALD)

Comment: Per Council request, the Police Department has been reporting the City's crime data quarterly and the statistical data and analysis associated with the 21st Century Policing. The purpose of this report is to provide a quarterly update and elicit City Council input regarding the current and future direction of these efforts.

10. **PUBLIC WORKS**
CONSIDERATION OF APPROVAL OF PLANS AND SPECIFICATIONS AND CONTRACT AWARD TO R.J GORDON CONSTRUCTION FOR THE LINDEN LOOP 3 WATER METER RETROFIT PROJECT. (ANBIAH)

Comment: This project is intended to install new meters and upgrade/retrofit meters in several neighborhoods of Southport. The project is funded by water enterprise funds. If approved, the City will coordinate with the contractor to begin construction in the next few weeks with completion expected by spring of 2018.

11. **PUBLIC WORKS/CAPITAL FACILITIES**
CONSIDERATION AND AWARD OF CONTRACT FOR THE KANEKO SCULPTURE INSTALLATION AND SHADE STRUCTURE RELOCATION. (ANBIAH)

Comment: The Kaneko Sculptures titled "Dangos" were intended to be installed to provide a visual connection or cue between Garden Park and the River Walk. The Garden Park Dango was installed in 2013; however, the second/companion Dango installation was deferred until the BARN construction and improvements were completed.

12. **CITY MANAGER**
CONSIDERATION OF APPROVAL OF YOLO LOCAL GOVERNMENT ACCOUNTABILITY AND TRANSPARENCY PROGRAM. (BERLIN)

Comment: Discussions at LAFCo's Shared Services Workshop on February 23, 2017, which included most of the city/county managers and at least one elected official from each city and Yolo County, identified the shared goal of LAFCo providing some coordinated oversight over select types of JPAs. To effect this goal, staff is proposing the City Council approve the Yolo Local Government Accountability and Transparency Program Statement requesting Yolo LAFCo conduct Municipal Service Reviews for selected types of Joint Powers Authorities/Agencies and implement a Web Transparency Scorecard process for Local Government Agencies.

13. **CITY MANAGER/CITY CLERK**
CONSIDERATION OF APPROVAL OF THE MINUTES OF THE OCTOBER 18, 2017 REGULAR CITY COUNCIL MEETING. (RANKIN)

TIME-SET AGENDA (approximately 7:30 pm)

14. **COMMUNITY DEVELOPMENT/PLANNING**
PUBLIC HEARING REGARDING APPEAL OF PLANNING COMMISSION'S DETERMINATION OF CONTINUATION OF NONCONFORMING USES AT 1781 SOUTH RIVER ROAD. (HAMILTON)

Comment: This item is an appeal of the Planning Commission's September 7, 2017 determination of nonconforming use at 1781 South River Road. The property owner wishes to lease the property for a truck yard as a continuing nonconforming use. The Commission determined that the truck yard would be a continued nonconforming use and that decision as appealed to the City Council.

Recommendation: It is respectfully recommended that the City Council: 1) Conduct the public hearing; 2) Grant the appeal, thereby reversing the Planning Commission's September 7, 2017 decision regarding continuation of the nonconforming use at 1781 South River Road based on the following findings: a) More than twelve months have passed since nonconforming uses of developed (southern) portion of the subject property have ceased; b) More than one month has passed since nonconforming uses of the undeveloped (northern) portion of the subject property have ceased; c) Pursuant to City of West Sacramento Municipal Code Title 17 (Zoning), abandonment of a nonconforming use is not based on intent to abandon, rather, it is based on cessation of the use for a specified period of time; d) The proposed fuel delivery truck yard use is different and more intense than previous uses of the property at 1781 South River Road; e) The project is not subject to California Environmental Quality Act (CEQA) pursuant to Section 15270 of the CEQA Guidelines because CEQA does not apply to projects which a public agency rejects or disapproves; f) Only uses permitted and conditionally permitted in the Waterfront zoning district may be allowed on the subject property.

15. **COMMUNITY DEVELOPMENT/PLANNING**
PUBLIC HEARING AND FIRST READING OF ORDINANCE 17-17 REGARDING PROPOSED MUNICIPAL CODE AMENDMENTS RELATED TO CANNABIS MANUFACTURING, WHOLESALE LOGISTICS/DISTRIBUTION/TRANSPORTATION, AND INDOOR COMMERCIAL CULTIVATION FACILITIES IN THE LIMITED AND LIGHT INDUSTRIAL ZONES. (HAMILTON)

Comment: This item seeks first reading of Ordinance 17-17, which would amend Title 17 (Zoning) of the Municipal Code for the following: 1) establish cannabis manufacturing facilities and cannabis indoor cultivation facilities as conditionally permitted uses in the Light Industrial zone; 2) establish wholesale cannabis logistics, distribution, and transportation facilities as conditionally permitted uses in the Limited Industrial zone.

Recommendation: It is respectfully recommended that the City Council conduct the public hearing; find that the project is exempt from further environmental review pursuant to Business & Professions Code §26055(H) and Class 5 and Class 8 Categorical Exemptions under the California Environmental Quality Act (CEQA) and find that the Exemptions reflect the independent judgment of the City as lead agency under CEQA; waive first reading and read by title only Ordinance 17-17 regarding amendments to Title 17 (Zoning) of the Municipal Code for cannabis uses in the Limited and Light Industrial zones; and inform the audience that second reading and adoption of Ordinance 17-17 is tentatively scheduled for November 15, 2017.

16. **COMMUNITY DEVELOPMENT/PLANNING**
PUBLIC HEARING AND FIRST READING OF ORDINANCE 17-18 APPROVING A DEVELOPMENT AGREEMENT WITH CALIFORNIA F.F.C.P. ORGANIZATION DBA HIGH END MEDICAL PRODUCTS AT 3911 WEST CAPITOL AVENUE FOR CANNABIS DISTRIBUTION. (HAMILTON)

Comment: This item seeks first reading of Ordinance 17-18 approving a development agreement with California F.F.C.P. Organization to establish a wholesale cannabis logistics, distribution, and transportation facility at 3911 West Capitol Avenue.

Recommendation: It is respectfully recommended that the City Council find that the project is exempt from further environmental review pursuant to Classes 1, 3, 5, and 8 Categorical Exemptions under the California Environmental Quality Act (CEQA) and find that the Exemptions reflect the independent judgment of the City as lead agency under CEQA; and, waive first reading and read by title only Ordinance 17-18 approving the Development Agreement between the City and California F.F.C.P. Organization at 3911 West Capitol Avenue for cannabis distribution.

REGULAR AGENDA

17. **PUBLIC WORKS/ENGINEERING**
CONSIDERATION OF SCOPE AND PHASING MODIFICATIONS TO THE RIVERFRONT STREET EXTENSION PROJECT. (ANBIAH)

Comment: The Riverfront Street Extension Project is a two-phased project planned for the Bridge District. Phase 1 was intended to extend Riverfront Street with a 0.3-mile multi-use paved bicycle path between Mill Street and 15th/5th Street. Phase 2 would have been a 0.3-mile multi-modal street connection to extend Riverfront Street from Mill Street to a new four-way intersection. The Project would also accommodate a future north-south streetcar line extending from Tower Bridge Gateway through the Bridge District to serve as primary circulation to a vehicle maintenance facility. With the potential for delay for a right-of-way acquisition needed for Phase 2 and higher costs due to the construction bidding climate, staff is recommending modifications to the project scope.

Recommendation: It is respectfully recommended that the City Council 1) approve the proposed scope modifications to the Riverfront Street Extension Project; and 2) authorize staff to pursue the same proposed scope modifications with the Sacramento Area Council of Governments (SACOG).

18. **PUBLIC WORKS/TRANSPORTATION**
CONSIDERATION OF A WORKSHOP ON THE PILOT FLEXIBLE TRANSPORTATION SERVICE AND REQUEST FOR AUTHORIZATION TO PROCEED WITH CONTRACT DEVELOPMENT AND NEGOTIATIONS WITH VIA TRANSPORTATION, INC. (ANBIAH)

Comment: The purpose of this report is to update the City Council on the results of the Pilot Flexible Transportation Service procurement process. This item also seeks Council feedback and approval of staff's recommendation to proceed with contract development and negotiation with the top-ranked firm to design, operate, maintain, market, and evaluate the one (1) year Pilot, along with an internally coordinated funding plan. Council is requested to provide feedback on the baseline service proposed by Via to serve as a basis for contract development.

Recommendation: It is respectfully recommended that the City Council 1) receive staff's presentation and conduct a workshop on the Pilot Flexible Transportation Service and related funding plan; and 2) direct staff to proceed with contract development and negotiations with Via Transportation, Inc. and return no later than December 13th to request Council's consideration and award of a contract.

19. **CITY MANAGER**
CONSIDERATION OF A WORKSHOP ON KIDS' HOME RUN COLLEGE SAVINGS ACCOUNTS. (BERLIN)

Comment: On October 4, 2017 Council provided input and direction on potential concepts for inclusion in a policy framework for specific Kids' Home Run programs, including College Savings Accounts. Council approved the policy concepts in substantially the form shown in the staff report and directed staff to return to Council with future workshops on policy frameworks for specific Kids' Home Run Programs.

Recommendation: It is respectfully recommended that the Council hear staff's presentation, conduct a discussion, and provide direction on potential features for inclusion in the College Savings Account program of the Kids' Home Run.

ADMINISTRATIVE FUNCTION – PART II

20. A. Council Calendar
B. City Manager Report
C. City Attorney Report
D. Staff Direction from City Council Members
E. Future Agenda Item Requests by Council
F. Adjourn

**CITY OF WEST SACRAMENTO
REGULAR MEETING OF THE WEST SACRAMENTO CITY COUNCIL AND
WEST SACRAMENTO REDEVELOPMENT SUCCESSOR AGENCY & WEST SACRAMENTO FINANCING AUTHORITY
NOVEMBER 1, 2017 CLOSED SESSION AGENDA**

Christopher L. Cabaldon, Mayor

Mark F. Johannessen, Mayor Pro Tem
Christopher T. Ledesma, Council Member

Beverly A. Sandeen, Council Member
Quirina Orozco, Council Member

Martin Tuttle, City Manager
Jeffrey Mitchell, City Attorney

6:00 PM Call to Order

1. CITY ATTORNEY

Conference with Legal Counsel – Significant Exposure to Litigation - GC §54956.9(b): 2

2. CITY ATTORNEY

Conference with Legal Counsel – Initiation of Litigation - GC §54956.9(c): 1

3. CITY ATTORNEY

Conference with Labor Negotiator – Initiation of Litigation - GC §54957.6

Agency Negotiator: Amanda Berlin

Unrepresented Employee: Management, Specialists & Professionals, Confidential

The meeting will be held at City Hall, City Council Chambers, 1110 West Capitol Avenue, West Sacramento

I, Kryss Rankin, City Clerk, declare under penalty of perjury that the foregoing agenda for the November 1, 2017 regular and closed session meetings of the West Sacramento City Council, Redevelopment Successor Agency and Financing Authority was posted October 27, 2017 in the office of the City Clerk, 1110 West Capitol Avenue, West Sacramento, CA and was available for public review.


Kryss Rankin, City Clerk

NOTE: If you challenge the nature of a proposed action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public hearing.

All public materials related to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 1110 West Capitol Avenue during normal business hours. Any document provided at the meeting by staff will also be available to the public. Any document provided at the meeting by the public will be available the next business day following the meeting.

City Council meetings are broadcast live on AT&T Channel 99 and Wave Cable Channel 20, and rerun the next day at 12:00 pm and the following Saturday at 6:00 pm. The agenda and agenda reports are also available on the City's website at www.cityofwestsacramento.org.

ORAL PRESENTATION ONLY

**THERE WILL BE NO WRITTEN REPORT
FOR THIS ITEM**

MEETING DATE: November 1, 2017

ITEM # 3

SUBJECT:**CONSIDERATION OF RESOLUTION 17-70 OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF DEBT****INITIATED OR REQUESTED BY:** Council Staff Other**REPORT COORDINATED OR PREPARED BY:**

Paul Blumberg, Public Finance Manager



Philip Wright, Assistant City Manager-Administrative Services

ATTACHMENT Yes No Information Direction Action**OBJECTIVE**

This report seeks City Council approval of a City of West Sacramento resolution which authorizes reimbursement of capital costs associated with the Streetcar and Flood Protection projects out of a revenue bond financing anticipated to be completed in early 2018.

RECOMMENDED ACTION

It is respectfully recommended that the City Council consider approval of Resolution 17-70 of the City Council of the City of West Sacramento declaring its intention to reimburse itself from the proceeds of debt.

BACKGROUND

On July 15, 2015, the City Council and West Sacramento Financing Authority approved Resolutions 15-10 and 15-11, which authorized the issuance of lease revenue debt obligations in order to fund both the Streetcar Project and Flood Improvements. This debt obligation would be secured by the anticipated future stream of Measure V sales tax revenues. The early authorization was critical to identifying local matching funds for the federal grant funds being sought for the Streetcar Project. Staff also noted that future City Council, as well as Authority actions, would be needed in the future related to the bond issuance.

Over the past year, Council has approved funding agreements with the City of West Sacramento to complete project design, advance vehicle procurement, and pre-construction activities for the Streetcar Project. In addition, the Council has, along with project partners, established a governance structure for the project, and taken steps to prepare the project for implementation. The Federal Transportation Administration (FTA) has committed \$75 million in funding toward the "base" \$150 million project, and it is anticipated that the remaining FTA funding will be secured by early 2018 for the amended \$200 million project. Receipt of an executed full funding agreement from the FTA is seen as the critical and necessary milestone which would allow the City and Authority to proceed with the debt issuance.

The City's Finance Team is recommending that the time is appropriate for the City Council approve a "Reimbursement Resolution" included as Resolution 17-70 to this report. Resolution 17-70 declares the City Council's intention to reimburse itself for costs expended from this date forward, from the bond proceeds.

ANALYSIS

The Reimbursement Resolution is intended to establish a date certain for tracking reimbursable costs. For practical purposes it facilitates cash flow for the Streetcar Project

The City doesn't hold bond proceeds directly; it must process the release of funds. Bond proceeds are held by a bank trustee until which time the City submits requisitions to draw down funds for eligible expenses. Since expenditures are now being incurred for the project, it is advisable to commence with the tracking of invoices and payments. These expenses would be compiled for the first requisition or requisitions to be submitted immediately upon close of the bond transaction and deposit of construction funds with the trustee bank. A large amount of cash held by the City Treasury will be necessary to cash flow the Streetcar Project.

Staff must still return to the City Council and Authority to seek approval of the Preliminary Official Statement. The Finance Team will also schedule a presentation to Standard and Poor's (S&P) to seek a credit rating for the bonds. This transaction would be the first S&P credit agency rating of City "general obligation" debt, since the Fire Station 45 lease revenue bonds were issued in 2004. Staff estimates that it would take approximately four months to complete bond documents and other tasks necessary to issue the bonds. Staff is still uncertain of when bond proceeds will be needed for construction and vehicle procurement, but initiating construction of the project would be dependent on receiving the FTA full funding agreement.

In the meantime, the attached resolution will allow staff to begin tracking reimbursable expenses.

Commission Recommendation
Not applicable

Strategic Plan Integration

The action recommended in this report will further the City Council's 2017 Strategic Plan top priority objectives for the Streetcar Project and Flood Protection Improvements. Where previously the Council has authorized the issuance of Lease Revenue Bonds debt to provide for a capitalization of Measure V Revenues, Resolution 17-70 is another step to ensure that bond proceeds can be used for eligible expenditures.

Alternatives

Staff's recommendation will ensure that, going forward, any eligible Streetcar or Flood Improvement expenditures can be reimbursed from bond proceeds. Staff will still need to return to City Council to seek final approvals for the issuance of the Lease Revenue Bonds. The alternative to the staff recommendation would be to delay approval of Resolution 17-70 and package with other final actions in early-2018. The implications would be that expenditures made in the coming months, prior to that final action, may not be eligible for reimbursement from bond proceeds.

Coordination and Review

Preparation of this report was coordinated with the City Attorney and the City Manager's Office.

Budget/Cost Impact

While approval of the staff recommendation would provide flexibility and advance the City's ability to draw down bond funds sooner once the bonds are issued, there are no budget implications resulting from these actions. The Reimbursement Resolution is intended to facilitate cash flow in the future.

ATTACHMENTS

1. Resolution 17-70

RESOLUTION 17-70

A RESOLUTION OF THE CITY COUNCIL DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF DEBT

WHEREAS, the City of West Sacramento (the "City") intends to finance certain public streetcar rolling stock and related infrastructure and soft costs (the "Project");

WHEREAS, the City anticipates that, for the purpose of financing the costs of the Project on a long-term basis, it, or a joint powers authority, will issue obligations in the form of bonds which obligations will be considered debt for federal income tax purposes;

WHEREAS, the maximum principal amount of such debt expected to be issued to finance the Project is \$40 Million;

WHEREAS, the City has, heretofore, and expects in the future to pay certain expenditures in connection with the Project prior to the issuance of the debt; and

WHEREAS, in order to obtain favorable treatment of the expenditures of the proceeds of the debt used to reimburse the City's prior expenditures, Treasury Regulations section 1.150-2 requires the City to declare its reasonable official intent to reimburse such prior Project expenditures with the proceeds of debt.

NOW, THEREFORE, BE IT RESOLVED by the City Council as follows:

Section 1. Findings. The City Council hereby finds and determines that the foregoing recitals are true and correct.

Section 2. Official Intent. The City hereby states that it reasonably expects to reimburse its expenditures on Project costs with proceeds of debt to be incurred by the City or a joint powers authority. The foregoing statement is a declaration of official intent that is made under and only for the purpose of establishing compliance with the requirements of Treasury Regulations section 1.150-2. This Resolution does not bind the City to make any expenditure on the Project or to incur any debt for the Project.

Section 3. Authority to Declare Official Intent. The City Council hereby authorizes the Finance Director of the City to declare official intent on behalf of the City regarding reimbursement of prior expenditures with debt proceeds for purposes of compliance with Treasury Regulations section 1.150-2 and any successor thereto.

Section 4. Additional Acts. The officers of the City are hereby authorized and directed, individually and collectively, to do any and all things and to execute, deliver and perform any and all agreements and documents that they deem necessary or advisable in order to effectuate the purposes of this Resolution. All actions, heretofore, taken by the officers of the City that are in conformity with the purposes and intent of this Resolution are hereby ratified, confirmed and approved in all respects.

Section 5. Effective Date. This Resolution shall take effect from and after its adoption.

PASSED AND ADOPTED this 1 day of November, 2017, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Christopher L. Cabaldon, Mayor

ATTEST:

Kryss Rankin, City Clerk

MEETING DATE: November 1, 2017

ITEM # 4

SUBJECT:

CONSIDERATION OF THE TREASURER'S QUARTERLY FINANCIAL REPORT ON THE CITY'S INVESTMENT PORTFOLIO FOR THE PERIOD ENDING SEPTEMBER 30, 2017; ANNUAL REVIEW AND APPROVAL OF AMENDMENTS TO THE CITY'S ADOPTED INVESTMENT POLICY

INITIATED OR REQUESTED BY:

Council Staff

Other

REPORT COORDINATED OR PREPARED BY:

Paul Blumberg, Public Finance Manager


Philip Wright, Assistant City Manager-Administrative Services

ATTACHMENT Yes No

Information

Direction

Action

OBJECTIVE

The purpose of this report is to provide the City Council with a quarterly report on the City's investment portfolio for the quarter ending September 30, 2017.

RECOMMENDED ACTION

It is respectfully recommended that the City Council:

1. Receive and file the Treasurer's Quarterly Financial Report on the City's investment portfolio for the period ending September 30, 2017, and
2. Conduct the annual review and approve amendments to the City's adopted Investment Policy.

BACKGROUND

All local agencies are required to file regular financial reports with their legislative body on the status of their investment portfolio. One of the roles of the City's Administrative Services Department, Finance Division, is to manage investments of the City to ensure that cash flow needs are met while maximizing the investment portfolio.

Under section 53646(b)(1) of the Government Code, the City Treasurer may prepare and transmit a quarterly financial report to the City Council on the City's investment portfolio. This report includes:

1. The type of investment, issuer, date of maturity, and par and dollar amount invested on all securities, investments and funds held by the City;
2. A current market value as of the date of the report;
3. A stated compliance of the portfolio to the statement of the City's adopted investment policy, or manner in which the portfolio is not in compliance; and
4. A statement denoting the ability of the local agency to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall or may not be available. Once a year, the statement of investment policy is included in the report.

This quarterly report was prepared by FTN Financial Services, and provides a report format that staff believes will provide enhanced reporting with more analysis, better graphics, and an expanded analysis of the City's Investment Portfolio. FTN Financial Services is a Las Vegas based firm with municipal clients throughout California and the United States.

In addition, each year the City prepares and annual review of the City's adopted investment policy. This year, staff is recommending changes to the policy that are the result of a review by the California Municipal Treasurer's Association (CMTA). The CMTA provides a review by members of the Investment Policy Committee, and the City's consultant, FTN Financial Services, is a member of the committee. The changes deal primarily with changes to the types of authorized investments allowed by the State of California, and will bring the City's policy in conformance with State statutes.

ANALYSIS

This quarterly financial report summarizes the status of pooled treasury investments as of September 30, 2017.

For the quarter ending September 30, 2017, the City-held treasury investments consisted of investments with a book value of \$135,351,908. The largest amount of the City's portfolio continues to be invested in pooled investment funds. However, as a result of the diversification strategy that commenced in 2014, the portfolio now also includes certificates of deposit, federal agencies, medium term notes ("corporate bonds"), and municipal bonds. Historically, it had been the City's practice to focus the majority of investment choices in two municipal "pooled" investment funds: 1) the Local Agency Investment Fund (LAIF), and 2) the California Asset Management Program (CAMP). The concentration in pooled investments has decreased from the previous quarter due to large principal payments due September 1st, and is 72.42% of the total portfolio as of September 30, 2017. However, staff continues to seek to increase portfolio returns through other higher-yielding investments in compliance with the City's adopted Investment Policy (see attachment).

Discussion of Performance

The following is a summary of performance by investment type.

Investment type	Par Value	Market Value	Book Value	% of Portfolio	Yield to Maturity	Days to Maturity
Money Market Funds	190,295.11	190,295.11	190,295.11	0.14	0.920	1
LAIF	71,469,413.69	71,469,413.69	71,469,413.69	52.80	1.110	1
Checking Account	6,035,667	6,035,667	6,035,667	4.46	0.010	1
CAMP	20,328,711	20,328,711	20,328,711	15.02	1.150	1
Corporate Notes	11,000,000	11,044,575	11,092,762	8.20	1.942	976
Federal Agency Non-Callables	6,600,000	6,532,173	6,579,146	4.86	1.522	1,030
Federal Agency Callables	2,000,000	1,987,980	2,000,000	1.48	1.683	1,472
CD-FDIC	9,190,000	9,179,941	9,190,000	6.79	1.672	905
CDARS	1,003,841	1,003,841	1,003,841	0.74	1.427	634
Municipal Bonds	7,315,000	7,332,450	7,462,073	5.51	1.691	1,121
	135,132,928	135,115,544	135,362,406	100.00%	1.236	280

This quarter, the returns on the City's portfolio were 1.03%, unchanged from the previous quarter ending 6/30/2017 when the Yield to Maturity (YTM) was 1.03%. The YTM for the entire portfolio is 1.236% as of 9/30/2017 with a book value of \$135,351,908, versus \$164,096,633.70 the previous quarter. This decrease is typical as the portfolio fluctuates widely during the year. The reduction in the portfolio balance is largely due the payment of principal reductions on debt, included as part of debt service payments due by September 1 each year.

The investment strategy now has \$37.3 million, or 27.58%, of the portfolio in assets maturing in longer term maturities of 180+ days. Compared to a year prior, portfolio returns have been increased due to the investment, or reinvestment of portfolio cash in higher yielding investments, including Negotiable CDs (1.638% YTM), Non-Callable Agencies (1.406% YTM), Callable Agencies (1.540% YTM), Medium Term Notes (1.928% YTM), and Municipal Bonds (1.662% YTM).

However, the continued dominance of completely liquid funds in the portfolio at 72.42% of the total is a determining factor in the overall portfolio YTM. During the quarter ending June 30, 2017, the yields for LAIF were 1.10% YTM. Investments in CAMP, while generally on par with LAIF, were at 1.15% YTM.

Miscellaneous investments in completely liquid time deposits, mutual funds, and cash balances with YTM from 0.00% to 0.92% also limit overall return to the portfolio.

It should be noted that the gain or loss within a given quarter is not an issue since we intend to hold the securities to maturity. The "Book Value" represents what we paid for the security whereas "Market Value" is a constantly changing amount based on the current value. Market values fluctuate with changes in interest rates, and price has an inverse relationship to interest rates. Thus, while we are required to calculate market values on an ongoing basis, at maturity the investment will achieve the stated "Yield to Maturity" based on the Book Value, or what the City paid for the security. Overall, the book value of the portfolio exceeds market value by \$246,862, a change from last quarter that is largely due to a increase in interest rates in the last quarter. Declining interest rates improve the value of the portfolio, although a gain would not be realized unless certain assets were to be sold.

In the current quarter, staff will continue to evaluate liquidity needs and, where possible, continue the investment in higher yielding securities.

Recommended Amendments to the City's Investment Policy

Each year, the City Council is required to conduct an annual review of the City's investment policy. The policy, which was last amended in October 2014, provides guidance on authorized investments which are established by the State of California by statute. As noted in the Background section of this report, the annual review this year includes input from FTN Financial Services, a participant on the CMTA's Investment Committee, and recommended amendments as shown in the redlined attachment to this agenda report.

Changes to authorized investments include:

- An elaboration on the types of Banker's Acceptances that can be held in the portfolio;
- Further definition regarding Negotiable Certificates of Deposit;
- Credit requirements for Commercial Paper;
- Credit requirements for Money Market Mutual Funds;
- Credit requirements for Medium Term Notes (aka "Corporate Bonds"); and
- The addition of State-issued Treasury notes.

Changes to investment parameters include:

- Citing the need to maintain a portion of the portfolio in liquid investments; and
- Limits on the weighted average maturity not to exceed three (3) years.

Changes to investment performance include:

- Annual review of the City's performance benchmarks; and
- Elimination of the strategy of "playing the market against LAIF."

Should the Council approve the attached redlined document, the revised policies would guide staff's investment decisions in the future.

Commission Recommendation

Not applicable

Strategic Plan Integration

The City's mission includes a *City Government that is Financially Sound*, and the Council's goal for achieving a *Financially Sound City Government* is furthered by investing the City treasury in a manner that ensures safety and liquidity first, and where possible a yield on "excess cash". The preparation of regular quarterly reports on the City's investments supports the mission and this goal.

Alternatives

Since this agenda report transmits a quarterly financial report pursuant to Government Code section 53646(b) (1), alternatives have not been presented. In addition, staff is recommending certain revisions the policy consistent with State guidelines. As an alternative, the Council could recommend that certain proposed changes not be included, and staff would simply delete them. For example, there is no mandate that the City include all types of State of California authorized investments in its own policy.

Coordination and Review

Preparation of this report was coordinated with the City Manager's Office.

Budget/Cost Impact

The investment portfolio, as a whole, earned returns at least consistent with the revenue estimates contained in the budget, and the portfolio yield of 1.236% exceeded the LAIF (1.110%) benchmark established in the Investment Policy.

ATTACHMENTS

1. FTN Financial Investment Report (September 30, 2017)
2. Recommended amendments to the City Investment Policy



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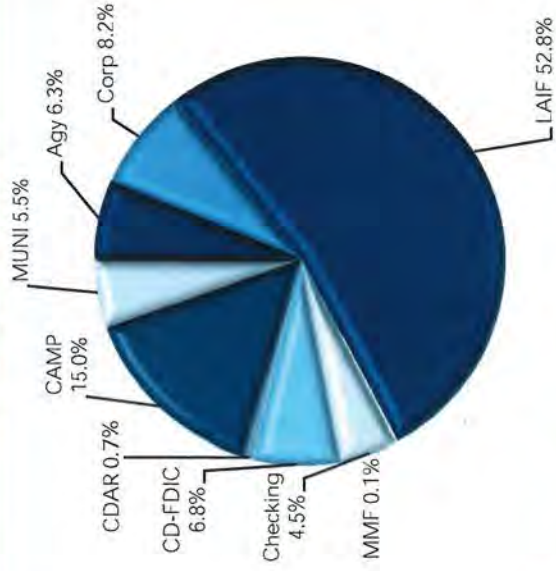
Dan Rusk
Portfolio Analyst
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Quarterly Investment Report

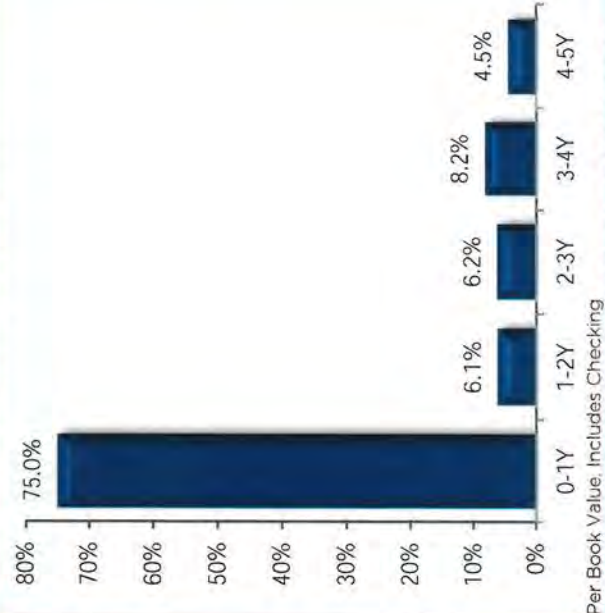
City of West Sacramento

September 2017

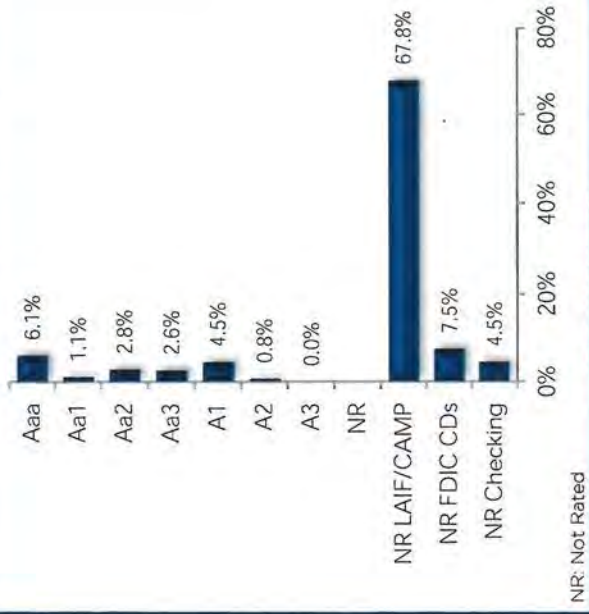
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (MOODY'S)

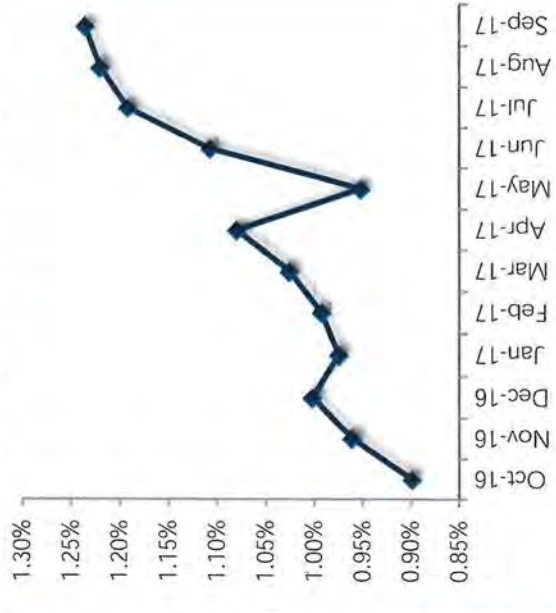


ACCOUNT SUMMARY

	9/30/17	6/30/17
Market Value	\$135,105,046	\$163,809,921
Book Value*	\$135,351,908	\$164,096,634
Variance	-\$246,862	-\$286,713
Par Value	\$135,132,928	\$163,838,799
Net Asset Value	\$99,818	\$99,825
Book Yield	1.24%	1.11%
Years to Maturity	0.77	0.58
Modified Duration	0.73	0.54

Per Book Value

MONTH-END PORTFOLIO BOOK YIELD



TOP ISSUERS

Issuer	% Portfolio
LAIF	52.8%
CAMP	15.0%
Bank of America	4.5%
FFCB	3.0%
State of California	1.5%
FHMA	1.5%
University of California	1.1%
Berkshire Hathaway	1.1%
US Bank	1.1%
State of Cal Dept of Water	0.8%
Toyota	0.8%
PNC Bank	0.8%
General Electric	0.8%
American Honda	0.7%
IBM	0.7%

Per Book Value

*Book Value is at Amortized Cost, Includes Checking

Item / Sector	Parameters	In Compliance
Weighted Average Maturity	Weighted Average Maturity (WAM) must be between .25 years and 3.0 years.	No: 0.77 Yrs
U.S. Treasuries	No limit, maximum maturity 5 years.	Yes: 0.0%
U.S. Federal Agencies	No sector limit, no issuer limit, max maturity 5 years.	Yes: 6.3%
Bankers' Acceptances	*Sector limit 40%, issuer limit 30%, maximum maturity 180 days, A-1/P-1 by two.	Yes: 0.0%
Time Deposits	Federally Insured (non-negotiable certificates of deposits) in state or federally chartered banks, savings and loans, or credits unions; amount limited to maximum covered under federal insurance.	Yes: 0.0%
Negotiable Certificates of Deposit	*Sector limit 30%, max maturity 5 years, issued by nationally or state-chartered bank, savings association, state or federal credit union, or federally licensed branch of foreign bank.	Yes: 6.8%
Placement Service CDs (CDARS)	*Sector limit 30% (including Certificates of Deposits), max 5 years maturity.	Yes: 0.7%
Commercial Paper	Rated at least A-1,P-1, or F-1; *25% limit, 10% per issuer, maximum maturity 270 days, issued by a domestic corporation w/ at least \$500 million of assets and long-term rating of A or higher.	Yes: 0.0%
Local Agency Investment Fund	Max allowable per State Treasurer's Office (currently \$65 million).	Yes: 52.8%
Joint Powers Authority (CAMP)	*No limit, registered or exempt with SEC, advisor has at least 5 years experience, AUM of \$500 million, invests in securities authorized by California Code 5360 subdivisions a. to o.	Yes: 15.0%
Corporate Medium Term Notes	*Sector limit 30%, maximum maturity 5 years, rating of "A" or better, issued by corporations organized and operating within United States or by depository institutions licensed by the United States or any state operating in the United States.	Yes: 8.2%
Mutual/Money Market Funds	*Sector limit 20%, Issuer limit 10%, AAA by at least two rating services or Investment Advisor has 5yrs experience investing in securities and obligations authorized by subdivisions with \$500MM AUM.	Yes: 0.1%
Municipal Bonds	No limit, maximum maturity 5 years.	Yes: 5.5%
Repurchase Agreements	No Sector Limit, 1 year max maturity, 102% Collateral in obligations of treasuries, U.S. agencies (including MBS).	Yes: 0.0%
Collateralized Bank Deposits	No sector limit, collateralized with treasuries, U.S. Agencies, including MBS; or obligations of any state, city, county, authority with a minimum rating of AA by two rating agencies. .	Yes: 4.5%

Securities' market values are derived from the Entity's custodian.

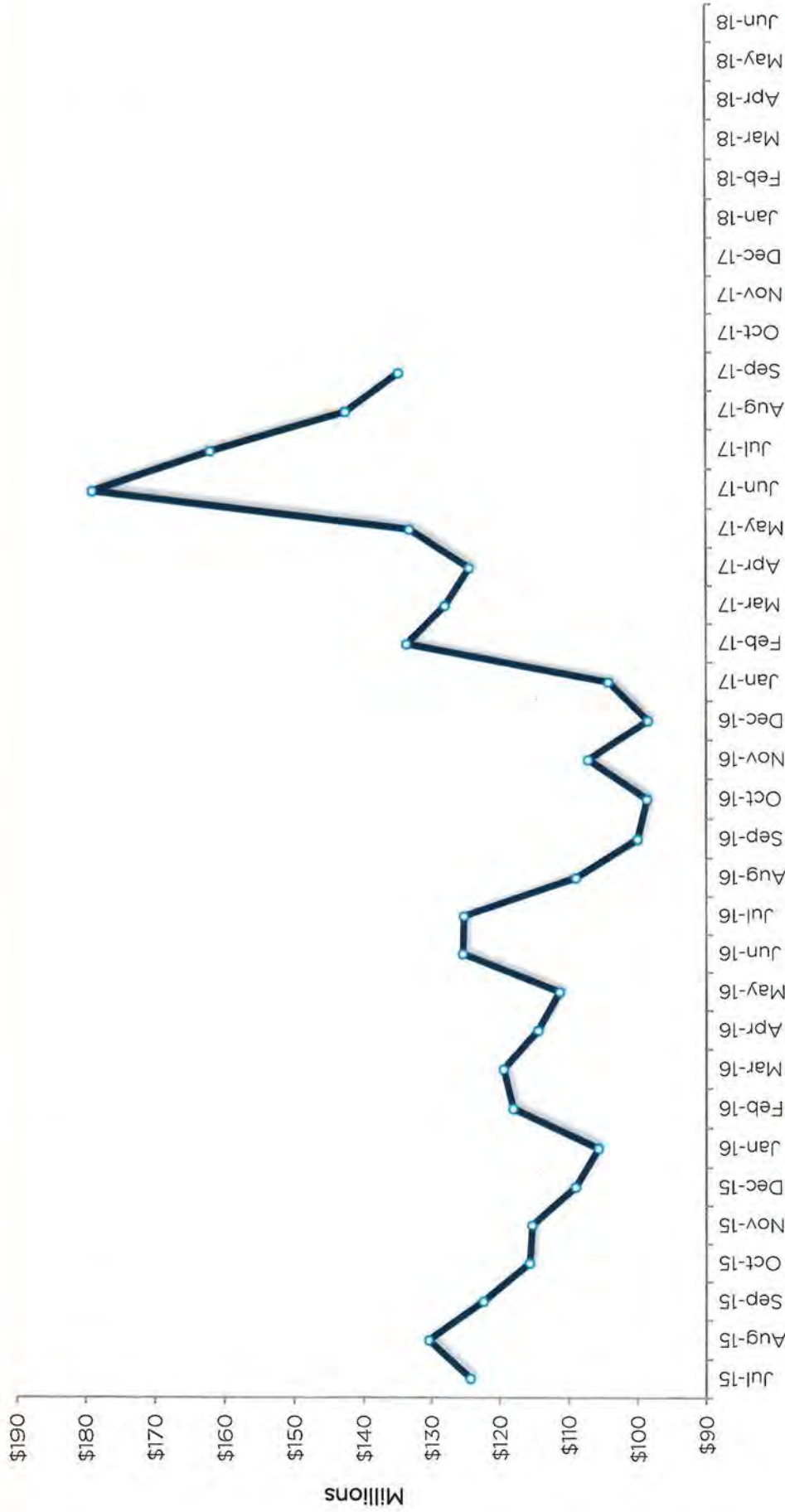
*Investment Parameters per California Code 53601

The City certifies the investment portfolio provides sufficient liquidity to meet the City's cash flow obligations for the next six months.

Portfolio Metrics	9/30/2017	6/30/2017	Change
Market Value	\$135,105,046	\$163,809,921	
Book Value	\$135,351,908	\$164,096,634	
Par Value	\$135,132,928	\$163,838,799	
Net Asset Value	\$0.998	\$0.998	\$0.000
Yield to Maturity	1.236%	1.108%	0.128%
2Yr Treasury Note Yield	1.486%	1.254%	0.232%
LAIF Yield (monthly avg)*	1.110%	0.821%	0.289%
Average Years to Maturity	0.77	0.58	0.19
Effective Duration	0.73	0.54	0.19

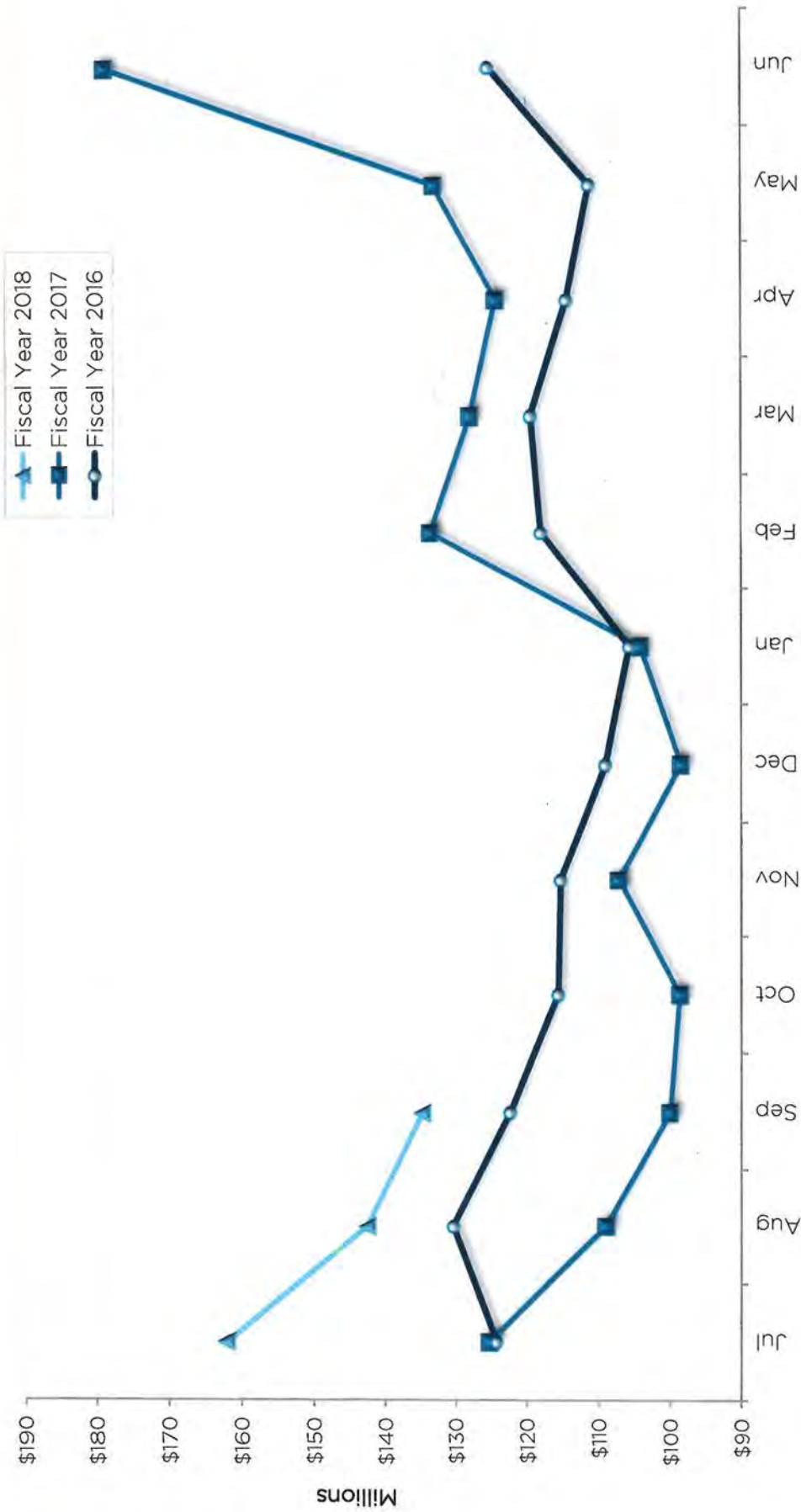
*LAIF rate is estimated for current month/quarter end

Sectors (Book Value)	9/30/2017	6/30/2017	Change
Federal Agency	\$8,579,146	\$9,651,346	-\$1,072,200
LAIF	\$71,469,414	\$104,283,357	-\$32,813,943
Corporate	\$11,092,762	\$10,081,340	\$1,011,422
Certificates of Deposit	\$9,190,000	\$7,950,000	\$1,240,000
CDARS	\$1,003,841	\$1,003,841	\$0
Municipal Bonds	\$7,462,073	\$6,425,149	\$1,036,924
CAMP	\$20,328,711	\$20,270,728	\$57,984
Money Market Funds	\$190,295	\$82,072	\$108,223
Checking	\$6,035,667	\$4,348,802	\$1,686,865
Total	\$135,351,908	\$164,096,634	-\$28,744,725



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Fiscal Year 2016	\$124.2	\$130.4	\$122.4	\$115.6	\$115.2	\$109.0	\$105.7	\$118.0	\$119.4	\$114.4	\$111.3	\$125.3
Fiscal Year 2017	\$125.2	\$109.0	\$100.0	\$98.6	\$107.2	\$98.4	\$104.2	\$133.6	\$128.0	\$124.3	\$133.2	\$178.9
Fiscal Year 2018	\$162.0	\$142.5	\$134.8									

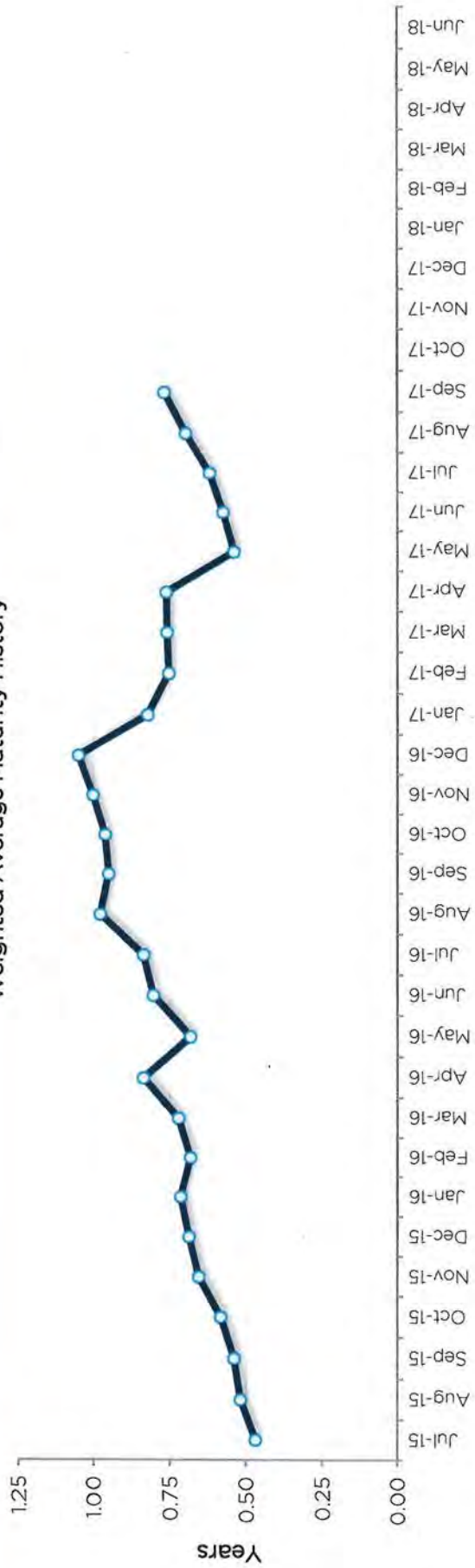
Figures in Millions, Average Daily Balance



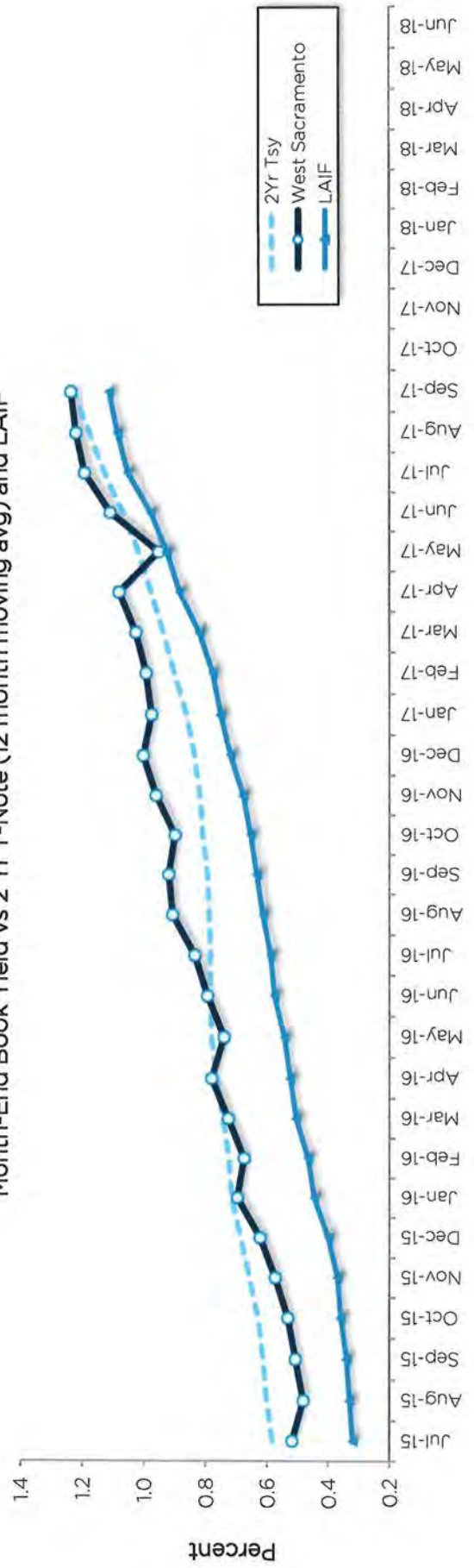
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Fiscal Year 2016	\$124.2	\$130.4	\$122.4	\$115.6	\$115.2	\$109.0	\$105.7	\$118.0	\$119.4	\$114.4	\$111.3	\$125.3
Fiscal Year 2017	\$125.2	\$109.0	\$100.0	\$98.6	\$107.2	\$98.4	\$104.2	\$133.6	\$128.0	\$124.3	\$133.2	\$178.9
Fiscal Year 2018	\$162.0	\$142.5	\$134.8									

Figures in Millions, Average Daily Balance

Weighted Average Maturity History

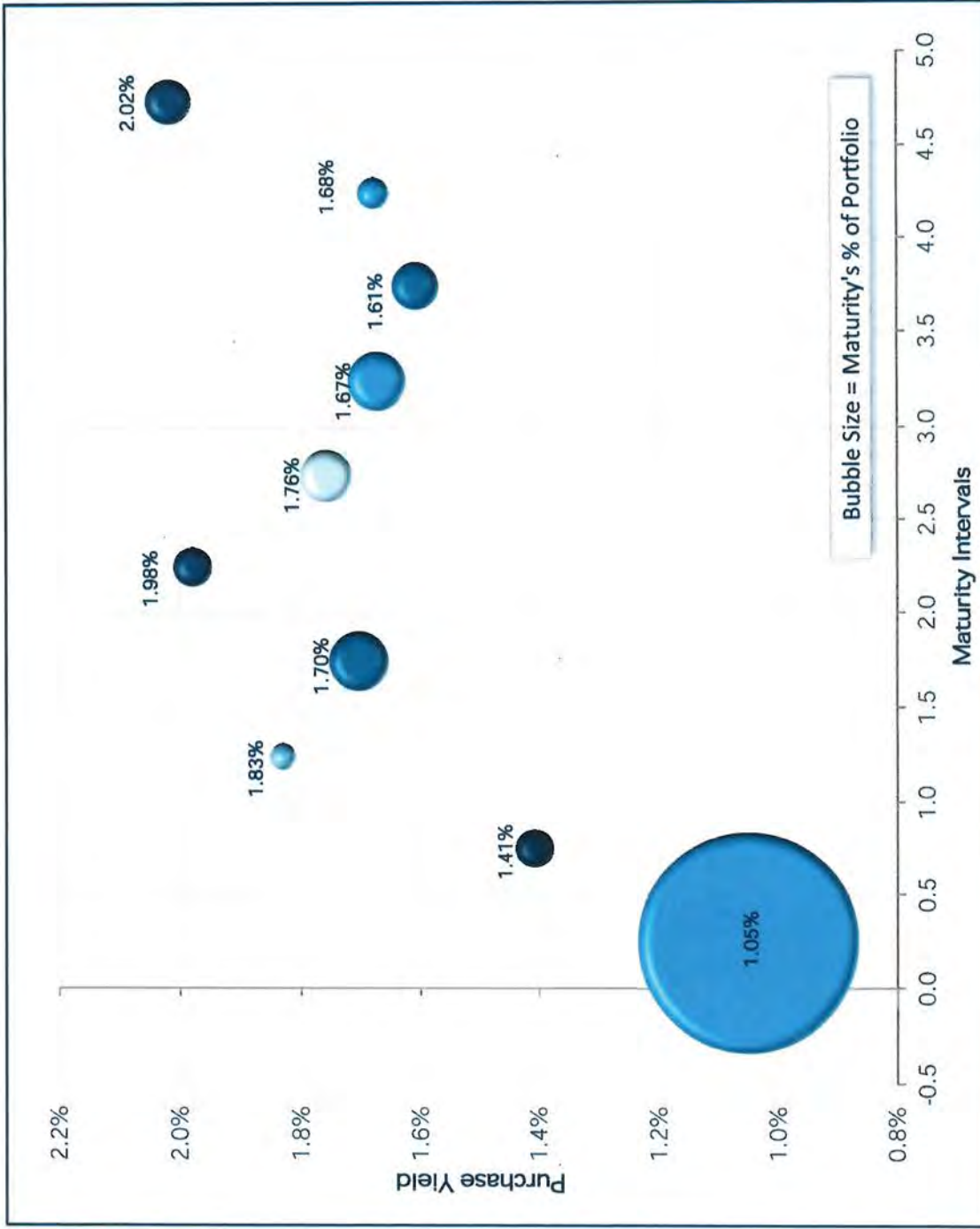


Month-End Book Yield vs 2 Yr T-Note (12 month moving avg) and LAIF

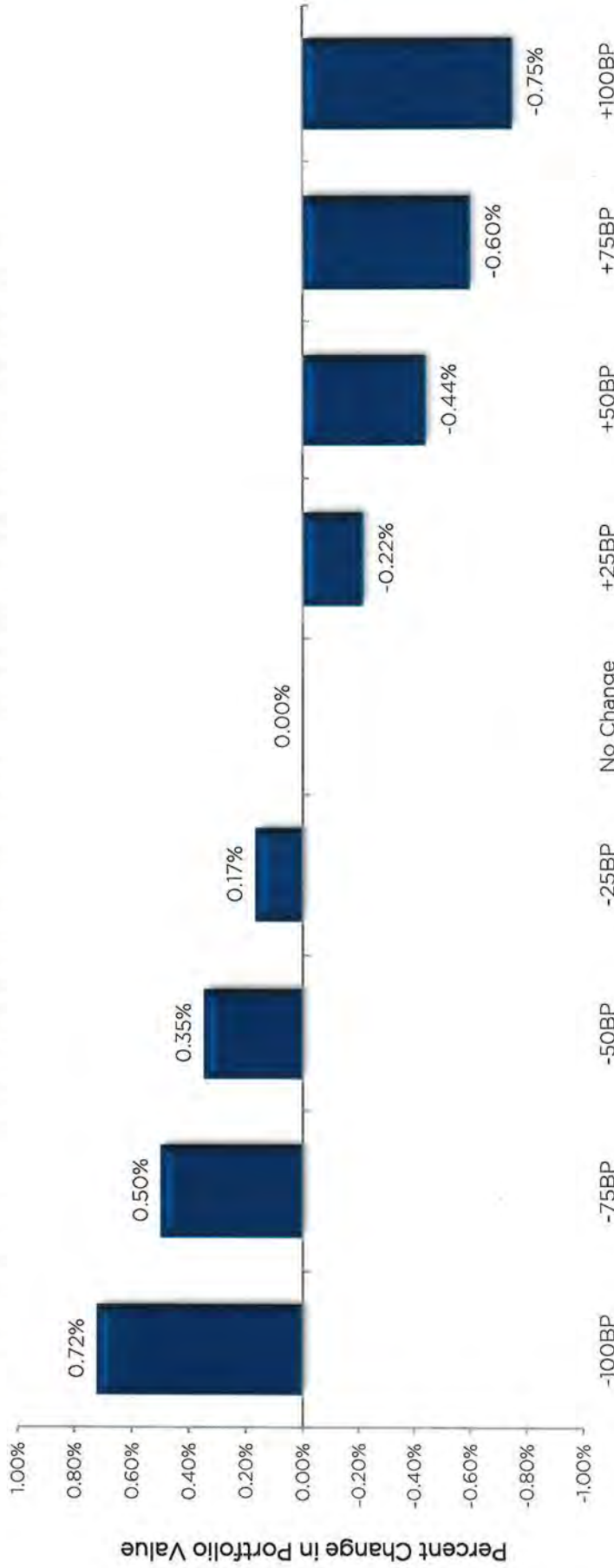


Years	Purchase Yield	% of Portfolio*
0 to .5	1.05%	72.79%
.5 to 1.0	1.41%	2.20%
1.0 to 1.5	1.83%	0.94%
1.5 to 2.0	1.70%	5.20%
2.0 to 2.5	1.98%	2.22%
2.5 to 3.0	1.76%	4.01%
3.0 to 3.5	1.67%	4.86%
3.5 to 4.0	1.61%	3.32%
4.0 to 4.5	1.68%	1.47%
4.5 to 5.0	2.02%	2.99%

*Based on Book Value



Instantaneous Interest Rate Changes and Approximate Change in Portfolio's Market Value



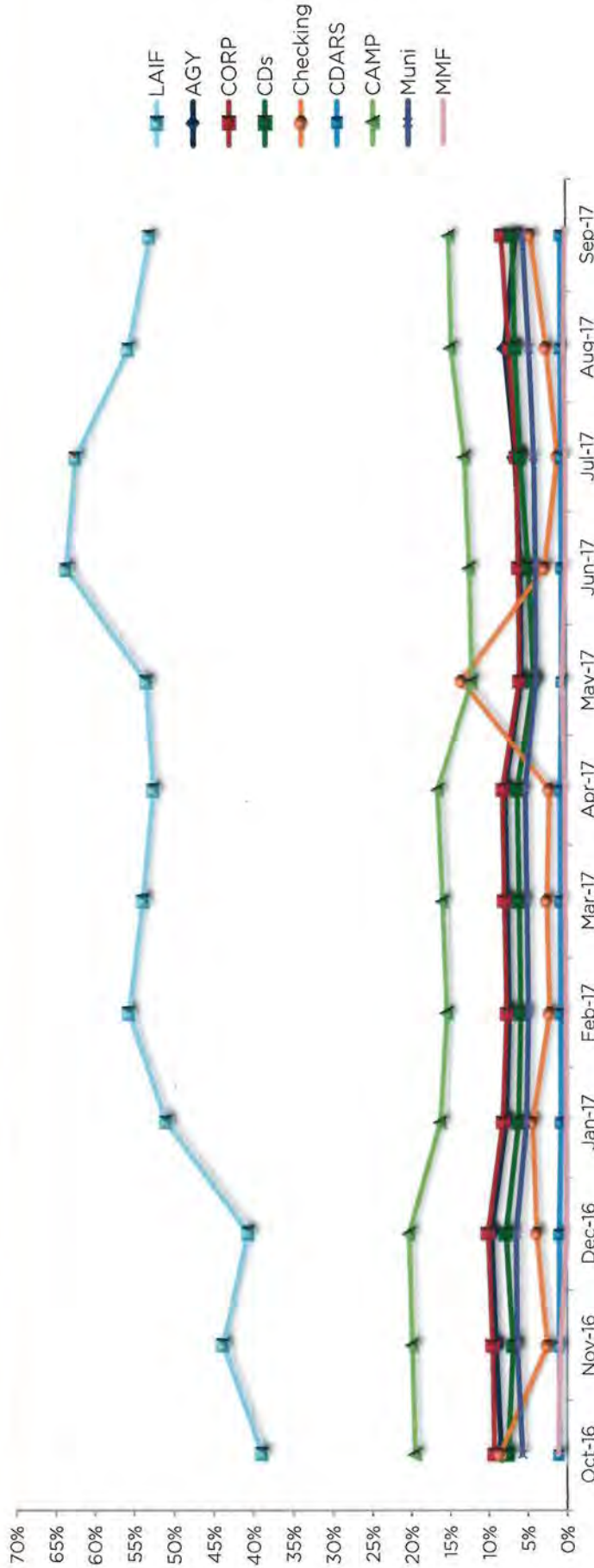
Interest Rate Changes/Scenarios

Interest Rate Change	Portfolio Value	Value Change	Percent Change
-100 Basis Points	\$136,077,802	\$972,756	0.72%
-75 Basis Points	\$135,776,248	\$671,202	0.50%
-50 Basis Points	\$135,571,969	\$466,923	0.35%
-25 Basis Points	\$135,328,780	\$223,734	0.17%
No Change	\$135,105,046	\$0	0.00%
+25 Basis Points	\$134,811,193	-\$293,853	-0.22%
+50 Basis Points	\$134,507,206	-\$597,840	-0.44%
+75 Basis Points	\$134,294,416	-\$810,630	-0.60%
+100 Basis Points	\$134,091,758	-\$1,013,288	-0.75%

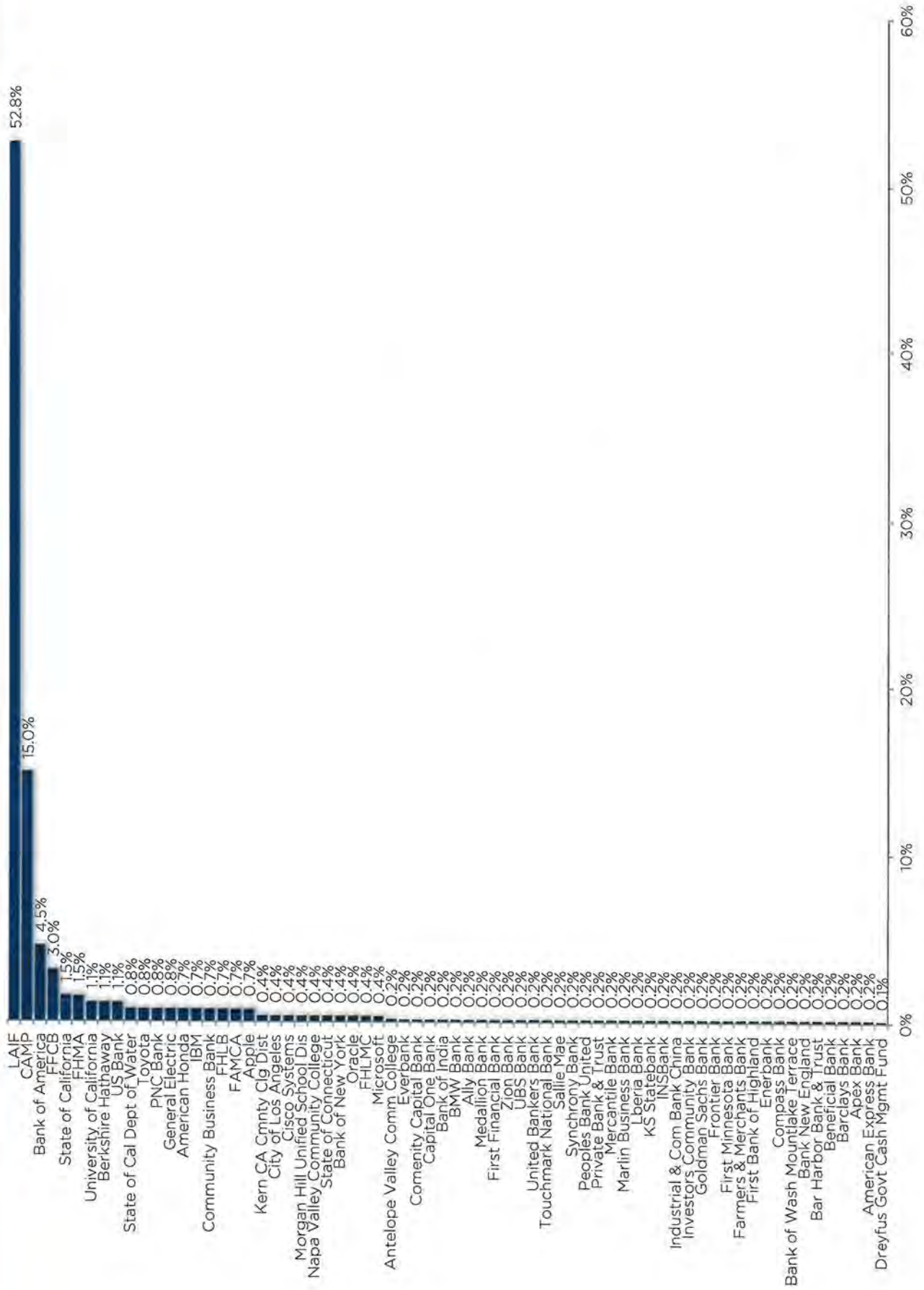


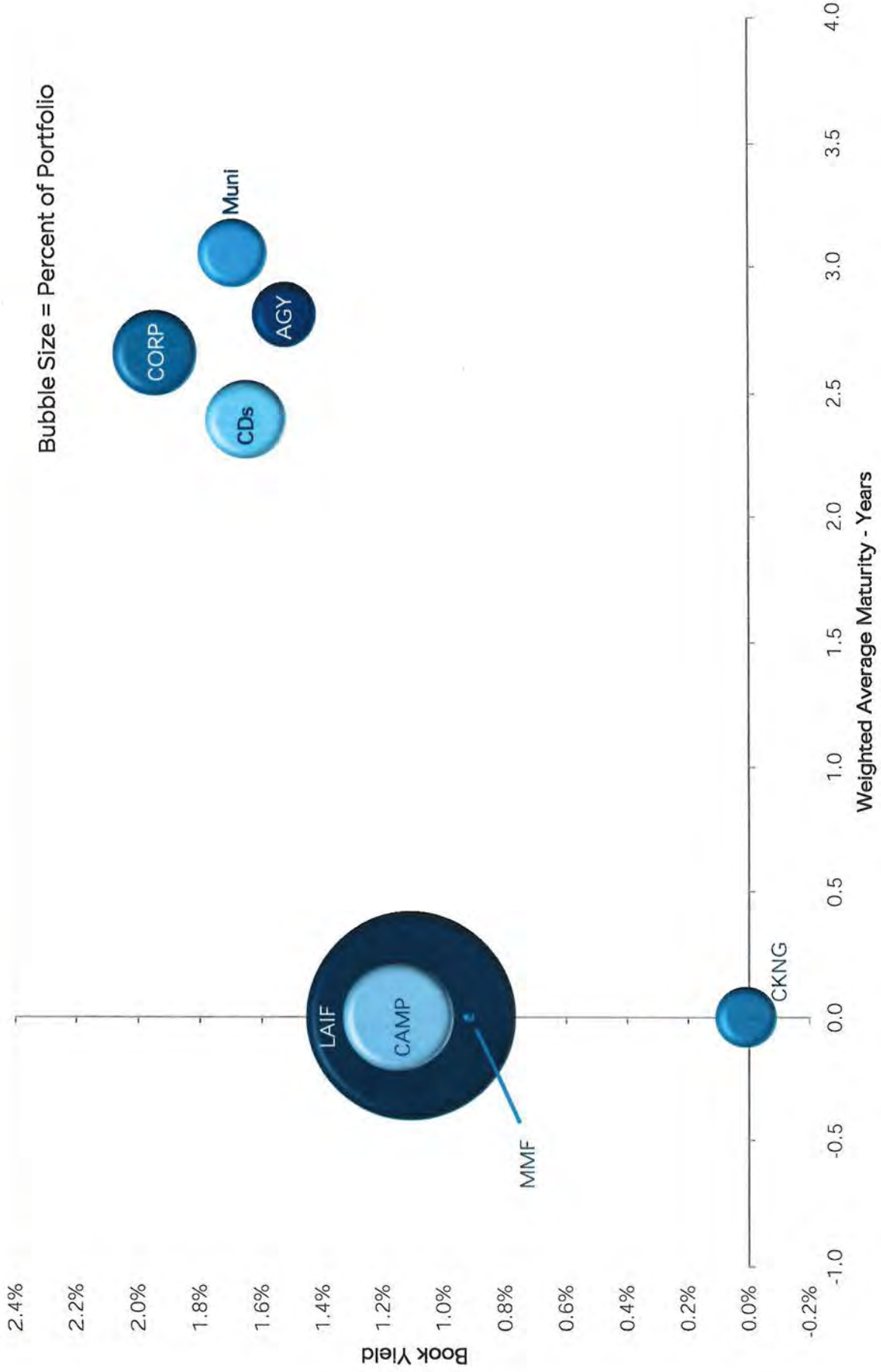
	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
Maturities	\$98.3	\$0.0	\$0.0	\$0.2	\$0.0	\$0.0	\$0.0	\$0.2	\$0.7	\$0.0	\$0.0	\$2.0

Par Value in Millions, Including Checking

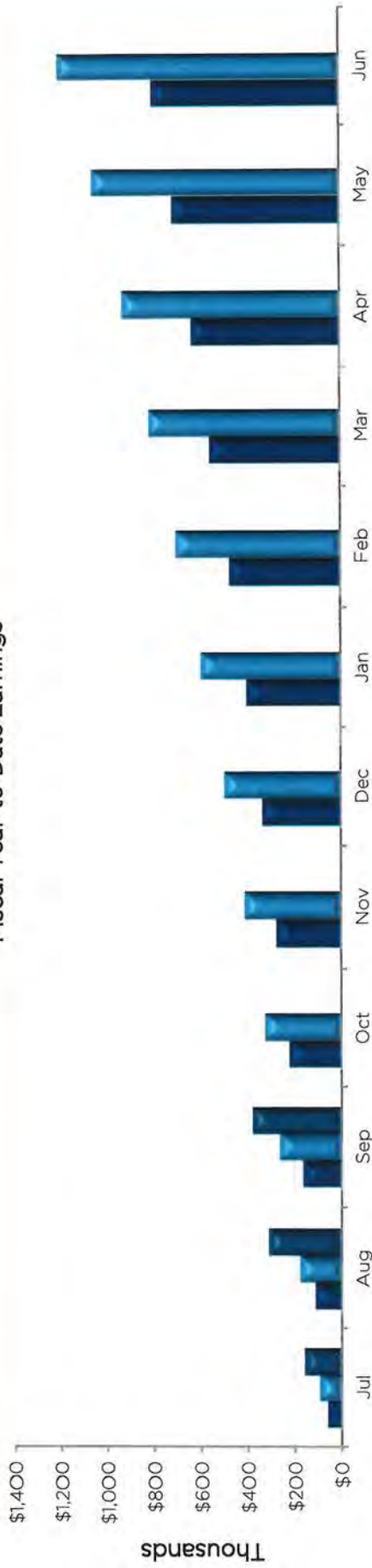


Sector	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Agency	8.4%	9.1%	9.7%	7.8%	7.4%	7.6%	7.9%	5.8%	5.9%	5.5%	7.8%	6.4%
Corporate	9.3%	9.5%	10.1%	8.2%	7.7%	8.0%	8.2%	6.0%	6.1%	6.4%	7.3%	8.2%
Municipal Bonds	5.7%	6.4%	6.5%	5.2%	4.9%	5.1%	5.3%	3.9%	3.9%	4.1%	4.7%	5.5%
Checking	8.6%	2.5%	3.9%	4.4%	2.2%	2.5%	2.2%	13.4%	2.7%	1.1%	2.5%	4.5%
CDARS	1.0%	1.0%	1.0%	0.8%	0.8%	0.8%	0.8%	0.6%	0.6%	0.6%	0.7%	0.7%
CDs	7.5%	6.9%	7.8%	6.2%	5.9%	6.1%	6.3%	4.2%	4.8%	5.9%	6.5%	6.8%
MMF	1.1%	0.9%	0.0%	0.1%	0.1%	0.2%	0.2%	0.6%	0.1%	0.1%	0.3%	0.1%
CAMP	19.5%	19.9%	20.3%	16.3%	15.4%	16.0%	16.6%	12.1%	12.4%	13.0%	14.7%	15.0%
LAIF	38.9%	43.8%	40.7%	51.0%	55.6%	53.8%	52.5%	53.4%	63.5%	62.3%	55.5%	52.8%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%



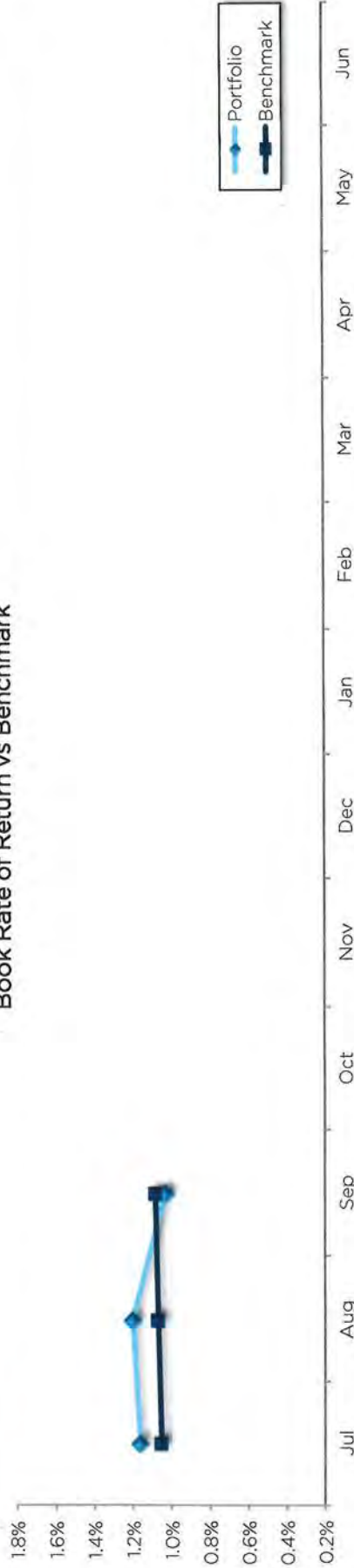


Fiscal Year-to-Date Earnings



Fiscal YTD (\$000s)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 2016	\$58.0	\$113.2	\$164.8	\$219.7	\$275.1	\$332.9	\$399.1	\$470.4	\$554.0	\$631.1	\$710.9	\$796.4
FY 2017	\$93.6	\$180.5	\$263.3	\$324.7	\$410.8	\$497.3	\$595.2	\$701.7	\$816.9	\$929.9	\$1,056.2	\$1,204.2
FY 2018	\$159.4	\$310.0	\$378.9									

Book Rate of Return vs Benchmark



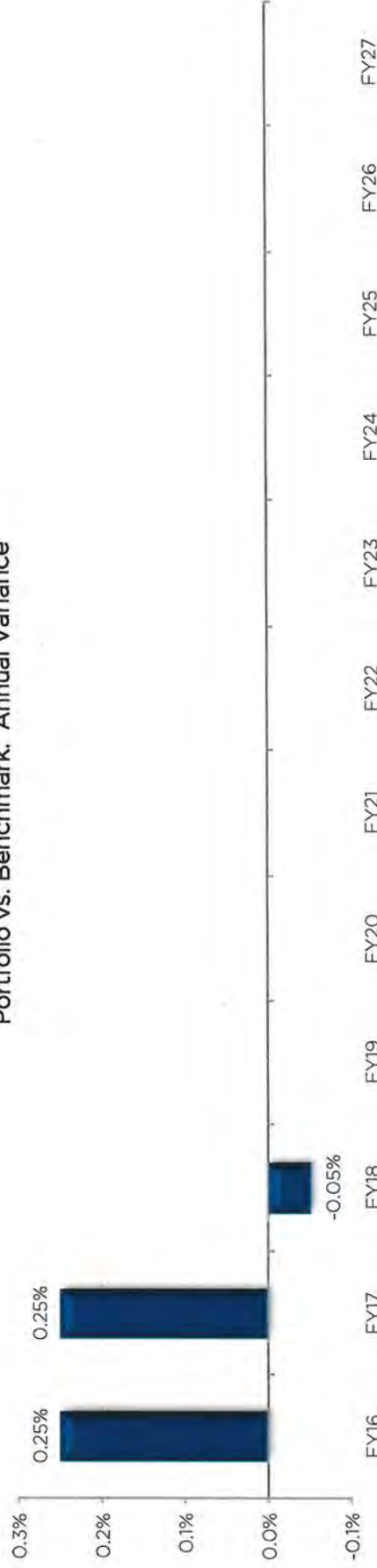
Fiscal YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Book Rate of Rtn	1.16%	1.20%	1.03%									
Custom Benchmark*	1.05%	1.07%	1.08%									
Variance	0.11%	0.13%	-0.05%									

*Benchmark: LAIF FYTD Rate

Portfolio vs Benchmark



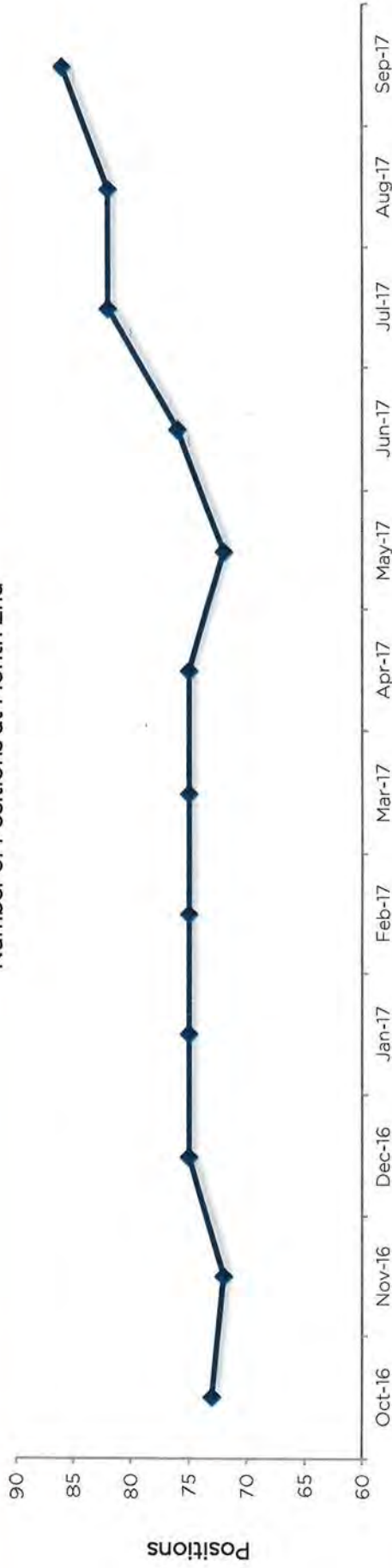
Portfolio vs. Benchmark: Annual Variance



Fiscal YTD	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Portfolio	0.68%	1.00%	1.03%									
Benchmark*	0.43%	0.75%	1.08%									
Variance	0.25%	0.25%	-0.05%									

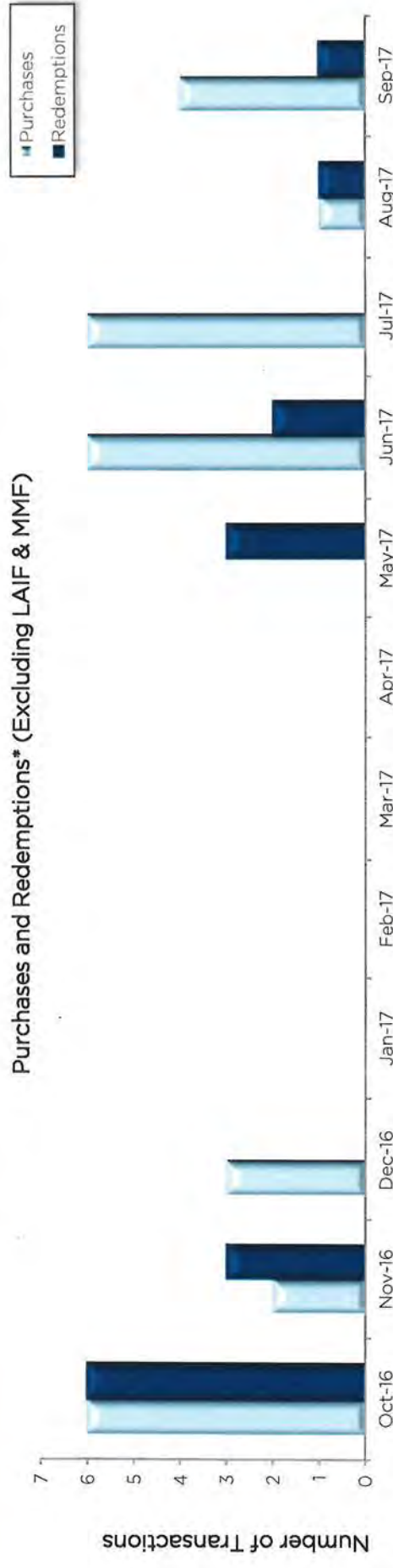
*Benchmark: LAIF Monthly Rate FYTD

Number of Positions at Month End



	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Positions	73	72	75	75	75	75	75	72	76	82	82	86

Purchases and Redemptions* (Excluding LAIF & MMF)



*Redemptions include maturities, calls, and sells (excluding MMF, LAIF, CAMP)

	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Purchases	6	2	3	0	0	0	0	0	6	6	1	4
Redemptions	6	3	0	0	0	0	0	3	2	0	1	1
Total Transactions	12	5	3	0	0	0	0	3	8	6	2	5

**City of West Sacramento
Portfolio Management
Portfolio Summary
September 30, 2017**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	YTM 365 Equiv.
Money Market Funds	190,295.11	190,295.11	190,295.11	0.14	1	0.920
LAIF	71,469,413.69	71,469,413.69	71,469,413.69	52.80	1	1.110
Checking Account	6,035,667.17	6,035,667.17	6,035,667.17	4.46	1	0.010
CAMP	20,328,711.44	20,328,711.44	20,328,711.44	15.02	1	1.150
Corporate Notes	11,000,000.00	11,044,575.00	11,092,761.50	8.20	976	1.942
Federal Agency Non-Callables	6,600,000.00	6,532,173.00	6,579,146.00	4.86	1,030	1.522
Federal Agency Callables	2,000,000.00	1,987,980.00	2,000,000.00	1.48	1,472	1.683
CD-FDIC	9,190,000.00	9,179,940.53	9,190,000.00	6.79	905	1.672
CDARS	1,003,840.57	1,003,840.57	1,003,840.57	0.74	634	1.427
Municipal Bonds	7,315,000.00	7,332,449.60	7,462,073.00	5.51	1,121	1.691
Investments	135,132,927.98	135,105,046.11	135,351,908.48	100.00%	280	1.236

Cash and Accrued Interest	
Accrued Interest at Purchase	10,497.52
Subtotal	10,497.52
Total Cash and Investments	135,115,543.63
	135,362,406.00
	280
	1.236

	September 30	Month Ending	Fiscal Year To Date
Total Earnings			
Current Year	69,066.67		378,899.06
Average Daily Balance	134,754,674.51		146,544,267.22
Effective Rate of Return	0.62%		1.03%

Paul Blumberg, Public Finance Manager

Reporting period 09/01/2017-09/30/2017

Run Date: 10/16/2017 - 14:11

Portfolio WSAC
CP
PM (PRF_PM1) 7.3.0
Report Ver. 7.3.6.1

**City of West Sacramento
Portfolio Management
Portfolio Details - Investments
September 30, 2017**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Moody's	S&P	Maturity Date
Money Market Funds												
SYS10003	10003	Dreyfus Govt Cash Mgmt Fund	190,295.11		190,295.11	190,295.11	190,295.11	0.920	0.920	Aaa	AAA	
		Subtotal and Average	538,605.42		190,295.11	190,295.11	190,295.11		0.920			
LAIF												
SYS10058	10058	LAIF			800,646.42	800,646.42	800,646.42	1.110	1.110			
SYS10059	10059	LAIF			40,640,074.03	40,640,074.03	40,640,074.03	1.110	1.110			
SYS10060	10060	LAIF			30,028,693.24	30,028,693.24	30,028,693.24	1.110	1.110			
		Subtotal and Average	73,402,747.02		71,469,413.69	71,469,413.69	71,469,413.69		1.110			
Checking Account												
SYS10062	10062	Bank of America			6,035,667.17	6,035,667.17	6,035,667.17	0.010	0.010			
SYS10065	10065	Community Bus Bank			0.00	0.00	0.00	0.100	0.100			
		Subtotal and Average	3,531,642.74		6,035,667.17	6,035,667.17	6,035,667.17		0.010			
CAMP												
SYS10063	10063	CAMP			20,328,711.44	20,328,711.44	20,328,711.44	1.150	1.150			
		Subtotal and Average	20,310,193.42		20,328,711.44	20,328,711.44	20,328,711.44		1.150			
Corporate Notes												
02665WAU5	10013	American Honda		04/09/2015	500,000.00	502,370.00	509,755.00	2.150	1.735	A1	A+	03/13/2020
02665WAU5	10016	American Honda		11/02/2015	500,000.00	502,370.00	499,175.00	2.150	2.190	A1	A+	03/13/2020
03783BD1	10015	Apple		06/12/2015	1,000,000.00	1,005,140.00	996,500.00	2.000	2.075	Aa1	AA+	05/06/2020
06406FAB9	10093	Bank of New York		10/24/2016	500,000.00	497,750.00	505,750.00	2.050	1.784	A1	A	05/03/2021
084670BL1	10002	Berkshire Hathaway		09/30/2014	1,500,000.00	1,514,565.00	1,504,500.00	2.100	2.035	Aa2	AA	08/14/2019
17275RBD3	10071	Cisco Systems		06/10/2016	500,000.00	502,900.00	512,500.00	2.200	1.647	A1	AA-	02/28/2021
36962G7G3	10008	General Electric		10/08/2014	1,000,000.00	1,009,050.00	1,018,360.00	2.300	1.874	A1	AA+	01/14/2019
459200JF9	10018	IBM		02/24/2016	500,000.00	501,515.00	503,825.00	2.250	2.088	A1	A+	02/19/2021
44932HAC7	10117	IBM		09/11/2017	500,000.00	495,875.00	502,789.00	2.200	2.082	A1	A+	09/08/2022
594918BP8	10099	Microsoft		12/14/2016	500,000.00	491,170.00	487,870.00	1.550	2.100	Aaa	AAA	08/08/2021
68389XBK0	10094	Oracle		10/24/2016	500,000.00	496,350.00	503,125.00	1.900	1.765	A1	AA-	09/15/2021
69353RES3	10080	PNC Bank		04/06/2016	500,000.00	507,600.00	514,085.00	2.600	1.913	A2	A	07/21/2020
69353RFE3	10118	PNC Bank		09/11/2017	500,000.00	500,490.00	508,632.50	2.450	2.076	A2	A	07/28/2022
89236TBP9	10014	Toyota		04/09/2015	1,000,000.00	1,006,990.00	1,024,860.00	2.125	1.522	Aa3	AA-	07/18/2019
90331HML4	10009	US Bank		11/25/2014	750,000.00	755,220.00	750,517.50	2.125	2.110	A1	AA-	10/28/2019
90331HML4	10011	US Bank		11/26/2014	750,000.00	755,220.00	750,517.50	2.125	2.110	A1	AA-	10/28/2019

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365 Moody's	S&P	Maturity Date
Federal Agency Non-Callables											
		Subtotal and Average	10,755,621.00		11,000,000.00	11,044,575.00	11,092,761.50		1.942		
3132X0GW5	10073	FAMCA		06/07/2016	1,000,000.00	980,930.00	1,000,000.00	1.460	1.460	Aaa	06/07/2021
3133EEW55	10006	FFCB		06/17/2015	600,000.00	602,058.00	599,286.00	1.800	1.825	Aaa	06/15/2020
3133EFYZ4	10007	FFCB		02/19/2016	1,000,000.00	979,990.00	999,750.00	1.375	1.380	Aaa	02/10/2021
3133EGZJ7	10095	FFCB		10/25/2016	500,000.00	488,070.00	500,000.00	1.375	1.375	Aaa	10/25/2021
3133EGG82	10097	FFCB		11/16/2016	500,000.00	489,520.00	495,375.00	1.520	1.714	Aaa	11/15/2021
3133EGT47	10098	FFCB		12/13/2016	500,000.00	502,280.00	501,415.00	2.010	1.950	Aaa	12/08/2021
3130A7PV1	10081	FHLB		04/05/2016	500,000.00	491,325.00	500,000.00	1.375	1.375	Aaa	04/05/2021
3136G0E31	10004	FHMA		06/04/2014	2,000,000.00	1,998,000.00	1,983,320.00	1.250	1.450	Aaa	09/27/2018
		Subtotal and Average	7,062,659.33		6,600,000.00	6,532,173.00	6,579,146.00		1.522		

Federal Agency Callables											
3133EGEU5	10070	FFCB		06/14/2016	1,000,000.00	991,040.00	1,000,000.00	1.540	1.540	Aaa	12/14/2020
3130ABX76	10115	FHLB		08/22/2017	500,000.00	498,660.00	500,000.00	1.500	1.500	Aaa	08/22/2022
3134GBWG3	10114	FHLMC		07/27/2017	500,000.00	498,280.00	500,000.00	2.150	2.150	Aaa	07/27/2022
		Subtotal and Average	2,000,000.00		2,000,000.00	1,987,980.00	2,000,000.00		1.683		

CD-FDIC											
02006LJR5	10028	Ally Bank		10/02/2014	250,000.00	249,997.58	250,000.00	1.150	1.150		10/02/2017
02587CAZ3	10029	American Express Bank		08/28/2014	248,000.00	249,803.19	248,000.00	2.100	2.100		08/28/2019
03753XAK6	10088	Apex Bank		09/30/2016	248,000.00	244,030.26	248,000.00	1.400	1.400		03/30/2021
06740KGG6	10032	Barclays Bank		05/20/2014	248,000.00	248,574.48	248,000.00	1.900	1.900		04/15/2019
08173QBT2	10089	Beneficial Bank		10/07/2016	248,000.00	244,564.27	248,000.00	1.350	1.350		10/07/2020
066851UV6	10082	Bar Harbor Bank & Trust		08/16/2016	248,000.00	244,636.24	248,000.00	1.000	1.000		08/16/2019
05580AAW4	10031	BMW Bank		09/26/2014	250,000.00	251,894.73	250,000.00	2.100	2.100		09/26/2019
063847AM9	10090	Bank New England		10/21/2016	248,000.00	245,397.92	248,000.00	1.200	1.200		10/21/2019
8562842L7	10055	Bank of India		09/26/2014	250,000.00	252,142.11	250,000.00	2.150	2.150		09/26/2019
33625CBG3	10084	Bank of Wash Mountlake Terrace		08/19/2016	248,000.00	243,404.46	248,000.00	1.150	1.151		08/19/2020
14042RBE0	10034	Capital One Bank		10/21/2015	250,000.00	252,885.83	250,000.00	2.200	2.200		10/21/2020
20451PLN4	10036	Compass Bank		06/17/2015	248,000.00	247,817.06	248,000.00	1.400	1.205		06/18/2018
20033AHC3	10035	Comenity Capital Bank		10/06/2014	250,000.00	251,708.20	250,000.00	2.050	2.052		10/07/2019
29266N6Q6	10109	Enerbank		07/19/2017	248,000.00	247,642.66	248,000.00	1.650	1.650		07/19/2019
29976DD49	10039	Everbank		10/30/2015	250,000.00	249,390.65	250,000.00	1.750	1.750		10/30/2020
319141GH4	10104	First Bank of Highland		06/14/2017	248,000.00	249,671.62	248,000.00	2.100	2.100		06/14/2022
32021MDT3	10042	First Financial Bank		05/30/2014	249,000.00	248,614.06	249,000.00	1.300	1.301		05/30/2018

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365 Moody's	S&P	Maturity Date
CD-FDIC											
308863AH2	10041	Farmers & Merchants Bank		02/29/2016	248,000.00	245,553.22	248,000.00	1.550	1.547		02/26/2021
32088PAN2	10079	First Minnesota Bank		04/15/2016	248,000.00	244,042.00	248,000.00	1.400	1.401		04/15/2021
359067CP8	10111	Frontier Bank		07/19/2017	248,000.00	247,196.12	248,000.00	1.550	1.550		07/19/2019
38148PKN6	10102	Goldman Sachs Bank		06/07/2017	248,000.00	253,029.79	248,000.00	2.400	2.400		06/07/2022
46147URH6	10048	Investors Community Bank		02/19/2016	248,000.00	245,973.69	248,000.00	1.600	1.602		02/19/2022
45581EAK7	10116	Industrial & Com Bank China		09/20/2017	248,000.00	251,930.73	248,000.00	2.300	2.301		09/20/2022
45776NCA2	10106	INSBank		06/30/2017	248,000.00	247,669.02	248,000.00	1.750	1.752		06/30/2020
50116CAP4	10091	KS Statebank		10/14/2016	248,000.00	243,588.79	248,000.00	1.450	1.451		10/14/2021
45083ADH2	10045	Liberia Bank		06/27/2014	248,000.00	247,903.66	248,000.00	1.450	1.450		06/27/2018
57116AJX7	10050	Marlin Business Bank		06/19/2015	248,000.00	247,846.35	248,000.00	1.700	1.701		06/19/2019
58403BP34	10051	Medallion Bank		06/13/2014	249,000.00	248,733.83	249,000.00	1.350	1.351		06/13/2018
58740XZL7	10107	Mercantile Bank		07/07/2017	248,000.00	247,723.92	248,000.00	1.750	1.750		07/07/2020
74267GUM7	10053	Private Bank & Trust		05/21/2014	248,000.00	247,974.10	248,000.00	1.300	1.300		01/19/2018
71270QQZ2	10112	Peoples Bank United		07/19/2017	248,000.00	247,639.58	248,000.00	1.650	1.650		07/19/2019
87164XRC2	10103	Synchrony Bank		06/09/2017	248,000.00	253,035.34	248,000.00	2.400	2.400		06/09/2022
795450A54	10105	Sallie Mae		06/14/2017	248,000.00	248,784.21	248,000.00	1.900	1.637		06/15/2020
89155MAZ0	10113	Touchmark National Bank		07/28/2017	248,000.00	247,696.29	248,000.00	1.650	1.652		07/29/2019
909557DWT	10057	United Bankers Bank		08/29/2014	248,000.00	247,653.15	248,000.00	1.650	1.651		12/31/2018
90348JAR1	10074	UBS Bank		06/07/2016	248,000.00	246,001.53	248,000.00	1.650	1.651		06/07/2021
98878BFQ6	10101	Zion Bank		12/28/2016	248,000.00	247,789.89	248,000.00	1.900	1.900		12/28/2021
					9,190,000.00	9,179,940.53	9,190,000.00	1.672			
Subtotal and Average					9,190,000.00	9,179,940.53	9,190,000.00	1.672			
CDARS											
SYS10108	10108	Community Business Bank		06/29/2017	1,003,840.57	1,003,840.57	1,003,840.57	1.427	1.427		06/27/2019
					1,003,840.57	1,003,840.57	1,003,840.57	1.427			
Subtotal and Average					1,003,840.57	1,003,840.57	1,003,840.57	1.427			
Municipal Bonds											
03667PED0	10026	Antelope Valley Comm College		02/23/2016	300,000.00	303,294.00	313,929.00	2.842	1.750	Aa2	AA- 08/01/2020
544587C30	10022	City of Los Angeles		12/17/2015	500,000.00	513,555.00	517,000.00	3.146	2.402	A+	A+ 11/01/2020
492244DV7	10096	Kern CA Cmnty Cig Dist		11/08/2016	500,000.00	512,665.00	525,820.00	2.893	1.550	AA-	AA- 11/01/2020
617403ELO	10023	Morgan Hill Unified School Dis		01/15/2016	500,000.00	505,515.00	509,775.00	2.310	1.845	Aa1	08/01/2020
630360EK7	10019	Napa Valley Community College		06/23/2015	500,000.00	504,275.00	509,250.00	2.226	1.757	Aa2	AA- 08/01/2020
13067WHY1	10086	State of Cal Dept of Water		07/01/2016	45,000.00	45,282.15	46,520.55	2.237	1.629	AAA	AAA 12/01/2020
13067WJL7	10087	State of Cal Dept of Water		07/01/2016	955,000.00	963,041.10	987,269.45	2.237	1.629	AAA	AAA 12/01/2020
13063CSQ4	10020	State of California		10/15/2015	500,000.00	497,135.00	502,135.00	1.800	1.700	Aa3	AA- 04/01/2020

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365 Moody's	S&P	Maturity Date
CDARS											
SYS10108	10108	Community Business Bank		06/29/2017	1,003,840.57	1,003,840.57	1,003,840.57	1.427	1.427		06/27/2019
					1,003,840.57	1,003,840.57	1,003,840.57	1.427			
Subtotal and Average					1,003,840.57	1,003,840.57	1,003,840.57	1.427			
Municipal Bonds											
03667PED0	10026	Antelope Valley Comm College		02/23/2016	300,000.00	303,294.00	313,929.00	2.842	1.750	Aa2	AA- 08/01/2020
544587C30	10022	City of Los Angeles		12/17/2015	500,000.00	513,555.00	517,000.00	3.146	2.402	A+	A+ 11/01/2020
492244DV7	10096	Kern CA Cmnty Cig Dist		11/08/2016	500,000.00	512,665.00	525,820.00	2.893	1.550	AA-	AA- 11/01/2020
617403ELO	10023	Morgan Hill Unified School Dis		01/15/2016	500,000.00	505,515.00	509,775.00	2.310	1.845	Aa1	08/01/2020
630360EK7	10019	Napa Valley Community College		06/23/2015	500,000.00	504,275.00	509,250.00	2.226	1.757	Aa2	AA- 08/01/2020
13067WHY1	10086	State of Cal Dept of Water		07/01/2016	45,000.00	45,282.15	46,520.55	2.237	1.629	AAA	AAA 12/01/2020
13067WJL7	10087	State of Cal Dept of Water		07/01/2016	955,000.00	963,041.10	987,269.45	2.237	1.629	AAA	AAA 12/01/2020
13063CSQ4	10020	State of California		10/15/2015	500,000.00	497,135.00	502,135.00	1.800	1.700	Aa3	AA- 04/01/2020

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Moody's	S&P	Maturity Date
Municipal Bonds												
13063CP87	10076	State of California		04/28/2016	500,000.00	489,455.00	500,000.00	1.500	1.500	Aa3	AA-	04/01/2021
13063DAD0	10119	State of California		09/11/2017	1,015,000.00	1,024,632.35	1,036,924.00	2.367	1.870	Aa3	AA-	04/01/2022
20772J3F7	10083	State of Connecticut		08/29/2016	500,000.00	484,115.00	505,950.00	1.750	1.500	Aa3	AA-	08/15/2021
91412GSB2	10021	University of California		10/30/2015	500,000.00	500,205.00	507,500.00	1.796	1.375	Aa2	AA	07/01/2019
91412GD44	10077	University of California		04/20/2016	1,000,000.00	989,280.00	1,000,000.00	1.490	1.490	Aa2	AA	05/15/2020
		Subtotal and Average	7,116,431.67		7,315,000.00	7,332,449.60	7,462,073.00		1.691			
		Total and Average	134,754,674.51		135,132,927.98	135,105,046.11	135,351,908.48		1.236			

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CUSIP	Investment #	Fund	Sec. Type	Issuer	Purchase Date	Book Value	Current Rate	Maturity Date	Maturity Amount	Total Days	Par Value	YTM		Days to Maturity
												350	365	
SYS10003	10003	POOL	PA1	Dreyfus Govt. Cash Mgmt	07/01/2017	190,295.11	0.920		190,295.11	1	190,295.11	0.907	0.920	1
SYS10058	10058	RDA	PA2	LAI	07/01/2017	800,646.42	1.110		800,646.42	1	800,646.42	1.095	1.110	1
SYS10059	10059	POOL	PA2	LAI	07/01/2017	40,640,074.03	1.110		40,640,074.03	1	40,640,074.03	1.095	1.110	1
SYS10060	10060	FINA	PA2	LAI	07/01/2017	30,028,693.24	1.110		30,028,693.24	1	30,028,693.24	1.095	1.110	1
SYS10062	10062	POOL	PA3	Bank of America	07/01/2017	6,035,667.17	0.010		6,035,667.17	1	6,035,667.17	0.010	0.010	1
SYS10063	10063	POOL	PA4	CAMP	07/01/2017	20,328,711.44	1.150		20,328,711.44	1	20,328,711.44	1.134	1.150	1
SYS10065	10065	POOL	PA3	Community Bus Bank	07/01/2017	0.00	0.100		0.00	1	0.00	0.099	0.100	1
02006LJR5	10028	POOL	MC3	Ally Bank	10/02/2014	250,000.00	1.150	10/02/2017	251,437.50	1,096	250,000.00	1.134	1.150	1
74257GUM7	10053	POOL	MC3	Private Bank & Trust	05/21/2014	248,000.00	1.300	01/19/2018	248,000.00	1,339	248,000.00	1.282	1.300	110
32021MDT3	10042	POOL	MC3	First Financial Bank	05/30/2014	249,000.00	1.300	05/30/2018	249,000.00	1,461	249,000.00	1.283	1.301	241
58403BP34	10051	POOL	MC3	Medallion Bank	06/13/2014	249,000.00	1.350	06/13/2018	249,000.00	1,461	249,000.00	1.332	1.351	255
20451PLN4	10036	POOL	MC3	Compass Bank	06/17/2015	248,000.00	1.400	06/18/2018	248,000.00	1,097	248,000.00	1.188	1.205	260
45083ADH2	10045	POOL	MC3	Lberia Bank	06/27/2014	248,000.00	1.450	06/27/2018	248,000.00	1,461	248,000.00	1.430	1.450	269
3136G0E31	10004	POOL	FAC	FHMA	06/04/2014	1,983,320.00	1.250	09/27/2018	2,000,000.00	1,576	2,000,000.00	1.430	1.450	361
909557DW7	10057	POOL	MC3	United Bankers Bank	08/29/2014	248,000.00	1.650	12/31/2018	248,000.00	1,585	248,000.00	1.629	1.651	456
36962G7G3	10008	POOL	MTN	General Electric	10/08/2014	1,018,360.00	2.300	01/14/2019	1,000,000.00	1,559	1,000,000.00	1.848	1.874	470
06740KGG6	10032	POOL	MC3	Barclays Bank	05/20/2014	248,000.00	1.900	04/15/2019	248,000.00	1,791	248,000.00	1.874	1.900	561
5716AJX7	10050	POOL	MC3	Marlin Business Bank	06/19/2015	248,000.00	1.700	06/19/2019	248,000.00	1,461	248,000.00	1.678	1.701	626
SYS10108	10108	POOL	MC4	Community Business Bank	06/29/2017	1,003,840.57	1.427	06/27/2019	1,003,840.57	728	1,003,840.57	1.407	1.427	634
91412GSB2	10021	POOL	MUN	University of California	10/30/2015	507,500.00	1.796	07/01/2019	500,000.00	1,340	500,000.00	1.356	1.375	638
89236TBP9	10014	POOL	MTN	Toyota	04/09/2015	1,024,860.00	2.125	07/18/2019	1,000,000.00	1,561	1,000,000.00	1.501	1.522	655
29266N5Q6	10109	POOL	MC3	Enerbank	07/19/2017	248,000.00	1.650	07/19/2019	248,000.00	730	248,000.00	1.627	1.650	656
359067CP8	10111	POOL	MC3	Frontier Bank	07/19/2017	248,000.00	1.550	07/19/2019	248,000.00	730	248,000.00	1.529	1.550	656
71270QQZ2	10112	POOL	MC3	Peoples Bank United	07/19/2017	248,000.00	1.650	07/19/2019	248,000.00	730	248,000.00	1.627	1.650	656
89155MAZ0	10113	POOL	MC3	Touchmark National Bank	07/28/2017	248,000.00	1.650	07/29/2019	248,000.00	731	248,000.00	1.630	1.652	666
630360EK7	10019	POOL	MUN	Napa Valley Community	06/23/2015	509,250.00	2.226	08/01/2019	500,000.00	1,500	500,000.00	1.733	1.757	669
084670BL1	10002	POOL	MTN	Berkshire Hathaway	09/30/2014	1,504,500.00	2.100	08/14/2019	1,500,000.00	1,779	1,500,000.00	2.007	2.035	682
066851UV6	10082	POOL	MC3	Bar Harbor Bank & Trust	08/16/2016	248,000.00	1.000	08/16/2019	248,000.00	1,095	248,000.00	0.986	1.000	684
02587CAZ3	10029	POOL	MC3	American Express Bank	08/28/2014	248,000.00	2.100	08/28/2019	248,000.00	1,826	248,000.00	2.072	2.100	696
05580AAW4	10031	POOL	MC3	BMW Bank	09/26/2014	250,000.00	2.100	09/26/2019	250,000.00	1,826	250,000.00	2.071	2.100	725
856282L7	10055	POOL	MC3	Bank of India	09/26/2014	250,000.00	2.150	09/26/2019	250,000.00	1,826	250,000.00	2.121	2.150	725
20033AHC3	10035	POOL	MC3	Comenity Capital Bank	10/06/2014	250,000.00	2.050	10/07/2019	250,000.00	1,827	250,000.00	2.024	2.052	736
063847AM9	10090	POOL	MC3	Bank New England	10/21/2016	248,000.00	1.200	10/21/2019	248,000.00	1,095	248,000.00	1.184	1.200	750
90331HML4	10009	POOL	MTN	US Bank	11/25/2014	750,517.50	2.125	10/28/2019	750,000.00	1,798	750,000.00	2.081	2.110	757
90331HML4	10011	POOL	MTN	US Bank	11/26/2014	750,517.50	2.125	10/28/2019	750,000.00	1,797	750,000.00	2.081	2.110	757
02665WAU5	10013	POOL	MTN	American Honda	04/09/2015	509,755.00	2.150	03/31/2020	500,000.00	1,800	500,000.00	1.711	1.735	894

City of West Sacramento
Inventory by Maturity Report

CUSIP	Investment #	Fund	Sec. Type	Issuer	Purchase Date	Book Value	Current Rate	Maturity Date	Maturity Amount	Total Days	Par Value	YTM		Days to Maturity
												360	365	
02665WAU5	10016	POOL	MTN	American Honda	11/02/2015	499,175.00	2.150	03/13/2020	500,000.00	1,593	500,000.00	2.160	2,190	894
13063CSQ4	10020	POOL	MUN	State of California	10/15/2015	502,135.00	1.800	04/01/2020	500,000.00	1,630	500,000.00	1.677	1,700	913
037833BD1	10015	POOL	MTN	Apple	06/12/2015	996,500.00	2.000	05/06/2020	1,000,000.00	1,790	1,000,000.00	2.047	2,075	948
91412GD44	10077	POOL	MUN	University of California	04/20/2016	1,000,000.00	1.490	05/15/2020	1,000,000.00	1,486	1,000,000.00	1.469	1,490	957
3133EEW55	10006	POOL	FAC	FFCB	06/17/2015	599,286.00	1.800	06/15/2020	600,000.00	1,825	600,000.00	1.800	1,825	988
795450A54	10105	POOL	FAC	Sallie Mae	06/14/2017	248,000.00	1.900	06/15/2020	248,000.00	1,097	248,000.00	1.614	1,637	988
45776NCA2	10106	POOL	MC3	INSBank	06/30/2017	248,000.00	1.750	06/30/2020	248,000.00	1,096	248,000.00	1.728	1,752	1,003
58740XZL7	10107	POOL	MC3	Mercantile Bank	07/07/2017	248,000.00	1.750	07/07/2020	248,000.00	1,096	248,000.00	1.726	1,750	1,010
69353RES3	10080	POOL	MTN	PNC Bank	04/06/2016	514,085.00	2.600	07/21/2020	500,000.00	1,567	500,000.00	1.887	1,913	1,024
617403E10	10023	POOL	MUN	Morgan Hill Unified School	01/15/2016	509,775.00	2.310	08/01/2020	500,000.00	1,660	500,000.00	1.820	1,845	1,035
03667PED0	10026	POOL	MUN	Antelope Valley Comm	02/23/2016	313,929.00	2.842	08/01/2020	300,000.00	1,621	300,000.00	1.726	1,750	1,035
33625CBG3	10084	POOL	MC3	Bank of Wash Mountlake	08/19/2016	248,000.00	1.150	08/19/2020	248,000.00	1,461	248,000.00	1.135	1,151	1,053
08173QBT2	10089	POOL	MC3	Beneficial Bank	10/07/2016	248,000.00	1.350	10/07/2020	248,000.00	1,461	248,000.00	1.332	1,350	1,102
14042RBE0	10034	POOL	MC3	Capital One Bank	10/21/2015	250,000.00	2.200	10/21/2020	250,000.00	1,827	250,000.00	2.170	2,200	1,116
29976DD49	10039	POOL	MC3	Everbank	10/30/2015	250,000.00	1.750	10/30/2020	250,000.00	1,827	250,000.00	1.726	1,750	1,125
544587C30	10022	POOL	MUN	City of Los Angeles	12/17/2015	517,000.00	3.146	11/01/2020	500,000.00	1,781	500,000.00	2.369	2,402	1,127
492244DV7	10096	POOL	MUN	Kern CA Cmny Clg Dist	11/08/2016	525,820.00	2.893	11/01/2020	500,000.00	1,454	500,000.00	1.529	1,550	1,127
13067WHY1	10086	POOL	MUN	State of Cal Dept of Water	07/01/2016	46,520.55	2.237	12/01/2020	45,000.00	1,614	45,000.00	1.607	1,629	1,157
13067WJL7	10087	POOL	MUN	State of Cal Dept of Water	07/01/2016	987,269.45	2.237	12/01/2020	985,000.00	1,614	955,000.00	1.607	1,629	1,157
3133EGEU5	10070	POOL	MC1	FFCB	06/14/2016	1,000,000.00	1.540	12/14/2020	1,000,000.00	1,644	1,000,000.00	1.519	1,540	1,170
3133EFYZ4	10007	POOL	FAC	FFCB	02/19/2016	999,750.00	1.375	02/10/2021	1,000,000.00	1,818	1,000,000.00	1.361	1,380	1,228
459200JF9	10018	POOL	MC3	IBM	02/24/2016	503,825.00	2.250	02/19/2021	500,000.00	1,822	500,000.00	2.059	2,088	1,237
46147URH5	10048	POOL	MC3	Investors Community Bank	02/19/2016	248,000.00	1.600	02/19/2021	248,000.00	1,827	248,000.00	1.580	1,602	1,237
308863AH2	10041	POOL	MC3	Farmers & Merchants Bank	02/29/2016	248,000.00	1.550	02/26/2021	248,000.00	1,824	248,000.00	1.525	1,547	1,244
17275RBD3	10071	POOL	MTN	Cisco Systems	06/10/2016	512,500.00	2.200	02/28/2021	500,000.00	1,724	500,000.00	1.624	1,647	1,246
03753XAK6	10088	POOL	MC3	Apex Bank	09/30/2016	248,000.00	1.400	03/30/2021	248,000.00	1,642	248,000.00	1.380	1,400	1,276
13063CP87	10076	POOL	MUN	State of California	04/28/2016	500,000.00	1.500	04/01/2021	500,000.00	1,799	500,000.00	1.480	1,500	1,278
3130A7PV1	10081	POOL	FAC	FHLB	04/05/2016	500,000.00	1.375	04/05/2021	500,000.00	1,826	500,000.00	1.356	1,375	1,282
32088PAN2	10079	POOL	MC3	First Minnesota Bank	04/15/2016	248,000.00	1.400	04/15/2021	248,000.00	1,826	248,000.00	1.382	1,401	1,292
06406FAB9	10093	POOL	MTN	Bank of New York	10/24/2016	505,750.00	2.050	05/03/2021	500,000.00	1,652	500,000.00	1.760	1,784	1,310
31322XGW5	10073	POOL	FAC	FAMCA	06/07/2016	1,000,000.00	1.460	06/07/2021	1,000,000.00	1,826	1,000,000.00	1.440	1,460	1,345
90348JAR1	10074	POOL	MC3	UBS Bank	06/07/2016	248,000.00	1.650	06/07/2021	248,000.00	1,826	248,000.00	1.628	1,651	1,345
594918BP8	10099	POOL	MTN	Microsoft	12/14/2016	487,870.00	1.550	08/08/2021	500,000.00	1,698	500,000.00	2.071	2,100	1,407
20772J3F7	10083	POOL	MUN	State of Connecticut	08/29/2016	505,950.00	1.750	08/15/2021	500,000.00	1,812	500,000.00	1.480	1,500	1,414
68389XBK0	10094	POOL	MTN	Oracle	10/24/2016	503,125.00	1.900	09/15/2021	500,000.00	1,787	500,000.00	1.741	1,765	1,445
50116CAP4	10091	POOL	MC3	KS Statebank	10/14/2016	248,000.00	1.450	10/14/2021	248,000.00	1,826	248,000.00	1.431	1,451	1,474
3133EGZJ7	10095	POOL	FAC	FFCB	10/25/2016	500,000.00	1.375	10/25/2021	500,000.00	1,826	500,000.00	1.356	1,375	1,485
3133EGG82	10097	POOL	FAC	FFCB	11/16/2016	495,375.00	1.520	11/15/2021	500,000.00	1,825	500,000.00	1.690	1,714	1,506
3133EGT47	10098	POOL	FAC	FFCB	12/13/2016	501,415.00	2.010	12/08/2021	500,000.00	1,821	500,000.00	1.923	1,950	1,529
98878BFQ6	10101	POOL	MC3	Zion Bank	12/28/2016	248,000.00	1.900	12/28/2021	248,000.00	1,826	248,000.00	1.874	1,900	1,549
13063DAD0	10119	POOL	MUN	State of California	09/11/2017	1,036,924.00	2.367	04/01/2022	1,015,000.00	1,663	1,015,000.00	1.844	1,870	1,643

City of West Sacramento
Inventory by Maturity Report

CUSIP	Investment #	Fund	Sec. Type	Issuer	Purchase Date	Book Value	Current Rate	Maturity Date	Maturity Amount	Total Days	Par Value	YTM		Days to Maturity
												360	365	
38148PKN6	10102	POOL	MC3	Goldman Sachs Bank	06/07/2017	248,000.00	2.400	06/07/2022	248,000.00	1,826	248,000.00	2.367	2.400	1,710
87164XRC2	10103	POOL	MC3	Synchrony Bank	06/09/2017	248,000.00	2.400	06/09/2022	248,000.00	1,826	248,000.00	2.367	2.400	1,712
319141GH4	10104	POOL	MC3	First Bank of Highland	06/14/2017	248,000.00	2.100	06/14/2022	248,000.00	1,826	248,000.00	2.071	2.100	1,717
3134GBWG3	10114	POOL	MC1	FHLMC	07/27/2017	500,000.00	2.150	07/27/2022	500,000.00	1,826	500,000.00	2.121	2.150	1,760
69353RFE3	10118	POOL	MTN	PNC Bank	09/11/2017	508,632.50	2.450	07/28/2022	500,000.00	1,781	500,000.00	2.048	2.076	1,761
3130ABX76	10115	POOL	MC1	FHLB	08/22/2017	500,000.00	1.500	08/22/2022	500,000.00	1,826	500,000.00	1.479	1.500	1,786
44932HAC7	10117	POOL	MTN	IBM	09/11/2017	502,789.00	2.200	09/08/2022	500,000.00	1,823	500,000.00	2.053	2.082	1,803
45581EAK7	10116	POOL	MC3	Industrial & Com Bank China	09/20/2017	248,000.00	2.300	09/20/2022	248,000.00	1,826	248,000.00	2.270	2.301	1,815
Subtotal and Average						135,351,908.48			135,134,365.48		135,132,927.98	1.219	1.236	280
Net Maturities and Average						135,351,908.48			135,134,365.48		135,132,927.98	1.219	1.236	280

**City of West Sacramento
Credit Rating Report
September 30, 2017
Sorted by Moody's - Investment Number**

Investment #	Issuer	Security #	Purchase Principal	Book Value	Market Value	Moody's Rating	S&P Rating	Purchase Date	Maturity Date	Days To Maturity	Stated Rate	YTM	% of Total
10003	DREY	SYS10003	190,295.11	190,295.11	190,295.11	Aaa	AAA	07/01/2017		1	0.920	0.920	0.14
10004	FNMA	3136G0E31	1,983,320.00	1,983,320.00	1,998,000.00	Aaa	AA+	06/04/2014	09/27/2018	361	1.250	1.450	1.47
10006	FFCB	3133EEW55	599,286.00	599,286.00	602,058.00	Aaa	AA+	06/17/2015	06/15/2020	988	1.800	1.825	0.44
10007	FFCB	3133EFY24	999,750.00	999,750.00	979,990.00	Aaa	AA+	02/19/2016	02/10/2021	1,228	1.375	1.380	0.74
10070	FFCB	3133EGEU5	1,000,000.00	1,000,000.00	991,040.00	Aaa	AA+	06/14/2016	12/14/2020	1,170	1.540	1.540	0.74
10081	FHLB	3130A7PV1	500,000.00	500,000.00	491,325.00	Aaa	AA+	04/05/2016	04/05/2021	1,282	1.375	1.375	0.37
10095	FFCB	3133EGZJ7	500,000.00	500,000.00	488,070.00	Aaa	AA+	10/25/2016	10/25/2021	1,485	1.375	1.375	0.37
10097	FFCB	3133EGG82	495,375.00	495,375.00	489,520.00	Aaa	AA+	11/16/2016	11/15/2021	1,506	1.520	1.714	0.37
10098	FFCB	3133EGT47	501,415.00	501,415.00	502,280.00	Aaa	AA+	12/13/2016	12/08/2021	1,529	2.010	1.950	0.37
10099	MIC	594918BP8	487,870.00	487,870.00	491,170.00	Aaa	AAA	12/14/2016	08/08/2021	1,407	1.550	2.100	0.36
10114	FHLMC	3134GBWG3	500,000.00	500,000.00	498,280.00	Aaa	AA+	07/27/2017	07/27/2022	1,760	2.150	2.150	0.37
10115	FHLB	3130ABX76	500,000.00	500,000.00	498,660.00	Aaa	AA+	08/22/2017	08/22/2022	1,786	1.500	1.500	0.37
SubTotal for Aaa			8,257,311.11	8,257,311.11	8,220,688.11					1097	1.497	1.588	6.11
10015	APPLE	037833BD1	996,500.00	996,500.00	1,005,140.00	Aa1	AA+	06/12/2015	05/06/2020	948	2.000	2.075	0.74
10023	MH	617403ELO	509,775.00	509,775.00	505,515.00	Aa1	None	01/15/2016	08/01/2020	1,035	2.310	1.845	0.38
SubTotal for Aa1			1,506,275.00	1,506,275.00	1,510,655.00					977	2.105	1.997	1.12
10002	BRK	084670BL1	1,504,500.00	1,504,500.00	1,514,565.00	Aa2	AA	09/30/2014	08/14/2019	682	2.100	2.035	1.11
10019	NVCC	630360EK7	509,250.00	509,250.00	504,275.00	Aa2	AA-	06/23/2015	08/01/2019	669	2.226	1.757	0.38
10021	UOC	91412G5B2	507,500.00	507,500.00	500,205.00	Aa2	AA	10/30/2015	07/01/2019	638	1.796	1.375	0.37
10026	AVCC	03667PED0	313,929.00	313,929.00	303,294.00	Aa2	AA-	02/23/2016	08/01/2020	1,035	2.842	1.750	0.23
10077	UOC	91412GD44	1,000,000.00	1,000,000.00	989,280.00	Aa2	AA	04/20/2016	05/15/2020	957	1.490	1.490	0.74
SubTotal for Aa2			3,835,179.00	3,835,179.00	3,811,619.00					775	1.978	1.745	2.83
10014	TOY	89236TBP9	1,024,860.00	1,024,860.00	1,006,990.00	Aa3	AA-	04/09/2015	07/18/2019	655	2.125	1.522	0.76
10020	SOC	13063CSQ4	502,135.00	502,135.00	497,135.00	Aa3	AA-	10/15/2015	04/01/2020	913	1.800	1.700	0.37
10076	SOC	13063CP87	500,000.00	500,000.00	489,455.00	Aa3	AA-	04/28/2016	04/01/2021	1,278	1.500	1.500	0.37
10083	SOCINN	20772J3F7	505,950.00	505,950.00	484,115.00	Aa3	AA-	08/29/2016	08/15/2021	1,414	1.750	1.500	0.37
10119	SOC	13063DAD0	1,036,924.00	1,036,924.00	1,024,632.35	Aa3	AA-	09/11/2017	04/01/2022	1,643	2.367	1.870	0.77
SubTotal for Aa3			3,569,869.00	3,569,869.00	3,502,327.35					1173	2.009	1.642	2.64
10008	GE	36962G7G3	1,018,360.00	1,018,360.00	1,009,050.00	A1	AA+	10/08/2014	01/14/2019	470	2.300	1.874	0.75
10009	USB	90331HML4	750,517.50	750,517.50	755,220.00	A1	AA-	11/25/2014	10/28/2019	757	2.125	2.110	0.55
10011	USB	90331HML4	750,517.50	750,517.50	755,220.00	A1	AA-	11/26/2014	10/28/2019	757	2.125	2.110	0.55
10013	AH	02665WAU5	509,755.00	509,755.00	502,370.00	A1	A+	04/09/2015	03/13/2020	894	2.150	1.735	0.38

City of West Sacramento
Credit Rating Report
Sorted by Moody's - Investment Number

Investment #	Issuer	Security #	Purchase Principal	Book Value	Market Value	Moody's Rating	S&P Rating	Purchase Date	Maturity Date	Days To Maturity	Stated Rate	YTM	% of Total
10016	AH	02865WUAU5	499,175.00	499,175.00	502,370.00	A1	A+	11/02/2015	03/13/2020	894	2.150	2.190	0.37
10018	IBM	459200JF9	503,825.00	503,825.00	501,515.00	A1	A+	02/24/2016	02/19/2021	1,237	2.250	2.088	0.37
10071	CISCO	17275RBD3	512,500.00	512,500.00	502,900.00	A1	AA-	06/10/2016	02/28/2021	1,246	2.200	1.647	0.38
10093	BNY	06406FAB9	505,750.00	505,750.00	497,750.00	A1	A	10/24/2016	05/03/2021	1,310	2.050	1.784	0.37
10094	ORA	68389XBK0	503,125.00	503,125.00	496,350.00	A1	AA-	10/24/2016	09/15/2021	1,445	1.900	1.765	0.37
10117	IBM	44932HAC7	502,789.00	502,789.00	495,875.00	A1	A+	09/11/2017	09/08/2022	1,803	2.200	2.082	0.37
SubTotal for A1			6,056,314.00	6,056,314.00	6,018,620.00					1003	2.157	1.946	4.46
10080	PNC	69353RES3	514,085.00	514,085.00	507,600.00	A2	A	04/06/2016	07/21/2020	1,024	2.600	1.913	0.38
10118	PNC	69353RFE3	508,632.50	508,632.50	500,490.00	A2	A	09/11/2017	07/28/2022	1,761	2.450	2.076	0.38
SubTotal for A2			1,022,717.50	1,022,717.50	1,008,090.00					1391	2.525	1.994	0.76
10022	CLA	544587C30	517,000.00	517,000.00	513,555.00	None	A+	12/17/2015	11/01/2020	1,127	3.146	2.402	0.38
10028	AB	02006LJR5	250,000.00	250,000.00	249,997.58	None	None	10/02/2014	10/02/2017	1	1.150	1.150	0.18
10029	AE	02587CAZ3	248,000.00	248,000.00	249,803.19	None	None	08/28/2014	08/28/2019	696	2.100	2.100	0.18
10031	BMW	05580AAW4	250,000.00	250,000.00	251,894.73	None	None	09/26/2014	09/26/2019	725	2.100	2.100	0.18
10032	BAR	06740KGG6	248,000.00	248,000.00	248,574.48	None	None	05/20/2014	04/15/2019	561	1.900	1.900	0.18
10034	CAP	14042RBE0	250,000.00	250,000.00	252,885.83	None	None	10/21/2015	10/21/2020	1,116	2.200	2.200	0.18
10035	CC	20033AHC3	250,000.00	250,000.00	251,708.20	None	None	10/06/2014	10/07/2019	736	2.050	2.052	0.18
10036	CB	20451PLN4	248,000.00	248,000.00	247,817.06	None	None	06/17/2015	06/18/2018	260	1.400	1.205	0.18
10039	EVER	29976DD49	250,000.00	250,000.00	249,390.65	None	None	10/30/2015	10/30/2020	1,125	1.750	1.750	0.18
10041	FM	30886AH2	248,000.00	248,000.00	245,553.22	None	None	02/29/2016	02/26/2021	1,244	1.550	1.547	0.18
10042	FFB	32021MDT3	249,000.00	249,000.00	248,614.06	None	None	05/30/2014	05/30/2018	241	1.300	1.301	0.18
10045	LB	45083ADH2	248,000.00	248,000.00	247,903.66	None	None	06/27/2014	06/27/2018	269	1.450	1.450	0.18
10048	ICB	46147URH5	248,000.00	248,000.00	245,973.69	None	None	02/19/2016	02/19/2021	1,237	1.600	1.602	0.18
10050	MBB	57116AJX7	248,000.00	248,000.00	247,846.35	None	None	06/19/2015	06/19/2019	626	1.700	1.701	0.18
10051	MED	58403BP34	249,000.00	249,000.00	248,733.83	None	None	06/13/2014	06/13/2018	255	1.350	1.351	0.18
10053	PBT	74267GUM7	248,000.00	248,000.00	247,974.10	None	None	05/21/2014	01/19/2018	110	1.300	1.300	0.18
10055	BOI	86284ZL7	250,000.00	250,000.00	252,142.11	None	None	09/26/2014	09/26/2019	725	2.150	2.150	0.18
10057	UBB	909557DW7	248,000.00	248,000.00	247,653.15	None	None	08/29/2014	12/31/2018	456	1.650	1.651	0.18
10058	LAIF	SYS10058	800,646.42	800,646.42	800,646.42	None	None	07/01/2017		1	1.110	1.110	0.59
10059	LAIF	SYS10059	40,640,074.03	40,640,074.03	40,640,074.03	None	None	07/01/2017		1	1.110	1.110	30.03
10060	LAIF	SYS10060	30,028,693.24	30,028,693.24	30,028,693.24	None	None	07/01/2017		1	1.110	1.110	22.19
10062	BOFA	SYS10062	6,035,667.17	6,035,667.17	6,035,667.17	None	None	07/01/2017		1	0.010	0.010	4.46
10063	CAMP	SYS10063	20,328,711.44	20,328,711.44	20,328,711.44	None	None	07/01/2017		1	1.150	1.150	15.02
10065	CCB	SYS10065	0.00	0.00	0.00	None	None	07/01/2017		1	0.100	0.100	0.00
10073	FAMC	3132XOGW5	1,000,000.00	1,000,000.00	980,930.00	None	None	06/07/2016	06/07/2021	1,345	1.460	1.460	0.74
10074	UBS	90348JAR1	248,000.00	248,000.00	246,001.53	None	None	06/07/2016	06/07/2021	1,345	1.650	1.651	0.18
10079	FMB	32083PAN2	248,000.00	248,000.00	244,042.00	None	None	04/15/2016	04/15/2021	1,292	1.400	1.401	0.18
10082	BHBT	066851UV6	248,000.00	248,000.00	244,636.24	None	None	08/16/2016	08/16/2019	684	1.000	1.000	0.18

City of West Sacramento
Credit Rating Report
Sorted by Moody's - Investment Number

Investment #	Issuer	Security #	Purchase Principal	Book Value	Market Value	Moody's Rating	S&P Rating	Purchase Date	Maturity Date	Days To Maturity	Stated Rate	YTM	% of Total
10084	BOW	33825CBG3	248,000.00	248,000.00	243,404.46	None	None	08/19/2016	08/19/2020	1,053	1.150	1.151	0.18
10086	SCDW	13067WHY1	46,520.55	46,520.55	45,282.15	None	AAA	07/01/2016	12/01/2020	1,157	2.237	1.629	0.03
10087	SCDW	13067WJL7	987,269.45	987,269.45	963,041.10	None	AAA	07/01/2016	12/01/2020	1,157	2.237	1.629	0.73
10088	APEX	03753XAK6	248,000.00	248,000.00	244,030.26	None	None	09/30/2016	03/30/2021	1,276	1.400	1.400	0.18
10089	BEN	08173QBT2	248,000.00	248,000.00	244,564.27	None	None	10/07/2016	10/07/2020	1,102	1.350	1.350	0.18
10090	BNE	063847AM9	248,000.00	248,000.00	245,397.92	None	None	10/21/2016	10/21/2019	750	1.200	1.200	0.18
10091	KS	50116CAP4	248,000.00	248,000.00	243,588.79	None	None	10/14/2016	10/14/2021	1,474	1.450	1.451	0.18
10096	KERN	492244DV7	525,820.00	525,820.00	512,665.00	None	AA-	11/08/2016	11/01/2020	1,127	2.893	1.550	0.39
10101	ZB	98878BFQ6	248,000.00	248,000.00	247,789.89	None	None	12/28/2016	12/28/2021	1,549	1.900	1.900	0.18
10102	GOLD	38148PKN6	248,000.00	248,000.00	253,029.79	None	None	06/07/2017	06/07/2022	1,710	2.400	2.400	0.18
10103	SB	87164XRC2	248,000.00	248,000.00	253,035.34	None	None	06/09/2017	06/09/2022	1,712	2.400	2.400	0.18
10104	FBOH	319141GH4	248,000.00	248,000.00	249,671.52	None	None	06/14/2017	06/14/2022	1,717	2.100	2.100	0.18
10105	SM	795450A54	248,000.00	248,000.00	248,784.21	None	None	06/14/2017	06/15/2020	988	1.900	1.637	0.18
10106	INS	45776NCA2	248,000.00	248,000.00	247,669.02	None	None	06/30/2017	06/30/2020	1,003	1.750	1.752	0.18
10107	MER	58740XZL7	248,000.00	248,000.00	247,723.92	None	None	07/07/2017	07/07/2020	1,010	1.750	1.750	0.18
10108	CBB	SYS10108	1,003,840.57	1,003,840.57	1,003,840.57	None	None	06/29/2017	06/27/2019	634	1.427	1.427	0.74
10109	ENER	29266N5Q6	248,000.00	248,000.00	247,642.66	None	None	07/19/2017	07/19/2019	656	1.650	1.650	0.18
10111	FRONT	359067CP8	248,000.00	248,000.00	247,196.12	None	None	07/19/2017	07/19/2019	656	1.550	1.550	0.18
10112	PBU	71270QQZ2	248,000.00	248,000.00	247,639.58	None	None	07/19/2017	07/19/2019	656	1.650	1.650	0.18
10113	TNB	89155MAZ0	248,000.00	248,000.00	247,696.29	None	None	07/28/2017	07/29/2019	666	1.650	1.652	0.18
10116	INDCMB	45581EAK7	248,000.00	248,000.00	251,930.73	None	None	09/20/2017	09/20/2022	1,815	2.300	2.301	0.18
SubTotal for No Specified Rating			111,104,242.87	111,104,242.87	111,033,046.55					115	1.139	1.123	81.96

**City of West Sacramento
Summary by Issuer
September 30, 2017**

Issuer	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Ally Bank	1	250,000.00	250,000.00	0.18	1.150	1
American Express Bank	1	248,000.00	248,000.00	0.18	2.100	696
American Honda	2	1,000,000.00	1,008,930.00	0.75	1.960	894
Apex Bank	1	248,000.00	248,000.00	0.18	1.400	1,276
Apple	1	1,000,000.00	996,500.00	0.74	2.075	948
Antelope Valley Comm College	1	300,000.00	313,929.00	0.23	1.750	1,035
Barclays Bank	1	248,000.00	248,000.00	0.18	1.900	561
Beneficial Bank	1	248,000.00	248,000.00	0.18	1.350	1,102
Bar Harbor Bank & Trust	1	248,000.00	248,000.00	0.18	1.000	684
BMW Bank	1	250,000.00	250,000.00	0.18	2.100	725
Bank New England	1	248,000.00	248,000.00	0.18	1.200	750
Bank of New York	1	500,000.00	505,750.00	0.37	1.784	1,310
Bank of America	1	6,035,667.17	6,035,667.17	4.46	0.010	1
Bank of India	1	250,000.00	250,000.00	0.18	2.150	725
Bank of Wash Mountlake Terrace	1	248,000.00	248,000.00	0.18	1.151	1,053
Berkshire Hathaway	1	1,500,000.00	1,504,500.00	1.11	2.035	682
CAMP	1	20,328,711.44	20,328,711.44	15.02	1.150	1
Capital One Bank	1	250,000.00	250,000.00	0.18	2.200	1,116
Compass Bank	1	248,000.00	248,000.00	0.18	1.205	260
Community Business Bank	1	1,003,840.57	1,003,840.57	0.74	1.427	634
Comerity Capital Bank	1	250,000.00	250,000.00	0.18	2.052	736
Community Bus Bank	1	0.00	0.00	0.00	0.000	0
Cisco Systems	1	500,000.00	512,500.00	0.38	1.647	1,246

City of West Sacramento
 Summary by Issuer
 September 30, 2017

Issuer	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
City of Los Angeles	1	500,000.00	517,000.00	0.38	2.402	1,127
Dreyfus Govt Cash Mgmt Fund	1	190,295.11	190,295.11	0.14	0.920	1
Enerbank	1	248,000.00	248,000.00	0.18	1.650	656
Everbank	1	250,000.00	250,000.00	0.18	1.750	1,125
FAMCA	1	1,000,000.00	1,000,000.00	0.74	1.460	1,345
First Bank of Highland	1	248,000.00	248,000.00	0.18	2.100	1,717
First Financial Bank	1	249,000.00	249,000.00	0.18	1.301	241
FFCB	6	4,100,000.00	4,095,826.00	3.03	1.594	1,281
FHLB	2	1,000,000.00	1,000,000.00	0.74	1.438	1,534
FHLMC	1	500,000.00	500,000.00	0.37	2.150	1,760
Farmers & Merchants Bank	1	248,000.00	248,000.00	0.18	1.547	1,244
First Minnesota Bank	1	248,000.00	248,000.00	0.18	1.401	1,292
FHMA	1	2,000,000.00	1,983,320.00	1.47	1.450	361
Frontier Bank	1	248,000.00	248,000.00	0.18	1.550	656
General Electric	1	1,000,000.00	1,018,360.00	0.75	1.874	470
Goldman Sachs Bank	1	248,000.00	248,000.00	0.18	2.400	1,710
IBM	2	1,000,000.00	1,006,614.00	0.74	2.085	1,520
Investors Community Bank	1	248,000.00	248,000.00	0.18	1.602	1,237
Industrial & Corn Bank China	1	248,000.00	248,000.00	0.18	2.301	1,815
INSBank	1	248,000.00	248,000.00	0.18	1.752	1,003
Kern CA Cmnty Cig Dist	1	500,000.00	525,820.00	0.39	1.550	1,127
KS Statebank	1	248,000.00	248,000.00	0.18	1.451	1,474
LAIF	3	71,469,413.69	71,469,413.69	52.80	1.110	1
Lberia Bank	1	248,000.00	248,000.00	0.18	1.450	269
Martlin Business Bank	1	248,000.00	248,000.00	0.18	1.701	626
Medallion Bank	1	249,000.00	249,000.00	0.18	1.351	255

City of West Sacramento
 Summary by Issuer
 September 30, 2017

Issuer	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Mercantile Bank	1	248,000.00	248,000.00	0.18	1.750	1,010
Morgan Hill Unified School Dis	1	500,000.00	509,775.00	0.38	1.845	1,035
Microsoft	1	500,000.00	487,870.00	0.36	2.100	1,407
Napa Valley Community College	1	500,000.00	509,250.00	0.38	1.757	669
Oracle	1	500,000.00	503,125.00	0.37	1.765	1,445
Private Bank & Trust	1	248,000.00	248,000.00	0.18	1.300	110
Peoples Bank United	1	248,000.00	248,000.00	0.18	1.650	656
PNC Bank	2	1,000,000.00	1,022,717.50	0.76	1.994	1,391
Synchrony Bank	1	248,000.00	248,000.00	0.18	2.400	1,712
State of Cal Dept of Water	2	1,000,000.00	1,033,790.00	0.76	1.629	1,157
Sallie Mae	1	248,000.00	248,000.00	0.18	1.637	988
State of California	3	2,015,000.00	2,039,059.00	1.51	1.737	1,374
State of Connecticut	1	500,000.00	505,950.00	0.37	1.500	1,414
Touchmark National Bank	1	248,000.00	248,000.00	0.18	1.652	666
Toyota	1	1,000,000.00	1,024,860.00	0.76	1.522	655
United Bankers Bank	1	248,000.00	248,000.00	0.18	1.651	456
UBS Bank	1	248,000.00	248,000.00	0.18	1.651	1,345
University of California	2	1,500,000.00	1,507,500.00	1.11	1.451	850
US Bank	2	1,500,000.00	1,501,035.00	1.11	2.110	757
Zion Bank	1	248,000.00	248,000.00	0.18	1.900	1,549
Total and Average	85	135,132,927.98	135,351,908.48	100.00	1.236	280

**City of West Sacramento
Portfolio Management
Interest Earnings Summary
September 30, 2017**

September 30 Month Ending Fiscal Year To Date

	September 30 Month Ending	Fiscal Year To Date
CD/Coupon/Discount Investments:		
Interest Collected	60,294.56	166,503.32
Plus Accrued Interest at End of Period	150,967.40	150,978.61
Less Accrued Interest at Beginning of Period	(154,688.15)	(149,092.60)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	56,573.81	168,389.33
Adjusted by Capital Gains or Losses	-72,200.00	-72,200.00
Earnings during Periods	-15,626.19	96,189.33

Pass Through Securities:		
Interest Collected	0.00	0.00
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	(0.00)	(0.00)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	0.00	0.00
Adjusted by Premiums and Discounts	0.00	0.00
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	0.00

Cash/Checking Accounts:		
Interest Collected	19,377.18	58,593.52
Plus Accrued Interest at End of Period	476,318.91	476,318.91
Less Accrued Interest at Beginning of Period	(411,003.23)	(252,202.70)
Interest Earned during Period	84,692.86	282,709.73
Total Interest Earned during Period	141,266.67	451,099.06
Total Capital Gains or Losses	-72,200.00	-72,200.00
Total Earnings during Period	69,066.67	378,899.06

City of W Sacramento Interest Rpts
Interest Earnings
Sorted by Fund - Fund
September 1, 2017 - September 30, 2017
Yield on Beginning Book Value

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Ending Book Value	Maturity Date	Current Annualized Rate	Yield	Interest Earned	Adjusted Interest Earnings	
											Amortization/ Accretion	Adjusted Interest Earnings
Fund: Finance Authority												
SYS10060	10060	FINA	PA2	30,028,693.24	30,028,693.24	30,028,693.24		1.110	1.081	26,680.29	0.00	26,680.29
				30,028,693.24	30,028,693.24	30,028,693.24			1.081	26,680.29	0.00	26,680.29
Fund: Pool												
084670BL1	10002	POOL	MTN	1,504,500.00	1,504,500.00	1,504,500.00	08/14/2019	2.100	2.123	2,625.00	0.00	2,625.00
SYS10003	10003	POOL	PA1	436,612.43	436,612.43	190,295.11		0.920	1.147	411.65	0.00	411.65
3136G0E31	10004	POOL	FAC	1,983,320.00	1,983,320.00	1,983,320.00	09/27/2018	1.250	1.278	2,083.34	0.00	2,083.34
313370S22	10005	POOL	FAC	0.00	2,072,200.00	0.00	09/08/2017	2.250	2.202	875.00	0.00	875.00
3133EEW65	10006	POOL	FAC	600,000.00	599,286.00	599,286.00	06/15/2020	1.800	1.827	900.00	0.00	900.00
3133EFYZ4	10007	POOL	FAC	1,000,000.00	999,750.00	999,750.00	02/10/2021	1.375	1.394	1,145.84	0.00	1,145.84
3696ZG7G3	10008	POOL	MTN	1,000,000.00	1,018,360.00	1,018,360.00	01/14/2019	2.300	2.290	1,916.66	0.00	1,916.66
90331HML4	10009	POOL	MTN	750,000.00	750,517.50	750,517.50	10/28/2019	2.125	2.153	1,328.13	0.00	1,328.13
90331HML4	10011	POOL	MTN	750,000.00	750,517.50	750,517.50	10/28/2019	2.125	2.153	1,328.13	0.00	1,328.13
02665WAU5	10013	POOL	MTN	500,000.00	509,755.00	509,755.00	03/13/2020	2.150	2.138	895.83	0.00	895.83
89236TBP9	10014	POOL	MTN	1,000,000.00	1,024,860.00	1,024,860.00	07/18/2019	2.125	2.102	1,770.84	0.00	1,770.84
037833BD1	10015	POOL	MTN	1,000,000.00	996,500.00	996,500.00	05/06/2020	2.000	2.035	1,666.67	0.00	1,666.67
02665WAU5	10016	POOL	MTN	500,000.00	499,175.00	499,175.00	03/13/2020	2.150	2.183	895.83	0.00	895.83
459200JF9	10018	POOL	MTN	500,000.00	503,825.00	503,825.00	02/19/2021	2.250	2.264	937.50	0.00	937.50
630360EK7	10019	POOL	MUN	500,000.00	509,250.00	509,250.00	08/01/2019	2.226	2.216	927.50	0.00	927.50
13063CSQ4	10020	POOL	MUN	500,000.00	502,135.00	502,135.00	04/01/2020	1.800	1.817	750.00	0.00	750.00
91412GSB2	10021	POOL	MUN	500,000.00	507,500.00	507,500.00	07/01/2019	1.796	1.794	748.33	0.00	748.33
544587C30	10022	POOL	MUN	500,000.00	517,000.00	517,000.00	11/01/2020	3.146	3.085	1,310.84	0.00	1,310.84
617403ELO	10023	POOL	MUN	500,000.00	509,775.00	509,775.00	08/01/2020	2.310	2.297	962.50	0.00	962.50
03667PED0	10026	POOL	MUN	300,000.00	313,929.00	313,929.00	08/01/2020	2.842	2.754	710.50	0.00	710.50
02006LJR5	10028	POOL	MC3	250,000.00	250,000.00	250,000.00	10/02/2017	1.150	1.147	235.65	0.00	235.65
02587CAZ3	10029	POOL	MC3	248,000.00	248,000.00	248,000.00	08/28/2019	2.100	2.117	431.61	0.00	431.61
05580AAW4	10031	POOL	MC3	250,000.00	250,000.00	250,000.00	09/26/2019	2.100	2.089	429.17	0.00	429.17
06740KGG6	10032	POOL	MC3	248,000.00	248,000.00	248,000.00	04/15/2019	1.900	1.895	386.23	0.00	386.23
14042RBEO	10034	POOL	MC3	250,000.00	250,000.00	250,000.00	10/21/2020	2.200	2.194	450.82	0.00	450.82

City of W Sacramento Interest Rpts
Interest Earnings
September 1, 2017 - September 30, 2017

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Ending Book Value	Maturity Date	Current Annualized Rate	Yield	Interest Earned	Adjusted Interest Earnings	
											Amortization/ Accretion	Adjusted Interest Earnings
Fund: Pool												
20033AHC3	10035	POOL	MC3	250,000.00	250,000.00	250,000.00	10/07/2019	2.050	2.050	421.24	0.00	421.24
20451PLN4	10036	POOL	MC3	248,000.00	248,000.00	248,000.00	06/18/2018	1.400	1.396	284.59	0.00	284.59
29976DD49	10039	POOL	MC3	250,000.00	250,000.00	250,000.00	10/30/2020	1.750	1.736	356.66	0.00	356.66
308863AH2	10041	POOL	MC3	248,000.00	248,000.00	248,000.00	02/26/2021	1.550	1.537	313.37	0.00	313.37
32021MDT3	10042	POOL	MC3	249,000.00	249,000.00	249,000.00	05/30/2018	1.300	1.300	266.05	0.00	266.05
45083ADH2	10045	POOL	MC3	248,000.00	248,000.00	248,000.00	06/27/2018	1.450	1.446	294.75	0.00	294.75
46147URH5	10048	POOL	MC3	248,000.00	248,000.00	248,000.00	02/19/2021	1.600	1.600	326.14	0.00	326.14
57116AJX7	10050	POOL	MC3	248,000.00	248,000.00	248,000.00	06/19/2019	1.700	1.700	346.52	0.00	346.52
58403BP34	10051	POOL	MC3	249,000.00	249,000.00	249,000.00	06/13/2018	1.350	1.350	276.28	0.00	276.28
74267GUM7	10053	POOL	MC3	248,000.00	248,000.00	248,000.00	01/19/2018	1.300	1.289	262.83	0.00	262.83
8562842L7	10055	POOL	MC3	250,000.00	250,000.00	250,000.00	09/26/2019	2.150	2.138	439.39	0.00	439.39
909557DW7	10057	POOL	MC3	248,000.00	248,000.00	248,000.00	12/31/2018	1.650	1.650	336.33	0.00	336.33
SYS10059	10059	POOL	PA2	40,640,074.03	45,640,074.03	40,640,074.03		1.110	1.008	37,824.59	0.00	37,824.59
SYS10062	10062	POOL	PA3	6,035,667.17	3,445,297.07	6,035,667.17		0.010	0.010	29.02	0.00	29.02
SYS10063	10063	POOL	PA4	20,328,711.44	20,309,554.87	20,328,711.44		1.150	1.140	19,035.94	0.00	19,035.94
SYS10065	10065	POOL	PA3	0.00	0.00	0.00		0.100	0.000	0.00	0.00	0.00
3133EGEU5	10070	POOL	MC1	1,000,000.00	1,000,000.00	1,000,000.00	12/14/2020	1.540	1.561	1,283.33	0.00	1,283.33
17275RBD3	10071	POOL	MTN	500,000.00	512,500.00	512,500.00	02/28/2021	2.200	2.176	916.67	0.00	916.67
3132X0GW5	10073	POOL	FAC	1,000,000.00	1,000,000.00	1,000,000.00	06/07/2021	1.460	1.480	1,216.66	0.00	1,216.66
90348JAR1	10074	POOL	MC3	248,000.00	248,000.00	248,000.00	06/07/2021	1.650	1.650	336.33	0.00	336.33
13063CP87	10076	POOL	MUN	500,000.00	500,000.00	500,000.00	04/01/2021	1.500	1.521	625.00	0.00	625.00
91412GD44	10077	POOL	MUN	1,000,000.00	1,000,000.00	1,000,000.00	05/15/2020	1.490	1.511	1,241.67	0.00	1,241.67
32088PAN2	10079	POOL	MC3	248,000.00	248,000.00	248,000.00	04/15/2021	1.400	1.400	285.37	0.00	285.37
69353RES3	10080	POOL	MTN	500,000.00	514,085.00	514,085.00	07/21/2020	2.600	2.564	1,083.34	0.00	1,083.34
3130A7PV1	10081	POOL	FAC	500,000.00	500,000.00	500,000.00	04/05/2021	1.375	1.394	572.92	0.00	572.92
066851UV6	10082	POOL	MC3	248,000.00	248,000.00	248,000.00	08/16/2019	1.000	1.000	203.84	0.00	203.84
20772J3F7	10083	POOL	MUN	500,000.00	505,950.00	505,950.00	08/15/2021	1.750	1.753	729.16	0.00	729.16
33625CBG3	10084	POOL	MC3	248,000.00	248,000.00	248,000.00	08/19/2020	1.150	1.150	234.41	0.00	234.41
13067WHY1	10086	POOL	MUN	45,000.00	46,520.55	46,520.55	12/01/2020	2.237	2.194	83.88	0.00	83.88
13067WJL7	10087	POOL	MUN	955,000.00	987,269.45	987,269.45	12/01/2020	2.237	2.194	1,780.27	0.00	1,780.27
03753XAK6	10088	POOL	MC3	248,000.00	248,000.00	248,000.00	03/30/2021	1.400	1.400	285.37	0.00	285.37
08173QBT2	10089	POOL	MC3	248,000.00	248,000.00	248,000.00	10/07/2020	1.350	1.346	274.42	0.00	274.42
063847AM9	10090	POOL	MC3	248,000.00	248,000.00	248,000.00	10/21/2019	1.200	1.200	244.60	0.00	244.60
50116CAP4	10091	POOL	MC3	248,000.00	248,000.00	248,000.00	10/14/2021	1.450	1.450	295.56	0.00	295.56
06406FAB9	10093	POOL	MTN	500,000.00	505,750.00	505,750.00	05/03/2021	2.050	2.055	854.17	0.00	854.17
68389XBK0	10094	POOL	MTN	500,000.00	503,125.00	503,125.00	09/15/2021	1.900	1.914	791.67	0.00	791.67
3133EGZJ7	10095	POOL	FAC	500,000.00	500,000.00	500,000.00	10/25/2021	1.375	1.394	572.92	0.00	572.92

City of W Sacramento Interest Rpts
Interest Earnings
September 1, 2017 - September 30, 2017

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Ending Book Value	Maturity Date	Current/Annualized Rate	Yield	Interest Earned	Adjusted Interest Earnings	
											Amortization/ Accretion	Adjusted Interest Earnings
Fund: Pool												
492244DV7	10096	POOL	MUN	500,000.00	525,820.00	525,820.00	11/01/2020	2.893	2.789	1,205.41	0.00	1,205.41
3133EGG82	10097	POOL	FAC	500,000.00	495,375.00	495,375.00	11/15/2021	1.520	1.555	633.33	0.00	633.33
3133EGT47	10098	POOL	FAC	500,000.00	501,415.00	501,415.00	12/08/2021	2.010	2.032	837.50	0.00	837.50
594918BP8	10099	POOL	MTN	500,000.00	487,870.00	487,870.00	08/08/2021	1.550	1.611	645.83	0.00	645.83
98878BFQ6	10101	POOL	MC3	248,000.00	248,000.00	248,000.00	12/28/2021	1.900	1.895	386.23	0.00	386.23
38148PKN6	10102	POOL	MC3	248,000.00	248,000.00	248,000.00	06/07/2022	2.400	2.393	487.87	0.00	487.87
87164XRC2	10103	POOL	MC3	248,000.00	248,000.00	248,000.00	06/09/2022	2.400	2.393	487.87	0.00	487.87
319141GH4	10104	POOL	MC3	248,000.00	248,000.00	248,000.00	06/14/2022	2.100	2.094	426.89	0.00	426.89
795450A54	10105	POOL	MC3	248,000.00	248,000.00	248,000.00	06/15/2020	1.900	1.895	386.23	0.00	386.23
45778NCA2	10106	POOL	MC3	248,000.00	248,000.00	248,000.00	06/30/2020	1.750	1.750	356.71	0.00	356.71
58740XZL7	10107	POOL	MC3	248,000.00	248,000.00	248,000.00	07/07/2020	1.750	1.736	353.81	0.00	353.81
SYS10108	10108	POOL	MC4	1,003,840.57	1,003,840.57	1,003,840.57	06/27/2019	1.427	1.427	1,177.19	0.00	1,177.19
29268N5Q6	10109	POOL	MC3	248,000.00	248,000.00	248,000.00	07/19/2019	1.650	1.650	336.33	0.00	336.33
359067CP8	10111	POOL	MC3	248,000.00	248,000.00	248,000.00	07/19/2019	1.550	1.550	315.94	0.00	315.94
71270QQZ2	10112	POOL	MC3	248,000.00	248,000.00	248,000.00	07/19/2019	1.650	1.637	333.59	0.00	333.59
89155MAZ0	10113	POOL	MC3	248,000.00	248,000.00	248,000.00	07/29/2019	1.650	1.650	336.33	0.00	336.33
3134GBWG3	10114	POOL	MC1	500,000.00	500,000.00	500,000.00	07/27/2022	2.150	2.180	895.83	0.00	895.83
3130ABX76	10115	POOL	MC1	500,000.00	500,000.00	500,000.00	08/22/2022	1.500	1.521	625.00	0.00	625.00
45581EAK7	10116	POOL	MC3	248,000.00	0.00	0.00	09/20/2022	2.300	2.300	171.90	0.00	171.90
44932HAC7	10117	POOL	MTN	500,000.00	0.00	0.00	09/08/2022	2.200	2.218	611.11	0.00	611.11
69353RFE3	10118	POOL	MTN	500,000.00	0.00	0.00	07/28/2022	2.450	2.442	680.56	0.00	680.56
13063DAD0	10119	POOL	MUN	1,015,000.00	0.00	0.00	04/01/2022	2.367	2.349	1,334.72	0.00	1,334.72
		Subtotal		104,303,588.32	106,935,213.97	104,522,568.82			1.297	113,875.01	0.00	113,875.01
Fund: RDA												
SYS10058	10058	RDA	PA2	800,646.42	800,646.42	800,646.42		1.110	1.081	711.37	0.00	711.37
		Subtotal		800,646.42	800,646.42	800,646.42			1.081	711.37	0.00	711.37
		Total		135,132,927.98	137,764,553.63	135,351,908.48			1.249	141,266.67	0.00	141,266.67

**City of W Sacramento Interest Rpts
Accrued Interest
Sorted by Fund - Fund
September 1, 2017 - September 30, 2017**

CUSIP	Investment #	Security Type	Par Value	Maturity Date	Current Rate	* Beginning Accrued Interest	Adjusted Acc'd Int. at Purchase During Period	Interest Earned	Interest Received	* Ending Accrued Interest
Finance Authority										
SY510060	10060	PA2	30,028,693.24		1.110	186,636.32	0.00	26,680.29	0.00	213,316.61
		Subtotal	30,028,693.24			186,636.32	0.00	26,680.29	0.00	213,316.61
Pool										
SY510003	10003	PA1	190,295.11		0.920	211.96	0.00	411.65	220.61	403.00
SY510059	10059	PA2	40,640,074.03		1.110	180,863.63	0.00	37,824.59	0.00	218,688.22
SY510062	10062	PA3	6,035,667.17		0.010	1,112.29	0.00	29.02	0.00	1,141.31
SY510063	10063	PA4	20,328,711.44		1.150	16,367.76	0.00	19,035.94	19,156.57	16,247.13
02665WAU5	10013	MTN	500,000.00	03/13/2020	2.150	5,016.67	0.00	895.83	5,375.00	537.50
02665WAU5	10016	MTN	500,000.00	03/13/2020	2.150	5,016.67	0.00	895.83	5,375.00	537.50
03783BD1	10015	MTN	1,000,000.00	05/06/2020	2.000	6,000.00	0.00	1,666.67	0.00	7,666.67
06406FAB9	10083	MTN	500,000.00	05/03/2021	2.050	3,359.72	0.00	854.17	0.00	4,213.89
08467OBL1	10002	MTN	1,500,000.00	08/14/2019	2.100	1,487.50	0.00	2,625.00	0.00	4,112.50
17275RBD3	10071	MTN	500,000.00	02/28/2021	2.200	91.67	0.00	916.67	0.00	1,008.34
36962G7G3	10008	MTN	1,000,000.00	01/14/2019	2.300	3,002.78	0.00	1,916.66	0.00	4,919.44
459200JF9	10018	MTN	500,000.00	02/19/2021	2.250	375.00	0.00	937.50	0.00	1,312.50
44932HAC7	10117	MTN	500,000.00	09/08/2022	2.200	0.00	0.00	611.11	0.00	611.11
594918BP8	10099	MTN	500,000.00	08/08/2021	1.550	495.14	0.00	645.83	0.00	1,140.97
68389XBK0	10094	MTN	500,000.00	09/15/2021	1.900	4,380.56	0.00	791.67	4,750.00	422.23
69353RES3	10080	MTN	500,000.00	07/21/2020	2.600	1,444.44	0.00	1,083.34	0.00	2,527.78
69353REF5	10118	MTN	500,000.00	07/28/2022	2.450	0.00	0.00	680.56	0.00	680.56
892367BP9	10014	MTN	1,000,000.00	07/18/2019	2.125	2,538.19	0.00	1,770.84	0.00	4,309.03
90331HML4	10009	MTN	750,000.00	10/28/2019	2.125	5,445.31	0.00	1,328.13	0.00	6,773.44
90331HML4	10011	MTN	750,000.00	10/28/2019	2.125	5,445.31	0.00	1,328.13	0.00	6,773.44
3132XOGW5	10073	FAC	1,000,000.00	06/07/2021	1.460	3,406.67	0.00	1,216.66	0.00	4,623.33
3133EEVW5	10006	FAC	600,000.00	06/15/2020	1.800	2,280.00	0.00	900.00	0.00	3,180.00
3133EFYZ4	10007	FAC	1,000,000.00	02/10/2021	1.375	802.08	0.00	1,145.84	0.00	1,947.92
3133EGZJ7	10095	FAC	500,000.00	10/25/2021	1.375	2,406.25	0.00	572.92	0.00	2,979.17
3133EGG82	10097	FAC	500,000.00	11/15/2021	1.520	2,237.78	0.00	633.33	0.00	2,871.11
3133EGT47	10098	FAC	500,000.00	12/08/2021	2.010	2,317.08	0.00	837.50	0.00	3,154.58
313370SZ2	10005	FAC	0.00	09/08/2017	2.250	21,625.00	0.00	875.00	22,500.00	0.00
3130A7PV1	10081	FAC	500,000.00	04/05/2021	1.375	2,788.19	0.00	572.92	0.00	3,361.11
3136G0E31	10004	FAC	2,000,000.00	09/27/2018	1.250	10,694.44	0.00	2,083.34	12,500.00	277.78
3133EGEU5	10070	MC1	1,000,000.00	12/14/2020	1.540	3,293.89	0.00	1,283.33	0.00	4,577.22
3130ABX76	10115	MC1	500,000.00	08/22/2022	1.500	187.50	0.00	625.00	0.00	812.50

* Beginning Accrued may not include investments that redeemed in the previous month that had outstanding accrued interest.

City of W Sacramento Interest Rpts
Accrued Interest
Sorted by Fund - Fund

CUSIP	Pool	Investment #	Security Type	Par Value	Maturity Date	Current Rate	* Beginning Accrued Interest	Adjusted Acc'd Int. at Purchase During Period	Interest Earned	Interest Received	* Ending Accrued Interest
3134GBWVG3		10114	MC1	500,000.00	07/27/2022	2.150	1,015.28	0.00	895.83	0.00	1,911.11
02006LJR5		10028	MC3	250,000.00	10/02/2017	1.150	1,193.99	0.00	235.65	0.00	1,429.64
02587CAZ3		10029	MC3	248,000.00	08/28/2019	2.100	14.38	0.00	431.61	0.00	445.99
03753XAK6		10088	MC3	248,000.00	03/30/2021	1.400	9.52	0.00	285.37	0.00	294.89
06740KGG6		10032	MC3	248,000.00	04/15/2019	1.900	1,789.53	0.00	386.23	0.00	2,175.76
08173QBT2		10089	MC3	248,000.00	10/07/2020	1.350	1,349.28	0.00	274.42	0.00	1,623.70
066851UV6		10082	MC3	248,000.00	08/16/2019	1.000	93.69	0.00	203.84	210.63	86.90
05580AAW4		10031	MC3	250,000.00	09/26/2019	2.100	2,289.92	0.00	429.17	2,646.58	72.51
063847AM9		10090	MC3	248,000.00	10/21/2019	1.200	81.52	0.00	244.60	252.76	73.36
856284ZL7		10055	MC3	250,000.00	09/26/2019	2.150	2,344.44	0.00	439.39	2,709.59	74.24
33625CBG3		10084	MC3	248,000.00	08/19/2020	1.150	93.80	0.00	234.41	242.22	85.99
14042RBE0		10034	MC3	250,000.00	10/21/2020	2.200	1,998.63	0.00	450.82	0.00	2,449.45
20451PLN4		10036	MC3	248,000.00	06/18/2018	1.400	716.20	0.00	284.59	0.00	1,000.79
20033AHC3		10035	MC3	250,000.00	10/07/2019	2.050	351.13	0.00	421.24	435.27	337.10
29266N5Q6		10109	MC3	248,000.00	07/19/2019	1.650	145.74	0.00	336.33	347.54	134.53
29976DD49		10039	MC3	250,000.00	10/30/2020	1.750	1,498.06	0.00	356.66	0.00	1,854.72
319141GH4		10104	MC3	248,000.00	06/14/2022	2.100	1,124.13	0.00	426.89	0.00	1,551.02
32021MDT3		10042	MC3	249,000.00	05/30/2018	1.300	-8.73	0.00	266.05	0.00	257.32
308863AH2		10041	MC3	248,000.00	02/26/2021	1.550	31.34	0.00	313.37	0.00	344.71
32088PAN2		10079	MC3	248,000.00	04/15/2021	1.400	161.72	0.00	285.37	294.88	152.21
359067CP8		10111	MC3	248,000.00	07/19/2019	1.550	136.91	0.00	315.94	326.48	126.37
38148PKN6		10102	MC3	248,000.00	06/07/2022	2.400	1,398.56	0.00	487.87	0.00	1,886.43
46147URH5		10048	MC3	248,000.00	02/19/2021	1.600	130.42	0.00	326.14	337.01	119.55
45581EAK7		10116	MC3	248,000.00	09/20/2022	2.300	0.00	0.00	171.90	0.00	171.90
45776NCA2		10106	MC3	248,000.00	06/30/2020	1.750	11.90	0.00	356.71	0.00	368.61
50116CAP4		10091	MC3	248,000.00	10/14/2021	1.450	147.89	0.00	295.56	305.41	138.04
45083ADH2		10045	MC3	248,000.00	06/27/2018	1.450	643.53	0.00	294.75	0.00	938.28
57116AJX7		10050	MC3	248,000.00	06/19/2019	1.700	138.63	0.00	346.52	358.07	127.08
58403BP94		10051	MC3	249,000.00	06/13/2018	1.350	165.68	0.00	276.28	285.50	156.46
58740XZL7		10107	MC3	248,000.00	07/07/2020	1.750	690.43	0.00	353.81	0.00	1,014.24
74267GUM7		10053	MC3	248,000.00	01/19/2018	1.300	920.04	0.00	262.83	0.00	1,182.87
71270QQZ2		10112	MC3	248,000.00	07/19/2019	1.650	489.26	0.00	333.59	0.00	822.85
87164XRC2		10103	MC3	248,000.00	06/09/2022	2.400	1,366.03	0.00	487.87	0.00	1,853.90
795450A54		10105	MC3	248,000.00	06/15/2020	1.900	1,017.07	0.00	386.23	0.00	1,403.30
89155MAZ0		10113	MC3	248,000.00	07/29/2019	1.650	33.63	0.00	336.33	347.54	22.42
909557DWT		10057	MC3	248,000.00	12/31/2018	1.650	22.39	0.00	336.33	347.54	11.18
90348JAR1		10074	MC3	248,000.00	06/07/2021	1.650	269.05	0.00	336.33	347.54	257.84
98878BFQ6		10101	MC3	248,000.00	12/28/2021	1.900	836.83	0.00	386.23	0.00	1,223.06
SYS10108		10108	MC4	1,003,840.57	06/27/2019	1.427	2,511.32	0.00	1,177.19	0.00	3,688.51

* Beginning Accrued may not include investments that redeemed in the previous month that had outstanding accrued interest.

City of W Sacramento Interest Rpts

Accrued Interest

Sorted by Fund - Fund

CUSIP	Investment #	Security Type	Par Value	Maturity Date	Current Rate	* Beginning Accrued Interest	Adjusted Acc'd Int. at Purchase During Period	Interest Earned	Interest Received	* Ending Accrued Interest
Pool										
03667PED0	10026	MUN	300,000.00	08/01/2020	2.842	710.50	0.00	710.50	0.00	1,421.00
544587C30	10022	MUN	500,000.00	11/01/2020	3.146	5,243.33	0.00	1,310.84	0.00	6,554.17
492244DV7	10096	MUN	500,000.00	11/01/2020	2.893	4,821.67	0.00	1,205.41	0.00	6,027.08
617403EL0	10023	MUN	500,000.00	08/01/2020	2.310	962.50	0.00	962.50	0.00	1,925.00
630360EK7	10019	MUN	500,000.00	08/01/2019	2.226	927.50	0.00	927.50	0.00	1,855.00
13067WHY1	10086	MUN	45,000.00	12/01/2020	2.237	251.66	0.00	83.88	0.00	335.54
13067WJL7	10087	MUN	955,000.00	12/01/2020	2.237	5,340.84	0.00	1,780.27	0.00	7,121.11
13063CSQ4	10020	MUN	500,000.00	04/01/2020	1.800	3,750.00	0.00	750.00	0.00	4,500.00
13063CP87	10076	MUN	500,000.00	04/01/2021	1.500	3,125.00	0.00	625.00	0.00	3,750.00
13063DAD0	10119	MUN	1,015,000.00	04/01/2022	2.367	0.00	0.00	1,334.72	0.00	1,334.72
20772J3F7	10083	MUN	500,000.00	08/15/2021	1.750	340.28	0.00	729.16	0.00	1,069.44
91412GSB2	10021	MUN	500,000.00	07/01/2019	1.796	1,496.67	0.00	748.33	0.00	2,245.00
91412GD44	10077	MUN	1,000,000.00	05/15/2020	1.490	4,387.22	0.00	1,241.67	0.00	5,628.89
		Subtotal	104,303,588.32			353,243.79	0.00	113,875.01	79,671.74	387,447.06
RDA										
SYS10058	10058	PA2	800,646.42		1.110	25,810.48	0.00	711.37	0.00	26,521.85
		Subtotal	800,646.42			25,810.48	0.00	711.37	0.00	26,521.85
		Total	135,132,927.98			565,690.59	0.00	141,266.67	79,671.74	627,285.52

* Beginning Accrued may not include investments that redeemed in the previous month that had outstanding accrued interest.

**City of W Sacramento Interest Rpts
Realized Gains and Losses**

Sorted By Investment Type

Sales/Calls/Maturities: September 1, 2017 - September 30, 2017

Investment # Issuer	Inv. Type	Purchase Date	Par Value		Sale Date	Days Held		Book Value	Maturity/Sale Proceeds	Realized Gain/Loss	Total Earnings	Total Net Earnings	Total Yield 365
			Current Rate	Maturity Date		Term	Term						
10005 FHLB	FAC	08/25/2014	2,000,000.00	09/08/2017	09/08/2017	1,110		2,072,200.00	2,000,000.00	-72,200.00	136,625.00	64,425.00	1.022
			2.250	09/08/2017	09/08/2017	1,110							
			Federal Agency Non-Callables			Subtotals		2,072,200.00	2,000,000.00	-72,200.00	136,625.00	64,425.00	1.022
			Total Realized Gains/Losses					2,072,200.00	2,000,000.00	-72,200.00	136,625.00	64,425.00	1.022

City of West Sacramento
Transaction Activity Report
July 1, 2017 - September 30, 2017
Sorted by Transaction Date - Transaction Date
All Funds

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	Dealer	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
10021	POOL	91412GUSB2	UOC 1.798% MAT	Interest		University of Califo			4,490.00	4,490.00
		Totals for 07/01/2017							4,490.00	4,490.00
10035	POOL	20033AHC3	CC 2.05% MAT	Interest		Comenity Capital Ban			421.23	421.23
		Totals for 07/06/2017							421.23	421.23
10107	POOL	58740XZL7	MER 1.75% MAT	Purchase	First Empire Securit	Mercantile Bank	248,000.00		336.33	-248,000.00
10074	POOL	90348JAR1	UBS 1.65% MAT	Interest		UBS Bank			336.33	336.33
		Totals for 07/07/2017					248,000.00		336.33	-247,663.67
10051	POOL	58403BP34	MED 1.35% MAT	Interest		Medallion Bank			276.29	276.29
		Totals for 07/13/2017							276.29	276.29
10008	POOL	36962G7G3	GE 2.3% MAT	Interest		General Electric			11,500.00	11,500.00
10091	POOL	50116CAP4	KS 1.45% MAT	Interest	First Empire Securit	KS Statebank			299.67	299.67
		Totals for 07/14/2017							11,799.67	11,799.67
10079	POOL	32088PAN2	FMB 1.4% MAT	Interest		First Minnesota Bank			285.37	285.37
		Totals for 07/15/2017							285.37	285.37
10082	POOL	066851UV6	BHBT 1.1% MAT	Interest		Bar Harbor Bank & Tr			203.84	203.84
		Totals for 07/16/2017							203.84	203.84
10014	POOL	89236TBP9	TOY 2.125% MAT	Interest		Toyota			10,625.00	10,625.00
		Totals for 07/18/2017							10,625.00	10,625.00
10109	POOL	29266N5Q6	ENER 1.65% MAT	Purchase	First Empire Securit	Enerbank	248,000.00			-248,000.00
10111	POOL	359067CP8	FRONT 1.55% MAT	Purchase	First Empire Securit	Frontier Bank	248,000.00			-248,000.00
10112	POOL	71270QQZ2	PBU 1.65% MAT	Purchase	First Empire Securit	Peoples Bank United	248,000.00			-248,000.00
10048	POOL	46147URH5	ICB 1.6% MAT	Interest		Investors Community			326.14	326.14
10050	POOL	57116AJX7	MBB 1.7% MAT	Interest		Marlin Business Bank			346.52	346.52
10084	POOL	33625CBG3	BOW 1.15% MAT	Interest		Bank of Wash			234.41	234.41
		Totals for 07/19/2017					744,000.00		907.07	-743,092.93
10080	POOL	69353RES3	PNC 2.6% MAT	Interest		PNC Bank			6,500.00	6,500.00
10090	POOL	063847AM9	BNE 1.2% MAT	Interest		Bank New England			244.60	244.60
		Totals for 07/21/2017							6,744.60	6,744.60
10114	POOL	3134GBWG3	FHLMC 2.15% MAT	Purchase	First Empire Securit	FHLMC	500,000.00			-500,000.00

City of West Sacramento
Transaction Activity Report
Sorted by Transaction Date - Transaction Date

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	Dealer	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
10113	POOL	89155MAZ0	TNB 1.65% MAT	Purchase	First Empire Securit	Touchmark National B	500,000.00			-500,000.00
Totals for 07/27/2017										
10057	POOL	909557DW7	UBB 1.65% MAT	Interest		United Bankers Bank			336.33	336.33
Totals for 07/29/2017										
10042	POOL	3202IMDT3	FFB 1.3% MAT	Interest		First Financial Bank			266.05	266.05
10088	POOL	03753XAK6	APEX 1.4% MAT	Interest		Apex Bank			285.37	285.37
10106	POOL	45776NCA2	INS 1.75% MAT	Interest	First Empire Securit	INSBank			368.60	368.60
Totals for 07/30/2017									920.02	920.02
10019	POOL	630360EK7	NVCC 2.226% MAT	Interest		Napa Valley			5,565.00	5,565.00
10023	POOL	617403ELO	MH 2.31% MAT	Interest		Morgan Hill Unified			5,775.00	5,775.00
10026	POOL	03667PED0	AVCC 2.842% MAT	Interest		Antelope Valley			4,263.00	4,263.00
Totals for 08/01/2017									15,603.00	15,603.00
10035	POOL	20033AHC3	CC 2.05% MAT	Interest		Comenity Capital Ban			435.27	435.27
Totals for 08/06/2017									435.27	435.27
10074	POOL	90348JAR1	UBS 1.65% MAT	Interest		UBS Bank			347.54	347.54
Totals for 08/07/2017									347.54	347.54
10099	POOL	594918BP8	MIC 1.55% MAT	Interest	Wells Fargo	Microsoft			3,875.00	3,875.00
Totals for 08/08/2017									3,875.00	3,875.00
10007	POOL	3133EFYZ4	FFCB 1.375% MAT	Interest		FFCB			6,875.00	6,875.00
Totals for 08/10/2017									6,875.00	6,875.00
10051	POOL	58403BP34	MED 1.35% MAT	Interest		Medallion Bank			285.50	285.50
Totals for 08/13/2017									285.50	285.50
10002	POOL	084670BL1	BRK 2.1% MAT	Interest		Berkshire Hathaway			15,750.00	15,750.00
10091	POOL	50116CAP4	KS 1.45% MAT	Interest	First Empire Securit	KS Statebank			309.66	309.66
Totals for 08/14/2017									16,059.66	16,059.66
10079	POOL	32088PAN2	FMB 1.4% MAT	Interest		First Minnesota Bank			294.88	294.88
Totals for 08/15/2017									294.88	294.88
10082	POOL	066851UV6	BHBT 1.1% MAT	Interest		Bar Harbor Bank & Tr			210.63	210.63
Totals for 08/16/2017									210.63	210.63
10083	POOL	20772J3F7	SOCONN 1.75% MAT	Interest		State of Connecticut			4,375.00	4,375.00
Totals for 08/17/2017									4,375.00	4,375.00
10018	POOL	459200JF9	IBM 2.25% MAT	Interest		IBM			5,625.00	5,625.00

City of West Sacramento
Transaction Activity Report
Sorted by Transaction Date - Transaction Date

Investment #	Fund	CUSIP	Inv Descrip	Transaction Type	Dealer	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
10048	POOL	46147URH5	ICB 1.6% MAT	Interest		Investors Community			337.01	337.01
10050	POOL	57116AJX7	MBB 1.7% MAT	Interest		Marlin Business Bank			358.07	358.07
10084	POOL	33625CBG3	BOW 1.15% MAT	Interest		Bank of Wash			242.22	242.22
10109	POOL	29266N5Q6	ENER 1.65% MAT	Interest	First Empire Securit	Enerbank			347.54	347.54
10111	POOL	359067CP8	FRONT 1.55% MAT	Interest	First Empire Securit	Frontier Bank			326.48	326.48
		Totals for 08/19/2017							7,236.32	7,236.32
10090	POOL	063847AM9	BNE 1.2% MAT	Interest		Bank New England			252.76	252.76
		Totals for 08/21/2017					500,000.00		252.76	252.76
10115	POOL	3130ABX76	FHLB 1.5% MAT	Purchase	First Empire Securit	FHLB	500,000.00			-500,000.00
		Totals for 08/22/2017					500,000.00			-500,000.00
10071	POOL	17275RBD3	CISCO 2.2% MAT	Interest		Cisco Systems			5,500.00	5,500.00
10113	POOL	89155MAZ0	TNB 1.65% MAT	Interest	First Empire Securit	Touchmark National B			358.75	358.75
		Totals for 08/28/2017							5,858.75	5,858.75
10049	POOL	52168UCQ3	LEADER 1.1% MAT	Redemption		Leader Bank	248,000.00			248,000.00
10041	POOL	308863AH2	FM 1.55% MAT	Interest		Farmers & Merchants			1,922.00	1,922.00
10049	POOL	52168UCQ3	LEADER 1.1% MAT	Interest		Leader Bank			1,341.76	1,341.76
10057	POOL	909557DW7	UBB 1.65% MAT	Interest		United Bankers Bank			347.54	347.54
		Totals for 08/29/2017					248,000.00		3,611.30	251,611.30
10042	POOL	32021MDT3	FFB 1.3% MAT	Interest		First Financial Bank			274.92	274.92
10088	POOL	03753XAK6	APEX 1.4% MAT	Interest		Apex Bank			294.88	294.88
10106	POOL	45776NCA2	INS 1.75% MAT	Interest	First Empire Securit	INSBank			368.60	368.60
		Totals for 08/30/2017							938.40	938.40
10029	POOL	02587CAZ3	AE 2.1% MAT	Interest		American Express			2,604.00	2,604.00
		Totals for 08/31/2017							2,604.00	2,604.00
10035	POOL	20033AHC3	CC 2.05% MAT	Interest		Comenity Capital Ban			435.27	435.27
		Totals for 09/06/2017							435.27	435.27
10074	POOL	90348JAR1	UBS 1.65% MAT	Interest		UBS Bank			347.54	347.54
		Totals for 09/07/2017							347.54	347.54
10005	POOL	313370SZ2	FHLB 2.25% MAT	Redemption		FHLB	2,000,000.00			2,000,000.00
10005	POOL	313370SZ2	FHLB 2.25% MAT	Interest		FHLB			22,500.00	22,500.00
		Totals for 09/08/2017					2,000,000.00		22,500.00	2,022,500.00
10117	POOL	44932HAC7	IBM 2.2% MAT	Purchase	First Empire Securit	IBM	502,880.67			-502,880.67
10118	POOL	69353RFE3	PNC 2.45% MAT	Purchase	First Empire Securit	PNC Bank	510,095.69			-510,095.69
10119	POOL	13063DAD0	SOC 2.367% MAT	Purchase	First Empire Securit	State of California	1,045,866.66			-1,045,866.66
		Totals for 09/11/2017					2,058,843.02		-2,058,843.02	

City of West Sacramento
Transaction Activity Report
Sorted by Transaction Date - Transaction Date

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	Dealer	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
10013	POOL	02665WAAU5	AH 2.15% MAT	Interest		American Honda			5,375.00	5,375.00
10016	POOL	02665WAAU5	AH 2.15% MAT	Interest		American Honda			5,375.00	5,375.00
10051	POOL	58403BP34	MED 1.35% MAT	Interest		Medallion Bank			285.50	285.50
		Totals for 09/13/2017							11,035.50	11,035.50
10091	POOL	50116CAP4	KS 1.45% MAT	Interest	First Empire Securit	KS Statebank			305.41	305.41
		Totals for 09/14/2017							305.41	305.41
10079	POOL	32088PAN2	FMB 1.4% MAT	Interest		First Minnesota Bank			294.88	294.88
10094	POOL	63389XBK0	ORA 1.9% MAT	Interest	First Empire Securit	Oracle			4,750.00	4,750.00
		Totals for 09/15/2017							5,044.88	5,044.88
10082	POOL	066851UV6	BHBT 1.1% MAT	Interest		Bar Harbor Bank & Tr			210.63	210.63
		Totals for 09/16/2017							210.63	210.63
10048	POOL	46147URH5	ICB 1.6% MAT	Interest		Investors Community			337.01	337.01
10050	POOL	57116AJX7	MBB 1.7% MAT	Interest		Marlin Business Bank			358.07	358.07
10084	POOL	33625CBG3	BOW 1.15% MAT	Interest		Bank of Wash			242.22	242.22
10109	POOL	29266N5Q6	ENER 1.65% MAT	Interest	First Empire Securit	Enerbank			347.54	347.54
10111	POOL	359067CP8	FRONT 1.55% MAT	Interest	First Empire Securit	Frontier Bank			326.48	326.48
		Totals for 09/19/2017							1,611.32	1,611.32
10116	POOL	45581EAK7	INDCMB 2.3% MAT	Purchase	First Empire Securit	Industrial & Com Ban	248,000.00			-248,000.00
		Totals for 09/20/2017					248,000.00			-248,000.00
10090	POOL	063847AM9	BNE 1.2% MAT	Interest		Bank New England			252.76	252.76
		Totals for 09/21/2017							252.76	252.76
10031	POOL	05580AAW4	BMW 2.1% MAT	Interest		BMW Bank			2,646.58	2,646.58
10055	POOL	8562842L7	BOI 2.15% MAT	Interest		Bank of India			2,709.59	2,709.59
		Totals for 09/26/2017							5,356.17	5,356.17
10004	POOL	3136GQE31	FNMA 1.25% MAT	Interest		FHMA			12,500.00	12,500.00
		Totals for 09/27/2017							12,500.00	12,500.00
10113	POOL	89155MAZ0	TNB 1.65% MAT	Interest	First Empire Securit	Touchmark National B			347.54	347.54
		Totals for 09/28/2017							347.54	347.54
10057	POOL	909557DW7	UBB 1.65% MAT	Interest		United Bankers Bank			347.54	347.54
		Totals for 09/29/2017							347.54	347.54
10042	POOL	32021MDT3	FFB 1.3% MAT	Interest		First Financial Bank			274.92	274.92
10088	POOL	03753XAK6	APEX 1.4% MAT	Interest		Apex Bank			294.88	294.88
10106	POOL	45776NCA2	INS 1.75% MAT	Interest	First Empire Securit	INSBank			368.60	368.60
		Totals for 10/02/2017							938.40	938.40

City of West Sacramento
 Transaction Activity Report
 Sorted by Transaction Date - Transaction Date

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	Dealer	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
							4,546,843.02	2,248,000.00	167,441.72	-2,131,401.30
Grand Total										



Quarterly Economic and Market Update

September 2017

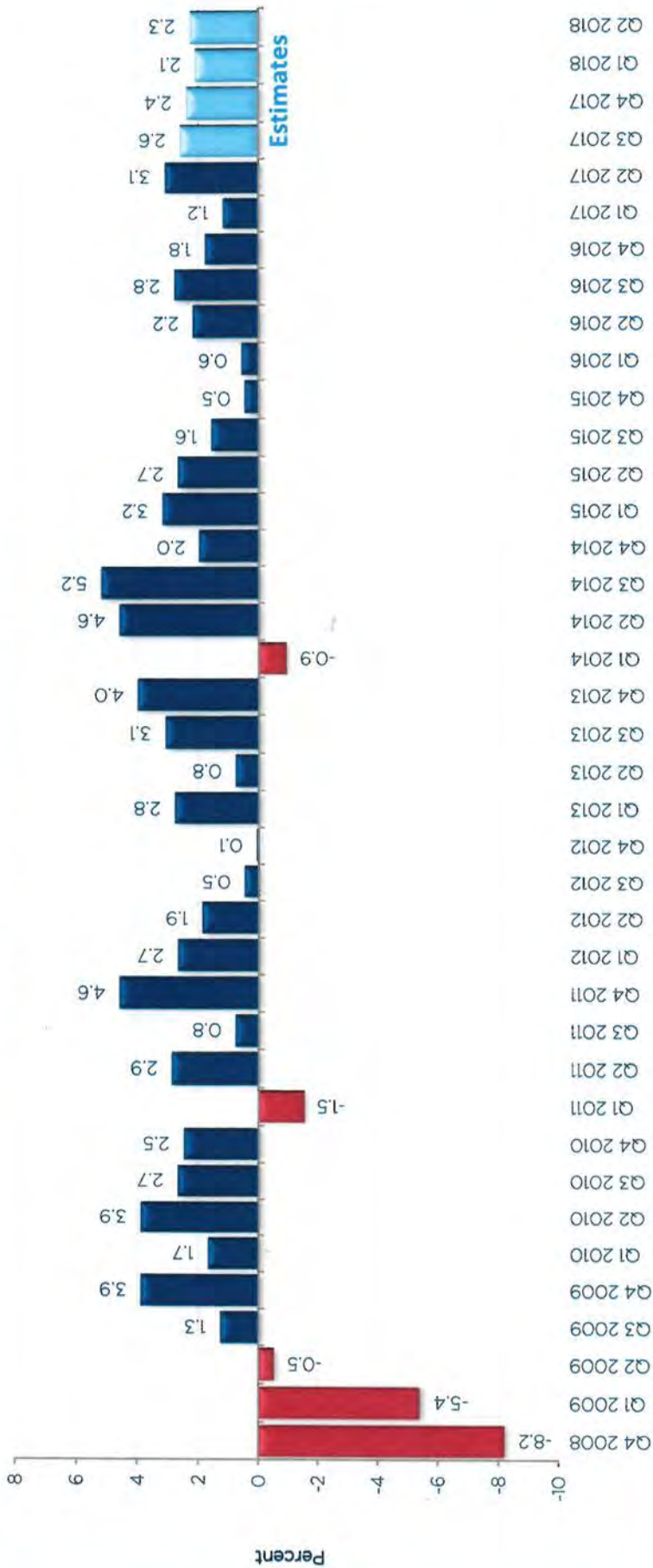
Item	9/30/2017	6/30/2017	Change
U.S. Payrolls Monthly Change	-33,000	210,000	-243,000
Unemployment Rate	4.2%	4.4%	-0.2%
Labor Force Participation	63.1%	62.8%	0.3%
Effective Fed Funds Rate	1.06%	1.06%	0.00%
Next Fed Funds Hike**	April 2018	April 2018	+0 Months
3 Month T-Bill	1.049%	1.014%	0.035%
2 Year T-Note	1.486%	1.384%	0.102%
3 Year T-Note	1.624%	1.547%	0.077%
5 Year T-Note	1.937%	1.889%	0.048%
10 Year T-Note	2.334%	2.305%	0.029%
U.S. Fed Debt Avg Yield*	2.070%	2.066%	0.004%
30 Year Mortgage Rate	3.80%	3.870%	-0.07%
1-5 Yr Agency Spread	0.10%	0.10%	0.00%
1-5 Yr Corporate Spread	0.52%	0.60%	-0.08%
Dow Jones	22,405	21,350	4.9%
S&P 500	2,519	2,423	4.0%
Consumer Price Index YOY*	1.5%	1.6%	-0.1%
U.S. Avg Regular Unleaded	\$2.56	\$2.24	\$0.32
Retail Sales YOY*	2.4%	3.0%	-0.6%
Case-Shiller Home Prices YOY*	5.8%	5.7%	0.2%
Gold (per ounce)	\$1,279.75	\$1,241.61	\$38.14
Dollar Index	93.08	95.63	-2.55
Consumer Confidence	119.80	117.30	2.50

*Estimates for the current quarter/month, some data are lagged

**Next Projected Fed Funds Hike is first month Fed Funds Futures are 1.375% or higher

Sources: FTN Main Street and Bloomberg

U.S. GDP (Quarter over Quarter Annualized)*

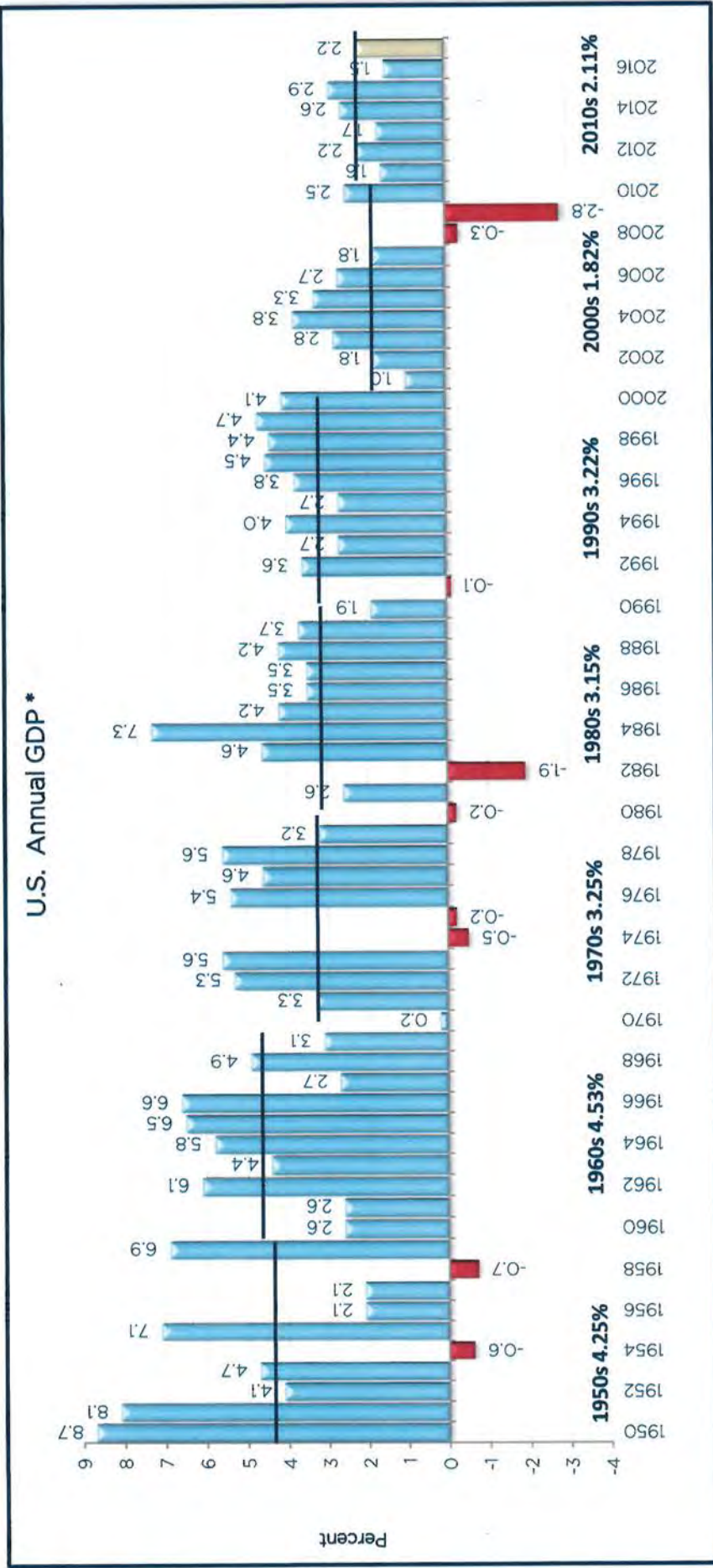


* Real Rate (Inflation Adjusted)

Estimate: Bloomberg's Survey of Economists

As of: 09/30/17

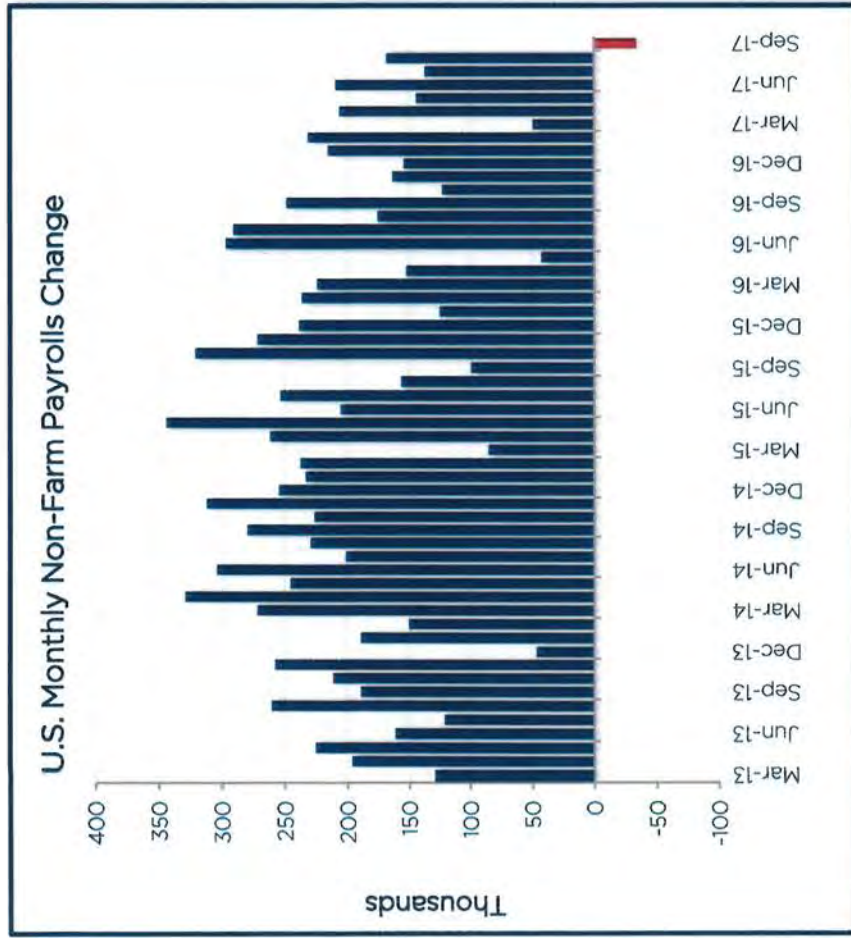
Source: Bureau of Economic Analysis



* Real Rate (Inflation Adjusted)

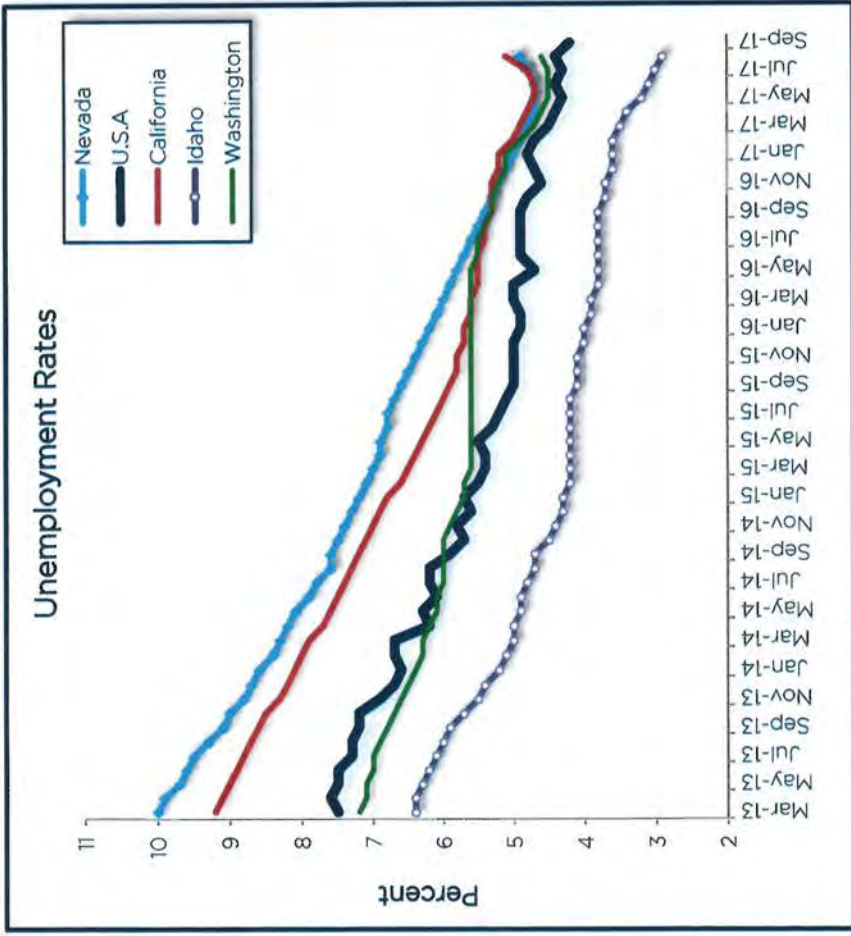
Estimate: Bloomberg's Survey of Economists
 As of: 09/30/17

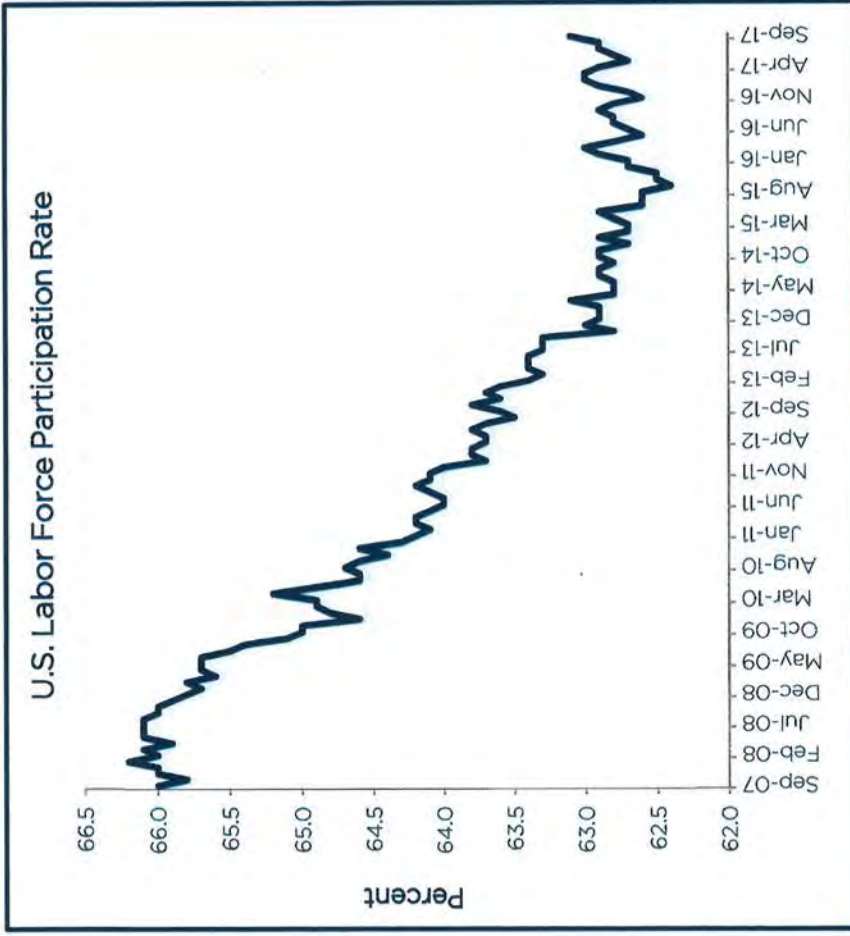
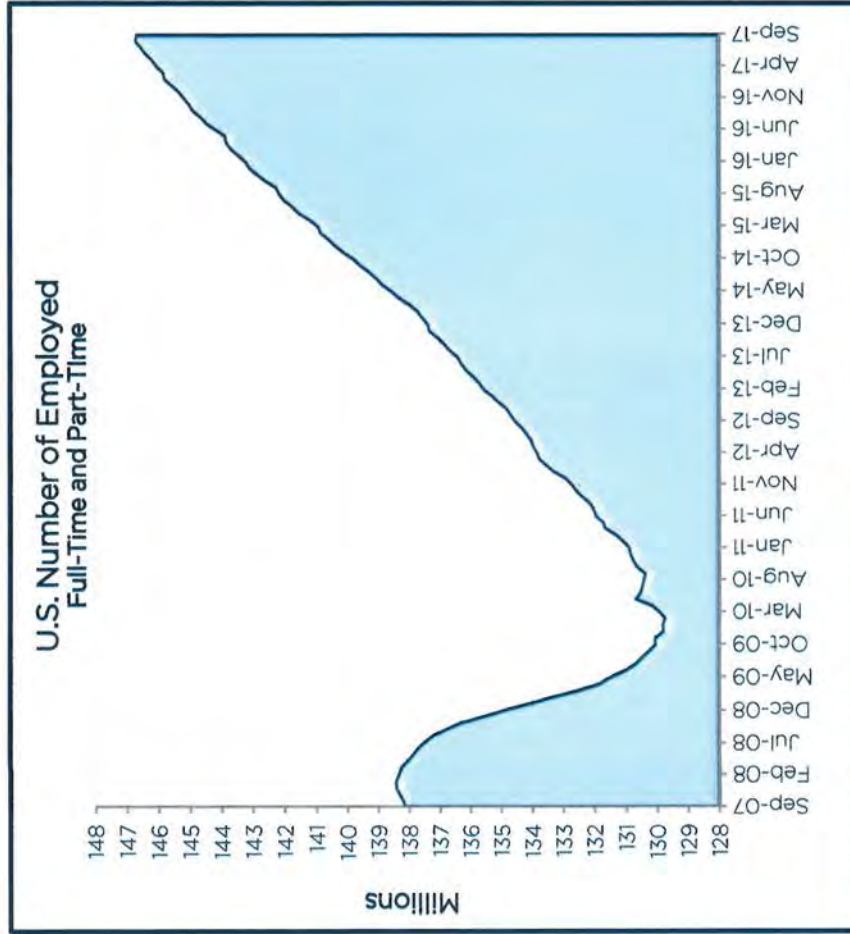
Source: Bureau of Economic Analysis



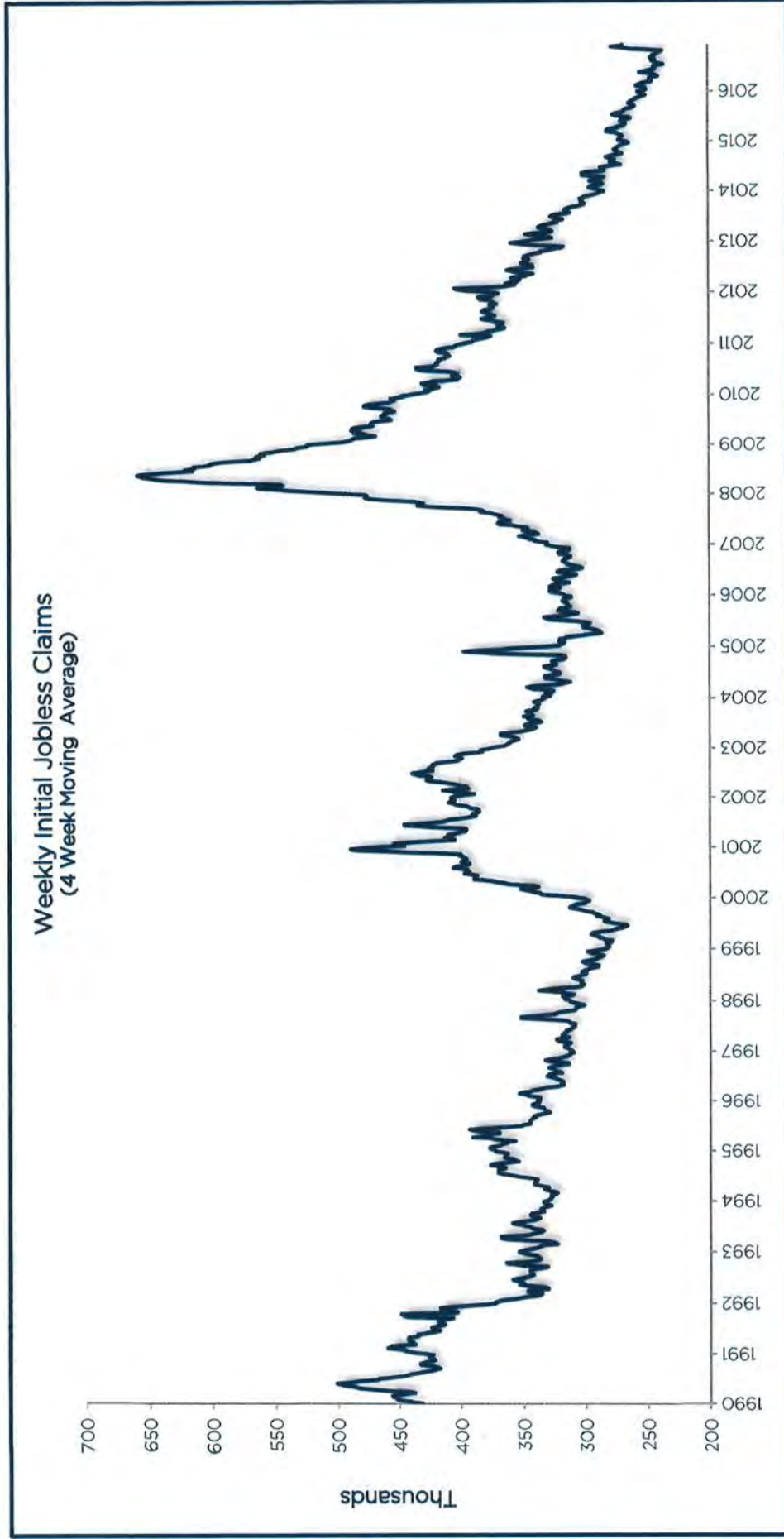
12 Month Average Job Change 148,083

Source: Bureau of Labor Statistics



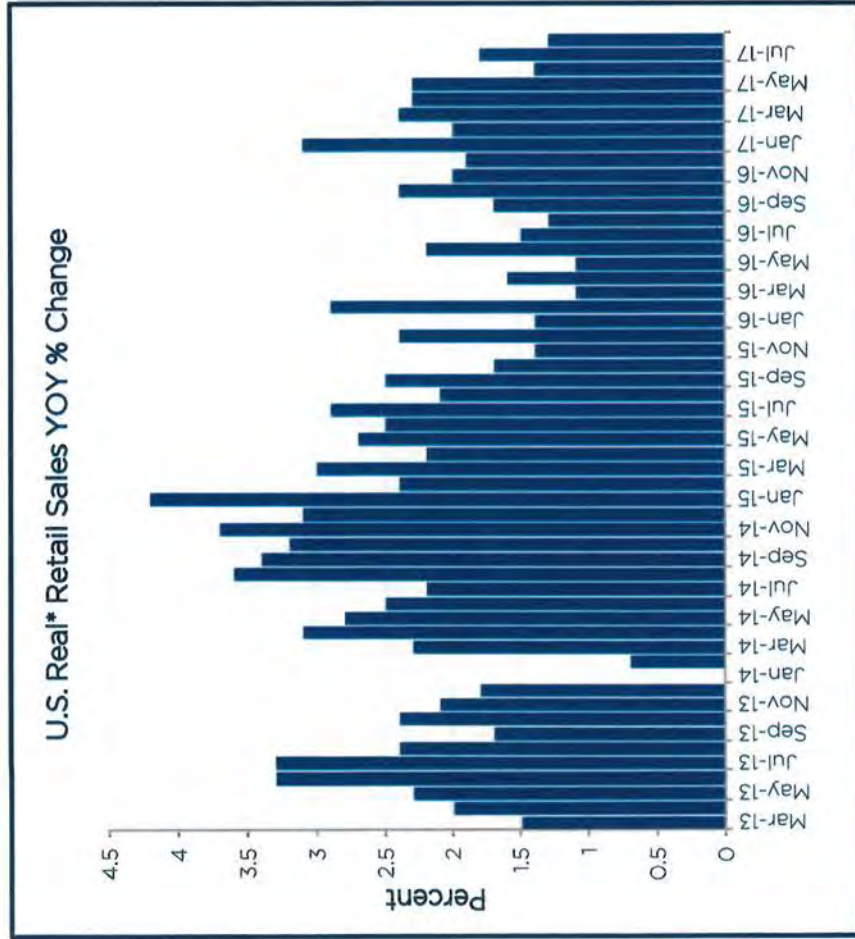


Source: Bureau of Labor Statistics



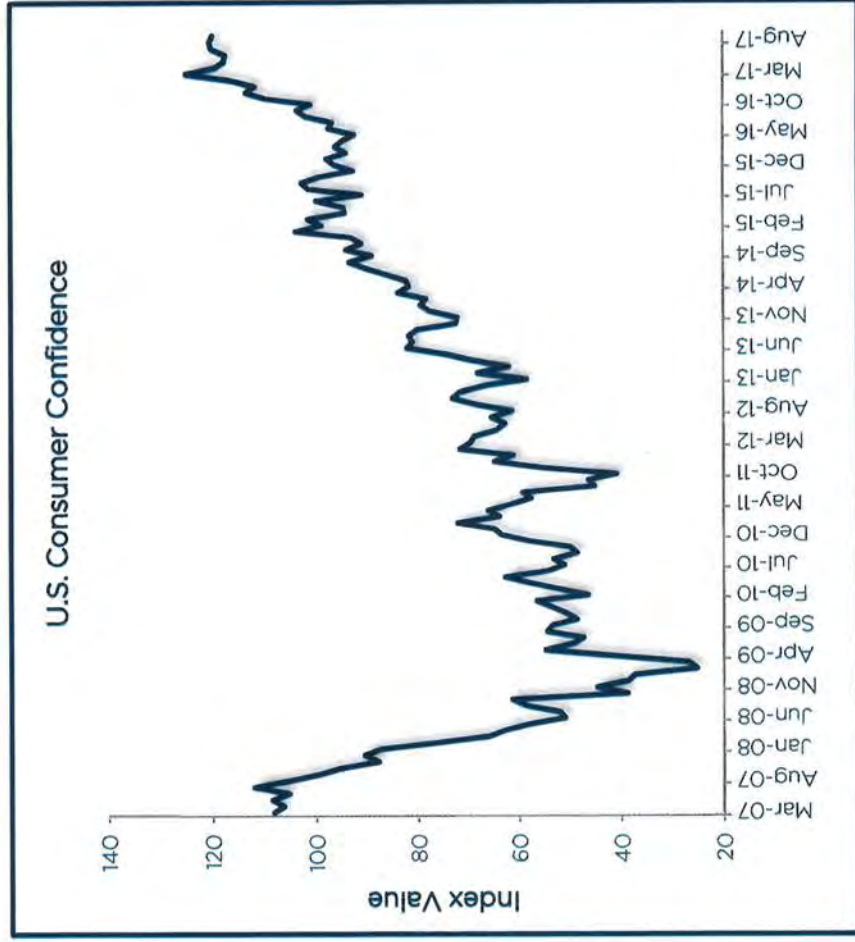
Weekly Initial Jobless Claims is the actual number of people who have filed for Unemployment benefits for the first time. The following five eligibility criteria must be met in order to file for unemployment benefits: 1. Meet the requirements of time worked during a 1 year period (full time or not); 2. Become unemployed through no fault of your own (cannot be fired); 3. Must be able to work; no physical or mental holdbacks. 4. Must be available for work. 5. Must be actively seeking work.

Source: Department of Labor and Bloomberg

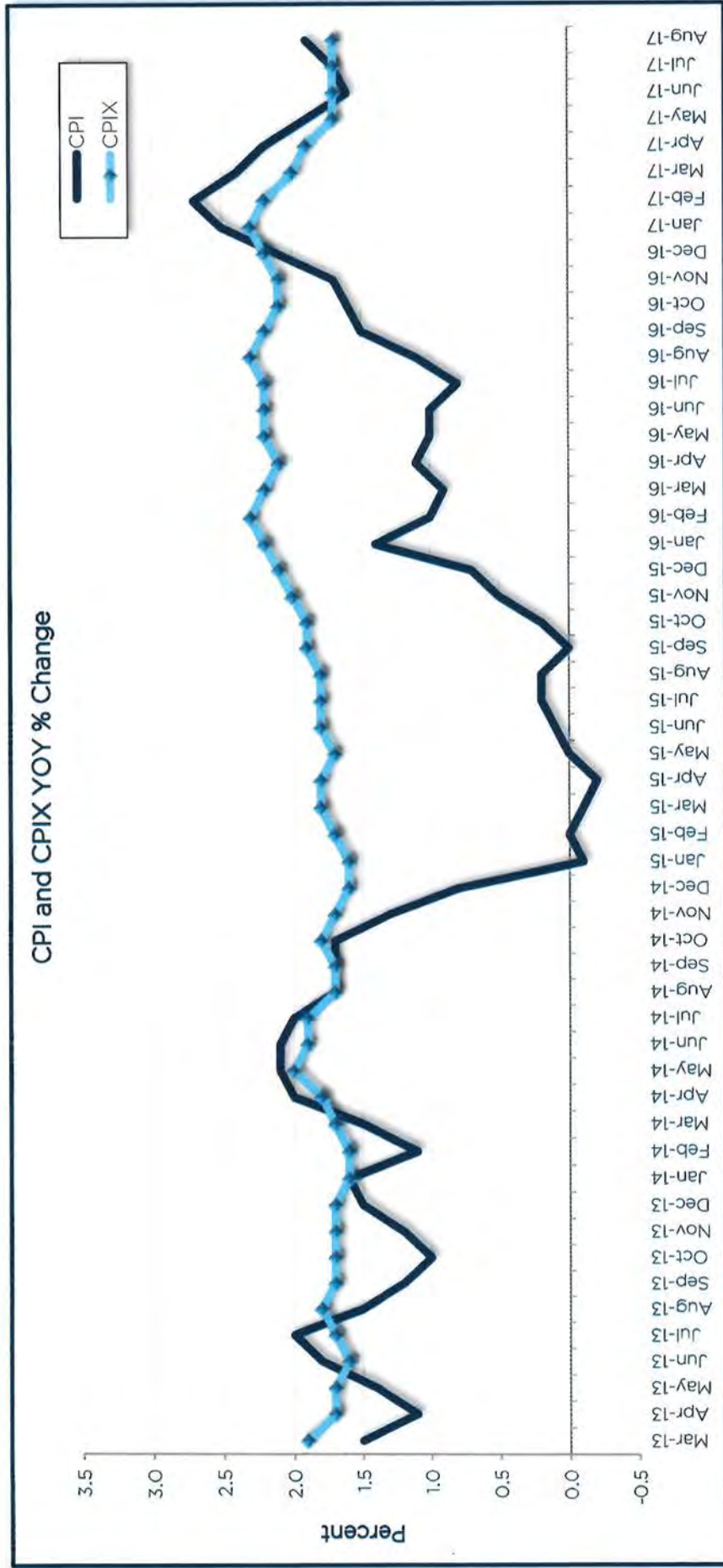


*Real: Inflation Adjusted

Source: U.S. Census Bureau

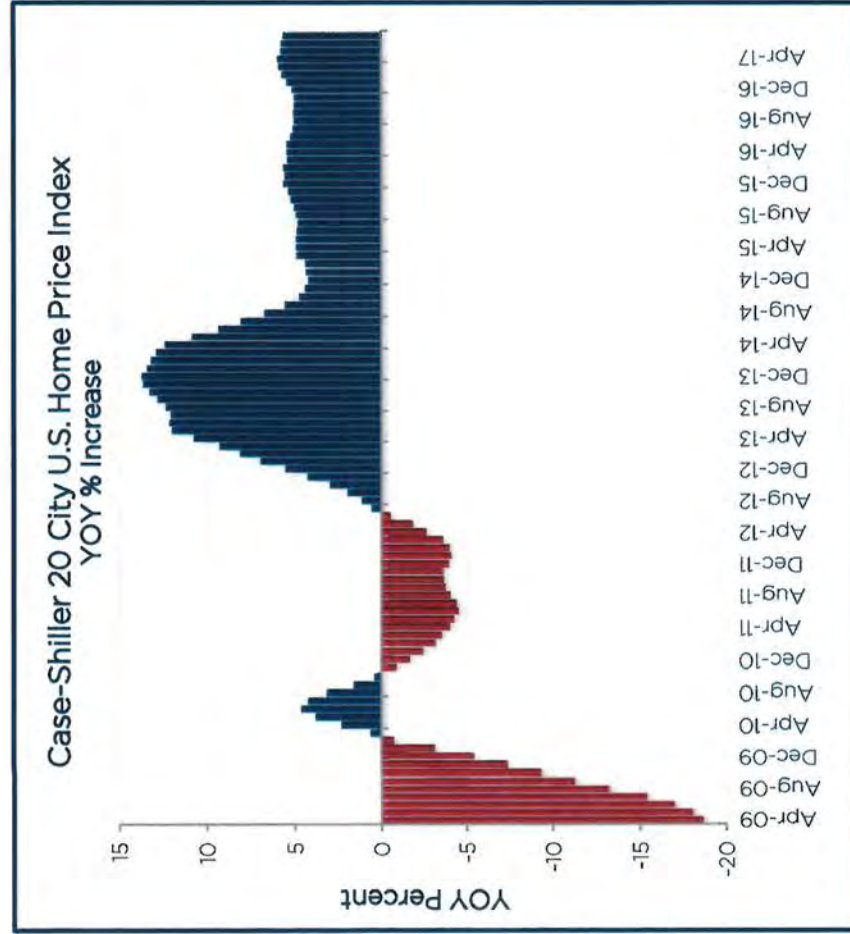


Source: Conference Board

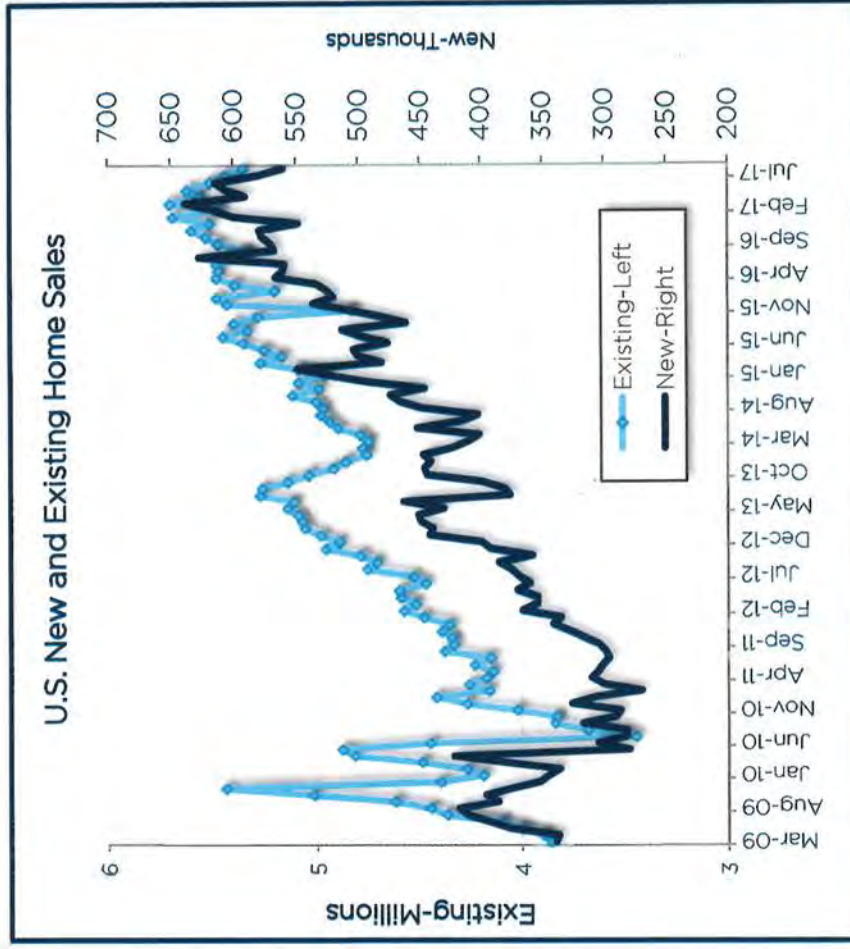


CPIX: Consumer Price Index, excluding food and energy

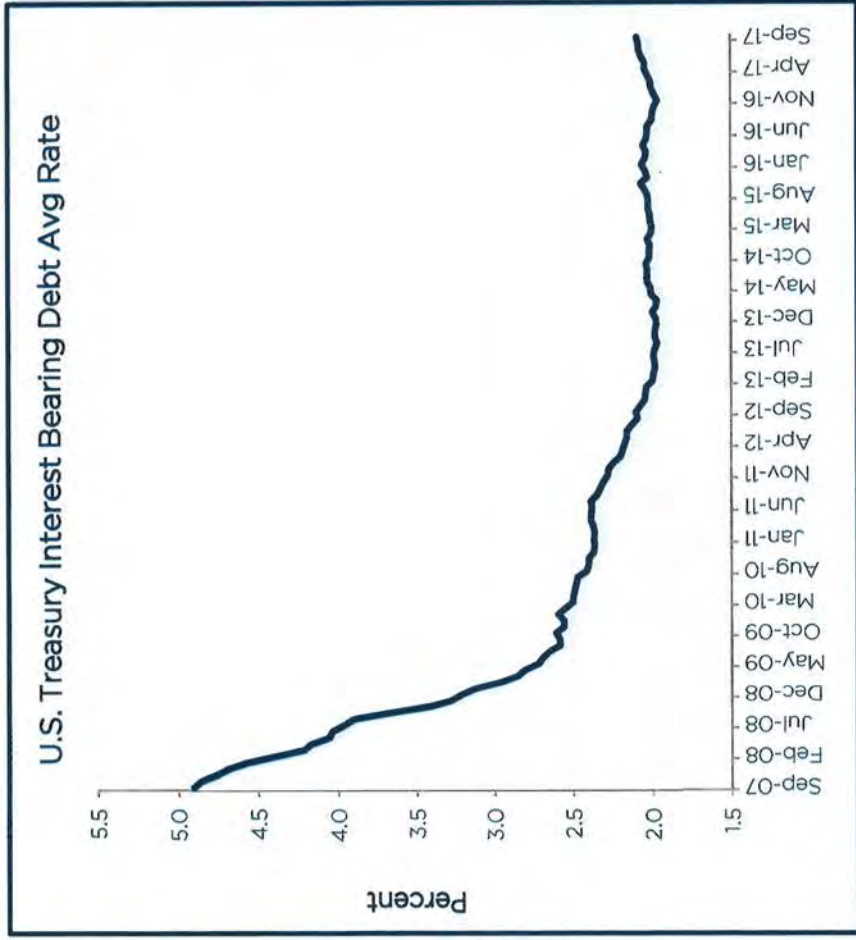
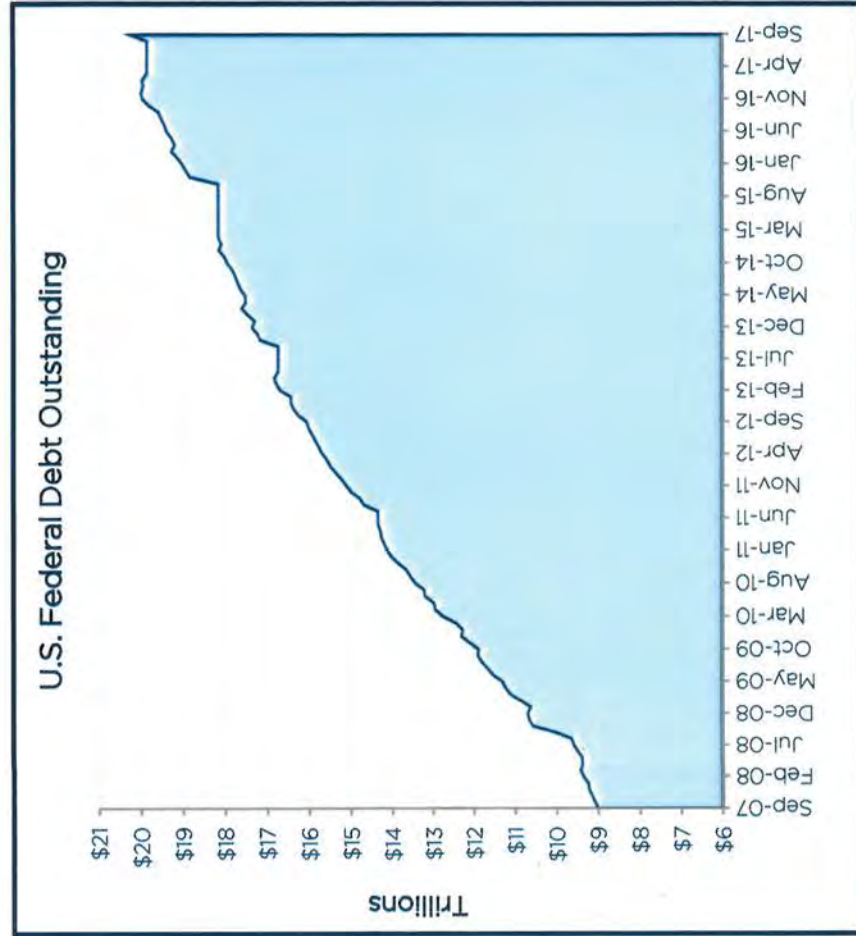
Source: Bureau of Labor Statistics



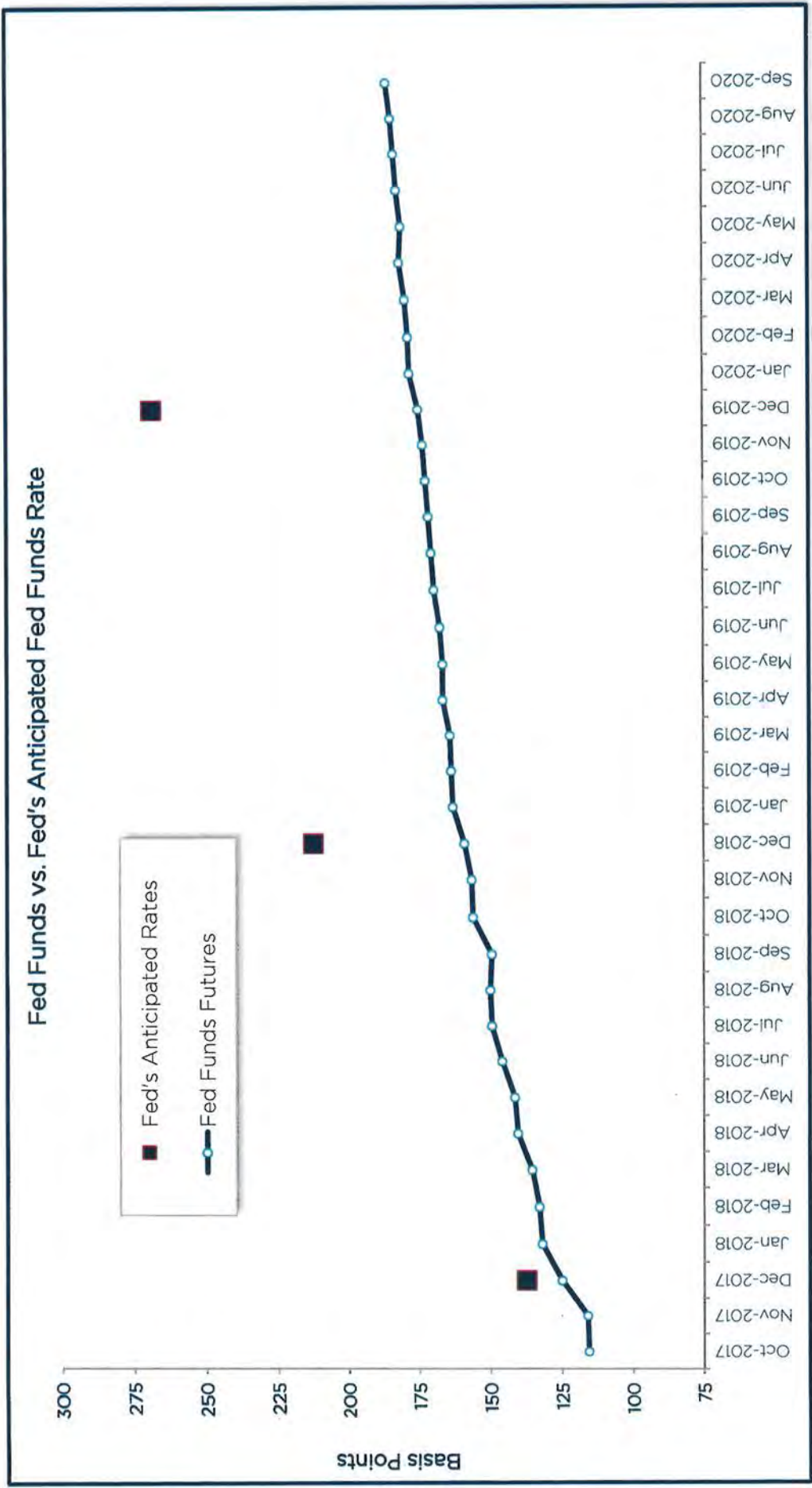
Source: Case-Shiller



Sources: New (U.S. Census Bureau), Existing (National Assoc. of Realtors)
Seasonally Adjusted Annual Rate

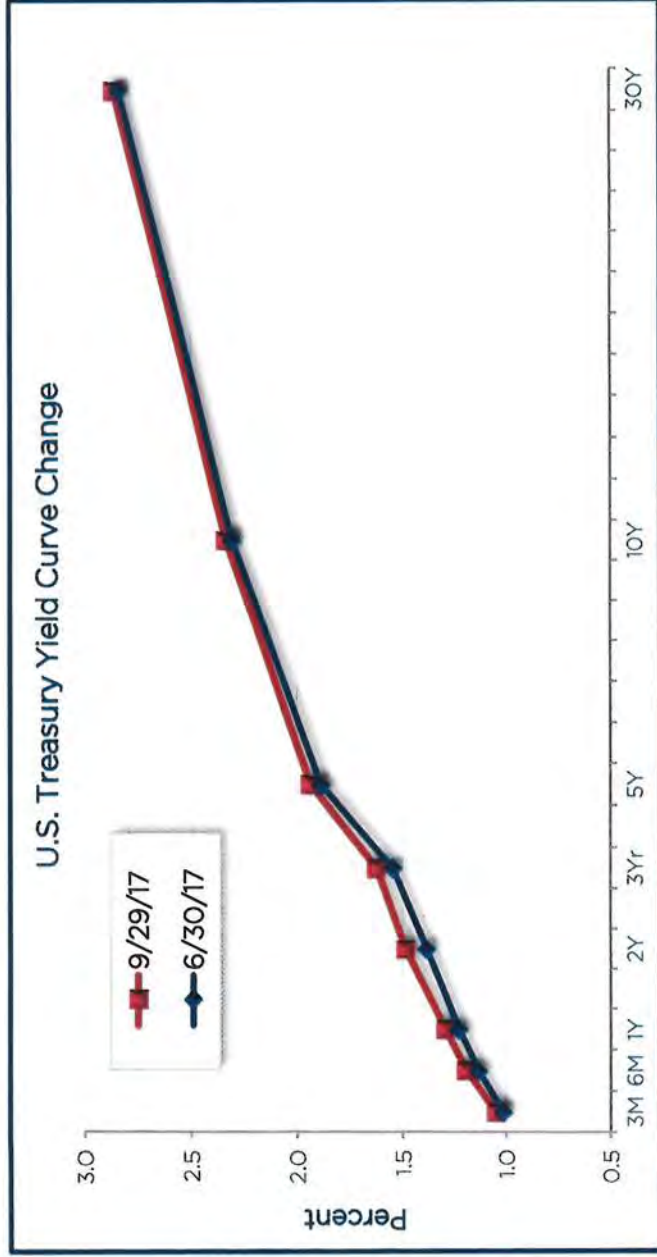


Source: U.S. Treasury

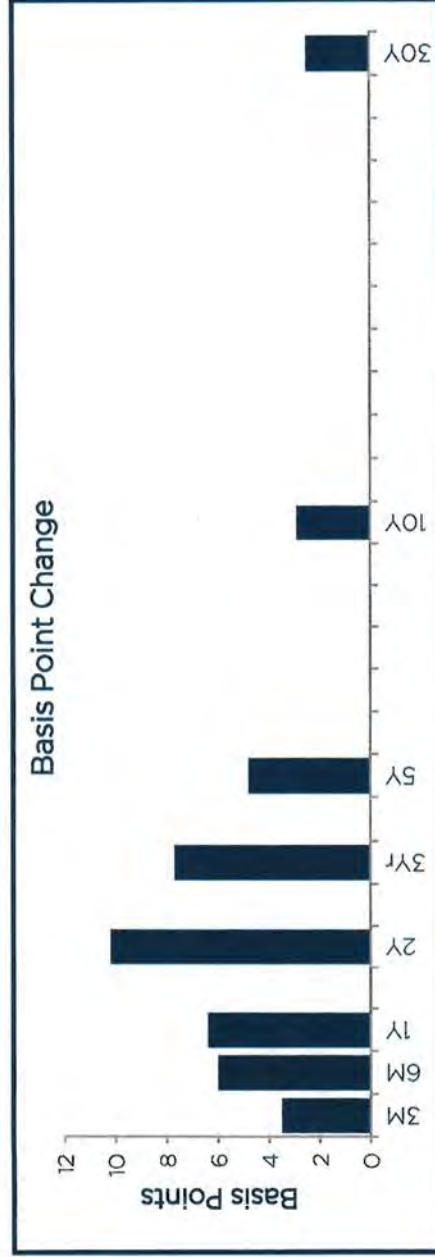


Fed Funds Anticipated Rate from the September 20, 2017 FOMC Meeting

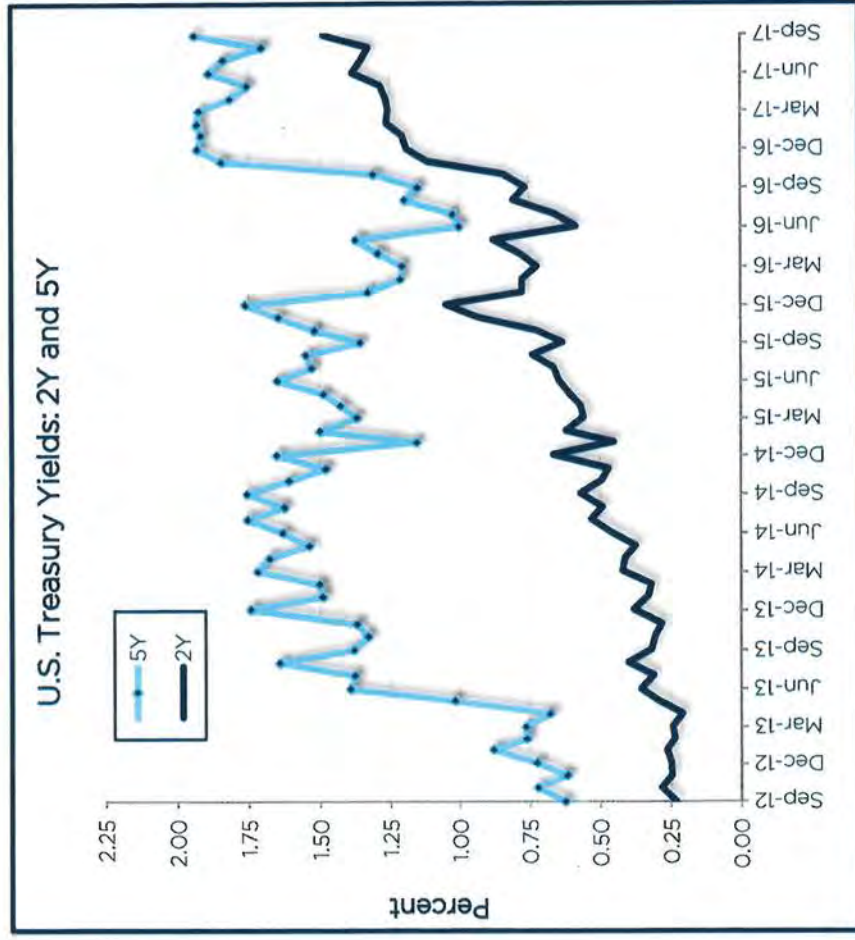
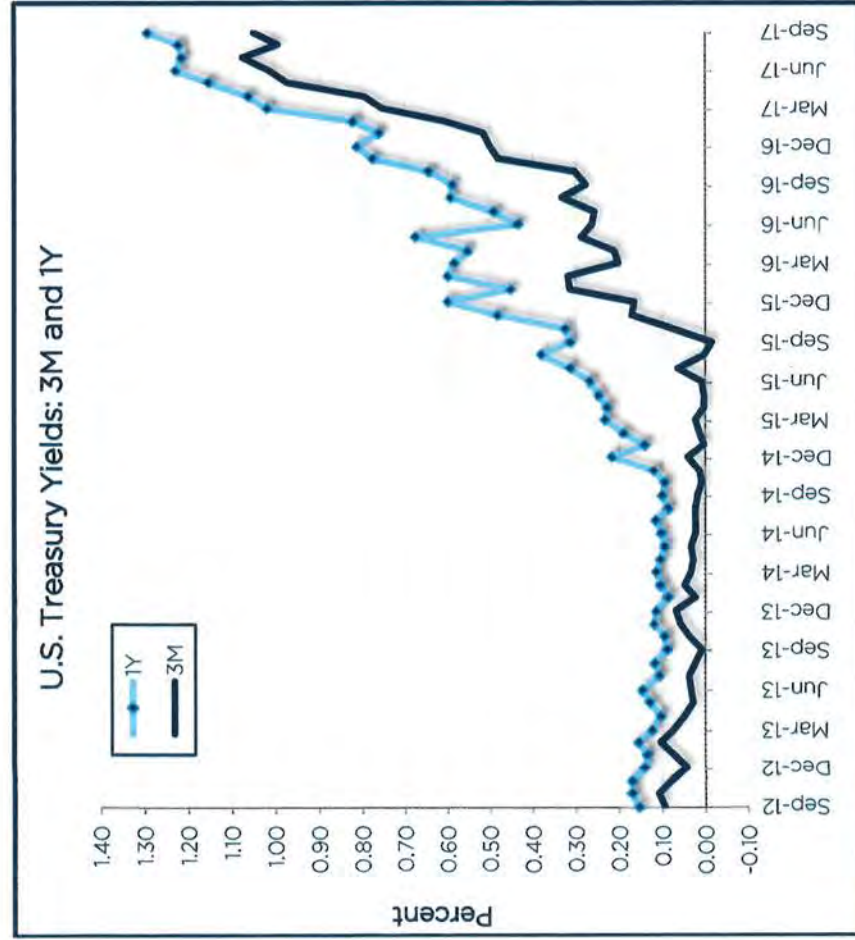
Source: Bloomberg



Maturity	6/30/17	9/29/17	Change
3M	1.01	1.05	0.03
6M	1.13	1.19	0.06
1Y	1.23	1.29	0.06
2Y	1.38	1.49	0.10
3Y	1.55	1.62	0.08
5Y	1.89	1.94	0.05
10Y	2.31	2.33	0.03
30Y	2.84	2.86	0.02

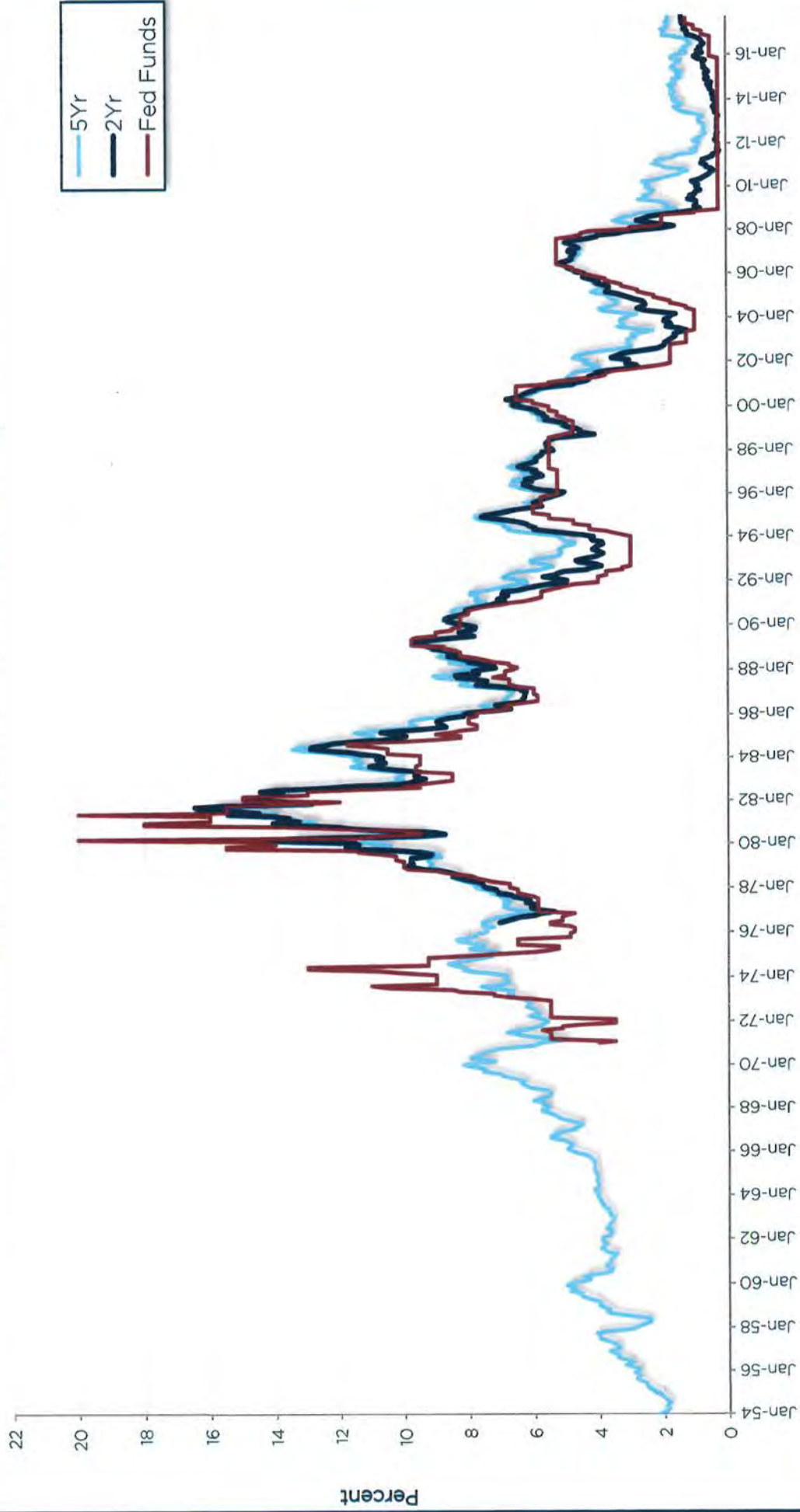


Source: Bloomberg
 Figures may not total due to rounding



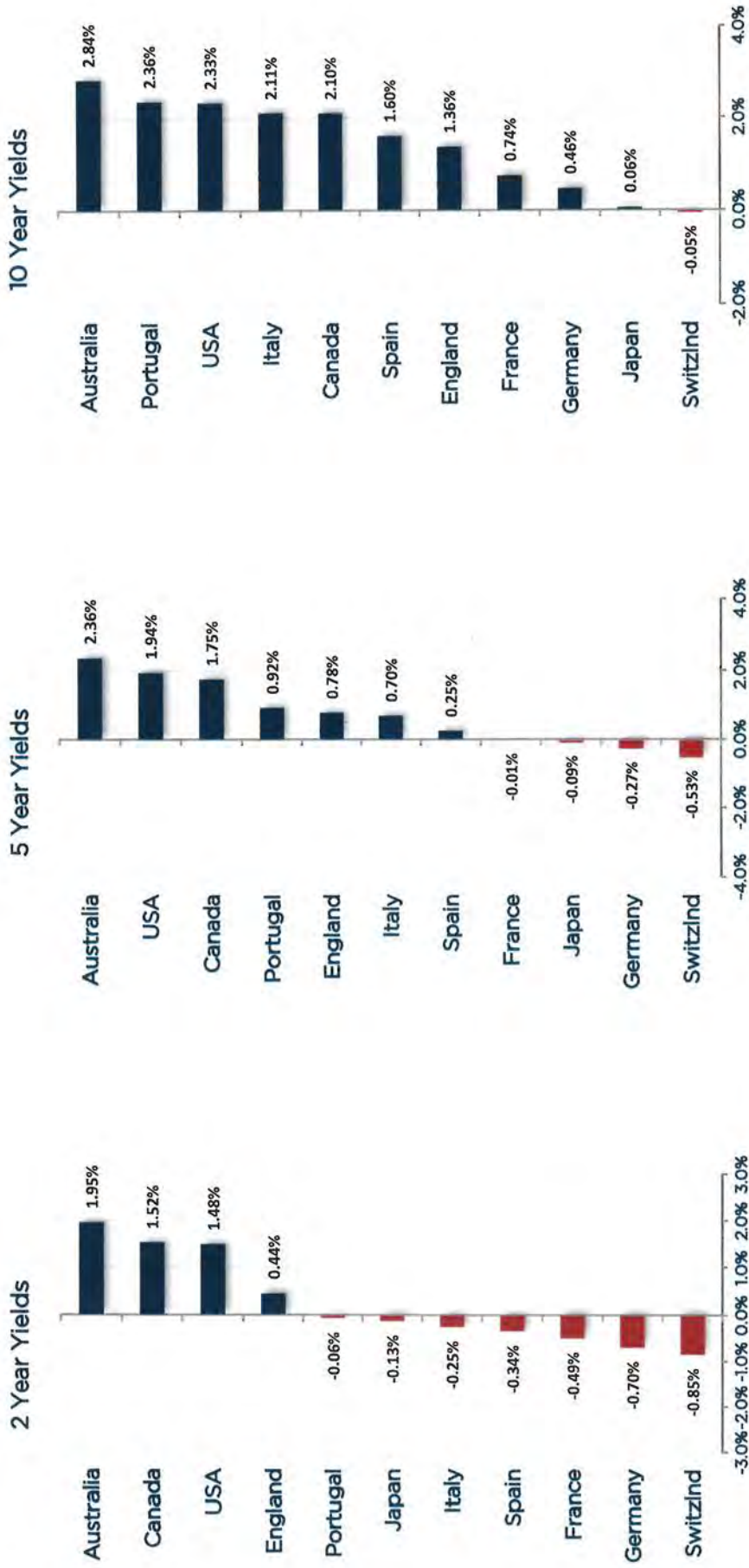
Source: Bloomberg

U.S. Treasury Yields 2Yr and 5Yr - Fed Funds Target Rate

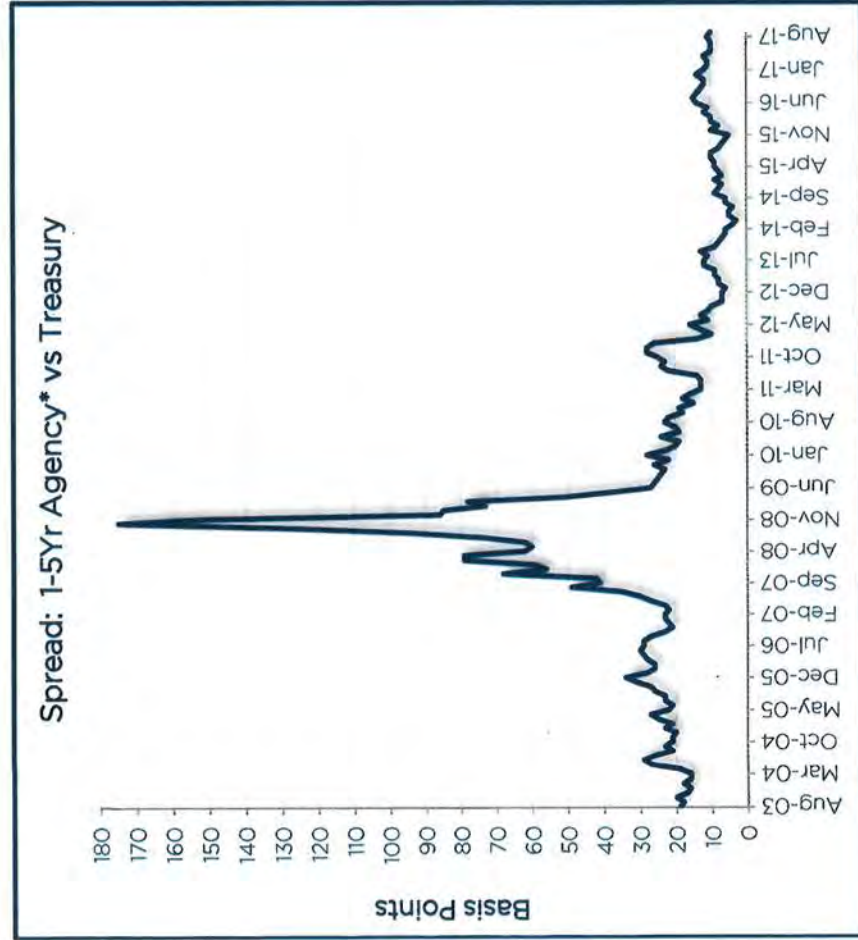


Source: Bloomberg

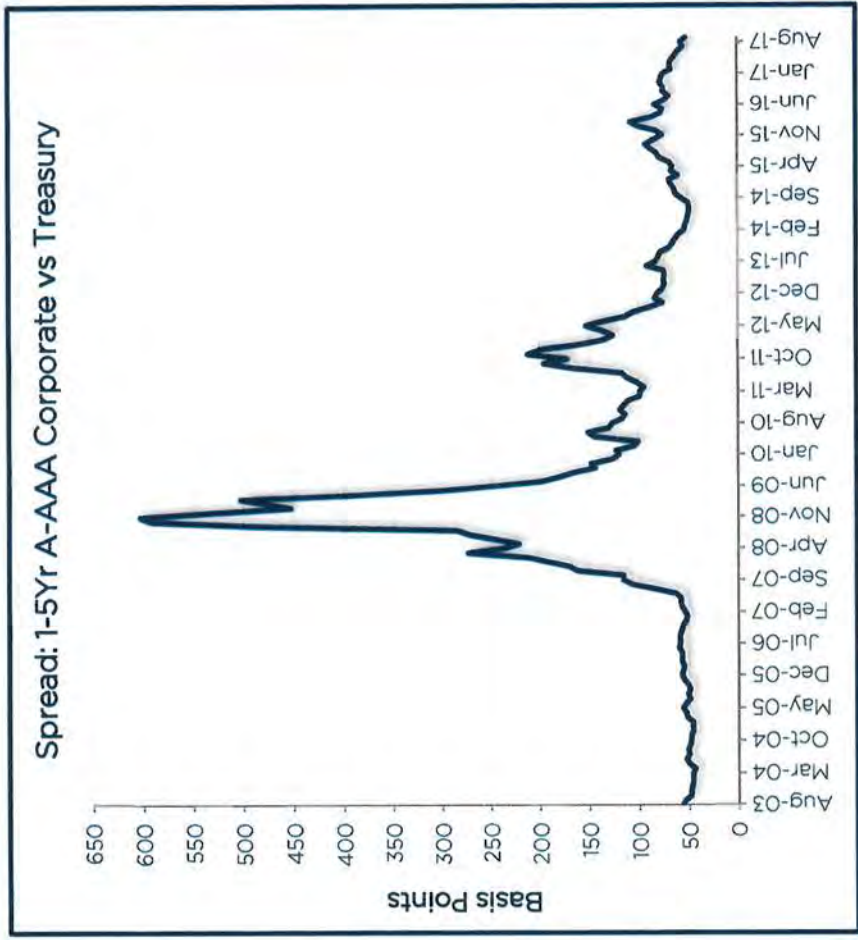
Global Treasury Rates



Source: Bloomberg



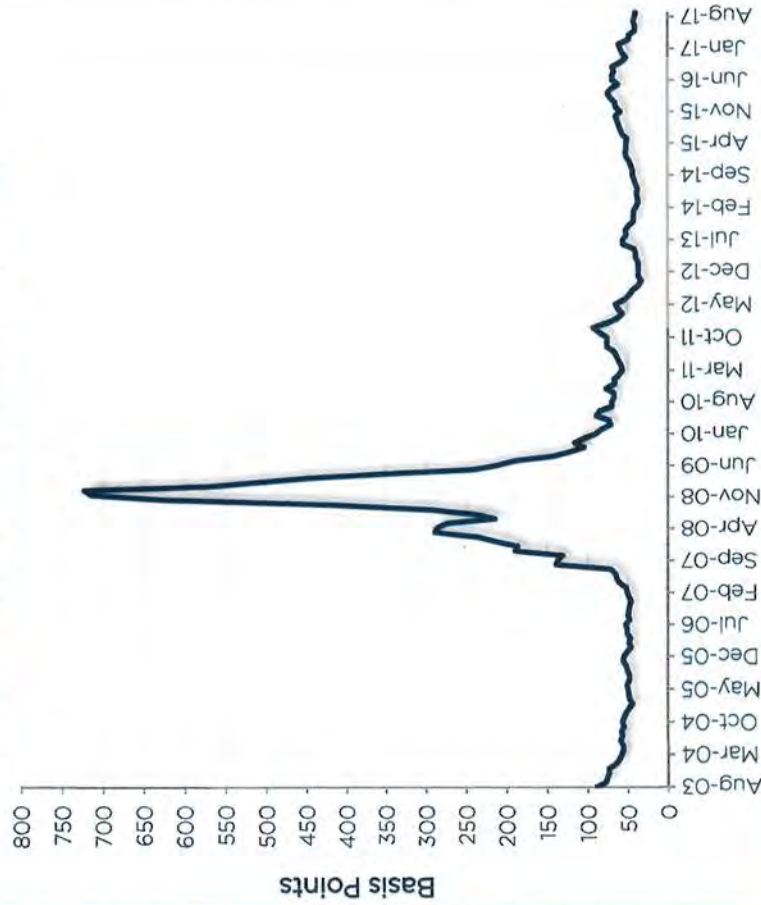
*BofA/Merrill Index (option adjusted spread vs. Treasury) Agency (GVPO)



*BofA/Merrill Index (option adjusted spread vs. Treasury) Corporate A-AAA (CV10)

Source: Bank of America Merrill Lynch Indices

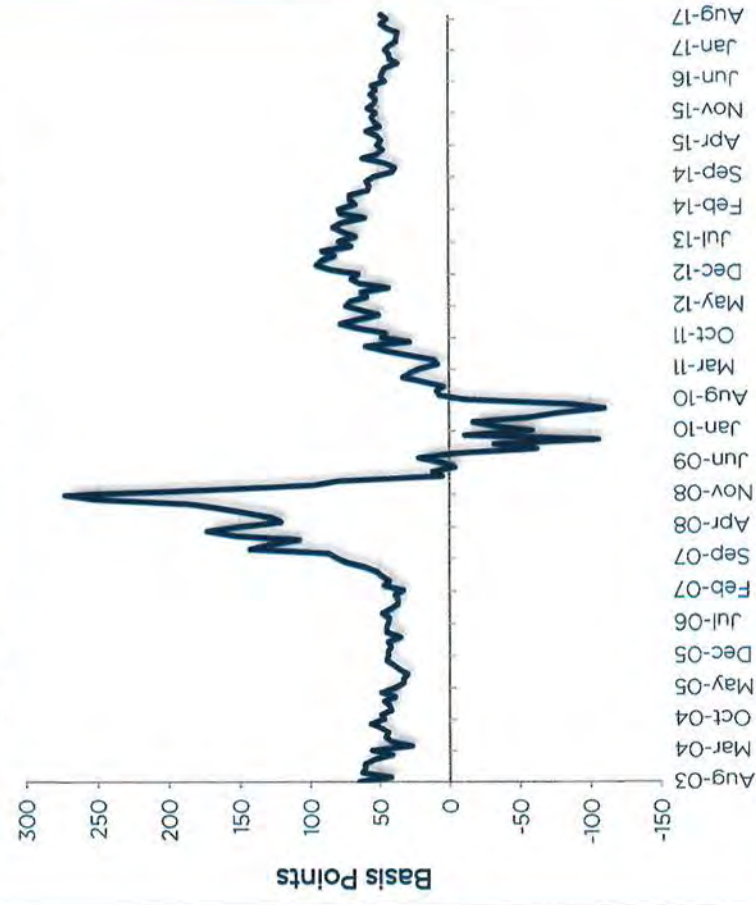
Spread: AAA Asset Backed vs Treasury



Current Spread is 40

*BofA/Merrill Index (option adjusted spread vs. Treasury)
 AAA Rated ABS (ROA1)

Spread: 0-3Yr Agency CMO vs Treasury

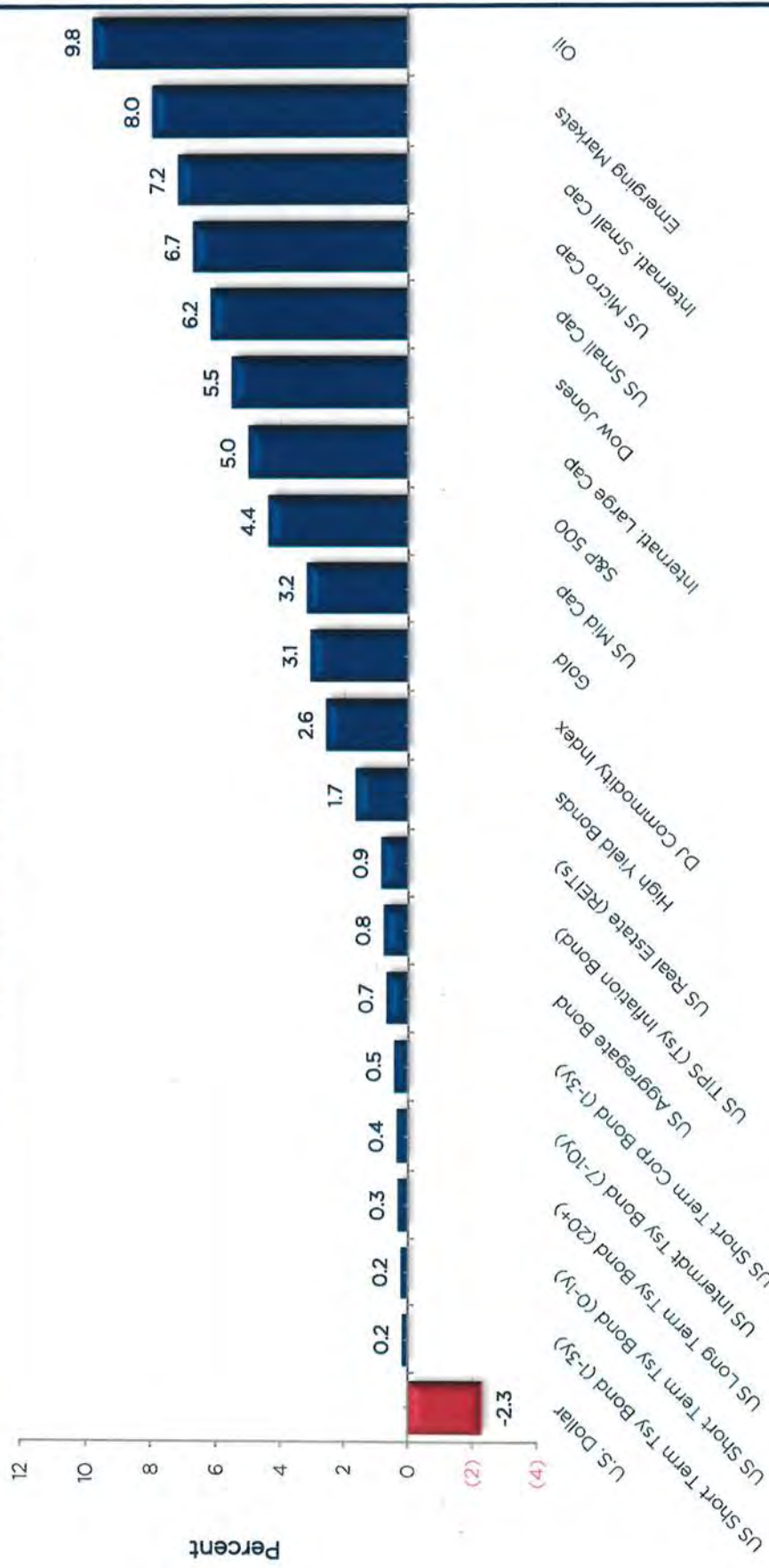


Current Spread is 48

*BofA/Merrill Index (option adjusted spread vs. Treasury)
 CMO Agency 0-3Yr PAC (CM1P)

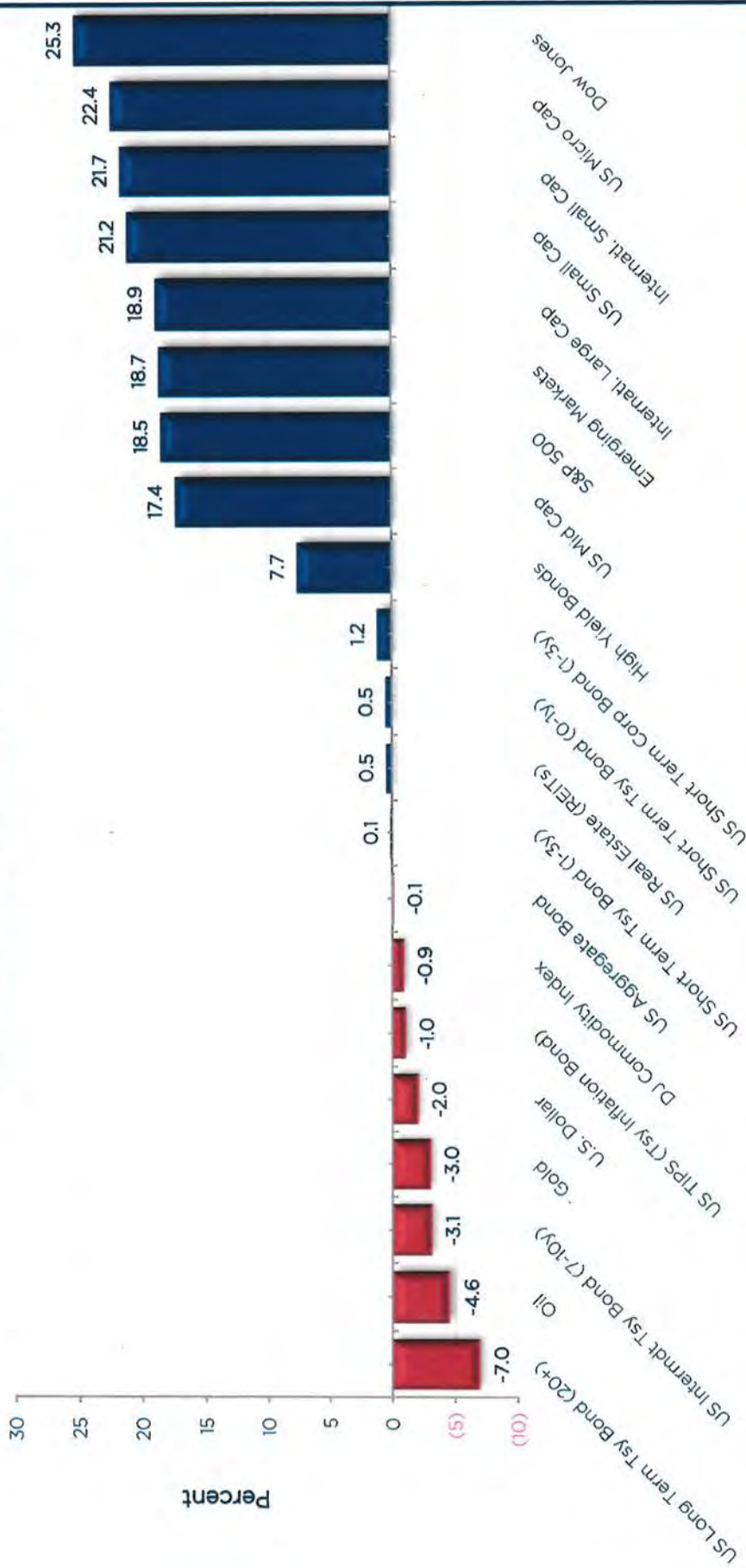
Source: Bank of America Merrill Lynch Indices

Selected Sector Quarterly Total Returns

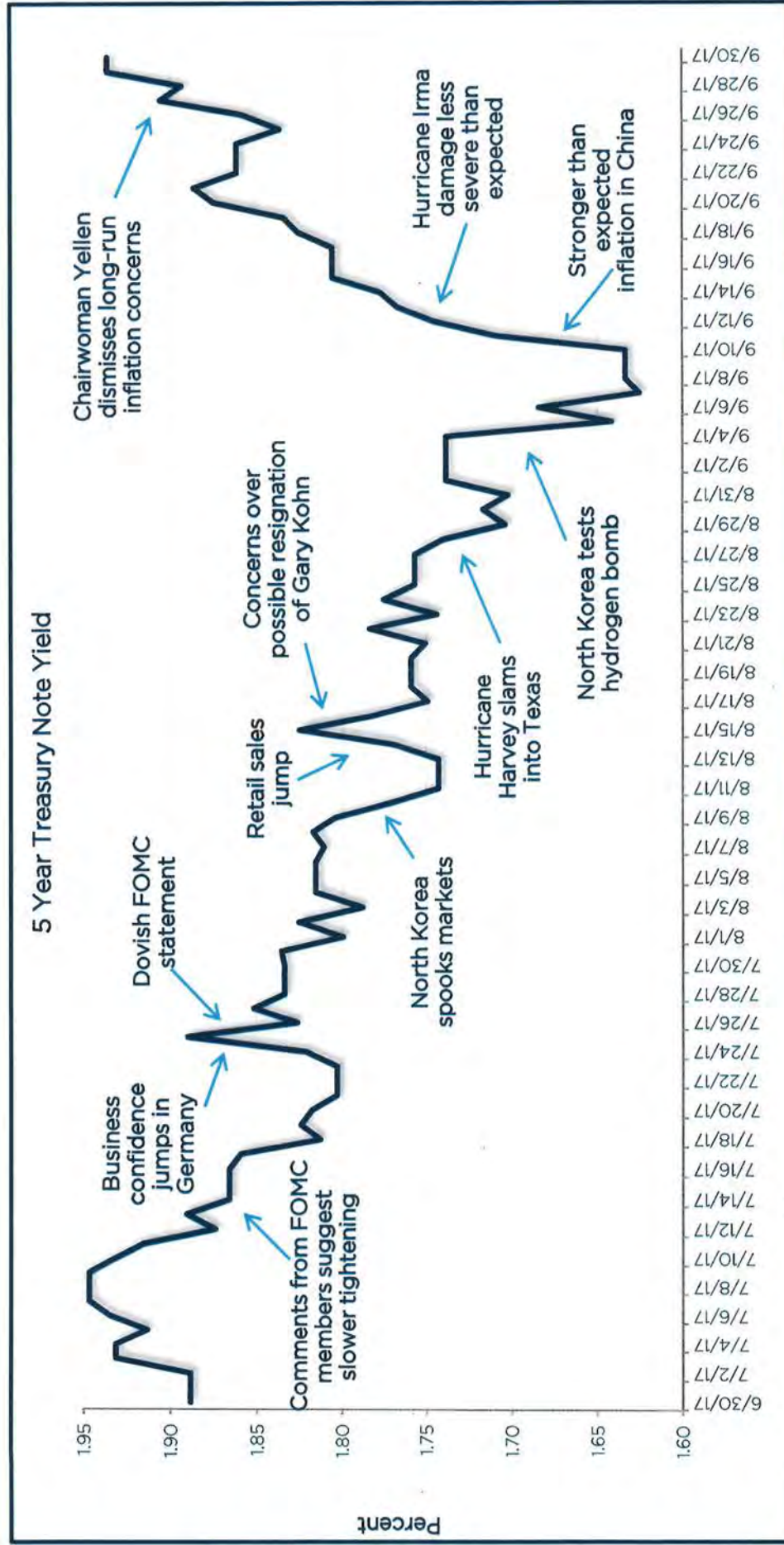


Source: Bloomberg

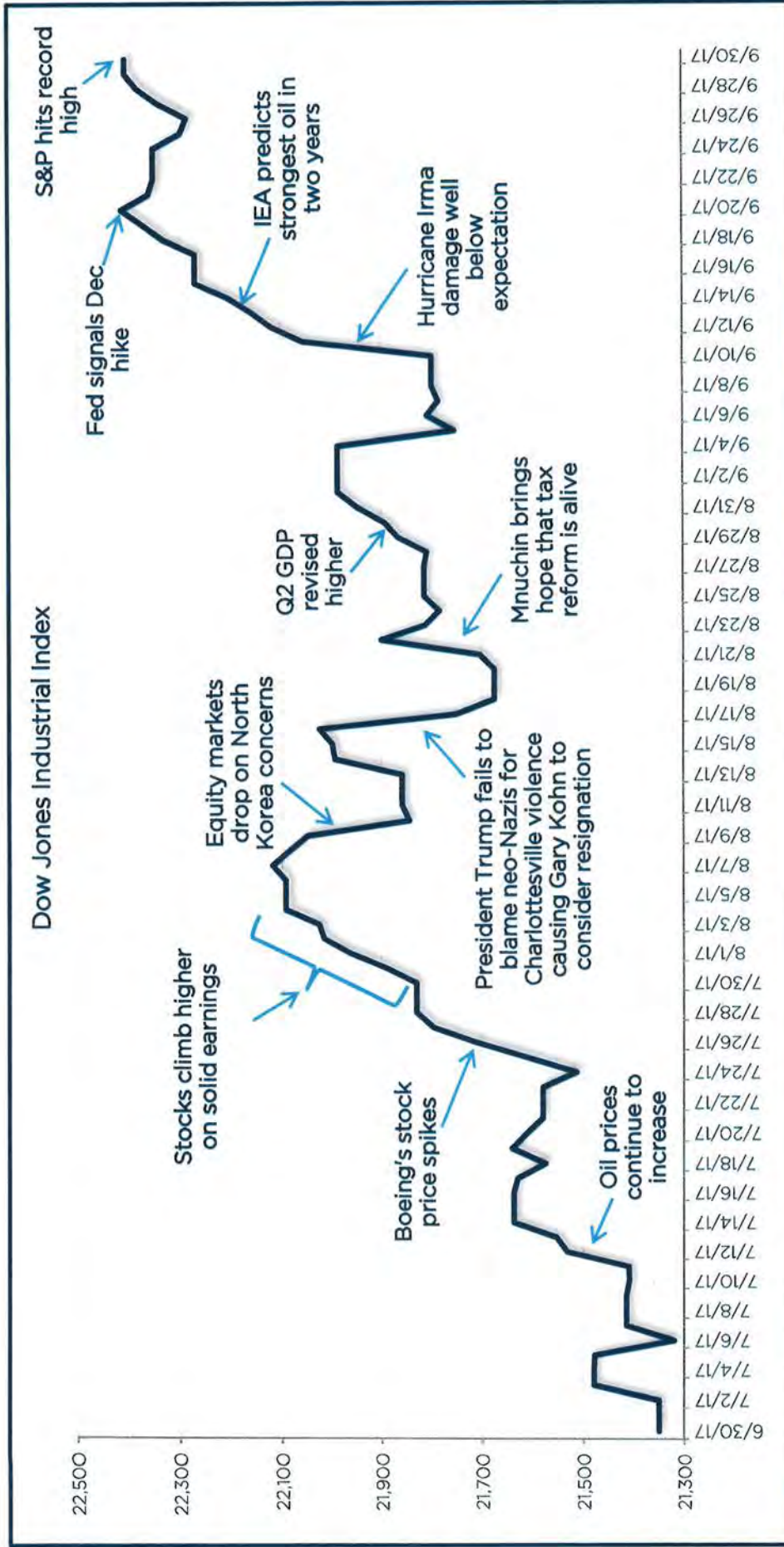
Selected Sector Year-Over-Year Total Returns



Source: Bloomberg



Sources: Bloomberg, FTN Main Street



Sources: Bloomberg, FTN Main Street

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CITY OF WEST SACRAMENTO

ADMINISTRATIVE POLICY

NUMBER: IV-C-2

DATE: September 8, 1992
 Revised: February 1, 1999
 Revised: October 15, 2014

SUBJECT: INVESTMENT POLICY

AUTHORITY: City Council

PURPOSE

This policy sets forth the procedural regulations for investing surplus funds. The intent of the Investment Policy of the City of West Sacramento ("City") is to define the parameters within which funds are to be managed.

POLICY

In methods, procedures, and practices, the policy formalizes the framework for the City's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds. The guidelines are intended to be broad enough to allow the investment officer to function properly within the parameters of responsibility and authority, yet specific enough to safeguard the investment assets. All investment activity will conform to the California Government Code, Sections 53601 through 53659.

PROCEDURE

A. SCOPE

This policy applies to the investment of surplus operating and capital funds and proceeds from certain bond issues. These funds are accounted for in the City's Comprehensive Annual Financial Report (CAFR). It conforms to Government Finance Officers Association's Sample Investment Policy (GFOA Revised 2011).

1. *Pooling of Funds*: Except for cash in certain restricted and special funds, the City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

B. GENERAL OBJECTIVES

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield.

1. *Safety*: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - a. Credit Risk: The City will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:
 - Limiting investments to the safest types of securities.

- Prequalifying the financial institutions, broker/dealers, intermediaries, and advisors with which the City will do business.
 - Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
- b. Interest Rate Risk: The City will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:
- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Limiting the overall weighted average maturity of the portfolio to 3.0 years. Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

2. Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds. It is generally not the intention to liquidate a security prior to maturity. The City will hold securities to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

~~2—Yield:~~ The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. ~~Securities shall not be sold prior to maturity with the following exceptions:~~

- ~~3—~~
- ~~4. A security with declining credit may be sold early to minimize loss of principal.~~
- ~~5—~~
- ~~6. A security swap would improve the quality, yield, or target duration in the portfolio.~~
- ~~7—~~
- ~~8. Liquidity needs of the portfolio require that the security be sold.~~

C. STANDARDS OF CARE

1. *Prudence:* The standard of prudence to be used by investment officials shall be the "prudent person" standard (California Government Code section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due

diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

2. *Ethics and Conflicts of Interest:* Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/ investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.
3. *Delegation of Authority:* Authority to manage the investment program is granted to the Director of Finance/City Treasurer, hereinafter referred to as investment officer, and derived from Ordinance 87-12. Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

D. SAFEKEEPING AND CUSTODY

1. *Authorized Financial Dealers and Institutions:* A list will be maintained of financial institutions authorized to provide investment services. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements.
- Proof of National Association of Securities Dealers (NASD) certification.
- Proof of state registration.
- Completed broker/dealer questionnaire.
- Certification of having read and understood and agreeing to comply with the City's investment policy.

- Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the investment officer.

From time to time, the investment officer may choose to invest in instruments offered by minority and community financial institutions. In such instances, a waiver to the criteria under Paragraph 1 may be granted. All terms and relationships will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law. These types of investment purchases should be approved by the appropriate legislative or governing body in advance.

2. *Internal Controls:* The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Specifics for the internal controls shall be documented in an investment procedures manual that shall be reviewed and updated periodically by the Investment Officer. An example of such a procedure would include the requirement that the Director of Finance approve trades transacted by other authorized personnel. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the investment officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion.
 - Separation of transaction authority from accounting and recordkeeping.
 - Custodial safekeeping.
 - Avoidance of physical delivery securities.
 - Clear designation of authority to subordinate staff members.
 - Written confirmation of transactions for investments and wire transfers.
 - Dual authorizations of wire transfers.
 - Staff training.
 - Development of a wire transfer agreement with the lead bank and third-party custodian.
3. *Delivery vs. Payment:* All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts. The only exception to the foregoing shall be depository accounts and securities purchase made with: Local Agency Investment Fund (LAIF), California Asset Management Program, time certificates of deposit and money market mutual funds, since the purchased securities are not deliverable.

4. *Third-Party Safekeeping:* Securities will be held by an independent third-party safekeeping institution selected by the City. All securities will be evidenced by safekeeping receipts in the City's name. The safekeeping institution shall annually provide a copy of its most recent report on internal controls – Service Organization Control Reports (formerly 70, or SAS 70) prepared in accordance with the Statements of Standards for Attestation Engagements (SSAE) No. 16 (effective June 15, 2011).

E. ~~SUITABLE AND~~ AUTHORIZED INVESTMENTS

1. *Investment Types:* ~~The City is authorized by California Code Section 53600 and 53635 to invest in the types of securities listed below. Investments shall be placed to conform to those allowable under the State of California Government Code section 53600 and 53635. Consistent with the GFOA Policy Statement and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state and local law where applicable.~~ If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the City until this Policy has been amended and the amended version adopted by the City Council. Typical types of authorized securities are:

- U.S. Treasury and other government obligations that carry the full faith and credit guarantee of the United States for the payment of principal and interest;
- Federal Agency or U.S. Government Sponsored Enterprises (GSE) obligations, participations or other instruments;
- Banker's Acceptances, issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System. Purchases of Bankers' Acceptances may not exceed 180 days to maturity, or 40% of the City's surplus funds, not may the City invest more than 5% of its surplus funds in the Bankers' Acceptances of any one commercial bank, and must have a rating of at least A-1 or P-1 by S&P or Moody's;
- Federally insured time deposits (non-negotiable certificates of deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that the amount per institution is limited to the maximum covered under federal insurance;
- Negotiable certificates of deposit issued by nationally or state-chartered bank, a savings association or federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally- or state-licensed branch of a foreign bank. Purchases of Negotiable Certificates of Deposit shall not exceed 30% of the cost value of the portfolio;
- Commercial paper with a minimum short-term debt rating of A-1, P-1, or F, and a minimum long-term debt rating of A or A2, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized statistical rating organization, and issued by a domestic corporation having assets in excess of \$500,000,000. The purchase of commercial paper may not exceed 25% of the City's surplus funds, and is limited to 5% per issuer. The maximum maturity may not exceed 270 days;
- ~~Corporate bonds~~ Medium-Term Notes ("MTN"), issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state operating within the United States. Medium-term notes must have a minimum rating of A, or A2 by a nationally recognized statistical rating organization.

The purchase of MTNs may not exceed 30% of the portfolio, and is limited to 5% per issuer;

- ~~Investment grade obligations of state, provincial and local governments and public authorities~~Registered Treasury Notes or Bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state, or by a department, board, agency, or authority of any of these states. These securities shall have a minimum rating of A or A2 by S&P or Moody's. Purchases in this category shall not exceed 30%;
 - Fully collateralized Repurchase Agreements collateralized in compliance with this Policy, governed by SIFMA Master Repurchase Agreement and with a maximum maturity. Capital project funds may be invested in a single flex repurchase agreement with a maximum stated maturity that shall be matched to the expenditure plan;
 - SEC registered money market mutual funds. To be eligible for investment pursuant to this subdivision these companies shall either (1) attain the highest ranking letter or numerical rating provided by not less than two of the three largest nationally recognized rating services or (2) have an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in money market instruments with assets in excess of \$500,000,000. No more than 20% of the City's surplus funds may be invested in money market funds, while no more than 10% may be invested in any one money marked; and
 - Local government investment pools-State of California Local Agency Investment Fund (LAIF). Investment of funds in LAIF is limited to the maximum allowed by the LAIF Board of Directors (currently \$65 million) per government entity.
2. *Collateralization:* Acceptable collateral for bank deposits and repurchase agreements shall include only:
- Obligations of the U.S. Government, its agencies and GSEs, including mortgage backed securities.
 - Obligations of any state, city, county or authority rated at least AA (or equivalent) by two nationally recognized statistical rating organizations.

F. INVESTMENT PARAMETERS

1. *Diversification:* The investments shall be diversified by:
- limiting investments to avoid over-concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
 - limiting investment in securities that have higher credit risks,
 - investing in securities with varying maturities, and
 - continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

2. *Maximum Maturities:* To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five years from the date of purchase or in accordance with state and local statutes and ordinances. ~~The overall weight average maturity shall not exceed 3.0 years. The City shall adopt weighted average maturity limitations (which often range from 90 days to three years), consistent with the investment objectives.~~

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in advance in writing to the legislative body (per Government Code Section 53601).

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as LGIPs, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

G. INVESTMENT STRATEGIES:

The investment program shall seek to augment returns consistent with the intent of this policy, identified risk limitations and prudent investment principles. These objectives will be achieved by use of the following strategies:

The source of and purpose for surplus funds determines the goal to be accomplished by the strategy. Bond proceeds, for example, typically have three purposes: *reserve funds*, *project funds*, and *debt service funds*. The goal and corresponding investment strategy is different for each, as follows:

- **Reserve Funds.** The goal is to have these funds available in case of default while minimizing negative arbitrage. The strategy is to call for competitive bids for long-term *investment agreements* with a call provision for default or redemption from AAA-rated limitations.
- **Project Funds.** The goal is to maintain purchasing power. The strategy, assuming a normal yield curve, is to match *investment agreement* maturities with construction draw schedules. Funds needed within 12 months are currently placed in an AAA-rated mutual fund of U.S. Treasury Securities.
- **Debt Service Funds.** The goal is to maintain liquidity. Generally, funds are placed in a money market mutual fund related investment category.

Surplus funds in the City pool come from a mixed bag of services for a wide variety of purposes. This blend of funds leads to the general investment goal of earning an appropriate yield consistent with the City's high standards for safety and liquidity.

~~A simple investment strategy for accomplishing this goal is to invest totally in the State's LAIF. In a normal yield curve environment, LAIF can generally outperform other investments because it invests for a longer term.~~

~~This advantage holds when the yield curve begins to flatten, but becomes a disadvantage when the curve increases its slope.~~

~~This relationship between LAIF and a changing yield curve suggests the slightly more complex investment strategy of playing LAIF against the market for greater yields when interest rates are rising.~~

H. INVESTMENT PERFORMANCE

~~In a normal financial market, the yield curve shows greater rewards for longer terms. The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. A suitable benchmark shall be used to measure the City's performance. Benchmarks shall be reviewed at least annually to ensure their suitability.~~

~~Since the shortest term investment strategy (for surplus funds in the City pool) is to play the market against LAIF, the minimum acceptable return ought to be greater than LAIF. In addition, the quarter to date LAIF apportionment rate, the three month U.S. Treasury Bill and the two year U.S. Treasury Note shall also be considered benchmarks of the City's portfolio performance.~~

~~Accordingly, LAIF and U.S. Treasuries will be the benchmark for evaluating performance.~~

I. REPORTING

1. *Methods:* The investment officer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter. This report shall include the type of investment, issuer, date of maturity, and par and dollar amount invested on all securities, investments and moneys held by the City. The report shall also include a current market value as of the date of the report. It shall state compliance of the portfolio to the statement of investment policy or manner in which the portfolio is not in compliance. Finally, the report shall include a statement denoting the ability of the local agency to meet its pool's expenditure requirements for the next six months or provide an explanation as to why sufficient money shall, or may, not be available. Once a year, the statement of investment policy shall be included in the report.
2. *Performance Standards:* The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis.
3. *Marking to Market:* The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools." In defining market value, considerations should be given to the GASB Statement 31 pronouncement.
4. *Annual Reports:* The investment policy shall be reviewed at least annually within 120 days of the end of the fiscal year to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends. A comprehensive annual report shall be presented in conjunction with the investment policy review. This report shall include comparisons of City's return

to the City's benchmark return, shall suggest policies and improvements that might enhance the investment program, and shall include an investment plan for the coming year.

5. *Annual Audit:* Management shall establish an annual process of independent review by the external auditor to assure compliance with internal controls. Such audit will include tests deemed appropriate by the auditor.

J. POLICY CONSIDERATIONS

1. *Exemption:* Any investment currently held as of October 15, 2014 that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.
2. *Amendments:* This policy shall be reviewed on an annual basis. Any changes must be approved by the investment officer and City Council, as well as the individuals charged with maintaining internal controls.

K. GLOSSARY OF TERMS

US Treasury Obligation: Direct obligations of the United States Treasury whose payment is guaranteed by the United States.

GSE Obligations: US Government Agencies, Government Sponsored Enterprises (GSEs), Corporations or Instrumentalities of the US Government – Federal Instrumentality Securities include, but are not limited to Federal Nation Mortgage Association, the Federal Home Loan Mortgage Corporation, Federal Home Loan Banks, and the Federal Farm Credit Bureau.

TLGP Debt Obligations: Senior unsecured debt obligations guaranteed by the Federal Deposit Insurance Corporation under the Temporary Liquidity Guarantee Program (TLGP) or other federal government guaranteed programs; Eligible debt obligations must carry the full faith and credit of the United States Government (if allowable).

Commercial Paper: Commercial Paper that is rated A1/P1 and has long term bonds which have a minimum rating of AA- by Standard and Poor's and Aa3 by Moody's.

Banker's Acceptances: Banker's acceptances, if the banker's acceptances are (i) guaranteed by, and carried on the books of, a qualified financial institution; (ii) eligible for discount by the Federal Reserve System; and (iii) issued by a qualified financial institution whose short-term letter of credit rating is rated in the highest category by one or more nationally recognized statistical rating organizations.

Repurchase Agreements: An agreement with an approved broker/dealer that provides for sell and simultaneous purchase of an allowable collateral security. The difference in the sales and purchase price is the earning rate on the agreement. A master repurchase agreement must be in place with the approved broker dealer.

Corporate Indebtedness: Corporate Indebtedness that has a minimum long-term debt rating of AA- rated by Standard and Poor's and a Aa3 rating by Moody's and must be rated on the settlement date P-1 or Aa or better by Moody's Investors Service or A-1 or AA or better by Standard and Poor's Corporation or equivalent rating by any nationally recognized statistical rating organization.

Local Government Investment Pool: State treasurer's local short-term investment fund up to the statutory limit per state statute.

Certificates of Deposit/Bank Deposit/Savings Accounts: Time deposits open accounts, certificates of deposit and savings accounts in insured institutions as defined in state statute, in credit unions as defined in state statute, or in federal credit unions, if the institution or credit union maintains a head office or branch in the State of California.

Municipal Obligations: Lawfully issued debt obligations of the agencies and instrumentalities of the State of California and its political subdivisions that have a long-term rating of "A" or an equivalent rating or better or are rated on the settlement date in the highest category for short-term municipal debt by a nationally recognized statistical rating organization.

MEETING DATE: November 1, 2017

ITEM # 5

SUBJECT:**CONSIDERATION OF UPDATED BENEFIT SUMMARIES FOR UNREPRESENTED EMPLOYEES FOR FISCAL YEARS 2017/18 AND 2018/19 AND UPDATED CLASSIFICATION PLAN (SALARY SCHEDULE)****INITIATED OR REQUESTED BY:**

Council Staff
 Other

REPORT COORDINATED OR PREPARED BY:
John Perry, Human Resources Manager

 Philip Wright, Assistant City Manager-Administrative Services
ATTACHMENT Yes No Information Direction Action**OBJECTIVE**

The purpose of this report is to seek City Council approval of the City documents summarizing the benefits afforded to unrepresented City employee groups and approval of the Classification Plan as required by CalPERS.

RECOMMENDED ACTION

It is respectfully recommended that the City Council:

1. Approve the updated benefit summaries for unrepresented groups for fiscal years 2017/18 and 2018/19 and
2. Approve the Classification Plan (Salary Schedule).

BACKGROUND

Normally the unrepresented groups' benefit summaries are approved as part of the two year budget. This year, staff continued to meet with the unrepresented groups after the budget was approved while the City finance staff continued to work on the final budget numbers for fiscal year 2016/17 and the projected numbers for fiscal years 2017/18 and 2018/19 (FY 17/18 and FY 18/19).

ANALYSIS

The updated benefit summaries reflect changes to benefits for unrepresented employee groups that are both ongoing and take effect on either the pay period inclusive of November 1, 2017 or on future dates included in the benefits summaries. The ongoing changes for all unrepresented employee groups except the Department Head group include the following: 1) one percent salary increase effective the pay period inclusive of November 1, 2017; 2) one percent non-PERSable retention bonus in the first pay date of December 2017; and 3) one percent non-PERSable retention bonus in the first pay period of July 2018. No changes are recommended to the benefit summaries or classification plan (salary schedule) for the Department Head group in FY 17/18 and FY 18/19.

Commission Recommendation

Not applicable

Strategic Plan Integration

This recommended action supports the City Council Mission to provide Quality Municipal Services and a City Government that is Financially Sound and has a Superior Workforce.

Alternatives

The City Council could decide not to approve the updated benefit summaries and/or to modify the benefit summaries.

Coordination and Review

The recommended action in this report reflects the changes made to the unrepresented groups' benefit summaries.

Budget/Cost Impact

The changes to the various benefit summaries are incorporated in the City's budget for fiscal years 2017/2018 and 2018/2019. The budget impact for the proposed change to the attached benefit summary is approximately

\$91,000 (\$31,900 General Fund) on-going revenue and \$140,000 in one time money in fiscal year 2017/18 and approximately \$142,000 in fiscal year 2018/19.

ATTACHMENTS

1. Benefit Summary for the Confidential Group
2. Benefit Summary for the Specialists & Professionals Group
3. Benefit Summary for the Management Group
4. Benefit Summary for the Safety Management Group
5. Benefit Summary for the Department Heads Group
6. Classification Plan (Salary Survey)

City of West Sacramento
Benefits Summary

CONFIDENTIAL UNIT

TERM OF AGREEMENT: 07/01/2015~~7~~ – 06/30/2017~~9~~

Auto Allowance:	None
Bereavement Leave:	2-4 days depending upon relationship of employee to deceased. Additional 2 days discretionary. See Personnel Rules.
Deferred Compensation:	½ % of base salary plus \$10 per month.
Educational Incentive Program:	\$75 per month for 60 college semester units (\$34.62/pp); \$120 per month for 90 college semester units (\$55.38/pp).
Holidays:	10 set and 3.5 floating.
Long-Term Disability:	Standard LTD Paid by City. (cost = 1% of gross wages)
Management Leave:	None
Medical, Dental & Vision After Retirement:	<p><i>Medical and dental premiums to be paid by the City according to the formula below:</i></p> <p>10-14 years of service = \$50 + 25% of premiums 15-19 years of service = \$75 + 30% of premiums 20+ years of service = \$100 + 50 % of premiums</p> <p>Benefit never to exceed 75% of total premium or \$750 per month, whichever is less. <i>Vision is offered for up to 18 months (COBRA) and is paid by the retiree.</i></p>
Medical, Dental, Vision, and Life Insurance:	<p>Medical plans are offered through the CalPERS medical program (PEHMCA) using the unequal, minimum contribution methodology. Dental plan is self-insured through Delta Dental. Vision plan is Vision Service Plan. The life insurance is a \$24,000 term life insurance with \$1,000 coverage for a spouse and children aged 6 months to 23 years, and \$100 coverage for children aged 14 days to 6 months.</p> <p>The City will allot \$950 per month per employee towards a cafeteria plan. Effective January 1, 2016, the City will allot \$950 per month per employee.</p> <p>The employee must purchase dental, vision and life and has the option to purchase medical insurance with the remainder of the allotment. If the employee still has money left over after the purchase of medical, vision, life, and dental insurance plans, the employee can divert the remainder to a city deferred compensation plan or supplemental salary according to the procedures governing cafeteria plans as established by law. See current rate chart for all premiums.</p>
Retirement:	<p>For employees hired on or after January 1, 2013, who are new CalPERS members, the retirement formula will be 2% @ 62, in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA) and includes highest thirty-six months for final compensation determination and Unused Sick Leave Credit. Entire 6.25% of employee's contribution is paid by employee.</p> <p>For employees hired on or after February 11, 2012, the retirement program shall be the CalPERS 2% @ 60 formula, highest thirty-six months for final compensation determination, 3rd level of the 1959 Survivor Benefit, Military Service Credit as Public Service, the Unused Sick Leave Credit option. Employee pays entire 7% employee contribution.</p>

Retirement: (continued)	For employees hired before February 11, 2012, the retirement program shall be the CalPERS 2.5% @ 55 plan, includes highest thirty-six months for final compensation determination, 1959 Survivor's Benefit (3rd Level) and Unused Sick Leave Credit. Employee pays entire 8% employee contribution. New employees covered by a public retirement system with reciprocity (i.e., 37 Act), will be placed in the 2% @ 60 plan, in accordance with PEPR.
Salary:	<p><u>Pay Period Inclusive of November 1, 2017 – 1.00%.</u></p> <p><u>One-Time Retention Bonus Payments: Two one-time, non-PERSable retention bonus payments of 1% of annual base salary paid on the first pay dates in (1) December 2017 and (2) July 2018.</u>Equity Adjustments – 7/1/2015:</p> <p>— Administrative Assistant – 1.65%</p> <p>— Human Resources Technician – 1.65%</p> <p>One Time Retention Bonus Payment: A one time, non-PERSable retention bonus payment of 1% of annual base salary paid the pay period inclusive of 7/1/2015 and 7/1/2016.</p>
Sick Leave:	12 days per year. Unlimited accumulation and no payoff. However, an employee shall be paid one-half of the value of his/her accumulated sick leave upon layoff or death based upon his/her salary at the time of termination. At retirement, employee may choose to have up to 50% of the value of his/her accumulated sick leave paid out in cash or have up to 100% of unused sick leave reported to CalPERS as service credit.
Unfunded Liability	Employee contributes \$10 per month to be used to reduce the unfunded liability for retiree medical.
Uniform Allowance:	Not applicable
Vacation:	1-5 yrs = 10 days; 6-10 yrs = 15 days; 11-19 yrs = 20 days; 20+ yrs = 25 days. Maximum accumulation = 296 hours per year. 356 hours maximum at 20+ years. Total payoff at separation. Continue suspension of vacation sell back provisions through June 30, 2017. Employees are allowed to go over their vacation caps during the calendar year as long as they are at or below their vacation cap on December 31 st of each year.

Employees in this group should refer to the City Personnel Rules for further information on Employer/Employee relations, personnel practices, and terms and conditions of employment.

City of West Sacramento
Benefits Summary

SPECIALISTS & PROFESSIONALS

TERM OF AGREEMENT: 07/01/2015~~7~~ – 06/30/2019~~7~~

Auto Allowance:	None
Bereavement Leave:	2-4 days depending upon relationship of employee to deceased. Additional 2 days discretionary. See Personnel Rules.
Bilingual Pay:	A premium pay of 5% will be added for employees possessing and utilizing bilingual skills on duty. The number of individuals to receive this pay, the languages available, and the qualification requirement will be determined by the City.
Deferred Compensation:	Voluntary
Holidays:	10 set and 3.5 floating.
Long-Term Disability:	Voluntary – Plan offered is Standard LTD.
Management Leave:	None.
Medical, Dental and Vision After Retirement:	<p>Medical and dental premiums to be paid by the City according to the formula below:</p> <p>10-14 yrs of service = \$50 + 25% of premiums 15-19 yrs of service = \$75 + 30% of premiums 20+ yrs of service = \$100 + 50% of premiums.</p> <p><i>Benefit never to exceed 75% of total premiums or \$750, whichever is less. Vision is offered for up to 18 months (COBRA) and is paid by the retiree.</i></p>
Medical, Dental, Vision, Life and LTD Insurance:	<p>Medical plans are offered through the CalPERS medical program (PEHMCA) using the unequal, minimum contribution methodology. Dental plan is self-insured through Delta Dental. Vision plan is Vision Service Plan. The life insurance is a \$16,000 term life insurance with \$1,000 coverage for a spouse and children aged 6 months to 23 years, and \$100 coverage for children aged 14 days to 6 months.</p> <p>City will allot \$9050 per month per employee towards a cafeteria plan. Effective January 1, 2016, the City will allot \$950 per month per employee towards a cafeteria plan.</p> <p>The employee must purchase dental, vision and life and has the option to purchase medical insurance with the remainder of the allotment. If the employee still has money left over after the purchase of medical, vision, life, and dental insurance plans, the employee can divert the remainder to a city deferred compensation plan or supplemental salary according to the procedures governing cafeteria plans as established by law. See current rate chart for all premiums.</p>
Retirement:	<p>For employees hired on or after January 1, 2013, who are new CalPERS members, the retirement formula will be 2% @ 62 in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA) and includes highest thirty-six months for final compensation determination and Unused Sick Leave Credit. 6.25% of employee's contribution is paid by employee.</p> <p>For employees hired on or after February 11, 2012, the retirement program shall be the 2% @ 60 formula, highest thirty-six months for final compensation determination, 3rd level of the 1959 Survivor Benefit, Military Service Credit as Public Service, and the Unused Sick Leave Credit option. The employee pays the entire 7% employee contribution.</p>

Retirement: (continued)	<p>For employees hired before February 11, 2012, the retirement program shall be the CalPERS 2.5% @ 55 plan, includes highest thirty-six months for final compensation determination, 1959 Survivor's Benefit (3rd Level) and Unused Sick Leave Credit. The employee pays the entire 8% employee contribution.</p> <p>New employees covered by a public retirement system with reciprocity (i.e., 37 Act), will be placed in the 2% @ 60 plan, in accordance with PEPRA.</p>
Salary:	<p><u>Pay Period Inclusive of November 1, 2017 – 1.00%.</u></p> <p><u>One-Time Retention Bonus Payments: Two one-time, non-PERSable retention bonus payments of 1% of annual base salary paid on the first pay dates in (1) December 2017 and (2) July 2018.</u> <u>Equity Adjustments – 7/1/2015:</u></p> <p>Assistant Preschool Teacher – 4%</p> <p>Construction Administrative Specialist – 2.21%</p> <p>Court Liaison Specialist – .67%</p> <p>Early Learning Services Coordinator – 2%</p> <p>Financial Specialist – 2.21%</p> <p>Lead Preschool Teacher – 4%</p> <p>Lead Preschool Teacher/Family Support Specialist – 4%</p> <p>One Time Retention Bonus Payment: A one time, non-PERSable retention bonus payment of 1% of annual base salary paid the pay period inclusive of 7/1/2015 and 7/1/2016.</p>
Sick Leave:	<p>12 days per year. Unlimited accumulation and no payoff. However, an employee shall be paid one-half of the value of his/her accumulated sick leave upon layoff or death based upon his/her salary at the time of termination. At retirement, employee may choose to have up to 50% of the value of his/her accumulated sick leave paid out in cash or have up to 100% of unused sick leave reported to CalPERS as service credit..</p>
Uniform Allowance:	<p>Not applicable.</p>
Unfunded Liability	<p>Employee contributes \$10 per month to be used to reduce the unfunded liability for retiree medical.</p>
Vacation:	<p>1-5 yrs = 10 days; 6-10 yrs = 15 days; 11-19 yrs = 20 days; 20+ yrs - 25 days. Maximum accumulation to 19 yrs of service = 296 hours per year; maximum accumulation 20+ yrs of service = 356 hours per year. Total payoff at separation. Continue suspension of vacation sell back provisions through June 30, 2017. For those employees on a traditional school year, there will be no vacation accruals. Employees are allowed to go over the vacation caps during the calendar year as long as they are at or below their vacation cap on December 31st of each year.</p>

Employees in this group should refer to the City Personnel Rules for further information on Employer/Employee relations, personnel practices, and terms and conditions of employment.

City of West Sacramento
Benefits Summary

MANAGEMENT GROUP*

TERM OF AGREEMENT: 07/01/2015~~7~~ – 06/30/2019~~7~~

Auto Allowance:	None
Bereavement Leave:	2-4 days depending upon relationship of employee to deceased. Additional 2 days discretionary. See Personnel Rules.
Bilingual Pay:	A premium pay of 5% will be added for employees possessing and utilizing bilingual skills on duty. The number of individuals to receive this pay, the languages available, and the qualification requirement will be determined by the City.
Deferred Compensation:	Voluntary
Holidays:	10 set and 3.5 floating.
Long-Term Disability:	Voluntary – Plan offered is Standard LTD.
Management Leave:	Those Management employees designated as exempt receive eighty (80) hours per fiscal year – prorated depending on date of hire (see Internal Procedures). No accumulation.
Medical, Dental and Vision After Retirement:	<p>Medical and dental premiums to be paid by the City according to the formula below:</p> <p>10-14 yrs of service = \$50 + 25% of premiums 15-19 yrs of service = \$75 + 30% of premiums 20+ yrs of service = \$100 + 50% of premiums.</p> <p><i>Benefit never to exceed 75% of total premiums or \$750, whichever is less. Vision is offered for up to 18 months (COBRA) and is paid by the retiree.</i></p>
Medical, Dental, Vision, Life and LTD Insurance:	<p>Medical plans are offered through the CalPERS medical program (PEHMCA) using the unequal, minimum contribution methodology. Dental plan is self-insured through Delta Dental. Vision plan is Vision Service Plan. The life insurance is a \$24,000 term life insurance with \$1,000 coverage for a spouse and children aged 6 months to 23 years, and \$100 coverage for children aged 14 days to 6 months.</p> <p>The City will allot \$950 per month per employee towards a cafeteria plan. Effective January 1, 2016, the City will allot \$950 per month per employee.</p> <p>The employee must purchase dental, vision and life and has the option to purchase medical insurance with the remainder of the allotment. If the employee still has money left over after the purchase of medical, vision, life, and dental insurance plans, the employee can divert the remainder to a city deferred compensation plan or supplemental salary according to the procedures governing cafeteria plans as established by law. See current rate chart for all premiums.</p>
401(a) Money Purchase Plan:	City contribution of 1.5% of employee's base salary.
Retirement:	<p>For employees hired on or after January 1, 2013, who are new CalPERS members, the retirement formula will be 2% @ 62 in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA) and includes highest thirty-six months for final compensation determination and Unused Sick Leave Credit. 6.25% of employee's contribution is paid by employee.</p> <p>For employees hired on or after February 11, 2012, the retirement program shall be the 2% @ 60 formula, highest thirty-six months for final compensation determination, 3rd level of the 1959 Survivor Benefit, Military Service Credit as Public Service, the Unused Sick Leave Credit option. The employee pays the entire 7% employee contribution.</p>

<p>Retirement: (continued)</p>	<p>For employees hired before February 11, 2012, the retirement program shall be the CalPERS 2.5% @ 55 plan, includes highest thirty-six months for final compensation determination, 1959 Survivor's Benefit (3rd Level) and Unused Sick Leave Credit. The employee pays the entire 8% employee contribution.</p> <p>City reports value of EPMC, if applicable.</p> <p>New employees covered under by a public retirement system with reciprocity (i.e., 37 Act), will be placed in the 2% @ 60 plan, in accordance with PEPRAs.</p>
<p>Salary:</p>	<p><u>Pay Period Inclusive of November 1, 2017 – 1.00%.</u></p> <p><u>One-Time Retention Bonus Payments: Two one-time, non-PERSable retention bonus payments of 1% of annual base salary paid on the first pay dates in (1) December 2017 and (2) July 2018.</u> <u>Equity Adjustments – 7/1/2015:</u></p> <ul style="list-style-type: none"> Building Permit Manager – 4% Construction Administrator – .48% Early Learning Services Director – 2% Engineering Services Manager – 2.03% Fire Marshal – 12.5% IT Business Services Coordinator – 2.85% Port Business Manager – 5.5% Preschool Site Supervisor – 2% Principal Engineer – 2.03% Recreation Superintendent – .48% Technical Services Manager – 2.85% Urban Forest Manager – 3.85% <p>One Time Retention Bonus Payment: A one-time, non-PERSable retention bonus payment of 1% of annual base salary paid the pay period inclusive of 7/1/2015 and 7/1/2016.</p>
<p>Sick Leave:</p>	<p>12 days per year. Unlimited accumulation and no payoff. However, an employee shall be paid one-half of the value of his/her accumulated sick leave upon layoff or death based upon his/her salary at the time of termination. At retirement, employee may choose to have up to 50% of the value of his/her accumulated sick leave paid out in cash or have up to 100% of unused sick leave reported to CalPERS as service credit.</p>
<p>Unfunded Liability:</p>	<p>Employee contributes \$10 per month to be used to reduce the unfunded liability for retiree medical.</p>
<p>Vacation:</p>	<p>1-5 yrs = 10 days; 6-10 yrs = 15 days; 11-19 yrs = 20 days; 20+ yrs - 25 days. Maximum accumulation to 19 yrs = 296 hours per year; maximum accumulation to 20 yrs = 356 hours per year. Total payoff at separation. Continue suspension of vacation sell back provisions through June 30, 2017. Employees are allowed to go over their vacation caps during the calendar year as long as they are at or below their vacation cap on December 31st of each year.</p>

Employees in this group should refer to the City Personnel Rules for further information on Employer/Employee relations, personnel practices, and terms and conditions of employment.

City of West Sacramento

Benefits Summary

Management Group

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*Safety Management (other than Police Managers Association) is part of the Management unit. This benefit summary was prepared for ease of benefit administration.

City of West Sacramento
Benefits Summary

SAFETY MANAGEMENT GROUP*
TERM OF AGREEMENT: 07/01/2015~~7~~ – 06/30/2019~~7~~

Auto Allowance:	None
Bereavement Leave:	2-4 days depending upon relationship of employee to deceased. Additional 2 days discretionary. Those employees on a shift ¹ schedule will be allowed 24-48 hours depending upon relationship of employee to deceased. Additional 24 hour discretionary. See Personnel Rules.
Bilingual Pay:	A premium pay of 5% will be added for employees possessing and utilizing bilingual skills on duty. The number of individuals to receive this pay, the languages available, and the qualification requirement will be determined by the City.
Deferred Compensation:	Voluntary
Emergency Call Back:	For the position of Deputy Police Chief and Fire Division Chief, Emergency Call Back will be paid at the straight-time rate. The position of Fire Battalion Chief will be paid at the overtime rate (1-1/2). This includes responses pursuant to automatic aid agreements and to responses to agencies within Yolo County. (<i>See also "Mutual Aid and Other Responses" below.</i>)
Holidays:	10 set and 3.5 floating. Those employees on a shift ¹ schedule will earn 120 hours plus 42 hours of floating holidays. Holidays accrue at the beginning of each calendar year; floating holidays accrued at the beginning of the fiscal year. Employees on a shift schedule may cash out up to ninety-six (96) hours of holiday leave per fiscal year.
Long-Term Disability:	Voluntary – Plan offered is Standard LTD.
Management Leave:	80 hours per fiscal year – prorated depending on date of hire (see Internal Procedures). Those employees on a shift ¹ schedule receive 120 hours per fiscal year – prorated depending upon date of hire (see Internal Procedures). No accumulation.
Medical, Dental and Vision After Retirement:	City pays for CalPERS medical plan premiums up to \$800 per month. Dental and Vision paid by the retiree. Vision is offered for 18 months (COBRA). Should the retiree not elect to participate in dental after retirement or cancels coverage, he/she cannot re-elect coverage during open enrollment.
Medical, Dental, Vision, Life and LTD Insurance:	Medical plans are offered through the CalPERS medical program (PEHMCA) using the unequal, minimum contribution methodology. Dental plan is self-insured through Delta Dental. Vision plan is Vision Service Plan. The life insurance is a \$24,000 term life insurance with \$1,000 coverage for a spouse and children aged 6 months to 23 years, and \$100 coverage for children aged 14 days to 6 months. The City will allot \$95000 per month per employee towards a cafeteria plan. <i>Effective January 1, 2016, the City will allot \$950 per month per employee towards a cafeteria plan.</i> The employee must purchase dental, vision and life and has the option to purchase medical insurance with the remainder of the allotment. If the employee still has money left over after the purchase of medical, vision, life, and dental insurance plans, the employee can divert the remainder to a city deferred compensation plan or supplemental salary according to the procedures governing cafeteria plans as established by law. See current rate chart for all premiums.
401(a) Money Purchase Plan:	For Deputy Police Chief only: 1.5% City contribution

<p>Mutual Aid and Other Responses:</p>	<p>The positions of Deputy Police Chief, Deputy Fire Chief and Fire Battalion Chief will receive overtime at the rate of time and one-half for mutual aid response through the California Mutual Aid System and for call-out and response through the California Office of Emergency Services. The City Manager may also request additional authority from the City Council for payment of overtime at time and one-half in the event of an unusual or prolonged emergency situation within the City of West Sacramento.</p>
<p>Retirement (Fire):</p>	<p>For employees hired on or after January 1, 2013, who are new CalPERS members, the retirement formula will be 2.7% @ 57 in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA) and includes 3 year final comp; Unused Sick Leave Credit. 11.5% of employee's contribution is paid by employee.</p> <p>For employees hired on or after December 15, 2012, or who are current CalPERS members, 3% @ 55 plan. Includes 3 year final comp; Unused Sick Leave Credit. The employee pays entire 9% of employee's contribution.</p> <p>For employees hired before December 15, 2012, 3% @ 50 with final year highest comp, enhanced non-industrial disability, 1959 Survivor's Benefit (3rd level), and Unused Sick Leave Credit. The employee pays entire 9% of employee's contribution.</p> <p>New employees covered a public retirement system with reciprocity (i.e., 37 Act), will be placed in the 3% @ 55 plan, in accordance with PEPRA.</p>
<p>Retirement (Police):</p>	<p>For employees hired on or after January 1, 2013, who are new CalPERS members, the retirement formula will be 2.7% @ 57 in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA) and includes highest thirty-six months for final compensation determination and Unused Sick Leave Credit. 11.5% of employee's contribution is paid by employee.</p> <p>For employees hired on or after October 8, 2011, or who are current CalPERS members, 3% @ 55 plan. Includes highest thirty-six months for final compensation determination and Unused Sick Leave Credit. The employee pays the entire 13.325% employee contribution.</p> <p>For employees hired before October 8, 2011, 3% at 50 plan with final year highest comp Unused Sick Leave Credit and 1959 Survivor's Benefit (3rd Level). The employee pays the entire 13.325% employee contribution.</p> <p>New employees covered by a public retirement system with reciprocity (i.e., 37 Act), will be placed in the 3% @ 55 plan, in accordance with PEPRA.</p>

Salary:	<p><u>Pay Period Inclusive of November 1, 2017 – 1.00%.</u></p> <p><u>One-Time Retention Bonus Payments: Two one-time, non-PERSable retention bonus payments of 1% of annual base salary paid on the first pay dates in (1) December 2017 and (2) July 2018.</u><u>Equity Adjustments – 7/1/2015:</u></p> <p>— Deputy Police Chief – 4%</p> <p>— Fire Battalion Chief – 5.41%</p> <p>— Fire Division Chief – 5.41%</p> <p><u>Equity Adjustments – 7/1/2016:</u></p> <p>— Fire Division Chief – 3%</p> <p>One Time Retention Bonus Payment: A one time, non-PERSable retention bonus payment of 1% of annual base salary paid the pay period inclusive of 7/1/2015 and 7/1/2016.</p>
Sick Leave:	<p>12 days per year. (144 hours per year for those employees on a shift¹ schedule.) Unlimited accumulation and no payoff. However, an employee shall be paid one-half of the value of his/her accumulated sick leave upon layoff or death based upon his/her salary at the time of termination. At retirement, employee may choose to have up to 50% of the value of his/her accumulated sick leave paid out in cash or have up to 100% of unused sick leave reported to CalPERS as service credit.</p>
Stand-By Pay:	<p>\$2.75 per hour. (For Fire personnel only)</p>
Unfunded Liability	<p>Effective January 1, 2014, employee contributes \$10 per month to be used to reduce the unfunded liability for retiree medical.</p>
Uniform Allowance:	<p>1% of base salary.</p>
Vacation:	<p>1-5 yrs = 10 days; 6-10 yrs = 15 days; 11-19 yrs = 20 days; 20+ yrs - 25 days. Those employees on a shift¹ schedule earn 120 hours per year for 1-5 years of service; 180 hours per year for 6-10 years of service; 240 hours per year for 11-19 years of service; and 300 hours per year for 20+ years of service. Maximum accumulation to 19 yrs = 296 hours per year (shift¹ employees = 444); maximum accumulation to 20 yrs = 356 hours per year (shift¹ employees = 534). Total payoff at separation. Continue suspension of vacation sell back provisions through June 30, 2017. Employees are allowed to go over their vacation caps during the calendar year as long as they are at or below their vacation cap on December 31st of each year.</p>

Employees in this group should refer to the City Personnel Rules for further information on Employer/Employee relations, personnel practices, and terms and conditions of employment.

*Safety Management is part of the Management unit. Positions include Deputy Police Chief, Deputy Fire Chief, and Fire Battalion Chief. This benefit summary was prepared for ease of benefit administration.

¹Shift means a 48/96 shift period.

City of West Sacramento
Benefits Summary

DEPARTMENT HEADS

TERM OF AGREEMENT: 07/01/2017 - 06/30/2019~~7~~

Auto Allowance:	Police and Fire Chiefs have the option of a city vehicle or a car allowance of \$500 per month.
Bereavement Leave:	2-4 days depending upon relationship of employee to deceased. Additional 2 days discretionary. See Personnel Rules.
Compensation Plan:	<p>The salary range for Department Heads is \$150,000 - \$180,000 annually. Movement within the salary range is limited to an increase of 2% per year.</p> <p>Non-recurring Pay for Performance Program is an additional component of the compensation plan. Maximum annual percentage amount is 10% effective July 2015. The Pay for Performance compensation is non-PERSable pay and based on annual evaluation by the City Manager.</p> <p>One-Time Retention Bonus Payment: A one-time, non-PERSable retention bonus payment of 1% of annual base salary paid the pay period inclusive of 7/1/2015 and 7/1/2016.</p>
Deferred Compensation:	Voluntary
401(a) Money Purchase Plan:	City contributes 4.5% of base salary, mandatory employee contribution of 5.5%.
Holidays:	10 set and 3.5 floating.
Long-Term Disability:	Standard LTD paid by City. (cost = 1.0% of gross wages)
Management Leave:	80 hours per fiscal year – prorated depending upon date of hire (see Internal Procedures). No accumulation.
Medical, Dental & Vision After Retirement:	<p><i>Medical and dental premiums to be paid by the City according to the formula below:</i></p> <p>For Department Heads <u>other</u> than Police Chief and Fire Chief:</p> <ul style="list-style-type: none"> 5-10 years of service = \$75 + 30% of the premium 10-14 years of service = \$100 + 50% of the premium 15 – 19 years of service = \$150 + 75% of the premium 20+ years of service = 100% of premiums <p>The City Manager has the authority to advance the department head with less than 5 years of service to the 5 year level prior to that individual's attainment of 5 years of actual service. Benefit never to exceed \$1,500 in total premiums.</p> <p><i>Vision is offered for up to 18 months (COBRA) and is paid by the retiree.</i></p> <p><u>Police Chief:</u> Effective January 1, 2012, 100% of medical premiums up to CalPERS Health Plan, Blue Shield Access+ plan. May access dental after retirement at retiree's expense. Should the retiree not elect to participate in dental after retirement or cancels coverage, he/she cannot re-elect coverage during open enrollment.</p>

<p>Medical, Dental & Vision After Retirement (con't):</p>	<p><u>Fire Chief:</u> Medical after retirement pursuant to provisions in the City's medical plan for Fire Management with CalPERS which is currently \$800 per month. May access dental after retirement at retiree's expense. Should the retiree not elect to participate in dental after retirement or cancels coverage, he/she cannot re-elect coverage during open enrollment.</p> <p><u>All Department Heads:</u> <i>Additionally, individuals who have access to a medical and dental after retirement program from a previous employer would not be eligible for this benefit if the plan is at least as beneficial as the City plan(s) as determined by the level of coverage and cost to the employee.</i></p>
<p>Medical, Dental, Vision, and Life Insurance:</p>	<p>Medical plans are offered through the CalPERS medical program (PEHMCA) using the unequal, minimum contribution methodology. Dental plan is self-insured through Delta Dental. Vision plan is Vision Service Plan. The life insurance is a \$24,000 term life insurance with \$1,000 coverage for a spouse and children aged 6 months to 23 years, and \$100 coverage for children aged 14 days to 6 months.</p> <p>The City will allot \$9590 per month per employee towards a cafeteria plan. Effective January 1, 2016, the City will allot \$950 per month per employee towards a cafeteria plan.</p> <p>The employee must purchase dental, vision and life and has the option to purchase medical insurance with the remainder of the allotment. If the employee still has money left over after the purchase of medical, vision, life, and dental insurance plans, the employee can divert the remainder to a city deferred compensation plan or supplemental salary according to the procedures governing cafeteria plans as established by law. See current rate chart for all premiums.</p>
<p>Retirement:</p>	<p><u>Miscellaneous (Non-Safety):</u></p> <p>For employees hired on or after January 1, 2013, who are new CalPERS members, the retirement formula will be 2% @ 62, in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA) and includes highest thirty-six months for final compensation determination and Unused Sick Leave Credit. 6.25% of employee's contribution is paid by employee.</p> <p>For employees hired on or after February 11, 2012, the retirement program shall be the 2% @ 60 formula, highest thirty-six months for final compensation determination, 3rd level of the 1959 Survivor Benefit, Military Service Credit as Public Service, the Unused Sick Leave Credit option. The employee pays the entire 7% employee contribution.</p> <p>For employees hired before February 11, 2012, the retirement program shall be the CalPERS 2.5% @ 55 plan, includes highest thirty-six months for final compensation determination, 1959 Survivor's Benefit (3rd Level) and Unused Sick Leave Credit. The employee pays the entire 8% employee contribution.</p> <p>New employees covered by a public retirement system with reciprocity (i.e., 37 Act), will be placed in the 2% @ 60 plan, in accordance with PEPRA.</p>

<p>Retirement: (continued)</p>	<p><u>Fire Chief:</u></p> <p>For employees hired on or after January 1, 2013, who are new CalPERS members, the retirement formula will be 2.7% @ 57 in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA) and includes highest thirty-six months for final compensation determination and Unused Sick Leave Credit. 11.5% of employee's contribution is paid by employee.</p> <p>For employees hired on or after December 15, 2012, or who are current CalPERS members, 3% @ 55 plan. Includes highest thirty-six months for final compensation determination and Unused Sick Leave Credit. The employee contributes entire 9% of employee contribution.</p> <p>For employees hired before December 15, 2012, 3% @ 50 with final year highest comp, enhanced non-industrial disability, 1959 Survivor's Benefit (3rd level), and Unused Sick Leave Credit. The employee contributes entire 9% of employee contribution.</p> <p>New employees covered by a public retirement system with reciprocity (i.e., 37 Act), will be placed in the 3% @ 55 plan, in accordance with PEPRA.</p> <p><u>Police Chief:</u></p> <p>For employees hired on or after January 1, 2013, who are new CalPERS members, the retirement formula will be 2.7% @ 57 in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA) and includes highest thirty-six months for final compensation determination and Unused Sick Leave Credit. 11.5% of employee's contribution is paid by employee.</p> <p>For employees hired on or after October 8, 2011, or who are current CalPERS members, 3% @ 55 plan. Includes highest thirty-six months for final compensation determination and Unused Sick Leave Credit. Employee contributes entire 13.325% of employee's contribution. (Increase of 4.325% of employee share pursuant to cost sharing agreement.)</p> <p>New employees covered by a public retirement system with reciprocity (i.e., 37 Act), will be placed in the 3% @ 55 plan, in accordance with PEPRA.</p> <p><u>For All Department Heads:</u></p> <p>City reports the value of EPMC for both miscellaneous and safety groups, if applicable</p>
<p>Sick Leave:</p>	<p>12 days per year. Unlimited accumulation and no payoff. However, an employee shall be paid one-half of the value of his/her accumulated sick leave upon layoff or death based upon his/her salary at the time of termination. At retirement, employee may choose to have up to 50% of the value of his/her accumulated sick leave paid out in cash or have up to 100% of unused sick leave reported to CalPERS as service credit..</p>
<p>Unfunded Liability:</p>	<p>Employee contributes \$10 per month to be used to reduce the unfunded liability for retiree medical.</p>
<p>Uniform Allowance:</p>	<p>Applicable to Fire and Police Chiefs only = 1% of base salary.</p>

Vacation:	1-5 yrs = 10 days; 6-10 yrs = 15 days; 11-19 yrs = 20 days; 20+ yrs - 25 days. Maximum accumulation = 456 hours per year. Total payoff at separation. Continue suspension of vacation sell back provisions through June 30, 2017. Those Department Heads at the minimum vacation accrual may be placed at the next accrual level at the discretion of the City Manager. Employees are allowed to go over their vacation caps during the calendar year as long as they are at or below their vacation cap on December 31 st of each year.
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Employees in this group should refer to the City Personnel Rules for further information on Employer/Employee relations, personnel practices, and terms and conditions of employment.

City of West Sacramento
2017/2018 Classification Plan

BENEFIT UNIT & POSITION	SALARY EFFECTIVE	MONTHLY SALARY STEPS					ANNUAL SALARY	
		A	B	C	D	E		
(s/p) Accountant I	11/1/17	4947	5194	5454	5727	6013	\$59,364	\$72,156
(s/p) Accountant II	11/1/17	5225	5486	5760	6048	6350	\$62,700	\$76,200
(m) Accounting Manager ⁽¹⁾	11/1/17	8054				9788	\$96,648	\$117,456
(s) Accounting Technician I	7/1/17	3326	3492	3667	3850	4043	\$39,912	\$48,516
(s) Accounting Technician II	7/1/17	3697	3882	4076	4280	4494	\$44,364	\$53,928
(s) Accounting Technician III	7/1/17	4084	4288	4502	4727	4963	\$49,008	\$59,556
(s/p) Administrative Analyst I	11/1/17	5008	5258	5521	5797	6087	\$60,096	\$73,044
(s/p) Administrative Analyst II	11/1/17	5790	6079	6383	6702	7037	\$69,480	\$84,444
(c) Administrative Assistant	11/1/17	4170	4379	4598	4828	5069	\$50,040	\$60,828
(c) Administrative Clerk I	11/1/17	3140	3297	3462	3635	3817	\$37,680	\$45,804
(c) Administrative Clerk II	11/1/17	3461	3634	3816	4007	4207	\$41,532	\$50,484
(c) Administrative Clerk III	11/1/17	3817	4008	4208	4418	4639	\$45,804	\$55,668
(s/p) Application Developer & Database Specialist I	11/1/17	5633	5915	6211	6522	6848	\$67,596	\$82,176
(s/p) Application Developer & Database Specialist II	11/1/17	6163	6471	6795	7135	7492	\$73,956	\$89,904
(s/p) Application Support Specialist	11/1/17	5225	5486	5760	6048	6350	\$62,700	\$76,200
(d) Assistant City Manager-Administrative Services ⁽¹⁾	10/7/15	12500				15000	\$150,000	\$180,000
(d) Assistant City Manager-Planning & Operations ⁽¹⁾	10/7/15	12500				15000	\$150,000	\$180,000
(s/p) Assistant Engineer	11/1/17	5863	6156	6464	6787	7126	\$70,356	\$85,512
(s/p) Assistant Planner	11/1/17	4947	5194	5454	5727	6013	\$59,364	\$72,156
(s/p) Assistant Transportation Planner	11/1/17	4947	5194	5454	5727	6013	\$59,364	\$72,156
(m) Assistant to the Mayor I ⁽¹⁾	11/1/17	2505				3044.00	\$30,060	\$36,528
(m) Assistant to the Mayor II ⁽¹⁾	11/1/17	2968				3607.00	\$35,616	\$43,284
(s/p) Associate Civil Engineer	11/1/17	7163	7521	7897	8292	8707	\$85,956	\$104,484
(s/p) Associate Planner	11/1/17	5633	5915	6211	6522	6848	\$67,596	\$82,176

City of West Sacramento
2017/2018 Classification Plan

BENEFIT UNIT & POSITION	SALARY EFFECTIVE	MONTHLY SALARY STEPS					ANNUAL SALARY		
		A	B	C	D	E			
(m) Budget Manager ⁽¹⁾	11/1/17	8054					9788	\$96,648	\$117,456
(s/p) Building Inspector I	11/1/17	5071	5325	5591	5871		6165	\$60,852	\$73,980
(s/p) Building Inspector II	11/1/17	5633	5915	6211	6522		6848	\$67,596	\$82,176
(m) Building Official/City Architect ⁽¹⁾	11/1/17	8412					10223	\$100,944	\$122,676
(s/p) Building Plans Examiner I	11/1/17	5071	5325	5591	5871		6165	\$60,852	\$73,980
(s/p) Building Plans Examiner II	11/1/17	5633	5915	6211	6522		6848	\$67,596	\$82,176
(s/p) CALEA Coordinator	11/1/17	5790	6079	6383	6702		7037	\$69,480	\$84,444
(s) Chief Facilities Maintenance Worker	7/1/17	5170	5428	5699	5984		6283	\$62,040	\$75,396
(s) Chief Maintenance Worker	7/1/17	4323	4539	4766	5004		5254	\$51,876	\$63,048
(s) Chief Parks & Grounds Worker	7/1/17	3841	4033	4235	4447		4669	\$46,092	\$56,028
(s) Chief Treatment Plant Mechanic	8/5/17	5721	6007	6307	6622		6953	\$68,652	\$83,436
(m) City Clerk ⁽¹⁾	11/1/17	8245					10020	\$98,940	\$120,240
(eo) City Council Member	1/1/87	300						\$3,600	
City Manager ⁽¹⁾	7/10/16	20000							\$240,000
(s) Clerk	7/1/17	2733	2870	3014	3165		3323	\$32,796	\$39,876
(s) Clerk, Senior	7/1/17	2971	3120	3276	3440		3612	\$35,652	\$43,344
(m) Code Enforcement Manager ⁽¹⁾	11/1/17	6658					8091	\$79,896	\$97,092
(po) Code Enforcement Officer I	1/1/13	4036	4238	4450	4672		4906	\$48,432	\$58,872
(po) Code Enforcement Officer II	1/1/13	4461	4684	4918	5164		5422	\$53,532	\$65,064
(po) Code Enforcement Officer, Senior	1/1/13	4928	5174	5433	5705		5990	\$59,136	\$71,880
(m) Communications & Media Officer ⁽¹⁾	11/1/17	6776					8235	\$81,312	\$98,820
(m) Community Investment Manager ⁽¹⁾	11/1/17	8054					9788	\$96,648	\$117,456
(s/p) Community Investment Specialist	11/1/17	4170	4379	4598	4828		5069	\$50,040	\$60,828
(po) Community Services Officer I	1/1/13	3303	3468	3641	3823		4014	\$39,636	\$48,168

City of West Sacramento
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BENEFIT UNIT & POSITION	SALARY EFFECTIVE	MONTHLY SALARY STEPS					ANNUAL SALARY	
		A	B	C	D	E		
(po) Community Services Officer II	1/1/13	3639	3821	4012	4213	4424	\$43,668	\$53,088
(s/p) Construction Administrative Specialist	11/1/17	4487	4711	4947	5194	5454	\$53,844	\$65,448
(m) Construction Manager ⁽¹⁾	11/1/17	7530				9151	\$90,360	\$109,812
(m) Court Liaison Officer	11/1/17	5570				6769	\$66,840	\$81,228
(s/p) Court Liaison Specialist	11/1/17	3817	4008	4208	4418	4639	\$45,804	\$55,668
(s/p) Crime Analyst	11/1/17	4947	5194	5454	5727	6013	\$59,364	\$72,156
(po) Crime Scene Investigator I	1/1/13	3945	4142	4349	4566	4794	\$47,340	\$57,528
(po) Crime Scene Investigator II	1/1/13	4385	4604	4834	5076	5330	\$52,620	\$63,960
(po) Crime Scene Investigator III	1/1/13	4794	5034	5286	5550	5828	\$57,528	\$69,936
(s/p) Data Specialist	11/1/17	5225	5486	5760	6048	6350	\$62,700	\$76,200
(s/p) Deputy City Clerk	11/1/17	4487	4711	4947	5194	5454	\$53,844	\$65,448
(s/p) Deputy City Clerk, Senior	11/1/17	4947	5194	5454	5727	6013	\$59,364	\$72,156
(m) Deputy City Manager ⁽¹⁾	11/1/17	8245				10020	\$98,940	\$120,240
(sm) Deputy Fire Chief ⁽¹⁾	11/1/17	9331				11340	\$111,972	\$136,080
(sm) Deputy Police Chief ⁽¹⁾	11/1/17	10018				12175	\$120,216	\$146,100
(d) Director of Community Development ⁽¹⁾	7/1/15	12500				15000	\$150,000	\$180,000
(d) Director of Economic Development & Housing ⁽¹⁾	10/7/15	12500				15000	\$150,000	\$180,000
(d) Director of Parks & Recreation ⁽¹⁾	7/1/15	12500				15000	\$150,000	\$180,000
(d) Director of Public Works ⁽¹⁾	7/1/15	12500				15000	\$150,000	\$180,000
(m) Drafting Services Manager ⁽¹⁾	11/1/17	6973				8474	\$83,676	\$101,688
(m) Early Learning Services Director ⁽¹⁾	11/1/17	6482				7877	\$77,784	\$94,524
(s/p) Early Learning Services Program Assistant	11/1/17	2896	3041	3193	3353	3521	\$34,752	\$42,252
(s) Electrical Technician	7/1/17	5221	5482	5756	6044	6346	\$62,652	\$76,152

City of West Sacramento
2017/2018 Classification Plan

BENEFIT UNIT & POSITION	SALARY EFFECTIVE	MONTHLY SALARY STEPS					ANNUAL SALARY	
		A	B	C	D	E		
(s/p) Engineering Assistant I	11/1/17	5071	5325	5591	5871	6165	\$60,852	\$73,980
(s/p) Engineering Assistant II	11/1/17	5633	5915	6211	6522	6848	\$67,596	\$82,176
(s/p) Engineering Assistant III	11/1/17	6276	6590	6919	7265	7628	\$75,312	\$91,536
(s) Engineering/GIS Technician	7/1/17	5363	5631	5913	6209	6519	\$64,356	\$78,228
(s) Engineering Technician I	7/1/17	3940	4137	4344	4561	4789	\$47,280	\$57,468
(s) Engineering Technician II	7/1/17	4310	4525	4751	4989	5238	\$51,720	\$62,856
(s) Engineering Technician III	7/1/17	5107	5362	5630	5912	6208	\$61,284	\$74,496
(m) Engineering/Transportation Manager ⁽¹⁾	11/1/17	8944				10870	\$107,328	\$130,440
(m) Environmental Services Manager ⁽¹⁾	11/1/17	7530				9151	\$90,360	\$109,812
(m) Equipment and Facilities Superintendent ⁽¹⁾	11/1/17	6973				8474	\$83,676	\$101,688
(s) Equipment Mechanic I	7/1/17	3617	3798	3988	4187	4396	\$43,404	\$52,752
(s) Equipment Mechanic II	7/1/17	3890	4085	4289	4503	4728	\$46,680	\$56,736
(c) Executive Assistant to the City Manager	11/1/17	4638	4870	5114	5370	5638	\$55,656	\$67,656
(s) Facilities Maintenance Aide	7/1/17	2637	2769	2907	3052	3205	\$31,644	\$38,460
(s) Facilities Maintenance Worker	7/1/17	4068	4271	4485	4709	4944	\$48,816	\$59,328
(s) Facilities Maintenance Worker, Senior	7/1/17	4476	4700	4935	5182	5441	\$53,712	\$65,292
(s/p) Financial Specialist	11/1/17	4487	4711	4947	5194	5454	\$53,844	\$65,448
(sm) Fire Battalion Chief	11/1/17	8430				10245	\$101,160	\$122,940
(ff) Fire Captain	3/5/16		8872				\$106,464	\$130,000
(d) Fire Chief ⁽¹⁾	7/1/15	12500				15000	\$150,000	\$180,000
(ff) Fire Engineer	3/5/16		7634				\$91,608	\$112,000
(s/p) Fire Inspector	11/1/17	5071	5325	5591	5871	6165	\$60,852	\$73,980
(s/p) Fire Inspector, Senior	11/1/17	5863	6156	6464	6787	7126	\$70,356	\$85,512
(u) Fire Recruit	3/5/16	4153					\$49,836	\$60,000

City of West Sacramento
2017/2018 Classification Plan

	BENEFIT UNIT & POSITION	SALARY EFFECTIVE	MONTHLY SALARY STEPS					ANNUAL SALARY	
			A	B	C	D	E		
(m)	Fire Marshal ⁽¹⁾	11/1/17	8430				10245	\$101,160	\$122,940
(ff)	Firefighter	3/5/16	5933	6301	6662	6944		\$71,196	\$83,328
(m)	Flood Protection Manager ⁽¹⁾	11/1/17	8944				10870	\$107,328	\$130,440
(m)	Flood Protection Planner ⁽¹⁾	11/1/17	7254				8816	\$87,048	\$105,792
(s/p)	Graphics Technician	11/1/17	2896	3041	3193	3353	3521	\$34,752	\$42,252
(s)	Groundskeeper	7/1/17	2690	2825	2966	3114	3270	\$32,280	\$39,240
(c)	Human Resources Analyst	11/1/17	6352	6670	7004	7354	7722	\$76,224	\$92,664
(m)	Human Resources Manager ⁽¹⁾	11/1/17	8245				10020	\$98,940	\$120,240
(c)	Human Resources Technician I	11/1/17	3782	3971	4170	4379	4598	\$45,384	\$55,176
(c)	Human Resources Technician II	11/1/17	4170	4379	4598	4828	5069	\$50,040	\$60,828
(m)	Information Technology Business Services Coordinator ⁽¹⁾	11/1/17	6776				8235	\$81,312	\$98,820
(m)	Information Technology Manager ⁽¹⁾	11/1/17	8245				10020	\$98,940	\$120,240
(s/p)	Information Technology Specialist	11/1/17	6163	6471	6795	7135	7492	\$73,956	\$89,904
(s)	Instrumentation Technician	7/1/17	5947	6244	6556	6884	7228	\$71,364	\$86,736
(s/p)	Junior Engineer	11/1/17	5071	5325	5591	5871	6165	\$60,852	\$73,980
(s/p)	Junior Planner	11/1/17	4176	4385	4604	4834	5076	\$50,112	\$60,912
(s/p)	Junior Transportation Planner	11/1/17	4176	4385	4604	4834	5076	\$50,112	\$60,912
(s)	Maintenance Worker ⁽²⁾	7/1/17	3489	3663	3846	4038	4240	\$41,868	\$50,880
(s)	Maintenance Worker, Senior ⁽²⁾	7/1/17	3853	4046	4248	4460	4683	\$46,236	\$56,196
(eo)	Mayor	1/1/87	300					\$3,600	
(m)	Parks & Grounds Superintendent ⁽¹⁾	11/1/17	6973				8474	\$83,676	\$101,688
(s)	Parks & Grounds Worker	7/1/17	3299	3464	3637	3819	4010	\$39,588	\$48,120
(s)	Parks & Grounds Worker, Senior	7/1/17	3431	3603	3783	3972	4171	\$41,172	\$50,052
(m)	Parks and Recreation Business Manager ⁽¹⁾	11/1/17	7530				9151	\$90,360	\$109,812

City of West Sacramento
2017/2018 Classification Plan

BENEFIT UNIT & POSITION	SALARY EFFECTIVE	MONTHLY SALARY STEPS					ANNUAL SALARY	
		A	B	C	D	E		
(c) Payroll Technician	11/1/17	4170	4379	4598	4828	5069	\$50,040	\$60,828
(s/p) PC Support Technician	11/1/17	3791	3981	4180	4389	4608	\$45,492	\$55,296
(m) Permit Services Manager	11/1/17	5936				7214	\$71,232	\$86,568
(s) Permit Technician I	7/1/17	3903	4098	4303	4518	4744	\$46,836	\$56,928
(s) Permit Technician II	7/1/17	4197	4407	4627	4858	5101	\$50,364	\$61,212
(s) Planning Technician	7/1/17	3717	3903	4098	4303	4518	\$44,604	\$54,216
(d) Police Chief ⁽¹⁾	7/1/15	12500				15000	\$150,000	\$180,000
(pm) Police Lieutenant	7/1/16	8924				10845	\$107,088	\$130,140
(po) Police Officer	9/1/13	5554	5832	6124	6430	6751	\$66,648	\$81,012
(s/p) Police Records Supervisor	11/1/17	5225	5486	5760	6048	6350	\$62,700	\$76,200
(po) Police Records Technician	1/1/13	3516	3692	3877	4071	4275	\$42,192	\$51,300
(u) Police Recruit	9/1/13	3888					\$46,656	
(po) Police Sergeant	9/1/13	6810	7151	7509	7884	8278	\$81,720	\$99,336
(po) Police Services Coordinator	9/23/15	4011	4212	4423	4644	4876	\$48,132	\$58,512
(m) Port Manager ⁽¹⁾	11/1/17	8054				9788	\$96,648	\$117,456
(m) Preschool Site Supervisor ⁽¹⁾	11/1/17	4176				5075	\$50,112	\$60,900
(s/p) Preschool Teacher	11/1/17	2896	3041	3193	3353	3521	\$34,752	\$42,252
(s/p) Preschool Teacher/Family Support Specialist	11/1/17	2930	3076	3230	3392	3562	\$35,160	\$42,744
(m) Principal Engineer ⁽¹⁾	11/1/17	8412				10223	\$100,944	\$122,676
(m) Principal Planner ⁽¹⁾	11/1/17	8054				9788	\$96,648	\$117,456
(m) Program Manager ⁽¹⁾	11/1/17	5936				7214	\$71,232	\$86,568
(s/p) Project Manager I	11/1/17	5934	6231	6543	6870	7214	\$71,208	\$86,568
(s/p) Project Manager II	11/1/17	6381	6700	7035	7387	7756	\$76,572	\$93,072

**City of West Sacramento
2017/2018 Classification Plan**

Approved: 11/01/2017

	BENEFIT UNIT & POSITION	SALARY EFFECTIVE	MONTHLY SALARY STEPS					ANNUAL SALARY	
			A	B	C	D	E		
(po)	Property & Evidence Technician I	1/1/13	3710	3895	4090	4295	4510	\$44,520	\$54,120
(po)	Property & Evidence Technician II	1/1/13	4082	4286	4500	4725	4961	\$48,984	\$59,532
(m)	Public Finance Manager ⁽¹⁾	11/1/17	8245				10020	\$98,940	\$120,240
(m)	Public Information Officer ⁽¹⁾	11/1/17	5936				7214	\$71,232	\$86,568
(m)	Public Works Business Manager ⁽¹⁾	11/1/17	7530				9151	\$90,360	\$109,812
(m)	Public Works Operations Manager ⁽¹⁾	11/1/17	8412				10223	\$100,944	\$122,676
(s)	Recreation Coordinator	7/1/17	3365	3533	3710	3896	4091	\$40,380	\$49,092
(m)	Recreation Manager ⁽¹⁾	11/1/17	6482				7877	\$77,784	\$94,524
(s)	Recreation Supervisor I	7/1/17	4207	4417	4638	4870	5113	\$50,484	\$61,356
(s)	Recreation Supervisor II	7/1/17	4673	4907	5152	5410	5681	\$56,076	\$68,172
(s)	Secretary	7/1/17	3697	3882	4076	4280	4494	\$44,364	\$53,928
(s/p)	Senior Accountant	11/1/17	6163	6471	6795	7135	7492	\$73,956	\$89,904
(m)	Senior Analyst ⁽¹⁾	11/1/17	6658				8091	\$79,896	\$97,092
(s/p)	Senior Building Inspector	11/1/17	6276	6590	6919	7265	7628	\$75,312	\$91,536
(s/p)	Senior Building Plans Examiner	11/1/17	6276	6590	6919	7265	7628	\$75,312	\$91,536
(m)	Senior Civil Engineer	11/1/17	7654				9302	\$91,848	\$111,624
(m)	Senior Planner	11/1/17	7013				8523	\$84,156	\$102,276
(m)	Senior Program Manager ⁽¹⁾	11/1/17	7254				8816	\$87,048	\$105,792
(m)	Senior Project Manager ⁽¹⁾	11/1/17	6861				8338	\$82,332	\$100,056
(s)	Stationary Engineer	7/1/17	4924	5170	5428	5699	5984	\$59,088	\$71,808
(m)	Supervising Civil Engineer ⁽¹⁾	11/1/17	8054				9788	\$96,648	\$117,456
(m)	Supervising Transportation Planner ⁽¹⁾	11/1/17	8054				9788	\$96,648	\$117,456
(m)	Technical Services Manager ⁽¹⁾	11/1/17	6776				8235	\$81,312	\$98,820
(s)	Treatment Plant Mechanic I	7/1/17	4643	4875	5119	5375	5644	\$55,716	\$67,728

City of West Sacramento
2017/2018 Classification Plan

Approved: 11/01/2017

BENEFIT UNIT & POSITION	SALARY EFFECTIVE	MONTHLY SALARY STEPS					ANNUAL SALARY
		A	B	C	D	E	
(s) Treatment Plant Mechanic II	7/1/17	5107	5362	5630	5912	6208	\$61,284
(m) Urban Forest Manager	11/1/17	6165				7492	\$73,980
(m) Utilities Maintenance Superintendent ⁽¹⁾	11/1/17	6973				8474	\$83,676
(s) Water Treatment Plant Apprentice	7/1/17	3291	3456	3629	3810	4000	\$39,492
(continued - increases granted in 6 month intervals)			4200	4410	4630	4861	\$58,332
(s) Water Treatment Plant Operator II	7/1/17	4420	4641	4873	5117	5373	\$53,040
(s) Water Treatment Plant Operator III	7/1/17	4862	5105	5360	5628	5909	\$58,344
(s) Water Treatment Plant Operator IV	7/1/17	6126	6432	6754	7092	7447	\$73,512
(m) Water Treatment Plant Superintendent ⁽¹⁾	11/1/17	8245				10020	\$98,940
(s/p) Youth Counselor	11/1/17	5225	5486	5760	6048	6350	\$62,700

Key to Benefit Codes

- c = Confidential
- d = Department Heads*
- eo = Elected Official
- ff = Firefighter's Association/Local 522

m = Management*

pm = Police Manager's Association*

po = Police Officer's Association

sm = Safety Management*

s = Stationary Engineers/Local 39


s/p = Specialists & Professionals

u = Unrepresented, Semi-Regular

*Exempt positions for Fair Labor Standards Act.

(1) "At-Will" Employee.

(2) One position designated by the Director of Public Works receives a 5% footnote for backflow prevention & cross connection control duties.

MEETING DATE: November 1, 2017		ITEM # 6	
SUBJECT:			
CONSIDERATION OF RESOLUTION 17-72 APPROVING THE APPLICATION TO THE CALIFORNIA STRATEGIC GROWTH COUNCIL FOR THE TRANSFORMATIVE CLIMATE ACTION PLAN PROGRAM FUNDS FOR THE 2035 CLIMATE ACTION PLAN UPDATE			
INITIATED OR REQUESTED BY:		REPORT COORDINATED OR PREPARED BY:	
<input type="checkbox"/> Council <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other		Erin Rivas, Senior Analyst	
		 Charline Hamilton, Director Community Development Department	
ATTACHMENT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Information	<input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action

OBJECTIVE

This report requests City Council's consideration of approval to submit a grant application to the California Strategic Growth Council (SGC) Transformative Climate Communities (TCC) Program for up to \$140,000 for the 2035 Climate Action Plan Update.

RECOMMENDED ACTION

It is respectfully recommended that the City Council:

- 1) Approve Resolution 17-72 approving the application to the California Strategic Growth Council for the Transformative Climate Community funds for the 2035 Climate Action Plan Update Project;
- 2) Authorize the City Manager or his designee to accept the award of grant funds, should the application be successful;
- 3) Execute the Transformative Climate Community Grant Agreement and undertake any actions provided in the Transformative Climate Community Grant Agreement to fund completion of the 2035 Climate Action Plan Update project; and
- 4) Approve an appropriation of \$20,000 in General Community Investment Fund, Measure G (Fund 106), to complete the project application.

BACKGROUND

The State of California's Climate Plan is to reduce greenhouse gas (GHG) emissions and move toward a clean, green economy. The State's Climate Change Scoping Plan is its roadmap to attain the greenhouse gas reduction goals prescribed in the Global Warming Solutions Act of 2006, or Assembly Bill (AB) 32. The plan is very aggressive, and aims to reduce greenhouse gas emissions to 1990 levels by 2020. This reduction requires reducing the annual emissions of 14 tons of carbon dioxide for every person in California down to 10 tons per person. This goal presents the State with the opportunity to revamp the entire economy into one that utilizes clean and sustainable technologies, secures energy independence, and ensures that the citizens will be able to enjoy a healthy and safe environment.

Local government will play a vital role in fighting climate change. The City completed its draft Climate Action Plan (CAP) in 2010, shortly after the Air Resources Board adopted a plan indicating future greenhouse gas emission reduction methodologies. The City Council gave an initial approval to the 2010 draft CAP, pending environmental review. The environmental document for the CAP was to be the General Plan 2035 Environmental Impact Report (EIR). Funding difficulties delayed the General Plan 2035, and the CAP was also delayed as a result. In the intervening years, CAP law and science have increased tremendously. Additional work on the 2010 CAP is necessary to bring into current practice.

Work on the General Plan 2035 resumed in 2014, including the associated EIR. A Supreme Court ruling in late 2015 (Center for Biological Diversity v. California Department of Fish and Wildlife) required that GHG emission calculations be measured using a different method. This new methodology was incorporated into the General Plan 2035 EIR consultant's revised contract, scope, and budget, and delayed completing the EIR until late 2016. As a result, the CAP became an implementation measure of the General Plan 2035. The General Plan 2035 EIR will continue to serve as the environmental document to the CAP.

The Transformative Climate Communities Program

The Transformative Climate Communities Program was established by Assembly Bill (AB) 2722, to fund the development and implementation of neighborhood-level transformative climate community plans that include previous multiple coordinated greenhouse gas emissions reduction projects that provide local economic, environmental, and health benefits to disadvantaged communities. The California Strategic Growth Council has been selected to administer the program. The Strategic Growth Council will award approximately \$1.5 million to up to ten communities funded by Proposition 84 through a statewide competitive process. Applications must be received by November 30, 2017.

Staff acknowledges the need for coordinated greenhouse gas emission reduction efforts that provide local economic, environmental, and health benefits to the disadvantaged members of our community. This grant program will allow the City to update the 2035 Climate Action Plan, and will assist the City when it becomes time to complete any required work to comply with SB 1000. SB 1000 requires cities to incorporate environmental equity policies into General Plans. Staff's early thinking on SB 1000 is to address climate change as part of that work given that climate change is likely to disproportionately affect disadvantaged communities especially in terms of public health.

ANALYSIS

Eligibility for Transformative Climate Communities Program Funds

The goal of the Transformative Climate Communities Program is to promote Assembly Bill 32 and Assembly Bill 2722 by funding projects that reduce greenhouse gas (GHG) emissions through the development and implementation of neighborhood-level transformative climate community plans that include multiple coordinated GHG emissions reduction projects that provide local economic, environmental, and health benefits to disadvantaged communities. This mission is fulfilled through its Implementation Grant and Planning Grant Programs administered by the Strategic Growth Council.

This grant program establishes a new structure for achieving California's climate goals by investing substantial resources to improve greenhouse gas emission reduction and make improvements in the State's most disadvantaged communities. This Program structure contrasts past State funding in three significant ways. First, the program takes a place-based approach. Second, the Program emphasizes the development of long-term, cross sector relationships. Lastly, the Program encourages the combination of climate strategies that combine greenhouse gas emission reduction activities in ways that have multiple benefits to communities and spur innovation.

This Grant Program considers grant awards to planning projects that propose meaningful, actionable internal and external collaboration that demonstrate a commitment from multiple organizations. The projects will be selected according to the following criteria:

Program Objectives and Transformative Requirements:

- 1) Whether the Applicant provides a suitable regional and/or local plan to define the Planning Area, and/or indicates which neighborhoods within the Planning Area will be the focus of the planning activities.
- 2) Extent to which the proposed planning activities focus on improving outcomes for vulnerable residents within the Planning Area comprised of disadvantaged Census Tracts that rank within the top twenty-five (25) percent of CalEnviroScreen 3.0.
- 3) Extent to which the proposed planning activities will advance the SGC's sustainable communities objectives.
- 4) Extent to which the proposed planning activities are consistent with the state's Planning Priorities, including promoting infill development, preserving agricultural lands, and encouraging location and resource-efficient new development.
- 5) Extent to which the proposed planning activities will assist the Applicant in meeting the TCC Implementation Grant requirements related to leverage funding.
- 6) Extent to which the proposed planning activities will assist the Applicant in meeting the Implementation Grant requirements related to displacement.

- 7) Extent to which the proposed planning activities will assist the Applicant in meeting the Implementation Grant requirement related to community engagement
- 8) Extent to which the proposed planning activities will increase the potential for future GHG emissions reduction opportunities.
- 9) Extent to which the proposed planning activities will assist the applicant in meeting the TCC Implementation Grant requirements related to climate adaptation and resiliency.

Organizational Capacity:

- 10) Extent to which the Applicant demonstrates readiness and capacity to implement the proposed work on time and within budget.
- 11) Extent to which Applicant proposes strong and diverse partnerships for implementing grant activities.

A summary of Site Control Status

Not applicable in this instance.

Summary of the Grant Funds Selected

As of the date of the publication of this Agenda Report, the initial cost estimate for the 2035 Climate Action Plan Update is \$160,000 including planning and staff costs. A total of \$140,000 will be allocated from the granting agency if the application is successful, and \$20,000 will be a contribution from Measure G Fund.

Environmental Determination

Not applicable. The submission of a grant application is not a project under the California Environmental Quality Act (CEQA).

Commission Recommendations

Not applicable.

Strategic Plan Integration

Submitting this grant application for the 2035 Climate Action Plan Update Project aligns with Vision 2027 *Guiding Principal G, People Feeling Safe and Secure*, with the emphasis on prevention, strategy and problem solving, by addressing climate change proactively. The application also aligns with a High Priority Management Agenda target item of the City's Strategic Plan 2015, by implementing the 2035 General Plan and updating the City's 2035 CAP document.

Alternatives

The following alternatives are available to the City Council:

1. Approve Resolution 17-72 authorizing submission of the Transformative Climate Communities (TCC) Program grant application, and authorizing the City Manager or his designee to execute the Transformative Climate Communities (TCC) Program Grant Agreement with the California Natural Resources Agency and undertake any actions provided in the Agreement.
2. Choose not to submit a grant application for the current round of grant funding.

Staff recommends that City Council approve Alternative 1, as it meets the objective of the City Council's Strategic Plan 2015, by implementing the 2035 General Plan and updating the 2035 CAP document, aligns with Vision 2027 Guiding Principle G, "People Feeling Safe and Secure" with emphasis on prevention, strategy and problem solving by addressing climate change proactively. Alternative 2 is not recommended as the City will be required to fund the entire 2035 Climate Action Plan Update. The City should actively seek any, and all, outside funding sources that are feasible.

Coordination and Review

The Community Development, Economic Development and Housing, and Finance Departments coordinated efforts in the preparation of this grant application.

Budget/Cost Impact

The overall project budget is \$160,000. If the City is successful receiving the grant, staff will return to establish the Capital Improvement Project budget, and authorize the appropriation of grant matching funds. Since Resolution 17-72 simply authorizes the application for grant funding, the grant application expense must be paid from an alternate funding source. This project will provide community-wide benefit, so the application expense will be paid from the General Fund (Fund 106). The following summarizes the project budget:

Project Uses		Funding Sources	
<i>Planning, Consultant and Staff Time</i>	\$ 160,000	TCC Program Funds	\$ 140,000
		Measure G Contribution	\$ 20,000
Total funding sources	\$ 160,000	Total expenditures	\$ 160,000

ATTACHMENT

1. Resolution 17-72

ATTACHMENT 1

RESOLUTION 17-72

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO APPROVING AN APPLICATION TO THE CALIFORNIA STRATEGIC GROWTH COUNCIL FOR THE TRANSFORMATIVE CLIMATE COMMUNITIES PROGRAM FUNDS FOR THE 2035 CLIMATE ACTION PLAN UPDATE

WHEREAS, the Transformative Climate Communities Program was established by Assembly Bill (AB) 2722, to fund the development and implementation of neighborhood-level transformative climate community plans that include multiple, coordinated greenhouse gas emissions reduction projects that provide local economic, environmental, and health benefits to disadvantaged communities; and

WHEREAS, the California Strategic Growth Council has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the California Strategic Growth Council require a Resolution certifying the approval of application(s) by the Applicant's Governing Board before submission of said application(s) to the State; and

WHEREAS, the City of West Sacramento (Applicant), if selected, will enter into an agreement with the State of California to carry out the project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of West Sacramento hereby:

1. Approves the filing of an application for the 2035 Climate Action Plan Update Project.
2. Certifies that the City, as Applicant, understands the assurances and certification in the application.
3. Certifies that the City, as Applicant or title holder, will have sufficient funds to operate and maintain the project(s) consistent with the land tenure requirements; or will secure the resources to do so.
4. Certifies that it will comply with all provisions of Section 1771.5 of the California Labor Code.
5. Certifies, if applicable, that the project will comply with any laws and regulations including, but not limited to, the *California Environmental Quality Act* (CEQA), legal requirements for building codes, health and safety codes, disabled access laws, and, that prior to commencement of construction, all applicable permits will have been obtained.
6. Certifies that the City, as Applicant, will work towards the State Planning Priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety as included in Government Code Section 65041.1.
7. Appoints the City Manager, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

PASSED AND ADOPTED on this _____ day of _____, 2017 by the following vote.

AYES:

NOS:

ABSENT:

ABSTAIN:

Christopher L. Cabaldon, Mayor

ATTEST:

Kryss Rankin, City Clerk

MEETING DATE: November 1, 2017


ITEM # 7

SUBJECT:

**CONSIDERATION OF GRANT APPLICATION TO UNITED STATES ENVIRONMENTAL PROTECTION
AGENCY FOR BROWNFIELD ASSESSMENT GRANT FUNDING FOR
THE PIONEER BLUFFS/STONE LOCK PLANNING AREA**

INITIATED OR REQUESTED BY:

REPORT COORDINATED OR PREPARED BY:

 Council Staff Other

 Aaron Laurel, Economic Development & Housing Director
ATTACHMENT Yes No Information Direction Action**OBJECTIVE**

The objective of this report is to provide sufficient information for the City Council to authorize staff to submit a grant application to receive funding to conduct environmental site assessments and cleanup planning in the Pioneer Bluff/Stone Lock planning area.

RECOMMENDED ACTION

It is respectfully recommended that the City Council authorize the City Manager or his designee to submit a Brownfield Assessment Grant application for \$300,000 to the United States Environmental Protection Agency (EPA) for the Pioneer Bluff/Stone Lock planning area and, if the grant is awarded, to execute grant agreements and take any and all actions necessary to implement the requirements of the grant.

BACKGROUND

US EPA's Brownfield Assessment Grant Program is available to municipalities on an annual basis, awarding grants ranging from \$200,000-\$400,000 to conduct site assessments and develop cleanup plans related to brownfield sites. The City of West Sacramento has a successful track record of utilizing this program to create a community-wide brownfield inventory of over 500 properties and to support redevelopment in its riverfront areas through the completion of Phase I and II Environmental Site Assessments and cleanup plans. The City's previous experience with EPA grants includes Assessment Grants awarded in 2003, 2005, and 2008, as well as two cleanup grants awarded in 2007 and 2008. Assessments and cleanup plans funded with these grants have supported projects such as the Bridge District Infrastructure Project, the Washington Firehouse project, and redevelopment of the Grand Gateway Master Plan area.

ANALYSIS

Beginning in 2014 with the preparation and adoption of the Pioneer Bluff Transition Plan, the City has made significant progress towards the de-industrialization and redevelopment of the Pioneer Bluff and Stone Lock planning area. The Mike McGowan Bridge and Village Parkway Extension projects were completed, the former Cemex silos were demolished, the Port completed an acquisition agreement for the Shell tank farm, the rail use permit for ethanol delivery to the Buckeye tank farm was extinguished, property was acquired and design work was completed for the relocation of the City's corporation yard, traffic safety improvements were implemented along South River Road, the Port and City completed a technical study for the West Side Rail Relocation project, Clark Pacific relocated its industrial operations, and the City made progress on a Reuse Master Plan for the Pioneer Bluff and Stone Lock area which will be completed in the spring of 2018.

As de-industrialization progress continues and leads to site reuse, the City will need resources to support the redevelopment of former industrial properties to mixed-use development as envisioned by the City's initial and current General Plans. The availability of EPA Brownfield Assessment Grants is a good opportunity to pursue funding needed to assess the environmental condition of former and current industrial uses in Pioneer Bluff, including the City's former wastewater treatment plan, the corporation yard, the Stone Lock facility, and private properties with past and current uses that are indicators of potential environmental impacts.

Staff proposes to submit an application for Brownfield Assessment Grant funds in the amount of \$300,000 for community-wide assessment and cleanup planning, targeting the Pioneer Bluff/Stone Lock area. There is no match requirement for Brownfield Assessment Grants, but the City will leverage over \$2.3 million in previously committed City and State funding for de-industrialization and reuse planning efforts. These leveraged funds include \$2 million in City Community Investment Funds and \$377,561 in grant funds from the State of California's

Strategic Growth Council. Grant applications are due to EPA on November 16th. The City's grant application will request funding to complete Phase I and II Environmental Site Assessments and cleanup planning activities.

Environmental Recommendation

Not applicable

Commission Recommendation

Not applicable

Strategic Plan Integration

This item advanced 2016 Strategic Plan Policy Agenda Top Priority item, "Pioneer Bluff/Stone Lock De-Industrialization and Re-Use."

Alternatives

The primary alternatives to the recommended action are to not pursue the EPA Brownfield Assessment Grant entirely or direct staff to apply for funding for another portion of the city. Neither alternative is recommended because the grant funds are needed to assess environmental conditions of former and current industrial sites in Pioneer Bluff and Stone Lock, which is the City's highest priority area for de-industrialization and re-use planning.

Coordination and Review

This report was coordinated by the Economic Development and Housing Department.

Budget/Cost Impact

There is no budget impact associated with this item because EPA Brownfield Grants do not require a local match. However, the grant will leverage a significant amount of local and State funds committed to reuse planning in Pioneer Bluff and Stone Lock, including \$2 million of City Community Investment Funds and a \$377,561 planning grant from the State's Strategic Growth Council.

ATTACHMENT

None

MEETING DATE: November 1, 2017		ITEM # 8	
SUBJECT: CONSIDERATION AND AWARD OF CONTRACT TO PURCHASE AND INSTALL ELKHORN PARK PLAY EQUIPMENT			
INITIATED OR REQUESTED BY:		REPORT COORDINATED OR PREPARED BY:	
<input type="checkbox"/> Council <input checked="" type="checkbox"/> Staff		Traci Michel, Business Manager	
<input type="checkbox"/> Other			
		Cindy Tuttle, Director of Parks and Recreation	
ATTACHMENT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Information <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action			

OBJECTIVE

The objective of this report is to award the contract for the purchase and installation of new play equipment at Elkhorn Park in the amount of \$39,754.67.

RECOMMENDED ACTION

It is respectfully recommended that the City Council:

- 1) Find that the Elkhorn Park new play equipment installation is exempt from California Environmental Quality Act (CEQA) analysis under the Class 1-3 Categorical Exemptions, under Title 14 of the California Code of Regulations sections 15301-15303 and find that the Categorical Exemption determination represents the independent judgment of the City;
- 2) Authorize the Mayor to execute a contract with GameTime for \$39,754.67 for the purchase and installation of new play equipment at Elkhorn Park; and
- 3) Grant the City Manager, or his designee, the authority to issue Contract Change Orders up to 10 percent of the contract amount (\$3,975).

BACKGROUND

Elkhorn Park is a shared-use school/park site in the Bryte/Broderick neighborhood of West Sacramento. The 5-acre park is located adjacent to Elkhorn Village Elementary School and is owned by Washington Unified School District, but maintained by the City. The park is used by students during school days for free play, physical education, and team field sports and is available to the community after school and all day on weekends and during summer. The park's playground equipment is over 20 years old and the design provides very limited play opportunities. The structure is heavily oxidized and City staff has difficulty obtaining replacement parts to properly maintain safety. Recent storms damaged the only shade structure on site and seating is limited to a few picnic tables and benches. There are no recreation improvements on site for older children or adults.

The City of West Sacramento Parks and Recreation staff recently submitted two separate grant applications for improvements to Elkhorn Park, both of which were awarded and will help to create an innovated multi-cultural, intergenerational, family-oriented venue for the neighborhood to promote community health and play and increase usage by all ages during and after school, on weekends and throughout the summer.

ANALYSIS

On June 23, 2017, the Parks and Recreation Department submitted an application for a \$50,000 Disney and National Recreation and Parks Association (NRPA) Play Spaces Grant to replace the play structure at Elkhorn Park. The grant program supports innovative projects in disadvantaged communities that transform parks and improve access to play spaces for children and their families. In addition to a new play structure, proposed improvements for the grant included reconstructing the shade structure, adding picnic tables that also double as ping-pong/board game tables and path improvements to meet ADA requirements. Support letters were received by Yolo County Children's Alliance, Broderick/Bryte Community Action Network and Washington Unified School District. In July, the City was notified that it had been awarded \$40,000 in grant funding.

In August 2017, City staff proposed leveraging the \$40,000 received from Disney/NRPA as match funding for the California Parks and Recreation Society (CPRS) Healthy Play Grant opportunity in partnership with GameTime, a national play equipment company. The Healthy Play Grant offers reduced pricing for equipment

through GameTime that meets current trends in play structure and adult fitness design and management. The City coordinated with GameTime to select product lines which satisfied the research-based goals laid out by the Healthy Play Initiative. In September, the City was awarded an additional \$21,000 in grant funding from CPRS and GameTime to expand inclusive and naturalized play, and promote health and wellness for all ages at Elkhorn Park.

The City had already allocated funds for minor safety improvements to the park including replacing a damaged BBQ and materials needed for a new shade structure to be constructed by the Northern California Construction Training students. Additional amenities for all ages that are also proposed for Elkhorn Park, include reconstruction of the existing horse shoe pit, replacement of existing benches, and installation of adult fitness equipment to satisfy the grant program requirements.

The new play equipment will provide more developmentally appropriate and accessible recreation opportunities for children. Features will include play elements that promote fitness, including: balancing, brachiating, climbing, spinning, sliding and swinging. The other improvements will encourage the use of the park by all ages, including children and their family members.

The purchase of new play equipment to support a multi-cultural, intergenerational and family-oriented venue for the neighborhood includes the following:

- New play structure to accommodate ages 2-12 which will include add-on features to promote inclusive play and nature information;
- New swing set for ages 2+ that include Expression Swings which allow adults and children to swing together facing each other; and
- Adult fitness improvements located immediately adjacent to the children's play area, allowing parents, older friends and other family members to actively engage in fitness activities while watching their children. Adult fitness equipment includes: plyometric boxes of various heights, bi-level chin up and push up equipment and a balance plank station.

The new play equipment offers built-in shade canopies over certain components, but since the site is already heavily shaded with mature trees, no separate shade structure was proposed for the site. These improvements qualify Elkhorn Park to be recognized as a National Demonstration Site for best practices in three categories of the Healthy Play Initiative: Outdoor Adult Fitness Parks, Inclusive Playground Design and Nature Grounds.

Due to the nature of the grants received, the play equipment is required to be ordered through GameTime. Therefore, no additional bidding was completed for this project. For both grants, improvements must be completed by April 2018. The Construction Contract and examples of the new equipment are included as Attachments 1 and 2, respectively.

Environmental Determination

The Elkhorn Park equipment replacement is exempt from review under CEQA pursuant to CEQA Guidelines Sections 15301-15303 (Class 1-3). Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. Class 2 consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced. Class 3 consists of construction and location of limited numbers of new, small facilities or structures, installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. Staff prepared a Notice of Exemption, which is included as Attachment 3.

Commission Recommendation

The grant applications, grant awards and proposed play equipment improvements were presented to the City of West Sacramento Parks, Recreation & Intergenerational Commission at their June 6, 2017, and August 8, 2017, meetings. The Commission was supportive of the grant applications and implementing improvements if grant funding was received.

Strategic Plan Integration

This policy is intended to support the City's vision for "A Vibrant City Where You Can Live, Work, Learn and Play."

Alternatives

The Council's primary alternatives include:

1. Award the purchase and installation contract to GameTime for the amount of \$39,754.67, and related actions;
2. Reject the proposed actions or direct staff to alter the project; or
3. Defer or cancel the project.

Alternative 1 is the staff recommendation, as the City has successfully leveraged resources to secure grant funding to complete the project. The CPRS/GameTime grant requires that all play equipment be purchased by November 15, 2017. The Disney/NRPA and CPRS/GameTime grants both require that all grant-related park improvements be completed by April 2018.

Coordination and Review

This report has been coordinated with the City Manager's Office and Finance Department.

Budget/Cost Impact

The total cost of the project is estimated at \$39,754.67. This includes the discounted purchase and installation of new equipment, taxes and shipping. The staff costs associated with the management of this project shall be absorbed by the respective departments. Site preparation work was completed by City staff in partnership with Bayer Crop Science as part of their Community Service Day event held at Elkhorn Park on October 28, 2017.

ATTACHMENTS

1. Construction Contract
2. Example of Play Equipment Replacement
3. Notice of Exemption

CONSTRUCTION CONTRACT

THIS CONTRACT made on November 1, 2017 by and between the City of West Sacramento ("City"), and GameTime, hereinafter "Contractor". The City and Contractor may be collectively referred to as the "parties".

The parties have mutually covenanted and agreed as follows:

1. THE CONTRACT DOCUMENTS:

The complete Contract consists of the following documents ("Contract Documents"):

- Construction Contract
- Contractor's Proposal
- Addenda (If any)
- Payment Bond to Accompany Contract
- Performance Bond to Accompany Contract
- General Conditions
- Designation of Subcontractors
- Drawings and Specifications as specified in quote #135522, dated 10/3/17
- Change Orders
- City of West Sacramento Standard Specifications (Available to view at the following: <http://www.cityofwestsacramento.org/city/depts/comdev/engineering/specs/default.asp>)
- Contractor's Certification Regarding Workers' Compensation

2. THE WORK:

The Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor, transportation, and material necessary to perform and complete in a good and workmanlike manner, the **ELKHORN PARK PLAY EQUIPMENT REPLACEMENT** as called for, and in the manner designated in, and in strict conformity with, the Contract Documents. It is understood and agreed that the tools, equipment, apparatus, facilities, labor, transportation, and material shall be furnished and the work performed and completed as required in the Drawings and Specifications under the sole direction and control of the Contractor, and subject to inspection and approval of the City, or its representatives. The City hereby designates as its representative for the purpose of this Contract the following named person: Chris Surawski.

3. CONTRACT PRICE:

The City agrees to pay and the Contractor agrees to accept, in full payment for the work above agreed to be done, the sum of Thirty Nine Thousand and Seven Hundred Fifty Four Dollars and Sixty Seven cents (**\$39,754.67**) for the Project subject to additions and deductions as provided in the Contract Documents.

4. COMPLETION DATE:

The Project shall be commenced on the date specified in the Notice to Proceed. The total project will be completed within Sixty (60) working days, as defined in the General Conditions, after the date stated in the Notice to Proceed.

5. NOTICE AND SERVICE THEREOF:

Any notice from one party to the other under the Contract shall be in writing and shall be dated and signed by the party giving such notice or by a duly authorized representative of such party. Any such notice shall not be effective for any purpose whatsoever unless served in the following manner, namely:

(a) If the notice is given to the City, by personal delivery thereof to the Director of Parks and Recreation, or by depositing the same in the United States mail, enclosed in a sealed envelope, postage prepaid, and certified; addressed to the City at:

City of West Sacramento
Cindy Tuttle, Director of Parks and Recreation
1110 West Capitol Avenue, 1st Floor
West Sacramento, CA 95691

(b) If the notice is given to the Contractor, by personal delivery thereof to said Contractor or to its duly authorized representative at the site of the project, or by depositing the same in the United States mail, enclosed in a sealed envelope, postage prepaid, and certified; addressed to the Contractor at:

Business: GameTime, C/O MRC
Attention: Donald King
Street Address: PO Box 106
City, State, Zip Code: Spring Lake, NJ 07762

(c) If the notice is given to the surety or any other person, by personal delivery to such surety or other person, or by depositing the same in the United States mail, enclosed in a sealed envelope, addressed to such surety or other person, as the case may be, at the address of such surety or person last communicated by it to the party giving the notice, postage prepaid and certified.

6. LIQUIDATED DAMAGES:

Liquidated damages as provided for in the General Conditions of the Contract shall be in the sum of One Thousand Dollars (\$1,000.00) for each and every day as defined therein for each different scope of work as defined by the Base Bid and each change order except as otherwise specified in the General Conditions.

7. PREVAILING WAGE:

Copies of the prevailing rate of per diem wages as determined by the Director of the Department of Industrial Relations in accordance with Labor Code section 1773 are on file at the City, and copies are available for inspection at that office to any interested party on request. Bidders shall be responsible for verifying with the Director of the Department of Industrial Relations that all such

copies of the prevailing rate provided by the City are current and accurate. The requirement to pay the wage rate so specified is further detailed in the General Conditions.

8. CONTRACTOR REGISTRATION:

By the execution of this Contract, Contractor hereby certifies that it is registered with the California Department of Industrial Relations as required pursuant to Labor Code section 1725.5 (contractor registration).

9. DISPENSATION WITH BIDDING

This project is entirely funded with grant funds which require the procurement of the playground equipment from Contractor. For this reason, the City Council has determined that competitive bidding would not further the public interest as it would thwart the delivery of the project. Since competitive bidding would not lead to any advantage for the City, it has been dispensed with for this project.

IN WITNESS WHEREOF, four (4) identical counterparts of this Contract, each of which shall for all purposes be deemed an original, have been duly executed by the above-named parties, on the date noted on the first page of this Contract.

Date

Contractor

Date

Christopher L. Cabaldon, Mayor
City of West Sacramento

Approved as to form:

Jeffrey Mitchell, City Attorney

Attest:

Kryss Rankin, City Clerk



Elkhorn Park - West Sacramento, CA
Play Area - View A





Elkhorn Park - West Sacramento, CA
Play Area - View B



play.site.sport.
800.922.0070 / www.mrcrc.com



Elkhorn Park - West Sacramento, CA
Fitness Area - View A



Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: Yolo

625 Court Street Room B01

Woodland, CA

From: (Public Agency): City of West Sacramento
1110 West Capitol Avenue
West Sacramento, CA 95691

(Address)

Project Title: Elkhorn Park Play Equipment Replacement

Project Applicant: City of West Sacramento

Project Location - Specific:

Elkhorn Park, 820 Cummins Way, West Sacramento, CA 95605 (APN 014-630-012-000)

Project Location - City: West Sacramento Project Location - County: Yolo

Description of Nature, Purpose and Beneficiaries of Project:

Remove and replace existing play equipment.

Name of Public Agency Approving Project: City of West Sacramento

Name of Person or Agency Carrying Out Project: Christopher A. Surawski

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Class 1-3, Sections 15301 - 15303
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

The Project is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines 15301-15303 (Class 1-3), which consist of: the operation, repair and maintenance or minor alteration of existing public/private structures; replacement or reconstruction of existing structures and facilities in the same location; and construction of limited numbers of new, small facilities or structures.

Lead Agency

Contact Person: Christopher A. Surawski Area Code/Telephone/Extension: (916) 617-4717

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: 11/01/2017 Title: Senior Project Manager

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

MEETING DATE: November 1, 2017

ITEM # 9

SUBJECT:**2017 THIRD QUARTER REPORT ON 21ST CENTURY POLICING****INITIATED OR REQUESTED BY:** Council Staff Other**REPORT COORDINATED OR PREPARED BY:**

Dawna Rosner, Senior Administrative Analyst



Robert Strange, Deputy Chief of Police

ATTACHMENT Yes No Information Direction Action**OBJECTIVE**

The West Sacramento Police Department has been implementing policies and protocols, and has initiated additional programs and activities to fulfill new directives and recommendations that have been set forth through State and Federal initiatives. The purpose of this report is to provide a quarterly update and elicit City Council's input regarding the current and future direction of these efforts.

RECOMMENDED ACTION

It is respectfully recommended that City Council receive the 2017 Third Quarter Report on 21ST Century Policing, a City Council 2016 Strategic Plan high priority item, and provide appropriate feedback, if any.

BACKGROUND

On April 20, 2016, Department staff presented information regarding the President's Task Force on 21ST Century Policing and California Assembly Bill 953 (AB 953), known as the Racial and Identity Profiling Act of 2015 (RIPA). Per Council request, the Department has been providing quarterly reports on the City's crime data and the statistical data and analysis associated with 21ST Century Policing and RIPA requirements.

This report contains the currently accessible data that is expected to be required by RIPA and a snapshot of the current crime data for the third quarter (Q3) 2017 (see RIPA dashboard, attachment 2). The Department continues to pursue enhanced methods of data capture and analysis to produce the most comprehensive reporting possible given the technological and analytical challenges associated with this endeavor.

ANALYSIS

The U.S. Department of Justice's (DOJ) publication of the President's Task Force on 21ST Century Policing (May 2015) emphasizes the importance of building strong relationships between law enforcement and the communities they protect. The intent of this initiative is to promote transparency, accountability and community engagement in order to develop and maintain public trust. It endorses a series of measures, referred to as "pillars," which outline recommendations for law enforcement agency practices. The Department values its relationship with the public and recognizes that a healthy community-police relationship is a cornerstone of effective public safety services.

The following overview of Department efforts reflects and exemplifies the desire to align with and exceed many of the recommendations of the 21ST Century Policing report.

Pillar 1 - Building Trust and Legitimacy

Collecting and reporting the data associated with RIPA will help the department, City leadership and our community better assess the legitimacy of police activities. Although the State mandate demands that this information be reported to State DOJ, it is important that this information is available and actionable for the department. To that end, the Department has been working on methods to capture, analyze and display RIPA and other public contact data as a means to evaluate efficacy of policing efforts.

RIPA Compliance Status

On August 1ST, 2017, the RIPA Advisory Board drafted modifications to the proposed regulations and a sample template overviewing the data requirements was distributed. The Department is monitoring further recommendations from the RIPA Advisory Board before a finalized set of protocols is adopted. In the interim, the Department has continued moving forward with the development of a manual data capture methodology. A

public contact form has been created to capture additional data in the field, which will then be entered into the Department's electronic record management system. Staff will begin training on the use of the form and it is anticipated that this new process will be implemented in the next quarter. The Department is also exploring the utilization of newly purchased, grant funded ticket writer devices that may be able to accommodate the aforementioned data template.

Q3 RIPA Data

Analysis of available RIPA data (Attachment 2) is based on the difference in incidents for each category, rather than a percent change. With the volume of incident data per field being relatively low, displaying fluctuation by percentage can often lead to misconceptions about the relevance of the data figure.

The dashboard displays Arrests and Field Interviews broken down by the three police beats to display officer activity in a geographic manner. At this time, citations do not have a beat geography orientation and therefore cannot be displayed in the same manner. We are currently working with the software developer for our citation program to enable this capacity.

Overall RIPA data for Q3 indicates an increase of 8% in arrests and a decrease of 30% in field interviews.

Specific to Beat 1 arrests, the largest increase in racial demographics was for White, with an increase of 52 arrests from Q2. Corresponding with the overall decrease in field interviews, the largest drop in Field Interviews by racial demographics was for White, represented by a decrease of 68 field interviews compared to Q2. The 79% increase (33 arrests) for Black appears notable when comparing Q2 to Q3, however, when looking at the YTD 16/17, Black shows an 8% reduction.

Beat 2 had no significant change to any racial demographic category for either arrests or field interviews. The lack of change is partly attributable to decreases of 19% in arrests and 27% in field interviews, where the decrease was proportionally spread among each race.

Beat 3 experienced 15 more arrests in Q3 than in Q2. The largest categorical increase was for White, with an increase of 10 from Q2. Field Interviews decreased 18%; though there was a 4% increase for White.

Citywide, there was a 35% increase in citations, with the largest increase in racial demographics for White, with a difference of 312 from Q2. There was an even distribution among all other demographic categories.

Pillar 2 - Policy and Oversight

The Department is committed to proper oversight of its personnel and supports this through continuous policy review and by equipping supervisors with the guidance to effectively and appropriately guide those under their watch. These efforts are aided by our use of the Lexipol policy platform and enhanced through the scrutiny of the Commission on Accreditation for Law Enforcement Agencies (CALEA) assessment processes.

Accreditation (CALEA)

The Department completed the official on-site review July 16 through July 19 2017. During the visit an Assessment team, comprised of two CALEA Certified Assessors, spent three days at the Department reviewing our CALEA files as well as touring, auditing, and examining the Department. The Assessment Team conducted interviews of Command Staff members, Police Officers, and Civilian Staff as well as participated in a ride-along, a public call-in session, and a public hearing. The team reviewed Department policy and procedure to verify our compliance with 484 CALEA Standards. At the conclusion of the on-site visit, the CALEA Assessment Team completed a comprehensive report that was submitted to the CALEA Commission with the collective recommendations for accreditation. The Chief of Police, Deputy Chief of Police, and the CALEA Coordinator will travel Jacksonville Florida, November 15th-18th to attend a compliance hearing, anticipating an Award of Accreditation.

Policy

In addition to continual internal review of policy, the Department desired to increase the transparency of its operations. To that end, the entire Department policy manual was linked to the webpage in this past quarter. This will allow community members greater access and awareness of the policies and constraints that guide our public safety services.

Pillar 3 - Technology and Social Media

The Department continues to promote the use of social media for community outreach and connection. The Facebook, Twitter and Nextdoor platforms are used to share community events such as Coffee with a Cop, Community Meetings, and Snow Cones with a Cop; solicit community input and assistance through community surveys and missing persons posts, and share what is happening in the city and department. The community response has been overwhelmingly positive.

During Q3, the department received 241 concerns through the West Sacramento Connect Application. The issues ranged from homelessness and traffic to suggestions for conducting CPTED walks for industrial businesses. As the Department begins to focus on concerns related to public space blight, we plan to work with city staff to promote the use of the Connect application to identify and more quickly resolve blight concerns.

Pillar 4 - Community Policing and Crime Reduction

Community engagement with the Department through Community Policing strategies is proven to improve perceptions of public safety. The department provides many opportunities for non-enforcement interactions as a means to developing positive relationships and to obtain community input. Engagement with the youth of our community provides an opportunity to build trusting relationships that can become generational. These efforts address both short- and long-term goals of building and maintaining a positive standing with the varied communities we serve.

Youth Outreach

The Department hosted its first Police Youth Academy, where Cadets spent the month of July participating in Community Outreach events as well as participating in ride alongs with officers. Feedback from the Youth Academy was overwhelmingly positive, and plans are underway to expand the classroom portion to two weeks for the 2018 version. This expansion will be supported through a grant obtained through a coordinated effort with the Fire Department and program manager for the Kids Home Run. Additionally, the department piloted Snow Cones with a Cop, very similar to Coffee with a Cop, but geared towards youth.

Community Outreach

During Q3 the Department again hosted the Summer Night Lights (SNL) series. SNL 2017 consisted of five events, each with a sports theme. Visits by the Sacramento Kings, Sacramento Rivercats and Sacramento Republic highlighted these events. The series began with a fireworks demonstration by West Sacramento Fire Department and culminated with a trip to Raley Field to see a River Cats game.

On August 1, 2017, the West Sacramento Police Department, along with local partner agencies and City officials, visited 17 registered block parties for National Night Out. There were 34 participants from the West Sacramento Police Department to include sworn personnel, two Interns, four Volunteers in Policing and seven Youth Academy Cadets.

The Department also held a community meeting where attendees were offered information about crime data and mapping, homeless efforts, community outreach and the introduction of body cameras, while also getting the opportunity to ask questions and interact with Department staff.

Two "Coffee with a Cop" events were held in varying beats throughout the city. A new senior focused Coffee with a Cop event was hosted at the Senior Lounge at the West Sacramento Senior Center. The event was very well attended and is expected to be duplicated on a quarterly basis at senior living facilities throughout the city, incorporating senior crime prevention messaging in support of the City's Age Friendly Action Plan.

Homeless Outreach

Homeless outreach efforts in Q3 included three organized outreach events, 52 intake appointments with the Homeless Outreach Coordinator and Yolo County representatives, and eight hours per week of outreach in conjunction with Fourth and Hope staff. Fifteen motel vouchers were provided and 24 people were housed as a result of these efforts.

Compstat

Compstat is our term for the process by which we analyze the data associated with calls for service, enforcement and investigative outcomes, special and other anticipated events and other factors to effect data-driven or intelligence-driven resource deployments. These can be reactive deployments to clusters or trends

identified in data analysis, but they can also be proactive or preventative deployments. As the result of discussions in weekly department Compstat meetings, Compstat "Tasks" can be created whereby specific actions are requested by members of the department.

During Q3 there were 11 tasks assigned out of Compstat. These tasks focused on several areas within the city that were being targeted for vehicle burglaries, traffic enforcement during back to school week, and traffic and pedestrian enforcement along West Capitol Avenue.

A few outcomes related to the Compstat tasks are listed below:

- Bike Patrol officers were conducting patrol along West Capitol Avenue and the Sycamore Trail, conducting bicycle safety enforcement and homeless camp enforcement when a call was broadcast regarding a stabbing that had just occurred within the area. The officers responded to the scene and located the suspect. He was detained, identified by witnesses and subsequently arrested.
- During another routine patrol, Bike Patrol officers on West Capitol Avenue near the Sycamore Trail responded to a call of a subject fleeing the area on bicycle after being contacted in a vehicle that did not belong to him. The officers were able to locate the suspect and arrested him for possession of stolen property.
- Through the use of Compstat, a crime series was identified connecting stolen and recovered vehicles between West Sacramento and another regional jurisdiction. During the month of September, there were approximately seven vehicles identified as part of this series. Although two arrests were made of suspects occupying stolen vehicles, further analysis and investigation is being conducted to determine if there are additional subjects involved.

Year to date statistical comparison to 2016 indicates an 8% reduction in the overall Part I crime rate as compared to this same time last year. The most significant decrease has been in Violent Crime with a 23% decrease, followed by a 5% decrease in Property Crime. (See Crime at a Glance, Attachment 3)

Pillar 5 - Training and Education

Training opportunities promote career development and ensure that job-specific perishable skillsets are not lost. In Q3, the Department sent personnel to 28 outside training courses involving topics such as:

- Motorcycle Safety/ Enforcement
- Defensive Tactics
- Wiretapping
- Computer Forensics
- Counter Ambush Training
- Media Relations
- Indoor Marijuana Grows
- High Angle Sniper Course
- Interview and Interrogation
- Basic Traffic Investigations
- Drug Recognition Evaluation

The Department continued "in-house" Advanced Officer Training (AOT). Topics for AOT included, but were not limited to: Tactical Communication, Mental Health, Racial/Cultural Diversity, Critical Incident Management, and Pursuit Driving. AOT is conducted to maintain compliance with California Peace Officer Standards and Training (POST) regulations and other State and Federal mandates. The Department also held First Aid/CPR recertification training, which was taught by members of the Yolo County Health and Human Services Agency and complies with California Code of Regulations Title 22.

During Q3 the department reviewed and enhanced its training program for new supervisory staff. This included updates to the supervisor resource manual and a restructuring of the formal training process and time frames.

Pillar 6 – Officer Wellness and Safety

In the wake of the response to the triple homicide of young children, the Department initiated Critical Incident Stress Debriefings. Through the use of the City's Employee Assistance Program, contracted doctors conducted these debriefings with all directly and indirectly involved Department staff. The availability of this resource for follow up assistance was emphasized throughout this event.

Commission Recommendation

NA

Strategic Plan Integration

These efforts support the City's vision of people feeling safe and secure and are consistent with the 2016 Strategic Plan goal related to 21st Century Policing.

Alternatives

The City Council may direct staff to pursue additional or alternative methods of meeting the requirements and recommendations outlined by the RIPA and recommendations contained in the President's Task Force on 21st Century Policing.

Coordination and Review

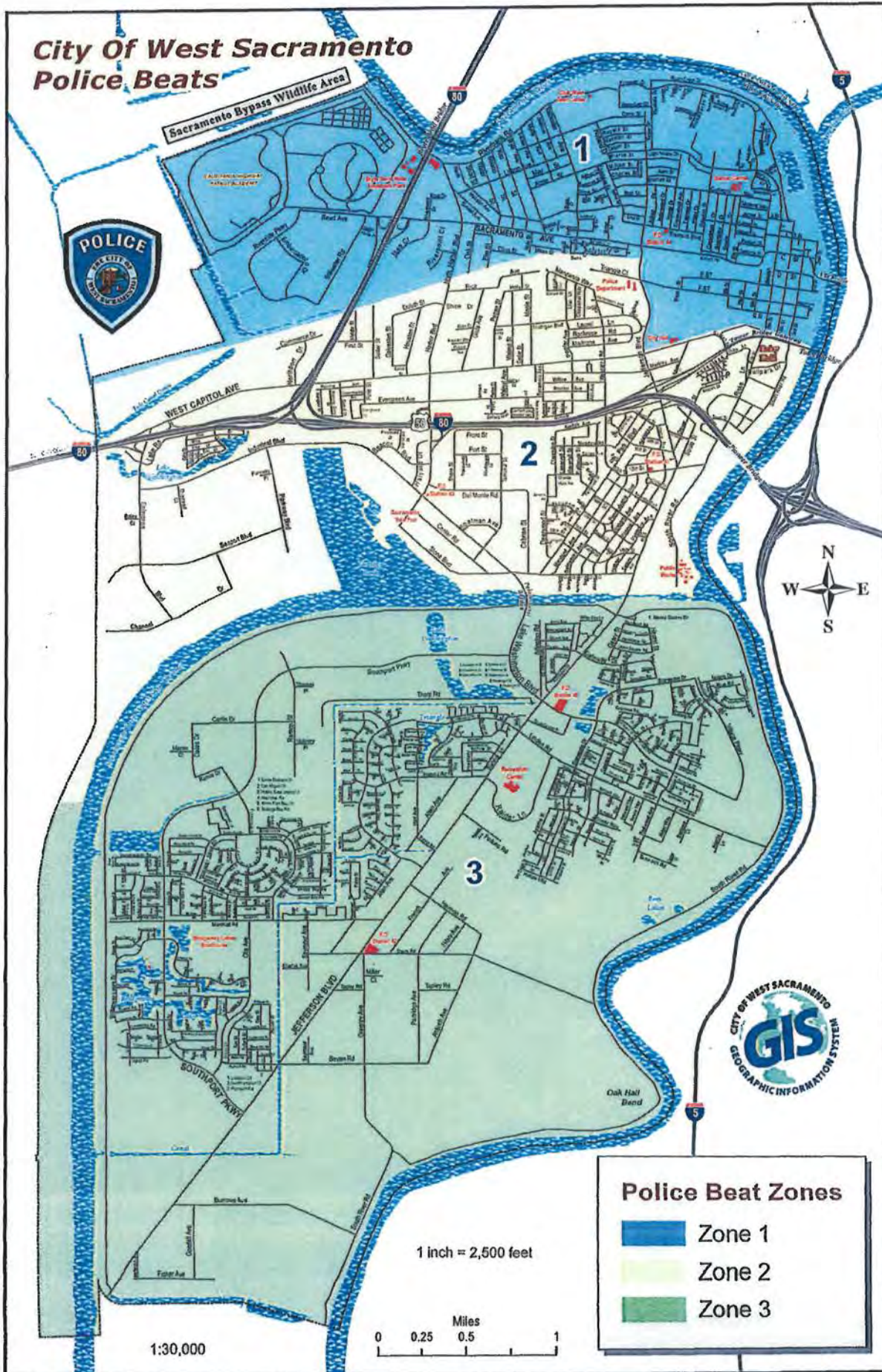
This report was prepared by Police Department staff.

Budget/Cost Impact

Because this is an information only item, there is no budget impact.

ATTACHMENT

1. Police Beat Map
2. RIPA Dashboard
3. Crime at a Glance



QTR 1 = Jan 1 - Mar 31
 QTR 2 = Apr 1 - Jun 30
 QTR 3 = Jul 1 - Sep 30



RIPA DASHBOARD

WEST SACRAMENTO POLICE DEPARTMENT
 2017 - SECOND QUARTER REPORT



		QTR 1	QTR 2	% CHANGE	QTR 2	QTR 3	% CHANGE	YTD 2015	YTD 2016	% CHANGE	YTD 2016	YTD 2017	% CHANGE	2016 TOTALS
BEAT 1														
ARRESTS BY RACE														
American Indian	0	1	100%		1	0	-100%	9	4	-56%	4	1	-75%	4
Asian	2	4	100%		4	3	-25%	11	10	-9%	10	8	-20%	11
Black	38	42	11%		42	75	79%	190	153	-19%	153	141	-8%	203
Hispanic	47	71	51%		71	84	18%	267	185	-31%	185	186	1%	254
Other	7	6	-14%		6	5	-17%	32	22	-31%	22	18	-18%	36
Pacific Islander	2	0	-100%		0	0	0%	1	1	0%	1	2	100%	1
White	95	84	-12%		84	136	62%	450	329	-27%	329	308	-6%	436
Total	191	208	9%		208	303	46%	960	704	-27%	704	664	-6%	945
ARRESTS BY GENDER														
Male	151	144	-5%		144	222	54%	632	482	-24%	482	493	2%	652
Female	40	64	60%		64	74	16%	328	222	-32%	222	171	-23%	293
Total	191	208	9%		208	296	42%	960	704	-27%	704	664	-6%	945
FIELD INTERVIEWS BY RACE														
American Indian	0	2	200%		2	1	-50%	8	3	-63%	3	3	0%	3
Asian	3	2	-33%		2	1	-50%	5	6	20%	6	6	0%	7
Black	32	59	84%		59	38	-36%	63	98	56%	98	129	32%	116
Hispanic	50	87	74%		87	59	-32%	200	171	-15%	171	196	15%	204
Other	2	7	250%		7	7	0%	9	12	33%	12	16	33%	13
Pacific Islander	0	0	0%		0	0	0%	2	1	-50%	1	0	-100%	1
White	103	173	68%		173	105	-39%	302	410	36%	410	381	-7%	482
Total	190	330	74%		330	211	-36%	589	701	19%	701	731	4%	826
FIELD INTERVIEWS BY GENDER														
Male	137	249	82%		249	156	-37%	460	511	11%	511	545	7%	607
Female	52	82	58%		82	55	-33%	135	191	41%	191	189	-1%	220
Total	189	331	75%		331	211	-36%	595	702	18%	702	734	5%	827

BEAT 2														
		QTR 1	QTR 2	% CHANGE	QTR 2	QTR 3	% CHANGE	YTD 2015	YTD 2016	% CHANGE	YTD 2016	YTD 2017	% CHANGE	2016 TOTALS
ARRESTS BY RACE														
American Indian	4	6	50%	6	3	-50%	10	0	-100%	0	12	1200%	0	0
Asian	4	1	-75%	1	6	500%	12	3	-75%	3	10	233%	4	4
Black	70	79	13%	79	62	-22%	209	171	-18%	171	203	19%	231	231
Hispanic	77	82	6%	82	69	-16%	189	203	7%	203	211	4%	284	284
Other	6	5	-17%	5	6	20%	17	20	18%	20	17	-15%	25	25
Pacific Islander	0	1	100%	1	2	100%	4	0	-100%	0	1	100%	1	1
White	144	155	8%	155	120	-23%	443	370	-16%	370	412	11%	492	492
Total	305	329	8%	329	268	-19%	884	767	-13%	767	866	13%	1037	1037
ARRESTS BY GENDER														
Male	223	251	13%	251	200	-20%	624	580	-7%	580	650	12%	767	767
Female	82	78	-5%	78	65	-17%	260	187	-28%	187	216	16%	270	270
Total	305	329	8%	329	265	-19%	884	767	-13%	767	866	13%	1037	1037
FIELD INTERVIEWS BY RACE														
American Indian	1	3	200%	3	2	-33%	7	11	57%	11	6	-45%	11	11
Asian	3	4	33%	4	5	25%	10	17	70%	17	12	-29%	21	21
Black	78	119	53%	119	68	-43%	246	316	28%	316	265	-16%	376	376
Hispanic	83	82	-1%	82	59	-28%	290	354	22%	354	224	-37%	394	394
Other	3	8	167%	8	6	-25%	20	18	-10%	18	17	-6%	20	20
Pacific Islander	0	0	0%	0	0	0%	2	0	-100%	0	0	0%	0	0
White	235	230	-2%	230	186	-19%	774	763	-1%	763	651	-15%	876	876
Total	403	446	11%	446	326	-27%	1349	1479	10%	1479	1175	-21%	1698	1698
FIELD INTERVIEWS BY GENDER														
Male	290	332	14%	332	241	-27%	973	1058	9%	1058	864	-18%	1208	1208
Female	112	114	2%	114	87	-24%	398	430	8%	430	315	-27%	499	499
Total	402	446	11%	446	328	-26%	1371	1488	9%	1488	1179	-21%	1707	1707

		QTR 1	QTR 2	% CHANGE	QTR 2	QTR 3	% CHANGE	YTD 2015	YTD 2016	% CHANGE	YTD 2016	% CHANGE	2016 TOTALS
BEAT 3													
ARRESTS BY RACE													
American Indian	0	0	0%	0	1	100%	0	0	0	0%	0	0	0
Asian	0	4	400%	4	1	-75%	6	2	2	-67%	2	5	150%
Black	6	11	83%	11	14	27%	13	17	17	31%	17	27	59%
Hispanic	10	14	40%	14	18	29%	23	23	23	0%	23	35	52%
Other	3	1	-67%	1	1	0%	1	4	4	300%	4	5	25%
Pacific Islander	1	0	-100%	0	0	0%	0	1	1	100%	1	1	0%
White	36	30	-17%	30	40	33%	58	64	64	10%	64	100	56%
Total	56	60	7%	60	75	25%	101	111	111	10%	111	173	56%
ARRESTS BY GENDER													
Male	46	36	-22%	36	51	42%	75	92	92	23%	92	121	32%
Female	10	24	140%	24	24	0%	26	19	19	-27%	19	52	174%
Total	56	60	7%	60	75	25%	101	111	111	10%	111	173	56%
FIELD INTERVIEWS BY RACE													
American Indian	0	0	0%	0	0	0%	0	3	3	300%	3	0	-100%
Asian	0	2	200%	2	0	-100%	5	11	11	120%	11	2	-82%
Black	6	16	167%	16	6	-63%	28	36	36	29%	36	28	-22%
Hispanic	5	12	140%	12	10	-17%	35	51	51	46%	51	27	-47%
Other	1	2	100%	2	0	-100%	8	16	16	100%	16	3	-81%
Pacific Islander	0	0	0%	0	0	0%	1	0	0	-100%	0	0	0%
White	23	34	48%	34	38	12%	114	160	160	40%	160	95	-41%
Total	35	66	89%	66	54	-18%	191	277	277	45%	277	155	-44%
FIELD INTERVIEWS BY GENDER													
Male	28	49	75%	49	41	-16%	144	198	198	38%	198	118	-40%
Female	7	17	143%	17	13	-24%	49	82	82	67%	82	37	-55%
Total	35	66	89%	66	54	-18%	193	280	280	45%	280	155	-45%

	QTR 1	QTR 2	% CHANGE	QTR 2	QTR 3	% CHANGE	YTD 2015	YTD 2016	% CHANGE	YTD 2016	YTD 2017	% CHANGE	2016 TOTALS
CITATIONS													
CITATIONS BY RACE													
American Indian	0	3	300%	3	5	67%	15	11	-27%	11	8	-27%	13
Asian	44	39	-11%	39	68	74%	178	140	-21%	140	151	8%	176
Black	94	121	29%	121	190	57%	523	468	-11%	468	405	-13%	556
Hispanic	203	254	25%	254	297	17%	1011	976	-3%	976	755	-23%	1167
Other	40	55	38%	55	92	67%	297	255	-14%	255	187	-27%	617
Pacific Islander	1	0	-100%	0	0	0%	2	0	-100%	0	1	100%	0
White	341	412	21%	412	544	32%	1932	1672	-13%	1672	1300	-22%	1962
Total	723	884	22%	884	1196	35%	3958	3522	-11%	3522	2807	-20%	4491
CITATIONS BY GENDER													
Male	539	637	18%	637	822	29%	2917	2569	-12%	2569	2002	-22%	3045
Female	265	309	17%	309	437	41%	1488	1357	-9%	1357	1011	-25%	1598
Total	804	946	18%	946	1259	33%	4405	3926	-11%	3926	3013	-23%	4643

Total Part I Averages



	YTD 2016	YTD 2017	% Change
Violent Crime	173	133	-23%
Property Crime	902	858	-5%
Total Part I	1075	991	-8%

CRIME AT A GLANCE



CITY OF WEST SACRAMENTO

MEETING DATE: November 1, 2017

ITEM # 10

SUBJECT:


CONSIDERATION OF APPROVAL OF PLANS AND SPECIFICATIONS AND CONTRACT AWARD TO R. J GORDON CONSTRUCTION FOR THE LINDEN LOOP 3 WATER METER RETROFIT PROJECT

INITIATED OR REQUESTED BY:

Council Staff
 Other

REPORT COORDINATED OR PREPARED BY:

Vin Cay, Supervising Civil Engineer
Mauricio Meza-Pedraza, Junior Engineer


Denix Anbiah, Director of Public Works Department

ATTACHMENT Yes No Information Direction Action

OBJECTIVE

The objective of this report is to approve plans, specifications and award a construction contract for the Linden Loop 3 Water Meter Retrofit Project to R. J Gordon Construction.

RECOMMENDED ACTION

It is respectfully recommended that the City Council:

- 1) Find that the Linden Loop 3 Water Meter Retrofit Project is exempt from CEQA analysis under the Class 1 and Class 2 Categorical Exemptions, pursuant to California Code of Regulations, Title 14, Division 6, Chapter 3, Section 15301 and 15302 and direct staff to file a Notice of Exemption;
- 2) Approve the Plans and Specifications for the Linden Loop 3 Water Meter Retrofit Project;
- 3) Award a construction contract to the lowest responsive, responsible bidder, R. J Gordon Construction, in the amount of \$978,560.00; and
- 4) Grant the City Manager or his designee the authority to issue Contract Change Orders up to 10% (\$98,000) and issue Monthly Progress Payments to the Contractor.

BACKGROUND

The City has been working toward completion of the Water Meter Implementation Program and installing meters on an annual basis since 2008. The City has over 13,000 residential services and is approximately 89% metered. Additionally, approximately 1,220 meters that were placed several years ago have analog recording capabilities and need to be retrofitted with the fixed-base system requirements to include a radio read transceiver (MXUs) and register. All commercial and industrial users as well as apartment buildings are metered and billed according to the amount of water they use. Most residential properties within the City are billed on a flat rate.

In May 2005, the City completed and adopted a Water Master Plan. The master plan identified a residential meter installation schedule to install water meters City wide. According to the Master Plan, over 10,000 meter installations needed to be completed as part of the meter installation program. The financial element of the Water Master Plan included funding for water meter implementation. The 2015 Master Plan draft recommends continuing installing meters at residents that do not have them and replace meters that are beyond their lifecycle on an annual basis, as well as recommending upgrades to the current fixed base system components.

In March 2007, the City Council approved the Water Meter Implementation Program. The Water Meter Implementation Program consists of five major components: Public outreach, Meter installation schedule, Meter water rate structure for residential customers, Meter transition strategy, and Meter reading and utility billing. All aspects of the program have been progressing. The City has installed meters systematically every year from the northern portion of the City working toward the southern portion except in 2011 and 2012 when meter projects were delayed due to budgetary constraints and staffing during the economic downturn.

Since the inception of the meter program, over 7,000 meters have been installed in conjunction with the replacement of water mains and services identified within the Water Master Plan. Also, MXUs have been placed on the meters; however, not until 2010 have they been capable of monitoring and transmitting remotely

the water usage to City Hall. The older MXUs require a maintenance person to directly read the water usage at each residence (505 series). The vehicle drive around type (520R) are considered remote reads but are only able to read up to three to four blocks away, as the maintenance person drives the neighborhoods. These older types of MXUs require the collected data to be physically taken to City Hall to be downloaded. The current program standard MXU is the 520M which can transmit water usage information to City Hall instantaneously (if needed) for staff to provide to the resident or to assess leaks remotely.

The City has made significant progress in implementing its meter installation program by consolidating several projects. As a result, only one more residential meter retrofit project remains outstanding and it is scheduled to be completed in 2018. In addition, staff has identified required services on meters that are outdated, obsolete, or have expired life cycles. Table 1 shows the current status of residential meter installation and City's ability to remotely record volumetric consumption as a percentage.

Table 1: Residential Water Services and Meters

	Residential Services	% of Residential Services with Meters	% of Residential Meters that can be Read Remotely (520 Series)
Current Status	13,480	89	84
Post Project Estimate	13,480	93	90

Since start of the meter program, an existing resident has had the option to convert from flat rate to volumetric rate voluntarily. Also, a residential water service is switched from flat rate to volumetric rate when a home changes ownership through escrow and the sale of the property.

ANALYSIS

The Linden Loop 3 Water Meter Retrofit Project is consistent with the Water Meter Implementation Program approved by Council in March 2007 and the five major categories outlined.

This project is intended to install new meters in the Linden Loop 3 (area X & XI; attachment 2) and upgrade/retrofit MXUs and registers in the Northeast Village and Southwest Village neighborhoods (Southport area). The project has a combination of objectives for the meter program: 1) install approximately 209 new meters with MXUs, registers, and box lids where an existing meter box exists but a meter was not installed previously, 2) remove and install about 328 new meters and MXUs in residential locations where the existing meters have expired life cycle or malfunction, and 3) place or replace approximately 722 MXUs and digital registers at residential locations that either didn't have an MXU or the MXU was obsolete and could not communicate the water consumption directly to City Hall. Replacement of these MXUs and meters will help in the conversion process identified in the Master Plan.

The project was advertised per Public Contract Code Section 10140-10141. Staff advertised with the Contractors Exchange, the City web site, the Chamber, and the local newspaper, the News Ledger.

Sealed Bids were received and opened on October 11, 2017. The City received six (6) bids and the results follow:

<u>Rank</u>	<u>Contractor</u>	<u>Bid Amount</u>
1	R.J Gordon Construction, Inc.	\$978,560.00
2	McGuire and Hester	\$1,036,365.00
3	Swierstok Enterprise Inc	\$1,164,155.00
4	Lister Construction, Inc	\$1,257,190.00
5	Teichert Construction	\$1,299,250.00
6	Caggiano General Engineering, Inc	\$1,309,032.22

- Engineer's Estimate \$1,200,000

The Public Works Department has reviewed the bids and has determined that the lowest responsive, responsible bidder is R.J Gordon Construction, Inc. The consistency in how the City has been implementing its water meter retrofit program encouraged competitive bids consistent with the Engineer's Estimate even in the current difficult construction environment. The Contractor's State License Board has confirmed that R.J Gordon Construction, Inc holds the proper license to legally perform the work under this contract and the license is current and is in good standing.

Environmental Determination

It has been determined that the appropriate level of environmental review for this project is a Categorical Exemption as identified under California Code of Regulations, Title 14, Division 6, Chapter 3, Section 15301 Class 1 (b) of the California Environmental Quality Act. This project is a rehabilitation and/or maintenance of the existing water facility involving no expansion of use beyond the existing. A Notice of Exemption has been filed with Yolo County for this project.

Commission Recommendation

N/A

Strategic Plan Integration

The construction of the Linden Loop 3 Water Meter Retrofit Project is consistent and a continuation of the Council adopted "West Sacramento Vision 2029 - Principles to Vibrant Neighborhood" by enhancing the following Principals: Quality Municipal Service, Quality City Infrastructure and Facilities, Inspire Community Improvements, Vibrant Neighborhoods, and Comfortable Life Style and Living.

Alternatives

1. Staff recommends that the City Council approve the Plans and Specifications and Award the construction contract to R. J Gordon Construction, Inc.
2. Council may elect not to proceed with the Linden Loop 3 Water Meter Installation Project at this time and reject all bids. This is not a recommended action because the City's Water Master Plan identifies the continual and systematic placement of meters throughout the City.
3. Council may choose to make adjustments or modifications to the project.

Coordination and Review

The Linden Loop 3 Water Meter Retrofit Project has been coordinated with the Finance Division of the Administrative Services Department and Community Development Department.

Budget/Cost Impact

The total costs of the project will be funded from the approved capital improvement budget in work order 25011, 25012 and 25013. Below is a summary of the project construction cost:

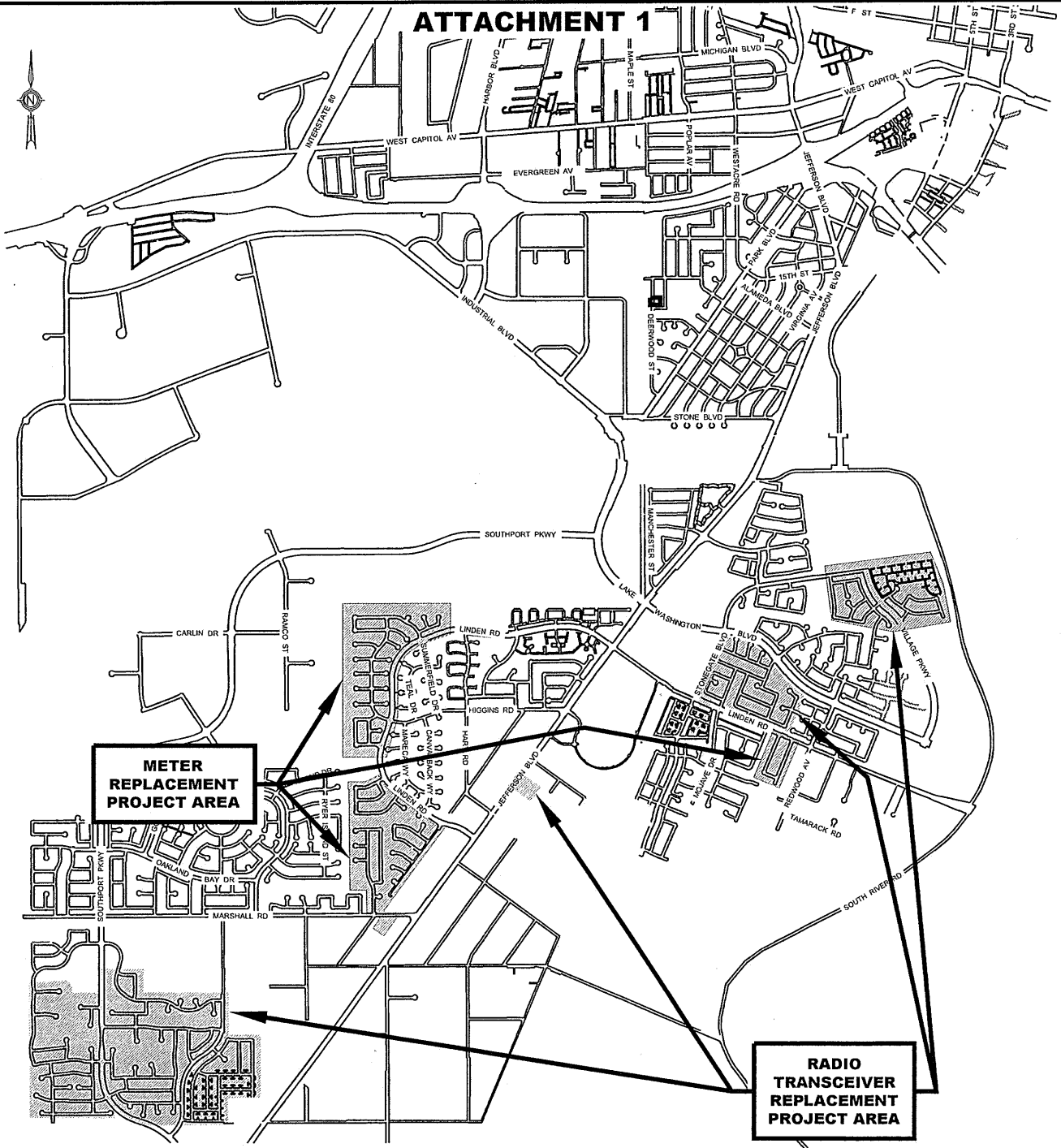
CONSTRUCTION COSTS

• Construction (R. J Gordon Construction, Inc.)	\$ 978,560
• Construction Contingency (10%)	\$98,000
• Construction Management and Inspection Services (10%)	\$98,000
<u>TOTAL</u>	\$1,174,560

ATTACHMENT(S)


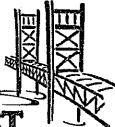
- 1) Project Vicinity Map
- 2) Water Meter Program Map
- 3) CEQA NOE
- 4) Construction Contract

ATTACHMENT 1



The shaded areas shown above represent the area of the homes that will receive new water meter bodies, registers and transceiver devices in accordance with the "Linden Loop 3 Water Meter Retrofit Project". This project will begin construction in late November 2017 and be completed by late January 2018.

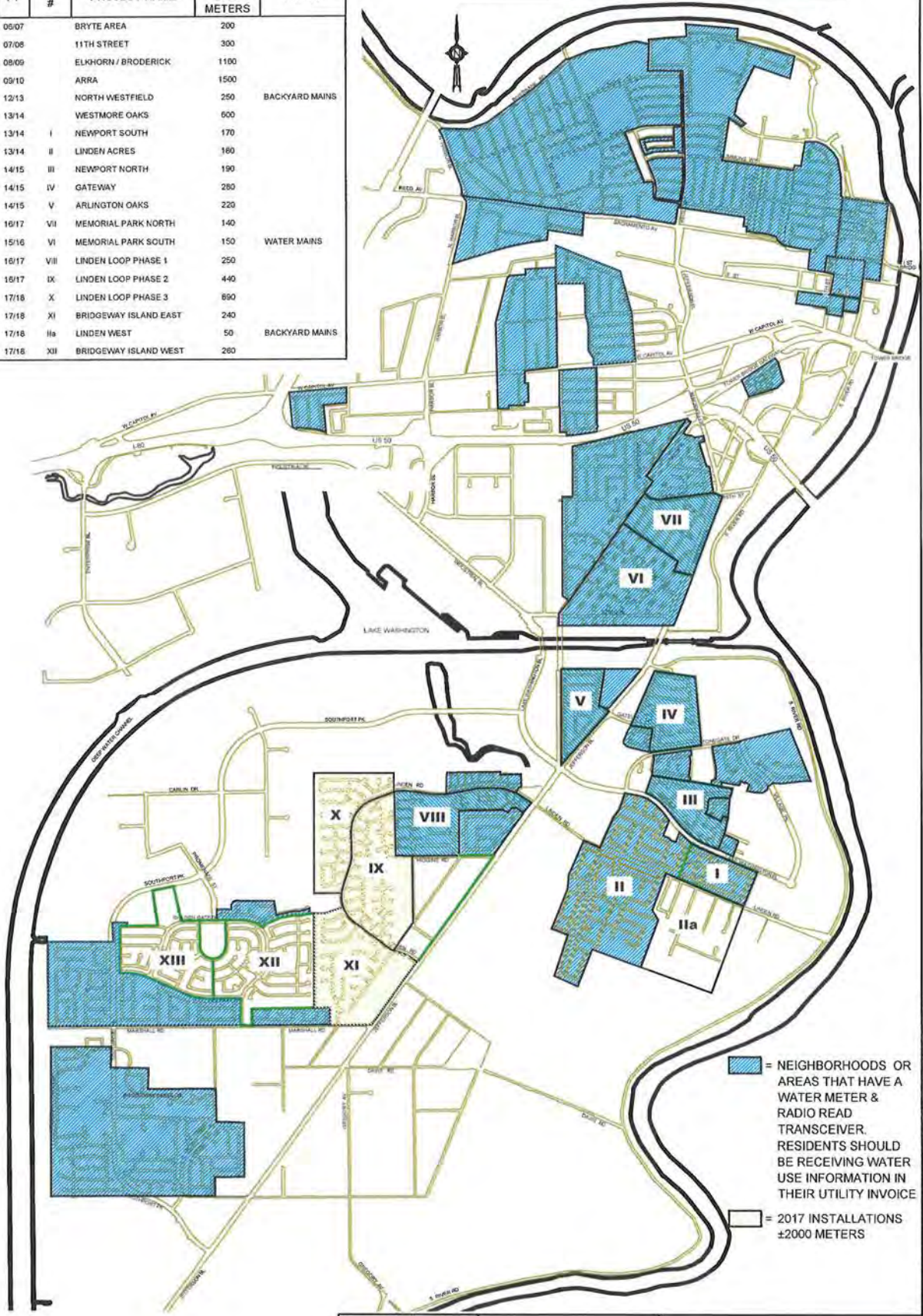
F:\CD Engineering & Inspections\CIP\25012 Water Meter Installation - Linden Loop Phase 3 (& 4)\Exhibits\vicinity map exhibit.dwg 10/12/2017 1:53 PM Ramirez, Manuel

DATE: 10/12/2017	 SCALE: N.T.S.	TITLE: <h2 style="text-align: center;">LINDEN LOOP 3 WATER METER RETROFIT PROJECT VICINITY MAP</h2>	 CITY OF WEST SACRAMENTO
DRAWN BY: M. RAMIREZ			
CHECKED BY: M. MEZA-PEDRAZA			

ATTACHMENT 2

WATER METER PROGRAM

2017					
YR.	FY	PROJ. #	PROJECT NAME	APPROX. # OF METERS	NOTES
06	09/07		BRYTE AREA	200	
07	07/06		11TH STREET	300	
09	09/09		ELKHORN / BRODERICK	1100	
10	09/10		ARRA	1500	
13	12/13		NORTH WESTFIELD	250	BACKYARD MAINS
14	13/14		WESTMORE OAKS	600	
14	13/14	I	NEWPORT SOUTH	170	
14	13/14	II	LINDEN ACRES	160	
15	14/15	III	NEWPORT NORTH	190	
15	14/15	IV	GATEWAY	280	
15	14/15	V	ARLINGTON OAKS	220	
17	16/17	VII	MEMORIAL PARK NORTH	140	
16	15/16	VI	MEMORIAL PARK SOUTH	150	WATER MAINS
17	16/17	VIII	LINDEN LOOP PHASE 1	250	
17	16/17	IX	LINDEN LOOP PHASE 2	440	
17	17/18	X	LINDEN LOOP PHASE 3	690	
18	17/18	XI	BRIDGEWAY ISLAND EAST	240	
18	17/18	IIa	LINDEN WEST	50	BACKYARD MAINS
18	17/18	XII	BRIDGEWAY ISLAND WEST	260	



= NEIGHBORHOODS OR AREAS THAT HAVE A WATER METER & RADIO READ TRANSCIVER. RESIDENTS SHOULD BE RECEIVING WATER USE INFORMATION IN THEIR UTILITY INVOICE

= 2017 INSTALLATIONS ±2000 METERS

DATE: 10/12/2017
SCALE: N/A
DRAWN BY: M. RAMIREZ
CHECKED BY: M. MEZA-PEDRAZA
W.O. #: 21001
SHEET 1 OF 1

TITLE:
CITY OF WEST SACRAMENTO WATER METER PROGRAM
PROJECT:
GENERAL MAP OF PROJECTED NEIGHBORHOODS TO COMPLETE

CITY OF WEST SACRAMENTO
 ENGINEERING DIVISION
 1110 W. CAPITOL AVE.
 WEST SACRAMENTO, CA 95691
 PHONE: (916)517-4645
 FAX: (916)371-0843
 EMAIL: WWW.CITYOFWESTSACRAMENTO.ORG



Notice of Exemption

To:

1400 Tenth Street, Room 121
Sacramento, CA 95814

From: (Public Agency) City of West Sacramento

1110 West Capitol Avenue, 1st Floor
(Address)
West Sacramento, CA 95691

County Clerk
County of Yolo
625 Court Street
Woodland, CA 95695



Project Linden Loop 3 Water Meter Retrofit Project

Project Location - Specific: This project is located in the Southport area and is bounded by Linden Rd and Jefferson Blvd to the east, Leslie Ln and Nancy Ln to the west, Summerfield Dr to the north and Marshall Rd to the south.

Project Location - West Sacramento Project Location - County: Yolo

Description of The project involves the placement and replacement of residential water meters (meters, boxes, lids, registers, mxu's) in these neighborhoods on existing residential water services. This project is an effort to adhere to AB 514 which requires cities to install and monitor water consumption on conveyance systems. This project is considered maintenance to the City of West Sacramento's water system.

Name of Public Agency Approving Project: City of West Sacramento

Name of Person or Agency Carrying Out Project: Department of Public Works – Engineering Division

Exempt Status: (check one)

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Sections 15301 Class 1(b) & 15302 Class 2(c)
- Statutory Exemptions. State code number: _____

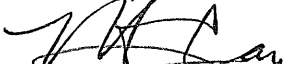
Reasons why project is exempt: Rehabilitation/maintenance of existing facilities involving negligible or no expansion of use beyond that previously existing. Repairs are also needed for public health and safety purposes and required by AB 514.

Lead Agency

Contact Person: Vin H. Cay Area Code/Telephone Extension: (916) 617-4669

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a notice of exemption been filed by the public agency approving the project? Yes No

Signature:  Date: 10/26/17 Title: Supervising Civil Engineer

- Signed by Lead Agency
 - Signed by Applicant
- Date received for filing at OPR: _____

ATTACHMENT 4

CONSTRUCTION CONTRACT

THIS CONTRACT made on November 1st, 2017 by and between the City of West Sacramento ("City"), and R. J Gordon Construction, Inc., hereinafter "Contractor". The City and Contractor may be collectively referred to as the "parties".

The parties have mutually covenanted and agreed as follows:

1. THE CONTRACT DOCUMENTS:

The complete Contract consists of the following documents ("Contract Documents") for the:

LINDEN LOOP 3 WATER METER RETROFIT PROJECT

Invitation to Bid
Accepted Bid (and all accompanying documents)
Addenda Nos. 1, as issued
Designation of Subcontractors
Construction Contract
Payment Bond to Accompany Contract
Performance Bond to Accompany Contract
General Conditions
Supplementary and Special Conditions (if any)
Drawings
Specifications
Change Orders
City of West Sacramento Standard Specifications
State of California Department of Transportation (Caltrans) Standard Specifications 2010
Contractor's Certification Regarding Workers' Compensation

2. THE WORK:

The work generally consists of furnishing and placing water meters, Smartpoint M2 Radio Transceivers (MXUs), registers, meter boxes, meter box lids and all related components necessary to complete the work as specified in the plans.

In addition, the work shall include the replacement of any pavement, concrete sidewalk, concrete curb and gutter, concrete driveway and concrete valley gutter, or public and private landscaping and irrigation removed or damaged as a consequence of the execution of this Contract, as well as traffic stripes, pavement markings, and all necessary traffic control.

The Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor, transportation, and material necessary to perform and complete in a good and workmanlike manner, for the "Project" as called for, and in the manner designated in, and in strict conformity with, the Contract Documents. It is understood and agreed that the tools, equipment, apparatus, facilities, labor, transportation, and material shall be furnished and the work performed and completed as required in the Drawings and Specifications under the sole direction and control of the Contractor, and subject to inspection and approval of the City, or its representatives. The City hereby designates as its representative for the purpose of this Contract the following named person: Vin Cay, Project Manager or designee.

3. CONTRACT PRICE:

The City agrees to pay and the Contractor agrees to accept, in full payment for the work above agreed to be done, the sum of Nine Hundred Seventy-Eight Thousand Five Hundred Sixty Dollars (\$978,560.00) for the Project subject to additions and deductions as provided in the Contract Documents.

4. COMPLETION DATE:

The Project shall be commenced on the date specified in the Notice to Proceed. The total project will be completed within Sixty (60) working days, as defined in the General Conditions, after the date stated in the Notice to Proceed.

5. NOTICE AND SERVICE THEREOF:

Any notice from one party to the other under the Contract shall be in writing and shall be dated and signed by the party giving such notice or by a duly authorized representative of such party. Any such notice shall not be effective for any purpose whatsoever unless served in the following manner, namely:

(a) If the notice is given to the City, by personal delivery thereof to the Director of Public Works, or by depositing the same in the United States mail, enclosed in a sealed envelope, postage prepaid, and certified; addressed to the City at:

City of West Sacramento
Denix Anbiah, Director of Public Works
1110 West Capitol Avenue, 1st Floor
West Sacramento, CA 95691

(b) If the notice is given to the Contractor, by personal delivery thereof to said Contractor or to its duly authorized representative at the site of the project, or by depositing the same in the United States mail, enclosed in a sealed envelope, postage prepaid, and certified; addressed to the Contractor at:

Business
Attention:
Street Address
City, State, Zip Code

(c) If the notice is given to the surety or any other person, by personal delivery to such surety or other person, or by depositing the same in the United States mail, enclosed in a sealed envelope, addressed to such surety or other person, as the case may be, at the address of such surety or person last communicated by it to the party giving the notice, postage prepaid and certified.

6. LIQUIDATED DAMAGES:

Liquidated damages as provided for in the General Conditions of the Contract shall be in the sum of One Thousand Dollars (\$1,000.00) for each and every day as defined therein for each

different scope of work as defined by the Base Bid and each change order except as otherwise specified in the General Conditions.

7. PREVAILING WAGE:

Copies of the prevailing rate of per diem wages as determined by the Director of the Department of Industrial Relations in accordance with Labor Code section 1773 are on file at the City, and copies are available for inspection at that office to any interested party on request. Bidders shall be responsible for verifying with the Director of the Department of Industrial Relations that all such copies of the prevailing rate provided by the City are current and accurate. The requirement to pay the wage rate so specified is further detailed in the General Conditions.

8. CONTRACTOR REGISTRATION

By the execution of this Contract, Contractor hereby certifies that it is registered with the California Department of Industrial Relations as required pursuant to Labor Code section 1725.5 (contractor registration).

IN WITNESS WHEREOF, four (4) identical counterparts of this Contract, each of which shall for all purposes be deemed an original, have been duly executed by the above-named parties, on the date noted on the first page of this Contract.

Date

Contractor

Date

Christopher L. Cabaldon, Mayor
City of West Sacramento

Approved as to form:

Jeffrey Mitchell, City Attorney

Attest:

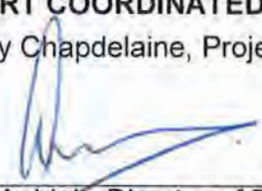
Kryss Rankin, City Clerk

MEETING DATE: November 1, 2017

ITEM # 11

SUBJECT:**CONSIDERATION AND AWARD OF CONTRACT FOR THE
KANeko SCULPTURE INSTALLATION AND SHADE STRUCTURE RELOCATION****INITIATED OR REQUESTED BY:** Council Staff Other**REPORT COORDINATED OR PREPARED BY:**

Jeremy Chapdelaine, Project Manager II


 Denix Anbiah, Director of Public Works

ATTACHMENT Yes No Information Direction Action
OBJECTIVE

The objective of this report is to award the contract for the Kaneko Sculpture Installation and Shade Structure Relocation to SAUREN Construction and Electric.

RECOMMENDED ACTION

Staff respectfully recommends that the City Council:

1. Find that the Kaneko Sculpture Installation and Shade Structure Relocation project is exempt from CEQA analysis under California Code of Regulations, Title 14, Chapter 3, Article 19, Sections 15301, 15303 and 15304 find that the Class 1 (Existing Facilities), Class 3 (New Construction or Conversion of Small Structures) and Class 4 (Minor Alterations to Land) Categorical Exemption determinations represents the independent judgment of the City; and
2. Award a contract to SAUREN Construction and Electric for the Kaneko Sculpture Installation and Shade Structure Relocation project in the amount of \$49,783.00.
3. Grant the City Manager, or his designee authority to issue contract change orders up to 15% of the contracted work amount (\$7,467) and to issue monthly progress payments to the contractor.

The recommended actions will award the construction contract to the lowest responsive, responsible bidder.

BACKGROUND

Garden Park was designed and constructed with a state Proposition 1C grant between 2012 and 2013. Garden Park was completed by the developer of the surrounding housing, Smart Growth Investors II, funds (SGI) under a reimbursement agreement with the City. SGI researched potential public art options and was enthused to find a sculpture series created by Jun Kaneko titled "Dangos" had become available for purchase. The Arts, Culture and Historic Preservation Commission praised the work at a hearing June 25, 2012 and recommended approval by the City Council.

Jun Kaneko is an internationally known artist who started his career in California's "Modern Ceramic Movement". He produced a series titled Dangos when he was an artist-in residence at the Mission Clay Products factory in Fremont, California. "Dangos" are Japanese dumplings made from rice flour, so the objects make a connection to the importance of agriculture, and specifically rice, to our region. The "Dangos" exterior surface consists of a high-fired ceramic glazing as an optimal outdoor public art finish that cannot be damaged by the effects of graffiti or its removal. The Bridge District Property Owners provided written support for the funding of the art from CFD 27 available proceeds and the acquisition was amended into the SGI Reimbursement Agreement.

The Dango's are intended to be installed to provide a visual connection or cue between Garden Park and the River Walk. The Garden Park Dango was installed in 2013; however, the companion Dango installation was deferred until the BARN construction was completed. After the completion of the BARN the City selected the landscape architecture firm Walker Macy to prepare the plans and specifications for installation of the River Walk Dango. During the development of the plans it was determined that the existing shade structure was in conflict with the proposed sculpture location. Multiple River Walk relocation sites for the existing shade structure were considered and the River Walk node at Ballpark Drive is the only site that has enough easement to accommodate the size of the shade structure.

ANALYSIS

Walker Macy has completed the plans and specifications for installation of the second Dango sculpture. Staff prepared the contract documents and publicly advertised the Kaneko Sculpture Installation and Shade Structure

Relocation project with the contractors' exchange, the City website, and the local newspaper, the News Ledger, between September 20, 2017 and October 18, 2017. The invitation to bid was also sent to the local Chamber of Commerce on September 20, 2017. Staff accepted questions until October 11, 2017. Two (2) sealed bids were received and opened September 7, 2017 and SAUREN Construction and Electric was the apparent low bidder. The following table represents the bids received.

<i>Firm</i>	<i>Bid</i>
SAUREN Construction and Electric	\$49,783.00
TPA Construction, Inc.	\$61,000.00

The low base bid of \$49,783.00 came in under the engineer's estimate of \$50,000. The projects Bid Schedule also included an Additive Alternate (Add. Alt.) to relocate the existing shade structure in conflict with the proposed sculpture location, to another location on the River Walk, unfortunately the price for that optional line item came in much higher than anticipated. The base bid includes removal and delivery of the existing shade structure to the City. Staff recommends bidding the shade structure relocation Add. Alt. as a separate project over the winter, with a proposed spring start date. After examining the Contractor's licenses, work experience, qualifications and proposal submitted in the complete bid, staff has determined that SAUREN Construction and Electric is the lowest-cost, responsive, responsible bidder. The Contractors State License Board has determined no contractor's license is required for the work described in the project scope and contract documents. On these bases, staff recommends awarding the construction contract to this firm. With approval to award, Staff would issue the notice to proceed to the contractor to start construction activities November 6, 2017.

Environmental Determination

Staff recommends Council find that Class 1, 3 and 4 Categorical Exemptions are the appropriate level of environmental review for the project. The California Environmental Quality Act Title 14, Chapter 3, Article 19 is the section that defines what projects or categories are allowed to be considered Categorically Exempt. Under Section 15301, Class 1, operations such as repair, maintenance, or minor alteration of existing public structures, facilities, or topographical features, involving negligible or no expansion of use beyond that existing footprint. Section 15303, Class 3 Categorical Exemptions provide for the construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. The Sculpture installation is a single small structure pursuant to the requirements of a Class 3 exemptions. Its dimensions are: 65" long x 9' high x 33" wide. The Section 15304, Class 4 exemption consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry or agricultural purposes. This installation is being constructed on a previously improved portion of the River Walk that does not have any vegetation and thus the project is exempt from CEQA analysis under the Class 4 Categorical Exemption. The project area has also been studied extensively in the Bridge District Specific Plan EIR and subsequent River Walk Trail Extension Mitigated Negative Declaration.

Commission Recommendation

Staff has presented and provided updates on this project to the Arts, Culture and Historic Preservation Commission.

Strategic Plan Integration

This project is consistent with Goal 3: ALIVE RIVERFRONT/DOWNTON, Objective #8 "Create sense of character through design, arts and architecture." of Council's current Strategic Plan.

Alternatives

City Council may decide to:

1. Approve the recommendations described in this report.
2. Reject the proposed actions or direct staff to alter the project. Changes or redesign at this stage will likely increase costs and delay construction.
3. Defer or cancel the project.

Alternative 1 is staff recommendation. Other recommendations may delay the project, and/or increase costs.

Coordination and Review

The Community Development Department, Public Works Department and the Finance Department have been coordinating on the permitting, budgeting, design, and review of the environmental documents for the project.

Budget/Cost Impact

The funding for this installation was originally approved in the Garden Park work authorization and this balance was transferred to Work order 10038 in Fiscal Year 2015/16 when the Garden Park project was closed out. The source of funding for this project is the Bridge District bond proceeds. A summary of the total estimated project cost is illustrated below.

Costs:	
Construction Costs	\$49,783.00
Permits, inspections and project management	\$9,957.00
Contingency (15%)	\$7,467.00
Total	\$67,207.00

ATTACHMENT(S)

1. Contract
2. Notice of Exemption
3. Location Map

CONSTRUCTION CONTRACT

THIS CONTRACT made on November 1, 2017 by and between the City of West Sacramento ("City"), and SAUREN Construction and Electric, hereinafter "Contractor". The City and Contractor may be collectively referred to as the "parties".

The parties have mutually covenanted and agreed as follows:

1. **THE CONTRACT DOCUMENTS:**

The complete Contract consists of the following documents ("Contract Documents"):

- Invitation to Bid
- Addenda No. 1, as issued
- Designation of Subcontractors
- Construction Contract
- Payment Bond to Accompany Contract
- Performance Bond to Accompany Contract
- General Conditions
- Supplementary and Special Conditions (if any)
- Drawings
- Specifications
- 2016 California Building Standards Code (California Code of Regulations, Title 24)
- Change Orders
- Contractor's Certification Regarding Workers' Compensation

2. **THE WORK:**

The Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor, transportation, and material necessary to perform and complete in a good and workmanlike manner, the **KANEKO SCULPTURE INSTALLATION AND SHADE STRUCTURE RELOCATION** "Project" as called for, and in the manner designated in, and in strict conformity with, the Contract Documents. It is understood and agreed that the tools, equipment, apparatus, facilities, labor, transportation, and material shall be furnished and the work performed and completed as required in the Drawings and Specifications under the sole direction and control of the Contractor, and subject to inspection and approval of the City, or its representatives. The City hereby designates as its representative for the purpose of this Contract the following named person: Jeremy Chapdelaine.

3. **CONTRACT PRICE:**

The City agrees to pay and the Contractor agrees to accept, in full payment for the work above agreed to be done, the sum of Forty-Nine Thousand, Seven Hundred Eighty-Three Dollars (\$49,783.00) for the Project subject to additions and deductions as provided in the Contract Documents.

4. **COMPLETION DATE:**

The Project shall be commenced on the date specified in the Notice to Proceed. The total project will be completed within Thirty (30) working days, as defined in the General Conditions, after the date stated in the Notice to Proceed.

5. **NOTICE AND SERVICE THEREOF:**

Any notice from one party to the other under the Contract shall be in writing and shall be dated and signed by the party giving such notice or by a duly authorized representative of such party.

Any such notice shall not be effective for any purpose whatsoever unless served in the following manner, namely:

(a) If the notice is given to the City, by personal delivery thereof to the Director of Public Works, or by depositing the same in the United States mail, enclosed in a sealed envelope, postage prepaid, and certified; addressed to the City at:

City of West Sacramento
Denix Anbiah, Director of Public Works
1110 West Capitol Avenue, 1st Floor
West Sacramento, CA 95691

(b) If the notice is given to the Contractor, by personal delivery thereof to said Contractor or to its duly authorized representative at the site of the project, or by depositing the same in the United States mail, enclosed in a sealed envelope, postage prepaid, and certified; addressed to the Contractor at:

SAUREN Construction and Electric
Attention: Steve Mays
PO box 582734
Elk Grove, CA 95758

(c) If the notice is given to the surety or any other person, by personal delivery to such surety or other person, or by depositing the same in the United States mail, enclosed in a sealed envelope, addressed to such surety or other person, as the case may be, at the address of such surety or person last communicated by it to the party giving the notice, postage prepaid and certified.

6. LIQUIDATED DAMAGES:

Liquidated damages as provided for in the General Conditions of the Contract shall be in the sum of One Thousand Dollars (\$1,000.00) for each and every day as defined therein for each different scope of work as defined by the Base Bid and each change order except as otherwise specified in the General Conditions.

7. PREVAILING WAGE:

Copies of the prevailing rate of per diem wages as determined by the Director of the Department of Industrial Relations in accordance with Labor Code section 1773 are on file at the City, and copies are available for inspection at that office to any interested party on request. Bidders shall be responsible for verifying with the Director of the Department of Industrial Relations that all such copies of the prevailing rate provided by the City are current and accurate. The requirement to pay the wage rate so specified is further detailed in the General Conditions.

8. CONTRACTOR REGISTRATION

By the execution of this Contract, Contractor hereby certifies that it is registered with the California Department of Industrial Relations as required pursuant to Labor Code section 1725.5 (contractor registration).

IN WITNESS WHEREOF, four (4) identical counterparts of this Contract, each of which shall for all purposes be deemed an original, have been duly executed by the above-named parties, on the date noted on the first page of this Contract.

Date

Contractor

Date

Christopher L. Cabaldon, Mayor
City of West Sacramento

Approved as to form:

Jeffrey Mitchell, City Attorney

Attest:

Kryss Rankin, City Clerk

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: Yolo
625 Court Street Room B01
Woodland, CA

From: (Public Agency): City of West Sacramento
1110 West Capitol Avenue
West Sacramento, CA 95691
(Address)

Project Title: Kaneko Sculpture Installation and Shade Structure Relocation

Project Applicant: City of West Sacramento

Project Location - Specific:
985 Riverfront St, West Sacramento, CA 95691

Project Location - City: West Sacramento Project Location - County: Yolo

Description of Nature, Purpose and Beneficiaries of Project:

The Kaneko Sculpture was intended to be installed to provide a visual connection or cue between Garden Park and the River Walk. The Garden Park Sculpture was installed in 2013; however, the companion Sculpture installation was deferred until the BARN construction and improvements were completed.

Name of Public Agency Approving Project: City of West Sacramento

Name of Person or Agency Carrying Out Project: Jeremy Chapdelaine

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
Declared Emergency (Sec. 21080(b)(3); 15269(a));
Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
[X] Categorical Exemption. State type and section number: Sections 15301, 15303 and 15304
Statutory Exemptions. State code number:

Reasons why project is exempt:

The Kaneko Sculpture Installation and Shade Structure Relocation project falls within Title 14, Chapter 3, Article 19. Sections 15301, 15303 and 15304 find that the Class 1 (Existing Facilities), Class 3 (New Construction or Conversion of Small Structures) and Class 4 (Minor Alterations to Land) exempt from CEQA analysis. This installation is being constructed within a previously improved portion/footprint of the River Walk.

Lead Agency
Contact Person: Jeremy Chapdelaine Area Code/Telephone/Extension: (916) 617-4766

If filed by applicant:

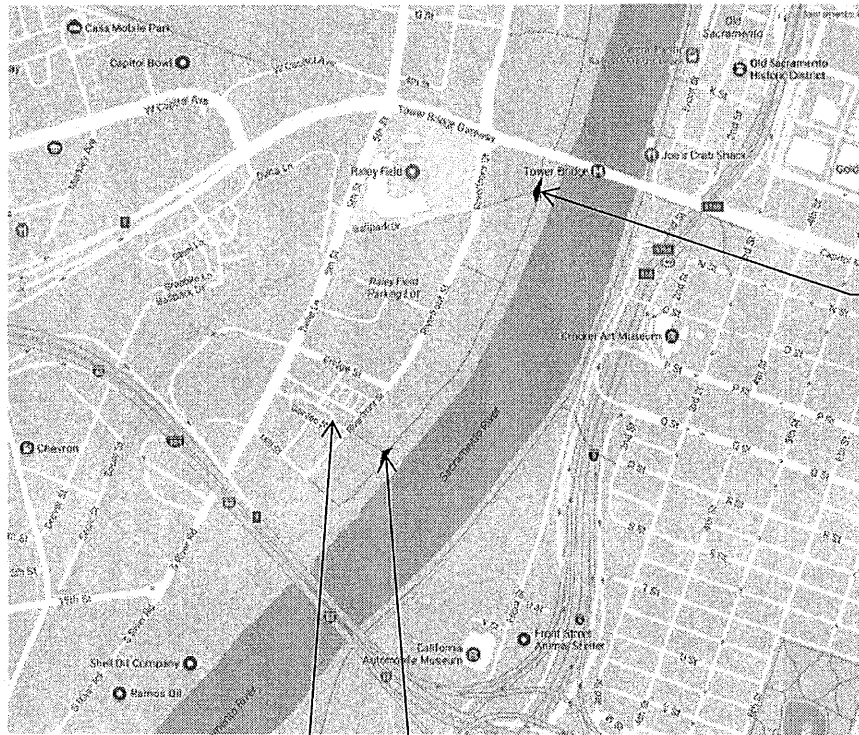
- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? [X] Yes [] No

Signature: Date: 11/2/2017 Title: Senior Project Manager

[X] Signed by Lead Agency [X] Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code. Date Received for filing at OPR:
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

KANEKO SCULPTURE INSTALLATION AND SHADE STRUCTURE RELOCATION



LOCATION OF 1ST DANGO

PROPOSED LOCATION OF 2ND DANGO

PROPOSED FUTURE SHADE STRUCTURE LOCATION

not to scale



MEETING DATE: November 1, 2017

ITEM # 12

SUBJECT:**CONSIDERATION OF APPROVAL OF YOLO LOCAL GOVERNMENT
ACCOUNTABILITY AND TRANSPARENCY PROGRAM****INITIATED OR REQUESTED BY:**

Council Staff
 Other

REPORT COORDINATED OR PREPARED BY:

Amanda Berlin, Assistant City Manager


 Martin Tuttle, City Manager

ATTACHMENT Yes No Information Direction Action

OBJECTIVE

The purpose of this report is to seek City Council approval of the Yolo Local Government Accountability and Transparency Program Statement requesting Yolo LAFCo conduct Municipal Service Reviews for selected types of Joint Powers Authorities/Agencies and implement a Web Transparency Scorecard process for Local Government Agencies.

RECOMMENDED ACTION

It is respectfully recommended that the City Council Adopt the Yolo Local Government Accountability and Transparency Program.

BACKGROUND

For several years, city and County leaders have explored consolidation of the numerous JPAs countywide under some "umbrella" oversight structure. This idea goes back to at least 1995, when city/county managers issued a white paper analyzing the benefits and costs of JPA consolidation. More recently, Yolo LAFCo was tasked with creating such a structure but efforts have resulted in limited success for various reasons. Therefore, at LAFCo's Shared Services Workshop on February 23, 2017, which included most of the city/county managers and at least one elected official from each city and Yolo County, the conversation shifted from consolidated governance to coordinated oversight.

The list of attendees included:

Dirk Brazil, City of Davis	Duane Chamberlain, Yolo County
Will Arnold, City of Davis	Jim Provenza, Yolo County
Babs Sandeen, City of West Sacramento	Matt Rexroad, Yolo County
Bill Biasi, City of Winters	Pat Blacklock, Yolo County
Howard Anderson, City of Winters	Olin Woods, LAFCo
Wade Cowan, City of Winters	Robert Ramming, LAFCo
Angel Barajas, City of Woodland	Eric May, LAFCo
Tom Stallard, City of Woodland	Christine Crawford, LAFCo
Paul Navazio, City of Woodland	Sarah Kirchgessner, LAFCo
Don Saylor, Yolo County	Terri Tuck, LAFCo

In order to achieve the shared goals of oversight, accountability, transparency, and shared services, the outcomes of the Shared Services Workshop included two new special projects for LAFCo:

- Conducting Municipal Service Reviews (MSRs) of selected types of JPAs (which occur once every five years on a schedule adopted by the Commission); and
- Completing a Web Transparency Scorecard for the County, cities, JPAs and special districts (modeled after one completed by the Marin County Grand Jury in 2015/16).

ANALYSIS

MSRs of Selected Types of JPAs

Under the proposed action, LAFCo will apply the existing MSR framework already used for cities/special districts to selected types of JPAs. MSRs include standard determinations in seven areas: growth and population effects on agency services; services that could assist disadvantaged unincorporated communities; capacity and adequacy of services; financial ability to provide services; the status and opportunities for shared services; and agency accountability and structural/operational efficiencies.

The JPAs being considered are ones that either: (1) provide municipal services, (2) have their own staff, and/or (3) have JPA boards comprised of staff. These JPAs would be subject to a LAFCo MSR every five years. The JPAs that fall into these categories currently include:

1. Valley Clean Energy Alliance
2. West Sacramento Area Flood Control Agency
3. Woodland-Davis Clean Water Agency
4. Yolo County Public Agency Risk Management Insurance Authority
5. Yolo Emergency Communications Agency
6. Yolo Habitat Conservancy
7. Yolo Subbasin Groundwater Agency

Because LAFCo does not have direct oversight responsibility over JPAs, it was suggested that the cities and County first endorse these initiatives to make it clear that LAFCo would undertake this effort at the "member" agencies' request.

Each JPA was also provided an opportunity to provide input/comments. On May 22, 2017 LAFCo staff sent a letter to each of the seven JPA executive directors requesting feedback on the proposal that LAFCo begin conducting MSRs of his/her JPA. Feedback was provided to LAFCo staff either by conversation with the executive director, meeting with the board, or via letter. LAFCo staff received feedback from the subject JPAs across the spectrum as summarized below:

1. **Valley Clean Energy Alliance** – LAFCo staff received feedback from the board chair that since this JPA was recently formed, LAFCo review should occur later in the five-year cycle.
2. **West Sacramento Area Flood Control Agency** – LAFCo staff met with the General Manager and Counsel to explain the MSR process. While they questioned the value, agreed to participate in the process.
3. **Woodland-Davis Clean Water Agency** – LAFCo staff received a letter from the JPA's (now former) General Manager indicating that he would be happy to provide information for the City of Davis and City of Woodland MSRs, but does not support a stand-alone MSR for WDCWA because it would be expensive, time consuming, and would not produce much helpful information beyond that found in the city MSRs (see attached).
4. **Yolo County Public Agency Risk Management Insurance Authority** – LAFCo staff received a letter from the CEO welcoming an MSR and providing ideas for the review (see attached).
5. **Yolo Emergency Communications Agency** – LAFCo staff presented to the YECA board. While there were concerns regarding expending YECA staff time, the board indicated that YECA would participate in an MSR process.
6. **Yolo Habitat Conservancy** – LAFCo staff received an email from the Executive Director indicating that she did not think a LAFCo MSR review is necessary because the County Department of Financial Services auditors recently conducted an assessment, and that such an assessment could instead be continued annually.
7. **Yolo Subbasin Groundwater Agency** – LAFCo staff spoke with Tim O'Halloran and he welcomed the MSR process for transparency purposes.

Because LAFCo does not have legal authority over JPAs, an endorsement from each city/county is requested before LAFCo undertakes such an effort.

Web Transparency Scorecard

Another tool to promote transparency and accountability is a web transparency scorecard, which would be modeled after one completed by the Marin County Grand Jury in 2015/16. The proposal is that this scorecard would review the websites of the County, cities, JPAs and special districts in the county using a pre-determined checklist of information. This scorecard could also provide quickly understandable information regarding the basic elements of good governance of an agency/organization.

It also should be noted that based on LAFCo staff's initial review of independent special district websites, 75% of them currently do not have websites. And many of the 24 JPAs also do not have a website or webpage on the member agency's site. Therefore, an initial hurdle of this process will be helping local agencies establish a website presence.

Yolo Accountability and Transparency Program

Attached is a vision, goals, and implementation approach that includes both the MSRs for Selected Types of JPAs and the Web Transparency Scorecard for agency endorsement and LAFCo implementation. A JPA "best practices" framework is also included which lists criteria for creating any new JPAs, budget integration with funding agencies, and determining city/county manager liaison assignments to each JPA. It is recommended that each agency adopt this shared vision as a model for transparency and accountability in local governmental agencies.

Next Steps

Upon adoption and endorsement from each city council and Yolo County Board of Supervisors, LAFCo will incorporate these new reports into its annual work plan. The Program also suggests the city/county managers begin providing a budget preparation memo to the JPAs annually to improve budget integration with the City/County funding agencies.

Strategic Plan Integration

The Yolo Local Government Accountability and Transparency Program supports the City's goal to provide *Quality Services*.

Alternatives

As alternatives to the Recommended Action:

1. The Council may choose to provide direction for modification of the Yolo Local Government Accountability and Transparency Program.
2. The Council may choose not to adopt the Yolo Local Government Accountability and Transparency Program.

These alternatives are not recommended, as the Program has already been adopted and endorsed by the City of Davis on October 17 and is scheduled for consideration by the City of Woodland and Yolo County on November 7. Any delay in adopting the Program by the City of West Sacramento would delay implementation of the Program.

Coordination and Review

This report was prepared in coordination with Yolo LAFCo.

Budget/Cost Impact

None. Program next steps to be implemented by city/county managers, city/county website staff and LAFCo are anticipated to be handled with existing staff resources.

ATTACHMENTS

1. Yolo Local Government Accountability and Transparency Program
2. MSR Issue Summary
3. Types of JPAs Countywide
4. JPA Correspondence
5. Marin Web Transparency Scorecard (Excerpted)

Yolo Local Government

Transparency and Accountability Program

VISION

Our vision is to promote open government and transparency for government agencies countywide (cities, County, special districts, and joint powers authorities), thereby fostering public trust and accountability. We will achieve this by:

- Requesting that LAFCo add selected types of joint powers authorities/agencies to its municipal service review process already conducted with the cities and special districts.
- Supporting LAFCo to develop a scorecard measuring local agency website transparency, performed on a regular basis.
- Agreement to a common checklist of information used to measure the level of transparency in local agency websites.
- Ensuring that city/county websites are a model for other local government agencies to follow.
- Encouraging local special districts and JPAs to create a web presence if they do not already have one.

GOALS

The agencies seek to improve:

- Transparency and accountability.
- Oversight.
- Service delivery and efficiency.
- Coordination among agencies.
- Public understanding of local government.
- Good governance by creating a standard of basic elements for a well-run governmental organization (annual budget, CIP, audits, etc.).

VALUES

TRUST AND INTEGRITY which the agencies will demonstrate by following through on their commitments, duties, and responsibilities.

OPEN, HONEST, AND CLEAR COMMUNICATION within each organization, between agencies and with the public.

FISCAL ACCOUNTABILITY as demonstrated by making budgets, financial practices, compensation, and audits available to the public.

PROMOTING AWARENESS of local government by promoting a website presence that describes the agency's reason for existing, a description of services it provides, and the area it provides services to.

ENCOURAGING UNDERSTANDING of where tax dollars go and how to easily contact board members and agency management.

CIVIC RESPONSIBILITY through access to board meeting schedules, agendas and minutes so the public can more easily attend board meetings and become involved.

TRANSPARENCY to respond to the growing movement to make governmental information available and searchable online.

REPRESENTATION to inform the public regarding board members (names, contact information and terms of office) and their election/appointment process.

JPA/SHARED PROGRAMS FINANCIAL BEST PRACTICES

City/County managers will determine assignments to each JPA/Shared Programs for liaison/oversight purposes. Shared programs include programs that are funded via city/county cost sharing, e.g. Yolo County Animal Services, Office of Emergency Services, West Valley Fire Training Consortium, etc.

Budget integration between JPAs/Shared programs and "member" agencies that fund them will be improved by implementation of the following process performed annually:

- City/County managers will prepare a consolidated summary-level budget preparation memo for the JPAs and other shared programs that require city/County funding. The memo should convey the budget stance for the upcoming fiscal year, plus a longer range outlook. The intent is to create JPA alignment with the cities/County budget stance and mirror agency cycles of budget reductions or growth.
- City/County managers may schedule budget workshops with the JPAs and shared programs each year around the March timeframe or as appropriate.
- JPAs and other shared programs are requested to provide draft budgets for funding agencies' executive manager review by May and final adopted budgets no later than June 15th of each year for integration into each funding agency's budget.

Formation of any new JPAs or shared programs should only be considered when the following criteria are met.¹ The proposed JPA/shared program:

- Will demonstrate cost reduction.
- Is more efficient.
- Will reduce or eliminate overlapping services.
- Will result in the sharing of resources.

JPA agreements should include common policies supporting JPA funds to be held in the County Treasury (as appropriate), open government, and transparency.

¹ Governments Working Together, A Citizen's Guide to Joint Powers Agreements, California State Legislature, Senate Local Government Committee, August 2007

PROGRAM IMPLEMENTATION – MUNICIPAL SERVICE REVIEWS OF SELECTED TYPES OF JPAs

The Cities/County request that LAFCo conduct Municipal Service Reviews every five years of selected types of JPAs whose service area is mostly within the county and includes: (1) JPAs that provide municipal services; (2) JPAs that employ staff; and/or (3) JPAs with boards comprised of agency staff. New JPAs may be created in the future and added to this list, but currently those JPAs include:

1. Valley Clean Energy Alliance
2. West Sacramento Area Flood Control Agency
3. Woodland-Davis Clean Water Agency
4. Yolo County Public Agency Risk Management Insurance Authority
5. Yolo Emergency Communications Agency
6. Yolo Habitat Conservancy
7. Yolo Subbasin Groundwater Agency

LAFCo steps to complete Municipal Service Reviews on a five-year cycle of these JPAs include:

- Compiling publicly and readily available information.
- Requesting any additional information from the JPA, minimizing JPA staff time.
- Developing JPA recommendations regarding each of the seven standard MSR determinations.
- Completing an administrative draft report for preview by JPA management.
- Responding to any comments and preparing a draft report available for public review.
- Publishing a hearing notice for public review and comment of the draft MSR.
- Adopting the MSR at a public hearing, finalizing the report, and posting it online.
- Sharing MSR findings with city/county managers, including any cumulative recommendations on ways to streamline and improve efficiencies with the governance structures countywide.

PROGRAM IMPLEMENTATION - WEBSITE TRANSPARENCY SCORECARD

A website transparency scorecard will be prepared by LAFCo on a regular basis involving the following steps:

- Creating list of cities, County, JPAs and special districts
- Encouraging local JPAs and special districts to establish websites and assist them, if desired
- LAFCo conducts preliminary review of agency websites
- LAFCo shares preliminary results with each agency to provide an opportunity for improvement

- LAFCo conducts follow up review
- The agency scorecard is finalized, adopted by the LAFCo Commission, shared with local agencies, and posted online

AGENCY WEB TRANSPARENCY CHECKLIST²

The scorecard will be based on the following criteria:

1. Overview
 - a. Mission Statement: What is the agency's reason for existing?
 - b. Description of services/functions: What actions does the agency undertake and what services does the agency provide?
 - c. Boundary of service area: What specific area does the agency serve?
2. Budget
 - a. Budget for current fiscal year and three years prior to the current year.
 - b. Financial reserves policy: What is the agency's policy for designated reserves and reserve funds? (The policy should be in the agency policy manual but also may be restated and found in the budget or audit reports).
3. Meetings
 - a. Board meeting schedule: When and where specifically does the agency meet?
 - b. Archive of Board meeting agendas & minutes for at least the last 6 months: Both approved minutes and past agendas
4. Elected & Appointed Officials
 - a. Board members (names, contact info, terms of office, compensation, and biography): Who specifically represents the public on the Board? How can the public contact them? When were they elected (or appointed)? How much do they earn in this role (as required by Assembly Bill 2040 effective January 1, 2015)? What background about the members illustrates their expertise for serving on the Board?
 - b. Election procedure and deadlines: If the public wishes to apply to be on the Board, how and when can they do so?
 - c. Reimbursement and compensation policy: Which (if any) expenses incurred by the Board are reimbursed? Do the Board members receive compensation?

² 2015-16 Web Transparency Report Card, Marin County Civil Grand Jury, March 17, 2016

5. Administrative Officials

- a. General manager and key staff (names, contact info, compensation, and benefits): Who specifically runs the agency on a day-to-day basis? How can the public contact them? How much do they earn in this role (as required by Assembly Bill 2040 effective January 1, 2015)? What specific benefits are they eligible for (healthcare, retirement plan, educational benefits, etc.)?

6. Audits

- a. Current financial audit
- b. Financial audits for the three years prior to the current year
- c. Most recent annual financial report provided to the State Controller's Office, or a link to this information
- d. Most recent LAFCo Municipal Service Review, if applicable

7. Contracts

- a. Current request for proposal and bidding opportunities (over \$25,000 in value)
- b. Instructions on how to submit a bid or proposal
- c. Approved in force vendor contracts (over \$25,000 value)

8. Public Records

- a. Online/downloadable Public Records Act (or FOIA) request form: What is the best way for the public to request public records?

9. Revenue Sources

- a. Summary of fees received: fees for services, if any
- b. Summary of revenue sources: bonds, taxes, loans and/or grants

10. Agency Specific Criteria

- a. Municipalities: Total number of lobbyists employed and total spent on lobbying, downloadable permit applications, and zoning ordinances
- b. Special Districts: Authorizing statute/enabling act (Principal Act or Special Act), board member ethics training certificates, link to the LAFCo website and any state agency providing oversight
- c. Joint Powers Authorities: A copy of the joint powers agreement as filed and adopted (with any updates)

Yolo Local Agency Formation Commission: Municipal Service Review (MSR) Determinations and Issue Summary

The Yolo Local Agency Formation Commission (LAFCo) is mandated by California law in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) to conduct a Municipal Service Review for each of Yolo County's local municipalities, service areas, and special districts once every five years.

The purpose of a Municipal Services Review (MSR) is to provide a comprehensive inventory and analysis of the services provided by local agencies and their capacity/financial ability to continue doing so. An MSR evaluates the structure and operation of the local agencies and discusses possible areas for improvement and coordination. The MSR is intended to provide information and analysis to support a sphere of influence update, if needed. The CKH Act mandates that each MSR make determinations on seven topics, as described below.

1. GROWTH AND POPULATION:

Growth and population projections for the affected area

- a) Is the agency's territory or surrounding area expected to experience any significant population change or development growth over the next 5-10 years?
- b) Will development have an impact on the subject agency's service needs and demands?
- c) Will projected growth require a change in the agency's service boundary?

2. DISADVANTAGED UNINCORPORATED COMMUNITIES:

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.

- a) Does the subject agency provide public services related to sewers, municipal and industrial water, or structural fire protection?
- b) If yes, are there any "inhabited unincorporated communities" (per adopted Commission policy) within or adjacent to the subject agency's sphere of influence that are considered "disadvantaged" (80% or less of the statewide median household income) (if "no" to a), this question may be skipped)?
- c) If "yes" to both a) and b), it is feasible for the agency to be reorganized such that it can extend service to the disadvantaged unincorporated community (if "no" to either a) or b), this question may be skipped)?

3. CAPACITY AND ADEQUACY OF PUBLIC FACILITIES AND SERVICES:

Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.

- a) Are there any deficiencies in agency capacity to meet service needs of existing development within its existing territory (also note number of staff and/or contracts that provide services)?
- b) Are there any issues regarding the agency's capacity to meet the service demand of reasonably foreseeable future growth (i.e. is there a plan for additional staff or expertise if necessary)?
- c) Are there any concerns regarding public services provided by the agency being considered adequate (i.e. verified complaints or data indicators)?
- d) Are there any significant infrastructure needs or deficiencies to be addressed for which the agency has not yet appropriately planned (including deficiencies created by new state regulations)?
- e) If the agency provides water, wastewater, flood protection or fire protection services, is the agency considering climate adaptation in its assessment of infrastructure/service needs?
- f) Are there any service needs or deficiencies for disadvantaged unincorporated communities related to sewers, municipal and industrial water, and structural fire protection within or contiguous to the agency's SOI?



4. FINANCIAL ABILITY:

Financial ability of agencies to provide services.

- a) Does the organization engage in budgeting practices that may indicate poor financial management, such as overspending its revenues, using up its fund balance or reserve over time, or adopting its budget late?
- b) Is there an issue with the organization's revenue sources being reliable? For example, is a large percentage of revenue coming from grants or one-time/short-term sources?
- c) Is the organization's rate/fee schedule insufficient to fund an adequate level of service, and/or is the fee inconsistent with the schedules of similar service organizations?
- d) Is the organization in need of written financial policies that ensure its continued financial accountability and stability?
- e) Is the organization unable to fund necessary infrastructure maintenance, replacement and/or any needed expansion?
- f) Is the organization needing additional reserve to protect against unexpected events or upcoming significant costs?
- g) Is the organization's debt at an unmanageable level?
- h) Does the agency have pension and/or other post-employment benefit (OPEB) liability? If so, what is it the liability and are there any concerns that it is unmanageable?

5. SHARED SERVICES AND FACILITIES:

Status of, and opportunities for, shared facilities.

- a) Is the agency currently sharing services or facilities with other organizations? If so, describe the status of such efforts.
- b) Are there any opportunities for the organization to share services or facilities with neighboring or overlapping organizations that are not currently being utilized?
- c) Are there any recommendations to improve staffing efficiencies or other operational efficiencies?

6. ACCOUNTABILITY, STRUCTURE, AND EFFICIENCIES:

Accountability for community service needs, including governmental structure and operational efficiencies.

- a) Are there any issues with meetings being accessible and well-publicized? Any failures to comply with disclosure laws and the Brown Act?
- b) Are there any issues with filling board vacancies and maintaining board members? Is there a lack of board member training regarding the organization's program requirements and financial management?
- c) Are there any issues with staff turnover or operational efficiencies? Is there a lack of staff member training regarding the organization's program requirements and financial management?
- d) Are there any issues with independent audits being performed on a regular schedule? Are completed audits being provided to the State Controller's Office and County Director of Financial Services within 12 months of the end of the fiscal year(s) under examination? Are there any corrective action plans to follow up on?
- e) Does the organization need to improve its public transparency via a website? [A website should contain at a minimum the following information: organization mission/description/boundary, board members, staff, meeting schedule/agendas/minutes, budget, revenue sources including fees for services (if applicable), and audit reports.]
- f) Are there any recommended changes to the organization's governance structure that will increase accountability and efficiency?
- g) Are there any opportunities to eliminate overlapping boundaries that confuse the public, cause service inefficiencies, unnecessarily increase the cost of infrastructure, exacerbate rate issues and/or undermine good planning practices?

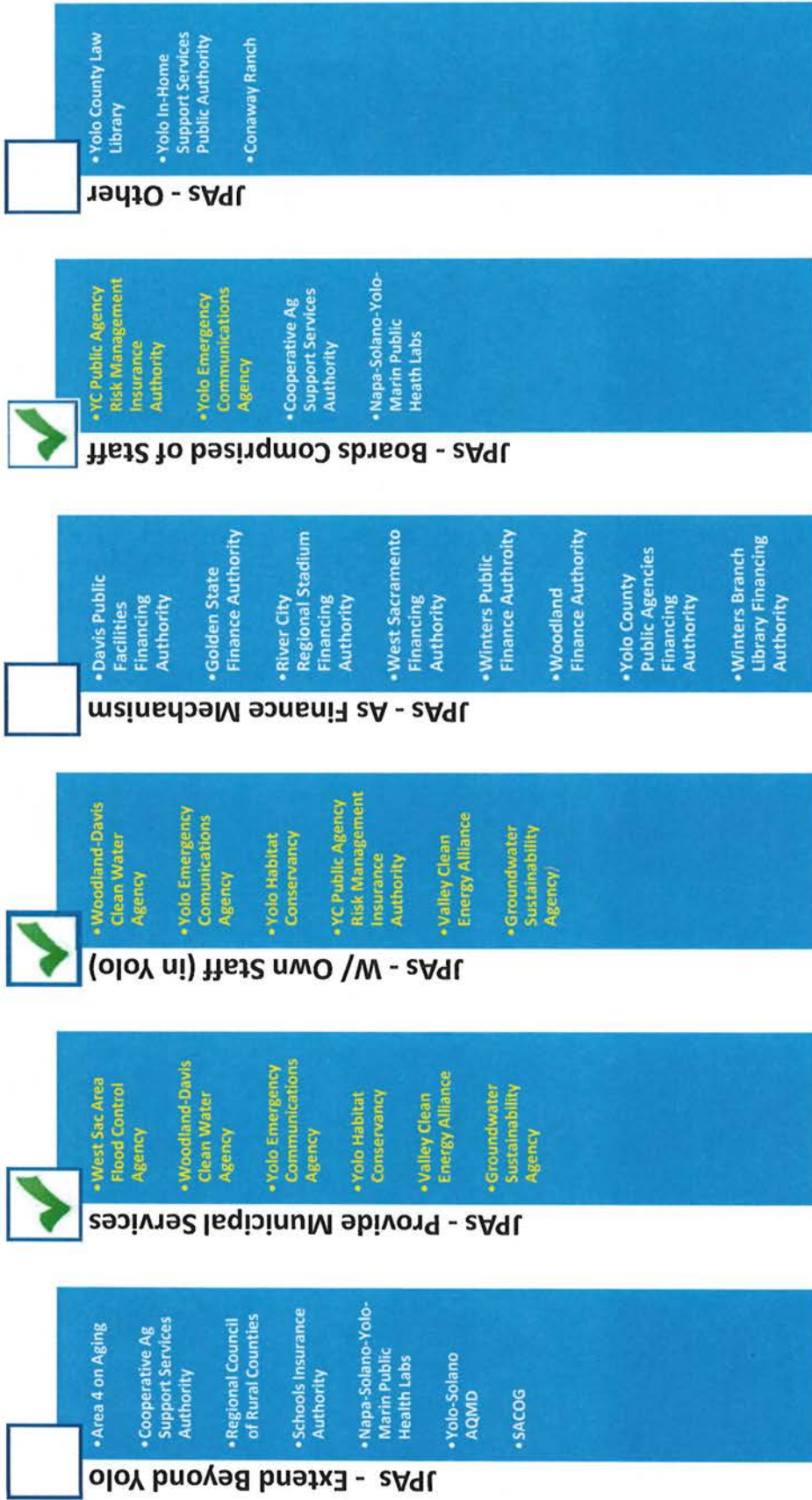
7. OTHER ISSUES:

Any other matter related to effective or efficient service delivery, as required by commission policy.

- a) Are there any other service delivery issues that can be resolved in this MSR/SOI process?



Types of JPAs Countywide





Since 1979

- City of Davis
- City of Winters
- City of Woodland
- County of Yolo
- Esperanza Unified School District
- City of West Sacramento
- Yolo Emergency Communications Agency
- Yolo-Solano Air Quality Management District
- Capay Valley Fire Protection District
- Springlake Fire Protection District
- California Superior Court – County of Yolo
- East Davis Fire Protection District
- No Man's Land Fire Protection District
- Yolo County Law Library
- Yolo County In-Home Supportive Services Public Authority
- Yolo County Local Agency Formation Commission
- Davis Cemetery District
- Madison Fire Protection District
- Winters Cemetery District
- Yolo County Habitat Conservation JPA
- Dunnigan Fire Protection District
- Cottonwood Cemetery District
- Clarksburg Fire Protection District
- Sacramento-Yolo Port District
- Winters Fire Protection District
- Madison Community Service District
- Woodland-Davis Clean Water Agency

YOLO COUNTY PUBLIC AGENCY RISK MANAGEMENT INSURANCE AUTHORITY

77 W. Lincoln Avenue • Woodland, CA 95695 • (530) 666-4456 • FAX (530) 666-4491 • www.ycparmia.org

RECEIVED

JUN 30 2017

YOLO LAFCO

June 8, 2017

Ms. Christine Crawford
Yolo Local Agency Formation Commission
625 Court St, Ste 203
Woodland, CA 95695

Dear Ms. Crawford:

I acknowledge your letter of May 22, 2017, and would welcome a formal municipal service review on a five-year cycle. It is noted that all of the proposed agencies, with the exception of the Flood Control District and the unformed Groundwater Agency are YCPARMIA members.

The Authority already participates in a number of industry audits, and receives benefit from their insight and recommendations; it is important to have independent review to guard against complacency, and to provide a fresh perspective. On a scheduled basis YCPARMIA is audited by:

- California Association of Joint Power Authority (CAJPA) – an industry accreditation process held every three years; we are currently accredited with excellence.
- Association of Government Risk Insurance Pools (AGRIP) – a national organization similar to the State's CAJPA; where we hold a similar accreditation for a three-year cycle.
- CSAC-Excess Insurance Authority – where we have an annual workers' comp claims audit.
- California Joint Powers Risk Management Authority (CJPRMA) – where we receive an annual liability claims audit.
- An annual financial audit by Crowe Horwath.
 - Our annual financial audit is part of our CAFR, comprehensive annual financial report, that annually receives the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.
- An annual actuary study by Aon.
- The Association of Public Treasurers, which has awarded our investment policy with its Certificate of Excellence.

All of these external audits and studies are supported by the YCPARMIA Board, and the results are reported to and adopted as part of their regular agenda.

YCPARMIA occupies a relatively unique niche in government. I would estimate that there are only a couple of hundred similar agencies throughout the country. It is probably more appropriate to measure our performance and practices against the insurance industry as



opposed to mainstream government. At the same time, it is acknowledged that, while we perform insurance or risk functions, we do it in a public entity arena. It is therefore necessary that we comply with the standards and practices of both.

YCPARMIA tries to partner with their thirty-two members, and when possible to function as closely as possible as a quasi-department of our member. At the same time, we have an obligation to our membership as a whole, to function as a separate entity, responsible to the whole, for their collective risk sharing. Being outside the management structure of our members, we can bring an independent perspective, similar to what we see coming from your MSR. The downside of being outside the member's management structure is that we are limited in our ability to manage our member's risk – we are dependent upon the member's interest and cooperation, especially in the area of loss prevention.

There is one area of reoccurring concern: how to measure YCPARMIA's performance and success – it has few parallels in government. As stated above, we do not provide any direct risk management within our member's organizations. Instead we are on the outside providing support and expertise, and when something happens, we provide the financial mechanism to protect our member's assets from unanticipated loss. The risk tolerance of public entities is unfortunately much higher than that found in private industry, and the commitment to loss prevention is uneven at best. So YCPARMIA provides an essential service, that, given the nature of risk, will inevitably be called upon.

In that environment, I think we can measure our success by:

- Keeping our service and administrative costs within budget;
- Maintaining loss reserve funding at an industry approved level;
- Providing consistency and expertise in claims, litigation, and risk management;
- Provide coordination among members while protecting their interests in the shared risk pool, and
- Providing responsive customer service to our members.

In an effort to expand upon these thoughts, and to form a base to assist the process going forward, I have given short answers to your MSR questions.

1a: Our best guess is that growth will reflect the trend of the last ten years. Growth for us would be additional members (which we do not anticipate given the limited number of qualified entities), growth in the number of employees that our members have, and increased claim activity. Growth therefore should be incremental rather than sudden or unanticipated with members generally of smaller size.

1b: Development should not have an impact unless it resulted in significant increases in our member's services, infrastructure, or workforce. Risk is inherent in all operations, but that can be mitigated by policies, training, and loss prevention, so there is little direct correlation between development and the consequences of risk.

1c: No; it is YCPARMIA's Board policy to restrict membership to Yolo public entities; there has been little desire to share risk with agencies outside the County. Remaining non-member public entities in Yolo County are relatively small in number and size, and would have little impact in our overall exposure.

2a: No, but our members do provide these services.

2b: NA

2c: NA

3a: No; historically YCPARMIA has been able to immediately respond to member needs and requests, and there is nothing anticipated that will impact that ability going forward. There is a balance between YCPARMIA staffing and member staffing; if the YCPARMIA Board wants to take on more duties that are currently in-house at our member agencies, more staffing would be needed, but it would be targeted to member needs. There are situations where it might be more efficient to centralize some activities into YCPARMIA freeing up member staff for other functions.

3b: YCPARMIA has a staff of seven that interacts with the almost 4,000 employees and volunteers of our member agencies. It is this partnership in meeting member needs that makes us successful. Growth of our member agencies could require additional staffing at YCPARMIA, as could a shift by member management to place greater value or demand on managing risk, but based on historical trends this is unlikely. The most likely area for expanded service would be with our smaller members who have no risk experience or staff.

3c: NA

3d: No

3e: No

3f: NA

4a: YCPARMIA's By-laws require an annual budget; it is passed on time, and annually we have come in "under budget." Again, as required by our By-laws, we have an annual independent financial audit (and we produce an annual CAFR); the audit has never had any reservations or concerns. Our Board treasurer is Howard Newens, and like the YCPARMIA Board, he receives our financial reports.

As a risk sharing pool, the adequacy of our funding is a bit different from other public entities. An annual actuary study determines funds needed for existing and unreported claims at various confidence levels. By Board policy we retain funds to an 80% confidence level, and on top of that retains a Catastrophic Fund at an industry approved level. Every three years we are audited by the California Association of Joint Power Authorities to ensure that our practices and funding meet industry expectations. YCPARMIA will end the current fiscal year fully funded to Board approved levels after giving premium rebates in a three of our four our programs, with flat total member premiums when compared to last year's premiums.

Two times over the last thirty years the YCPARMIA Board has strayed from its own funding policies and our By-laws, and used program reserves to offset premiums to a level that adversely

6e: YCPARMIA's website meets the criteria outlined. It is recognized in our industry for the wealth of information and services offered. It is developed, maintained, and updated in-house.

6f: No. We are responsive to our member's needs, and take pride in our accountability and service. Customer satisfaction is monitored and concerns or suggestions are responded to; we are small and independent enough to be nimble.

6g: No. YCPARMIA 's goal is to be a seamless partner with our members and their departments. While we are an independent agency, we want to be considered an extension of our member's organizations.

7a: I will take this as an opportunity to climb onto a soapbox. Risk is inherent in the operations of our members. Unlike private industry, where risk impacts the bottom line, public entities seem to have a risk tolerance that can only be sustained with increasing difficulty in a time of tightening budgets. A cultural change needs to be driven from the top, and manager/supervisor accountability for injuries and damages needs to be made visible. YCPARMIA is ready to partner with our members to reduce costs, but it is recognized that to be successful, a significant shift must take place and be sustained.

Very truly yours,



Jeffrey Tonks
CEO/Risk Manager



June 26, 2017

RECEIVED

JUN 28 2017

YOLO LAFCO

VIA E-MAIL AND U.S. MAIL

Ms. Christine M. Crawford, Executive Officer
Yolo Local Agency Formation Commission
625 Court Street, Suite 203
Woodland, CA 95695

Re: Response to LAFCO Proposal to Conduct
Municipal Service Reviews of Selected Joint Powers Agencies

Dear Ms. Crawford:

I write in response to your letter dated May 22, 2017 concerning the Yolo Local Agency Formation Commission's (Commission) proposal to conduct municipal services reviews (MSRs) for several joint powers agencies within its jurisdiction, including the Woodland-Davis Clean Water Agency (WDCWA), and your request for feedback about such a process.

WDCWA was established by the Cities of Davis and Woodland in 2009 to implement and oversee a regional surface water supply project to provide Davis, Woodland, and the University of California, Davis with an affordable and reliable water supply. The project, which consists of a new water treatment facility south of Woodland and a new intake on the Sacramento River (jointly constructed and operated with Reclamation District 2035), was completed in 2016. WDCWA is a wholesale water supply agency. It began water deliveries to Davis and Woodland in June 2016 and soon will begin delivering water to UC Davis. WDCWA does not employ any staff. It relies on consultant services and assistance by Davis and Woodland staff.

While WDCWA supports the Commission's efforts to better understand the service capacities of local agencies in Yolo County, conducting an MSR for WDCWA would neither be appropriate nor promote the Commission's goals. As you know, MSRs are conducted before, or in conjunction with, actions to establish or amend a local agency's sphere of influence (SOI) (Gov. Code, § 56430). SOIs are determined for cities and special districts, but not for joint powers authorities such as WDCWA. (Gov. Code, § 56425.) Rather, as a JPA of the Cities of Davis and Woodland, WDCWA's boundaries are defined by the cities' boundaries. WDCWA and the Commission lack the authority to expand the WDCWA territory, except through city annexation.



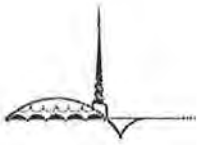
More importantly, because WDCWA was formed specifically to provide surface water to its wholesale customers, Davis and Woodland, much of the information that the Commission would obtain from conducting an MSR for WDCWA would also be available from the MSRs for these cities and would largely duplicate information found in the city MSRs. In addition, in reviewing the Commission's MSR determinations and issues summary worksheet you provided, questions addressing population growth, disadvantaged unincorporated communities, and infrastructure needs relating to services other than water would be best addressed to Davis and Woodland. WDCWA would be happy to provide the Commission with additional information to support the Commission's MSR processes for Davis and Woodland; however, we do not support the preparation of a full MSR for WDCWA. We believe it would be an expensive and time-consuming process and would not produce much helpful information beyond that found in the city MSRs. Furthermore, WDCWA would not be able to support a comprehensive service review specific to WDCWA given its small size, lack of full-time staff, and limited funding.

Please do not hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Dennis M. Diemer". The signature is fluid and cursive.

Dennis Diemer
General Manager



2015-16 Web Transparency Report Card

Bringing Marin County's Local Governments to Light

SUMMARY

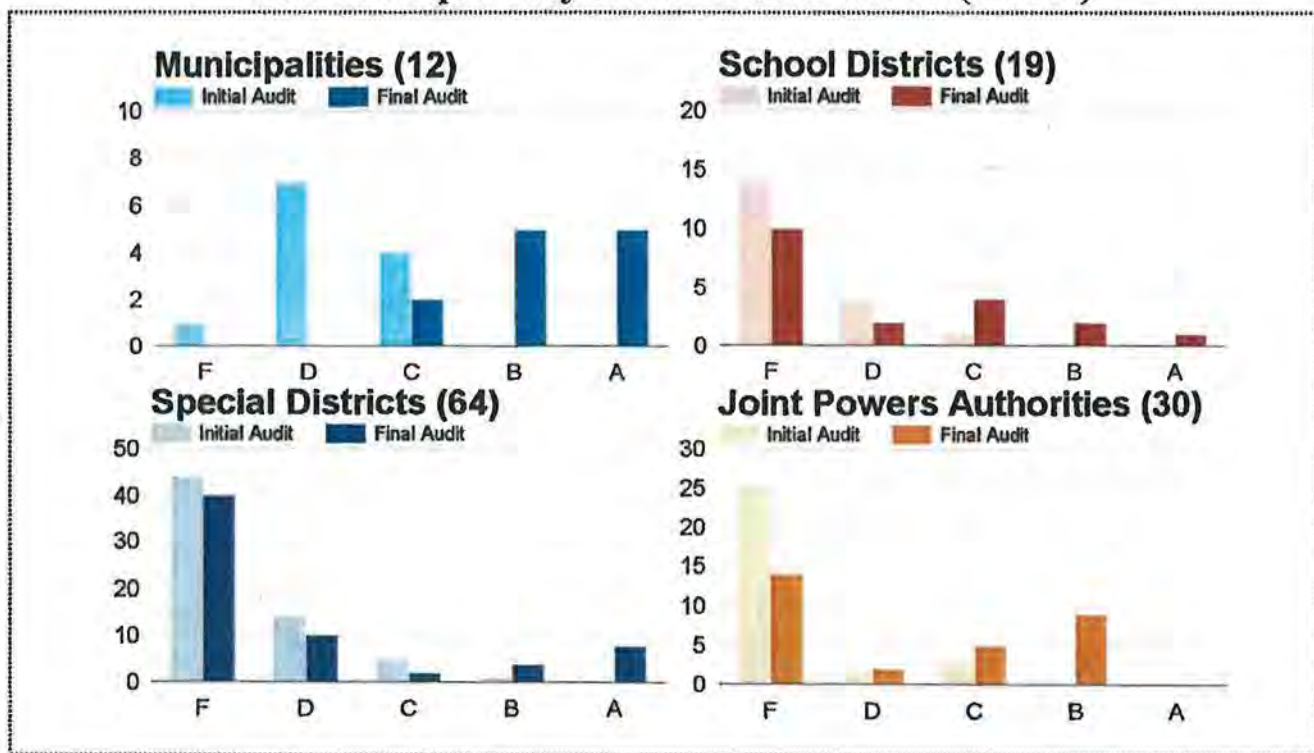
How important are government websites? In April 2015, the Pew Research Center reported¹ that “65% of Americans in the prior 12 months have used the internet to find data or information pertaining to government”. Between October 2015 and January 2016, the Marin County Civil Grand Jury audited local government agencies’ websites to evaluate the quality of online information such as budgets, audits and board member information. We found serious deficiencies. The Grand Jury provided each agency with our preliminary audits and described our approach. All agencies were offered the opportunity to improve their websites for a final audit. Many websites significantly improved, while others remained deficient. This audit report provides transparency improvement recommendations for Marin local agency websites.

126 local agencies were audited: 12 municipalities, 19 school districts, 64 special districts, 30 joint powers authorities (JPAs), and 1 rail district.

59 local agencies improved their websites, and 34 received a grade of B- or better.

27 local agencies have no website: 19 special districts and 8 joint powers authorities (JPAs).

Web Transparency Grade Distributions (F to A)



¹ http://p.winternet.org/files/2014/10/PI_OpenData_072815.pdf

BACKGROUND

"A lack of transparency results in distrust and a deep sense of insecurity."

— Dalai Lama

Marin residents are likely unaware of all the various agencies that serve them. Their property tax bills list² the charges assessed by these local agencies³: county, city, school, joint powers authorities, rail districts, special districts, and assessment districts. Appendix A illustrates a sample Marin property tax bill.

Increasing transparency for a local agency makes it easier to understand where tax dollars go. Residents should be able to easily find the description of services provided, the names and contact information of board members and management, the budget, agendas and minutes of meetings, and other information. Today, the most common source of information is the Internet. Compared with other information sources (i.e., phone calls or emails), online searching is often faster, more detailed, always accessible and anonymous.

An effective website presence can also benefit an agency. In the study, *Smarter eGovernment: The Economics of Online Services in Utah* (sponsored by the National Information Consortium⁴), the Center for Public Policy and Administration at the University of Utah found that Utah was able to save a total of \$46 million in the period of 2007-2011 by making traditionally “offline” (in-office) services available online.

State law requires transparency: The Ralph M. Brown Act (public meetings), The California Public Records Act (record keeping), California Fair Political Practices Reporting Requirements (economic interests), and financial reporting. While there is currently no requirement for an agency to have a website, there has been a growing movement to make governmental information available online (the “Open Data” movement). In 2013, President Obama signed an executive order “...that made open and machine-readable data the new default for government information”⁵, which launched Project Open Data. In 2014, Governor Brown signed Assembly Bill (AB) 2040⁶ requiring all local agencies that maintain websites to conspicuously post the annual compensation of its elected officials, officers, and employees. And in 2015, Governor Brown signed Assembly Bill (AB) 169⁷ and Senate Bill (SB) 272⁸

² The paper tax bill lists a *subset* of, while an online viewable bill on the County of Marin’s Assessor’s webpage (<http://www.marincounty.org/depts/ar/divisions/assessor/search-assessor-records>) details *all* the legal charges.

³ See glossary for definitions of agency types.

⁴ [egov.com](http://www.egov.com)

⁵ <https://www.whitehouse.gov/open>

⁶ http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201320140AB2040

⁷ https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160AB169

⁸ http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160SB272

requiring all local agencies that maintain websites (except for school districts⁹) to make more of their information publicly available and searchable online.

Around the United States, several well-respected organizations have developed web transparency checklists for public agencies¹⁰. When the Grand Jury examined these checklists, we found items that either did not apply to California agencies or only applied to a specific type of agency. We decided to combine the best of each of these lists to create a single list of nine criteria that could apply to all Marin agencies, and added a tenth agency-specific criterion:

Web Transparency Checklist Criteria

1. Overview

- Mission Statement: *What is the agency's reason for existing?*
- Description of services/functions: *What actions does the agency undertake and what services does the agency provide?*
- Boundary of service area: *What specific area does the agency serve?*

2. Budget

- Budget for current fiscal year
- Budget for the three years prior to the current year
- Financial reserves policy: *What is the agency's policy for designated reserves and reserve funds? (The policy should be in the agency policy manual but also may be restated and found in the budget or audit reports)*

3. Meetings

- Board meeting schedule: *When specifically does the agency meet?*
- Archive of Board meeting agendas & minutes for at least the last 6 months: *Both approved minutes and past agendas*

4. Elected & Appointed Officials

- Board members (names, contact info, terms of office, compensation, and biography): *Who specifically represents the public on the Board? How can the public contact them? When were they elected (or appointed)? How much do they earn in this role (as required by Assembly Bill 2040 – in effect since January 1, 2015)? What background about the members illustrates their expertise for serving on the Board?*
- Election procedure and deadlines: *If the public wishes to apply to be on the Board, how and when can they do so?*
- Reimbursement and compensation policy: *Which (if any) expenses incurred by the Board are reimbursed?*

⁹ While these bills excluded school districts, the Grand Jury recognizes schools spend a large amount of tax dollars fulfilling their mission, and parents research their enrollment options using public information.

¹⁰ Sunshine Review (now Ballotpedia) (http://ballotpedia.org/Transparency_checklist), Illinois Policy (<https://www.illinoispolicy.org/10-point-transparency-checklist/>), Institute for Local Government (<http://www.ca-ilg.org/post/local-agency-website-transparency-opportunities>), and the Special District Leadership Foundation (<http://www.sdlf.org/#!/transparency/c10u>)

5. Administrative Officials

- General manager and key staff (names, contact info, compensation, and benefits): *Who specifically runs the agency on a day-to-day basis? How can the public contact them? How much do they earn in this role (as required by Assembly Bill 2040 in effect since January 1, 2015)? What specific benefits are they eligible for (healthcare, retirement plan, educational benefits, etc.)?*

6. Audits

- Current financial audit
- Financial audits for the three years prior to the current year

7. Contracts

- Current requests for proposals and bidding opportunities (over \$25,000 in value)
- Instructions on how to submit a bid or proposal
- Approved in force vendor contracts (over \$25,000 in value)

8. Public Records

- Online/downloadable Public Records Act (or FOIA) request form: *What is the best way for the public to request public records?*

9. Revenue Sources

- Summary of fees received: *fees-for-services (if any)?*
- Summary of revenue sources: *bonds, taxes, and/or grants?*

10. Other (Agency Specific Criterion)

- **Municipalities:** Total number of lobbyists employed and total spent on lobbying, downloadable permit applications, and zoning ordinances
- **School Districts:**
 - i. **For K-12:** School Accountability Report Card (SARC), California Assessment of Student Performance and Progress (CAASPP), and the California Healthy Kids Survey (CHKS)
 - ii. **For College:** California Community Colleges Student Success Scorecard
- **Special Districts:** Authorizing statute/enabling act (Principal Act or Special Act) and board member ethics training certificates
- **Rail Districts:** A copy of the Governing Documentation: *As enacted by Congress*
- **JPAs:** A copy of the Joint Powers Agreement: *As filed and adopted*

METHODOLOGY

Each agency's website was visited and each checklist item was validated for ease of access.

However, the first problem the Grand Jury encountered was that there was no single comprehensive list of agencies in Marin County. The Grand Jury found the following lists:

- *Special Districts In Marin 2015* (Marin County Department of Finance)¹¹
- *Index of Boards and Commissions* (Marin County Board of Supervisors)¹²
- *Marin School District Websites* (Marin County of Education)¹³
- *Directory of Local Marin County Governments* (Marin LAFCO)¹⁴
- *What Are Special Districts and Why Do They Matter?* (Marin County Civil Grand Jury)¹⁵
- *Roster of Public Agencies* (Marin County Clerk)¹⁶

These lists were inconsistent, incomplete and/or out-of-date. The Grand Jury worked with the Marin County Department of Finance to create an up-to-date comprehensive list of agencies¹⁷ and their contact information (see Appendix B). Specifically not included in the list of Marin-based agencies are a number of *regional* agencies that are funded *in part* by Marin taxpayers, including:

- Association of Bay Area Governments
- Bay Area Air Quality Management District
- Golden Gate Bridge, Highway & Transportation District
- Local Agency Formation Commission
- Metropolitan Transportation Commission
- National Association of Counties
- North Bay Watershed Association
- North Coast Railroad Authority

For transparency and ease of use, detailed information about each agency should be found with a few "clicks." Information that is buried in an agency's board minutes or on *other* websites not available in-a-click from the agency's website is not in the spirit of transparency. Long and complex PDF (Portable Document Format) documents, such as a budget or an audit report, must be text-searchable, and not simply a picture of a page of text, to easily find specific details.

¹¹ <http://marincounty.org/depts/dl/special-districts>

¹² <http://apps.marincounty.org/bosboardsandcomm/default.aspx>

¹³ <http://marinschools.org/MCOE/District-Sites/Pages/default.aspx>

¹⁴ <http://lafco.marin.org/index.php/directory-list>

¹⁵ http://marincounty.org/~media/files/departments/gi/reports-responses/2013/spd_master_list_report.pdf

¹⁶ California Government Code §53051 requires public agencies to file a Statement of Facts within 70 days after the commencement of its legal existence. See Appendix C for the current State of California Statement of Facts.

¹⁷ It is quite likely that our search for Marin public agencies will still not uncover all of the agencies, due to inconsistent self-reporting to the California State Controller.

Using the agency-specific checklist, the Grand Jury assigned a minimum of two auditors to independently review each website to ensure audit correctness:

- Appendix D: Web Transparency Checklist for Marin Cities, Towns, and County
- Appendix E: Web Transparency Checklist for Marin School Districts
- Appendix F: Web Transparency Checklist for Marin Special Districts
- Appendix G: Web Transparency Checklist for Rail Districts
- Appendix H: Web Transparency Checklist for Marin Joint Powers Authorities (JPAs)

After completing the preliminary audit, the Grand Jury then shared with each agency a description of the audit process and the agency’s audit results. Agencies that chose to improve their website could complete an online self-audit form¹⁸, which the Grand Jury utilized in our final follow-up audit. Based on these findings, we then assigned a grade to each agency according to the Sunshine Review’s rubric¹⁹ to produce a report card (see example at right).

Example Agency	
GRADE: B	
Overview	✓
Budget	✓
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	✓
Contracts	✗
Public Records	✓
Revenue Sources	✓
Agency Specific	⚪

✓ PRESENT
✗ MISSING
⚪ INCOMPLETE

The scoring rubric grade was determined based on the number of points on the checklist for which the criteria was completely met. If an agency partially met the criteria, no points were awarded (but partially meeting the checklist was denoted with an “incomplete”). A point scale determined the letter grade awarded:

Points	0-2	3	4	5	6	7	8	9	10
Grade	F	D-	D	C-	C	B-	B	A-	A+

In 2013, Sunshine Review²⁰ calculated average web transparency grades for California counties (B), California cities (B+) and California schools (B). The Grand Jury believes that Marin should be as good as the California averages, and therefore selected B- as the minimum acceptable web transparency grade.

The final scorecards²¹ are listed in appendices:

- Appendix I: Marin Cities, Towns, and County Web Transparency Scorecards
- Appendix J: Marin School District Web Transparency Scorecards
- Appendix K: Marin Special District Web Transparency Scorecards
- Appendix L: Marin Rail District Web Transparency Scorecard
- Appendix M: Marin Joint Powers Authority Web Transparency Scorecards

¹⁸ We provided a minimum of one month’s time as well as technical support for the self-audit process.

¹⁹ http://ballotpedia.org/Transparency_report_card_%282013%29

²⁰ Ibid.

²¹ Scorecards were tabulated after the October 2015 - January 2016 audits were concluded.

DISCUSSION

Website Creation

Although most Marin agencies have web sites, there is still a perception that not every agency has the resources to easily create and maintain a website. But, modern website creation software has made it possible for a non-tech-savvy person to manage website content easily (see Appendix N). For small agencies, it is not necessary to make a large investment to create a website. A simple website highlighting what the agency does, key agency contacts, board agendas, and audited budgets can encourage citizen participation and improve staff efficiency (answering frequently asked questions online). For larger agencies, it is an opportunity to showcase achievements and build trust with local citizenry.

Self-Auditing Feedback

After sharing the results of the preliminary web transparency audit with Marin County agencies, the Grand Jury received feedback, much of it agreeing with our preliminary audit's goals and results:

- *"The best practices transparency checklist you provided was very helpful and I believe we have indeed improved the quality of our website, making key information more easily accessible. Based on this experience we plan to make additional changes to our website in a continuous effort to be as transparent as possible"*
- *"We have made substantive changes to our web site. Additional items will be added in the same spirit and intent as they become available. Thank you for your evaluation and the opportunity for response."*
- *"We believe that your recommendations regarding providing online/downloadable Public Records Act (or FOIA) request forms is an important topic for our Board to review and consider as a potential exhibit item..."*
- *"...We are always trying to improve our website and online resources. I find this report card very helpful and have already started to make some improvements... We are starting the process to procure a new website and I think this will help us greatly as we put together the design and specifications ..."*
- *"We are in the midst of a website redevelopment project, and have noted the need to make these important items easier to find. We are taking this opportunity to create a "Transparency" webpage where any user can find all items on your list in one easy to find location."*
- *"Thank you for the opportunity to demonstrate our agency's commitment to transparency on its website. The web transparency checklist was very helpful in two ways. First, to make sure our website contains all of the information on the checklist, but also going through the review process showed that we can (and will) reorganize some of the information to make it even easier to find. We also plan to supplement the information in a few areas."*
- *"We have spent the last month working with our web developer and the best practices transparency list you sent. We developed a page that follows the identical format listed in this best practice guide, with links to the information required. We are very excited about this addition to our site and look forward to augmenting beyond what the Grand Jury has listed."*

Some of the feedback the Grand Jury received expressed a difference of opinion with the web transparency audit criteria:

- *“One of the items of transparency listed is a biography of each elected board member. We have intentionally not posted this.”*
- *“Our agency’s staff relies on the public to tell us specifically what items are missing from our website that the public would like posted. We make every effort to then post the material in a timely manner.”*
- *“The agency does not have a website. Public information is made available in accordance with the Public Records Act.”*
- *“[Budget] available upon request ... and was advised not to post by legal counsel.”*

The Grand Jury granted an extension to any agency that needed more time to update their website and to complete their self-audit. Some agencies stated they had insufficient resources to complete work within the given timeframe.

The County of Marin

The County of Marin is responsible for at least 28 special districts²² and 4 JPAs²³. The Grand Jury questions why 20 of these agencies do not have websites. After sharing the results of our preliminary audits of these 32 agencies with the County, we received correspondence²⁴ from the County indicating that while some of the transparency criteria will be implemented in the future (contracts and municipal-specific), the notion of *“...providing and maintaining duplicative information regarding each distinct special district, community (sic) service area, flood control zone, permanent road division, joint powers agreement/agency (JPA’s), etc. does not appear to be the best way to provide straightforward information to our residents. Most of these are better described as financing mechanisms rather than municipal agencies. We believe that a single source of information is easier for residents to review and understand.”* and *“...we should also note that the Marin Local Agency Formation Commission (LAFCO) includes descriptive information regarding special districts and JPAs on its website, as well as information regarding other entities independent of the County of Marin.”*

While the Grand Jury supports the desire of the County to provide straightforward information, we disagree with the County’s approach. Marin LAFCO’s digital directory is provided as a service to the community, but there is no requirement that the directory be accurate or up-to-date. Since not all of the County Service Areas (CSAs) have websites, a citizen cannot easily understand a CSAs’ purpose, decision-making, and budgetary actions. It is unreasonable to ask citizens to become experts in sleuthing to find information. As a service to the citizens, the County could create a single web page (for each of

²² Dependent Special Districts: Bolinas Highlands Permanent Road Division, CSA #1 through CSA #33, Inverness Subdivision No. 2 Permanent Road Division, Marin County Fire Department, Marin County Flood Control and Water Conservation District, Marin County Lighting District, Marin County Open Space District, Monte Cristo Permanent Road Division, Mt View Ave-Lagunitas Permanent Road Division, Murray Park Sewer Maintenance District, Paradise Estate Permanent Road Division, Rush Creek Lighting and Landscape, and San Quentin Village Sewer Maintenance District.

²³ JPAs: Gateway Improvement Authority, Gateway Refinancing Authority, Marin County Capital Improvements Financing Authority, and Marin County Open Space Financing Authority.

²⁴ Dated December 8, 2015

the dependent special districts and JPAs), that describes the role of the local agency with links to all the transparency criteria that can be found elsewhere on the County's website, and create its own digital directory of these local agencies.

Common Web Transparency Deficiencies

In reviewing all the Marin County agency websites and self-audits, we found a number of transparency criteria that were commonly missed:

1. **Overview:** Agencies often mistakenly considered a departmental list the same as a description of the public benefits of their services/functions. A boundary of service area can be easily understood with a map.
2. **Budget:** Finding key information in these long and complex documents often requires a text search, which is impossible if the budgets are in a non-text-searchable document format.
3. **Meetings:** Keep the meeting schedule and archive up-to-date.
4. **Elected & Appointed Officials:** While most agencies listed the names of the Board members, complete information about the Board members (contact info, terms of office, compensation, and biography) was often missing. Agencies were sometimes confused about where election procedures and deadlines can be found, often suggesting this information can be found at Marin County's Elections/Registrar of Voters. While this website has a wealth of *general* information, *specific* information about the procedures and deadlines should be clearly described on the agency's website.
5. **Administrative Officials:** Instead of showing actual salaries and benefits (as required by *Assembly Bill (AB) 2040*), we often found salary schedules instead. This was most commonly seen with school districts. We recommend putting a link to the agency's *Government Compensation in California* page (<http://publicpay.ca.gov/>)
6. **Audits:** Finding key financial information in these long and complex documents often requires a text search, which is impossible if the audits are in a non-text-searchable document format.
7. **Contracts:** Agencies often did not show their approved vendor contracts.
8. **Public Records:** If an agency does not have an online/downloadable Public Records Act (or FOIA) request form, specify how the public can contact the agency for more information (an email address or phone number, for example).
9. **Revenue Sources:** Agencies generally understood this criterion.
10. **Other (Agency Specific):** Agencies also generally understood this criterion.

It is the hope of the Grand Jury that all local government agencies' websites will continue to improve the accessibility, accuracy, completeness and usefulness of available online information for the public's benefit. Having seen web transparency grades improve from F to A+ during the audit process, we know it is possible.

"A democracy requires accountability and accountability requires transparency."

— President Barack Obama

FINDINGS

- F1. As of January 4, 2016, 27 Marin local agencies lacked public websites (and of the 99 agencies that have web sites, 65 did not satisfy the Grand Jury's web transparency criteria as of that date).
- F2. Inspecting the Marin County Clerk's *Roster of Public Agencies*, the Grand Jury discovered a majority of local agencies out of compliance per California Government Code §53051 (no filings or outdated filings).
- F3. Effective January 1, 2015, Assembly Bill (AB) 2040 requires that if a public agency "maintains an Internet Web site, it shall post, in a conspicuous location on its Internet Web site, information on the annual compensation of its elected officials, officers, and employees that is submitted to the Controller under §53891." The Grand Jury discovered a majority of the agencies were out of compliance (and potentially at-risk for fines and/or audit), per California Government Code sections 53895, 53895.7, and 53896).
- F4. The County of Marin does not currently publish a definitive list of all its dependent special districts and JPAs.
- F5. Marin County's *Roster of Public Agencies* is available for viewing only as hard copy at the office of the Marin County Clerk.

RECOMMENDATIONS

- R1. The agency should improve its web transparency score to "B-" (or better), by updating its website and submitting the appropriate self-audit form. The form may be obtained by emailing: grandjury-audit@marincounty.org
- R2. The agency should file and keep updated its Statement of Facts with the California Secretary of State and the Marin County Clerk as required by California Code §53051.
- R3. The agency should update its website to include information of the annual compensation of its elected officials, officers and employees; and this information should also be submitted to the Controller, as required by Sections 12463 and 53909 of the California Government Code.
- R4. The Marin County Board of Supervisors should create a comprehensive online "digital directory" with links to all County of Marin's dependent special districts and JPAs.
- R5. To further improve web transparency, the County Clerk of Marin County should allow public remote Internet access to its *Roster of Public Agencies*.

APPENDIX F: Web Transparency Checklist for Marin Special Districts



Criteria	Features
Overview	<ul style="list-style-type: none"> ● Mission Statement (“What we do”) ● Description of services/functions ● Boundary of service area
Budget	<ul style="list-style-type: none"> ● Budget for current fiscal year, ● Budget for the past three years ● Financial reserves policy
Meetings	<ul style="list-style-type: none"> ● Board meeting schedule ● Archive of Board meeting agendas & minutes for at least the last 6 months
Elected Officials	<ul style="list-style-type: none"> ● Board members (names, contact info, terms of office, compensation, and biography) ● Election procedure and deadlines, ● Reimbursement and compensation policy
Administrative Officials	<ul style="list-style-type: none"> ● General manager and key staff (names, contact info, compensation, and benefits)
Audits	<ul style="list-style-type: none"> ● Current financial audit ● Financial audits for the past three years
Contracts	<ul style="list-style-type: none"> ● Current requests for proposals and bidding opportunities (more than \$25,000 in value) ● Instructions on how to submit a bid or proposal ● Approved vendor contracts (more than \$25,000 in value)
Public Records	<ul style="list-style-type: none"> ● Online/downloadable Public Records Act (or FOIA) request form
Revenue Sources	<ul style="list-style-type: none"> ● Summary of fees received and summary of revenue sources
District Specific	<ul style="list-style-type: none"> ● Authorizing statute/enabling act (Principal Act or Special Act) ● Board member ethics training certificates

APPENDIX K: Marin Special District Web Transparency Scorecards (cont'd)

CSA #28 (West Marin Paramedic)	CSA #29 (Paradise Cay)	CSA #31 (County Fire)	CSA #33 (Stinson Beach)	Homestead Valley Sanitary District
GRADE: F	GRADE: F	GRADE: F	GRADE: F	GRADE: D-
Overview	Overview	Overview	Overview	Overview
Budget	Budget	Budget	Budget	Budget
Meetings	Meetings	Meetings	Meetings	Meetings
Elected Officials	Elected Officials	Elected Officials	Elected Officials	Elected Officials
Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials
Audits	Audits	Audits	Audits	Audits
Contracts	Contracts	Contracts	Contracts	Contracts
Public Records	Public Records	Public Records	Public Records	Public Records
Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources
District Specific	District Specific	District Specific	District Specific	District Specific
Inverness Public Utility District	Inverness Subdivision No. 2 Permanent Road Division	Kentfield Fire Protection District	Las Gallinas Valley Sanitary District	Marin City CSD
GRADE: F	GRADE: F	GRADE: C-	GRADE: A-	GRADE: F
Overview	Overview	Overview	Overview	Overview
Budget	Budget	Budget	Budget	Budget
Meetings	Meetings	Meetings	Meetings	Meetings
Elected Officials	Elected Officials	Elected Officials	Elected Officials	Elected Officials
Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials
Audits	Audits	Audits	Audits	Audits
Contracts	Contracts	Contracts	Contracts	Contracts
Public Records	Public Records	Public Records	Public Records	Public Records
Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources
District Specific	District Specific	District Specific	District Specific	District Specific

APPENDIX N: Website Creation Software Tools

While the Grand Jury did not conduct a comprehensive evaluation of website creation software tools (and do not endorse any particular tool) we wanted to highlight the range of tools currently available to local agencies.

At the low-end of the cost spectrum there are a number of free tools to create a website (e.g., Weebly.com or Wordpress.com). These tools can create a basic functional website with little effort. However, using these tools to create “professional looking” results requires additional graphical and technical skills.

Digital Deployment’s Streamline (GetStreamline.com) website creation software is designed specifically for California’s special districts. Special District Leadership Foundation’s web transparency checklist is integrated into the software, making it easy for the user to ensure their agency follows best practices. A district can create a (or migrate an existing) website in a matter of hours. The resulting website’s appearance is Americans with Disabilities Act (ADA) compliant²⁸ and it is a responsive design adapting to the website visitor’s device (e.g., a smartphone, a tablet, a laptop, etc.). Current annual pricing for Streamline ranges from \$600-\$6,000 including unlimited technical support, based on the agency’s annual budget and California Special District Association (CSDA) membership status. While the transparency dashboard is designed for special districts, Streamline could be used by other types of local agencies.

CivicPlus (CivicPlus.com) offers website creation software for municipalities. Currently used by over 2000 agencies throughout the United States, the software promotes ease of use by making an agency’s information accessible within two clicks. CivicPlus has over 25 modules that efficiently support an agency’s functions, including, Community Connection, Bid Postings, and Citizen Request Tracker™. CivicPlus’ strength is working with agency departments to create a consistent, attractive, and efficient visitor experience. Like Streamline’s software, the resulting website is both ADA-compliant and has a responsive design. Pricing for CivicPlus varies based on the number of modules needed, agency size, and scope of work needed, with a one-time upfront payment, and recurring annual pricing ranging from \$1,000-\$100,000.

At the upper-end of the cost spectrum are customized solutions. Creating a modern website that meets government regulations is a specialized skill that requires either hiring a consultant or using an in-house IT department. Since IT departments are often busy with a myriad of technical challenges, and consultant fees can be high, it is not unusual for an agency’s website content to be out-of-date.

²⁸ While federal government organizations must follow web accessibility guidelines under Section 508 of the Workforce Rehabilitation Act of 1973, there is not yet an ADA-compliant requirement for local agency websites.

REGULAR MEETING OF THE
CITY OF WEST SACRAMENTO CITY COUNCIL,
REDEVELOPMENT SUCCESSOR AGENCY, AND
WEST SACRAMENTO FINANCING AUTHORITY
October 18, 2017
Minutes

DRAFT

The closed session was called to order at 6:30 PM. There were no members of the public present. The session adjourned at 7:01 PM.

The regular meeting was called to order at 7:02 PM in the Council Chambers, 1110 West Capitol Avenue, West Sacramento, California. Mayor Cabaldon and Councilmember Ledesma were absent. All other members were present. Mayor Pro Tem Johannessen presided.

The Pledge of Allegiance was led by City Manager Tuttle.

Entry No. 1

Heard General Administration Functions as follows:

There were no presentations by the public on matters not on the agenda.

Entry No. 2

Heard General Administration Functions as follows:

Mayor Pro Tem Johannessen reported that the Yolo-Solano Air Quality Management District Board received a wildfire update of air quality issues in the Vacaville and Winters area which measured twelve times the federal standard 2.5 particulate material.

Entry No. 3

The presentation by Caltrans regarding the upcoming Infrastructure for Rebuilding America (INFRA) Grant application for the Interstate 80 bus/carpool lane project was moved to November 1, 2017.

Entry No. 4

Minute Order 17-78: Acted on the Consent Agenda as follows:

Approved the amendments to City documents specifying the total number of authorized positions and titles (the Authorized Position List) and salary ranges for each job classification (the Classification Plan).

Approved the classification descriptions for the positions of Community Investment Specialist, Junior/Assistant Transportation Planner, Budget Manager, Preschool Teacher, Preschool Teacher/Family Support Specialist, Administrative Clerk III, Port Manager, Deputy Fire Chief, Chief Treatment Plant Mechanic, and Principal Engineer; and classification description updates for the positions of Human Resources Analyst, Human Resources Technician I/II, Graphics Technician, Assistant City Manager-Administrative Services, Assistant City Manager-Planning & Operations, Executive Assistant to the City Manager, Chief maintenance Worker, and Chief Parks & Grounds Worker.

Found that adopting Resolution 17-68 regarding acquisition of real property rights for public improvements on the Clarksburg Branch Line at Village Parkway and Linden Road is exempt from further environmental review pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3) and found that the exemption reflects the independent judgment of the City as lead agency under CEQA; and approved **Resolution 17-68** to acquire real property rights for public improvements on the Clarksburg Branch Line at Village Parkway and Linden Road.

Authorized the City Manager to execute an addendum to the contract with Paladin Law Group for legal services related to the remediation of the brownfield site at 319 3rd Street; and found that the property located at 319 3rd Street is a "blighted property" located in a "blighted area," as those terms are defined under the Gatto Act (State of California health and Safety Code Sections 25403 and 25403.1).

Approved the pre-qualified on-call list of consultants to provide Federal and State Standards Compliance Services.

Approved the pre-qualified on-call list of consultants to provide Construction Management and Inspection Services.

Approved the pre-qualified on-call list of consultants to provide Environmental Consulting, Geotechnical Engineering, and Special Inspection Services.

Approved a two-year agreement with the County of Yolo for animal control services for fiscal years 2017-18 (\$553,328) and 2018-19 (\$569,927); and authorized staff to allocate \$10,328 from the FY 2018-19 budget to fully fund the FY 2017-18 contract costs and directed staff to return to Council at the mid-year budget review for a supplemental budget appropriation of \$37,255 to fully fund the FYs 2017-19 contract cost.

Approved the minutes of the October 4, 2017 regular City Council meeting.

MOTION: Orozco. SECOND: Sandeen. AYES: Johannessen. ABSENT: Ledesma, Cabaldon.

Entry No. 5

Minute Order 17-79: Conducted a public hearing to receive comments regarding proposed amendments to the Book of Fees. Hearing from no one, closed the public hearing, and adopted **Resolution 17-60** amending the Book of Fees to adopt charges for various regulatory activities, products, and services with the exception of the police false alarm fees which were continued to November 15, 2017.

MOTION: Sandeen. SECOND: Orozco. AYES: Johannessen. ABSENT: Ledesma, Cabaldon.

Entry No. 6

Minute Order 17-80: Conducted a public hearing to receive comments regarding proposed amendments to the water and sewer connection fees and approving updates to the Water & Sewer Master Plan. Hearing from no one, closed the public hearing, and adopted **Resolution 17-7** amending the City Book of Fees to adjust existing fee schedules for water and sewer connection fees; and adopted **Resolution 17-44** approving the 2015 water and sewer master plan updates, incorporating the financing analysis contained in the separate technical memorandums (copies of the master plans and technical memorandums are on file with the City Clerk).

MOTION: Sandeen. SECOND: Orozco. AYES: Johannessen. ABSENT: Ledesma, Cabaldon.

Entry No. 7

Heard General Administration Function, Part II.

Assistant City Manager Berlin announced that due to heavy smoke from the wildfires, the Bayer Crop Science Volunteer Day at Elkhorn Park has been rescheduled to October 27; the unveiling of the Federico Diaz sculpture is tentatively scheduled for November 30 near the Barn in the Bridge District; and that the Winter Wonderland Tree Lighting will be held on December 1 at City Hall.

City Manager Tuttle introduced Gary Predoehl, Engineering & Transportation Manager, and Bill Roberts, Operations Manager, who are new additions to the Public Works Department.

City Manager Tuttle continued to report that Fire Chief Heilmann and Fire Marshal Jonson have been working with the Office of Emergency Services in Sonoma and sent a crew of four firefighters who will return next week; two of our Police Officers have returned from assisting in Yuba City; and Public Information Officer Hosley is assisting the Santa Rosa Fire Public Information Officer and will return next week.

City Manager Tuttle also expressed his appreciation for Mayor Pro Tem Johannessen, Councilmember Orozco, and Councilmember Sandeen attending the Greater Sacramento press conference regarding submissions to Amazon of proposed sites, one of which is in the Bridge District, for their new facility.

Lastly, City Manager Tuttle announced that Deputy City Manager Robinson is finalizing the City's submission to the Bloomberg Mayors Challenge which is due later this week.

Public Report of Closed Session

Conference with Legal Counsel – Significant Exposure to Litigation - GC §54956.9(b): 1
No action taken.

Conference with Real Property Negotiator – GC §54956.8
Negotiating Parties: Diane Richards (City); John Mueller, XtraLease LLC
Property: 2925 Ramco Street, APN 045-551-002
Under Negotiation: Price and Terms of Payment
No action taken.

The meeting adjourned at 7:49 PM.

Kryss Rankin, City Clerk

Minutes approved as presented by a majority
vote of the City Council on November 1, 2017.

Kryss Rankin, City Clerk

**THIS ITEM AND ATTACHMENTS ARE PROVIDED
UNDER SEPARATE COVER**

MEETING DATE: November 1, 2017

ITEM # 15

SUBJECT:

PUBLIC HEARING AND FIRST READING OF ORDINANCE 17-17 REGARDING PROPOSED MUNICIPAL CODE AMENDMENTS RELATED TO CANNABIS MANUFACTURING, WHOLESALE LOGISTICS/DISTRIBUTION/TRANSPORTATION, AND INDOOR COMMERCIAL CULTIVATION FACILITIES IN THE LIMITED AND LIGHT INDUSTRIAL ZONES

INITIATED OR REQUESTED BY:

Council Staff

Other

REPORT COORDINATED OR PREPARED BY:

David W. Tilley, Principal Planner


Charline Hamilton, Director

Community Development Department

ATTACHMENT Yes No

Information Direction Action

OBJECTIVE

This item seeks first reading of Ordinance 17-17, which would amend Title 17 (Zoning) of the Municipal Code for the following: 1) establish cannabis manufacturing facilities and cannabis indoor cultivation facilities as conditionally permitted uses in the Light Industrial zone; 2) establish wholesale cannabis logistics, distribution, and transportation facilities as conditionally permitted uses in the Limited Industrial zone.

RECOMMENDED ACTIONS

It is respectfully recommended that the City Council:

1. Conduct the public hearing.
2. Find that Ordinance 17-17, regarding proposed Municipal Code amendments related to cannabis manufacturing wholesale logistics/distribution/transportation, and indoor commercial cultivation facilities in the Limited and Light Industrial zones is exempt from further environmental review pursuant to Business & Professions Code §26055(H) and Class 5 and Class 8 Categorical Exemptions under the California Environmental Quality Act (CEQA) and find that the Exemptions reflect the independent judgment of the City as lead agency under CEQA;
3. Waive first reading and read by title only Ordinance 17-17 regarding amendments to Title 17 (Zoning) of the Municipal Code for cannabis uses in the Limited and Light Industrial zones; and
4. Inform the audience that second reading and adoption of Ordinance 17-17 is tentatively scheduled for November 15, 2017.

BACKGROUND

In 2015, the California State Legislature passed the Medical Cannabis Regulation and Safety Act (MCRSA) with subsequent modifications in the 2016 and 2017 budget trailer legislation. The 2015 and 2016 MCRSA created a new regulatory structure for the licensing and enforcement of the medical cannabis commercial uses, including cultivation, manufacturing, distribution, testing, and retailers. On November 8, 2016, California voters approved Proposition 64, known as the Control, Regulate, and Tax Adult Use of Marijuana Act (AUMA). AUMA legalized non-medical cannabis use, possession and cultivation by persons 21 years of age or older and passed in Yolo County with 60.5% of the vote (statewide it passed with 57.1%). It was also favored by 15 of the 17 voting precincts in West Sacramento. AUMA also creates a regulatory framework for commercial nonmedical cannabis activities. With the majority vote passage, the provisions related to personal use, possession and cultivation of nonmedical cannabis went into effect on November 9, 2016. Commercial nonmedical cannabis activities also became legal on November 9, 2016, although commercial activities require state licenses and the State has until January 1, 2018 to begin issuing these licenses to businesses.

The City Council has previously addressed the public health, welfare, and safety concerns related to medical cannabis uses through the City's prohibition of medical cannabis dispensaries and the limitation of medical cannabis cultivation to indoors and for personal use only. After considerable monitoring of legal actions and public meetings between 2009 and 2011, the City Council adopted Ordinance 11-1 on January 19, 2011. The Ordinance prohibits medical cannabis dispensaries as a land use in the City. While the Ordinance prohibits cultivation associated with a dispensary for three or more persons, it did not regulate the cultivation of medical cannabis for personal use. On December 5, 2012, the City Council adopted an urgency interim Ordinance which imposed a 45 day moratorium on the outdoor cultivation of medical cannabis, and extended it on January 9,

2013. Based on nuisance experiences in the City, the City Council adopted Ordinance 14-1 on February 5, 2014, regulating the personal cultivation of medical cannabis and limiting it to indoors only.

In January of 2017, at the City Council Strategic Planning Session, and again in June of 2017, staff presented a summary to City Council of the Municipal Code amendments that would be needed to comply with the new State cannabis acts as well as additional amendments that would allow and regulate cannabis land uses should that be desired.

On June 27, 2017, Senate Bill 94 was signed into law, repealing MCRSA and amending AUMA, to create a single regulatory structure for both medical and nonmedical cannabis. The new law is now called Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA). The legislation includes provisions related to structure, local permitting process, administrative flexibility, roles and responsibilities of various state agencies, and various other policy choices.

On June 28, 2017, the City Council reviewed and discussed the proposed Municipal Code amendments in response to the changes in State of California regulations for personal use of cannabis and implementation of licensing for medical and nonmedical cannabis commercial uses beginning January, 2018. The City Council directed staff to continue processing the entitlement applications and bring forth other relevant Ordinances to the Planning Commission before returning to the City Council.

Since the June 28, 2017 City Council meeting there have been several cannabis related items on City Council agendas. These have included Municipal Code amendments and Development Agreements (DAs). The City Council has approved cannabis uses in Industrial zones for distribution, manufacturing, testing labs, and indoor cultivation. The City Council has also approved DAs with cannabis applicants. Lastly, the Planning Commission has approved CUPs pending City Council consideration of implementing Municipal Code amendments. To date, three projects have received entitlements: River Wellness (April 2016), F.C.C.P. Organization (September 2017), and 3705 Seaport Blvd. LLC (October 2017).

The following provides a status overview of cannabis land uses and entitlement requests in process:

Cannabis Land Use	Zones Currently Allowed	Requests In Process
Indoor Personal Cultivation	Any personal residence regardless of zoning district	N/A
Outdoor Personal Cultivation	None, Under moratorium	None
Distribution/Transportation	M-1	ML, M-1, M-2
Manufacturing	ML	M-1, M-2
Indoor Commercial Cultivation	None	M-1, M-2
Outdoor Commercial Cultivation	None, Under moratorium	None
Testing	BP, ML, M-1, M-2	None
Dispensaries/Retailers	None, Medical prohibited in all zones; recreational under moratorium	None
Deliveries	Not specifically addressed	None
Bulk Storage	Not specifically addressed	None

Staff is currently processing four separate cannabis entitlement applications with at least two other projects expected to be submitted shortly. Much of the work to amend the Municipal Code has been completed via the various projects. All cannabis uses have been defined and the requirements for each have been established (DA, CUP, security plan, gross receipts, payments, etc.). Thus far, only River Wellness is operating and others will likely come online in 2018. Much of the timing is dependent on when the State will begin issuing licenses to cannabis businesses; this is supposed to start in January 2018. By virtue of the work done by applicants, staff, the Planning Commission, and the City Council, the City will be ready for the new cannabis industry to commence operations in the Proposition 64 era.

Two of the projects currently under review by staff are located in the Light Industrial zone and are both proposing the same uses. Each applicant requires Municipal Code amendments to proceed, principally to add previously defined cannabis uses to the Land Use Matrix in the Light Industrial zone. Given that both projects need the

same Municipal Code amendments, staff is taking this item forward so neither application has to rely on the other. These projects will still require CUPs and DAs, which will come before the Planning Commission and City Council in the near future. Consideration of tonight's proposed Municipal Code amendments does not predispose the City Council to any action on those projects when they come forward.

Eh Tech, Inc. dba Nature's Market submitted an application to the City for a CUP and DA to allow for a cannabis business involving manufacturing, cultivation, distribution, and research and development. The location of the proposed business is 2424 Del Monte Street and is zoned Light Industrial.

Sierra Gold was submitted on June 8, 2017 and is currently under review. The applicant is requesting the ability to operate a cannabis facility that includes cultivation, manufacturing, and distribution each with their separate DAs and CUPs. The project site is located at 3970 Commerce Drive on 3.59 acres in an existing 30,800 square foot industrial building and is zoned Light Industrial.

Another project, formerly known as High End Medical and now known as F.F.C.P. Organization, has received all of its necessary entitlements for cannabis manufacturing in the Limited Industrial zone. This applicant also wishes to do distribution and is seeking entitlements. There was some misunderstanding previously with the applicant's intended use and thus, distribution was not considered with the manufacturing entitlements. Staff is proposing to add distribution to the Limited Industrial zone. The applicant has received Use Permit approval from the Planning Commission and will be coming before the City Council for consideration of another DA.

ANALYSIS

Proposed Municipal Code Title 17 (Zoning) Amendments:

Staff is proposing to amend the Land Use Matrix (WSMC §17.23.10) to: 1) include cannabis indoor commercial cultivation and cannabis manufacturing to the Light Industrial (M-1) zone; 2) include wholesale cannabis distribution and transportation facility to the Limited Industrial zone (ML).

17.23.10 Land Use Matrix

Cannabis Manufacturing Facility (17.42.010 L)

Wholesale Cannabis Logistics, Distribution, and Transportation Facility (17.42.010 J)

Cannabis Indoor Commercial Cultivation Facility

A-1	RA	RE	R1A	R1B	R2	R2.5	R3	C	MU-C

MU-NC	CBD	WF	MU	CH	CW	BP	ML	M1	M2
							C*	C*	

M3	PQP	RP	POS

Definitions for cannabis manufacturing facilities, cannabis indoor commercial cultivation facilities, and wholesale logistics/distribution/transportation facilities have been previously considered by the Planning Commission and were approved by the City Council August 16, 2017 and September 20, 2017. The City Council did not make any changes to the definitions that were proposed by staff and considered by the Planning Commission.

Environmental Determination

The proposed Ordinance is not subject to review under CEQA pursuant to the following CEQA Guidelines: Section 15060 subdivision (c)(2) – the Ordinance will not result in a direct or reasonably foreseeable indirect physical change in the environment; Section 15061, subdivision (b)(3) – there is no possibility that the Ordinance will have a significant effect on the environment; and Business and Professions Code Section 26055(h) - Division 13 (commencing with Section 21000) of the Public Resources Code does not apply to the adoption of an Ordinance, rule, or regulation by a local jurisdiction that requires discretionary review and approval of permits, licenses, or other authorizations to engage in commercial cannabis activity whereby the discretionary review in any such law, Ordinance, rule, or regulation includes any applicable environmental review pursuant to Division 13. In addition, the Ordinance is categorically exempt from review under CEQA under the Class 8 Categorical

Exemption – the Ordinance constitutes a regulatory activity to assure the protection of the environment. The draft Notice of Exemption is contained in Attachment 4.

Municipal Code Amendments

Pursuant to Sections 65855 of the Government Code and 17.62 of the Municipal Code, the City Council at a public hearing, must make the following findings:

1. The public health, safety and general welfare warrant the change of zones or regulations.

Analysis: The proposed Municipal Code amendments clarify the City's zoning for the proposed land uses, which is allowed under state law. Regardless of the product that would be manufactured from an extraction process from the proposed facility, its operations would be similar to other manufacturing businesses in the City. The public health, safety, and general welfare would benefit from the proposed amendments in that the City's zoning regulations would be clear and unambiguous when it comes to cannabis manufacturing, indoor commercial cultivation, and wholesale distribution. The amendments would also establish a limited area where such businesses could locate and implements the Use Permit, DA, and security plan requirements, giving the City additional discretion over them.

Finding 1 appears met by this request.

2. The change in zones or regulations is in conformity with the General Plan.

Analysis: The following General Plan Land Use Element policies apply to this proposal.

Policy LU-6.1. The City shall promote and assist with the maintenance and expansion of West Sacramento's industrial sector in areas where services are readily available.

Policy LU-5.29. The City shall ensure that the approval of development projects at the west end of West Capitol Corridor do not hinder the efforts to maintain a positive fiscal balance for the City.

Policy LU-6.6. The City shall promote the development of clean industries that do not create problems or pose health risks associated with water and air pollution or potential leaks or spills.

The proposed Municipal Code amendments clarify the City's zoning regulations to provide a framework by which a new commercial/industrial business could be established while maintaining and enhancing the City's discretionary oversight. The proposed cannabis indoor commercial cultivation facility land use type would also be a clean business not involving excessive amounts of hazardous chemicals, noise, energy use, water use, or significant traffic beyond what is expected in heavy industrial areas.

Finding 2 appears met by this request.

Commission Recommendation

The Planning Commission held a public hearing on Resolution 17-15PC (see Attachment 1) on October 5, 2017 and voted unanimously to recommend approval of the proposed Municipal Code amendments. Given that multiple projects are pending needing the same amendments, the Planning Commission was supportive of staff preparing one Ordinance. The Planning Commission was also supportive of making the cannabis uses conditional so they can continue to evaluate them with full discretion.

Strategic Plan Integration

The proposed Municipal Code amendments and Development Agreement support Principle C: Strong, Diverse Local Economy by clarifying the City's land use controls for a burgeoning industry not currently located in the City.

Alternatives

Staff recommends that the City Council determine that the Class 5 and Class 8 Categorical Exemptions are the appropriate level of environmental review and waive first reading and read by title only Ordinance 17-17. Alternatively, the City Council may decide not to conduct first reading at this time and direct staff to bring the matter back for additional consideration at a future meeting.

Coordination and Review

The preparation of this report has been coordinated with the Police and Fire Departments, the City Manager's office, and the City Attorney's office.

Budget/Cost Impact

The cannabis project applicants are paying for all costs related to this matter via existing Reimbursement Agreements.

ATTACHMENTS

1. Resolution 17-15PC
2. Draft Ordinance 17-17
3. ML/M-1 zoning map
4. Draft Notice of Exemption

ATTACHMENT 1

RESOLUTION 17-15PC

**A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF WEST SACRAMENTO
RECOMMENDING ADOPTION BY THE CITY COUNCIL OF THE MUNICIPAL CODE
(TITLE 17-ZONING) AMENDMENTS PERTAINING TO CANNABIS
MANUFACTURING, INDOOR CULTIVATION, AND DISTRIBUTION IN THE LIMITED
AND LIGHT INDUSTRIAL ZONING DISTRICTS**

WHEREAS, on October 5, 2017 the West Sacramento Planning Commission conducted a public hearing on proposed Municipal Code amendments, conditional use permits, and development agreements; and

WHEREAS, the Planning Commission has duly considered all information before them; and

WHEREAS, the Planning Commission has found that the proposed Municipal Code amendments are consistent with the goals, policies and implementation programs of the City of West Sacramento General Plan, and

WHEREAS, the proposed Municipal Code amendments are exempt from CEQA review pursuant to Business & Professions Code §26055(H) and §15305 and §15308 of the CEQA Guidelines, as the project would be serve to clarify the City's Municipal Code as it pertains to cannabis uses; and

WHEREAS, the Planning Commission has found that the proposed Municipal Code amendments further the public health, safety and general welfare of the City, and

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission recommends that the City Council take the following actions:

1. The Planning Commission recommends that the City Council approve the proposed Municipal Code amendments via Ordinance 17-17 as recommended by the Planning Commission.


PASSED AND ADOPTED by the Planning Commission of the City of West Sacramento this 5th day of October 2017, by the following vote:

AYES: Sturmfels, Castillo, Lepore, Liebig, Austin

NOES: None

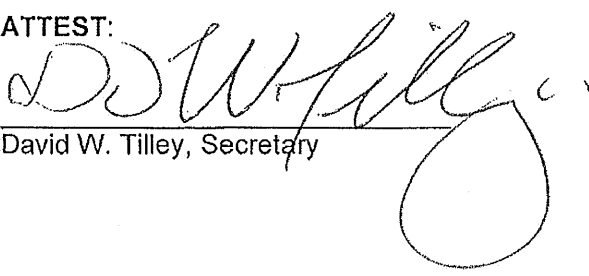
ABSTAIN: None

ABSENT: Vu



Bernadette Austin, Planning Commission
Chairperson

ATTEST:



David W. Tilley, Secretary

ATTACHMENT 2

DRAFT ORDINANCE 17-17

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO AMENDING TITLE 17 (ZONING) OF THE MUNICIPAL CODE RELATED TO CANNABIS MANUFACTURING, INDOOR COMMERCIAL CULTIVATION, AND WHOLESALE LOGISTICS/DISTRIBUTION/TRANSPORTATION FACILITIES

The City Council of the City of West Sacramento does ordain as follows:

Section 1. Purpose and Authority. The purpose of the Ordinance is to make amendments to the Municipal Code Title 17 (Zoning) pertaining to cannabis manufacturing, indoor commercial cultivation, and wholesale logistics/distribution/transportation facilities.

Section 2. Amendments. The following sections of the West Sacramento Municipal Code are hereby amended to read as follows:

17.23.10 Land Use Matrix – Cannabis Manufacturing Facility
Cannabis Indoor Commercial Cultivation Facility
Cannabis Wholesale Logistics, Distribution, and Transportation Facility

A-1	RA	RE	R1A	R1B	R2	R2.5	R3	C	MU-NC

MU-C	CBD	WF	MU	CH	CW	BP	ML	M1	M2
							C*	C*	

M3	PQP	RP	POS

*Development agreement and public safety and security plan required. See 17.42.010.J

Section 3. Severability. If any provision of this chapter, or the application of any such provision to any person or circumstance shall be held invalid, the remainder of this chapter, to the extent it can be given effect, or the application of those provisions to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby, and to this end the provisions of this chapter are severable.

Section 4. Effective Date and Publication. This Ordinance shall take effect 30 days after its adoption, and pursuant to Resolution 99-46 was published in summary format prior to adoption, and a summary will be published within 15 days after adoption in a paper of general circulation published and circulated within the City of West Sacramento.

PASSED AND ADOPTED by the City Council of the City of West Sacramento this _____ day of November, 2017, by the following votes:

AYES:
NOES:
ABSENT:
ABSTAIN

Christopher L. Cabaldon, Mayor

ATTEST:

APPROVED AS TO FORM:

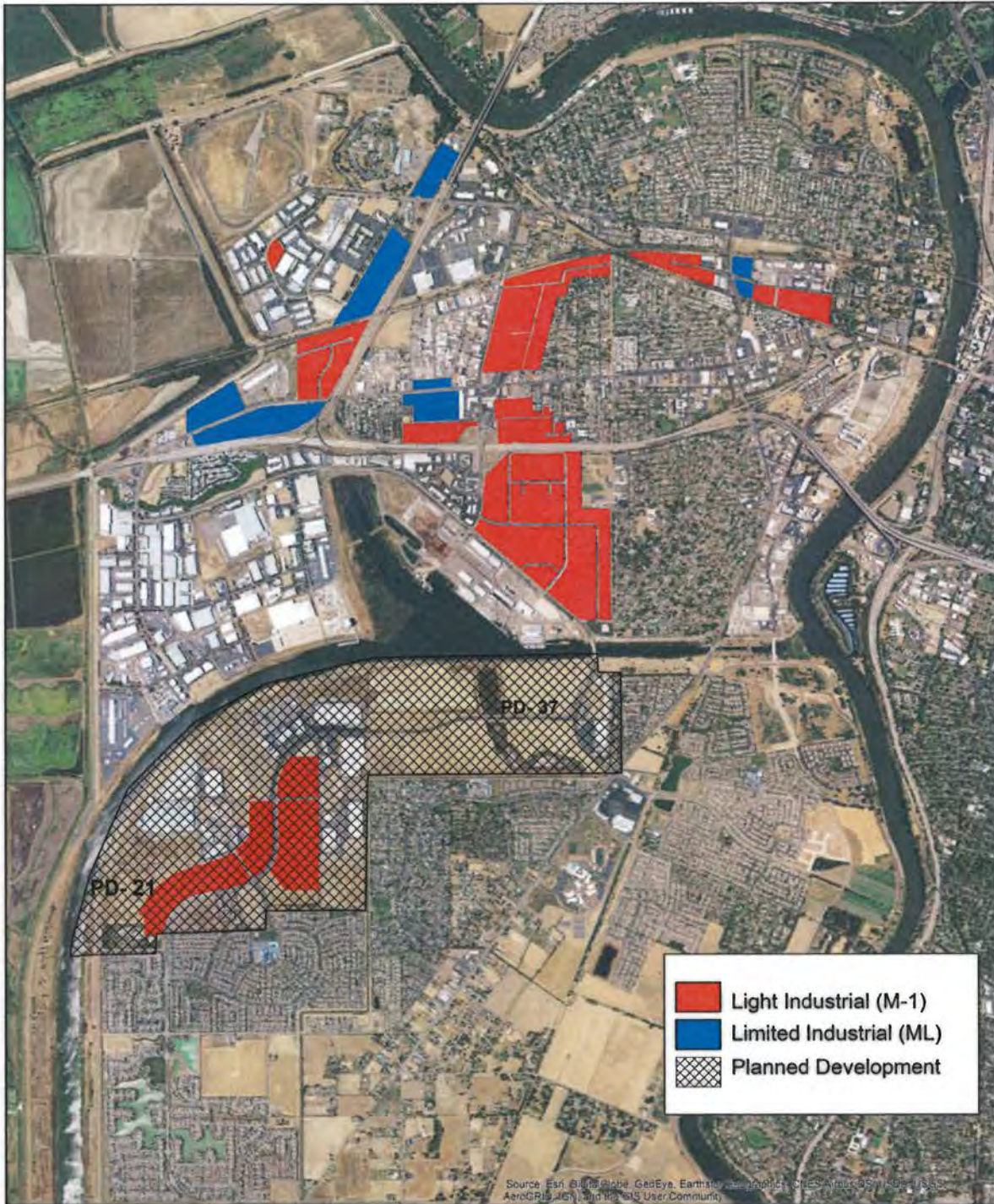
Kryss Rankin, City Clerk

Jeffrey Mitchell, City Attorney

CODIFY X UNCODIFY

ATTACHMENT 3

Limited Industrial and Light Industrial Zoning Map



Notice of Exemption

Appendix E

To: Office of Planning and Research
 P.O. Box 3044, Room 113
 Sacramento, CA 95812-3044
 County Clerk
 County of: Yolo

From: (Public Agency): City of West Sacramento
1110 West Capitol Ave
West Sacramento, CA 95691

 _____ (Address)

Project Title: Ordinances 17-17

Project Applicant: City of West Sacramento

Project Location - Specific:
 Limited Industrial and Light Industrial zoning district

Project Location - City: West Sacramento Project Location - County: Yolo

Description of Nature, Purpose and Beneficiaries of Project:

This ordinance implements the City's regulations for cannabis uses in the Limited Industrial and Light Industrial zoning districts.

Name of Public Agency Approving Project: City of West Sacramento

Name of Person or Agency Carrying Out Project: City of West Sacramento

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
 Declared Emergency (Sec. 21080(b)(3); 15269(a));
 Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
 Categorical Exemption. State type and section number: 15060 (c)(2), 15061 (b)(3), Class 8
 Statutory Exemptions. State code number: B&P Code Section 26055(H)

Reasons why project is exempt:

The project involves municipal code changes to conditionally permit cannabis uses in limited and light industrial areas.

Lead Agency
 Contact Person: David Tilley Area Code/Telephone/Extension: 9166174645

If filed by applicant:

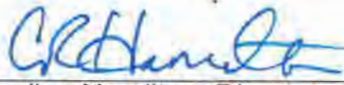
1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: 11-1-17 Title: Principal Planner

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
 Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

MEETING DATE: November 1, 2017		ITEM # 16	
SUBJECT: PUBLIC HEARING AND FIRST READING OF ORDINANCE 17-18 APPROVING A DEVELOPMENT AGREEMENT WITH CALIFORNIA F.F.C.P. ORGANIZATION AT 3911 WEST CAPITOL AVENUE FOR CANNABIS DISTRIBUTION			
INITIATED OR REQUESTED BY: [] Council [X] Staff [X] Other		REPORT COORDINATED OR PREPARED BY: Justin Hardy, Senior Planner  Charline Hamilton, Director Community Development Department	
ATTACHMENT [X] Yes [] No		[] Information [] Direction [X] Action	

OBJECTIVE

This item seeks first reading of Ordinance 17-18 approving a Development Agreement (DA) with California F.F.C.P. Organization.

RECOMMENDED ACTION

It is respectfully recommended that the City Council:

1. Conduct the public hearing;
2. Find that Ordinance 17-18 approving a Development Agreement with California F.F.C.P. Organization for wholesale cannabis logistics, distribution, and transportation facility is exempt from further environmental review pursuant to Class 1 and Class 3 (for a 275 square foot expansion), Class 5 and Class 8 Categorical Exemptions under the Environmental Quality Act (CEQA) and find that the Exemptions reflect the independent judgment of the City as lead agency under CEQA;
3. Waive first reading and read by title only Ordinance 17-18 approving the Development Agreement between the City and California F.F.C.P. Organization at 3911 West Capitol Avenue for cannabis distribution; and
4. Inform the audience the second reading of Ordinance 17-18 is scheduled for November 15, 2017.

BACKGROUND

California F.F.C.P. Organization proposes to develop a wholesale cannabis logistics, distribution, and transportation facility in an existing industrial building at 3911 West Capitol Avenue (APN 067-070-003). The applicant has previously received legislative and discretionary entitlements for cannabis manufacturing at this location. The site is bounded by West Capitol Avenue to the north, Interstate 80 to the east and south, and to the west, an industrial multi-tenant building (see Attachment 1, Vicinity Map). The M-L zone consists of areas along West Capitol Avenue mainly east of the I-80 overpass, along Stillwater Road along I-80, and the Triangle Area (Jefferson and F Streets). The zoning, if ultimately approved, would make the proposed use conditionally permitted in any M-L zone. Each site would be reviewed for any compatibility issues, but generally, the M-L zone is not adjacent or immediately close to residential or known sensitive businesses (see Attachment 2, M-L Locations).

<u>Existing Use/Zoning:</u>	<u>Use</u>	<u>Zoning</u>
Subject Property:	Existing industrial building	M-L (Limited Industrial)
Adjacent Properties:		
North:	Existing industrial buildings	M-1 (Light Industrial)
South:	Interstate 80	N/A
East:	Interstate 80	N/A
West:	Existing industrial building	M-L (Limited Industrial)

The project site is approximately 0.88 acres developed with an existing vacant industrial building, a parking lot with landscaping, and associated improvements. The site is irregularly shaped and is relatively flat. The frontage along West Capitol Avenue is currently improved with sidewalk, curb, and gutter providing access to the site. The building is a mix of one and two-stories totaling approximately 9,182 square feet.

California F.F.C.P. Organization's entitlement application seeks approval of a Development Agreement and a Conditional Use Permit to develop and operate a wholesale cannabis logistics, distribution, and transportation facility at 3911 West Capitol Avenue (Attachment 3, Statement of Justification). Attachment 4 illustrates the proposed site improvements such as the security fencing and the interior operations. A small 278 square foot addition is proposed.

The proposed project is subject to the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA) and local law. Staff, including representatives from Police and Fire, have reviewed the proposal and provided input to minimize the facility's potential effects to the community. The facility will include the previously approved cannabis manufacturing in addition to the requested cannabis wholesale cannabis logistics, distribution, and transportation. No cultivation or retail sales will occur at the facility. No cannabis related signage on the exterior of the building will be allowed. The project will make quarterly payments to the City equivalent to 2.5% of gross receipts from distribution operations.

On July 20, 2017, the Planning Commission held public hearings on two cannabis-related items. The first, which was presented by Community Development Director, Charline Hamilton, was a draft Ordinance that would establish requirements for cannabis testing labs and clean up existing Zoning Code text pertaining to personal cultivation. The Commission unanimously approved a Resolution recommending approval to the City Council. The second was a request by High End Medical Products to establish cannabis manufacturing facilities as Conditional Uses in the Limited Industrial (M-L) Zoning District and to require a DA. The Planning Commission approved two Resolutions recommending approval to the City Council and approved a Conditional Use Permit for High End Medical Products pending City Council consideration of the proposed Municipal Code amendments.

On August 16, 2017 and September 6, 2017, The City Council approved a first and second readings of Ordinances 17-13 and 17-12 for California F.F.C.P. Organization (renamed from High End Medical Products) for a municipal amendment to allow cannabis manufacturing in the M-L zone and a development agreement.

On October 5, 2017, the Planning Commission held a public hearing on Resolution 17-15PC, recommending that the City Council approve Ordinance 17-17. Principal Planner, David Tilley, gave a report and presentation proposing zoning amendments to conditionally permit wholesale cannabis logistics, distribution, and transportation facilities in the Limited Industrial (M-L) and the Light Industrial (M-1) zoning districts. The first reading of Ordinance 17-17 is before the City Council on November 1, 2017. Approval of the California F.F.C.P. Organization's Development Agreement is contingent upon the adoption of Ordinance 17-17.

On October 5, 2017, the Planning Commission held a public hearing on Resolution 17-16PC recommending that the City Council approve Ordinance 17-18, and a Development Agreement for a wholesale cannabis logistics, distribution, and transportation facility for California F.F.C.P. Organization. The Planning Commission also approved a Conditional Use Permit which is predicated on the adoption of Ordinance 17-18.

ANALYSIS

Development Agreement

The proposed Ordinance includes the requirement for a Development Agreement (see Attachment 6). The City and the applicant propose to enter into a Development Agreement that would be considered by the City Council with the proposed amendments. The primary terms of the Development Agreement are as follows:

- Quarterly payments equivalent to 2.5% of gross receipts from operations.
- Development Agreement would only be valid for as long as the proposed Conditional Use Permit is valid and vice versa.
- Applicant must comply with all health and safety requirements.
- Applicant must comply with all state licensing requirements.
- Applicant must submit and abide by a City-approved security plan.
- Applicant would be subject to a future alternative revenue mechanism if established.

Environmental Determination:

Staff proposes Class 1, Class 3, Class 5 and Class 8 Categorical Exemptions from further environmental review pursuant to Sections 15301 (Existing Facilities) and 15303 (New Construction or Conversions) of the CEQA Guidelines. Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. In this case, the Development Agreement is proposed to memorialize the applicant's responsibilities to operate

under the recently approved Conditional Use Permit in an existing industrial building with only a minor footprint expansion of 278 square feet that is proposed. Class 3 consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. The applicant is proposing a small expansion of 278 square feet, and fencing, which is below the threshold of 2,500 square feet permitted in a Class 3 Exemption. Staff also proposes a Class 5 Categorical Exemption from further environmental review pursuant to Section 15305 (Minor Alterations in Land Use Limitations) of the CEQA Guidelines. This Exemption allows for minor changes to land use limitations, such as zoning, where no changes in density are proposed. Ordinance 17-18 does not change in land use or density. Additionally, the project is exempt from review under CEQA under the Class 8 Categorical Exemption – there is no possibility the ordinance will have a significant effect on the environment. The draft Notice of Exception is contained in Attachment 7.

Development Agreement Findings

In order to approve the Development Agreement, the City Council must be able to make the following findings. The Finding (in *italics*) is followed by the staff analysis of whether or not the Finding can be made.

1. *That the proposed Development Agreement will not adversely affect the orderly development of or preservation of property values;*

Analysis: The proposed Development Agreement establishes and reinforces various requirements on the applicant including the need for a security plan and revenue payments to the City. It would be entered into voluntarily by the applicant with the City and provide additional oversight to the City.

Finding 1 appears to be met by this request.

2. *That the proposed Development Agreement is consistent with the provisions of Government Code Sections 65864 through 65869.5.*

Analysis: Government Code Sections 65864 through 65869.5 include state codes for regulating Development Agreements. The codes include procedures for executing and modifying Development Agreements. The proposed Development Agreement and the process by which it is being considered by the City and the applicant is consistent with the applicable state requirements.

Finding 2 appears to be met for this request.

The Planning Commission's recommendation to the City Council on the proposed Development Agreement is included in Resolution 17-16PC (see Attachment 6). Draft Ordinance 17-18 (see Attachment 2) is proposed for City Council consideration of the Development Agreement.

Planning Commission Recommendation

The Planning Commission considered this matter on October 5, 2017. After hearing staff's presentation and taking public comment, the Planning Commission voted to recommend approval to the City Council of the Development Agreement. The Commission's recommendations are memorialized in Resolutions 17-16PC (see Attachment 6). The Commission also took up a proposed Conditional Use Permit for the applicant's proposed facility at 3911 West Capitol Avenue. The Planning Commission approved the Conditional Use Permit subject to the aforementioned Ordinance being adopted by City Council.

Strategic Plan Integration

The proposed Development Agreement supports Principle C: Strong, Diverse Local Economy by clarifying the City's land use controls for a burgeoning industry not currently located in the City.

Alternatives

Staff recommends that the City Council determine that the Class 1, Class 3, Class 5 and Class 8 Categorical Exemptions are the appropriate level of environmental review and waive first reading and read by title only Ordinance 17-18. Alternatively, the Council may decide not to conduct first reading at this time and direct staff to bring the matter back for additional consideration at a future meeting.

Coordination and Review

This report has been coordinated with the City Manager's Office, and the City Attorney.

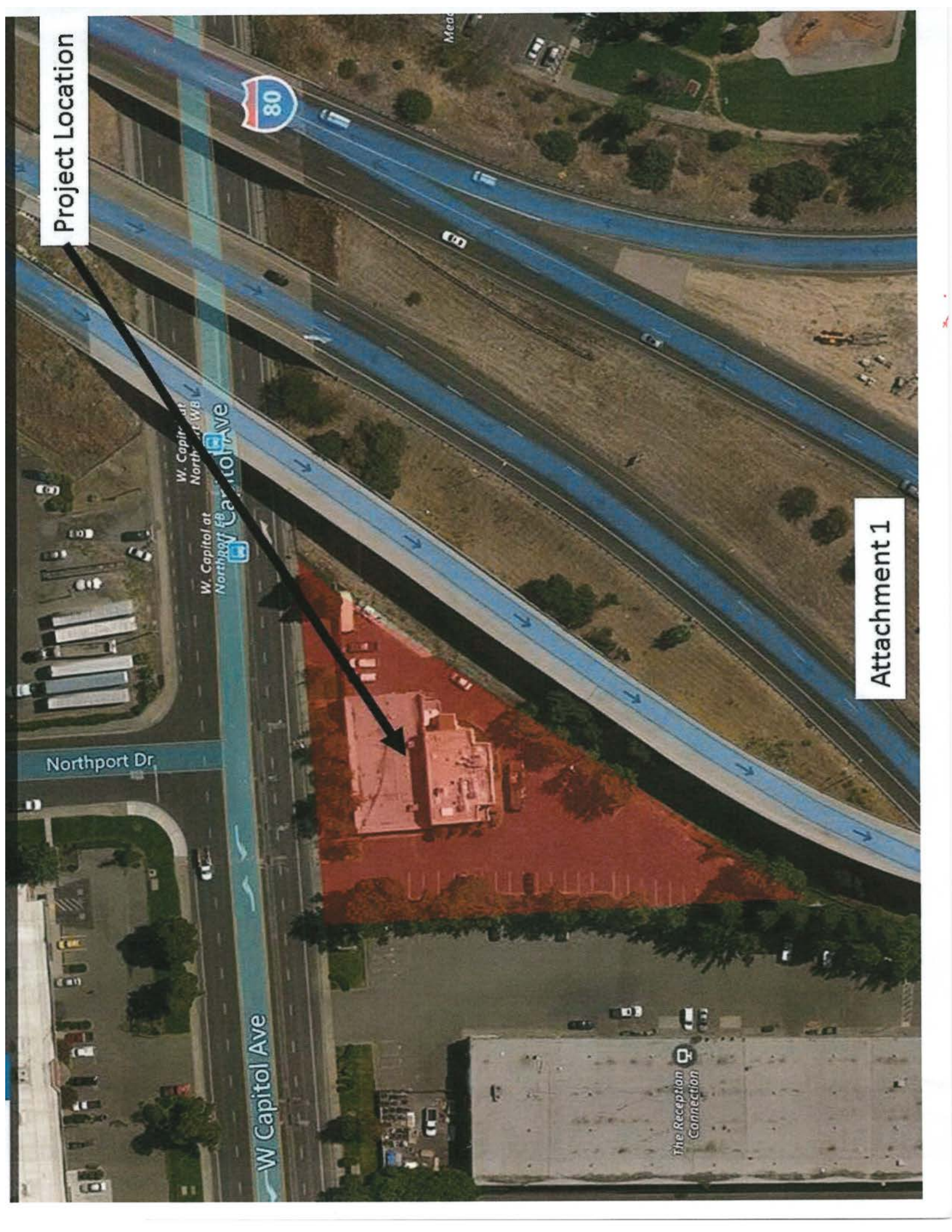
Budget/Cost Impact

The applicant is paying for all City costs via an existing reimbursement agreement.

ATTACHMENTS

1. M-L Zoning Map
2. Draft Ordinance 17-18
3. Statement of Justification
4. Site Plan
5. Draft Development Agreement
6. Resolution 17-16PC
7. Notice of Exemption

Project Location



Attachment 1

ATTACHMENT 2

DRAFT ORDINANCE 17-18

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF WEST SACRAMENTO APPROVING
THE DEVELOPMENT AGREEMENT BETWEEN THE CITY AND CALIFORNIA
F.F.C.P. ORGANIZATION AT 3911 WEST CAPITOL AVENUE FOR CANNABIS DISTRIBUTION**

WHEREAS, on October 5, 2017, the City of West Sacramento Planning Commission conducted a public hearing and adopted Resolution 17-16PC, recommending among other things, the City Council approve the Development Agreement.

The City Council of the City of West Sacramento does ordain as follows:

Section 1. Purpose and Authority. The purpose of this Ordinance is to approve the Development Agreement between the City and California F.F.C.P. Organization. This Ordinance is authorized pursuant to Government Code Section 65864 through 65869.5 and Resolution 88-111 of the City of West Sacramento.

Section 2 Findings. In adopting this Ordinance, the City Council makes the following findings:

- (a) The proposed Development Agreement is consistent with the objectives, policies, general land uses, and programs specified in the General Plan and applicable specific plan; and
- (b) The proposed Development Agreement will not be detrimental to the health, safety, and general welfare of persons residing in the immediate area or detrimental to the general welfare of the residents of the City as a whole; and
- (c) The proposed Development Agreement will not adversely affect the orderly development of property or preservation of property values; and
- (d) The proposed Development Agreement is consistent with the provisions of Government Code Sections 65864 through 65869.5 and Resolution 88-111, as amended by Resolution 96-62; and
- (e) The Planning Commission recommends approval of the Development Agreement.

Section 3. Severability. If any provision or section of this Ordinance is determined to be unenforceable, invalid, or unlawful, such determination shall not affect the enforceability of the remaining provisions of the Ordinance.

Section 4. Effective Date and Publication. This Ordinance shall take effect thirty (30) days after its adoption, and pursuant to Resolution 99-46, shall be published in summary format prior to adoption and a summary shall be published within fifteen (15) days after adoption in a paper of general circulation published and circulated in the City of West Sacramento.

PASSED AND ADOPTED by the City Council of the City of West Sacramento this ____ day of November, 2017 by the following votes:

**AYES:
NOES:
ABSENT:
ABSTAIN:**

Christopher L. Cabaldon, Mayor

ATTEST:

APPROVED AS TO FORM:

Kryss Rankin, City Clerk

Jeffrey Mitchell, City Attorney

CODIFY X UNCODIFY ____

ATTACHMENT 3

PROJECT DESCRIPTION

F.F.C.P proposes to operate a legal cannabis distribution company as a sister company of the already existing volatile extract facility. The main functions to take place under this agreement include the warehousing of legal cannabis products, providing safe storage and transportation between legal cannabis facilities. There will be no direct distribution to the consumer. The facility will not be used in any way to distribute or transport cannabis outside of California.

January 1, 2018 when applications become available with the State, F.F.C.P. will obtain a state license authorizing the Distribution (Type 11) of medical cannabis in California.

Consistent with the legal framework of the State and Local ordinance, F.F.C.P. will obtain legal cannabis products, ensure compliance with testing and packaging and deliver products to licensed retailers throughout the State of California. For purposes of sales taxes, all purchases and sales of cannabis products will be booked through F.F.C.P.'s West Sacramento Facility. All products distributed by the Company will be purchased from licensed manufacturers and cultivators and sold to licensed retailers in compliance with State law.

F.F.C.P. will seek to employ people locally before bringing in people from outside of the City. In addition to a local team we will attempt to employ veterans. Our staff will include customer service, account management, sales, drivers and administrative support.

3911 WEST CAPITOL AVENUE
 WEST SACRAMENTO, CA 95691
 APN: 067-070-003-000
 ACRES: 0.88
 AREA: 38,332 SF

KEYNOTES

- 1 FIRE & LIFE SAFETY: PROVIDE CLICKCENTER.NET EMERGENCY RESPONSE GATE CONTROL CENTER
- 2 FIRE & LIFE SAFETY: EACH BUILDING'S MAIN ENTRANCE SHALL BE EQUIPPED WITH A 3200 SERIES KNOX-BOX.
- 3 PEDESTRIAN GATE SHALL SWING IN THE DIRECTION OF EGRESS TRAVEL AND SHALL HAVE SELF-RELEASING HARDWARE PER CFC 1004.
- 4 THE ELECTRIC GATE SHALL BE PROVIDED WITH BATTERY BACKUP POWER, SHALL COMPLY WITH UL-325 REQUIREMENTS AND HAVE A KNOX KEYWAY FOR FIRE DEPARTMENT USE. CFC 503
- 5 TEMPORARY RESTROOMS AND WASH AREA SHALL BE MAINTAINED THROUGH DEMOLITION AND CONSTRUCTION.
- 11 7' HIGH PERIMETER FENCE.
- 12 16' WIDE X 26' LONG X 10' HIGH VEHICLE SALLY PORT.
- 13 EXISTING PERIMETER FENCE.

SEAN
 FREITAS
 ARCHITECT

(916) 580-9981
 Sean@SeanFreitas.com
 SEANFREITAS.COM

PROJECT: 20170709

Client:
 ERICA M. GRAVES
 817 G STREET
 SACRAMENTO, CA 95814

NEW CONSTRUCTION DOCUMENTS FOR:

3911 WEST CAPITOL AVENUE
 WEST SACRAMENTO, CA 95691

TITLES:
 EXISTING SITE PLAN

DATE: 10/26/2017

DESIGN REVIEW DRAWING

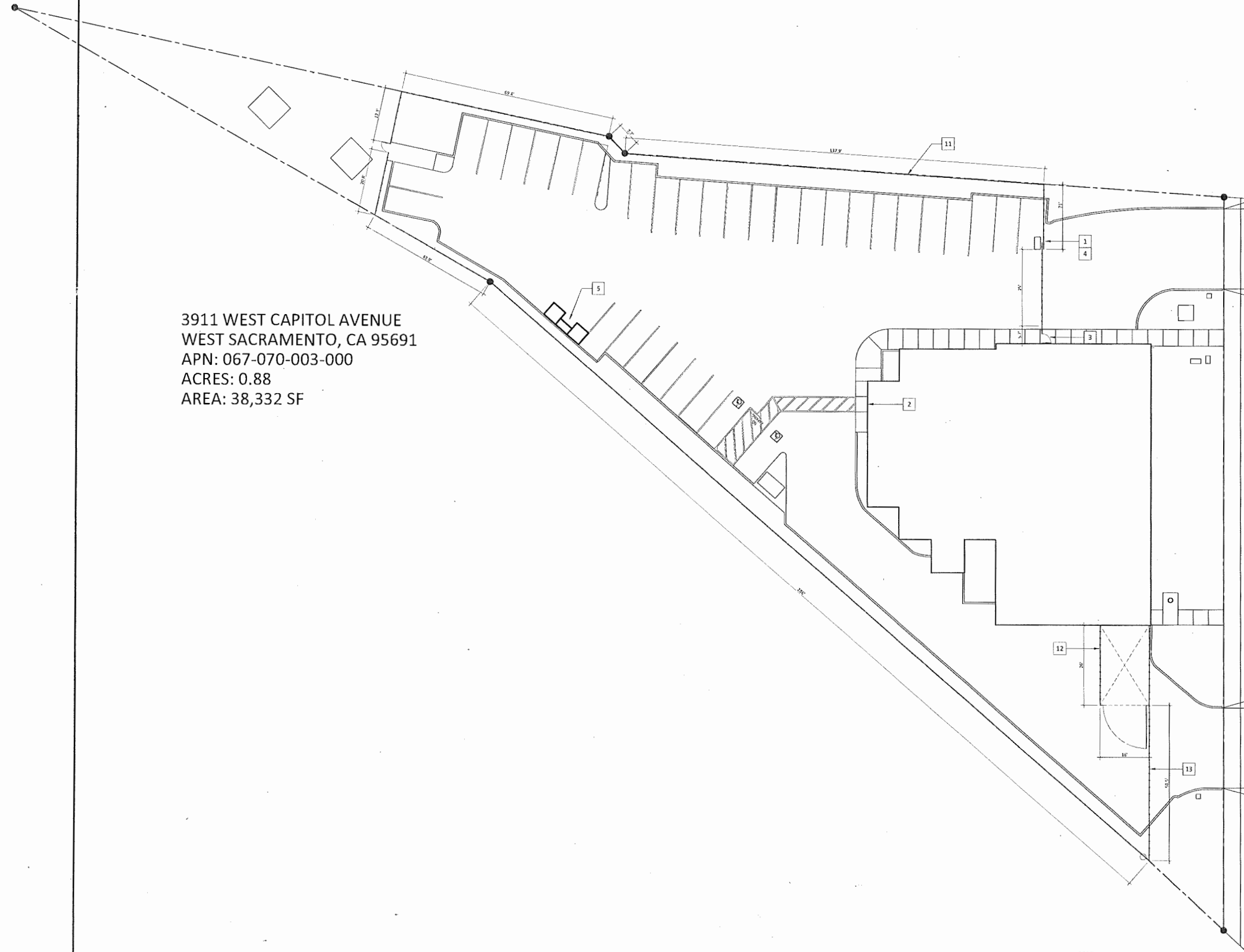
NOT FOR
 CONSTRUCTION

THIS DOCUMENT IS NOT A CONTRACT. IT IS A PRELIMINARY DRAWING AND IS SUBJECT TO CHANGE WITHOUT NOTICE. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE ARCHITECT ASSUMES NO LIABILITY FOR ANY DAMAGE OR INJURY TO PERSONS OR PROPERTY ARISING FROM THE USE OF THIS DOCUMENT. THE ARCHITECT'S LIABILITY IS LIMITED TO THE PROFESSIONAL SERVICES RENDERED. THE ARCHITECT IS NOT RESPONSIBLE FOR ANY CONSTRUCTION DEFECTS OR OMISSIONS. THE ARCHITECT'S LIABILITY IS LIMITED TO THE PROFESSIONAL SERVICES RENDERED.

SHEET:

A2.11

SHEET: 5 OF 5 SHEETS



REFERENCE NORTH



SCALE: 0' 4' 8' 16' 32'

EXISTING SITE PLAN (THERE SHALL BE NO EXTERIOR DEMOLITION WITH THIS PERMIT)

ATTACHMENT 5

OFFICIAL BUSINESS
Document entitled to free recording
Government Code Section 6103

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

City of West Sacramento
1110 West Capitol Avenue
West Sacramento, CA 95691
Attn: City Clerk

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

DEVELOPMENT AGREEMENT
BY AND BETWEEN
THE CITY OF WEST SACRAMENTO
AND
CALIFORNIA F.F.C.P. ORGANIZATION

DEVELOPMENT AGREEMENT

This Development Agreement ("Agreement") is made and entered into between the CITY OF WEST SACRAMENTO, a municipal corporation ("City"), and CALIFORNIA F.F.C.P. ORGANIZATION, a limited liability corporation ("Developer"). City and Developer are hereinafter collectively referred to as the "Parties" and singularly as "Party."

RECITALS

A. **Authorization.** To strengthen the public planning process, encourage private participation in comprehensive planning and reduce the economic risk of development, the Legislature of the State of adopted Government Code section 65864 et seq. (the "Development Agreement Statute"), which authorizes the City and any person having a legal or equitable interest in the real property to enter into a development agreement, establishing certain development rights in the Property, which is the subject of the development project application.

B. **Public Hearing.** On October 5, 2017, the Planning Commission of the City of West Sacramento, serving as the City's planning agency for purposes of development agreement review pursuant to Government Code section 65867, considered this Agreement and recommended approval of this Agreement to the City Council.

C. **Environmental Review.** On _____, the City Council determined that the Project (as defined herein) _____ and found to be exempt from CEQA sections Class 1, Class 3, Class 5 and Class 8.

D. **Need for Services and Facilities.** Development and operation of the Project will result in a need for municipal services and facilities, including police and fire protection services.

E. **Contribution to Costs of Facilities and Services.** Developer agrees to make the quarterly payments set forth herein, which payment may be used by the City for any legal purpose. City and Developer recognize and agree that but for Developer's annual payment City would not and could not approve use of the Property for the Project as provided by this Agreement. City's approval of this Agreement is in reliance upon and in consideration of Developer's agreement to make the payments required hereunder.

F. **Public Benefits.** Development of the Project will result in significant public benefits, as more fully described hereinafter, including, without limitation:

1. The provision of opportunities for employment;
2. Implementation of Crime Prevention Through Environmental Design (CPTED) development principles during the operation and maintenance of the Property.
3. The furtherance of the economic development goals and objectives of the City.

G. **Developer Assurances.** In exchange for the benefits to the City in the preceding Recitals, together with the other public benefits that will result from the development of the Property, Developer will receive by this Agreement assurance that it may proceed with the Project in accordance with the items set forth herein.

H. **Consistency with General Plan.** Having duly examined and considered this Agreement and having held properly noticed public hearings hereon, in City Ordinance No. 17-18, the City found that this Agreement satisfies the Government Code section 65867.5 requirement of general plan consistency.

NOW, THEREFORE, in consideration of the above Recitals and mutual promises, conditions and covenants of the Parties contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

DEFINITIONS

1. **Definitions.** In this Agreement, unless the context otherwise requires, terms have the following meaning. Capitalized terms within the Exhibits not defined below have the meaning set out in the Exhibits.

1.1 "Adopting Ordinance" means Ordinance No. _____, adopted by the City Council on _____, which approves this Development Agreement as required by the Development Agreement Law.

1.2 "Agreement" means this Development Agreement, inclusive of all Exhibits attached hereto.

1.3 "Wholesale Cannabis Logistics, Distribution and Transportation Facility" has the meaning set forth in Section 17.70.010 of the Municipal Code.

1.4 "CEQA" means the Environmental Quality Act, as set forth at Public Resources Code, Division 13, commencing at Section 21000 and the CEQA Guidelines as set forth in Title 14 of the Code of Regulations commencing at Section 15000.

1.5 "City" means the City of West Sacramento, including its agents, officers, employees, representatives and elected and appointed officials.

1.6 "City Manager" means the City Manager of the City of West Sacramento, or his or her designee.

1.7 "Conditional Use Permit" means the Conditional Use Permit for the Project approved by the Planning Commission on October 5, 2017, as that Conditional Use Permit may be modified or amended from time-to-time.

1.8 "Control" means the possession, directly or indirectly, of the power to direct or cause the direction of an entity's management or policies, whether through the ownership of voting securities, by contract, or otherwise.

1.9 "Development Agreement Law" means Government Code section 65864 et seq. and the procedures and requirements for the consideration of development agreements contained in City Resolution No. 88-111, as amended by City Council Resolution No. 96-62. In the event of a conflict, the requirements of Government Code section 65864 et seq. shall control.

1.10 "Developer" means CALIFORNIA F.F.C.P. ORGANIZATION, a limited liability corporation, together with any Successor duly approved by the City in accordance with the terms of this Agreement.

1.11 "Effective Date" means that day on which the Adopting Ordinance shall be effective. The Adopting Ordinance shall be effective thirty (30) days after its adoption by the City Council, unless the Adopting Ordinance becomes subject to a qualified referendum, in which case, the Effective Date shall be the day after the referendum election, if the Adopting Ordinance is approved by a majority of the voters. Litigation filed to challenge the Adopting Ordinance or this Agreement shall not affect the Effective Date, absent a court order or judgment overturning or setting aside the Adopting Ordinance, or staying the Effective Date, or remanding the Adopting Ordinance to the City. Notwithstanding the foregoing, this Agreement shall not become effective until fully executed.

1.12 "Facility" means the physical improvements to the Property used by Developer for the conduct of its operations.

1.13 "Fees" means all charges, expenses, costs, monetary exactions and any other monetary obligations imposed on Developer by the City, other than assessments or regular or special taxes and shall not be limited to fees paid pursuant to this Agreement.

1.14 "General Plan" means the General Plan of the City including the text and maps, as approved by the City in 2016, plus any other General Plan amendments approved by the City on or before the Effective Date.

1.15 "Gross Receipts from Operations" means total revenue actually received or receivable from operation of the Facility, including: all sales; the total amount of compensation actually received or receivable for the performance of any act or service, of whatever nature it may be, for which a charge is made or credit allowed, whether or not such act or service is done as part of or in connection with the sale of materials, goods, wares or merchandise; and gains realized from trading in stocks or bonds, interest discounts, rents, royalties, fees, commissions, dividends, or other remunerations, however designated. Included in "gross receipts" shall be all receipts, cash, credits and property of any kind or nature, without any deduction therefrom on account of the cost of the property sold, the cost of materials used, labor or service costs, interest paid or payable, or losses or other expenses whatsoever, except that the following shall be excluded therefrom:

1.15.1 Cash discounts allowed and taken on sales;

1.15.2 Credit allowed on property accepted as part of the purchase price and which property may later be sold, at which time the sales price shall be included as "gross receipts";

1.15.3 Any tax required by law to be included in or added to the purchase price and collected from the consumer or purchaser;

1.15.4 Such part of the sale price of property returned by purchasers upon rescission of a contract of sale as is refunded either in cash or by credit;

1.15.5 Receipts of refundable deposits, except that such deposits when forfeited and taken into income of the business shall not be excluded.

The intent of this definition is to ensure that in calculating the payment required under Section 9.1, all sales of cannabis products shipped through the Facility are captured, regardless of whether the product is shipped directly from the Facility to a retailer or wholesaler, or to another distribution facility that then distributes the product to the retailer or wholesaler. This definition shall therefore be given the broadest possible interpretation consistent with this intent.

1.16 "Law" means the case law, ordinances, statutes, rules, regulations, or any order, decree or directive of any court or any local, regional, state or federal government agency, unless the context suggests a different meaning.

1.17 "Municipal Code" means the Municipal Code of the City of West Sacramento.

1.18 "Planning Commission" means the City of West Sacramento Planning Commission.

1.19 "Project" means the physical improvement and use of the Property as a Wholesale Cannabis Logistics, Distribution and Transportation Facility. The "Project" is further defined in **Exhibit A** to this Agreement, and supplemented by the provisions of this Agreement and the Public Safety and Security Plan.

1.20 "Project Approvals" means the entitlements that are the subject of this Agreement, consisting of the following land use approvals:

1.20.1 The Conditional Use Permit;

1.20.2 This Development Agreement, as adopted on _____, 2017, by City Ordinance No. 17-18 (the "Adopting Ordinance").

1.21 "Property" means that certain real property located at 3911 West Capitol Avenue, in the City of West Sacramento, County of Yolo, consisting of an approximately 9,128 square foot building. A legal description of the Property is contained in **Exhibit B**.

1.22 "Property Lease" means that certain "Industrial Lease Agreement" dated August 1, 2017, by and between Developer as lessee and Linda M. Parisi, as lessor, as the Industrial Lease Agreement may be amended from time-to-time.

1.23 "Public Safety and Security Plan" has the meaning set forth in Section 9.2.1.

1.24 "Successor" or "Successor in Interest" means any subsequent entity or individual that acquires all or any portion of Developer's leasehold interest in the Property; provided, however, that no Successor shall acquire any rights pursuant to this Agreement unless and until that Successor is approved by the City and complies with all applicable requirements of Section 14.1 of this Agreement.

AGREEMENT

1. **Incorporation of Recitals.** The Recitals and all defined terms set forth above are hereby incorporated into this Agreement as if set forth herein in full.

2. **Description of the Project.** The Project consists of the use of the Property as a Wholesale Cannabis Logistics, Distribution and Transportation Facility. Developer's operations are more fully described in Exhibit A. Developer shall ensure that the Facility is operated in accordance with Exhibit A at all times.

3. **Description of Property.** The Property, which is the subject of this Agreement, is defined in Section 1.21 ("Property") and described in **Exhibit B**.

4. **Relationship of City and Developer.** This Agreement is a contract that has been negotiated and voluntarily entered into by City and Developer. It is agreed among the parties that the Project is a private development and that the relationship of the Developer and City is and at all times shall remain solely that of the City as a regulatory body and the Developer as the property owner. The City and Developer hereby renounce the existence of any form of joint venture or partnership between them, and agree that nothing contained herein or in any document executed in connection herewith shall be construed as making the City and Developer joint venturers or partners.

5. **Representations, Warranties and Acknowledgments.**

5.1 **Interest in Property.** Developer represents and warrants that as of the Effective Date, Developer is the owner of the Property and as such holds fee title in and to the Property. Developer further represents that all persons holding legal or equitable interest in the Property have consented to the Agreement.

5.2 **Authority.** The Parties represent and warrant that the persons signing this Agreement are duly authorized to enter into and execute this Agreement on behalf of their respective principals.

5.3 **Brokers.** The Parties agree that the City has had no dealings with any real estate broker or agent in connection with the negotiation of this Agreement, and that they know of no other real estate broker or agent who is entitled to a commission in connection with this Agreement. In the event any real estate broker or agent shall come forward and claim the right to a commission or other form of compensation in connection with this Agreement, Developer shall indemnify, defend and hold harmless the City in accordance with Section 13.1.

5.4 **Procedures and Requirements.** The Parties acknowledge that this Agreement is subject to the procedures for approval, amendment and administration set forth in the Development Agreement Law.

6. **Effective Date and Term.**

6.1 **Effective Date.** The effective date of this Agreement means the date defined at Section 1.29 of this Agreement.

6.2 **Term.** The term of this Agreement shall commence on the Effective Date and shall continue in force until the first to occur of the following events: 1) this Agreement is terminated in accordance with terms set forth herein; or 2) Developer no longer has a legal interest in the Property and has ceased all operations on the Property.

6.3 **Termination by Mutual Consent.** This Agreement may be terminated in whole or in part by the mutual written consent of all the Parties.

6.4 **Termination for Failure to Obtain or Maintain Required State or Local Licenses.** If Developer fails to obtain or maintain in effect all state and local licenses required for the Project in accordance with Section 8.3.2, City may terminate this Agreement.

6.5 **Termination Resulting from Governmental Action.** In the event legal action is initiated or threatened by any governmental jurisdiction other than the City on the grounds that approval or implementation of this Agreement (or any part) constitutes a violation of state or federal law, and the parties are unable to reach agreement between themselves and the governmental jurisdiction on amendments to this Agreement that will resolve the dispute and still preserve the material terms of this Agreement, then either party may terminate this Agreement without compliance with the Default Procedures set forth in Section 12. If this Agreement is terminated pursuant to this section, Developer shall immediately cease operations at the Facility, the Conditional Use Permit shall be automatically terminated, and the Parties shall have no further rights or obligations under this Agreement (other than the rights under Section 13, which survive termination.)

6.6 **Termination Upon Surrender or Revocation of Conditional Use Permit.** If the Developer voluntarily surrenders the Conditional Use Permit, or if the Conditional Use Permit is revoked by the City, then Developer shall immediately cease operations at the Property and this Development Agreement shall terminate automatically, without further action required by either party. In such an event, Developer waives the default procedures set forth in Section 12 of this Agreement, including the notice and cure rights contained therein, and the Parties shall have no further rights or obligations under this Agreement (other than the rights under Section 13, which survive termination.).

6.7 **Effect of Termination.** This Agreement was entered into by the Parties for the limited purpose of setting forth certain terms and conditions concerning the proposed development and operation of the Project in a manner that is consistent with the Project Approvals. Accordingly, nothing contained herein is intended or shall be construed to grant to Developer any rights in connection with the future development or operations of the Property, except for those rights set forth in the Collective Standards and in this Agreement.

7. **Development of the Project.**

7.1 **Development Rights.** This Agreement was entered into by the Parties for the limited purpose of setting forth certain terms concerning the development and use of the Property by Developer. Accordingly:

7.1.1 Developer acknowledges that it has no existing "vested rights" (as that term is used in land use law) concerning the Property or the Project.

7.1.2 Nothing contained herein is intended or shall be construed to grant to Developer any rights in connection with the future development or use of the Property, and the Parties agree that development and use of the Property shall be governed by the land use and other regulations in effect at the time of development and operation.

7.1.3 Except as expressly provided herein, nothing contained in this Agreement is intended or shall be construed to affect in any way the permitted uses of the Property, the density and intensity of use, the maximum height and size of buildings, or the reservation or dedication of land for public purposes which shall continue to be governed by the City's General

Plan, the City's zoning code, and all other entitlements and ordinances now existing or which may be amended or enacted in the future.

7.1.4 The City expressly reserves the right to adopt and apply regulations to protect the City and its citizens from immediate risks to health and safety. The Developer hereby agrees that any regulation imposed by the City with respect to flood protection adopted in response to federal, state, or local guidelines, regulations, or directives, including without limitation the implementation of a moratorium on development activities, shall be deemed necessary to protect the public health and safety.

7.2 **Referendum.** Developer acknowledges that the Adopting Ordinance, which is a legislative land use approval, is potentially subject to referendum. Notwithstanding anything in this Agreement to the contrary, Developer shall not acquire a vested right to any legislative land use approval (or to any amendment thereto): (1) while such approval or amendment is still potentially subject to referendum or (2) in the event that such approval or amendment is reversed by referendum.

8. **Applicable Rules, Regulations, Fees and Official Policies.**

8.1 **Rules Regarding Design and Construction.** Unless otherwise expressly provided in this Agreement, all other ordinances, resolutions, rules, regulations and official policies governing design, improvement and construction standards and specifications, applicable to the Project and to public improvements to be constructed by the Developer shall be those in force and effect at the time the applicable permit approval is granted.

8.2 **Uniform Codes Applicable.** Unless otherwise expressly provided in this Agreement, any improvements to the Property undertaken by Developer shall comply with the Building Standards Codes, Title 24 of the Code of Regulations, as adopted and amended by the City, as the same shall be in effect as of the time of approval of the permit in question. Such improvements shall also comply with the provisions of the Mechanical, Plumbing, Electrical and Fire Codes, and City standard construction specifications, in effect at the time of approval of the appropriate permits for the improvements. If no permit is required for a given improvement, such improvement will be constructed in accordance with said Codes in effect in the City as of the commencement of construction of such improvement.

8.3 **Laws and Regulations Applicable to Cannabis Activities; Obtaining and Maintaining Required Licenses.**

8.3.1 **General.** Developer shall at all times comply fully with all existing and future state and local rules applicable to Developer's activities on the Property, and shall ensure such compliance by all of Developer's employees, contractors, vendors, and members of the public invited or allowed access to the Property.

8.3.2 **Licensure of Operations.** Developer shall promptly apply for and obtain all State licenses required for the operations described in **Exhibit A**, as well as any local licenses required in the future by the City. Failure to obtain required state licenses within twelve (12) months following the date when the relevant state agencies begin accepting applications for such licenses, and failure to maintain required state or city licenses during the term of this Agreement, shall constitute a default under this Agreement and shall be grounds for termination.

8.4 Fees, Dedications, Assessments and Taxes.

8.4.1 **Payment of Development Impact and Other City Fees, Taxes, and Assessments.** Developer shall pay all impact and other City fees, taxes and assessments when due.

8.4.2 **Other Public Agencies.** Nothing in this Agreement is intended to govern the authority of other public agencies to impose fees.

8.4.3 **Public Works and Community Development.** Any public improvements and work performed by Developer in connection with the Project shall be to the satisfaction of the City Engineer and acceptance by the City Council (or by the City Engineer, if the City Council delegates authority to accept public improvements to the City Engineer).

9. Additional Developer Obligations.

9.1 Payments to City.

9.1.1 **Payment Required.** Developer shall make quarterly payments to the City equal to 2.5% of Developer's Gross Receipts from Operations. Payments shall be made within 10 business days of the end of each quarter, and shall be accompanied by such documentation as may be reasonably required by the City. This documentation will include (but may not be limited to) the transportation manifests for cannabis products received at or transported from the Facility, and an accounting of Gross Receipts from Operations during the previous quarter. Late payments shall include interest at the maximum rate allowed by law. Failure to make any payment required by this Agreement when due shall be a material breach of the Agreement.

9.1.2 Reporting of Gross Receipts from Operations.

(a) **Quarterly Receipts.** No later than January 1, 2018, and the last day of each subsequent quarter during the Term hereof, Developer shall deliver to City a report (the "Quarterly Report") showing (i) Gross Receipts from Operations for the immediate prior quarter received by Developer, and a cumulative total of all amounts of Gross Receipts from Operations received by Developer for the calendar year, (ii) a calculation of the quarterly payment due to City for the prior quarter, and (iii) a calculation of the cumulative total of all quarterly payments for the calendar year.

(b) **Statements of Receipts.** Developer shall keep complete, accurate and appropriate books and records of all receipts from operations in accordance with generally accepted accounting principles. For purposes herein "books and records" shall mean all bookkeeping or accounting documents Developer utilizes in managing its business operations relating to the Project. Such books and records, as well as all other relevant documents as City shall reasonably require, shall, upon reasonable written notice, be open for inspection by City, its auditors or other authorized representatives. If, at any time during the Term, such books and records prove inadequate in the reasonable judgment of City to record the Gross Receipts from Operations as herein required, Developer shall, upon the written request of City, procure and maintain such books and records as shall be of a character and form adequate for such purpose. City shall have the right to audit and examine such books, records and documents and other relevant items in the possession of Developer, but only to the extent necessary for a proper determination of Gross Receipts from Operations, and all such books, records, documents and other items shall be held available for such audit and examination. Upon request by the City,

Developer shall make all such books, records and documents available to the City, and provide removable copies thereof, within thirty (30) of the date of the City's request. The cost for any audit shall be shared equally by the Parties. Developer shall preserve such books, records, documents, and other items in West Sacramento for a period of not less than seven (7) years for the purpose of auditing or re-auditing these accounts upon reasonable notice; except that, if an audit is made within the seven-year period and Developer claims that errors or omissions have occurred, the books and records shall be retained and made available until those matters are resolved. City shall keep strictly confidential all statements of revenue furnished by Developer and all other information concerning Developer's operation of the Premises obtained by City as a result of the inspection, audit and examination privileges of City hereunder, except as otherwise required by law. If City receives a request for such information pursuant to the Public Records Act (Government Code Section 6250 et seq.), City shall provide Developer notice of any such request prior to disclosing any such information. Within seven (7) years after the receipt of any statement of receipts under this Agreement, City at any time shall be entitled to carry out an audit of such revenue either by City or agent to be designated by City. If it shall be determined as a result of such audit that there has been a deficiency in any payment due under this Agreement made on the basis of such statement, then such deficiency shall become immediately due and payable. If such statement of revenue for the relevant year shall be found to have understated receipts by more than two percent and City is entitled to any additional payment as a result of said understatement, then Developer shall, in addition, pay all of City's reasonable costs and expenses connected with such audit, including the expense incurred in retaining such agent; otherwise City shall bear the cost and expense of such audit.

(c) Copies of Tax Filings. Developer shall provide City with copies of any reports Developer is required to provide to the County of Yolo or the State of for sales, use or other tax purposes.

9.1.3 Applicability of Future Revenue Mechanisms. During the term of this Agreement, if the City imposes an alternative revenue mechanism specifically related to cannabis operations (e.g. a cannabis tax), developer agrees to pay to City the greater of the payment required under such alternative revenue mechanism or the payment required by this Section. As used in this Section, "alternative revenue mechanisms" do not include taxes, fees, or assessments levied on or collected from both cannabis and non-cannabis operations. Payments required by revenue mechanisms that are not limited to cannabis operations shall be in addition to, and not in lieu of, payments under this Section.

9.2 Public Safety and Security.

9.2.1 Public Safety and Security Plan. Prior to acceptance of any cannabis product at the Facility, and prior to the commencement of transportation or distribution activities to or from the Facility, Developer shall have prepared and submitted to City a Public Safety and Security Plan ("Plan") acceptable to the City in the reasonable exercise of City's discretion. The Plan shall include and address all aspects of public safety and security, including but not limited to the following interior and exterior security and fire/life safety issues:

(a) Physical security measures, including perimeter fencing, security cameras and other monitoring equipment, and internal security controls.

(b) Implementation of CPTED (Crime Prevention Through Environmental Design) measures.

(c) Protocols for loading and unloading, storage, and transportation of cannabis products.

At least annually, and at other times upon request by either party, Developer and City staff shall meet to review the Plan and operations of the Facility. Developer shall promptly revise the Plan to address deficiencies identified by Developer or the City (e.g. major incidents, high volume of calls for service, etc.) so that the Facility is operated at all times in a manner that ensures the safety and security of the public and Developer's employees, and the physical security of the Facility and products stored therein.

9.2.2 **Signage.** Signage for the Project and Facility shall conform to the requirements of the City's Sign Ordinance (Chapter 17.33). In addition, Developer agrees that, except as otherwise approved by the City in writing or required by law, Project signage shall include nothing, in word or symbol, identifying the fact that the Property is used for cannabis-related activities.

9.2.3 **Vehicles.** No vehicle owned or operated by the Developer, or used for the transportation of product or individuals associated with the Facility, shall include markings (in words or symbols) identifying the vehicle as a vehicle used for cannabis-related activities, unless otherwise required by law.

9.2.4 **Reporting of Incidents.** Developer shall promptly report to the police department breaches of security and criminal activities occurring at the Facility.

9.3 **Notification to City of Intent to Relocate.** Developer shall provide City with ninety (90) days written notice prior to relocating operations within or outside of the City.

10. **Amendment.** This Agreement may be amended in writing from time to time by mutual consent of the Parties hereto and in accordance with the procedures required by the Development Agreement Law.

11. **Annual Review of Agreement.**

11.1 **Review Date.** The annual review date of this Agreement (the "Review Date") as required by Development Agreement Law shall be approximately twelve (12) months from the Effective Date and every twelve (12) months thereafter.

11.2 **Procedures.** The procedures for annual review shall be as set forth in the Development Agreement Law.

11.3 **Fee for Annual Review.** The reasonable cost for the City's annual review of this Agreement shall be paid by Developer, not to exceed the actual costs incurred by the City in connection with the review.

12. **Default.**

12.1 **Default.** The failure of either party to perform any obligation or duty under this Agreement within the time required by this Agreement shall constitute an event of default. (For purposes of this Agreement, a Party asserting that the other Party is in default shall be referred to as the "Complaining Party" and the other Party shall be referred to as the "Defaulting Party.")

12.2 **Notice.** The Complaining Party may not place the Defaulting Party in default unless it has first given written notice to the Defaulting Party, specifying the nature of the default and the manner in which the default may be cured, if known to the Complaining Party. Any failure or delay by the Complaining Party in giving such notice shall not waive such default or waive any of the Complaining Party's remedies.

12.3 **Cure.** The Defaulting Party shall have thirty (30) days from the receipt of notice to cure the default. In the case of monetary defaults (e.g. failure to make the payments required by Section 9.1.1), any default must be cured completely within this thirty (30) day period. In the case of non-monetary defaults, if the default cannot be reasonably cured within such time, the default shall be deemed cured if: (1) the cure is commenced at the earliest practicable date following receipt of notice; (2) the cure is diligently prosecuted to completion at all times thereafter; (3) at the earliest practicable date (but in no event later than thirty (30) days after receiving the notice of default), the Defaulting Party provides written notice to the Complaining Party that the cure cannot be reasonably completed within such thirty (30) day period; and (4) the default is cured at the earliest practicable date, but in no event later than one hundred twenty (120) days after receipt of the first notice of default.

12.4 **Remedies.** If the Defaulting Party fails to cure a default in accordance with the foregoing, the Complaining Party shall have the right to terminate this Agreement upon notice to the Defaulting Party and the Complaining Party may pursue all remedies available by law or in equity, including specific performance and injunctive relief.

12.5 **Additional Procedures and Remedies.** The Parties acknowledge that the foregoing default procedures and remedies are in addition to, and not in lieu of, the procedures and remedies set forth in City Council Resolutions 88-111 and 96-62, and Developer waives the argument that any default taken against Developer is not valid for failing to comply with the procedures and remedies set forth in City Council Resolutions 88-111 and 96-62.

12.6 **Waiver of Damages.** Notwithstanding anything in this Agreement to the contrary, the Parties acknowledge that the City would not have entered into this Agreement had it been exposed to liability for damages from Developer, and that therefore, Developer hereby waives all claims for damages against the City for breach of this Agreement. Developer further acknowledges that under the Development Agreement Law, land use approvals (including development agreements) must be approved by the City Council and that under law, the City Council's discretion to vote in any particular way may not be constrained by contract. Developer therefore waives all claims for damages against the City in the event that this Agreement or any Project Approval is: (1) not approved by the City Council or (2) is approved by the City Council, but with new changes, amendments, conditions or deletions to which Developer is opposed. Developer further acknowledges that as an instrument which must be approved by ordinance, a development agreement is subject to referendum; and that under law, the City Council's discretion to avoid a referendum by rescinding its approval of the underlying ordinance may not be constrained by contract, and Developer waives all claims for damages against the City in this regard.

12.7 **Effect of Termination of Agreement on Conditional Use Permit.** Developer agrees that termination of this Agreement in accordance with this Section 12 shall also result in the automatic termination of the Conditional Use Permit.

13. **Insurance and Indemnity.**

13.1 **Indemnification, Defense and Hold Harmless.** Developer shall indemnify, defend, and hold harmless to the fullest extent permitted by law, the City and its officer, officials, consultants and employees ("Indemnitees") from and against any and all claims, liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the Project, the Project Approvals or the Property (including any challenge to the validity of any provision of this Agreement or the Project Approvals, or Developer's failure to comply with any of its obligations in this Agreement, or Developer's failure to comply with any current or prospective Law); provided, however, that Developer shall have no obligations under this section for such loss or damage which was caused by the sole negligence or willful misconduct of the City. This indemnification obligation shall survive this Agreement and shall not be limited by any insurance policy, whether required by this Agreement or otherwise.

13.2 **Insurance.**

13.2.1 **Public Liability and Property Damage Insurance.** At all times that Developer is constructing any improvements to the Property, Developer shall maintain in effect a policy of comprehensive general liability insurance with a per-occurrence combined single limit of one million dollars (\$1,000,000) and a deductible of not more than fifty thousand dollars (\$50,000) per claim. The policy so maintained by Developer shall name the City as an additional insured and shall include either a severability of interest clause or cross-liability endorsement.

13.2.2 **Workers' Compensation Insurance.** At all times that Developer is constructing any improvements, Developer shall maintain workers' compensation insurance for all persons employed by Developer for work at the Project site. Developer shall require each contractor and subcontractor similarly to provide workers' compensation insurance for its respective employees. Developer agrees to indemnify the City for any damage resulting from Developer's failure to maintain any such insurance.

13.2.3 **Evidence of Insurance.** Prior to commencement of construction of any improvements, Developer shall furnish City satisfactory evidence of the insurance required by this Sections 13.2 and evidence that the carrier is required to give the City at least fifteen (15) days prior written notice of the cancellation or reduction in coverage of a policy. The insurance shall extend to the City, its elective and appointive boards, commissions, officers, agents, employees and representatives and to Developer performing work on the Project.

14. **Assignment and Transfers of Rights and Interest; Binding Effect on Successors.**

14.1 **Assignment.**

14.1.1 **Assignment of Rights Under Agreement.** Developer may not transfer or assign its interests under this Agreement, in whole or in part, without the prior written consent of the City, which may be withheld for any reason. No such assignment shall be effective until execution and delivery by Developer and the assignee of an assignment substantially in the form attached hereto as **Exhibit D**.

14.1.2 **Subsequent Assignments.** Any Successor may assign its rights under this Agreement by complying with the procedures set forth in this Agreement.

14.2 **Transfer of Control.** No change in Developer's ownership or in the composition of Developer's ownership shall be made, and no transfer or sub-lease of the Lease Agreement shall be made, without providing the City with prior written notice. If the change, transfer or sub-

lease changes Control over the use of the Property, the operations of Developer, or the actions or activities of Developer, then the prior written consent of the City must be obtained before the change, transfer or sub-lease, which consent may be withheld for any reason.

14.3 **Transferability to New Location.** In the event Developer moves operations from the Property to another location within the City, Developer agrees that the City may require that the rights and obligations set forth in this Agreement transfer to the new location. Developer and City agree to work cooperatively and collaboratively on any amendments to this Agreement that may be necessary in view of the transfer of Developer's operations to the new location.

14.4 **Runs with the Land.** Except as otherwise provided in this Agreement, and for so long as this Agreement remains in effect, all of the provisions, rights, terms, covenants, and obligations contained in this Agreement shall be binding upon the Parties and their respective heirs, successors and assignees, representatives, sub-lessees, and all other persons acquiring the Developer's interest in the Property, whether by operation of law or in any manner whatsoever; provided that no successor or assignee of Developer may obtain the benefits hereunder unless the City has consented to assignment of those rights as set forth in Section 14.1. All of the provisions of this Agreement shall be enforceable as equitable servitudes and shall constitute covenants running with the land pursuant to applicable laws, including, but not limited to, Section 1466 of the Civil Code of the State of . Each covenant to do, or refrain from doing, some act on the Property hereunder, or with respect to any leasehold interest in the Property: (a) is for the benefit of such properties and is a burden upon such properties; (b) runs with such properties; and (c) is binding upon each Party and each successive owner during its ownership of such leasehold interest in the Property or any portion thereof, and shall be a benefit to and a burden upon each Party and its property hereunder and each other person succeeding to an interest in such properties.

15. **Miscellaneous.**

15.1 **Estoppel Certificate.** Either Party may at any time request the other Party to certify in writing that: (1) this Agreement is in full force and effect; (2) this Agreement has not been amended except as identified by the other Party; and (3) to the best knowledge of the other Party, the requesting Party is not in default, or if in default, the other Party shall describe the nature and any amount of any such default. The other Party shall use its best efforts to execute and return the estoppel certificate to the requesting Party within thirty (30) days of the request. The City Manager shall have authority to execute such certificates on behalf of the City.

15.2 **Recordation.** This Agreement shall not be operative until recorded with the Yolo County Recorder's office. Developer shall record this Agreement against the Property at its expense with the County Recorder's office within ten (10) days of the Effective Date, and shall cause any amendment to this Agreement or any instrument affecting the term of this Agreement to be recorded within ten (10) days from date on which the same become effective. Any amendment to this Agreement or any instrument affecting the term of this Agreement which affect less than all of the Property shall contain a legal description of the portion thereof that is the subject of such amendment or instrument. Alternatively, Developer and City may execute the instrument entitled "Memorandum of Development Agreement" attached hereto as **Exhibit E**, which shall be recorded against the Property, in lieu of recording the entire Agreement.

15.3 **Notices.** All notices required by this Agreement or the Development Agreement Law shall be in writing and personally delivered or sent by certified mail, postage prepaid, return receipt requested.

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

CITY OF WEST SACRAMENTO
1110 West Capitol Avenue
West Sacramento, CA 95691
ATTN: City Manager
(916) 617-4500

with copies to:

KRONICK, MOSKOVITZ, TIEDEMANN & GIRARD
Attn: Jeffrey Mitchell
400 Capitol Mall, 27th Floor
Sacramento, CA 95814
(916) 321-4500

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

With copies to:

California F.F.C.P. Organization
3911 West Capitol Avenue
West Sacramento, CA 95691
Attn: Erica Graves

Either Party may change the address stated herein by giving notice in writing to the other Party, and thereafter notices shall be addressed and transmitted to the new address. All notices shall be deemed received on the earlier of the date that personal delivery is effected or the date shown on the return receipt.

15.4 **References to Municipal Code.** This Agreement contains references to articles and sections of the City's Municipal Code. If, after the Effective Date, the City amends or renumbers its Municipal Code, then the references in this Agreement shall be understood to apply to the amended or renumbered Municipal Code

15.5 **Construction of Agreement.** The provisions of this Agreement and the Exhibits hereto shall be construed as a whole according to their common meaning and not strictly for or against any party and consistent with the provisions hereof, in order to achieve the objectives and purpose of the parties hereunder. The captions preceding the text of each Article, Section, and subsection hereof are included only for convenience of reference and shall be disregarded in the construction and interpretation of this Agreement. Wherever required by the context, the singular shall include the plural and vice versa, and the masculine gender shall include the feminine or neuter genders and vice versa.

15.6 **Third Party Beneficiaries.** This Agreement is entered into for the sole benefit of the Parties and any Successors. No other party shall have any cause of action or the standing to assert any rights under this Agreement.

15.7 **Attorneys' Fees and Costs in Legal Actions by Parties to the Agreement.** Should any legal action be brought by either Party for breach of this Agreement or to enforce any provisions herein, each Party shall bear its own costs (including attorneys' fees) and neither Party shall be entitled to recover such costs from the other Party.

15.8 **Liability of City Officials.** No City official or employee shall be personally liable under this Agreement.

15.9 **Delegation.** Any reference to any City body, official or employee in this Agreement shall include the designee of that body, official or employee, except where delegation is prohibited by law.

15.10 **Severability.** Should any provision of this Agreement be found invalid or unenforceable by a court of law, the decision shall affect only the provision interpreted, and all remaining provisions shall remain enforceable.

15.11 **Integration.** This Agreement constitutes the entire understanding and agreement of the Parties with respect to the subject matter hereof and supersedes any previous oral or written agreement. This Agreement may be modified or amended only by a subsequent written instrument executed by all of the Parties.

15.12 **Counterparts.** This Agreement may be signed in one (1) or more counterparts, and will be effective when the Parties have affixed their signatures to counterparts, at which time the counterparts together shall be deemed one (1) original document; provided, however, that all executed counterparts are provided to the City Clerk.

15.13 **Interpretation.** The Parties acknowledge that this Agreement has been negotiated by both Parties and their legal counsel and agree that this Agreement shall be interpreted as if drafted by both Parties.

15.14 **Inconsistency.** In the event of any conflict or inconsistency between the provisions of this Agreement and the Project Approvals or Exhibits, this Agreement shall prevail.

15.15 **Incorporation.** The Recitals, Exhibits, and all defined terms in this Agreement are part of this Agreement.

15.16 **Applicable Law and Venue.** This Agreement shall be construed and enforced in accordance with the laws of the State of without regard to principles of conflicts of law. In the event of litigation arising under this Agreement, venue shall reside exclusively in the Superior Court of the County of Yolo or, in the event of federal litigation, the Eastern District of .

15.17 **Time of the Essence.** Time is of the essence of this Agreement.

IN WITNESS WHEREOF, the Parties hereto are executing this Agreement on the dates set forth below, to be effective as of the Effective Date.

"CITY"

"DEVELOPER"

CITY OF WEST SACRAMENTO,
a municipal corporation

CALIFORNIA F.F.C.P. ORGANIZATION
a limited liability company

By: _____

By: _____

Name: Christopher Cabaldon

Name: _____

Its: Mayor

Its: _____

Dated: _____, 2017

Dated: _____, 2017

ATTEST:

Kryss Rankin,
City Clerk

APPROVED AS TO FORM:

Jeffrey Mitchell,
City Attorney

List of Exhibits:

- Exhibit A: Project Description
- Exhibit B: Legal Description of the Property
- Exhibit C: Site Plan Showing Location of the Facility on the Property
- Exhibit C: Form of Assignment and Assumption Agreement
- Exhibit D: Memorandum of Development Agreement

Exhibit A

Project Description

CALIFORNIA F.F.C.P. ORGANIZATION proposes to operate a legal cannabis distribution company as a sister company of the already existing volatile extract facility. The main functions to take place under this agreement include the warehousing of legal cannabis products, providing safe storage and transportation between legal cannabis facilities. There will be no direct distribution to the consumer. The facility will not be used in any way to distribute or transport cannabis outside of . Facility at 3911 West Capitol Avenue in West Sacramento, (APN 067-070-003) pursuant to a City-issued Conditional Use Permit ("CUP"). Pursuant to the distribution facility CUP, the Developer will convert an existing 9,128-square-foot industrial office building.

January 1, 2018 when applications become available with the State, F.F.C.P. will obtain a state license authorizing the Distribution (Type 11) of medical cannabis in .

Consistent with the legal framework of the State and Local ordinance, F.F.C.P. will obtain legal cannabis products, ensure compliance with testing and packaging and deliver products to licensed retailers throughout the State of . For purposes of sales taxes, all purchases and sales of cannabis products will be booked through F.F.C.P.'s West Sacramento Facility. All products distributed by the Company will be purchased from licensed manufacturers and cultivators and sold to licensed retailers in compliance with State law.

F.F.C.P. will seek to employ people locally before bringing in people from outside of the City. In addition to a local team we will attempt to employ veterans. Our staff will include customer service, account management, sales, drivers and administrative support.

Under this Agreement it includes substantial investment in unmarked specialty vehicles and equipment. Custom-outfitted armored delivery vehicles with climate and temperature controls including safe deposit boxes will be used for delivery and distribution throughout Northern . Delivery vehicles will be operated by trained professionals carrying detailed transportation manifests, with electronic tracking to ensure a secure chain of custody at each point of transport.

Exhibit B

Legal Description of the Property

Real property in the City of West Sacramento, County of Yolo, State of and described as follows:

APN/Parcel ID(s): 067-070-003

A portion of those certain parcels of land acquired by the. State of , by Deed recorded in Book 695 of Official Records, page 458, and by Deed recorded in Book 790 of Official Records, page 563, Yolo County Records.

Said portion is all that part thereof lying Northwesterly from the following described line:

BEGINNING at a point distant S. 57° 37' 26" West from the Northwest corner of Lot 42 of Meadowdale Subdivision No. 1" recorded in Map Book 5, at Page 24, Yolo County Records, said point also being distant 238.71 feet Northwesterly, measured at right angles from the "A" line at Engineer's Station "A"131+67.74 of the Department of Public Works Survey on Road 03- Yol-880, Post Mile 0.0/1.6; THENCE from said point of beginning N. 24° 07' 06"

East 170.34 feet; thence N. 35° 48' 28" East 332.02 feet; thence N. *OR* 48' 46" East 102.35 feet to a point distant

235.87 feet Northwesterly, measured at right angles from the said "A" line at Engineer's Station "A" 137+62.70.

Exhibit C

Site Plan Showing Location of the Facility on the Property

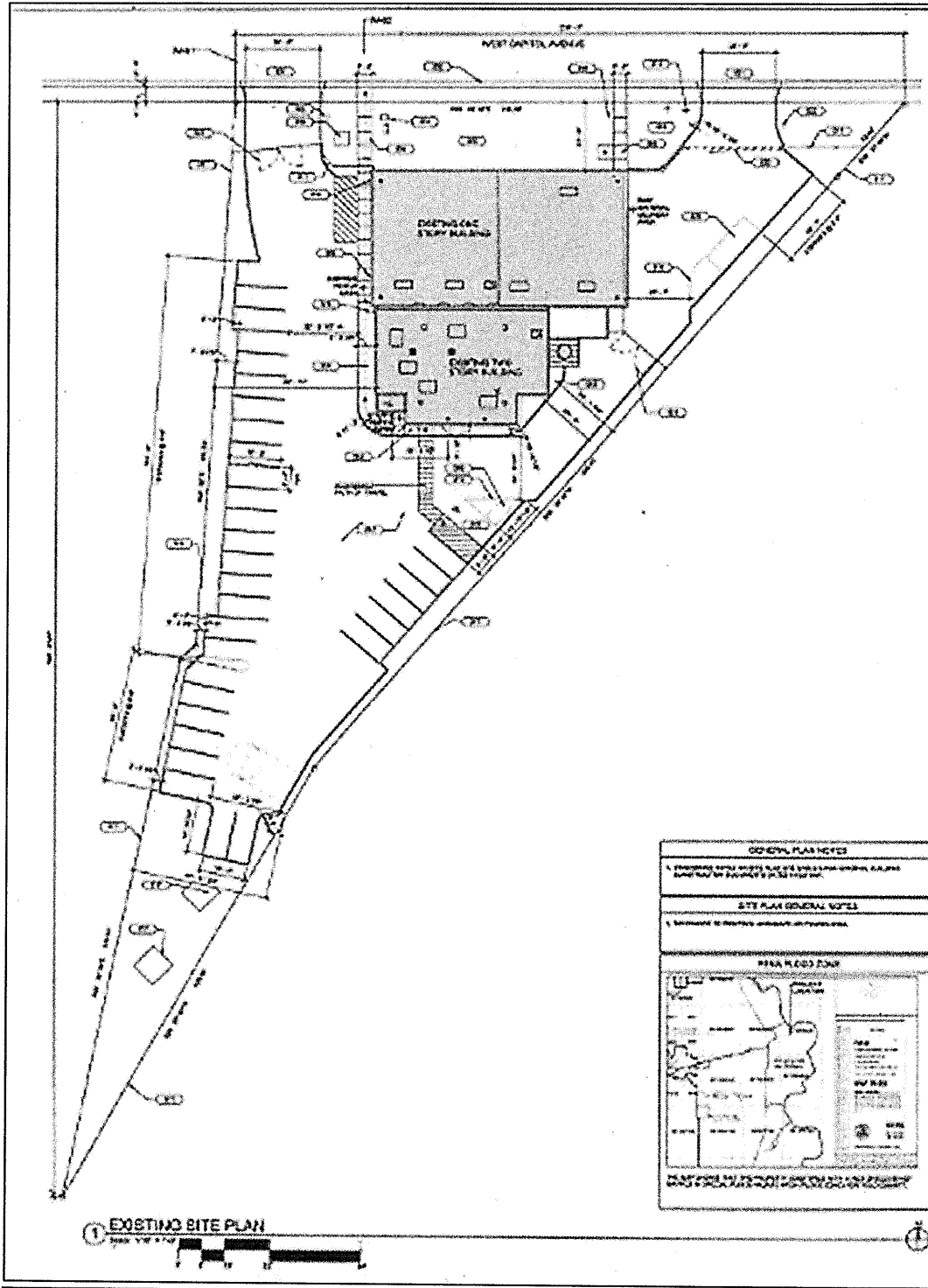


Exhibit C

Exhibit D

Form of Assignment and Assumption Agreement

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

[Add Assignee Address]

Attn: _____

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

**ASSIGNMENT AND ASSUMPTION AGREEMENT
(CALIFORNIA F.F.C.P. ORGANIZATION Development Agreement)**

THIS ASSIGNMENT AND ASSUMPTION AGREEMENT (the "Agreement") is entered into this ____ day of _____, 20__, by and between THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF WEST SACRAMENTO, COUNTY OF YOLO, STATE OF AND IS DESCRIBED AS FOLLOWS, a limited liability company (the "Developer"), and _____, a _____ (the "Assignee").

RECITALS

A. The City of West Sacramento and Developer entered into that certain Development Agreement recorded in the Official Records of Yolo County, , on _____, 20__, as Instrument No. 20__-_____ (the "Development Agreement"). Pursuant to the Development Agreement, Developer agreed to develop certain property more particularly described in the Development Agreement (the "Subject Property"), subject to certain conditions and obligations as set forth in the Development Agreement.

B. Developer intends to convey its interest in the Subject Property to Assignee.

C. Developer desires to assign and Assignee desires to assume all of Developer's rights, title, interest, burdens and obligations under the Development Agreement.

ASSIGNMENT AND ASSUMPTION

NOW, THEREFORE, Developer and Assignee hereby agree as follows:

1. Developer hereby assigns to Assignee all of the rights, title, interest, burdens and obligations of Developer under the Development Agreement.

2. Assignee hereby assumes all of the rights, title, interest, burdens and obligations of Developer under the Development Agreement, and agrees to observe and fully perform all of the duties and obligations of Developer under the Development Agreement. The parties intend hereby that, upon the execution of this Agreement, Assignee shall become the "Successor" (as defined in the Development Agreement) to Developer under the Development Agreement solely with respect to the Assigned Parcel.

3. All of the covenants, terms and conditions set forth herein shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, successors and assigns.

4. The Notice Address described in Section 15.3 of the Development Agreement for Assignee, as the Successor solely with respect to the Assigned Parcel shall be:

5. As provided in Section 14.1, this Assignment shall not be effective unless and until written consent of the City has been obtained.

6. This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The parties authorize each other to detach and combine, or cause to be detached and combined, original signature pages and consolidate them into a single identical original for recordation of this Agreement in the Official Records of Yolo County, .

IN WITNESS HEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

“DEVELOPER”

“ASSIGNEE”

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

Dated: _____, 20__

Dated: _____, 20__

Exhibits:

A - Legal Description of Assigned Parcel

RECORDATION OF THIS CERTIFICATE IS THE RESPONSIBILITY OF THE REQUESTING PARTY.

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.

Acknowledgment

State of }
County of Yolo }

On _____, before me, _____,
Notary Public, personally appeared _____, 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 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 _____ that the foregoing paragraph is true
and correct.

Witness my hand and official seal.

_____, Notary Public

Acknowledgment

State of }
County of Yolo }

On _____, before me, _____,
Notary Public, personally appeared _____, 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 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 _____ that the foregoing paragraph is true
and correct.

Witness my hand and official seal.

_____, Notary Public

Exhibit A to Assignment and Assumption Agreement

LEGAL DESCRIPTION OF SUBJECT PROPERTY

Real property in the City of West Sacramento, County of Yolo, State of and described as follows:

APN/Parcel ID(s): 067-070-003

A portion of those certain parcels of land acquired by the. State of , by Deed recorded in Book 695 of Official Records, page 458, and by Deed recorded in Book 790 of Official Records, page 563, Yolo County Records.

Said portion is all that part thereof lying Northwesterly from the following described line:

BEGINNING at a point distant S. 57° 37' 26" West from the Northwest corner of Lot 42 of Meadowdale Subdivision No. 1" recorded in Map Book 5, at Page 24, Yolo County Records, said point also being distant 238.71 feet Northwesterly, measured at right angles from the "A" line at Engineer's Station "A"131+67.74 of the Department of Public Works Survey on Road 03- Yol-880, Post Mile 0.0/1.6; THENCE from said point of beginning N. 24° 07' 06"

East 170.34 feet; thence N. 35° 48' 28" East 332.02 feet; thence N. *OR* 48' 46" East 102.35 feet to a point distant

235.87 feet Northwesterly, measured at right angles from the said "A" line at Engineer's Station "A" 137+62.70.

Exhibit E

Memorandum of Development Agreement

Recording Requested by and
When Recorded Return to:

City of West Sacramento
1110 West Capitol Avenue
West Sacramento, 95691

No recording fee required pursuant to
Government Code Section 27383

SPACE ABOVE THIS LINE FOR
RECORDER'S USE

**MEMORANDUM OF DEVELOPMENT AGREEMENT
CALIFORNIA F.F.C.P. ORGANIZATION**

THIS MEMORANDUM OF DEVELOPMENT AGREEMENT is made this ___ day of _____, 20___, by and between the CITY OF WEST SACRAMENTO, a municipal corporation ("City") and CALIFORNIA F.F.C.P. ORGANIZATION ("Developer"), collectively referred to as the "Parties."

City and Developer are Parties to that certain "Development Agreement" approved by Ordinance ___ (the "Development Agreement"), the terms and conditions of which are hereby incorporated by this reference as if set forth in full herein. The Development Agreement applies to the development and operation of a "Facility" (as defined in the Development Agreement) that is located on certain real property situated in the County of Yolo, State of , and described as follows (the "Property"):

[See Exhibit A]

"CITY"

"DEVELOPER"

CITY OF WEST SACRAMENTO,
a municipal corporation

By: _____
Name: Christopher Cabaldon
It's: Mayor
Dated: _____, 2017

By: _____
Name: _____
Its: _____
Dated: _____, 2017

RECORDATION OF THIS CERTIFICATE IS THE RESPONSIBILITY OF THE REQUESTING PARTY.

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.

Acknowledgment

State of }
County of Yolo }

On _____, before me, _____,
Notary Public, personally appeared _____, 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 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 _____ that the foregoing paragraph is true
and correct.

Witness my hand and official seal.

_____, Notary Public

Acknowledgment

State of }
County of Yolo }

On _____, before me, _____,
Notary Public, personally appeared _____, who
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the within instrument and acknowledged to me that he/she/they executed the same in his/her/their
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and correct.

Witness my hand and official seal.

_____, Notary Public

Acknowledgment

State of }
County of Yolo }

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Notary Public, personally appeared _____, 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 on the instrument the person(s), or the entity
upon behalf of which the person(s) acted, executed the instrument.

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and correct.

Witness my hand and official seal.

_____, Notary Public

Acknowledgment

State of }
County of Yolo }

On _____, before me, _____,
Notary Public, personally appeared _____, 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 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 _____ that the foregoing paragraph is true
and correct.

Witness my hand and official seal.

_____, Notary Public

Exhibit A to Memorandum of Agreement

Legal Description

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF WEST SACRAMENTO, COUNTY OF YOLO, STATE OF AND IS DESCRIBED AS FOLLOWS:

APN/Parcel ID(s): 067-070-003

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF WEST SACRAMENTO, COUNTY OF YOLO, STATE OF AND IS DESCRIBED AS FOLLOWS:

A portion of those certain parcels of land acquired by the State of , by Deed recorded in Book 695 of Official Records, page 458, and by Deed recorded in Book 790 of Official Records, page 563, Yolo County Records.

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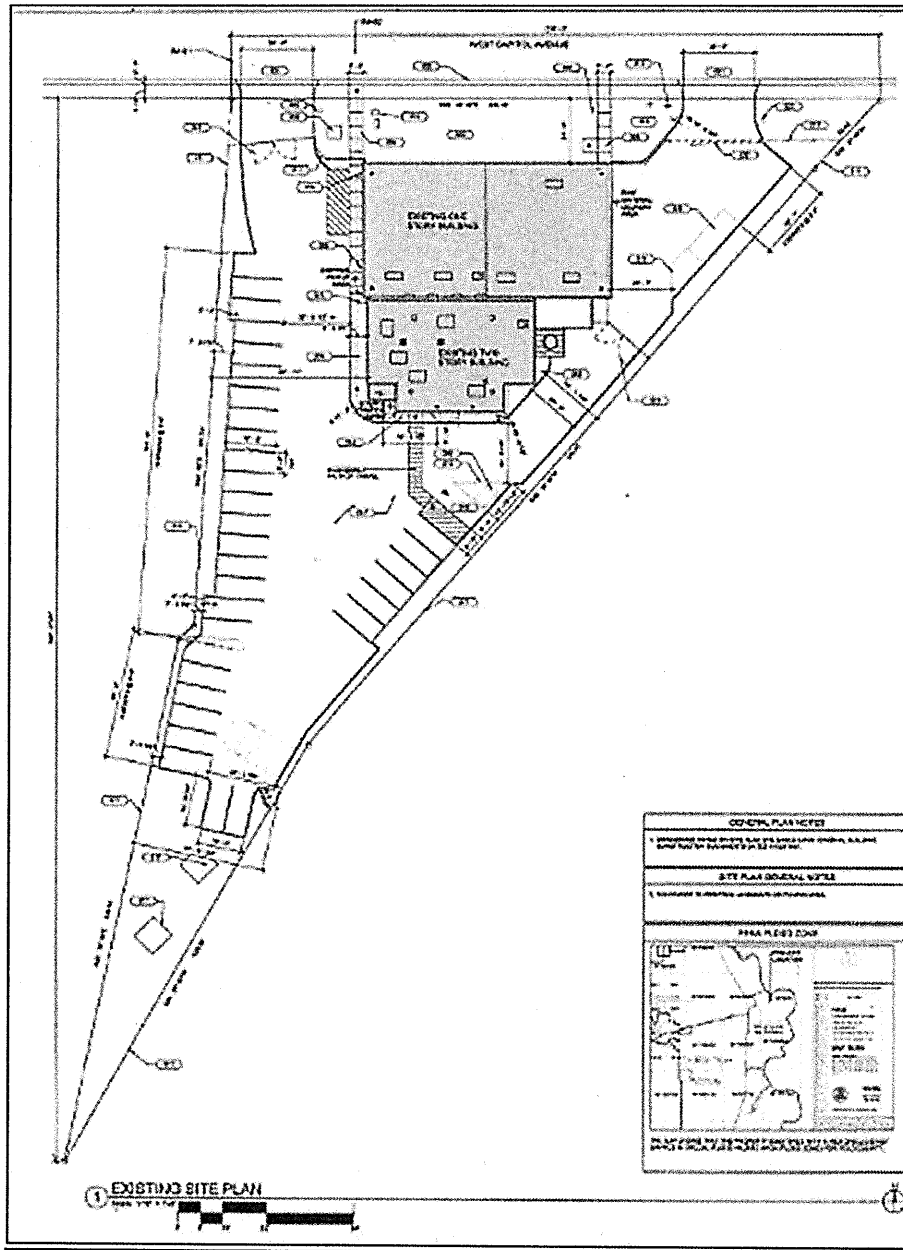
East 170.34 feet; thence N. 35° 48' 28" East 332.02 feet; thence N. *Or* 48' 46" East 102.35 feet to a point distant

235.87 feet Northwesterly, measured at right angles from the said "A" line at Engineer's Station "A" 137+62.70.

Exhibit B

Exhibit A to Memorandum of Agreement (continued)

Site Plan Showing Location of the Facility on the Property



ATTACHMENT 6

RESOLUTION 17-16PC

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST SACRAMENTO RECOMMENDING ADOPTION BY THE CITY COUNCIL A DEVELOPMENT AGREEMENT WITH F.F.C.P. ORGANIZATION PERTAINING TO CANNABIS LOGISTICS/DISTRIBUTION/TRANSPORTATION

WHEREAS, on October 5, 2017 the West Sacramento Planning Commission conducted a public hearing on proposed Municipal Code amendments, a conditional use permit, and a development agreement; and

WHEREAS, the Planning Commission has duly considered all information before them; and

WHEREAS, the Planning Commission has found that the proposed Development Agreement is consistent with the goals, policies and implementation programs of the City of West Sacramento General Plan, and

WHEREAS, the proposed Development Agreement is exempt from CEQA review pursuant to §15301, §15303 and §15305 of the CEQA Guidelines, as the project would be located on an existing developed property with a minor building expansion proposed; and

WHEREAS, the Planning Commission has found that the proposed development agreement furthers the public health, safety and general welfare of the City, and

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission recommends that the City Council take the following actions:

1. The Planning Commission recommends that the City Council approve the proposed Development Agreement via Ordinance 17-18 as recommended by the Planning Commission.

PASSED AND ADOPTED by the Planning Commission of the City of West Sacramento this 5th day of October 2017, by the following vote:

AYES: Sturmfels, Liebig, Lepore, Castillo, Austin

NOES: None

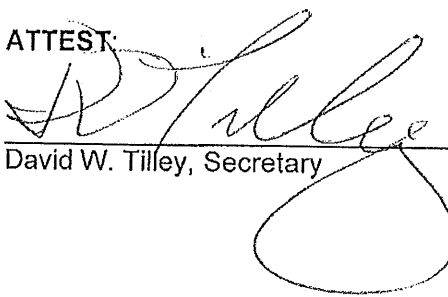
ABSTAIN: None

ABSENT: Vu



Bernadette Austin, Planning Commission
Chairperson

ATTEST:



David W. Tilley, Secretary

ATTACHMENT 7

Print Form

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: Yolo

625 Court Street, #B01

Woodland, CA 95695

From: (Public Agency): City of West Sacramento

1110 West Capitol Ave, 2nd Floor

West Sacramento, CA 95691

(Address)

Project Title: Ordinance 17-18

Project Applicant: Erica Graves

Project Location - Specific:

3911 West Capitol Ave.

Project Location - City: West Sacramento

Project Location - County: Yolo

Description of Nature, Purpose and Beneficiaries of Project:

Ordinance 17-18 establishes a development agreement for cannabis distribution facility between the City and applicant.

Name of Public Agency Approving Project: City of West Sacramento

Name of Person or Agency Carrying Out Project: Erica Graves

Exempt Status: (check one):

Ministerial (Sec. 21080(b)(1); 15268);

Declared Emergency (Sec. 21080(b)(3); 15269(a));

Emergency Project (Sec. 21080(b)(4); 15269(b)(c));

Categorical Exemption. State type and section number: 15301 Class 1, 15305 Class 5, 15308 Clas

Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Ordinance 17-18 is not subject to review under the CEQA pursuant to Cal. Code Sections 15301 Existing Facilities, 15305 - no change in land use or density, 15308 - there is no possibility the ordinance will have a significant effect on the environment

Lead Agency

Contact Person: Justin Hardy

Area Code/Telephone/Extension: (916) 617-4645

If filed by applicant:

1. Attach certified document of exemption finding.

2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____

Date: 11-1-2017

Title: Senior Planner

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

MEETING DATE: November 1, 2017

ITEM # 17


SUBJECT:
**CONSIDERATION OF SCOPE AND PHASING MODIFICATIONS TO THE RIVERFRONT STREET
 EXTENSION PROJECT**

INITIATED OR REQUESTED BY:

Council Staff
 Other

REPORT COORDINATED OR PREPARED BY:

Vin Cay, Supervising Civil Engineer
 Jesse Khatkar, Assistant Civil Engineer



 Deniz Anbiah, Director of Public Works

ATTACHMENT Yes No Information Direction Action

OBJECTIVE

The objective of this report is to obtain City Council approval to modify the scope of the Riverfront Street Extension Project.

RECOMMENDED ACTION

It is respectfully recommended that the City Council:

- 1) Approve the proposed scope modifications to the Riverfront Street Extension Project; and
- 2) Authorize staff to pursue the same proposed scope modifications with the Sacramento Area Council of Governments (SACOG).

BACKGROUND

The Bridge District of West Sacramento, located directly across the Sacramento River from downtown Sacramento, is bounded by the Cemex Cement facility Parcel on the south, US50/Business-80 to the west, Tower Bridge Gateway on the north and the Sacramento River on the east. Once a thriving industrial district, this 188-acre area has been transitioning to a walkable, mixed use, urban scale, transit-served district with shops, restaurants, offices and a ballpark and a restaurant/event space venue (Barn) on the River Walk. The District is integrated into the urban fabric of downtown Sacramento and will be connected by a downtown street car system. Between 2010 and 2014 the City installed over \$50 million of backbone roadways, underground infrastructure, parks, a water retention facility and sewer lift station.

On June 17, 2015, the City Council authorized the submission of the Community Design grant application for the Riverfront Extension project to Sacramento Area Council of Governments (SACOG). The City requested a \$3.7 million Community Design grant to construct a 0.3-mile multi-modal street connection to extend Riverfront Street from Mill Street to a new four-way intersection at 15th Street, 5th Street, and South River Road. Riverfront Street is identified as mandatory backbone circulation in the Bridge District Specific Plan associated with Bridge District projected and vested entitlements. Design and traffic modeling were completed in 2008 and CEQA documentation of the base map and street cross sections were completed in 2009 and approved in the Bridge District Specific Plan. The Smart Growth Investors Development Agreement obligated the dedication of the Riverfront Street right of way; and, in September 2010, CEMEX provided an irrevocable offer of dedication (for the portion of Riverfront Street on its parcel and the 5th Street widening in the Bridge District base map) as a condition of a Relocation Agreement Amendment with the City. The Riverfront Street cross section provides for a two lane roadway, wide sidewalks, on-street parking, water, sewer, and storm drain utilities. Riverfront Street was design engineered for street car and street car turning movements to intersect with Tower Bridge Gateway to the north and 5th Street to the south. The Bridge District Specific Plan provides that bicycle circulation improvements are to be accommodated on 5th Street and the River Walk.

SACOG awarded the City only \$1,934,500 of the requested \$3.7 million for the Riverfront Street Extension. Subsequently, staff worked with SACOG to modify the scope of work so it would accomplish most of the project's goals, with the potential to phase the project if additional SACOG funds became available. The modified project was phased to design both phases and construct the Phase 1 Project. The Phase 2 Project was deferred until funding becomes available.

Phase 1:

The Project will extend Riverfront Street with a 0.3-mile multi-use paved bicycle path between Mill Street and 15th/5th Street. The path will consist of a 13 foot wide pavement in the location of the future Riverfront southbound lane (constructed to roadway specifications) that will eventually become half of a two lane road. A new hot mix asphalt (HMA) intersection will be constructed at 15th/5th with a new traffic signal. 15th Street will be realigned and widened to properly intersect with the new bicycle path and restriped back to Jefferson Blvd including striping bike lanes along 15th Street. New lighting will be installed along the west side of Riverfront paved path. This permanent lighting will also serve as street lighting when the path transitions to roadway. The bicycle path extension will allow connectivity in the southern portion of the Bridge District, to the transitioning Pioneer Bluff area, and from adjacent neighborhoods to the City's developing waterfront area.

Phase 2:

The Project is a 0.3-mile multi-modal street connection to extend Riverfront Street from Mill Street to a new four-way intersection. The Project includes a two-lane roadway; sidewalks, protected bike lanes on 5th Street, dry and wet utilities, lighting, and landscaping, and will accommodate a future north-south streetcar line extending from Tower Bridge Gateway through the Bridge District and will serve as the primary circulation route to a vehicle maintenance facility.

In October 2016, proposals for the professional services necessary to implement Phase 1 of the Riverfront Street Extension Project were solicited. The services contemplated included environmental documentation (CEQA & NEPA), Caltrans and other permitting, geotechnical, right-of-way acquisition services, and preparation of Plans, Specifications and Estimates (PS&E), to extend Riverfront Street underneath the Highway 50 elevated structure by designing a new two-lane road intersecting with 5th and 15th Street in a new intersection. Council approved a Professional Services Contract with Wood Rodgers in the amount of \$849,747.34 on February 15, 2017.

After the professional services contract award, the Streetcar Policy Steering Committee confirmed that the Streetcar Vehicle Maintenance Facility (VMF) site would be sited underneath the elevated HWY 50 Structure in the Bridge District (Pioneer Bridge) and the parcel to the south of Pioneer Bridge owned by Smart Growth Investors II. Since then, the Riverfront Extension design team and Streetcar design team have been coordinating the improvements to maximize cost and design efficiency. The two construction projects may need to be combined with the Streetcar construction contract that will be completing the Riverfront Street Extension project—although this decision has not yet been made. The Streetcar Project is currently scheduled to begin construction in late 2018. The facility will need to be fully served with water, sewer, dry utilities and circulation.

As the City's Phase 1 Project did not include completion of infrastructure and circulation to adequately support the VMF, the project design team initiated an analysis and evaluation of modifications to Phase 1 that would construct improvements required by the VMF and the bicycle improvements planned for 5th Street. The Project Team has also updated its cost estimates based on Phase 1 property acquisition for the enlarging and realigning the intersection of 15th and 5th and the need to demolish a significant portion of the thick steel reinforced concrete CEMEX cement silo slab. On October 5th, 2017, the SACOG Transportation Committee recommended the release of Tier 2 Community funds in the amount of \$1,746,500 for the project resulting in a total grant award of \$3,681,000 which has since been approved by the SACOG board. There is an approved match of \$2,000,000, which is the maximum available funding in Fund 405. Given the right-of-way acquisition needed for the intersection work that is currently a part of Phase 2, staff does not believe it is possible to complete the project in time for the Streetcar VMF. Furthermore, higher design and construction costs due to the near term construction bidding climate would likely exceed the current project budget.

ANALYSIS

The decision to site the Streetcar VMF in the Bridge District, the potential delays created by Right of Way acquisition for the west side of the realigned intersection, detailed evaluation of site conditions and funding constraints in Fund 405 created a need for the Project design team to analyze and recommend potential scope changes to the Riverfront Street Extension Project. These scope changes include building full infrastructure and circulation associated with the VMF, eliminating the Riverfront improvements south of the VMF, and widening 5th Street between Mill Street and 15th Street to add full bicycle amenities, frontage and undergrounding overhead utilities (Attachment 1.) The recommended scope change includes sidewalk along the east side of 5th Street and a cycle track (two way bike lane) to close a gap in the bike lane network and enhancements at the Bridge Street and 5th intersection to route bicycles between the River Walk and 5th. The

project will include sidewalks, water, sewer, dry utilities and storm drainage on Riverfront Street between Mill Street and the VMF.

The proposed scope changes to the project will significantly improve multi-modal circulation in and around the Bridge District and provide circulation to serve approximately 10 acres of adjacent property for high-density mixed-use development. Additionally, the new bike lanes and sidewalks will fill a major gap in the City's bicycle network, creating a safe and direct bicycle-pedestrian connection to Raley Field and Downtown Sacramento from a large existing residential neighborhood to the west and from Jefferson Boulevard to the south where no safe bicycle-pedestrian connection exists today.

The Project will support the development of parcels south of Mill Street for the entitled riverfront mixed-use development. The street extension will facilitate multi-modal connectivity in the southern portion of the Bridge District, and from adjacent neighborhoods to the City's developing waterfront area.

The proposed scope changes are designed to keep the total costs of the project within the total \$5,681,000 available budget.

Strategic Plan Integration

Design and construction of the Riverfront Extension Project supports the City's Strategic Plan Vision of our Riverfront a Regional Destination; a Strong, Diverse Local Economy; and Vibrant Neighborhoods. It will provide a new bicycle trail connection to the River Walk from residential neighborhoods to the south and west consistent with the Joint Riverfront Master Plan and Bridge District Specific Plan.

Alternatives

- 1) Staff recommends that the City Council approve the proposed scope modifications to the Riverfront Street Extension Project; and authorize staff to pursue the same proposed scope modifications with SACOG.
 - 2) Council may choose to direct staff to pursue further scope changes to the project scope.
 - 3) Council may elect not to approve the scope changes and direct staff to remain with the original scope.
- Alternatives 2 and 3 are not recommended due to the grant obligation to fully complete all improvements by December 2018.

Coordination and Review

This report was prepared in coordination with the Economic Development Department and Finance Division of the Administrative Services Department.

Budget/Cost Impact

The Bridge District Riverfront Extension Project was awarded a SACOG Community Design Program Tier 1 funding of \$1,934,500 in 2015 and Tier 2 funding of \$1,746,500 was released by SACOG Board on October 12, 2017. Currently CIP 15032 in Fund 405 has a \$5,200,000 appropriation. Based on the direction of Council and outcome of SACOG Board review of the proposed modifications to scope, staff will return to Council with recommendations for modifications to Wood Rodgers design scope and a CIP increase at a later date.

Attachments

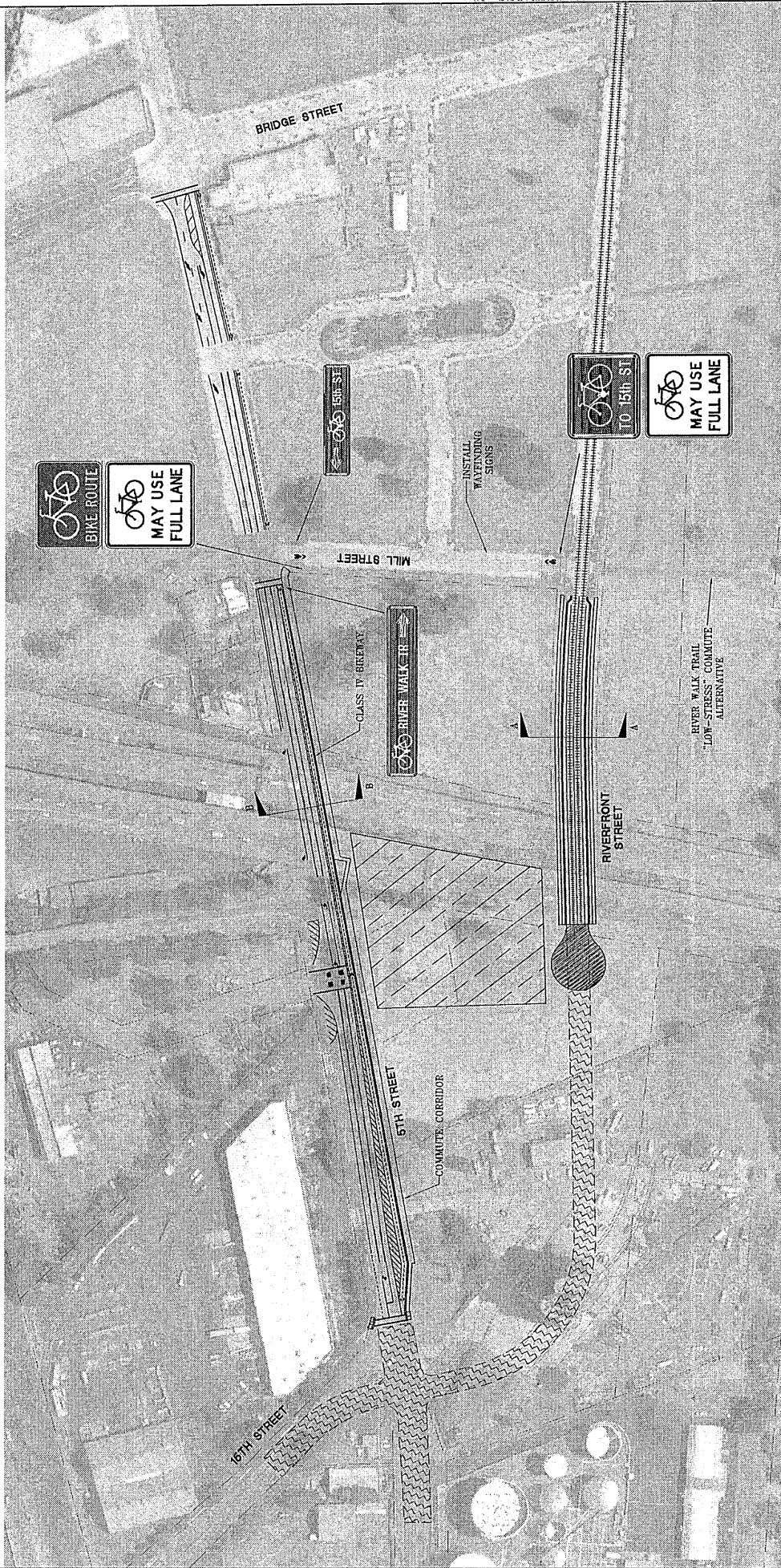
Attachment 1 – Exhibit

RIVERFRONT STREET EXTENSION

GEOMETRIC APPROVAL DRAWING

WEST SACRAMENTO

CALIFORNIA



LEGEND

	AC PAVEMENT
	FUTURE RIVERFRONT EXTENSION
	STREETCAR VEHICLE MAINTENANCE FACILITY

WOOD RODGERS
 BUILDING RELATIONSHIPS ONE PROJECT AT A TIME
 2000 MARKET STREET, SUITE 200
 SACRAMENTO, CA 95816 FAX 916.244.7789

MEETING DATE: November 1, 2017

ITEM # 18

SUBJECT:

CONSIDERATION OF A WORKSHOP ON THE PILOT FLEXIBLE TRANSPORTATION SERVICE AND REQUEST FOR AUTHORIZATION TO PROCEED WITH CONTRACT DEVELOPMENT & NEGOTIATIONS WITH VIA TRANSPORTATION, INC.

INITIATED OR REQUESTED BY:

Council Staff
 Other

REPORT COORDINATED OR PREPARED BY:

Sarah Strand, Assistant Transportation Planner


 Deniz Anbiah, Director of Public Works

ATTACHMENT Yes No Information Direction Action

OBJECTIVE

The purpose of this report is to present information to the City Council on the top-ranked proposal (Via Transportation, Inc.) resulting from the competitive solicitation to deploy a one (1) year Pilot Flexible Transportation Service (the Pilot); to recommend a project funding plan for Council's consideration; and to obtain sufficient feedback and approval from City Council to proceed with the development and negotiation of a contract for services with Via Transportation, Inc. Pending Council approval and direction, staff would return no later than December 13th to request an award of contract and an appropriation of funding to support the Pilot.

RECOMMENDED ACTION

It is respectfully recommended that the City Council:

1. Receive staff's presentation and conduct a workshop on the Pilot Flexible Transportation Service and related funding plan; and
2. Direct staff to proceed with contract development and negotiations with Via Transportation, Inc. and return no later than December 13th to request Council's consideration and award of a contract.

BACKGROUND

On April 19th, 2017, staff introduced the Pilot Flexible Transportation Service (the Pilot) as a component of the City's broader Mobility Action Plan (MAP) and City Council authorized the release of a Request for Proposals (RFP) inviting qualified firms to submit proposals to comprehensively design, deploy, operate, maintain, market and evaluate the Pilot. The RFP was released from May 26 to June 23, 2017 and emphasizing the City's desire for turnkey proposals aimed at reducing vehicle miles travelled (VMT) by providing a viable alternative to driving and improving mobility overall for residents by introducing an more efficient and less costly mode choice.

On July 26th, staff requested Council input to further define the Pilot goals and objectives and to inform the selection of a shortlist for advancement in the procurement process. Council provided clear direction that the service coverage area should be citywide, service should be allowed to compete with existing fixed route services, and should avoid paying to simply replace existing trips. In early August, the SACOG Board awarded the City with a TDM Innovations grant in the amount of \$150,000 to support the Pilot. On August 16th, City Council approved the selection criteria and staff's recommended shortlist of five (5) proposals for advancement to the evaluation and selection phase, and agreed with staff's plan to return to City Council to recommend the top-ranked proposal along with a funding plan for the Council's further consideration.

On September 8th, the Evaluation & Selection Panel (the Panel) conducted presentations and interviews with the five (5) shortlisted firms. Based on the selection criteria, the Panel unanimously determined Via Transportation, Inc. (Via) to be the top-ranking proposal. At this time, staff is recommending that the City proceed to develop and negotiate a contract for services with Via. Details of Via's proposal are summarized below to provide a basis for establishing a contract, however language will be included to allow for course-corrections and adaptations of service to be made during the life of the Pilot. Staff is requesting that Council discuss the baseline service Via proposes to deploy, *with an understanding that additional service details may be decided upon or adjusted at a later time*. This report is intended to provide City Council with an opportunity to make clarifications and provide feedback into the service parameters that would inform the basis of a contract, and to direct staff to proceed with contract development and negotiations and return to Council with a contract no later than December 13, 2017.

ANALYSIS

As the top-ranked firm in the competitive solicitation, Via has proposed to operate a highly innovative ridesharing program in partnership with the City for a term of one (1) year, utilizing both independently contracted transportation network company (TNC) drivers and taxi subcontractors in conjunction with a shared fleet of vehicles. Via's proposes to deploy a real-time, on-demand, ridesharing service that would match multiple passengers travelling in the same direction anywhere in the Citywide coverage area. The service is not proposed to cross over into Sacramento at this time. With one of the most sophisticated technology platforms in the industry, Via's proprietary technology would dynamically pool riders and route drivers based on demand, balancing optimal vehicle occupancy with competitive travel times. The technology platform would enable fully automated scheduling, dispatching, and reservations.

A combination of corner-to-corner and door-to-door service is proposed based on individual rider needs and local conditions. A rider could be asked to walk up to three minutes to a particular location for their pick-up or drop-off rather than their exact address, which can enable more efficient routing and lower trip times. Via proposes to work with the City to define a maximum allowable walking time, as well as criteria for when to provide corner-to-corner versus door-to-door service. To start, Via proposes that the service operate from 7am to 10pm Monday through Friday, 9am to 10pm on Saturdays, and no service on Sundays, however hours of service may be adjusted to better accommodate demand, within reason and dependent on the final agreed upon contract budget.

Up to ten (10) new, co-branded (City/Via) 4-6 passenger Mercedes-Benz Metris vans would be provided at no cost to the City for the duration of the Pilot by Via's strategic partner and investor, Daimler, the parent company of Mercedes-Benz. Via would work closely with the City to develop branding prior to wrapping the vans. In addition to the shared fleet, taxi subcontractors would provide wheelchair accessible vehicles using Via's technology platform to dispatch and route drivers. In addition to a customized smartphone app Via proposes to deploy in West Sacramento, phone and web booking would be made available for riders without smartphones. Unbanked users would be able to pay using cash or stored value cards.

In compliance with California Public Utilities Commission (CPUC) regulations, Via will ensure that drivers' Department of Motor Vehicles (DMV) records have no more than three points with the preceding three years, no "major violations" (reckless driving, hit and run, or driving with a suspended license conviction) within the preceding 3 years, and no driving under the influence conviction within the past seven years. The CPUC requires all TNCs to operate on a "zero -tolerance policy" regarding driver infractions.

An outreach and marketing plan and implementation would be led by Via working closely with the City ensure broad support for the branding and messaging of the Pilot. With extensive experience successfully deploying similar services, Via proposes to leverage data-driven best practices to market the Pilot, including customer segmentation, referral programs, direct outreach, digital tools and campaigns, and branded vehicles.

Unlike other ridesharing services, Via's proposal suggests a partnership with the City to subsidize rides in order to offer flat rates service that is similar to transit fares during the week (i.e. \$2.50), with slightly higher yet affordable fares for evening and Saturday service. Via proposes to work with the City to adopt a mutually agreeable pricing scheme, which could also be adjusted over the life of the Pilot. A variety of promotional pricing incentive programs are possible working with Via, including flat-rate unlimited rides for limited periods of time, promotional codes, or free trips to/from key destinations, such as events at Raley Field or future Mobility Hubs.

Via has subcontracted with the UC Berkeley Transportation Sustainability Research Center to assist in baseline data collection, performance metric and goal establishment, and ongoing performance monitoring and evaluation. The TSRC would work directly with the City to conduct a rigorous analysis of baseline and post-Pilot data to understand the impacts of introducing the new service, both in terms of ridership and customer satisfaction, as well as broader social and environmental impacts such as modal shift, changes in vehicle miles travelled (VMT), changes in auto-ownership, quality of life, and change in household transportation expenditures, and others. Via and the City will co-own data generated by the Pilot, equipping the City with the insights necessary to inform the Mobility Action Plan (MAP) and other strategic planning efforts.

Via's proposal is currently estimated to cost \$749,000, pending contract negotiations. Per Council direction on July 26, 2017, staff developed an internally coordinated funding plan to support the Pilot utilizing a combination of grant funding and reserved Transportation Development Act (TDA) funds. Pending contract negotiations and refinement of the final scope of work based upon feedback received from Council during this workshop, staff proposes using a combination of State Transit Assistance (STA) and Local Transportation Funds (LTF), in addition to the \$150,000 grant funds awarded by the SACOG TDM Innovations Grant program, to pay for this Pilot project.

Staff has consulted internally, as well as with SACOG staff to confirm that the Pilot is an eligible use of TDA funding. Staff will submit a request for the allocation of the final contract amount alongside the request for award of contract before the end of the year. Although this combination of TDA and grant funding is the primary recommendation, Council has also previously identified the Pilot as a natural fit for the Smart Cities program and corresponding Measure E funding. Pending development of a framework to allocate funds, Council may elect to consider Measure E as an alternative or supplemental funding source for the Pilot, as appropriate.

At this time, staff is requesting that the City Council ask questions, make clarifications, and discuss staff's recommendation to proceed with the baseline service model proposed by Via, including:

- Overall Service Model
- Hours of Operation
- Service coverage area
- Accessibility/User Experience
- Vehicles & Drivers
- Customer Service
- Technology Platform
- Fares & Incentives
- Marketing
- Data Sharing
- Performance Evaluation
- Funding Plan

Staff requests that Council provide explicit direction to make any modifications, exceptions or conditions they see necessary to develop a satisfactory contract, funding plan, and overall Pilot service model to inform the final contract for services and scope of work, which will be submitted for Council consideration later than December 13th, 2017.

Commission Recommendation

On August 15, 2017, staff presented on the Pilot Flexible Transportation Service to the Transportation, Mobility & Infrastructure (TMI) Commission. TMI Commissioners recommended that designing the Pilot as curb-to-curb would result in a more appealing and well-riden service and expressed support for expanding service into Downtown Sacramento, as well as support for incentive based pricing schemes. The TMI Commission also emphasized the importance of a targeted marketing strategy to support the Pilot as well as the service considering ADA, unbanked, ESL, and non-smartphone users.

Strategic Plan Integration

This project advances the 2017 Strategic Plan Management Agenda item, "Mobility Action Plan."

Alternatives

The Council's primary alternatives are:

1. Receive staff's presentation, provide feedback, and approve of staff's recommendation to proceed with developing a contract with Via Transportation, Inc. to develop, deploy, operate, maintain, and evaluate the Pilot Flexible Transportation Service. The City Council is encouraged to make any clarifications and comments necessary to inform the development of a contract at this time. Direct staff to return no later than December 13th to request the award of contract. This is the recommended action.
2. Receive staff's presentation and request that staff return with additional information at a later date and delay the development of a contract to deploy the Pilot. This alternative is not recommended as this would cause delays in the overall project timeline.
3. Reject staff's recommendation to develop a contract with Via Transportation, Inc. and direct staff to proceed in an alternative manner. This alternative is also not recommended.

Coordination and Review

This report was coordinated with the City Administrative Services Department and SACOG staff.

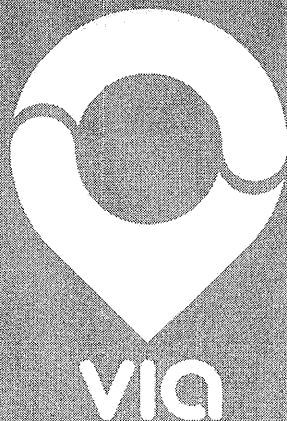
Budget/Cost Impact

Via's proposal is estimated to cost \$749,000, pending contract negotiations. Staff proposes using a combination of State Transit Assistance (STA) and Local Transportation Funds (LTF) in an amount not to exceed \$600,000, in addition to the \$150,000 in Congestion Mitigation and Air Quality (CMAQ) funds awarded by the SACOG TDM Innovations Grant program, to pay for this Pilot project. Staff will submit to the City Council a request for the allocation of the final contract amount alongside the request for award of contract. As of June 30, 2017, the total unrestricted fund balance in the TDA Fund was approximately \$5 million.

ATTACHMENTS

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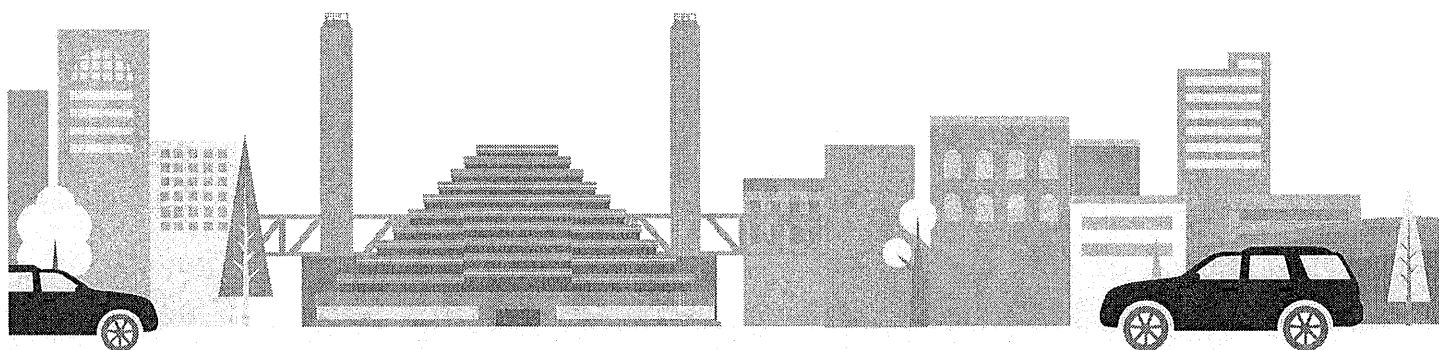
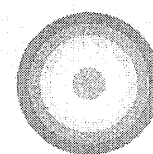
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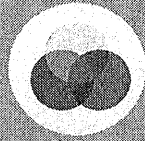
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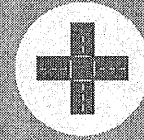
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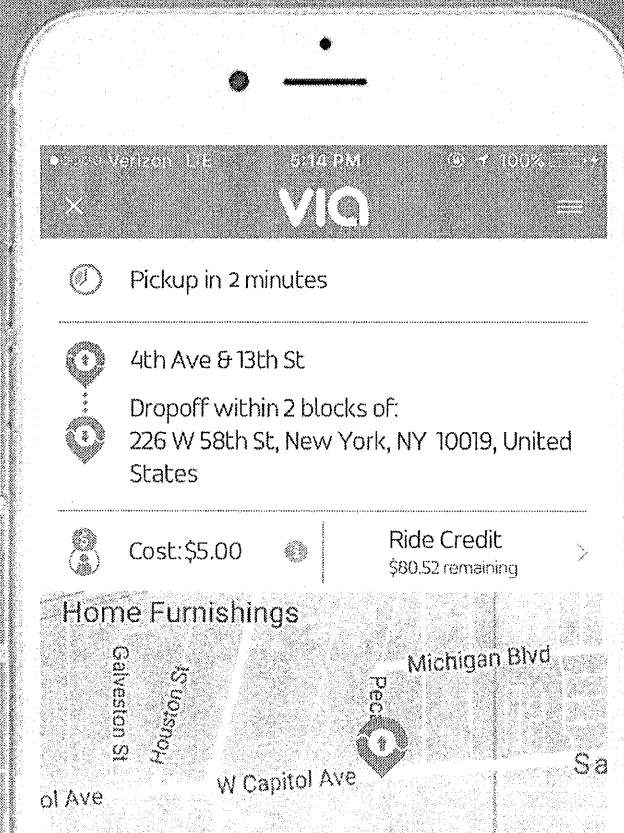
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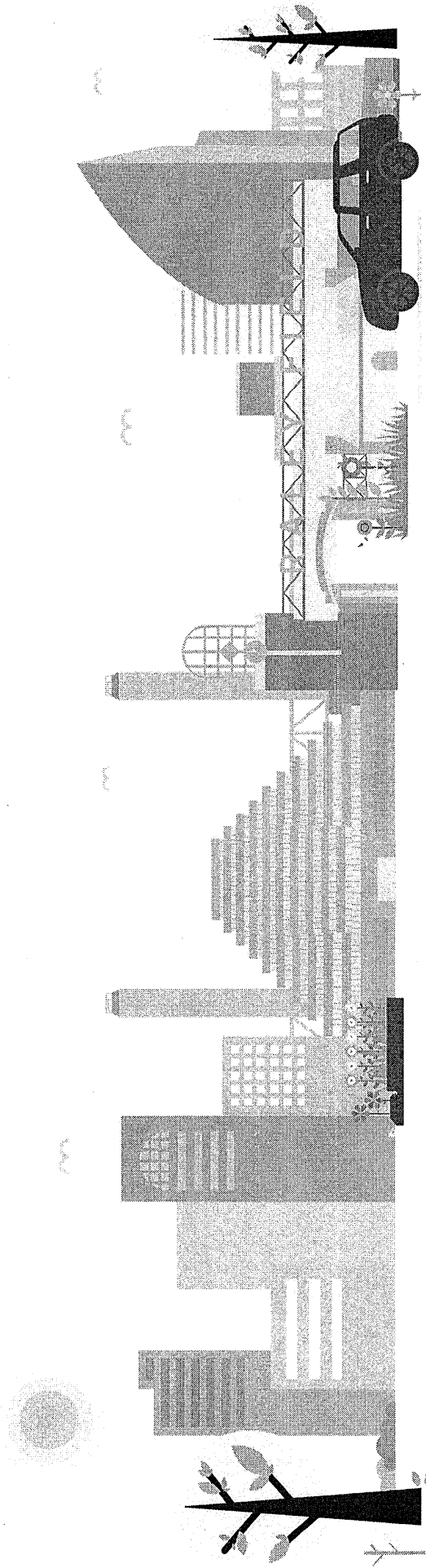
Efficient
Meet your Via-icle
at a nearby corner

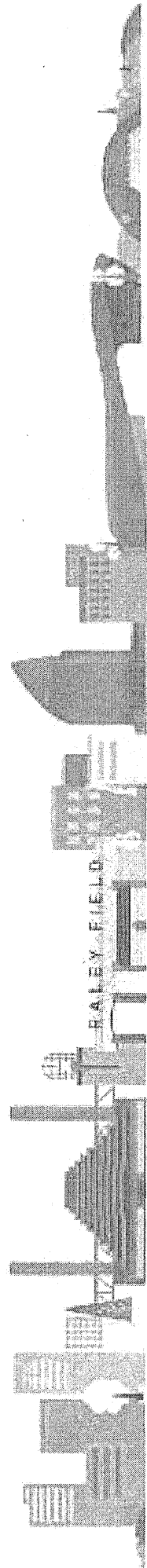




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MEETING DATE: November 1, 2017

ITEM # 19

SUBJECT:**WORKSHOP ON KIDS' HOME RUN COLLEGE SAVINGS ACCOUNTS****INITIATED OR REQUESTED BY:** Council Staff Other**REPORT COORDINATED OR PREPARED BY:**Ian Winbrock, Program Manager
Paul Blumberg, Public Finance Manager

Amanda Berlin, Assistant City Manager

ATTACHMENT Yes No Information Direction Action**OBJECTIVE**

The purpose of this report is to facilitate the Council's discussion and direction regarding potential features for inclusion in the College Savings Account program of the Kids' Home Run.

RECOMMENDED ACTION

It is respectfully recommended that the Council hear staff's presentation, conduct a discussion, and provide direction on potential features for inclusion in the College Savings (CSA) Account program of the Kids' Home Run.

BACKGROUND

Measure E was a ballot measure proposed by the West Sacramento City Council and approved by West Sacramento voters in November 2016. The measure added a quarter percent increase to the City's portion of the local Transactions and Use Tax (sales tax) rate. The ballot language identified several areas of focused investment:

To fund City services and initiatives such as repairing roads, building and maintaining bicycle/pedestrian trails, reducing homelessness and its community impacts, improving educational and career opportunities for youth, and enhancing internet access and the use of smart technologies, shall the City of West Sacramento enact a 1/4 percent transactions and use tax (sales tax) raising approximately \$3.3 million annually on an ongoing basis for general governmental purposes?

On November 16, 2016, after Measure E was passed, the Council adopted funding targets for all areas of focused investment for Measure E. The Council also adopted a framework for the "improving educational and career opportunities for youth" component of Measure E investment, dubbed the Kids' Home Run program.

Under that framework, the Kids' Home Run begins with a youth's enrollment in one of the Universal Preschools for West Sacramento's (UP4WS) to receive a high-quality preschool education. Once a youth has graduated from a UP4WS preschool, they will then have access to a guaranteed college savings account when entering kindergarten within the Washington Unified School District (WUSD), with the goal of a match for a family deposit. High School aged youth within the WUSD, through the Kids' Home Run program, will have access to paid internships in a relevant industry sector or job-type if they are enrolled in an integrated college and career pathway and making satisfactory progress in school. Finally, through the Kids' Home Run program, every West Sacramento student graduating from High School and directly enrolling full-time in a program of study at the Sacramento City College Campus will enroll fee free for up to two semesters, and have access to a scholarship of up to \$1,000.

A system of digital badges, virtual credentials that can unlock opportunities for young people, will be used to track participant's progress and motivate them to work their way through the Kids' Home Run initiative. The objective of the Kids' Home Run initiative is to change the culture of the City into one where every young person is prepared for college and career while creating a more robust workforce for local employers and enhancing the City's economic development capacity and competitiveness.

On August 16, 2017, the Council conducted a workshop on a framework for the development of policies to guide staff and the Council in the preparation and review of proposals to expend Measure E funds. At that

meeting, the Council provided feedback and directed staff to return to the Council with a Measure E Universal Policy document that articulated the principles outlined in the framework staff presented that evening.

On September 20, 2017, Council provided input and approved, the Measure E Universal Policy document subject to Council-directed changes, and directed staff to begin bringing forward proposals for the use of Measure E funds, consistent with the approved universal policies and the schedule described in the September 20 staff report.

On October 4, 2017 Council provided input and direction on potential concepts for inclusion in a policy framework for specific Kids' Home Run programs, including CSAs. Council approved the policy concepts in substantially the form shown in the staff report and directed staff to return to Council with future workshops on policy frameworks for specific Kids' Home Run Programs.

ANALYSIS

Since implementation of the Kids' Home Run initiative in early 2017, staff, in coordination with external partners, has been able to achieve a modicum of success, laying the groundwork for future programmatic growth. However, to grow the initiative, a policy framework for the Kids' Home Run initiative, consistent with the Measure E Universal Policy document, needs to be established. In order to create a comprehensive Kids' Home Run policy framework, Council has directed that a series of workshops be conducted, providing staff with sufficient direction on specific policies for Kids' Home Run programs.

Staff seeks Council discussion and direction on specific program features of the Kids' Home Run CSA program in order to refine CSA features when talking to financial institutions. Staff can then provide more specificity in the Request for Proposals (RFP) solicitation for qualified financial institutions to manage the CSA program of the Kids' Home Run. On March 15, 2017, Council previously authorized the issuance of an RFP which was general in nature and not tailored to specific services. Since that time, staff has conducted due diligence on CSA options, and has concluded that there are varied and distinct approaches to setting up a CSA program.

Staff has been conducting outreach to college savings account program administrators, researchers, and consultants over the past six months in order to scope out an appropriate RFP that will fit the needs of the City. Outreach has included staff administrators of the college savings account program that is part of the Oakland Promise, staff administrators of the Kindergarten to College savings account program in San Francisco, a senior research associate at the Institute on Assets and Social Policy at Brandeis University who specializes in college savings accounts, the VPs of Promise Indiana Operations, a statewide college savings account program in Indiana, an associate director of a consulting company that specializes in helping institutions manage children's savings accounts and a Deputy Director of the Federal Reserve Bank of Boston who manages Regional and Community Outreach for college savings accounts.

Based on information obtained, staff devised the following suggested program features to be included in the CSA program going forward:

1. The program should only be available to kindergarteners entering the WUSD from a Universal Preschool for West Sacramento (UP4WS) recognized high quality preschool.
2. The program should include automatic enrollment, with an "opt out" option: Each qualifying child entering kindergarten in the Washington Unified School District will automatically have an account created in their name unless the parent or guardian notified chooses not to participate.
3. The program should be structured as one trustee account under the City's name and tax ID, with subaccounts for each child.
4. The program should allow for a variety of deposit options for families including: in-branch deposits, online deposits, smart phone deposits, as well as, mail and other deposit mechanisms.
5. The program should allow for incentives for parental contributions to the account, including matching savings incentives, once additional philanthropic funding has been secured.
6. The program should allow for education components including financial literacy and college planning once additional philanthropic funding has been secured.
7. The program should have the following performance indicators: return on investment for pooled CSA funds in the trustee account, eligible student participation rate, growth rate of participating students, number of participating students depositing to account/subaccounts, growth rate of account/subaccount balances.

8. The program should establish parameters for how and when funds accrued in the students sub-account can be released from the City's trustee account and transferred to student in order to pay for college expenses.
9. The program should provide for confidentiality for participants so that personal account information is not shared with the public or other government agencies.
10. Subaccounts should give the student and families a sense of ownership and resemble any personal CSA or bank savings account.

The suggested program features above have been identified based on research into a number of successful program models. Staff is recommending automatic enrollment after receiving Council direction to make Kids' Home Run programs as inclusive and accessible as possible. The alternative "self enrollment" models entail burdensome paperwork and sharing of personal information, which may deter participation by the "un-banked" population. . CSA programs with automatic enrollment, such as SEED OK and San Francisco K2C, have achieved nearly 100% participation. Maine's Harold Alfond College Challenge, a \$500 CSA in the state of Maine, offered \$500 to parents of all newborns in the state, but from 2009 - 2013 enrollment was not automatic. The switch to an opt-out model in 2014, retroactive to January 1, 2013, increased participation rates from 40% to an estimated 100%. Another CSA, the UK Child Trust Fund (CTF), gave parents one year to open an account, after which the government opened one on behalf of the child. Although almost all of UK parents (97%) reported being aware of the program, only about 75% of eligible parents opened accounts within a year, suggesting that outreach alone is not enough to reach full participation. Similarly, Michigan SEED, another state based CSA, was only able to recruit between 40% and 60% of eligible participants into the program when using opt-in enrollment. The Promise Indiana initiative, Indiana's statewide CSA program, which offers financial incentives for opening a 529, had a participation rate of 68% in 2013, but only 28% in 2015. Although all of these programs' participation rates far exceed the uptake of 529s nationwide, less than 3% of families, their enrollment is still far from universal.

Additionally, automatic enrollment makes CSAs more progressive by improving participation among lower and middle income (LMI) families. Without automation, those with less financial knowledge and resources are less likely to utilize CSAs than are more privileged families. Before Maine's HACC CSA was automated in 2013, parents with higher income, higher education, and other investments were more likely to have 529 accounts. Opt-out CSAs appear to garner higher rates of saving among LMI participants compared to non-universal programs. As of 2016, 18% of families have made deposits into the San Francisco K2C program, the CSA program for the City-county of San Francisco, and 50% of depositors are from LMI families. In the UK CTF, 24% of all families had deposited funds by 2009, and lower-income families were saving a greater proportion of their monthly income than higher-income families. In SEED OK, the CSA program for the state of Oklahoma, low-income children in the treatment group were significantly more likely to have made deposits to their individual 529 accounts compared to the control group. However, existing research has not yet conclusively determined whether these savings rates are due to the universal nature of these programs or the seed, match, outreach, or other incentives.

Staff is also recommending that all CSA funds will be held in trust by the City, using the City's tax ID number. Sub-accounts established for each individual will avoid the need for parental social security information and earned "income" implications. As trustee of the multiple sub-accounts, the City has a fiduciary duty to monitor and protect funds held in trust, and a single account will ease management of the funds. Perhaps most importantly, the "pooled" CSA funds would be able to realize a higher rate of return than would an individual account. This will avoid a number of challenges, such as the fact that financial institutions are typically reluctant to administer a large number of low value accounts. The City's Treasurer would be responsible for investing pooled CSA funds with the same standard of care as the City's pooled Treasury funds, and consistent with the City's investment policy emphasis on safety.

Commission Recommendation

Not applicable

Strategic Plan Integration

Creation of the College Savings Account program of the Kids' Home Run supports the City's Strategic Plan Guiding Principles in the areas of Quality Schools and Educational Programs, and the City's 2017 Strategic Plan Top Priority item of Kids' Home Run (Measure E).

Alternatives

The Council's primary alternatives are summarized below:

1. Approve the program features in substantially the form shown in the staff report and direct staff to return to Council at a later date with those program features integrated into a policy framework for Kids' Home Run programs.
2. Approve the modified program features with changes, additions, or deletions.
3. Take no action and instead direct staff to return with a different approach to the CSA program.

Alternative 1 is staff's recommended action. Staff is prepared to implement Alternative 2 at the Council's direction. Alternative 3 may also be implemented at the Council's direction. Staff's intent is to have the program in place for the 2018-19 school year, and refining the CSA program features can begin with providing more specificity in the RFP, and can continue once a financial institution is selected and contracts/agreement with that institution are being negotiated .

Coordination and Review

This report was prepared by the City Manager's Office with input from the Finance Division of the Administrative Services Department

Budget/Cost Impact

The College Savings Account Program of the Kids' Home Run has a maximum target of \$25,000 per year, subject to funding from revenues received due to Measure E and approval by Council.

ATTACHMENTS

None